

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

Office Order: GCEN/Committees/2024 / 6365

Dated: 29/04/2024

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Following duties are assigned to the staff members for the smooth conduct of college Administration for the session 2024-2025 w.e.f 1st May 2024. 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	Sig. Of Incl.
1. College			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Anil Kumar	Member	
4.	Sh. Surender Kumar	Member	
5.	Sh. Babu Lal	Member	Babulal
2. RECEPTION COMMITTEE			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	
4.	Sh. Sunil	Member	Sunil
5.	Sh. Chandan Yadav	Member	Chandan
3. PUBLICITY/ NEWS/ PHOTOGRAPHY AND VEDIO GRAPHY			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	
4.	Sh. Babu Lal	Member	Babulal
4. WOMEN CELL			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	
3.	Sh. Chandan Yadav	Member	Chandan
4.	Smt. Papita Devi	Member	Papita
5. GRIEVANCES CELL			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Anil Kumar	Member	
3.	Sh. Surender Kumar	Member	
4. CAREER GUIDANCE			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Sh. Surender Kumar	Member	
3.	Sh. Babu Lal	Member	Babulal
5. LEGAL & LEGAL AWARENESS			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Anil Kumar	Member	
3.	Sh. Surender Kumar	Member	
6. CLEANLINESS OF CAMPUS AND BEAUTIFICATION/SPORTS			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Anil Kumar	Member	
4.	Sh. Papita Devi	Member	Papita
5.	Sh. Fate Singh	Member	Fate Singh
6.	Sh. Chandan Yadav	Member	Chandan
7. I.T./ WEB SITE			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	
4.	Sh. Babu Lal	Member	Babulal

8. CULTURAL PROGRAMME			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	Sr
4.	Sh. Anil Kumar	Member	
5.	Sh. Sunil	Member	Sunil
6.	Sh. Chandan Yadav	Member	Chandan
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. Babu Lal	Member	Babulal
10. RED CROSS			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Anil Kumar	Member	
3.	Sh. Surender Kumar	Member	Sr
11. SPORTS ACHIEVEMENTS			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Sh. Chandan Yadav	Member	Chandan
3.	Sh. Deshraj	Member	Deshraj
12. PRIZE DISTRIBUTION COMMITTEE			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	Sr
4.	Sh. Babu Lal	Member	Babulal
13. ALL KINDS OF PRINTING			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Sr
4.	Sh. Chandan Yadav	Member	Chandan
14. PLACEMENT CELL			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Sh. Surender Kumar	Member	Sr
3.	Sh. Babu Lal	Member	Babulal
15. TENT SHAMIANA AND MIKE SOUND			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Sr
3.	Sh. Chandan Yadav	Member	Chandan
16. TOUR INCHARGE			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Surender Kumar	Member	Sr
4.	Sh. Chandan Yadav	Member	Chandan
5.	Sh. Fate Singh	Member	Fate Singh
6.	Sh. Ravinder Singh	Member	Ravinder
17. COLLEGE DILAPIDATION FOUND			
1.	Dr. Neelam Sharma	Convenor	Neelam
2.	Dr. Rekha Kumari	Member	Rekha
3.	Sh. Anil Kumar	Member	
18. COLLEGE MAGAZINE			
1.	Dr. Neelam Sharma	Chief Editor	Neelam
2.	Dr. Rekha Kumari	Science Section	Rekha
3.	Sh. Anil Kumar	Member	
4.	Sh. Surender Kumar	Member	Sr

19. DISCIPLINE COMMITTEE			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Sr
3.	Sh. Sunil	Member	Anil
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	Sr
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	Sr
24. REGISTRAR (Result Calculation and ACR Verification & Class Test			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Dr. Neelam Sharma	Member	Neelam
3.	Sh. Surender Kumar	Member	Sr
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. Anil Kumar	Member	
4.	Sh. Surender Kumar	Member	Sr
5.	Sh. Ravinder Singh	Member	
6.	Sh. Deshraj	Member	Deshraj
7.	Smt. Papita Devi	Member	Papita
26. Decoration Committee			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Sr
3.	Sh. Chandan Yadav	Member	Chandan
4.	Sh. Deshraj	Member	Deshraj
27. General Purchase Committee			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Anil Kumar	Member	
3.	Sh. Babu Lal	Member	Babulal
28. BC Scholarship & Merit Scholarship			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Sh. Surender Kumar	Assistant	Sr
29. Electric Item repair for Water Cooler, R.O. etc			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Sh. Anil Kumar	Member	
3.	Sh. Surender Kumar	Member	Sr

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30. Court Case			
1.	Dr.Rekha Kumari	Convenor	Rekha
4.	Dr.Neelam Sharma	Member	Neelam
5.	Sh. Surender Kumar	Assistant	Sr
31. Diesel Consumption			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Dr.Rekha Kumari	Member	Rekha
3.	Sh. Sunil Yadav	Member	Sr
32. SC Scholarship			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Sh. Surender Kumar	Assistant	Sr
33. Stock Verification			
1.	Sh. Anil Kumar	Convenor	
2.	Sh. Surender Kumar	Member	Sr
3.	Sh. Chandan Yadav	Member	Chandan
34. Cycle Stand Committee			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Sh. Surender Kumar	Member	Sr
3.	Sh. Deshraj	Member	Deshraj
35. Flaxes			
1.	Dr.Neelam Sharma	Convenor	Neelam
2.	Sh. Chandan Yadav	Member	Chandan
3.	Sh. Sunil Yadav	Member	Sr
36. Sexual Harrasment & Anti Ragging			
1.	Dr.Rekha Kumari	Convenor	Rekha
2.	Dr.Neelam Sharma	Member	Neelam
3.	Smt. Papita Devi	Member	Papita
37. Equal Opportunity Cell			
1.	Dr. Puran Prabha	Chairman	
2.	Dr. Neelam Sharma	Advisor	Neelam
3.	Dr. Rekha Kumari	Member	Rekha
4.	Sh. Anil Kumar	Member	
5.	Sh. Surender Kumar	Member	Sr
38. AISHE Work at place act			
1.	Dr. Rekha Kumari	Convenor	Rekha
2.	Dr. Neelam Sharma	Member	Neelam
3.	Sh. Surender Kumar	Member	Sr
4.	Sh. Chandan Yadav	Member	Chandan

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39. Committee of HKRN Employees			
1.	Dr. Rekha Kumari	Convenor	<i>Rekha</i>
2.	Dr. Neelam Sharma	Member	<i>Neelam</i>
3.	Sh. Babu Lal	Member	<i>Babulal</i>
40. Admission- cum- Scrutiny Committee B.Ed.-I st & II nd Year			
1.	Dr. Rekha Kumari	Convenor	<i>Rekha</i>
2.	Dr. Neelam Sharma	Member	<i>Neelam</i>
3.	Sh. Anil Kumar	Member	
4.	Sh. Surender Kumar	Member (All Type On line work)	<i>Sh</i>
5.	Sh. Sunil	Fee Work	<i>(S)</i>
6.	Sh. Babu Lal	Maintenance of Admission withdrawal Register	<i>Babulal</i>
7.	Sh. Chandan Yadav	Collection Admission form	<i>Chandan</i>

[Signature]
Principal,
Govt. College of Education,
Narnaul.
[Signature]

Endst. No.

A copy of the above is forwarded to the following for information and necessary action:-

- 1. Staff Circulation
- 2. Principal Table
- 3. Dy. Supdt.
- 4. Order Book.

[Signature]
Principal,
Govt. College of Education,
Narnaul.
[Signature]