



# DR. BHIM RAO AMBEDKAR COLLEGE (University of Delhi)

Main Wazirabad Road, Yamuna Vihar, Delhi-110094, Phones: 22814126, Telefax: 22814747

Email: info@drbramedkarcollege.ac.in; brambedkarcollege.du@gmail.com;

principal@drbramedkarcollege.ac.in; www.drbramedkarcollege.ac.in



drbrac



@bhim\_ambekar



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DrBRAC DU



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Ref. No. BRAC/OP/Cov19/ Notice/OBE/2020-21/

Dated: 12.12.2020

## NOTICE

To: Non-Teaching Staff

Ref: University of Delhi EDP Cell Exam Branch Notice Dt. 20.04.2020, Notification Dt. 21.04.2020; Notice Dt. 13.05.2020, Notification Dt. 16.05.2020, 28.05.2020 & College Notices dated 22.04.2020, 02.05.2020 & 08.05.2020 & Principal's Meeting (online) with Dealing Hands on 18.05.2020; College Notice dated 29.05.2020 & DU Notification OBE Dt. 30.05.2020, 04.06.2020 (2), 09.06.2020, 15.06.2020 & 19.06.2020 (2); 14.09.2020, 23.10.2020, 18.11.2020, 02.12.2020, 05.12.2020 and 10.12.2020

Sub: Duties for OBE related Work for Semester Examination December-2020

**Note: (1) Reporting Time: 30 minutes in advance; Morning Session: 09:30 AM and Evening Session: 2:30 PM (2) Staff having cold, cough, fever etc. are advised to work from home and inform accordingly with supporting papers; (3) These duties are tentative and flexible depending upon the work exigencies or as decided by the Nodal Officer (Exam).**

S/N	Name	Mor	Eve	S/N	Name	Mor	Eve
1.	Sh. P. K. Vishwarkarma	12, 27	12, 27	10.	Sh. Satbir	21, 25	21, 25
2.	Sh. Rattandeep Singh	16, 24	16, 24	11.	Mrs. Shobha	14, 21	14, 21
3.	Sh. Kanishk Nautiyal	15	15	12.	Sh. Vejinder Baghel/ Sh. Anil	15, 22	15, 22
4.	Sh. Ravinder Singh	19, 26	19, 26	13.	Sh. Rajender Bisht	16, 24	16,24
5.	Sh. Sangraj Rana	20	20	14.	Sh. Azad	17, 23	17, 23
6.	Sh. Vinay	20, 22	20,22	15	Sh. Mahesh Arya	18, 26	18, 26
7.	Sh. Dushyant Chopra	21, 25	21,25	16	Mrs. Soran	23	23

**Please Note:** (1) The concerned staff entering the College will pass through thermal screening at the main gate and anyone found with fever will not be permitted in the College premises. (2) The staff (a) will report to Nodal Officer/Advisor/Dy. Supt. and work in total coordination; (b) should work out/take all steps in view of the University guidelines and in consultation with TIC; (c) Maintain decorum and discipline inside the Examination/Control Room and should not allow entry of any person not having Exam Duty in the Exam/Control Room area; and (d) will ensure that the safety protocols of the COVID-19 pandemic notified by the Govt. from time to time (including social distancing; mask/face covering; hand-cleaning; face-shield; avoid overstaying, roaming around, using others articles' furniture, and equipment; and unnecessary surface touching etc.) are strictly followed; (3) The Exam Control Room will be monitored by the Dy. Supdt; and the Dealing Hands/Assistants who are responsible for the Exam work including guidance to students in case they face any difficulty in downloading the question paper, uploading the answer sheets, etc. and sending the same to the University; (3) The Control Room ICT infrastructure and its operations, e-based communications from the University etc. will be looked after by SNA staff by Computer Lab Assistants; (4) Caretakers: Sh. Roop Chand/Sh. Ilam Singh should be responsible for ensuring all the essential supplies sanitization, dusting/cleaning, switching of electronic gadgets etc.; (5) It is mandatory for the staff to give their Telephone Number and Emails to the office Positively.

**Please treat this notice the most important and the staff will be solely responsible for any lapse. This notice be read as earlier Exam related College Notices 10.12.2020 and 11.12.2020**

SPA/SNA/SO(Admn)/Caretaker: For Follow-up Please

Advisor Examination Committee (Dr. M. S. Vats)

Nodal Officer& Convener Examination Committee (Dr. Nalin Kumar)

Principal