

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

Memo No. GCS/2025/ 1997

Dated: 30.06.2025

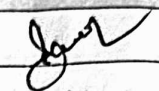
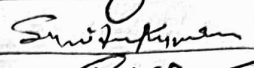
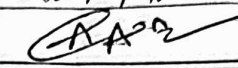

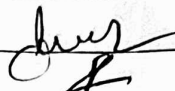
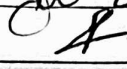
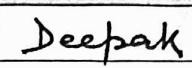
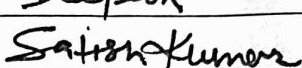
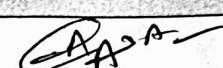
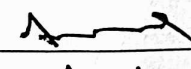
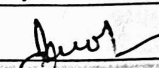
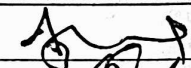

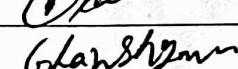
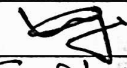
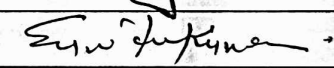
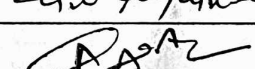

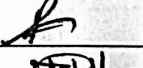
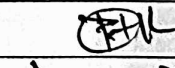
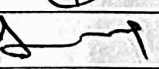
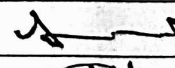

**ANNUAL DUTY LIST OF FACULTY MEMBERS**

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**

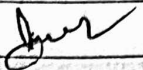

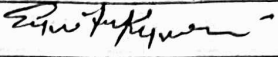
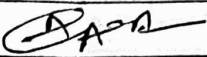

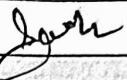
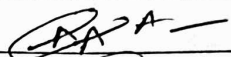
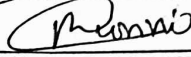
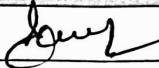
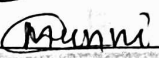
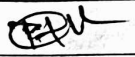
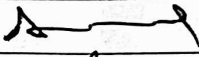

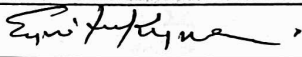
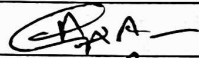

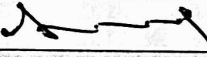
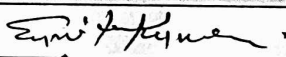
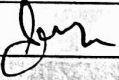
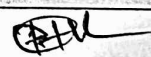

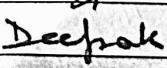
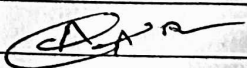
Sr. No	Name of College Committees and staff members	Signature
1	<b>College Council</b>	
	CHAIRPERSON: Principal (Ex- officio)	
	Prof. L. N. Yadav, Member	
	Smt. Sunita Kumari, Member	
	Dr. Arun Kumar Yadav, Member	
	Sh. Praveen Kumar, Member	
2	<b>Senior Tutor</b>	
	Prof. L. N. Yadav	
3	<b>College Bursar</b>	
	Prof. L. N. Yadav	
4	<b>Chief Proctor</b>	
	Prof. L. N. Yadav	
5	<b>Social Secretary</b>	
	Sh. Praveen Kumar	
6	<b>Mentorship / Tutorial Group</b>	
	Dr. Ankit Kumar (Convener)	
	Smt. Sarita Yadav, Member	
7	<b>Staff Secretary</b>	
	Smt. Sunita Kumari	

8	<b>Time Table, Workload, lecture Shortage and Absentee record</b>	
	Smt. Sarita Yadav, Convener	<i>[Signature]</i>
	Dr. Arun Kumar Yadav, Member	<i>[Signature]</i>
9	<b>Registrar, Mid-Term Exams, Internal Assessment and University Exam Result</b>	
	Smt. Sunita Kumari, Convener	<i>[Signature]</i>
	Dr. Ankit Kumar, Member	<i>[Signature]</i>
10	<b>Sports Board</b>	
	Sh. Praveen Kumar, Convener	<i>[Signature]</i>
	Smt. Sunita Kumari, Member	<i>[Signature]</i>
	Dr. Ankit Kumar, Member	<i>[Signature]</i>
11	<b>Printing and Prize committee</b>	
	Sh. Pawan Kumar Tanwar, Convener	<i>[Signature]</i>
	Smt. Sunita Kumari, Member	<i>[Signature]</i>
	Sh. Praveen Kumar, Member	<i>[Signature]</i>
12	<b>College Web-Portal/Site (Govt. and University)/ Data Upload &amp; IT Cell/ Social Media</b>	
	Dr. Arun Kumar Yadav	<i>[Signature]</i>
13	<b>AISHE</b>	
	Dr. Arun Kumar Yadav, Convener	<i>[Signature]</i>
	Dr. Ankit Kumar, Member	<i>[Signature]</i>
	Sh. Pawan Kumar Tanwar, Member	<i>[Signature]</i>
14	<b>Shamiana, (Tent) Mike and Seating/ Photography &amp; Videography</b>	
	Sh. Praveen Kumar, Convener	<i>[Signature]</i>
	Sh. Pawan Kumar Tanwar, Member	<i>[Signature]</i>
	Smt. Sarita Yadav, Member	<i>[Signature]</i>
15	<b>Income Tax</b>	
	Prof. L. N. Yadav, Convener	<i>[Signature]</i>
	Dr. Arun Kumar Yadav, Member	<i>[Signature]</i>
	Dr. Ankit Kumar, Member	<i>[Signature]</i>
16	<b>Women Cell/ Health</b>	
	Smt. Sarita Yadav, Convener	<i>[Signature]</i>
	Smt. Sunita Kumari, Member	<i>[Signature]</i>
	Smt. Munni, Clerk	<i>[Signature]</i>

17	<b>Decoration Committee</b>	
	Smt. Sarita Yadav, Convener	
	Smt. Sunita Kumari, Member	
	Dr. Arun Kumar Yadav, Member	
18	<b>Campus cleanliness, Sanitation/Water arrangement committee</b>	
	Sh. Pawan Kumar Tanwar, Convener	
	Smt. Sarita Yadav, Member	
	Sh. Praveen Kumar, Member	
19	<b>Students' Bus Pass Committee</b>	
	Sh. Deepak Yadav, Junior Librarian, Convener	
	Sh. Satish, Library Attendant, Member	
20	<b>Online/Offline Admissions Nodal Officer, Subject Change</b>	
	Dr. Arun Kumar Yadav	
21	<b>Road Safety Club, Red Ribbon, Red Cross/ YRC</b>	
	Dr. Ankit Kumar, Convener	
	Smt. Sarita Yadav, Member	
22	<b>NSS Programme Officer/ Unnat Bharat</b>	
	Dr. Ankit Kumar	
	Sh. Parvin Kumar, NSS Clerk	
	Sh. Ghanshyam, Peon	
23	<b>Discipline Committee</b>	
	Prof. L. N. Yadav, Convener	
	Smt. Sunita Kumari, Member	
	Dr. Arun Kumar Yadav, Member	
	Sh. Praveen Kumar, Member	
	Sh. Pawan Kumar Tanwar, Member	
	Dr. Ankit Kumar, Member	
	Smt. Sarita Yadav, Member	
24	<b>Electricity Committee (Inverter, Generator &amp; other Electronic equipments etc.)</b>	
	Dr. Ankit Kumar, Convener	
	Sh. Pawan Kumar Tanwar, Member	



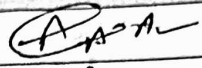

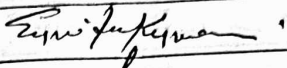

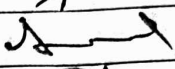
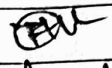
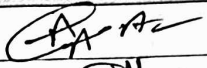
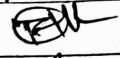


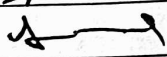

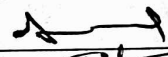
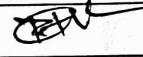

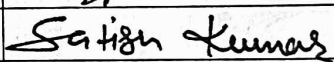
	Sh. Satish Kumar, Class IV/ for Assistance ( <i>..Elect. Commt.</i> )	Satish Kumar
25	<b>Career Guidance Bureau/Placement cell</b>	
	Sh. Praveen Kumar, Convener	P
	Smt. Sarita Yadav, Member	Smt
26	<b>Refreshment Committee</b>	
	Sh. Pawan Kumar Tanwar, Convener	PAT
	Smt. Sarita Yadav, Member	Smt
	Sh. Praveen Kumar, Member	P
27	<b>Earn While You Learn</b>	
	Smt. Sunita Kumari, Convener	Sunita Kumari
	Dr. Arun Kumar Yadav, Member	Dr. Arun
	Sh. Praveen Kumar, Member	P
28	<b>Scholarship SC/BC and other stipend/ S.A.F. Committee</b>	
	Dr. Ankit Kumar (Convener)	Ankit
	Smt. Deepak, Junior Librarian, Member	Deepak
29	<b>College Infrastructure Maintenance Committee</b>	
	Sh. Pawan Kumar Tanwar, Convener	PAT
	Sh. Praveen Kumar, Member	P
	Dr. Ankit Kumar, Member	Ankit
30	<b>Internal Quality and Assurance Cell (IQAC)/IDP</b>	
	Prof. L. N. Yadav, Convener	Prof. L. N. Yadav
	Smt. Sunita Kumari, Member	Sunita Kumari
	Dr. Arun Kumar Yadav, Member	Dr. Arun
	Sh. Pawan Kumar Tanwar, Member	PAT
	Sh. Deepak, Junior Librarian, Member	Deepak
	Dr. Karan Singh, DDO, GCW Pali, <i>Outside Expert</i>	
	Sh. Kapil Yadav, Alumnus	
31	<b>College Cultural &amp; Co-Curricular Activities Committee</b>	
	Sh. Pawan Kumar Tanwar, (Convener)	PAT
	Sh. Praveen Kumar, Member	P
	Smt. Sunita Kumari, Member	Sunita Kumari

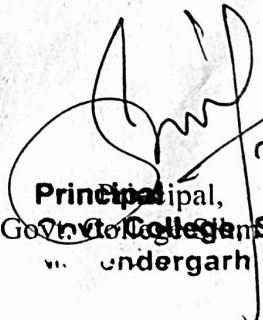
	Smt. Sarita Yadav, Member (.....cultural committee)	
32	<b>Student's Grievances and Redressal Cell (SGRC)</b>	
	Prof. L. N. Yadav, (Convener)	
	Smt. Sunita Kumari, Member	
	Dr. Arun Kumar Yadav, Member	
	Sh. Praveen Kumar, Member	
	Smt. Sarita Yadav, Member	
33	<b>Quarterly TDS/24Q/26Q form Maintenance Committee</b>	
	Dr. Arun Kumar Yadav, Incharge	
	Smt. Munni, Clerk, Member	
34	<b>O.E Committee</b>	
	Smt. Sarita Yadav, Convener	
	Smt. Munni, Clerk, Member	
35	<b>Tour Committee</b>	
	Sh. Pawan Kumar Tanwar, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Praveen Kumar, Member	
36	<b>Central Purchase Committee</b>	
	Smt. Sunita Kumari, Convener	
	Dr. Arun Kumar Yadav, Member	
	Sh. Praveen Kumar, Member	
	Dr. Ankit Kumar, Member	
37	<b>Committee regarding Voter/Aadhar Card/ Legal Literacy Cell</b>	
	Smt. Sunita Kumari, Convener	
	Smt. Sarita Yadav, Member	
38	<b>Legal Cell/ Court Case</b>	
	Sh. Pawan Kumar Tanwar, Convener	
	Sh. Praveen Kumar, Member	
	Sh. Deepak Yadav, Junior Librarian, <del>Member</del> (Computer Work)	
39	<b>Staff Biometric Attendance/ Wi-fi Password</b>	
	Dr. Arun Kumar Yadav	

40	<b>Passport committee/ Driving License Committee</b>	
	Smt. Sarita Yadav, Convener	<i>[Signature]</i>
	Smt. Munni, Clerk, Member	<i>[Signature]</i>
41	<b>Magazine Committee</b>	
	Smt. Sunita Kumari, Chief Editor	<i>[Signature]</i>
	Sh. Pawan Kumar Tanwar, Member	<i>[Signature]</i>
	Smt. Sarita Yadav, Member	<i>[Signature]</i>
	Dr. Arun Kumar Yadav, Member	<i>[Signature]</i>
42	<b>Press and media</b>	
	Dr. Arun Kumar Yadav, Incharge	<i>[Signature]</i>
	Sh. Parvin, Restorer, Member	<i>[Signature]</i>
	Sh. Deepak Yadav, Jr. Lib (College News File Maintenance)	<i>[Signature]</i>
43	<b>SPIO (RTI)</b>	
	Prof. L. N. Yadav, SPIO	<i>[Signature]</i>
	Dr. Arun Kumar Yadav, ASPIO	<i>[Signature]</i>
	Smt. Vikash, (Est.) Clerk to SPIO	<i>[Signature]</i>
44	<b>Library Monitoring Committee</b>	
	Sh. Deepak Kumar, Junior Librarian, Convener	<i>[Signature]</i>
	Sh. Parvin Kumar (Restorer) Member	<i>[Signature]</i>
	Sh. Satish, Lib. Attendant	<i>[Signature]</i>
45	<b>Alumni Cell</b>	
	Dr. Ankit Kumar, Convener	<i>[Signature]</i>
	Sh. Pawan Kumar Tanwar, Member	<i>[Signature]</i>
46	<b>UGC/NAAC</b>	
	Prof. L. N. Yadav, Coordinator	<i>[Signature]</i>
	Dr. Arun Kumar Yadav, Co-coordinator	<i>[Signature]</i>
	Smt. Sunita Kumari, Member	<i>[Signature]</i>
	Sh. Praveen Kumar, Member	<i>[Signature]</i>
	Dr. Ankit Kumar, Member	<i>[Signature]</i>
	Sh. Pawan Kumar Tanwar, Member	<i>[Signature]</i>
	Smt. Sarita Yadav, Member	<i>[Signature]</i>



47	<b>E-Salary</b>	
	Smt. Munni, Clerk	
48	<b>GeM</b>	Munni
	Sh. Praveen Kumar, (Consignee)	
	Sh. Deepak Yadav, Junior Librarian, (Buyer)	Deepak
49	<b>HKRN/HRMS</b>	
	Sh. Deepak Yadav, Junior Librarian	Deepak
50	<b>ERP</b>	
	Dr. Arun Kumar Yadav	Arun
51	<b>MIS Portal</b>	
	Dr. Arun Kumar Yadav	Arun
52	<b>ITI Apprentice</b>	
	Dr. Arun Kumar Yadav	Arun
53	<b>Caste based discrimination Committee (SC Cell)</b>	
	Principal (Patron)	
	Prof. L. N. Yadav, Convener	LN
	Dr. Arun Kumar Yadav, Member	Arun
	Smt. Sunita Kumari, Member	Sunita Kumari
	Dr. Ankit Kumar, Member	Ankit
54	<b>Anti-Drug Awareness Cell</b>	
	Smt. Sarita Yadav, Convener	Sarita
	Smt. Sunita Kumari, Member	Sunita Kumari
	Dr. Ankit Kumar, Member	Ankit
55	<b>Constitution of Internal Complaint Committee (ICC)/ Anti Sexual Harassment Cell</b>	
	Smt. Sunita Kumari, Presiding Officer	Sunita Kumari
	Prof. L. N. Yadav, Member	LN
	Dr. Arun Kumar Yadav, Member	Arun
	Sh. Praveen Kumar, Member	
	Smt. Giri Bala, Advocate, External Member	
	Smt. Monika Yadav, Advocate & Social Worker	
	Sh. Deepak Yadav, Jr. Lib., Member	Deepak

56	<b>Internship Cell</b>	
	Dr. Arun Kumar Yadav, Convener	
	Prof. L. N. Yadav, Member	
	Smt. Sunita Kumari, Member	
	Sh. Praveen Kumar, Member	
	Dr. Ankit Kumar, Member	
	Sh. Pawan Kumar Tanwar, Member	
57	<b>Anti-Ragging Cell</b>	
	Dr. Arun Kumar Yadav, Convener	
	Sh. Pawan Kumar Tanwar, Member	
	Sh. Praveen Kumar, Member	
58	<b>Yoga Club</b>	
	Sh. Praveen Kumar, Convener	
	Dr. Ankit Kumar, Member	
59	<b>Eco Club</b>	
	Sh. Praveen Kumar, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Pawan Kumar Tanwar, Member	
60	<b>My Bharat Portal</b>	
	Sh. Praveen Kumar, Convener	
	Sh. Satish Kumar, For Assistance	

  
 Principal,  
 Govt. College, Simla  
 Undergarh

30.6.2025



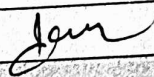

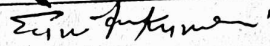
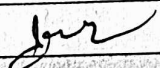
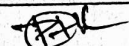
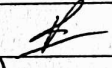

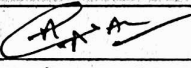


# OFFICE OF THE PRINCIPAL GOVT. COLLEGE SIHMA(M/garh)

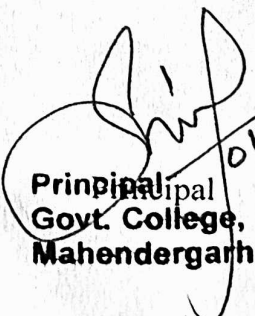
Memo No. GCS/2025/2011

Dated: 04.07.2025

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

## Session:2025-26

S.No	Name of College Committees and staff members	Signature
1	<b>Youth Red Cross</b>	
	Smt. Sarita Yadav	
2	<b>Anti Drug Awareness Cell / NCORD</b>	
	Dr. Ankit Kumar, Convener	
	Smt. Sunita Kumari, Member	
	Smt. Sarita Yadav, Member	
3	<b>Legal Cell/ Court Case</b>	
	Sh. Pawan Kumar Tanwar, Convener	
	Sh. Praveen Kumar, Member	
	Sh. Vikash Est. Clerk	
4	<b>AISHE/ NIRF</b>	
	Dr. Arun Kumar Yadav, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Pawan Kumar Tanwar, Member	

  
Principal  
Govt. College, Sihma  
Mahendergarh

04.7.25