

Ramanujan College

University of Delhi

CR Park Main, H Block Kalkaji, New Delhi-110019

Name : Sanjay Bhandari
Designation : Assistant
Department : Administration
Qualification : M.A. Public Admin. & P.G. Diploma (OMSP)



Key Responsibilities:

1. Providing secretarial support services to the Principal of the college and other duties assigned by him time to time.
2. Preparing schedule of daily appointments of Principal and making the arrangements of meetings in Principal's Office.
3. Looking after the mailing correspondence of the college and maintaining the record of correspondence/documents/files/personal files of the staff members etc.
4. Noting & Drafting of Agenda/Minutes for the Governing Body Meeting and other departmental meetings of various committees/societies of the college.
5. Scheduling of the interviews of Ad-hoc/Guest Faculty in the college.
6. Collecting various information/data from the administration and accounts staff for further transmission of the same to the University/UGC/MHRD etc.
7. Conducting the selection committees/interviews of appointments and promotions of Teaching & Non-Teaching Staff.