**Sakshi Malik Govt. College, Mokhra (Rohtak)**

**Annual Duty List**

**Session: 2025-26**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Duty** | **Name** | **Charge** | **Signature** |
| **01.** | **College Council/****Reception/****College Advisory****Board/Discipline etc.**  | **Dr. Seema Jain****Smt. Sunita Dhankhar****Sh. Ishwar Singh****Smt. Sonia****Sh. Sandeep Kumar****Dr. Vinod Kumar** | **Chair-person****Member****Member****Member****Member****Member** |  |
| **02.** | **SPIO** | **Smt. Sunita Dhankhar****Sh. Krishan Yadav** | **Convener****Member** |  |
| **03.** | **IQAC & NAAC** | **Smt. Sonia****Dr. Vinod Kumar****Smt. Sunita Dhankhar****Sh. Ishwar Singh****Sh. Sandeep Kumar****Sh. Krishan Yadav****Sh. Ravinder****Sh. Neetu (Sarpanch)****Smt. Manju Devi (Sarpanch)****1. Industrialist from Bharat Rasayan Company Ltd.****2. Students****(Tushika B.A. 3rd and Riya B.A. 2nd)** | **Convener****Co-Convener****Advisor****Member****Member****Member****Member****Member****Member****Member****Members** |  |
| **04.** | **AISHE & Alumni Association** | **Dr. Vinod Kumar****Sh. Sandeep Kumar****Sh. Krishan Yadav** | **Convener****Member****Member** |  |
| **05.** | **Bursar** | **Sh. Ishwar Singh** | **Convener** |  |
| **06.** | **Building, Property and Surroundings**  | **Sh. Sandeep Kumar****Sh. Suresh Kumar** | **Convener****Member** |  |
| **07.** | **BAS, College ERP, HRMS Portal** | **Sh. Ishwar Singh****Mr. Krishan Yadav** | **Nodal Off.****Member** |  |
| **08.** | **Training and Placement Cell** | **Dr. Vinod Kumar****Smt. Prabha** | **Convener****Member** |  |
| **09.** | **Earn While You Learn** | **Smt. Sonia****Smt. Prabha****Sh. Mohit** | **Convener****Member****Member** |  |
| **10.** | **Electricity & Public Health related equipments and maintenance** | **Sh. Suresh Kumar****Sh. Ashish Malik****Sh. Ravinder** | **Convener****Member****Member** |  |
| **11.** | **Principal Office Assignments** | **Sh. Krishan Yadav****Smt. Prabha** | **Member****Member** |  |
| **12.**  | **University affairs including RR/CR** | **Sh. Sandeep Kumar****Sh. Sandeep, Asst.****Smt. Prabha** **Sh. Ravinder** | **Convener****Member****Member****Member** |  |
| **13.** | **Admissions** | **Smt. Sonia****Sh. Ishwar Singh****Sh. Sandeep Kumar****Smt. Prabha** **Sh. Krishan Yadav****Sh. Ravinder** | **Convener****Member****Member****Member****Member****Member** |  |
| **14.** | **College Grievance, Redressal, Sexual Harassment, Complaint/** **Suggestion box, Anti Ragging Committee** | **Smt. Sunita Dhankhar****Sh. Ishwar Singh****Smt. Sonia****Dr. Vinod Kumar****Sh. Suresh Kumar** | **Convener****Member****Member****Member****Member** |  |
| **15.** | **Time-Table and workload, Tutorial-Proctorial, College Calender, Mentor-Mentee Group** | **Sh. Sandeep Kumar****Smt. Sonia****Sh. Krishan Yadav** | **Convener****Member****Member** |  |
| **16.** | **Women Cell** | **Smt. Sonia****Dr. Vinod Kumar****Smt. Prabha** | **Convener****Member****Member** |  |
| **17.** | **All Scholarship/Stipend** | **Sh. Ishwar Singh****Sh. Krishan Yadav** | **Convener****Member** |  |
| **18** | **Cultural, Curricular, Youth Festival** | **Mrs. Sonia****Sh. Sandeep Kumar****Sh. Sandeep, Asst.****Smt. Prabha** | **Convener****Member****Member****Member** |  |
| **19.** | **Purchase Committee** | **Sh. Sandeep Kumar****Dr. Vinod Kumar****Sh. Sandeep, Asst.****Mrs. Prabha** | **Convener****Member****Member****Member** |  |
| **20.** | **Subject Society** | **Mrs. Sunita Dhankhar****Sh. Ishwar Singh & Smt. Sonia****Sh. Sandeep Kumar****Dr. Vinod Kumar** | **Pol Sc.****History****Hindi****Geography** |  |
| **21.** | **Library Committee** | **Dr. Vinod Kumar****Sh. Ashish Malik****Sh. Mohit** | **Convener****Member****Member** |  |
| **22.** | **Result Committee/ACR** | **Sh. Ishwar Singh****Sh. Krishan Yadav****Sh. Sandeep, Asst. (ACR Office)** | **Convener****Member****Member** |  |
| **23.** | **Beautification & Cleanliness**  | **Sh. Sandeep, Asst.****Sh. Ashish Malik****Sh. Mohit** | **Convener****Member****Member** |  |
| **24.** | **Decoration Committee and Photography** | **Smt. Sonia****Sh. Suresh Kumar****Sh. Ashish** | **Convener****Member****Member** |  |
| **25.** | **Publicity Committee**  | **Sh. Sandeep Kumar****Dr. Vinod Kumar** | **Convener****Member** |  |
| **26.** | **Flex Banner ,Tent, Mick Setting, Light, Printing and Invitation etc.** | **Sh. Suresh Kumar****Sh. Ashish Malik****Smt. Prabha** | **Convener****Member****Member** |  |
| **27.** | **Prize Committee** | **Dr. Vinod Kumar****Smt. Prabha****Sh. Mohit** | **Convener****Member****Member** |  |
| **28.** | **Refreshment Committee** | **Smt. Sonia****Smt. Prabha****Sh. Ashish Malik**  | **Convener****Member****Member** |  |
| **29.** | **Court Cases** | **Sh. Ishwar Singh****Sh. Sandeep, Asst.****Sh. Ashish Malik** | **Convener****Member****Member** |  |
| **30.** | **Office Stationery & Maintenance of Office/Equipments** | **Dr. Vinod Kumar****Smt. Sonia****Sh. Sandeep, Asst.****Smt. Prabha****Sh. Suresh Kumar** | **Convener****Member****Member****Member****Member** |  |
| **31.** | **Computer Lab and Language Lab** | **Sh. Ishwar Singh****Sh. Krishan Yadav****Sh. Ravinder** | **Convener****Member****Member** |  |
| **32.** | **Sports Committee** | **Sh. Sandeep Kumar****Dr. Vinod Kumar****Sh. Ishwar Singh****Sh. Ashish Malik****Sh. Mohit** | **Convener****Member****Member****Member****Member** |  |
| **33.** | **Disaster Management Committee** | **Smt. Sunita Dhankhar****Smt. Sonia** | **Convener****Member** |  |
| **34.** | **Internal Assessment and Detention Cases** | **Sh. Sandeep Kumar****Dr. Vinod Kumar** | **Convener****Member** |  |
| **35.** | **Press Report** | **Sh. Ishwar Singh****Sh. Krishan Yadav****Smt. Prabha** | **Convener****Member****Member** |  |
| **36.** | **Youth Red Cross and /Red Ribbon Club** | **Smt. Sonia****Smt. Prabha** | **Convener****Member** |  |
| **37.** | **NSS Unit-I** | **Dr. Vinod Kumar****Smt. Prabha****Mr. Parveen Kumar** | **Convener****Member****Member** |  |
| **38.** | **NSS Unit-II** | **Smt. Sonia****Sh. Ravinder****Sh. Sukhbir Singh** | **Convener****Member****Member** |  |
| **39.** | **Outsource Part-1 Committee/HKRN** | **Sh. Sandeep Kumar****Dr. Vinod Kumar****Sh. Ravinder** | **Convener****Member****Member** |  |
| **40.**  | **Income Tax Calculation and IT form checking** | **Sh. Ishwar Singh****Sh. Sandeep Kumar****Smt. Sonia****Sh. Ravinder** | **Convener****Member****Member****Member** |  |
| **41.** | **Discipline Committee** | **Smt. Sunita Dhankhar****Sh. Ishwar Singh****Smt. Sonia****Sh. Sandeep Kumar****Sh. Suresh Kumar****Sh. Mohit** | **Convener****Member****Member****Member****Member****Member** |  |
| **42.** | **Tour Committee/Educational Visit** | **Dr. Vinod Kumar****Smt. Prabha****Sh. Mohit** | **Convener****Member****Member** |  |
| **43.** | **Passport, Bus Pass and Driving License Committee** | **Smt. Sonia****Sh. Sandeep, Asst****Sh. Ravinder** | **Convener****Member****Member** |  |
| **44.** | **Stage Secretary/Social Secretary**  | **Sh. Ishwar Singh****Dr. Vinod Kumar****Smt. Sonia** | **Convener****Member****Member** |  |
| **45.** | **Nature Interpretation Centre/ Eco-Club** | **Smt. Sonia****Sh. Suresh Kumar****Sh. Mohit** | **Convener****Member****Member** |  |
| **46.** | **New Education Policy and Online Transfer Policy** | **Smt. Sonia****Sh. Krishan Yadav****Sh. Mohit** | **Convener****Member****Member** |  |
| **47.** | **Medical Bills Committee** | **Dr. Vinod Kumar****Smt. Sonia****Sh. Sandeep, Asst.****Sh. Ravinder** | **Convener****Member****Member****Member** |  |
| **48.** | **First Aid In-charge** | **Smt. Sunita Dhankhar****Sh. Mohit** | **Convener****Member** |  |
| **49.** | **Welfare Committee/ Swami Vivekanand Youth Club** | **Mrs. Sunita Dhankhar****Smt. Sonia****Sh. Ashish Malik** | **Convener****Member****Member** |  |
| **50.** | **Election Duties** | **Sh. Ishwar Singh****Sh. Krishan Yadav****Sh. Mohit** | **Convener****Member****Member** |  |
| **51.** | **Traffic Interpretation Centre** | **Smt. Sonia****Smt. Prabha****Sh. Mohit** | **Convener****Member****Member** |  |
| **52.** | **Anti Tobacco Cell** | **Smt. Sonia****Sh. Ashish Malik****Sh. Mohit** | **Convener****Member****Member** |  |
| **53.** | **DMC and Character Certificate** | **Sh. Mohit** |  |  |
| **54.** | **Equal Opportunity Cell and Fire Alarm** | **Sh. Ishwar Singh****Sh. Sandeep, Asst.** | **Nodal Officer****Member** |  |
| **55.** | **RUSA** | **Sh. Ishwar Singh****Sh. Krishan Yadav** | **Convener****Member** |  |
| **56.** | **Legal Literacy Cell** | **Sh. Ishwar Singh****Smt. Sonia****Smt. Prabha** | **Convener****Member****Member** |  |
| **57.** | **Special Cell (SC/ST)** | **Sh. Ishwar Singh****Sh. Sandeep, Asst.****Sh. Krishan Yadav** | **Convener****Member****Member** |  |

 Principal

SMGC, Mokhra (Rohtak)