
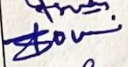

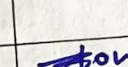

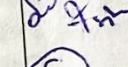

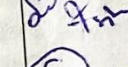
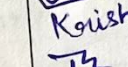
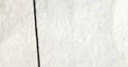
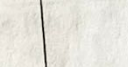
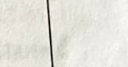

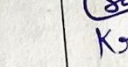







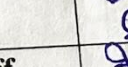

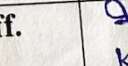


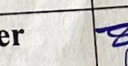
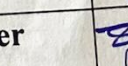



Annual Duty List

Session: 2023-24

w.e.f. 01.04.2024

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	   
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. Student	Convener Co-Convener Advisor 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	Convener Member	 

10.	Electricity & Public Health related equipments and maintenance	Sh. Suresh Kumar Sh. Ashish Malik Sh. Ravinder	Convener Member	San Anshu Krishan Prabha
11.	Principal Office Assignments	Sh. Krishan Yadav Smt. Prabha	Member Member	San Prabha
12.	University affairs including RR/CR	Sh. Sandeep Kumar Sh. Ravinder Smt. Prabha	Convener Member Member	San Prabha
13.	Admissions	Dr. Vinod Kumar Sh. Ishwar Singh Smt. Sonia Sh. Sandeep Kumar Sh. Krishan Yadav Smt. Prabha	Convener Member Member Member Member	San Anshu Prabha Krishan Prabha
14.	College Grievance, Redressal, Sexual Harassment, Complaint/ Suggestion box, Anti Ragging Committee	Smt. Sunita Dhankhar Sh. Ishwar Singh Smt. Sonia Dr. Vinod Kumar	Convener Member Member Member	San Anshu Prabha
15.	Time-Table and workload, Tutorial-Proctorial, College Calender, Mentor-Mentee Group	Sh. Sandeep Kumar Sh. Krishan Yadav	Convener Member	San Krishan
16.	Women Cell	Smt. Sonia Dr. Vinod Kumar Smt. Prabha	Convener Member Member	San Prabha
17.	All Scholarship/Stipend	Sh. Ishwar Singh Sh. Krishan Yadav	Convener Member	San Prabha Krishan
18.	Cultural, Curricular, Youth Festival	Mrs. Sonia Sh. Sandeep Kumar Sh. Sandeep, Asst. Smt. Prabha	Convener Member Member Member	San Prabha Anshu Prabha
19.	Purchase Committee	Sh. Sandeep Kumar Dr. Vinod Kumar Sh. Sandeep, Asst. Mrs. Prabha	Convener Member Member Member	San Prabha Anshu Prabha
20.	Subject Society	Mrs. Sunita Dhankhar Sh. Ishwar Singh & Smt. Sonia Sh. Sandeep Kumar Dr. Vinod Kumar	Pol Sc. History Hindi Geography	San Anshu Prabha Anshu Prabha
21.	Library Committee	Dr. Vinod Kumar Sh. Ashish Malik Sh. Mohit	Convener Member Member	San Prabha Anshu

22.	Result Committee/ACR	Sh. Ishwar Singh Sh. Krishan Yadav Sh. Sandeep, Asst. (ACR Office)	Convener Member Member	<i>Sh. Ishwar Singh</i> <i>Sh. Krishan Yadav</i> <i>Sh. Sandeep</i>
23.	Beautification & Cleanliness	Sh. Sandeep, Asst. Sh. Ashish Malik	Convener Member	<i>Sh. Sandeep</i> <i>Sh. Ashish Malik</i>
24.	Decoration Committee and Photography	Smt. Sonia Sh. Suresh Sh. Ashish	Convener Member Member	<i>Smt. Sonia</i> <i>Sh. Suresh</i> <i>Sh. Ashish</i>
25.	Publicity Committee	Sh. Sandeep Kumar Dr. Vinod Kumar	Convener Member	<i>Sh. Sandeep Kumar</i> <i>Dr. Vinod Kumar</i>
26.	Flex Banner, Tent, Mick Setting, Light, Printing and Invitation etc.	Sh. Suresh Kumar Sh. Ashish Malik Smt. Prabha	Convener Member Member	<i>Sh. Suresh Kumar</i> <i>Sh. Ashish Malik</i> <i>Smt. Prabha</i>
27.	Prize Committee	Dr. Vinod Kumar Smt. Prabha Sh. Mohit	Convener Member Member	<i>Dr. Vinod Kumar</i> <i>Smt. Prabha</i> <i>Sh. Mohit</i>
28.	Refreshment Committee	Smt. Sonia Smt. Prabha Sh. Ashish Malik	Convener Member Member	<i>Smt. Sonia</i> <i>Smt. Prabha</i> <i>Sh. Ashish Malik</i>
29.	Court Cases/ Legal Literacy Cell	Sh. Ishwar Singh Sh. Sandeep, Asst. Sh. Ashish Malik	Convener Member Member	<i>Sh. Ishwar Singh</i> <i>Sh. Sandeep</i> <i>Sh. Ashish Malik</i>
30.	Office Stationery & Maintenance of Office/Equipments	Dr. Vinod Kumar Sh. Sandeep, Asst. Smt. Prabha	Convener Member Member	<i>Dr. Vinod Kumar</i> <i>Sh. Sandeep</i> <i>Smt. Prabha</i>
31.	Computer Lab and Language Lab	Sh. Ishwar Singh Sh. Krishan Yadav Sh. Ravinder	Convener Member Member	<i>Sh. Ishwar Singh</i> <i>Sh. Krishan Yadav</i> <i>Sh. Ravinder</i>
32.	Sports Committee	Sh. Sandeep Kumar Dr. Vinod Kumar Sh. Ishwar Singh Sh. Ashish Malik Sh. Mohit	Convener Member Member Member Member	<i>Sh. Sandeep Kumar</i> <i>Dr. Vinod Kumar</i> <i>Sh. Ishwar Singh</i> <i>Sh. Ashish Malik</i> <i>Sh. Mohit</i>
33.	Disaster Management Committee	Smt. Sunita Dhankhar Smt. Sonia	Convener Member	<i>Smt. Sunita Dhankhar</i> <i>Smt. Sonia</i>
34.	Internal Assessment and Detention Cases	Sh. Sandeep Kumar Dr. Vinod Kumar	Convener Member	<i>Sh. Sandeep Kumar</i> <i>Dr. Vinod Kumar</i>
35.	Press Report	Sh. Ishwar Singh Sh. Krishan Yadav Smt. Prabha	Convener Member Member	<i>Sh. Ishwar Singh</i> <i>Sh. Krishan Yadav</i> <i>Smt. Prabha</i>
36.	Youth Red Cross and /Red Ribbon Club	Smt. Sonia Smt. Prabha	Convener Member	<i>Smt. Sonia</i> <i>Smt. Prabha</i>
37.	NSS	Dr. Vinod Kumar Smt. Prabha Mr. Parveen Kumar	Convener Member Member	<i>Dr. Vinod Kumar</i> <i>Smt. Prabha</i> <i>Mr. Parveen Kumar</i>

38.	Outsource Part-1 Committee/HKRN	Sh. Sandeep Kumar Dr. Vinod Kumar Sh. Ravinder	Convener Member Member	
39.	Income Tax Calculation and IT form checking	Sh. Ishwar Singh Sh. Sandeep Kumar Smt. Sonia Sh. Ravinder	Convener Member Member Member	
40.	Discipline Committee	Smt. Sunita Dhankhar Sh. Ishwar Singh Smt. Sonia Sh. Sandeep Kumar Sh. Suresh Kumar Sh. Mohit	Convener Member Member Member Member Member	
41.	Tour Committee/Educational Visit	Dr. Vinod Kumar Smt. Prabha Sh. Mohit	Convener Member Member	
42.	Passport Committee	Dr. Vinod Kumar Sh. Ravinder	Convener Member	
43.	Bus Pass and Driving License	Sh. Sandeep Kumar Sh. Ravinder	Convener 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. Mohit	Convener Member	
46.	New Education Policy and Online Transfer Policy	Sh. Ishwar Singh 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	Dr. Vinod Kumar Sh. Ashish Malik	Convener Member	

53.	DMC and Character Certificate <i>Degrees</i>	Sh. Mohit		
54.	Equal Opportunity Cell and Fire Alarm	Sh. Ishwar Singh	Nodal Officer	<i>Ans</i>
		Sh. Sandeep, Asst.	Member	<i>off</i>
55.	RUSA	Sh. Ishwar Singh	Convener	<i>Ans</i>
		Sh. Krishan Yadav	Member	<i>Krishan</i>

56. *Legal Literacy cell*

Sh. Ishwar Singh *Ans*
Smt. Sonia *Howe*
Smt. Pooja *Prastha*

11/4/2024
Principal
Principal
SMGCC, Mokhra (Rohtak)
Krishan