



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://ddu.collegedu.ac.in>



No. .0.7

Dated: 10.04.2026

OFFICE ORDER (Revised-III)

The following members are at this moment nominated till further notice for the respective roles in the smoother implementation of the Samarth E-Gov Suite:

S. No.	Samarth Role	Institution's Representative	Representative's Designation	Representative's Contact Information
1.	Nodal Officer/Single Point of Contact/Super Admin	Prof. Hem Chand Jain	Principal	Mobile No: 9868627490 Email Id: principal@ddu.du.ac.in
2.	Associate Nodal Officer (Optional)	Prof. Manoj Saxena	Professor in Electronics & Convenor, NEP	Mobile No: 9968393104 Email Id: msaxena@ddu.du.ac.in
Module-wise Admins				
S. No.	Module Domains	Institution's Representative	Representative's Designation	Representative's Contact Information
1..	Base/Employee/HR Related Modules	Mr. Sikander Aggarwal	Administrative Officer	Mobile No: 9810957560 Email Id: ao@ddu.du.ac.in
i)	Base Module	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
ii)	HR(PIS)	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
iii)	Leave Management	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
iv)	Payroll Management	Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in



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v) Recruitment	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 92124260S8 Email Id: soadmin@ddu.du.ac.in
	Mr. Sandeep Mago	Sr. P.A. to Principal	Mobile No: 981019642 1 Email Id: sandeepmago@ddu.du.ac.in
vi)) Career Advancement Scheme	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
	Mr. Sandeep Mago	Sr. P.A. to the Principal	Mobile No: 9810196421 Email Id: sandeepmago@ddu.du.ac.in
2. Finance and Account	Mr. Sikander Aggarwal	Administrative Officer	Mobile No: 9810957560 Email Id: ao@ddu.du.ac.in
i) Budget and Accounts	Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
ii) Bill Tracking System	Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
iii) Research Project & Grants Management	Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
iv) Inventory Management	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
	Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
	Prof. Abhijeet Sinha	Librarian	Mobile No: 9312227995 Email ID: dr.asinha@ddu.du.ac.in



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3.	Academics/Student Lifecycle Modules	Mr. Sikander Aggarwal	Administrative Officer	Mobile No: 9810957560 Email Id: ao@ddu.du.ac.in
i)	Programme Management, Student, Evaluation & Grading	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
ii)	Admissions	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
ii)	Convocation, Alumni Portal	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
iv)	Hostel Management	Dr. Jayini Adhayapak	Associate Professor in English & Warden, Girls Hostel	Mobile No: 9811873917 Email Id: jayiniadhyapak@ddu.du.ac.in
		Prof. Abhijeet Sinha	Librarian & Warden, Boys Hostel	Mobile No: 9312227995 Email ID: dr.asinha@ddu.du.ac.in
4.	Governance Modules	Mr. Sikander Aggarwal	Administrative Officer	Mobile No: 9810957560 Email Id: ao@ddu.du.ac.in
i)	File Management and Tracking, Minutes and Resolutions Archive and Retrieval System	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
		Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
		Mr. Sandeep Mago	Sr. P.A. to Principal	Mobile No: 9810196421 Email Id: sandeepmago@ddu.du.ac.in



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ii)	Estate Management System, Sports Facilities, Health Facilities, Fleet Management	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
		Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
		Dr. Anek Goel	Associate Prof. in Physical Education & Convenor, Sports Committee	Mobile No: 9868505049 Email Id: dranekgoel@ddu.du.ac.in
iii)	Endowment Portal, Content Federation System	Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
iv)	Core Messaging System, Security Management System	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
v)	Legal Case Management System	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
	Essential Services (Guest House Booking)	Prof. Abhijeet Sinha	Librarian & Warden, Boys Hostel	Mobile No: 9312227995 Email ID: dr.asinha@ddu.du.ac.in
vi)	Affiliation Management	Mr. Sandeep Mago	Sr. P.A. to Principal	Mobile No: 9810196421 Email Id: sandeepmago@ddu.du.ac.in
vii)	Residential (Accommodation) Allocation & Management	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in



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viii)	RTI Management, Grievance Management, IT Service Desk (for University Computer Center)	Mr. Prem Singh Rawat	Section Officer (Admin.)	Mobile No: 9818998168 Email Id: soadmin@ddu.du.ac.in
		Mr. Satish Kumar Sah	Section Officer (Accounts)	Mobile No: 8010202598 Email Id: satishkumarsah@ddu.du.ac.in
		Mr. Sandeep Mago	Sr. P.A. to Principal	Mobile No: 9810196421 Email Id: sandeepmago@ddu.du.ac.in



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The progress of Samarth Implementation at the institution will be assessed by the Samarth **Implementation Committee** (at the Institution's level):

S. No.	Committee	Name of the Committee Member	Designation	Contact Details
1.	Bursar (Convenor)	Prof.. Sachin Mittal	Professor in Chemistry	Mobile No: 9810739290 Email Id: bursar@ddu.du.ac.in
2.	Coordinator, IQAC	Prof. Rajni Bala	Professor in Computer Science	Mobile No: 9811544205 Email ID : rbala@ddu.du.ac.in
3.	Secretary, Staff Council	Prof. Rampal Singh	Professor in Computer Science	Mobile No: 9910104310 Email Id: rpsrana@ddu.du.ac.in
4.	Convenor, Academic Development Committee	Dr. Renu Aggarwal	Associate Professor in Commerce	Mobile No: 9212214747 Email Id: renu_aggarwal@ddu.du.ac.in
5	Convenor, NEP	Prof. Manoj Saxena	Professor in Electronics	Mobile No: 9968393104 Email Id: msaxena@ddu.du.ac.in
6.	Public Information Officer	Prof. Kulvinder Singh	Professor in Physics	Mobile No: 9811998997 Email Id: kulvinder@ddu.du.ac.in
7.	Administrative Officer	Mr. Sikander Aggarwal	Administrative Officer	Mobile No: 9810957560 Email Id: ao@ddu.du.ac.in
8	Technical Assistant	Mr. Sunil Gupta	Technical Assistant	Mobile: 9212426058 Email Id: sunilgupta@ddu.du.ac.in
9	Sr. Tech. Asstt. (Computer)	Mr. Sandeep Bharadwaj	Sr. Tech. Asstt. (Computer)	Mobile No. 8800949807 Email Id: sandeepbhardwaj@ddu.du.ac.in

Note: Samarth is based on the role-based access control system. The admins will be provided the user roles in the system according to the assigned module. A separate dashboard will be provided to the institution for reports and analytics purposes.


PRINCIPAL

Copy to: All concerned