

**RASHTRIYA RAKSHA UNIVERSITY**

**(An Institution of National Importance)**

**SCHOOL OF INTERNATIONAL COOPERATION, SECURITY AND STRATEGIC  
LANGUAGES**

**Work Portfolio of SICSSL Faculty and Staff**

<b>Portfolio</b>	<b>Name of the Employee</b>
School Director In-Charge	Dr. Aparna Varma
Assistant Director	Ms. Wang, Chiehyu (Jessica)
Strategic Language Training Coordinators	Mandarin Language: Ms. Liu, DienMin Russian Language: Ms. Mairamgul Zhumabaeva Arabic Language: Dr. Safwan Yahya Al-Showaiter English Language: Mr. Arghya Chakraborty French Language: Ms. Jui Natu Tibetan Language: Mr. Namkha Tsering

Coordinator, RbTU	Ms. Wang, Chiehyu (Jessica)
Coordinator, Strategic Language Training	

CBCS Coordinator	Ms. Amruta Karambelkar
Chanakya journal Managing Editor	
MAIRSS Course Coordinator	
Internal Complaints Committee Coordinator	

Dashboard Coordinator	Mr. Naresh Kumar B. K.
Coordinator, Lavad Confab	
Coordinator, Daily News Bulletin	

Policy/Rules/Guidelines Framing Coordinator	Mr. Gaurav Mor
ERP Co-coordinator	
Examination Coordinator	

PhD Programme Coordinator	Dr. Anirban Sen
Coordinator, Library Requirements (IR)	
PhD/NET/JRF Scholarship Coordinator	

Cultural Committee Coordinator	Ms. Arushi Singh
Women Development Cell Coordinator	

NAAC related data	
-------------------	--

Suraksha Pativarta	Mr. Arghya Chakraborty
School Meeting Minutes	
Coordinator, Suraksha Prativaarta	
Coordinator, Extension Activity	
Coordinator, NAAC	
Admission Coordinators	

Coordinator, Library Requirements (Language)	Ms. Jui Natu
--	--------------

Training	Mr. Shivam Jaiswal
Placement	
Internship	
Workshop	
Social Media Management	
RbTU	
ERP Data Management	
Coordinator, Admission Committee	
Coordinator, Corporate Social Responsibility	

Purchase Coordinator	Ms. Nikita Panchal
RRU Website Coordinator	
Work Order/ Payment Order/ Stationery	
Recruitment	
HR related Data	
Staff Attendance Management	
Staff Leave Management	
File Indexing	
Purchase Indent executive	
Faculty and Staff Personal File Maintenance	
Monthly School Report	
Raise of MoD, MoD Register, Purchase Indent	
Maintenance of Stock of School	
Maintenance of Session taken Report	
School Transport Management	
ERP Coordinator	
Academic and Student related data	
RbAU related data	
Inward or Outward Register Maintenance	
External Engagement Management	
CBCS	

Office Orders and Notices	
Audit and Accounts	