

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

Memo No. GCN/22/

Dated:-

ANNUAL DUTY LIST 2022-23

The following committees are hereby constituted for the smooth functioning of the activities/Duty in this college for the session 2022-23 with immediate effect. All the concerned incharge(s) are directed to take over/handover the charge with effect from 01/07/2022:-

1. College Council
Sh. Ashok Kumar
Sh. Deepika *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. Jitender Arya
6. High Court/ CM Window/ Lokayukta
Sh. Jitender Arya
7. Staff Secretary
Sh. Ashok Kumar
8. Registrar
Smt. Priyanka Kumari *Priyanka 01/07/22*
9. Internal Assessment
Smt. Priyanka Kumari *Priyanka 01/07/22*
Sh. Karamvir *KS*
Sh. Ravinder Singh *RS*
10. Bursar
Sh. Pankaj *Pankaj*
11. Placement Cell
Sh. Jitender Arya
12. NSS Unit – I (Boys)
Sh. Bijender Kumar *Bijender*
13. NSS Unit – II (Girls)
Smt. Deepika *Deepika*
14. NCC
Sh. Amit Kumar. *Amit*
15. Women Cell/ Girls Common Room
Smt. Priyanka *Priyanka 01/07/22*
16. Time Table Work Load
Sh. Jitender Arya
Sh. Amit Kumar *Amit*
Sh. Pankaj *Pankaj*

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Nahar (Rewari)

17. SC/ST Cell

Smt. Deepika *Deepika*

Sh. Bijender Kumar *Bijender*

Sh. Pankaj *Pankaj*

Dr. Ashok Kumar, Incharge

Sh. Pankaj *Pankaj*

Sh. BijenderKumar *Bijender*

Smt. Deepika *Deepika*

18. Sports/ Sports Board

Smt. Priyanka *Priyanka*

Sh. Amit Kumar. *Amit*

Sh. Sudhir Kumar *Sudhir*

Sh. Bijender *Bijender*

Smt. Manjula *Manjula*

19. Youth Festival/ Cultural Activities

20. Ten/ Shamiana/Mike

Sh. Pritam. *Pritam*

Sh. Bijender Kumar *Bijender*

Sh. Amit Kumar *Amit*

21. Refreshment

Sh. Sudhir Kumar *Sudhir*

Sh. Bijender Kumar *Bijender*

Sh. Pritam *Pritam*

22. College Property

Dr. Ashok Kumar

23. Science Scholarship

Sh. Pritam *Pritam*

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

Sh. Pritam *Pritam*

Smt. Babita Sharma *Babita*

25. S.C. Scholarship

Sh. Sudhir Kumar *Sudhir*

Smt. Babita Sharma *Babita*

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

Sh. Amit Kumar Pol. Sci. *Amit*

Sh. Bijender Kumar *Bijender*

Smt. Deepika *Deepika*

27. Subject Change

Smt. Priyanka Kumari *Priyanka*

Sh. Pritam Kumar *Pritam*

Sh. Amit Kumar *Amit*

28. Red Cross/ Red Ribbon Club/YRC

Smt. Priyanka(Girls) *Priyanka*

Sh. Bijender Kumar(Boys) *Bijender*

29. Health Water Sanitation Cleanliness

Smt. Priyanka Kumari *Priyanka*

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30. Campus Beautification

Smt. Deepika *Deepika*
Sh. Pritam *Pritam*
Sh. Bijender Kumar *Bijender*

31. Printing

Sh. Amit Kumar *Amit*
Smt. Priyanka *Priyanka* 01/07/22

Sh. Pritam Kumar *Pritam*
Sh. Ashok Kumar

32. Attestations of University form character certify.

33. EDUSAT

Dr. Ashok Kumar

34. Language Lab.

Sh. Bijender Kumar *Bijender*

35. All office Computer/ Printer

Sh. VivekRao *Vivek*

36. Commerce Computer Lab.

Sh. Pankaj *Pankaj*

37. All types of Computer work (including University work, salary & other bill etc.)

Sh. Karamvir *Karamvir*
Sh. Ravinder Singh *Ravinder*

38. Electricity/ Generator/ Maintenance of Log-Book

Sh. Sudhir Kumar *Sudhir*
Sh. Dinesh Kumar

39. Central Purchase Committee

Sh. Jitender Arya *Jitender*
Smt. Priyanka *Priyanka* 01/07/22
Sh. Pritam *Pritam*

40. Income Tax/ TDS

Sh. Jitender Arya *Jitender*
Sh. Pritam *Pritam*
Sh. Pankaj *Pankaj*
Sh. VivekRao *Vivek*

41. Environment Studies

Smt. Priyanka *Priyanka* 01/07/22
Sh. Pritam *Pritam*

42. Stage Secretary

Sh. Ashok Kumar *Ashok*
Smt. Priyanka *Priyanka* 01/07/22

43. Earn While You Learn

Smt. Priyanka Kumari *Priyanka* 01/07/22
Sh. Pankaj *Pankaj*
Sh. Pritam *Pritam*
Sh. Amit KUMar *Amit*

[Signature]
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44. Grievance /Anti-Corruption Cell

Dr. Ashok Kumar
Sh. Jitender Arya
Smt. Deepika

45. Prevention of Sexual Harassment Cell

Sh. Ashok Kumar
Sh. Jitender Arya
Smt. Deepika

46. Legal Literacy Cell

47. Discipline Committee

Sh. Ashok Kumar

Sh. Sudhir Kumar

Smt. Priyanka Kumari

Dr. Ashok Kumar

Sh. Amit Kumar

Sh. Jitender Arya

Smt. Priyanka Kumari

3/3
Priyanka
01/07/22

Amit

Priyanka
01/07/22

48. Anti-Ragging Alcoholism & Tabaccoo Prohibition

Dr. Ashok Kumar

Sh. Pritam

Sh. Bijender Kumar

Sh. Vivek Rao

Pritam
Bijender
Vivek

49. Internal Quality Assessment Cell (IQAC)

Dr. Ashok Kumar

Sh. Jitender Arya

Sh. Pankaj

Sh. Vivek Rao, Clerk

Pankaj

50. UGC:

Smt. Priyanka Kumari

Sh. Pankaj

Sh. Pritam

Priyanka
Pankaj
01/07/22

51. Project Nodal Officer, RUSA

Sh. Pritam

Pritam

52. Civil Work including EVN/ MGT/College Land

Sh. Ashok Kumar

Sh. Jitender Arya

Sh. Sudhir Kumar

Smt. Priyanka

3/3
Priyanka
01/07/22

53. NAAC Committee

Smt. Priyanka Kumari

Sh. Jitender Arya

Sh. Pritam

Priyanka
01/07/22

54. Matter related to Extension Lecturer

Dr. Ashok Kumar

Sh Vivek Rao

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55. Matter related to DC Rate Employee

Dr. Ashok Kumar

56. Press Note/ Press Spokesman

Dr. Ashok Kumar

57. Computer Lab. I,II

Karamvir *[Signature]*
Ravinder Singh *[Signature]*

58. Tour (Girls)

Smt. Deepika *[Signature]*
Smt. Priyanka *[Signature]*
Sh. Sudhir Kumar *[Signature]*
Smt. Manjula *[Signature]*

59. Tour (Boys)

Dr. Ashok
Sh. Amit. Kumar *[Signature]*
Sh. JintenderArya
Sh. VivekRao *[Signature]*

60. Nodal Officer, Web Portal/ Admission

Sh. Pankaj *[Signature]*

61. Nodal Officer, AISHE, New Education Policy

Sh. Pankaj(NEP), Sh. Pritam (AISHE)
[Signature]

62. Nodal Officer, AEBAS

Sh. Pritam *[Signature]*
Sh. Karamvir *[Signature]*
Sh. Ravinder Singh *[Signature]*
Sh. VivekRao *[Signature]*

63. Bus Pass Committee

Sh. JitenderArya
Sh. Pritam *[Signature]*
Smt. Priyanka *[Signature]*
Sh. VivekRao *[Signature]*

64. Swami Vivekanand Youth Cell

65. NIC

66. TIC

67. HKRN - Sh. Pritam *[Signature]*
Sh. Ravinder *[Signature]*

Sh. Pritam *[Signature]*
Sh. Pritam *[Signature]*
Sh. Pritam *[Signature]*

[Signature]
Principal
Govt. College
Principal
Nahar (Rewari)
Govt. College Nahar (Rewari)