

Jamia Mohammadia Education Society Mumbai's
MAULANA MUKHTAR AHMAD NADVI TECHNICAL CAMPUS



Approved by AICTE, New Delhi
 Recognised by DTE, Mumbai & Govt. of Maharashtra
 Affiliated to Savitribai Phule Pune University & MSWTE, Mumbai

Mansoor P.O.Box. No.144, Malegaon Dist. Nashik
 Pin: 423203 (MS) | Telefax : 02554-239097
 Email: info@mmantc.edu.in | www.mmantc.edu.in

MMANTC/EN/22-23/294

Date: 02/06/2023

OFFICE ORDER
COMMITTEE FOR SPPU EXAMINATION May- 2023

The committee has described in the table below is continued to look after the overall examination conducted by SPPU in May. 2023 examination.

Sr. No.	Name of the Staff	Designation	Particulars of Work	Signature
1	Mr. Saud Anjum Mahevi	CEO	All Exam activity.	
2	Dr. Dilawar Hussain	Int. Senior Supervisor	To maintain Supervisors on time in Block and to check all answer papers correctly stickered and barcoded with block wise and signing all documents after verification. Release Jr. Supervisor order.	
3	Mr. Nitin Shewale	Assistant to CEO	To Assist Sr. Supervisor, maintain files registers, and prepare supervision chart and office order delivery to respective staff. Collection of Answer sheets properly branch wise and keep all papers with seal.	
4	Mr. Md. Nasiruddin / Mr. Shah Faisal	Assistant Supervisor	To Assist Sr. Supervisor /CEO, maintain files registers, and prepare supervision chart and office order delivery to respective staff. Collection of Answer sheets properly branch wise and keep all papers with seal.	
5	Mr. Sharif Khatik	Stationary Store Clerk	To Prepare stationaries one day before block wise and maintain stationaries provided by SPPU. Sealing all papers properly.	
6	Mr. Nitin Shewale	Seating Arrangements	To maintain seating arrangements of each student one day before and paste seating chart on block half an hour before each exam. etc.	
	Mr. Sharif Khatik			
7	Mr. Shah Faisal	Xerox Operator	To take Xerox of question papers after receiving from CEO and prepare it Block wise and submit it to CEO. Report Control Room one hour before start of exam and leave only after completion of Printing.	
	Mr. Md. Nasiruddin			
8	Mr. Amol Shewale	Dispatch	To help in sealing question papers , Collect all documents of paper on the day of dispatch and verifying it with paper and its Dispatch to CAP as per instructions from CEO etc.	
	Mr. Lalit Sonawane			
	Mr. Mohammed Javeed			
9	Mr. Mobeen Ahmed	Office Peon	Maintain Office, help in all office documents	
10	Mr. Mobeen / Sameer	Waterrman	Water distribution in all blocks, Ringing Bell as per instruction from CEO	
11	Mr. Mobeen , Samrat Anees Ahmed All remaining peon	Watchman /Sweeper/ Hammal /Scavenger	Maintaining All Cleaning works in blocks , Floors and Office and block surrounding areas.	

Inf. To,
 1) All HODs



Principal
 MAULANA MUKHTAR AHMAD NADVI TECHNICAL CAMPUS
 "MANSOORA", MALEGAON, Dist. Nashik