

Ramanujan College

University of Delhi

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

Name : Ravindra Singh Bisht
Designation : Junior Assistant
Department : ICT
Qualification : M.Sc. Information Technology



- Key Responsibilities :
1. Development of web-based software packages.
 2. Server Management.
 3. Management of all online webinar seminar and meetings platforms
 4. Maintenance of network, Laptop, Desktop, CCTV, LED Panel and EPPX System in college premises.
 5. Maintenance of Online Software package like Student database portal, Student Feedback system, Internal Assessment, IT Stock Register etc.
 6. Billing and paper work of IT Department.
 7. Work of employee and student ID card.
 8. Admission and other work of PMSSS students.
 9. Part of IGNOU,CEC and other centre
 - 10.Examination work of IGNOU,SOL and other
 - 11.Any other work assigned by reporting officer