

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

Memo No. GCN/20/

Dated:-01/09/2020

ANNUAL DUTY LIST 2020-21

The following committees are hereby constituted for the smooth functioning of the activities/Duty in this college for the session 2020-21 with immediate effect. All the concerned incharge(s) are directed to take over/handover the charge with immediate effect:- (01.09.2020) S.M.

- | | |
|--------------------------------------|---|
| 1. College Council | Sh. Amit Kumar
Sh. Ashok Kumar
Smt. Deepika |
| 2. Senior Tutor | Sh. Amit Kumar |
| 3. SPID | Dr. Ashok Kumar |
| 4. ASPIO | Sh. Pritam |
| 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. Priyanka |
| 14. NCC | Sh. Amit Kumar Pol. Sci. |
| 15. Women Cell/ Girls Common Room | Smt. Deepika |


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

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

- Dr. Ashok Kumar
- Sh. Anuj Mittal
- Sh. Sunil Kumar
- Smt. Deepika
- Sh. Bijender Kumar
- Sh. Sunil Kumar
- Dr. Kavi Kumar, Incharge
- Sh. Pankaj
- Sh. Bijender Kumar
- Smt. Deepika
- Smt. Priyanka
- Sh. Amit Kumar Pol. Sci.
- Sh. Pritam
- Sh. Bijender
- Smt. Manjula
- Sh. Amit Kumar, Skt.
- Sh. Sudhir Kumar
- Sh. Pritam
- Sh. Sudhir Kumar
- Sh. Bijender Kumar
- Sh. Pritam
- Dr. Ashok Kumar
- Sh. Anuj Mittal
- Sh. Pritam
- Smt. Babita Sharma
- Sh. Sunil Kumar
- Smt. Babita Sharma
- Sh. Amit Kumar Pol. Sci.
- Sh. Sunil Kumar
- Smt. Priyanka
- Sh. Anuj Mittal
- Sh. Pritam Kumar

Priyanka
19/12/2022

Amit

TE

Dr. Ashok

Sh. Pritam

Sunil Kumar

Amit Kumar Pol. Sci.

Anuj Mittal

Sudhir

Sh. Pritam

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| 28. Red Cross/ Red Ribbon Club/YRC | Sh. Sunil Kumar <i>Sunil Kumar</i> |
| 29. Health Water Sanitation Cleanliness | Smt. Priyanka <i>Priyanka</i>
Sh. Sunil Kumar (Boys) <i>Sunil Kumar 11/9/2022</i>
Sh. Pankaj Kumar <i>Pankaj</i> |
| 30. Campus Beautification | Sh. Sunil Kumar <i>Sunil Kumar</i>
Smt. Priyanka <i>Priyanka</i>
Sh. Pritam <i>Pritam</i>
Sh. Bijender Kumar <i>Bijender Kumar</i> |
| 31. Printing | Sh. Amit Kumar <i>Amit Kumar</i>
Smt. Priyanka <i>Priyanka 11/9/2022</i>
Sh. Pritam Kumar <i>Pritam Kumar</i>
Sh. Amit Kumar <i>Amit Kumar</i> |
| 32. Attestation of University form character certify. | Dr. Ashok Kumar <i>Ashok Kumar</i> |
| 33. EDUSAT | Sh. Bijender Kumar <i>Bijender Kumar</i> |
| 34. Language Lab. | Sh. Vivek Rao <i>Vivek Rao</i> |
| 35. All office Computer/ Printer | Sh. Pankaj <i>Pankaj</i>
Sh. Sunil Kumar <i>Sunil Kumar</i>
Sh. Karamvir <i>Karamvir</i>
Sh. Ravinder Singh <i>Ravinder Singh</i> |
| 36. Commerce Computer Lab. | Sh. Pritam <i>Pritam</i>
Sh. Dinesh Kumar <i>Dinesh Kumar</i> |
| 37. All types of Computer work (including University work, salary & other bill etc.) | Sh. Amit Kumar <i>Amit Kumar</i>
Sh. Ashok Kumar <i>Ashok Kumar</i>
Sh. Sunil Kumar <i>Sunil Kumar</i> |
| 38. Electricity/ Generator/ Maintenance of Log-Book | Sh. Anuj Mittal <i>Anuj Mittal</i>
Sh. Sunil Kumar <i>Sunil Kumar</i>
Sh. Pankaj <i>Pankaj</i>
Sh. Vivek Rao <i>Vivek Rao</i> |
| 39. Central Purchase Committee | Smt. Priyanka <i>Priyanka 11/9/2022</i>
Sh. Pritam <i>Pritam</i>
Sh. Kavi Kumar <i>Kavi Kumar</i> |
| 40. Income Tax/ TDS | |
| 41. Environment Studies | |

Sunil Kumar
Principal
Govt P.G. School
11/9/2022

Stage Secretary

Sh. Sunil Kumar
Sh. Pankaj Kumar

3. Earn While You Learn

Sh. Ashok Kumar
Sh. Pankaj
Sh. Pritam

44. Grievance Anti-Corruption Cell

Smt. Priyanka
Dr. Ashok Kumar
Sh. Amit Kumar
Smt. Priyanka

45. Prevention of Sexual Harassment Cell

Smt. Priyanka
Smt. Deepika
Sh. Anuj Mittal

46. Legal Literacy Cell

Sh. Sudhir Kumar
Sh. Pankaj Kumar
Smt. Priyanka

47. Discipline Committee

Dr. Ashok Kumar
Sh. Anil Kumar Pol. Sci.
Sh. Anuj Mittal

48. Anti-Ragging Alcoholism & Tobacco Prohibition

Dr. Ashok Kumar
Sh. Pritam
Sh. Bijender Kumar
Sh. Vivek Rao

49. Internal Quality Assessment Cell (IQAC)

Sh. Amit Kumar
Dr. Ashok Kumar
Sh. Anuj Mittal

50. UGC

Sh. Sunil Kumar
Sh. Pankaj
Sh. Pritam

51. Project Nodal Officer, RUSA

Sh. Amit Kumar, SKT
Sh. Anuj Mittal
Sh. Pankaj

52. Civil Work including EVN/ MGT/College Land


Sh. Kavi Kumar
Sh. Amit Kumar Skt
Sh. Sudhir Kumar
Smt. Priyanka

53. NAAC Committee

Sh. Sunil Kumar

Principal
Date
Signature

- | | |
|--|--|
| 54. Matter related to Extension Lecturer | Sh. Pankaj <i>Pankaj</i>
Sh. Pritam <i>Pritam</i> |
| 55. Matter related to DC Rate Employee | Dr. Surya Pal <i>Surya Pal</i>
Sh. Vivek Rao <i>Vivek Rao</i> |
| 56. Press Note Press Spokesman | Dr. Surya Pal |
| 57. Computer Lab I, II | Karamvir <i>Karamvir</i>
Ravinder Singh <i>Ravinder Singh</i> |
| 58. Tour (Girls) | Smt. Deepika <i>Deepika</i>
Smt. Priyanka <i>Priyanka</i>
Sh. Sudhir Kumar <i>Sudhir Kumar</i>
Smt. Manjula <i>Manjula</i> |
| 59. Tour (Boys) | Dr. Ashok <i>Ashok</i>
Sh. Amit. Kumar Pol. Sci.
Sh. Sunil Kumar
Sh. Vivek Rao <i>Vivek Rao</i> |
| 60. Nodal Officer, Web Portal/ Admission | Sh. Anuj Mittal <i>Anuj Mittal</i> |
| 61. Nodal Officer, AISHE, New Education Policy | Sh. Anuj Mittal <i>Anuj Mittal</i> |
| 62. Nodal Officer, AEBAS | Sh. Anuj Mittal <i>Anuj Mittal</i>
Sh. Karamvir <i>Karamvir</i>
Sh. Ravinder Singh <i>Ravinder Singh</i>
Sh. Vivek Rao <i>Vivek Rao</i> |
| 63. Bus Pass Committee | Dr. Ashok Kumar <i>Ashok Kumar</i>
Sh. Pritam <i>Pritam</i>
Smt. Priyanka <i>Priyanka</i>
Sh. Vivek Rao <i>Vivek Rao</i> |


 Principal
 Govt. College Nahar (Rewari)