

Ramanujan College

University of Delhi

C. R. Park Main, H-Block Kalkaji, New Delhi-110019

Name : Ram Prasad Jana
Designation : Assistant
Department : Administration
Qualification : M.Com, MADE, PGDDE, PGDIBO, IFRS



Key Responsibilities:

- Maintenance of Leave Record
- Processing of Medical Bills.
- Document verification of different types of scholarship forms (i.e. NPS, e-district, INSPIRE, DJB, PLI, ISBD, all state level, University level etc.).
- Handling Fee concession and Financial Aid.
- Handling Certificates (Scholarship and Annual Day etc.)
- Admission work.
- Any other work assigned by the Principal, Vice-Principal, A.O, S.O.