



**INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT**  
**ADMINISTRATIVE BLOCK, JNU (OLD) CAMPUS**  
**NEW MEHARAUJI ROAD, NEW DELHI – 110067**  
**FACULTY / ADMINISTRATIVE STAFF**  
**FAX NO. 26104183**

POSITION	NAME	ROOM NO.	INTERCOM NO.	OFFICE TELE NO.	RESIDENCE TELE NO.
DIRECTOR	K.G.VERMA	101	1101 (Seat) 1119 (Sofa)	26185308 26185309	26196351
PS TO DIRECTOR	M.LATHA (MS)	105	1105	26185308	26174898
ADDITIONAL DIRECTOR	M.P.SETHY	112	1112 (Seat) (Sofa)	26164182	24105763
PS TO ADDITIONAL DIRECTOR	SRIVIDYA (MS)	105	1216	26164182	26188570
JOINT DIRECTORS	GEETHA NAIR(MS)	102	1102	26108946	27862185
	SATYAJIT MISHRA	106	1106	26161375	24368088
	VACANT	104	1104	-----	-----
	K.S.SAMARENDRA NATH	108	1108	26180589	26118721
DEPUTY DIRECTORS	RAVINDER KUMAR	204	1204	26177058	9968094282
	RANJAN KUMAR	116	1116	26175590	9910493730
	MANISHA BHATNAGAR (MS)	116	1156	26175590	26118877
	CHANDAN MUKHERJEE	212	1212	26185312	0120-2402422
	REKHA SHARMA (MS)	114	1114	26185314	24101113
	RAJIV KUMAR KUNDI	114	1149	26185314	9810864709
	SANDEEP MUKHERJEE	103	1103	26102597	-----
	NAFE SINGH	111	1111	26185310	9891963832
	K.GOVINDARAJULU	214	1214	26185316	9968248083
	ARUN GAUR	204	1204	26177058	23382148
	SHIKHA PAUL (MS)	111	1126	26185310	-----
ASSISTANT DIRECTORS	VACANT	107	1107	26105592	24102764
	DEEPAK BIST	107	1107	26105592	9868261615
	VACANT	109	1109	-----	-----
	VACANT	109	1109	26185311	27019140
	A.J.K.MENON	207	1207	26165593	9811569140
	GAGANDEEP CHAWLA	207	1207	26165593	9810332827
	K.K.PANT	208	1208	26165593	9911794490
DEPUTY DIRECTOR (COORD)	K.GOVINDARAJULU	214	1214	26185316	9968248083
TRAINING ASSOCIATE	RAJEEV RANJAN	213	1233	26106269	9999910595
ARTIST	ANITA	213	1233	26106269	-----
DEPUTY DIRECTOR (ADMIN)	SANDEEP MUKHERJEE	103	1103	26102597	-----
DEPUTY DIRECTOR (INFRASTRUCTURE)	CHANDAN MUKHERJEE	212	1212	26185312	0120-2402422
SECTION OFFICER (INFRASTRUCTURE)	GULSHAN KUMAR	209	1209	26104038	9871522904



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<b>POSITION</b>	<b>NAME</b>	<b>ROOM NO.</b>	<b>INTERCOM NO.</b>	<b>OFFICE TELE NO.</b>	<b>RESIDENCE TELE NO.</b>
SYSTEM ADMINISTRATOR	DEEPAK BIST	107	1107	26105592	9868261615
TRAINING ASSOCIATE	VIMLESH KUMAR	213	1115	26106269	9555470950
COMPUTER SUPPORT	H.RAMACHANDRAN	211	1115	26106269	9958010153
ICT LAB (LIBRARY BUILDING)	HEMENDRA SINGH	ICT LAB	1164	-----	8860116511
HOSTEL WARDEN	ARUN GAUR	204	1204	26177058	23382148
ASSISTANT HOSTEL WARDEN	GAGANDEEP CHAWLA	207	1207	26165593	9810332827
DDO	K.K.PANT	208	1208	26165593	9911794490
CASHIER	T.G.VENKATESH	205	1205	26185313	9868707082
ASSISTANT DIRECTOR (OL)	GURVINDER KAUR (MS)	210	1210	26106269	25131469
ASSISTANT LIBRARY & INFORMATION OFFICER	G.HALKAR	LIBRARY	3011	26103394	9891387306
SECTION OFFICER (ADMIN)	PRAKASH RASTOGI (MS)	201	1201	26104038	26174898
CARETAKER, HOSTEL	MANOJ THAKUR	HOSTEL	2117	26172571	9868185386
T.E.O	VACANT	-----	-----	-----	-----
RECEPTION HOSTEL	-----	RECEPTION	2200	26172571	9868185386
R&I UNIT	RADHEY SHYAM	202	1118	26104038	-----