

HOUSEKEEPING Cleaning Record Samples of

• Classrooms, Labs and Washrooms

			WAS	HROO	M INS	SPECT	ON CH	ECKL	IST				
Date: Trips		Check S (as requ						an & Tid				2	
Date :	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	Signed by
9:00 AM	X	V	×	X	V	V	V	X	V	~	ν	V	1
2:30 PM	V	V		V	V	V	V	V	X	v	V	V	1
Date :		Check S (as requ						an & Tidy er timing					Giorna de la constanta de la c
Time	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	Signed by
9:00 AM	/	V	V	V	V	V	V	V	V	V	V	V	\$
2:30 PM	X	X	V	X	V		V	V	V	V	V	V	A.
Date :		Check St						an & Tidy er timing					Signed by
Time	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	Signed by
9:00 AM	V	V	V	V	V	V	V	V	V	V		V	1
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Date :		Check S	tock				Clea	an & Tidy	1				
Date	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	6 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
9:00 AM												/st	See CURIC
2:30 PM												(*)	11/1/8

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Date :		Check S (as requ						ean & Tid per timing					
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush	Jet Spray Working	Signed by
Time 9:00 AM	/	V	~	V	*	X	V	V	V	V	V		V
2:30 PM	Х	X	Х	X	V	V	V	V	V	1	V	V	V
Date:		Check Stock (as required) Clean & Tidy (as per timings) Foilet Liquid Naphthalene Floor WC Urinals Wipe Sink Wipe Empty Taps Flush Jet Spray											
Time	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	Signed by
9:00 AM	V		√	V	V	V	V	V	V.	V	V	V	22/
2:30 PM	V	~	V	✓	V	V	V	V	V	V		V	pay
Date:		Check St	red)				(as p	an & Tidy er timing	s)				Signed by
Time	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC Cleaned	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	Signed by
9:00 AM	×	Х	X	V	V	V	V	V	V	V	V	V	23
2:30 PM	V	V	V	×	X	V	v.	V	1/	V	1/		RPY

Date: 02/12/21		Check S	tock				Cle	an & Tid	у	19			
Date :	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM	V	·		V	V		V	V	/	V	V	NO PH	28.3
2:30 PM	V	V		V	V	V	V	V	V	V	X	13/1	1

WASHROOM INSPECTION CHECKLIST Clean & Tidy **Check Stock** (as per timings) (as required) Signed by **Jet Spray** Wipe Flush Naphthalene **Urinals** Wipe Sink **Empty** Taps Liquid Floor WC **Toilet** Working Working Working & Fittings Mirror Bins Cleaned Soap Balls Cleaned Cleaned Paper Time 9:00 AM 2:30 PM Clean & Tidy **Check Stock** (as per timings) (as required) Signed by Flush **Jet Spray** Urinals Wipe Sink Wipe **Empty** Taps Naphthalene Floor WC Liquid **Toilet** Working & Fittings Bins Working Working Mirror Cleaned Balls Cleaned Cleaned Paper Soap Time X 9:00 AM P8 2:30 PM Clean & Tidy **Check Stock** (as per timings) (as required) Signed by Flush **Jet Spray** Wipe Sink Wipe **Empty Taps** WC **Urinals** Floor **Toilet** Liquid Naphthalene Working Working Working & Fittings Mirror Bins Cleaned Cleaned Cleaned Balls Paper Soap Time 9:00 AM 2:30 PM

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Date :	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	/
9:00 AM	V	X	Χ	V	V	V	V	V	X	×	V	V	MD 50
2:30 PM	X	V	V	V	V	V	V	V	V	V	X	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	TRAS

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Date:		Check S						an & Tid					
	Toilet Paper	Liquid Soap	Naphthalene Balls	Floor Cleaned	WC	Urinals Cleaned	Wipe Sink & Fittings	Wipe Mirror	Empty Bins	Taps Working	Flush Working	Jet Spray Working	Signed by
Time					o.caca	0.0000	G		2			Working	
9:00 AM	V	V		V	V	V	V	V	V	V	V	V	Po
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1-1-7-	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM	X	X	X	V		V	V	V	V	V	V	V	28
2:30 PM	V	\	V	χ	V	V	V	V	X	X	X	X	P3
		Check St	tock				Clea	an & Tidy	/				
Date: 73/4/25		(as requi	ired)		i .		(as p	er timing	(s)				6.
	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM	V	V	V	V	V	V	V	V	V	V	V	V	2
2:30 PM	V	·V	V	V	V	V	V	V	V	V	V	V	12-

Date :		Check S	tock				Clea	an & Tid	у			1	
Date	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM	V	V	V	×	X	V		V	V	V	X	SA CURIO	100 / J
2:30 PM	V	V	V	V	V	X	V	V	V	V	V	(*M	Ser -

WASHROOM INSPECTION CHECKLIST **Check Stock** Clean & Tidy (as required) (as per timings) Signed by Liquid Naphthalene **Toilet** Floor WC **Urinals** Wipe Sink **Jet Spray** Wipe **Empty** Taps Flush Paper **Balls** Working Working Working Soap Cleaned Cleaned Cleaned & Fittings Mirror Bins Time 9:00 AM 2:30 PM **Check Stock** Clean & Tidy (as required) (as per timings) Signed by Liquid **Toilet** Naphthalene Floor WC Wipe Empty **Jet Spray Urinals** Wipe Sink Taps Flush Paper Time Working Soap Balls Cleaned Cleaned Cleaned & Fittings Mirror Working Working Bins 9:00 AM 2:30 PM **Check Stock** Clean & Tidy (as required) (as per timings) Signed by Liquid **Toilet** Naphthalene Wipe Sink Wipe **Jet Spray** Floor WC **Urinals** Empty Taps Flush Time Paper Balls & Fittings Working Working Soap Cleaned Cleaned Cleaned Mirror Working Bins 9:00 AM 2:30 PM

Date :		Check S	tock				Clea	an & Tid	у	affection of			
2000	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM	V		V	V	v	V	V	t/	V	/	1	1/3800	POZ.
2:30 PM			V	V	V		. /		V	V	V	12/	12/8

WASHROOM INSPECTION CHECKLIST Clean & Tidy **Check Stock** (as per timings) Date : 11/04/25 (as required) Signed by Taps Flush **Jet Spray** Wipe Sink Wipe Naphthalene WC **Urinals Empty** Toilet Liquid Floor Working Working Working & Fittings Mirror Bins Cleaned Balls Cleaned Cleaned Paper Soap Time V 9:00 AM V 2:30 PM Clean & Tidy **Check Stock** Date : 12/04/27 (as per timings) (as required) Signed by Jet Spray Wipe Sink Wipe Empty Flush Taps Naphthalene Floor WC **Urinals** Toilet Liquid Working Working Mirror Bins Working Balls Cleaned Cleaned & Fittings Soap Cleaned Time Paper V V 1 9:00 AM X V 2:30 PM Clean & Tidy **Check Stock** (as per timings) (as required) Date : Signed by **Jet Spray** Wipe Sink Wipe Empty Taps Flush Liquid Naphthalene Floor WC **Urinals** Toilet & Fittings Mirror Working Working Working Cleaned Bins Cleaned Balls Time Paper Soap Cleaned 9:00 AM 2:30 PM

		Check S	tock				Clea	an & Tidy	/				
Date :	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM							. 0 -		M	•		38778	0 000
2:30 PM						· ·	10 /1	\mathcal{O}	1			*	1/1/20/

WASHROOM INSPECTION CHECKLIST **Check Stock** Clean & Tidy (as required) (as per timings) Signed by (Koilet Miquid Naphthaler : Wipe Sink Wipe Empty Taps Flush Jet Spray La Floor .. WC Urinals Paper CleaSoap & Fittings Working Working a Balls : Cleaned Cleaned Cleaned Mirror Bins Working Time 9:00 AM V V V V 2:30 PM V V Clean & Tidy **Check Stock** Date: 07/04/25 (as required) (as per timings) Signed by Naphthalene Wipe Sink Toilet Liquid Floor WC Urinals Wipe Empty Taps Flush **Jet Spray** & Fittings Working Time Balls Working Working Paper Soap Cleaned Cleaned Cleaned Mirror Bins V 9:00 AM V U X V V 2:30 PM Clean & Tidy **Check Stock** Date: 08/04/25 (as required) (as per timings) Signed by Naphthalene Wipe Sink Toilet Wipe Empty Taps Liquid Floor WC Urinals Flush **Jet Spray** Time Paper Soap Balls Cleaned Cleaned Cleaned & Fittings Mirror Bins Working Working Working 9:00 AM 2:30 PM

Date: Aululax		Check S	tock	94.			Cle	an & Tidy	/				
Date	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM	V	V	L	×	V	V		~	A	V	V	Land	0.00
2:30 PM		V	V	V	X	~		2	V	V	V	4	

WASHROOM INSPECTION CHECKLIST Check Stock Ces. A Triv Clean & Tidy (as required) (as per timings) 81/04/25 far actual control Signed by Taps SOUTH TO STATE OF THE STATE OF Toilet Naphthalene Sin Floor WC Wipe Sink Wipe Empty Liquid Urinals Flush **Jet Spray** & Fittings Working Working Working Paper Soap Balls Gleaned | Cleaned Cleaned Mirror Bins Time V 9:00 AM V V V 1/ 2:30 PM Clean & Tidy **Check Stock** Date: 02/04/25 (as required) (as per timings) Signed by Naphthaiene Wipe Sink Toilet Liquid Floor WC Urinals Wipe Empty Taps Flush **Jet Spray** Working Working Time Paper Soap Balls Cleaned Cleaned Cleaned & Fittings Mirror Bins Working 9:00 AM X 1 V V V V U 2:30 PM Clean & Tidy **Check Stock** Date : 03/04/25 (as required) (as per timings) Signed by Naphthalene Wipe | Empty Toilet Liquid Floor WC Urinals Wipe Sink Taps Flush **Jet Spray** Time **Paper** Soap Balls Cleaned Cleaned Cleaned & Fittings Mirror Bins Working Working Working 9:00 AM V V V V 1 V 2:30 PM

Date: 0410412X		Check S	tock				Cle	an & Tidy	У				
Date	Toilet	Liquid	Naphthalene	Floor	WC	Urinals	Wipe Sink	Wipe	Empty	Taps	Flush	Jet Spray	Signed by
Time	Paper	Soap	Balls	Cleaned	Cleaned	Cleaned	& Fittings	Mirror	Bins	Working	Working	Working	
9:00 AM	~	V	V	V	V	V	V	V		V	VE	TO SE COLUM	Il?
2:30 PM		V	V		U	V	V	V	~	V	V [*]	14	A

ato: alas Inc	То С	heck, wor	king or not		To		ning, Moppin as per timing		с.	Contract of					
ate:	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by				
9:30 AM	V	V	X	V	V	V	V	~	V		2				
3:00 PM	V	V	V	V	V	V	V	V	~		3				
nte :	То С	heck, wor	king or not	(as per timings)											
Time	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by				
9:30 AM	V	V	V	V	V	U	V	V	V	V	5				
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te: 014721	То С	heck, wor	king or not		To		ning, Moppin as per timings		c.		Signed by				
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Date: 14 19 1	To Cl	heck, wor	king or not	not To Check Cleaning, Mopping, Dusting etc. (as per timings)								
Time	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by	
9:30 AM	V	V	V	×	V	~	V	V	V	V		
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Date :24 4	То С	heck, wor	king or not		To Check Cleaning, Mopping, Dusting etc. (as per timings)								
Time	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by		
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Time											•
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Time	То С	heck, wor	king or not		To	o Check Clear (a	ning, Moppin s per timing		С.		Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	1
9:30 AM	X	*	V	V	V	V		V	V	V	B.
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ate: a The Not	To C	heck, wor	king or not		To	o Check Clear (a	ning, Moppin		c.		
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Date :22	То С	heck, wo	rking or not		т		ning, <mark>Moppi</mark> n as per timing		c. •		Signed by
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9:30 AM	¥	X		V	V	V	V	V	V	V	5.
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Time 9:30 AM	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	B.
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3.00 01/1	V	V	X	V	V	V			V	V	12.
3:00 PM					•						
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Date:(.) Time	To C	heck, wor	king or not Air Conditioner	Floor	Table				c. Door	Windows	Signed b
Date :(.)	No. 20		Air	Floor		(a	Desk /	s) White		Windows	Signed b

Date :	ТоС	heck, wor	king or not		To		ning, Moppin as per timing		c.		Signed by
Time	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by
9:30 AM	V	*	V	V	V	V	V	V		V.	4-1
3:00 PM	X	×	X	V	V	V	V	V	V	V	- D

Date :	То С	heck, wor	king or not		Т		ning, Moppir as per timing		c.					
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Time	То С	heck, wor	king or not		. To		ning, Moppin as per timing		c.		Signed by			
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Jigiled by			
9:30 AM	V	V	V	V	V	V	V	V	V	V	A.			
3:00 PM	V	V	V	V	V	V	V	V	V	V				
ate:9 /					To Check Cleaning Monning Dusting etc									
Time	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by			
9:30 AM	V	V	V	V	/	V	V	V	V	~	N.			
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Date:	То С	Check, wor	king or not		To Check Cleaning, Mopping, Dusting etc. (as per timings)								
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windaws	Signed by		
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3:00 PM	√	V	√	V	V	V	V	V	V	Too lo	Selection of the select		

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ll	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by
7ime 9:30 AM	V	V	V	V	V	x	V	V	V	V	1.
3:00 PM	V	V	V	V	V	V	V	/	×	V	st.
Time	То С	heck, wor	king or not		Т		ning, Moppir as per timing		c.		Signed by
	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by
9:30 AM	V	V	V	V	V	/	V	V	V	V	A.
3:00 PM	V	V		V	V	/	V	V	V	V	1
ate: <u>6344)34</u>	To Cl	heck, wor	king or not	To Check Cleaning, Mopping, Dusting etc. (as per timings)							
Time	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by
9:30 AM	V	V	V	V	V	V	V	· V	V	V	A.
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Date :	То С	heck, wor	king or not		To Check Cleaning, Mopping, Dusting etc. (as per timings)							
Time	Light	Fan	Air Conditioner	Floor	Table	Chair	Desk / Bench	White Board	Door	Windows	Signed by	
9:30 AM	V	✓	V	/	V	V	V	V	V	V	1/2/1/8	
3:00 PM	V	V	V	V	V	V	V	V	V	VES	A 0 18	

Date :	ТоС	check, wo	rking or not		Т		ning, Moppin as per timing		c.		
	Light	Fan	Air	Floor	Table	Chair	Desk /	White	Door	Windows	Signed by
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9:30 AM											
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CLASSROOM / LAB / OFFICE INSPECTION CHECKLIST To Check Cleaning, Mopping, Dusting etc. To Check, working or not (as per timings) Date:..... Signed by White Desk / Air Windows Chair Door Light Floor Table Fan Bench **Board** Conditioner Time V V V U U 9:30 AM V 3:00 PM To Check Cleaning, Mopping, Dusting etc. To Check, working or not (as per timings) Date : Signed by White Desk / Air Door Windows **Table** Chair Light Floor Fan Conditioner Bench **Board** Time U V 1 9:30 AM V V 1 0 3:00 PM To Check Cleaning, Mopping, Dusting etc. To Check, working or not (as per timings) Date : Signed by Desk / White Air Windows Door Table Light Fan Floor Chair Bench Board Conditioner Time U 9:30 AM 3:00 PM

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Dheeraj Kumar <dheerajkumar@sushantuniversity.edu.in>

Secting Requirement for ESE May 2025 Examination

Timessage

Shallender Singh Negi <shallendernegi@sushantuniversity.edu.in>

Mon, May 5, 2025 at 2:47

PM

To: Dhaerai Kumar <dheerajkumar@sushantuniversity.edu.in>

Co: Ahil Yaday sanilyaday@sushantuniversity.edu.in>, Vijit Lall Mathur <vijitmathur@sushantuniversity.edu.in>, Alpana Jija <alpanajijia@sushantuniversity.edu.in>, Facility Department <facilities@sushantuniversity.edu.in>, Monika <monika@sushantuniversity.edu.in>, Sneh Lata <snehlata@sushantuniversity.edu.in>, Suresh Kumar <sureshkemar@sushantuniversity.edu.in>, Gopal Agarwal <gopalagarwal@sushantuniversity.edu.in>, Dean SET Office

<deansetoffice@sushantuniversity.edu.in>, Virendra Kumar Malik <virendrakumarmalik@sushantuniversity.edu.in>, Dean SSAA Office <deanssaaoffice@sushantuniversity.edu.in>, "Dr. Koshalpreet Kaur"

<koshalpreetkaur@sushantuniversity.edu.in>, Dean SSD Office <deanssdoffice@sushantuniversity.edu.in>, Vijay Anand Dubey <vijaydubey@sushantuniversity.edu.in>, Dean SSB Office <deanssboffice@sushantuniversity.edu.in>

NORTH AND AND A Dear Dheeraj Sir,

t am writing to follow up on our discussion regarding the upcoming ESE May 2025 examination, which is scheduled from Tuesday, 13th May 2025 to Friday, 30th May 2025. The examination will take place across A, D, and E Blocks. As part of our preparations, we need to ensure proper allocation of rooms and seating arrangements.

Trail Votage Can Below is edist of rooms that need to be reserved for the examinations:

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Additionally stress ensure all benches are in good condition, with no broken ones, and each room has the hoceasty landly desk and chair, and there are proper water arrangements available on each block/floor.

11 1997) Euriparators, we have already obtained permission from the Dean's SET regarding D-321 for the examination.

should you have any questions or concerns regarding these arrangements, please do not hesitate to contact the andersighed: " P-4:3 115

Thanks & Regards.

5/5/3

SI DOSES Shailander-Singh Negi

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