**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)