

OFFICE OF THE PRINCIPAL SMRJ GOVT.COLLEGE, SIWANI
Subject: Staff duty list for the session 2024-25

Letter No. GCS/24/1024

Date: 12/07/2024

The list of various committees constituted for the session 2024-25. 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.Rajkumar 3. Dr.Ranjeet Singh 4. Dr.Kartik Arora <i>h. Decc</i> 5. Dr.Munish Kumar 6. Sh.Suresh Lamba
2	Chief Mentors, Discipline, Proctorial Duties	1. Dr.Ranjeet Singh Convener 2. Dr.Meenaxi All Teaching Staff Members
3	Bursar	1. Smt.Sunena
4	Registrar	1. Smt.Shakuntla, Com., Convener 2. Sh.Parveen Kumar All Science 3. Dr.Vinod Kumar , All PG <i>Sh. Sunil kumar (History)</i> 4. Dr.Mukesh Rani, All Geography Hons 5. Smt.Neelam ,BA 1 st Year 6. Dr.Sunita Rani, BA 2 nd Year 7. Dr.Sujata BA 3 rd Year 8. Sh.Sunil .(Commerce) All Commerce <i>(U. G.)</i> 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) <i>2/10/24</i>
6	Income Tax and Property Return	1. Dr.Kartik Arora, Convener <i>h. Decc</i> 2. Smt.Yeshu 3. Sh.Sunil , Commerce
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.Meenaxi, Convener 3. Sh.Sunil Kumar , Sociology <i>2/10/24</i> 4. Sh.Sunil Kumar, History 5. Sh.Devilal

		6. Dr.Mukesh Rani 7. Dr.Sunita Rani 8. Smt. Neelam Rani
9	Youth and Cultural Affairs,	1. Dr.Munish Kumar, Convener 2. Sh. Sanjay Kumar, Co-Convener <i>Sanjay</i> 3. Smt.Suman Sharma <i>Suman</i> 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	1. Sh.Satpal Kumar, Convener 2. Dr.Mukesh Rani 3. Dr.Pooja 4. Dr.Pardeep Kumar 5. Dr.Sujata 6. Smt. Shakuntla, History 7. Sh.Mahipal Singh
12	Tent, Mike, Photography	1. Dr.Kartik Arora, Convener <i>K. Arora</i> 2. Smt. Yeshu 3. Dr.Krishan Kumar 4. Dr.Mukesh Kumar
13	Estate: Building, College Property, Electricity, Water supply, Public Health Work, Cycle Stand	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	1. Dr.Vinod Kumar , Convener <i>Sh. Sunil Kumar (Sociology)</i> 2. Sh.Rahul 3. Dr.Sunita Rani
15	Scholarships/Stipends	1. Sh.Rahul, Convener (SC Scholarship) 2. Smt.Geeta 3. Dr. Vinod Kumar, Convener (BC Scholarship) 4. Dr.Pardeep Kumar 5. Sh.Suresh Lamba, Convener (Other Scholarship) 6. Sh.Sunil, Commerce 7. Mr.Anoop C.A
16	Bus Pass, Driving License and Passport	1. Sh.Sunil Kumar, History, Convener 2. Smt.Geeta 3. Dr.Sujata 4. Dr.Krishan Kumar 5. Sh.Vijay LA 6. Sh.Shish Ram
17	YRC/RRC/Eco Club/Road Safety	1. Sh.Satpal Kumar Convener (Boys) 2. Dr.Krishan Kumar 3. Smt. Yeshu Convener (Girls) 4. Dr.Sujata
18	Purchase, Auction, Write off, OE(Grant/Fund)	1. Dr.Satyapal Singh, Principal- Chairman 2. Dr.Ranjeet Singh, Convener 3. Dr.Kartik Arora <i>K. Arora</i> 4. Sh.Suresh Lamba

		<ol style="list-style-type: none"> 5. Dr.Meenaxi 6. Dr.Pardeep Kumar 7. Sh. Mahipal Singh
19	Women Cell	<ol style="list-style-type: none"> 1. Dr.Pooja, Convener 2. Dr.Sunita Rani 3. Smt. Shakuntla , History
20	Legal Literacy Cell & Court Case	<ol style="list-style-type: none"> 1. Sh.Naveen , Convener 2. Sh.Sunil Kumar,Sociology 3. Sh.Shish Ram
21	Placement & Personality Development Cell	<ol style="list-style-type: none"> 1. Sh.Naveen, Convener 2. Sh.Devilal 3. Dr. Mukesh Rani 4. Dr.Geeta Rani
22	Earn While You Learn	<ol style="list-style-type: none"> 1. Smt. Yeshu, Convener 2. Dr. Sunita Rani 3. Dr.Sujata
23	RTI & CM Window	<ol style="list-style-type: none"> 1. Dr.Satyapal Singh, First Appellate Authority 2. Dr.Rajkumar SPIO 3. Dr. Pardeep Kumar, ASPIO 4. Miss. Varsha, Clerk
24	UGC, NAAC, AISHE, IQAC , RUSA & API Verification	<ol style="list-style-type: none"> 1. Sh.Devilal , Convener 2. Dr.Meenaxi 3. Sh.Sanjay 4. Smt. Yeshu 5. Sh. Naveen 6. Dr.Pooja 7. Dr.Mukesh Rani 8. Sh.Shashikant 9. Dr.Sujata 10. Sh.Sunil , Commerce
25	NSS	<ol style="list-style-type: none"> 1. Sh.Sanjay (P.O.) Unit-II 2. Smt.Suman Sharma (P.O.) Unit-I 3. Miss. Varsha, Clerk 4. Sh.Shish Ram 5. Sh.Bhim Singh,Mali
26	Sports Board	<ol style="list-style-type: none"> 1. Dr.Satyapal Singh,Principal-Chairman 2. Dr. Ranjeet Singh -President 3. Dr.Kartik Arora-Secretary 4. Sh.Sunil Kumar, Sociology -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	<ol style="list-style-type: none"> 1. Dr.Mukesh Rani, Convener 2. Sh. Shashikant 3. Dr.Mukesh Kumar 4. Sh.Amit CI 5. Sh.Anoop C.A.

	Electoral Club	<ol style="list-style-type: none"> 1. Dr.Pardeep Kumar, Convener 2. Sh.Rahul 3. Dr.Mukesh Kumar 4. Smt.Shakuntla , History
29	Library Advisory Committee	<ol style="list-style-type: none"> 1. Sh.Sanjay , Convener 2. Sh.Suresh Lamba 3. Smt.Shakuntla 4. Dr.Mukesh Rani 5. Sh.Parveen Kumar 6. Sh.Naveen 7. Smt.Suman Sharma
30	EVS & College Beautification	<ol style="list-style-type: none"> 1. Dr.Rajkumar, Convener 2. Sh.Suresh Lamba, Co-Convener 3. Sh.Sunil Kumar , Sociology 4. Dr.Pooja 5. Dr.Sunita Rani 6. Smt. Neelam Rani
31.	HKRN/Extension/ Contractual Employee	<ol style="list-style-type: none"> 1. Dr.Munish Kumar, Convener 2. Dr.Pardeep Kumar 3. Sh.Sanjay
32	Educational Tour & Adventurous Programme	<ol style="list-style-type: none"> 1. Dr. Vinod Kumar (Convener) 2. Sh.Rahul 3. Dr.Krishan Kumar 4. Smt. Yeshu 5. Dr. Sunita Rani 6. Dr.Sujata
33	Media Incharge	<ol style="list-style-type: none"> 1. Sh.Rahul , Consultant 2. Sh.Mahipal Singh, News Publisher
34	Character Certificate Signature on behalf of Principal	<ol style="list-style-type: none"> 1. BA- Dr.Ranjeet Singh 2. BA Hons/B.Com/B.Sc- Dr. Kartik Arora 3. PG- Sh.Suresh Lamba
35	Biometric Attendance Record	<ol style="list-style-type: none"> 1. Dr.Mukesh Kumar 2. Mr.Amit 3. Mr. Anoop
36	Alumni Committee	<ol style="list-style-type: none"> 1. Sh.Naveen , Convener 2. Sh.Devilal 3. Sh.Sunil Kumar, Commerce 4. Dr.Mukesh Kumar 5. Dr.Sunita Rani 6. Sh.Mahipal Singh

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 20/07/2024.


12.7.24
Principal