



Profile

Title	MR.	First Name	AMIT KUMAR	Last Name	VERMA	
Designation	LABORATORY ASSISTANT					
Department	PHYSICS					
Residence Address	A- 20/5C, Main Chetram Gali, Maujpur, Delhi-110053					
Phone No. Office	011-22324086					
Mobile	9911432121					
Email	akverma@shyamlal.du.ac.in					
Educational Qualifications						
Degree	Institution				Year	
Xth	C.B.S.E.				1994	
XIth	C.B.S.E.				1996	
Graduation	UNIVERSITY OF DELHI				1999	
Post Graduation	VINAYAKA MISSIONS UNIVERSITY				2009	
Other	CERTIFICATE COURSE IN FORENSIC SCIENCE				2000	
Work Assignment						
<ol style="list-style-type: none"> 1. Issue (and receive) instruments to (and from) the students of B.Sc. Physical Science from dealing counter in Physics Laboratory. 2. Help the students while taking instruments (i.e. name of instruments used in particular practical) from counter. 3. Help the non-teaching in-charge and teachers in day-to-day work. 4. P.A. to Principal work in the absence of P.A. (Sometimes) 5. All computer works i.e. quotation work, examination work (i.e. internal/external examiners letters, their statement of remuneration and all computer related clerical work), routine work, synopsis for appointment of the teaching as well as non-teaching staff, generation of practical award sheets and marks entry. 6. Work as Dealing Assistant at the time of admission of new comers students in the college. 7. Assists the teachers as well as students at the time of College Students Elections. 						
Achievement / Awards / Recognitions						
Attended Three Days Training Programme "Smart Office Administration" in the Shyam Lal College						
Other Activities						
Working as an Academic Counselor to teach Mathematics Subject to BPP/BDP/BCA students, Semester I, at IGNOU Study Centre (Study Centre Code - 0769) since 2006						