


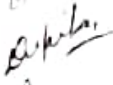




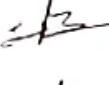
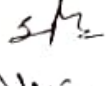

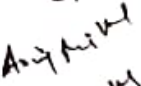
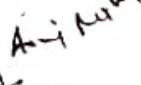
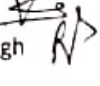

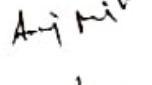
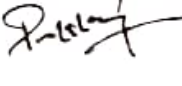
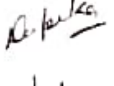

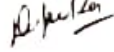
OFFICE OF THE PRINCIPAL, GOVT. COLLEGE NAHAR (REWARI)

Memo No. GCN/21/

Dated -15/01/2020

ANNUAL DUTY LIST 2019-20

The following committees are hereby constituted for the smooth functioning of the activities/Duty in this college for the session 2019-20 with immediate effect. All the concerned incharge(s) are directed to take over/handover the charge:-

- | | |
|--------------------------------------|---|
| 1. College Council | Sh. Amit Kumar 
Sh. Ashok Kumar 
Smt. Deepika  |
| 2. Senior Tutor | Sh. Amit Kumar  |
| 3. SPIO | Sh. Amit Kumar  |
| 4. ASPIO | Dr. Ashok Kumar  |
| 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  |
| 9. Internal Assessment | Sh. Anuj Mittal 
Sh. Karamvir 
Sh Ravinder Singh  |
| 10. Bursar | Sh. Anuj Mittal  |
| 11. Placement Cell | Sh. Pankaj  |
| 12. NSS Unit - I (Boys) | Sh. Sunil Kumar |
| 13. NSS Unit - II (Girls) | Smt. Deepika  |
| 14. NCC | Sh. Pritam  |
| 15. Women Cell/ Girls Common Room | Smt. Deepika  |


Principal
Govt. College
Nahar (Rewari)

16. Time Table Work Load

Dr. Ashok Kumar *Dr. Ashok*
Sh. Anuj Mittal *Anuj Mittal*
Sh. Sunil Kumar

17. SC/ST Cell

Smt. Deepika *Deepika*
Sh. Bijender Kumar *Bijender*
Sh. Sunil Kumar

18. Sports/ Sports Board

Dr. Kavi Kumar, Incharge *Dr. Kavi*
Sh. Pankaj *Pankaj*
Sh. Bijender KUMAR *Bijender*
Smt. Deepika *Deepika*

19. Youth Festival/ Cultural Activities

Smt. Priyanka *Priyanka*
Sh. Sunil Kumar
Sh. Pritam
Sh. Bijender *Bijender*
Smt. Manjula *Manjula*

20. Ten/ Shamiana/Mike

Sh. Amit Kumar *Amit*
Sh. Sudhir Kumar *Sudhir*
Sh. Pritam *Pritam*

21. Refreshment

Sh. Sudhir Kumar *Sudhir*
Sh. Bijender Kumar *Bijender*
Sh. Pritam *Pritam*

22. College Property

Dr. Ashok Kumar *Dr. Ashok*

23. Science Scholarship

Sh. Anuj Mittal *Anuj Mittal*

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

Smt. Priyanka *Priyanka*
Smt. Babita Sharma *Babita*

25. S.C. Scholarship

Sh. Sunil Kumar
Smt. Babita Sharma - *Babita*

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

Sh. Sudhir Kumar *Sudhir*
Sh. Sunil Kumar
Smt. Deepika *Deepika*

27. Subject Change

Sh. Anuj Mittal *Anuj Mittal*
Sh. Pritam Kumar *Pritam*

Principal
Govt. College
Nahar (Newari) *Principal*

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. Deepika (Girls)

Sh. Kavi Kumar (Boys)

Sh. Pankaj Kumar

Smt. Deepika

Sh. Sunil Kumar

Sh. Pritam

Sh. Bijender Kumar

Sh. Pritam

Smt. Priyanka

Sh. Bijender Kumar

Sh. Amit Kumar

Dr. Ashok Kumar

Sh. Bijender Kumar

Sh. Vivek Rao

Sh. Pankaj

Sh. Sunil Kumar

Sh. Karamvir

Sh. Ravinder Singh

Sh. Sunil Kumar

Sh. Dinesh Kumar

Sh. Amit Kumar

Sh. Ashok Kumar

Sh. Sunil Kumar

Sh. Anuj Mittal

Sh. Sunil Kumar

Sh. Pankaj

Sh. Vivek Rao

Smt. Priyanka

Sh. Pritam

Sh. Kavi Kumar

Principal
Govt. P.G. College
Nahar Pur, Rewari

- | | |
|---|---|
| 42. Stage Secretary | Mr. Ashok Kumar |
| 43. Earn While You Learn | Sh. Ashok Kumar
Sh. Pankaj
Sh. Pritam
Smt. Priyanka
Dr. Ashok Kumar
Sh. Amit Kumar
Smt. Priyanka |
| 44. Grievance Anti-Corruption Cell | Smt. Priyanka
Smt. Deepika
Sh. Anuj Mittal |
| 45. Prevention of Sexual Harassment Cell | Sh. Sudhir Kumar
Sh. Kavi Kumar
Sh. Ashok Kumar
Sh. Amit Kumar
Sh. Anuj Mittal
Dr. Ashok Kumar
Sh. Anuj Mittal
Sh. Amit Kumar
Sh. Vivek Rao |
| 46. Legal Literacy Cell | Sh. Amit Kumar
Dr. Ashok Kumar
Sh. Anuj Mittal |
| 47. Discipline Committee | Sh. Sunil Kumar
Sh. Pankaj
Sh. Pritam
Sh. Amit Kumar
Sh. Anuj Mittal
Sh. Pankaj |
| 48. Anti-Ragging Alcoholism & Tobacco Prohibition | Sh. Amit Kumar
Sh. Anuj Mittal
Sh. Anuj Mittal
Sh. Amit Kumar
Sh. Vivek Rao |
| 49. Internal Quality Assessment Cell (IQAC) | Sh. Sunil Kumar
Sh. Pankaj
Sh. Pritam
Sh. Amit Kumar
Sh. Anuj Mittal
Sh. Pankaj |
| 50. UGC | Sh. Amit Kumar
Sh. Anuj Mittal
Sh. Anuj Mittal
Sh. Amit Kumar
Sh. Sudhir Kumar
Smt. Priyanka |
| 51. Project Nodal Officer, RUSA | Sh. Sunil Kumar
Sh. Pankaj
Sh. Pritam |
| 52. Civil Work including EVN/ MGT | Sh. Sunil Kumar
Sh. Pankaj
Sh. Pritam |
| 53. NAAC Committee | |

Principal
Govt. P.G. Coll.
Saharwar

- 54. Matter related to Extension Lecturer
- 55. Matter related to DC Rate Employee
- 56. Press Note- Press Spokesman
- 57. Computer Lab, I, II
- 58. Tour (Girls)
- 59. Tour (Boys)
- 60. Nodal Officer, Web Portal/ Admission
- 61. Nodal Officer, AISHE, New Education Policy
- 62. Nodal Officer, AEBAS
- 63. Bus Pass Committee

- Dr. Surya Pal
- Shri. Venkatesh Rao
- Dr. Surya Pal
- Dr. Surya Pal
- Pranvir Singh
- Pranvir Singh
- Smt. Deepika
- Smt. Priyanka
- Smt. Adhir Kumar
- Smt. Anjula
- Dr. Anil Kumar
- Smt. Anam
- Smt. Anam Kumar
- Smt. Venkatesh Rao
- Smt. Anam Kumar
- Smt. Anam Mittal
- Smt. Anam Mittal
- Smt. Pranvir
- Smt. Pranvir Singh
- Smt. Venkatesh Rao
- Dr. Anam Kumar
- Smt. Anam
- Smt. Priyanka
- Smt. Anam

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