

## **DUTIES AND RESPONSIBILITIES OF STAFF OF ACADEMIC SECTION**

- Mr. Hoshiar Singh, LDC will look after the work related with the Certificate Courses even batches and Mr. Subhash Chandra, UDC will look after the work related with the odd batches Certificate Courses. The results and other documents checking will be done for odd batches by Mr. Hoshiar Singh, LDC and for even batches by Mr. Subhash Chandra, UDC.
- Mr. Raj Kumar, JSS will look after the work related with the Diploma Courses even batches and Mr. J.P. Singh, DEO will look after the work related with the odd batches Diploma Courses. The results and other documents checking will be done by Mr. Raj Kumar, JSS for odd batches and for even batches by Mr. J.P. Singh, DEO.
- The two batches of degree courses will be looked after by Mr. Sandeep Kumar, LDC and one batch degree and PG will be looked after by Mr. Vinod Kumar, UDC. The checking of results and other documents will be done in crossed manner i.e. the work done by Mr. Sandeep Kumar, LDC will be checked by Mr. Vinod Kumar, UDC and the work done by Mr. Vinod Kumar, UDC will be checked by Mr. Sandeep Kumar, LDC.
- Results and DMCs for old batches will be prepared by Mr. J.P. Singh, DEO.
- Transcript copies, Duplicate DMCs, Information and other documents as required by the students will be the responsibility of the concerned dealing hand. However the information to be sent to outside the section will be clubbed by Mr. J.P. Singh, DEO

**• All senate agendas and Annexure are available with Sh Vinod Kumar UDC Academic Section any body can have access of these documents on any working day from 9 am to 5pm**