



INFORMATION HANDBOOK

Under

Right to Information Act – 2005
(Updated upto September 2019)

DEEN DAYAL UPADHYAYA COLLEGE

A NAAC Accredited Institution-‘B’ Grade (CGPA=2.63)

(UNIVERSITY OF DELHI)

SECTOR-3, DWARKA, NEW DELHI-110078.

INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2 (h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college and related information.

This Information Handbook is divided into 17 manuals.

Manual – 12 provides for information on the manner of execution of subsidy programmes. This programme per se is not applicable to the college.

Manual 1
Section 4(1)b(i)

Particulars of organisation, functions and duties

Establishment & Background

Deen Dayal Upadhyaya College is a constituent College of the University of Delhi, established in 1990 in the memory of Late Pt. Deen Dayal Upadhyaya, a thinker, philosopher and renowned social worker. It is multi faculty, co-educational college, having at present approximately 2500 students on its roll in various courses.

The college imparts instruction and training in the following courses:

S. No. Name of the Course

1. Bachelor of Management Studies (B.M.S.)
2. B. Com. (Hons.)
3. B.Sc. (Hons.) Computer Science
4. B.Sc. (Hons.) Physics
5. B.Sc. (Hons.) Electronics
6. B.Sc. (Hons.) Mathematics
7. B.Sc. (Hons.) Chemistry
8. B.Sc. (Hons.) Botany
9. B.Sc. (Hons.) Zoology
10. B.Sc. (Physical Sciences)
 - i. Physics/Chemistry/Mathematics
 - ii. Physics/Computer/Mathematics
11. B.Sc. (Life Sciences)
12. B.Sc. Mathematical Science
13. B.A. (Hons.) English
14. B.A.

Vision Statement

The true knowledge liberates the individual from the shackles of ignorance / envy, hatred and narrow-mindedness. Our vision is to mould young minds through education and shape them into citizens who not only excel in the skills they have acquired but are also aware of their responsibility towards society, our country and the World. We wish to send out from the precincts of this college young individuals who throb to the tune of Vasudev Kutumbakam.

Mission

We recognize the challenges of an interdependent and competitive world and the need for our students to adapt and excel in it. To achieve this, we provide space to the students to freely express and develop views that help them respond to changes in the society and thus develop as professionals who are committed to their personal and professional endeavors and who have the vision, courage and dedication to initiate and manage change.

Objective

To nourish, nurture and promote holistic higher education with focus on liberal education; with a view to achieve symbiosis between intellectual pursuits and societal needs.

To inculcate moral & spiritual values and social sensibilities amongst the students.

Expectation of the college from the public for enhancing its effectiveness and efficiency:

The college expects objective and considered support from citizens of Delhi as well as persons directly associated with the affairs of the college and the University of Delhi.

Arrangements and methods made for seeking public participation / contribution :

Public involvement in the affairs of the college is through nomination of people from various walks of public life on its Governing Body as per provisions of statute 30(1)(c)(i) of Delhi University Act, 1922.

Mechanism available for monitoring the service delivery and public grievance resolution:

Management of the various activities of the college is supervised by the Principal through designated committees. Monitoring of the affairs of the college is through its Governing Body, Academic Council & Executive Council of the University of Delhi.

Organisational Chart for teaching and Administration : as indicated in Annexure 1 & 2.

Location of the College :

The college is located in South West Delhi and is connected by Delhi Metro. The nearest Metro Station being Dwarka Mor.

Address of the College :

Deen Dayal Upadhyaya College, Sector-3, Dwarka, New Delhi-110 078.

Working hours of the College :

Office Hours : 9.00 a.m. to 5.30 p.m. (Monday to Friday)
(Lunch time 1.00 p.m. to 1.30 p.m.)

Classes : 9.00 a.m. to 5.30 p.m.
Recess time 1.00 p.m. to 1.30 p.m.

Library Hours : 9.00 a.m. to 5.00 p.m. (Monday to Friday)
(No Lunch Break)

MANUAL 2
Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

Principal is the Chief Executive and Academic Officer of the college. He is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college.

The powers and duties of the Governing Body and other authorities as per Statute 30 and Ordinance XVIII of the University of Delhi are specified in Governance of Colleges, University of Delhi. (Details available on University of Delhi website : www.du.ac.in)

MANUAL 3
Section 4(1)(b)(iii)

Procedure followed to take a decision in various matters :-

Decisions in matters of organising admissions, sports, extra-curricular activities, preparation of college time table, allocation of extra-curricular work of teachers not involving payment of remuneration and laying guidelines for purchase of Library books and lab. equipment are taken by the Staff Council, subject to the provisions of the Act, Statutes and Ordinances of the University.

The decisions regarding institution, suspension or abolition of teaching and non-teaching posts is taken by the Governing Body. The college functions under the general supervision and control of the Governing Body.

Manual 4
Section 4(1)(b)(iv)

Norms set by the college for discharging its functions :

Norms and standards for various academic activities of the college are set by the competent authority such as the Academic Council and Executive Council of the University and by Staff Council and Governing Body of the College.

Manual 5
Section 4(1)(b)(iv)

Rules, regulations and instructions used :

- Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
- Ordinance of the University as contemplated under Section 30 of the Delhi University Act, 1922.
- Regulations / instructions for admission and examination regarding all the courses (under-graduate / post-graduate / research) of studies.
- University Non-teaching Employees (Terms and Conditions of Service) Rules, 2013.

- Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

Manual 6
Section 4(1)(b)(vi)

Official documents and their availability :

- The College prospectus and the annual report are published every year.
- University Calendar - Vol. I dealing with Statutory provisions can be accessed at Delhi University website – www.du.ac.in
- University Calendar - Vol. II dealing with various courses

NB : Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the selection committees are confidential and not available in public domain.

However, the minutes of the Governing Body meetings are available on the college website.

Manual 7
Section 4(1)(b)(vii)

Mode of public participation :

The College Governing Body which directly supervises the affairs of the college has 15 members, 10 of whom are nominated by the Govt. of NCT of Delhi. They are eminent personalities of the Society / Representatives of the public. Two members are nominated by the University of Delhi. There are two teacher representatives of the college and one representative of staff other than teachers (as special invitee). Principal is the Member Secretary of the Governing Body.

Besides the college holds public interaction programmes and open sessions at the time of admissions.

List of Governing Body Members:

S.No.	Name	Designation
1.	Prof. D.S. Rawat Professor Department of Chemistry University of Delhi, Delhi-110007	Chairman,
2.	Prof. M. L. Singla Faculty of Management Studies University of Delhi, Delhi-110007	Treasurar,
3.	Dr. Paramjeet Kaur Bedi Associate Professor, Department of Physics, DDU College	Teacher's Representative
4.	Dr. Mamta Amol Wagh Assistant Professor, Department of Mathematics, DDU College	Teacher's Representative
5.	Dr. Hem Chand Jain, Acting Principal	Member Secretary

- **Special Invitee (rep. of staff, other than Teachers)**
Mr. Swatantra Kumar Yadav, Laboratory Assistant

Manual 8

Section 4(1)(b)(viii)

- Post NAAC accreditation the college has Internal Quality Assurance Cell (IQAC)
- The other committees are:
 - Admission Committee
 - Academic Supervisory Committee
 - Gender Sensitizing Committee
 - Alumni Committee
 - Student Activities Board
 - ❖ College Festival Committee
 - ❖ Founder's Day Committee
 - ❖ Debating Society
 - ❖ Dramatics Club
 - ❖ Music Society
 - ❖ Spic-Macay Chapter
 - ❖ Photographic Club
 - ❖ Eco Club
 - Annual/ Semester Examination Committee
 - Proctorial Board
 - Campus Maintenance Committee
 - Canteen Committee
 - Garden Committee
 - Magazine Committee
 - NSS Committee
 - Sports & Adventure Committee
 - Academic Development Committee
 - Library Committee
 - Attendance Committee
 - Time-Table Committee
 - Prospectus Committee
 - Website Maintenance Committee
 - Fee Concession & SAF Committee
 - Career Counseling & Placement Cell
 - Women Development Cell
 - Discipline Resource Committee
 - Swachhatta Abhiyaan Committee
 - Computer Centre Maintenance Committee
 - Archive Committee
 - Cell for North-Indian Students
 - Vivekananda Study Circle
 - Annual Report Compilation Committee
 - Anti-Smoking Cell
 - Finance Club
 - Adventure Club
 - Robotics Club
 - Anti-Ragging Committee
 - Internal Complaints Committee

Manual 9
Section 4(1)(b)(ix)

Directory of officers and employees :

It is available in printed form as well as on website of the college
<https://ddu.collegedu.ac.in>

Manual 10
Section 4(1)(b)(x)

Monthly remuneration received by each of its employee:

The Revised Pay Structures of various existing teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University in accordance with 7th CPC recommendations are as under.

S.No.	Pay Matrix Level	Posts
1.	14	Principal
2.	13A	Associate Professor
3.	12	Asstt. Professor (Stage-III)
4.	11	Assistant Professor (Stage-II),
5.	10	Assistant Professor (Stage-I), Librarian
6.	10	Administrative Officer
7.	7	Section Officer, Sr. P.A.
8.	6	Sr. Assistant, Scientific Assistant/ Sr. Technical Assistant (Computer), Professional Assistant
9.	5	Technical Assistant, Semi-Prof. Asstt.
10.	4	Assistant, Lab. Assistant,
11.	2	Jr. Assistant, Driver
12.	1	Multi Tasking Staff –Laboratory, Multi Tasking Staff-Computer Laboratory, Multi Tasking Staff-Library , Multi Tasking Staff

Note: Pay in the Pay Matrix Level + DA (@ applicable from time to time + HRA @ 24% on the pay in Pay Matrix Level + Transport Allowance @ Rs. 1350/- p.m. + DA thereon if pay below Rs.24,200 in Level 1 & 2, @ Rs.3600/- p.m. + DA thereon if pay Rs. 24,200 and above in Level 1 & 2, @ Rs.3600/- p. m drawing Pay in the Level 3 to 8 and @ Rs. 7200/- p.m. + DA thereon drawing pay in the level 9 and above.

Manual 11
Section 4(1)(b)(xi)

Budget allocation to the college :

The budget and the financial estimates are approved by the Governing Body and sanctioned by the Govt. of NCT of Delhi on recommendation of University of Delhi.
The Budget outlay for the financial year 2018 – 19 was :

Recurring	:	Rs. 34,80,67,462.00
Non-Recurring	:	Rs. 85,83,652.00

Manual 12
Section 4(1)(b)(xii)

Manner of execution of subsidy programmes :

Not applicable to the college.

Manual 13
Section 4(1)(b)(xiii)

(a) Concessions granted by the college :

i. In admissions :

Various concessions that are available to various categories of students in admission to various courses are given in the bulletin of information.

- 22½ % of the total number of seats, course-wise, are reserved for candidates belonging to SC/ST (15% for SC and 7½ % for ST). Relaxation to the extent of 5% in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests). Further relaxation is given to the extent in order to fill up all the reserved seats.
- 27% of the total number of seats, course wise, are reserved for OBC candidates subject to the minimum eligibility for them being 10% less than the that for General Category.
- 10% Seats are reserved for persons belonging to the Economically Weaker Sections (EWS) from the Academic Session 2019-20.
- 5% of the total number of seats in each of the course has been reserved to the children/widows/wives of the officers and men of the armed forces including para-military personnel, killed/disabled in action or those who died/were disabled on duty or Ex-servicemen/serving personnel who are in receipt of Gallantry Awards. Relaxation to the extent of 5% marks in the aggregate or in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests).

- 5% seats are reserved for persons with benchmark disabilities for admission to under-graduate courses.
- The college admits foreign students including those from Sikkim and Kashmiri migrants as and when recommended by the University.
- Note more than 5% of the seats in each course (except those courses where there is an admission test or where there are centralized admissions) are offered for admission on the basis of sports and co-curricular distinctions.
- 2 supernumerary seats reserved for students of Jammu & Kashmir under Prime Minister Special Scholarship Scheme of the Govt. of India on the recommendation of AICTE.

NB : 1. The above reservations may vary with any decision taken by the University of Delhi, University Grants Commission and Ministry of Human Resource Department.

2. Details of such concessions are available in the admission brochures for respective courses.

ii. **in Fee Concession** : Granted to needy students on merit-cum means basis.

(b) Concessions availed by the college

College avails concessions in excise and customs duties on the procurement of the equipments, chemicals etc. for the academic projects / laboratories.

Manual 14
Section 4(1)(b)(xiv)

Information available in electronic form :

All the manuals hereunder, the college prospectus, annual report and other information about the college is available on the college website – <https://dducollegedu.ac.in>

Manual 15
Section 4(1)(b)(xv)

Means, methods and facilities available to citizens for obtaining information :-

Through the Notice Boards, College Prospectus, University Calendars and various other information which are available on college website.

Information for general public are disseminated occasionally through press releases, advertisements etc.

Manual 16
Section 4(1)(b)(xvi)

List of Information Officers :

- Appellate Authority - Principal (Presently, Dr. Hem Chand Jain)
Acting Principal
- Public Information Officer – Bursar/Vice-Principal
Presently, Dr. Kulvinder Singh
Bursar & Assoc. Professor in Physics
- Asstt. Public Information Officer -

Section Officer (Admn.)
(Presently, Sh. P.S. Rawat)

Section Officer (Accounts)
(Presently, Sh. Hari Kumar S)

Manual 17
Section 4(1)(b)(xvii)

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee i.e. Rs. 10/-. The fee is payable with each application which is towards the cost of processing the request.

Schedule of additional fee can be had from the Public Information Officer of the college. For the time being the rates are as under :-

- i) Rs. 2/- per page of A-4 or A-3 size, created or copied.
- ii) Actual cost for sizes bigger than A-4 or A-3.
- iii) In case of printed material, the printed copies could be had from the college counter on payment of the actual price.
- iv) For inspection of records, no fee for the first hour ; and a fee of rupees five for each subsequent hour (or fraction thereof)
- v) If information is needed on a compact disk, subject to availability of information in soft form, the fee will be Rs. 50/- per CD.

Note : The above fee shall be payable by way of cash against proper receipt or by Demand Draft or Bankers Cheque or Indian Postal Order in the name of the Principal, Deen Dayal Upadhyaya College.

**DEEN DAYAL UPADHYAYA COLLEGE
(UNIVERSITY OF DELHI)**

S. NO.	NAME	DESIGNATION	DEPARTMENT/ SECTION	Ext. No.
1	DR. HEM CHAND JAIN	ACTING PRINCIPAL	COMMERCE ADMINISTRATION	Direct: 25000300 25099390

Teaching Staff

2.	Dr. Sujata Sinha	Associate Professor	Botany	
3.	Dr. V.K. Gautam	Associate Professor	Botany	
4.	Dr. Sachchidanand Tripathi	Assistant Professor	Botany	
5.	Dr. Varnika Bhatia	Assistant Professor	Botany	
6.	Dr. Charu Kalra	Assistant Professor	Botany	
7.	Dr. Reeta Kumari	Assistant Professor	Botany	
8.	Dr. Rajkumari S. Devi	Assistant Professor	Botany	
9.	Dr. Shalini Bhatia	Associate Professor	Commerce	
10.	Dr. Vandana Gupta	Associate Professor	Commerce	
11.	Dr. Deepak Sehgal	Associate Professor	Commerce	
12.	Dr. Abha Wadhwa	Associate Professor	Commerce	
13.	Dr. H.C. Jain	Associate Professor	Commerce	
14.	Dr. Nisha Rana	Associate Professor	Commerce	
15.	Dr. Anand Saxena	Associate Professor	Commerce	
16.	Sh. Pawan Kumar Jain	Associate Professor	Commerce	
17.	Dr. Renu Aggarwal	Associate Professor	Commerce	
18.	Dr. Sunil Kumar	Assistant Professor	Commerce	
19.	Dr. Shashi Saxena	Associate Professor	Chemistry	
20.	Dr. Ratna	Associate Professor	Chemistry	
21.	Dr. Sangeeta Talwar	Associate Professor	Chemistry	
22.	Dr. K. K. Jha	Associate Professor	Chemistry	
23.	Dr. Vinod Kumar	Associate Professor	Chemistry	
24.	Dr. Sachin Mittal	Associate Professor	Chemistry	
25.	Dr. Mahaveer	Assistant Professor	Chemistry	
26.	Dr. Chetna Angrish	Assistant Professor	Chemistry	
27.	Dr. Reema Chhabra	Assistant Professor	Chemistry	
28.	Dr. Nityananda Agasti	Assistant Professor	Chemistry	
29.	Dr. Sunny Manohar	Assistant Professor	Chemistry	
30.	Dr. Chayanika Singh	Assistant Professor	Chemistry	
31.	Dr. Jyoti	Assistant Professor	Chemistry	

32.	Dr. Kapil Bohra	Assistant Professor	Chemistry	
33.	Dr. Arpita Sharma	Associate Professor	Comp. Science	
34.	Dr. Rajni Bala	Associate Professor	Comp. Science	
35.	Dr. Rampal Singh	Associate Professor	Comp. Science	
36.	Ms. Shweta Wadhwa	Assistant Professor	Comp. Science	
37.	Dr. Sujata Khatri	Assistant Professor	Comp. Science	
38.	Dr. Anuja Soni	Assistant Professor	Comp. Science	
39.	Sh. Anil Kumar	Assistant Professor	Comp. Science	
40.	Mrs. Sangita	Associate Professor	Economics	
41.	Dr. Parmesh Ratnaker	Associate Professor	English	
42.	Dr. Anubha Mukherjee	Associate Professor	English	
43.	Dr. Jayini Adhayapak	Associate Professor	English	
44.	Dr. Rohith P.	Assistant Professor	English	
45.	Mr. Lalit Kumar	Assistant Professor	English	
46.	Mr. Jyotishman Kalita	Assistant Professor	English	
47.	Mr. Nitin Luthra	Assistant Professor	English	
48.	Dr. Suman B. Manchanda	Associate Professor	Hindi	
49.	Dr. Savita Gautam	Associate Professor	Hindi	
50.	Dr. R. M. Bharadwaj	Associate Professor	History	
51.	Dr. Monika Bansal	Assistant Professor	Management Studies	
52.	Mrs. Deepa Kamra	Assistant Professor	Management Studies	
53.	Dr. Yogieta S. Mehra	Assistant Professor	Management Studies	
54.	Dr. Rakesh Kumar	Assistant Professor	Management Studies	
55.	Dr. Sangeeta Mohan	Assistant Professor	Management Studies	
56.	Mr. Vipin Kumar Meena	Assistant Professor	Management Studies	
57.	Dr. Ratnesh R. Saxena	Associate Professor	Mathematics	
58.	Mrs. Sunita Nadir	Associate Professor	Mathematics	
59.	Mrs. Paramjeet Kaur	Associate Professor	Mathematics	
60.	Dr. Sudha Arora	Associate Professor	Mathematics	
61.	Dr. Virender Thukral	Associate Professor	Mathematics	
62.	Dr. Sanjay Kumar	Associate Professor	Mathematics	
63.	Dr. Poonam Garg	Associate Professor	Mathematics	
64.	Dr. Mamta Amol Wagh	Assistant Professor	Mathematics	
65.	Dr. Veena Jain	Associate Professor	Opr. Research	
66.	Dr. Mukesh Kumar	Associate Professor	Physics	
67.	Dr. Kulvinder Singh	Associate Professor	Physics	
68.	Dr. Sanjay Tandon	Associate Professor	Physics	
69.	Dr. Paramjeet K. Bedi	Associate Professor	Physics	

70.	Dr. Poonam Suri	Associate Professor	Physics	
71.	Dr. Anju Aggarwal	Associate Professor	Physics	
72.	Mrs. Pratima	Associate Professor	Physics	
73.	Dr. Savita Gahlaut	Associate Professor	Physics	
74.	Dr. Pradeep Kumar Jha	Associate Professor	Physics	
75.	Dr. Deepak Jain	Associate Professor	Physics	
76.	Dr. Nupur Verma	Associate Professor	Physics	
77.	Dr. Avnindra Kr. Singh	Associate Professor	Physics	
78.	Dr. P.L. Meena	Assistant Professor	Physics	
79.	Sh. Sandeep	Assistant Professor	Physics	
80.	Dr. Ravinder Kaur	Associate Professor	Electronics	
81.	Dr. Poonam Kasturi	Associate Professor	Electronics	
82.	Dr. Anurag Mishra	Associate Professor	Electronics	
83.	Dr. Neeraj Tyagi	Associate Professor	Electronics	
84.	Dr. Manoj Saxena	Associate Professor	Electronics	
85.	Dr. Himanshu Pd. Roy	Associate Professor	Pol. Science	
86.	Dr. Anek Goel	Assistant Professor	Phy. Education	
87.	Dr. Anita Gulati	Associate Professor	Zoology	
88.	Dr. Lathika Nair	Associate Professor	Zoology	
89.	Dr. Renu Solanki	Assistant Professor	Zoology	
90.	Dr. Shailly Anand	Assistant Professor	Zoology	
91.	Dr. Sudhir Verma	Assistant Professor	Zoology	
92.	Dr. Priya Goel	Assistant Professor	Zoology	

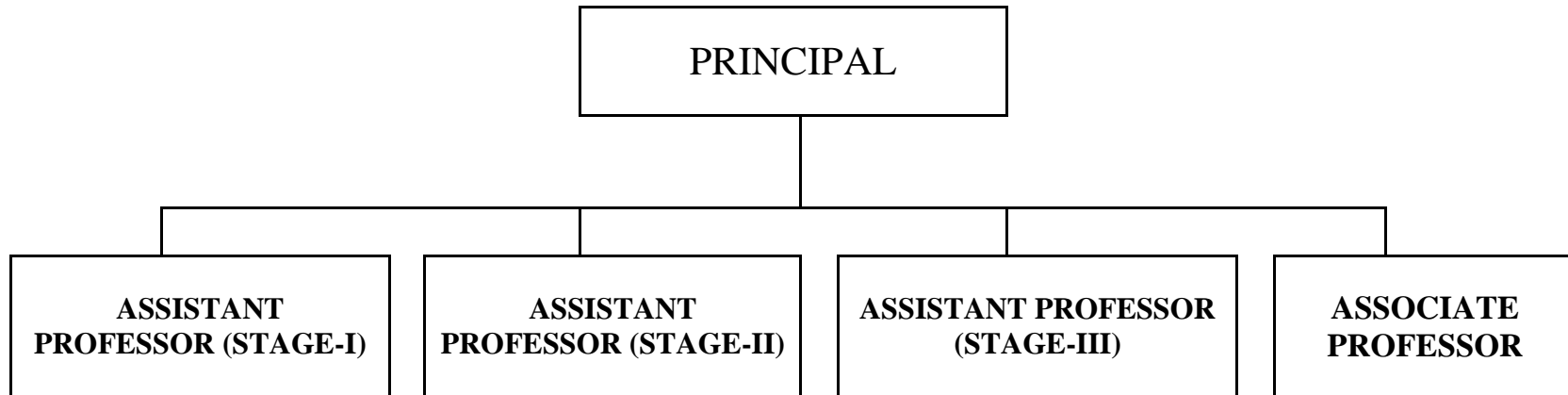
Non-Teaching Staff

Administrative				
93.	Sh. Sikander Aggarwal	Administrative Officer	Administration	25000303
94.	Sh. Sandeep Mago	Sr. P.A.	Principal's office	25000304
95.	Sh. Prem Singh Rawat	Section Officer	Administration	25000305
96.	Sh. Hari Kumar S.	Section Officer	Accounts	25000306
97.	Sh. Ashwani Thakur	Senior Assistant	Accounts	
98.	Sh. Bhopal Singh Negi	Assistant	Administration	
99.	Sh. Bablu Kumar	Assistant	Administration	
100.	Sh. Mukesh Gupta	Assistant	Accounts	
101.	Sh. Jitender Solanki	Junior Assistant	Accounts	
102.	Sh. Rajesh	Junior Assistant	Administration	
103.	Sh. Subhash Rana	Driver	Principal's office	

Library				
104.	Dr. Abhijeet Sinha	Librarian	Library	25000351
105.	Sh. Gyanesh Pd. Soti	Prof. Assistant	Library	
106.	Sh. Bharat Bhushan	Semi-Prof.Assistant	Library	
107.	Sh. Srikant Tiwari	Semi-Prof.Assistant	Library	
108.	Mrs. Sunita Rana	Lib. Attendant	Library	
109.	Mrs. Sunaina Sharma	Lib. Attendant	Library	
Technical/Laboratory				
110.	Sh. Narindra Kumar	Lab. Assistant	Botany Lab	
111.	Sh. Arun Kr. Singh	Lab. Assistant	Botany Lab	
112.	Sh. Vinod Kumar	Lab. Assistant	Chemistry Lab	
113.	Sh. Swatantra Kumar Yadav	Lab. Assistant	Chemistry Lab	
114.	Dr. Sanjai Sharma	Lab. Assistant	Chemistry Lab	
115.	Sh. Surinder kr. Mishra	Lab. Assistant	Chemistry Lab	
116.	Sh. Manoj Tyagi	Lab. Assistant	Chemistry Lab	
117.	Sh. Manmohan Pushkarna	Sr. Tech Asst. (Comp.)	Computer Lab	
118.	Sh. Sudhakar Mishra	Sr. Tech Asst. (Comp.)	Computer Lab	
119.	Ms. Anita Pushkarna	Sr. Tech Asst. (Comp.)	Computer Lab	
120.	Sh. Awadh Kishore Pd. Yadav	Lab. Attendant	Computer Lab	
121.	Sh. Mukesh Kumar	Lab. Attendant	Computer Lab	
122.	Sh. Harish Chandra Tiwari	Tech. Assistant	Electronics Lab.	
123.	Sh. Bhoop Singh	Lab. Assistant	Electronics Lab.	
124.	Sh. Hari Ram	Lab. Assistant	Electronics Lab.	
125.	Sh. Vijay Kumar	Lab. Assistant	Electronics Lab.	
126.	Sh. Sunil Gupta	Tech. Assistant	Physics Lab.	
127.	Sh. Puran Chandra	Lab. Assistant	Physics Lab.	
128.	Sh. Dinesh Chandra Arya	Lab. Assistant	Physics Lab.	
129.	Sh. Krishan Veer	Lab. Assistant	Zoology Lab.	
130.	Sh. Ravinder Kr. Tiwari	Lab. Assistant	Zoology Lab.	
Utility				
131.	Sh. Bhawan Singh Rawat	Gestatnor Operator	Administration	
132.	Sh. Jagdish Ch. Joshi	Daftri	Administration	
133.	Sh. Omprasad Aryal	Daftri	Principal's office	
134.	Sh. Sheikh Jallaludin	Office Attendant	Accounts	
135.	Sh. Kahan Singh	Office Attendant	Administration	
136.	Sh. Kanhiya Singh	Office Attendant	Administration	
137.	Sh. Mukesh Kumar	Office Attendant	Administration	
138.	Sh. Raj Kumar	Farash	Botany Lab.	

139.	Sh. Ishwari Prasad	Farash	Physics Lab	
140.	Sh. Parmanand	Farash	Library	

ORGANISATIONAL CHART OF TEACHING STAFF



ORGANISATIONAL CHART (ADMINISTRATION)

