

Non-teaching staff	Duties	Contact No.	Email
Superintendent			
Jaswinder Ram	Supervision of the department	9815651097	
Chairperson Office			
Daya Rani (PA)	Duties assigned by the Chairperson	2534446 9988464719	
Simmy Arora (Stenographer)	Updating of departmental website i.e. Handbook , IRB portal, IQAC and allotment of hostel	2534446 9914528686	
Reception & Dak (peon)			
Rachna Kaushal, Clerk	Reception, Diary and Despatch	9417394110	
Sanjay Kumar, Peon	Dak	6284678258	
Academic Staff			
Shakti Chand Danda	Incharge Academic Cell, maintenance and repair of building	9915342218	
Hemanti Uniyal	Academic Cell dealing with UG students	8284871166	
Gurhimat Singh	Academic Cell Dealing with PG courses	8427850033	
Surinder Chand Katoch	Establishment seat and help in academic cell	9872519781	
Purchase Section, Store & Research Scholar / Project Dealing			
Dinesh Kumar	-Look after the all purchases of the department as well as research projects. -Maintain Accounts of the department -Imprest of department -Adjustment of advances the department -Purchase of Import -Purchase of GeM and their queries -RUSA work	9876979555	
Sanjeev Singh	-Handling all the research scholars of the department. -Fellowship of DST Inspire, MANF, Open Fellows, CSIR. -Handling research projects of faculty -DS Kothari Fellows and their fellowships.	9872277959	
Sohan Singh	Handling Research Projects, DST- FIST, CSIR projects, UGC-FRP, IUAC-NSC Research Associates, NASI project, DST INSPIRE Faculty	9256923461	
Bhuvnesh Gupta	Handling Non-plan grant of the department, GeM purchases of the department., Improvement of Education. Development Fund, DST Research project	8699999347	
Satish Kumar	-Entries of all the purchases of the	9872813888	

	department and research projects in stock register and shown to audit & G&P Section. -Mark PHS numbers on all purchases. -Transfer of completed research projects to department Property register. -To provide NOC to all retired employees of the department and students.		
Photographer			
Navtej Singh	Photography and associated with Mr. Sanjeev Singh in dealing with Ph.D students	8146665582	
Workshops			
Ratnesh Kumar	Incharge Electronics workshop	9915281976	
Subhash Chander	Electrical workshop	9463973295	
Soban Singh	Metal and Wood Workshop	9915147501	
Manmohan Kumar	Glassware, wood and Metal Workshop	8194896783	
Tarlok Chand	Metal and Wood Workshop	9876837153	
Teaching Labs and (cyclotron) Facilities			
Uttam Chand	Lab. Incharge M.Sc. II yr., horticulture work of the deptt	6280842594	
Udham Singh	Incharge Computer Lab and help in Academic Cell	9872806990	
Prem Singh	Incharge B.Sc. I and II yr. lab and to help in webinar, store	9876061477	
Inder Singh	Incharge B.Sc. III lab. and COVID screening at the entrance of the deptt.	9872320440	
Pushpinder Kumar	Incharge M.Sc. I lab. and COVID screening at the entrance of the deptt., write-off	9779814451	
Keshav Jha	Incharge Incubator Room and associated with B.Sc. I, II and III yr. lab.	7837475573	
Rajiv Kumar	Cyclotron and departmental construction work	9888001882	
Vineet Kumar	Cyclotron and writing off material	7696237444	
Anil Kumar	Cyclotron and to check cleaning of classrooms	9041538139	
Library			
Mr. Dharmagatt Kafle	Library	9815918477	
Renu Garg	Library	9876342318	
Department Cleanliness			
Rup Lal	Supervisor (Faculty room / labs / floors)	9872640150	
Rohtash (Cleaner)	Ground Floor	9592948845	

Raj Rani (Cleaner)	Ist Floor	9592728499	
Kamal (Cleaner)	2 nd Floor	9872175529	
Sudesh (Cleaner)	Cyclotron Lab	8427317941	
Prit Pal, Peon	Dusting	8558961548	
Dharmagatt Kafle	Supervise cleaning of classrooms	9815918477	
Renu Garg	Supervise cleaning of classrooms	9876342318	
Security			
Ram Krishan		9876003217	