

Ramanujan College

University of Delhi

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

Name : Akhil Raj
Designation : Assistant
Department : Administration
Qualification : Ph.D (Pursuing), M.Com., B.Com.



Key Responsibilities:

- 1) Managing Administrative & Technical Functions in TLC Programs.
- 2) Administrator in Ramanujan International Journal of Business & Research (RIJBR).
- 3) Performing all the general duties of TLC including making & circulating google forms, query handling, preparing & sending honorarium receipts, communicating with participants, making feedback analysis.
- 4) Documentation of TLC Programs.
- 5) Processing of all the accounts related bills of TLC programs.