



Sri Venkateswara College (University of Delhi)

MOST URGENT/OUT TODAY/BY HAND

14th June, 2017

Ref No : SVC/Admn/2017/P/ 792

OFFICE ORDER

The admission to the following Undergraduate Courses for the academic year 2017-2018 will be done w.e.f. 24th June, 2017 between 9:30 AM and 1:30 PM as per university schedule. The following Staff Members are requested to report the Section Officer (Administration) and perform the admission duty as per requirements with immediate effect, till further orders:-

S. No.	Name of the Staff	Designation	Duties & Responsibilities
1.	Mr Ramesh Chandra & Mr Rakesh Bansal	Lab Assistant & Junior Assistant	To assist the Convener, Admission Committee.
2.	Mr Chandrapal Singh	MTS	To assist the Section Officer (Administration).
3.	Mr Om Prakash	MTS	To assist Mr Rajiv Goel, Dealing Assistant for B.Sc (Hons) Bio-Chemistry, Chemistry, Botany, Electronics, Physics and Zoology courses.
4.	Mr Arvind Rawat	MTS	
5.	Mr Rajesh Indwar	MTS	To assist Mr Sudesh Kumar, Dealing Assistant for all PG courses.
6.	Mr K.Madhushadhana	MTS	To assist Mr URR Narendra, Dealing Assistant for Commerce and Mathematics courses.
7.	Ms Seema		
8.	Ms Roma Tiwari	MTS	To assist Mr Durgesh Mudgal, Dealing Assistant for all B.A. (Hons) courses.
9.	Mr Pankaj Bhati		
10.	Mr Narendra Thapa	MTS	To assist Mr Arun Sharma, Dealing Hand for B.A. (Programme), B.Sc (Programme) Life Sciences, B.Sc (Hons) Biological Sciences and B.Sc (Hons) Statistics courses.
11.	Ms Neetu		

S. Venkata Kumar

Dr S.Venkata Kumar
Convener, Admission Committee

P. Hemalatha Reddy

Dr P.Hemalatha Reddy
Principal

PRINCIPAL

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy forwarded for information and necessary action to:-

1. Teacher-in-Charge/Admission-in-Charge of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Madan Lal Gautam, In-Charge, Accounts Section.
5. Mr J.P.Mishra, Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mudgal, Mr Pankaj Bhati and Mr Arun Sharma, Dealing Assistants/Dealing Hands (Administration).
6. All Concerned/College Notice Board/College Website/File.

P. Hemalatha Reddy

PRINCIPAL

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(University of Delhi)
Dhaura Kuan, New Delhi-110021