

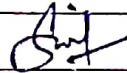
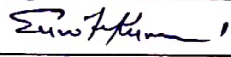
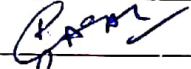
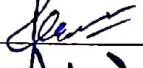
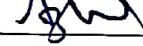
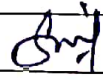
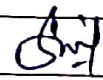
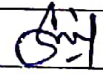

OFFICE OF THE PRINCIPAL GOVT. COLLEGE SIHMA(M/garh)

Memo No. GCS/2022/ 1848

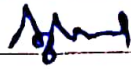

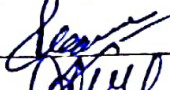
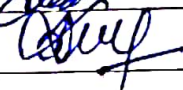
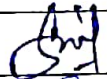
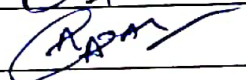


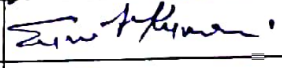

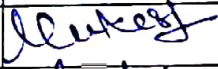
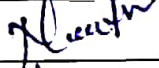
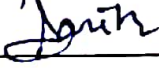
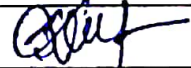
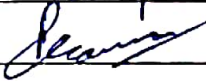


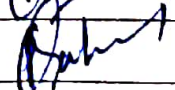
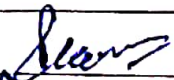

Dated: 04.07.2022

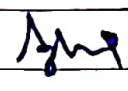
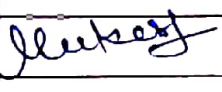
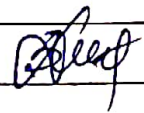
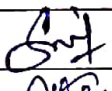
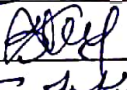
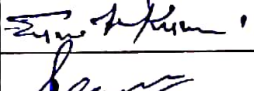

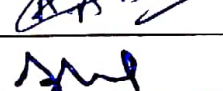
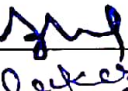
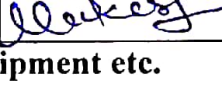
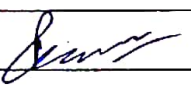
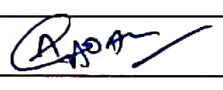
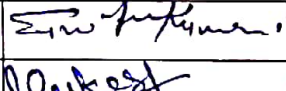
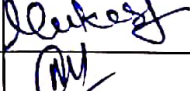

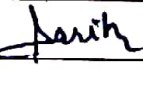
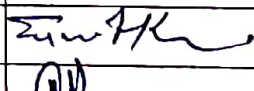

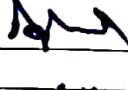

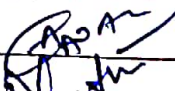
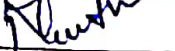
ANNUAL DUTY LIST OF FACULTY MEMBERS

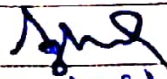
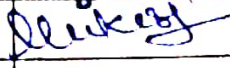

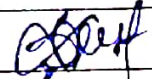

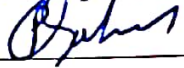
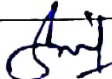
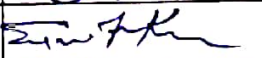
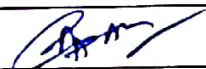
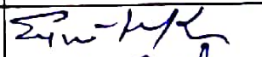


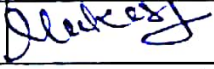
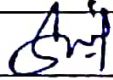
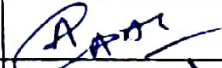
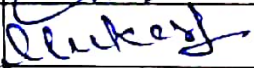


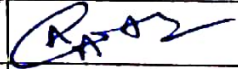

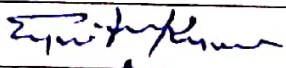


The following duties are assigned to the Staff Members for the smooth conduct of different activities of the college for the Session 2022-23. These duties will come into force with immediate effect. Ex- Conveners/ In-charge are request to hand over their charges, if any, to the new incumbents and get 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.

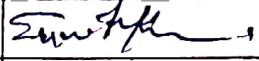
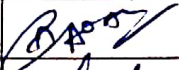
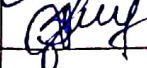
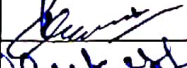

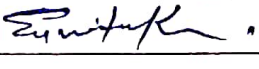

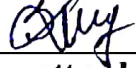
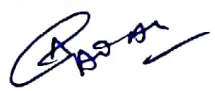

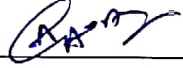
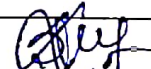
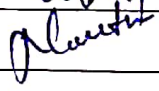
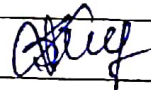
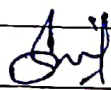
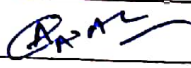

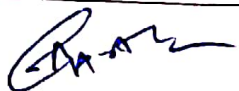
Sr.No	Name of College Committees and staff member	Signature
1	College Council	
	CHAIRPERSON: Principal (Ex- officio)	
	Members:-	
a)	Dr.Sunil Kumar	
b)	Smt. Sunita Kumari	
c)	Sh. Arun Kumar Yadav	
d)	Sh. Praveen Kumar	
e)	Sh. Ankit Kmar	
2	Senior Tutor	
	Dr. Sunil Kumar	
3	College Bursar	
	Dr. Sunil Kumar	
4	Chief Proctor	
a)	Dr. Sunil Kumar	
5	Social Secretary	
	Sh. Praveen Kumar	

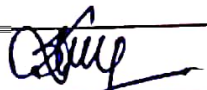
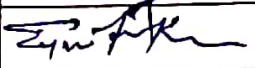

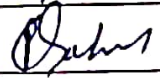
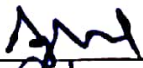

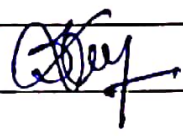

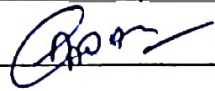
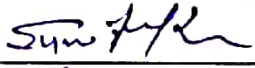
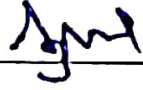
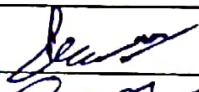
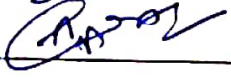
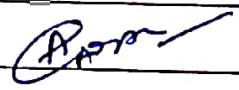
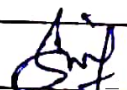
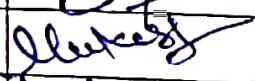
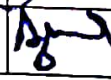
6.	Mentorship Group	
a)	Smt. Sumita Kumari (Convener)	<i>Sumita Kumari</i>
b)	Sh. Pawan Kumar	<i>PK</i>
7	Staff Secretary	
	Dr. Sunil Kumar	<i>Sunil</i>
8	Time Table, Workload, lecture Shortage, subject change and absent ship record	
a)	Dr. Sunil Kumar, Convener	<i>Sunil</i>
b)	Sh. Arun Kumar Yadav	<i>Arun</i>
9	Class Test assignment and internal assessment and university exam result	
a)	Sh. Sharvan Kumar, Registrar	<i>Sharvan</i>
b)	Smt. Sunita Kumari	<i>Sunita Kumari</i>
10	Sports Board	
a)	Sh. Praveen Kumar (Convener)	<i>Praveen</i>
b)	Events: Sh. Sharvan Kumar	<i>Sharvan</i>
c)	Smt. Sunita Kumari	<i>Sunita Kumari</i>
11	Sanitation and water arrangements	
a)	Sh. Praveen Kumar (Convener)	<i>Praveen</i>
b)	Smt. Nitu	<i>Nitu</i>
c)	Smt. Sarita Yadav	<i>Sarita</i>
d)	Sh. Sonu, Sweeper	<i>211 5</i>
12	Printing of card, certificate, invitation and prize committee	
a)	Sh. Sharvan Kumar (Convener)	<i>Sharvan</i>
b)	Smt. Mukesh Kumari	<i>Mukesh</i>
13	Main Prize Committee	
a)	Smt. Sunita Kumari (Convener)	<i>Sunita Kumari</i>
b)	Sh. Sharvan Kumar	<i>Sharvan</i>
c)	Sh. Ankit Kumar	<i>Ankit</i>
14	Web-Portal (Govt. and University) & IT Cell/ Social Media, E-Learning admission Nodal Officer	
a)	Sh. Arun Kumar Yadav	<i>Arun</i>

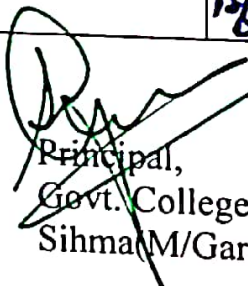
15	AISHE	
	Sh. Ankit Kumar	
16	Shamiana,(Tent) Mike and Seating/ Photography & Videography	
a)	Sh.Pawan Kumar (Convener)	
b)	Sh. Praveen Kumar	
c)	Sh.Sharvan Kumar	
17	Income Tax	
a)	Dr. Sunil Kumar (Convener)	
b)	Sh. Arun Kumar Yadav	
c)	Sh. Ankit Kumar	
18	Women Cell	
a)	Smt. Mukesh Kumari, Convener	
b)	Smt. Sunita Kumari Member	
c)	Smt. Munni, Clerk	
19	Decoration Committee	
a)	Smt. Mukesh Kumari, Convener	
b)	Smt.Nitu, Member	
c)	Smt. Sarita Yadav	
20	Campus beautification and cleanliness committee	
a)	Sh. Sharvan Kumar (Convener)	
b)	Sh. Praveen Kumar,	
21	Stage Secretary	
a)	Sh. Sharvan Kumar	
22	Bus Pass	
a)	Sh. Pawan Kumar	
b)	Clerk (yet to finalized) Sh. Parvin Kumar	
23	Infrastructure maintenance committee	
a)	Sh. Praveen Kumar	
b)	Sh. Ankit Kumar	

24	Road Safety club	
	Sh. Ankit Kumar	
25	Red Ribbon, Red Cross and Health/YRC	
	Smt. Mukesh Kumari	
26	NSS Programme Officers	
	Sh. Sharvan Kumar → clearly	
27	Discipline duties	
a)	Dr. Sunil Kumar	
b)	Sh. Sharvan Kumar	
c)	Smt. Sunita Kumari	
d)	Sh. Praveen Kumar	
e)	Sh. Arun Kumar Yadav	
f)	Sh. Ankit Kumar	
g)	Smt. Mukesh Kumari	
28	Electricity committee include inverter generator office equipment etc.	
	Sh. Praveen Kumar Sh. Ankit Kumar	
29	L.Literacy Cell	
	Sh. Arun Kumar Yadav	
30	Career Guidance Bureau/Placement cell	
a)	Smt. Sunita Kumari (Convener)	
b)	Smt. Mukesh Kumari, Member	
c)	Sh. Pawan Kumar Tanwar, Member	
d)	Smt. Sarita Yadav, Member	
31	Refreshment, Tea and Lunch committee	
a)	Smt. Sunita Kumari (Convener)	
b)	Sh. Pawan Kumar, Member	
c)	Sh. Ankit Kumar, Member	
32	Earn While You Learn	
a)	Dr. Sunil Kumar, (Convener)	
b)	Sh. Arun Kumar, Member	
c)	Smt. Nitu, Member	

33	Scholarship SC/BC and other stipend/ S.A.F. Committee	
a)	Sh. Ankit Kumari	
b)	Smt. Mukesh Kumari	
c)	Smt. Munni. Clerk	
34	College Property building, furniture, land, trees etc. (Building fund committee)	
a)	Sh. Sharvan Kumari (Convener)	
b)	Sh. Praveen Kumar	
c)	Sh. Praveen Kumar (Restorer)	
35	Internal quality and Assurance Cell (IQAC)	
a)	Dr. Sunil Kumar (Convener)	
b)	Smt. Sunita Kumari, Member	
c)	Sh. Arun Kumar Yadav, Member	
36	College Cultural & Co- Curricular Activities Committee	
a)	Smt. Sunita Kumari, (Convener)	
b)	Sh. Sharvan Kumar, Member	
c)	Sh. Pawan Kumar, Member	
d)	Smt. Mukesh Kumar, Member	
37	Anti ragging Squad and anti sexual harassment, Grievance Cell, Redressal Cell & Anti Corruption Committee.	
a)	Dr. Sunil Kumar (Convener)	
b)	Sh. Arun Kumar Yadav, Member	
c)	Smt. Mukesh Kumari, Member	
d)	Sh. Ankit Kumar, Member	
e)	Sh. Parveen Kumar, Member	
38	Office Stationery	
a)	Sh. Arun Kumar Yadav	
b)	Smt. Munni, Clerk	
39	Tour Committee	
a)	Smt. Sunita Kumari, (Convener)	
b)	Sh. Sharvan Kumar, Member	
c)	Sh. Pawan Kumar, Member	

40	Central purchase committee	
a)	Smt.Sunita Kumari (Convener)	
b)	Sh. Arun Kumar Yadav, Member	
c)	Sh. Sharvan Kumar, Member	
d)	Sh. Praveen Kumar, Member	
e)	Smt. Mukesh Kumari, Member	
f)	Concern Incharge (Related Purchase items)	
41	Committee for registration for students as voter and Aadhar card	
a)	Smt. Sunita Kumari	
42	Legal Cell/ Court Case	
a)	Sh. Pawan Kumar	
b)	Sh. Sharvan Kumar	
43	Attendance and recording Aadhar Card enabled biometric attendance system	
a)	Sh. Arun Kumar Yadav	
44	Passport committee/ Licence Committee	
a)	Sh. Pawan Kumar, Passport Smt. Nitu, Passport	
b)	Sh. Arun Kumar Yadav, Licence Committee	
45	Magazine Committee	
a)	Sh. Sharvan Kumar (Convener)	
b)	Smt. Nitu, Member	
46	Press and media	
	Sh. Sharvan Kumar	
47	SPIO (RTI)	
a)	Dr. Sunil Kumar, SPIO	
b)	Sh. Arun Kumar Yadav, ASPIO	
c)	Smt. Munni, Clerk to SPIO	
48	Compulsory Computer Education & Supervision Committee	
a)	Sh. Arun Kumr Yadav	

	Library Committee	
a)	Sh. Sharvan Kumar, (Convener)	
b)	Smt. Sunita Kumari, Member	
c)	Sh. Pawan Kumar, Member	
d)	Sh. Praveen Kumar (Restorer)	
50	Alumni Cell <i>Alumni</i>	
a)	Sh. Ankit Kumar,	
b)	Sh. Pawan Kumar	
51	Tutorial Group	
a)	Sh. Sharvan Kumar	
52	UGC/NAAC	
a)	Dr. Sunil Kumar	
b)	Sh. Arun Kumar Yadav	
53	NEP	
a)	Smt. Sunita Kumari	
b)	Sh. Ankit Kumar	
54	GEM	
a)	Sh. Praveen Kumar, Consignee	
b)	Sh. Arun Kumar Yadav, Buyer	
55	HKRN/HRMS/ERP/ online Data upload	
a)	Sh. Arun Kumar Yadav	
56	Castebased discrimination committee	
a)	Principal (Patron)	
b)	Dr. Sunil Kumar (Convener)	
c)	Smt. Mukesh Kumari (Member)	
d)	Sh. Ankit Kumar (Member)	


Principal,
Govt. College
Sihma (M/Garh)

04/7/22