

**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.

| Sr. No | Duties                                                                                                                                                                  | In Charge/Members                                                                                                                        | Remarks                                                                                | Signature |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------|
| 1.     | College Council/College Development Council                                                                                                                             | Dr. Puja Bishnoi<br>Mrs. Inderjot Kaur<br>Mrs. Manisha Ranga<br>Mrs. Kavita<br>Mrs. Santosh                                              |                                                                                        |           |
| 2.     | Bursar                                                                                                                                                                  | Dr Yashveer (Funds)<br>Mrs Inderjot (Grants)                                                                                             | All Funds & College Account/ Govt Grant & All Treasury Bill                            |           |
| 3.     | Central Purchase Committee (Funds/Grant) GEM/Approved Source                                                                                                            | Dr. Puja Bishnoi (C)<br>Mrs. Manisha Ranga<br>Mrs. Kavita<br>Mrs Santosh                                                                 | Dr. Rohit (GEM)<br>Dr. Joginder (GEM)                                                  |           |
| 4.     | Social/Staff Secretary                                                                                                                                                  | Dr. Shweta Sharma<br>Mr Sunil (Peon)                                                                                                     | Will maintain all staff meeting record and co-ordination work with staff and principal |           |
| 5.     | Mentoring Committee (Girls)                                                                                                                                             | Dr. Shweta Sharma (C)<br>Mr Ankit                                                                                                        | At least two mentor/mentee meeting per semester must be organize.                      |           |
| 6.     | SC- Scholarship Committee                                                                                                                                               | Mrs. Ritu Athwal (Nodal Officer)<br>Mr. Ankit                                                                                            | Will maintain safe record of all document                                              |           |
| 7.     | Students Welfare Scheme/All Girls Scholarship /BC Scholarship/ State Merit Scholarship/ AICTE Scholarship                                                               | Mrs Santosh (Nodal Officer)<br>Mrs Mandeep Kaur<br>Mr Vikas<br>Ms Pooja (Commerce)                                                       | Will maintain safe record of all document                                              |           |
| 8.     | AICTE                                                                                                                                                                   | Dr Puja Bishnoi<br>Mr Aslam                                                                                                              |                                                                                        |           |
| 9.     | Discipline Committee/ Proctorial Duty/CCTV Functioning/Anti Drugs/ Anti Ragging/ Anti TobaccoStudents Code of Conduct and all works related to students discipline work | Mr Rakesh Ghalawat(C)<br>Dr. Shweta Sharma (Anti Ragging/ Anti Drugs)<br>Mr Joginder(Anti Tobacco)<br>Dr. Swati Dhull& all staff members |                                                                                        |           |
| 10     | Women Cell                                                                                                                                                              | Dr. Shweta Sharma (C)<br>Mrs. Kavita<br>Mr Sunil Dutt                                                                                    |                                                                                        |           |
| 11     | College Website Page & Face book Page etc                                                                                                                               | Dr. Rohit Kumar<br>Dr. Swati Dhull<br>Mr Shakeel                                                                                         | Will maintain website regularly of all college activities                              |           |

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| 12 | <b>Sports Incharge</b>                                                                  | Mr. Rakesh Gahlawat<br>Dr Swati Dhull<br>Mr Yashveer<br>Mrs Kavita<br>Mr Shakeel (LA)                     |                                                     |  |
| 13 | <b>Placement Cell/ Career Guidance</b>                                                  | Mrs Pooja ©<br>Mr Yashveer<br>Mrs Kavita<br>Mrs Ritu                                                      |                                                     |  |
| 14 | <b>Cultural Committee /Decoration Committee/Talent Search event/ Youth Festival etc</b> | Mrr. Ritu Athwal (C)<br>Dr Puja Bishnoi<br>Mrs. Pooja<br>Mr Yashveer<br>Mr Joginder<br>Dr Rakesh Gahlawat |                                                     |  |
| 15 | <b>Internal Assessment of students offline /online</b>                                  | Mrs. Santosh(C)<br>Mrs. Mandeep Kaur (Art)<br>Mrs. Pooja (Commerce)                                       | Will keep safe record of online /offline assessment |  |
| 16 | <b>Time Table Committee/ Workload Committee</b>                                         | Mrs. Kavita Rani(C)<br>Mrs. Inderjot (Comm)<br>Mrs Ritu (Arts)                                            | All related work                                    |  |
| 17 | <b>Earn While You Learn Scheme</b>                                                      | Mrs. Pooja<br>Mrs. Mandeep Kaur                                                                           |                                                     |  |
| 18 | <b>E.V.S, Gardening &amp; Beautification Committee</b>                                  | Dr. Joginder Sheokand(C)<br>Mr Yashveer<br>Mr Rakesh<br>Mr Sunil Dutt                                     |                                                     |  |
| 19 | <b>Bus Pass</b>                                                                         | Mr. Rakesh Ghalawat<br>Mr. Sahil Khan L.A                                                                 |                                                     |  |
| 20 | <b>Library Committee and I Card work</b>                                                | Mrs. Kavita Rani(C)<br>Mrs. Mandeep Kaur<br>Mr Rohit<br>Mr. Ankit, Library Restorer                       |                                                     |  |
| 21 | <b>Contract Committee /Extension Lecturer/ Outsourceemployee /HKRN</b>                  | Mrs. Puja Bishnoi (C)<br>Mrs. Kavita<br>Mrs Santosh                                                       |                                                     |  |
| 22 | <b>Stationary</b>                                                                       | Mr. Ram Sharan ,Asst.<br>MrVikas                                                                          |                                                     |  |
| 23 | <b>Name Struck off Committee</b>                                                        | Mrs Ritu (C)<br>Mrs. Pooja (Comm)<br>Mrs Mandeep                                                          | Will maintain and keep proper record                |  |
| 24 | <b>College Tour Boys Girls</b>                                                          | Mr. Rakesh Gahlawat (C)<br>Mrs. Swati Dhull (C)                                                           |                                                     |  |
| 25 | <b>UGC Work / RUSA /RC/OC /PRAYAS/NIRF/ATAI Ranking and All academic activities</b>     | Mrs. Manisha Ranaga (C)<br>Mrs Kavita<br>Dr Shweta<br>Mrs Pooja<br>Mrs Santosh                            |                                                     |  |

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| 26 | <b>IQAC Committee</b>                                                                         | Mrs. Manisha Ranga (C)<br>Mrs. Kavita Rani<br>Dr Swati Dhull<br>Dr. Joginder Sheokand                                                                                                                                                             |                                                                                                    |  |
| 27 | <b>NAAC Committee</b>                                                                         | Dr. Puja Bishnoi(C)<br><br>Mrs. Shweta Sharma (Chapter – I)<br>Mr. Santosh (Chapter – I I)<br>Mrs. Ritu (Chapter – III)<br>Mrs Pooja (Chapter – IV)<br>Mrs. Kavita (Chapter – V)<br>Mr Rohit (Chapter – VI)<br>Mrs. Manisha Ranga (Chapter – VII) | Mr. Shakeel Lab<br>Attendant will assist I/C<br>NAAC for maintaing<br>record and all<br>assistance |  |
| 28 | <b>RTI Cell</b>                                                                               | Dr. Puja Bishnoi (SPIO)<br>Mrs. Inderjot Kaur (ASPIO)                                                                                                                                                                                             |                                                                                                    |  |
| 29 | <b>Refreshment Committee /<br/>Hospitality /Staff Room<br/>Committee</b>                      | Mrs. Shweta<br>Mrs Ritu                                                                                                                                                                                                                           |                                                                                                    |  |
| 30 | <b>Tent &amp; Shamiyana<br/>Committee</b>                                                     | Mr. Sunil Dutt (C)<br>Mr Joginder<br>Dr.Rohit Kumar                                                                                                                                                                                               |                                                                                                    |  |
| 31 | <b>Press Release and all related<br/>work</b>                                                 | Dr Rohit<br>Dr. Ritu Athwal(Hindi)                                                                                                                                                                                                                |                                                                                                    |  |
| 32 | <b>Property Incharge / Collee<br/>Asset management</b>                                        | Mr. Sunil Dutt Sharma<br>Mr Yashveer<br>Mrs Mandeep Kaur<br>Mr Rakesh Gahlawat<br>Mr Shakeel                                                                                                                                                      |                                                                                                    |  |
| 33 | <b>Legal Literacy Cell /Court<br/>Case Cell</b>                                               | Mr. Sunit Dutt Sharma (C)<br>Mrs. Santosh<br>Mrs. Mandeep Kaur                                                                                                                                                                                    |                                                                                                    |  |
| 34 | <b>College Building Works / Anti<br/>Encroachment/Public Health<br/>etc Committee</b>         | Mr. Sunil Dutt Sharma(Civil )<br>Mr. Rakesh Gahlawat<br>(Electrical)                                                                                                                                                                              |                                                                                                    |  |
| 35 | <b>Electricity /Telephone/<br/>Internet &amp; All Bills related<br/>work/ Generator</b>       | Mr. Rakesh Gahlawat (C)<br>Mr. Joginder (Generator)<br>Mr. RamSharan(To Timely<br>Print Of Bills and Maintaining<br>Records)                                                                                                                      |                                                                                                    |  |
| 36 | <b>Dispensary/Youth Red Cross<br/>Club / Red Ribbon and all<br/>women related activities</b>  | Mrs. Santosh (C)<br>Dr. Shweta Sharma                                                                                                                                                                                                             |                                                                                                    |  |
| 37 | <b>College Magazine/ Printing of<br/>Magazine/ Annual Report</b>                              | Mrs. Yashveer (English Section)<br>Dr. Ritu Athwal(Hindi Section)<br>Mrs. Santosh(Commerce Section)                                                                                                                                               | Student Editors will be<br>selected by Committee                                                   |  |
| 38 | <b>Income Tax Committee /IT<br/>return /Form 16 and all other<br/>income tax related work</b> | Mrs. Inderjot Kaur(C)<br>Mrs. Pooja                                                                                                                                                                                                               |                                                                                                    |  |
| 39 | <b>Online Admission Nodal<br/>Officer</b>                                                     | Dr. Rohit Kumar (C)<br>Mrs. Ritu                                                                                                                                                                                                                  |                                                                                                    |  |



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

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

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|    | Harassment/ Suggestion Box/ICC                                         | Mrs Kavita<br>Mr Sunil Dutt<br>MsRimmi (Student)<br>Mr Jayad Khan (Student)   |                                                 |  |
| 69 | Counselling Cell                                                       | Mrs Manisha Ranga<br>Dr Shweta Sharma                                         |                                                 |  |
| 70 | Disaster Management                                                    | Mr Rakesh Gahlawat                                                            |                                                 |  |
| 71 | Eco Club—Tree Plantation/<br>Anti Polythene                            | Mrs Puja Bishnoi<br>Mrs Ritu                                                  |                                                 |  |
| 72 | Feedback Collection &<br>Analysis Committee                            | Capt Shweta Sharma<br>Dr Rohit<br>Mrs Pooja<br>Dr Swati Dhull                 | Dr Shweta to maintain<br>hard copies of records |  |
| 73 | Smart Classrooms<br>Maintenance                                        | Dr Rohit<br>Mr Aslam                                                          |                                                 |  |
| 74 | E-Content Management                                                   | Dr Rohit<br>Mr Aslam                                                          |                                                 |  |
| 75 | ICT Incharge                                                           | Dr Rohit<br>Mr Shakeel                                                        |                                                 |  |
| 76 | Invitation Comm                                                        | Mrs Pooja<br>MrsRitu                                                          |                                                 |  |
| 77 | Parking Comm                                                           | Mr Rakesh Gahlawat<br>MrSahil                                                 |                                                 |  |
| 78 | Phd Degree Verification                                                | Mrs Manisha<br>Dr Swati Dhull                                                 |                                                 |  |
| 79 | Water Arrangement- Coolers,<br>Purifiers, Tubewells<br>maintenance etc | Mryashveer                                                                    |                                                 |  |
| 80 | Apprentice Selection/ Hiring/<br>Work Distribution Comm                | Dr Puja Bishnoi<br>Mrs Manisha Ranga<br>Dr Rohit<br>Mr Ram sharan<br>Mr Vikas |                                                 |  |
| 81 | Subject Change and Subject<br>Combination Seats Comm                   | Mrs Manisha Ranga ©<br>Mrs Inderjot (Comm)<br>MrRitu (Arts)                   |                                                 |  |
| 82 | Learner's Driving License                                              | MrsPooja                                                                      |                                                 |  |
| 83 | Liasion of Principal Office<br>with DC/DHE/ Adm Officials              | Mrs Puja Bishnoi<br>Mr Rohit Bhullar                                          |                                                 |  |
| 84 | Notice Board                                                           | Mrs Ritu<br>Mr Shakeel                                                        |                                                 |  |
| 85 | Principal Notice's File                                                | Mrs Kavita                                                                    |                                                 |  |
| 86 | Photography                                                            | MrAnkit<br>Mr Sunil (Peon)                                                    |                                                 |  |
| 87 | Maintenance of College<br>Activity Register                            | MrsRitu<br>Apprentice                                                         |                                                 |  |
| 88 | AISHE Work                                                             | Mrs. Mandeep Kaur<br>Mr. Ankit                                                |                                                 |  |
| 89 | Social Media Page, Facebook,                                           | Mr Shakeel                                                                    |                                                 |  |

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|    | Instagram                                             |                                                                        |  |  |
| 90 | NCC                                                   | Mr Yashveer                                                            |  |  |
| 91 | Institutional Upgradation                             | Dr Puja Bishnoi<br>Dr Yashveer<br>Dr Rohit<br>Dr Manisha               |  |  |
| 92 | Local Outreach & Institutional Coordination Committee | Dr Puja Bishnoi<br>Dr Yashveer<br>Dr Rohit<br>Mr Rakesh<br>Mr Joginder |  |  |
| 93 | Photographs and records                               | Mrs Ritu<br>Mrs Pooja                                                  |  |  |
| 94 | Student Internship                                    | Mrs Manisha Ranga<br>Mrs Santosh<br>Mrs Inderjot                       |  |  |
| 95 | Legal Management System                               | Mr Sunil Dutt                                                          |  |  |
| 96 | Exam Centre Arrangements                              | Mr Rakesh<br>Mr Aslam                                                  |  |  |
| 97 | NEP                                                   | Mr Rohit<br>Mrs Ritu<br>Mrs Pooja                                      |  |  |

**Note –**

1. In case of exigency further duties may be 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 of convener, next person will be the incharge of the events.
5. Whole hearted co-operation is expected from all staff members.
6. All Incharge /event organised will upload respective activities on college website regularly with help of Social Media Incharge and website Incharge.

*Sanjita*  
6/11/25  
Principal  
Govt College  
Raipur Rani (PKL)