



INFORMATION HANDBOOK

Under

Right to Information Act – 2005
(Updated upto August 2022)

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

दिल्ली रा. सा. 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 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 Mangement 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. | Mr. Sunil Kumar | Chairman, Governing Body |
| 2. | Mr. Sumit Dixit | Treasurer, Governing Body |
| 3. | Ms. Rajni Sodhi | Member |
| 4. | Mr. Anil Kumar Chaudhary | Member |
| 5. | Mr. Chhote Lal Aggarwal | Member |
| 6. | Ms. Reeva Sood | Member |
| 7. | Mr. M. Ramesh Babu | Member |
| 8. | Mr. Awadhesh Yadav | Member |
| 9. | Mr. Divya Ratan Verma | Member |
| 10. | Prof. Satish Kumar Awasthi | University Representative |
| 11. | Prof. Monica Singhanian | University Representative |
| 12. | Dr. Ratna | Teacher's Representative |
| 13. | Dr. Nityananda Agasti | Teacher's Representative |
| 14. | Prof. Hem Chand Jain, Officiating Principal | Member Secretary |

- **Special Invitee (rep. of staff, other than Teachers)**
Mr. Surender Kumar Mishra, 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 2020 – 21 was :

| | | |
|---------------|---|--------------------|
| Recurring | : | Rs. 47,29,58,000/- |
| 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. Hari Kumar S)

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 | Assistant Professor | Botany |
| 4. | Dr. Varnika Bhatia | Assistant Professor | Botany |
| 5. | Dr. Charu Kalra | Assistant Professor | Botany |
| 6. | Dr. Reeta Kumari | Assistant Professor | Botany |
| 7. | Dr. Rajkumari S. Devi | Assistant 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 Anrigh | Assistant Professor | Chemistry |
| 26. | Dr. Reema Chhabra | Assistant Professor | Chemistry |
| 27. | Dr. Nityananda Agasti | Assistant Professor | Chemistry |
| 28. | Dr. Sunny Manohar | Assistant Professor | Chemistry |
| 29. | Dr. Chayanika Singh | Assistant 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. Parmesh Ratnaker | Associate Professor | English |
| 41. | Dr. Anubha Mukherjee | Associate Professor | English |
| 42. | Dr. Jayini Adhayapak | Associate Professor | English |
| 43. | Dr. Rohith P. | Assistant Professor | English |
| 44. | Dr. Lalit Kumar | Assistant Professor | English |
| 45. | Mr. Nitin Luthra | Assistant Professor | English |
| 46. | Dr. Suman B. Manchanda | Associate Professor | Hindi |
| 47. | Dr. Savita Gautam | Associate Professor | Hindi |
| 48. | Prof. Radha Madhav Bharadwaj | Professor | History |
| 49. | Prof. Monika Bansal | Professor | Management Studies |
| 50. | Mrs. Deepa Kamra | Associate Professor | Management Studies |
| 51. | Prof. Yogieta S. Mehra | Professor | Management Studies |
| 52. | Dr. Rakesh Kumar | Associate Professor | Management Studies |
| 53. | Dr. Sangeeta Mohan | Assistant Professor | Management Studies |
| 54. | Mr. Vipin Kumar Meena | Assistant Professor | Management Studies |
| 55. | Prof. Ratnesh Rajan Saxena | Professor | Mathematics |
| 56. | Mrs. Sunita Nadir | Associate Professor | Mathematics |
| 57. | Mrs. Paramjeet Kaur | Associate Professor | Mathematics |
| 58. | Dr. Sudha Arora | Associate Professor | Mathematics |
| 59. | Dr. Virender Thukral | Associate Professor | Mathematics |
| 60. | Prof. Sanjay Kumar | Professor | Mathematics |
| 61. | Dr. Poonam Garg | Associate Professor | Mathematics |
| 62. | Dr. Mamta Amol Wagh | Assistant Professor | Mathematics |
| 63. | Dr. Veena Jain | Associate Professor | Opr. Research |
| 64. | Dr. Mukesh Kumar | Associate Professor | Physics |
| 65. | Dr. Kulvinder Singh | Associate Professor | Physics |
| 66. | Dr. Sanjay Tandon | Associate Professor | Physics |
| 67. | Dr. Paramjeet Kaur Bedi | Associate Professor | Physics |
| 68. | Dr. Poonam Suri | Associate Professor | Physics |
| 69. | Dr. Anju Aggarwal | Associate Professor | Physics |
| 70. | Mrs. Pratima | Associate Professor | Physics |
| 71. | Dr. Savita Gahlaut | Associate Professor | Physics |

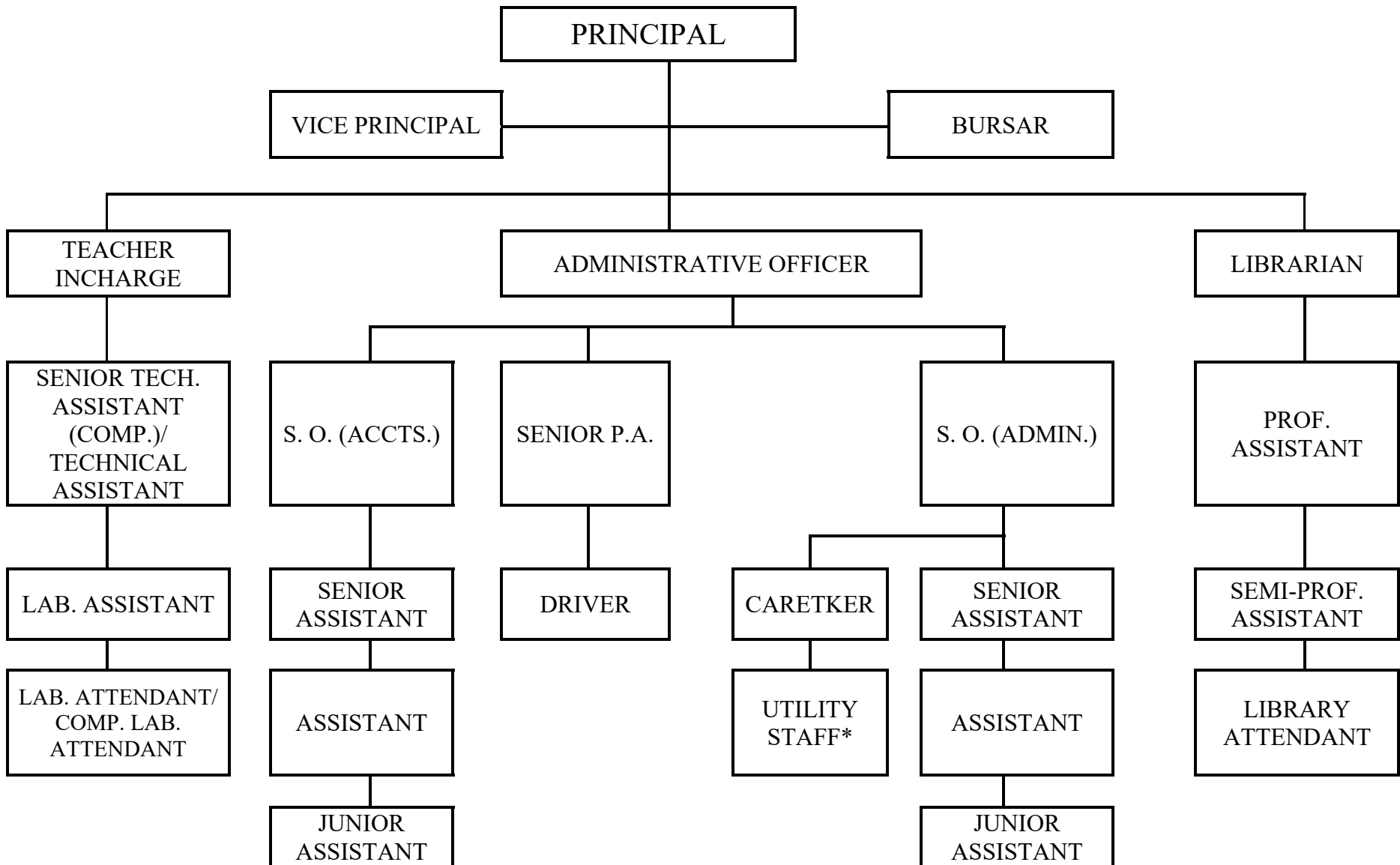
| | | | |
|-----|----------------------------|---------------------|----------------|
| 72. | Prof. Pradip Kumar Jha | Professor | Physics |
| 73. | Prof. Deepak Jain | Professor | Physics |
| 74. | Dr. Nupur Verma | Associate Professor | Physics |
| 75. | Prof. Avnindra Kumar Singh | Professor | Physics |
| 76. | Dr. Pappu Lal Meena | Associate Professor | Physics |
| 77. | Sh. Sandeep | Assistant Professor | Physics |
| 78. | Dr. Ravinder Kaur | Professor | Electronics |
| 79. | Dr. Poonam Kasturi | Associate Professor | Electronics |
| 80. | Prof. Anurag Mishra | Professor | Electronics |
| 81. | Prof. Neeraj Tyagi | Professor | Electronics |
| 82. | Prof. Manoj Saxena | Professor | Electronics |
| 83. | Prof. Himanshu Prasad Roy | Professor | Pol. Science |
| 84. | Dr. Anek Goel | Associate Professor | Phy. Education |
| 85. | Dr. Anita Gulati | Associate Professor | Zoology |
| 86. | Dr. Lathika Nair | Associate Professor | Zoology |
| 87. | Dr. Renu Solanki | Assistant Professor | Zoology |
| 88. | Dr. Shailly Anand | Assistant Professor | Zoology |
| 89. | Dr. Sudhir Verma | Assistant Professor | Zoology |
| 90. | Dr. Priya Goel | Assistant Professor | Zoology |

Non-Teaching Staff

| Administrative | | | |
|-----------------------|-------------------------|------------------------|--------------------|
| 91. | Sh. Sikander Aggarwal | Administrative Officer | Administration |
| 92. | Sh. Sandeep Mago | Sr. P.A. | Principal's office |
| 93. | Sh. Prem Singh Rawat | Section Officer | Administration |
| 94. | Sh. Hari Kumar S. | Section Officer | Accounts |
| 95. | Sh. Ashwani Thakur | Senior Assistant | Accounts |
| 96. | Sh. Bablu Kumar | Assistant | Administration |
| 97. | Sh. Mukesh Gupta | Assistant | Accounts |
| 98. | Sh. Jitender Solanki | Assistant | Accounts |
| 99. | Sh. Rajesh | Junior Assistant | Administration |
| 100. | Sh. Subhash Rana | Driver | Principal's office |
| Library | | | |
| 101. | Dr. Abhijeet Sinha | Librarian | Library |
| 102. | Sh. Gyanesh Prasad Soti | Prof. Assistant | Library |
| 103. | Sh. Bharat Bhushan | Semi-Prof.Assistant | Library |
| 104. | Sh. Srikant Tiwari | Semi-Prof.Assistant | Library |
| 105. | Mrs. Sunita Rana | Lib. Attendant | Library |
| 106. | Mrs. Sunaina Sharma | Lib. Attendant | Library |

| Technical/Laboratory | | | |
|-----------------------------|-----------------------------------|---------------------------|--------------------|
| 107. | Sh. Narindra Kumar | Lab. Assistant | Botany Lab |
| 108. | Sh. Arun Kumar Singh | Lab. Assistant | Botany Lab |
| 109. | Sh. Vinod Kumar | Lab. Assistant | Chemistry Lab |
| 110. | Sh. Swatantra Kumar Yadav | Lab. Assistant | Chemistry Lab |
| 111. | Dr. Sanjai Sharma | Lab. Assistant | Chemistry Lab |
| 112. | Sh. Surinder Kumar Mishra | Lab. Assistant | Chemistry Lab |
| 113. | Sh. Manoj Tyagi | Lab. Assistant | Chemistry Lab |
| 114. | Sh. Manmohan Pushkarna | Sr. Tech Asst. (Comp.) | Computer Lab |
| 115. | Sh. Sudhakar Mishra | Sr. Tech Asst. (Comp.) | Computer Lab |
| 116. | Mrs. Anita Pushkarna | Sr. Tech Asst. (Comp.) | Computer Lab |
| 117. | Sh. Awadh Kishore Prasad Yadav | Comp. Lab. Attendant | Computer Lab |
| 118. | Sh. Mukesh Kumar | Comp. Lab. Attendant | Computer Lab |
| 119. | Sh. Harish Chandra Tiwari | Tech. Assistant | Electronics Lab. |
| 120. | Sh. Bhoop Singh | Lab. Assistant | Electronics Lab. |
| 121. | Sh. Hari Ram | Lab. Assistant | Electronics Lab. |
| 122. | Sh. Vijay Kumar | Lab. Assistant | Electronics Lab. |
| 123. | Sh. Sunil Gupta | Tech. Assistant | Physics Lab. |
| 124. | Sh. Puran Chandra | Lab. Assistant | Physics Lab. |
| 125. | Sh. Dinesh Chandra Arya | Lab. Assistant | Physics Lab. |
| 126. | Sh. Kuldeep Rawat | Lab. Attendant | Physics Lab. |
| 127. | Sh. Krishan Veer | Lab. Assistant | Zoology Lab. |
| 128. | Sh. Ravinder Kumar Tiwari | Lab. Assistant | Zoology Lab. |
| 129. | Sh. Bhawan Singh Rawat | Multi Tasking staff | Administration |
| 130. | Sh. Omprasad Aryal | Multi Tasking staff | Principal's office |
| 131. | Sh. Sheikh Jallaludin | Multi Tasking staff | Accounts |
| 132. | Sh. Kahan Singh | Multi Tasking staff | Administration |
| 133. | Sh. Kanhiya Singh | Multi Tasking staff | Administration |
| 134. | Sh. Mukesh Kumar | Multi Tasking staff | Administration |
| 135. | Sh. Raj Kumar | MTS (Farash | Botany Lab. |
| 136. | Sh. Parmanand | MTS (Farash) | Library |

ORGANISATIONAL CHART (ADMINISTRATION)



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

ORGANISATIONAL CHART OF TEACHING STAFF

