



Instructions to State coordinator

1. Conduct a meeting of VIBHA members who will be going to different centres on examination day.
2. Give an instructions related to VVM and assign the centres to each member.
3. Points to brief:
 - ➔ Check whether each school coordinator has received the examination material.
 - ➔ After the examination collect all the question papers and place them in your safe custody till further instructions.
 - ➔ VIBHA members have to interact with parents about VIBHA activities, Science India magazine, IISF etc.
 - ➔ Provide each one of them VIBHA brochure, poster, PPT, Science India magazine etc. Also give them membership forms of VIBHA for interested parents.
4. All necessary material about VIBHA will be made available on vvm.org.in for download.

Instructions to VIBHA coordinator

1. Visit examination centre prior to examination and discuss with centre coordinator or principal.
2. Check the material received seating arrangements and ensure that it is in safe custody.
3. Reach centre at least an hour before i.e. 01.00 pm on 20th November 2016.
4. Communicate with state coordinator in case of any problem.
5. **If possible make some arrangement for parents in the school and brief them about the activities of VIBHA. You can make a power-point presentation or circulate information brochure, and inform them about membership of VIBHA.**
6. Inform and show them our magazine, " Science India" and request for subscription.
7. Check whether OMR sheets are properly sealed and duly signed.
8. Ensure that used OMR sheets are sent on proper address on the date.
9. Collect all question papers and deposit to VIBHA office till further directions.
10. VIBHA coordinator should take photographs of the examination hall/s.