



INFORMATION HANDBOOK

Under

Right to Information Act – 2005
(Updated upto January 2024)

दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078
दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://dducollegedu.ac.in>

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 2700 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.

Contact Details : Website – <https://dducollegedu.ac.in>
Email : Principal : principal@ddu.du.ac.in
Principal Office : principaldducollege@ddu.du.ac.in
Administration : office@ddu.du.ac.in
Accounts : accounts@ddu.du.ac.in
Telephone : Principal : 011- 41805580, Office : 011-45051037

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.

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)(v)

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. Satish Kumar Awasthi	Chairman, University Representative
2.	Prof. Monica Singhanian	Treasurer, University Representative
3.	Dr. Sangeeta Talwar	Teacher's Representative
4.	Dr. Sunny Manohar	Teacher's Representative
5.	Prof. Hem Chand Jain, Officiating Principal	Member Secretary

- **Special Invitee (rep. of staff, other than Teachers)**
Mr. Arun Kumar Singh, 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)

List of officers and employees :

It is available as an annexure with the Manual.

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.	14	Professor
3.	13A	Associate Professor
4.	12	Asstt. Professor (Stage-III)
5.	11	Assistant Professor (Stage-II),
6.	10	Assistant Professor (Stage-I), Librarian, Administrative Officer
7.	7	Section Officer, Sr. P.A.
8.	6	Senior Assistant, Senior Technical Assistant (Computer), Professional Assistant
9.	5	Technical Assistant, Semi-Professional Assistant
10.	4	Assistant, Laboratory Assistant,
11.	2	Junior Assistant/Caretaker, Driver
12.	1	Laboratory Attendant, Computer Laboratory Attendant, Library Attendant, Multi-Tasking Staff

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 2022 – 23 was :

Recurring	:	Rs. 67,16,78,000/-
Non-Recurring	:	Rs. 4,00,00,000/-

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, Prof. Hem Chand Jain)
Officiating Principal
Telephone No.: 011-41805580

- Public Information Officer – Bursar/Vice-Principal
Presently, Dr. Sachin Mittal
Bursar & Assoc. Prof. in Chemistry
Telephone No.: 011-45051037

- Asstt. Public Information Officer -

Section Officer (Admn.)
(Presently, Sh. Prem Singh Rawat)

Section Officer (Accounts)
(Presently, Sh. Satish Kumar Sah)

Telephone No.: 011-45051037

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
1	PROF. HEM CHAND JAIN	OFFICIATING PRINCIPAL	COMMERCE ADMINISTRATION
Teaching Staff			
2.	Dr. Sujata Sinha	Associate Professor	Botany
3.	Dr. Sachchidanand Tripathi	Associate Professor	Botany
4.	Dr. Varnika Bhatia	Assistant Professor	Botany
5.	Dr. Charu Kalra	Associate Professor	Botany
6.	Dr. Reeta Kumari	Associate Professor	Botany
7.	Dr. Rajkumari S. Devi	Associate Professor	Botany
8.	Dr. Shalini Bhatia	Associate Professor	Commerce
9.	Dr. Vandana Gupta	Associate Professor	Commerce
10.	Dr. Deepak Sehgal	Associate Professor	Commerce
11.	Dr. Abha Wadhwa	Associate Professor	Commerce
12.	Prof. Hem Chand Jain	Professor	Commerce
13.	Prof. Nisha Rana	Professor	Commerce
14.	Dr. Anand Saxena	Associate Professor	Commerce
15.	Sh. Pawan Kumar Jain	Associate Professor	Commerce
16.	Dr. Renu Aggarwal	Associate Professor	Commerce
17.	Dr. Sunil Kumar	Associate Professor	Commerce
18.	Dr. Shashi Saxena	Associate Professor	Chemistry
19.	Dr. Ratna	Associate Professor	Chemistry
20.	Dr. Sangeeta Talwar	Associate Professor	Chemistry
21.	Dr. Krishan Kumar Jha	Associate Professor	Chemistry
22.	Dr. Vinod Kumar	Associate Professor	Chemistry
23.	Dr. Sachin Mittal	Associate Professor	Chemistry
24.	Dr. Mahaveer	Associate Professor	Chemistry
25.	Dr. Chetna Angrish	Associate Professor	Chemistry
26.	Dr. Reema Chhabra	Associate Professor	Chemistry
27.	Dr. Nityananda Agasti	Associate Professor	Chemistry
28.	Dr. Sunny Manohar	Assistant Professor	Chemistry
29.	Dr. Chayanika Singh	Associate Professor	Chemistry
30.	Dr. Jyoti	Assistant Professor	Chemistry
31.	Dr. Kapil Bohra	Assistant Professor	Chemistry
32.	Prof. Arpita Sharma	Professor	Comp. Science
33.	Dr. Rajni Bala	Associate Professor	Comp. Science

34.	Prof. Rampal Singh	Professor	Comp. Science
35.	Ms. Shweta Wadhwa	Associate Professor	Comp. Science
36.	Dr. Sujata Khatri	Associate Professor	Comp. Science
37.	Dr. Anuja Soni	Associate Professor	Comp. Science
38.	Sh. Anil Kumar	Associate Professor	Comp. Science
39.	Mrs. Sangita	Associate Professor	Economics
40.	Dr. Anubha Mukherjee	Associate Professor	English
41.	Dr. Jayini Adhayapak	Associate Professor	English
42.	Dr. Lalit Kumar	Assistant Professor	English
43.	Dr. Savita Gautam	Associate Professor	Hindi
44.	Prof. Radha Madhav Bharadwaj	Professor	History
45.	Prof. Monika Bansal	Professor	Management Studies
46.	Mrs. Deepa Kamra	Associate Professor	Management Studies
47.	Prof. Yogieta S. Mehra	Professor	Management Studies
48.	Dr. Rakesh Kumar	Associate Professor	Management Studies
49.	Dr. Sangeeta Mohan	Assistant Professor	Management Studies
50.	Mr. Vipin Kumar Meena	Assistant Professor	Management Studies
51.	Prof. Ratnesh Rajan Saxena	Professor	Mathematics
52.	Mrs. Sunita Nadir	Associate Professor	Mathematics
53.	Mrs. Paramjeet Kaur	Associate Professor	Mathematics
54.	Dr. Sudha Arora	Associate Professor	Mathematics
55.	Prof. Sanjay Kumar	Professor	Mathematics
56.	Dr. Poonam Garg	Associate Professor	Mathematics
57.	Dr. Mamta Amol Wagh	Assistant Professor	Mathematics
58.	Dr. Veena Jain	Associate Professor	Opr. Research
59.	Dr. Mukesh Kumar	Associate Professor	Physics
60.	Dr. Kulvinder Singh	Associate Professor	Physics
61.	Dr. Sanjay Tandon	Associate Professor	Physics
62.	Dr. Paramjeet Kaur Bedi	Associate Professor	Physics
63.	Dr. Poonam Suri	Associate Professor	Physics
64.	Dr. Anju Aggarwal	Associate Professor	Physics
65.	Mrs. Pratima	Associate Professor	Physics
66.	Dr. Savita Gahlaut	Associate Professor	Physics
67.	Prof. Pradip Kumar Jha	Professor	Physics
68.	Prof. Deepak Jain	Professor	Physics
69.	Dr. Nupur Verma	Associate Professor	Physics
70.	Prof. Avnindra Kumar Singh	Professor	Physics
71.	Dr. Palvit Rudram	Associate Professor	Physics

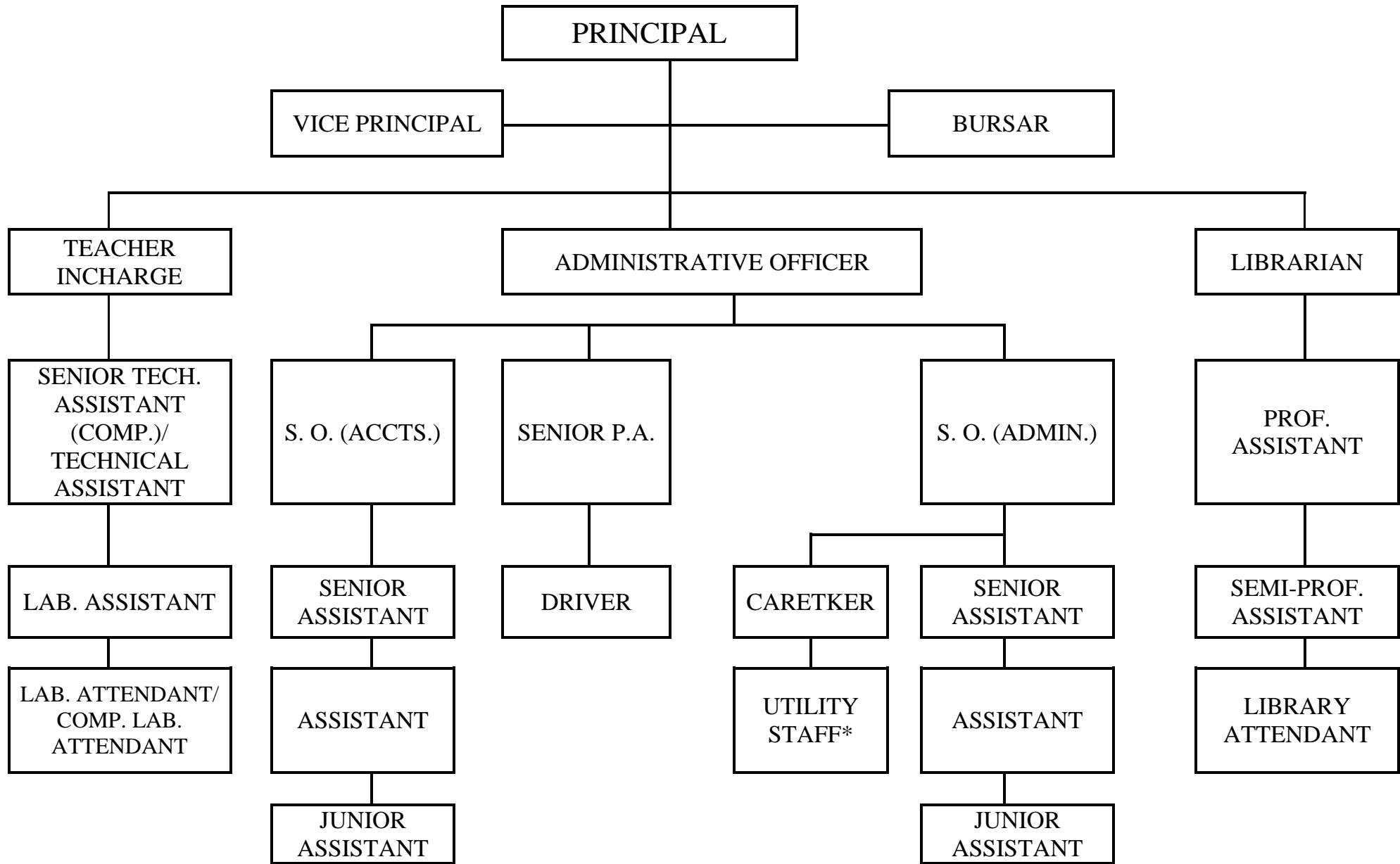
72.	Sh. Sandeep	Assistant Professor	Physics
73.	Dr. Ravinder Kaur	Professor	Electronics
74.	Dr. Poonam Kasturi	Associate Professor	Electronics
75.	Prof. Anurag Mishra	Professor	Electronics
76.	Prof. Neeraj Tyagi	Professor	Electronics
77.	Prof. Manoj Saxena	Professor	Electronics
78.	Prof. Himanshu Prasad Roy	Professor	Pol. Science
79.	Dr. Anek Goel	Associate Professor	Phy. Education
80.	Dr. Anita Gulati	Associate Professor	Zoology
81.	Dr. Lathika Nair	Associate Professor	Zoology
82.	Dr. Renu Solanki	Associate Professor	Zoology
83.	Dr. Shailly Anand	Associate Professor	Zoology
84.	Dr. Sudhir Verma	Associate Professor	Zoology
85.	Dr. Priya Goel	Associate Professor	Zoology

Non-Teaching Staff

Administrative			
86.	Sh. Sikander Aggarwal	Administrative Officer	Administration
87.	Sh. Sandeep Mago	Sr. P.A.	Principal's office
88.	Sh. Prem Singh Rawat	Section Officer	Administration
89.	Sh. Ashwani Thakur	Senior Assistant	Accounts
90.	Sh. Bablu Kumar	Sr.Assistant	Administration
91.	Sh. Mukesh Gupta	Assistant	Accounts
92.	Sh. Jitender Solanki	Assistant	Accounts
93.	Sh. Rajesh	Assistant	Administration
Library			
94.	Dr. Abhijeet Sinha	Librarian	Library
95.	Sh. Gyanesh Prasad Soti	Prof. Assistant	Library
96.	Sh. Bharat Bhushan	Semi-Prof.Assistant	Library
97.	Sh. Srikant Tiwari	Semi-Prof.Assistant	Library
98.	Mrs. Sunita Rana	Lib. Attendant	Library
99.	Mrs. Sunaina Sharma	Lib. Attendant	Library
Technical/Laboratory			
100.	Sh. Narindra Kumar	Lab. Assistant	Botany Lab
101.	Sh. Arun Kumar Singh	Lab. Assistant	Botany Lab
102.	Sh. Vinod Kumar	Lab. Assistant	Chemistry Lab
103.	Sh. Swatantra Kumar Yadav	Lab. Assistant	Chemistry Lab
104.	Dr. Sanjai Sharma	Lab. Assistant	Chemistry Lab
105.	Sh. Surinder Kumar Mishra	Lab. Assistant	Chemistry Lab

106.	Sh. Manoj Kumar Tyagi	Lab. Assistant	Chemistry Lab
107.	Sh. Manmohan Pushkarna	Sr. Tech Asst. (Comp.)	Computer Lab
108.	Sh. Sudhakar Mishra	Sr. Tech Asst. (Comp.)	Computer Lab
109.	Mrs. Anita Pushkarna	Sr. Tech Asst. (Comp.)	Computer Lab
110.	Sh. Awadh Kishore Prasad Yadav	Comp. Lab. Attendant	Computer Lab
111.	Sh. Mukesh Kumar	Comp. Lab. Attendant	Computer Lab
112.	Sh. Harish Chandra Tiwari	Tech. Assistant	Electronics Lab.
113.	Sh. Bhoop Singh	Lab. Assistant	Electronics Lab.
114.	Sh. Hari Ram	Lab. Assistant	Electronics Lab.
115.	Sh. Vijay Kumar	Lab. Assistant	Electronics Lab.
116.	Sh. Sunil Gupta	Tech. Assistant	Physics Lab.
117.	Sh. Puran Chandra	Lab. Assistant	Physics Lab.
118.	Sh. Dinesh Chandra Arya	Lab. Assistant	Physics Lab.
119.	Sh. Kuldeep Rawat	Lab. Assistant	Physics Lab.
120.	Sh. Krishan Veer	Lab. Assistant	Zoology Lab.
121.	Sh. Ravinder Kumar Tiwari	Lab. Assistant	Zoology Lab.
Erstwhile Group D Staff			
122.	Sh. Bhawan Singh Rawat	Multi Tasking staff	Administration
123.	Sh. Omprasad Aryal	Multi Tasking staff	Principal's office
124.	Sh. Sheikh Jallaludin	Multi Tasking staff	Accounts
125.	Sh. Kahan Singh	Multi Tasking staff	Administration
126.	Sh. Kanhiya Singh	Multi Tasking staff	Administration
127.	Sh. Mukesh Kumar	Multi Tasking staff	Administration
128.	Sh. Raj Kumar	MTS (Farash	Botany Lab.
129.	Sh. Parmanand	MTS (Farash)	Library

ORGANISATIONAL CHART (ADMINISTRATION)



* Multi-Tasking Staff (Gestetnor Operator/Daftry/Office Attendant/Farash)

ORGANISATIONAL CHART OF TEACHING STAFF

