Kalindi College

Teachers on Duty

The data received from various departments is still being updated/ edited. So duty list will be prepared shortly and shared. Tomorrow the list for at least first few days will be shared. But for information of all, duties will be assigned to the teachers for the papers that they are teaching, reason being that teachers on duty will be required to make a whatsapp group with the students for giving instructions, and handling their problems, if any. So even without a formal duty list you would all know the date/ session when you will have a duty.

Same teachers will be assigned duties for the repeat papers. Data on essential repeaters has been provided by the office but is without contact numbers at the moment. I shall just share the file as received from the office. Soon the contact numbers will also be provided.

The teachers on duty will have to make sure that answer sheets are uploaded with in allocated time limit strictly.
1. They are required to alert on completion of three hours: "**quickly start uploading**"
2. After three hours complete, an alert message every 15 minutes: "**Immediately upload the answer sheets on portal, "_____" minutes left for portal upload**"
3. In last 15 minutes, ask students who have not uploaded to finish upload immediately.
4. For any help students need, kindly direct students to examination committee helpline numbers available on college website
5. Teacher-In charges can change the duty as per need in case of leave or change of teacher etc. and parallelly inform the change to exam committee and the teachers concerned.
6. Teachers to be available on phone call if examination committee needs to connect with any on-duty teacher

Note:

➤ **All must note that there is no provision of sending answers on email. Answer Sheets submitted other than the OBE Portal shall not be entertained under any circumstances.**

➢ **In case of poor internet connectivity/any unforeseen technical glitches etc., the student may be advised to submit his/her script beyond the specified time period with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee.**

➢ **The time of submission of answer sheets shall be recorded by the system, The delayed submissions of answer sheet with exact time of submission shall be sent to Review Committee.**

➢ **A system generated acknowledgement will be sent to the student's registered e mail after submission of the answers sheets on the portal.**

➢ **Limit of uploading each file for answer scripts on the portal is 7 MB.**