**ANNUAL DUTY LIST 2023- 24**

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| Sr. No. | Committee | | Members  Sarvo Sh. / Smt./Kum. | | Extension Staff Members  Sarvo Sh. / Smt. Kum. |
| 1. 1 | College Council,  Reception Committee  & College Development Board  AND  Advisory committee for all activities | | Principal | | 7027278432 |
| Satvir Singh | | 9416210934 |
| Anil Kumar (Geog) | | 9416478939 |
| Mukesh Verma | | 9992532024 |
| Anil Kumar, Comp. Sc. | | 9416185243 |
| Pardeep Malik | | 9416211126 |
| Surender Sangwan | | 9416211161 |
| Meenakshi Sangwan | | 8901155077 |
| Surender Malik | | 9896109181 |
| Sushil Dalal | | 9996116444 |
| Suresh Dahiya  Urmil Sabharwal | | 9812008995  7988664918 |
|  | Bursar | | Sushil Dalal | |  |
|  | Registrar | | RR and CR - Rajeev Bhar, Math  Internal/External Assessment/Exam - Parvesh Kumar | | |
|  | Signature on the charactter certificates on behalf of Principal | | Dr. Satvir Singh  Dr. Anil Kumar (Comp. Sc) | | |
|  | Admission Nodal Officer | | Dr. Anil Kumar (CompSc) | |  |
|  | Time -Table/Work Load Committee | | Ravinder (Convener)  Sucheta Yadav: Arts  Jasbir Hooda: Non-Medical  Surender Kumar(Botany): Medical  Satish Khasa: Commerce + BBA  Sujata: BCA | | Dalbir Singh (Language lab Instructor) for Computer Work |
|  | Merit Scholarship(General) Committee | | Dayawati (Convener)  Aruna (Geography)  Rekha (Maths)  Rinki (Chem) | | Jyotsna (Maths)  Ajay (Physics)  Vikas (Maths)  Abhishek (Ch) |
|  | SC Scholarship Stipend/ Verification of affidavits and stipend of SC students/ Merit Scholarship Committee/SC-ST cell | | Urmil Shabarwal (Convener)  SunitaBirwal  ParveenKumari  Nirmala (Sanskrit)  Sumit (Geog) | | Kiran (Chemistry)  Rakesh (Pol. Sc) |
|  | BC Scholarship Stipend/ Verification of affidavits and stipend BC etc students Merit Scholarship Committee | | Sucheta Yadav (Convenor)  Suman Bhatti  Asha Rani(Maths) | | Anil Saini  Anil (Chemistry)  Monika (Botany) |
|  | Earn While You Learn Committee | | Payal Jain (Convener)  Amita  Rajeev Bhar  Yogita (Comp. Sc.)  Suman Bhatti  Suraj Pal  Mrs Sandeep (Comm)  Vineeta Kaushik  Rinki | | Pratibha (Geog.)  Upma (Maths)  Roji (Maths)  Ravinder (Maths)  Neeru (Geography) |
|  | Internal Complaints Committee  (Anti-Sexual Harassment) | | Anil Kumar (CompSc)  Manisha  Anju Malik  Urmil Sabharwal  Poonam Pandit | |  |
|  | Students' Grievances Redressal Cell | | Suresh Dahiya (Convener)  Ved Parkash  Manisha Hooda  Sunita Rani | |  |
|  | College Complaint Committee | | Dr. Satvir Singh  Renu Rana  Suresh Dahiya  Urmil Sabharwal  Manisha | |  |
|  | IQAC /NAAC/ U.G.C. Committee | | Dr.Kuldeep Malik (Convener)  Devender Sindhu  Dr. Amit Sehgal  Rajeev Bhar  Jasbir Hooda (Physics)  Parvesh | |  |
|  | RUSA | | Devender Sindhu (Convener)  Rajeev Bhar  Sandeep (geo)  Parveen Hooda | |  |
|  | NEP / NIRF | | Ekta  Ankita  Harsh Nandal  Deepak Vats  Vineeta Kaushik | |  |
|  | *Wi-fi /* Internet *Committee*  *CCTV/* | | Deepak (Maths) (CCTV Convenor)  Suraj Pal (Wifi/Internet convenor) | | Jitender (to assist)  Surender Rathee (to assist)  Deepak (Physics)  Joginder |
|  | Central Purchase Committee/GEM | | Anil Grover  Pardeep Malik  Kuldeep Malik  Satish Kumar Khasa  Parveen Dhayal | |  |
|  | College Property, Record and maintenance of furniture Committee | | Rajesh Mor (Convener: Steel)  Vikas Khokhar  Parveen Dhayal  Sanjay Dangi(Convener: Wooden)  Rajesh Kumar, Phy. Edu.  Naveen Dangi | |  |
|  | Committee for Repair &Maintenance of Water Equipments/Coolers, A.C. etc | | Dhan Singh  Vikas (Hindi)  Parveen Dhayal  Mast Ram | |  |
|  | College Canteen & Vita Booth Committee | | Sunil Dua (Convener)  K.L.Pruthi  Vikas Hindi | |  |
|  | Minor repairing of College Building Committee | | Anil Dhaka  Ajay Mann  Rajeev Bhar  Ved Parkash  Asha | |  |
|  | Auction of Un-serviceable, Destroyable, Consumable, Auctionable items of College Committee/Diltapidation | | Amit Sehgal (Convenor)  Rajeev Bhar  Sandeep Bhar  Dalel | | Tilak Raj (Zoology)  Deepak (Physics)  Lokesh (Chemistry) |
|  | College Electricity Maintenance Committee | | Ved Parkash (Convener)  Archana (Maths)  Jagmohan  Swati Gill | | Munish Sahni (Physics)  Parveen (Chem)  Lokesh (Chem)  Abhishek (Chem) |
|  | Printing Committee | | Parveen Goyal (Convener)  Komal Verma  Manju (Commerce)  Sumit Geography | |  |
|  | Convocation/ Annual Function Committee | | Anil Grover  Anil Khatkar  Pardeeep Malik  Anju Malik  Sunita Rani | |  |
|  | Result Gazette / Pass percentage Compilation Committee / ACR Result Verification | | Sunita Rani (Convener)  Yogita  Suman Bhatti  Rinki  Jyoti Dalal  Madhuri Yadav  Jyoti Comp Sc | | Deepti Comp Sc  Maninder Comp Sc  Chanchal Comp Sc |
|  | Name struck off /Attendance shortage Committee | | Ved Parkash  Wazir Singh  Nidhi Geo  Kavita Comm  Swati Gill | | Archna Geo  Reena Chem  Kiran chem  Sunil Hindi  Pooja Sociology  Rakesh PolSc  Rohit comm |
|  | Press /Media & Photography | | Dinesh Singh (Press /Media Convener)  Sujata ( Photography Convener) | | Rampal  Dalbir (Hindi)  Sunil Hindi |
|  | Prize Committee | | Minakshi Sangwan (Convener)  Anju Malik  Manisha Hooda  Anita Malik  Deepak Vats  Seema Rana  Dharmender  Archana Dhankhar  Shelly  Manoj Kumar, Hindi  Monu Devi | | Sarika (English)  Neha (English) Sonal  Vikas Gahlawat, Maths  Ravinder (Maths) |
|  | Dispatch of Invitation Cards Committee | | Sunita Rani (Convenor)  Meenakshi Dalal  Geeta Dalal  Parveen Kumari  Jyoti (Comp. Sc) | | Seema (Botany)  Archna (Geog.)  Neeru (Geog.)  Partibha (Geog.)  Mamta Nandal (Geo.) |
|  | Tent Shamiana Committee | | Suresh Dahiya (Convener)  Rajbir Gill  Dhan Singh  Sanjay Dangi  Manoj (Hindi) | | Sunil (Hindi)  Anil (Chemistry) |
|  | Light, Mike, Audio-Visual/ Electronic Aids / Solar Cell | | Jasbir Hooda (Convener)  Vikas, Hindi  Rajesh Kumar (Physical Edu.) | | Anil Saini (Comp. Sc)  Amit (Zoology)  Hari Om (Zoology)  Munish Sahni (Physics)  Prince (physics)  Surender Rathee (Comp. att) |
|  | Decoration Committee | | Dayawati (Convener)  Rekha (Maths)  Rinki (Chemistry)  Nidhi (Geog)  Pooja Malik (Commerce)  Asha (Math)  Manju (Physics) | | Sarika  Neha  Suman (Psychology)  Sarita (Hindi)  Pankaj Kumari (Sociology)  Neeraj (Chemistry)  Santosh (EVS)  Savita (EVS) |
|  | Cleanliness Committee/ Sanitation | | Surender Botany  Parveen Dhayal  Aruna ( Geo.)  Mast Ram | | Upma (Maths)  Shilpa (Maths) |
|  | Refreshment Committee | | K.L. Pruthi (Convener)  Amita (Maths) (Co-Convenor)  Parveen Kumari (Economics)  Rekha (Maths) | | Vandana (CompSc)  Deepti (Comp. Science)  Shilpa,  Prince (Physics)  Upma (Maths)  Ajay (Physics) |
|  | Stage Secretary | | Sucheta Yadav  Ankita  Poonam Pandit  Ekta  Vineeta Kaushik | |  |
|  | Mentor Group Committee | | Dr. Pardeep Malik(Convener)  Seema Rana  Parvesh Kumar | | Babita |
|  | Discipline Committee/Anti Ragging/Proctorial Committee | | Anil Grover, Convenor  Rajbir Gill  Rajesh Dahiya  Dharmender Kadian  Rashmi Singh  Rajesh Kumar, Phy. Edu.  Archana (Maths)  Mast Ram  Amit Sehgal | | Ajay Kumar  Shyam Sundar (Physics)  Neeraj  Rekha  Tilak Raj  Prince  Hariom  Lokesh  Parveen |
|  | Flex/Banner Committee | | K.L. Pruthi (Convener)  Sandeep Chahal  Rakesh Malik | |  |
|  | Bus &Railway Student Passes Committee | | Vikas Khokhar | | Neeru Jain( Comp. sci.)  Sunil (Hindi)  Devender Kirar |
|  | NSS Unit Incharge/Important Day Celebration | Unit-I | Deepak Vats Eco | |  |
| Unit-II | Naveen Dangi | |  |
| Unit-III | Anita Malik | |  |
| Unit-IV | Shelly | |  |
|  | Youth Red Cross Society and Red Ribbon Club/First Aid | | Sandeep Kumar, Geog. (Convener)  Parveen Hooda  Sanjay Dangi  Shelly  Reena (Physics) | | Rozi (Maths)  Jyoti (Chemistry)  Parveen Punia (Zoology)  Pooja (Botany)  Parveen (Chemistry) |
|  | Traffic Interpretation Centre/Road Safety  Driving Licence | | Dayawati (Convener)  Dharmender Singh  Sunita Birwal  Wazir Singh  Parvesh  Manju (Comm) | | Joginder (Geo)  Devender Kirar |
|  | NCC | | Rashmi Singh,  (Girls Unit )  Rajesh Dalal, (Boys Unit) | |  |
|  | **Literary and Cultural Activities**    Literary Society & Important Day  Celebrations | | Coordinator: Mukesh Verma | | |
| Co-coordinator: Dinesh Singh | | |
| Manisha (Convener)  Ekta  Ankita Sharma  Payal Jain  Nirmala  Isha Kapoor | Sarika (English)  Shokeena (Hindi)  Sonal (English)  Neha (English)  Sunil (Hindi) | |
| Science Society Science Activities/ Science Exhibition | | Ravinder Singh (Convener)  Anil Kumar (Botany)  Ajay Mann  Jasbir Hooda  Priyanka (Geology) | Rita Rani (Physics)  Sheetal (Maths)  Lokesh (Chemistry)  Shyam Sundar (Physics)  Himani(Physics)  KiranBala (Chemistry)  Pooja (Botany)  Ritu (Botany)  Reena (Botany)  Devender (Zoology)  Tilak Raj (Zoology) | |
| Commerce Society | | Satish Khasa(Convener)  Neha (Commerce)  Rekha (Commerce) | | Meenakshi  Chetna  Ruchi |
| Geography Society | | Kuldeep Malik (Convener)  SuchetaYadav, Rajesh Geo | | Mamta Nandal  Joginder (Geog.) |
| Psychology Society | | Dinesh Singh (Convener)  Anita Malik | | Suman |
| Social Sciences Society | | Dhan Singh (Convener)  Vikas Khokhar | | Pankaj (Sociology)  Rakesh (Pol. Sc)  Pardeep Kumar (History) |
| Fine Arts Club | | Ekta (Convener)  Vineeta Kaushik  Jyoti Comm | | Seema (EVS)  Shokeena  Pooja  Pardeep |
| Music Club | | Mukesh Verma (Convener)  Parveen Goel (Physics)  Isha Kapoor  Vikas HIndi  Nirmala Skt | | Pratibha(Geo.)  Abhishek (Chemistry)  Neha(English)  Bhupender (Chemistry)  Munish |
|  | Dance Club | | Anita Amani (Convener)  Komal, Hindi  Rekha Commerce  Jagmohan Geo  Suman Chem  Parveen, Eco  Rekha, Math | | Archana(Geo.)  Rekha, Chem  Rinku, Chem  Abhishek, Chem  Surender Gulia, Botany  Suman, Math  Rohit Commerce |
|  | Haryanvi Language Society | | Vikas, Hindi (Convenor)  Manoj Kumar | | Dalbir (Hindi)  Sunil(Hindi) |
|  | Theatre Section | | Dinesh Singh (Psychology)  Nirmala Skt | |  |
|  | Women Cell & Girls’ Common Room Committee | | Renu Rana (Convener)  Payal Jain  Manju Physics  Rinki (Chem)  Isha Kapoor  Archana Dhankhar (Maths)  Aruna (Geo.)  Ruchika (Comm.)  Suman Bhatti  Asha Rani (Maths)  Pooja Malik  Sucheta Yadav  Nidhi  Sunita Birwal | | Parveen (Zoology)  Nidhi (Chem)  Jyoti (Chem)  Ravina (Zoology)  Neeraj Devi (Zoology)  Shabnam (Comm)  Geeta(Comm)  Tilak (Zoology)  Rampal (Political Science) |
|  | Legal Cell / Legal literacy and functioning legal awareness among students Committee | | Jai Bhagwan (Convener)  Parvesh  Jyoti (Comp. Sc.)  Madhuri Yadav (Comp. Sc.)  Surajpal (Comp. Sc.)  Sumit (Geog)  Monu Devi  Sushil Arora  Mastram  Savita Rani (Comm)  Dalel  Komal Hindi  Nirmala Skt | | Rampal (Pol. Sc)  Rakesh (Pol. Sc)  Ravinder (Maths)  Vikas (Maths)  Sanjay (Maths)  Sheetal (Maths) |
|  | Placement Cell Committee Entrepreneurship Development Cell/  Apprenticeship Committee | | Surinder Sagnwan (Convener)  Rashmi Singh  Satish Khasa  Jai Bhagwan  Harsh Nandal  Deepak Vats | | Ruchi (BBA)  Chetna (BBA)  Vandana(comp. sci)  Babita (Comp. Sc.)  Anand Kumar  Surender (Botany)  Pawan Sindhu  Poonam (Chem.)  Reena (Chem.) |
|  | College Magazine Editorial Board /Annual Report | | Surender Sangwan (Editor-in-chief & Convenor)  Renu Rana : Editor, Activities Section  Ekta : Editor, English Section  Vikas : Editor, Hindi Section  Jyoti (Physics): : Editor, Science Section  Neha: Editor, Commerce Section  Nirmala : Editor, Sanskrit Section | |  |
|  | College Tours Committee | | Kuldeep Malik (Convenor)  Rajesh Dahiya  Dhan Singh  Vikas (Hindi)  Rekha (Math)  Devender Kirar | | Shilpa (Math) Joginder (Geog)  Manoj (Chem) Rakesh (Pol.Sc)  Himani (Phy)  Shipra(Maths)  Sonal  Ritika  Pardeep Kumar |
| 52 | Hostel Committee/ Assistant Wardens | | Amit Sehgal: Chief Warden  Manoj Hooda:Warden, Aravali Hostel  Jasbir Hooda :Warden, Himalaya Hostel  Sandeep Chahal :Asstt. Warden, Himalaya Hostel  Anita Malik (Psy) : Warden, Girls’ Hostel  Manju: Asstt. Warden, Girls’ Hostel | | Prince:Asstt. Warden, Aravali Hostel |
| 53 | Checking of Income Tax Forms/ Returns Committee/ GST/ College FD’s | | Satish Khasa (Convenor)  Sandeep Chahal  Deepak (Maths)  Rakesh Malik  Ruchika Khanna  Mrs. Sandeep  Manju  Neha Commerce  Rekha (Commerce)  Harsh Nandal  Deepak Vats | | Meenakshi(BBA)  Ruchi (BBA)  Chetna (BBA) |
| 54 | Alumni Association | | Dinesh (Psychology)  Devender Sindhu  Rajesh Dalal  Neha (Commerce) | |  |
| 55 | Utilization of Library grant, | | Surinder Sangwan (Convener)  Meenakshi Sangwan  Meenakshi Dalal  Sunita Rani | |  |
| 56 | Anti-Tobacco/ Anti Drugs Committee | | Pardeep Malik (Convenor)  Dhan Singh  Surender Narwal | | Anand Kumar (Physics) |
| 57 | Court Cases Committee | | Sunil Rathi  Vikas Khokhar | |  |
| 58 | MIS Committee/HRMS | | Dr. Sushil Dalal (Convenor)  Anil Kumar Rose (HRMS/MIS)  Jaibhagwan  Harsh | | Krishna (Dy. Supt)  Est. Incharge |
| 59 | College Website Committee/ Portal committee/Facebook/Social Media | | Anil Kumar (Comp. Sc.) (Convener)  (Website/Portal)  Parvesh Kumar(Convener)  (Facebook/Social Media) | | Swati Gill  Neeru(Comp. Sc.)  Maninder CompSc  Babita |
| 60 | Go-Green Club /EVS fund management /Harit Haryana/Beautification/Eco Club/Nature Interpretation Centre | | Anil Dhaka  Surender Botany  Surender Narwal  Amita (Maths)  Shelly | | Seema (EVS)  Santosh (EVS)  Savita (EVS)  Ritika (Maths) |
| 61 | Biometric Committee/AISHE | | Anil Kumar, Comp.Sc. (Convener)  Seema Rana  Harsh Nandal  Deepak Vats | | Surender Rathee (LA)  Nalini |
| 62 | CM Cell Complaint Committee/ CM Window | | Surender Sangwan  Rajesh Kumar (Phy Edu)  Manisha | |  |
| 63 | Election office Duty Committee/ Electoral Club (for election-related activities) | | Sanjay Dangi (Convener) | | Anil Saini |
| 64 | Incharge of Outsourcing /HKRN | | Satish Khasa  Ajay Mann Jai Bhagwan | |  |
| 65 | Medical Reimbursement | | Sunil Dua (Convenor)  Rajesh Mor  Nidhi (Geo)  Rakesh Malik (Comm)  Priyanka | |  |
| 66 | Verification of Documents of newly appointed staff | | Sunil Dua  K.L. Paruthi  Deepak (Maths) | |  |
| 67 | Passport Committee | | Sushil Arora (Physics)  Reena (Physics)  Rekha (Maths)  Rekha (Comm)  Neha (Comm)  Jagmohan (Geo)  Dalel (Geo)  Amita (Maths) | | Ritu Hooda  Anil Saini  Neeru Jain  Pawan Kumar, Botany  Surender Singh, Botany  Anil, Chemistry  Manoj, Chemistry  Ajay (Phy)  Bhupender (Chem)  Sheetal  Vikas (Math)  Neeraj (Zoo)  Ruchi (BBA) |
| 68 | Staff Secretary | | Ankita Sharma | |  |
| 69 | Committee for People with Disabilities | | Parveen Dhayal (Convenor)  Surajpal  Jagmohan Isha Kapoor  Rakesh Malik | | Dalbir, Hindi |
| 70 | Sports Board and Yoga Club | | Dharmender (Phy. Edu.) (Convener)  Rajesh Sharma (Phy Edu)  MastRam (Phy Edu)  Parveen Dhayal (Phy Edu)  Suraj Pal  Parveen (Eco)  Heena (Chem) | |  |
| 71 | Career Guidance Cell/Counselling Cell | | Dr. Dinesh Singh (Convenor)  Dr. Meenakshi  Dr. Anita Malik  Dr. Sunil Rathi | |  |
| 72 | Computer Repair/Refill/Purchase Committee | | Geeta Dalal (Convenor)  Seema Rana | | Vandana |

Principal,

Pt. N.R.S. Govt. College,

Rohtak