

OFFICE OF THE PRINCIPAL GOVT POLYTECHNIC AMBALA CITY

O/o No. /GPA 31,

Dated: 06/11/2020

The following staff members are assigned the duty of checking of smooth conduct of classes and to maintain discipline in the institution during the session as per schedule given below. They will ensure that no student is wandering in the college campus. They will also ensure that all the students are in proper uniform with institution ID card and **no student is involved in Ragging**. The report of the checking must be submitted to the undersigned immediately on daily basis, whatever it may be.

Sr. No.	Timing	Main Gate, MPH, L1, L2 & L3 Sh./ Smt.	Saraswati Block, L4 & L5 Sh./ Smt.	W/Shop Block, Arch. Block & Auto Block Sh./ Smt.	Round about (New Elect. Block) Sh./ Smt.
1.	09:00 AM to 10:00 AM	Shubhash Bhardwaj	Pushpender Partap Singh	Baltar Singh	Mohinder Kaushik
2.	10:00 AM to 11:00 AM	F.U. Rehman	Satvinder Singh	Sarabdeep Kaur Rajesh Kumar	R.L Saini
3.	11:00 AM to 12:00 noon	J.S. Narang	Rajnish Garg	S.K Gupta	Surender Malik
4.	12:00 noon to 01:00 PM	Ashwani Kumar	Ajay Singh	Sunil Gagat	Sarika Jasmer Singh
5.	01:00 PM to 02:00 PM	Dev Suman Verma	Surender Singh	Pardeep Mittal	Amir Chand
6.	02:00 PM to 03:00 PM	Kavi Raj	Krishan Singh Dahiya	Sunil Rai	Ramesh Saini
7.	03:00 PM to 04:00 PM	M.K. Garg	Sandeep Goel	Pankaj Garg	Monika Aggarwal Harmeet Singh
8.	04:00 PM to 05:00 PM	Ram Niwas	Ravinder Punia	Ravinder Sai	Poonam Saini Davinder, W/I

Sh. Munish Gupta, HOD Comp. & H.S. Sindhu, TPO will accompany the undersigned during surprise checking from time to time.

Principal
Govt. Polytechnic
Ambala City
Dated: 06/11/2020

Endst. No.GPA/ 141-50.

Copy of above is forwarded to the following for information and get it noted from all concerned staff.

In case if staff member on checking duty having teaching load/ on leave, HOD may depute any other staff member for checking duty in his place.

1. All HoDs/ TPO/ W/S Supdt. (To make Time Table according to their checking time slot)
2. Steno to Principal

Principal
Govt. Polytechnic
Ambala City
06/11/2020