

GOVT. COLLEGE MEHAM (ROHTAK)

ANNUAL DUTY LIST (2025-26)

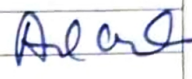
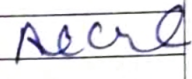
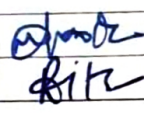
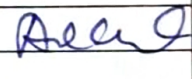
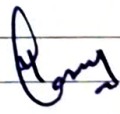
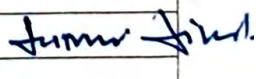
The duties mentioned against each faculty member will come into force with immediate effect. Conveners/IN- Charges of various committees are requested to note down the name of faculty members associate with them. Ex-conveners/ in charge are requested to hand over the charge to the new incumbent immediately.

Sr.No	Committee		Conveners/Members	Signature
1	College Council	1	Principal	
		2	Dr. Deepak kumar	
		3	Dr. Shilpi	
		4	Dr. Bhupender	
2.	College Proctor	1	Dr. Deepak Kumar	
3	S.P.I.O.	1	Dr. Deepak Kumar	
		2	Sh. Anil Kumar Clerk	
4.	A.S.P.I.O.	1	Dr. Bhupender	
5.	University registration and Examination committee and preparation or result of ACR	1	Sh. Suresh Kumar	
		2	Sh. Sukhbir	
		3	Smt. Raveena Clerk	
		4	Sh. Anil Kumar Clerk	
6.	College Bursar	1	Dr. Shilpi	
7.	NAAC/IQAC/AISHE	1	Dr. Varsha Rani(Co-Ordinator)	Varsha
		2	Smt. Jyoti (Asst Co- Ordinator)	
		3	Dr. Shilpi	
		4	Smt. Manisha Hooda	Manisha
		5	Smt. Ritu	Ritu
		6	Smt. Pinki Rani	Pinki
		7	Sh. Anil Geo.	Anil
		8	Smt. Sofia	
		9	Smt. Sonia	Sonia
8.	NIRF/RUSA/UGC	1	Sh. Sumeer Singh.	Sumeer Singh
		2	Smt. Sonia	Sonia
		3	Smt. Sofia	
		4	Smt. Kusum	
		5	Smt. Romy	Romy
9.	N.C.C. Officer (Boys Unit)	1	Sh. Anil (Geo)	Anil
	N.C.C. Officer (Girls Unit)	2	Smt. Jyoti Sharma	
10.	N.S.S. Officer (Boys Unit)		Sh. Phool Kuwar Sh. Anil Kumar Clerk	

	N.S.S. Officer (Girls Unit)		Smt. Manisha Hooda Smt. Raveena Clerk	
11.	Printing and Officer Stationary	1	Sh. Suresh Kumar	
		2	Sh. Phool Kuwar	
12.	Internal Complain Committee/ Sexual Harassment	1.	Smt. Jyoti Sharma	P.L.K. Varsha
		2.	Smt. Pinki Rani	
		3.	Dr. Varsha Rani	
		4.	Sh. Sandeep Bansal Advocate	
13.	Planning and Development Board	1	Dr. Deepak Kumar	
		2	Sh. SureSh	
		3	Dr. Bhupender Singh	
14.	Anti-Raging Squad	1.	Sh. Anil Def.	Sarita Ganguly
		2	Dr. Sarita	
		3	Smt. Romy	
		4	Sh. Surrender	
15.	Cultural activities, Youth and Folk festivals	1.	Smt. Jyoti Sharma	Pushpa Sarita
		2	Dr. Jaiveer	
		3	Smt. PuShpa	
		4	Dr. Sarita	
		5	Sh. Deepak Geo	
		6	Smt. Sudesh Kumari	
16.	Subjects Societies		All HOD's concerned	Varsha
17.	Women Cell. Girls Common Room	1.	Smt. Pinki Rani	Pinki Rani Sarita
		2.	Dr. Sarita	
		3.	Smt. Sudesh Kumari	
18.	Placement Cell/Soft skills and English. Language Lab	1	Dr. Sunil Kumari	
		2	Sh. Vipin	
19.	Legal literacy Cell	1	Dr. Sumer Singh	Jaspreet Singh
		2	Sh. Pardeep Malik	
		3	Sh. Surrender Singh	
20.	Science Exhibition Committee	1	Anil (Geo)	Alla Q Chand Varsha
		2	Smt. Manisha	
		3	Dr. Varsha Rani	
		4	Smt. Sophia	
		5	Sh. Vikas	
		6	Sh. Deepak Geo	
21.	Red -Cross Society/YRC	1	Sh. Phool Kuwar	
		2	Smt. Priyanka Math	

		3	Smt. Nidhi	
		4	Sh. Anil Def.	
22.	Campus Cleanliness/ Water/ Beautification Committee/EVS	1	Sh. Anil Geo	Alca
		2	Smt. Pinki Rani	Pinki R
		3	Dr. Sumer Singh	Sumer Singh
23.	RefreSh.ment Committee	1	Smt. Pinki Rani	Pinki R
		2	Smt. Priyanka Math	
		3	Dr. Jaivir Singh	Jaivir
		4	Smt. Romy	
		5	Smt. Kusum	
24.	Light, Mike, Audio Visual Aids, Tent Shamiyana, Seating arrangement and Decoration	1	Anil Geo	Alca
		2	Dr. Varsha Rani	Varsha
		3	Priyanka (Maths)	
25.	Preparing List of Prize Winners, Colors, Medals and Extra-curricular activities	1	Smt. Ritu	Ritu
		2	Smt. Jyoti Sharma	
		2	Smt. Sonia	Sonia
		3	Smt. Sophia	
		4	Dr. Jaivir	
		5	Smt. Suman	
		6	Smt. Pinki (CI)	
		7	Smt. Raveena	
26.	Annual Report	1	Smt. Jyoti Sharma	Jyoti
		2	Smt. Anju	
		3	Smt. Savita	
27.	College Magazine	1	Smt. Pinki Rani	Pinki R
		2	Dr. Sarita	Sarita
28.	Convocation and Academic Procession	1	Dr. Deepak Kumar	
		2	Dr. Shilpi	
		3	Smt. Manisha	Manisha
		4	Smt. Ritu	Ritu
		5	Dr. Bhupender	
29	Photography and Press Management	1	Smt. Manisha Hooda	
		2	Sh. Sukhbir	
		3	Dr. Naseeb Singh	
30	Cycle Stand/ Canteen	1	Sh. Anil Def.	
		2	Sh. Surender	
31	Sports Incharge	1	Smt. Pinki rani	
		2	Dr. Sumer Singh	Sumer Singh
32	Staff Secretary / Social Secretary	1	Dr. Shilpi	
33	Bus/Train Passes	1	Sh. Phool kawar	
		2	Sh. Ramniwas	Chh/bz

	Red Ribbon and Road Safety	1	Smt. Ritu	Ritu
		2	Sh. Sukhbir	
		3	Dr. Sudesh Kumari	
		4	Sh. Surender	
35	Property and Assest Management	1	Dr. Bhupender Singh Sh. Suresh Kumar	
36.	Scholarship	1.	Dr. Varhsa Rani(Sc Scholarship)	Varsha
		2	Sh. Phool Kuwar (BC Scholarship)	
		3	Smt. Priyanka Math/ Smt. Joyti Sharma(O/ Scholarship)	
37.	Electricity , Solar energy and CCtv Generator	1	Sh. Bhupender Singh	
		2	Sh. Suresh. kumar	
		3	Sh. Vedpal LA	
38.	Web Portal/Bio Metric for Staff and Students	1	Sh. Suresh. Kumar	Sonia
		2	Smt. Sonia	
		3	Smt. Suman (CI)	
39.	Earn While you Learn	1	Smt. Ritu	Ritu Manisha
		2	Smt. Manisha Hooda	
40	Apprenticeship	1	Sh. Anil Geo	Anil Geo
		2	Sh. Suresh kumar	
41	Income tax committee	1	Sunil Kumari	
		2	Smt. jyoti Sharma	
		3	Dr. Shilpi	
		4	Smt. Ritu	Ritu
		5	Sh. Vipin	
42	Subject Change	1	Dr. Deepak Kumar	
		2	Dr. Shilpi	
		3	Sh. Suresh Kumar	
		4	Dr. Bhupender Singh	
43.	Tutorial and Mentor Groups	1	Smt. Ritu	Ritu
44.	Tour (Boys)	1	Sh. Anil Geo.	Anil Geo Sumer Singh Dinesh Kumar
		2	Dr. Sumer Singh	
		3	Sh. Dinesh Kumar	
	Tour (Girls)	1	Smt. Ritu	Ritu Manisha Sarita
		2	Smt. Manisha Hooda	
		3	Dr. Sarita	

	Auction and write off committee	1	Manisha Hooda	
		2	Sh. Phool Kuwar	
		3	Dr. Bhupender Singh	
46.	Disaster Management/ Waste Management	1	Sh. Surender	
		2	Sh. Pardeep	
		3	Dr. Naseeb	
		4	Sh. Vikas	
47.	Grievance Cell	1	Smt. Jyoti Sharma	
		2	Smt. Varsha	
		2	Smt. Savita	
48.	Time table/Workload	1	Dr. Bhupender Singh	
		2	Smt. Pinki	
49.	Court Cases	1	Sh. Suresh. Kumar	
		2	Sh. Anil Geo	
		3	Sh. Phool Kuwar	
50.	Central Purchasing Committee(CPC)	1	Dr. Deepak	
		2	Sh. Suresh. kumar	
		3	Sh. Anil Geo	
		4	Dr. Bhupender	
		5	Sh. Ashok Kumar Dy. Supdt. ,	
		6	Sh. Narender (Asst.)	
51.	Physical Verification Committee	1	Dr. Varsha Rani	 
		2	Smt. Pinki	
		3	Smt. Jyoti Sharma	
		4	Smt. Manisha	
		5	Smt. Ritu	
		6	Sh. Phool Kuwar	
52.	Minor Repair	1	Sh. Phool kuwar	
		2	Sh. Anil Geo	
		3	Dr. Naseeb Singh	
		4	Sh. Vikas	
53.	Health and Sanitation	1	Sh. Phool Kuwar	
		2	Sh. Deepak (Geo)	
		3	Sh. Vipin	
		4	Smt. Romy	
54.	Alumni Association	1	Dr. Bhupender Singh	
		2	Sh. Deepak Kumar	
		3	Dr. Sumer Singh	
		4	Dr. Sudesh Kumari	

	Passport	1	Dr. Bhupender Singh	
66.	Invitation and Welcome	1	Dr. Sumer Singh	Juman Juman Dr. Sumer Singh Pushpa
		2	Dr. Dinesh	
		3	Smt. Pushpa	
		4	Smt. kusum	
57.	CM Window	1	Sh. Suresh	
58.	SC Cell	1	Dr. Varsha	Varsha
		2	Sh. Sukhbir	
59.	Disability Committee	1	Dr. Bhupender Singh	Chandra
		2	Smt. Manisha Hooda	
		3	Smt. Priyanka Math	
60.	HKRN/HRMS/MIS	1	Sh. Suresh Kumar	
		2	Sh. Narender(Asst)	
61.	Medical Bill	1	Dr. Bhupender Singh	
		2	Sh. Suresh Kumar	
62.	GEM	1	Sh. Suresh Kumar	Chandra Arun
		2	Smt. Manisha Hooda	
		3	Sh. Anil (Geo)	
63.	Socio eco survey/Other Survey	1	Dr. Jaiveer	
		2	Sh. Anil (def.)	
		3	Sh. Naseeb	
		4	Sh. Vikas	
		5	Sh. Dinesh	Juman Juman
		6	Dr. Sumer Singh	
62.	Building Planning Committee	1	Dr. Deepak kumar	
		2	Dr. Bhupender Singh	
		3	Sh. Suresh Kumar	Chandra
		4	Smt. Manisha Hooda	
63.	Discipline Committee	1	Sh. Anil Geo./Dr. Sumer Singh All Staff (Members of College Council Exempted)	Arun
64.	Extension Lect. Committee	1	Dr. Deepak ,	
		2	Dr. Bhupender Singh	
		3	Smt. Manisha	Chandra
		4	Dr. Shilpi	
		5	Sh. Ashok Dy. Supt.	
		6	Sh. Narender (Asst)	
		7.	Sh. Suresh Kumar	

65.	Equal Opportunity and Counseling	1	Dr. Varsha	Varsha
		2	Smt. Ritu	Ritu
		3	Smt. Jyoti Sharma	
66	Anti Tobacco Squad	1	Smt. Nidhi	Nidhi
		2	Smt. Anju	Anju
67.	My Bharat Portal	1	Dr. Sumer Singh	Sumer Singh
68.	Yoga	1	Smt. Nidhi	Nidhi

Row 3/125
 Principal
 Govt. College
 Meham (Rohtak)