

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



College Code : MGR0014

AISHE Code :C-60087

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Memo No. GCS/2025/

Dated: 30.06.2025

## ANNUAL DUTY LIST OF FACULTY MEMBERS

*(To be substituted with bearing the same number and date)*

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.

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| <p>1 <b>College Council</b><br/>CHAIRPERSON: Principal (Ex-officio)<br/>Prof. L. N. Yadav, Member<br/>Smt. Sunita Kumari, Member<br/>Dr. Arun Kumar Yadav, Member<br/>Dr. Ankit Kumar, Member</p> <p>2 <b>Senior Tutor</b><br/>Prof. L. N. Yadav</p> <p>3 <b>College Bursar</b><br/>Prof. L. N. Yadav</p> <p>4 <b>Chief Proctor</b><br/>Prof. L. N. Yadav</p> <p>5 <b>Mentorship / Tutorial Group</b><br/>Prof. L. N. Yadav (Convener)<br/>Smt. Sarita Yadav, Member</p> <p>6 <b>Staff Secretary</b><br/>Smt. Sunita Kumari</p> <p>7 <b>Time Table, Workload, Lecture Shortage and Absentee Record</b><br/>Smt. Sarita Yadav, Convener<br/>Dr. Arun Kumar Yadav, Member</p> | <p>8 <b>Registrar, Mid-Term Exams, Internal Assessment and University Exam Result</b><br/>Smt. Sunita Kumari, Convener<br/>Dr. Ankit Kumar, Member</p> <p>9 <b>Sports Board</b><br/>Smt. Sarita Yadav, Convener<br/>Smt. Sunita Kumari, Member<br/>Dr. Ankit Kumar, Member</p> <p>10 <b>Printing and Prize Committee</b><br/>Dr. Arun Kumar Yadav, Convener<br/>Smt. Sunita Kumari, Member<br/>Smt. Sarita Yadav, Member</p> <p>11 <b>College Web-Portal/Site (Govt. and University)/Data Upload &amp; IT Cell/Social Media</b><br/>Dr. Arun Kumar Yadav</p> <p>12 <b>AISHE/NIRF</b><br/>Dr. Arun Kumar Yadav, Convener<br/>Dr. Ankit Kumar, Member<br/>Prof. L. N. Yadav, Member</p> |
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- 13 **Shamiana (Tent), Mike and Seating/Photography & Videography**  
Smt. Sunita Kumari, Convener  
Dr. Ankit Kumar, Member  
Smt. Sarita Yadav, Member
- 14 **Income Tax**  
Prof. L. N. Yadav, Convener  
Dr. Arun Kumar Yadav, Member  
Dr. Ankit Kumar, Member
- 15 **Women Cell/Health**  
Smt. Sarita Yadav, Convener  
Smt. Sunita Kumari, Member  
Smt. Munni, Clerk
- 16 **Decoration Committee**  
Smt. Sarita Yadav, Convener  
Smt. Sunita Kumari, Member  
Dr. Arun Kumar Yadav, Member
- 17 **Campus Cleanliness, Sanitation/Water Arrangement Committee**  
Smt. Sunita Kumari, Convener  
Smt. Sarita Yadav, Member  
Dr. Arun Kumar Yadav, Member
- 18 **Students' Bus Pass Committee**  
Sh. Deepak Yadav, Junior Librarian, Convener  
Sh. Satish, Library Attendant, Member
- 19 **Online/Offline Admissions Nodal Officer, Subject Change**  
Dr. Arun Kumar Yadav
- 20 **Road Safety Activities, Red Ribbon**  
Dr. Ankit Kumar, Convener  
Smt. Sarita Yadav, Member
- 21 **NSS Programme Officer/Unnat Bharat**  
Dr. Ankit Kumar  
Sh. Parvin Kumar, NSS Clerk  
Sh. Ghanshyam, Peon
- 22 **Discipline Committee**  
Prof. L. N. Yadav, Convener  
Smt. Sunita Kumari, Member  
Dr. Arun Kumar Yadav, Member  
Dr. Ankit Kumar, Member  
Smt. Sarita Yadav, Member
- 23 **Electricity Committee (Inverter, Generator & Other Elect Equipment etc.)**  
Dr. Ankit Kumar, Convener  
Sh. Satish Kumar, Class IV (for Assistance)
- 24 **Career Guidance Bureau/Placement Cell**  
Smt. Sarita Yadav, Convener  
Dr. Arun Kumar Yadav, Member
- 25 **Refreshment Committee**  
Dr. Arun Kumar Yadav, Convener  
Smt. Sarita Yadav, Member  
Smt. Sunita Kumari, Member
- 26 **Earn While You Learn**  
Smt. Sunita Kumari, Convener  
Dr. Arun Kumar Yadav, Member  
Dr. Ankit Kumar, Member
- 27 **Scholarship (All types including SC & BC)/Equal Opportunity Cell**  
Dr. Ankit Kumar, Convener  
Sh. Deepak, Junior Librarian, Member
- 28 **College Infrastructure Maintenance Committee**  
Smt. Sarita Yadav, Convener  
Dr. Arun Kumar Yadav, Member  
Dr. Ankit Kumar, Member
- 29 **Internal Quality and Assurance Cell (IQAC)/IDP**  
Prof. L. N. Yadav, Convener  
Smt. Sunita Kumari, Member  
Dr. Arun Kumar Yadav, Member  
Sh. Deepak, Junior Librarian, Member  
Dr. Karan Singh, Principal GCW Pali (Outside Expert)  
Sh. Ompal Yadav, Stakeholder  
Sh. Kapil Yadav, Alumnus

- 30 **College Cultural & Co-Curricular Activities Committee**  
Smt. Sunita Kumari, Convener  
Smt. Sarita Yadav, Member  
Dr. Ankit Kumar, Member
- 31 **Student's Grievances and Redressal Cell (SGRC)**  
Prof. L. N. Yadav, Convener  
Smt. Sunita Kumari, Member  
Dr. Arun Kumar Yadav, Member  
Dr. Ankit Kumar, Member  
Smt. Sarita Yadav, Member
- 32 **Quarterly TDS/24Q/26Q Form Maintenance Committee**  
Dr. Arun Kumar Yadav, Incharge  
Smt. Munni, Clerk, Member
- 33 **O.E Committee and Youth Red Cross (YRC)**  
Smt. Sarita Yadav, Convener  
Smt. Munni, Clerk
- 34 **Tour Committee**  
Dr. Ankit Kumar, Convener  
Dr. Arun Kumar Yadav, Member  
Smt. Sarita Kumari, Member
- 35 **Central Purchase Committee**  
Smt. Sunita Kumari, Convener  
Dr. Arun Kumar Yadav, Member  
Dr. Ankit Kumar, Member
- 36 **Committee regarding Voter/Aadhar Card/Legal Literacy Cell**  
Smt. Sunita Kumari, Convener  
Dr. Ankit Kumar, Member
- 37 **Court Case**  
Prof. (Dr.) L. N. Yadav  
Sh. Vikash, Est. Clerk
- 38 **Staff Biometric Attendance/Wi-fi/CCTV Password**  
Dr. Arun Kumar Yadav
- 39 **Passport Committee/Driving License Committee**  
Smt. Sarita Yadav, Convener  
Smt. Munni, Clerk, Member
- 40 **Magazine Committee**  
Smt. Sunita Kumari, Chief Editor  
Smt. Sarita Yadav, Member  
Dr. Arun Kumar Yadav, Member
- 41 **Press and Media**  
Dr. Arun Kumar Yadav, Incharge  
Sh. Parvin, Restorer, Member  
Sh. Deepak Yadav, Jr. Lib. (College News File Maintenance)
- 42 **SPIO (RTI)**  
Prof. L. N. Yadav, SPIO  
Dr. Arun Kumar Yadav, ASPIO  
Smt. Vikash, (Est.) Clerk to SPIO
- 43 **Library Monitoring Committee**  
Sh. Deepak Kumar, Junior Librarian, Convener  
Sh. Parvin Kumar, Restorer, Member  
Sh. Satish, Lib. Attendant
- 44 **Alumni Cell**  
Dr. Ankit Kumar, Convener
- 45 **UGC/NAAC**  
Prof. L. N. Yadav, Coordinator  
Dr. Arun Kumar Yadav, Co-coordinator  
Smt. Sunita Kumari, Member  
Dr. Ankit Kumar, Member  
Smt. Sarita Yadav, Member
- 46 **E-Salary**  
Smt. Munni, Clerk
- 47 **GeM**  
Dr. Arun Kumar Yadav, Consignee  
Sh. Deepak Yadav, Junior Librarian, Buyer
- 48 **HKRN/HRMS**  
Sh. Deepak Yadav, Junior Librarian

- 49 **ERP/MIS Portal**  
Dr. Arun Kumar Yadav
- 50 **CCTV Cameras Maintenance and Recording Committee**  
Dr. Arun Kumar Yadav, Convener  
Sh. Deepak Yadav, Jr. Lib., Member  
Sh. Parvin Kumar, Restorer, Member
- 51 **ITI Apprentice**  
Dr. Arun Kumar Yadav
- 52 **Caste Based Discrimination Committee (SC Cell)**  
Principal (Patron)  
Prof. L. N. Yadav, Convener  
Dr. Arun Kumar Yadav, Member  
Smt. Sunita Kumari, Member  
Dr. Ankit Kumar, Member
- 53 **Anti-Drug Awareness Cell/NCORD**  
Dr. Ankit Kumar, Convener  
Smt. Sunita Kumari, Member  
Smt. Sarita Yadav, Member
- 54 **Internal Complaint Committee (ICC)/Anti-Sexual Harassment Cell**  
Smt. Sunita Kumari, Presiding Officer  
Prof. L. N. Yadav, Member  
Dr. Arun Kumar Yadav, Member  
Smt. Sarita Yadav, Member  
Smt. Giri Bala, Advocate, External Member  
Smt. Monika Yadav, Advocate & Social Worker  
Sh. Deepak Yadav, Jr. Lib., Member
- 55 **Internship Cell**  
Dr. Arun Kumar Yadav, Convener  
Prof. L. N. Yadav, Member  
Smt. Sunita Kumari, Member  
Dr. Ankit Kumar, Member  
Smt. Sarita Yadav, Member
- 56 **Anti-Ragging Cell**  
Dr. Arun Kumar Yadav, Convener  
Dr. Ankit Kumar, Member
- 57 **Yoga Club**  
Dr. Arun Kumar Yadav, Convener  
Dr. Ankit Kumar, Member  
Smt. Sunita Kumari, Member
- 58 **Eco Club**  
Dr. Arun Kumar Yadav, Convener  
Dr. Ankit Kumar, Member
- 59 **My Bharat Portal**  
Dr. Arun Kumar Yadav, Convener  
Sh. Satish Kumar, For Assistance
- 60 **NEP (National Education Policy 2020)**  
Smt. Sunita Kumari, Convener  
Dr. Ankit Kumar, Member