

Ramanujan College

University of Delhi

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

Name : Rohit Gupta
Designation : Assistant
Department : Administration



Qualification : Pursuing B.A from IGNOU, Diploma in Computer Applications, Diploma in Mechanical Engineering from IP University.

Key Responsibilities:

❖ **Administrative Dealing Assistant:**

1. Performing duties including handling teachers Attendance.
2. Maintenance of Attendance and classes records.
3. Creation of Database of Students
4. Distribution of ID Cards of above mention.
5. Regular maintenance of related office files.
6. All Examination works of the students i.e (Exam form fill up and online verified).
7. Other works as assigned from time to time.

❖ **Technical Duties:**

1. Handling College Official Social Media Handle's
2. Sharing the Data and Information of the Programmes, Events etc. organised by Ramanujan college