



Sunbeam Women's College Varuna

Towards Women Empowerment ...

Post Graduate College

(Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi)

(Accredited by NAAC)

904/1, Central Jail Road, Sikraul, Varanasi-221002

www.sunbeamwcv.com

email : info@sunbeamwcv.com

Notice

08.11.2024

It is a matter of immense pleasure and satisfaction to convey that the syllabus of the **Mid Term I 2024** for odd semester of MA (Psychology) I & III SEM is almost completed for all the subjects. **Congratulations** to all the faculty members for the academic progress and syllabus completion on stipulated time.

With this we are set to start the **Mid Term for odd semester MA (Psychology) I & III SEM of the Academic Year 2024-25** as per the stipulated schedule. I am mentioning here the Duty Roster assigning invigilation duty for the Test with this, expecting attention of the faculty members on the following points:

1. Arrive at designated room at least fifteen minutes before the test starts.
2. Receiving plain answer sheets from the Internal Examination In charge in the room.
3. Distributing the answer sheets to students ten minutes before the test starts.
4. Distributing the question paper at 10:30 am with the ring of the long bell.
5. Ensuring silence and sanctity of the examination.
6. There should not be any discussion among the students or in between invigilators during the test.
7. Two invigilators are assigned in every room so in case any emergency one can communicate the same in the Control Room (Staff Room).
8. Collection of answer sheets at 12:00 noon, with the ring of the long bell.
9. Hand over the answer sheets to the Internal Examination In-charge of the stream.
10. All invigilators are requested to be punctual about the reporting time for smooth holding of the Test.

Principal