

Admission Duties for the session 2020-21

1. **Overall In-charge (Admission) on behalf of Principal:**
Dr. Archana Kumari
2. **Nodal Officer of Online Admission:**
Smt. Naveen Kumari
Sh. Naveen (Computer Work)
3. **B.A.-I Scrutiny & Admission Committee:**
Sh. Pradeep (Convenor)
Singh Dr. Meenu (Member)
Sh. Satyaprakash (Member)
Smt. Jyoti (Member)
Miss Sonia (Member)
Sh. Sumer Singh Bhuwal (Member)
Edusat Room
Sh. Manjeet
4. **B.Com. I, II, III Scrutiny & Admission Committee:**
Miss Suman Rani (Convenor)
Miss Maninder Kaur Walia (Member)
Computer Lab
Sh. Niranjana Kumar
5. **B.A. II, III Admission Committee:**
Dr. Sumitra Bairagi (Convenor)
Smt. Kerosta (Member)
Sh. Kashmir Singh (Member)
Smt. Yogeeta (Member)
Smt. Suman Rani (Member)
Sh. Dhanjeet (Member)
Geography Lab
Sh. Gulshan Kumar
6. **Preparation of Register B.A. I, II, III & B.Com. I, II, III:**
Smt. Mankesh (B.Com I, II, III)
Smt. Ashu Rani, Dr. Kalyan Singh (B.A.I)
Smt. Sonu Kumari , Smt. Santosh (B.A. II)
Smt. Sushma, Sh. Anand Singh (B.A. III)
Note: (Collect the Register & Admission Form from Sh. Sonu, Steno Typist)
7. **Subject Change:**
Sh. Kashmir Singh
8. **Fee Collection:**
Smt. Sukhdarshan, Clerk
Sh. Sonu Sharma, Steno Typist
9. **Absentee Work:**
Sh. Sonu Sharma, Steno Typist

Aks
24/07/2020
Principal
Govt. College
Baund Kalan (Ch. Dadri)