



# DECCAN COLLEGE OF ENGINEERING & TECHNOLOGY

DAR-US-SALAM, HYDERABAD – 500 001.

(Affiliated to OSMANIA University)

## Discipline Monitoring Duties (Sixth Floor)

Academic Year 2023-24 (I-Semester)

Hour	1	2	3	4	LUNCH Break	5	6
Day / Time	9:30 to 10:30	10:30 to 11:30	11:30 to 12:30	12:30 to 1:30	1:30 to 2:10	2:10 to 3:10	3:10 to 4:10
Monday	1. Mr. G Apsar 2. Mrs. Mohammadi Begum		1. Mr. Burhan 2. Mrs. Pathan Nowshad		<b>Mr. Mohammad Yousuf</b> (Care Taker) <b>Security Guards</b>	1. Mr. Habib Ali 2. Mr. Md. Imran V A	
Tuesday	1. Dr. Arjumand Sattar 2. Mr. Md. Imran V A		1. Mrs. Rehana Sultana 2. Mr. Habib Ali			1. Mr. Burhan 2. Mr. Shaik Baji	
Wednesday	1. Mr. Burhan 2. Mr. Sheshraj Saxena		1. Mr. Habib Ali 2. Mrs. Pathan Nowshad			1. Dr. Sameena Faheem 2. Mr. Mohammed Muzammil	
Thursday	1. Mrs. Preeti Kabra 2. Mrs. A K Crystalline		1. Mr. Shaik Baji 2. Mr. Burhan			1. Mrs. Rehana Sultana 2. Dr. Sameena Faheem	
Friday	1. Mr. Shaik Mohammed Mukassir 2. Mr. Md. Ejaz		1. Dr. Arjumand Sattar 2. Mrs. Pathan Nowshad			1. Mr. Sheshraj Saxena	
Saturday	1. Mrs. A K Crystalline 2. Mr. Md. Ejaz		1. Mrs. Asma Iqbal 2. Mr. Shaik Baji			1. Mr. Md. Imran V A 2. Mr. Md. Ejaz	

### Note:

1. All the above staff members must strictly follow the above schedule.
2. Staff members must make alternate arrangement in case of availing leave and inform to coordinator Mr. Hashmath Ali Khan (Mobile # 9110731351)
3. The above staff must take rounds and to check whether faculty is present or not in the class. In case faculty is not present, that must be reported to HOD and the coordinator.
4. Coordinator should take frequent rounds and should ensure that all the rooms locked after 4.10 PM.
5. Coordinator has been assigned independent responsibility of Discipline Monitoring.

**COORDINATOR**

**HOD SHM**

**PRINCIPAL**

**DIRECTOR**

### Copy to:

1. Coordinator
2. All the above faculties
3. Display on Notice Boards
4. Care Taker/Security Guards