OFFICE OF THE PRINCIPAL GOVT COLLEGE RAIPUR RANI (PKL)

OFFICE ORDER

Order No- GCR/25/2100

Dated -06-11-2025

Subject- Annual Duties for the session 2025-26w.e. f 6-11-25. All concerned to note and sign please.

r. No	Duties	In Charge/Members	Remarks	Signature
1.	College Council/College	Dr. Puja Bishnoi		
	Development Council	Mrs. Inderjot Kaur		,
		Mrs. Manisha Ranga		
		Mrs. Kavita		
		Mrs. Santosh		
2.	Bursar	Dr Yashveer (Funds)	All Funds & College	
۷.	Buisai	Mrs Inderiot (Grants)	Account/ Govt Grant &	
			All Treasury Bill	
3.	Central Purchase Committee	Dr. Puja Bishnoi (C)	Dr. Rohit (GEM)	
J.	(Funds/Grant)	Mrs. Manisha Ranga	Dr. Joginder (GEM)	
	GEM/Approved Source	Mrs. Kavita		
	GEIVI/Approved Source	Mrs Santosh		
		With Surressi		
	Contact Connections	Dr. Shweta Sharma	Will maintain all staff	
4.	Social/Staff Secretary	Mr Sunil (Peon)	meeting record and co-	,
		IVII Sullii (Feoli)	ordination work with	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	The state of the s	staff and principal	
	Mentoring Committee	Dr. Shweta Sharma (C)	At least two	
5.		Mr Ankit	mentor/mentee	
	(Girls)	I variate	meeting per semester	
			must be organize.	
	SC- Scholarship Committee	Mrs. Ritu Athwal (Nodal Officer)	Will maintain safe	
6.	SC- Scholarship Committee	Mr. Ankit	record of all document	
	a la la Malfara Sahama/All	Mrs Santosh (Nodal Officer)	Will maintain safe	
7.		Mrs Mandeep Kaur	record of all document	
	Girls Scholarship /BC	Mr Vikas		
	Scholarship/ State Merit	Ms Pooja (Commerce)		
	Scholarship/ AICTE	l loga (commerce)		
	Scholarship	Dr Puja Bishnoi		
8.	AICTE	Mr Aslam		
9.		Mr Rakesh Ghalawat(C)		
	Proctorial Duty/CCTV	Dr. Shweta Sharma (Anti		
	Functioning/Anti Drugs/ Anti	Ragging/ Anti Drugs)	÷	
	Ragging/ Anti	Mr Joginder(Anti Tobacco)		
	TobaccoStudents Code of	Dr. Swati Dhull& all staff		
	Conduct and all works	members		
	related to students discipline			
	work			
1	- "	Dr. Shweta Sharma (C)		
1,		Mrs. Kavita		
		Mr Sunil Dutt		
1	1 College Website Page & Face	Dr. Rohit Kumar	Will maintain website	
T	book Page etc	Dr. Swati Dhull	regularly of all college	
	DOOK FASE CLC	Mr Shakeel	activities	

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Į, į	Sports Incharge	Mr. Rakesh Gahlawat Dr Swati Dhull Mr Yashveer Mrs Kavita	
		Mr Shakeel (LA)	
13	Placement Cell/ Career Guidance	Mrs Pooja © Mr Yashveer Mrs Kavita Mrs Ritu	
14	Cultural Committee /Decoration Committee/Talent Search event/ Youth Festival etc	Mrr. Ritu Athwal (C) Dr Puja Bishnoi Mrs. Pooja Mr Yashveer Mr Joginder Dr Rakesh Gahlawat	
15	Internal Assessment of students offline /online	Mrs. Santosh(C) Mrs. Mandeep Kaur (Art) Mrs. Pooja (Commerce)	Will keep safe record of online /offline assessment
16	Time Table Committee/ Workload Committee	Mrs. Kavita Rani(C) Mrs. Inderjot (Comm) Mrs Ritu (Arts)	All related work
17	Earn While You Learn Scheme	Mrs. Pooja Mrs. Mandeep Kaur	
18	E.V.S, Gardening & Beautification Committee	Dr. Joginder Sheokand(C) Mr Yashveer Mr Rakesh Mr Sunil Dutt	
19	Bus Pass	Mr. Rakesh Ghalawat Mr. Sahil Khan L.A	
20	Library Committee and I Card work	Mrs. Kavita Rani(C) Mrs. Mandeep Kaur Mr Rohit Mr. Ankit, Library Restorer	
21	Contract Committee /Extension Lecturer/ Outsourceemployee /HKRN	Mrs. Puja Bishnoi (C) Mrs. Kavita Mrs Santosh	
22	Stationary	Mr. Ram Sharan ,Asst. MrVikas	
23	Name Struck off Committee	Mrs Ritu (C) Mrs. Pooja (Comm) Mrs Mandeep	Will maintain and keep proper record
24	College Tour Boys Girls	Mr. Rakesh Gahlawat (C) Mrs. Swati Dhull (C)	
25	UGC Work / RUSA /RC/OC /PRAYAS/NIRF/ATAI Ranking and All academic activities	Mrs. Manisha Ranaga (C) Mrs Kavita Dr Shweta Mrs Pooja Mrs Santosh	

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	26	IQAC Committee	Mrs. Manisha Ranga (C) Mrs. Kavita Rani Dr Swati Dhull Dr. Joginder Sheokand		
	27	NAAC Committee	Dr. Puja Bishnoi(C)	Mr. Shakeel Lab Attendant will assist I/C	
			Mrs. Shweta Sharma (Chapter – I) Mr. Santosh (Chapter – II) Mrs. Ritu (Chapter – III) Mrs Pooja (Chapter – IV)	NAAC for maintaing record and all assistance	
			Mrs. Kavita (chapter-v) Mr Rohit (chapter-v) Mrs. Manisha Ranga (Chapter-VII)		
	28	RTI Cell	Dr. Puja Bishnoi (SPIO) Mrs. Inderjot Kaur (ASPIO)		
	29	Refreshment Committee /			
:	23	Hospitality /Staff Room Committee	Mrs. Shweta Mrs Ritu		
	20				
	30	Tent & Shamiyana	Mr. Sunil Dutt (C)		
	, 1	Committee	Mr Joginder		
			Dr.Rohit Kumar		
	31	Press Release and all related work	Dr Rohit Dr. Ritu Athwal(Hindi)		
	32	Property Incharge / Collee	Mr. Sunil Dutt Sharma		
8		Asset management	Mr Yashveer		
			Mrs Mandeep Kaur		
		, T	Mr Rakesh Gahlawat		1
		<u></u> 1	Mr Shakeel		
- :			10 C - 11 D - 11 C (C)		
· •	33		Mr. Sunit Dutt Sharma (C)		
		Case Cell	Mrs. Santosh		
-		C. U B. Helio - Mento / Anti	Mrs. Mandeep Kaur		
	34	College Building Works / Anti Encroachment/Public Health etc Committee	Mr. Sunil Dutt Sharma(Civil) Mr. Rakesh Gahlawat (Electrical)		
	35	Electricity /Telephone/	Mr. Rakesh Gahlawat (C)		
		Internet & All Bills related	Mr. Joginder (Generator)		
		work/ Generator	Mr. RamSharan(To Timely		
			Print Of Bills and Maintaining Records)		
	36	Dispensary/Youth Red Cross Club / Red Ribbon and all women related activities	Mrs. Santosh (C) Dr. Shweta Sharma		
	37		Mrs. Yashveer (English Section)	Student Editors will be	,
		Magazine/ Annual Report	Dr. Ritu Athwal(Hindi Section) Mrs. Santosh(Commerce Section)	selected by Committee	
	38	Income Tax Committee /IT	Mrs. Inderjot Kaur(C)		
	-55	return /Form 16 and all other	Mrs. Pooja		
		to a successful and a s			
	1	income tax related work			
· ·	39		Dr. Rohit Kumar (C) Mrs. Ritu		

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	Technical support and to look	Mr Aslam (LA)		
	after IT Resources	Mr. Shakeel Mohammed L.A		
	arter in Resources	Wit. Shakeer Workarinined Est		
/	Subject Society	Respective HOD's		
40	Subject society	Respective HOD's		
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	Dd Sofoty Club	Mr. Rakesh Gahlawat(c)		
41	Road Safety Club,		~	
	Nature & Traffic	Dr. Swati Dhull		
	Interpretation Centre			
42	Geography Lab Incharge	Mr Rakesh Gahlawat		
		Mr Shakeel (LA)		
43	Computer Lab Incharge and	Dr. Rohit Kumar (C)		
	maintenance of all	Mr. Aslam , L.A		
	computers and related IT	Mr. Sahil Khan, L.A		
	work	,		
44	NSS and all related activities	Dr.Joginder Sheokand	CRID/ERP etc data	
	1100 and an related detirines	Mrs Pooja (C)	tagging work as per	
		Mr. Sahil Khan L.A	Govt directions	
		IVII. Saliii Kilali L.A		
45	Alumni Association	Mrs. Manisha Ranga (C)	Will organize one	
45	Alumni Association		alumni function in each	
	,	Mrs Kavita	year	
		Mrs. Ritu	Year	
		Mr Joginder		
		Mr. Ankit Library Restorer		
46	HRMSIncharge	Dr. Rohit Kumar(C)		
		Dr Swati Dhull		
		Mrs. Pooja		
	,	Mrs Ritu		
		Mr Ram Sharan		
47	Online ACRs/Teachers result	Dr Puja Bishnoi(C)		
47		Mrs Ritu		
	verification work	Mrs. Pooja		
		<u> </u>		
48	MIS Incharge	Dr. Rohit Kumar(C)		
		Dr Swati Dhull		
	Proposition Wester and a con-	Mrs. Pooja		
	100 mm 10			
49	LMS Incharge	Mr Rohit		
		Dr Swati		
7.	and the design of the second of	Mr Aslam	L	
50	Passport (Nodal Officer)	Mr Joginder (C)		
		Mr. Sahil Khan , L.A		
51	Harit Haryana Abhiyan /Save	Mr. Sunil Dutt Sharma ©		
	Water /EVM/Voters Day/Lok	Dr Joginder		
	Sabha /Vidhan Sabha			
	/Election related activites			
52	ParivaarPehchan Patar(PPP)	Mrs. Pooja (C)		
]	Staff/Student			
53	Tuckshop /Bookshop	Mrs. Puja Bishnoi (C)		
55	• •	Mryashveer		
	/Canteen Contract	Mr Joginder		
	Committee		4 1477	
54	University Cell -	Dr. Puja Bishnoi (C)	1. Will provide all data of	

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1	University Registration	Mrs. Kavita Rani	students to exam cell
/	Work/Online Fee /Payment	Mr. Ankit , Library Restorer	whenever need arises and
/	of Univ Fund/Fee /All Univ	Mr. Shakeel Mohammed	safe keeping of hard
/	Correspondence regarding	(University Clerk)	copies of admission forms
1	registration work/promotion		(Ist year). 2. Will attend all student
	of old students to new		problem regarding said
	classes and all university		related work
	work related to students		
55	College Affiliation work with	Dr Puja Bishnoi	Safe keeping of all
	university	Mr Rohit	official document
		Mr Aslam	- I switch a seament
56	Exam Cell	Mrs. Kavita(C)	Will attend all student
	All related work of university	Mrs Mandeep kaur	problem regarding said
	exam correspondence of	Mrs Santosh	related work and will
	student exam/result/filling		ensure exam online
		Mr.Shakeel Mohammed ,L.A	filling process and to
	of online exam forms/online		co-ordinate
	payment of exam fee /DMC work		l co oramate
57			
57	Computer Lab /Networking	Dr. Rohit Kumar (C)	
	Maintenance	Mr. Aslam	
		Mr. Shakeel Mohammed, L.A	
58	Multipurpose workers	Mr. Avtar	Will do duty as per
		Mr. Bittu	directions
		Mr. Sandeep Kumar	
		Mr. Darshan	
		Mr. Satpal	
		Mrs. Harjinder Kaur, Cleaner	
59	Diary and Dispatch Work	Mr Vikas (C)	
		Mr Sunil	
60	DMC Distribution	Mr. Sahil Khan , L.A	
		Mr Ankit	
61	Senior Tutors	Mrs Puja Bishnoi	
62	Annual Stock Verification	Mrs Kavita	
	(Physical)	Mrs Manisha	
	\` .	Mrs Santosh	
63	Physical Verification of new	Mr Rakesh	
	Purchases	Mr Yashveer	
		Mrs Pooja	
64	Printing – Banner/	Dr Sunil Dutt	
	Certificates/ Stand	Mr Rohit	
	·	Dr Yashveer	,
65	Celebration of Important		
	Days & other Extra Curricular	Mrs Santosh	
	activities	MrsRitu	
66	Competitive Exams	Mrs Puja Bishnoi	
	Preparation Comm	Mrs Inderjot	
67	Cleanliness Committee	Dr Puja Bishnoi (C)	
		Mrs Ritu	
68	CM Window/ Girls Grievance	Mrs Puja Bishnoi	
00	/ Prevention of Sexual	Mrs Inderjot	
	/ Trevention of Sexual	inacijot	

Harassment/ Suggestion Box/ICC Mrs Kavita Mr Sunil Dutt Mskimmi (Student) Mr Jayad Khan (Student) Mr	1	/			
Box/ICC	1	Harassment/ Suggestion	Mrs Kavita		
Mskimmi (Student) Mr Jayad Khan (Student) Mr Shakesh Gahlawat 70 Disaster Management Mr Rakesh Gahlawat 71 Eco Club—Tree Plantation/ Anti Polythene Mrs Ritu 72 Feedback Collection & Capt Shweta Sharma Dr Swati Dhull 73 Smart Classrooms Maintenance Mr Aslam Mr Aslam Mr Aslam Mr Aslam Mr Aslam Mr Aslam Mr Shakeel Mr Pe-Content Management Mr Shakeel			Mr Sunil Dutt		
Mr Jayad Khan (Student) 69 Counselling Cell		BONY	12 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -		
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Dr Shweta Sharma 70 Disaster Management Mr Rakesh Gahlawat 71 Eco Club—Tree Plantation/ Anti Polythene 72 Feedback Collection & Capt Shweta Sharma Dr Rohit Mrs Poja Bishnoi Mrs Ritu 73 Feedback Collection & Capt Shweta Sharma Dr Rohit Mrs Pooja Dr Swati Dhull 74 Feedback Collection & Dr Rohit Mr Aslam 75 Dr Rohit Mr Aslam 76 Invitation Comm Mr Shakeel 77 Invitation Comm Mr Rakesh Gahlawat Mr Sakeel Mr Shakeel Mr Shahil Mr Rakesh Gahlawat Mr Sahil Mr Sahil Mr Saken Gahlawat Mr Sahil Mr Sahil Mr Sahil Mr Sahil Mr Sahil Mr Sahil Mr Shahisha Dr Swati Dhull Mr Shahisha Shanga Dr Swati Dhull Mr Shahisha Ranga Dr Rohit Mr Shakeel ASH Work Mr Shakeel Mr Shakeel Mr Shakeel ASH Work Mr Shakeel Mr Shakeel ASH Work Mr Shakeel Mr Shakeel ASH Work Mr Shakeel	1	- Ilian Call	Mrs Manisha Panga		
70 Disaster Management Mr Rakesh Gahlawat 71 Eco Club—Tree Plantation/ Anti Polythene Mrs Ritu 72 Feedback Collection & Analysis Committee Mrs Pooja Dr Swati Dhull 73 Smart Classrooms Maintenance Mr Aslam 74 E-Content Management 75 ICT Incharge 76 Invitation Comm Mr Rakesh Gahlawat Mrs Pooja Dr Rohit Mr Aslam 77 Parking Comm Mrs Pooja Mrs Pooja Dr Rohit Mr Aslam 78 Invitation Comm Mrs Pooja Mrs Pooja Mrs Pooja Mrs Pooja Mr Aslam 79 Parking Comm Mrs Pooja Mrs Manisha Dr Rohit Mr Shakeel 76 Invitation Comm Mrs Pooja Mrs Manisha Dr Swati Dhull 77 Parking Comm Mrs Manisha Dr Swati Dhull 78 Phd Degree Verification Mrs Manisha Dr Swati Dhull 79 Water Arrangement- Coolers, Purifiers, Tubewells maintenance etc 80 Apprentice Selection/ Hiring/ Work Distribution Comm Mrs Manisha Ranga Dr Rohit Mrs Pooja 82 Learner's Driving License Mrs Mrs Pooja Mrs Neoja Blishnoi Mrs Rohit Bhullar Mrs Rohit Bhullar Mrs Ritu Mrs Ritu Mrs Ritu Mrs Ritu Mrs Ritu Apprentice Activity Register Apprentice Alshe Work Mrs. Ankit Mrs. Mandeep Kaur Mrs. Ankit	69	Counselling Cell			
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Anti Polythene Mrs Ritu 72 Feedback Collection & Capt Shweta Sharma Dr Shweta to maintain hard copies of records 73 Smart Classrooms Dr Rohit Mrs Pooja Dr Shweta to maintain hard copies of records 74 E-Content Management Dr Rohit Mr Aslam 75 ICT Incharge Dr Rohit Mr Shakeel 76 Invitation Comm Mrs Pooja MrsRitu 77 Parking Comm Mrs Rakesh Gahlawat MrsAshil Mrs Manisha Dr Swati Ohull 78 Phd Degree Verification Mrs Manisha Dr Swati Ohull 79 Water Arrangement- Coolers, Purifiers, Tubewells maintenance etc 80 Apprentice Selection/ Hiring/ Work Distribution Comm Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas 81 Subject Change and Subject Combination Seats Comm Mrs Medical Commination Seats Comm Mrs Medical Commination Seats Comm Mrs Model (Comm) Mrs Multiple Mrs Model (Comm) Mrs Multiple Mrs Model (Comm) Mrs Multiple Mrs Manisha Ranga Dr Rohit Mrs Model (Comm) Mrs Multiple Mrs Manisha Ranga Dr Rohit Mrs Model (Comm) Mrs Multiple Mrs Manisha Ranga Dr Rohit Mrs Model (Comm) Mrs Multiple Mrs Manisha Ranga Dr Rohit Mrs Mrs Mrs Manisha Ranga Dr Rohit Mrs	70				
72 Feedback Collection & Analysis Committee Dr Rohit Mrs Pooja Dr Swati Dhull Dr Rohit Maintenance Mr Aslam Dr Rohit Mr Shakeel Mr Rakesh Gahlawat Mr Rake	71	Eco Club—Tree Plantation/	Mrs Puja Bishnoi		
Analysis Committee Dr Rohit Mrs Pooja Dr Swati Dhull 73 Smart Classrooms Maintenance To Rohit Mr Aslam To Parking Comm Mr Rakesh Gahlawat MrSahil To Parking Comm Mr Rakesh Gahlawat MrSahil To Parking Comm Mr Rakesh Gahlawat MrSahil Mr Mr Manisha Dr Swati Dhull To Puriffers, Tubewells maintenance etc Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mr Rohit Bhullar Mr Shakeel Mr Rohit Bhullar Mr Shakeel Mr Mr Ankit Mr Swanii (Peon) Mrs Manisha Ranga Dr Mrs Ritu Mr Shakeel Mr Shakeel Mr Mr Ankit Mr Swanii (Peon) Mrs Manisha Ranga Dr Mrs Ritu Mr Shakeel Mr Mr Ankit Mr Swanii (Peon) Mrs Manisha Ranga Dr Mrs Ritu Mr Swanii (Peon) Mrs Mrs Manisha Ranga Dr Mrs Mrs Mrs Mrs Mrs Mrs Mrs Mrs Mrs Mr		Anti Polythene			
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Table Dr Rohit Mr Aslam Dr Rohit Mr Shakeel Dr Rohit Dr Swati Dhull Dr Puja Bishnoi Mr Swanisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Dr Swati Dr Rohit Mr Ram sharan Mr Vikas Dr Swati Dr Rohit Dr Dr Puja Bishnoi Mr Swanisha Ranga Dr Rohit Mr Swanisha Ranga Dr Rohit Mr Swanisha Ranga Dr Rohit Dr Dr Puja Bishnoi Mr Swanisha Ranga Dr Rohit Dr Dr Puja Bishnoi Mr Swanisha Ranga Dr Rohit Dr Dr Puja Bishnoi Dr Swati Dr Dr Puja Bishnoi Dr Swati Dr		,	Mrs Pooja		
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Tecontent Management Dr Rohit Mr Aslam To ICT Incharge Dr Rohit Mr Shakeel To Invitation Comm Mrs Pooja MrsRitu Tr Parking Comm Mr Rakesh Gahlawat MrSahil Mrs Manisha Dr Swati Dhull Tr Parking Comm Mrs Mrs Manisha Dr Swati Dhull Tr Phylip Bishnoi Mrs Manisha Dr Swati Dhull Tr Phylip Bishnoi Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas Mrs Manisha Ranga Dr Rohit Mr Ram Sharan Mr Vikas Mrs Mrs Mrs Mrs Mrs Mrs Mrs Mrs Mrs Mr	/3		Mr Aslam		
Mr Aslam Dr Rohit Mr Shakeel Mrs Pooja MrsRitu 76 Invitation Comm Mr Rakesh Gahlawat MrSahil 78 Phd Degree Verification Mr Mrs Manisha Dr Swati Dhull 79 Water Arrangement- Coolers, Purifiers, Tubewells maintenance etc 80 Apprentice Selection/ Hiring/ Work Distribution Comm Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas 81 Subject Change and Subject Combination Seats Comm Mrs Manisha Ranga © Mrs Manisha Ranga © Mrs Inderjot (Comm) MrRitu (Arts) 82 Learner's Driving License Mrs Pooja 83 Liasion of Principal Office with DC/DHE/ Adm Officials Mr Rohit Bhullar 84 Notice Board Mrs Ritu Mr Shakeel 85 Principal Notice's File Mrs Kavita 86 Photography Mrs Manisha Ranga © Mrs Ritu Mr Shakeel Mrs Ritu Mr Shakeel Mrs Ritu Mr Shakeel Mr Shakeel Mr Ankit Mr Sunil (Peon) Mrs. Mandeep Kaur Mrs. Mandeep Kaur Mrs. Manisha Ranga © Mrs. Mandeep Kaur Mrs. Ankit	- 74			-	
To Invitation Comm To Invitation Comm To Invitation Comm To Parking Comm To Puja Bishnoi To Puja Bishnoi To Parking Comm To Parking Comm To Puja Bishnoi To Parking Comm To Parking Com	/4	E-Content Management			
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Mrs Pooja MrsRitu	75	ICT Incharge	ACCUSATOR ON THE SECOND		
MrsRitu Mr Rakesh Gahlawat MrSahil 78 Phd Degree Verification Mrs Manisha Dr Swati Dhull 79 Water Arrangement- Coolers, Purifiers, Tubewells maintenance etc 80 Apprentice Selection/ Hiring/ Work Distribution Comm Dr Puja Bishnoi Mrs Manisha Ranga Dr Rohit Mr Ram sharan Mr Vikas 81 Subject Change and Subject Combination Seats Comm Mrs Manisha Ranga © Mrs Inderjot (Comm) MrRitu (Arts) 82 Learner's Driving License 83 Liasion of Principal Office with DC/DHE/ Adm Officials Mr Rohit Bhullar Notice Board Mrs Ritu Mr Shakeel 85 Principal Notice's File Mrs Kavita 86 Photography MrAnkit Mr Sunil (Peon) 87 Maintenance of College Activity Register Mrs. Mandeep Kaur Mrs. Ankit					
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87 Maintenance of College Activity Register Apprentice 88 AISHE Work Mrs. Mandeep Kaur Mr. Ankit	80	Filotography			
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Mr. Ankit					
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1	Instagram				
1	NCC	Mr Yashveer			
/90	Institutional Upgradation	Dr Puja Bishnoi			
91	Institution 1	Dr Yashveer			
		Dr Rohit			
		Dr Manisha			
	Local Outreach &	Dr Puja Bishnoi			
92	Institutional Coordination	Dr Yashveer			
	Committee	Dr Rohit			
	Committee	Mr Rakesh			
		Mr Joginder			_
93	Photographs and records	Mrs Ritu			
93	Thorog. up.	Mrs Pooja			_
94	Student Internship	Mrs Manisha Ranga			
54	·	Mrs Santosh			
		Mrs Inderjot			_
95	Legal Management System	Mr Sunil Dutt		 	_
96	Exam Centre Arrangements	Mr Rakesh	İ		
55		Mr Aslam		 	_
97	NEP	Mr Rohit			
5,		Mrs Ritu			
		Mrs Pooja			

Note -

- 1. In case of exigency further duties may bebe notified.
- 2. Charges must be handed over and taken over by 20-09-2023.
- 3. HOD/Incharges of various committees will do related day to day purchase.
- 4. In absence/leave ofconvener, next person will be the incharge of the events.
- 5. Whole hearted to co-operation is expected from all staff members.
- 6. All Incharge /event organised will upload respective activities on college websiteregularly with help of Social Media Incharge and website Incharge.

Govt College Raipur Rani (PKL)