

OFFICE OF THE PRINCIPAL  
**RAGHUNATHJEW (DEGREE) COLLEGE**  
DEULASAH, CUTTACK-8

Notice No. 256/22

Date. 24.09.2022

It is information for all the staff that, with reference to college notice no. 229/2022 dtd. 14.09.2022, the 4th <sup>University</sup> ~~midterm~~ examination will be held from 26.09.2022 & 30.09.2022 (9.00 a.m. to 12.00 noon). Hence they are hereby instructed to follow the following guidelines for smooth conduct of the examination.

**GUIDELINE**

1. All the staffs will reach the college 45 minutes before commencement of the exam.
2. Any type of leave will be not allowed on the exam. days.
3. During the examinations all the invigilators and relievers are requested to switch off their mobile.
4. Those staffs are assigned the invigilator and relievers duty of examination they are instructed not leave the campus during exam. hour prior to permission of Principal.
5. All the invigilators are requested during the invigilation they should properly verify the Roll No., Subject, Paper etc.
6. If in any room more than one invigilators are allotted, they should equally distribute the students for paper verification.
7. All the staff (Both teaching & non-teaching) are requested to perform their duty meticulously as per the written or verbal instructions of Principal.

**PRINCIPAL**

Copy to Staff Notice Board/Administrative Bursar/Academic Bursar/Exam. Section/  
library/Office guard file for information & necessary action.

  
24/9/22  
**PRINCIPAL**