

Name: Mr. Girdhari Lal

Designation: Professional Assistant

1. Responsible for Circulation work i.e. issue/return/fine/reservation/reminder to student & teachers.
2. Responsible of Binding & its concern work and classify the books.
3. Check dusting and shelving related to library attendants and report to Librarian weekly.
4. Any other duty assigned by the Librarian according to requirement.

Name: Mrs Anita

Designation: Semi Professional Assistant

1. Responsible for Acquisition of library books, DVDS, CDs, and its related work.
2. To perform all Secretarial works.
3. To Assist the Librarian for the entries of Library periodicals, journals and magazines.
4. To work for weeded out and stock verification under the supervision of the Librarian.
5. Any other duty assigned by the Librarian.

Name: Dr. Suman Arora

Designation: Librarian

1. Library- In charge of all library related issues.
2. Convener of library committee and Audio Visual section.
3. To control and supervising the administrative jobs in the library.
4. Allocate the library budget in different heads.
5. To prepared duty chart of subordinate staff of the library.
6. To arrange quotation/tenders for library material.
7. In-charge of purchasing section of books and journals.
8. To keep a record of weeded out of books etc.
9. To supervise the library funds and check the books and periodicals bills.
10. To supervise all the library section time to time.
11. Supervising the Physical verification of books and library acquisitions section with the assistance of subordinate staff.

Name: Ms L Tikendrapriya Devi

Designation: Semi Professional Assistant

1. Responsible for Reference Section.
2. Display of Periodicals on Periodical rack and look after the maintenance of Research Room.
3. Maintain records of old and new syllabus, Question papers and concerned work.
4. Any other duty assigned by librarian according to requirement.

Name: Mr. Sushil Kumar

Designation: Library Attendant

1. Dusting/Shelving of books & Periodicals and Teacher's Reading Room at First Floor. Pasting, stamping and completion of books.
2. Maintain silence and discipline in reading room.
3. Any other duty assigned by librarian according to requirement.

Name: Ms Vandana Nagar

Designation: Library Attendant

1. Duty at Exit Point.
2. Dusting/Cleaning of Circulation counter, Catalogue Cabinet, Display racks, Newspaper Stand, Long table, Librarian room and Library office.
3. Pasting, stamping and completion of books.
4. Any other duty assigned by librarian according to requirement.

Name: M. Ali

Designation: Library Attendant

1. Shelving/ Dusting of books/ Cleaning of furniture at stack hall from Psychology to Political Science.
2. Lifting of books from circulation counter and its surrounding Area.
3. Pasting, stamping and completion of books.
4. Any other duty assigned by librarian according to requirement.

Name: Mr. Mahesh Kumar

Designation: Library Attendant

1. Shelving/ Dusting of books/ Cleaning of furniture at stack hall from Economics to Religion.
2. Lifting of books from circulation counter and its surrounding Area.
3. Pasting, stamping and completion of books.
4. Any other duty assigned by librarian according to requirement.

Name: Ms Ranjana

Designation: Library Attendant

1. Shelving/ Dusting of books/ Cleaning of furniture at stack hall from Mathematics to Philosophy.
2. Lifting of books from circulation counter and its surrounding Area.
3. Any other duty assigned by librarian according to requirement.

Name: Ms Urmila Devi

Designation: Library Attendant

1. Dusting of books & Periodicals on 2nd floor.
2. Lifting of books/periodicals, newspapers from ground floor.
3. Maintain the record of newspapers.
4. Arrange the newspaper at the newspaper display racks at ground floor.
5. Pasting & stamping of books.
6. Any other duty assigned by librarian according to requirement.

Name: Mr. Ranvir

Designation: Library Attendant

1. Duty at Property Counter. Any other duty assigned by librarian according to requirement.
2. Any other duty assigned by librarian according to requirement.