

# MEMORANDUM

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**TO:** Mr.Rupesh  
**CC :** Dean Engg.,Deputy Dean, All Chairpersons,Controller of Examinations,Academic Coordinator  
**FROM:** Central Coordinator of the Examinations  
**DATE:** March 19,2021  
**SUBJECT:** Negligence of invigilator during examination

The purpose of this memo is to update that Mr. Rupesh is not completing his invigilation duty in the ongoing higher semester examinations.It is observed that he is not following the conduct such as signing the answer sheet,presentation of in the examination hall.From this it is considered as sheer negligence by the side of invigilator.Controller of Examination and concerned authorities must go through the issue and take necessary action on concerned invigilator.Considering the issue the rules must be followed by the invigilators are written below.

Here are some rules to follow by the duty invigilator in the exam hall.The rules are as follows :

1. Please implement the code of conduct for students during examination.
2. Invigilation duty for Examination is compulsory to all invigilators. In case of emergency, alternative arrangement to be made by CoE.
3. All invigilators must report to Exam Section within time and must reach to their respective examination hall before 15 minutes of the scheduled examination time.
4. All the invigilators must maintain silence during exam in the examination hall.
5. Your mobile phone must be silent mode and you are not allowed to use in the examination hall.
6. Please check whether the students have occupied their respective seats according to the seating plan.
7. Verify the Id card/admit card of the students in the examination hall.
8. Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.

9. Invigilator must sign the student answer sheet along with the additional sheets taken by the student.
10. Invigilators must watch the students continuously and should be vigilant.
11. Please move in the examination hall to prevent indiscipline/copying.
12. Should not leave examination hall during examination period. In case of urgency, may be allowed for maximum 15 minutes with permission from room-in-charge.
13. Other invigilators / faculty are not allowed to enter into other examination halls without consent of concerned Hall/room-in-charge.
14. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination.

- ✓ It is essential that all invigilators should follow the above conduct during the exams.
- ✓ If you experience problems or have questions regarding examination procedures please contact the Exam Support Team.

I hereby conclude that all the duty invigilators as well as supporting staff to obey with the rules and stick to them without fail. Strict action will be taken if the invigilator opposes the rules and regulations.

If you have any concerns, please let me know.

Thank you,

Central Coordinator of Examinations

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# NOTICE

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## St. XAVIER'S COLLEGIATE SCHOOL, CHENNAI

### NOTICE

March 20, 2021

### Inaugural Ceremony of Film Club

The newly formed film Club of our school will be inaugurated on March 27, 2021 by the famous actor, National award winner **Mr. Fahad Fashil**. The inaugural function will commence at 3 pm at the School auditorium. As part of this event, we are planning to launch the wing with the screening of a classic movie followed by a message from our chief guest. During his inaugural address, he has also agreed to discuss and give some tips on classic movies. Those who would like to join the club should submit their entries to the secretary of the Literary Club latest by March 24, 2020.

In addition, the Club also provides a Theatre facility in the Audio Visual Room so as to screen world classic movies and documentaries for students. The Film Club aims to arrange film festivals, seminars and intercollegiate short film competitions in the coming years and to provide theoretical and technical training to the students who are interested in pursuing a career in film industry. For further details, contact the undersigned.

Rupesh

Secretary, Literary Club