

MANUAL 2

Section 4(I) (b)(ii)

Powers and duties of the officers and employees: of the officers and employees:

I Governing Body

The powers and duties of the Governing Body and other authorities as per Statute 30 and Ordinance XVIII of the University of Delhi are specified in Governance of Colleges, University of Delhi.

II Principal

Principal is the Chief Executive and Academic Officer of the college. He is responsible for appropriate administration and organisation, of teaching and extracurricular activities in the college.

III Administrative Staff

ADMINISTRATION

Mr. Zafar Kamal A. O.
Ms. Samia Qureshi S.O. A/c
Mr. Ayaz Ahmad Sr. Asstt.
Mr. Shahzad Ahmad Sr. Asstt.
Mr. Mohd. Javed Asif Sr. Asstt.
Mr. Ikramuddin Asstt.
Mr. Mumtaz Ali Hashmi Asstt.
Mr. Asif Alam Asstt.
Mr. Nizam Ashraf Jr. Asstt.
Mr. Mohd Azam Jr. Asstt.
Mr. Mohd. Aslam **Adhoc** Jr. Asstt.
Mr. Haneef Mohd Khan **Adhoc** Jr. Asstt.
Mr. Mukhtar Ahmad Gest. Operator

LIBRARY STAFF

Dr. Imran Khan	Librarian
Mr. Naseem Raza	Professional Assistant
Mr. Kifayatullah Khan	Semi Professional Assistant
Mr. Brij Bhushan	Library Assistant
Mr. Mohd. Zahid	Library Assistant
Mr. Hafiz Ahmad	Library Attendant
Mr. Mushtaq Alam	Library Attendant
Mr. Mohd. Rashid	Library Attendant
Mr. Mohd. Aamil	Library Attendant
Mr. Tarun Chauhan	Library Attendant

LABORATORY STAFF

BOTANY

- Mr. Prithvi Pal Singh (Lab. Asstt.)
- Mr. Mohd. Aqil (Lab. Asstt.)
- Mr. Mohd. Afzal (Lab. Asstt.)
- Mr. Shan Mohammad (Lab. Asstt.)
- Mr. Triloki Nath (Lab. Asstt.)

- Mr. Mohd. Ibrahim (Lab. Asstt.)
- **Mr. Shakeel Khan (Lab. Attd.)**
- Mr. RazzakMohd. (Lab. Attd.)
- Mr. Shamim (Lab. Attd.)

CHEMISTRY

- Mr. SurajNarain Singh (Lab. Asstt.)
- Mr. Ashok Bhatnagar (Lab. Asstt.)
- Mr. Harcharan Singh (Lab. Asstt.)
- Mr. Mohd. Tayyab (Lab. Asstt.)
- Mr. TahseenulWaheed Khan (Lab. Asstt.)
- Mr. Durga Prasad (Lab. Asstt.)
- Mr. Manoj Kumar (Lab. Asstt.)
- Mr. Ashok Verma (Lab. Asstt.)
- Mr. AnasTasleem (Lab. Asstt.)
- Mr. Irfanuddin (Lab. Asstt.)
- Mr. Ayaz Ahmad (Lab. Attd.)
- Mr. Bhagwati Prasad (Lab. Attd.)
- Mr. Mohd. Saleem (Lab. Attd.)
- Mr. Janardhan (Lab. Attd.)
- Mr. Amit Kumar (Lab. Attd.)
- Mr. Pankaj (Lab. Attd.)
- Mr. BhaskaraNand (Lab. Attd.)
- Mr. Mohammad AsjadTasleem (Lab. Attd.)
- Mr. Mohammad Waseem (Lab. Attd.)
- Mr. Rahul Negi (Lab. Attd.)
- Ms. Neelam (Lab. Attd.)

PHYSICS AND ELECTRONICS

- Mr. Mohd. Yaqoob (Lab. Asstt.)
- Mr. Kamesh Kumar (Lab. Asstt.)
- Mr. Javed Ali (Lab. Asstt.)
- Mr. Mohd. Yameen Khan (Lab. Asstt.)
- Mr. Rozuddin (Lab. Asstt.)
- Mr. Pappu Sen Thakur (Lab. Asstt.)
- Mr. Grijesh Yadav (Lab. Asstt.)
- Mr. Ajay Singh (Lab. Asstt.)
- Mr. Bhupinder Pal Singh (Lab. Attd.)
- Mr. LokNath (Lab. Attd.)
- Mr. Dheeraj Kumar Arya (Lab. Attd.)
- Mr. Khemraj (Lab. Attd.)
- Mr. HaseebAbbasi (Lab. Attd.)

PSYCHOLOGY

- Mr. Birbal (Lab. Asstt.)
- Mr. Mohd. Khalid (Lab. Attd.)

- **ZOOLOGY**

- Mr. M. T. M. Ansari (Lab. Asstt.)
- Mr. Rajinder Singh (Lab. Asstt.)
- Mr. Brijender Pal Singh (Lab. Asst.)
- Mr. Ahtasham (Lab. Asst.)
- Mr. LavkeshJedia (Lab. Asst.)
- Mr. Mohd. Saeed (Lab. Attd.)
- Mr. Kunal Singh (Lab. Attd.)
- Mr. Iqbal Qasim (Lab. Attd.)
- Mr. Suhail Ahmed (Lab. Attd.)

- **OFFICE ATTENDANT**

- Mr. Zameeruddin
- Mr. Shafiq Ahmad
- Mr. Sri Bhagwan
- Mrs. Samar Jahan
- Mr. Mohd. Younus
- Mr. Syed Sohrab Ali
- Mr. Shiv Charan (Hostel)
- Ms. MadhuLata (MTS office)

- **CHOWKIDARS**

- Mr. TejBahadur (Havaladar)
- Mr. Mohd. Firoz Khan (Chowkidar)

MUSEUM CURATOR

- Ms. Tasneem Akhtar

- **GESTETNER OPERATOR**

- Mr. Mukhtar Ahmad

DAFTARI

- Mr. SomDutt
- Mr. Neaz Ahmad Usmani

MALIS

- Mr. Parmanand Pant
- Mr. Iqbal
- Mr. Rajesh Kumar
- Mr. Rajinder Kumar Barik

- **SAFAI KARAMCHARIS**

- Mr. Rajbir

- Mr. Sunil
- Mr. Anil
- Ms. PremWati
- Mr. Omed Pal

DUTY CHARTS-2016 **ADMINISTRATION**

Mr. Zafar Kamal (A.O. + Sr. P.A.)

- 1 Over all supervision of Administration & Accounts Section.
- 2 All work related to trust.
- 3 Building Committee meeting and all work related to construction of auditorium and 2nd phase of building including all relevant liaison work.
- 4 Preparation of a roaster to watch seniority & promotions.
- 5 Processing the cases related to seniority, promotions, deputation of the teaching and non teaching staff to be put to the Bursar/Principal.
- 6 Management of C.R of all non-teaching staff.
- 7 Delhi University examination work.
- 8 Any other work assigned by the Principal / Any competent Authority.

Mr. Ayaz Ahmed (Sr. Assistant)

- 1 Oversee all works of staff of Administration.
- 2 Process promotion of teaching and non teaching staff.
- 3 Maintain personal files and service book of all staff.
- 4 Oversee examination work.
- 5 Maintain CR of all non teaching staff.
- 6 Processing the cases related to Seniority, Promotions, Deputation and Appointment of the teaching and non- teaching staff to be put to the Bursar/Principal.
- 7 Issue of all types of letters to teaching and non-teaching staff.
- 8 Compilation of C.R of all non-teaching staff.
- 9 Any other work assigned by the Principal / Any competent Authority.

Mr. Shehzad Ahmed

- 1 Russian Language Certificate Course
- 2 Overall Supervision of all windows work done by the staff
- 3 Some work of personal files and Service Books of College Staff (Teaching & Non-Teaching) who are going to be retired up to 2018
- 4 Any other work assigned by the Principal/ A.O. /S.O Admn.

Mr. M. Nizam Ashraf

- 1 Data feeding; Admission

- 2 Delhi University Examinations work including seating plan & invigilators duty chart.
- 3 Principal's Office job.
- 4 Updating Teaching & Non-Teaching Lists.
- 5 Checking & sending mails daily.
- 6 Making Duplicate I.D. Cards (Students).
- 7 Prepare Award Lists for College Annual Day
- 8 Any other work assigned by the Principal/ A.O. /S.O Admn.

Mr. Mumtaz Ali Hashmi (window No.8)

- 1 Maintenance and entering the result data in software.
- 2 Checking and verification of Enrolment Forms for admission and sending them to Delhi University.
- 3 Preparation of merit list of the students for Annual Day of the College.
- 4 Preparation & verification of list of meritorious science students and send the same to Delhi University.
- 5 Cancellation, withdrawal and transfer cases of all the students and aslo reporting to the Computer Lab. about the details of the students who do not submit their admission fees.
- 6 Any other work assigned by the Principal/ A.O. /S.O Admn.

Mr. Sumit Kumar Singh

- 1 Non-teaching Leave Record
- 2 Dealing With Post-graduate students
- 3 Hindi Typing work
- 4 All types of Scholarship work
- 5 Any other work assigned by the Principal/ A.O. /S.O Admn.

Mr. Mohd. Azam (Room. No. 1)

- 1 Printing, Distribution and receiving student's attendance sheets from the concerned teachers.
- 2 Feeding of Attendance, Assignments Marks & Class Tests Marks (I. A. records) on computer application.

- 3 Distribution and verification of Examination forms of regular and Ex-Students.
- 4 Online Feeding of Examinations Application Forms of regular and Ex-Students through internet based application on the University Network.
- 5 Printing and Distribution of Admit Cards of regular and Ex-Students
- 6 Dispatch Work
- 7 Maintenance of Internal Assessment records of B. A. Prog. and Bachelor with Hons. (All languages) courses.
- 8 Work related to all **Contractual Staff** (New Appointments - Stamp paper agreements (b) Leave records (c) Deduction of salary for availing additional leaves
- 9 Issue of Railway vacation concessional form.
- 10 Hindi Translation & Typing work assigned by Sr. Officers.
- 11 Other official works assigned by the Sr. Officers.

Mr. Hanif Mohd. Khan (Room No. 5)

- 1 Maintain leave records of all teaching including adhoc/temporary and non-teaching (permanent).
- 2 Issue of College Identity Card to the College Employees (Teaching & Non-Teaching)
- 3 Receipt of Dak.
- 4 Any other work assigned by the Principal/ A.O. /S.O Admn.

ACCOUNTS

Ms. Samia Qureshi (S.O. Accounts)

- 1 Supervise All works of Accounts Section
- 2 Audit works
- 3 Oversee Fixation of Pay and pension
- 4 Deals with Ministry, UGC, University, etc.
- 5 Preparation of Budget Estimates and Fund utilization
- 6 Keep watch over the progress of expenditure under General Fund, Student Fund, Other funds, Building Fund, OBC Fund, Special Fund, Funds awarded separately to teachers and funds related to scholarship
- 7 Dealing with Provident Fund
- 8 Any other work assigned by A.O, Bursar, Principal.

Mr. Irshad (Accounts)

- 1 Verification of all scholarships of the students who belong to different states of India & other scholarship from DU etc.
- 2 Preparation of the list of scholarship and sending it to the Delhi University.
- 3 Whole typing works of students societies.
- 4 Maintain of Leave record of permanent Non-Teaching Staff.
- 5 Maintain Leave record of Ad-hoc Teachers.
- 6 Delhi University Examinations work including seating plan.
- 7 Issue of all certificates including provisional & College Leaving Certificate.
- 8 Supervision of all types of leave including Study Leave, CCL, etc including deputation cases.
- 9 ESIC work for non-teaching contractual employees.
- 10 Any other work assigned by the Principal/ A.O. /S.O Admn.

Mr. Mohd. Javed Asif (Assistant)

- 1 Prepare/maintain Salary bills, LTC/HTC, Re-imbusement of Tuition Fees, PF, Salary Transfer vouchers, Calculation of Income Tax, Pay Fixation, Retirement benefits of all permanent Administrative and Library staff.
- 2 Salary of Contractual staff.
- 3 Audit Work
- 4 Making of Monthly Allowance.
- 5 Passing the Misc. bills like Building Repair Bills, A.C. Bills, Computer Bills and Liveries to IV Class employee bills etc.
- 6 Reconciliation of Salary Cash Book and P.F. Cash Book.
- 7 Preparation for budget.

- 8 ACP & MACP related work under supervision of A.O.
- 9 Any other work assigned by S.O. Accounts, A.O, Bursar, Principal.

Mr. Ikramuddin (Assistant)

- 1 Prepare/maintain Salary bills, LTC/HTC, Re-imburement of Tuition Fees, PF, Salary Transfer vouchers, Calculation of Income Tax, Pay Fixation, Retirement benefits of all permanent Teaching staff
- 2 Payment of Guest Lecturer
- 3 Clearance/Passing of all Laboratory contingency bills and Misc. bills
- 4 Reconciliation of General Fund
- 5 Preparation of Budget (Regarding details of Teaching Staff)
- 6 Any other work assigned by S.O. Accounts, A.O, Bursar, Principal.

Mr. Mohd. Aslam (Jr. Assistant)

- 1 All Medical Bills Teaching, Non-Teaching & Pensioners.
- 2 Any other work assigned by S.O. Accounts, A.O., Bursar, Principal.

Mr. Mohd. AasifAlam (Jr. Assistant)

- 1 Prepare/maintain Salary bills, Pension bills, LTC/HTC, Re-imburement of Tuition Fees, PF, Calculation of Income Tax, Pay Fixation, Retirement benefits of all permanent Laboratory staff.
- 2 Passing the Misc. bills like Electricity Bills, Water Bills, all Library Bills and Telephone Bills etc.
- 3 Reconciliation of Student Fund, Building Fund & OBC Infrastructure Fund Cash Book.
- 4 Preparation of Budget (Regarding Details of Lab. Staff Salary & Pension).
- 5 Audit Work.
- 6 Monthly PF transfer to CRA (NSDL) of all NPS Employees.
- 7 Any other work assigned by S.O. Accounts, A.O, Bursar, Principal.

LIBRARY STAFF FOR 2016-17

Dr. Imran Khan Librarian

1. Supervising/Controlling and monitoring of whole library staff and students.
2. Planning & implementing new technology & provide guidance to the library staff.
3. Providing the internet access service to the students & maintenance of hardware/software & peripherals etc.
4. Maintaining the discipline in the library.
5. Arrangement of shift/holiday duties.
6. Sanctioning & maintaining the casual leave records & forwarding medical leave & earned leave.
7. Maintaining the library building.
8. Planning & organizing extension activities.
9. Performing and supervising all professional and technical work relating to book, journal, collection development and reference document. Rectification & Stock verification, User facilities.

Acquisition Work	:	Preparing Purchase order, Receipt.
Approval of Books	:	Bill preparation, Maintenance of Bill Register & Expenditure Register.
Processing Work	:	Cataloguing.
Periodical Work	:	Order/Renewal of Periodical's Subscription.
Technical Processing	:	Data entry into computer. Budget entry according to Subject wise allotment & Department wise Books entry.

Mr. Naseem Raza Professional Assistant

1. To assist Librarian in all the administrative activities related to the proper functioning of the library.
2. Supervising and controlling of the subordinate staff and to function as their Reporting Officer to the Librarian.
3. To classify and catalogue the documents.
4. To assist the Librarian in acquiring reading material.
5. To provide reference and documentation services.
6. To prepare bibliographies and indexes.
7. To assist the Librarian in the maintenance of discipline in the library.
8. Any other duties assigned by the Librarian from time to time.

Maintenance	:	Entry of all periodicals & journals & maintain their record.
Dealing	:	Students and Staff.
Display	:	New Arrival Book, Periodicals & Journals.
Processing Work	:	Cataloguing.

Mr. KifayatUllah Khan
Semi Professional Assistant

- Membership Work** : Registration of students and teacher and preparing membership cards. Maintenance of membership records, Collection of overdue fine, issuance of clearance certificate, maintain inter library loan transaction record.
- Dealing** : Students and Staff.
- Processing Work** : Cataloguing, Preparation of Book Cards etc.

Any other duties assigned by the Librarian/Professional Assistant from time to time.

Library Assistant

1. **Secretarial Jobs** : Performing the administrative and financial jobs in respective units, sections (e.g. secretarial jobs, dairy, dispatch, recording of files, maintenance of files and records; typing and cutting of stencils, data entry work, and attending to jobs at Banks, Post Offices, Departments, Administration, Finance etc.)
2. **Display** : Books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. **Shelf rectification** : Putting and rectifying books, periodicals (both loose and bound volumes), and documents in other media, according to classification scheme followed in the library.
4. **Data Entry** : Entry of bibliographic data of books acquired by the library in the library automation software.
5. **User Assistance** : Assist users in searching books and periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes).
Assisting special and providing library services to the users with needs.
6. **Processing** : Preparation of books, periodicals, newspapers and other documents including searching out the damaged books and periodicals for binding. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media:
Depending on the requirements, writing on the book plate, book tag, due date slip, spine tag etc.

7. **Reprography** : Performing the job of Xeroxing, preparing sets of cyclostyled/Xeroxed copies of sets documents for the users. Performing the Scanning work. Printing of bar code labels and magnetic strips etc.
8. **Other Activities** : Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively. Performing other library oriented jobs such as printing multiple library catalogue cards, charging/discharging books and periodicals manually and through Integrated Online Membership and Circulation System, recording overdue books, issue of reader's tickets and cards, writing work and other jobs related to library books and journals. Performing holiday and weekend and shift duties. All other such jobs as may be assigned from time to time.

Library Attendant

1. **Dusting** : Books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.
2. **Shelving & Display:** books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening/Closing of the Library.
4. Manning the Check Point/Property Counter.
- a. **Shelf rectification** : Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
5. Arrangement of chairs, tables in respective units, sections and in the reading halls.
6. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc. Library services for users with special needs
7. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media.

8. Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
9. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for the users.
10. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
11. Searching out the damaged books and periodicals, mending them and preparing them for binding.
12. Pasting of bar code labels and magnetic strips on books, periodicals etc.
13. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.
14. Collection of parcels from Rail, Road and Air etc.
15. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)
16. Attending holiday and weekend and shift duties.
17. All other such jobs as may be assigned from time to time.