



Symbiosis University of Applied Sciences (SUAS)

[Established under M P Act No. 23/2007 by Amendment Act No.23/2016 and recognized by UGC]

OFFICE OF CONTROLLER OF EXAMINATIONS

Ph. 0731-2581300 E-mail: coe@suas.ac.in

SUAS/COE/GC/C/CIR/2017/01/40

Date: 22/11/2017

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| From : Controller of Examinations | To: All HOS |
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Subject: Regarding Invigilation Duty in Examination.

Kindly instruct your individual faculty members that those who have been assigned invigilation duty by the Centre Superintendent of the concerned Examination Centre, to report for duty to that Examination Centre without failure, otherwise strict action will be taken against defaulter.

If due to some emergency any faculty member cannot perform his/ her duty, than it is the responsibility of that faculty member to provide his / her substitute to the Center Superintendent of the Examination Centre.

Beside this all HOS are also instructed to take recommendation of Center Superintendent of the particular Examination Center before sanctioning the leave application of any faculty members during days of Examination and also provide full co-operation to the Center Superintendent of the Examination Centre during time of Examination.

[Dr.Himanshu Pandiya]

Copy to:-

- Hon'ble Vice Chancellor- *for kind information please.*
- Registrar- *to instruct your HR-section to not process leave application without recommendation of CS during days of examination.*
- Dr.Bhaskar Pal [CS-SBFSI] - *for information and essential action accordingly.*