

OFFICE OF THE PRINCIPAL SMRJ GOVT.COLLEGE, SIWANI
Subject: Staff duty list for the session 2025-26
Revised

Letter No.

Date: 11/08/2025

The list of various committees constituted for the session 2025-26. 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.Ranjeet Singh, Principal 2. Dr.Kartik Arora 3. Sh.Suresh Lamba 4. Smt. Shakuntla , Commerce 5. Dr.Meenaxi
2	Chief Mentors, Discipline, Proctorial Duties	1. Dr.Kartik Arora Convener 2. Dr.Meenaxi All Teaching Staff Members
3	Bursar	1. Smt.Sunena
4	Registrar	1. Smt.Shakuntla,Com, Convener 2. Sh.Kapil Singh, Co- Convener 3. Sh.Parveen Kumar All Science 4. Dr.Geeta All PG 5. Sh.Satpal Kumar, All Geography Hons 6. Dr.Vinod Kumar, BA 1st Year 7. Dr.Sujata, BA 1st Year 8. Smt. Neelam Rani, BA 2nd Year 9. Dr. Sunita Rani, BA 3rd Year 10. Smt. Yesu .(Commerce) All Commerce 11. Sh.Vijay Pal , University Clerk 12. Sh.Amit CI 13. Sh.Shish Ram
5	Staff and Social Secretary	1. Sh.Devilal (Staff Secretary) 2. Dr.Sunita Rani (Social Secretary)
6	Income Tax and Property Return	1. Smt.Yesu,, Convener 2. Sh.Suresh Lamba 3. Sh.Naveen
7	Time Table, Workload, Section Formation, Migration, Subject Change, Lecture	1. Sh.Suresh Lamba, Convener 2. Sh.Rahul 3. Smt.Yesu

	Shortage, Absentee	4. Sh.Parveen Kumar 5. Dr.Vinod Kumar 6. Dr.Mukesh Kumar 7. Miss. Varsha,Clerk 8. Smt.Seema, LA Absentee Entry (PG/Com/Sci.) 9. Sh.Vijay Kumar, LA Absentee Entry (BA/Hons)
8	Internal Complaint Committee Anti-Sexual, Harassment, Grievance Redresal, Anti Drugs, Anticorruption, Anti Ragging etc.	1. Dr Ranjeet Singh , Principal Patron 2. Dr.Meenaxi, Convener 3. Sh.Sanjay Kumar , Sociology 4. Sh.Devilal 5. Sh.Kapil Singh 6. Dr.Sunita Rani 7. Smt. Neelam Rani
9	Youth and Cultural Affairs,	1. Smt. Neelam Rani Convener 2. Sh. Sanjay Kumar, Co-Convener 3. Smt.Suman Sharma 4. Smt.Geeta 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. Dr.Sujata, Convener 2. Smt. Suman Sharma 3. Sh.Parveen Kumar 4. Smt. Shakuntla, History 5. Sh.Mahipal Singh
12	Tent, Mike, Photography	1. Sh.Satpal Kumar, Convener 2. Dr.Krishan Kumar 3. Dr.Mukesh Kumar
13	Estate Officer: 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 5. Sh.Anil Sangwan ,LA (Gen Set On & Off) (Assisted by Sh. Bhim Singh & Sh.Shish Ram)
14	Printing & Stationery	1. Sh.Parveen Kumar, Convener 2. Sh.Rahul 3. Dr.Sunita Rani
15	Scholarships/Stipends	1. Dr.Geeta , Convener (SC Scholarship) 2. Sh.Naveen Kumar 3. Dr. Vinod Kumar, Convener (BC Scholarship) 4. Dr. Shakuntla,History 5. Dr.Krishan Kumar, Convener (Other Scholarship) 6. Dr.Mukesh Kumar 7. Mr.Anoop C.A

16	Bus Pass, Driving License and Passport	1. Smt.Geeta, Convener 2. Dr.Sunita Rani 3. Dr.Krishan Kumar 4. Sh.Vijay LA 5. Sh.Shish Ram
17	YRC/RRC/Eco Club/Road Safety	1. Sh.Satpal Kumar Convener (Boys) 2. Dr.Krishan Kumar 3. Dr. Shakuntla, History Convener (Girls) 4. Dr. Sujata
18	Purchase, Auction, Write off, (Grant/Fund)	1. Dr. Ranjeet Singh,Principal- Chairman 2. Dr. Kartik Arora Convener 3. Sh.Suresh Lamba 4. Dr.Meenaxi 5. Dr.Shakuntla,History 6. Sh. Mahipal Singh
19	Women Cell	1. Dr. Meenaxi, Convener 2. Smt.Suman Sharma 3. Smt. Shakuntla , History
20	Legal Literacy Cell & Court Case	1. Sh.Naveen , Convener 2. Sh.Kapil Singh
21	Placement & Personality Development Cell	1. Sh.Naveen Kumar , Convener 2. Sh.Devilal 4. Dr.Geeta Rani
22	Earn While You Learn	1. Dr. Suman, Convener 2. Dr. Sunita Rani 3. Smt. Neelam Rani
23	RTI & CM Window	1. Dr. Ranjeeet Singh, First Appellate Authority 2. Dr.Kartik Arora SPIO 3. Sh.Rahul , ASPIO 4. Dr.Sunita Rani 5. Sh. Vijender Singh , Assistant
24	UGC, NAAC, AISHE, IQAC , RUSA & API Verification ,NIRF	1. Sh.Devilal , Convener 2. Dr.Meenaxi 3. Sh.Sanjay 4. Smt. Yeshu 5. Sh. Naveen 6. Sh.Kapil Singh
25	NSS	1. Sh.Sanjay (P.O.)Unit-II 2. Smt.Suman Sharma (P.O.) Unit-I 3. Miss. Varsha, Clerk 4. Miss. Banita,Peon 5. Sh.Shish Ram, Peon

26	Sports Board	1. Dr. Ranjeet Singh -- Chairman 2. Dr.Kartik Arora President 3. Sh.Suresh Lamba–Secretary 4. Dr.Krishan Kumar-Incharge 5. Sh.Satpal Kumar 6. Smt.Yeshu 7. Sh.Naveen Kumar 8. Smt.Suman Sharma 9. Sh.Mahipal Singh
27	Computer, Internet, IT, HRMS, MIS	1. Dr.Mukesh Kumar, Convener 2. Sh.Mahipal Singh 3. Sh.Amit CI 4. Sh.Anoop C.A.
28	Electoral Club	1. Sh.Rahul, Convener 2. Dr.Mukesh Kumar 3. Smt.Shakuntla , History
29	Library Advisory Committee	1. Sh.Sanjay , Convener 2. Sh.Suresh Lamba 3. Smt.Shakuntla 4. Sh.Kapil Singh 5. Sh.Parveen Kumar 6. Sh.Naveen 7. Smt.Suman Sharma
30	EVS & College Beautification	1. Sh.Suresh Lamba, Convener 2. Dr. Vinod Kumar, Co-Convener 3. Sh.Satpal Kumar 4. Dr.Sunita Rani 5. Smt. Neelam Rani
31.	HKRN/Extension/ Contractual Employee/Apprentice	1. Dr. Meenaxi, Convener 2. Sh.Devilal 3. Smt.Suman Sharma 4. Mr.Amit ,CI
32	Educational Tour & Adventurous Programme	1. Dr.Vinod Kumar (Convener Boys) 2. Dr.Mukesh Kumar 3. Dr.Krishan Kumar 4. Smt. Suman (Convener Girls) 5. Dr. Sunita Rani 6. St. Neelam Rani
33	Media Incharge	1. Sh.Mahipal Singh,
34	Bonafied Student/Character Certificate Signature on behalf of Principal	1. BA- Sh.Suresh Lamba 2. PG/BA Hons/B.Com/B.Sc- Dr. Kartik Arora

35	Biometric Attendance Record	1. Dr.Mukesh Kumar, Convener 2. Mr.Amit 3. Mr. Anoop
36	Alumni Committee	1. Sh.Naveen , Convener 2. Sh.Devilal 3. Dr.Mukesh Kumar 4. Dr.Sunita Rani 5. Sh.Mahipal Singh
37	Physical Verification Committee (Purchase items above Rs. 10000)	1. Smt.Yeshu, , Convener 2. Sh. Devilal 3. Smt.Suman Sharma 4. Sh.Rahul 5. Dr.Geeta
38	OE Grant	1. Sh. Vijender Singh , Assistant , Convener 2. Miss. Versha 3. Sh.Vijay Pal
39	Result Verification Committee	1. Smt.Shakuntla ,Com , Convener 2. Sh.Parveen Kumar 3. Sh.Devilal 4. Sh.Sanjay Kumar 5. Dr,Sunena 6. Dr.Krishan Kumar
40.	Swaccth Bharat /Cleanliness Committee	1. Dr.Vinod Kumar , Convener 2. Dr.Shakuntla ,History 3. Sh.Mahipal Singh
41.	Internship Committee	1. Dr.Sanjay Kumar, Convener 2. Dr.Sunita Rani 3.Sh.Mahipal Singh
42.	NEP-2020	1.Sh.Rahul, Coordinator All Teaching Staff Members

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 18/08/2025

Principal