



# INFORMATION HANDBOOK

Under

Right to Information Act – 2005  
(Updated upto May 2016)

**DEEN DAYAL UPADHYAYA COLLEGE**

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

**(UNIVERSITY OF DELHI)**

KARAMPURA, NEW DELHI-110 015.

# 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 West Delhi and is connected by Delhi Metro, the nearest Metro Station being Moti Nagar.

## **Address of the College :**

Deen Dayal Upadhyaya College, Shivaji Marg, Karampura, New Delhi-110 015.

## **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 5.15 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](http://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](http://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 and minutes of the Governing Body and Staff Council are confidential and not available in public domain.

**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.

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Shri Ram Narain Vats 94-B, Sunder Apartments, Outer Ring Road, Paschim Vihar, New Delhi-110 087.	Chairman
2.	Shri Rajeev Kumar Tiwari House No. 205, Patrakar Parisar, Plot No. G.H-2, Sector-5, Vasundhara, Ghaziabad, U.P.-201012.	Treasurer
3.	Dr. S.K. Garg, Principal, DDU College	Member Secretary
4.	Shri Pratipal Singh Kalra House No. 2, Road No. 46-A, Punjabi Bagh (West), Near Arya Samaj Mandir, New Delhi-110 026.	Member
5.	Dr. (Ms.) Sarika Verma C-61, Raheja Atlantis, Sector-31, N.H.-8, Gurgaon-122 002.	Member
6.	Shri Anil Kumar Goswami 2/15B, Jangpura 'A', New Delhi-110 014.	Member
7.	Dr. V.K. Jain EC-18, Inderpuri, New Delhi.	Member
8.	Shri Krishan Lal 146, Sahyog Apartments, Mayur Vihar, Phase-I, Delhi-110 091.	Member

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
9.	Prof. M.M. Misro A-273, Flat No. C-1, Second Floor, Tower-D, Sangam Apartments, Chatarpur Enclave, Phase-II, New Delhi-110074.	Member
10.	Prof. (Ms.) Kusum Sharma, C-2/99, Ashok Vihar, Phase-II, New Delhi-110 052.	Member
11.	Mr. Rajinder Kumar Goel, E-6, Jhandewalan Extn. IInd Floor, Delhi-110 055.	Member
12.	Prof. Brajesh Choudhary Deptt. of Physics University of Delhi, Delhi-110 007.	University Representative
13.*		University Representative
14.	Dr. Deepak Sehgal Associate Professor, Department of Commerce, DDU College	Teacher's Representative
15.	Dr. Rohith P. Assistant Professor, Department of Commerce, DDU College	Teacher's Representative
16.	Mr. Krishan Veer	Special Invittee (rep. of staff, other than Teachers)

\* Name yet to be received from University of Delhi.



## **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  
<http://dduacollegedu.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 6<sup>th</sup> 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 2014-15 was :

Recurring	:	Rs. 23,91,43,973/-
Non-Recurring	:	Rs. 27,59,420/-

**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 undergraduate 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 – <http://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.

Informations 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 - Bursar (Presently, Dr. Kulvinder Singh)
- 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**

**EPABX No.- 25458173**

S. NO.	NAME	DESIGNATION	DEPARTMENT/ SECTION	Ext. No.
1	DR. S.K. GARG	PRINCIPAL	CHEMISTRY/ ADMINISTRATION	11 Direct: 25173401 Fax : 25173400

**Teaching Staff**

2.	Dr. Sujata Sinha	Associate Professor	Botany	22
3.	Dr. V.K. Gautam	Associate Professor	Botany	22
4.	Dr. Sachchidanand Tripathi	Assistant Professor	Botany	22
5.	Dr. Varnika Bhatia	Assistant Professor	Botany	22
6.	Dr. Charu Kalra	Assistant Professor	Botany	22
7.	Dr. Reeta Kumari	Assistant Professor	Botany	22
8.	Dr. Rajkumari S. Devi	Assistant Professor	Botany	22
9.	Dr. Monika Bansal	Assistant Professor	Management Studies	21
10.	Mrs. Deepa Kamra	Assistant Professor	Management Studies	21
11.	Dr. Yogieta S. Mehra	Assistant Professor	Management Studies	21
12.	Dr. Rakesh Kumar	Assistant Professor	Management Studies	21
13.	Dr. Sangeeta Mohan	Assistant Professor	Management Studies	21
14.	Mr. Vipin Kumar Meena	Assistant Professor	Management Studies	21
15.	Dr. Shalini Bhatia	Associate Professor	Commerce	24
16.	Dr. T.N. Chhabra	Associate Professor	Commerce	24
17.	Dr. Vandana Gupta	Associate Professor	Commerce	24
18.	Dr. Deepak Sehgal	Associate Professor	Commerce	24
19.	Dr. Abha Wadhwa	Associate Professor	Commerce	24
20.	Dr. H.C. Jain	Associate Professor	Commerce	24
21.	Dr. Nisha Rana	Associate Professor	Commerce	24
22.	Dr. Anand Saxena	Associate Professor	Commerce	24
23.	Sh. Pawan Kumar Jain	Associate Professor	Commerce	24
24.	Dr. Renu Aggarwal	Associate Professor	Commerce	24
25.	Dr. Sunil Kumar	Assistant Professor	Commerce	24
26.	Dr. Shashi Saxena	Associate Professor	Chemistry	23

27.	Dr. Ratna	Associate Professor	Chemistry	23
28.	Dr. Sangeeta Talwar	Associate Professor	Chemistry	23
29.	Dr. K. K. Jha	Associate Professor	Chemistry	23
30.	Dr. Vinod Kumar	Associate Professor	Chemistry	23
31.	Dr. Sachin Mittal	Associate Professor	Chemistry	23
32.	Dr. Mahaveer	Assistant Professor	Chemistry	23
33.	Dr. Chetna Angrish	Assistant Professor	Chemistry	23
34.	Dr. Reema Chhabra	Assistant Professor	Chemistry	23
35.	Dr. Nityananda Agasti	Assistant Professor	Chemistry	23
36.	Dr. Sunny Manohar	Assistant Professor	Chemistry	23
37.	Dr. Chayanika Singh	Assistant Professor	Chemistry	23
38.	Dr. Jyoti	Assistant Professor	Chemistry	23
39.	Dr. Kapil	Assistant Professor	Chemistry	23
40.	Dr. Arpita Sharma	Associate Professor	Comp. Science	25
41.	Dr. Rajni Bala	Associate Professor	Comp. Science	25
42.	Dr. Rampal Singh	Associate Professor	Comp. Science	25
43.	Ms. Shweta Wadhera	Assistant Professor	Comp. Science	25
44.	Dr. Sujata Khatri	Assistant Professor	Comp. Science	25
45.	Dr. Anuja Soni	Assistant Professor	Comp. Science	25
46.	Sh. Anil Kumar	Assistant Professor	Comp. Science	25
47.	Mrs. Sangita	Associate Professor	Economics	18
48.	Dr. Parmesh Ratnaker	Associate Professor	English	27
49.	Dr. Anubha Mukherjee	Associate Professor	English	27
50.	Dr. Jayini Adhayapak	Associate Professor	English	27
51.	Dr. Rohith P.	Assistant Professor	English	27
52.	Mr. Lalit Kumar	Assistant Professor	English	27
53.	Mr. Jyotishman Kalita	Assistant Professor	English	27
54.	Mr. Nitin Luthra	Assistant Professor	English	27
55.	Dr. Anita Rani	Associate Professor	Hindi	18
56.	Dr. Suman B. Manchanda	Associate Professor	Hindi	18
57.	Dr. Savita Gautam	Associate Professor	Hindi	18
58.	Dr. R. M. Bhardwaj	Associate Professor	History	18
59.	Dr. Ratnesh R. Saxena	Associate Professor	Mathematics	28
60.	Mrs. Sunita Nadir	Associate Professor	Mathematics	28
61.	Mrs. Paramjeet Kaur	Associate Professor	Mathematics	28
62.	Dr. Sudha Arora	Associate Professor	Mathematics	28

63.	Dr. Virender Thukral	Associate Professor	Mathematics	28
64.	Dr. Sanjay Kumar	Associate Professor	Mathematics	28
65.	Dr. Poonam Garg	Associate Professor	Mathematics	28
66.	Ms. Mamta Amol Wagh	Assistant Professor	Mathematics	28
67.	Dr. Veena Jain	Associate Professor	Opr. Research	18
68.	Dr. Mukesh Kumar	Associate Professor	Physics	29
69.	Dr. Kulvinder Singh	Associate Professor	Physics	29
70.	Dr. Sanjay Tandon	Associate Professor	Physics	29
71.	Dr. Paramjeet K. Bedi	Associate Professor	Physics	29
72.	Dr. Poonam Suri	Associate Professor	Physics	29
73.	Dr. Anju Aggarwal	Associate Professor	Physics	29
74.	Mrs. Pratima	Associate Professor	Physics	29
75.	Dr. Savita Gahlaut	Associate Professor	Physics	29
76.	Dr. Pradeep Kumar Jha	Associate Professor	Physics	29
77.	Dr. Deepak Jain	Associate Professor	Physics	29
78.	Dr. Nupur Verma	Associate Professor	Physics	29
79.	Dr. Avnindra Kr. Singh	Associate Professor	Physics	29
80.	Dr. P.L. Meena	Assistant Professor	Physics	29
81.	Sh. Sandeep	Assistant Professor	Physics	29
82.	Dr. Ravinder Kaur	Associate Professor	Electronics	30
83.	Dr. Poonam Kasturi	Associate Professor	Electronics	30
84.	Dr. Anurag Mishra	Associate Professor	Electronics	30
85.	Dr. Neeraj Tyagi	Associate Professor	Electronics	30
86.	Dr. Manoj Saxena	Associate Professor	Electronics	30
87.	Dr. Himanshu Pd. Roy	Associate Professor	Pol. Science	18
88.	Dr. Anek Goel	Assistant Professor	Phy. Education	31
89.	Dr. Krishana Bansal	Associate Professor	Zoology	32
90.	Dr. Anita Gulati	Associate Professor	Zoology	32
91.	Dr. Lathika Nair	Associate Professor	Zoology	32
92.	Dr. Renu Solanki	Assistant Professor	Zoology	32
93.	Dr. Shailly Anand	Assistant Professor	Zoology	32
94.	Dr. Sudhir Verma	Assistant Professor	Zoology	32
95.	Dr. Priya Goel	Assistant Professor	Zoology	32

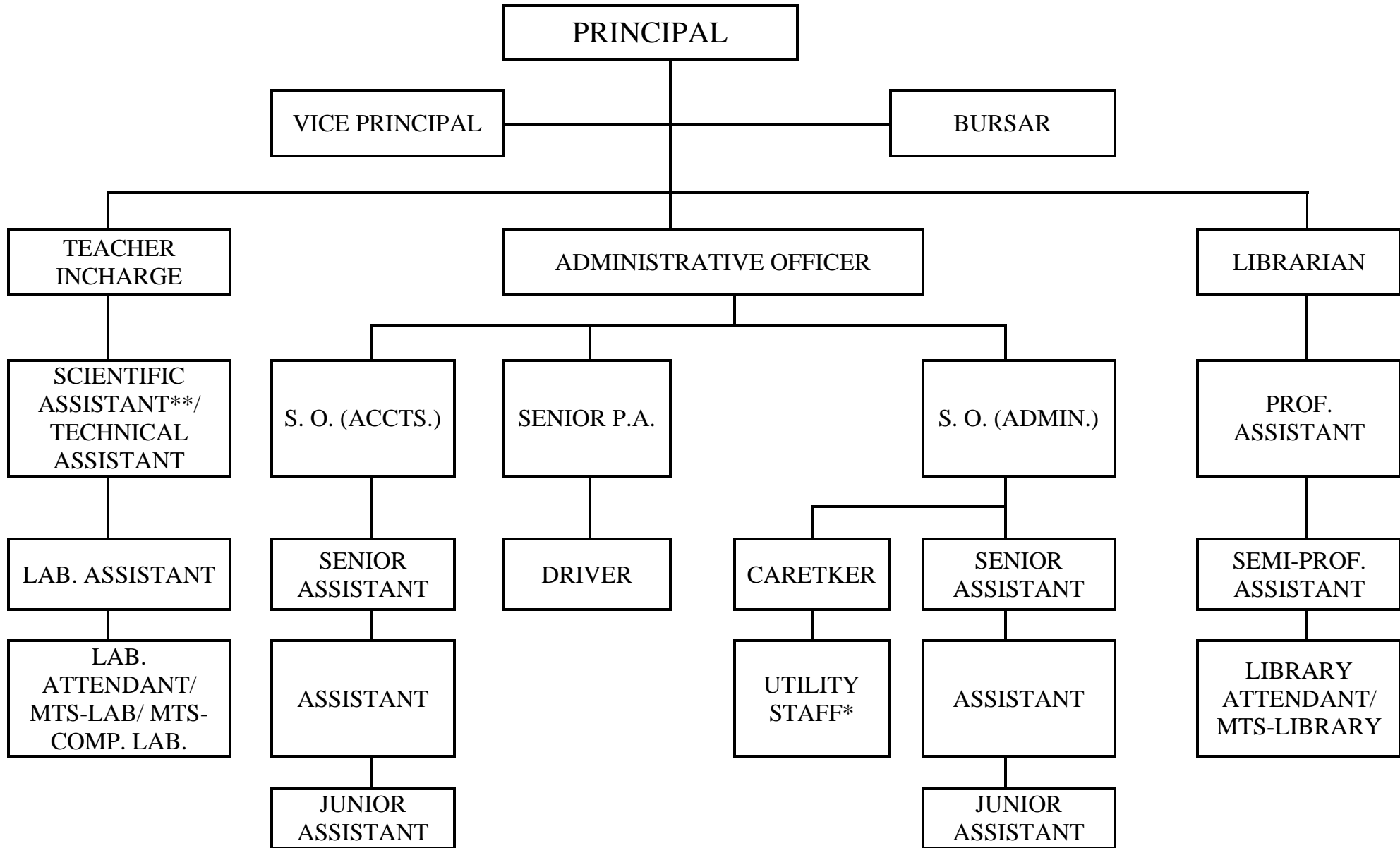


## Non-Teaching Staff

<b>Administrative</b>				
96.	Sh. Sikander Aggarwal	Administrative Officer	Administration	13
97.	Sh. Sandeep Mago	Sr. P.A.	Principal's office	14
98.	Sh. Prem Singh Rawat	Section Officer	Administration	15
99.	Sh. Hari Kumar S.	Section Officer	Accounts	16
100.	Mrs. Mamta Malik	Senior Assistant	Administration	15
101.	Sh. Ashwani Thakur	Senior Assistant	Accounts	16
102.	Sh. Bhopal Singh Negi	Assistant	Administration	15
103.	Sh. Bablu Kumar	Assistant	Administration	15
104.	Sh. Mukesh Gupta	Assistant	Accounts	16
105.	Sh. Jitender Solanki	Junior Assistant	Accounts	16
106.	Sh. Rajesh	Junior Assistant	Administration	15
107.	Sh. Subhash Rana	Driver	Principal's office	15
<b>Library</b>				
108.	Sh. Abhijeet Sinha	Librarian	Library	17
109.	Sh. Gyanesh Pd. Soti	Prof. Assistant	Library	17
110.	Sh. Bharat Bhushan	Semi-Prof.Assistant	Library	17
111.	Sh. Srikant Tiwari	Semi-Prof.Assistant	Library	17
112.	Mrs. Sunita Rana	Lib. Attendant	Library	17
113.	Mrs. Sunaina Sharma	Lib. Attendant	Library	17
<b>Technical/Laboratory</b>				
114.	Sh. Narindra Kumar	Lab. Assistant	Botany lab	22
115.	Sh. Arun Kr. Singh	Lab. Assistant	Botany lab	22
116.	Sh. Vinod Kumar	Lab. Assistant	Chemistry lab	23
117.	Sh. Swatantra Kumar Yadav	Lab. Assistant	Chemistry lab	23
118.	Sh. Sanjai Sharma	Lab. Assistant	Chemistry lab	23
119.	Sh. Surinder kr. Mishra	Lab. Assistant	Chemistry lab	23
120.	Sh. Manoj Tyagi	Lab. Assistant	Chemistry lab	23
121.	Sh. Manmohan Pushkarna	Sc. Assistant	Computer lab	25
122.	Sh. Sudhakar Mishra	Sc. Assistant	Computer lab	26
123.	Ms. Anita Pushkarna	Sc. Assistant	Computer lab	25
124.	Sh. Awadh Kishore Pd. Yadav	Lab. Attendant	Computer lab	25
125.	Sh. Mukesh Kumar	Lab. Attendant	Computer lab	26
126.	Sh. Harish Chandra Tiwari	Tech. Assistant	Electronics lab.	30
127.	Sh. Bhoop Singh	Lab. Assistant	Electronics lab.	30

128.	Sh. Hari Ram	Lab. Assistant	Electronics lab.	30
129.	Sh. Vijay Kumar	Lab. Assistant	Electronics lab.	30
130.	Sh. Sunil Gupta	Tech. Assistant	Physics lab.	29
131.	Sh. Surender Singh	Lab. Assistant	Physics lab.	29
132.	Sh. Puran Chandra	Lab. Assistant	Physics lab.	29
133.	Sh. Dinesh Chandra Arya	Lab. Assistant	Physics lab.	29
134.	Sh. Krishan Veer	Lab. Assistant	Zoology lab.	32
135.	Sh. Ravinder Kr. Tiwari	Lab. Assistant	Zoology lab.	32
<b>Utility</b>				
136.	Sh. Bhawan Singh Rawat	Gestatnor Operator	Administration	15
137.	Sh. Jagdish Ch. Joshi	Daftri	Administration	15
138.	Sh. Omprasad Aryal	Daftri	Principal's office	14
139.	Sh. Sheikh Jallaludin	Office Attendant	Accounts	16
140.	Sh. Kahan Singh	Office Attendant	Administration	15
141.	Sh. Kanhiya Singh	Office Attendant	Administration	15
142.	Sh. Mukesh Kumar	Office Attendant	Administration	15
143.	Sh. Raj Kumar	Farash	Botany lab.	22
144.	Sh. Ishwari Prasad	Farash	Physics lab	29
145.	Sh. Parmanand	Farash	Library	17

## ORGANISATIONAL CHART (ADMINISTRATION)



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

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

## ORGANISATIONAL CHART OF TEACHING STAFF

