

# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE NAHAR (REWARI)

Memo No. GCN/21/

Dated:-01/09/2021

## ANNUAL DUTY LIST 2021-22

The following committees are hereby constituted for the smooth functioning of the activities/Duty in this college for the session 2021-22 with immediate effect. All the concerned incharge(s) are directed to take over/handover the charge with immediate effect:-

1. College Council  
Sh. Ashok Kumar  
Sh. Deepika  
SH. Jitender Arya
2. Senior Tutor  
Dr. Ashok Kumar
3. SPIO  
Dr. Ashok Kumar
4. ASPIO  
Sh. Jitender Arya
5. Legal matter Court Case CM Window  
Sh. Sudhir Kumar
6. High Court/ CM Window/ Lokayukta  
Sh. Sudhir Kumar
7. Staff Secretary  
Sh. Ashok Kumar
8. Registrar  
Sh. Anuj Mittal  
Anuj Mittal 01/09/2021
9. Internal Assessment  
Sh. Anuj Mittal  
Sh. Karamvir  
Sh Ravinder Singh
10. Bursar  
Sh. Pankaj  
Pankaj Khanna
11. Placement Cell  
Sh. Jitender Arya
12. NSS Unit – I (Boys)  
Sh. Sunil Kumar
13. NSS Unit – II (Girls)  
Smt. Deepika
14. NCC  
Sh. Amit Kumar.
15. Women Cell/ Girls Common Room  
Smt. Priyanka  
Priyanka

16. Time Table Work Load

Dr Ashok Kumar

Sh. Anuj Mittal

Sh. Pankaj

17. SC/ST Cell

Smt. Deepika

Sh. Bijender Kumar

Sh. Pankaj

18. Sports/ Sports Board

Dr. Kavi Kumar, Incharge

Sh. Pankaj

Sh. Bijender KUMAR

Smt. Deepika

19. Youth Festival/ Cultural Activities

Smt. Priyanka

Sh. Amit Kumar.

Sh. Pritam

Sh. Bijender

Smt. Manjula

20. Ten/ Shamiana/Mike

Sh. Pritam.

Sh. Sudhir Kumar

21. Refreshment

Sh. Sudhir Kumar

Sh. Bijender Kumar

Sh. Pritam

22. College Property

Dr. Ashok Kumar

23. Science Scholarship

Sh. Anuj Mittal

24. B.C. Scholarship and all types of Scholarship  
Excluding S.C. Scholarship

Sh. Pritam

Smt. Babita Sharma

25. S.C. Scholarship

Sh. Sunil Kumar

Smt. Babita Sharma

26. S.A.F. /Fee Concession/ Students Welfare

Sh. Amit Kumar Pol. Sci.

Sh. Sunil Kumar

Smt. Deepika

27. Subject Change

Sh. Anuj Mittal

Sh. Pritam Kumar

28. Red Cross/ Red Ribbon Club/YRC
29. Health Water Sanitation Cleanliness
30. Campus Beautification
31. Printing
32. Attestation of University form character certify.
33. EDUSAT
34. Language Lab.
35. All office Computer/ Printer
36. Commerce Computer Lab.
37. All types of Computer work (including University work, salary & other bill etc.)
38. Electricity/ Generator/ Maintenance of Log-Book
39. Central Purchase Committee
40. Income Tax/ TDS
41. Environment Studies

Sh. Sunil Kumar

Smt. Priyanka (Girls)

Sh. Sunil Kumar(Boys)

Sh. Jitender Arya

Sh. Sunil Kumar

Smt. Deepika

Sh. Pritam

Sh. Bijender Kumar

Sh. Amit Kumar

Smt. Priyanka

Sh. Pritam Kumar

Sh. Ashok Kumar

Dr. Ashok Kumar

Sh. Bijender Kumar

Sh. Vivek Rao

Sh. Pankaj

Sh. Sunil Kumar

Sh. Karamvir

Sh. Ravinder Singh

Sh. Sudhir Kumar

Sh. Dinesh Kumar

Sh. Anuj

Smt. Priyanka

Sh. Ashok Kumar

Sh. Anuj Mittal

Sh. Sunil Kumar

Sh. Pankaj

Sh. Vivek Rao

Smt. Priyanka

Sh. Pritam

Sh. Kavi Kumar

Priyanka

Sunil Kumar

Jitender Arya

Sunil Kumar

Deepika

Pritam

Bijender Kumar

Amit Kumar

Priyanka

Pritam Kumar

Ashok Kumar

Ashok Kumar

Bijender Kumar

Vivek Rao

Pankaj

Sunil Kumar

Karamvir

Ravinder Singh

Sudhir Kumar

Dinesh Kumar

Anuj

Priyanka

Ashok Kumar

Anuj Mittal

Sunil Kumar

Pankaj

Vivek Rao

Priyanka

Pritam

Kavi Kumar

42. Stage Secretary

Sh. Ashok Kumar  
Smt. Priyanka

43. Earn While You Learn

Sh. Anuj

Sh. Pankaj

Sh. Pritam

Smt. Deepika

Dr. Ashok Kumar

Sh. Amit Kumar

Smt. Deepika

44. Grievance /Anti-Corruption Cell

45. Prevention of Sexual Harassment Cell

Sh. Ashok Kumar

Smt. Priyanka

Smt. Deepika

46. Legal Literacy Cell

Sh. Sudhir Kumar

Sh. Pankaj Kumar

Smt. Priyanka

Dr. Ashok Kumar

Sh. Amit Kumar Pol. Sci.

Sh. Jitender Arya

Dr. Ashok Kumar

Sh. Pritam

Sh. Bijender Kumar

Sh. Vivek Rao

47. Discipline Committee

48. Anti-Ragging Alcoholism & Tabaccoo Prohibition

49. Internal Quality Assessment Cell (IQAC)

Dr. Ashok Kumar

Sh. Jitender Arya

Sh. Anuj Mittal

Sh. Vikas, Clerk

50. UGC:

Sh. Sunil Kumar

Sh. Pankaj

Sh. Pritam

Sh. Anuj Mittal

51. Project Nodal Officer, RUSA

52. Civil Work including EVN/ MGT/College Land

Sh. Kavi Kumar

Sh. Jitender Arya.

Sh. Sudhir Kumar

Smt. Priyanka

53. NAAC Committee

Sh. Sunil Kumar

Sh. JitenderArya

Sh. Pritam



54. Matter related to Extension Lecturer

Dr. Ashok Kumar

Sh VivekRao



55. Matter related to DC Rate Employee

Dr. Ashok Kumar



56. Press Note Press Spokesman

Dr. Ashok Kumar



57. Computer Lab. I,II

Karamvir

Ravinder Singh

58. Tour (Girls )

Smt. Deepika

Smt. Priyanka

Sh. Sudhir Kumar

Smt. Manjula

59. Tour (Boys)

Dr. Ashok

Sh. Amit. Kumar

Sh. JintenderArya

Sh. VivekRao



60. Nodal Officer, Web Portal/ Admission

Sh. Anuj Mittal

61. Nodal Officer, AISHE, New Education Policy

Sh. Anuj Mittal

62. Nodal Officer, AEBAS

Sh. Anuj Mittal

Sh. Karamvir

Sh. Ravinder Singh

Sh. VivekRao

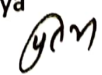
63. Bus Pass Committee

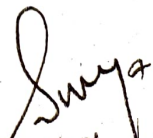
Sh. JitenderArya

Sh. Pritam

Smt. Priyanka

Sh. VivekRao



  
Principal  
Govt. College  
Nahari Rewari