

OFFICE OF THE DEAN, COLLEGE OF TECHNOLOGY


No.CTE/Final Exam. I- Sem 2023-24 14/2

Dated: Jan 12, 2024

OFFICE ORDER

1. **Dr. D.S. Murty, Professor, MED** will act as **Superintendent of Examination** during Ist semester 2023-24 final examination w.e.f. **25.01.2024 to 10.02.2024** for the College of Technology. He will also act as Liaison Officer for the College of Technology with the Registrar's office in the matter of examination work involving discipline in the building and for sending returns to the Registrar's Office. Room No. B-202 Ist floor NCT has been earmarked as Examination Control Room for Ist Semester 2023-24 final examination.
2. **Dr. P.V. Singh, SRO, SWCE** will act as **Asstt. Superintendent** of examination during above said period.
3. **Dr. Jalaj Sharma, Associate Professor, Computer Engg.** will act as **In-Charge Confidential Room**, Room No. 207B (NCT Building) which has been earmarked as Confidential Room for examination purpose.
4. **Mrs. Nishat Tarannum, Head Asstt., College Library** and **Mr. Om Prakash Gupta, Lab Asstt., Comp. Engg.** are assigned the work of typing question papers. **Mr. Ramesh Lal, CED** and **Mr. A.R.Khan, EED** are assigned the work of photocopy w.e.f. **24.01.2024 A.N.**
5. **Mr. Ajay Kumar, Foreman, EE** and **Mr. Pravin Saxena, Lab. Asstt., CCF** will assist the staff members deputed by the Registrar of examination work and should report at least half an hour before of the start each examination from **24.01.2024 A.N.**
6. The Exam. Supdt. / Incharge Confidential Room will issue such instructions as he/she seems necessary to staff members as para 3, 4 and 5 in connection with examination.
7. **Mr. Shailendar Kumar, Jr. Lab. Asstt, ME** are assigned the duty to operate the Generator during the examination period.

No. leave will be granted to the staff members during examination period.


Dean Tech 12/1/24

- Cc:**
1. All persons concerned.
 2. All Head of Departments, College of Technology to relieve the staff on duty.
 3. All Deans.
 4. All Instructors.
 5. Registrar/Dy.Registrar/Asstt.Registrar for information.
 6. Heads, Chemistry/Physics/Maths./Soc. Sci./Agronomy/Soil Sci./Horticulture.
 7. Account Officer, College of Technology.
 8. Incharge, Student Section, College of Technology.
 9. Coordinator, External Examination Cell, College of Technology.
 10. I/C Web Portal Registrar's Office.
 11. I/C College website.