

Govt. College Kheri Gujran Faridabad
Annual Duty List for Session 2023-24 dated 19-12-2023

Sr no.	Duties	Staff	Signature
1	College Council	Sh. Jai Parkash Dr. Ritesh Kalra Dr. Dushyant Kumar Dr. Rakesh Kumar Mrs. Neeti Panwar	
2	IQAC	Dr. Sunil Sharma (Chair Person) Dr. Ritesh Kalra (Convener) Dr. Rakesh Kumar Mrs. Neeti Panwar Sh. Jitender Mr. Raman Thakur	
3	Bursar	Dr. Ritesh Kalra (Convener)	
4	SPIO	Dr. Ritesh Kalra SPIO Dr. Rakesh Kumar APIO Mr. Raman Thakur	
5	Social Secretary	Smt. Rajesh Kumari	
6	Staff Secretary	Mrs. Neeti Panwar (Convener)	
7	Senior Proctor	Smt. Vandana Kumari (Convener)	
8	Library Committee	Sh. Jai Parkash (Convener) Sh. Bijender Smt. Rajesh Kumari Dr. Rakesh Kumar Sh. Manish	
9	Legal Literacy Cell	Smt. Rajesh Kumari (Convener) Dr. Suhda	

10	University Cell	Sh. Jai Parkash (Convener) Sh. Jitender	
11	Placement cell	Mrs. Neeti Panwar (Convener) Sh. Ravi Kumar Dr. Arun Kumar Sh. Jitender	
12	Youth Red Cross & Blood Donation	Dr. Rajesh Kumar (Convener) Sh. Bijender Mr. Jitender	
13	Internal Assessment	Dr. Rajesh Kumar (Convener) Sh. Bijender Dr. Arun Kumar	
14	Lecture Shortage & Absentee Incharge	Dr. Rajesh Kumar (Convener) Sh. Jitender	
15	Central Purchase Committee	Sh. Jai Parkash (Convener) Smt. Vandana Kumari Dr. Dushyant Kumar Mrs. Neeti Panwar	
16	GEM Committee	Dr. Dushyant Kumar (Convener)	
17	Sexual Harassment Committee	Ms. Neeti Panwar (Convener) Sh. Jai Parkash Dr. Ritesh Kalra Smt. Ritu Chaoudhary Smt. Rajesh Kumari	
18	Decoration Committee	Smt. Rajesh Kumari (Convener) Dr. Sudha	
19	College Website, AISHE	Sh. Bijender (Convener) Mr. Raman Thakur	
20	Public Relation	Dr. Sudha (Convener) Smt. Rajesh Kumari	

21	Women Cell	Mrs. Neeti Panwar (Convener) Dr. Sudha Smt. Rajesh kumari Smt. RituChoudhary	
22	College Magazine & Annual Report Committee	Dr. Rajesh Kumar (Convener) Dr. Sudha Smt. Rajesh Kumari Smt. Ritu Choudhary	
23	Contract/outsourcing Committee/ HKRN	Sh. Jai Parkash (Convener) Mr. Ravi Kumar Smt. Rajesh Kumari Mr. Jitender	
24	Time Table	Dr. Dushyant kumar (Arts) Dr. Arun kumar Sh. Jai Parkash (Commerce) Mr. Ravi Kumar	
25	Workload	Sh. Jai Parkash (Convener) Mr. Raman Thakur	
26	Cultural Committee Cultural Committee	Dr. Sudha (Convener) Dr. Arun Kumar Smt. Ritu Choudhary Smt. Rajesh Kumari Sh. Bijender	
27	Earn While You Learn	Sh. Ravi kumar (Convener) Smt. Rajesh Kumari Sh. Bijender	
28	Scholarship Committee	Dr. Dushyant Kumar (Convener) Sh. Ravi Kumar Sh. Jitender	

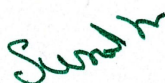
29	Bus Pass Committee	Dr. Rajesh kumar (Convener) Sh. Jitender	
30	Dispensary Committee	Smt. Rajesh Kumari (Convener) Mrs. Neeti Panwar Dr. Sudha	
31	Tour & Travel Committee	Dr. Rakesh Kumar (Convener) Mrs. Neeti Panwar Mr. Bijender Dr. Rajesh Kumar Dr. Sudha	
32	Income Tax Committee	Sh. Jai Parkash (Convener) Dr. Ritesh Kalra Mrs. Neeti Panwar	
33	Prize & Certificate Committee	Smt. Ritu Choudhary (Convener) Dr. Sudha Smt. Rajesh Kumari	
34	Shamiana Seating Arrangement, sound system/ Photo graphy	Dr. Rakesh Kumar (Convener) Ms. Neeti Panwar Dr. Rajesh Kumar Smt. Rajesh Kumari Sh. Bijender Dr. Arun kumar	
35	Property Incharge	Dr. Dushyant Kumar (Convener) Sh. Bijender Sh. Jitender	
36	Discipline	All Staff	
37	Anti- Ragging Committee	Dr. Sunil Sharma (Convener) Smt. Vandana Kumari Sh. Jai Parkash	

38	New Purchase Stock verification Committee	Smt. Rajesh Kumari (Convener) Dr. Rajesh Kumar Sh. Bijender Sh. Ravi Kumar Smt. Ritu Choudhary Dr. Sudha Dr. Arun Kumar	
39	Electricity Incharge & Generator Operation, Water, Water Cooler Maintenance ETC	Dr. Arun Kumar (Convener) Dr. Rajesh Kumar Sh. Jitender Sh. Jasbir	
40	Sports advisory Board	Dr. Ritesh kalra(Convener) Dr. Rakesh kumar Sh. Jai Parkash	
41	Canteen Committee	Dr. Rakesh Kumar (Convener) Dr. Sudha Dr. Arun Kumar	
42	NSS	Dr. Rakesh Kumar (Program Officer) Mr. Raman Thakur Sh. Seetu	
43	Grievance Redressal	Dr. Sunil Sharma (Convener) Dr. Ritesh Kalra Sh. Jai Parkash Ms. Neeti Panwar	
44	ECO Club & Green Club	Dr. Rajesh Kumar (Convener)	
45	Court Case	Dr. Ritesh Kalra (Convener) Mr. Raman Thakur	
46	Campus Beautification Committee	Dr. Rakesh Kumar (Convener) Dr. Sudha Smt. Rajesh Kumari Smt. Ritu Choudhary Sh. Chander bhan	

47	NAAC	Mrs. Neeti Panwar (Convener) Dr. Sunil Sharma Sh. Jai Parkash Dr. Dushyant Kumar Dr. Rakesh Kumar Dr. Arun kumar Dr. Rajesh Kumar Dr. Sudha Smt. Ritu Choudhary Smt. Rajesh Kumari Sh. Ravi Kumar Sh. Bijender Sh. Jitender Mr. Raman Thakur	
48	Sports Committee	Dr. Dushyant Kumar (Convener) Dr. Arun Kumar Sh. Ravi kumar Sh. Seetu	
49	Refreshment Committee	Mrs. Ritu Choudhary (Convener) Dr. Sudha	
50	MIS & HRMS, Biometric Attendance	Dr. Rakesh Kumar (Convener) Mr. Raman Thakur (MIS/Biometric) Sh. Jitender (HRMS)	
51	EVS Committee	Dr. Rakesh Kumar (Convener) Sh. Ravi Kumar Sh. Jitender	
52	NSS Advisory Board	Dr. Dushyant Kumar (Convener) Dr. Ritesh Kalra Smt. Neeti Panwar	
53	Placement Advisory Board	Dr. Rakesh Kumar (Convener) Smt. Vandana Kumari Dr. Ritesh Kalra	
54	T.D.S Incharge	Sh. Jai Parkash (Convener) Mr. Raman Thakur	

55	FEES Refund Committee	Dr. Sunil Sharma (Convener) Mr. Raman	
56	Health, Sanitization & Cleanliness (Including water tanks & Quarterly reports of staging water)	Dr. Dushyant Kumar (Convener) Dr. Sudha Smt. Rajesh Kumari Sh. Deepak Sh. Seetu	
57	Passport	Dr. Rajesh kumar(Convener) Mr Ravi Kumar Sh. Bijender	
58	Compulsory Computer Ed. Committee	Dr. Rakesh Kumar (Convener) Dr. Rajesh Sh. Bijender Sh. Jitender	
59	House Exam Committee	Sh. Ravi Kumar (Convener) Dr. Arun Sh. Jitender	
60	Alumni Cell	Mrs. Neeti Panwar (Convener) Sh. Bijender	
61	Building Committee/ Public Health B & R	Dr. Sunil Sharma (Convener) Dr. Ritesh Kalra Dr. Dushyant Kumar	
62	Mentor & Mentees	Smt. Vandana Kumari (Convener) Dr. Arun kumar Sh. Bijender Mr. Jitender	
63	Medical Bill Committee	Sh. Jai Parkash (Convener) Dr. Dushyant Kumar Dr. Rakesh Kumar	
64	University Outreach Program	Dr. Rakesh Kumar (Convener) Sh. Jitender	
65	Driving License	Sh. Ravi Kumar (Convener) Mr. Jitender	

66	Counseling Club	Dr. Arun Kumar (Convener) Dr. Rajesh Kumar	
67	SC/ST Cell & Grievance committee	Dr. Dushyant kumar (Convener) Sh. Ravi kumar	
68	Internal Complaints Committee	Dr. Sunil Sharma (Patron) Dr. Rita Yadav Mrs. Neeti Panwar	
69	Computer, Smart Classroom & Internet Management CCTV	Dr. Sunil Sharma (Convener) Dr. Rakesh Kumar Dr. Rajesh Kumar Mr. Raman Thakur Mrs. Ritu Choudhary Dr. Arun Kumar	
70	Printing	Dr. Dushyant Kumar (Convener) Dr. Arun Kumar Dr. Rajesh Kumar	
71	Ph.D Verification Committee	Ms. Neeti Panwar (Convener) Dr. Arun Kumar	
72	Purchasing of Stationary & other O.E. Grant related Items.	Sh. Jai Parkash Dr. Dushyant Kumar Ms. Neeti Panwar	


 Principal
 Govt. College Kheri Gujr
 (Faridabad)