



# Ideal Institute of Engineering

A.I.C.T.E. Approved & M.A.K.A.U.T. Affiliated Engineering College  
Opposite to Kalyani Shilpachal Railway Station, P.O. & P.S. Kalyani,  
Dist. - Nadia, West Bengal, Pin-741235  
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Ref No: IIE/PRIN/2025/115

Date: 03.05.2025

## NOTICE

This is to notify all that the CA-4 examinations will commence from 5<sup>th</sup> May and will continue till 10<sup>th</sup> May, 2025 as per the guidelines of MAKAUT University. Accordingly the Institution Examination Cell has published the examination routine along with the list of invigilators and the invigilation schedule of concerned faculties.

In view of this it is to inform that all such invigilators whose invigilation time begins at 10 a.m will have to mandatorily report at 9.30 a.m.

Also all such invigilators whose invigilation time ends at 6.00 p.m will have to mandatorily report at 11.00 a.m .

The above timings will be applicable for 5<sup>th</sup> & 6<sup>th</sup> May, 2025 only.

From 7<sup>th</sup> May till 10<sup>th</sup> May, all invigilators whose invigilation duty is scheduled from 10 a.m will have to report at 9.30 a.m while other faculty members not scheduled in duty roster will have normal duty hours, i.e , 10.20 a.m to 5.20 p.m .

As notified earlier, students with laptops will sit for the examinations in Room No 101 & 102 while others who have no laptop will report in Lab 1 & Lab 4. Usage of mobile phones is strictly prohibited.

All subject teachers are to upload the attendance of students within 30 minutes from the finishing of their subject papers.

All faculty members are to submit the complete semester attendance report of all the students by 14th May, 2025.

**Dr. Ashwini Kumar Sharma**  
**Principal**

Principal  
Ideal Institute of Engineering

Cc:

1. Trust Office
2. Registrar Office
3. Exam Cell
4. All Faculty Members
5. Guard File