



DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

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Ref.No. BRAC/OP/Exam/2018-19/ 109

Dated: 23-04-2018

OFFICE ORDER

(Non-Teaching)

Ref: University Email Dated 30.01.2017, Letter dated 21.03.2018, Minutes -Exam Committee Meeting (16.04.2018) and College Notice dated 09.04.2018 & 12.04.2018

Sub: Exam related work distribution during II/IV/VI Sem. Exams, May-June 2018

In continuation to the earlier College notices as above, all the concerned non-teaching staff engaged in the examination work will abide by University of Delhi guidelines and directions issued from time to time by the Exam Committee Convenor Dr. Nalin Kumar in consultation with Dr. M.S. Vats (Advisor, Exam Committee) Dr. Arvind Yadav (SOL), Dr. D. K. Pandeya (NCWEB), Dr. Sarla Bhardwaj (Coordinator, College Level Evaluation).

Tentative Work Distribution			
S.N.	Works	Morning Session*	Evening Session**
1.	Receiving Question Papers a. Physical; By E-mail	Sh. Rajeev Saxena/ Sh. Ilam Singh	Sh. Subhash Bhardwaj / Sh. Mahesh Kumar
2.	Seating Plan: Delivery of answer Sheets; Other Works	Sh. Rajeev Saxena / Sh. Sunil Sachdeva	Sh. Subhash Bhardwaj / Sh. Sunil Sachdeva
3.	Collection / Packing of Answer Sheets etc.	Sh. Mahender Singh (Admin.) Sh. Azad	Sh. Ramesh Kumar (A/cs) Sh. Azad
4.	Photo Copying	Sh. Mahesh Panchal (9.00 a.m. to 1.00 p.m.)	Sh. Mahesh Panchal (1.30 p.m. to 6.00 p.m.)
5.	Settlement Account: (Bills/Advance) Exam	Sh. Rajeev Saxena	Sh. Subhash Bhardwaj
6.	Settlement of Evaluation Bill	Sh. Satbir/Sh. Mahesh Arya	Sh. Satbir/Sh. Mahesh Arya
7.	Receiving & Issuing of Ans. Scripts for Local Evaluation	Sh. Mahesh Arya & Sh. Satbir	Sh. Mahesh Arya & Sh. Satbir

*Mr. Madho Ram will assist in the Morning. ** Mr. Suresh Kumar will assist in the Evening Session and/or as required from time to time.

(A) **Kindly Note:** (i) This list in addition to the exam related works assigned by Dy. Supdts, normal duties and other works assigned from time to time by the College; (ii) The concerned staff engaged will be present at the place of work; (iii) Staff will start the work with the time margin so that Seating Plan/Roll Nos. and other such related works are put up well in advance; (iv) Prior approval is required for any kind of leave; (v) Please do not allow the entry of any unauthorized person in Exam area; (vi) The staff as above will report to their respective sections after their shift is over.

(B) Office Assistants/Security Guards/Waterman/Safai Karamcharies will look after their respective works with dedication and will not leave office without permission.

(C) Caretakers will be responsible for ensuring all the essential supplies, dusting/cleaning etc. Assistants will be responsible for the smooth conduct of the Exams.

(D) Account settlement/matters related to Bills & Advances (Evaluation) will be looked after by Sh. Satbir & Sh. Mahesh Kumar; and those related to Exams by Sh. Rajeev Saxena & Sh. Subhash Bhardwaj. In general, the Billing/Accounts matters for Exams will be finalized during the next 5 days after the exams are over.

(E) Evaluation work will be done and coordinated by Sh. Kanishk Nautiyal in Lab-IV and he will throughout be assisted by Sh. Thakur Prasad.

PRINCIPAL

Copy for information and necessary action to:

- (A). (1) Sr. P.A.; (2) Librarian; (3) S.O. (A/cs); (4) S.O. (Admn.); (5) Mr. Rajeev Saxena; (6) Sh. Azad Singh; (7) Sh. Subhash Bhardwaj; (8) Sh. Kanishk; (9) Sh. Mahesh Kumar; (10) Sh. Mahender Singh; (11) Sh. Ramesh Kumar; (12) Sh. Mahesh Panchal; (13) Sh. Madho Ram; (14) Sh. Suresh Kumar; (15) Sh. Sunil Sachdeva; (16) Sh. Ilam Singh
- (B). (1) Dr. Nalin Kumar; (2) Dr. Arvind Yadav; (3) Dr. R.P. Dwivedi; (4) Dr. Sarla Bhardwaj

SHA: Email
Kaishu SMS.