

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ACA/EX/R/007 Revision: 00	DoI: 02/01/2023	
Exam Duty order			

Ref: APCOER/Exam/0682/2023-24

Date: 12/12/2023

Exam Duty Order (End Sem Examintion NOV/DEC 2023)
From 18/12/2023 to 12/01/2024

Ref. Time Table: Time table received from Savitribai Phule Pune University

- 1) EXAMINATION CIRCULAR NO. 429 OF. 2023 Dated 07/12/2023 (TE-2015 Pattern)
- 2) EXAMINATION CIRCULAR NO. 418 OF. 2023 Dated 06/12/2023 (SE-2019 Pattern)
- 3) EXAMINATION CIRCULAR NO. 417 OF. 2023 Dated 06/12/2023 (FE-2019 Patten)
- 4) EXAMINATION CIRCULAR NO.380 OF. 2023 Dated 07/11/2023 (MCA-2020 Patten)
- 5) EXAMINATION CIRCULAR NO.370 OF. 2023 Dated 05/12/2023 (MCA-2020 Patten)

Following faculties are appointed for NOV/DEC-2023 End Semester Examination duties; you have to follow rules, regulations laid down by Savitribai Phule Pune University regularly.

You are instructed to report principal time to time regarding any queries. Refer Examination timetable as mentioned above and available on SPPU website. For Examination work refer students' Summary send by College Examination Officer, APCOER.

Sr.No	Name of Faculty/ Staff	Designation for Examination & Duration	Responsibilities
1.	Prof. Sayali Kokane	Sr. Supervisor 18/12/2023 to 30/12/2023	Conduction of Examination as per SPPU Time table Answer sheets delivery to respective CAP centers.
	Dr. Rashmi Kenwat	Sr. Supervisor 01/01/2024 to 12/01/2024	
2.	Prof. Pranjali More	Asst.to Sr. Supervisor 18/12/2023 to 30/12/2023	Preparation of Supervision Chart Supervision duties to faculties Block Arrangement & allocate
	Prof. Dhanashree Ware	Asst.to Sr. Supervisor 01/01/2024 to 12/01/2024	
3.	Mr. Dhanaji Shinde	Examination/Dispatch Clerk	All SPPU Related correspondence Making Bills of External Examiners. Prepare Data for final Billing SPPU stationary requirement and supply





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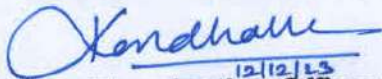
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4.	Mrs. Sarika Indalkar	Stationary Clerk.	Stationary for Question paper printing and dispatch
5.	Mr. Sachitanand Garad	Data Operator.	Preparation of time table summary as per SPPU Time Table Preparation of block summary. Maintain Question Paper File in Hard Copy and Soft Copy Maintain all Examination related files.
6.	Mr. Saurabh Kudale	Data Operator.	Block identification & checking for Cleanliness CAP report preparation Maintaining attendance of Exam staff and Supervisors.
7.	Mr. Vijay R. Raparti	Accountant	External Examiner Remuneration Overall Examination billing and submission to SPPU
8.	Mr. Ishwar Kshirsagar	Exam Peon.	Cleaning of Exam Control room Cleaning of all Examination Block Question paper photocopy Preparation of Block Tray with all necessary documents. Preparation of Block for examination.
9.	Mr. Vitthal Lokhande	Exam Peon.	
10.	Mr. Rushikesh Kadam	Exam Peon.	
11.	Mr. Sham Upkare	Exam Peon.	
12.	Mr. Lokesh Chavan	Exam Peon.	

Date: 12/12/2023


College Examination Officer




Principal