

**NOTICE****Proctorial Duties Odd Sem. (2023-24)**

All the teaching staff is informed that they take their proctorial duties seriously. Focus of the Proctorial Duty should be on the ground floor.

- Check that students are not sitting in grounds & bunking their classes.
- To check that the students are not using mobiles/laptops inside college premises and in the vacant classrooms without permission otherwise Rs. 1000/- will be fine.
- To check the students not wearing I-cards around their necks. Without I-cards students should be fined.
- To check that they are not making noise & disturbing the classes.
- They are not allowed to sit on the rooftop.
- To check that students are not using chairs outside the Auditorium and in the play ground.
- After proctorial duties teachers must sign the performa in office.

Period	Mon-Tue	Wed-Thu	Fri-Sat
I	Mrs. Sanjul Gupta <i>Sanjul</i>	Mrs. Kusha Gupta <i>Kusha</i>	Dr. Anju <i>Anju</i> Ms. Shanky <i>Shanky</i>
II	Ms. Radhika Gupta <i>Radhika</i> Ms. Ramandeep Kaur <i>Ramandeep</i> Ms. Rajni Dhawan <i>Rajni</i>	Ms. Ritu Mittal <i>Ritu</i> Dr. Rozy <i>Rozy</i> Ms. Deepa <i>Deepa</i>	Ms. Veena <i>Veena</i> Ms. Parwinder <i>Parwinder</i> Dr. Ragini Mishra <i>Ragini</i>
III	Dr. Jyoti Sharma <i>Jyoti</i> Ms. Shivani Sharma <i>Shivani</i> Mr. Sachin <i>Sachin</i>	Dr. Hema Sukhija <i>Hema</i> Ms. Diksha <i>Diksha</i> Ms. Akwinder <i>Akwinder</i>	Ms. Anuradha <i>Anuradha</i> Ms. Surbhi <i>Surbhi</i> Ms. Anjana <i>Anjana</i>
IV	Ms. Shaily <i>Shaily</i> Ms. Dolly <i>Dolly</i> Ms. Tanvi <i>Tanvi</i>	Dr. Sonia Malik <i>Sonia</i> Ms. Poonam <i>Poonam</i> Ms. Himani <i>Himani</i>	Dr. Swarit Sharma <i>Swarit</i> Ms. Mamta <i>Mamta</i> Ms. Geshna <i>Geshna</i>
V	Ms. Swati Atri <i>Swati</i> Ms. Namrata Sharma <i>Namrata</i> Ms. Damini <i>Damini</i>	Dr. Priyanka Singh <i>Priyanka</i> Ms. Amita <i>Amita</i> Dr. Simarjeet Kaur <i>Simarjeet</i>	Ms. Rachita Kansal <i>Rachita</i> Dr. Mumtaz <i>Mumtaz</i> Dr. Poonam Siwach <i>Poonam</i>
VI	Ms. Neha <i>Neha</i>	Dr. Kavita Mehta <i>Kavita</i>	Ms. Santosh <i>Santosh</i>

*Bharti*  
Dr. Bharti Sharma  
Proctor

*Aarti*  
Dr. (Mrs.) Aarti Trehan  
Principal (Offg.)

Principal (offg.)  
Arya Kanya Mahavidyalaya  
Shahabad Markanja



**NOTICE****Proctorial Duties Even Sem. (2023-24)**

All the teaching staff is informed that they take their proctorial duties seriously. Focus of the Proctorial Duty should be on the ground floor.

- Check that students are not sitting in grounds & bunking their classes.
- To check that the students are not using mobiles/laptops inside college premises and in the vacant classrooms without permission otherwise Rs. 1000/- will be fine.
- To check the students not wearing I-cards around their necks. Without I-cards students should be fined.
- To check that they are not making noise & disturbing the classes.
- They are not allowed to sit on the rooftop.
- To check that students are not using chairs outside the Auditorium and in the play ground.
- To check that students ~~are not~~ are not sitting in the ground during prayer.
- After proctorial duties teachers must sign the performa in office.

Period	Mon-Tue	Wed-Thu	Fri-Sat
I 9-10	Mrs. Sanjul Gupta <i>Sanjul</i>	Mr. Mahesh <i>Mahesh</i>	Dr. Anju <i>Anju</i> Ms. Shanky <i>Shanky</i>
II 10 AM-11 AM	Ms. Radhika Gupta <i>Radhika</i> Ms. Ramandeep Kaur <i>Ramandeep</i> Dr. Rozy <i>Rozy</i>	Ms. Ritu Mittal <i>Ritu</i> Ms. Rajni Dhawan <i>Rajni</i> Ms. Deepa <i>Deepa</i>	Ms. Veena <i>Veena</i> Ms. Parwinder <i>Parwinder</i> Dr. Ragini Mishra <i>Ragini</i>
III 11 AM-12 AM noon	Dr. Jyoti Sharma <i>Jyoti</i> Ms. Shivani Sharma <i>Shivani</i> Mr. Sachin <i>Sachin</i>	Dr. Hema Sukhija <i>Hema</i> Ms. Diksha <i>Diksha</i> Ms. Akwinder <i>Akwinder</i>	Ms. Anuradha <i>Anuradha</i> Ms. Surbhi <i>Surbhi</i> Ms. <del>Pooja</del> <i>Pooja</i>
IV 12 AM-1 PM	<del>Ms. Anshita Kaur</del> Ms. Dolly <i>Dolly</i> Ms. Shivani Sharma <i>Shivani</i>	Dr. Sonia Malik <i>Sonia</i> Ms. Poonam <i>Poonam</i> Ms. Himani <i>Himani</i>	Dr. Swarni Sharma <i>Swarni</i> Ms. Mamta <i>Mamta</i> Ms. Geshna <i>Geshna</i>
V 1 PM-2 PM	Ms. Swati Atri <i>Swati</i> Ms. Namrata Sharma <i>Namrata</i> Ms. Damini <i>Damini</i>	Dr. Priyanka Singh <i>Priyanka</i> Ms. Amita <i>Amita</i> Dr. Simarjeet Kaur <i>Simarjeet</i>	Ms. Rachita Kansal <i>Rachita</i> Dr. Mumtaz <i>Mumtaz</i> Dr. Poonam Siwach <i>Poonam</i>
VI 2 PM-3 PM	Ms. Neha <i>Neha</i>	Dr. Kavita Mehta <i>Kavita</i>	Ms. Santosh <i>Santosh</i>

*Bharti Sharma*  
Dr. Bharti Sharma  
Proctor

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