



# Maharaja Agrasen Institute of Management Studies

Affiliated to Guru Gobind Singh Indraprastha University, Delhi, INDIA

Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, INDIA; [www.maims.ac.in](http://www.maims.ac.in)

Email: [hodcommerce@maims.ac.in](mailto:hodcommerce@maims.ac.in)

Ph: 9811871455

Dr. Manju Gupta

Head, Department of Commerce

Friday, 29<sup>th</sup> January 2021

## NOTICE

### Academic Session 2020 – 21

#### Duty Chart for BCOM (H) 1<sup>st</sup> Semester – Theory Subjects

#### MCQ Test

In consultation with Director, MAIMS and requirements of MAIMS/ GGSIPU/ NAAC, MCQ Tests are being planned for theory subjects for BCOM (H) 1<sup>st</sup> Semester. The details of invigilator duty chart are as follows:

Date	Day	Time	Subject Code	Subject Name	Invigilator Section A	Invigilator Section B
1 <sup>st</sup> February 2021	Monday	04:15 pm onwards	BCOM101	Management Process & Organizational Behaviour	Ms. Sakshi Gupta	Dr. Rachna Jain
2 <sup>nd</sup> February 2021	Tuesday	04:15 pm onwards	BCOM103	Financial Accounting	Dr. Nisha Jindal	Ms. Sakshi Gupta
3 <sup>rd</sup> February 2021	Wednesday	04:15 pm onwards	BCOM105	Micro Economics	Ms. Kajal Mittal	Dr. Geetanjali Gupta
4 <sup>th</sup> February 2021	Thursday	04:15 pm onwards	BCOM107	Business Communication	Ms. Kamna Vaid	Ms. Sakshi Gupta
5 <sup>th</sup> February 2021	Friday	04:15 pm onwards	BCOM109	Computer Applications (Theory)	Dr. Geetanjali Gupta	Ms. Kajal Mittal
8 <sup>th</sup> February 2021	Monday	04:15 pm onwards	BCOM111	Computer Applications (Lab)	Dr. Geetanjali Gupta	Mr. Praveen Kr. Singh

### Guidelines for Invigilator

- The Subject Teacher through his/ her Google Class Room shall post his/ her Quiz (MCQ based) to all students just at the time of the commencement of the test.
- Online Invigilator shall share his/ her official Google meet link with students at least ten (10) minutes before the commencement of online class test.
- The students shall stay logged in to the Google meet throughout the duration of MCQ test.
- During class test period, students should keep camera on, and mike/ audio off.
- The Online Invigilator shall record the entire test proceedings, screenshots, attendance and recording.

[Head, Department of Commerce]

- Copy to: Director, MAIMS, for information please



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