

OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE SATNALI

ANNUAL DUTY LIST OF FACULTY MEMBERS

Memo No. GCS/2018/

Dated : - 2018-19

The following duties are assigned to the Staff Members for the smooth conduct of different activities of the college for the session 2018-19. These duties will come into force with immediate effect.

Ex-Conveners/In-charges are requested to hand over their charges, if any, to the new incumbents & get countersignature of the undersigned as early as possible.

The Conveners/In-charges of various committees should note down the names of the faculty members associated with them. They are also required to invite fresh quotations for the work to be undertaken by them immediately.

COLLEGE COUNCIL

CHAIRPERSON: Dr. Sunita Yadav

Members

Sh. Jarnail Singh

Sh. Vichitar Singh

Sh. Birender Singh

Smt. Sharmila

Jarnail Singh
Birender Singh
Sharmila

1. Senior Tutor : Sh. Jarnail Singh *Jarnail Singh*
2. College Bursar : Sh. Birender Singh *Birender Singh*
3. Staff Secretary : Smt. Sharmila *Sharmila*
4. Social Secretary : Sh. Mukesh Yadav *Mukesh Yadav*
5. Dean Arts : Sh. Jarnail Singh *Jarnail Singh*
6. Dean Science : Sh. Mukesh Yadav
7. Dean Commerce : Sh. Birender Singh *Birender Singh*

8. NAAC

Dr. Neetu Sharma Coordinator

Smt. Shweta

9. COLLEGE PURCHASE COMMITTEE

Sh. Jarnail Singh, Convener

Sh. Vichitar Singh

Smt. Sharmila

Jarnail Singh
Vichitar Singh
Sharmila

Principal
Govt. College, Satnali
12/11/18

10. UGC

Sh. Mukesh Yadav

Smt. Shweta

Sh. Bagwan

Mukesh Yadav

11. I.Q.A.C.

Chairman: Dr. Sunita Yadav, Principal

Coordinator: Sh. Jarnail Singh *Jarnail Singh*

Members: Sh. Vichitar Singh *Vichitar Singh*
Sh. Birender Singh *Bh*
Smt. Sharmila *Sharma*

12. ALLUMNI ASSOCIATION

Dr. Ashok Kumar, Convener *Ashok Kumar*

Smt. Kamla Devi, Member *Kamla Devi*

Sh. Birender Singh, Member *Bh*

13. R.U.S.A. /H.R.M.S./Web-Portal

Sh. Birender Singh, Convener *Bh*

Sh. Mukesh Kumar *Mukesh Kumar*

Dr. Neetu Sharma *Neetu Sharma*

14. College Time Table, Workload and introduction of New Subjects

Dr. Ashok Kumar, Convener *Ashok Kumar*

Dr. Neetu Sharma *Neetu Sharma*

Sh. Mukesh Kumar *Mukesh Kumar*

Sh. Devender *Devender*

Sh. Rakesh Kumar *Rakesh Kumar*

15. Incharge, Legal Cell & Court Cases : Sh. Birender Singh *Bh*
Dr. Neetu Sharma *Neetu Sharma*
Sh. Vikash, Computer Lab. Attendant

16. Incharge, Sports : Sh. Ashok Kumar *Ashok Kumar*
Smt. Sharmila *Sharma*

17. Registrar/University Work/Results
Dr. Neetu Sharma

EVS Theory & Practical Exam. &
Internal/Practical Assessment Work. *D*

18. ONLINE ADMISSION

Sh. Birender Singh, Nodal Officer *Bh*
Smt. Kavita, C.I. *Kavita*
Sh. Vikash, Computer Lab. Attendant.

19. Character certificate and Attestation of Documents *Jarnail Singh*
Sh. Jarnail Singh---Character Certificates *Pvt*
Sh. Vichitar Singh---Attestation of Documents

20. FEE CONCESSION & RED CROSS GRANT COMMITTEE

Dr. Neetu Sharma *Neetu Sharma*
Smt. Kamla Devi

21. SCHOLARSHIP, STIPEND & S.A.F. COMMITTEE

Sh. Jarnail Singh, Nodal Officer, SC Scholarship & Stipend *Jarnail Singh*
Dr. Pavita Yadav, Nodal Officer, BC Scholarship & Stipend *Pavita Yadav*
Sh. Vichitar Singh, Nodal Officer, General Scholarship & Stipend *Vichitar Singh*
Smt. Sharmila, Convener (S.A.F. Committee) *Sharma*

22. EDUCATIONAL TOUR COMMITTEE

Sh. Vichitar Singh, Convener for Boys *Vichitar Singh*
Sh. Vipin, Member *Vipin*
Smt. Sharmila, Convener for Girls *Sharma*
Smt. Shweta, Member

Sh. Ajit Singh *Ajit Singh* Govt. College, Satnali
(M/Garh)

Principal

Smt. Pinki Yadav

23. BUS PASS COMMITTEE

Sh. Birender Singh, Convener
Smt. Pavita Yadav,
Sh. Sanjesh
Sh. Vikash, Computer Lab. Attendant

24. COLLEGE CULTURAL & CO-CURRICULAR ACTIVITIES COMMITTEE

Smt. Sharmila, Coordinator
Sh. Birender Singh
Dr. Pavita Yadav

25. SEATING & SHAMIANA COMMITTEE

Sh. Vichitar Singh, Convener
Smt. Kamla Devi
Dr. Ashok Kumar
Sh. Rakesh Kumar

26. MIKE, LIGHT, AUDIO-VISUAL & PHOTOGRAPHY COMMITTEE

Sh. Vichitar Singh, Convener
Sh. Rahul
Sh. Vikash, Computer Lab. Attendant

27. ELECTRICITY

Sh. Mukesh Yadav, Convener
Sh. Ashok Kumar
Sh. Devender
Sh. Vikash, Computer Lab. Attendant

28. GENERATOR

Dr. Neetu Sharma, Convener
Sh. Jai Prakash, Peon

29. REFRESHMENT, TEA AND LUNCH COMMITTEE

Smt. Kamla Devi, Convener
Dr. Ashok Kumar
Smt. Shweta
Sh. Rahul

30. INVITATION COMMITTEE

Dr. Neetu Sharma, Convener
Smt. Shweta,
Sh. Vipin
Sh. Vikash, Computer Lab. Attendant

31. PRINTING OF CERTIFICATES/INVITATION CARDS/BANNERS ETC.

Sh. Mukesh Kumar, Convener
Smt. Sharmila
Ashok Kumar
Devender Kumar

32. PRIZE PURCHASE & DISTRIBUTION COMMITTEE

Dr. Pavita Yadav, Convener
Smt. Kamla Devi
Dr. Ashok Kumar
Sh. Amit (Math)

Principal
Govt. College, Satnali
(M/Garh)

33. FURNITURE COMMITTEE

Sh. Mukesh Yadav, (Steel), Incharge
Dr. Ashok Kumar Yadav (Wooden), Incharge
Sh. Amit (Math)

34. COLLEGE DISPENSARY/RED CROSS SOCIETY/YOUTH RED CROSS/RED RIBBON CLUB

Smt. Kamla Devi, Convener,

Sh. Devender

35. COLLEGE PROPERTY—BUILDING/LAND/TREES ETC. BUILDING FUND & REPAIR COMMITTEE
Sh. Mukesh Yadav, Estate Officer *M/Sec*
Dr. Neetu Sharma *D*
Smt. Shweta
Sh. Amit (Pol. Sci) *Amit*
36. COLLEGE CAMPUS BEAUTIFICATION AND DECORATION COMMITTEE
Dr. Pavita Yadav, Convener *Pavita*
Smt. Shweta
Smt. Kavita, C.I. *Kavita*
Smt. Pinki Yadav *Pinki Yadav*
37. CO-ORDINATOR WOMEN CELL
Smt. Sharmila
38. DRINKING WATER ARRANGEMENT
Sh. Mukesh Yadav, Convener *M/Sec*
Sh. Rahul *Rahul*
Sh. Amit (Pol. Sci) *Amit*
Sh. Jai Prakash, Peon
- ~~39. N.C.C. OFFICER : Dr. Ashok Kumar *Dr*~~
40. COMPULSORY COMPUTER EDUCATION & COMPUTER FUND
Sh. Mukesh Yadav, Convener *M/Sec*
Smt. Kavita, C.I. *Kavita*
Sh. Vikash, CLA
41. IN-CHARGE RADHA KRISHNA FUND & COLLEGE DEVELOPMENT FUND
Sh. Jarnail Singh *Jarnail*
42. LIBRARY/BOOK BANK ADVISORY COMMITTEE
Sh. Jarnail Singh, Convener *Jarnail*
Smt. Sharmila *Sharmila*
Sh. Mukesh Yadav
Sh. Birender Singh *Bir*
43. CAREER GUIDANCE BUREAU/PLACEMENT CELL
Sh. Vichitar Singh *Vichitar* Sh. Ajit Singh
Sh. Amit (Pol. Sci) *Amit*
44. COLLEGE MAGAZINE COMMITTEE
Sh. Jarnail Singh, Chief Editor, *Jarnail*
Smt. Sharmila, Editor English Section *Sharmila*
Dr. Pavita Yadav, Editor Hindi Section *Pavita*
Sh. Mukesh Kumar, Editor Science Section *M/Sec*
Smt. Kavita, Planning Forum *Kavita*
45. PRINTING ANNUAL REPORT COMMITTEE
Sh. Vichitar Singh, Convener *Vichitar*
Sh. Birender Singh *Bir*
Dr. Pavita Yadav *Pavita*
46. GRIEVANCES REDRESSAL CELL

Mukesh Kumar
Principal
Govt. College, Samali
(M/Garh)

Sh. Jarnail Singh, Convener
Smt. Kamla Devi
Sh. Birender Singh

Jarnail Singh

47. CO-ORDINATORS—SUBJECT SOCIETIES

Sh. Jarnail Singh—English Literary Society Jarnail Singh
Dr. Pavita Yadav—Hindi Parishad
Smt. Shweta—Planning Forum
Sh. Birender Singh—Commerce
Sh. Vichitar Singh—Social Science Society
Sh. Mukesh Yadav—Science Society and Exhibition

48. COLLEGE SPORTS BOARD

CHAIRMAN—Dr. Sunita Yadav, Principal,
Member Secretary—Dr. Ashok Kumar
Members—

Sh. Jarnail Singh
Sh. Vichitar Singh
Sh. Birender Singh
Smt. Sharmila
Sh. Amit (Math)

49. DISCIPLINE COMMITTEE (FOR ALL PURPOSES)

Sh. Jarnail Singh, Convener
Sh. Vichitar Singh
Sh. Birender Singh
Smt. Sharmila
Dr. Ashok Kumar
Smt. Kamla Devi
Sh. Devender
Sh. Vipin

50. PRESS SECRETARY : Smt. Kamla Devi

51. EARN WHILE YOU LEARN

Sh. Vichitar Singh, Convener
Smt. Kamla Devi
Dr. Neetu Sharma

Sh. Sameesh Shari Bhagwan

53. ANTI-CORRUPTION CELL/ANTI RAGGING & ANTI SMOKING

Sh. Jarnail Singh, Convener
Smt. Sharmila
Sh. Mukesh Yadav
Smt. Shweta
Dr. Neetu Sharma
Dr. Pavita

Anti Sexual Harassment Committee

54. SPIO (RTI)

Sh. Jarnail Singh, SPIO
Sh. Birender Singh, ASPIO

Principal
Govt. College, Satnail
(M/G)

55. NSS

Smt. Kamla Devi

56. Legal Literacy Cell Yogita Yadav

57. Electoral Club Dr. Yogita

2 Sh. Anil Singh
2 Sh. Rakesh Gao

Principal,
Government College,
Satnail.

ANNUAL DUTY LIST 2019-20

GOVERNMENT COLLEGE SATNALI

COLLEGE COUNCIL:

Chair Person: - Sh. Birender Singh Shekhawat

Members :-

1 Sh. Vichitar Singh

2 Dr. Kamla Devi

3 Dr. Pavita Yadav

4 Dr. Neetu Sharma

PROCTOR/SENIOR TUTOR:

Dr. Kamla Devi

BURSAR:

Dr. Kamla Devi

STAFF SECRETARY:

Sh. Vichitar Singh

SOCIAL SECRETARY:

Dr. Pavita Yadav

LIBRARY ADVISORY COMMITTEE:

1 Sh. Vichitar Singh Convener

2 Dr. Kamla Devi

3 Smt. Shweta

4 Sh. Ajit Singh

SPIO- RTI:

Sh. Vichitar Singh

Smt. Shweta

SPORTS BOARD :

Sh. Birender Singh Shekhawat

Chair Person

Dr. Pardeep Kumar

Member Secretary Pardeep Kumar

Dr. Sandeep

Member

Sh. Amit Malik

Member

Sh. Rakesh Kumar

Member

NAAC:

Dr. Ashish Kumar

Coordinator

Dr. Neetu Sharma

Member

Principal
Govt. College, Satnali
(M/Garh)

Principal
Govt. College, Satnali
(M/Garh)

IQAC:

Dr. Shri Bhagwan

Member

Smt. Shweta

Member

Sh. Birender Singh Shekhawat

Chair Person

Dr. Shri Bhagwan

Convener

Dr. Pavita Yadav

Member

Dr. Ashish

Member

Smt. Shweta

Member

Sh. Ajit Singh

Member

Dr. Ashish

Convener

Smt. Shweta

Member

Dr. Shri Bhagwan

Member

Dr. Rekha Shekhawat

Member

Purchase Committee:

Sh. Vichitar Singh

Convener

Dr. Pavita Yadav

Member

Dr. Neetu Sharma

Member

Sh. Ajit Singh

Member

RUSA/HRMS/WEB PORTAL:

Dr. Shri Bhagwan

Convener

Dr. Neetu Sharma

Member

Dr. Ashish

Member

Sh. Rakesh

Member

TIME TABLE AND WORKLOAD COMMITTEE:

DR. Sandeep

Convener

Dr. Yogita

Member

Dr. Neetu Sharma

Member

Dr. Sunita

Member

[Signature]
Principal
Govt. College, Satnali
(M/Garh)

[Signature]
Principal
Govt. College, Satnali
(M/Garh)

Sh. Rakesh Kumar

Member

REGISTRAR/UNIVERSITY AFFAIRS:

Smt. Shweta

Registrar

Smt. Kavita

Computer Instructor

Sh. Vikas

LA

Miss. Ritu

Peon

COURT CASE AND LEGAL CELL:

Dr. Neetu Sharma

In charge

Dr. Yogita

Member

Dr. Sadhana

Member

Sh. Rakesh Kumar

Member

Sh. Vikas

Member

On-Line Admission:

Sh. Shri Bhagwan

Nodal Officer

Smt. Kavita

CA

Sh. Vikas

LA

Authentication of Certificates:

Dr. Kamla Devi

Fee Concession and Red Cross Committee:

Dr. Pavita Yadav

Convener

Dr. Neetu Sharma

Member

Dr. Ashish

Member

Sh. Ajit Singh

Member

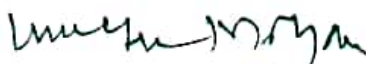
Scholarships, Stipend and SAP Committee:


Sh. Vichitar Singh

Convener

Dr. Pavita Yadav

Member


Principal
Govt. College, Samali
(M/Garh)


Principal
Govt. College, Samali
(M/Garh)

SC Stipend and Scholarship: Sh. Ajit Singh
Sh. Devender

Sh. Vikas

BC Scholarship : Smt. Yogita Yadav

Smt Kavita Bal

Sports Committee: Sh. Pradeep Kumar.

Sh. Rahul Yadav

Sh. Amit Kumar Pol. Sc

Sh. Ravi Shankar

Dr. Ritu

Bus Pass Committee: Sh. Ajit Singh.

Sh. Sanjesh Yadav

Sh. Vikas LA

Sh. Harish

Educational Tour Committee: Sh. Vichitar Singh

Sh. Ajit Singh

Smt. Shweta

Sh. Vipin Kumar

Cultural and Co-curricular activities Committee:

Dr. Neetu Sharma

Dr. Yogita

Smt Pooja

Sh. Rahul Yadav

Dr. Neelam

Dr. Sunita

Member

Convener

LA

Convener

CA

Convener

Member

Member

Member

Member

Convener

Member

Member

Lib Att

Convener

Member

Member

Member

Convener

Member

Member

Member

Member

Member

Unmesh Mohan
Principal
Govt. College, Satnali
(M/Garh)

[Signature]
Principal
Govt. College, Satnali
(M/Garh)

Purchase and Distribution of Prize Committee:

Sh. Vichitar Singh

Convener - *Vichitar Singh*

Dr. Pavita Yadav

Member *Pavita Yadav*

Dr. Shri Bhagwan

Member *Shri Bhagwan*

Sh. Vipin

Member *Vipin*

Dr. *Sachin*

member *Sachin* 25/10/19

Property Maintenance (Land and Building) In charge:

Dr. Ashish

Convener *Ashish*

Sh. Ajit Singh

Member *Ajit Singh*

Property Committee: 1 Furniture and Steel

Sh. Pardeep Kumar

Pardeep Kumar

Sh. Bhupesh kumar peon (Helper)

Bhupesh Kumar

2 Class Room

Sh. Jai Prakash Peon

Jai Prakash Peon

Sh. Rajesh Kumar Sweeper

Rajesh Kumar

3 Furniture wooden

Sh. Amit Kumar Math

Amit Kumar Math 22/10/19

Sh. Predeep Peon Helper

4 Office *Dr. SUPDT* Sh. Shon Singh

Sh. Sanjesh Yadav

Sanjesh Yadav

5 Electronics Dr. Neetu Sharma

6 Laboratory Dr. Yogita Chemistry

Sh. Devender Physics

Devender Physics

Dr. Sandeep Zoology

Sandeep Zoology 22.10.19

Dr. Sadhana Botany

Sadhana Botany

Sh. Rakesh Kumar Geography

Rakesh Kumar

7 Computer Lab: Smt. Kavita

Kavita 23/10/19

Principal
Govt. College, Satnali
(M/Garh)

Principal
Govt. College, Satnali
(M/Garh)

Seating and Shamiyana Committee: Sh. Vichitar Singh

Dr. Shri Bhagwan

Shri Amit Kumar Math

Sh. Rakesh Kumar

Convener

Member

Member

Member

Mike and sound System and Photography Committee:

Sh. Ajit Singh

Sh. Rahul Kumar

Sh. Vikas

Convener

Member

Asstt

Water arrangement and Electricity Committee:

Sh. Ajit Singh

Sh. Pardeep Kumar

Sh. Amit Pol Sc.

Sh. Amit Math

Sh. Jacky

Sh. Yash Pal

Sh. Jai Prakash

Convener

Member

Member

Member

Mali

Mali

Peon

Invitation and Hospitality Committee:

Dr. Neetu Sharma

Smt. Shweta

Dr. Rekha Shekhawat

Sh. Vipin Kumar

Smt. Pinki

Smt. Ritu Math

Sh. Vikas

Convener

Member


Member


Member

Member

Member

LA


Principal
Govt. College, Satnali
(M/Garh)


Principal
Govt. College, Satnali
(M/Garh)

Printing and Stationary Committee: Dr. Ashish

Shri Shri Bhagwan

Sh. Devender Kumar

DY. Sachhang

Smt Pooja

Convener Ashish

Member Shri Shri Bhagwan

Member Devender Kumar

Member Pooja

Red Cross/Dispensary/Youth Red Cross/Red Ribbon Club:

Dr. Pavita Yadav

Sh. Ajit Singh

Dr. Sunita

Sh. Pardeep Kumar

DY. Sachhang

Smt. Pinki

Convener Dr. Pavita Yadav

Member Sh. Ajit Singh

Member Dr. Sunita

Member Sh. Pardeep Kumar

Member DY. Sachhang

Member Smt. Pinki

Repair Committee:

Sh. Ajit Singh

Sh. Pardeep Kumar

Sh. Jai Prakash

Sh. Vikas

Convener Sh. Ajit Singh

Member Sh. Pardeep Kumar

Member Sh. Jai Prakash

Member Sh. Vikas

Campus Beautification and Decoration Committee:

Dr. Pavita Yadav

Smt. Shweta

Dr. Rekha Shekhawat

Dr. Sunita

Smt. Pinki

Dr. Ritu

Smt. Kavita

Convener Dr. Pavita Yadav

Member Smt. Shweta

Member Dr. Rekha Shekhawat

Member Dr. Sunita

Member Smt. Pinki

Member Dr. Ritu

Member Smt. Kavita

Women Cell In-charge:

Dr. Pavita Yadav

Dr. Neetu Sharma

Sh. Ajit Singh

In charge Dr. Pavita Yadav

Member Dr. Neetu Sharma

Member Sh. Ajit Singh

NSS Programme Officer:

Principal

Govt. College, Satnali
(M/Garh)

Principal

Govt. College, Satnali
(M/Garh)

Placement Cell and Carrier Guidance:

Sh. Ajit Singh

Sh. Amit Kumar Pol Sc

Ajit
Amit

College Magazine Committee:

Dr. Ashish

Dr. Pavita Yadav

Dr. Neelam

Sh. Shri Bhagwan

Smt Shweta

Chief Editor *Ashish*

Editor Hindi section *Shah*

Editor English Section *Shah*

Editor Science Section *Shah*

Editor Commerce Section *Shah*

Electrol Club :

Sh. Ajit Singh

Smt Neelam

Sh. Rakesh Kumar

Nodal Officer *Ajit*

Annual Report Committee:

Dr. Kamla Yadav

Sh. Vichitar Singh

Dr. Pavita Yadav

Dr. Sadhana

Convener *Shah*

Member - *Shah*

Member *Shah*

Member *Shah*

Press Secretary:

Sh. Ajit Singh

Ajit

Earn While You Learn Committee:

Shri Shri Bhagwan

Sh. Vichitar Singh

Dr. Pavita Yadav

Convener

Member - *Shah*

Member *Shah*

Grievances Redressal Cell/ Anti Ragging/ Anti Sexual Harassment Cell:

Dr. Kamla Yadav

Sh. Vichitar Singh

Dr. Sandeep

Smt. Shweta

Convener *Shah*

Member - *Shah*

Member *Shah*

Member *Shah*

Principal

Principal

Govt. College, Satnali

Principal
Govt. College, Satnali
(M/Garh)

Subject Committee:

Dr. Rekha Shekhawat

Member *[Signature]*

Dr. Pavita

Hindi *[Signature]*

Dr. Neelam

English *[Signature]*

Dr. Kamla Yadav

Planning forum *[Signature]*

Dr. Ashish

Science *[Signature]*

Dr. Sandeep

Science *[Signature]*

Dr. Neetu sharma

Commerce *[Signature]*

Sh. Rahul

Geography *[Signature]*

Discipline Committee:

Sh. Ajit Singh

Convener *[Signature]*

Sh. Amit Kumar Math

Member *[Signature]*

Sh. Amit Kumar Pol Sc

Member *[Signature]*

Sh. Ravi Shankar

Member *[Signature]*

Sh. Vipin Kumar

Member *[Signature]*

Sh. Rakesh Kumar

Member *[Signature]*

Dr. Neelam

Member *[Signature]*

Sh. Pardeep Kumar

Member *[Signature]*

Alumni Association:

Dr. Pavita Yadav

Convener *[Signature]*

Smt. Shweta

Member *[Signature]*

Dr. Ashish

Member *[Signature]*

Dr. Shri Bhagwan

Member *[Signature]*

Eco Friendly Environment Committee :

Sh. Ajit Singh

Convener *[Signature]*

Sh. Rahul Yadav

Member *[Signature]*

Dr. Shri Bhagwan

Member *[Signature]*

[Signature]
Principal
Govt. College, Satnali
(M/Garh)

[Signature]
Principal
Govt. College, Satnali
(M/Garh)

Smt. Pooja

Sh. Pardeep Kumar

Sh. Jacky

Sh. Yash pal

Member Pooja

Member Pardeep Kumar

Mali

Mali Cesha

Refreshment Tea and Lunch Committee:

Dr. Pavita Yadav

Smt. Shweta

Sh. Ajit Singh

Dr. Rekha Shekhawat
Dr. Sadhana

Convener Dr. Pavita

Member Shweta

Member Ajit

Member Dr. Rekha

Member Dr. Sadhana

Electricity and Drinking Water Committee:

Sh. Ajit Singh

Sh. Pardeep Kumar

Sh. Jai Prakash

Sh. Vikas

Convener Ajit

Member Pardeep Kumar

Member Jai Prakash

Member Vikas

Legal Literacy Cell:

Dr. Yogita Yadav

In-Charge of Mentor Group: Sh. Rakesh

Sh. Vipin

Smt Kavita

In-Charge

Rakesh
25/10/19

LMS/ERP/ACR/MIS In-Charge: Dr. Shri Bhagwan

Mobile Shiksha Setu App : Dr. Ashish

Language Lab : Dr. Neelam

Video Conference Hall : Dr. Shri Bhagwan

Sh. Vipin

Smart Class Room

: Dr. Neetu Sharma

In-Charge Dr. Ashish

In-Charge Dr. Neelam

In-Charge Dr. Shri Bhagwan

Member Sh. Vipin

In-Charge Dr. Neetu Sharma

Principal

Principal
Govt. College, Satnali
(M/Garh)

Principal

Principal
Govt. College, Satnali
(M/Garh)

OFFICE OF THE PRINCIPAL GOVT. COLLEGE, SATNALI

DUTY LIST FOR THE SESSION 2020-21

Memo No GCS/2020/ 2373

Dated : ~~11.11.2020~~

11.11.2020

The following committees are constituted for smooth functioning of the college for the session 2020-21. These annual duties will come in to force with immediate effect. Ex-conveners/ Incharges are requested to hand over their charges, if any to the new incumbents. The conveners/ Incharges of various Committees should note down the names of faculty members associated with them. They are requested to invite fresh quotations for the work to be undertaken by them immediately. Concerned may note please.

1 College Council:-

- (i) Principal Chair Person
- (ii) Sh. Birender Singh Members
- (iii) Sh. Jarnail Singh
- (iv) Dr. Kamla Devi
- (v) Dr. Neetu Sharma
- (vi) Dr. Pavita Yadav

2 Anti Sexual Harrassment & Grievances, Anti Ragging Committee

- (i) Dr. Kamla Devi (Convener)
- (ii) Dr. Neetu Sharma
- (iii) Smt. Shweta
- (iv) Dr. Sunita
- (v) Dr. Rekha Shekhawat
- (vi) Sh. Birender Singh
- (vii) Sh. Jarnail Singh
- (viii) Dr. Shri Bhagwan

3 Bursar:-

- (i) Dr. Kamla Devi

4 House Exams, Assessment & Merit, Minority & Freedom Fighter Scholarship Committee:-

- (i) Smt. Shweta (Registrar)
- (ii) Sh. Amit (Pol Sci.) (Collection of Arts Assessment)
- (iii) Smt. Shweta (Collection of Commerce Assessment & Minority & Freedom Fighter Scholarship)
- (iv) Sh. Hari Om (Merit / Minority / Freedom Fighter/ Top Ten Girls Scholarship)
- (v) Dr. Sadhana Yadav (Science Assessment)
- (vi) Smt. Kavita Bai (Download BA-I/ BA-II/BA-III Assessment on University Portal)
- (vii) Sh. Vikas (Download Science / Commerce Assessment on University Portal)

Unnaya Royan
Principal
Govt. College
Satnali (M.garh)

5 Sports Board :-

- | | | |
|---------------------------|---------------------------------|--------------|
| (i) Sh. Pardeep | (Convenor) | Pardeep |
| (ii) Sh. Ajit Singh | Volley Ball & Athletics (Boys) | Jee |
| (iii) Dr. Pavita Yadav | Volley Ball & Athletics (Girls) | h |
| (iv) Sh. Amit (Math) | Badminton (Boys) | At |
| (v) Dr. Sunita | Badminton (Girls) | Sunita |
| (vi) Dr. Shri Bhagwan | Chess (Boys) | Shri Bhagwan |
| (vii) Dr. Rekha Shekhav | Chess (Girls) | Rekha |
| (viii) Sh. Vipin | Kho-Kho (Boys) | Vipin |
| (ix) Dr. Rekha Shekhav | Kho-Kho (Girls) | Rekha |
| (x) Dr. Neelam, Dr. Rit | Kabaddi (Girls) | Neelam |
| (xi) Sh. Ajit Singh | Boxing | Jee |
| (xii) Sh. Rakesh & Sh. F | Kabaddi (Boys) | Rakesh |
| (xiii) Mr. Birender Singh | Wrestling | Birender |

6 Cultural Activities :-

- | | | |
|---|------------------------------------|---------|
| (i) Dr. Neetu Sharma | (Convenor) | Neetu |
| (ii) Dr. Pavita, Smt. Shweta, Dr. Rekha She | (Stage Anchoring) | Shweta |
| (iii) Dr. Sunita | (Poetry) | Sunita |
| (iv) Mr. Sandeep, Dr. Shri Bhagwan, Sh. Aj | (Quiz Competition) | Sandeep |
| (v) Dr. Kamla | (Group-Bhangra / Gidra) | Kamla |
| (vi) Smt. Shweta | (Solo-Western and Classical Dance) | Shweta |
| (vii) Dr. Rekha Shekhawat, Dr. Pavita | (Singing- Group, Solo, Gazal) | Rekha |
| (viii) Sh. Amit (Pol Sci.), Smt. Shweta | (Speech, Declamation) | Shweta |
| (ix) Dr. Sadhana, Sh. Devender | (Instrumental Music, Music Band) | Sadhana |
| (x) Sh. Amit (Math) | (Mimicry) | Amit |
| (xi) Dr. Neetu, Smt. Pooja, Sh. Ravi Shanka | (Drama) | Neetu |

7 Magazine:-

- | | | |
|--------------------------|---|----------|
| (i) Dr. Ashish | Editor-in-Chief | Ashish |
| (ii) Dr. Neelam | English Section | Neelam |
| (iii) Sh. Devender | English Section | Devender |
| (iv) Dr. Rekha Shekhawat | Hindi Section | Rekha |
| (v) Dr. Pavita | News Section & Registration of all Activities | Pavita |
- Tarnail Singh
eng section
Tarnail Singh

8 Internet & Webportal & B.S.N.L, Broad Band & Biometric Attendance System Committee:-

- | | |
|----------------------|--------|
| (i) Smt. Shweta | Shweta |
| (ii) Smt. Kavita Bai | Kavita |
| (iii) Sh. Vikas | Vikas |
| (iv) Dr. Ashish | Ashish |

(Convenor web portal) Ashish

Union Maryam

Principal
Govt. College
Satnali (M. garh)

9 **Teacher's Achievement**

- (i) Dr. Sandeep (Convenor) *Sandeep*
 (ii) Smt. Shweta *Shweta*
 (iii) Dr. Sunita *Sunita*
 (iv) Dr. Sadhana *Sadhana* 16-11-2020

11-11-2020

10 **Library Grant & Advisory Committee:-**

- (i) Dr. Kamla Devi (Convenor) *Kamla Devi*
 (ii) Smt. Shweta *Shweta*
 (iii) Sh. Ajit Singh *Ajit Singh*
 (iv) Mr. Hari Om *Hari Om*

11 **O.E. Grant/ T. E. Grant Utilisation Committee :-**

- (i) Sh. Birender (Convenor) *Birender*
 (ii) Sh. Jarnail Singh *Jarnail Singh*
 (iii) Sh. Sher Singh *Sher Singh*
 (iv) Sh. Sanjesh *Sanjesh*

12 **UGC :-**

- (i) Dr. Rekha Shekhav (Convenor) *Rekha*
 (ii) Dr. Sunita *Sunita*
 (iii) Dr. Neetu Sharma *Neetu Sharma*

13 **NAAC :-**

- (i) Dr. Ashish (Convenor) *Ashish*
 (ii) Dr. Neetu Sharma *Neetu Sharma*
 (iii) Dr. Shri Bhagwan *Shri Bhagwan*
 (iv) Smt. Shweta *Shweta*
 (v) Sh. Hari Om *Hari Om*

14 **Placement Cell & Carrier Counseling**

- (i) Sh. Ajit Singh (Convenor) *Ajit Singh*
 (ii) Smt. Amit (Pol Sci.) *Amit*
 (iii) Smt. Pooja *Pooja*
 (iv) Smt. Pinki *Pinki*

15 **Women Cell :-**

- (i) Dr. Pavita (Convenor) *Pavita*
 (ii) Smt. Shweta *Shweta*
 (iii) Dr. Sunita *Sunita*
 (iv) Dr. Rekha Shekhawat *Rekha Shekhawat*

Uma Mohan
Principal
 Govt. College
 Satnali (M. garh)

16 Club & Subject Societies:-

- (i) Sh. Hari Om
- (ii) Dr. Sunita
- (iii) Sh. Jarnail Singh/Dr. Neelam
- (iv) Dr. Pavita
- (v) Dr. Rekha Shekhawat
- (vi) Dr. Ashish, Sh. Amit, Dr. Ritu
- (vii) Sh. Ajit
- (viii) Sh. Birender Smt. Shweta, Dr. Kamla
- (ix) Sh. Amit
- (xi) Sh. Sanjay
- (xiii) Dr. Sadhana, Dr. Sandeep
- (xiv) Sh. Devender, Pooja, Ravi Shankar
- (xv) Dr. Shri Bhagwan, Sh. Vipin, Smt. Pinki

Coordinator *[Signature]*
 Asst. Coordinator *[Signature]*
 English *[Signature]*
 Hindi *[Signature]*
 Hindi *[Signature]*
 Maths *[Signature]*
 History *[Signature]*
 Commerce/ Eco. *[Signature]*
 Pol. Sci. *[Signature]*
 Geography *[Signature]*
 Botany/ Zoology *[Signature]*
 Physics *[Signature]*
 Chemistry *[Signature]*

17 M&S:-

- (i) Sh. Birender (Convenor) *[Signature]*
- (ii) Sh. Jarnail Singh *[Signature]*
- (iii) Dr. Pavita Yadav *[Signature]*
- (iv) Mr. Hari Om *[Signature]*

18 Grant Utilization Committees :-

Sports:-

- (i) Sh. Jarnail Singh (Convenor) *[Signature]*
- (ii) Sh. Ajit Singh *[Signature]*
- (iii) Smt. Neelam *[Signature]*
- (iv) Dr. Sadhana Yadav *[Signature]*
- (v) Sh. Pradeep *[Signature]*

19 Building Committee:-

- (i) Sh. Birender Singh (Convenor) *[Signature]*
- (ii) Sh. Jarnail Singh *[Signature]*
- (iii) Dr. Kamla Devi *[Signature]*
- (iv) Dr. Sandeep *[Signature]*
- (v) Dr. Pavita Yadav *[Signature]*

20 NSS:-

- (i) Sh. Devender (Convenor) *[Signature]*
- (ii) Sh. Sanjay Kumar *[Signature]*
- (iii) Sh. Amit (Math) *[Signature]*

[Signature]

Principal
 Govt. College
 Satnali (M.garh)

21 **Red Cross Society, & Red Ribbon Cell :-**

- (i) Dr. Sadhana Yadav (Convenor)
- (ii) Dr. Rekha Shekhawat
- (iii) Dr. Sunita
- (iv) Smt. Pinki Yadav, Smt. Pooja

Sadhana
16-11-2020

Dr. Sunita Convenor
waf 24.2.2021

22 **Campus Beautification:-**

- (i) Sh. Ajit Singh (Convenor)
- (ii) Dr. Kamla Devi
- (iii) Dr. Rekha Shekhawat, Dr. Sunita
- (iv) Sh. Rakesh

Ajit Singh
Sunita
Rakesh

23 **Time Table:-**

- (i) Sh. Hari Om (Convenor)
- (ii) Dr. Shri Bhagwan (Science)
- (iii) Sh. Birender Singh (Commerce)

Dr. Shri Bhagwan
Sh. Birender Singh

24 **Workload**

- (i) Dr. Rekha Shekhawat (Convenor)
- (ii) Sh. Devender (Science)
- (iii) Dr. Neetu Sharma (Commerce)
- (iv) Sh. Hari Om (Arts)

Dr. Rekha Shekhawat
Sh. Devender
Dr. Neetu Sharma
Sh. Hari Om

25 **SC & BC Welfare Cell:-**

(A) **SC Cell:-**

- (i) Mr. Sanjay (Nodal Officer)
- (ii) Mr. Ravi Shankar BA-I
- (iii) Sh. Pardeep BA-II
- (iv) Sh. Rakesh BA-III (Boys)
- (v) Mr. Vipin, Smt. Pooja B. Sc./ B. Com.
- (vi) Sh. Sher Singh Clerk

Sanjay
Ravi
Pardeep
Rakesh
Pooja
Sher Singh

(B) **BC Cell:-**

- (i) Dr. Sandeep Kumar (Convener)
- (ii) Sh. Rahul (B. Com./ B. Sc.)
- (iii) Smt. Ritu (B.A. I & II)
- (iv) Smt. Pinki Yadav B.A.-III)
- (v) Sh. Vikash Comp. Work
- (vi) Mr. Panna Lal Comp. Work

Dr. Sandeep Kumar
Sh. Rahul
Smt. Ritu
Smt. Pinki Yadav
Sh. Vikash
Mr. Panna Lal

Note: Work must be done by the Committee members jointly within stipulated time period

Unmesh Mishra
Principal
Govt. College
Satnali (M. garh)

26 Chief Mentor

- (i) Sh. Birender Singh

27 Income Tax :-

- (i) Dr. Neetu Sharma (Convenor)
(ii) Smt. Shweta
(iii) Mr. Sanjesh

28 Discipline Committee :-

- (i) Sh. Ajit Singh (Convenor)
(ii) Dr. Sandeep kumar
(iii) Dr. Shri Bhagwan
(iv) Dr. Sadhana Yadav
(v) Sh. Devender
(vi) Sh. Hariom
(vii) Mr. Sanjay Kumar
(viii) Dr. Rekha Shekhawat
(ix) Sh. Amit Kumar (Math)
(x) Sh. Amit Kumar (Pol.Sc.)
(xi) Sh. Ravi Shankar

29 Subject Change/ Faculty Change :-

- (i) Sh. Hari Om (Convenor)
(ii) Dr. Kamla Devi
(iii) Dr. Neelam

30 Decoration Committee :-

- (i) Dr. Sunita (Convenor)
(ii) Dr. Rekha Shekhawat
(iii) Dr. Pavita Yadav
(iv) Smt. Pooja, Smt. Pinki Yadav

31 Refreshment Committee :-

- (i) Dr. Pavita Yadav (Convenor)
(ii) Dr. Sandeep kumar
(iii) Smt. Shweta
(iv) Sh. Ajit Singh
(v) Mrs. Neelam

32 Tent & Mike :-

- (i) Dr. Sandeep kumar (Convenor)
(iii) Sh. Ajit Singh
(iv) Sh. Rahul
(v) Sh. Vikash

[Signature]

Principal
Govt. College
Satnali (M. garh)

33 Office & Group D Incharge :-

- (i) Sh. Ajit Singh

felt

34 Staff / Social Secretary :-

- (i) Dr. Sunita Staff Secretary
(ii) Dr. Pavita Yadav Social Secretary

Sunita
Pavita

35 Bus Pass :-

- (i) Sh. Ajit Singh (Convenor)
(ii) Sh. Sanjesh Yadav
(iii) Sh. Vikash
(iv) Sh. Harish

Ajit
Sanjesh
Vikash
Harish

36 Printing & Invitation Committee :-

- (i) Dr. Ashish (Convenor)
(ii) Sh. Devender Kumar
(iii) Smt. Pooja

Ashish
Devender Kumar
Pooja

Note:- This committee will get Inv. Cards/Letter printed, prepare the distribution lists etc

37 Fee Concession & SAF :-

- (i) Sh. Birender Singh (Convenor)
(ii) Sh. Jarnail Singh
(iii) Smt. Kamla Devi
(iv) Smt. Pavita Yadav

Birender Singh
Jarnail Singh
Kamla Devi
Pavita Yadav

38 Media & News Committee

- (i) Smt. Kamla Devi (Convenor)
(ii) Sh. Ajit Singh

Kamla Devi
Ajit Singh

39 Alumni Association & Parents Teacher Association :-

- (i) Sh. Jarnail Singh (Convenor)
(ii) Dr. Rekha Shekhawat
(iii) Dr. Pavita Yadav
(iv) Smt. Shweta
(v) Dr. Ashish

Jarnail Singh
Rekha Shekhawat
Pavita Yadav
Shweta
Ashish

40 Attestation of University Forms :-

- (i) Sh. Jarnail Singh (Convenor)
(ii) Smt. Kamla Devi
(iii) Dr. Sandeep Kumar

Jarnail Singh
Kamla Devi
Sandeep Kumar
11-11-2020

Unmesh Mishra

Principal
Govt. College
Satnali (M.G. 24)

41 **Dispensary Cell :-**

- (i) Smt. Pavita Yadav (Convenor) *Pavita*
- (ii) Smt. Pinki Yadav *Pinki Yadav*
- (iii) Dr. Sadhana Yadav *Sadhana*
16-11-2020
- (iv) Sh. Devender Kumar *Devender*
- (v) Dr. Sunita *Sunita*

42 **Earn While you Learn :-**

- ✓(i) Dr. Sadhana Yadav
- (ii) Dr. Sandeep Kumar
- (iii) Sh. Devender Kumar
- (iv) Mr. Rakesh

(Convenor) *Sadhana*
11-11-2020
Dr. Sunita Convenor
wof 24/2/2021
AN

43 **Examination Griveances**

- (i) Sh. Jarnail Singh (Convenor) *Jarnail Singh*
- (ii) Dr. Sandeep Kumar *Sandeep*
11-11-2020
- (iii) Dr. Sadhana Yadav *Sadhana*
16-11-2020
- (iv) Sh. Devender *Devender*
- (v) Sh. Hariom *Hariom*

44 **Legal Cell /Court Case:-**

- (i) Dr. Neetu Sharma (Convenor) *Neetu*
- (ii) Dr. Sadhana Yadav *Sadhana*
- (iii) Sh. Vikas *Vikas*

45 **Photograph Committee :-**

- (i) Sh. Rakesh (Convenor) *Rakesh*
- (ii) Sh. Pardeep *Pardeep*
- (iii) Dr. Ritu *Ritu*
- (iv) Smt. Pooja *Pooja*

46 **Chief Proctor :-**

- (i) Sh. Birender Singh *Birender*

47 **Guidance & Councelling Committee:-**

- (i) Dr. Rekha Shekhav (Convenor) *Rekha*
- (ii) Dr. Ashish *Ashish*
- (iii) Smt. Kamla Devi *Kamla*
- (iv) Dr. Sadhana Yadav *Sadhana*
16-11-2020
- (v) Dr. Sunita *Sunita*
- (vi) Sh. Devender Kumar *Devender*

Uma Mahan
Principal
Govt. College
Satnali (M. Garh)

48 **Road Safety & Awareness Club:-**

- (i) Sh. Devender (Convenor) *Devender*
- (ii) Sh. Sanjay Kumar *Sanjay*
- (iii) Sh. Amit (Math) *Amit*

49 **Electricity (Including Generator, A.C., CCTV Cameras) Committee:-**

- (i) Sh. Rakesh (Convenor) *Rakesh*
- (ii) Sh. Vipin *Vipin*
- (iii) Sh. Ravi Shankar *Ravi*
- (iv) Sh. Vikash *Vikash*

Note:- Sh. Jackey, Watchman is attached to the committee for manual work.

50 (A) **Boys Tour Committee:-**

- (i) Dr. Sandeep kumar (Convenor) *Sandeep* *11-11-2020*
- (ii) Sh. Ajit Singh *Ajit*

50 (B) **Girls Tour Committee:-**

- (i) Dr. Sadhana Yadav (Convenor) *Sadhana* *16-11-2020*
- (ii) Smt. Neelam *Neelam*
- (iii) Smt. Shweta *Shweta*
- (iv) Smt. Pavita *Pavita*
- ✓(v) Smt. Kamla Devi *Kamla*

51 **Smart Class Room Preparation:-**

- (i) Sh. Jarnail Singh (Convenor) *Jarnail*
- (ii) Dr. Neetu Sharma *Neetu*
- (iii) Dr. Reetu *Reetu*
- (iv) Mrs. Pinki *Pinki*

52 **Outsource Servicing Committee**

- (i) Sh. Birender Singh (Convenor) *Birender*
- (ii) Sh. Jarnail Singh *Jarnail*
- (iii) Smt. Kamla Devi *Kamla*
- (iv) Dr. Rekha Shekhawat *Rekha*
- (iv) Mr. Sanjay *Sanjay*

53 **Language Lab Committee:-**

- (i) Sh. Jarnail Singh *Jarnail*
- (ii) Dr. Neelam *Neelam*
- (iii) Ms. Kavita *Kavita*

Unnati Singh

Principal
Govt. College
Satnali (M.G.M.)

54 RTI:-

- (i) Sh. Jarnail Singh (SPIO) *Jarnail Singh*
(ii) Smt. Shweta (Member) *Shweta*
(iii) Smt. Kamla Devi (Member) *Kamla Devi*
(iv) Sh. Sher Singh (Typing work) *Sher Singh*

55 Student Vote Committee & Student Election & Union Advisory Committee:-

- (i) Dr. Sandeep (Convenor) *Sandeep*
(ii) Sh. Ajit Singh *Ajit Singh*
(iii) Dr. Neelam *Neelam*
(iv) Sh. Amit Malik *Amit Malik*

56 Lecture Shortage & Fine Committee:-

- (i) Smt. Shweta *Shweta*
(ii) Dr. Neelam *Neelam*
(iii) Mr. Amit (Pol. Sc.) *Amit*
(iv) Mrs. Pinki *Pinki Yadav*

57 Delapidation Committee:-

- (i) Sh. Ajit Singh (Convenor) *Ajit Singh*
(ii) Sh. Pardeep *Pardeep*
(iii) Sh. Amit Maths *Amit*
(iv) Dr. Neelam *Neelam*

58 College Property Committee:-

A Furniture & Steel:-

- (i) Sh. Sanjay Kumar (Convenor) *Sanjay Kumar*
(ii) Sh. Bhupesh Kumar *Bhupesh Kumar*

B Class Room

- (i) Sh. Jackey *Jackey*

C Office

- (i) Sh. Sanjesh Yadav *Sanjesh Yadav*

D Electronics

- (i) Dr. Neetu Sharma *Neetu Sharma*

Manoj Kumar
Principal
Govt. College
Satnali (M)

(11)

E Laboratory

- (i) Dr. Sandeep Kumar
- (ii) Dr. Sadhana Yadav
- (iii) Dr. Shri Bhagwan
- (iv) Sh. Devender Kumar
- (v) Sh. Rakesh

Zoology

Botany

Chemistry

Physics

Geography

11-11-2020
Sadhana
16-11-2020
S. Rakesh
S. Rakesh
11-11-2020
16-11-2020

F Computer Lab

- (i) Smt. Kavita Bai

Kavita

59 Water Supply & Sanitation Committee:-

- (i) Sh. Ajit Singh (Convenor) *Ajit*
- (ii) Sh. Pardeep *Pardeep*
- (iii) Sh. Amit Pol. *Amit*
- (iv) Sh. Amit Math *Amit*
- (v) Sh. Jackey *Jackey*
- (vi) Sh. Bhupesh Kumar *Bhupesh*

Note:- Quotation must be invited wherever necessary for the session 2020-21

60 Eco Club :

- (i) Dr. Sadhana Yadav (Convenor) *Sadhana*
- (ii) Dr. Sandeep *Sandeep*
- (iii) Sh. Pardeep *Pardeep*

Principal
Principal
Govt. College
Satnali (M.garia)

61 I.Q.A.C. Committee :

- (i) Principal
- (ii) Dr. Shri Bhagwan (Convenor) *Shri Bhagwan*
- (iii) Sh. Birender Singh *Birender*
- (iv) Sh. Jarnail Singh *Jarnail*
- (v) Smt. Kamla Devi *Kamla*
- (vi) Smt. Pavita Yadav *Pavita*
- (vii) Dr. Ashish *Ashish*
- (viii) Smt. Shweta *Shweta*
- (ix) Sh. Ajit Singh *Ajit*
- (x) Dr. Rekha Shekhawat *Rekha*
- (xi) Dr. Sunita *Sunita*
- (xiii) Dr. Sadhna *Sadhna*
- (xiv) Sh. Amit Pol. *Amit*
- (xv) Sh. Sanjesh Yadav *Sanjesh*
- (xvi) Sh. Bishan Kumar Mittal (Ex. BEO)
- (xvii) Sh. Bhagirath Singh (Ex. Vice President Jila Parishad)

62 R.U.S.A.

- (i) Sh. Birender Singh (Convenor) *Birender*

63 A.I.S.H.E.

- (i) Sh. Birender Singh (Convenor) *Birender*
- (ii) Smt. Shweta *Shweta*
- (iii) Dr. Shri Bhagwan *Shri Bhagwan*

64 Create Students E-mail ID

- (i) Sh. Vipin Science *Vipin*
- (ii) Sh. Ravi Shankar Science *Ravi*
- (iii) Smt. Shweta Commerce *Shweta*
- (iv) Sh. Rakesh B.A. 1st *Rakesh*
- (v) Sh. Amit Pol. B.A. 2nd *Amit*
- (vi) Sh. Amit Math B.A. 3rd *Amit*

65 Notice Typing, E-mail & DUE notice download & press note work

- (i) Smt. Kavita Bai *Kavita*

66 Goy E-Marketing (GEM)

- (i) Dr. Ashish *Ashish*
- (ii) Sh. Hariom *Hariom*
- (iii) Dr. Rekha Shekhawat *Rekha*
- (iv) Dr. Sunita *Sunita*

S. B. 1/1/21
06/03/2021

Principal
Principal
Govt. College
Satnali (M)

67 (A) MIS

- (i) Dr. Shri Bhagwan *Shri Bhagwan*
- (ii) Sh. Birender Singh *Birender Singh*
- (iii) Smt. Kavita Bai *Kavita Bai*

67 (B) ACR

- (i) Dr. Shri Bhagwan *Shri Bhagwan*
- (ii) Smt. Shweta *Shweta*

67 (c) ERP

- (i) Dr. Sunita *Sunita*
- (ii) Dr. Rekha Shekhawat *Rekha Shekhawat*

67 (d) HRMS

- (i) Sh. Birender Singh *Birender Singh*
- (ii) Sh. Sher Singh *Sher Singh*

68 College Calender

- (i) Smt. Kamla Devi (Convenor)
- ✓ (ii) Dr. Rekha Shekhawat
- (iii) Sh. Devender Kumar

Even Months

Odd Months

69 Shiksha Setu & Shreyas

- (i) Dr. Ashish (Convenor) *Ashish*
- (ii) Smt. Pinki Yadav *Pinki Yadav*
- (iii) Smt. Pooja *Pooja*

70 Science Exhibition Committee

- (i) Dr. Shri Bhagwan (Chemistry) *Shri Bhagwan*
- (ii) Sh. Devender (Physics) *Devender*
- (iii) Dr. Sadhana Yadav (Botany) *Sadhana Yadav*
- (iv) Dr. Sandeep Kumar (Zoology) *Sandeep Kumar*
- (v) Sh. Hariom (Geography) *Hariom*

71 Social Media Champion

- (i) Dr. Rekha Shekhawat *Rekha Shekhawat*
- (ii) Smt. Neelam *Neelam*

72 Annual Report

- (i) Sh. Jarnail Singh (Convenor) *Jarnail Singh*
- (ii) Smt. Kamla Devi *Kamla Devi*
- (iii) Dr. Pavita Yadav *Pavita Yadav*
- (iv) Dr. Sadhana Yadav *Sadhana Yadav*
- (v) Dr. Rekha Shekhawat *Rekha Shekhawat*

Principal
Principal
Govt. College
Satnali (M.garh)

114

73 NIRE

(i) Dr. Ashish

Ashish

74 Nodal Officer Admission

(i) Dr. Shri Bhagwan

Nodal Officer *Shri Bhagwan*

(ii) Smt. Kavita Bai

Kavita

✓ (iii) Sh. Vikash

Vikash

75 LMS

(i) Sh. Rakesh

Rakesh

(ii) Sh. Devender Kumar

Devender Kumar

(iii) Sh. Vipin

Vipin

(iv) Smt. Kavita Bai

Kavita

76 Video Conference Management Committee

(i) Sh. Vipin

(ii) Sh. Rakesh

Vipin
Rakesh

77 Auditorium Management Committee

(i) Sh. Ajit Singh

Ajit Singh

✓ (ii) Sh. Rajesh Kumar (Peon)

Rajesh Kumar

Unmesh Mishra

Principal
Govt. College
Satnali (M.G. Path)

OFFICE OF THE PRINCIPAL GOVT COLLEGE SATNALI

Session (2020-21)

ANTI SEXUAL HARRASSMENT CELL

- Dr. Kamla Devi, Assistant Professor of Economics, Convener
- Smt. Shweta, Assistant Professor of Commerce, Member
- Dr. Sunita, Assistant Professor of Hindi, Member
- Dr. Rekha Shekhawat, Assistant Professor of Hindi, Member
- Sh. Birender Singh, Assistant Professor of Commerce, Member
- Sh. Jarnail Singh, Assistant Professor of English, Member
- Dr. Shri Bhagwan, Assistant Professor of Chemistry, Member

ANTI RAGGING COMMITTEE

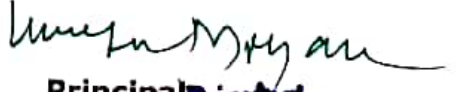
- Dr. Kamla Devi, Assistant Professor of Economics, Convener
- Sh. Birender Singh, Assistant Professor of Commerce, Member
- Sh. Jarnail Singh, Assistant Professor of English, Member
- Smt. Shweta, Assistant Professor of Commerce, Member
- Dr. Sunita, Assistant Professor of Hindi, Member
- Dr. Rekha Shekhawat, Assistant Professor of Hindi, Member
- Dr. Shri Bhagwan, Assistant Professor of Chemistry, Member

GRIEVANCES REDRESSAL COMMITTEE

- Dr. Kamla Devi, Assistant Professor of Economics, Convener
- Dr. Sunita, Assistant Professor of Hindi, Member
- Dr. Rekha Shekhawat, Assistant Professor of Hindi, Member
- Smt. Shweta, Assistant Professor of Commerce, Member
- Sh. Birender Singh, Assistant Professor of Commerce, Member
- Sh. Jarnail Singh, Assistant Professor of English, Member

MINORITY CELL

- Sh. Birender Singh, Assistant Professor of Commerce, Convener
- Sh. Jarnail Singh, Assistant Professor of English, Member
- Dr. Ashish, Assistant Professor of Mathematics, Member


Principal
Govt. College Satnali
(M Garh)