



DELHI TECHNOLOGICAL UNIVERSITY
Formerly Delhi College of Engineering
Govt. of NCT of Delhi
Shahabad Daulatpur, Main Bawana Rd., Delhi - 110042
(Human Resource Development Centre)



No: DTU/HRDC/Staff-MSWord/2023-24/ 96

Date: 15.03.2024

To,

All Deans, Heads, Directors & Branch Incharges
Delhi Technological University

Dear Sir,

The Human Resource Development Centre, DTU is organizing a *Hands-on-training on Tools for Document Writing in MS Word for administrative staff of DTU* on 21st of March, 2024.

The training will be undertaken by Mr. Yogesh Kumar, Educational Media Generalist (Retd.) AIIMS, New Delhi. This training aims to enhance the participants' MS Word skills for efficient document creation, formatting, and editing. Through this hands-on training, attendees will optimize workflow, improve document quality, and contribute effectively to improve productivity at the workplace. The training program is organized at the Computer Centre, DTU.

In this regard, you are requested to kindly depute the staff as per the list enclosed to participate in this training program.

With Warm Regards,



(Prof. Madhusudan Singh)
Registrar

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Date: 15.03.2024

Copy to:

1. PA to VC for kind information of the Hqn'ble Vice Chancellor.
2. Head CC, with request to provide training space with 40 Computers from 10.00 A.M. to 5.30 P.M. on 21st March 2024 and staff to assist in the training program.
3. Head (CC) with a request to upload the letter on university website.
4. DR(GA) with a request to arrange necessary hospitality for this program.


(Dr. P. K. Goyal)
Director, HRDC

LIST OF STAFF FOR SLOT 1

Sr. No.	DEPARTMENT	NAME	DESIGNATION	MODE OF APPOINTMENT
1	ACAD -PG	SONIA	JOA	CONTRACTUAL
2	ACAD -PG	MAMTA	JOA	OUTSOURCED
3	ACAD -PG	SAVITA	JOA	OUTSOURCED
4	ACAD -UG	RAKSHITTA	JOA	CONTRACTUAL
5	ACAD -UG	NEELAM	JOA	OUTSOURCED
6	ACAD -UG	PRASHANT YADAV	JOA	OUTSOURCED
7	ACCOUNTS BRANCH	LATA RANI	JOA	CONTRACTUAL
8	ACCOUNTS BRANCH	VINOD TOPPO	JOA	CONTRACTUAL
9	ACCOUNTS BRANCH	VISHAL SHARMA	JOA	OUTSOURCED
10	ACCOUNTS BRANCH	ROHIT KUMAR MANJHI	JOA	OUTSOURCED
11	ACCOUNTS BRANCH	KAJAL SAINI	JOA	THROUGH CA
12	APPLIED MATH	NISHA	JOA	OUTSOURCED
13	B. TECH. (EVE.)	PRADEEP	JOA	OUTSOURCED
14	COMPUTER CENTRE	ANKUR GARG	JOA	CONTRACTUAL
15	DEAN (AA)	PRIYANKA SHARMA	JOA	OUTSOURCED
16	DEAN (IA)	NANCY KANOJIA	JOA	OUTSOURCED
17	DEAN (IRD)	NISHA PANCHAL	JOA	OUTSOURCED
18	DEAN (P & C)	AAKASH PAWAR	JOA	OUTSOURCED
19	DESIGN	SACHIN KUMAR SINGH	JOA	CONTRACTUAL
20	ECE	ANURADHA	JOA	OUTSOURCED
21	EAST DELHI CAMPUS	RICHA	JOA	OUTSOURCED
22	EAST DELHI CAMPUS	RAHUL KUMAR	JOA	OUTSOURCED
23	EAST DELHI CAMPUS	KARTIK VERMA	JOA	OUTSOURCED
24	ENGG CELL	PRIYANKA RAWAT	JOA	CONTRACTUAL
25	ESTT. BRANCH	JAFRUDDIN	JOA	CONTRACTUAL
26	ESTT. BRANCH	DEEPAK RANA	JOA	OUTSOURCED
27	ESTT. BRANCH	NIDHA SINGH CHAUDHARY	JOA	OUTSOURCED
28	ESTT. BRANCH	SARITA	JOA	OUTSOURCED
29	EXAM & RESULT	DEVENDER KR. KAUSHIK	JOA	CONTRACTUAL
30	EXAM & RESULT	NITIN KUMAR	JOA	CONTRACTUAL
31	EXAM & RESULT	PRAVEEN	JOA	OUTSOURCED
32	EXAM & RESULT	UMESH KUMAR	JOA	OUTSOURCED
33	G.A. BRANCH	KUNAL	JOA	OUTSOURCED
34	HUMANITIES	MEENA KUMARI	JOA	CONTRACTUAL
35	IQAC	JYOTI SHARMA	JOA	OUTSOURCED
36	IT	NIDHI PANDEY	JOA	OUTSOURCED

Praveen

27/02/24
15/03/24

Sr. No.	DEPARTMENT	NAME	DESIGNATION	MODE OF APPOINTMENT
37	RTI	HARSHIVARDHAN TYAGI	JOA	CONTRACTUAL
38	LIBRARY	AMRIT KAUR	JOA	OUTSOURCED
39	PENSION CELL	AMIT SHARMA	JOA	REGULAR
40	RECRUITMENT	JITENDER KUMAR	JOA	OUTSOURCED
41	REGISTRAR BRANCH	RANJIT KUMAR OJHA	JOA	OUTSOURCED
42	S & P BRANCH	BALBIR SINGH	JOA	OUTSOURCED
43	S & P BRANCH	MOHAMMAD SAMSER	JOA	OUTSOURCED
44	T&P	INDRAJEET BHARDWAJ	JOA	OUTSOURCED
45	VC OFFICE	MADAN LAL	JOA	CONTRACTUAL

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M/S Kulkarni
18/05/24

LIST OF STAFF FOR SLOT 2

Sr. No.	DEPARTMENT	NAME	DESIGNATION	MODE OF APPOINTMENT
1	ACAD -PG	HARISH CHANDRA BHATT	JOA	OUTSOURCED
2	ACAD -PG	HARISH	JOA	OUTSOURCED
3	ACAD -UG	AFSANA	JOA	CONTRACTUAL
4	ACAD -UG	DEEPA	JOA	OUTSOURCED
5	ACAD -UG	SANJAY KUMAR SINGH	JOA	OUTSOURCED
6	ACCOUNTS BRANCH	KAMAL KISHOR	JOA	REGULAR
7	ACCOUNTS BRANCH	SHYAM LATA	JOA	CONTRACTUAL
8	ACCOUNTS BRANCH	SUNIL KUMAR	JOA	OUTSOURCED
9	ACCOUNTS BRANCH	HUM SINGH	JOA	OUTSOURCED
10	ACCOUNTS BRANCH	ROHIT KUMAR	JOA	THROUGH CA
11	APPLIED CHEMISTRY	RAVINDRA KUMAR JHA	JOA	OUTSOURCED
12	APPLIED PHYSICS	DEEPAK THAPLIYAL	JOA	OUTSOURCED
13	CIVIL ENGINEERING	DEEPAK KATARIYA	JOA	OUTSOURCED
14	CSE	SUDESH	JOA	OUTSOURCED
15	DEAN (IA)	PANKAJ KUMAR SINGH	JOA	OUTSOURCED
16	DEAN (IA)	ANJALI MANCHANDA	JOA	OUTSOURCED
17	DEAN (P & C)	TEENA	JOA	OUTSOURCED
18	DEAN (SW)	RAVINDRA PRATAP VERMA	JOA	CONTRACTUAL
19	DSM	SUMAN LATA	JOA	OUTSOURCED
20	EAST DELHI CAMPUS	MOHD. ANSARI	JOA	CONTRACTUAL
21	EAST DELHI CAMPUS	SARVESH RANA	JOA	OUTSOURCED
22	EAST DELHI CAMPUS	RAHUL	JOA	OUTSOURCED
23	ENGG CELL	KIRAN	JOA	OUTSOURCED
24	ENV. ENGG.	BINDU	JOA	CONTRACTUAL
25	ESTT. BRANCH	UPENDRA NATH SARASWAT	JOA	CONTRACTUAL
26	ESTT. BRANCH	TARUN KUMAR	JOA	OUTSOURCED
27	ESTT. BRANCH	VINITA THAPLIYAL	JOA	OUTSOURCED
28	EXAM & RESULT	NISHA VASHISHTHA	JOA	CONTRACTUAL
29	EXAM & RESULT	SHRUTI GROVER	JOA	CONTRACTUAL
30	EXAM & RESULT	MEENAKSHI	JOA	OUTSOURCED
31	EXAM & RESULT	VIKRANT BHARDWAJ	JOA	OUTSOURCED
32	G.A. BRANCH	SONIA SANEJA	JOA	CONTRACTUAL
33	HOSTEL OFFICE	PRAVEEN KUMAR	JOA	CONTRACTUAL
34	IQAC	ROHIT MISHRA	JOA	OUTSOURCED
35	IQAC	JYOTI	JOA	OUTSOURCED
36	JAC OFFICE	SACHIN SONKAR	JOA	OUTSOURCED

Praveen

Sachin
18/05/24

Sr. No.	DEPARTMENT	NAME	DESIGNATION	MODE OF APPOINTMENT
37	VIGILANCE	SARLA DEVI	JOA	CONTRACTUAL
38	PLANNING	NARENDER KUMAR	JOA	CONTRACTUAL
39	COUNCIL	MAHESH SISODIA	JOA	OUTSOURCED
40	MECHANICAL ENGG.	ASHISH GAUR	JOA	CONTRACTUAL
41	PRO OFFICE	DHARAMVIR SINGH	JOA	OUTSOURCED
42	REGISTRAR BRANCH	SUNEETA DEVI	JOA	CONTRACTUAL
43	RECEPTION	ARCHANA CHAUBEY	JOA	OUTSOURCED
44	S & P BRANCH	SUNIL	JOA	OUTSOURCED
45	SOFTWARE ENGG.	SWATI PAWAR	JOA	CONTRACTUAL
46	TRANSPORT OFFICE	ROHIT	JOA	OUTSOURCED

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18/02/24