

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

Memo No. GCN/18/502

Dated: 6/8/2018

ANNUAL DUTY LIST

The following committees are hereby constituted for the smooth functioning of the activities/Duty in this college for the session 2018-19 with immediate effect. All the concerned incharge(s) are directed to take over/handover the charge:-

1. College Council

Sh. Rajvir Singh *Rajvir*
Dr. Surya Pal *SP*
Sh. Ajit Singh *Ajit*
Dr. Reetu Chaudhary *Reetu*

2. Senior Tutor

Sh. Rajvir Singh *Rajvir*

3. SPIO

Dr. Surya Pal *SP*

4. ASPIO

Dr. Ashok Kumar *Ashok*

5. Legal matter Court Case CM Window

Dr. Ashok Kumar *Ashok*

6. Staff Secretary

Dr. Surya Pal *SP*

7. Registrar

Dr. Ashok Kumar *Ashok*

8. Internal Assessment

Dr. Ashok Kumar *Ashok*

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

9. Bursar

Dr. Surya Pal *SP*

10. Placement Cell

Dr. Ashok Kumar *Ashok*

11. NSS Unit - I (Boys)

Sh. Tirath Raj Sharma *Tirath*

12. NSS Unit - II (Girls)

Dr. Sushma Yadav *Sushma*

13. NCC

Sh. Amit Kumar *Amit*

14. Women Cell/ Girls Common Room

Dr. Reetu Chaudhary *Reetu*

15. Time Table Work Load

Sh. Ajit Singh *Ajit*
Dr. Reetu Chaudhary *Reetu*

[Signature]
Principal
Govt. P.G. College,
Nahar (Rewari)

- 16. SC/ST Cell
- 17. Sports/ Sports Board
- 18. Youth Festival/ Cultural Activities
- 19. Tent/ Shamiana/Mike
- 20. Refreshment
- 21. College Property
- 22. Science Scholarship
- 23. B.C. Scholarship and all types of Scholarship
Excluding S.C. Scholarship
- 24. S.C. Scholarship
- 25. S.A.F. /Fee Concession/ Students Welfare
- 26. Subject Change
- 27. Red Cross Red Ribbon Club/YRC

- Sh. Tirath Raj *Raj*
- Dr. Reetu Chaudhary *Retu*
- Dr. Ashok Kumar, Incharge *Ashok*
- Sh. Rajvir Singh *Rajvir*
- Dr. Surya Pal *Surya*
- Dr. Reetu Chaudhary *Retu*
- Dr. Reetu Chaudhary *Retu*
- Dr. Ashok Kumar *Ashok*
- Miss. Deepika *Deepika*
- Smt. Manjula *Manjula*
- Sh. Ajit Singh *Ajit*
- Sh. Tirath Raj Sharma *Tirath*
- Sh. Amit Kumar *Amit*
- Dr. Sushma Yadav *Sushma*
- Sh. Tirath Raj *Tirath*
- Sh. Amit Kumar *Amit*
- Sh. Rajvir Singh *Rajvir*
- Sh. Ajit Singh *Ajit*
- Dr. Sushma Yadav *Sushma*
- Smt. Babita Sharma *Babita*
- Sh. Rajvir Singh *Rajvir*
- Smt. Babita Sharma *Babita*
- Sh. Rajvir Singh *Rajvir*
- Dr. Surya Pal *Surya*
- Dr. Reetu Chaudhary *Retu*
- Sh. Rajvir Singh *Rajvir*
- Dr. Surya Pal *Surya*
- Dr. Reetu Chaudhary *Retu*
- Dr Sushma Yadav *Sushma*

28. Health We
29. Campus Be
30.

[Signature]
Principal
Govt. P.G. College
Nahy (Rawari)

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

- Sh. Tirath Raj Sharma
- Dr. Sushma Yadav
- Sh. Tirath Raj Sharma
- Sh. Amit Kumar
- Sh. Tirth Raj
- Dr. Sushma Yadav
- Sh. Amit Kumar
- Sh. Rajvir Singh
- Dr. Suryopal Jor
- Dr. Ashok Kumar
- Dr. Surya Pal Jor
- Sh. Vivek Rao
- Sh. Tirath Raj Sharma
- Sh. Karamvir
- Sh. Ravinder Singh
- Sh. Ajit Singh
- Sh. Ram Kishan
- Sh. Ashok Kumar (Peon)
- Sh. Rajvir Singh
- Sh. Ajit Singh
- Sh. Tirath Raj
- Sh. Tirath Raj
- Dr. Ashok Kumar
- Sh. Jagat Singh
- Sh. Vivek Rao
- Dr. Reetu Chaudhary
- Dr. Sushma Yadav
- Dr. Ashok Kumar
- Dr. Surya Pal Jor

Principal
Govt PG College
Nashik (Rural)

42. Earn While You Learn

Sh. Rajvir Singh

Sh. Tirath Raj

Dr. Reetu Chaudhary

43. Grievance Anti-Corruption Cell

Dr. Surya Pal

Dr. Ashok Kumar

Sh. Amit Kumar

44. Prevention of Sexual Harassment Cell

Sh. Rajvir Singh

Dr. Reetu Chaudhary

Dr. Sushma Yadav

45. Legal Literacy Cell

Dr. Ashok Kumar

46. Discipline Committee

Sh. Rajvir Singh

Dr. Surya Pal

Dr. Reetu Chaudhary

Dr. Ashok Kumar

47. Anti-Ragging Alcoholism & Tobacco Prohibition

Sh. Ajit Singh

Dr. Ashok Kumar

Sh. Amit Kumar

Sh. Vivek Rao

48. Internal Quality Assessment Cell (IQAC)

Sh. Rajvir Singh

Dr. Surya Pal

Dr. Reetu Chaudhary

49. UGC:

Sh. Ajit Singh

50. Project Nodal Officer, RUSA

Sh. Ajit Singh

51. Civil Work including EVN/ MGT

Sh. Ajit Singh

Sh. Rajvir Singh

Sh. Tirath Raj

52. NAAC Committee

Sh. Rajvir Singh

Sh. Ajit Singh

Sh. Amit Kumar

53. Matter related to Extension Lecturer

Dr. Surya Pal

Principal
Govt. P.G. College
Nahar (Punjab)

54. Matter related to DC Rate Employee

55. Press Note Press Spokesman

56. Computer Lab. I,II

57. Tour (Girls)

58. Tour (Boys)

59. Nodal Officer, Web Portal/ Admission

60. Nodal Officer, AISHE, New Education Policy

61. Nodal Officer, AEBAS

62. Bus Pass Committee

Sh Jagat Singh *adw*

Dr. Surya Pal *SP*

Dr. Surya Pal *SP*

Karamvir *K*
Ravinder Singh *RS*

Dr. Reetu Chaudhary *RC*

Ms Deepika *D*

Sh. Tirath Raj *TR*
Smt. Manjula *M*

Sh. Tirath Raj Sharma *TR*

Dr. Ashok Kumar

Sh. Amit Kumar *A*

Sh. Jagat Singh *J*

Dr. Surya Pal *SP*

Sh. Ajit Singh *A*

Dr. Surya Pal *SP*

Sh. Karamvir *K*

Sh. Ravinder Singh *RS*

Sh. Vivek Rao *V*

Sh. Rajvir Singh *R*

Sh. Ajit Singh *A*

Dr. Reetu Chaudhary *RC*

Sh. Vivek Rao *V*

Principal
Govt. College Nahar (Rewari)
Govt. P.G. College
Nahar (Rewari)