

OFFICE OF THE PRINCIPAL SMRJ GOVT.COLLEGE, SIWANI
Subject: Revised Staff duty list for the session 2023-24

Letter No. 1615A

Date: 07/11/2023

The list of various committees constituted for the session 2023-24. All the concerned teaching and non teaching staff members are directed to note their duties and hand over/take over the charges (if any) immediately.

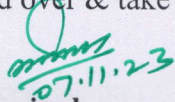
Sr. No.	Committee	Name of Conveners & Members
1.	College Council	1. Dr.Satyapal Singh, Principal 2. Dr.Ranjeet Singh 3. Dr.Kartik Arora 4. Dr.Munish Kumar 5. Sh.Suresh Lamba 6. Smt.Shakuntla
2	Chief Mentors, Discipline, Proctorial Duties	1. Dr.Ranjeet Singh (Boys) Convener 2. Dr.Meenaxi (Girls) Convener All Teaching Staff Member
3	Bursar	1. Dr.Kartik Arora
4	Registrar	1. Smt.Shakuntla (PG/Commerce/Science) Convener 2. Sh.Sunil Kumar, Commerce (BA/Hons) Convener 3. Dr.Munish Kumar 4. Dr.Parveen Kumar 5. Dr.Vinod Kumar 6. Dr.Mukesh Rani 7. Smt.Neelam 8. Dr.Sujata 9. Sh.Amit CI 10. Sh.Shish Ram
5	Staff and Social Secretary	1. Dr.Munish Kumar (Staff Secretary) 2. Sh.Sunil Kumar, Sociology (Social Secretary)
6	Income Tax and Property Return	1. Smt.Yesu , Convener 2. Smt.Sunaina 3. Smt.Jyoti
7	Time Table, Workload, Section Formation, Migration, Subject Change, Lecture Shortage, Absentee	1. Sh.Suresh Lamba, Convener 2. Sh.Rahul 3. Smt.Yesu 4. Sh.Naveen 5. Dr.Pooja Rani 6. Dr.Mukesh Kumar 7. Smt.Seema, LA Absentee Entry (PG/Com/Sci.) 8. Sh.Vijay Kumar,LA (BA/Hons)
8	Anti-Sexual, Harassment, Grievance Redresal, Anticorruption, Anti Ragging	1. Sh.Satyapal Singh , Principal Patron 2. Dr.Ranjeet Singh, Convener 3. Smt.Sunena, Co-Convener

		<ol style="list-style-type: none"> 4. Sh.Devilal 5. Sh.Sunil Kumar (History) 6. Dr.Mukesh Rani
9	Youth and Cultural Affairs,	<ol style="list-style-type: none"> 1. Dr.Meenaxi, Convener 2. Sh. Sanjay Kumar, Co-Convener 3. Smt.Suman Sharma 4. Smt.Neelam Rani 5. Dr.Krishan Kumar 6. Dr.Sujata
10	Subject Society	All HOD's will work as president of their respective subject societies
11	Wall Magazine, Decoration, Prospectus, Refreshment, Canteen	<ol style="list-style-type: none"> 1. Dr.Munish Kumar, Convener 2. Sh.Satpal Kumar 3. Dr.Mukesh Rani 4. Dr.Pardeep Kumar 5. Sh.Mahipal Singh
12	Tent, Mike, Photography	<ol style="list-style-type: none"> 1. Sh. Satpal Kumar, Convener 2. Dr. Krishan Kumar 3. Dr.Mukesh Kumar
13	Estate: Building, College Property, Electricity, Water supply, Public Health Work, Cycle Stand	<ol style="list-style-type: none"> 1. Sh.Mahipal Singh, Convener 2. Dr.Krishan Kumar 3. Dr.Mukesh Kumar 4. Dr.Sunita Rani (Assisted by Sh. Bhim Singh & Sh.Shish Ram)
14	Printing & Stationery	<ol style="list-style-type: none"> 1. Sh.Devilal, Convener 2. Sh.Rahul 3. Dr.Sunita Rani 4. Sh.Mahipal Singh
15	Scholarships/Stipends	<ol style="list-style-type: none"> 1. Sh.Rahul, Convener (SC Scholarship) 2. Sh.Parveen Kumar 3. Smt.Geeta 4. Dr. Vinod Kumar, Convener (BC Scholarship) 5. Dr.Pardeep Kumar 6. Sh.Sunil Kumar (His.) Convener (Other Scholarship) 7. Mr.Anoop C.A
16	Bus Pass, Driving License and Passport	<ol style="list-style-type: none"> 1. Sh.Naveen, Convener 2. Smt.Geeta 3. Dr.Sujata 4. Smt.Neelam Rani 5. Sh.Vijay LA 6. Sh.Shish Ram
17	YRC/RRC/Eco Club/Road Safety	<ol style="list-style-type: none"> 1. Sh.Sunil Kumar (History) Convener (Boys) 2. Dr.Krishan Kumar 3. Dr.Meenaxi, Convener (Girls) 4. Dr.Sujata
18	Purchase, Auction, Write off, OE(Grant/Fund)	<ol style="list-style-type: none"> 1. Dr.Satyapal Singh, Principal-Chairman 2. Dr.Ranjeet Singh, Convener 3. Dr.Munish Kumar 4. Sh.Suresh Lamba 5. Dr.Pardeep Kumar 6. Smt.Sunena

		7. Sh. Mahipal Singh
19	Women Cell	1. Smt.Sunena Convener 2. Dr.Pooja 3. Dr.Sunita Rani
20	Legal Literacy Cell & Court Case	1. Sh.Rahul, Convener 2. Dr.Vinod Kumar 3. Dr.Parveen Kumar 4. Sh.Shish Ram
21	Placement & Personality Development Cell	1. Smt. Yeshu, Convener 2. Sh.Devilal 3. Dr. Mukesh Rani 4. Dr.Sunita Rani
22	Earn While You Learn	1. Sh.Sanjay Kumar, Convener 2. Smt. Geeta 3. Sh.Sashikant 4. Sh.Sunil Kumar (Commerce)
23	RTI & CM Window	1. Dr.Satyapal Singh, First Appellate Authority 2. Dr.Ranjeet Singh, SPIO 3. Dr. Pardeep Kumar, ASPIO 4. Miss. Varsha, Clerk
24	UGC, NAAC, AISHE, IQAC & RUSA	1. Sh.Devilal , Convener 2. Sh.Sanjay Kumar 3. Dr.Meenaxi 4. Sh.Sunil Kumar (Sociology) 5. Smt. Jyoti 6. Sh.Sunil Kumar, Commerce
25	NSS	1. Sh.Sanjay Kumar (P.O.)Unit-I 2. Smt.Suman Sharma (P.O.)Unit-II 3. Sh.Shish Ram 4. Sh.Bhim Singh,Mali
26	Sports Board	1. Dr.Satyapal Singh,Principal- Chairman 2. Dr. Ranjeet Singh -President 3. Dr.Munish Kumar-Secretary 4. Sh.Satpal Kumar-Incharge 5. Sh.Suresh Lamba 6. Smt.Yeshu 7. Dr.Vinod Kumar 8. Smt.Suman Sharma 9. Dr.Mukesh Rani
27	Computer, Internet, IT, HRMS, MIS	1. Dr.Mukesh Kumar, Convener 2. Sh.Sunil Kumar (Sociology) 3. Sh. Shashikant 4. Sh.Amit CI 5. Sh.Anoop C.A.
28	Electoral Club	1. Sh.Vinod Kumar, Convener 2. Sh.Sunil Kumar (Sociology) 3. Sh.Rahul 4. Smt.Geeta

29	Library Advisory Committee	<ol style="list-style-type: none"> 1. Sh.Sunil Kumar (Sociology) Convener 2. Dr.Munish Kumar 3. Sh.Suresh Lamba 4. Smt.Shakuntla 5. Sh.Parveen Kumar 6. Sh.Naveen
30	EVS & College Beautification	<ol style="list-style-type: none"> 1. Sh.Suresh Lamba, Convener 2. Sh.Sunil Kumar , Sociology 3. Dr. Mukesh Rani 4. Dr.Sunita Rani 5. Smt. Neelam Rani
31.	HKRN/Extension/ Contractual Employee	<ol style="list-style-type: none"> 1. Dr.Kartik Arora- Advisor 2. Sh.Sanjay Kumar-Convener 3. Sh.Sunil Kumar, (History)
32	Educational Tour & Adventurous Programme	<ol style="list-style-type: none"> 1. Dr. Vinod Kumar (Convener Boys) 2. Sh.Rahul 3. Smt. Yeshu (Convener Girls) 4. Dr. Sunita Rani
33	Media Incharge	<ol style="list-style-type: none"> 1. Sh.Rahul , Consultant 2. Sh.Mahipal Singh, News Publisher

All the Conveners/In-charges of the above said committees are hereby directed to hand over & take over their charges (if any) seen by the undersigned by 08/11/2023.


 07.11.23
Principal