

DEPARTMENT OF PHYSICS

Non-teaching duties of Faculty members with support-staff for the year 2021

Sr. No.	Duties	Name of the faculty member	Non Teaching Staff**
1.	Online Nodal Officers, Webinars	Dr. Sakshi Gautam Dr. Sushil Singh Chauhan	Sh.Prem Singh
2.	Alumni Association & Department website	Prof. G.S.S. Saini Dr. Lokeh Kumar	Mrs. Simmy Arora
3.	Placements	Prof. Vipin Bhatnagar	
4.	Pre-incubation Lab, start ups etc.	Prof. Vipin Bhatnagar Dr. Manish Dev Sharma Dr. Sakshi Gautam	Sh. Keshav Jha Sh. Udham Singh
5.	Academic Cell	Prof. B.R. Behera Dr. Rajesh Kumar Dr. Neeru Chaudhary	Sh. Udham Singh
6.	Monitoring of classes	Prof. Sandeep Sahijpal	
7.	Coordinator CBCS	Dr. Samarjit Sihotra	
8.	Time Table	Prof. S.K. Tripathi Dr. Gulsheen Ahuja	
9.	President Physics Association	Prof. S.K. Tripathi	Sh. Shakti Chand Dhanda Sh. Jaswinder Ram
10.	Coordinator teaching labs	Prof. Vipin Bhatnagar (M.Sc) Dr. Neeru Chaudhary (B.Sc)	
11.	Ph.D. scholars and program	Dr. Gulsheen Ahuja	
12.	Co-ordinator, Pre-PhD. Program	Prof. S.K. Tripathi	
13.	All data transmission and information like NAAC etc	Prof. Ashok Kumar Dr. Sushil Singh Chauhan	Mrs. Simmy Arora
14.	Audit of library, stores, teaching labs.	Prof. Devinder Mehta	
15.	Library	Dr. Rajesh Kumar	
16.	Stores	Prof. G.S.S. Saini, Convener Prof. Ashok Kumar, Secretary (Purchase Committee)	Sh. Prem Singh
17.	Workshops: metal, wood and electronics	Dr. Manish Dev Sharma	
18.	Seminars	Prof. C.N. Kumar	
19.	Renovations (Civil, Electrical, Public Health etc.), Horticulture and Swachh Bharat	Prof. S.K. Tripathi Prof. B.R. Behera Dr. Lokesh Kumar Dr. Sakshi Gautam	Sh. Shakti Chand Dhanda Sh. Jaswinder Ram
20.	NSS	Dr. K.S. Bindra Dr. J.S. Shahi	
21.	Monitoring of Non-teaching staff	Prof. S.K. Tripathi	

22.	Internet, electrical, fire and radiation safety	Prof. Ashok Kumar	Sh. Ratnesh Kumar
23.	Standing Committee for space, Research (projects), PDF etc, COVID and other works	Prof. G.S.S. Saini Prof. S.K. Tripathi Prof. Sandeep Sahijpal Prof. B.R. Behera	
24.	COVID-19 SOP implementation and monitoring	Dr. Lokesh Kumar	Sh. Sanjeev Pathania Sh. Inder Singh (covid-desk) Sh.Pushpinder Kumar (covid-desk)
25.	Write-off monitoring committee	Prof. G. S. S. Saini Dr. Lokesh Kumar	Sh. Satish Kumar Sh. Pushpinder Kumar Sh. Vineet Kumar
26.	Library books audit	Dr. Samarjit Singh Dr. Lokesh Kumar Dr. Rajesh Kumar	Sh. Dharmagatt Kafle Mrs. Renu Garg

* The names written in bold are conveners

**Non Teaching staff, In addition to their current duties

(Prof. Rajeev K. Puri)
Chairperson