OFFICE OF THE PRINCIPAL GOVT. COLLEGE SIHMA(M/garh)

Memo No. GCS/2025/ 1997

Dated: 30.06.2025

ANNUAL DUTY LIST OF FACULTY MEMBERS

The following duties are assigned to the Staff Members for the smooth conduct of different activities of the college for the session 2025-26. These duties will come into force with immediate effect. Ex- Conveners/ In-charge are request to hand over their charges, if any, to the new incumbents and get countersignature of the undersigned as early as possible. The Conveners/ In-charges of various committees should note down the name of faculty members associated with them; they are also required to invite fresh quotation for the work to be undertaken by them immediately.

w.e.f. 01.07.2025

Sr. No	Name of College Committees and staff members	Signature
1	College Council	
	CHAIRPERSON: Principal (Ex- officio)	
	Prof. L. N. Yadav, Member,	Lar.
	Smt. Sunita Kumari, Member	Eyn Jufuneen
	Dr. Arun Kumar Yadav, Member	Poor
	Sh. Praveen Kumar, Member	C A
2	Senior Tutor	
	Prof. L. N. Yadav	63
3	College Bursar	
	Prof. L. N. Yadav	67
4	Chief Proctor	
	Prof. L. N. Yadav	1 Legy
5	Social Secretary	
	Sh. Praveen Kumar	A
6	Mentorship / Tutorial Group	
	Dr. Ankit Kumar (Convener)	Ang
	Smt. Sarita Yadav, Member	burt
7	Staff Secretary	' O
	Smt. Sunita Kumari	Eynofutryme '

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8	Time Table, Workload, lecture Shortage and Absentee record		
	Smt. Sarita Yadav, Convener	Journ April	
	Dr. Arun Kumar Yadav, Member	Apt2	
9	Registrar, Mid-Term Exams, Internal Assessment and University Exam Result		
	Smt. Sunita Kumari, Convener	Eynortynan.	
	Dr. Ankit Kumar, Member	Ang	
10	Sports Board		
	Sh. Praveen Kumar, Convener	4	
	Smt. Sunita Kumari, Member	Eyn Jufynen.	
	Dr. Ankit Kumar, Member	find	
11	Printing and Prize committee		
	Sh. Pawan Kumar Tanwar, Convener	TEAL	
	Smt. Sunita Kumari, Member	Eyni Jarkynan.	
	Sh. Praveen Kumar, Member	4	
12	College Web-Portal/Site (Govt. and University)/]	Data Upload & IT Cell/ Social Media	
	Dr. Arun Kumar Yadav	-PAPA=	
13	AISHE		
	Dr. Arun Kumar Yadav, Convener	(PA)A-	
	Dr. Ankit Kumar, Member	s-2	
	Sh. Pawan Kumar Tanwar, Member	EFT	
14	Shamiana, (Tent) Mike and Seating/ Photography& Videography		
	Sh. Praveen Kumar, Convener	1 L	
	Sh. Pawan Kumar Tanwar, Member	FARN	
	Smt. Sarita Yadav, Member	Jorn	
15	Income Tax		
	Prof. L. N. Yadav, Convener	1000 Contraction of the second	
	Dr. Arun Kumar Yadav, Member	Rais	
	Dr. Ankit Kumar, Member	<u> </u>	
16	Women Cell/ Health		
	Smt. Sarita Yadav, Convener	<u>λ.λ</u>	
	Smt. Sunita Kumari, Member	Si shife	
	Smt. Munni, Clerk	The same	

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17	Decoration Committee		
	Smt. Sarita Yadav, Convener	lon	
	Smt. Sunita Kumari, Member	Suni Jufumen .	
	Dr. Arun Kumar Yadav, Member	CRA22	
18	Campus cleanliness, Sanitation/Water arrangement committee		
	Sh. Pawan Kumar Tanwar, Convener	EM	
	Smt. Sarita Yadav, Member	haven	
	Sh. Praveen Kumar, Member	C.L.	
19	Students' Bus Pass Committee		
	Sh. Deepak Yadav, Junior Librarian, Convener	Deepak	
	Sh. Satish, Library Attendant, Member	Satishokumen	
20	Online/Offline Admissions Nodal Officer, Subject C	hange	
	Dr. Arun Kumar Yadav	Bash-	
21	Road Safety Club, Red Ribbon, Red Cross/ YRC		
	Dr. Ankit Kumar, Convener	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
	Smt. Sarita Yadav, Member	hurst	
22	NSS Programme Officer/ Unnat Bharat		
	Dr. Ankit Kumar	And .	
	Sh. Parvin Kumar, NSS Clerk	Polin	
	Sh. Ghanshyam, Peon	Chanshymn Glanshymn	
23	Discipline Committee		
	Prof. L. N. Yadav, Convener	17	
	Smt. Sunita Kumari, Member	Eyw Jupyne .	
	Dr. Arun Kumar Yadav, Member	RASAZ	
	Sh. Praveen Kumar, Member	h	
	Sh. Pawan Kumar Tanwar, Member	TAL	
	Dr. Ankit Kumar, Member	5-1	
	Smt. Sarita Yadav, Member	hur	
24	Electricity Committee (Inverter, Generator & other Electronic equipments etc.)		
	Dr. Ankit Kumar, Convener		
	Sh. Pawan Kumar Tanwar, Member	TEAL	

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12.5	Sh. Satish Kumar, Class IV/ for Assistance (Elect. Comtt.)	Superior Learners	
5	Career Guidance Bureau/Placement cell		
	Sh. Praveen Kumar, Convener	4	
	Smt. Sarita Yadav, Member	Just	
6	Refreshment Committee		
	Sh. Pawan Kumar Tanwar, Convener	ERL	
	Smt. Sarita Yadav, Member	lows	
and and	Sh. Praveen Kumar, Member	4	
27	Earn While You Learn		
	Smt. Sunita Kumari, Convener	Eini fufiquen '	
	Dr. Arun Kumar Yadav, Member	CARA_	
	Sh. Praveen Kumar, Member	A _	
28	Scholarship SC/BC and other stipend/ S.A.F. Committee		
	Dr. Ankit Kumar (Convener)	A-9	
	Smt. Deepak, Junior Librarian, Member	Deepak	
29	College Infrastructure Maintenance Committee		
	Sh. Pawan Kumar Tanwar, Convener	EN	
	Sh. Praveen Kumar, Member	A	
	Dr. Ankit Kumar, Member	x>	
30	Internal Quality and Assurance Cell (IQAC)/IDP		
	Prof. L. N. Yadav, Convener	1 age	
	Smt. Sunita Kumari, Member	En Lufty m	
	Dr. Arun Kumar Yadav, Member	Apr	
	Sh. Pawan Kumar Tanwar, Member	TEN	
	Sh. Deepak, Junior Librarian, Member	Deepak	
	Dr. Karan Singh, DDO, GCW Pali, Outside Expert		
	Sh. Kapil Yadav, Alumnus		
31	College Cultural & Co-Curricular Activities Committee		
	Sh. Pawan Kumar Tanwar, (Convener)	CEAL	
	Sh. Praveen Kumar, Member	A	
	Smt. Sunita Kumari, Member	Sym Jutin 2 '	

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1	Smt. Sarita Yadav, Member (cultural committee)	Ann
2	Student's Grievances and Redressal Cell (SGRC)	
	Prof. L. N. Yadav, (Convener)	
	Smt. Sunita Kumari, Member	Zim Hipymen -
	Dr. Arun Kumar Yadav, Member	PAR
	Sh. Praveen Kumar, Member	A
-	Smt. Sarita Yadav, Member	Joon
33	Quarterly TDS/24Q/26Q form Maintenance Committee	
	Dr. Arun Kumar Yadav, Incharge	Port-
	Smt. Munni, Clerk, Member	hronai
34	O.E Committee	
	Smt. Sarita Yadav, Convener	1 hur
	Smt. Munni, Clerk, Member	
35	Tour Committee	I (Munni
	Sh. Pawan Kumar Tanwar, Convener	-
	Dr. Ankit Kumar, Member	
	Sh. Praveen Kumar, Member	
36	Central Purchase Committee	\mathcal{A}
	Smt. Sunita Kumari, Convener	Environtering .
	Dr. Arun Kumar Yadav, Member	P.A.
	Sh. Praveen Kumar, Member	Capit
	Dr. Ankit Kumar, Member	
37	Committee regarding Voter/Aadhar Card/ Legal Literacy Cell	
	Smt. Sunita Kumari, Convener	Emitique.
	Smt. Sarita Yadav, Member	and fight
38	Legal Cell/ Court Case	- Orn
	Sh. Pawan Kumar Tanwar, Convener	- ARL-
	Sh. Praveen Kumar, Member	
	Sh. Deepak Yadav, Junior Librarian, Member Computer We	ne
39	Staff Biometric Attendance/ Wi-fi Password	y Deepok
	Dr. Arun Kumar Yadav	Dar
No.		G

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10	Passport committee/ Driving License Committee		
	Smt. Sarita Yadav, Convener	Jor	
	Smt. Munni, Clerk, Member		
1	Magazine Committee	Munni	
	Smt. Sunita Kumari, Chief Editor	Ein tukynen.	
	Sh. Pawan Kumar Tanwar, Member	PERIL	
	Smt. Sarita Yadav, Member) our	
	Dr. Arun Kumar Yadav, Member	RANK-	
12	Press and media	Charles and the second	
	Dr. Arun Kumar Yadav, Incharge	A A A	
	Sh. Parvin, Restorer, Member	An hur	
	Sh. Deepak Yadav, Jr. Lib (College News File Maintenance)	Nach a la	
13	SPIO (RTI)	mapor	
	Prof. L. N. Yadav, SPIO		
	Dr. Arun Kumar Yadav, ASPIO	EAD-	
	Smt. Vikash, (Est.) Clerk to SPIO	Nom	
44	Library Monitoring Committee		
	Sh. Deepak Kumar, Junior Librarian, Convener	Derbak	
	Sh. Parvin Kumar (Restorer) Member	Abus	
	Sh. Satish, Lib. Attendant	Dupak Dubus Satish Kumas	
45	Alumni Cell		
	Dr. Ankit Kumar, Convener		
	Sh. Pawan Kumar Tanwar, Member	PIL	
46	UGC/NAAC		
	Prof. L. N. Yadav, Coordinator	REA.	
	Dr. Arun Kumar Yadav, Co-coordinator	PAPA-	
	Smt. Sunita Kumari, Member	Eyn fatigmen.	
	Sh. Praveen Kumar, Member	F	
	Dr. Ankit Kumar, Member	Ang	
	Sh. Pawan Kumar Tanwar, Member	CAL-	
	Smt. Sarita Yadav, Member	boy	

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47	E-Salary		
	Smt. Munni, Clerk		
48	GeM	(Mumin	
	Sh. Praveen Kumar, (Consignee)	0	
	Sh. Deepak Yadav, Junior Librarian, (Buyer)	- F	
49	HKRN/HRMS	Deepah	
	Sh. Deepak Yadav, Junior Librarian		
50	ERP	Deepak	
	Dr. Arun Kumar Yadav		
51	MIS Portal	(PA21)	
51	Dr. Arun Kumar Yadav		
52		ARA	
54	ITI Apprentice		
	Dr. Arun Kumar Yadav	Rat	
53	Caste based discrimination Committee (SC Cell)	\mathcal{L}^{\prime}	
	Principal (Patron)	in the state of the	
	Prof. L. N. Yadav, Convener	1 de	
	Dr. Arun Kumar Yadav, Member	Es n	
	Smt. Sunita Kumari, Member	Equitifynan .	
	Dr. Ankit Kumar, Member	<u> </u>	
54	Anti-Drug Awareness Cell		
	Smt. Sarita Yadav, Convener	low	
	Smt. Sunita Kumari, Member	En Lippine.	
	Dr. Ankit Kumar, Member	2-7	
55	Constitution of Internal Complaint Committee (ICC)/ Anti Sexual Harassment Cell		
	Smt. Sunita Kumari, Presiding Officer	Eyni Juflymen,	
	Prof. L. N. Yadav, Member	1987	
	Dr. Arun Kumar Yadav, Member	AB A-	
	Sh. Praveen Kumar, Member	- F	
	Smt. Giri Bala, Advocate, External Member		
	Smt. Monika Yadav, Advocate & Social Worker	an and a second second	
	Sh. Deepak Yadav, Jr. Lib., Member	Deepak	

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1.			
56	Internship Cell		
	Dr. Arun Kumar Yadav, Convener	(AppA-	
	Prof. L. N. Yadav, Member	1 North	
	Smt. Sunita Kumari, Member	Eyni fufiymen "	
-	Sh. Praveen Kumar, Member	- I	
-	Dr. Ankit Kumar, Member	- s	
	Sh. Pawan Kumar Tanwar, Member	BU	
	Smt. Sarita Yadav, Member	Jour	
57	Anti-Ragging Cell		
	Dr. Arun Kumar Yadav, Convener	AprAc	
	Sh. Pawan Kumar Tanwar, Member	Ell	
	Sh. Praveen Kumar, Member	- A	
58	Yoga Club		
	Sh. Praveen Kumar, Convener	A	
2.5	Dr. Ankit Kumar, Member	A-A	
59	Eco Club		
1	Sh. Praveen Kumar, Convener	d d	
	Dr. Ankit Kumar, Member	2-1	
	Sh. Pawan Kumar Tanwar, Member	EN	
60	My Bharat Portal		
	Sh. Praveen Kumar, Convener	A	
	Sh. Satish Kumar, For Assistance	Satish Kumas	

30.6.2025

Principal</mark>ipal, Governto Roglegian Sihmagarh) w. undergarh

OFFICE OF THE PRINCIPAL GOVT. COLLEGE SIHMA(M/garh)

Memo No. GCS/2025/2011

Dated: 04.07.2025

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In continuation of Office Order Memo No. GCS/2025/1997 dated 30.06.2025, the following changes in duties are hereby notified. All other assignments mentioned in the above-referenced order shall remain unchanged. The duties listed below are reassigned to ensure the smooth and efficient execution of various academic and administrative activities of the college for the academic session 2025-26. These revised activities are hereby and administrative affect immediately.

session 2025–26. These revised assignments shall come into effect immediately. All former Conveners/In-charges are instructed to hand over charge to their respective successors without delay and obtain the countersignature of the undersigned upon completion of the handover. The new Conveners/In-charges are further directed to take note of the faculty members associated with their respective committees and initiate the process of inviting fresh quotations for all relevant and

quotations for all relevant work or services to be undertaken by their committees. This order is issued in the interest of administrative efficiency and timely execution of responsibilities.

S.No	Name of College Committees and staff members	Signature
1	Youth Red Cross	
	Smt. Sarita Yadav	Jan
2	Anti Drug Awareness Cell / NCORD	
	Dr. Ankit Kumar, Convener	J-P
	Smt. Sunita Kumari, Member	Ein Antrine
	Smt. Sarita Yadav, Member	for
3	Legal Cell/ Court Case	
	Sh. Pawan Kumar Tanwar, Convener	BL
	Sh. Praveen Kumar, Member	t
	Sh. Vikash Est. Clerk	Qiaum
4	AISHE/ NIRF	
	Dr. Arun Kumar Yadav, Convener	(Art Ar
	Dr. Ankit Kumar, Member	A
	Sh. Pawan Kumar Tanwar, Member	TREAL

Session:2025-26

1.25 64. Prinpipalipal

Govt. College, Sihma Mahendergarh @.