

DYAL SINGH COLLEGE: LODI ROAD: NEW DELHI

«SNO»
DSC/ADMN/

December 6, 2024

Dear Dr./Mr./Mrs./Ms. «NAME»,

As you are aware that the University semester Examinations are commencing from 10th December 2024, the duty list of the teaching staff for the University semester Examination Dec/Jan 2024-25 is being notified. May I request you to accept the position of «DESIG» of the Examination on the days given below. If you are unable to report for duty on a particular day, you should apply for suitable leave in advance and give at least 24 hours' notice to the Superintendent and arrange for replacement from among your colleagues. You, will, however, complete the requisite number of duties. Additional duties can be assignment later if, required.

If you have University Examination Script Evaluation duty clashing with other University duty, inform the college along with letter of appointment as examiner for exemption of duty or arrange for mutual exchange of duty.

Kindly note down following duties assigned to you as Additional/Deputy Supdt.

Morning Duties: - «MORNING» - 2024

«mduty» duties

Evening Duties: - «EVENING» - 2024

«eduty» duties

Total duties: «TOTAL»

Reporting time to the Add. / Deputy Superintendent is 45 minutes before the commencement of the Examination, i.e., 8:45 a.m. for the morning session at 01:45 p.m. for the evening session.

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Principal / Superintendent Examinations.

Reporting time for morning duty (08:45 am)
Reporting time for evening duty (01:45 pm)

DYAL SINGH COLLEGE (M) LODHI ROAD, NEW DELHI-03

(Examination Duty Dec-Jan, 2024-25)

S.NO.	CODE	NAME	DEPT	DUTY	MORNING DUTY								TOTAL	EVENING DUTY					TOTAL	G.TOTAL
					10-12-2024	16-12-2024	23-12-2024	16-01-2025						10-12-2024	16-12-2024	17-12-2024	19-12-2024	24-12-2024		
1	TS/REG/454	JASLEEN KAUR	BOTANY	ADDL/DY SUPT.	10-12-2024	16-12-2024	23-12-2024	16-01-2025					4	10-12-2024	16-12-2024	17-12-2024	19-12-2024	24-12-2024	5	9
2	TS/REG/082	A.K.BHAGI	CHEMISTRY	ADDL/DY SUPT.	19-12-2024	24-12-2024	27-12-2024	03-01-2025					4	11-12-2024	12-12-2024	27-12-2024	07-01-2025	10-01-2025	5	9
3	TS/REG/135	AMIT KUMAR	CHEMISTRY	ADDL/DY SUPT.	11-12-2024	13-12-2024	17-12-2024	14-01-2025					4	13-12-2024	20-12-2024	30-12-2024	06-01-2025	15-01-2025	5	9
4	TS/REG/350	NAVNEET MANAV	CHEMISTRY	ADDL/DY SUPT.	26-12-2024	30-12-2024	06-01-2025	15-01-2025					4	03-01-2025	04-01-2025	08-01-2025	13-01-2025	14-01-2025	5	9
5	TS/REG/333	SHISH PAL SINHMAR	COMMERCE	ADDL/DY SUPT.	12-12-2024	18-12-2024	20-12-2024	01-01-2025	02-01-2025	04-01-2025	10-01-2025	16-01-2025	8	23-12-2024	31-12-2024	01-01-2025			3	11
6	TS/REG/432	KAMALJIT SINGH	PUNJABI	ADDL/DY SUPT.	11-12-2024	28-12-2024	31-12-2024	07-01-2025	09-01-2025	13-01-2025			6	14-12-2024	18-12-2024	26-12-2024	17-01-2025	20-01-2025	5	11
7	TS/REG/374	PRIYA VRAT ARYA	ZOOLOGY	ADDL/DY SUPT.	03-01-2025	08-01-2025	09-01-2025	17-01-2025	20-01-2025				5	21-12-2024	22-12-2024	28-12-2024	16-01-2025		4	9
8	TS/REG/110	ROMA KATYAL	BOTANY	DY SUPTD	10-12-2024	12-12-2024	16-12-2024	18-12-2024	07-01-2025	09-01-2025			6	19-12-2024	10-01-2025	16-01-2025			3	9
9	TS/REG/320	ALKA GUPTA	CHEMISTRY	DY SUPTD	10-12-2024	11-12-2024	13-12-2024	19-12-2024	07-01-2025	10-01-2025			6	16-12-2024	08-01-2025	13-01-2025			3	9
10	TS/REG/101	KIRAN PAL SINGH	CHEMISTRY	DY SUPTD	10-12-2024	12-12-2024	16-12-2024	19-12-2024	08-01-2025	10-01-2025			6	17-12-2024	06-01-2025	14-01-2025			3	9
11	TS/REG/456	JYOTI PAUL	COMMERCE	DY SUPTD	10-12-2024	12-12-2024	17-12-2024	19-12-2024	08-01-2025	10-01-2025			6	20-12-2024	06-01-2025	14-01-2025			3	9
12	TS/REG/321	SHALINI AGGARWAL	COMMERCE	DY SUPTD	11-12-2024	13-12-2024	17-12-2024	19-12-2024	08-01-2025	13-01-2025			6	21-12-2024	06-01-2025	15-01-2025			3	9
13	TS/REG/118	HEMA BANATI	COMPUTER SCIENCE	DY SUPTD	11-12-2024	13-12-2024	17-12-2024	20-12-2024	09-01-2025	13-01-2025			6	18-12-2024	07-01-2025	15-01-2025			3	9
14	TS/REG/078	KOKILA SEHGAL	ENGLISH	DY SUPTD	11-12-2024	24-12-2024	03-01-2025	06-01-2025	14-01-2025	16-01-2025	17-01-2025	20-01-2025	8	12-12-2024	26-12-2024	30-12-2024			3	11
15	TS/REG/125	VIJAY PAL	HINDI	DY SUPTD	11-12-2024	24-12-2024	28-12-2024	31-12-2024	03-01-2025	06-01-2025	14-01-2025	16-01-2025	8	13-12-2024	01-01-2025	20-01-2025			3	11
16	TS/REG/081	PUJA VIJH	HISTORY	DY SUPTD	10-12-2024	28-12-2024	01-01-2025	03-01-2025	06-01-2025	14-01-2025	16-01-2025	17-01-2025	8	14-12-2024	23-12-2024	08-01-2025			3	11
17	TS/REG/708	UMA SHANKER SINGH	HISTORY	DY SUPTD	23-12-2024	26-12-2024	30-12-2024	01-01-2025	03-01-2025	06-01-2025	15-01-2025	16-01-2025	8	10-12-2024	24-12-2024	17-01-2025			3	11
18	TS/REG/113	ARUN PAL SINGH	MATHEMATICS	DY SUPTD	23-12-2024	26-12-2024	30-12-2024	03-01-2025	06-01-2025	15-01-2025	16-01-2025	17-01-2025	8	10-12-2024	27-12-2024	13-01-2025			3	11
19	TS/REG/059	RENU GULIANI	PHYSICS	DY SUPTD	11-12-2024	13-12-2024	17-12-2024	20-12-2024	09-01-2025	13-01-2025			6	22-12-2024	07-01-2025	16-01-2025			3	9
20	TS/REG/446	MANOJ KUMAR	POLITICAL SCIENCE	DY SUPTD	24-12-2024	27-12-2024	30-12-2024	02-01-2025	04-01-2025	07-01-2025	15-01-2025	16-01-2025	8	10-12-2024	03-01-2025	17-01-2025			3	11
21	TS/REG/116	RAJ KUMAR	POLITICAL SCIENCE	DY SUPTD	24-12-2024	27-12-2024	30-12-2024	02-01-2025	07-01-2025	15-01-2025	17-01-2025	20-01-2025	8	11-12-2024	31-12-2024	03-01-2025			3	11
22	TS/REG/100	RAVINDER SINGH	PUNJABI	DY SUPTD	20-12-2024	27-12-2024	31-12-2024	03-01-2025	06-01-2025	07-01-2025	16-01-2025	17-01-2025	8	11-12-2024	28-12-2024	04-01-2025			3	11
23	TS/REG/073	NEERU BHANDARI	BOTANY	DY SUPTD	11-12-2024	16-12-2024	18-12-2024	23-12-2024	09-01-2025	13-01-2025			6	06-01-2025	10-01-2025	16-01-2025			3	9
24	TS/REG/	SANDEEP MEHTA	PHYSICAL EDUCATION	DY SUPTD	11-12-2024	19-12-2024	30-12-2024	03-01-2025	06-01-2025	13-01-2025	16-01-2025	17-01-2025	8	03-01-2025	06-01-2025	16-01-2025			3	11