

**Mandatory disclosures to be displayed by the affiliated institute for All Academic Programmes,
Conducted at Affiliated Institute/College, the information should be placed on their website**

PART – I

A – GENERAL INFORMATION

A – I.1 Name of the Institution Complete Postal address STD code Telephone No. Fax No. E-mail	Rukmini Devi Institute of Advanced Studies 2A & 2B, Phase-I, Outer Ring Road, Madhuban Chowk, Rohini, Delhi – 110 085 011 27864596, 27867301 27867212 admin@rdias.ac.in
Year of Establishment	1996
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private-Self Financed
A – I.2 Name, address of the Society/Trust/Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	Seth Pokhar Mal Educational Society (Regd.) C/o Rukmini Devi Institute of Advanced Studies 2A & 2B, Phase-I, Outer Ring Road, Madhuban Chowk, Rohini, Delhi – 110 085 011- 27864596, 27867301 27867212 spmes@spmes.org www.spmes.org
A – I.3 Name, Designation and Address of person to be contacted by phone STD Code Telephone No: Office Residence Mobile No. Fax No E-Mail	Prof. (Dr.) Raman Garg Director, Rukmini Devi Institute of Advanced Studies 011 27864596, 27867301 - 9717311881 27867212 email@ramangarg.com
A – I.4 Name and Address of the Director/Principal of Institution	Prof. (Dr.) Raman Garg LU-109, Pitampura, Delhi-110034

A – I.5

a. Details of Affiliation Fee Paid to the University

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated
MBA	2017-18	Letter No. F.IPU/Acctts/2017-18/517	12.01.18
BBA			
MBA (2 nd Shift)			
BBA (2 nd Shift)			

b. APPROVAL STATUS:

Name of the Course	Approved up to	Intake Approved and Admitted	GGSIPIU	State Government
MBA	2018-19	F.No.North-West/1-35127821252018/EOA dated: 29.04.18	No.F.:GGSIPIU/Aff.letter/RDIAS/2017-18/2206 Dated: 25.01.18	F.1(62)/DD(SB)/NOC/2007/1277-79 dated 11.06.2018
		Approved Intake: 120		
		Actually Admitted: 120		
MBA (2 nd Shift)	2018-19	F.No.North-West/1-35127821252018/EOA dated: 29.04.18	No.F.:GGSIPIU/Aff.letter/RDIAS/2017-18/2206 Dated: 25.01.18	F.1(62)/DD(SB)/NOC/2007/1277-79 dated 11.06.2018
		Approved Intake: 120		
		Actually Admitted: 120		
BBA	2018-19	Not Required	No.F.:GGSIPIU/Aff.letter/RDIAS/2017-18/2206 Dated: 25.01.18	F.No.DHE-4(4)/RDIAS/NOC/2014-15 dated 23.05.18
		Approved Intake: 180		
		Actually Admitted: 180		
BBA (2 nd Shift)	2018-19	Not Required	No.F.:GGSIPIU/Aff.letter/RDIAS/2017-18/2206 Dated: 25.01.18	F.No.DHE-4(4)/RDIAS/NOC/2014-15 dated 23.05.18
		Approved Intake: 180		
		Actually Admitted: 180		

c. STATUS OF APPLICATION

Course	Extension of Approval		Increase in Intake of Seats		Remarks	
	Yes	No	Yes	No	Current Intake	Proposed Increase in Intake
MBA	√			√	120	Nil
MBA (2 nd Shift)	√			√	120	Nil
BBA	Not Required			√	180	Nil
BBA (2 nd Shift)	Not Required			√	180	Nil

A – I.6

Whether other Educational Institutions/Courses are also being run by the Trust / Institution in the same Building / campus? If yes, give status

Yes No

A – I.6 a

Status of the Courses Conducted:	
Independent Building	<input type="checkbox"/>
Wing of another college	<input type="checkbox"/>
Separate Campus	<input type="checkbox"/>
Multi Institutional Campus	<input type="checkbox"/>

B – DETAILS OF THE INSTITUTION

B – I.1 Pay Scales:

Staff	Scale of pay	PF	Gratuity	Pension benefit
Teaching Staff	AICTE/UGC/State Govt. Yes	As per norms	As per norms	As per norms
Non-Teaching Staff	State Government Yes	As per norms	As per norms	As per norms

B – I.2 Course: Admission statement for the past three years

	MBA			MBA (2 nd Shift)			BBA			BBA (2 nd Shift)		
	2018-2019	2017-2018	2016-2017	2018-2019	2017-2018	2016-2017	2018-2019	2017-2018	2016-2017	2018-2019	2017-2018	2016-2017
Sanctioned Intake	120	120	120	120	120	120	180	180	180	180	180	100
No. of Admissions	In Process	120	121 (including 1 JKM)	In Process	120	120	In Process	181 (including 1 JKM)	180	In Process	180	100
Unfilled Seats		Nil	Nil		Nil	Nil		Nil	Nil		Nil	Nil
No. of Excess Admissions		Nil	Nil		Nil	Nil		Nil	Nil		Nil	Nil

B – I.3 Academic information: Percentage of results for the past three years:

	MBA			MBA (2 nd Shift)			BBA			BBA (2 nd Shift)		
	2017-18	2016-17	2015-16	2017-18	2016-17	2015-16	2017-18	2016-17	2015-16	2017-18	2016-17	2015-16
Academic Year												
% of Students passed with Distinction	94.01	61.73	38.46	94.91	67.28	38.79	65.21	28.30	25.00	66.66	17.14	20.00
% of Students passed with First Division	5.12	30.43	61.53	4.23	28.97	61.20	30.43	71.69	75.00	22.58	82.85	75.55

B – II Co – Curricular Activities / Sports Activities

Programme conducted (mention details)	<ul style="list-style-type: none"> • Industry-led Training Programmes • Additional Skill Acquisition (ASA) Programmes • International Conferences • Seminars / Guest Lectures / Workshops • Faculty Development Programmes • Student Mentorship Programmes • Industry Visits • Annual Job and Career Fairs • Annual Summer and Winter Internship Fairs • Annual Inter-college Cultural Fest (Razzmatazz) • Annual Sports Meet (Spirit) • Annual Alumni Meet (Reminiscence) • Annual Winter Carnival (Winterlude) <p>For more details visit www.rdias.ac.in</p>
Whether students participating in University level cultural activities / Co-curricular/sports activities	Yes
Physical Instructor	Available
Sports Ground	Yes
Director for Student welfare Activities	Available

PART – II PHYSICAL INFRASTRUCTURE

1. a. Building Own / Rented / Leased
 b. Land:
 i. Leased or own Leased Own
- Sale / Agreement deed (records to be enclosed) Enclosed / Not available
- c. Building: Leased Rented
- i) Leased/Rented (Record to be enclosed) : **Enclosed/Not available**
 ii) If Own (Approved Building plan & sale deed to be enclosed) : **Enclosed / Not available**
- d) Total Area of the college building in Sq.mts : Built up Area
 Amenities and Circulation Area

2. Class rooms:

Total Number of Class rooms provided

Class	Required	Available	Required Area* for each class room	Available Area in Sq. mts
	12	13	66 Sq. Mtrs.	858 Sq. Mtrs.

(* To accommodate 60 students)

3. Laboratory requirement AICTE norms for AICTE approved programmes and for non AICTE approved norms University/concerned council norms are applicable

Sl. No.	Name of Infrastructure	Requirement as per Norms	Available	
			No.	Area in Sq. mts
1	Computer Centre	1	1	150
2	Laboratory	3	3	188

* Not required if computer simulated software are available

The Institutions will not be permitted to run the courses in rented building on or after 2004

- All the Laboratories should be well lit & ventilated
- All Laboratories should be provided with basic amenities and services like exhaust fans and fume chamber to reduce the pollution wherever necessary.
- The workbenches should be smooth and easily cleanable preferably made of non-absorbent material
- The water taps should be non-leaking and directly installed on sinks Drainage should be efficient.
- Balance room should be attached to the concerned laboratories.

4. Administration Area:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms in area (in sq. mts.)	Available	
				No.	Area in Sq. mts
1	Director Office	1	30	1	30
2	Office – I Including Confidential Room	1	320	1	320
3	Staff / Faculty Rooms for Course	5 Sq.mts/Faculty	270	---	270
4	Library and Reading Room with computer and reprographic facilities	2	200	2	200

5	Placement Office	1	50	1	66
6	Multi-purpose Hall (Desirable)	1	132	2	198
7	Garden (Desirable)	---	---	Available	

5. Student Facilities:

Sl. No.	Name of infrastructure	Requirement in number	Requirement in area	Available	
				No.	Area in Sq. mts
1	Girl's Common Room (Essential)	1	75	1	100
2	Boy's Common Room (Essential)	1	75	1	100
3	First Aid cum Sick Room	1	10	1	10
4	Toilet Blocks for Boys	Adequate	150	Adequate	150
5	Toilet Blocks for Girls	Adequate	150	Adequate	150
6	Canteen (Desirable)	1	150	1	150
7	Drinking Water facility Water Cooler (Essential)	Adequate	---	Adequate	Yes
8	Boy's Hostel (Desirable)	---	---	No	
9	Girl's Hostel (Desirable)	---	---	No	
10	Power Backup Provision (Desirable)	---	---	Yes	

6. Computer and other Facilities:

Name	Required	Available	Available	
			No.	Area in Sq. mts
Computer (latest Configuration)	235	340	---	---
Printers	24	24	---	---
Xerox Machine	---	Yes	---	---
Multi Media Projector	---	32	---	---
Scanner	---	3	---	---

7. Amenities (Desirable)

Name	Requirement as per Norms in area	Available		Not Available
		No.	Area in Sq. mts	
Principal quarters	---	No		
Staff quarters	---	No		
Parking Area for staff and students	---	Yes		
Bank Extension Counter	---	Yes		
Co-operative Stores	---	No		
Guest House	---	No		
Transport Facilities for students	---	No		
Medical Facility (First aid)	---	Yes		

8. A. Library books and periodicals

The minimum norms for the initial stock of books, yearly addition of the books and the number of journals to be subscribed are as given below:

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available	
				Titles	Numbers
1	Number of books	650	11000	7381	41311
2	Annual addition of books	200	2000	147	5185
3	No. of Indian Journals	36	36	61	61
4	No. of International Journals	36	36	27	27
5	Periodicals Hard copies / online	---	---	455	455
	Library Timings	8:00 AM – 6:00 PM			

9. B. Subject wise Classification:

S No.	Subject	Available	
		No. of Titles	No. of Volumes
1	Software Testing	37	253
2	Digital Electronics	54	222
3	Programming Language (JAVA, C++, C, VB)	212	1735
4	Discrete Mathematics/ Theory of Computer Science	52	521
5	Data Structure & Algorithm	55	590
6	Database Management Systems	105	823
7	Computer System Architecture	55	275
8	Computer Graphics	40	261
9	Operating System (Linux, Unix, Windows)	67	684
10	Computer Algorithms	51	173
11	Software Engineering	39	612
12	Data Warehousing and Data Mining	58	305
13	Website Designing	68	374
14	Networking	69	603
15	Artificial Intelligence	46	114
16	General IT	208	1002
17	Marketing	291	3221
18	Finance	300	2304
19	Economics/entrpreneurship	308	2881
20	HRM	255	1721
21	Management/OB	435	4534
22	Production/projects	95	1192
23	Management Information System	59	857
24	E- Commerce /Decision Support	48	1179
25	International Business	117	1074
26	Quantitative Technique	56	961
27	Statistics	87	351
28	Computer Fundamental	52	957
29	Business Laws & other laws	141	1522
30	Business Environment / Business Research	93	1282
31	Accounting	195	2246
32	Mathematics	53	692
33	General Books/Others	2469	3388
34	Corporate social responsibility	11	714
35	Spiritual	23	232
36	Agriculture/Plantation	9	12
37	Environmental Science	4	85
38	HBRs Collections	624	654
39	Wordsworth Classics	223	223
40	Times Business Series	213	215
41	Business Analytics	4	267
Total Number		7381	41311

8. C. Library Staff:

	Staff:	Qualification	Required	Available
1	Librarian	M.LISc.,	---	1
2	Library Assistant	B.LISc., Pursuing M.LISc,	---	1
3	Library Attendant	Graduation	---	2

Note: The information provided will be assessed in giving the period of approval.

PART III – PERSONNEL

1. Details of Teaching Faculty for Course to be enclosed in the format mentioned below:

Sl. No.	Name	Designation	Qualification	Date of Joining	Teaching Experience (in Years)	
					After UG	After PG
1.	Dr. Raman Garg	Director & Professor	M.Engg, Ph.D	01.07.05	-	13
2.	Dr. Manoj Kumar Gupta	Professor	B.Com , MCA, M.Tech, UGC Net Exempted, Ph.D	01.08.02	1	22
3.	Dr. Anil Kumar Goyal	Professor	B.A., BBA MBA, M.Com, UGC Net, Ph.D	04.08.12	1	13
4.	Dr. Smita Mishra	Professor	B.Com , MBA, M.Com, UGC Net exempted, Ph.D	09.07.13	-	10.5
5.	Dr. Anshu Lochab	Associate Professor	B.Sc.,MBA, MA Economics, UGC Net , Ph.D	01.08.11	-	9
6.	Dr. Madhu Arora	Associate Professor	B.Com., B.Ed., MBA, M.Com, M.Phil, UGC Net, UGC-SLET, Ph.D	12.07.16	-	13
7.	Dr. Pooja Bahl	Associate Professor	BBA , MBA, MGDBM, Ph.D	01.07.16	-	10
8.	Dr. Vidhi Tyagi	Associate Professor	B.Sc., MBA, UGC-NET, Ph.D	27.12.16	-	12
9.	Dr. Kamini Rai	Associate Professor	B.Com.,B.Ed., M.Com., M.Phil, UGC Net, Ph.D	09.01.17	-	7.5
10.	Dr. Ruhee Mittal	Associate Professor	B.Com , MBA, UGC Net , Ph.D	05.01.15	-	7.5
11.	Dr. Tripti Bajpai Toor	Associate Professor	B.Sc., MBA, UGC Net, Ph.D.,	06.07.15	-	23.5
12.	Dr. Anshu Tyagi	Associate Professor	B.Com., M.Com., UGC Net Exempted, Ph.D	10.03.17	-	9.5
13.	Dr. Imran Khan	Associate Professor	B.Sc ., M.Tech, M.Sc., Ph.D., MBA Pursuing	09.01.12	-	9.5
14.	Dr. Irameet Kaur	Associate Professor	B.Sc., PGDBM, MHRM,UGC Net, Ph.D	26.12.16	-	11
15.	Dr. Neha Yadav	Associate Professor	B.Sc., MBA, UGC Net, Ph.D.	02.01.17	-	8
16.	Ms. Namita Singh	Associate Professor	B.Sc ., M.Tech, M.Sc., Ph.D Pursuing	01.07.08	-	10
17.	Mr. Harminder Singh	Assistant Professor	B.Com.,MBA, PGDM, M.Com., Ph.D Pursuing	09.08.17	-	7
18.	Mr. Miklesh Prasad Yadav	Assistant Professor	BBS , MBA, UGC Net, Ph.D Pursuing	30.07.15	-	8
19.	Mr. Somendra Kumar	Assistant Professor	B.Sc., MCA, M.Sc. M.Phil, MBA , Ph.D Pursuing	01.07.08	-	17
20.	Mr. Sunil Kumar Yadav	Assistant Professor	B.Sc ,MBA, M.A., UGC Net, Ph.D Pursuing	06.01.15	-	14.8
21.	Ms. Aarti Sehgal	Assistant Professor	BBA ,MBA, UGC Net, Ph.D Pursuing	22.08.14	-	6
22.	Ms. Amandeep Kaur	Assistant Professor	BBE , MBA, UGC Net, Ph.D Pursuing	02.01.12	-	8.5
23.	Ms. Bushra	Assistant Professor	B.Ed., B.Com, M.Com, MBA, UGC Net	01.08.15		
24.	Ms. Deepika Varshney	Assistant Professor	B.Com , MBA, Ph.D Pursuing	06.08.12	-	14.5
25.	Ms. Khushbu Arora	Assistant Professor	BCA , MBA, Ph.D Pursuing	23.07.12	-	11
26.	Ms. Nidhi Bhasin	Assistant Professor	B.Com , MBA, UGC Net, Ph.D Pursuing	01.07.11	-	8
27.	Ms. Simmi Chawla	Assistant Professor	BCA , MCA, M.Tech, Ph.D pursuing	16.08.12	-	9
28.	Ms. Ritu Bansal	Assistant Professor	B.A.,MCA, MBA	20.08.14	-	5.5
29.	Ms. Surbhi Malhotra	Assistant Professor	BBA , MBA, UGC Net, Ph.D pursuing	25.07.12	-	8
30.	Ms. Tanuja Saroha	Assistant Professor	B.Com , MBA, Ph.D pursuing	12.11.13	-	8.5

31.	Ms. Upasana Diwan	Assistant Professor	B.Com, MBA, UGC NET, M.Phil, Ph.D pursuing	10.02.05	-	13
32.	Ms. Radhika Thapar Soni	Assistant Professor	B.Com., MCA, MBA, M.Sc., M.Phil Ph.D pursuing	03.12.12	-	12.5
33.	Ms. Swati Oberoi	Assistant Professor	B.Sc.,MCA, , MBA, M.Phil Ph.D pursuing	02.06.14	-	16
34.	Mr. Gaurav Jindal	Assistant Professor	B.A. (H), M.Tech, MCA, UGC Net, Ph.D pursuing	09.06.14	-	15
35.	Mr. Deepak Chhabra	Assistant Professor	BBA , MBA,	01.07.17	-	6
36.	Ms. Supriya Sardana	Assistant Professor	B.Com., M.Com., UGC Net , Ph.D pursuing	10.07.17	-	1.5
37.	Mr. Mukesh Kr. Gupta	Assistant Professor	B.Com., B.Ed., M.Com., MBA,	15.12.16	-	10.5
38.	Ms. Akanksha Upadhyay	Assistant Professor	B.Sc., B.Ed ., MCA, Ph.D pursuing	10.06.13	-	9.5
39.	Ms. Bhajneet Kaur Ahuja	Assistant Professor	BCA , MCA, MBA , Ph.D Pursuing	03.12.12	-	6
40.	Ms. Jyoti Gupta	Assistant Professor	Graduation, MBA, UGC Net , Ph.D pursuing	15.07.13	-	5
41.	Ms. Pooja Kalra	Assistant Professor	BBA, B.Ed.,MBA, UGC NET, Ph.D pursuing	17.07.12		
42.	Ms. Rakhee Chhibber	Assistant Professor	B.Sc, B.Ed , MCA, M.Sc., PGDCA, Ph.D pursuing	04.07.11	-	25
43.	Ms. Sakshi Gupta	Assistant Professor	BBA , MBA, UGC Net,	16.01.17	-	2
44.	Ms. Shikha Dua	Assistant Professor	B.Com ,MBA, M.Com, PGPM, UGC Net,	15.09.14	-	3.9
45.	Ms. Sonali Arora	Assistant Professor	B.Com (H), MBA, UGC Net ,	13.12.16	-	1.5
46.	Ms. Sonam Goel	Assistant Professor	BA (Eco), MBA, Ph.D Pursuing	02.07.12	-	4.5
47.	Ms. Megha Grover	Assistant Professor	BBA , MBA, PGDFM, M.A., Ph.D pursuing	25.07.17	-	5.5
48.	Ms. Himanshi	Assistant Professor	B.Com., MBA	01.08.17	-	1
49.	Ms. Abha Gupta	Assistant Professor	B.Com., M.Com., UGC Net	11.09.17	-	0.9
50.	Mr. Sunil Kumar	Assistant Professor	BA ,MBA, UGC Net Ph.D Pursuing (Thesis submitted)	20.09.17	-	6
51.	Mr. Manoj Kumar Mishra	Assistant Professor	B.Tech., MBA	15.03.18		
52.	Ms. Namsi Bajaj	Assistant Professor	B.Sc., MBA, UGC Net	02.04.18		
53.	Ms. Shikha Aggarwal	Assistant Professor	BBA , MBA, PG Diploma,UGC Net, Ph.D pursuing	15.05.18		

2. Qualification of Faculty Members

PG	PhD
53	15

3. Details of Faculty Retention for:

No. of Faculty Members	Period	Percentage
22	Duration of 5 yrs. And above	42
31	Less than 5 yrs.	58

4. Details of Faculty Turnover

No. of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
11	% of faculty retained in last 3 years				

5. No. of Non-teaching staff available:

Sl. No.	Designation	Required Number	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	As per norms	As per norms	8	MCA, M.Sc.	
2	Laboratory Assistants/Attendants			1	Graduation, Dip.	
3	Office Superintendent			15	M.A.	
4	Accountant cum Clerk			1	M.Com	
5	Store keeper			1	Graduation	
6	Computer Data Operator			1	B.Com	
7	Peon			12	12 th	
8	Cleaning personnel			9	10 th	
9	Gardener			1	9 th	
10	Security Guard			5	10 th	
11	Driver			1	10 th	
12	Electrician			1	Dip.	

7. Scale of pay for Teaching faculty: As per 6th Pay Commission Norms

8. Whether facilities for Research / Higher studies are provided to the faculty? Yes

9. Whether faculty members are allowed to attend workshops and seminars? Yes

10. Scope for the promotion for faculty: Promotions Yes No

11. Gratuity Provided Yes As per norms No

12. Details of Non-teaching staff members:

S. No.	Name	Designation	Qualification	Date of Joining	Exp.
1	Capt Rajesh Kotnala	Sr. Manager	B.Sc.	26/03/2018	36 yrs.
2	Mahavir Prashad Aggarwal	Account Officer	B.Com., M.Com.	10/03/2008	23 Yr, 7 Month
3	Rajni Kumar	PA to Director	B.A., M.A.	01/06/2009	20 yrs.
4	Smita Dey	Office Assistant	B.A., M.A.	07/07/2008	18 yrs.
5	Divya Luthra	Office Assistant	BBA, Pursuing LLB, Company Secretaries from ICSI	01/09/2016	2 Yrs, 8 Month
6	Khusbhu	Office Assistant	BBA, MBA pursuing	15/06/2016	3.5 yrs.
7	Surbhi Sharma	Office Assistant	B.Com.	11/09/2017	10 yrs.
8	Tripti Nagpal	Office Assistant	BBA, MBA	09/10/2017	1 yr.
9	Vijay Tiwari	Network Engineer	B.A., Diploma in Hardware & Networking	01/06/2008	10 yrs.
10	Amit Kumar Shrivastva	Lab Technician	BCA, MCA	15/06/2012	6 yrs.
11	Ravindra Singh Chauhan	Lab Technician	Dip. in Hardware & Networking	05/03/2012	6 yrs.
12	Vijay Chaurasia	Lab Attendant	B.A.	10/08/2015	3 yrs.
13	Santosh Kumar	Programmer	B.A., MCA	05/07/2010	10 yrs.
14	Nishi Kant	System Analyst	B.Sc., M.Sc.,	01/08/2005	16 Yr, 9 Months
15	Ashish Kumar Mishra	Programmer	B.A., MCA, M.Sc.	18/10/2016	2.5 yrs.
16	Apoorva Dwivedi	Programmer	B.tech	22/02/2017	2 yrs.
17	Gourav Pandey	Trainee	BCA, MCA pursuing	05/01/2018	0.3 months
18	Bharat Kumar	System Analyst	B.Com., MCA	20/03/2006	12 Yr, 2 Months
19	Ravi Prakash Jeewal	Office Attendant	B.A.	05/09/2017	8 months
20	Anju Sehrawat	Asstt. Librarian	B.A., B.LIS., M.LIS	22/08/2011	13 yrs.
21	Rakesh kumar	Library Assistant	B.A., B.LIS	14/09/2006	12 yrs.
22	Chandra Prakash	Library Attendant	12th	09/07/2015	3 yrs.
23	Vikram Singh	Caretaker	Graduation in Army	01/11/2012	24 yrs
24	Vijay Kumar	Graphic Designer	B.Com.	21/01/2008	10.5 yrs.
25	Sanjay Kumar	Office Assistant	B.A.	01/06/2017	8 yrs.
26	Neha Gupta	Office Assistant	B.Com., CS	09/06/2017	1 yr.
27	Purnima	Office Assistant	B.A., M.A.,	10/08/2017	5 yrs.
28	Bharat Lal Maurya	Gardner	9th	01/11/2011	7 yrs.

29	Vijender Kumar	Electrician	12th & Dip. in Electrical from ITI	01/06/2011	7 yrs.
30	Arun Kumar	Driver	10th	01/10/2014	4 yrs.
31	Bailochan Rout	Plumber	8th	01/11/2014	3.5 yrs.
32	Nitya Bahadur	Office Attendant	9th	01.04. 2005	13 yrs.
33	Dhan Bahadur Dorji	Peon-cum-Helper	7th	26/02/2013	5 yrs.
34	Raju Dorji	Peon-cum-Helper	6th	01/12/2013	5 yrs.
35	Debojit Bhuyan	Peon-cum-Helper	10th	06/02/2015	3 yrs.
36	Debojit Gogoi	Peon-cum-Helper	9th	01/11/2015	3 yrs.
37	Santosh Dargi	Peon-cum-Helper	7th	01/09/2016	1.5 yrs.
38	Minto Dorji	Peon-cum-Helper	10th	02/11/2016	1.5 yrs.
39	Raju Dorji	Peon-cum-Helper	10th	10/04/2017	1 yr.
40	Mon Bahadur Dorji	Peon-cum-Helper	8 th	05/09/2017	0.8 months
41	Raju dornal	Peon-cum-Helper	10th	05/12/2017	0.6 months
42	Tek Bhadur Dorji	Peon-cum-Helper	10th	17/05/2018	0.6 months
43	Ram Singh	Housekeeping	12th	12/01/2016	2.5 yrs.
44	Suresh Kumar	Housekeeping	8th	14/03/2016	2 yrs.
45	Anjani Devi	Housekeeping	8th	02/05/2016	2 yrs.
46	Bunty	Housekeeping	6th	14/10/2016	1.5 yrs.
47	Sachin	Housekeeping	5th	07/12/2016	1.5 yrs.
48	Sita Devi	Housekeeping	8th	24/07/2107	1 yr.
49	Sumit	Housekeeping	7th	13/10/2017	1.5 yrs.
50	Krishan	Housekeeping	5th	01/11/2017	3.5 yrs.
51	Anil	Housekeeping	10 th	01/01/2018	1.5 yrs.
52	Harish Lal	Security Guard	10th		7 yrs.
53	Padma Kaur	Security Guard	10th		2 yrs.
54	Umesh Kumar Jha	Security Guard	8th		10 yrs.
55	Saudan Singh	Security Guard	12 th		7 yrs.
56	Jaykaran Singh	Security Guard	12th		11 yrs.