

Non-teaching staff	Duties	Contact No.	Email
<b>Superintendent</b>			
Jaswinder Ram	Supervision of the department	9815651097	
<b>Chairperson Office</b>			
Daya Rani (PA)	Duties assigned by the Chairperson	9988464719	
Ramesh Kumar (Stenographer)	Updating of departmental website i.e. Handbook , IRB portal, IQAC and allotment of hostel	6283891212	
<b>Reception&amp; Dak</b>			
Vineet Kumar Jr. Tech. G.III	To deal with diary/despatch + help in write-off	7696237444	
<b>Academic Staff</b>			
Shakti Chand Danda Scientific Officer G.I	Incharge Academic Cell, maintenance and repair of building	9915342218	
Clerk	Vacant		
Gurhimat Singh Jr. Tech. G.III	Academic Cell Dealing with PG courses	8427850033	
Naveen Bisht Sr. Asstt.	Establishment matters	9216163093	
Rachna Kaushal, Clerk	Academic Cell dealing with UG classes	9417394110	
<b>Purchase Section, Store&amp; Research Scholar/ Project Dealing</b>			
Dinesh Kumar Sr. Scientific Asstt.G.I	-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 Technical Officer G.I	-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 Sr. Tech. G.II	Handling Research Projects, DST- FIST, CSIR projects, UGC-FRP, IUAC-NSC Research Associates, NASI project, DST INSPIRE Faculty	9256923461	
Udham Singh Sr. Scientific Asstt.G.I	Handling Non-plan grant of the department, GeM purchases of the department., Improvement of Education.Development Fund, DST Research project	9872806990	

Satish Kumar Sr. Scientific Asstt.G.I	-Entries of all the purchase items of store and dealing with audit matters -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.	9872813888	
<b>Workshops</b>			
Ratnesh Kumar (Foreman)	Incharge Electronics workshop	9915281976	
Subhash Chander Sr. Scientific Asstt.G.I	Electrical workshop	9463973295	
Soban Singh Scientific Officer G.I	Metal and Wood Workshop	9915147501	
Manmohan Kumar Sr. Tech. G.II	Glassware, wood and Metal Workshop	8194896783	
Tarlok Chand Jr. Tech. G.III	Metal and Wood Workshop	9876837153	
<b>Teaching Labs and (cyclotron) Facilities</b>			
Prem Singh Scientific Officer G.I	To handle B.Sc. I and II years Lab	9876061477	
Uttam Chand Sr. Tech. Asstt. G.I	To handle M.Sc. II yr. Lab.	6280842594	
Pushpinder Kumar Sr. Tech. G.II	To handle M.Sc. Lab	9779814451	
Inder Singh Sr. Tech. G.II	To handle B.Sc. III lab.	9872320440	
Rup Lal Sr. Tech. Asstt. G.I	To handle subs. lab	9872640150	
Rajiv Kumar Jr. Tech. G.III	Cyclotron Lab., Sanitary and Horticulture matters	9888001882	
Anil Kumar Jr. Tech. G.III	Cyclotron Lab.	9041538139	
Bhuvnesh Gupta Jr. Tech. G.III	Handling Non-plan grant of the department, GeM purchases of the department., Improvement of Education, Development Fund, DST Research project	8699999347	
Keshav Jha Sr. Tech. G.II	To deal with Academic Cell	7837475573	
<b>Library</b>			
Dharmagatt Kafle Restorer	To supervise and maintaining of Library	9815918477	
Jatinder Markanda Library Asstt.	To maintain proper record of books i.e. issue and return of books	8847407220	
<b>Department Cleanliness</b>			
Rohtash (Cleaner)	Ground Floor	9592948845	
Raj Rani (Cleaner)	Ist Floor	9592728499	

Azad (Cleaner)	2 <sup>nd</sup> Floor	9988437564	
Sudesh (Cleaner)	Cyclotron Lab.	8427317941	
Sanjay Kumar, Peon	To attend to the office work (including carrying messages/orders etc.)	6284678258	
Prit Pal, Peon	Dusting/delivering of dak	8558961548	
<b>Security</b>			
Ram Krishan		9876003217	