

## MANUAL 2

### Section 4(l) (b)(ii)

#### **Powers and duties 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. Najmuddin	S. O. Admn
Ms. Samia Qureshi	S.O. A/c
Mr. Syed Nazim Ali	Sr. Asstt.
Mr. Syed Hasan Abid	Sr. Asstt.
Mr. Ayaz Ahmad	Asstt.
Mr. Mohd. Naseem	Asstt.
Mr. Saleem Malik Javed	Asstt. (On Leave)
Mr. Shahzad Ahmad	Asstt.
Mr. Mohd. Javed Asif	Jr. Asstt.
Mr. Ikramuddin	Jr. Asstt.
Mr. Mumtaz Ali Hashmi	Jr. Asstt.
Mr. Mohd. Aslam	<b>Adhoc</b> Jr. Asstt.
Mr. Haneef Mohd Khan	<b>Adhoc</b> Jr. Asstt.
Mr. Zafar Kamal	Sr. P.A.
Mr. Sami Ullah.	Gest Operator

#### **LIBRARY STAFF**

Mr. Mohd. Jawaid Eqbal	Officiating Librarian
Mr. Fateh Mohd.	SPA
Mr. Kifayatullah Khan	SPA
Mr. Tanweerul Waheed Khan	SPA
Mr. Mohd. Shakeel	Lib. Attendant
Mr. Brij Bhushan	Lib. Attendant

Mr. Tarun	Lib. Attendant
Mr. Hafiz Ahmad	Lib. Attendant
Mr. Mushtaq Alam	Lib. Attendant
Mr. Mohd. Zahid	Lib. Attendant
Mr. Mahinder Singh	Lib. Attendant
Mr. Mohd. Rashid	Lib. Attendant
Mr. Mohd. Aamil	Lib. Attendant

### **OFFICE ATTENDANTS**

Mr. Neaz Ahmad Usmani  
Mr. Mohd. Ilyas Khan  
Mr. Zameeruddin  
Mr. Shafiq Ahmad  
Mr. Sri Bhagwan  
Mrs. Samar Jahan  
Mr. Mohd. Younus  
Mr. Syed Sohrab Ali  
Mr. Mohd. Shakeb (Under Suspension)  
Mr. Shiv Charan

### **CHOWKIDARS**

Mr. Tej Bahadur	Havaldar
Mr. Banchha Nidhi Bal	Chowkidar
Mr. Mohd. Firoz Khan	Chowkidar

### **DAFTARI**

Mr. Mukhtar Ahmad  
Mr. Som Dutt

### **MALIS**

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

### **SAFAI KARAMCHARIS**

Mr. Bansi Lal  
Mr. Rajbir  
Mr. Sunil  
Mr. Anil  
Ms. Prem Wati  
Mr. Omed Pal

## **LABORATORY STAFF**

### **CHEMISTRY**

Mr. V. K. Arya	Lab.Asstt.
Mr. Naresh Bhatnagar	Lab. Asstt.
Mr. Suraj Narain Singh	Lab. Asstt.
Mr. Ashok Bhatnagar	Lab. Asstt.
Mr. Lalji Yadav	Lab. Asstt.
Mr. Harcharan Singh	Lab. Asstt.
Mr. Mohd. Tayyab	Lab. Asstt.
Mr. Tahseenul Waheed Khan	Lab. Asstt.
Mr. Durga Prasad	Lab. Asstt.
Mr. Manoj Kumar	Lab. Asstt.
Mr. Ashok Verma	Lab. Asstt.
Mr. Anas Tasleem	Lab. Asstt.
Mr. Irfanuddin	Lab. Attd.
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. Bhaskara Nand	Lab. Attd.

### **PHYSICS AND ELECTRONICS**

Mr. Mohd. Yaqoob	Lab. Asstt.
Mr. Naresh Bhatnagar	Lab. Asstt.
Mr. Kamesh Kumar	Lab. Asstt.
Mr. Javed Ali	Lab. Asstt.
Mr. Mohd. Yameen Khan	Lab. Asstt.
Mr. Rozuddin	Lab. Attd.
Mr. Pappu Sen Thakur	Lab. Attd.
Mr. Grijesh Yadav	Lab. Attd.
Mr. Bhupinder Pal Singh	Lab. Attd.
Mr. Ajay Singh	Lab. Attd.
Mr. Lok Nath	Lab. Attd.

### **ZOOLOGY**

Mr. Jane Alam	Lab. Asstt.
Mr. Male Ram	Lab. Asstt.
Mr. Janak Chand	Lab. Asstt.
Mr. Sadhu Ram	Lab. Asstt.
Mr. M. T. M. Ansari	Lab. Asstt.
Mr. Rajinder Singh	Lab. Asstt.
Mr. Brijender Pal Singh	Lab. Attd.
Mr. Ahtasham	Lab. Attd.
Mr. Mohd. Saeed	Lab. Attd.
Mr. Lavkesh Jedia	Lab. Attd.
Mr. Nisar Ahmed	Lab. Attd.

## **PSYCHOLOGY**

Mr. Bilal

Mr. Mohd. Khalid

Lab. Asstt.

Lab. Asstt.

# **DUTY CHARTS**

## **ADMINISTRATION 2009-2010**

### **S.O. (Administration)**

1. Over all supervision of the section and of work done by the Staff.
2. Preparation of a roaster to watch seniority & promotions.
3. Processing the cases related to seniority, promotions, deputation of the teaching and non-teaching staff and put up to the Bursar/Principal.
4. Processing retirement benefits cases.
5. Verification of entries in Service Books & Stock Registers.
6. Assigning of Examination Duties for House Examination.
7. DTC form verification.
8. Maintenance of personal files of Teaching & Non-Teaching.
9. Work related to Admission.
10. Any other work assigned by the Principal.

### **Mr. Hasan Abid**

1. Maintenance of Service Books (Teaching & Non-Teaching) including recording of H.T.C. / L.T.C.
2. Maintenance of Stock Registers of ;
  - (a) Sanitary items.
  - (b) Consumable items
  - (c) Permanent Asset Register
3. House and Annual Examination Work.
4. Liveries cases.
5. Verification of 1<sup>st</sup> Year Admission forms.
6. Any other work assigned by the Principal / S.O. Admn.

### **Mr. Mohd Naseem**

1. Verification of 1<sup>st</sup> year admission forms of B.Com. (Hons.) / B.Com.(P).
2. Issue of all Certificates except Provisional & College Leaving Certificate.
3. Issue and Verification of Railway Concession forms.
4. House and Annual Examination work.
5. Dispatch work.
6. Any other work assigned by the Principal / S.O. Admin.

### **Mr. Shehzad**

1. Verification of 1<sup>st</sup> year Admission Forms of B.A. (Prog.) for processing his/her Admission.
2. Verification of Examination forms of all courses including M.A., M.Com. & M.Sc. except B.A. (P) & B.Com. (P) for appearing at final examination.
3. Preparation of Date Sheets for House Examination.
4. Supervise the attendance of the students (term-wise) and put on Notice Board for students and also prepare CD for Delhi University.
5. House and Annual Examination work.
6. Any other work assigned by the Principal / S.O. Admin.
  
7. Preparation of list of students e.g. total number of students in each class subject wise, total number of boys & girls and number of students of SC/ST/OBC/FS.

### **Mr. Mumtaz**

1. Verification of 2<sup>nd</sup> year, 3<sup>rd</sup> year and M.A. / M.Sc./M.Com. (Final) students for Re-admission.
2. Maintenance and displaying the results on the Notice Board & enter the result data.
3. Checking and verification of Enrolment Forms for admission and returning to Delhi University.
4. Preparation of merit list of the students for Annual Day of the College.
5. Preparation & verification of a list of meritorious science students and send the same to Delhi University.
6. House and Annual Examination work.
7. Verification of I year Admission forms.
8. Any other work assigned by the Principal / S.O. Admin.

### **Mr. Hanif Khan**

1. Distribution of Identity Cards (College Staff)
2. Issue of Examination Forms of Delhi University of all courses.
3. Verification of Examination Forms of B.Com. (P) all classes with sorting, arranging & stamping of Examination Application Forms.
4. Distribution of Admission Tickets.
5. Keeping records of all 1<sup>st</sup> year students & return the original certificates after checking & cancellation.
6. To maintain the central Dak diary of the college (to receive the Dak from security staff, from Principal Office, Dak from within the Office, etc).
7. House and Annual Examination work.
8. Liveries Distribution.
9. Any other work assigned by the Principal / S.O. Admin.

### **Mr. Aslam**

1. Dealing with the cases of Duplicate mark sheets form.
2. Dealing with the cases of Ex-student Application forms.
3. Distribution of Admission Tickets.
4. Verification of Examination forms of B.A. all classes for appearing in final exams.
5. To maintain sectional diary letters.
6. House and Annual Examination Work.

7. Any other work assigned by the Principal / S.O. Admin.

**Mr. S. Nazim Ali**

1. Russian Language Certificate Course
2. Entire House Examination Work, except date sheet and seating plan. It would include :
  - i) Receiving of question papers and ensuring that they are in order and as per the format.
  - ii) Printing of question papers as per guidelines.
  - iii) Distribution of answer sheets to concerned teacher and collecting them back timely according to guidelines and necessary reminders and follow up.
  - iv) Annual Examinations
3. Verification of examination forms of B.A. (Hons.) classes
4. Maintenance of leave record of teaching and non-teaching staff
5. Any other work assigned by the Principal/S.O. Administration.

**Mr. M. Nizam Ashraf**

1. Verification of SC/ST scholarship of the students who belong to different states of India & other scholarship from DU etc.
2. Preparation of the list of SC/ST scholarship and sending it to the Delhi University.
3. Whole typing works of students societies.
4. Data feeding; Admission.
5. To prepare plan of sitting arrangements of House & Annual Examination.
6. Any other work assigned by the Principal / S.O. Admn.

**ACCOUNTS 2009-2010**

**Samia Farid , (S.O.Accounts)**

1. All work related to Audit
2. All Cases of Fixation of Pay
3. Work related to Pension Fixation
4. All Correspondence with Ministry, UGC & University
5. Preparation of Budget Estimates

6. To keep a watch over the progress of expenditure under each sub-head of General Fund, Student Fund, Other funds, Building Fund, Special Fund, awarded separately to teachers and funds related to scholarship
7. Dealing with Provident Fund
8. Supervision work in relation to work submitted by the Assistants of Accounts Section.

**Ayaz Ahmed (Cashier)**

1. Admission of 1<sup>st</sup> year & M. A (Previous)
2. Re-Admission of 2<sup>nd</sup>, 3<sup>rd</sup> Year & M. A (Final)
3. Preparation & Distribution of Cheques
4. Posting of Cash Book
5. Preparation of Withdrawal Vouchers
6. Collection of Exam Fees for all students
7. Clearance of students at the time of Exam.
8. Cash Receipts including fee
9. Payment and refund/reimbursements in cash as well through cheques including prizes and scholarships
10. Preparation of withdrawal vouchers
11. Posting of Cash Book

**CASH HANDLING**

- (i) Salary of Contractual Employees
- (ii) Distribution of Library Book Bank Security
- (iii) Distribution of Merit Scholarship
- (iv) Distribution of Annual Day Prizes
- (v) Distribution of Fees concession

**Mohd. Javed Asif, (Jr. assistant accounts)**

1. Preparation of Salary bills of all non-teaching employees (excluding Lab. Staff) and all related work including overtime bills and maintenance of Accounts Files and calculation of Income Tax.
2. Clearance of medical re-imburement, LTC/HTC, tuition fee of wards of employees.
3. Maintenance of P.F. accounts of all non-teaching employees (excluding Lab. Staff).
4. Payment of retirement benefits.
5. Clearance of utility bills.
6. Reconciliation of Salary Cash Book and P.F. Cash Book.
7. Audit Work.
8. Preparation of budget.

**Ikramuddin, (Jr. Assistant accounts)**

1. Preparation of Salary bills of Teaching Staff and all related work including maintenance of their Accounts Files, calculation of Income Tax and issue of related certificates
2. Clearance of medical re-imburement, Tuition fee of wards, LTC/HTC bills of Teaching Staff
3. Maintenance of P.F. A/c of Teaching Staff
4. Clearance/Passing of all Laboratory bills and Misc. bills
5. Payment of Retirement benefits to Teaching Staff
6. Reconciliation of General Fund
7. Preparation of Budget

**Irshad, (Jr . Assistant Accounts)**

1. Preparation of Salary bills of Lab. Staff and all related work including maintenance of Account files, calculation of Income Tax.
2. Clearance of medical reimbursement, tuition fee of wards, LTC/ HTC bills of Lab. Staff.
3. Maintenance of P.F Accounts of Lab. Staff.
4. Payment of retirement benefits to Lab. Staff.
5. Clearing/ Passing Misc. bills like stationery, college maintenance, library bills etc.
6. Maintenance of Diary.
7. Reconciliation of Student Fund Cash Book.
8. Audit Work.
9. Preparation of Budget.

**LIBRARY STAFF FOR 2009-2010**

**Mr. Mohd. Jawaid Eqbal:**

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/restricted holiday's 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.

**Fateh Mohammad:**

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

**Mr. Kifayat Ullah Khan:**

<b>Membership Work:</b>	Registration of students and teachers membership. Maintenance of membership record, collection of overdue, clearance certificate, maintain inter library loan transaction record.
<b>Acquisition Work:</b>	Accessioning of books.
<b>Technical Work:</b>	Typing.
<b>Processing Work:</b>	Cataloguing.

**Mr. Tanweer Ul Waheed Khan:**

<b>Typing Work:</b>	Diary & Dispatch, file record.
<b>Display:</b>	New Arrival Book, Periodicals & Journals.
<b>Shelf Rectification:</b>	According to classification.
<b>Processing:</b>	Cataloguing of books, entry of all periodicals & journals & all binding records.

## **LAB STAFF**

### **Duties of Laboratory Attendants.**

1. Dusting and Cleaning of laboratories (Working tables, Doors, Windowpanes, specimens and Racks) and Teachers Research Rooms.
2. Cleaning of black boards before and after the classes in the Laboratories and procuring chalk boxes, dusters etc.
3. Cleaning of glassware Dissection trays and other apparatus.
4. Bringing chemicals, specimens, apparatus equipment and other requirements from stores/workshop and distributing them to the students and research Works in the Laboratories.
5. Bringing Chemical apparatus item and equipment from the stores to the teachers for their research work and return the same to the stores (if need arises).
6. To report any break down or defect in the instruments used in the Laboratories to Laboratory -in -Charge.
7. Opening and closing of the Departmental Laboratories and teachers Research rooms.
8. Assisting sweepers in defeathering and removing specimen.
9. Store work as and when assigned.
10. Filling up of the bench and side shelf reagents and to assist the Laboratory Assistants in preparing them.
11. To have the requirements for Plants, animals and Chemicals for practical classes entered in the diary by the teachers in advance.
12. Helping the laboratory Assistants in collecting and preserving plant materials.
13. In tissue culture Laboratory they will clean Glassware make plungs and do other jobs to help the research students in preparing culture media.
14. To attend to the needs of the students when practical Classes are being held. They should co-operate with the laboratory Assistants in service to the students.
15. To fetch and keep adequate stock of water distilled water in the teaching and research laboratories.
16. To help in the issue and of apparatus etc to the students.
17. To assist teachers in shifting the equipment, apparatus and fixture etc. for purposes of repairs and rearrangement of laboratories etc.
18. Any other duty assigned by the Head of the Department.

**NOTE:** 1. The above duties have been suggested keeping in view the fact that similar work is being done by the Lab. Attendants at present in this and other Universities. However, if some of the above are delated, it may become necessary to convert some of the existing posts into lower ones to enable the Departments to get the necessary work done.

**NOTE:** 2. As a result of deletion of duties so far required to be performed by Laboratory Attendants in the Science Departments in the University, those Departments which require Peons/Farashes to perform these duties may be sanctioned these categories of staff, keeping in view the load of work.

### **JUNIOR/SENIOR LABORATORY:**

1. Supervision of Laboratories including cleanliness of floor, tables, sinks windows etc.
2. Cleaning special glasswaros and apparatus.
3. Custody and Maintenance of Microscopes, oven, balances, bath, table lamp, shakers, incubators, centrifuges etc.
4. Issue and collecting chemicals and other requirements from the concerned teachers/stores.
5. To make available routine materials required by the class and research labs.
6. Collecting and Preserving plant animal, minerals, rocks materials available locally.
7. In laboratories they will look after instruments availability of glasswares to students and teacher, chemicals and other items.
8. To maintain culture rooms.
9. To maintain the collection of rocks, minerals, fossils, in the classes, research laboratories and museums.
10. Distillation of solvents, making of solution, stains, alcohol grades and other class requirements.
11. Preparation of distilled and demineralised water.
12. Obtaining class requirements of special nature from the concerned teacher.
13. To keep a watch on the general services such as water, gas lights, balances, ovens, fuming closets fire extinguishers and first-aid boxes. Any defects should be removed and in case of any difficulties, these should be brought to the notice of the teacher-Incharge of laboratory/ Administrative officer in the Department.
14. Custody and maintenance of stock registers pertaining to the laboratories to which they are attached.
15. Any other duty assigned by the Head of the Department.

**NOTE:** In the case of college Sr. Lab. Assistants will look after the concerned laboratories. He may be consulted by the teacher incharge from time to time for smooth functioning of the Laboratory. But the teacher incharge will be free to Assign duties listed above directed to the laboratory staff and will be over-all incharge of the laboratory.

## **SENIOR TECHNICAL/TECHNICAL ASSISTANT.**

Custody and Maintenance of equipment in Class and Maintenance of Equipments in Research Laboratories.

Preparing reagents for Class and Research Laboratories.

General Assistance in Class and Research Work.

Museum assistance including Taxidermy, Preparation of Skeletons etc.

Preparation of microscopic slides for Class and maintaining them.

Making graph, charts, figures, photographs, projection slides for research and teaching.

Check faults and carry out repairs of minor nature on various types of apparatus/instruments.

To fabricate electronics and other types of instruments and devices required in the laboratory.

To help in maintaining apparatus in the laboratory in top working condition.

To explain students operation and technical aspects of various types of equipment.

To check and report the new instruments purchased for the Lab.

Projection of slides/transparencies in Lecture rooms.

Supervision of duties of subordinates in the Laboratory.

To help in local purchase of components for apparatus.

Operate Sound/recording/cinematographic equipment when required.

To help teachers in any other manner required for proper functioning the laboratories

To maintain/Operate special equipment in research and class laboratories.

To maintain stores /stock ledgers issues connected with Non-consumable/Consumable items of stores etc.

Any of the duty assigned by the Head of the Department from time to time.