**ANNUAL DUTY LIST 2023- 24**

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| Sr. No. | Committee  | MembersSarvo Sh. / Smt./Kum. |  Extension Staff MembersSarvo Sh. / Smt. Kum. |
| 1. 1
 | College Council,Reception Committee & College Development BoardANDAdvisory 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 DahiyaUrmil Sabharwal | 98120089957988664918 |
|  | Bursar  | Sushil Dalal  |  |
|  | Registrar | RR and CR - Rajeev Bhar, MathInternal/External Assessment/Exam - Parvesh Kumar |
| 1.
 | Signature on the charactter certificates on behalf of Principal | Dr. Satvir SinghDr. Anil Kumar (Comp. Sc) |
|  | Admission Nodal Officer | Dr. Anil Kumar (CompSc) |  |
|  | Time -Table/Work Load Committee | Ravinder (Convener) Sucheta Yadav: Arts Jasbir Hooda: Non-MedicalSurender 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)SunitaBirwalParveenKumariNirmala (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 BhattiAsha Rani(Maths) | Anil SainiAnil (Chemistry)Monika (Botany) |
|  | Earn While You Learn Committee | Payal Jain (Convener)AmitaRajeev BharYogita (Comp. Sc.)Suman BhattiSuraj PalMrs Sandeep (Comm)Vineeta Kaushik Rinki | Pratibha (Geog.) Upma (Maths) Roji (Maths)Ravinder (Maths)Neeru (Geography) |
|  | Internal Complaints Committee (Anti-Sexual Harassment) | Anil Kumar (CompSc)ManishaAnju MalikUrmil SabharwalPoonam Pandit |  |
|  | Students' Grievances Redressal Cell | Suresh Dahiya (Convener) Ved ParkashManisha HoodaSunita Rani |  |
|  | College Complaint Committee  |  Dr. Satvir SinghRenu RanaSuresh DahiyaUrmil SabharwalManisha |  |
|  | IQAC /NAAC/ U.G.C. Committee | Dr.Kuldeep Malik (Convener)Devender Sindhu Dr. Amit SehgalRajeev BharJasbir Hooda (Physics)Parvesh |  |
|  | RUSA | Devender Sindhu (Convener)Rajeev BharSandeep (geo)Parveen Hooda |  |
|  | NEP / NIRF | EktaAnkitaHarsh NandalDeepak VatsVineeta 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 GroverPardeep MalikKuldeep MalikSatish Kumar KhasaParveen Dhayal |  |
|  | College Property, Record and maintenance of furniture Committee | Rajesh Mor (Convener: Steel)Vikas KhokharParveen DhayalSanjay Dangi(Convener: Wooden)Rajesh Kumar, Phy. Edu.Naveen Dangi  |  |
|  | Committee for Repair &Maintenance of Water Equipments/Coolers, A.C. etc | Dhan SinghVikas (Hindi)Parveen DhayalMast Ram |  |
|  | College Canteen & Vita Booth Committee | Sunil Dua (Convener)K.L.PruthiVikas Hindi |  |
|  | Minor repairing of College Building Committee | Anil DhakaAjay MannRajeev BharVed ParkashAsha |  |
|  | Auction of Un-serviceable, Destroyable, Consumable, Auctionable items of College Committee/Diltapidation | Amit Sehgal (Convenor)Rajeev BharSandeep BharDalel | Tilak Raj (Zoology)Deepak (Physics) Lokesh (Chemistry) |
|  | College Electricity Maintenance Committee | Ved Parkash (Convener) Archana (Maths) JagmohanSwati Gill  | Munish Sahni (Physics)Parveen (Chem)Lokesh (Chem)Abhishek (Chem) |
|  | Printing Committee | Parveen Goyal (Convener)Komal VermaManju (Commerce)Sumit Geography |  |
|  | Convocation/ Annual Function Committee  | Anil GroverAnil KhatkarPardeeep MalikAnju MalikSunita Rani |  |
|  | Result Gazette / Pass percentage Compilation Committee / ACR Result Verification | Sunita Rani (Convener)YogitaSuman BhattiRinkiJyoti DalalMadhuri YadavJyoti Comp Sc | Deepti Comp ScManinder Comp ScChanchal Comp Sc |
|  | Name struck off /Attendance shortage Committee  | Ved ParkashWazir SinghNidhi GeoKavita CommSwati Gill | Archna GeoReena ChemKiran chemSunil HindiPooja SociologyRakesh PolScRohit comm |
|  | Press /Media & Photography | Dinesh Singh (Press /Media Convener)Sujata ( Photography Convener) | RampalDalbir (Hindi)Sunil Hindi |
|  | Prize Committee | Minakshi Sangwan (Convener)Anju MalikManisha HoodaAnita MalikDeepak VatsSeema RanaDharmenderArchana DhankharShellyManoj Kumar, HindiMonu Devi | Sarika (English) Neha (English) SonalVikas Gahlawat, MathsRavinder (Maths) |
|  | Dispatch of Invitation Cards Committee | Sunita Rani (Convenor)Meenakshi DalalGeeta DalalParveen KumariJyoti (Comp. Sc) | Seema (Botany)Archna (Geog.)Neeru (Geog.)Partibha (Geog.)Mamta Nandal (Geo.) |
|  | Tent Shamiana Committee | Suresh Dahiya (Convener)Rajbir GillDhan Singh Sanjay DangiManoj (Hindi) | Sunil (Hindi)Anil (Chemistry)  |
|  | Light, Mike, Audio-Visual/ Electronic Aids / Solar Cell | Jasbir Hooda (Convener) Vikas, HindiRajesh 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) | SarikaNehaSuman (Psychology) Sarita (Hindi) Pankaj Kumari (Sociology)Neeraj (Chemistry)Santosh (EVS)Savita (EVS) |
|  | Cleanliness Committee/ Sanitation | Surender BotanyParveen DhayalAruna ( 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 YadavAnkitaPoonam PanditEktaVineeta Kaushik |  |
|  | Mentor Group Committee | Dr. Pardeep Malik(Convener)Seema Rana Parvesh Kumar | Babita |
|  | Discipline Committee/Anti Ragging/Proctorial Committee | Anil Grover, ConvenorRajbir GillRajesh DahiyaDharmender KadianRashmi SinghRajesh Kumar, Phy. Edu. Archana (Maths)Mast RamAmit Sehgal | Ajay KumarShyam Sundar (Physics)NeerajRekhaTilak RajPrinceHariomLokeshParveen |
|  | Flex/Banner Committee | K.L. Pruthi (Convener)Sandeep ChahalRakesh 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 DangiShellyReena (Physics) | Rozi (Maths)Jyoti (Chemistry)Parveen Punia (Zoology)Pooja (Botany)Parveen (Chemistry) |
|  | Traffic Interpretation Centre/Road SafetyDriving Licence  | Dayawati (Convener)Dharmender SinghSunita BirwalWazir SinghParveshManju (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)EktaAnkita SharmaPayal Jain NirmalaIsha Kapoor | Sarika (English)Shokeena (Hindi)Sonal (English)Neha (English)Sunil (Hindi) |
| Science Society Science Activities/ Science Exhibition | Ravinder Singh (Convener)Anil Kumar (Botany)Ajay MannJasbir HoodaPriyanka (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) | MeenakshiChetnaRuchi |
| Geography Society | Kuldeep Malik (Convener)SuchetaYadav, Rajesh Geo | Mamta NandalJoginder (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 KaushikJyoti Comm | Seema (EVS) ShokeenaPoojaPardeep  |
| Music Club | Mukesh Verma (Convener)Parveen Goel (Physics) Isha KapoorVikas HIndiNirmala Skt | Pratibha(Geo.)Abhishek (Chemistry)Neha(English)Bhupender (Chemistry)Munish |
|  | Dance Club | Anita Amani (Convener)Komal, HindiRekha CommerceJagmohan GeoSuman ChemParveen, EcoRekha, Math | Archana(Geo.)Rekha, ChemRinku, ChemAbhishek, ChemSurender Gulia, BotanySuman, MathRohit 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 JainManju PhysicsRinki (Chem)Isha KapoorArchana Dhankhar (Maths)Aruna (Geo.)Ruchika (Comm.)Suman BhattiAsha Rani (Maths)Pooja MalikSucheta YadavNidhiSunita 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)ParveshJyoti (Comp. Sc.)Madhuri Yadav (Comp. Sc.)Surajpal (Comp. Sc.)Sumit (Geog)Monu DeviSushil AroraMastramSavita Rani (Comm)DalelKomal HindiNirmala 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 SinghSatish KhasaJai BhagwanHarsh NandalDeepak Vats | Ruchi (BBA)Chetna (BBA) Vandana(comp. sci)Babita (Comp. Sc.)Anand KumarSurender (Botany)Pawan SindhuPoonam (Chem.)Reena (Chem.) |
|  | College Magazine Editorial Board /Annual Report |  Surender Sangwan (Editor-in-chief & Convenor)Renu Rana : Editor, Activities SectionEkta : Editor, English SectionVikas : Editor, Hindi SectionJyoti (Physics): : Editor, Science SectionNeha: Editor, Commerce SectionNirmala : Editor, Sanskrit Section |  |
|  | College Tours Committee | Kuldeep Malik (Convenor)Rajesh Dahiya  Dhan SinghVikas (Hindi) Rekha (Math)Devender Kirar | Shilpa (Math) Joginder (Geog)Manoj (Chem) Rakesh (Pol.Sc) Himani (Phy)Shipra(Maths)SonalRitikaPardeep Kumar |
|  52 | Hostel Committee/ Assistant Wardens | Amit Sehgal: Chief Warden Manoj Hooda:Warden, Aravali HostelJasbir Hooda :Warden, Himalaya HostelSandeep Chahal :Asstt. Warden, Himalaya HostelAnita Malik (Psy) : Warden, Girls’ HostelManju: 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 ChahalDeepak (Maths)Rakesh MalikRuchika KhannaMrs. SandeepManjuNeha CommerceRekha (Commerce)Harsh NandalDeepak Vats | Meenakshi(BBA)Ruchi (BBA)Chetna (BBA) |
| 54 | Alumni Association  | Dinesh (Psychology)Devender SindhuRajesh DalalNeha (Commerce) |  |
| 55 | Utilization of Library grant,  | Surinder Sangwan (Convener)Meenakshi SangwanMeenakshi DalalSunita Rani |  |
| 56 | Anti-Tobacco/ Anti Drugs Committee  | Pardeep Malik (Convenor)Dhan SinghSurender Narwal | Anand Kumar (Physics) |
| 57 | Court Cases Committee | Sunil RathiVikas Khokhar |  |
| 58 | MIS Committee/HRMS | Dr. Sushil Dalal (Convenor)Anil Kumar Rose (HRMS/MIS)JaibhagwanHarsh  | 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 GillNeeru(Comp. Sc.) Maninder CompScBabita |
|  60 | Go-Green Club /EVS fund management /Harit Haryana/Beautification/Eco Club/Nature Interpretation Centre | Anil DhakaSurender BotanySurender NarwalAmita (Maths)Shelly | Seema (EVS)Santosh (EVS)Savita (EVS)Ritika (Maths) |
| 61 | Biometric Committee/AISHE | Anil Kumar, Comp.Sc. (Convener)Seema RanaHarsh NandalDeepak Vats | Surender Rathee (LA)Nalini |
| 62 | CM Cell Complaint Committee/ CM Window | Surender SangwanRajesh 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 KhasaAjay Mann Jai Bhagwan |  |
| 65 | Medical Reimbursement | Sunil Dua (Convenor)Rajesh MorNidhi (Geo)Rakesh Malik (Comm)Priyanka |  |
| 66 | Verification of Documents of newly appointed staff | Sunil DuaK.L. ParuthiDeepak (Maths) |  |
| 67 | Passport Committee | Sushil Arora (Physics)Reena (Physics)Rekha (Maths)Rekha (Comm)Neha (Comm)Jagmohan (Geo)Dalel (Geo)Amita (Maths) | Ritu HoodaAnil SainiNeeru JainPawan Kumar, BotanySurender Singh, BotanyAnil, ChemistryManoj, ChemistryAjay (Phy)Bhupender (Chem)SheetalVikas (Math)Neeraj (Zoo)Ruchi (BBA) |
| 68 |  Staff Secretary | Ankita Sharma |  |
| 69 | Committee for People with Disabilities | Parveen Dhayal (Convenor)SurajpalJagmohan Isha KapoorRakesh 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 PalParveen (Eco)Heena (Chem) |  |
| 71 | Career Guidance Cell/Counselling Cell | Dr. Dinesh Singh (Convenor)Dr. MeenakshiDr. Anita MalikDr. Sunil Rathi |  |
| 72 | Computer Repair/Refill/Purchase Committee |  Geeta Dalal (Convenor)Seema Rana | Vandana  |

 Principal,

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

Rohtak