

KAMALA NEHRU COLLEGE

(University of Delhi)

Duty list of Mrs. Geeta Mullick (Sr. Assistant) w.e.f. 01/04/2016.

1. To look after all work related to the Establishment and Personal administration of Non-teaching staff of the College. This would include all tasks and assignments such as:-
 - a) Maintenance of Service Books, Personnel Files, Leave Record. Recruitment etc.
 - b) French Language Work.
 - c) Staff Quarters allotment work..

2. Any other work assigned by the Principal/A.O./S.O.(Admin.).


S.O. (Admin.)


A.O.


Principal

KAMALA NEHRU COLLEGE

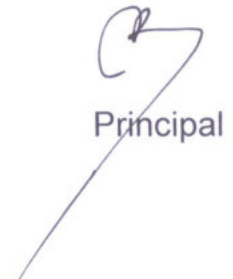
(University of Delhi)

Duty list of Mr. Mahender (Assistant) w.e.f. 01/05/2016.

1. To look after all work related to College Procurement Work including purchases, building maintenance & services. The duties will include all tasks and assignments such as:-
 - a) Building Maintenance, Procurement & Purchases of all the items of the College, as per provisions.
 - b) Procurement & maintenance of all printing & stationery items of the College.
2. Attendance & Internal Assessment work of students of I, II or III year as per allotment.
3. Any other work assigned by the Principal/A.O./S.O.(Admin.).


S.O.(Admin.)



A.O.


Principal

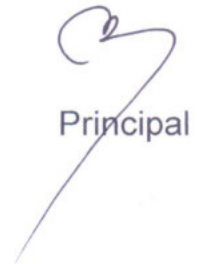
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Duty list of Mr. Tara Chand (Jr. Assistant) w.e.f. 01/04/2016.

1. To look after all work related to the College Admission. The admission work would include all assignments such as:-
 - a) Preparation of Admission Register.
 - b) Preparation & verification of all relevant certificates of students.
 - c) Time table.
2. Any other work assigned by the Principal/A.O./S.O.(Admin.).


S.O. (Admin.)


A.O.

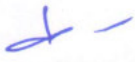

Principal

KAMALA NEHRU COLLEGE

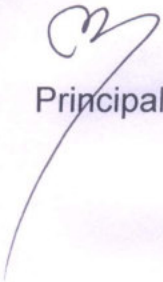
(University of Delhi)

Duty list of Mr. P.A. Ansari (Jr. Assistant) w.e.f. 01/04/2016.

1. To look after all work related to the College Examination. The examination work would include all assignments such as:-
 - a) Preparation & verification of all relevant certificates of students.
 - b) Preparation of marks posting register.
 - c) Conduct of examinations.
2. Any other work assigned by the Principal/A.O./S.O.(Admin.).


S.O. (Admin.)


A.O.


Principal