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

Memo No. GCS/2026/ 555 Dated: 11.07.2026

ANNUAL DUTY LIST OF THE FACULTY MEMBERS

The following duties are hereby assigned to the staff members for the smooth and efficient conduct of various academic, administrative, and co-curricular activities of the College for the session **2026–27**. These assignments shall come into force with immediate effect. All outgoing Conveners/In-charges are requested to hand over the charge, along with all relevant records and documents, to the newly appointed incumbents and obtain the countersignature of the undersigned on the charge handover report by **16.07.2026**.

The Conveners/In-charges of the respective committees are requested to take note of the faculty members associated with their committees and ensure proper coordination with them. Wherever required, fresh quotations for the works to be undertaken by the committees may be invited and processed in accordance with the prescribed rules and procedures at the earliest. All concerned staff members are requested to carefully note their assigned responsibilities and assume charge promptly. In case of any genuine difficulty or concern regarding the assigned duty, the same may be submitted to the undersigned in writing for consideration.

It is expected that all staff members will extend their wholehearted cooperation in the interest of the institution. ***Any undue delay or reluctance in assuming/noting down the assigned responsibilities without prior approval may be viewed seriously and dealt with in accordance with the applicable rules and administrative procedures.***

w.e.f. 11.07.2026

Sr. No	Name of College Committees and staff members	Signature
1	**College Council**	
	CHAIRPERSON: Principal (Ex- officio)	
	Prof. Laxmi Narayan Yadav, Member	
	Smt. Sunita Kumari, Member	
	Dr. Arun Kumar Yadav, Member	
	Dr. Ankit Kumar, Member	
2	**Senior Tutor**	

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	Prof. Laxmi Narayan Yadav	
3	**College Bursar**	
	Prof. Laxmi Narayan Yadav	
4	**Chief Proctor**	
	Prof. Laxmi Narayan Yadav	
5	**Mentorship / Tutorial Group**	
	Smt. Sarita Yadav (Convener)	
	Prof. Laxmi Narayan Yadav, Member	
6	**Staff Secretary**	
	Prof. Laxmi Narayan Yadav	
7	**Time Table, Workload, Lecture Shortage and Absentee record**	
	Smt. Sarita Yadav, Convener	
	Dr. Arun Kumar Yadav, Member	
	Sh. Tanurag Singhal, Member	
8	**Registrar, Mid-Term Exams, Internal Assessment and University Exam Result**	
	Sh. Ankur Rai, Convener	Ankur Rai
	Dr. Ankit Kumar, Member	
	Sh. Mohit Kumar, Member	Mohit
9	**Sports Board**	
	Sh. Tanurag Singhal, Convener	
	Prof. Laxmi Narayan Yadav, Member	
	Smt. Sunita Kumari, Member	
10	**Printing Committee**	
	Sh. Tanurag Singhal, Convener	
	Smt. Sarita Yadav, Member	
	Smt. Sunita Kumari, Member	
11	**College Web-Portal/Site (Govt. and University)/ Data Upload & IT Cell**	
	Dr. Arun Kumar Yadav	
	Sh. Tanurag Singhal, Member	
	Sh. Mohit Kumar, Member	Mohit
12	**AISHE/ NIRF**	
	Dr. Arun Kumar Yadav, Convener	
	Dr. Ankit Kumar, Member	

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	Prof. Laxmi Narayan Yadav, Member	
13	**Shamiana, (Tent) Mike and Seating/ Photography& Videography**	
	Sh. Tanurag Singhal, Convener	
	Sh. Mohit Kumar, Member	Mohit
	Smt. Sarita Yadav, Member	
14	**Income Tax**	
	Prof. Laxmi Narayan Yadav, Convener	
	Dr. Arun Kumar Yadav, Member	
	Dr. Ankit Kumar, Member	
15	**Women Cell**	
	Smt. Sarita Yadav, Convener	
	Smt. Sunita Kumari, Member	
	Smt. Munni, Clerk	Munni
16	**Decoration Committee**	
	Smt. Sarita Yadav, Convener	
	Smt. Sunita Kumari, Member	
	Sh. Ankur Rai, Member	Ankur Rai
	Sh. Tanurag Singhal, Member	
17	**Campus cleanliness, Sanitation/Water arrangement committee**	
	Smt. Sunita Kumari, Convener	
	Dr. Arun Kumar Yadav, Member	
	Smt. Sarita Yadav, Member	
	Sh. Tanurag Singhal, Member	
	Sh. Mohit Kumar, Member	Mohit
18	**Students' Bus Pass Committee**	
	Sh. Deepak Yadav, Junior Librarian, Convener	Deepak
	Sh. Satish, Library Attendant, Member	Satish
19	**Online/Offline Admissions Nodal Officer, Subject Change/ Student Orientation/PTM etc.**	
	Dr. Arun Kumar Yadav	
	Sh. Ankur Rai, Member	Ankur Rai

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	Sh. Tanurag Singhal, Member	
20	**Road Safety Activities**	
	Smt. Sunita Kumari, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Tanurag Singhal, Member	
21	**NSS Programme Officer/ Unnat Bharat**	
	Dr. Ankit Kumar	
	Sh. Parvin Kumar, NSS Clerk	
	Sh. Ghanshyam, Peon	
22	**Discipline Committee**	
	Sh. Tanurag Singhal, Convener	
	Prof. Laxmi Narayan Yadav, Member	
	Smt. Sunita Kumari, Member	
	Dr. Arun Kumar Yadav, Member	
	Dr. Ankit Kumar, Member	
	Smt. Sarita Yadav, Member	
	Sh. Mohit Kumar, Member	
	Sh. Ankur Rai, Member	
23	**Electricity Committee (Inverter, Solar, Generator & other Electronic equipment's etc.)**	
	Sh. Mohit Kumar, Convener	
	Sh. Parveen Kumar, (Restorer), Member	
	Sh. Satish Kumar, Class IV/ for Assistance	
24	**Placement Cell / PM Internship Programme**	
	Smt. Sunita Kumari, Convener	
	Dr. Arun Kumar Yadav, Member	
	Smt. Sarita Yadav, Member	
25	**Refreshment Committee**	
	Smt. Sarita Yadav, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Tanurag Singhal, Member	
26	**Earn While You Learn**	
	Sh. Mohit Kumar, Convener	
	Smt. Sarita Yadav, Member	

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	Smt. Sunita Kumari, Member	
27	**Scholarship (All types, including SC & BC, Post Matric Scholarship)/Equal Opportunity Cell**	
	Dr. Ankit Kumar (Convener)	
	Sh. Mohit Kumar, Member	
	Sh. Parvin Kumar, Restorer, Clerical Work	
28	**College Infrastructure Maintenance Committee**	
	Sh. Tanurag Singhal, Convener	
	Dr. Arun Kumar Yadav, Member	
	Sh. Parvin Kumar, (Restorer) Member	
29	**Internal Quality and Assurance Cell (IQAC)/IDP**	
	Prof. Laxmi Narayan 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	
	Sh. Mohit Kumar, Member	
	Sh. Ankur Rai, Member	
31	**Student's Grievances and Redressal Cell (SGRC)**	
	Prof. Laxmi Narayan 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**	
	Sh. Mohit Kumar, Incharge	

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	Smt. Munni, Clerk, Member	Munni
33	**O.E Committee**	
	Smt. Sarita Yadav, Convener	
	Sh. Tanurag Singhal, Member	
	Smt. Munni, Clerk,	Munni
34	**Tour Committee (Boys and Girls)**	
	Dr. Ankit Kumar, Convener (BOYS)	
	Smt. Sunita Kumari, Convener (GIRLS)	
	Sh. Tanurag Singhal, Member	
	Smt. Sarita Kumari, Member	
35	**Central Quotation Based Purchase Committee (Other than GeM)**	
	Smt. Sunita Kumari, Convener	
	Dr. Arun Kumar Yadav, Member	
	Dr. Ankit Kumar, Member	
	Smt. Sarita Yadav, Member	
	Concerned Incharge, Member	
36	**Committee regarding Voter/Aadhar Card**	
	Sh. Ankur Rai, Convener	Ankur Rai
	Dr. Ankit Kumar, Member	
	Sh. Mohit Kumar, Member	Mohit
37	**Court Case**	
	Prof. (Dr.) L.N Yadav	
	Sh. Mohit Kumar, Member	Mohit
	Sh. Vikash, Estb. Clerk	
38	**Staff Biometric Attd. Machines/ Wi-Fi /CCTV - Password and Maintenance**	
	Dr. Arun Kumar Yadav	
39	**Passport committee/ Driving License Committee**	
	Sh. Ankur Rai, Convener	Ankur Rai
	Sh. Mohit Kumar, Member	Mohit
	Smt. Munni, Clerk, Member	Munni
40	**E- Magazine Committee**	
	Sh. Ankur Rai, Chief Editor	Ankur Rai
	Smt. Sarita Yadav, Member	

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	Dr. Laxmi Narayan Yadav, Member	
41	**Press and media,** [*News preparation and forward to the Newspaper after signed by the chair*]	
	Sh. Ankur Rai, Incharge	
	Sh. Parvin, Restorer, Member	
	Sh. Deepak Yadav, Jr. Lib and Sh. Satish, Lib Attndt (College News' File Maintenance)	
42	**SPIO (RTI)**	
	Prof. Laxmi Narayan Yadav, SPIO	
	Smt. Vikash, (Est.) Clerk to SPIO	
43	**Library Monitoring Committee**	
	Smt. Sarita Yadav, Convener	
	Sh. Deepak Kumar, Junior Librarian, Member	
	Sh. Parvin Kumar (Restorer) Member	
44	**Alumni Cell**	
	Dr. Ankit Kumar, Convener	
	Sh. Ankur Rai, Member	
	Sh. Tanurag Singhal, Member	
45	**UGC/NAAC**	
	Prof. Laxmi Narayan 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 Committee**	
	Dr. Arun Kumar Yadav, (Convener) [*for all technical issues*]	
	Sh. Deepak Yadav, Junior Librarian, (Buyer)	
48	**HKRN/HRMS**	
	Sh. Deepak Yadav, Junior Librarian	
49	**ERP/ MIS Portal**	

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	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 Committee**	
	Dr. Arun Kumar Yadav, (Convener)	
	Sh. Mohit Kumar, Member	
	Sh. Ankur Rai, Member	
52	**Caste based discrimination Committee**	
	Principal (Chairperson)	
	Prof. Laxmi Narayan Yadav, Co-ordinator	
	Dr. Arun Kumar Yadav, Member	
	Smt. Sunita Kumari, Member	
	Dr. Ankit Kumar, Member	
	Sh. Deepak Yadav, Junior Librarian	
	02 Meritorious Students	
53	**Anti-Drug Awareness Cell/ NCORD**	
	Smt. Sunita Kumari, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Mohit Kumar, Member	
54	**Constitution of Internal Complaint Committee (ICC)/ Anti Sexual Harassment Cell**	
	Smt. Sunita Kumari, Presiding Officer	
	Prof. Laxmi Narayan Yadav, Member	
	Dr. Arun Kumar Yadav, Member	
	Smt. Sarita Yadav, Member	
	Smt. Giri Bala, Advocate, External Member	
	Sh. Sandeep Yadav, Social Worker	
	Sh. Deepak Yadav, Jr. Lib., Member	
55	**College Internship Cell and Youths' Skills Related Matter**	
	Dr. Arun Kumar Yadav, Convener	
	Prof. Laxmi Narayan Yadav, Member	

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	Smt. Sunita Kumari, Member	
	Dr. Ankit Kumar, Member	
	Smt. Sarita Yadav, Member	
	Sh. Mohit Kumar, Member	
	Sh. Tanurag Singhal, Member	
	Sh. Ankur Rai, Member	
56	**Anti-Ragging Cell**	
	Sh. Mohit Kumar, Convener	
	Sh. Ankur Rai, Member	
	Sh. Tanurag Singhal, Member	
57	**Yoga Club**	
	Sh. Tanurag Singhal, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Mohit Kumar, Member	
58	**Eco Club/EVS**	
	Sh. Mohit Kumar, Convener	
	Sh. Ankur Rai, Member	
	Sh. Tanurag Singhal, Member	
59	**My Bharat Portal**	
	Dr. Ankit Kumar, Convener	
	Sh. Satish Kumar, For Assistance	
60	**NEP** (*National Education Policy* 2020)	
	Dr. Ankit Kumar, (Convener)	
	Smt. Sunita Kumari, Member	
	Sh. Mohit Kumar, Member	
61.	**NEEV (National Education Policy Evaluation and Validation) portal**	
	Dr. Arun Kumar Yadav, Nodal Officer	
62.	**"STRAY DOG" Matter As per Direction of Hon'ble Apex Court**	
	Dr. Ankit Kumar, Nodal Officer	
	Sh. Ghanshyam, Peon	
63.	**Youth Red Cross (YRC)/ Red Ribbon/ Health**	
	Smt. Sarita Yadav, Convenor	

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	Sh. Tanurag Singhal, Member	
	Sh. Mohit Kumar, Member	
	Sh. Ankur Rai, Member	
64.	**NSS Advisory Committee**	
	CHAIRPERSON: Principal (Ex- officio)	
	Dr. Ankit Kumar, Member Secretary	
	Prof. Laxmi Narayan Yadav, Member	
	Smt. Sunita Kumari, Member	
	Two NSS volunteers	
65	**Prize committee**	
	Sh. Tanurag Singhal, Convener	
	Smt. Sarita Yadav, Member	
	Smt. Sunita Kumari, Member	
66	**Legal Literacy Cell**	
	Sh. Ankur Rai, Convener	
	Dr. Ankit Kumar, Member	
	Sh. Mohit Kumar, Member	
67	**SC Cell**	
	Dr. Ankit Kumar, Convener	
	Prof. Laxmi Narayan Yadav, Member	
	Smt. Sunita Kumari, Member	

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Principal

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