

# Government College, Chhachhrauli

No. 7707

Date 26-11-2025

## Office Order

1. Arrival Timings for teaching staff during university examination duty days shall be as under :-

**Arrival Time in case of Morning Duty: 9.00 a.m**


**Arrival Time in case of Evening Duty: 11.00 a.m**

**Arrival Time in case of No Exam Duty: As per arrival/departure timings mentioned in attendance register.**

At least 5½ hours stay is mandatory (Both in manual and biometric attendance)

2. All the centre staff on duty shall report for examination duty at the centre at least 30 minutes before the commencement of examination.
3. Assistant Superintendent-in-Chief/Additional Assistant Superintendent shall also mark their attendance separately in Principal Office in separate proforma. He will not sign the attendance roll with the Centre Superintendent. They are also required to present in the Examination centre during the full duration of the Examination and will not leave the Examination Centre till the Closure of the Centre.
4. Working/Preserving of Footage of all CCTV Cameras must be ensured by Dr. Vishal Verma, Convener (Electronic Resources Management). Working of CCTV Camera that have been installed in the room where the sealed question papers/bundles of used answer books are kept must be ensured on top priority.
5. Centre Superintendent will ensure the cleaning of any written material on black boards/walls/dual desks/benches etc. in coordination with support & service staff.
6. No student/staff member on examination duty except Superintendent-in-Chief/Centre Superintendent/Observer shall carry any electronic communication device such as mobile phones/pager/smart watch/tablet/bluetooth device or any prohibited device.
7. Observers are required to collect question papers from Assistant Coordinator between 8.20 a.m & 8.35 a.m positively for timely delivery of same to other Examination Centres. In case of evening centre only, collect question papers between 12.20 p.m to 12.35 p.m. Further, timely deposit of the sealed bundles of used answer books in the nodal centre be ensured by Observers in person as per university norms.
8. Smooth and fair conduct of University Examinations must be ensured by all the staff members on University Examination Duty.

Compliance be ensured.

 26/11/25

Principal  
Government College  
Govt. College Chhachhrauli (M.)