

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.Yeshu , 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.Yeshu 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