



INFORMATION HANDBOOK

Under

Right to Information Act – 2005
(Updated upto March 2017)

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)
Classes : 9.00 a.m. to 5.30 p.m.
(Lunch time 1.00 p.m. to 1.30 p.m.)

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.

S.No.	Name	Designation
1.	Prof. Brajesh Choudhary Professor Department of Physics & Astrophysics University of Delhi, Delhi-110007	Chairman & University Representative
2.	Prof. N. C. Pant Professor Department of Geology University of Delhi, Delhi-110007	University Representative
3.	Dr. S.K. Garg, Principal, DDU College	Member Secretary
4.	Dr. Abha Wadhwa Associate Professor, Department of Commerce, DDU College	Teacher's Representative
5.	Dr. Sachchidanand Tripathi. Assistant Professor, Department of Botany, DDU College	Teacher's Representative
Names of Government of NCT of Delhi nominee to the Governing Body yet to be received from University of Delhi		
6.	Mr. Vinod Kumar Lab. Assistant Department of Zoology	Special Invitee (rep. of staff, other than Teachers)

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 www.dducollegedu.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 6th CPC recommendations are as under.

S.No.	Pay Scales/ Pay Bands	Acad. Grade Pay/ Grade Pay	Posts
1.	Rs. 37,400 – 67,000 (PB-4) Plus Spl. Allow. Rs. 3000/-	Rs. 10,000/-	Principal
2.	Rs. 37,400 – 67,000 (PB-4)	Rs. 9000/-	Associate Professor
3.	Rs. 15,600 – 39,100 (PB-3)	Rs. 8000/-	Asstt. Professor (Stage-III)
		Rs. 7000/-	Assistant Professor (Stage-II), Librarian (Senior Scale)
		Rs. 6000/-	Assistant Professor (Stage-I)
		Rs. 5400/- (Gr.A)	Administrative Officer
4.	9,300 – 34,800 (PB-2)	Rs. 5,400/-	Professional Assistant (Library)
		Rs. 4600/-	Section Officer, Sr. P.A.
		Rs. 4200/-	Sr. Assistant, Scientific Assistant/ Sr. Technical Assistant (Computer)
5.	Rs. 5,200 – 20,200 (PB-1)	Rs. 2800/-	Technical Assistant, Semi-Prof. Asstt.
		Rs. 2400/-	Assistant, Lab. Assistant,
		Rs. 1900/-	Jr. Assistant, Caretaker, Driver
		Rs. 1800/-	Multi Tasking Staff –Laboratory (Laboratory Attendant), Multi Tasking Staff-Computer Laboratory (Laboratory Attendant), Multi Tasking Staff-Library (Library Attendant), Multi Tasking Staff (Gest.Operator, Daftri, Office Attendant, Farash)

Note: Pay in the Pay Band + GP/AGP + DA (@ applicable from time to time) + HRA @ 30% on the pay in Pay Band plus GP/AGP + Transport Allowance @ Rs. 600/- p.m. + DA thereon below Rs.7440, from Rs. 7440 and above Rs.1600/- p.m. + DA thereon and Rs.3200/- per month drawing GP/AGP above Rs. 5400/- plus DA thereon

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 2015-16 was :

Recurring	:	Rs. 27,3585,986/-
Non-Recurring	:	Rs. 59,76,844/-

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 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.
- 5% of the total number of seats in each of the courses 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).
- 3% seats are reserved for persons with disabilities candidates 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.
- Not more than 5% of the total number of seats (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 – www.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. S.K. Garg)
- Public Information Officer - Dr. Hem Chand Jain,
Associate Professor in Commerce
- 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)**

OFFICIAL DIRECTORY

- 011-25099381

S. NO.	NAME	DESIGNATION	DEPARTMENT/ SECTION	Ext. No.
1	DR. S.K. GARG	PRINCIPAL	CHEMISTRY/ ADMINISTRATION	Direct: 25099390 Fax : 25099380

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. Anita Rani	Associate Professor	Hindi	
49.	Dr. Suman B. Manchanda	Associate Professor	Hindi	
50.	Dr. Savita Gautam	Associate Professor	Hindi	
51.	Dr. R. M. Bharadwaj	Associate Professor	History	
52.	Dr. Monika Bansal	Assistant Professor	Management Studies	
53.	Mrs. Deepa Kamra	Assistant Professor	Management Studies	
54.	Dr. Yogieta S. Mehra	Assistant Professor	Management Studies	
55.	Dr. Rakesh Kumar	Assistant Professor	Management Studies	
56.	Dr. Sangeeta Mohan	Assistant Professor	Management Studies	
57.	Mr. Vipin Kumar Meena	Assistant Professor	Management Studies	
58.	Dr. Ratnesh R. Saxena	Associate Professor	Mathematics	
59.	Mrs. Sunita Nadir	Associate Professor	Mathematics	
60.	Mrs. Paramjeet Kaur	Associate Professor	Mathematics	
61.	Dr. Sudha Arora	Associate Professor	Mathematics	
62.	Dr. Virender Thukral	Associate Professor	Mathematics	
63.	Dr. Sanjay Kumar	Associate Professor	Mathematics	
64.	Dr. Poonam Garg	Associate Professor	Mathematics	
65.	Ms. Mamta Amol Wagh	Assistant Professor	Mathematics	
66.	Dr. Veena Jain	Associate Professor	Opr. Research	
67.	Dr. Mukesh Kumar	Associate Professor	Physics	

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

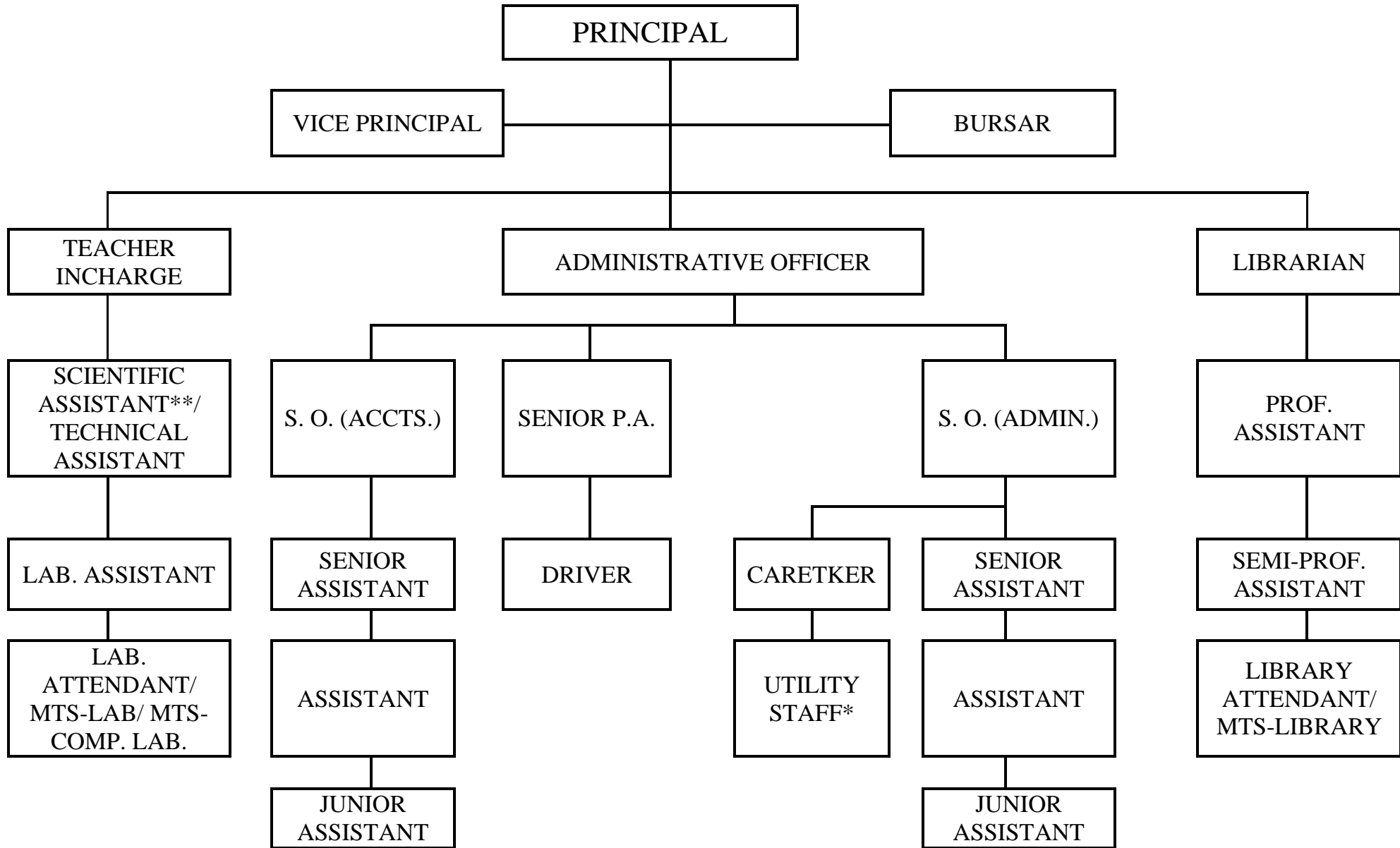
Non-Teaching Staff

Administrative				
95.	Sh. Sikander Aggarwal	Administrative Officer	Administration	25099389
96.	Sh. Sandeep Mago	Sr. P.A.	Principal's office	25099380
97.	Sh. Prem Singh Rawat	Section Officer	Administration	25099381
98.	Sh. Hari Kumar S.	Section Officer	Accounts	25099382
99.	Mrs. Mamta Malik	Senior Assistant	Administration	
100.	Sh. Ashwani Thakur	Senior Assistant	Accounts	

101.	Sh. Bhopal Singh Negi	Assistant	Administration	
102.	Sh. Bablu Kumar	Assistant	Administration	
103.	Sh. Mukesh Gupta	Assistant	Accounts	
104.	Sh. Jitender Solanki	Junior Assistant	Accounts	
105.	Sh. Rajesh	Junior Assistant	Administration	
106.	Sh. Subhash Rana	Driver	Principal's office	
Library				
107.	Sh. Abhijeet Sinha	Librarian	Library	25099386
108.	Sh. Gyanesh Pd. Soti	Prof. Assistant	Library	
109.	Sh. Bharat Bhushan	Semi-Prof.Assistant	Library	
110.	Sh. Srikant Tiwari	Semi-Prof.Assistant	Library	
111.	Mrs. Sunita Rana	Lib. Attendant	Library	
112.	Mrs. Sunaina Sharma	Lib. Attendant	Library	
Technical/Laboratory				
113.	Sh. Narindra Kumar	Lab. Assistant	Botany Lab	
114.	Sh. Arun Kr. Singh	Lab. Assistant	Botany Lab	
115.	Sh. Vinod Kumar	Lab. Assistant	Chemistry Lab	
116.	Sh. Swatantra Kumar Yadav	Lab. Assistant	Chemistry Lab	
117.	Sh. Sanjai Sharma	Lab. Assistant	Chemistry Lab	
118.	Sh. Surinder kr. Mishra	Lab. Assistant	Chemistry Lab	
119.	Sh. Manoj Tyagi	Lab. Assistant	Chemistry Lab	
120.	Sh. Manmohan Pushkarna	Sr. Tech Asst. (Comp.)	Computer Lab	
121.	Sh. Sudhakar Mishra	Sr. Tech Asst. (Comp.)	Computer Lab	
122.	Ms. Anita Pushkarna	Sr. Tech Asst. (Comp.)	Computer Lab	
123.	Sh. Awadh Kishore Pd. Yadav	Lab. Attendant	Computer Lab	
124.	Sh. Mukesh Kumar	Lab. Attendant	Computer Lab	
125.	Sh. Harish Chandra Tiwari	Tech. Assistant	Electronics Lab.	
126.	Sh. Bhoop Singh	Lab. Assistant	Electronics Lab.	
127.	Sh. Hari Ram	Lab. Assistant	Electronics Lab.	
128.	Sh. Vijay Kumar	Lab. Assistant	Electronics Lab.	
129.	Sh. Sunil Gupta	Tech. Assistant	Physics Lab.	
130.	Sh. Puran Chandra	Lab. Assistant	Physics Lab.	
131.	Sh. Dinesh Chandra Arya	Lab. Assistant	Physics Lab.	
132.	Sh. Krishan Veer	Lab. Assistant	Zoology Lab.	
133.	Sh. Ravinder Kr. Tiwari	Lab. Assistant	Zoology Lab.	
Utility				
134.	Sh. Bhawan Singh Rawat	Gestatnor Operator	Administration	
135.	Sh. Jagdish Ch. Joshi	Daftri	Administration	

136.	Sh. Omprasad Aryal	Daftri	Principal's office	
137.	Sh. Sheikh Jallaludin	Office Attendant	Accounts	
138.	Sh. Kahan Singh	Office Attendant	Administration	
139.	Sh. Kanhiya Singh	Office Attendant	Administration	
140.	Sh. Mukesh Kumar	Office Attendant	Administration	
141.	Sh. Raj Kumar	Farash	Botany Lab.	
142.	Sh. Ishwari Prasad	Farash	Physics Lab	
143.	Sh. Parmanand	Farash	Library	

ORGANISATIONAL CHART (ADMINISTRATION)



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

** Re-designated as Sr. Technical Assistant (computer)

ORGANISATIONAL CHART OF TEACHING STAFF

