




## Profile

Title	Mr.	First Name	JAGAT SINGH	Lat Name	CHAUHAN	
Designation	Administrative Officer					
Department	Administration					
Address	Shyam Lal College, G.T.Road, Shahdara, Delhi-110032					
Phone No Office	011-22324046					
Residence	B-2, Pradhan Enclave, Burari, Delhi-110084					
Mobile						
Email	<a href="mailto:isc@shyamlal.du.ac.in">isc@shyamlal.du.ac.in</a>					
Web-Page	<a href="http://www.shyamlal.ac.in">www.shyamlal.ac.in</a>					
Educational Qualifications						
Degree	Institution				Year	
B.COM (Hons)	Hindi College, University of Delhi				1995	
M.Com	Kumaon University, Nainital, Uttrakhand				1998	
M.B.A. (Finance)	I.G.N.O.U.				2004	
M.Phil (Mgt.)	Madurai Kamraj University				2008	
PGDM (Labour Law)	Indian Law Institute, Bhagwan Dass Road, New Delhi				2012	

### Present employment

#### **Administrative Officer at Shyam Lal College, (University of Delhi) w.e.f. 19.04.2010**

The Administrative Officer (A.O.) is a senior most staff member of the administrative team in the College. The A.O. is responsible for the daily internal administration of the College i.e. to take work from Accounts, Administration and all other departments of the College and to provide prompt & accurate service to students, faculty, and external agencies. The A.O. assist the Principal in the management of all major activities, like establishment matters, legal matters, Campus/estate management, statutory compliances and meetings, materials management, the maintenance of administrative databases, and the supervision of all staff and student workers. The A.O. is responsible for a whole range of activities associated with admissions, examinations and accounts in the College. The A.O. as needed to perform other related duties directed by Principal in time to time.

### Previous work experience

#### **(1) Section Officer (Accounts) at Indraprastha College for Women**

University of Delhi w.e.f. 14th May 2007 to 18th April, 2010.

Work related to budget & financial planning, financial control, finalization of books of accounts, audit, all income tax related work & supervisory task of Accounts department.

#### **(2) Jr. Assistant (Cashier) at Institute of Economic Growth w.e.f. 03rd March, 1999 to 14th May, 2007**

Book Keeping, Ledger, Trial Balance, Bank reconciliation and preparation, Balance Sheet, statutory remittances viz Income Tax on salary, T.D.S -contractors and professionals. Filing of Income e-tds quarterly/ annual tax returns, for the salary as well as contractors/ professionals. Maintaining books, FCRA and records as per the R.P.F.C. requirement. Processing the official bills viz. medical, T.A & D.A., L.T.C. and purchase bills. Attending audit matters and taking part in Investment deliberations. Preparation of agenda papers of accounts for B.O.G. and P. F. Trust meetings, handling of cash and all bank work.

#### **(3) A/cs Assistant in the P.G.D.A.V. (Eve) College, University of Delhi, form 7th April, 1997 to 10th Sept., 1998**

Bank reconciliation and preparation, Balance Sheet, statutory remittances viz Income Tax on salary, T.D.S -contractors and professionals. Processing the official bills viz. medical, T.A & D.A., L.T.C. and purchase bills, etc.

#### **(4) Accounts Executive with the M/S Kiran Overseas Exports Ltd. from 01st Sept.1995 to 31st March, 1997.**

Imports & Exports Documentation's execution work and work related to Bank, customs and other clearance of exports and imports documents, opening of Letter of Credit, etc.

**Additional Responsibilities**

Public Information Officer (PIO) w.e.f. 19.04.2016 to till date  
Administrative Supervisor in the School of Open Learning (SOL), University of Delhi.

**Areas of Interest/Specializatiion**

Administration and Finance.

**Subject Taught**

Teaching MBA and M.Com Students' of IGNOU since July, 2010 to till now as Academic Counsellor with the IGNOU study center at Shyam Lal College.

**Research Guidance**

Research Guidance has been given to one MBA student of IGNOU for preparing his project under MS-100