

# Mata Saraswati Pustakalya Library

## Jagti centre

### Staff Details

#### Staff Directory and Role Summary

The following table provides complete details of staff members working at the centre, including their roles, joining dates, and key responsibilities.

Name	Role	Joining Date	Responsibilities / Key Notes
Yogita Koul	Office Secretary	April 2023	Manages office administration, correspondence, scheduling, coordination with stakeholders, maintaining records and day-to-day centre operations support.
Sania Raina	Computer Instructor	February 2026	Delivers computer literacy and skill development sessions, curriculum planning, hands-on lab management, assessments, and support for trainees' digital competency.
Pooja Raina	Helper	February 2026	Provides daily operational support across the library and skill development activities, assistance with setup, materials handling, visitor coordination, and routine maintenance support.
Renu Razdan	Cultural and Music Teacher	May 2023	Plans and conducts cultural and music classes, organizes performances, preserves and promotes artistic programs, and coordinates events and community engagement activities.
Sunita Sharma	Tailoring Teacher	May 2024	Leads tailoring and stitching skill training, prepares course modules, monitors trainee progress, manages tools/materials, and supports job-readiness and certification aspects where applicable.
Sanjay Batra	Social Media Coordinator	September 2025	Manages social media presence, content creation, event promotion, community outreach online, digital communication standards, analytics monitoring, and consistent brand updating across platforms.
Asha Devi	Sweeper	2021	Ensures cleanliness and hygiene across premises, daily cleaning schedules, maintenance coordination with management, upkeep of safe and tidy environments for library and skill development activities.