

Ramanujan College

University of Delhi

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

Name : Hemant Giri
Designation : MTS
Department : Administration
Qualification : Masters in Commerce



Key Responsibilities:

1. Public dealing with students and teachers of B.A. and B.A. (Hons.) courses of the college.
2. Issuing of Provisional, character, bonafite, no-backlog, education verification, letter of recommendation and other relater certificates as per the requirements and request of the above courses students.
3. Taking active part in admission, filling of the examination forms for the students every semester and conducting of examination of B.A. and B.A. (Hons.) Courses of the college.
4. Maintaining of students records of admission, attendance, enrolment, internal assessment, marksheet, results and degree year wise of B.A. and B.A. (Hons.) Courses of the college.
5. Always open to any duties assigned by the officials and teachers of the college.