

OFFICE OF THE PRINCIPAL GOVT. COLLEGE , SATNALI
DUTY LIST FOR THE SESSION 2026-27

Memo No. **GCS/2026/909**

Dated : **03 / 08/2026**

The following committees are constituted for smooth functioning of the college for the session 2026-27. These annual duties will come in to force with immediate effect. Ex-conveners/ Incharges are requested to hand over their charges within seven days positively, 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 Dr. Sudhir Lamba
- ii Sh. Birender Singh Shekhawat
- iii Sh. Jarnail Singh
- iv Dr. Kamla Devi
- v Dr. Mukesh Yadav
- vi Dr. Rekha Shekhawat Staff Secretary

2 Anti Sexual Harrassment & Grievances, Anti Ragging Comm ,Anti Corruption committee

- (i) Dr. Kamla Devi (Convener)
- (ii) Dr. Jarnail Singh Members
- (iv) Dr. Mukesh Yadav Members
- (v) Smt Shweta Members
- (vi) Smt. Manisha Members
- (vii) Miss Sapna Members
- (vii) Dr. Arti Devi Members
- Student
- Student

3 Bursar:-

Dr. Kamla Devi Associate Prof of Economi

4 House Exams, Assessment & Merit , RR/CR Committee:-

- (i) Dr. Mukesh Yadav Registrar
- (ii) Dr. Annu
- (iii) Dr. Jagjeet singh
- (iv) Smt. Pinki Yadav
- (v) Sh. Vikash
- (vi) Sh. Vipin
- (vii) Sh, Rakesh

5 Sports Board :-

- (i) Dr. Jagjeet Singh (Convenor)
- (ii) Sh.Ajit Singh
- (iii) Sh. Amit Kumar Maths
- (iv) Dr. Manisha
- (v) Dr. Hariom
- (vi) Dr. Rekha Shekhawat
- (vii) Dr.Ritu
- (viii) Sh. Rakesh & Sh. Rahul
- (ix) Mr. Birender Singh
- (x) Smt. Sapna and Dr. Mukesh yadav
- (xi) Dr. Neelam Kumari

6 Cultural Activities :-

- (i) Dr. Annu (Convenor)
- (ii) Dr. Manisha Member
- (iii) Smt. Shweta Member

- | | | |
|--------|---------------------|--------|
| (iv) | Dr. Rekha Shekhawat | Member |
| (v) | Dr. Sapna | Member |
| (vi) | Sh. Amit Maths | Member |
| (vii) | Dr. Pooja | Member |
| (viii) | Dr. Ravi Shankar | Member |
| (ix) | Sh. Rahul | Member |
| (x) | Dr. Ritu | Member |
| (xi) | Dr. Preeti | Member |

7 College Web Portal

- (i) Dr. Mukesh Yadav
- (ii) Shri Vipin
- (iii) Smt. Suman
- (iv) Sh. Vikash

8 Library Grant & Advisory Committee:-

- (ii) Dr Kuldeep Upadhya Convenor
- (iii) Sh. Shashank
- (iv) Smt. Sapna

9 O.E. Grant/ T. E. Grant Utilisation Committee :-

- | | | |
|-------|---------------|----------|
| (i) | Smt Shweta | Convenor |
| (ii) | Dr Ravi | Member |
| (iii) | Dr. Arti Devi | Member |
| (iv) | Sh. Sonu | Clerk |

10 NAAC/UGC/RUSA

- | | | |
|-------|----------------------------|------------|
| (i) | Dr. Ashish | (Convenor) |
| (ii) | Sh. Jarnail Singh | Members |
| (iii) | Sh. Birender Singh | Member |
| (iv) | Dr. Hariom | Member |
| (v) | Shri Sanjay | Member |
| (vi) | Dr. Manisha and Dr. Preeti | Member |

11 Placement Cell & Carrier Counseling

- | | | |
|-------|---------------|------------|
| (i) | Dr. Shashank | (Convenor) |
| (ii) | Dr. Annu | Member |
| (iii) | Sh Ajit Singh | Member |
| (iv) | | Member |

12 Women Study and Development Cell

- (i) Dr. Rekha Shekhawat (Convenor)
- (ii) Dr Annu Members
- (iii) Smt. Preeti Singh Members
- (iv) Smt. Arti Devi Members

NSS: Advisory Committee:

- (i) **Dr. Anuj Varshney** (Convenor Unit-1)
- (ii) Dr. Hariom
- (iii) Dr. Shribhagwan
- (iv) Sh Sonu Clerk
- (i) **Dr. Preeti** (Convenor Unit-2)
- (ii) Dr. Suman
- (iii) Dr. Ritu (My Bharat Nodal)
- (iv) Mr. Sachin MA History My Bharat Ambassador)
- (v) Shri Birender Singh Shekhawat
- (vi) Sh. Jarnail Singh
 - Sh. Vikas Clerk
 - Sh. Yespal Peon
 - Smt. Sapna Peon

14 Red Cross, Dispensary & Red Ribbon Club:

- (i) Dr. Annu (Convenor)
 - (ii) Miss Sapna
 - (iii) Dr. Rekha Shekhawat
 - (iv) Smt Pinki Yadav
- Student
Student

15 Campus Beautification:- including Lawns, Gardens, Trees

- (i) Miss Sapna (Convenor)
- (ii) Dr. Ritu
- (iii) Sh. Rakesh
- (iv) Sh. Pardeep
- (v) Dr. Preeti
- (vi) Dr. Mukesh Yadav
- (vii) Smt. Pinki Yadav
- (vii) Dr. Ashish, and

16 Time Table and Workload

- (i) Sh. Hariom (Convenor)
- (iii) Miss Sapna (Science)
- (iv) Sh. Birender Singh (Commerce)
- (v) Dr. Shri Bhagwan (Introduction of New Course)
- (vi) Dr. Jagjeet Singh

17 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
- (v) Mrs. Suman B.Sc. NM and Medical & Comp. Sc all)
- (vi) Mrs. Pooja All PG and B.Com.
- Sh. Vikash Clerk

(B) B.C., and NSP Scholarship and Meritorious , POSE, Top Ten Girls

(i) Dr. Ravi	Convener
(i) Sh. Rahul	B.Com, M.Sc. Geo, M.A. History
(ii) Smt. Ritu	(B.A. I & II & III)
(iii) Smt. Pinki Yadav	B.Sc. All, M.Sc. Chem., POSE
(iv) Dr. Hariom	(for NSP)
(v) Dr. Arti Devi	Meritorious
(vi) Dr. Suman	Top Ten
(vii) Smt Mamta	Peon
(viii) Sh. Vikash	Comp. Work

18 Chief Mentor

- (i) Dr. Sudhir Lamba
Sh Ravi Shankar Creator of mentor groups

19 Discipline Committee :-

- (i) Sh. Birender Singh
(ii) Dr. Jarnail Singh
(iii) Sh. Ajit Singh
(iv) Dr. Kamla Devi
(v) Dr. Shri Bhagwan
(vi) Smt Shweta
(vii) Sh. Anil Kumar
(viii) Sh. Hariom
(ix) Mr. Sanjay Kumar
(x) Dr. Rekha Shekhawat
(xi) Miss Sapna
(xii) Sh. Amit Kumar (Math)
(xiii) Sh. Ravi Shankar
(xiv) Dr. Mukesh Yadav
(xv) Dr. Ashish
(xv) Dr. Neelam Kumari

20 Subject Change/ Faculty Change :-

- (i) Sh. Hariom (Convenor)
(ii) Dr. Kamla Devi
(iii) Sh. Anil Kumar

21 Decoration Committee :-

- (i) Smt Sapna (Convenor)
(ii) Dr. Manisha
(iii) Dr Ritu, Dr. Neelam
(iv) Smt. Pooja, Smt. Pinki, Dr. Suman

22 Refreshment Committee :-

- (i) Dr. Rekha Shekhawat (Convenor)
(ii) Sh. Ajit Singh
(iii) Dr. Hariom
(iv) Sh. Rahul

23 Seating, Tent and Mike:

- (i) Sh. Ajit Singh (Convenor)
(ii) Sh Sanjay
(iii) Dr. Rekha Shekhawat
(iv) Sh. Rahul

(v) Sh. Vikash

(vi) Sh. Rakesh

24 Office & Group D Incharge :-

(i) Dr. Jarnail Singh In-charge

25 Staff / Social Secretary

(i) Dr. Rekha Shekhawat staff Secretary

(ii) Sh. Birender Singh Social Secretary

26 Bus Pass :-

(i) Sh. Ajit Singh (Convenor)

(ii) Sh. Rakesh

(iii) Sh. Vikash

(iv) Sh. Harish

27 Printing & Invitation Committee :-

(i) Dr. Shribhagwan (Convenor)

(ii) Dr. Hariom Members

(iii) Dr. Manisha Members

(iv) Smt. Pooja, Sh. Rakesh and Dr. Vipin

28 Media & News Committee

(i) Dr. Kamla Devi

(ii) Sh. Anil Kumar

(iii) Dr. Rekha Shekhawat

(ii) Sh. Ajit Singh

29 Alumni Association & Parents Teacher Association :-

(i) Dr. Jarnail Singh (Convenor)

(ii) Dr. Kamla Devi Member

(iii) Smt. Shweta Member

(iv) Sh. Ajit Singh Member

(v) Sh. Rahul Member

30 Attesting of university forms and character certificates

Sh. Birender Singh AP Commerce

Dr. Jarnail Singh AP English

Sh. Ajit Singh AP History

31 Earn While you Learn :-

(i) Dr. Shribhagwan (Convenor)

(ii) Dr. Rekha Shekhawat Member

(iii) Dr. Annu Member

32 Examination Grievances

(i) Dr. Mukesh Yadav (Convenor)

(ii) Sh. Birender Singh

(iii) Dr. Kamla Devi

(iv) Sh. Hariom

(v) Dr. Ashish

(vi) Dr. Ravi

33 Legal Cell /Court Case:-

(i) Dr. Ashish (Convenor)

- (ii) Sh. Birender Singh
(iii) Sh. Sonu clerk

34 Photograph Committee :-

- (i) Dr. Jarnail Singh
(ii) Dr. Shribhagwan
(iii) Dr. Arti Devi
(iv) Sh. Birender Singh

35 Chief Proctor :-

- (i) Dr. Sudhir Lamba
(ii) Sh. Rakesh Kumar

36 Guidance & Counselling Committee:-

- (i) Dr. Rekha Shekhawat (Convenor)
(ii) Dr. Hariom Member
(iii) Dr. Ashish Member
(iv) Sh. Anil kumar Member
(v) Miss Sapna Member

37 Road Safety & Awareness C/Traffic interpretation

- (i) Sh. Rahul Yadav (Convenor)
(ii) Sh. Amit Kumar
(iii) Smt. Pinki Yadav

38 IT,

- (i) Smt. Shweta Convener
(ii) Dr. Anuj
(iii) Sh. Vipin
(iv) Sh. Vikash CLA

39 Electricity, Generator, AC

- (i) Sh. Ajit Singh (Convenor)
(ii) Dr. Shribhagwan Members
(iii) Sh. Sanjay Kumar
(iv) Sh. Vikash
(v) Sh. Yesh Pal
(vi) Sh. Jacky and Sh. Hanuman, For Manual Work

40 Boys Tour Committee:-

- (i) Sh. Ajit Singh (Convener)
(ii) Dr. Kuldeep
(iii) Dr. Shribhagwan
(iv) Sh. Anil kumar
(v) Sh. Pardeep kumar

41 Girls Tour Committee:-

- (i) Dr. Annu (Convenor)
(ii) Dr. Kamla Devi
(iii) Sh. Birender Singh
(iv) Smt. Shweta
(v) Dr. Ritu

42 Smart Class Room Preparation:-

- (i) Sh. Birender Singh (Convenor)
 - (ii) Dr. Jarnail Singh English Language lab
 - (iii) Sh. Vipin Conference Hall Convener
- in Commerce Deptt
Convener

43 Outsource Servicing Committee/HKRN

- (i) Dr. Hariom (Convenor)
- (ii) Sh. Sanjay Kumar
- (iii) Sh. Sonu clerk

44 RTI:-

- (i) Dr. Jarnail Singh
 - (ii) Sh. Birender Singh
 - (iii) Sh. Vikas
- SPIO
ASPIO

45 Student vote committee, election and union advisory committee

- (i) Dr. Manisha (Convenor)
- (ii) Dr. Shashank
- (iii) Sh Rahul Yadav
- (iv) Sh. Vikash
- (v) Sh. Harish

46 Delapidation/BF/ Building, Land, Trees and Lawn Committee:-

- (i) Sh Birender Singh (Convenor)
- (ii) Sh. Ajit Singh Members
- (iii) Dr. Arti Devi Members
- (iv) Sh. Amit Kumar Math Members
- (v) Dr. Vipin Kumar Members

47 College Property Committee:-

A Furniture wooden & Steel:-

- (i) Sh. Sanjay Kumar (Convenor)
- (ii) Sh. Hanuman Sharma
- (iii) Sh. Rajesh Kumar

B Office

- (i) Sh. Sonu
- (ii) Sh. Jackey

C IT

- (i) Smt. Shweta
- (ii) Sh. Vikash

D Laboratory

- (i) Dr. Suman, Smt Pinki Yad. Chemistry
- (ii) Dr. R. Shankar , Dr. Pooja Physics
- (iii) Dr. Annu Zoology
- (iv) Smt. Preeti Botany
- (v) Sh. Hariom, Sh Rakesh Geography

E Computer Lab

- (i) Sh. Vikas
- Miss Mamta Peon 3rd floor

Language Lab

- (i) Sh. Jarnail Singh
- (ii) Smt. Vandana Arya Pron

48 Water Supply & Sanitation Committee:-

- (i) Dr. Neelam Kumari (Convenor)
- (ii) Sh. Pardeep (RO & Water coolers), Water Tanks
- (iii) Sh. Sanjay Kumar (Sanitation of Gent;s Washrooms)
- (iv) Dr. Kamla Devi (Sanitation of Female Washroom)
- (v) Dr. Ravi Shankar
- (vi) Sh. Jackey water tanks
- (vii) Sh. Yashpal water tanks
- (viii) Sh. Rajesh Kumar Sweeper Washrooms
- (ix) Sh. Sandeep Part time sweeper washrooms
- (x) Sh. Hanuman Sharma RO & water coolers)
- (xi) Miss Jannat, Principal Office

49 I.Q.A.C. Committee :

- Sh. Birender Singh (Convenor)
- (i) Dr. Shri Bhagwan
- (ii) Smt. Kamla Devi
- (iii) Dr. Jarnail Singh
- (iv) Smt. Shweta
- (v) Dr. Ashish
- (vi) Sh. Ajit Singh
- (vii) Sh. Sonu Clerk
- (viii) Sh. Bishan Kumar Mittal (Ex. BEO)
- (ix) Sh. Bhagirath Singh (Ex. Vice President Jila Parishad)

50 A.I.S.H.E.

- (i) Dr. Anuj Varshaney (Convenor)
- (ii) Smt Shweta Members
- (iii) Dr. Shri Bhagwan
- (iv) Sh. Anil Kumar
- (v) Dr. Mukesh Yadav Registrar
- (vi) Sh Sonu Clerk
- (vii) Sh. Vikas Computer

51 College Magzine

- (i) Dr. Rekha Shekhawat
- (ii) Sh. Kuldeep Upadhyay
- (iii) Dr. Shri Bhagwan
- (iv) Dr. Ashish
- (v) Sh. Jarnail Singh

- 51 Notice Typing, E-mail & DHE notice download & press note work
(i) Sh. Vikas (ii) m/s mamta
- 52 Gov. E-Marketing (GEM)
(i) Sh. Anil Kumar (Buyer)
(ii) Sh. Hariom (Consignee)
(iii) Sh. Sanjay Kumar (Assistant Buyer)
- 53 MIS/ACR
Dr. Shri Bhagwan (Convenor)
Sh. Birender Singh
- 54 ERP
Sh. Anil Kumar (Convenor)
Dr. Pooja
- 55 HRMS
Sh. Birender Singh Convenor)
Sh. Vikas Comp. Lab Attendant
Sh. Sanjay Kumar
Sh. Anil Kumar
- 56 NIRF
(i) Sh. Amit Kumar
Dr. Ashish
- 57 Nodal officer On line Admission
Sh. Anil Kumar Nodal Officer
Sh. Vikash
- 58 Passport/Learning Licence
Dr. Kamla Devi
Sh. Vipin
Dr. Suman
Sh. Vikas
- 59 Rain Water Harvesting Committ / Nature intrepretation club
Sh. Pardeep Kumar Convener
Sh. Rahul
Sh. Amit Kumar
Smt. Pooja
- 60 Committee for Engagement of Apprentice
Dr. Shashank Nodal Officer
Sh. Ajit Singh
Dr. Kuldeep Upadhye
Sh. Sonu clerk
- 61 Prize Distribution and Purchase Committee

Dr. Mukesh Yadav Convener
Sh. Anil Kumar
Dr. Rekha Shekhawat
Sh Amit Kumar
Dr. Suman
Smt. Pinki yadav
Smt. Pooja
Dr. Shri Bhagwan

62 **NEP 2020 (NEEV Portal)**

Dr. Kuldeep Upadhaya
Dr. Kamla Devi
Dr. Anil Kumar

63 **Major Purchasing Committee**

Dr. Jarnail Singh
Sh. Birender Singh
Sh. Sanjay Kumar

64 **Environmrntal Club/Eco**

Dr Hariom
Sh. Rakesh

Convenor
Member
President
Co-President
PR Head
Treasure

65 **Literary society**

Dr. Rekha Shekhawat
Dr. Jarnail Singh
Sh. Kuldeep Upadhaye
Dr. Neelam Kumari

Convenor
Member
Member
Member
President
Co-President
PR Head
Treasure
Secretary

66 **Fine Arts Club**

Sh. Sanjay
Smt. Pooja
Dr. Ritu

Convenor
Member
Member
President
Co-President
PR Head
Treasure
Secretary

67 **Yoga Club/Sports Club**

Dr. Jagjeet singh

Convenor

Dr. Neelam Kumari
Sh Birender Singh

Member
Member
President

Co-President
PR Head
Treasure
Secretary

68

Media Club

Dr. Kamla Devi
Dr. Rekha Shekhawat
Sh Anil Kumar
Sh. Ajit Singh

69

Debate Society

Sh. Ajit Singh
Dr. Shri Bhagwan
Dr. Manisha

Convenor
Member
Member

70

Human Rights Club

Dr. Suman
Sh. Rahul Yadav

Convenor
Member

71

Hobby Club

Dr. Arti Devi
Smt. Sapna

Convenor
Member

72

Subjects Society : Economics

Smt. Kamla Devi
Smt. Shweta

Convenor
Member
President
Co-President
PR Head
Treasure
Secretary

73

Subjects Society :- Commerce

Sh. Birender Singh
Smt. Shweta

Convenor
Member

74

Suibjects Society :- Physical Science

Ms Sapna
Dr. Shri Bhagwan
Sh Anil Kumar

Convenor
Member
Member

75

Subject Society:- Life Science

Dr. Preeti
Dr. Jagjeet Singh

Convenor
Member

Sh. Rakesh

Member

76

Subject Society:- Language

Sh. Jarnail Singh

Dr. Rekha Shekhawat

Convenor

Member

President

Co-President

PR Head

Treasure

Secretary

77

Subject Society:- Social Science

Dr. Manisha

Sh. Ajit Singh

Dr. Arti Devi

Convenor

Member

Member

78

Subject Society:- Mathematics

Dr. Mukesh Yadav

Dr. Ashish

Sh. Amit Kumar

Dr. Ritu

Convenor

Member

Member

Member

79

Eco Club

Dr. Kamla Devi

Sh. Rahul

Sh. Rakesh

Sh. Pardeep

(Convener)

Member

Member

Member

80

Anti-Drugs Committee

Sh. Rakesh Kumar

Smt Pinki Yadav

Dr. Pooja

Convenor

Member

Member

81

SC/ST and Equal Opportunity Cell

Dr. Anil Kumar Convenor

Dr. Arti Devi

Sh. Sanjay Kumar

82

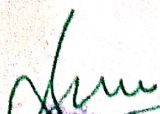
Internet and CCTV Camera

Dr. Sapna Convenor

Dr. Kamla Devi

Dr. Hariom

सभी incharges से निर्देश दिए जाते हैं कि वे अपने-अपने चार्ज Handed/Taken over करके अधोहस्ताक्षरी को रिपोर्ट करें।


Principal
03/08/26
Govt. College, Satnah
Mohinderpur

