

Ramanujan College

University of Delhi

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

Name : Nidhi Mathur

Designation : Senior Assistant & PA to Principal (Offg.)

Department : Administration

Qualification : MBA (SEM) in System Administration, B.Tech (CSE)



Key Responsibilities:

1. Updating the teaching as well as non-teaching roster (both reservation and PwD) from time to time and liaising with the competent authorities for its approval
2. Monitoring the college official mail and providing necessary data to the respective authorities i.e. University/UGC/MoE etc.
3. Organizing and conducting adhoc as well as guest interviews
4. Organizing and conducting Selection Committees Meetings for appointments and promotion of teaching as well as non-teaching staff
5. Preparing the Governing Body meeting agenda and preparing the minutes of the meeting from time to time
6. Maintaining the personal files of teaching and non-teaching staff which are kept in the Principal's Office
7. Maintaining the seniority list of the permanent teachers
8. Preparing the budget estimate of all funding agencies
9. Preparation of semester wise timetable including lab timetable ensuring proper allotment of classrooms as per the strength of the class.
10. Timely conducting SEC examinations ie BFSI and NASSCOM for the students enrolled in the B.VocDepartment and also ensuring that SEC certificates are distributed to the students on time
11. Ensuring that there are workshops/seminars for the B.Voc students for their holistic growth anddevelopment
12. Addressing all the queries of the B.Voc students in relation to the course, subjects, internships,placements etc and keeping them in front of the higher authorities in case any clarifications are sought