



**SCHOOL OF OPEN LEARNING  
[CAMPUS OF OPEN LEARNING]  
UNIVERSITY OF DELHI  
DELHI - 110007**

**INFORMATION PUBLISHED**

**IN**

**PURSUANCE OF SECTION 4(1) (b)**

**OF**

**THE RIGHT TO INFORMATION ACT, 2005**

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***i) Particulars of the Organization, its Functions and Duties***

The School of Open Learning [a part of the Campus of Open Learning, University of Delhi], formerly known as the School of Correspondence Courses and Continuing Education, established under University of Delhi in 1962 as a Pilot Project as per the A.C. Resolution No. 105 dated 09-08-1961, is a pioneer Institution in the field of Distance Education in India. It functions in close cooperation with the Department of Distance Education in academic matters, and under the over all administrative and financial supervision of the Campus of Open Learning, subject to the general control of the Executive Council which is the highest executive body of the university of Delhi.

***The main objectives of the School of Open Learning are as follows:***

1. To serve as an Institution of Distance Education and Open Learning for promoting teaching in different disciplines leading to the award of Undergraduate and Post-graduate degrees of the University
2. To develop a variety of materials, print and non-print, that are required for distance education programmes
3. To provide student support services including personal contact between teachers and students as well as through the use of appropriate technology.
4. To undertake research as well as programme evaluation for student progress, achievement rates and analysis of trends
5. To initiate and offer new courses through the Department of Distance and Continuing Education as per University Statutes and Ordinances.
6. To engage in such other activities as are considered necessary for the promotion of distance education and open learning.

***ii) Powers and Duties of its officers***

***Executive Director***

The power and duties role and functions of the Executive Director of the School of Open Learning is analogous to those of a Principal. He is in the pay scale of a Professor. He is the Member Secretary (ex-officio) of Governing Body, School of Open Learning.

***Deputy Directors***

The School of Open Learning has been decentralised by setting up Study Centers. Each Study Regional Centre headed by a Deputy Director who will have academic and administrative responsibilities and would be reporting to the Executive Director, School of Open Learning. He/she shall normally be appointed from amongst the teachers of the School of Open Learning. His/her term shall not exceed five years. Presently there is only one Study Centre i.e. South Study Centre, Old Motilal Nehru College Building, Moti Bagh, New Delhi.

***Status of the Teachers and Non-academic staff***

All existing teachers of the erstwhile School of Correspondence Courses and Continuing Education are teachers of the School of Open Learning and retaining their seniority. They are also members of the Department of Distance Education in their capacity as recognized teachers. The non-teaching staff of the School of Correspondence Courses and Continuing Education stands transferred to the School of Open Learning and retain their seniority. The non-teaching staff may be deployed in any of the constituent units of the Campus of Open Learning.

***iii) Procedure followed in the decision-making process, including channels of supervision and accountability***

There is a Governing Body for the management of the School of Open Learning. The Governing Body is constituted as follows:

- (i) Director, Campus of Open Learning (ex-officio) – Chairperson
- (ii) Dean, Faculty of Open Learning (ex-officio)
- (iii) Head, Department of Distance and Continuing Education (ex-officio)
- (iv) Treasurer of the university (ex-officio)
- (v) Executive Director, School of Open Learning – Member Secretary (ex-officio)
- (vi) Not less than 5 and not more than 8 members appointed by the Executive Council of the University, who may not necessarily be from among its members, and
- (vii) Two members of the teaching faculty of School of Open Learning by rotation according to seniority. One of the teacher representatives shall be from among those with more than ten years service and the other from among those with less than ten years service. If however, no eligible candidate is available from either of these categories, both representatives shall be from the other category; provided further that a teacher who has become a member of the Governing Body of the School under the category of teachers with less than ten years service and completes ten years service during the term of membership will nevertheless continue to be a member of the Governing Body for a full term of one year. Members of the Governing Body under item (vi), shall hold office for a term of two years and members under item (vii) of the said clause for a term of one year.

The Governing Body manages the affairs of the School and exercises the following powers and functions, subject to the general control and supervision of the Executive Council, in accordance with the Statutes and Ordinances of the University:

- (i) To organize teaching through the distance mode in the courses offered from time to time in the School
- (ii) To make proposals regarding the creation of posts required for the School
- (iii) To appoint teachers and professional/technical staff that may be required from time to time
- (iv) To suspend or terminate the services of the academic staff of the School
- (v) To define the duties of the academic staff of the School
- (vi) To regulate the admission of students and determine the fees to be paid by them subject to the Ordinances and Regulations of the University
- (vii) To prepare an annual statement of financial requirement of the School of Open Learning and the progress made by the School as a whole and submit the same to the Executive Council through the Director, Campus of Open Learning
- (viii) To consider the Annual Accounts along with the Audit Report and after approval, to submit the same to the Executive Council through the Director, Campus of Open Learning
- (ix) To approve expenditure within the limits of the budget and to have maintained proper accounts thereof and submit the annual accounts for purposes of audit
- (x) To appoint and terminate the services of the administrative and other non-academic staff of the School and to determine the emoluments and conditions of service; provided, however, that the qualification for appointments, emoluments and conditions of service of such persons shall be in accordance with those laid down by the Executive Council for similar posts in the University.
- (xi) To define the duties of the administrative and other non-academic staff of the School.
- (xii) To provide for the filling up of temporary vacancies in the administrative and non-academic staff, and if need be, to fill up such vacancies in the School
- (xiii) To make rules and/or bye-laws from time to time and to alter, amend or repeal the same as may be necessary or desirable for regulation of the business and work of the School and of the Governing Body.
- (xiv) To receive money due to the School of Open Learning by way of fees and other changes from students through such officers or personnel as it may specify on its behalf and to authorize such officers or personnel to issue receipts
- (xv) To hold, subject to the approval of the Executive Council, the funds of the School in such bank/banks as the Executive Council may specify, and to authorize the Executive Director or such other officer as it may specify to operate the bank account.
- (xvi) To exercise such other powers and functions as may be assigned to the Governing Body by the Executive Council from time to time.

**Member of the Governing Body School of Open Learning are as under: -**

<b>S.N</b>	<b>Name &amp; Address</b>	
1	PROF. C.S. DUBEY DIRECTOR CAMPUS OF OPEN LEARNING	CHAIRMAN, GB-SOL
2	SH. T.S. KRIPANIDHI, I.D.A.S (Retd.) TREASURER UNIVERSITY OF DELHI DELHI-110007	EX-OFFICIO-MEMBER
3	PROF. M.M. CHATURVEDI DEPARTMENT OF ZOOLOGY UNIVERSITY OF DELHI DELHI – 110007	EC'S NOMINEE
4	PROF. G.V.R. PRASAD DEPT. OF GEOLOGY UNIVERSITY OF DELHI DELHI-110007	EC'S NOMINEE
5	PROF. SURENDER KUMAR DEPT. OF BUSINESS ECONOMICS SOUTH DELHI CAMPUS UNIVERSITY OF DELHI NEW DELHI	EC'S NOMINEE & TREASURER, GB-SOL
6	PROF. J.P. KHURANA DEPT. OF PLANT MOLECULAR BIOLOGY SOUTH DELHI CAMPUS NEW DELHI	EC'S NOMINEE
7	SH. O.P. SHOKEEN RETD. INDIAN ECONOMIC SERVICES OFFICER 36/72, PUNJABI BAGH WEST NEW DELHI-110026	EC'S NOMINEE
8	PROF. SUNIL CHOUDHARY DEPARTMENT OF POLITICAL SCIENCE UNIVERSITY OF DELHI DELHI-110007	EC'S NOMINEE
9	DR. OMKAR RAI, DIRECTOR GENERAL SOFTWARE TECHNOLOGY PARKS OF INDIA	EC'S NOMINEE
10	DR. SUDHIR KUMAR SHARMA ASSOCIATE PROFESSOR DEPARTMENT OF HINDI SCHOOL OF OPEN LEARNING UNIVERSITY OF DELHI, DELHI-110007	Teachers' Representative, SOL
11	DR. (MS.) BHAWANI RANI DAS ASSOCIATE PROFESSOR DEPARTMENT OF HINDI SCHOOL OF OPEN LEARNING UNIVERSITY OF DELHI, DELHI	Teachers' Representative, SOL
12	MS. SAVITA RANI ASSISTANT REGISTRAR SCHOOL OF OPEN LEARNING UNIVERSITY OF DELHI, DELHI	NOMINEE OF NON-TEACHING STAFF IN GB-SOL
13	PROF. H.C. POKHRIYAL EXECUTIVE DIRECTOR SCHOOL OF OPEN LEARNING UNIVERSITY OF DELHI DELHI – 110007	MEMBER-SECRETARY

***iv) Norms set by it for the discharge of its functions***

The functions are regulated by the DU Act, Statutes, Ordinances, the Financial Code, Administrative and Personnel Management Manual and the Rules framed by the EC. The Rules, Regulations and by laws framed by the Executive Council, Academic Council, Finance Committee, and Research Council are also significant policy framework for the discharge of its functions. There are available on the University of Delhi website [www.du.ac.in](http://www.du.ac.in)

***v) The Rules, Regulations, Instructions, Manuals and Records held by the it or under its control or used by its employees for discharging its functions***

- a) Statutes of the University of Delhi as contemplated in section 29(1) of the Delhi University Act, 1922
- b) Ordinance of the University as contemplated under Section 30 of the Delhi University Act, 1922
- c) Regulations/Instructions for admission regarding all courses (Under-graduate/Post-graduate)
- d) University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971
- e) Various rules/instructions concerning Personnel Management for the teaching and non-teaching staff working in the University
- f) 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

***vi) Statement of the categories of documents that are held by it or under its control***

- a) Act, Statutes, Rules and Regulation
- b) Annual Accounts Reports
- c) All records relating to the operations of this Institution reg. Admission, Enrolment, Examination, Degree, PCP etc.
- d) Personal File/Service Books of all employees of SOL

***vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof***

This Institution is the part of University of Delhi. All Rules, Regulations and Instructions are determined through various statutory bodies of the University, namely the University Court, Executive Council and Academic Council comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

***viii) Statement of Boards, Councils, Committees or other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public***

***Staff Council***

1. There is a Staff Council in the School of Open Learning.
2. All members of the teaching staff and the Librarian constitute the Staff Council.
3. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Executive Director acts as the ex-officio Chairperson of the Staff Council.
4. The Staff Council elects its Secretary, who holds office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.
5. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council can take decisions in respect of the following matters :

Preparation of the School time-table.

Allocation of extra-curricular work of teachers not involving payment of remuneration. Organising extra-curricular activities, including cultural activities of students, sports games, National Service Scheme and other social services schemes and academic societies. Laying down guidelines for purchase of library books and laboratory equipment in consultation with the appropriate departments. Organising admission of students.

6. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council makes recommendations in respect of the following matters:
- (i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments.
  - (ii) Formulation of admission policy within the framework of the policy laid down by the University.
  - (iii) Formulation of guidelines regarding welfare of students in consultation with appropriate students organizations, if in existence.
  - (iv) Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.

Note: The functioning of the Administrative Staff of the School of Open Learning is not within the purview of the Staff Council. The Staff Council functions through Committees, appointed by the Council. Ordinarily, (i) no person shall be member of more than two Committees at a time and (ii) no person shall hold office as member of a Committee for more than two consecutive terms. The Executive Director have the right to be present and to speak at any meeting of any Committee. Each Committee have a Convenor appointed by the Staff Council, who convenes the meetings of the Committee, and prepares and maintains the minutes of these meetings. The decisions of the Committees are reported to the subsequent meetings of the Staff Council for ratification, wherever necessary. The Executive Director implements the decisions of the Staff Council. If, in the opinion of the Executive Director, however, any emergency has arisen which requires that immediate action should be taken, the Executive Director takes such action as he/she deems necessary and reports the same at the next meeting of the Staff Council for confirmation. The rules relating to the conduct of meetings of the Staff Council are in accordance with the Regulations laid down in the behalf.

**MEMBERS OF THE COMMITTEE CONSTITUTED BY THE  
DIRECTOR COL/CHAIRPERSON GB-SOL DU**

<b>Admission &amp; Students Welfare Committee</b>		<b>Library Committee</b>	
<b>Name</b>	<b>Remarks</b>	<b>Name</b>	<b>Remarks</b>
Dr. Dinesh Kumar Gupta, Dept. of Hindi, SOL	Chairperson	University Librarian, Central Library, DU	Chairperson
Dr. N.K. Agrawala, Dept. of Commerce, SOL	Members	Dr. K.L. Dahiya, Dept. of Commerce, SOL	Member
Dr. K.V. Joshi, Dept. of Sanskrit, SOL	Member	Dr. S.C. Jindal, Central Library	Member
Sh. J. Khuntia, Dept. of Economics, SOL	Member	Dr. U.S. Pandey, Dept. of Commerce, SOL	Member
Dr. Sneh Chawla, Dept. of Commerce, SOL	Member	Sh. J. Khuntia, Dept. of Economics, SOL	Member
Dr. S. Manickavasagam, Dept. of Tamil, SOL	Member	Deputy Registrar, Establishment, SOL	Member
Dr. Md. Asghar Ali, Dept. of Urdu, SOL	Member	Assistant Registrar, Establishment, SOL	Member
Assistant Registrar, Admission, SOL	Member-Secretary	Incharge – Library, SOL	Member-Secretary

<b>Development &amp; Planning Committee</b>	
<b>Name</b>	<b>Remarks</b>
Dr. K.L. Dahiya, Department of Commerce, SOL	Chairperson
Dr. Devender Kakar, Dept. of Pol. Science, SOL	Member
Dr. N.K. Agrawalla, Dept. of Commerce, SOL	Member
Dr. Seema Suri, Dept. of English, SOL	Member
Deputy Registrar, Admin-I, SOL	Member
Deputy Registrar, Admin-II, SOL	Member
Assistant Registrar, General, SOL	Member-Secretary
Section Officer, Gen-Maintenance, SOL	Spl. Invitee
Junior Engineer, SOL	Spl. Invitee

<b>Radio Talk And SRS Committee / Audio-Visual Committee</b>		<b>P.C.P Committee</b>	
<b>Name</b>	<b>Remarks</b>	<b>Name</b>	<b>Remarks</b>
Dr. U.S. Pandey, Dept. of Commerce, SOL	Chairperson	Dr. Tapan P. Biswal, Dept. of Pol. Science, SOL	Chairperson
Dr. Anil K. Aneja, Dept. of English, SOL/DU	Member	Sh. P.K. Satapathy, Dept. of English, SOL	Member
Dr. Tapan P. Biswal, Dept. of Pol. Science, SOL	Member	Sh. K.B. Gupta, Dept. of Commerce, SOL	Member
Dr. Seema Jain, Dept. of Hindi, SOL	Member	Dr. Vijay Bala Tewari, Dept. of Hindi, SOL	Member
Ms. Preet Goel, Dept. of NHE, SOL	Member	Ms. Nalini Taneja, Dept. of History, SOL	Member
Dr. Suman Kumar Verma, Dept. of Math, SOL	Member	Deputy Registrar (Admin-II), SOL	Member
Assistant Registrar, Printing, SOL	Member	Assistant Registrar, Exam, SSC, SOL	Member
Jr. Programmer, SOL-North	Member-Secretary	Assistant Registrar, Admission, SOL	Member-Secretary



<b>Stores And Purchase Committee</b>		<b>Printing Committee</b>	
<b>Name</b>	<b>Remarks</b>	<b>Name</b>	<b>Remarks</b>
Dr. Shashi Babbar, Dept. of Botany, DU	Chairperson	Prof. D.S. Rawat, Dept. of Chemistry, DU	Chairperson
Dr. K.L. Dahiya, Dept. of Commerce, SOL	Member	Dr. Dinesh Kumar Gupta, Dept. of Hindi, SOL	Member
Dr. Rama Jain, Dept. of Sanskrit, SOL	Member	Dr. Rajni Nanda Mathew, Dept. of History, SOL	Member
Dr. Sudhir K. Sharma, Dept. of Hindi, SOL	Member	Dr. Suman Kumar Verma, Dept. of Math, SOL	Member
Deputy Registrar, Admin-II, SOL	Member	Deputy Registrar, Admin-I, SOL	Member
Assistant Registrar, Exam, SOL	Member	Assistant Registrar, Finance & Accounts, SOL	Member
Assistant Registrar, General, SOL	Member-Secretary	Assistant Registrar, Printing, SOL	Member Secretary

**MEMBERS AND CONVENERS OF STAFF COUNCIL COMMITTEE 2015-16**

<b>P.C.P Committee</b>	<b>Radio Talks And SRS Committee / Audio-Visual Committee</b>	<b>Admission And Students Welfare Committee</b>
Sh. Janmejy Khuntia-Convener	Dr. Md. Asghar Ali – Convener	Dr. (Ms.) Seema Suri – Convener
Sh. P.K.Satapathy	Ms. Nalini Prabhakar	Dr. Dinesh Gupta
Dr. (Ms.) Minakshi Vyas	Dr. (Ms.) Manjula Mohan	Sh. Janmejy Khuntia
Sh. K.B. Gupta	Sh. Janmejy Khuntia	Dr. U.S. Pandey
Ms. Viola Bhasin	Dr. (Ms.) Sneh Chawla	Dr. Devender Kakar
Dr. Tapan Pd Biswal	Dr. Tapan Pd Biswal	Dr. Rajni Nanda Mathew
Dr. (Ms.) Rama Jain	Ms. Viola Bhasin	Dr. (Mrs.) Rama Jain
Dr. Suman Kumar Verma	Dr. K.V. Joshi	Dr. Suman Kumar Verma
Dr. Md. Asghar Ali	Dr. Suman Kumar Verma	Dr. Md. Asghar Ali
Dr. S. Manickavasagam	Dr. S. Manickavasagam	Dr. S. Manickavasagam
Ms. Preeti Goel	Ms. Preeti Goel	Ms. Preeti Goel

<b>Library Committee</b>	<b>Printing Committee</b>	<b>Purchase Committee</b>
Ms. Nalini Prabhakar - Convener	Dr. K.L. Dahiya – Convener	Dr. U.S. Pandey
Dr. Sudhir Kr. Sharma	Dr. (Ms.) Neeta Gupta	Dr. P.K. Satapathy
Sh. Janmejy Khuntia	Dr. (Ms.) Vijay Bala Tewari	Dr. S. Manickavasagam
Dr. N.K. Agrawalla	Sh. Janmejy Khuntia	Dr. Devender kakar
Dr. Rajni Nanda Mathew	Ms. Nalini Taneja	Dr. (Mrs.) Sneh Chawla
Dr. Devender kakar	Dr. Tapan Pd. Biswal	
Dr. K.V. Joshi	Dr. K.V. Joshi	
Dr. Suman Kumar Verma	Dr. Suman Kumar Verma	
Dr. Md. Asghar Ali	Dr. Md. Asghar Ali	
Dr. S. Manickavasagam	Dr. S. Manickavasagam	
Ms. Preeti Goel	Ms. Preeti Goel	

<b>Development And Planning Committee</b>		
Dr. Devender Kakar	Sh. Prabhat Kumar	Dr. S. Manickavasagam
Dr. (Ms.) Neeta Gupta	Dr. (Ms.) Rama Jain	Ms. Preeti Goel
Dr. (Ms.) Seema Jain	Dr. Suman Kumar Verma	
Sh. Janmejy Khuntia	Dr. Md. Asghar Ali	
Dr. U.S. Pandey		

<b>Teacher-Incharges for the Session 2015-16</b>		
Sh. P.K. Satapathy – English	Ms. Viola Bhasin – History	Dr. Md. Asghar Ali – Urdu
Dr. (Ms.) Prem Lata Bhasin – Hindi	Dr. Devender Kakar – Pol. Sci.	Dr. S. Manickavasagam – Tamil
Sh. Janmejy Khuntia – Economics	Dr. (Ms.) Rama Jain – Sanskrit	Ms. Preeti Goel – NHE
Dr. U.S. Pandey – Commerce	Dr. Suman Kumar Verma - Maths	

**ix) Directory of Officers and Employees of SOL**

<b>Prof. C.S. DUBEY</b>	-	<b>Director, Campus of Open Learning Chairman, Governing Body, School of Open Learning</b>
<b>Prof. H.C. Pokhriyal</b>	-	<b>Executive Director, School of Open Learning</b>
<b>Dr. K.L. Dahiya</b>	-	<b>Deputy Director, East Delhi, SOL Campus</b>
<b>Dr. Tapan Prasad Biswal</b>	-	<b>Deputy Director, South Study Centre, SOL.</b>
<b>Sh. A.K. Prakash</b>	-	<b>Joint Registrar, SOL</b>

**Faculty**

**Department of English**

1.	Dr. (Ms.) Neeta Gupta	Associate Professor
2.	Dr. Anil Kr. Aneja (on lien)	Associate Professor
3.	Dr. (Ms.) Seema Suri	Associate Professor
4.	Sh. Prasanna Kumar Satapathy	Assistant Professor
5.	Ms. Nalini Prabhakar (Temp.)	Assistant Professor

**Department of Hindi**

1.	Dr. (Ms.) Manjula Mohan	Associate Professor
2.	Dr. (Ms.) Prem Lata Bhasin	Associate Professor
3.	Dr. (Ms.) Vijay Bala Tewari	Associate Professor
4.	Dr. Dinesh Kr. Gupta	Associate Professor
5.	Dr. (Ms.) Minakshi Vyas	Associate Professor
6.	Dr. Sudhir Kr. Sharma	Associate Professor
7.	Dr. (Ms.) Bhawani Rani Das	Associate Professor
8.	Dr. (Ms.) Seema Jain	Associate Professor

**Department of Political Science**

1.	Dr. Devender Kakar	Associate Professor
2.	DR. Tapan Prasad Biswal	Associate Professor

**Department of Economics**

1.	Sh. Janmejoy Khuntia	Associate Professor
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**Department of History**

1.	Ms. Viola Bhasin	Associate Professor
2.	Ms. Nalini Taneja	Associate Professor
3.	Dr. (Ms.) Rajni Nanda Mathew	Associate Professor
4.	Sh. Prabhat Kumar	Assistant Professor

**Department of Commerce**

1.	Dr. Krishan Lal Dahiya	Associate Professor
2.	Sh. Kunj Behari Gupta	Associate Professor
3.	Dr.(Ms.) Sneha Chawla	Associate Professor
4.	Dr. Uma Shankar Pandey (on deputation to COL, DU as OSD)	Associate Professor

**Department of Sanskrit**

1.	Dr.(Ms.) Rama Jain	Associate Professor
2.	Dr. Kunj Vihari Joshi	Associate Professor

**Department of Mathematics**

1.	Dr. Suman Kumar Verma	Associate Professor
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**Department of Urdu**

1.	Dr. Md. Asghar Ali	Assistant Professor
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**Tamil**

1. Dr. S. Manickavasagam Associate Professor

**Nutrition & Health Education**

1. Ms. Preeti Goel Assistant Professor

**Assistant Registrar**

1. Sh. O.P. Tanwar
2. Sh. Raja Ram
3. Dr. O.P. Sharma (on deputation to AIIMS)
4. Sh. Sanjay Aggarwal
5. Ms. Savita Rani

**Junior Programmer**

1. Ms. Madhvi (North, SOL)
2. Sh. Sanjay Gupta (SSC, SOL)

**Production Superintendent**

1. Sh. H.K. Bhattacharjee
2. Sh. Vijay Bhandari

**Senior Personal Assistant**

1. Ms. Harmeet Kaur

**Personal Assistant**

1. Sh. Sunil Kumar
2. Sh. Sanjay Jha (On Lien as AO in DCAC College, DU)

**Section Officer**

1. Sh. Ravinder Kumar
2. Sh. Madhava Nand Chamoli
3. Sh. Ashish Kumar Banerjee
4. Ms. Sunita Rani
5. Sh. Ram Phal Vashist
6. Sh. Prem Chand
7. Sh. Ashwani Kumar
8. Ms. Meena Kumari
9. Sh. Prem Raj
10. Sh. Vinod Joshi
11. Ms. Rajni Sharma
12. Sh. Harish Chand Tiwari
13. Sh. B.S. Satpola
14. Sh. Pardeep Kumar Bajpayee
15. Sh. Jitender Kumar
16. Sh. Rajesh Kumar
17. Sh. Umesh Chander
18. Ms. Nisha
19. Sh. Vijay Pal
20. Ms. Suman Gagneja
21. Sh. Suresh Chand Verma
22. Sh. Mukesh Chand Meena

- (x) Monthly Remuneration received by each of each of its officers and employees including the system of compensation as provided in its regulations

<b>TEACHING STAFF</b>			
<b>DESIGNATION</b>		<b>PAY BAND</b>	<b>GRADE PAY</b>
1.	Executive Director	37400-67000	10000
2.	Associate Professor	37400-67000	9000
		15600-39100	8000
3.	Assistant Professor	15600-39100	7000
		15600-39100	6000

<b>NON-TEACHING STAFF</b>			
<b>DESIGNATION</b>		<b>PAY BAND</b>	<b>GRADE PAY</b>
1.	Joint Registrar	37400-67000	8700
2.	Deputy Registrar	15600-39100	7600
3.	Deputy Librarian	37400-67000	8700
4.	Senior Programmer	37400-67000	8700
5.	Assistant Registrar	15600-39100	5400
6.	Junior Programmer	15600-39100	5400
7.	Assistant Librarian	15600-39100	5400
8.	Section Officer	9300-34800	4600
9.	Senior Personal Assistant	9300-34800	4600
10.	Production Superintendent	9300-34800	4600
11.	Senior Assistant	9300-34800	4200
12.	Personal Assistant	9300-34800	4200
13.	Professional Assistant	9300-34800	4200
14.	Junior Engineer	9300-34800	4200
15.	Console Operator	9300-34800	4200
16.	Technical Assistant	5200-20200	2800
17.	Senior Proof Reader	5200-20200	2800
18.	Semi-Professional Assistant	5200-20200	2800
19.	Junior Proof Reader	5200-20200	2400
20.	Assistant	5200-20200	2400
21.	Stenographer	5200-20200	2400
22.	Junior Store Keeper	5200-20200	2400
23.	Electrician	5200-20200	2400
24.	Copy Holder	5200-20200	2000
25.	Junior Assistant	5200-20200	1900
26.	Sorter	5200-20200	1900
27.	PABX OPERATOR	5200-20200	1900
28.	Junior Library Information Assistant	5200-20200	1900
29.	Group – D	5200-20200	1900 or 1800

(xi) *Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made*

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee, School of Open Learning and the Governing Body, School of Open Learning. All financial accounts are audited by the office of the Comptroller and Auditor General of India under Constitution of India.

INOCME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31st March, 2015

Particulars	Schedule	2014-2015	2013-2014
		Rs.	Rs.
<b>INCOME</b>			
Academic Receipts	9	630030126.62	546442514.22
Grants / Subsidies	10	0.00	0.00
Income from investments	11	131535026.00	115472675.00
Interest earned	12	9448624.00	6699014.00
Other Income	13	17887152.00	31690711.26
Prior Period Income	14	0.00	0.00
<b>TOTAL (A)</b>		788900928.62	700304914.48
<b>EXPENDITURE</b>			
Staff Payments & Benefits (Establishment expenses)	15	344940441.00	330842616.62
Academic Expenses	16	11458547.37	7790088.00
Administrative and General Expenses	17	74987595.00	79457876.50
Transportation Expenses	18	223905.00	392544.00
Repair & Maintenance	19	6591979.00	7292881.00
Finance costs	20	24740.50	28293.00
Other Expenses	21	0.00	0.00
Prior Period Expenses	22	0.00	0.00
Depreciation	4	10500234.00	7330489.33
<b>TOTAL (B)</b>		448727441.87	433134788.45
Balance being excess of Income over Expenditure (A-B)		340173486.75	267170126.03
Transfer to / from Designated Fund		0.00	0.00
<b>Building fund</b>		0.00	0.00
<b>Others (specify)</b>			
Balance Being Surplus / (Deficit) Carried to Capital Fund		340173486.75	267170126.03

SIGNIFICANT ACCOUNTING POLICIES

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CONTINGENT LIABILITIES AND NOTES TO ACCOUNTS

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(xii) **Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes**

School does not operate any subsidy programmes

(xiii) **Particulars of recipients of concessions, permits or authorizations granted by the it**

In admission under the Under-graduate and Post-graduate courses, fee concession is granted on merit-cum means basis. A student whose family income from all sources is below Rs. 8,000/- per month and who has studies in a government school will be considered for this facility. The Unemployed students belonging to Scheduled Caste/Scheduled Tribes category can be granted exemption from payment of Tuition Fee after seeking admission on production of Caste and Income Certificate from appropriate authority, provided of Tuition fee after seeking admission on production of Caste and Income Certificates from appropriate authority, provided his/her parents do not pay Income Tax. Students are required to apply afresh for fee concession every year on promotion to next class. Students belonging to Scheduled Castes/Scheduled Tribes are advised to apply to their respective State Governments for financial assistance to defray the expenses of their education. The University employees and those working in University affiliated Colleges on permanent posts can be granted exemption from payment of Tuition Fee.

**(xiv) Details in respect of the information available to or held by it reduced in form**

All Official information is accumulated by the concerned Sections in files and documents. However, Information about functions and activities are available on the website <http://sol.du.ac.in/> and <http://www.du.ac.in/>

**(xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

The School remains open for interaction with students and public dealing on all working days. Office of the School open from 9.00 A.M. to 5.30 P.M. Public Dealing hours are from 9.00 A.M. to 5.00 P.M. on all working days with a lunch break from 1.00 P.M. to 1.30 P.M. Office of the school remains closed on Saturdays, Sundays and other declared Holidays. Teaching, however, may continue on non-working days also as per rules. It is not open for public.

(xvi) *Names, designations and other particulars of the Public Information Officers*

**PUBLIC INFORMATION OFFICERS**

**SCHOOL OF OPEN LEARNING, NORTH CAMPUS**

**Sh. O.P. Tanwar, Assistant Registrar (Admission & Exam), PIO**

School of Open Learning (Campus of Open Learning)

5 Cavalry Lane

University of Delhi

Delhi-110007

Tel. No. 27008308

**SCHOOL OF OPEN LEARNING, SOUTH STUDY CENTRE**

**Sh. Sanjay Aggarwal, Assistant Registrar (APIO)**

School of Open Learning (Campus of Open Learning)

South Study Centre

South Moti Bagh (Old Moti Lal Nehru College Building)

New Delhi-110021

Tel. No. Tel. No. 24104037

**APPELLATE AUTHORITY**

**Prof. H.C. Pokhriyal**

Executive Director

School of Open Learning (Campus of Open Learning)

University of Delhi,

5, Cavalry Lane,

Delhi – 110007

Tel. No. 27667600, 27667166, 27667645 (Ext. 210)

Fax No. 27667242

Email: [hcp@sol.du.ac.in](mailto:hcp@sol.du.ac.in)

(xvii) **Such other information as may be prescribed; and thereafter update these publication every year**

*Any* information relating to the procedures of admission, examination etc. and important decision for students are also available in website <http://sol.du.ac.in/> and <http://www.du.ac.in/>



## **Information Pertaining to Application Fee and Other Charges**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Executive Director, School of Open Learning, University of Delhi.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Executive Director, School of Open Learning, University of Delhi at the following rates:

- (a) rupees two for each page (in A4 or A3 size paper) created or copied;
- (b) actual charges or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof.)

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Executive Director, School of Open Learning, University of Delhi at the following rates:

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.

**ACADEMIC STAFF OF SCHOOL OF OPEN LEARNING****Department of English**

S.N	Name	Availability Hours	Student Hour
1	Dr. (Ms.) Neeta Gupta		10.30 pm – 12.30 pm
2	Dr. Anil Kumar Aneja	On Lien to DU	-
3	Dr. (Ms.) Seema Suri		11.00 am – 01.00 pm
4	Sh. P. K. Satpathy		11.30 am – 01.30 pm
5	Ms. Nalini Prabhakar		11.30 am – 01.30 pm

**Department of Hindi**

S.N	Name	Availability Hours	Student Hour
1	Dr. (Ms.) Manjula Mohan		11.00 am – 12.00 pm
2	Dr. (Ms.) Prem Lata		11.00 am – 12.00 pm
3	Dr. (Ms.) Vijay Bala Tiwari		11.00 am – 12.00 pm
4	Dr. Dinesh Kumar Gupta		11.00 am – 12.00 pm
5	Dr. (Ms.) Meenakshi Vyas		11.00 am – 12.00 pm
6	Dr. Sudhir Kumar Sharma		11.00 am – 12.00 pm
7	Dr. (Ms.) Bhawani Rani Dass		11.00 am – 12.00 pm
8	Dr. (Ms.) Seema Jain		11.00 am – 12.00 pm

**Department of Political Science**

S.N	Name	Availability Hours	Student Hour
1.	Dr. Devender Kakkar	10.00 am – 03.00 pm	10.30 am – 12.30 pm (Extendable as per requirement)
2.	Dr. Tapan Prasad Biswal	10.15 am onwards	11.00 am – 01.00 pm (Extendable as per requirement)

**Department of Economics**

S.N	Name	Availability Hours	Student Hour
1.	Sh. Janmejoy Khuntia		01.00 pm – 04.00 pm

**Department of History**

S.N	Name	Availability Hours	Student Hour
1.	Ms. Viola Bhasin	11.00 am – 04.00 pm	
2.	Ms. Nalini Taneja	10.30 am – 03.30 pm	
3.	Dr.(Ms.) Rajni Nanda Mathew	09.30 am – 02.30 pm	
4.	Sh. Prabhat Kumar	12.00 pm – 05.00 pm	

**Department of Commerce**

S.N	Name	Availability Hours	Student Hour
2.	Dr. N. K. Aggarwalla	11.00 am – 05.00 pm	01.00 pm – 03.00 pm
3.	Dr. K.L. Dahiya	11.00 am – 05.00 pm	Dy. Director, East Study Centre
4.	Sh. K.B. Gupta	11.00 am – 05.00 pm	12.00 pm – 02.00 pm
5.	Dr.(Ms.) Sneh Chawla	11.00 am – 05.00 pm	11.30 am – 01.30 pm
6.	Sh. U.S. Pandey	11.00 am – 05.00 pm	01.30 pm – 03.30 pm

**Department of Sanskrit**

S.N	Name	Availability Hours	Student Hour
1.	Dr.(Ms.) Rama Jain	10.00 am – 03.00 pm	11.30 am – 01.30 pm
2.	Dr. K.V. Joshi	09.00 am – 02.00 pm	11.30 am – 01.30 pm

**Department of Mathematics**

S.N	Name	Availability Hours	Student Hour
1.	Dr. Suman Kr. Verma	11.30 am – 04.30 pm	12.00 pm – 03.00 pm

**Department of Tamil**

S.N	Name	Availability Hours	Student Hour
1.	Dr. S. Manickavasagam	10.00 am – 03.00 pm	11.00 am – 01.00 pm

**Department of NHE**

S.N	Name	Availability Hours	Student Hour
1.	Ms. Preeti Goel		

**Department of Urdu**

S.N	Name	Availability Hours	Student Hour
1.	Dr. Md. Asghar Ali	11.00 am – 04.00 pm	11.00 am – 02.00 pm

## DETAILS OF DUTIES BEING PERFORMED BY THE OFFICERS / STAFF OF SOL

### EXECUTIVE DIRECTOR'S OFFICE

Name & Designation	Work Assigned
Prof. H.C. Pokhriyal Executive Director	<ul style="list-style-type: none"><li>Overall Incharge of the School of Open Learning, University of Delhi</li></ul>

### ED'S OFFICE STAFF

1.	Ms. Harmeet Kaur Sr. Personal Assistant	<ul style="list-style-type: none"><li>To assist the Executive Director, SOL and other Authorities of SOL in secretarial work</li></ul>
2.	Mr. Sunil Kumar Personal Assistant	<ul style="list-style-type: none"><li>To assist the Executive Director, SOL in secretarial work</li></ul>
3.	Mr. Balkishan Sharma Assistant	<ul style="list-style-type: none"><li>Diary &amp; Dispatch of files in E.D. Office, and other misc. work in SOL</li></ul>
4.	Sh. Madho Singh, OA	<ul style="list-style-type: none"><li>Supporting ED office</li></ul>
5.	Sh. Dharmender, OA	<ul style="list-style-type: none"><li>Supporting ED office.</li></ul>

### JOINT REGISTRAR AND STAFF

1.	Sh. A.K. Prakash	<ul style="list-style-type: none"><li>Supervision, , controlling, coordination and Incharge of all Sections of the School of Open Learning, University of Delhi</li></ul>
2.	Sh. Naresh Kumar O.A	<ul style="list-style-type: none"><li>Providing support to the JR, SOL</li></ul>

### ESTABLISHMENT SECTION

<b>Sh. Raja Ram Asstt. Registrar</b>	<ul style="list-style-type: none"><li>Overall Incharge of the Establishment Section-I and II Sections (Academic and Non-Academic)</li><li>To Assist the Executive Director in day to day administrative related issues.</li><li>To Co-ordinate with the office of the Director/Chairperson-COL/GB-SOL.</li><li>To organize DPC Meeting, Selection Committee Meeting and Governing Body Meeting of SOL and other meetings.</li><li>To Co-ordinate with different court cases of School with the legal counsel as well as legal Cell of University of Delhi.</li><li>To Co-ordinate with Liaison Officer (University of Delhi) regarding reservation policy and to proper maintenance of Roster.</li><li>To Co-ordinate with University of Delhi in other related issues of School of Open Learning with the Delhi University.</li><li>To Co-ordinate with UGC and in HRD regarding different issues related of School of Open Learning.</li></ul>
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**ESTABLISHMENT-I**

1.	<b>Sh. Rajesh Kumar, Section Officer</b>	<b>Routine work:</b> <ul style="list-style-type: none"><li>• Distribute the work among the Staff</li><li>• Management and Co-ordination of work</li><li>• Discuss with the staff to decide the course of action to be taken on various cases.</li><li>• Submit the cases to the appropriate higher authorities</li><li>• Maintenance of order and discipline in the Section-I</li><li>• To scrutinize the Section diary once in a week</li><li>• To ensure that cases are not held up at any stage</li><li>• Ensuring proper maintenance of Registers required to be maintained in the sec</li></ul> <b>Occasional:</b> <ul style="list-style-type: none"><li>• To co-ordinate D.P.C Meeting , Selection Committee and assist to held G.B. Meeting</li><li>• To discuss different court case with the legal counsel as well as legal Cell of University of Delhi</li><li>• Co-ordinate with Liaison Officer regarding reservation policy and to proper maintenance of Roster</li><li>• To provide the information related to Admission required in the University/UGC and in HRD</li><li>• To forward the note sheet to the higher Authority giving necessary remarks</li></ul>
2.	<b>Ms. Geeta Chopra, Junior Assistant</b>	<ul style="list-style-type: none"><li>• Maintenance of Service Books of all the non-academic staff except (library staff, Computer and Teaching Staff)</li><li>• Advance for L.T.C./H.T.C are also dealt with and after scrutinizing the same are sent to the Accounts Section.</li><li>• The same are also dealt with for finalization.</li><li>• Performa are also scrutinized for preparing the W.U.S. Health Centre Card.</li><li>• All record of Medical Attendants/Hospitals/ Pathological Labs are maintained..</li><li>• Leave Record of every employee is also maintained with the service book.</li><li>• Cases of Addition and Deletion of Family members of employees are also dealt with.</li><li>• Allotment of G.P.F. number to the newly appointed staff.</li><li>• Cases of Group Insurance are also dealt with.(Group Insurance Member and finalization of cases after retirement etc.</li></ul>
3.	<b>Ms. Anita Senior Assistant</b>	<ul style="list-style-type: none"><li>• Maintenance of Non-academic staff leave files</li><li>• Making of new leave files</li><li>• Leave Verification for increment</li><li>• Leave Verification for LTC, HTC</li><li>• Verification of crosses</li><li>• Leave Encashment</li></ul>
4.	<b>Harish Singh Rawat JACT</b>	Dealing of JACTs and Group 'D' Staff (Including Ad-Hoc) staff of SOL Appointments of Non-teachings (Except Library and Computer) appointments <ul style="list-style-type: none"><li>• Calculation of vacant posts in a particular cadre</li><li>• Preparation of note for filling up the vacant posts for placement before the Governing Body for their approval</li><li>• Advertisement is sent to the daily newspapers inviting applications therein</li><li>• Sorting of applications of eligible candidates</li><li>• Preparation of Summery</li><li>• Eligible candidates are called for Test</li><li>• Qualified candidates from Test are called to appear before the Selection Committee (Constituted as per EC norms) for Interview.</li><li>• A Panel (in order of merit) is prepared by the Selection Committee.</li></ul> Promotions: Cases of Promotion of the staff are also undertaken. Fixation of Pay: After promotion, pay of the promoted employee is fixed as per FR (22)C of Govt. of India.  <u>Administrative work</u> <ul style="list-style-type: none"><li>• Note prepared in different matter.</li><li>• Memorandums issued against the complaint.</li><li>• Circulation of Notice/Office Order.</li><li>• Addition of Qualification.</li><li>• Permission to Purse Study.</li><li>• Issue of Certificate required by the employees/retired employees for different</li></ul>

		<p>purposes.</p> <ul style="list-style-type: none"> <li>To forward the applications of the officials applying for other departments/institutions/offices.</li> <li>General administration of JACTs and Group 'D' staff is also looked after</li> <li>Memorandum issued against the complaint.</li> <li>Enquiry Committees are formed to enquire cases and accordingly actions are taken.</li> </ul> <p><u>Annual Confidential Reports</u> ACRs - sending to different sections and receive back and maintain proper records of ACRs, taking action on the adverse ACRs.</p> <p><u>Retirement cases</u></p> <ul style="list-style-type: none"> <li>Cases of retirement of Group 'D' staff and JACTs are dealt with.</li> <li>Date of Retirement is communicated to the employee to get No Dues Certificate.</li> <li>Preparation of formalities/document/retirement proformas before sending the case to the University for the settlement of retirement benefits:</li> </ul> <p>Service Book, Personal File</p> <ul style="list-style-type: none"> <li>Proforma regarding the emoluments drawn during the last ten months (in duplicate)</li> <li>Proforma regarding service particulars (in duplicate)</li> <li>Application for sanction of Pension(in triplicate)</li> <li>Proforma regarding commutation of pension(in triplicate)</li> <li>Specimen signature and joint photograph of retiring employee.</li> </ul> <p>Dealing Court cases of the office and liaison with University</p> <ul style="list-style-type: none"> <li>To attend the hearings of the court cases in the courts pending at different courts</li> <li>To discuss the cases with the Legal Counsel of the School and also prepare the drafts of the cases</li> <li>To do the liaison with the university in different cases, like preparation and updated of SC/ST Roster from the Liaison Officer of the University, and discussion of other important cases of the School with the Establishment Section and Legal Cell of the University.</li> <li>To deal with the case of Right to Information Act-2005.</li> </ul>
5.	<b>Mr. Ashok Kumar Senior Assistant</b>	<ul style="list-style-type: none"> <li>Dealing Related with Group A,B &amp; C Officials.</li> <li>Maintenance of Personal file: Assistant to Assistant Registrar.</li> <li>Appointment of Assistant Registrar (Internal and External).</li> <li>Maintenance of Rosters of Non-teaching staff..</li> <li>Reply of Letters/Queries under Right to Information Act-2005.</li> <li>Car/Scooter/Motor Cycle Advance given to the eligible employees as per rule.</li> <li>Fixation of Retirement Gratuity of the concerned employee due to enhancement op D.A.</li> <li>Preparation of note to obtain approval from the Chairperson/ Chairman for payment of enhanced D.A/D.R/Revised Gratuity and adhoc bonus.</li> <li>Preparation of note and office orders for grant of additional seat allowance as per rule.</li> <li>Reply of representation received from the officials of the School and action taken thereto.</li> <li>Personal Files Of the Official is maintained and all related Papers are put in the file</li> <li>Release of Annual Increments of the officials after verifying the leave record of the concerned employee.</li> </ul> <p><b>Administrative work</b></p> <ul style="list-style-type: none"> <li>Note prepared in different matter.</li> <li>Memorandums issued against the complaint.</li> <li>Circulation of Notice/Office Order.</li> <li>Addition of Qualification.</li> <li>Permission to Purse Study.</li> <li>Issue of Certificate required by the employees/retired employees for different purposes.</li> <li>To forward the applications of the officials applying for other departments/institutions/offices.</li> </ul>

		<p><b><u>Confidential reports</u></b></p> <ul style="list-style-type: none"> <li>Annual confidential reports are sent to different sections to obtain their Confidential Report and actions are taken on the adverse Confidential Reports.</li> </ul> <p><b><u>Promotion</u></b></p> <ul style="list-style-type: none"> <li>Promotion of JACT to Assistant (under 25% quota).</li> <li>For promotion under 25% quota a notice is to be circulated among the eligible candidates for inviting application to appear in the test.</li> <li>To conduct the test for the employees who applied for the test.</li> <li>Declaration of Result among the candidates.</li> <li>Passed candidate's cases is to be put in the Departmental Promotion Committee for promotion under 25%.</li> <li>Promotion of JACT to Assistant, Assistant to Sr. Assistant, Sr. Assistant to Section Officer and Section Officer to Assistant Registrar on Substantive/Temporary/adhoc basis as per University Rules.</li> </ul> <p><b><u>Departmental Promotion Committee</u></b></p> <ul style="list-style-type: none"> <li>For promotion of employees of different cadres a Departmental Promotion Committee is to be formed/called as per Executive Council/Delhi University Rules.</li> <li>Note is to be put up for convening the Departmental Promotion Committee as well as to get the Date and Time for the Departmental Promotion Committee.</li> <li>To inform the Date and Time of the meeting to the Members of the Departmental Promotion Committee.</li> <li>Promotion note of the employees who are due to promotion is to be made and placed before the Departmental Promotion Committee.</li> <li>After Departmental Promotion Committee the Promotion Letters of the concerned employees is to be made.</li> <li>Fixation of pay is to be made consequent upon their promotion if required fixed as per FR(22)C of Govt. of India.</li> <li>Technical Break is to be given to the employees promoted on adhoc basis before completion of 6 months period and reverted to their original post and again promoted to their higher post on adhoc basis.</li> </ul> <p><b><u>Retirement</u></b></p> <ul style="list-style-type: none"> <li>Cases of retirement of Assistant to Assistant Registrar are to dealt with.</li> <li>Date of Retirement is communicated to the employee to get No Dues Certificate.</li> <li>Preparation of following formalities/document/retirement proformas before sending the case to the University for the settlement of retirement benefits: <ul style="list-style-type: none"> <li>Service Book</li> <li>Personal File</li> <li>Proforma regarding the emoluments drawn during the last ten months (in duplicate)</li> <li>Proforma regarding service particulars (in duplicate)</li> <li>Application for sanction of Pension(in triplicate)</li> <li>Proforma regarding commutation of pension(in triplicate)</li> <li>Specimen signature and joint photograph of retiring employee.</li> </ul> </li> </ul>
6.	<b>Mr. Ram Janam Nishad Jr. Assistant</b>	<ul style="list-style-type: none"> <li>Diary and Despatch work of Establishment Sections.</li> <li>Receiving all types of Leave application (Academic &amp; Non-Academic staff).</li> <li>Receiving letters, files and documents sections, Department and University.</li> </ul>
7.	<b>Arun Kumar Office Attendant</b>	<ul style="list-style-type: none"> <li>Diary in Peon Book.</li> <li>Distribution of Official letters.</li> <li>Any other work assigned by the Section officer.</li> </ul>
8.	<b>Sh. Kalwa Mal Driver</b>	<ul style="list-style-type: none"> <li>Drive Scorpio Vehicle of SOL.</li> </ul>

**ESTABLISHMENT-II**

1.	<b>Sh. Vinod Joshi Section Officer</b>	<b>Routine Work:</b> <ul style="list-style-type: none"><li>• Supervision of work done by the Dealing Assistants.</li><li>• Disposal of Dak, Files and papers of urgent nature.</li><li>• Work related to Governing Body Meetings, Preparation of Agenda, Minutes, sending to Governing Body members and keeping record of the meetings.</li></ul> <b>Occasional Work:</b> <ul style="list-style-type: none"><li>• Collecting and providing information to the University or from wherever required such as Parliament Questions, Querying under Right of Information Act, Court Cases etc.</li><li>• Disposal of files (Academic, Non-Academic and Staff working in the Library, Computer (North, South), Contract basis and Ad-hoc basis.</li><li>• Issuing letters of Appointment and Break in service.</li><li>• Promotion, Pay fixation, increment, Retirement and maintenance of service book.</li><li>• LTC/HTC, maintenance of record of family members, addition and deletion of names, leave record.</li><li>• Dealing with Court cases, RTI, Parliament questions through University.</li><li>• Governing Body Work: Sending Letters to the Members with Agenda, Preparation of meeting, minutes and sending them to members for information.</li></ul>
2.	<b>Mr. Umesh Kumar Senior Assistant</b>	<ul style="list-style-type: none"><li>• To maintain Personal files of Teachers.</li><li>• To maintain service particulars in service books.</li><li>• To maintain record of regular increment.</li><li>• To deal with the cases of promotion in Senior scale.</li><li>• To deal with the cases of fixation of Teachers/Library.</li><li>• To prepare retirement cases of teachers (6 months process).</li><li>• To deal with University regarding retirement benefits.</li><li>• Day to day correspondence with University as and when required.</li><li>• To look after the complaints, if any.</li><li>• All the paper work is done on computer.</li><li>• To assist in Governing Body meeting work and maintain minutes register.</li><li>• LTC/HTC dealing of teachers.</li><li>• To maintain GIS Cases.</li><li>• Leave file of Teaching Staff.</li></ul>
3.	<b>Sh. Vishal Taneja Senior Assistant</b>	<ul style="list-style-type: none"><li>• To maintain Personal files of Library / Computer staff.</li><li>• To maintain record of monthly register increment.</li><li>• To deal with the cases of promotion.</li><li>• To deal with the cases of fixation of pay.</li><li>• To deal with ACP/MACP cases.</li><li>• To deal with court cases pending with High Court.</li><li>• To deal with Advertisement/Appointment process.</li><li>• To deal with addition of qualification.</li><li>• Reply of representation received from the officials and action taken thereto.</li><li>• Annual Increments of the officials after verifying the records of the concerned employee.</li><li>• Annual Performance Assessment reports of officials of the concerned sections.</li><li>• To prepare the retirement cases (Process).</li><li>• To deal with University regarding retirement benefits.</li><li>• Day to day correspondence with University in almost cases as and when required.</li><li>• To prepare &amp; maintain Roster points.</li><li>• To prepare break &amp; appointment letters for adhoc staff in Library before six months</li><li>• To deal with RTI 2005 cases.</li><li>• All the paper work is done on computer.</li><li>• All the matters/cases related to administration.</li></ul>

4.	<b>Ms. Lalita Pandey Assistant</b>	<p><b>Maintenance of Leave Records</b></p> <ul style="list-style-type: none"> <li>• Related with Computer Staff, Library Staff and Library ad-hoc staff.</li> <li>• Preparation of leave files debit / credit of leaves like Casual leave, Earned leave, Medical Leave, Maternity leave and compensatory leave etc.</li> <li>• Cross verification, Leave Without pay, leave encashment and receiving of leaves applicants etc.</li> </ul> <p><b>Maintenance of Service Books</b></p> <ul style="list-style-type: none"> <li>• Related with Library staff and computer staff.</li> </ul> <p><b>Other work</b></p> <ul style="list-style-type: none"> <li>• LTC/HTC, Annual increment, addition/Deletion of names, entry work of Retirement benefits like: Gratuity, Commutation, pension.</li> <li>• Leave encashment, GIS.</li> <li>• Leave entries in service book and all paper work related to service book.</li> </ul>
5.	<b>Sh. Sanjay Kumar Daftry</b>	<ul style="list-style-type: none"> <li>• Sorting work.</li> <li>• Diary in Peon Book.</li> <li>• Distribution of Official letters.</li> <li>• Any other work assigned by the Section officer.</li> </ul>
6.	<b>Sh. Manoj Kumar Office Attendant</b>	<ul style="list-style-type: none"> <li>• Diary in Peon Book.</li> <li>• Distribution of Official letters.</li> <li>• Any other work assigned by the Section officer.</li> </ul>

#### ACCOUNTS SECTION

<b>Sh. M.N. Chamoli, S.O. (officiating) Assistant Registrar</b>	<ul style="list-style-type: none"> <li>• Overall Incharge of Account Sections.</li> </ul>
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#### ACCOUNTS SECTION-I

1.	<b>Mr. M.N. Chamoli Section Officer</b>	<ul style="list-style-type: none"> <li>• To supervise the entire work assigned Accounts-I &amp; Overall supervision of all the three Accounts Section</li> </ul>
2.	<b>Mr. Rajesh Kumar Senior Assistant</b>	<ul style="list-style-type: none"> <li>• Medical Bill (Re-imburement): OPD, Hospitalization / Direct payment of Hospital Bills (Academic/Non Academic)</li> <li>• Enrolment fee bills of various courses</li> <li>• Prepare the Income Tax Returns of Contractors (computerized)</li> <li>• Exam fee of various courses</li> </ul>
3.	<b>Mr. Vinod Kumar Assistant</b>	<ul style="list-style-type: none"> <li>• Clearance of printing bills: prospectus, exam farms, registers, lessons, syllabus, etc.</li> <li>• Clearance of Overtime bills</li> <li>• Clearance of Honorarium bills</li> <li>• Clearance of Personal Contact Programme bills (academic)</li> <li>• Clearance of conveyance bills of lecturers engaged in Personal Contact Programme.</li> <li>• Passing University Development Fee Bills.</li> <li>• Prepare the Income Tax Returns of Printers (computerized)</li> </ul>
4.	<b>Sh. Sanjeev Kr. Vats Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• Passing the Stationary Bills</li> <li>• Passing the Advertisement Bills</li> <li>• Passing the Postage &amp; Telegraph Bills</li> <li>• Passing the Printing Paper Bills</li> <li>• Passing the Book Bank/Library Books Bills</li> <li>• Passing the lesson writing bills</li> <li>• Passing the Periodical Bills and the liveries Bills</li> <li>• Passing the Repair &amp; Replacement of Furniture &amp; Equipment Bills</li> <li>• Passing the Financial Assistant Bills</li> <li>• Development bills of Computer &amp; Photocopy, Sub-station, Maintenance</li> <li>• Passing the Contingency Bills</li> <li>• Passing the Conveyance Bills</li> <li>• Passing the Electricity Bills, Water Bills, Telephone Bills.</li> <li>• Passing the Entertainment Bills</li> <li>• Passing the maintenance &amp; Repair of Building</li> <li>• Passing the Maintenance of Staff Car Bills</li> </ul>



		<ul style="list-style-type: none"> <li>• Passing the Staff Quarters Bills</li> <li>• Passing the Miscellaneous Bills</li> <li>• Prepare the Income Tax Returns of Contractors (computerized) and Computerized Typed the Annual Account &amp; Budget</li> </ul>
5.	<b>Sh. Dharamvir-II Daftry</b>	<ul style="list-style-type: none"> <li>• Sorting of vouchers and providing support to the Account Section.</li> </ul>

#### ACCOUNTS SECTION-II

1.	<b>Mr. Bache Singh Satpola Section Officer</b>	<ul style="list-style-type: none"> <li>• To instruct, advise, supervise and check all the work done by the subordinates and make necessary arrangements for the smooth functioning of the section.</li> <li>• The main functions of the section is to prepare and pass the salary bills and pension bills and maintain necessary records in the E.C.R.s</li> <li>• Issue cheques for the deductions made from the salary bills.</li> <li>• The section also grant advances, i.e., Festival advance, Cycle/Scooter/Car advance.</li> <li>• Apart from the above work the section also prepare and pass the bills of retirement, benefits, Bonus bill, calculate and deduct/deposit income tax, submit quarterly and annual income-tax return, issue Form No.16 for submitting income-tax return,</li> <li>• Pass the bills of personal contact programme classes bills related, with the non-academic staff, pass the bills of children education allowance, Prepare the annual budget</li> <li>• Issue salary certificates as and when required by the staff.</li> </ul>
2.	<b>Ms. Meenu Taneja Senior Assistant</b>	<ul style="list-style-type: none"> <li>• Prepare and pass the salary bills of Assistants and Junior-Assistant-cum-typists, professional Asstt. &amp; Semi Prof. Asstt. Of Library.</li> <li>• Pass the bills of Festival Advance.</li> <li>• Arrear bills of Salary/D.A.</li> <li>• Bonus bill of the related staff.</li> <li>• Prepare annual budget (salary and retirement benefits)</li> <li>• Maintain the records of P.F. loan and recover the P.F. loan and remit the same to the university. Check &amp; pass the Children Education Allowance bills of all the Staff.</li> <li>• Issue and maintain the records of life certificates of the pensioners.</li> <li>• Compute the income and deduct the income-tax, if any.</li> <li>• Issue form No.16 for submitting income-tax return.</li> </ul>
3.	<b>Mr. Umesh Tiwari Assistant</b>	<ul style="list-style-type: none"> <li>• Maintain &amp; Operate the records of NPS.</li> <li>• Computation of income for the above cadres for calculation and deduction of income-tax and issue Form No.16 of income-tax.</li> <li>• Prepare annual budget related to salary and retirement benefits.</li> <li>• Prepare and pass salary bills of Teachers, JR, DR, AR &amp; Section Officer.</li> <li>• Prepare the arrear bills of salary/D.A of Academic Staff.</li> </ul>
4.	<b>Mrs. Navneeta Sharma Senior Assistant</b>	<ul style="list-style-type: none"> <li>• Prepare and pass the salary bills of ad hoc staff, daily wager/contract staff and permanent staff, i.e. Drivers, Cleaner, Lab.Attendants,Computer &amp; Printing Staff.</li> <li>• Prepare the bill of life insurance premium and remit the payment to LIC.</li> <li>• Check and pass the P.C.P. bills of the S.O.L. staff and the staff of Colleges</li> <li>• Prepare &amp; pass the pension bills of non-teaching pensioners.</li> <li>• Prepare the annual budget reg. salary of the concerned staff</li> </ul>
5.	<b>Mrs. Geeta Kapoor Senior Assistant</b>	<ul style="list-style-type: none"> <li>• Prepare and pass the salary bills of class IV, i.e. Office Attendant, Chowkidar, Safai Karamchhari, Mali, Farash, Un-skilled Labourer, Lesson keeper,Sorter, Daftry</li> <li>• Compute and calculate/deduct the income-tax.</li> <li>• Issue for No.16 of income-tax.</li> <li>• Remit the bank loan deductions.</li> <li>• Maintain the records of P. F. loan and their recovery.</li> <li>• Prepare the annual budget related to salary and remit the cheques of other various deductions of the concerned staff</li> <li>• Prepare and pass the Salary bills of Library attendants &amp; Jr. Infor. Asstts.</li> <li>• Prepare and pass GPF, CPF subscriptions of all the Staff.</li> <li>• Prepare and pass HBA deduction.</li> </ul>

**ACCOUNTS SECTION-III**

1.	<b>Harish Chander Tiwari</b> Section Officer	<p><u>Routine Duties</u></p> <ul style="list-style-type: none"> <li>• Supervision of Accounts - III</li> <li>• To Check and verify each and every bill passed by the section officials.</li> <li>• To Check and verify Main Cash Book with the payment vouchers and receipts in respect of all the Bank Accounts.</li> <li>• To check and verify the cheques prepared by the officials and list of RTGS from the cash book and vouchers.</li> <li>• To keep the investment record and related correspondence of the various bank accounts.</li> </ul> <p><u>Occasional Duties.</u></p> <ul style="list-style-type: none"> <li>• To attend the meetings time to time related to the Accounts.</li> <li>• To make the sincere efforts to collect the necessary information from the relevant sections as required by the section in connection with the preparation of Annual Accounts, Revised Budget and replies of Audit paras.</li> <li>• To attend the meetings with the State Bank of India time-to-time to get removed the discrepancies in the bank statement supplied by the Bank for reconciliation and regarding investment.</li> <li>• To assist with DGACR Audit Party in conducting the Audit of the School</li> </ul>
2	<b>Ms. Madhu</b> Senior Assistant	<ul style="list-style-type: none"> <li>• Head-wise classification of Income and expenditure of all the Bank Accounts of IDBI &amp; SBI as well as Cash Book on Tally system.</li> <li>• Clubbing of all the Income of South Study Centre with North on Tally system.</li> <li>• To assist with Section Officer in preparation of Annual Accounts.</li> <li>• To assist in preparation of Revised Budget, Replies of Audit Paras with the help of Section Officer and other officials of the section.</li> </ul>
3	<b>Ms. Sunita Arora</b> Senior Assistant	<ul style="list-style-type: none"> <li>• Preparation of all kinds of Cheques and maintenance of expenditure side of all accounts of North as well as South study centre.</li> <li>• Disposal of Cheques to different parties concerned / students.</li> <li>• To RTGS from all the abnk accounts to students teachers staff &amp; other duties concerned.</li> <li>• Preparation of letters and send them along-with the cheques to those parties/students who do not come to collect the cheques.</li> <li>• To maintain the record of the cheque books and list of RTGS and handed over the vouchers to the Sorter/Daftry.</li> <li>• Posting of the Expenditure Vouchers in the tally along-with the preparation of cheques.</li> </ul>
4	<b>Mr. Ved Prakash</b> Senior Assistant	<ul style="list-style-type: none"> <li>• Reconciliation of all the bank accounts being maintained with the SBI. DU (North) and IDBI.</li> <li>• Totaling of Expenditure and Income side of main cash book, credit &amp; debit side of the bank statements.</li> <li>• Date wise balancing in main cash book.</li> <li>• To calculate Less/excess amount of the all the accounts and then get the same transferred to their respective accounts after corresponding with respective banks.</li> <li>* Meeting with the SBI DU Officials time-to-time in connection with the problem in reconciliation.</li> </ul>
5	<b>Mr. Suresh Taneja</b> Assistant	<ul style="list-style-type: none"> <li>• General Advances, LTC/HTC Advances, NHE Practical, postage advances &amp; their final settlement.</li> <li>• Passing of NHE Practical bills received from different colleges for staff as well as for Misc. Expenses.</li> <li>• Passing of Bills related to Development Fund GAF and St. Amt. Final A/c.</li> <li>• To prepare the concerned Income Tax report. Quarterly and annually submitting to the Income Tax Department</li> </ul>
6	<b>Mr. Rajesh Mathur</b> Assistant	<ul style="list-style-type: none"> <li>• Posting of Income of all the accounts i.e SAF A/C, Dev. Fund A/C, GAF A/C, Library Sec. A/C, Stud. Amen. Fund A/C and Main Accounts, being maintained with SBI, DU, (North) from subsidiary cash book received from Cash Section.</li> <li>• Posting of remittance register (Challan) maintained by the Cash section in the main cash book and tally them with day to day collection.</li> <li>• Reconciling day-to-day income with the amount remitted by the cash section in the bank. Help in reconciliation work of IDBI and SBI.</li> </ul>

		<ul style="list-style-type: none"> <li>Preparation of consolidated Bank Reconciliation statement of all the Bank accounts of North &amp; South.</li> </ul>
7	<b>Mr. Pradeep Bachheti, Assistant</b>	<ul style="list-style-type: none"> <li>To assist the Accounts Section in day to day work.</li> </ul>

### Cash Section

1.	<b>Mr. Shiv Kumar Head Cashier</b>	<ul style="list-style-type: none"> <li>Maintenance of Day Book, remittance registers collection of Drafts and cash from the users and to deposit them in the Bank.</li> </ul>
2.	<b>Mr. Chander Mohan Assistant</b>	<ul style="list-style-type: none"> <li>Collection of admissions, examinations forms, Drafts &amp; Cash etc.</li> </ul>
3.	<b>Mr. Sanjeev Kumar Assistant</b>	<ul style="list-style-type: none"> <li>Collection of admissions, examinations forms, Drafts &amp; Cash etc.</li> </ul>
4.	<b>Mr. Anil Saxena Daftry</b>	<ul style="list-style-type: none"> <li>Support to Head Cashier and dealing Assistants.</li> </ul>

### ADMISSION SECTION

<b>Sh. O.P. Tanwar Asstt. Registrar</b>	<ul style="list-style-type: none"> <li>Overall Incharge of Admission Sections, Diary &amp; Despatch, PCP, Enrolment &amp; Clearance Sections</li> </ul>
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### ADMISSION-I

1.	<b>Mr. Jitender Kumar Section Officer</b>	<ul style="list-style-type: none"> <li>Supervision of Admission-I section</li> </ul>
2.	<b>Ms. Kirti Sabharwal Senior Assistant</b>	<ul style="list-style-type: none"> <li>Change of subject, change of course, cancellation of admission, issue of the Bonafide Certificate and files verification of the current session etc.</li> </ul>
3.	<b>Ms. Alpana Samal Jr. Assistant</b>	<ul style="list-style-type: none"> <li>Change of subject, change of course, cancellation of admission, issue of the Bonafide certificate and files verification, Renewal of I-Cards, verification of DTC form etc.</li> </ul>
4.	<b>Mr. Deepak Bawa Jr. Assistant</b>	<ul style="list-style-type: none"> <li>Feeding of change of subject, change of course, correction in the records, renewal of I-cards, verification of files, verification of DTC forms and dairy dispatch etc.</li> </ul>
5.	<b>Mr. Mor Singh Daftry</b>	<ul style="list-style-type: none"> <li>Sorting of files</li> </ul>
6.	<b>Mr. Bimlesh Tripathi Daftry</b>	<ul style="list-style-type: none"> <li>Sorting of files</li> </ul>
7.	<b>Ms. Radha O.A (Trainee)</b>	<ul style="list-style-type: none"> <li>Different work of section</li> </ul>
8.	<b>Sh. Pratap Singh Gest. Operator</b>	<ul style="list-style-type: none"> <li>Photocopy work</li> </ul>

### ADMISSION-II

1.	<b>Sh. Vijay Pal Section Officer</b>	<ul style="list-style-type: none"> <li>Supervision of Admission-II section</li> </ul>
2.	<b>Mr. Khazan Chand Senior Assistant</b>	<ul style="list-style-type: none"> <li>Dealing with the admission of B.Com. (H) Ist Year course and its related work. He is also dealing to B.Com. (Hons)I/II/III current and Ex-students and its related work.</li> </ul>
3.	<b>Mr. Hari Singh Rawat Assistant</b>	<ul style="list-style-type: none"> <li>Dealing with the fresh admission of B.A. Programme I/II/III Year current and Ex-students and its related work.</li> </ul>
4.	<b>Mr. Ram Narayan Assistant</b>	<ul style="list-style-type: none"> <li>Dealing with the fresh admission of B.A. Programme Ist Year and B.A. Programme I/II/III Current and Ex-students and its related work</li> </ul>
5.	<b>Mr. Ravinder Sharma Daftry</b>	<ul style="list-style-type: none"> <li>Sorting of files</li> </ul>

### ADMISSION-III

1.	<b>Mr. Prem Chand Section Officer</b>	<ul style="list-style-type: none"> <li>Supervision of the Section/Attestation of the Bus pass form/files.</li> </ul>
2.	<b>Sh. Ravi Mehra Senior Assistant</b>	<ul style="list-style-type: none"> <li>Verification of Files/Old Files.</li> <li>Cancellation of Admission.</li> <li>Issue Bonafide Certificate/T.C.</li> <li>All the Correspondence with the students.</li> <li>Admission of Current Students.</li> </ul>
3.	<b>Ms. Ajita Pathak</b>	<ul style="list-style-type: none"> <li>Diary and Despatch work, Feeding of admission forms,</li> <li>Assist to B.Com. (H) and B.A. (Programme) dealing work as and when required</li> <li>Verification of DTC Bus Passes forms</li> </ul>

		<ul style="list-style-type: none"> <li>• Renewal of Identity Cards for B.A. (Prog.) and B.Com. (Hons) Ist Year/IIInd Year.</li> </ul>
4.	<b>Mr. Mahesh Kumar Assistant</b>	<ul style="list-style-type: none"> <li>• Verification of New Files.</li> <li>• Admission of Current Students.</li> <li>• Verification of Old Files.</li> <li>• To accept demand letter/Examination form.</li> </ul>
5.	<b>Mr. Jitender Kumar Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• Diary/Dispatch and Typing Work.</li> <li>• Admission of Current Students.</li> <li>• To accept demand letter/Examination form</li> </ul>

#### ADMISSION-IV

1.	<b>Ms. Sunita Narang Section Officer</b>	<ul style="list-style-type: none"> <li>• She is supervising the admission section , Puts the signature on DTC Passes, All admission files,</li> <li>• Cancellation of letters, Change of course, Transfer</li> <li>• Certificate and others.</li> </ul>
2.	<b>Mr. G.K. Sharma Senior Assistant</b>	<ul style="list-style-type: none"> <li>• He is doing the admission dealings of M.Com. and M.A.(Pol.Sc.) Previous &amp; Final year,</li> <li>• Registration of all P.G.Courses,</li> <li>• Conduct the Entrance Test,</li> <li>• Issue of Transfer Certificate, Cancellation Letters, Bonafide Certificate, Duplicate fee receipts</li> <li>• Renewal of I.D.Card of P.G. Courses,</li> <li>• Verification of files,</li> <li>• Deals the concerned admission RTI cases, Drafts the concerned letters and Supervises the section in the absence of Section Officer</li> </ul>
3.	<b>Mr. Vijay Bahadur Singh, Assistant</b>	<ul style="list-style-type: none"> <li>• Change of courses and change of subject of B.A. Hons., Renewal of I-cards, Verification of DTC forms etc.</li> </ul>
4.	<b>Ms. Kavita, Jr. Assistant (ad hoc)</b>	<ul style="list-style-type: none"> <li>• Admission dealing of B.Com. Ist year Girls,</li> <li>• Issue of Cancellation Letters, Issue of Transfer Certificate, Change of Course, Bonafide Certificate, Duplicate Fee Receipts</li> <li>• Re-admission, Renewal of I. D. card, Verification of files, Admission feeding work, Drafts the letters and</li> <li>• Accept the examination demand letters.</li> </ul>
5.	<b>Mr. Manoj Kumar Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• She is doing admission feeding work,</li> <li>• Accept the examination demand letters,</li> <li>• Dispatching work and Renewal of I.D.card and assists all the dealing hands</li> </ul>
6.	<b>Ms. Vijay Laxmi Daftry</b>	<ul style="list-style-type: none"> <li>• Sorting of files</li> </ul>
7.	<b>Mr. Umesh Kumar O.A</b>	<ul style="list-style-type: none"> <li>• Helping the dealing assistants</li> </ul>
8.	<b>Mr. Pradeep Saxema Sorter</b>	<ul style="list-style-type: none"> <li>• Sorting of files</li> </ul>

#### DIARY DESPATCH AND DEGREE SECTION

1.	<b>Sh. Umesh Chander Section Officer</b>	<ul style="list-style-type: none"> <li>• To supervise the work, Dak Marking &amp; also to sign. The official letters.</li> </ul>
2.	<b>Sh. Aslam Assistant</b>	<ul style="list-style-type: none"> <li>• Deals with the Degree certificates of B.Com (P) &amp; M.Com and also sending them by post</li> </ul>
3.	<b>Sh. Harjeet Singh, Assistant</b>	<ul style="list-style-type: none"> <li>• Deals with Degree certificate work of all courses.</li> </ul>
4.	<b>Mr. Satyavir Singh Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• Deals with the work of Diary Dispatch &amp; also maintain the stamp Account Register</li> </ul>
5.	<b>Sh. Prem Singh Khati</b>	<ul style="list-style-type: none"> <li>• Arranging of Degrees and dak</li> </ul>
6.	<b>Sh. Ashok Giri, Daftry</b>	<ul style="list-style-type: none"> <li>• Arranging of Degrees and dak.</li> </ul>
7.	<b>Sh. Anil Kumar, O.A</b>	<ul style="list-style-type: none"> <li>• Helping dealing assistants for various tasks</li> </ul>

## PERSONAL CONTACT PROGRAMME SECTION

1.	<b>Sh. Prem Raj Section Officer</b>	<ul style="list-style-type: none"><li>To supervise the work of establishment of SOL Study Centres, Time-Table for arranging the PCP classes, sending SMSs to the students for PCP classes, co-ordinate with the SOL Study Centres, update the database of Resource Persons, enter the Forms and generate the Subject Code of the Resource Persons received from different SOL Study Centres as well as other sources into the PCP module and other related PCP work and processing PCP bills of Resource Persons and Non-Teaching staff of Study Centres and SOL and other related work from time to time.</li></ul>
2.	<b>Mr. Bharat Bhushan Senior Assistant</b>	<ul style="list-style-type: none"><li>To deal with the work related to PCP i.e. to depute the staff at the various PCP centres, to verify &amp; process PCP bills &amp; bills pertaining to the Post office &amp; verification of stamp Account Register &amp; help the other Dealing Assistants</li></ul>
3.	<b>Sh. Amar Singh Jr. Assistant</b>	<ul style="list-style-type: none"><li>To assist the seniors in carrying out various day to day work of PCP section.</li></ul>
4.	<b>Mr. Navneet Assistant</b>	<ul style="list-style-type: none"><li>To assist the seniors in carrying out various day to day work of PCP section.</li></ul>
5.	<b>Sh. Anil Shah, O.A</b>	<ul style="list-style-type: none"><li>To support the PCP section senior staff</li></ul>

## EXAMINATION SECTION

<b>Sh. O.P. Tanwar Asstt. Registrar (Admission)</b>	<ul style="list-style-type: none"><li><b>(Additional Charge to Dr. O.P. Sharma)</b></li><li>Public Information Officer of SOL</li></ul>
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## EXAMINATION-I

1.	<b>Sh. Mukesh Chand Meena Section Officer</b>	<ul style="list-style-type: none"><li>Distribution of work to all staff members of Exam.I</li><li>Supervision of work</li><li>Maintenance of discipline and punctuality</li><li>Disposal of dak</li><li>Organization of examination</li><li>Examination duty</li></ul>
2.	<b>Mr. Braham Prakash Senior Assistant</b>	<ul style="list-style-type: none"><li>Dealing of BA (Hons) Programme, Pol. Science, Old Courses, Direct 2<sup>nd</sup> Year (Part-I, II &amp; IIIrd Year &amp; Ex-student</li></ul>
3.	<b>Ms. Sangeeta Assistant</b>	<ul style="list-style-type: none"><li>B.Com Programme, 2<sup>nd</sup> Year Boys &amp; Direct 2<sup>nd</sup> year of Students, Ex-students</li></ul>
4.	<b>Ms. Shaloo Assistant</b>	<ul style="list-style-type: none"><li>B.Com Programme 2<sup>nd</sup> Year all girls &amp; Direct admission of 2<sup>nd</sup> Years &amp; Ex-students</li></ul>
5.	<b>Ms. Babli Assistant</b>	<ul style="list-style-type: none"><li>All students of BA (Programme) 1<sup>st</sup> Year and Ex-student also.</li></ul>
7.	<b>Mr. Vinod Kumar Sorter</b>	<ul style="list-style-type: none"><li>Keeping all records related to this section, sorting of letter Examination form, Pasting works i.e.</li></ul>
8.	<b>Ms. Pushpa Tete Office Attendant</b>	<ul style="list-style-type: none"><li>Exam related work</li></ul>

## EXAMINATION-II

1.	<b>Ms. Meena Section Officer</b>	<ul style="list-style-type: none"><li>Distribution of work to all staff members of Exam.II</li><li>Supervision of work</li><li>Maintenance of discipline and punctuality</li><li>Organization of examination</li><li>Examination duty</li></ul>
2.	<b>Ms. Indu Rawat Senior Assistant</b>	<ul style="list-style-type: none"><li>B.A.(Hons.) Eng I, II &amp; IIIrd Year (Boys &amp; Girls) and special chance, BA (Hons.) IIIrd Year and public dealing</li></ul>
3.	<b>Mr. Birender Kumar Singh, Assistant</b>	<ul style="list-style-type: none"><li>B.A. (Prog.) Boys IIIrd year and acceptance of Examination form, Admission form and cash etc. and Public dealing</li></ul>

4.	<b>Ms. Meena, Assistant</b>	<ul style="list-style-type: none"> <li>• B.A. (Pass) Boys &amp; Girls and Entries of Leave Application, Notification, Special chance, Verification of manual examination form, Acceptance of Admission form, Examination form and cash etc. and Public dealing</li> </ul>
5.	<b>Ms. Bimla Giri Assistant</b>	<ul style="list-style-type: none"> <li>• B.A. (Prog.) Ist year Boys and Special Chance of B.A. (P) IIIrd year (Boys &amp; Girls)</li> </ul>
6.	<b>Mr. Babita Assistant</b>	<ul style="list-style-type: none"> <li>• B.A. (Prog.) Girls IIIrd Year and NHE Diary Despatch, RTI, Verification of Result, Acceptance of admission form, Examination form and cash etc. &amp; Public dealing</li> </ul>
7.	<b>Mr. Kanwar Pal Daftry</b>	<ul style="list-style-type: none"> <li>• Sorting of forms</li> </ul>

### EXAMINATION-III

1.	<b>Ms. Suman Gagneja Section Officer</b>	<ul style="list-style-type: none"> <li>• Distribution of work to all staff members of Exam.III</li> <li>• Supervision of work</li> <li>• Maintenance of discipline and punctuality</li> <li>• Disposal of dak</li> <li>• Organization of examination</li> <li>• Examination duty</li> </ul>
2.	<b>Ms. Kusum Lata Anand, Senior Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing of B.Com.(H) Part I,II, III.</li> <li>• Special Chance of B.Com.(P)/B.Com.(Hons.)</li> <li>• Issue Provisional Certificates of B.Com.(H)/B.Com.(Pass)</li> </ul>
3.	<b>Ms. Jyoti Bhannot Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing of B.Com.III year current students(Male)</li> <li>• Submission of forms</li> </ul>
4.	<b>Mr. Virender Singh Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing of B.Com. I year/B.Com(Hons.)</li> <li>• Submission of forms</li> </ul>
5.	<b>Mr. Khalique Ahmed Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing of B.Com. III year Ex-student (Male)</li> <li>• Submission of forms</li> <li>• Issue Provisional Certificates of B.Com.(P) / B.Com(Hons.)</li> </ul>
6.	<b>Mr. Ram Pal Giri Sorter</b>	<ul style="list-style-type: none"> <li>• All official work</li> </ul>
7.	<b>Sh. Rambir Sorter</b>	<ul style="list-style-type: none"> <li>• Sorting of exam form.</li> </ul>

### EXAMINATION-IV

1.	<b>Sh. P.K. Bajpai Section Officer</b>	<ul style="list-style-type: none"> <li>• Distribution of work to all staff members of Exam.IV section</li> <li>• Supervision of work</li> <li>• Maintenance of discipline and punctuality</li> <li>• Disposal of dak</li> <li>• Organization of examination</li> <li>• Examination duty</li> </ul>
2.	<b>Mr. Kamal Kishore Assistant</b>	<ul style="list-style-type: none"> <li>• Supervisor &amp; and dealing of the all the P.G. Courses i.e. M.Com/M.A. Current and Ex-student</li> </ul>
3.	<b>Ms. Reena Assistant</b>	<ul style="list-style-type: none"> <li>• B.A. (Pro./Pass) second year girls current and Ex-student Examination work/ Examination forms related to the Direct Second Year student (girls)</li> </ul>
4.	<b>Mr. Rakesh Chauhan (Under Suspension) Assistant</b>	<ul style="list-style-type: none"> <li>• B.Com (Pro./Pass) Final Year girls current and Ex-student &amp; Special chance after complete the span period of the students.</li> <li>• Examination work/ Examination forms related to the Direct Third Year student (girls)</li> </ul>
5.	<b>Mr. Lalit Sharma Assistant</b>	<ul style="list-style-type: none"> <li>• Maintenance of the Dairy and Dispatch record for the dealing assigned to S.No. 01 to 04, Leave account of the official and assisting to the official form S.No. 01 to 04</li> </ul>
6.	<b>Sh. B.K. Upadhyay Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• B.A. (Pro./Pass) second year boys current and Ex-student Examination work/ Examination forms related to the Direct Second Year student (Boys)</li> </ul>
7.	<b>Mr. Om Prakash Sorter</b>	<ul style="list-style-type: none"> <li>• Sorting work of Examination-Cum-Demand letter of B.A. (Pr./Pass) girls, Pasting of Envelope regarding sending of examination form and admit card delivery all the office Dak</li> </ul>

## Enrolment and Record Section

1.	<b>Ms. Rajni Sharma Section Officer</b>	<ul style="list-style-type: none"> <li>Supervision work of Record Section and Enrolment Section</li> </ul>
2.	<b>Ms. Nirmala Devi Sr. Assistant</b>	<ul style="list-style-type: none"> <li>Dealing with migration and enrolment cases.</li> </ul>
3.	<b>Ms. Preeti, Assistant</b>	<ul style="list-style-type: none"> <li>Dealing with migration and enrolment cases.</li> </ul>
4.	<b>Sh. Daya Chand Assistant</b>	<ul style="list-style-type: none"> <li>Fee Concessions/ Scholarship cases.</li> </ul>
5.	<b>Sh. Kali Charan Giri, Assistant</b>	<ul style="list-style-type: none"> <li>Dealing with migration and enrolment cases.</li> </ul>
6.	<b>Sh. Bhupinder Singh Assistant</b>	<ul style="list-style-type: none"> <li>Verification of students applying for Degree Certificate</li> </ul>
7.	<b>Sh. Irshad Ahmed, Sorter</b>	<ul style="list-style-type: none"> <li>Sorting of files.</li> </ul>

## PRINTING & MAILING SECTION

<b>Ms. Savita Rani Asstt. Registrar</b>	Overall Incharge of Printing, Mailing and Lesson Store
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## PRINTING SECTION

1.	<b>Mr. Vijay Bhandari Prod. Superintendent</b>	<ul style="list-style-type: none"> <li>Monitoring all courses of SOL</li> <li>Preparation and manage allocation letter to different deptts. under the guidance of consultant</li> <li>Assist in Tendering receipts &amp; refund security deposit &amp; finalization of rates &amp; presses up to G.B. approval</li> <li>Proof reading work ( M.A. Hin, Hist, Pol.Sc, Sans. &amp; B.A. Programme)</li> <li>Records of Negatives</li> <li>Quality certification of printed material with regard to allocated courses</li> <li>Paper account allotted by Prod. Supdt.</li> <li>Module related work</li> <li>Follow up with printers regarding printing of S. M. and Job work</li> <li>Tie up with Lesson Stores, Mailing and South Study Centre</li> <li>Any other work allotted from time to time by PS/AR/DR/ED and consultant (Printing)</li> </ul>
2.	<b>Mr. Bhuwan Singh Rawat Senior Proof Reader</b>	<ul style="list-style-type: none"> <li>Preparation and manage allocation letter to different deptts. Under the guidance of consultant</li> <li>Proof reading work (B.Com, B.Com/(H), M.Com, B.A. (H) English &amp; Pol.Sci)</li> <li>Record of negatives</li> <li>Quality certification of printed material with regard to allocated courses</li> <li>Paper account allotted by Prod. Supdt.</li> <li>Concerned module related work</li> <li>All work related to job work</li> <li>Any other work allotted from time to time by PS/AR/DR/ED and consultant (Printing)</li> </ul>
3.	<b>Ms. Adity Yadav Jr. Proof Reader</b>	<ul style="list-style-type: none"> <li>Assist in Tendering receipts &amp; refund security deposit &amp; finalization of rates &amp; presses up to G.B. approval</li> <li>Proof reading work (B.Com, B.Com/(H), M.Com, B.A. (H) English &amp; Pol.Sci)</li> <li>Record of CD's from authors/presses of above courses</li> <li>Quality certification of printed material with regard to allocated courses,</li> <li>Paper account allotted by Prod. Supdt.</li> <li>Concerned module related work</li> <li>Lesson record-subjective (All courses all subject)</li> <li>Any other work allotted from time to time by PS/AR/DR/ED and consultant (Printing)</li> </ul>
4.	<b>Ms. Shalini Gupta Jr. Proof Reader</b>	<ul style="list-style-type: none"> <li>Proof reading work (M.A. Hin, His, Pol.Sci, San. &amp; B.A. Programme)</li> <li>Record of CD's from authors/presses of above courses</li> <li>Quality certification of printed material with regard to allocated courses,</li> <li>Paper account allotted by Prod. Supdt.</li> <li>All correspondence of the Printing Section</li> <li>Concerned module related work</li> <li>Overall data updating with help of all concerned</li> </ul>

5.	<b>Mr. Ganga Saran Copy Holder</b>	<ul style="list-style-type: none"> <li>Recording &amp; receipt of Manuscripts from the departments and handed over to Prod. Supdt.</li> <li>Recording of paper account issued and paper consumed.</li> <li>Proof Reading/Copy holding</li> <li>Concerned module related work</li> <li>Any other work allotted from time to time by PS/AR/DR/ED and consultant (Printing)</li> </ul>
6	<b>Mr. Kishore Chand Papnai JACT</b>	<ul style="list-style-type: none"> <li>Maintaining registers related to Diary and Dispatch</li> <li>Maintaining Registers relating to Recording of scripts for printing to offset/laser press and movement of proof/job item</li> <li>Preparation of sanctions relating to lessons and job work</li> <li>Computer typing / typing work</li> <li>Any other work allotted from time to time by PS/AR/DR/ED and consultant (Printing)</li> </ul>

#### MAILING – I

1	<b>Mr. H. K. Bhattacharjee Prod. Superintendent</b>	<ul style="list-style-type: none"> <li>Supervision of mailing section-I</li> </ul>
2.	<b>Sh. Satya Pal Sr. Assistant</b>	<ul style="list-style-type: none"> <li>Dealing of M.A.</li> </ul>
3	<b>Mr. Gulshan Kumar Assistant</b>	<ul style="list-style-type: none"> <li>To deal with B.A.(Prog.) 3rd Year students and B.A.(Hons)Eng., Pol Science and M.A.Ps., Hs., Sk.,Hn., of Previous Years</li> </ul>
4.	<b>Mr. Hari Singh Sorter</b>	<ul style="list-style-type: none"> <li>Preparation of Sets of all the Courses</li> </ul>
5.	<b>Sh. Narinder Kumar Sorter</b>	<ul style="list-style-type: none"> <li>Preparation of Sets of all the Courses</li> </ul>
6.	<b>Sh. Daya Ram, Daftry</b>	<ul style="list-style-type: none"> <li>Preparation of Sets of all the Courses</li> </ul>
7.	<b>Sh. Durga Prasad Daftry</b>	<ul style="list-style-type: none"> <li>Preparation of Sets of all the Courses</li> </ul>

#### MAILING-II

1.	<b>Mr. Ramphal Vashist Section Officer</b>	<ul style="list-style-type: none"> <li>Supervision of Mailing-II section work</li> </ul>
2.	<b>Mr. Kailash Kumar Jr. Assistant</b>	<ul style="list-style-type: none"> <li>To deal with B.Com Programme I, II, III years students and also Diary and Dispatch.</li> </ul>
3.	<b>Mr. Ram Phal Sorter</b>	<ul style="list-style-type: none"> <li>Preparation of set of all the courses.</li> </ul>
4.	<b>Mr. Darshan Singh Sorter</b>	<ul style="list-style-type: none"> <li>Preparation of set all the courses.</li> </ul>
5,	<b>Sh. Irshad Ahmed Sorter</b>	<ul style="list-style-type: none"> <li>Preparation of set all the courses.</li> </ul>
6.	<b>Sh. Vinod Kumar-II Sorter</b>	<ul style="list-style-type: none"> <li>Preparation of set all the courses.</li> </ul>
7.	<b>Sh. Raj Singh U.L</b>	<ul style="list-style-type: none"> <li>Preparation of set all the courses.</li> </ul>

#### LESSON STORE

1.	<b>Mr. Ghanshyam Jr. Assistant</b>	<ul style="list-style-type: none"> <li>Maintenance of study material of all courses</li> </ul>
2.	<b>Sh. Mohd. Yusuf Jr. Store Keeper</b>	<ul style="list-style-type: none"> <li>Maintenance of study material of all courses</li> </ul>
3.	<b>Sh. Raj Kumar Jr. Store Keeper</b>	<ul style="list-style-type: none"> <li>Maintenance of study material of all courses</li> </ul>
4.	<b>Sh. Ram Gopal Singh U.L</b>	<ul style="list-style-type: none"> <li>Preparation of set all the courses.</li> </ul>
5.	<b>Sh. Govind Saini U.L.</b>	<ul style="list-style-type: none"> <li>Preparation of set all the courses.</li> </ul>



## GENERAL SECTION MAINTENANCE-I

<b>Sh. A.K. Banerjee Asstt. Registrar (Officiating)</b>	<ul style="list-style-type: none"><li>• Overall Incharge of General Section</li></ul>
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### General Section staff

1.	<b>Sh. A.K. Banerjee Section Officer</b>	<ul style="list-style-type: none"><li>• Supervision work of General Section</li></ul>
2.	<b>Sh. R.N. Sharma Jr. Engineer</b>	<ul style="list-style-type: none"><li>• Supervision all civil and electrical work of SOL, SSC and Staff Qrs.</li></ul>
3.	<b>Ms. Simmi Assistant</b>	<ul style="list-style-type: none"><li>• All A.M.C.</li><li>• Canteen</li><li>• Photostat</li><li>• Advertisement</li></ul>
4.	<b>Mr. Amar Singh Assistant</b>	<ul style="list-style-type: none"><li>• Allotment/Retention/Surrender/ • Temporary allotment/cancellation, change of staff quarter</li><li>• Office Vehicle</li><li>• Purchase from Co-op. Store,</li><li>• Petty purchase within the limit of Rs. 15,000/-</li></ul>
5.	<b>Ms. Shashi Negi Assistant</b>	<ul style="list-style-type: none"><li>• Maintenance related work</li></ul>
6.	<b>Ms. Neelam Gupta Jr. Assistant</b>	<ul style="list-style-type: none"><li>• Diary, Despatch and Typing Work</li></ul>

## GENERAL STORE AND PURCHASE SECTION-II

1.	<b>Ms. Nisha Section Officer</b>	<ul style="list-style-type: none"><li>• Supervision work of General Section-II</li></ul>
2.	<b>Mr. Shashi Kumar Assistant</b>	<ul style="list-style-type: none"><li>• All Major Purchases.</li></ul>
3.	<b>Mr. J.M.S Rawat Sr. Assistant</b>	<ul style="list-style-type: none"><li>• Store work</li></ul>
4.	<b>Mr. Raj pal Jr. Assistant</b>	<ul style="list-style-type: none"><li>• Entry of issuing slips (In computer as well as manually)</li><li>• To assist Store Keeper in maintaining store records.</li><li>• To assist other Dealing hands in General Section as &amp; when required.</li></ul>
5.	<b>Sh. Vinod Bhandari Sr. Assistant</b>	<ul style="list-style-type: none"><li>• On deputation to DTU</li></ul>

## COMPUTER SECTION

<b>Ms. Madhavi Jr. Programmer</b>	<ul style="list-style-type: none"><li>• Overall Incharge of Computer Section, SOL (North)</li></ul>
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### COMPUTER STAFF

1.	<b>Mr. S.N. Giri WPA</b>	<ul style="list-style-type: none"><li>• Generating students, I-cards, preparing missing I-card list for admission section</li></ul>
2.	<b>Mr. D.S. Rawat WPA</b>	<ul style="list-style-type: none"><li>• Cropping of students photos and signatures for the purpose Identity cards, Lesson works, Printing of cas subsidiaries and time to time allotted examination works in computer centre.</li></ul>
3.	<b>Mr. Rahul Bhardwaj WPA</b>	<ul style="list-style-type: none"><li>• Cropping students photos' and signatures for Identity cards, staff Identity cards, lesson work and computerized salary work</li></ul>
4.	<b>Mr. Vijay Singh Technical Asstt.</b>	<ul style="list-style-type: none"><li>• Maintaining the application made in ASP.NET 1.1 and back-end is ORACLE 9i, Application is divided in many Modules i.e. Admin, Admission, Examination, Enrollment, D &amp; C, cash, payroll, General, Printing Mailing &amp; Diary, Out of these modules he has to monitor admission, examination, enrollment and cash modules regularly. Bank-end support to the users, editing / updating records in the Database in back-end, data processing &amp; preparation of reports as per requirement, preparation of address labels for mailing / examination / PCP and other Sections.</li></ul>

5.	<b>Sh. Rishi Kumar, Technical Assistant</b>	<ul style="list-style-type: none"> <li>• Students support services</li> </ul>
6.	<b>Sh. Prashant Singh, OA</b>	<ul style="list-style-type: none"> <li>• Supporting computer section.</li> </ul>

#### COMPUTER LAB

1.	<b>Sh. Verinder Kumar Technical Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing with the overall work in Computer Lab. and students' support services for address change, medium change, name correction <b>etc.</b></li> </ul>
2.	<b>Sh. Ashok Kumar Cleaner</b>	<ul style="list-style-type: none"> <li>• Supporting computer lab staff and students.</li> </ul>

## LIBRARY, SOL (NORTH)

<b>Mr. Surendra Singh Manral Prof.Assistant &amp; In-charge, Library</b>	Overall supervision of SOL Library
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### LIBRARY OFFICE & BOOK PROCUREMENT

<b>1.</b>	<b>Mr. Surendra Singh Manral - Prof. Asstt (Asstt. Librarian Offg.)</b>	<ul style="list-style-type: none"><li>• Supervising/controlling/monitoring the activities of the library as In charge and coordinating at all levels within the library.</li><li>• Performing under the overall supervision of the Joint Registrar - SOL.</li><li>• Correspondence and supervising all administrative and financial jobs, preparing budget proposals, and agenda notes for library committee meetings etc.</li><li>• Signing of Contingent Bills (Library Book Purchase)</li><li>• Membership work of different categories of students.</li><li>• Forwarding the leave applications of staff to establishment section.</li><li>• Arrangement of duties and attending the holiday, Saturday and Sunday (PCP) duties as and when required.</li><li>• Signing of No Dues/Clearance Certificates.</li><li>• Maintenance of Legal Documents.</li></ul>
<b>2.</b>	<b>Mr. Ashok Kumar Library Assistant</b>	<ul style="list-style-type: none"><li>• Registration of vendors (Book Purchase).</li><li>• Contingent Bill preparation for payment and certifying the Bills.</li><li>• Maintenance of Bill and Expenditure Register (Book Budget/Purchase).</li><li>• Transfer of books and other document for technical processing to different Acquisition Unit.</li><li>• All other such jobs as may be assigned from time to time.</li></ul>
<b>3.</b>	<b>Mr. Mohd. Furquan Qureshi Library Attendant</b>	<ul style="list-style-type: none"><li>• Maintenance and arrangement of book stacks.</li><li>• Entry of Budget records in Libsys software.</li><li>• Receiving of Bill from Suppliers</li><li>• Sending of Bills to different sections/units.</li><li>• Typing of Note sheets / Letters/Purchase orders etc.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
<b>4.</b>	<b>Mr. Kali Charan Office Attendant</b>	<ul style="list-style-type: none"><li>• Attending to administrative job.</li><li>• Dak work.</li><li>• All other such jobs as may be assigned from time to time</li></ul>

### REGISTRATION / RENEWAL

<b>5.</b>	<b>Mr. Surjit Singh Manhas Semi Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• Registration of students of different courses.</li><li>• Dues Verification</li><li>• Maintenance of dues record.</li><li>• All other such jobs as may be assigned from time to time.</li></ul>
<b>6.</b>	<b>Mr. Mohit Sabharwal Library Attendant</b>	<ul style="list-style-type: none"><li>• Renewal of students of different courses.</li><li>• Maintenance and arrangement of book stacks.</li><li>• All other such jobs as may be assigned from time to time</li></ul>

## MAINTENANCE SECTION

7.	<b>Mr. Dinesh Kumar Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work.</li><li>• Checking of contingent bill of book purchase before sending to account section for payment.</li><li>• Attending the holiday, Saturday and Sunday (PCP) duties as and when required.</li><li>• Processing of record to obtain necessary approval from the competent authority</li><li>• All other such jobs as may be assigned from time to time</li></ul>
8.	<b>Mrs. Kusum Rani Semi Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• Entry of weeded out books on Accession Register.</li><li>• Checking of weeding out/ write off lists.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
9.	<b>Mr. Nitin Mathur Library Attendant</b>	<ul style="list-style-type: none"><li>• Listing of books for weeded out.</li><li>• Maintenance and arrangement of book stacks.</li><li>• Keeping record of weeded out/ write of books.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
10.	<b>Mrs. Asha Rani Yadav Library Attendant</b>	<ul style="list-style-type: none"><li>• Totaling of cost of weeded out / write off books</li><li>• Entry on computer for record.</li><li>• Maintenance and arrangement of book stacks.</li><li>• All other such jobs as may be assigned from time to time</li></ul>

## UNDERGRADUATE SECTION

11.	<b>Mrs. Uma Rani Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work.</li><li>• Help and support to circulation staff.</li><li>• Classification of books of all UG courses.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
12.	<b>Mr. Moti Singh Khati Semi Prof.Asstt.</b>	<ul style="list-style-type: none"><li>• Return of Books from B.A. Students</li><li>• Receiving cash/ issuing the receipts for overdue charges from/to students</li><li>• Dues Verification</li><li>• Issuing of Reminders to the students for overdue books.</li><li>• Preparation of Due Records</li><li>• All other such jobs as may be assigned from time to time.</li></ul>
13.	<b>Mrs. Neelam Dabas Library Attendant</b>	<ul style="list-style-type: none"><li>• Issue of Books to B.A. students</li><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
14.	<b>Mr. Jitendra Kumar Singh Library Attendant</b>	<ul style="list-style-type: none"><li>• Issue of Books to B.Com. students.</li><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
15.	<b>Mr. Kailash Chander Singh Rawat Library Attendant</b>	<ul style="list-style-type: none"><li>• Return of Books from B.Com. students.</li><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• All other such jobs as may be assigned from time</li></ul>
16.	<b>Mrs. Samina Iqbal Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• Processing of new arrivals.</li><li>• Generating, pasting and laminating of bar code labels.</li><li>• All other such jobs as may be assigned from</li></ul>

### HONS. SECTION (OPEN ACCESS SYSTEM)

17.	<b>Mrs. Anjana Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work.</li><li>• Help and support to circulation staff.</li><li>• Classification and Cataloging of books of all Hons courses.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
18.	<b>Mrs. Jagdamba Saxena Semi Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• Issue / return of books to/ from (Hons.) students.</li><li>• Receiving cash / issuing the receipts for over charges from/to students</li><li>• Dues Verification</li><li>• Issuing of Reminders to the students for overdue books.</li><li>• Preparation of Due Records</li><li>• All other such jobs as may be assigned from time to time.</li></ul>
19.	<b>Mr. Kailash Chand Library Attendant</b>	<ul style="list-style-type: none"><li>• Issue / return of books to/ from (Hons.) students.</li><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• .</li><li>• All other such jobs as may be assigned from time to time</li></ul>
20.	<b>Mr. Jasvinder Singh Sokhi Library Attendant</b>	<ul style="list-style-type: none"><li>• Issue / return of books to/ from (Hons.) students.</li><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• All other such jobs as may be assigned from</li></ul>
21.	<b>Mrs. Shobha Pandey Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• Processing of new arrivals.</li><li>• All other such jobs as may be assigned from</li></ul>

### READING ROOM

22.	<b>Mr. Rajeev Kumar Vishwas Semi Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• Issuing of books for reference/Xeroxing.</li><li>• Providing the question papers for ready reference/Xeroxing.</li><li>• Preparing set of Xerox copy of question papers.</li></ul>
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### POSTGRADUATE SECTION (OPEN ACCESS SYSTEM)

23.	<b>Mrs. Nirmala Devi Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work.</li><li>• Help and support to circulation staff.</li><li>• Classification and Cataloging of books of all PG courses.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
24.	<b>Mr. Devinder Parkash Semi Prof. Asstt.</b>	<ul style="list-style-type: none"><li>• Receiving cash/ issuing the receipts for over charges from/to students</li><li>• Dues Verification</li><li>• Issuing of Reminders to the students for overdue books.</li><li>• Preparation of Due Records</li><li>• All other such jobs as may be assigned from time to time.</li></ul>
25.	<b>Mr.Chandan Singh Library Attendant</b>	<ul style="list-style-type: none"><li>• Issue / return of books to/ from PG students.</li><li>• Maintenance and arrangement of book stacks.</li><li>• Searching out the damaged books mending them and preparing them for binding.</li><li>• All other such jobs as may be assigned from time to time.</li></ul>

26.	<b>Mr. Yogesh Kumar (Ad-hoc) Library Attendant</b>	<ul style="list-style-type: none"> <li>• Issue / return of books to/ from PG students.</li> <li>• Maintenance and arrangement of book stacks.</li> <li>• Searching out the damaged books mending them and preparing them for binding.</li> <li>• .</li> <li>• Processing of new arrivals.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
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### TEACHER UNIT (CIRCULATION & MAINTENANCE)

27.	<b>Mrs.Prabha Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work.</li> <li>• Classification and Cataloging of books of allotted subjects.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>
28.	<b>Mr.Dharam Singh Semi Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• Issue and Return of books to/from Academic / Non Academic Staff.</li> <li>• Preparing of dues records.</li> <li>• Issue of clearance/no dues to staff.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>
29.	<b>Mrs. Gayatri Sarin Semi Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• Preparation of book cards.</li> <li>• Completion of new arrivals.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>
30.	<b>Mrs. Promila Gupta Library Attendant</b>	<ul style="list-style-type: none"> <li>• Maintenance and arrangement of book stacks</li> <li>• Searching out the damaged books mending them and preparing them for binding.</li> <li>• Arrangement of book cards according to accession numbers.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>
31.	<b>Mrs. Geeta Sahai Library Attendant</b>	<ul style="list-style-type: none"> <li>• Maintenance and arrangement of book stacks</li> <li>• Searching out the damaged books mending them and preparing them for binding.</li> <li>• Completion of new arrivals.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>

### ACQUISITION SECTION

32.	<b>Mr. Raj Kishore Tiwari Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work.</li> <li>• Classification of books of allotted subjects.</li> <li>• Checking of Accessioned Bills</li> <li>• Attending holiday Saturday and Sunday duties.</li> <li>• <input type="checkbox"/> All other such jobs as may be assigned from time to time.</li> </ul>
33.	<b>Mrs. Neelam Chauhan Semi Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• Accessing of books in Libsys software.</li> <li>• Arrangement of Bills for records.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
34.	<b>Mrs.Kusum Goel Semi Prof.Asstt.</b>	<ul style="list-style-type: none"> <li>• Manual Accessing of books.</li> <li>• Completion of Annual Record for Audit.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
35.	<b>Mr. Dinesh Kumar Yadav Library Attendant</b>	<ul style="list-style-type: none"> <li>• Receiving of Bills from Procurement Section.</li> <li>• Arranging the books according to bill.</li> <li>• Maintenance and arrangement of book stacks</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>

36.	<b>Mrs. Kavita Chander Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Maintenance and arrangement of book stacks</li> <li>• Stamping on books</li> <li>• Pasting of Bar Code with Laminations</li> <li>• Physical checking of new arrivals.</li> <li>• Sending of completed books to different section/circulation counters.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
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### PERIODICAL AND REFERENCE SECTION

37.	<b>Mrs. Preeti Sharma Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work</li> <li>• Placing the note sheet before the competent authority to obtain permission to subscribe the demanded periodicals/magazine etc.</li> <li>• Soliciting suggestion for renewal and inviting/receiving for subscription of periodicals and their processing, verification of bibliographical details before placing order for subscriptions of periodicals</li> <li>• Issuing the reminders to vendors for non receipt of periodicals.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
38.	<b>Mrs. Mumtaz Rehman Library Attendant</b>	<ul style="list-style-type: none"> <li>• Issue of periodicals/newspapers to Academic / Non Academic staff.</li> <li>• Maintenance and arrangement of book stacks.</li> <li>• Searching out the damaged books mending them and preparing them for binding.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
39.	<b>Mr. Jitendra Kumar Varun Library Attendant</b>	<ul style="list-style-type: none"> <li>• Maintenance and arrangement of book stacks</li> <li>• Entry of periodicals/newspapers.</li> <li>• Recordkeeping of press clipping related to Higher Education, UGC, DU, COL &amp; SOL</li> <li>• Completion of annual records for audit.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>

### LIBRARY AUTOMATION (TEAM WORK)

40.	<b>Mr. Aejaz Ahmad Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• Co-ordination with computer In-charge and consultant for networking and other ICT problems.</li> <li>• Help and support to automation team.</li> <li>• Processing, Editing, Rectification of Data.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
41.	<b>Mr. Prakash Chand Library Assistant</b>	<ul style="list-style-type: none"> <li>• Maintain and support library software (LibSys).</li> <li>• Co-ordination/ supporting between M/s.LibSys Ltd. and SOL- IT Team and library operational work.</li> <li>• Take care of E.O.C. and facilitate to User of Enabling Unit.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
42.	<b>Mr. Arun Kumar Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Data Entry of books.</li> <li>• Generating, pasting and laminating of bar code labels.</li> <li>• Maintenance and arrangement of book stacks</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
43.	<b>Mrs. Alisha Sharma Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Data Entry of books.</li> <li>• Generating, pasting and laminating of bar code labels.</li> <li>• Maintenance and arrangement of book stacks</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>

44.	<b>Mrs. Priyanka Nigam Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Data Entry of books.</li> <li>• Generating, pasting and laminating of bar code labels.</li> <li>• Maintenance and arrangement of book stacks</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
45.	<b>Mrs. Pushpa Negi Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Data Entry of books.</li> <li>• Generating, pasting and laminating of bar code labels.</li> <li>• Maintenance and arrangement of book stacks</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>

### **BOOK BANK (OPEN ACCESS SYSTEM)**

46.	<b>Mr. Chander Mohan Singh Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• To perform under the overall supervision of the In-charge of the unit/section and assisting them in routine work.</li> <li>• Help and support to circulation staff and students.</li> <li>• Checking of Accessioned Bills</li> <li>• Attending holiday Saturday and Sunday duties.</li> <li>• <input type="checkbox"/> All other such jobs as may be assigned from time to time</li> </ul>
47.	<b>Mrs. Madhu Jain Semi Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• Accessing of books.</li> <li>• Completion of Annual Record for Audit.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
48.	<b>Mr. Shri Dass Semi Prof. Asstt.</b>	<ul style="list-style-type: none"> <li>• Verification of dues for all book bank students.</li> <li>• Receiving cash/ issuing the receipts for over charges from/to students</li> <li>• Checking of weeded out list.</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
49.	<b>Mr. Sanjay Sharma Library Attendant</b>	<ul style="list-style-type: none"> <li>• Receiving of Bills from Procurement Section.</li> <li>• Arranging the books according to bill.</li> <li>• Physical checking of new arrivals.</li> <li>• Completion of new arrivals</li> <li>• Maintenance and arrangement of book stacks</li> <li>• All other such jobs as may be assigned from time to time.</li> </ul>
50.	<b>Mr. Pramod Kumar Library Attendant</b>	<ul style="list-style-type: none"> <li>• Maintenance and arrangement of book stacks.</li> <li>• Searching out the damaged books mending them and preparing them for binding.</li> <li>• Issue of Books to the B.A. Programme students.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>
51.	<b>Mr. Sanjeev Kumar Library Attendant</b>	<ul style="list-style-type: none"> <li>• Renewal of students of different courses.</li> <li>• Maintenance and arrangement of book stacks.</li> <li>• Issue and return of books to/ from all PG courses.</li> <li>• Issue of Books to the B.Com. Programme students.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>
52.	<b>Mrs. Vandana Gupta Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Stamping on books</li> <li>• Maintenance and arrangement of book stacks.</li> <li>• Searching out the damaged books mending them and preparing them for binding.</li> <li>• Issue/ Return of Books to/from (Hons.) students.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>
53.	<b>Mrs. Satinder Kaur Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Maintenance and arrangement of book stacks</li> <li>• Pasting of issue slip.</li> <li>• Issue and return of books to/ from all B.Com. courses.</li> <li>• Listing of books for weeding out.</li> <li>• All other such jobs as may be assigned from time to time</li> </ul>



### HELP DESK/ ENQUIRY

54.	<b>Mrs. Sanju Library Attendant</b>	<ul style="list-style-type: none"><li>• Provide information about the library.</li><li>• Check the name of illegible student of Book Bank from Desktop.</li><li>• Maintenance and arrangement of book stacks.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
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### CHECK POINT

55.	<b>Mrs. Chandra Mani Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"><li>• To check the books issued from different counters.</li><li>• <input type="checkbox"/> All other such jobs as may be assigned from time to time.</li></ul>
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### PROPERTY COUNTER

56.	<b>Mr. Brij Lal Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"><li>• To keep the Bags/ Student belongings on the rack.</li><li>• All other such jobs as may be assigned from time to time</li></ul>
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### FARASH AND SAFAIKARAMCHARI

57.	<b>Mrs. Saraswati Farash</b>	<ul style="list-style-type: none"><li>• Reading Room.</li></ul>
58.	<b>Mrs. Salma Farash</b>	<ul style="list-style-type: none"><li>• Hons. and Postgraduate Section.</li></ul>
59.	<b>Mr. Mahesh Safaikaramchari</b>	<ul style="list-style-type: none"><li>• Teacher Unit and stairs.</li></ul>
60.	<b>Mrs. Dharmo Safaikaramchari</b>	<ul style="list-style-type: none"><li>• Hons., Postgraduate and Reading Room</li></ul>
61.	<b>Mr. Jagan Singh Farash (Ad-hoc)</b>	<ul style="list-style-type: none"><li>• Teacher Unit</li></ul>
62.	<b>Mr. Vikas Dhankher Farash (Ad-hoc)</b>	<ul style="list-style-type: none"><li>• Consultant Room and stairs.</li></ul>

Note: 01. Duties of the staff working on Property Counter, Check Post & Help Desk/Enquiry are Rotational.

02. Services of the Library Attendants work on Ad-hoc basis are transferred to different Sections/ Counters in the library and the office from time to time on the Basis of Requirement during rush of work.

**Following Library Attendants (Ad-hoc) are working in different counters of SOL office.**

- |                        |                        |
|------------------------|------------------------|
| 01) Mr. Atul Kapoor    | 13) Mr. Subhash Gautam |
| 02) Mr. Dhanpat Singh  | 14) Mr. Vikas Sharma   |
| 03) Mr. Krishan Kumar  |                        |
| 04) Mr. Mukesh Goswami |                        |
| 05) Mr. Nafees Ahmed   |                        |
| 06) Mrs. Om Wati       |                        |
| 07) Mr. Parvez Khan    |                        |
| 08) Mrs. Poonam Rani   |                        |
| 09) Mrs. Sameena Iqbal |                        |
| 10) Mr. Sandeep Gupta  |                        |

11) **Mr. Satish Goswami**

12) **Mr. Satya Prakash**

## SOUTH STUDY CENTRE, SOL

<b>Dr. Tapan Prasad Biswal Deputy Director</b>	Overall Incharge of South Study Centre, SOL
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### ADMISSION & EXAMINATION SECTION

<b>Sh. Sanjay Aggarwal Asstt. Registrar</b>	Incharge of Admission and Examination Sections of South Study Centre
<b>Sh. Yogesh Kumar Assistant</b>	Providing administrative support to the Dy. Director, SSC

### ADMISSION SECTION STAFF

1.	<b>Mr. Ravinder Ranga Section Officer</b>	<ul style="list-style-type: none"><li>• Supervision of Admission section</li></ul>
2.	<b>Mr. Suraj Kumar Senior Assistant</b>	<ul style="list-style-type: none"><li>• To look after the entire work in the absence of S.O.</li><li>• Dealing with fresh/old Admission Roll No. 0001 to 4000 of B.Com</li><li>• Correspondence with the University under the supervision of S.O.</li></ul>
3.		<ul style="list-style-type: none"><li>• Dealing with fresh/old Admission Roll No. 14001 onward of B.A Programme</li><li>• To assist the Computer/Dealing B.A/B.Com when required</li></ul>
4.	<b>Mr. Suraj-II Assistant</b>	<ul style="list-style-type: none"><li>• Dealing with fresh/old Admission Roll No. 0001 to 5000 of B.A. Programme</li><li>• To assist the Computer/Dealing B.A/B.Com when required</li></ul>
5.	<b>Sh. Madan Kumar Jha, Daftry</b>	<ul style="list-style-type: none"><li>• Sorting of files</li></ul>
6.	<b>Sh. Edward Tete, O.A</b>	<ul style="list-style-type: none"><li>• Helping in section work.</li></ul>
7.	<b>Sh. Chander Shekhar U.L</b>	<ul style="list-style-type: none"><li>• Sorting of files.</li></ul>

### EXAMINATION SECTION STAFF

1.	<b>Sh. Suresh Chand Verma Section Officer</b>	<ul style="list-style-type: none"><li>• Supervision of Examination Section, and all related Work</li></ul>
2.		<ul style="list-style-type: none"><li>• Preparation of Provisional Certificates of B.A/B.com.</li><li>• Dealing Cases of Special Chance of B.A/B.Com.</li><li>• Keep all miscellaneous record of University.</li><li>• To assist the Computer/Dealing with required</li></ul>
3.	<b>Ms. Usha Malhotra Assistant</b>	<ul style="list-style-type: none"><li>• Dealing with the Current/Ex B.Com, second year students &amp; maintenance of record for the same and correspondence Work</li><li>• To assist the Computer/Dealing with required.</li><li>• Issue of Duplicate Exam Forms.</li><li>• Issue of Duplicates Exam Admit Cards.</li><li>• Accept Examination forms alongwith Drafts of B.A/B.Com (Current/Ex) I, II, III year.</li><li>•</li></ul>
4.	<b>Mr. Harish Manchanda Assistant</b>	<ul style="list-style-type: none"><li>• All types of Enquiry with the Students at Enquiry Counter</li><li>• To assist the Computer/Dealing with required.</li><li>• Issue of Duplicate Exam Forms.</li><li>• Issue of Duplicates Exam Admit Cards.</li><li>• Accept Examination forms along with Drafts of B.A/B.Com (Current/Ex) I, II, IIIrd year.</li></ul>
5.	<b>Ms. Geeta Garg Assistant</b>	<ul style="list-style-type: none"><li>• Dealing with the Current/Ex.B.A. Second year Students &amp; maintenance of Record for the same and correspondence work.</li><li>• To assist the Computer/Dealing with required.</li><li>• Issue of Duplicate Exam Forms.</li><li>• Issue of Duplicates Exam Admit Cards.</li><li>• Accept Examination forms alongwith Drafts of B.A/B.Com (Current/Ex) I,II,IIIrd year.</li></ul>

6.		<ul style="list-style-type: none"> <li>• Dealing with the Ex.B.A. First year Students &amp; maintenance of Record for the same and correspondence work &amp; sent Examination forms alongwith statement of Marks of Promoted students.</li> <li>• To assist the Computer/Dealing with required.</li> <li>• Issue of Duplicate Exam Forms.</li> <li>• Issue of Duplicates Exam Admit Cards.</li> <li>• Accept Examination forms alongwith Drafts of B.A/B.Com (Current/Ex) I,II,IIIrd year</li> </ul>
7.	<b>Mr. R.P. Batra Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing with the current/Ex. B.A third year Students &amp; maintenance of Record for The same and correspondence work.</li> <li>• To assist the Computer/Dealing with required.</li> <li>• Issue of Duplicate Exam Forms.</li> <li>• Issue of Duplicates Exam Admit Cards.</li> <li>• Accept Examination forms alongwith Drafts of B.A/B.Com (Current/Ex) I,II,IIIrd year</li> </ul>
8.	<b>Ms. Purnima Gupta Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing with the Ex B.Com first year students &amp; maintenance of record for the same and correspondence work &amp; sent Examination forms along with statement of marks of promoted students</li> <li>• To assist the Computer/Dealing with required.</li> <li>• Issue of Duplicate Exam Forms.</li> <li>• Issue of Duplicates Exam Admit Cards.</li> <li>• Accept Examination forms along with Drafts of B.A/B.Com (Current/Ex) I, II, III year</li> </ul>

## COMPUTER SECTION

<b>Sh. Sanjay Gupta Jr. Programmer</b>	Incharge of Computer Section of South Study Centre Networking, maintenance etc.
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## COMPUTER STAFF

1.	<b>Mr. P.K.Goel, Console Operator</b>	<ul style="list-style-type: none"> <li>• To act as a supervisor/sectional head of Computer Section, South, SOL</li> <li>• Maintenance of server, computers and other peripherals.</li> <li>• Instructing staff in daily routine matters and to cross check whether the task has been accomplished satisfactory.</li> <li>• Maintaining Discipline, cleanliness and office decorum</li> </ul>
2.	<b>Ms. Lalita Gupta, Word Processing Applicator</b>	<ul style="list-style-type: none"> <li>• Scanning, Cropping, clipping and Printing of I-cards of B.A course</li> <li>• Printing of Demand Letters/Confidential List/Admission tickets of B.A Course</li> <li>• Printing of different types of lists/reports as directed by Console Operator /Incharge Computers.</li> <li>• Feeding/Correcting data related to Admission/Exam/Cash and other concerned sections</li> </ul>
3.	<b>Ms. Neeta Narang, Technical Assistant</b>	<ul style="list-style-type: none"> <li>• Scanning, Cropping, clipping and Printing of I-cards of B.Com course</li> <li>• Printing of Demand Letters/Confidential List/Admission tickets of B.Com Course.</li> <li>• Printing of different types of Lists/reports as directed by Console Operator /Incharge Computers.</li> <li>• Providing Technical support alongwith Console Operator in maintaining computers and other peripherals to make them operational</li> </ul>
4.	<b>Ms. Bhawna Kharab Lab. Attendant</b>	<ul style="list-style-type: none"> <li>• Providing support to the Computer Section.</li> </ul>

## CASH SECTION

1.	<b>Mr. Ashwani Kumar Section Officer</b>	<ul style="list-style-type: none"> <li>• Supervision of Staff, Checking of subsidiary cash book, day book, remittance register, Imprest A/c, Bank</li> <li>• Reconciliation of all the bank accounts maintained with the SBI, South Moti Bagh, maintaining the leave record of the cash section and correspondence with the bank, if any.</li> <li>• To co-ordinate with the cashiers in their work during rush period</li> </ul>
2.	<b>Mr. Chander Shekhar Senior Assistant</b>	<ul style="list-style-type: none"> <li>• To receive cash and issue receipts to the students.</li> <li>• In the evening, to collect and check the demand drafts received by the individual users</li> <li>• Collecting the drafts, to merge all the drafts category wise according to collection Register</li> <li>• To take the print of consolidated report of drafts, to check each and every <b>draft</b> with the consolidated statement, with the help of all the cashiers</li> <li>• To deposit the each day collection, on every working day in the State Bank of India, Moti Bagh, New Delhi.</li> <li>• To maintain the subsidiary cash books, day book, and writing of Bank Remittance Register.</li> <li>• To maintain the imprest register and imprest A/c</li> <li>• In addition to above, to maintain the main cash book of all the bank accounts with their bank reconciliation, maintained with the State Bank of India, Moti Bagh</li> </ul>
3.	<b>Sh. Rajesh Lal Goswami Assistant</b>	<ul style="list-style-type: none"> <li>• To receive cash and issue receipts to the students.</li> <li>• To Assist Shri Chander Shekhar, in checking of bank drafts of individual user, consolidated statements of demand drafts</li> <li>• To make the bank-wise, bank deposit vouchers.</li> <li>• To assist Shri Chander Shekhar for maintaining the Main Cash Books for the purpose of Bank Reconciliation, etc.</li> <li>• In addition to this, to look after the whole seat work of Shri. Chander Shekhar, in his absence.</li> </ul>
4.	<b>Mr. Sandeep Nigam Assistant</b>	<ul style="list-style-type: none"> <li>• Sale of prospectus</li> <li>• To receive cash and issue receipts, during rush periods of admissions and submission of examination forms.</li> <li>• Diary and Despatch.</li> <li>• During rush period, to check the demand drafts and consolidated statements of demand drafts</li> </ul>
5.	<b>Benny Murugesan Sorter</b>	<ul style="list-style-type: none"> <li>• Counting of prospectus received from the General Section, and to bring in the notice of missing prospectus if any, with a view to inform the General /Printing Section, for their recovery.</li> <li>• Sale of prospectus, during rush period either Mr. Nigam is engaged with issue of receipts or on leave.</li> <li>• Sorting of Exam. Forms, Admission Forms, and accompanying the cashier to deposit the collection of the day in the State Bank of India, Moti Bagh, New Delhi.</li> <li>• To collect the bank statement in r/o all the bank accounts, maintained with the State Bank of India, Moti Bagh, New Delhi, for bank reconciliation</li> </ul>
6.	<b>Sh. Manoj Kr. Kushwaha, O.A</b>	<ul style="list-style-type: none"> <li>• Helping in section.</li> </ul>

#### MAILING/D&C SECTION

1.	<b>Ms. Asha Chawla, Senior Assistant</b>	<ul style="list-style-type: none"> <li>• Dealing of Mailing Section</li> </ul>
2.	<b>Mr. Aji Pal Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• B. Com. I, II, IIIrd year Dealing</li> <li>• Make the necessary entry in the Stock Register.</li> </ul>
3.	<b>Mr. A. N. Pandey Jr. Assistant</b>	<ul style="list-style-type: none"> <li>• B. A.,(Prog.) I, II, IIIrd year Dealing</li> <li>• Make the necessary entry in the Stock Register</li> </ul>
4.	<b>Sh Qamruddin Sorter</b>	<ul style="list-style-type: none"> <li>• Made Complete sets of B. Com. I, II &amp; IIIrd yr</li> </ul>
5.	<b>Sh. Prashant Rana Daftry</b>	<ul style="list-style-type: none"> <li>• Help in distribution of study material to the students</li> </ul>
6.	<b>Sh. Harbhajan lal, U.L</b>	<ul style="list-style-type: none"> <li>• Help in distribution of study material to the students</li> </ul>
<b>Sh. Mahender Prakash Niwari</b>		<ul style="list-style-type: none"> <li>• Maintenance work</li> </ul>

## LIBRARY, SOUTH STUDY CENTRE

1.	<b>Ms. Neelam Malhotra, Professional Assistant</b>	<ul style="list-style-type: none"> <li>• Performing, supervising, monitoring the activities of the library as a In-Charge</li> <li>• Issuing no dues and clearance certificate</li> <li>• Orientation / Guidance / Reference for the students.</li> <li>• Maintaining the discipline in the library.</li> <li>• Approval / Forwarding leave applications of the library staff.</li> <li>• Arrangement of holidays duties and attending the holidays duties as and when required</li> <li>• Coordinating with the main library.</li> <li>• All other such jobs may be assigned time to time</li> </ul>
2.	<b>Ms. Sunita Bhatia, Semi Professional Assistant</b>	<ul style="list-style-type: none"> <li>• Listing of books of Book Bank in the accession register received from the main library.</li> <li>• Registration &amp; maintaining of periodicals.</li> <li>• Maintaining the book bank, reading room, registration and clearance counter.</li> <li>• Collection and deposit of over due charges.</li> <li>• Assisting in opening and closing the library.</li> <li>• Assisting in reference quarries.</li> <li>• All other such jobs may be assigned time to time</li> </ul>
3.	<b>Ms. Vijay Lukshmi, Semi Professional Assistant</b>	<ul style="list-style-type: none"> <li>• Listing of books of Book Bank in the accession register received from the main library.</li> <li>• Registration &amp; maintaining of periodicals.</li> <li>• Maintaining the book bank, reading room, registration and clearance counter.</li> <li>• Collection and deposit of over due charges.</li> <li>• Assisting in opening and closing the library.</li> <li>• Assisting in reference quarries.</li> <li>• All other such jobs may be assigned time to time</li> </ul>
4.	<b>Ms. Sudesh Khera, Library Attendant</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>
5.	<b>Ms. Inderjeet Kaur, Library Attendant</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>
6.	<b>Sh. Anil Kumar, Library Attendant</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>
7.	<b>Sh. Vinay Aggarwal, Library Attendant</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>
8.	<b>Ms. Anuradha, Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>
9.	<b>Ms. Babita Goswami Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>
10.	<b>Sh. Ravi Bhushan Bajaj, Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>
11.	<b>Ms. Rajni Prabhakar Library Attendant (Ad-hoc)</b>	<ul style="list-style-type: none"> <li>• Assisting in issuance / deposit the books to the students</li> </ul>

- Since the activities performed at School of Open Learning are very complex and time bound, the employees may be asked by the Competent Authority to conduct all such activities in addition to the above in the public interest and in the interest of the student.