

S.D.S. Govt. College, Kharkhoda (Sonapat)

Annual Duties Implemented w.e.f. 01.10.2022 till further orders

S. No.	Name of Committee		Name of Conveners and Members	Signature
1	College Development Council, Reception/College Advisory Board	1	Smt. Kiran Saroha, Chairperson	Kiran Saroha
		2	Smt. Kiran Chauhan	Kiran Chauhan
		3	Sh. Dinesh Kumar	Dinesh Kumar
		4	Dr. Yogesh Bajwan	Yogesh Bajwan
		5	Smt. Geeta Sharma	Geeta Sharma
2	S.P.I.O/RTI In - Charge CM Grievance	1	Smt. Kiran Chauhan	Kiran Chauhan
		2	Sh. Dinesh Kumar	Dinesh Kumar
3	Bursar	1	Smt. Kiran Chauhan	Kiran Chauhan
		2	Sh. Vikram	Vikram
4	Central Purchase	1	Sh. Dinesh Kumar	Dinesh Kumar
		2	Smt. Kiran Chauhan (Bursar)	Kiran Chauhan
		3	Dr. Yogesh Bajwan	Yogesh Bajwan
		4	Smt. Geeta Sharma	Geeta Sharma
		5	Sh. Vinod Malik	Vinod Malik
		6	Dr. Yogender Singh	Yogender Singh
		7	Sh. Vikram	Vikram
5	NAAC/RUSA/UGC Affairs Committee	1	Sh. Vinod Malik (Co-ordinator) -	Vinod Malik
		2	Dr. Yogender Singh	Yogender Singh
		3	Sh. Vikram	Vikram
		4	Dr. Rekha	Rekha
		5	Dr. Rajnesh Kumari	Rajnesh Kumari
		6	Smt. Neera	Neera
		7	Dr. Mandeep Kumari	Mandeep Kumari
		8	Balram Verma (File Work)	Balram Verma
6	IQAC Committee for AQAR/API	1	Smt. Kiran Saroha, Principal Head of the Institution (Chairperson)	Kiran Saroha
		2	Sh. Vinod Malik (Co-ordinator)	Vinod Malik
		3	Smt. Geeta Sharma (Member)	Geeta Sharma
		4	Dr. Kirti Khatri (Member)	Kirti Khatri
		5	Smt. Beena Rani (Member)	Beena Rani
		6	Sh. Lalit (Nominee of Students)	Lalit
		7	Ms. Namita (Nominee of Alumni)	Namita
		8	Sh. Mehtab Singh (Nominee of Stack Holder)	Mehtab Singh

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S. No.	Name of Committee		Name of Conveners and Members	Signature	
7	Library	1	Smt. Priyanka	<i>[Signature]</i>	
		2	Dr. Mandeep Kumari x	<i>[Signature]</i>	
		3	Sh. Vinod Malik	<i>[Signature]</i>	
		4	Sh. Pardeep Kumar	<i>[Signature]</i>	
8	Proctor/Senior Tutor Incharge College Calendar	1	Smt. Kiran Saroha	<i>[Signature]</i>	
		2	Smt. Kiran Chauhan	<i>[Signature]</i>	
		3	Sh. Dinesh Kumar	<i>[Signature]</i>	
		4	Dr. Yogesh Bajwan	<i>[Signature]</i>	
9	Principal Signatory for Character Certificate	1	Smt. Kiran Chauhan	<i>[Signature]</i>	
		2	Sh. Dinesh Kumar	<i>[Signature]</i>	
10	N.S.S. In-Charge	Unit-1	Dr. Sangita Kumari ^x	<i>[Signature]</i>	
			Dr. Yogender Singh (Co-Incharge) <i>[Handwritten: Dr. Mandeep, member, Kiran Saroha, Pardeep Kumar]</i>	<i>[Signature]</i>	
11	Registrar		Dr. Rajnesh Kumari	<i>[Signature]</i>	
12	(i)	Feeding of Admission form in to computer	1	Dr. Raveena Pawar	<i>[Signature]</i>
			2	Sh. Rajesh Kumar	<i>[Signature]</i>
			3	Ms. Parvish	<i>[Signature]</i>
	(ii)	Registration of Students	1	Ms. Parvish	<i>[Signature]</i>
	(iii)	List of admitted students to HODs	1	Smt. Beena Rani	<i>[Signature]</i>
			2	Sh. Rajesh Kumar	<i>[Signature]</i>
	(iv)	Calculation of absentees and calculation of fine	1	Sh. Jagbir Singh	<i>[Signature]</i>
			2	Sh. Ravi Kumar	<i>[Signature]</i>
	(v)	Preparation of Record of Lecture shortage and Attendance	1	Smt. Neera	<i>[Signature]</i>
			2	Sh. Sandeep	<i>[Signature]</i>
	(vi)	Collection of Record of Class tests/ Internal Assignments/EVS	1	Sh. Jagbir Singh	<i>[Signature]</i>
			2	Dr. Anita Rana	<i>[Signature]</i>
	(vii)	Distribution of Cut lists of University Results to Teachers for ACRs	1	Smt. Priyanka	<i>[Signature]</i>
			2	Smt. Rinu Malik	<i>[Signature]</i>
3			Ms. Parvish	<i>[Signature]</i>	

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13	Advisory Board Sports Board YRC/NSS/Library	1	Mrs. Kiran Saroha, Chairperson	
		2	Smt. Kiran Chauhan	
		3	Sh. Dinesh Kumar	
		4	Dr. Yogesh Bajwan	
		5	Smt. Geeta Sharma	
14	Alumni Committee	1	Dr. Yogesh Bajwan x Relka	
		2	Dr. Yogender Singh x B.K.C	
		3	Sh. Jagbir Singh	
15	Annual Report News Paper Editorial, Photography	1	Sh. Pardeep Kumar	
		2	Dr. Mandeep Kumari	
		3	Smt. Namita Rani	
16	Anti Ragging Anti Corruption Cell Redressal of Grievances, Suggestion Box Committee	1	Smt. Kiran Chauhan	
		2	Sh. Dinesh Kumar	
		3	Dr. Yogesh Bajwan	
		4	Smt. Geeta Sharma	
		5	Smt. Madhulata	
17	Decoration Setting Arrangement	1	Dr. Mandeep Kumari	
		2	Dr. Kirti Khatri	
		3	Dr. Raveena Pawar	
		4	Smt. Suman Rani	
18	Bus Pass Committee	1	Sh. Jagbir Singh Yogesh.	
		2	Smt. Priyanka	
		3	Smt. Namita Rani Dr. Yogesh Bajwan From	
19	Canteen Committee	1	Sh. Dinesh Kumar	
		2	Dr. Yogender Singh	
		3	Sh. Vikram	
		4	Dr. Rajesh Kumari	
20	CCTV / Biometric / IT Module/ Eduset/ Computer Lab Committee/ Smart Class Room	1	Sh. Jagbir Singh	
		2	Smt. Priyanka	
		3	Sh. Pardeep Kumar	
		4	Sh. Rajesh Kumar (Technical Help)	
		5	Ms. Parvish (Technical Help)	

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No.	Name of Committee		Name of Conveners and Members	Signature
21	Court Cases	1	Sh. Vinod Malik	
		2	Dr. Yogender Singh	
		3	Sh. Dinesh Kumar	
		4	Smt. Geeta Sharma	
22	Cultural Committee Spacial Day Celebration	1	Smt. Neera	
		2	Dr. Sangita Kumari	
		3	Smt. Madhulata	
		4	Dr. Yogesh Bajwan	
		5	Dr. Kirti Khatri	
		6	Sh. Vikram	
		7	Smt. Geeta Sharma	
23	Discipline Committee	1	Dr. Singita Kumari	
		2	Dr. Yogender Singh	
		3	Sh. Vinod Malik	
		4	Dr. Anita Rana	
		5	Smt. Suman Rani	
24	Earn While You Learn	1	Smt. Kiran Saroha, Principal Head of the Institution	
		2	Dr. Yogender Singh, Incharge	
		3	Dr. Rajnesh Kumari	
		4	Smt. Namita Rani	
		4	Sh. Vikram	
25	Electricity, Generator, Solar and Sound Committee	1	Sh. Pardeep Kumar	
		2	Sh. Jagbir Singh	
		3	Sh. Vinod Malik	
		4	Sh. Rajesh Kumar	
26	Health and Hygiene, Medical, Dispensary, First Aid and Water Management Committee	1	Smt. Namita Rani	
		2	Smt. Beena Rani	
		3	Sh. Jagbir Singh	
27	Legal Literacy Cell	1	Dr. Kirti Khatri	
		2	Dr. Raveena Pawar	
		3	Smt. Madhulata	
		4	Dr. Mandeep Kumari	

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No.	Name of Committee		Name of Conveners and Members	Signature
28	Mentor Groups Incharge	1	Smt. Kiran Chauhan	
29	Message and Information to Students Committee	1	Smt. Kiran Chauhan	
		2	Dr. Raveena Pawar	
		3	Dr. Anita Rana	
		4	Smt. Suman Rani	
		5	Ms. Parvish	
30	Outsourcing Committee	1	Sh. Dinesh Kumar	
		2	Smt. Geeta Sharma	
		3	Dr. Yogender Singh	
		4	Smt. Priyanka	
31	Placement Cell / Career Counseling & Development	1	Dr. Mandeep Kumari	
		2	Dr. Raveena Pawar	
		3	Smt. Madhulata	
		4	Dr. Rekha	
32	Science Exhibition / Quiz Contest	1	Smt. Geeta Sharma	
		2	Dr. Sangita Kumari	
		3	Dr. Rekha	
		4	Dr. Anita Rana	
33	Printing of certificate/ invitation card/ dispatch/preparation of flax committee, Annual Prize, All certificate	1	Sh. Vikram J. Dahiya	
		2	Smt. Namita Rani	
		3	Smt. Neera	
		4	Dr. Rekha	
34	Prize distribution committee Merit Certificate	1	Smt. Beena Rani	
		2	Smt. Namita Rani	
		3	Sh. Pardeep Kumar	
		4	Smt. Rinu Malik (Technical Help)	
35	Property Wooden, Steel and Electronics	1	Smt. Neera	
		2	Smt. Beena Rani	
		3	Dr. Anita Rana	
		4	Smt. Suman Rani	

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No.	Name of Committee		Name of Conveners and Members	Signature
36	Refreshment committee	1	Dr. Rekha	
		2	Dr. Raveena Pawar	
		3	Smt. Beena Rani	
		4	Smt. Suman Rani	
37	Tent/Stage committee	1	Sh. Vikram <i>J. Dahiya</i>	
		2	Sh. Pardeep Kumar	
		3	Smt. Priyanka	
		4	Sh. Vinod <i>Malik</i>	
38	Scholarship committee	1	Smt. Namita Rani	
		2	Smt. Neera	
		3	Smt. Priyanka	
39	Timetable and workload committee	1	Smt. Geeta Sharma	
		2	Sh. Priyanka	
		3	Dr. Sangita Kumari	
		4	Dr. Mandeep Kumari	
40	Tours committee	1	Smt. Geeta Sharma (Girls)	
		2	Dr. Rajnesh Kumari	
		3	Dr. Sangita Kumari	
		4	Sh. Dinesh Kumar (Boys) <i>(member)</i>	
		5	Dr. Yogender Singh <i>(Incharge)</i>	
		6	Sh. Pardeep Kumar	
41	Web Portals AISHE/NIRF MIS/LMS HRMS/EDUSAT SHIKSHA SETU	1	Sh. Vinod Malik	
		2	Sh. Rajesh Kumar	
		3	Ms. Parvish	
		4	Sh. Balram Verma (only HRMS & MIS)	
42	Women cell Beti Bachao Beti Padhao	1	Smt. Madhulata <i>Sangola</i>	
		2	Smt. Neera	
		3	Smt. Beena Rani	
		4	Dr. Kirti Khatri	
43	Youth Red Cross & Red Ribbon Club Committee	1	Dr. Rekha	
		2	Sh. Jagbir Singh	
		3	Dr. Raveena Pawar	

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No.	Name of Committee		Name of Conveners and Members	Signature
44	Sexual Harrassment on workplace Committee	1	Smt. Kiran Chauhan	
		2	Sh. Dinesh Kumar	
		3	Smt. Madhulata	
		4	Smt. Priyanka	
		5	Dr. Sangita Kumari	
45	Passport Committee & Other Related Acitivity	1	Dr. Raveena Pawar	
		2	Dr. Rajnesh Kumari	
		3	Sh. Jagbir Singh	
		4	Dr. Anita Rana	
46	Road Safety Club, Traffic Interpretation, Nature Interpretation Centre Driving Licence (Learner)	1	Dr. Yogesh Bajwan	
		2	Dr. Raveena Pawar	
		3	Dr. Rekha	
		4	Dr. Anita Rana	
47	Sports Committee	1	Sh. Dinesh Kumar	
		2	Dr. Sangita Kumari	
		3	Smt. Namita Rani	
		4	Sh. Pardeep Kumar	
48	Differently abled Committee	1	Sh. Vikram	
		2	Dr. Kirti Khatri	
49	Outreach Programme	1	Smt. Kiran Saroha	
		2	Smt. Geeta Sharma	
		3	Dr. Sangita Kumari	
50	Family ID / card	1	Dr. Yogesh Bajwan	
		2	Dr. Anita Rana <i>S. Dahiya</i>	
		3	Smt. Suman Rani	
		4	Sh. Ravi Kumar	
51	Anti Smoking Committee	1	Smt. Beena Rani	
		2	Sh. Vinod Malik	
		3	Dr. Mandeep Kumari	
		4	Smt. Neera	
52	Eco Club/ EVS/Green Campus/ Water Harvesting	1	Dr. Yogender Singh	
		2	Sh. Jagbir Singh	
		3	Smt. Beena Rani	
		4	Dr. Kirti Khatri	

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No.	Name of Committee		Name of Conveners and Members	Signature
53	Disaster Management Committee	1	Dr. Raveena Pawar	Raveena
		2	Dr. Anita Rana	Anita
		3	Dr. Kirti Khatri	Kirti
		4	Smt. Suman Rani	Suman Rani
54	Income Tax	1	Smt. Madhulata	Madhulata
		2	Sh. Vikram	Vikram
		3	Smt. Priyanka	Priyanka
55	College Magazine Committee	1	Dr. Rajnesh Kumari	Rajnesh
		2	Sh. Pardeep Kumar	Pardeep Kumar
		3	Dr. Kirti Khatri	Kirti
		4	Smt. Namita Rani	Namita
56	Public Relation Officer	1	Smt. Geeta Sharma	Geeta
		2	Dr. Kirti Khatri	Kirti
		3	Sh. Pardeep Kumar	Pardeep Kumar
		4	Sh. Balram Verma (Technical Help)	Balram
57	Building Committee	1	Sh. Dinesh Kumar	Dinesh
		2	Dr. Yogesh Bajwan	Yogesh Bajwan
		3	Smt. Geeta Sharma	Geeta
58	Counselling Cell	1	Smt. Geeta Sharma	Geeta
		2	Dr. Rekha	Rekha
59	Office Expenditure (OE)	1	Dr. Kirti Khatri	Kirti
		2	Dr. Rajnesh Kumari	Rajnesh
		3	Smt. Madhulata	Madhulata
		4	Dr. Mandeep Kumari	Mandeep

Kishan Sankh