

VIVEKANANDA COLLEGE : VIVEK VIHAR : DELHI-110095

STUDENTS' UNION ELECTION : 2023-24

Date : 20.09.2023

DUTY LIST OF NON-TEACHING STAFF ON 22.09.2023

The following members of Non-Teaching staff shall assist in conducting the students' Union Election on Friday, 22nd September, 2023 as per duty list given below. They shall be required to report for duty at **7.30 a.m. positively** and not leave the duty point or College premises without the permission of the undersigned. **No casual leave will be allowed on 22nd September, 2023.**

Refreshment will be served during the Polling & Counting Session and Lunch will be served between 1:00 p.m. to 2:00 p.m. in the college canteen. The coupons for Lunch will be provided to all from the Admin Office.

1. GENERAL SUPERVISION : Mrs. Veena Sharma (on leave)
Mrs. Archana
2. OVERALL ARRANGEMENTS : Mr. Sharwan Kumar
REG. FURNITURE SETTING, Mr. Naresh Kumar
ELECTRICITY, CLEANLINESS,
WATER ARRANGEMENT ETC.
3. TO ASSIST THE OFFG. JR. : Mr. Uday Veer
ASSTT. (CARE-TAKERS) Mr. Kishan Pal
4. PRINCIPAL'S OFFICE : Mrs. Ruchika Arora
Mr. Bahadur Singh Bora
5. ROOM NO. 9 : Mrs. Rajni Sabharwal (on leave)
(2nd & 3rd Yr. and M.A.) Mr. Chander Pal
Mr. Parveen Katariya
Mrs. Rekha
Mr. Sumit (for queue)
6. ROOM NO. 20 : Mr. Sudhir Gidh
(1st Yr.) Mr. Mujeeb Hilal Khan
Mrs. Usha
Mr. Rajesh
Mr. Rama Kant (for queue)
8. IN THE ADMN.OFFICE : Mrs. Priyanka Sharma
Mr. Javed Siddiqui
Mrs. Nisha Devi
Mr. R.S. Negi
Mr. Brij Kishor

9. IN THE ACCOUNTS SECTION : Mrs. Anuradha Arora
Mrs. Vijay Bala
Mr. Bhupinder Kumar
10. ASSIST TO OPERATE THE MACHINE IN ROOM NO. 9 (2nd & 3rd Yr. and M.A.) : Mr. Sanjeev Kaushik
11. ASSIST TO OPERATE THE MACHINE IN ROOM NO. 20 (1st Year) : Mr. Suresh Kumar
12. IN THE COUNTING ROOM : Mrs. Archana
13. COLLEGE GATE NO. 1 (Auditorium Side) (Entry point of the students) : Chowkidar on Duty
Chowkidar on Duty
Mr. Ashok Kumar
Mr. Sunil
14. COLLEGE GATE NO. 2 (Old Main Gate of College) (Entry point of the students) : Chowkidar on Duty
Chowkidar on Duty
Mr. Ram Charit
Mr. Dharam Pal
15. COLLEGE GATE NO. 3 (Residence Gate) (Parking Area for Staff) : Chowkidar on duty
Mr. Praduman
Mr. Mangal Das
16. SUBMISSION OF EVMs : Mr. Sanjeev Kaushik
Mr. Suresh Kumar
Mr. Ashok Kumar
Mr. Rama Kant
Mr. Sunil
17. CLEANLINESS : Mr. Raj Pal
Mr. Aakash Mehra
Mr. Goverdhan
Mrs. Deepa
Mrs. Tulsi
Mr. Sunny
Mr. Pradeep
Mr. Rajender

Hina Nandrajog
(Dr. Hina Nandrajog)
Offg. Principal

Copy to :

1. Circulation among the non-teaching staff
2. Librarian for information and n.a.
3. Offg.A.O.(A/cs) / Offg. S.O. (A/cs) for information and n.a.
4. Mr. Sharwan/Mr. Naresh for informaton and n.a.
5. Office file.