

NEW DELHI MUNICIPAL COUNCIL

EDUCATION DEPARTMENT

F.NO-3162/AAV/H.SQ/2022

Date:-31/03/2022

//CIRCULAR//

Subject: Date Sheet & Guidelines for Distribution of Confidential Material and Conduct of Annual Examination (Term-2) for classes IX & XI, Session 2021-22.

All the Heads of N.D.M.C Schools are hereby informed that Annual Examination (Term 2), Academic Session 2021-22 as per circular no.DE.5/43/04/Exam/Part-1/2021/1782-1787 dated:16/03/2022 GNCTD is to be held as per the date sheet and timing details are enclosed herewith for the students of classes IX and XI studying in NDMC Schools.

For smooth conduct of Exams, the timings of Annual Examinations are mentioned below.

<p>Timings For Annual Examination (Term-2) Class IX & XI: 09:30 a.m. To 11.30 a.m.</p>

Guidelines for all the concerned are given below:

(A) FOR INVIGILATORS

The Invigilator will make the announcement in the Examination Room

- 1) Before starting to answer, check that the Question Paper has no misprinting, overprinting and/or any other shortcoming in it. If there is any shortcoming get it replaced immediately.
- 2) The question paper will be of 120 Minutes (02 Hours).
- 3) This is descriptive examination. The paper has questions of different formats (Case Based/Situation Based Open Ended/Short Answer/Long Answer type).

- 4) Your task is to write the correct answer in your answer sheet provided by the school.
- 5) Give one line space to write the answer of next question in the answer sheet.
- 6) Question Paper is bilingual (Hindi, Urdu/English). In case of any variation in Hindi/Urdu version, English version will be taken as final for evaluation purposes.
- 7) Use of calculators, side rules, mobiles, calculator watches or any such devices and any other study/reference material is not allowed inside the examination room.

(B) FOR HEADS OF SCHOOLS

1. Examination of the subjects not covered in the Date Sheet is to be held at school level.
2. Heads of Schools may conduct the exam in any subject at their own level if it clashes with the other subjects in the date sheet. Priority must be given to the main elective subject and additional subject may be conducted at school level. Syllabus and pattern of question paper should be the same as is in Annual Examinations (Term-2) 2021-22.
3. Duration of time for each subject as given in the question paper be followed meticulously.
4. It is mandatory to fill all the columns given in the Answer Sheet related to the student's details Class In-charges must ensure that each student of their respective class knows his/her examination roll number.
5. Head of School must ensure proper sanitation, lighting, drinking water, furniture, etc during the examination days and provide stress free environment to the students maintaining COVID Appropriate Behavior (CAB).
6. **SEATING PLAN** must be displayed on the notice board well in advance on the day of the exam.

7. All the schools are advised to have a seating arrangement of not more than 24 students in one examination room.
8. Two invigilators should be deputed in one examination room. In case of shortage of staff, one invigilator may be deputed in a room with the provision of any reliever on maximum three rooms. Duty time of the invigilator will be minimum 30 minutes in one room.
9. No invigilator will leave the exam hall/room without being provided a reliever.
10. Proper record i.e. Account of Question Papers, Invigilation Duty Register, Seating Plan Evaluation Record, Supplementary Answer Sheets etc must be kept in Examination/Principal Room, in a systematic way, for inspection by the Higher Authorities.
11. Student shall not be allowed to submit Answer Sheet before completion of Exam.
12. Marking schemes will be supplied on the next day of the examination.
13. Guest Teachers/Contract teachers, Security guards, Visually Impaired Teachers & Group D employee will not be authorized by the Head of School to collect the Question Paper Packets: Material from Distribution Center i.e **Atal Adarsh Vidyalaya, Havlock Square, New Delhi.**
14. Heads of Schools must attest the signature of the official deputed to collect Question Papers from the Distribution Center (AAV, Havlock Square) and issue authority letter daily for collection of the same.
15. While receiving the confidential material from Distribution Center, the authorized person will ensure that **the packets of Question Papers are properly packed, sealed and as per enrollment of his/her school.**
16. **The distribution of sealed packets of Question Papers from Distribution center will be done from 07:55 a.m. to 08:15 a.m. to authorized person of the school.**
17. In case of shortage or non-receipt of Question Papers or any other discrepancy, Head of School will inform Distribution Center In-charge

without any loss of time.(Principal AAV, Havlock Square, New Delhi. Mobile no. 9899744895/9899674608).

18. Invigilation must be strict and meticulous during the conduct of the exam & in true spirit.

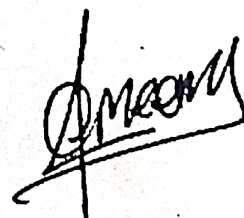
19. Packets of the Question Papers will be opened only 30 minutes before the commencement of the examination. In case of tempering in the packets of Question Papers or opened before the scheduled time, Examination In-charges and Head of School will be held responsible.

20. The Head of School must ensure strict compliance of the instructions by the invigilators. In case of violation of these instructions, appropriate action will be initiated against the concerned Head of School.

21. Supply of the question papers in Annual Examinations will be done based on the enrollment of Mid Term Examination (Term-1) conducted in the month of December 2021. If the schools have variation in the enrolment, they may contact Examination Branch along with the supporting documents within one week of issuing this circular. Further request will not be entertained for any shortage of question papers.

22. The officers from HQ will also conduct surprise inspections of the schools during the examination days and take necessary action if such a need arises.

This issue with prior approval of Director Education (NDMC).



Principal/C.E.I

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EDUCATION DEPARTMENT

Date Sheet for Annual Examination (Term-2) Academic Session 2021-22

Timings: 09:30 a.m. to 11:30 a.m.

Date	Day	Annual Examination (Term-2)	
		Class IX	Class XI
11.04.2022	Monday	Social Science	Physics/ Geography
12.04.2022	Tuesday	----	Physical Education
13.04.2022	Wednesday	Natural Science	Mathematics
16.04.2022	Saturday	Mathematics	Economics
18.04.2022	Monday	English (Language & Literature)	Business Study/ Political Sc.
19.04.2022	Tuesday	----	English Core
20.04.2022	Wednesday	Sanskrit	Sanskrit (Core)/ Biology
21.04.2022	Thursday	----	Hindi Elective
22.04.2022	Friday	Hindi-A	Home Science
23.04.2022	Saturday	----	Sociology/Engg. Graphics
25.04.2022	Monday	----	Accountancy/Chemistry/ History
26.04.2022	Tuesday	----	Informatic Practices

Note:

1. Examination of the subjects not covered in the Date Sheet is to be held at school level.
2. Duration of time for each subject as given on the question paper to be followed meticulously.
3. Reading time of Question paper will be 15 minutes.

This issue with prior approval of Director Education (NDMC).



Principal/C.E.I