

# University Grants Commission

## COER University, Roorkee

Appendix XIX

### Information about the Non-Teaching Staff of the University

S.No	Name	Designation	Age	Qualification	Scale of Pay	Date of Appointment	Trained Yes/No If yes, details
1	Dr. Manish Kumar	Registrar	48	Ph.D.	As Per UGC Norms	11.08.2014	Yes
2	Dr. Himanshu Chauhan	Examination Controller	46	Ph.D.	As Per UGC Norms	19.07.2007	Yes
3	Mr. Mahesh Pal	PRO	32	M.Com.	As Per UGC Norms	17.08.2022	Yes
4	Mr. Manoj Semwal	Record Keeper	42	B.Com	As Per UGC Norms	19.11.2006	Yes
5	Mr. Sanjay Dhoundiyal	Multi-Tasking Staff	30	Intermediate	As Per UGC Norms	04.10.2022	Yes
6	Ms. Usha Thakur	Receptionist	24	MCA	As Per UGC Norms	07.08.2021	Yes
7	Ms. Tanu Saini	VC to PA	22	BA	As Per UGC Norms	08.08.2023	Yes
8	Ms. Richa Sharma	VC office staff	23	B.Com	As Per UGC Norms	04.09.2023	Yes
9	Mr. Nishant	Peon	23	High school	As Per UGC Norms		Yes

10	Mr. Rajbeer	Peon	48	High school	As Per UGC Norms	01.11.2019	Yes
11	Mr. Pradeep	Peon	41	High school	As Per UGC Norms		Yes
12	Mr. Chanchal	Office staff in COE	24	MA	As Per UGC Norms	29.03.2022	Yes
13	Mr. Lalit Prasad Prajuli	Office Executive	38	MBA	As Per UGC Norms	06.06.2022	Yes
14	Mr. Arvind Kumar	Office Staff in COE	37	Intermediate	As Per UGC Norms	01.09.2012	Yes
15	Mr. Shashank Saraswat	Office Executive	24	B.Com	As Per UGC Norms	21.04.2023	Yes
16	Mr. Siddhart Gupta	Office Executive	26	B.Com	As Per UGC Norms	12.09.2022	Yes
17	Mr. Tushar Madan	Sr. State officer	42	M.Com.	As Per UGC Norms	20.08.2022	Yes
18	Mr. Mange Ram	Admission Officer	41	B.Tech.	As Per UGC Norms	01.12.2022	Yes
19	Mr. Kundan Singh Karki	Assistant Web Admin	33	B.Com.	As Per UGC Norms	28.10.2020	Yes
20	Ms. Richa Tyagi	Admission Officer	39	MA	As Per UGC Norms	22.03.2023	Yes
21	Ms. Sakshi Malik	Admission Officer	32	M.Sc.	As Per UGC Norms	05.12.2022	Yes
22	Ms. Sona Chauhan	Admission Officer	25	Mass.Com.	As Per UGC Norms	24.04.2023	Yes

					Norms		
23	Ms. Aisha Chaudhary	Admission Officer	24	MBA	As Per UGC Norms	16.02.2023	Yes
24	Ms Shruti Rai	Admission Officer	25	M.Com.	As Per UGC Norms	11.02.2022	Yes
25	Ms. Era Mittal	Admission Officer	24	MBA	As Per UGC Norms	06.08.2021	Yes
26	Ms. Sonia Gupta	Admission Officer	25	M.Com.	As Per UGC Norms	01.04.2022	Yes
27	Ms. Kajal Chauahan	Admission Officer	26	MBA	As Per UGC Norms	16.11.2019	Yes
28	Ms. Yashika Makkar	Admission Officer	24	B.Com.	As Per UGC Norms	29.04.2023	Yes
29	Ms. Vishakha Singh	Admission Officer	31	B.Tech.	As Per UGC Norms	29.04.2023	Yes
30	Mr. Rohit Kumar	Office Attendant	31	ITI	As Per UGC Norms	13.08.2023	Yes
31	Mr. Nain Singh	Office Helper	52	8 <sup>th</sup> Pass	As Per UGC Norms	01.04.2008	Yes
32	Mr. Neeraj Kheterpal	Placement Executive	23	B.com	As Per UGC Norms	23.08.2022	Yes
33	Mr. Saurabh Singh	Lab Technician in Ag.	28	Diploma	As Per UGC Norms	08.08.2019	Yes
34	Mr. Sagar Negi	Lab Technician in Ag.	30	B.Sc.	As Per UGC Norms	16.08.2019	Yes

35	Mr. Rohan Kumar	Lab Technician in Ag.		B.Sc.	As Per UGC Norms	05.07.2023	Yes
36	Mr. Joginder Kumar	Lab Technician in CE	39	Diploma	As Per UGC Norms	12.05.2022	Yes
37	Mr. Gajendra Saini	Lab Technician in CE	28	Diploma	As Per UGC Norms	28.09.2018	Yes
38	Mr. Karan Pal	Lab Attendant in CE	39	12th + ITI	As Per UGC Norms	16.11.2009	Yes
39	Mr. Vinesh Kumar	Lab Attendant in CE	44	ITI	As Per UGC Norms	04.02.2012	Yes
40	Mr. Sanjeel Kumar	Lab Technician	32	D.Pharm	As Per UGC Norms	18.07.2022	Yes
41	Mr. Abdul Kadir	Lab Technician	24	D.Pharm	As Per UGC Norms	04.09.2023	Yes
42	Mr. Chandan Saini	Lab Technician	23	B.Pharm	As Per UGC Norms	01.09.2023	Yes
43	Mr. Jagmohan Singh	Hostel Supervisor	46	B.A	As Per UGC Norms	01.11.2019	Yes
44	Mr. Alok Rawat	Hostel Supervisor	35	10 <sup>th</sup> pass	As Per UGC Norms	06.09.2005	Yes
45	Mr. Rakam Singh	Hostel Supervisor	33	12 <sup>th</sup> pass	As Per UGC Norms	14.04.2022	Yes
46	Mr. Anup Singh Rawat	Hostel Supervisor	32	B.A	As Per UGC Norms	16.08.2013	Yes
47	Mr. Babalu	Hostel Supervisor	46	12 <sup>th</sup> pass	As Per UGC Norms	10.10.2009	Yes
48	Mr. Hatam Singh	Hostel Supervisor	37	ITI	As Per UGC	09.03.2021	Yes

					Norms		
49	Ms. Suman	Hostel Supervisor	48	B.A	As Per UGC Norms	29.06.2015	Yes
50	Ms. Alka	Hostel Supervisor	46	B.A	As Per UGC Norms	12.12.2014	Yes
51	Ms. Tulsi	Hostel Supervisor	47	12 <sup>th</sup> pass	As Per UGC Norms	29.07.2006	Yes
52	Ms. Aneeta	Hostel Supervisor	53	12 <sup>th</sup> pass	As Per UGC Norms	15.08.2009	Yes
53	Ms. Seema	Hostel Supervisor	48	12 <sup>th</sup> pass	As Per UGC Norms	09.08.2004	Yes
54	Ms. Neeraj Tomer	Hostel Supervisor	38	12 <sup>th</sup> pass	As Per UGC Norms	14.04.2008	Yes
55	Mr. Hemant Kumar Katiyar	Librarian	47	M.Lib, M Phil	As Per UGC Norms	29.01.2007	Yes
56	Mr. Parmod Kumar	Assistant Librarian	57	M.Lib, M Phil	As Per UGC Norms	20.08.1999	Yes
57	Mr. Raj Kumar	Library Assistant	42	M.Lib.	As Per UGC Norms	17.07.2007	Yes
58	Mr. Arvind Kumar Jain	Library (Shastri)	35	B.Lib	As Per UGC Norms	15.09.2015	Yes
59	Mr. Sandeep Kaushik	Library Assistant	44	M.Lib, M Phil	As Per UGC Norms	19.12.2006	Yes
60	Mr. Anuj Kumar	Library Assistant	48	M.Lib, M Phil	As Per UGC Norms	27.07.2007	Yes

61	Mr. Shiv Mohan Gaur	Library Attendant	55	Diploma in Library	As Per UGC Norms	25.12.2006	Yes
62	Mr. Mohit Saini	Book Lifter	28	12 <sup>th</sup> pass	As Per UGC Norms	08.10.2014	Yes
63	Mr. Sandeep Negi	Book Lifter	38	12 <sup>th</sup> pass	As Per UGC Norms	20.12.2010	Yes
64	Mr. Rajiv Sharma	Personal Assistant	58	M.A., Diploma	As Per UGC Norms	08.08.2008	Yes
65	Mr. Anand Singh	Academic Assistant	52	Intermediate	As Per UGC Norms	05.08.1999	Yes
66	Mr. Vijay Pal	Office Attendant	39	9 <sup>th</sup>	As Per UGC Norms	01.01.2005	Yes
67	Mr. Manisha Saini	Receptionist	22	B.Sc	As Per UGC Norms	18.05.2022	Yes
68	Mr. Adesh Bhardwaj	Senior Executive	42	M.A. , LLB, Diploma	As Per UGC Norms	22.03.2021	Yes
69	Mr. Lalit Rawat	Purchase Executive	27	B.A.	As Per UGC Norms	24.05.2022	Yes
70	Mr. Karan Pal	Office Attendant	38	9 <sup>th</sup>	As Per UGC Norms	01.03.2006	Yes
71	Mr. Khushi Dhiman	Personal Secretary	23	B.Com	As Per UGC Norms	08.09.2021	Yes
72	Mr. Ashwani Kumar	Office Executive	31	B.Tech.	As Per UGC Norms	28.09.2021	Yes
73	Mr. Deepek Chauhan	HR Executive	29	M.B.A. (HR)	As Per UGC	01.09.2021	Yes

					Norms		
74	Mr. Mukesh Bhardwaj	Accountant	40	M.Com , MBA	As Per UGC Norms	11.02.2006	Yes
75	Mr. Mohit	Accountant	34	M.Com	As Per UGC Norms	18.06.2014	Yes
76	Mr. Ashish Puri	Accountant	41	PG Dip (Finance)	As Per UGC Norms	16.03.2021	Yes
77	Mr. Harshit Goel	Accountant	26	M.Com	As Per UGC Norms	16.10.2021	Yes
78	Mr. Anant Kumar	Asst. Store Keeper	32	M.Com	As Per UGC Norms	03.03.2021	Yes
79	Mr. Krishna Dev Prashad	Finance Manager	39	C.A.	As Per UGC Norms	01.09.2016	Yes
80	Mr. Deepak Kumar	JE-Civil Engg.	28	B.Tech.	As Per UGC Norms	08.02.2021	Yes
81	Mr. Vivek Tomar	JE-Civil Engg.	21	Diploma	As Per UGC Norms	01.07.2023	Yes
82	Mr. Babo Ram	Architecture	39	Diploma	As Per UGC Norms	02.08.2023	Yes
83	Mr. Madan Bhandari	Driver	47	8 <sup>h</sup>	As Per UGC Norms	03.08.1999	Yes
84	Mr. Jasveer	Driver	53	12 <sup>th</sup>	As Per UGC Norms	11.06.2010	Yes
85	Mr. Manoj Kumar	Driver	34	10 <sup>th</sup>	As Per UGC Norms	03.03.2021	Yes

86	Mr. Sanjeet Kumar	Driver	41	8 <sup>th</sup>	As Per UGC Norms	23.11.2021	Yes
87	Mr. Ankur	Driver	31	10 <sup>th</sup>	As Per UGC Norms	08.07.2019	Yes
88	Mr. Ablish	Driver	33	12 <sup>th</sup>	As Per UGC Norms	10.10.2022	Yes
89	Mr. Mufat Lal	Driver	41	8 <sup>th</sup>	As Per UGC Norms	16.09.2016	Yes
90	Mr. Amit Kumar	Lab Technician in EE	33	Diploma	As Per UGC Norms	16.08.2010	Yes
91	Mr. Amit Singh	Lab Technician in EE	45	ITI	As Per UGC Norms	17.08.2010	Yes
92	Mr. Rejimon Samuel	Lab Technician in ME	52	Diploma	As Per UGC Norms	24.06.2006	Yes
93	Mr. Shiv Kumar	Lab Technician in ME	44	ITI	As Per UGC Norms	20.11.2006	Yes
94	Mr. Bobinder Kumar	Lab Attendant in ME	35	ITI	As Per UGC Norms	25.08.2009	Yes
95	Mr. Sushil Kumar	Lab Technician in ME	53	Diploma	As Per UGC Norms	01.09.2008	Yes
96	Mr. Vipin Kumar	Lab Attendant in ME	40	ITI	As Per UGC Norms	01.0.2009	Yes
97	Mr. Ashok kumar	Computer Programmer	40	B.Tech.	As Per UGC Norms	01/10/2008	Yes
98	Mr. Hari Singh	Network Administrator	35	12 <sup>th</sup>	As Per UGC	01.08.2018	Yes



					Norms		
99	Mr. Ankit Kumar Saini	Computer Technician	27	12 <sup>th</sup>	As Per UGC Norms	15.05.2015	Yes
100	Mr. Rakesh Kumar	Lab Attendant	40	12 <sup>th</sup>	As Per UGC Norms	24.08.2009	Yes
101	Mr. Vikram Singh Karki	Lab Assistant	30	12 <sup>th</sup>	As Per UGC Norms	01.09.2021	Yes
102	Mr. Nitu Saini	Lab Assistant	29	M.com.	As Per UGC Norms	01.09.2021	Yes
103	Mr. Akshay Pal	Lab Assistant	29	12th	As Per UGC Norms	03.08.2023	Yes
104	Mr. Sangam Saini	Lab Assistant	18	12 <sup>th</sup>	As Per UGC Norms	03.08.2023	No
105	Mr. Govind Saini	Lab Assistant	22	12th	As Per UGC Norms	03.08.2023	No
106	Mr. Monu Chopra	Hardware Engineer	30	B.Sc. (CS)	As Per UGC Norms	03.10.2023	Yes
107	Mr. Sourabh	Lab Assistant	23	12th	As Per UGC Norms	04.10.2023	No
108	Mr. Anjesh	Lab Assistant	19	12 <sup>th</sup>	As Per UGC Norms	10.10.2023	No