

# Ramanujan College

University of Delhi

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

**Name** : Vikas Kumar  
**Designation** : Junior Assistant  
**Department** : ICT  
**Qualification** : BA (Prog), BPED, MPES



Diploma in Computer Hardware & Networking.

- Key Responsibilities:**
1. Maintaining the Computer Lab; Keeping all Computer Lab systems or Desktop in Working Condition; Fulfilling the Requirements of Teacher in the Computer lab.
  2. Maintenance of Laptop, Desktop, Printer and Photocopy Machine in College Premises.
  3. Formatting Laptop and Desktops, Installing Software and Driver.
  4. Maintenance of Classroom Room and Computer Lab Projector.
  5. Maintaining of IT Store Room and UPS Room.
  6. Dealing with Teachers and Students; Issue and Returning of all the IT Related Goods.
  7. Working During the Practical Exams of the College. Keeping Record of Data and Marks of Practical Exam.
  8. Entering Student Internal Assessment Marks. Maintaining Record of Internal Assessment Marks.
  9. Entering the Teacher Database in Delhi University portal.
  10. Part of IGNOU and other Centres.
  11. Any other work Assigned by Reporting Officer.