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24/07/2025

SHRI GURU TEGBAHADUR JI GOVT. COLLEGE TARAORI(KARNAL)
ANNUAL DUTIES FOR THE SESSION 2025-26

All Associate/Assistant professors and non-Teaching Staff members are directed to do the following duties with immediate effect.

**1. Quality Advisory committee:
(College Council)**

Sh Chaman Lal (Chairperson)
 Dr. Surender Kumar (convener)
 Dr. Vinod Kumar
 Dr. Rajiv Kumar
 Mrs. Nisha Rani (Council Secretary)

2. Internal Quality Assurance Cell (IQAC):

Sh Chaman Lal (Chairperson)
 Dr. Rajiv Kumar (co-ordinator)
 Mrs. Nisha Rani (Staff Secretary)
 Dr. Vinod Kumar (Bursar)
 All Conveners of various committees/ clubs
 01 Representative of DHE
 01 Representative of KUK
 02 MC/Sarpanch of Taraori
 02 Industrialists of Taraori
 10 Students of college
 05 Alumni members

**3. National Assessment Accreditation Council (NAAC)
/UGC/AQAR/RUSA/NEP 2020:**

Sh Chaman Lal (Chairperson)
 Dr. Rajiv Kumar (convener)
 Mr. Amit Kumar
 Mr. Manish
 Dr. Vinod Kumar
 Mr. Sumit (NSS PO as member)
 All Conveners of various committees/ clubs
 10 Students of college

4. Office Management :

Bursar-Dr. Vinod Kumar
 Office Incharge-Mr. Arun Kumar
 Office Registrar- Mrs. Nisha Rani
 Social Secretary- Mr. Amit Kumar
 Staff Secretary- Mrs. Nisha Rani

5. R.T.I. :

Dr. Surender Kumar (SPIO)
 Mr. Manish (ASPIO)
 Mr. Arun Kumar

**6. All University Work (RR, Examination and
Internal Assessment):**

Dr. Vinod Kumar (Convener)
 Mrs. Nisha Rani
 Mr. Manish Kumar
 Mr. Arun Kumar

7. Time Table/Work Load/ Subject-Change:

Mr. Manish (Convener) *Manish*
Mr. Amit Kumar *Am*
Mr. Bharat Lather *Bharat*

8. N.S.S. Programme Officer:

Mr. Sumit (PO) *lit*
Sh. Rakesh Kumar N.S.S Clerk *Ab*
Sh. Joginder Singh *(Peon)*

9. N.S.S. Advisory Committee:

Dr. Surender Kumar *kyr*
Dr. Abha Narwal(Ex PO) *AB*
Mr. Manish *Manish*

10. Purchase Committee (GEM and Others):

Dr. Surender Raman (Convener) *SR*
Mrs. Nisha Rani *NR*
Mr. Bharat Lather *Bharat*
Incharge of concern committee
and subject H.O.D

11. ICC/ Anti Corruption Cell:

Dr. Surender Kumar (convener) *SK*
Dr. Vinod Kumar *Vinod*
Mrs. Nisha Rani *NR*
Dr Sarita Yadav *Savit*

12. Anti Ragging Cell:

Dr. Surender Kumar (convener) *SK*
Dr. Vinod Kumar *Vinod*
Mr. Manish *Manish*
Dr. Rajiv Kumar *Rajiv*
Mrs. Nisha Rani *NR*
Dr Sarita Yadav *Savit*

13. Sexual Harassment Committee :

Mrs. Sarita Yadav (convener) *Savit*
Dr. Surender Kumar *SK*
Dr. Vinod Kumar *Vinod*
Mrs. Nisha Rani *NR*
Mr. Bharat Lather *Bharat*
Ms. Kiran *Kiran*

14. InternshipS Committee:

Dr. Surender Kumar (Convener) *SK*
Mr. Manish Kumar *Manish*
Mr. Bharat Lather *Bharat*
Mrs. Nisha Rani *NR*

**15. Placement Cell & Career Guidance,
Psychological Counseling &
Personality Development Cell:**

Mr. Bharat Lather (Convener) *Bharat*

Mr. Manish *Manish*

Mr. Harpal Singh *Harpal Singh*

Mr. Sumit Kumar *Sumit*

**16. Mentor-Mentee Incharge/Senior Tutor
and Discipline Committee :**

Dr. Surender Kumar (Senior Most Mentor) *Surender*

Mr. Manish *Manish*

Mrs. Nisha Rani *Nisha*

Mr. Amit Kumar *Amit*

**17. MIS/HRMS/WEB PORTAL/DATA
BASE OF COLLEGE Committee:**

Mrs. Nisha Rani (convener) *Nisha*

Dr. Abha Narwal *Abha*

Mr. Harpal Singh *Harpal Singh*

Dr. Vinod Kumar *Vinod*

18. All India Survey Of Higher Education (AISHE) Committee :

Mrs. Nisha Rani (Convener) *Nisha*

Dr. Vinod Kumar *Vinod*

Dr. Rajiv Kumar *Rajiv*

Dr. Abha Narwal *Abha*

Mr. Arun Kumar (office) *Arun*

19. All types of scholarships and stipends Cell:

Mrs. Soni (Convener) *Soni*

Mr. Dinesh Kumar *Dinesh*

Dr. Abha Narwal *Abha*

Mr Vijay *Vijay*

20. Earn While You the Learn:

Mr. Manish (Convener) *Manish*

Mrs. Abha Narwal *Abha*

Mr. Bharat Lather *Bharat*

Mrs. Soni *Soni*

21. Library Committee:

Mr. Amit Kumar (Incharge) *Amit*

Dr. Abha Narwal *Abha*

Mrs. Soni *Soni*

Mr. Vijay Singh (Library Attendant) *Vijay*

22. Cultural Activities Committee:

Mr. Manish (convener) *Manish*
 Mr. Dinesh Kumar *Manish*
 Mrs. Sarita Yadav *Sarita*
 Mrs. Soni *Soni*
 Mrs. Nisha Rani *Nisha*
 Mr. Dinesh Kumar *D*
 Dr. Vinod Kumar (Bursar) *Vinod*

23. Sports Activities:

~~Mr. Dinesh Kumar (convener)~~ *Mr. Dinesh*
 Mr. Amit Kumar *Mr. Amit*
 Mr. Bharat Lather *Bharat*
 Mr. Sumit *Sumit*

24. Sports Advisory Board:

Dr. Surender Kumar (Convener) *Surender*
 Mr. Bharat Lather *Bharat*
 Dr. Rajiv Kumar *Rajiv*

25. Tent and Shamiyana:

Mr. Harpal Singh (Convener) *Harpal*
 Mr. Dinesh Kumar *Dinesh*
 Mrs. Sarita Yadav *Sarita*

26. Prize and Photography of all activities:

Mrs. Soni (Convener) *Soni*
 Mr. Dinesh Kumar *Dinesh*
 Mr. Amit Kumar *Amit*
 Ms. Abha Narwal *Abha*

27. All College Property:

Mr. Bharat Lather (Convener) *Bharat*
 Mr. Dinesh Kumar *Dinesh*
 Mr. Amit Kumar *Amit*
 Mr. Harpal Singh *Harpal*

28. Building Construction (PWD and B&R):

Mr. Bharat Lather (Convener) *Bharat*
 Mr. Dinesh Kumar *Dinesh*
 Mr. Amit Kumar *Amit*
 Mr. Harpal Singh *Harpal*

29. Public Health and Drinking water:

Mr. Harpal Singh (Convener) *Harpal*
 Mr. Amit Kumar *Amit*
 Mr. Sumit *Sumit*
 Mrs. Soni *Soni*

30. Electricity (Repairs and Maintenance):

Mr. Harpal Singh (Convener) *Harpal*
 Mr. Amit Kumar *Amit*
 Mrs. Soni *Soni*

31. Court Cases Committee:

Dr. Vinod kumar (Convenor) 
 Mr. Bharat Lather 
 Mr. Amit Kumar 
 Mr. Arun Kumar (office) 

32. Academic Audit Committee and IDP:

Dr. Rajiv Kumar (Convenor) 
 Mr. Sumit Kumar 
 Mr. Manish 

33. HKRN/ Out Source Employee Committee:

Mr. Bharat Lather (Convenor) 
 Mrs Nisha Rani 
 Dr. Abha Narwal 

34. IT Solutions (Biometric / CCTV cameras / Smart board/Computers. E-Waste Management Committee:

Mrs. Abha Narwal (Convenor) 
 Mr. Manish 
 Mr. Harpal Singh 
 Mr. Rakesh (LA) 

35. College Website (Updation& Maintenance), LMS/NISP / Social- Media Committee:

Dr. Abha Narwal (Convenor) 
 Mrs Nisha Rani 
 Mr. Bharat Lather 
 Mr Arun 

36. Apprentice ITI:

Dr. Abha Narwal (Convenor) 
 Mr. Bharat Lather 
 Mrs Nisha Rani 
 Mr Arun 

37. Printing Of All Types Of Material:

Mr. Harpal Singh (convenor) 
 Mr. Amit Kumar 
 Mr. Dinesh Kumar 
 Mr. Arun Kumar, Asstt. 

38. Important Day Celebration Cell :

Mr. Sumit (Convenor) 
 Mrs. Soni 
 Mr. Dinesh Kumar 
 Mr. Amit Kumar 

39. Women Cell:

Dr Sarita Yadav (Convenor) 
 Mrs. Soni 
 Mrs. Nisha Rani 
 Dr Abha Narwal 

40. Legal Literacy Cell:

Mr. Dinesh Kumar (Convener) 
 Dr. Abha Narwal 
 Mr. Bharat Lather 
 Mr. Manish 

41. SC/ST Cell:

Mrs. Nisha Rani (Convener) 
 Dr. Abha Narwal 
 Mrs. Soni 
 Mr. Dinesh Kumar 
 Mr. Arun Kumar (office) 

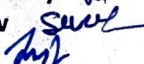
42. Science Activities, Science –Exhibition
& Research and Development Cell (RDC):

Dr. Rajiv Kumar (Convener) 
 Dr. Abha Narwal 
 Mr. Amit Kumar 
 Mr. Harpal Singh 

43. College Magazine & Annual Report Committee:

Mrs. Soni (Convener) 
 Mrs. Nisha rani 
 Dr. Abha Narwal 
 Mr. Sumit Kumar 

44. Electoral Awareness club:

Mr. Sumit (Convener) 
 Mrs. Sarita Yadav 
 Mr. Amit Kumar 

45. Eco- club/Soil Testing/green initiative
club/green Audit club:

Mr. Amit Kumar (Convener) 
 Mrs. Soni 
 Mr. Sumit Kumar 
 Mr. Dinesh Kumar 

46. Drug abuse/ Drug abuse awareness Cell :

Mr. Harpal Singh (Convener) 
 Mr. Sumit Kumar 
 Mrs. Sarita Yadav 
 Mr. Amit Kumar 

47. Road-Safety Awareness Club:

Mr. Sumit (Convener) 
 Mr. Dinesh Kumar 
 Mr. Amit Kumar 
 Mr. Bharat Lather 

48. Youth Red -Cross Club:

Mr. Amit pr (Convener) *Amr*
~~Mr. Amit Kumar (Convener)~~
 Mr. Bharat Lather *Bharat*
 Mr. Dinesh Kumar *Dinesh*
 Mr. Manish *Manish*

49. Red-Ribbon /First -Aid Club:

Mrs. Sarita Yadav (Convener) *Sarita*
 Mr. Harpal Singh *Harpal*
 Mr. Dinesh Kumar *Dinesh*

50. Bus Pass, Learning license and
Passport Committee:

Mr. Dinesh Kumar (Convener) *Dinesh*
 Mr. Harpal Singh *Harpal*
 Mrs. Abha Narwal *Abha*
 Mr. Rakesh Kumar (LA) *Rakesh*

51. Educational Tour Committee:

Mrs. Soni (Convener) *Soni*
 Mr. Bharat Lather *Bharat*
 Mr. Manish Kumar *Manish*
 Mr. Harpal Singh *Harpal*

52. Regulating of Fire-Fighting System /
Disaster Management Activities:

Mr. Dinesh Kumar (Convener) *Dinesh*
 Mr. Bharat Lather *Bharat*
 Mr. Sumit *Sumit*

53. Press, Publicity/Invitation
/ Press Report Writing :

Mr. Dinesh Kumar (Convener) *Dinesh*
 Mrs. Soni *Soni*
 Mrs. Sarita Yadav *Sarita*

54. College Cleanliness & Maintenance of
Girls common room /staff room /office :

Mrs. Soni (Convener) *Soni*
 Mrs. Sarita Yadav *Sarita*
 Mrs Nisha Rani *Nisha*

55. Decoration and Beautification
of College Campus:

Mrs. Sarita (Convener) *Sarita*
 Mr. Amit kumar *Amr*
 Mrs Soni *Soni*
 Mr. Rakesh kumar (LA) *Rakesh*

56. Alumni Association:

Mrs Nisha Rani (Convener) *Nisha*
 Mrs. Abha Narwal *Abha*
 Mr. Dinesh Kumar *Dinesh*
 Mr. Manish Kumar *Manish*

57. Lecture Shortage and Name Stuck Off Committee:

Mrs. Sarita (Convener) *Sarita*
 Mr. Manish Kumar *Manish*
 Mr. Harpal Singh *Harpal Singh*
 Mr. Bharat Lather *Bharat*

58. Yoga Club/Meditation Club : */ Mental Health.*

Mr. Manish (Convener) *Manish*
 Mr. Amit Kumar *Amit*
 Mr. Harpal Singh *Harpal Singh*
 Mr. Bharat Lather *Bharat*

[Signature]
 Principal 23.07.25

Guru Tag Bahadur Ji College Taraori (Karnal)
 Principal
 SGTBJ Govt. College
 Taraori (Karnal)