

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE OF EDUCATION, NARNAUL

Office Order: GCEN/Committees/2023 / 6095

Dated: 24 May 2023

Following duties are assigned to the staff members for the smooth conduct of college Administration for the session 2023-2024 w.e.f 1st June 2023. All Members of committees are directed to start their respective work immediately to make the new session successful.

Sr. No	Name of Employee	Duty assigned	Signature
1. College			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	Surender
4.	Sh. Sunil	Member	Sunil
5.	Sh. Chandan Yadav	Member	Chandan
2. RECEPTION COMMITTEE			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	Surender
4.	Sh. Sunil	Member	Sunil
5.	Sh. Deshraj	Member	Deshraj
3. PUBLICITY/ NEWS/ PHOTOGRAPHY AND VIDEO GRAPHY			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	Surender
4.	Sh. Chandan Yadav	Member	Chandan
4. WOMEN CELL			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Dr. Neelam Sharma	Member	Neelam
3.	Sh. Surender Kumar	Member	Surender
4.	Smt. Papita Devi	Member	Papita Devi
5. GRIEVANCES CELL			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Surender
3.	Sh. Chandan Yadav	Member	Chandan
4. CAREER GUIDANCE			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Sh. Surender Kumar	Member	Surender
3.	Sh. Chandan Yadav	Member	Chandan

2
①

5. LEGAL & LEGAL AWARENESS			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	SK
3.	Sh. Chandan Yadav	Member	Chandan
6. CLEANLINESS OF CAMPUS AND BEAUTIFICATION/SPORTS			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	SK
4.	Sh. Chandan Yadav	Member	Chandan
5.	Sh. Fate Singh	Member	Fate Singh
6.	Sh. Ravinder Singh	Member	Ravinder
7. IT / WEB SITE			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	SK
4.	Sh. Chandan Yadav	Member	Chandan
8. CULTURAL PROGRAMME			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	SK
4.	Sh. Chandan Yadav	Member	Chandan
5.	Sh. Sunil	Member	Sunil
6.	Smt. Papita Devi	Member	LILITAI
7.	Sh. Fate Singh	Member	Fate Singh
8.	Sh. Ravinder Singh	Member	Ravinder
9. REFRESHMENT			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	SK
10. RED CROSS			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Sunil	Member	Sunil
3.	Sh. Surender Kumar	Member	SK
11. SPORTS ACHIEVEMENTS			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Sh. Chandan Yadav	Member	Chandan
3.	Sh. Deshraj	Member	Deshraj

PRIZE DIST

13. ALL

✓
①

2. PRIZE DISTRIBUTION COMMITTEE

1.	Dr. Neelam Sharma	Convenor	Mulhu
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	SJ
4.	Sh. Chandan Yadav	Member	Chandan

13. ALL KINDS OF PRINTING

1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	
4.	Sh. Chandan Yadav	Member	Chandan

14. PLACEMENT CELL

1.	Dr. Neelam Sharma	Convenor	Mulhu
2.	Sh. Surender Kumar	Member	SJ
3.	Sh. Chandan Yadav	Member	Chandan

15. TENT SHAMIANA AND MIKE SOUND

1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	SJ
3.	Sh. Chandan Yadav	Member	Chandan

16. TOUR INCHARGE

1.	Dr. Neelam Sharma	Convenor	Mulhu
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	SJ
4.	Sh. Chandan Yadav	Member	Chandan
5.	Sh. Fate Singh	Member	F1312
6.	Sh. Ravinder Singh	Member	Ran

17. COLLEGE DILAPIDATION FOUND

1.	Dr. Neelam Sharma	Convenor	Mulhu
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	SJ

18. COLLEGE MAGAZINE

1.	Dr. Neelam Sharma	Chief Editor	Mulhu
2.	Dr. Rekha Kumari	Science Section	Rekha
3.	Sh. Surender Kumar	Member	SJ
4.	Sh. Chandan Yadav	Member	Chandan
5.	Sh. Sunil	Member	Sunil

19. DISCIPLINE COMMITTEE

1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	SJ

3.	Sh. Sunil	Member	Am
4.	Sh. Chandan Yadav	Member	Chandan
5.	Sh. Fate Singh	Member	Fate Singh
6.	Sh. Ravinder Singh	Member	Rav
20. STUDENT AID FUND			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Surender
3.	Sh. Chandan Yadav	Member	Chandan
21. BUS PASS			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Sh. Chandan Yadav	Member	Chandan
3.	Sh. Ravinder Singh	Member	Rav
22. ALL KIND OF PROPERTY			
1.	Dr. Neelam Sharma	In charge	All type of wooden & Steel Furniture
23. RTI			
1.	Dr. Neelam Sharma	SPIO	Neelam
2.	Dr. Rekha Kumari	Assistant SPIO	Rekha
3.	Sh. Surender Kumar	Assistant	Surender
24. REGISTRAR (Result Calculation and ACR Verification & Class Test)			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	Surender
4.	Sh. Chandan Yadav	Member	Chandan
25. Water / Sanitation Committee			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Convenor of Girls	Rekha
3.	Sh. Surender Kumar	Member	Surender
4.	Sh. Chandan Yadav	Member	Chandan
5.	Sh. Ravinder Singh	Member	Rav
6.	Sh. Deshraj	Member	Deshraj
7.	Smt. Papita Devi	Member	Papita Devi
26. Decoration Committee			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Surender
3.	Sh. Chandan Yadav	Member	Chandan
4.	Sh. Deshraj	Member	Deshraj

General Purchase Committee			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	SK
3.	Sh. Deshraj	Member	D
28. BC Scholarship & Merit Scholarship			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Sh. Surender Kumar	Assistant	SK
29. Electric Item repair for Water Cooler, R.O. etc			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Sh. Chandan Yadav	Member	Chandan
3.	Sh. Surender Kumar	Member	SK
30. Court Case			
1.	Dr. Rekha Kumari	Convenor	Rekha
4.	Dr. Neelam Sharma	Member	Neelam
5.	Sh. Surender Kumar	Assistant	SK
31. Diesel Consumption			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Kapil Kumar	Member	Kapil
32. SC Scholarship			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Sh. Surender Kumar	Assistant	SK
33. Stock Verification			
1.	Sh. Surender Kumar	Convenor	
2.	Sh. Chandan Yadav	Member	Chandan
3.	Sh. Papita Devi	Member	47/71
34. Cycle Stand Committee			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	SK
3.	Sh. Chandan Yadav	Member	Chandan
35. Flaxes			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Chandan Yadav	Member	Chandan
3.	Sh. Sunil Yadav	Member	SM

Principal
 Govt. College of Education,
 Name of
 19/05/2017