

FUNCTIONARIES

The following Persons / committees apart from his/her duties are fully authorized by the Management to do work independently with financial affairs justify expenditure and submit audit reports along with visionary plan and activities report to the Management to analyze working and take necessary steps in this regard.

➤ **Principal's Post Vacant**

In search of Excellent Academician and Administrator. Apart from UGC pay scale special package will be offered.

➤ Dr. Abdul Moid Karimi

Mail-ID - 786moidabdul@gmail.com

In-charge - Principal (Academic & Accounts)

➤ **Director Academic Post Vacant**

In search of Excellent Academic Administrator, special package will be offered.

➤ Dr. Jawaid Akhter (HOD, Math)

Mail-ID- jawaidakhter59@gmail.com

Director Students Affairs (Non Academic) & Authorized Signatory :

Co-ordinators :

- Maulana Azad National Urdu University, (MANUU) Hyderabad Study Centre, Allama Iqbal College, Biharsharif.
- Vocational & Professional Courses of Allama Iqbal College.
- AL-Safia Technical Institute for Girls.
- IQAC (Internal Quality Assurance Committee)
- Coaching services and Additional academic supports to the students.
- General store.

➤ Dr. Md. Farooque Azam. (HOD Economics)

Mail-ID - farooqueazam68@gmail.com

Dr. Hemant Kumar Jha, (HOD Sociology)

Mail-ID - drhkjha1965@gmail.com

In-charge - Academic Analyze and Problem Solution Centre (AAPSC) and act to implement guide line for improving Higher Education scenario Para no.

1,2,4,5,10,11 and 12 and implement reply student's question regarding his/her syllabus by E-mail and maintain records.

➤ Dr. Mithilesh Chandra (History)

Mail-ID - ayush10chandra@gmail.com

Dr. Rehanur Rahman (Hindi)

Mail-ID - rehansmalik@rediffmail.com

In-charge - Library Arts & Humanities

➤ Shri Ramvrat Singh (HOD, Chemistry)

Mail-ID - ramvratsingh@gmail.com

Dr. Shahina Khatoon (HOD, Botany)

Mail-ID - shahinakhatoon1962@gmail.com

In-charge - Library Science & Technical

➤ Dr. Md. Yasin Khan (Commerce)

Mail-ID - yasin.khan.aicollge@gmail

Dr. Deonath Prasad (Commerce)

Mail-ID - deonathprasad2@gmail.com

In-charge - Library Commerce & Professional

➤ Md. Pervez Akhter

Mail-ID - pervezakhter163@gmail.com

Librarian for all Libraries

➤ Dr. Anil Kumar Ojha (Chemistry)

Mail-ID- anilojha0808@gmail.com

Mr. Mokhtar Sayeed (MCA) Computer Section

Mail-ID - mokhtarsayeed@gmail.com

In-charge - Information, Communication Technology and computers affairs and upload information on website regarding Admission, Registration Examination, Practical Exam etc.

➤ Dr. Jitendra Kumar (Public Administration)

Mail-ID - drjitndrasrikumar@gmail.com

In-charge - Legal service to aid awareness, cases /

complain against the College/Authorities, Accounts and Audit, Miscellaneous, Nodal officer.

- Dr. Shabbir Ahsan (Economics)
Mail-ID - dr.snizami@rediffmail.com

In-charge - NSS

- Dr. Ajay Kumar Singh (History)
Mail-ID -
Md. Ekramullah Khan (PTI)
Mail-ID - rayyanikram@gmail.com

In-charge - Sports, Physical fitness, NCC and College sports campus chandpura

- Sri Ramvrat Singh (HOD, Chemistry)
Mail-ID - ramvratsingh@1968@mail.com
Dr. Paras Nath (Physics)
Mail-ID - drparasnath3@gmail.com

In-charge - Medical Service and to create among the College families health awareness and co-operate in this regard.

- Dr. Sujit Kumar (Zoology)
Mail-ID - drsujitkumar321@gmail.com
Dr. Mushtaque Ahmad (Sociology)
Mail-ID - mushtaqueahmad6011@gmail.com

In-charge - Transport Service, Staff Welfare fund, Campus Systematic, Distribution of Publisity Material, Magazin, Invitation Card etc.

- Dr. Uzair Khan (Hindi)
Mail-ID - muk941069@gmail.com
Dr. Rehanur Rehman (Hindi)
Mail-ID - rehansmalik@rediffmail.com

In-charge - Canteen, guest house, Govt/Local authority taxes and charges, Rent, office Management and class iv employee affairs.

- Dr. Yasin Khan (Commerce)
Mail-ID - yasin.khan.aicollege@gmail
Dr. S.M.Abdullah (Chemistry)
Mail-ID - smabdullah561@gmail.com

In-charge - Examination, Admission, Registration, CLC, TC, Character Certificate and its income, Repairing and Maintenance of furnitures and Buildings.

- Dr. Nilofar Parween (Home Science)
Mail-ID - nilofarparween888@mail.com
Dr. Sanobar Rehan (Botany)
Mail-ID - sanoberdna@gmail

In-charge - Girls Hostel, Girls Common Room, Girls Management and sort-out difficulties.

- Dr. Jawaid Akhter (Math)
Mail-ID - jawaidakhter59@gmail.com
Dr. Rekha Rani (Zoology)
Mail-ID - rekharani23969@gmail.com

In-charge - Career counselling, Placement Cell and Guide to assist to qualify.

- Dr. Md. Habibur Rahman (HOD, Arabic) - O.S.D.
Mail-ID - mdhabibaic@yahoo.in
Dr. Vijay Kumar (Psychology)
Mail-ID - dr.vijaykumar1969@gmail.com

In-charge - Societies of the College, Stationery, Printing, Electronic & Print Media (Press Briefing), Printing, Photography, Publication, Magazine, Periodicals create goodwill reputation among general public etc EPQ (Extended Project Qualification).

- Dr. Kamini Prasad (Hindi)
Mail-ID - kaminiprasad55@gmail.com
Dr. Shabbir Ahsan (Economics)
Mail-ID - dr.snizami@rediffmail.com

In-charge - Houses and Event Management, Eklavya & Tarang

- Dr. Mohnanand Jha (R. Economics)
Mail-ID - mohnanandjha61@gmail.com
Dr. S. D. Chandrapal (Math)
Mail-ID - surajdeochandrapal@gmail.com

In-charge - Reception counter manual information regarding Admission, Exams, Result, all kind of Dak

receiving & Despatch, Identity Card, Implementation, day to day attendance Management, do all things indicated under heading REGISTRATION on website and prospectus management and its account.

- Dr. Zahid Muzzaffar (Philosophy)

Mail-ID - munak08@gmail.com

Md. Qasimuddin (III Grade)

Mail-ID - qasimuddin60@gmail.com

In-charge - Energy Resource Mission including Solar, Machineries & General Equipments.

- Dr. Tarun Kumar, (History)

Mail-id - drtarun_mu@yahoo.com

In-charge- War Memorial Academy.

- Dr Md Shahid Hussain, (Pol. Science)

Mail-ID - dr.shahidaic@gmail.com

In-charge - Education Day Series

- Shri Indramani Kumar (HOD, English)

Mail-id - amarmani1966@gmail.com

Sri Pawan Kumar Choudhry (Emp. III Grade)

Mail-ID - pkcjhandapur1969@gmail.com

In-charge - Swachh Mission and campus Greenish.

- Dr. Kamlesh Kumar (Philosophy)

Mail-id - kkakshra@gmail.com

Sri Sunil Kumar (Pol. Science)

Mail-ID -

In-charge - Parking do effectively this mission.

- **The Financial Advisor :**

The financial advisor, a very competent Registered Chartered Accountant is in-charge of regular salary payment to the Teaching and Non-Teaching staffs, on the basis of very sophisticated attendance machine **UROSECURE**, which keeps data preserved in cloud.

The College Secretary and Principal release regular salary only according to the financial adviser's advice.

