

Annual Duty List: 2025-2026

Dated: 01-07-2025

Memo No.: GCBK/2025/ 988

Sr. No.	Committee	Name of Convener/ Members	Signature
1	College Council/ Reception Committee/ College Development Board	Principal/ DDO (Patron) Dr. Archana Kumari (Convener) Dr. Pardeep (Member) Dr. Meenu (Member) Ms. Suman Rani (Bursar) Dr. Ashish (Staff Secretary, He will Maintain the Register)	
2	Attestation and All Types of Certificates on behalf of Principal	Dr. Archana Kumari Dr. Pardeep	
3	Chief Mentor	Dr. Pardeep	
4	SC/ ST & All Types of Grievances Redressal Cell/ C.M. Window and Prevention of Sexual and Harassment Committee (Relates to Students and as well as Teachers)	Principal/ DDO (Patron) Dr. Archana Kumari (Incharge) Dr. Pardeep (Member) Dr. Meenu Dr. Suman Ms Suman Rani (Bursar)	
5	IQAC and AAA	Dr Archana Kumari (Convener) Dr. Pardeep (Member) Dr. Meenu (Member) Ms. Suman Rani (Bursar) Dr. Suman (Member) Sh. Sandeep Kumar (Member) (A.P. will submit their documents to Sh Sandeep and he will produce all the documents during the committee)	
6	S.P.I.O.	Dr. Archana Kumari (Incharge) Smt. Pragati (Clerk)	
7	Utilization Of Government Grants/ Purchase	Dr. Ashish (Convener) Dr. Meenu (Member) Dr. Suman (Member) Dr. Dhanjeet (Member)	

8	Building/ Building Fund/ Dilapidation Committee for all types of Repair Work Committee	Dr. Suman (Convener) Dr. Meenu (Member) Dr. Ashish (Member) Dr. Dhanjeet (Member) Sh. Ramesh (JLA) Sh. Mukesh (LA)	
9	Outsource Policy/ Incharge of Extension Lecturers/ HKRN	Dr. Dhanjeet (Convener) Dr. Ashish (Member) Dr. Suman (Member) Sh. Sandeep (EC)	
10	Time Table and Work Load Committee	Dr. Pardeep (Convener) Dr. Ashish (Member) Smt. Kerosta Bai (Member) Dr. Ashu (Member) Ms. Suman (For Commerce)	
11	NCC	Dr. Ashish	
12	Bursar	Ms. Suman Rani	
13	Staff Secretary	Dr. Ashish	
14	Registrar (All University Affairs/ Internal & External Assessments/ Result Record Maintenance and Result Verification Committee)	Dr. Suman (Registrar) Smt. Kerosta Bai (Co- Registrar) Dr. Meenu (Member) Sh. Naveen Kumar (Computer Assistance) Sh. Mukesh (L.A. For Result Record Maintenance)	
15	SC/ BC/ BPL Scholarship Committee	Sh. Naresh Kumar (Convener) Smt. Sonia (Member) Sh. Sandeep Kumar (Assistant) Sh. Monik Yadav (Library Attendant)	
16	Sports Board and Sports Activities Committee	Dr. Meenu (Convener) Smt. Kerosta (Member) Dr. Ashish (Member) Dr. Dhanjeet (Member)	
17	Research Development Cell/ Research Project	Principal/ DDO Patron Dr. Archana Kumari (Convener) Dr. Pardeep (Member) Ms. Suman Rani (Bursar)	
18	Educational Tour	Dr. Meenu (Convener) Smt. Suman Rani (Member) Sh. Naresh (Member) Dr. Dhanjeet (Member) Smt. Leelawati (Peon) Sh. Sumit (Peon)	
19	All India Survey of Higher Education (AISHE)	Dr. Pardeep (Incharge) Sh. Manoj (Member) Sh. Sandeep Kumar (Assistant)	

20	Alumni Association Committee	Smt Sonia (Convener) Dr. Santosh (Member) Smt. Sonu Kumari (Member) Dr. Ashu Rani (Member)	
21	Electricity/ Generator Set/ CCTV Committee	Dr. Suman (Convener) Dr. Madhusudan (Member) Dr. Dhanjeet (Member) Sh. Manjeet (Mali)	
22	Advisory Committee (for Library and NSS)	Principal/ DDO Patron Dr. Suman (Convener) Dr. Meenu (Member) Dr. Ashish (Member)	1
23	New Education Policy-2020 and Internship Monitoring Committee for UG and PG	Dr. Meenu (All Over Convener) Smt. Suman Rani (Co- Convener) Dr. Suman (Registrar for provide the data of Students) Smt. Sonia (Member) Smt. Sonu Kumari (Member)	
24	NAAC/ RUSA/ PRAYAS/ PM USHA/IDP (Institutional Development Plan)	Dr. Pardeep (Convener) Dr. Meenu (Co- Convener) Smt. Kerosta (Member) Dr. Madhusudan (Member) Dr. Suman (Member) Dr. Ashish (Member) Sh. Naresh (Member) Dr. Dhanjeet (Member) Smt. Sonu Kumari (Member) Dr. Santosh (Member) Sh. Monik Yadav (Computer Assistance)	
25	College Beautification/ Cleanliness and Decoration Committee	Smt Suman Rani (Convener) Smt. Kerosta Bai (Member) Dr. Ashish (Member) Smt. Sonu Kumari (Member)	
26	College Library Committee	Dr. Dhanjeet (Convener) Sh. Naresh (Member) Sh. Manoj (Member) Sh. Rambir (Library Attendant)	
27	College Property (Moveable) and Eduset Incharge	Dr. Dhanjeet (Convener) Sh. Manoj Kumar (Member) Dr. Madhusudan (Member) Sh. Mukesh (L.A.) Sh Niranjan (Mali)	
28	Checking of Income Tax & TDS Submission Committee	Ms. Suman (Bursar) Dr. Suman (Member) Sh. Himanshu (Salary Clerk)	
29	Computer Lab/ Smart	Sh. Manoj (Convener)	

	Class Room and Apprentice Charge Committee	Smt. Suman Rani (Member) Smt. Sonia (Member) Sh. Naveen Kumar (Comp. L.A.)	
30	All Types of Portals (Web Portal/ ERP/ HRMS/ LMS) and Biometric Attendance Committee	Sh. Manoj (Convener) Dr. Madhusudan (Member) Sh. Sandeep Kumar (Assistant) Smt. Pragati (For Biometric Attendance) Sh. Naveen Kumar (Comp. L.A.)	
31	Earn While You Learn	Smt. Kerosta (Convener) Dr. Ashish (Member) Sh. Naresh (Member) Dr. Ashu Rani (Member)	
32	Cultural Activities and Zonal/ Iner- Zonal Youth festival/ University Outreach Programme	Smt. Kerosta Bai (Convener) Smt. Suman Rani (Co- Convener) Smt. Sonia (Member) Sh. Naresh Kumar (Member) Smt. Sonu Kumari (Member) Dr. Ashu (Member)	
33	Women Cell and Legal Literacy Cell	Smt. Sonia (Convener) Smt. Suman Rani (Member) Dr. Santosh (Member) Dr. Ashu Rani (Member)	
34	Placement Cell/ OMU Incharge	Smt. Suman Rani (Convener) Smt. Kerosta Bai (Member) Sh. Naresh Kumar (Member) Dr. Ashu Rani (Member)	
35	Tea and Refreshment Committee	Smt. Kerosta (Convener) Smt. Sonu Kumari (Member) Dr. Santosh (Member) Dr. Ashu (Member)	
36	All Types of Scholarships Except SC/BC Scholarship Committee	Dr. Ashish (Convener) Dr. Madhusudan (Member) Sh. Manoj (Member) Sh. Monik (Computer Assistance)	
37	Photography/ Tent & Shamiyana Committee	Sh Naresh Kumar (Convener) Dhanjeet (Member) Smt. Sonu Kumari (Member)	
38	Court Case Committee	Dr. Dhanjeet (Convener) Sh. Manoj (Member) Dr. Ashish (Member) Sh. Sonu Sharma (Steno Typist)	
39	Youth Red Cross/ Red Ribbon Cell	Ms. Kerosta Bai (Convener) Smt. Sonia (Member) Dr. Santosh (Member) Dr. Ashu (Member)	
40	Discipline Committee	Dr. Suman (Convener)	

		Dr. Madhusudan (Member) Dr. Dhanjeet (Member) Sh. Naresh (Member) Dr. Manoj (Member) Sh Ramesh Kumar (JLA)	
41	NSS	Dr. Madhusudan (PO) Smt. Sonu Kumari (Member) Sh. Himanshu (Clerk)	
42	GEM Buyers Committee	Dr. Meenu (Convener) Dr. Ashish (Member) Dr. Dhanjeet (Member) Smt. Sonia (Member)	
43	Absentee Work/ Lecture Shortage Committee	Dr. Ashu Rani (Convener) Sh. Sonu Sharma (Steno- Typist) Sh. Ramesh Kumar (JLA) One Apprentice	
44	Press And Publicity	Dr. Santosh	
45	Bus Pass Committee	Dr. Santosh Sh. Himanshu	
46	Youth Voters/ Voter Making (SVEEP/ Driving License Making/ Passport Making Committee	Sh. Naresh Kumar (Convener) Dr. Santosh (Member) Sh. Mukesh (LA) Sh. Monik Yadav (Computer Assistance)	
47	Office Expenditure and Office Work Related to Computer & Internet	Sh. Manoj (Convener) Sh. Sandeep (Assistant) Smt. Pargati (Clerk) Sh. Himanshu (Clerk) Sh. Sonu Sharma (Steno- Typist)	
48	Committee for any Celebration Announced by Govt./ DHE / Any Other Function/ Programme	Smt. Sonu Kumari Dr. Santosh Dr. Ashu Rani	
49	My Bharat Knowledge Institute/ Viksit Bharat	Smt. Suman Rani (Nodal Officer) Smt. Sonia (Co- Nodal) All the Department Heads and Ass. Professors who are involved in conducting various types of activities will work as members of this committee and will submit the reports of their activities to the nodal officer.	
50	All Types of Printing Committee	Dr. Madhusudan (Convener) Smt. Suman Rani (Member) Smt. Sonia (Member) Dr. Santosh (Member)	

51	Eco Club & Nature Interpretation	Dr. Ashu Rani (Convener) Smt. Sonu Kumari (Member) Dr. Santosh (Member)	
52	Water Arrangement Committee	Dr. Madhusudan (Convener) Dr. Dhanjeet (Member) Sh. Manoj (Member) Sh. Jai Singh (Mali)	
53	Traffic & Road Safety	Smt. Sonia (Convener) Smt. Suman Rani (Member) Dr. Dhanjeet (Member)	
54	Maintenance of College Activity Register	Smt. Pargati (Clerk)- Incharge (All the Department Heads and In-charge of various activities will record the Report of their activities in the Activity Register and get it signed by Principal himself/herself.)	

Note: All the new Conveners who have been appointed are requested to collect all the files and other documents related to work of last year's Convener by **10.07.2025** and inform the office.

[Signature]
Principal 01.07.2025
प्राचार्य
राजकीय महाविद्यालय
बौन्द काली (धरमपुरी) दादर
8/8/07