

Seth Kaluram Goyal Govt. College, Kadma (Ch. Dadri)

Annual Duties for the session 2025-26

SN	Committee/Assignment	Members of the Committee	Signature
1	College Council/Reception Committee	1. Sh. Nitesh Saini – Chairperson 2. Dr. Paramjeet Singh 3. Sh. Anil Kumar 4. Sh. Yogesh	
2	I.Q.A.C.	1. Sh. Anil Kumar (Convenor) 2. Sh. Yogesh 3. Sh. Yogesh Jangra	Yogesh Jangra
3	NAAC/RUSA/PRAYAS	1. Sh. Yogesh 2. Sh. Anil Kumar 3. Sh. Yogesh Jangra	Yogesh Jangra
4	Bursar	1. Sh. Kamal	Yogesh Jangra
5	Registrar and All Uni. Work, Uni. Exam. Forms (Re-appear) RR/ CR	1. Sh. Yogesh Jangra 2. Sh. Yogesh 3. Sh. Ashish	Yogesh Jangra Yogesh Ashish
6	Press & Publicity	1. Sh. Anil Kumar	
7	All Scholarships	1. Sh. Yogesh (SC/BC)	
8	GeM Purchase Committee	1. Dr. Paramjeet 2. Sh. Anil Kumar 3. Sh. Yogesh	Yogesh
9	College Property	1. Sh. Anil Kumar 2. Sh. Mandeep	Mandeep Mandeep
10	All Type of Portal /Web Portal	1. Sh. Mandeep 2. Sh. Narender	Narender Yogesh
11	All India Survey of Higher Education	1. Sh. Yogesh 2. Sh. Mandeep	Mandeep
12	Time Table & Work Load	1. Sh. Anil Kumar 2. Dr. Paramjeet 3. Sh. Yogesh	Yogesh
13	All Lab In-charge	1. Sh. Yogesh 2. Sh. Yogesh Jangra 3. Sh. Anil Kumar	Yogesh Jangra
14	Zonal Youth Festival/ Cultural Activities	1. Sh. Yogesh Jangra 2. Sh. Anil Kumar 3. Sh. Yogesh	Yogesh Jangra
15	Staff Secretary & College Activity Register In-Charge	1. Sh. Anil Kumar	Yogesh
16	Bus Pass	1. Sh. Yogesh Jangra 2. Sh. Yogesh 3. Sh. Ashish	Yogesh Jangra Ashish
17	Sports Board & Sports Activities	1. Sh. Yogesh Jangra 2. Sh. Anil Kumar 3. Sh. Yogesh	Yogesh Jangra Yogesh

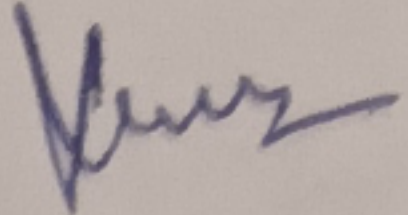
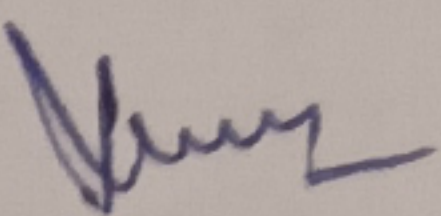
Office Expensine - ① Mandeep

② Ashish

③ Narender.

Narender

18	Printing of Prospectus/ Magazine/Invitations Cards & All type of printing	1. Sh. Yogesh 2. Sh. Anil Kumar	<i>Yogesh</i>
19	Placement Cell	1. Sh. Paramjeet 2. Sh. Anil Kumar 3. Sh. Yogesh	<i>Yogesh</i>
20	S.P.I.O. of R.T.I. Matters	1. Dr. Paramjeet Singh 2. Sh. Mandeep	<i>Mandeep</i>
21	Prize Committee	1. Dr. Paramjeet 2. Sh. Yogesh 3. Sh. Anil Kumar	<i>Yogesh</i>
22	Legal Literacy Cell	1. Dr. Paramjeet Singh 2. Sh. Yogesh	<i>Yogesh</i>
23	Women Cell & Prevention of Women Harassment & Anti Ragging Cell and Student Grievance Committee	1. Sh. Anil Kumar 2. Dr. Paramjeet Singh 3. Sh. Yogesh	<i>Yogesh</i>
24	Discipline Committee	1. Dr. Paramjeet Singh 2. Sh. Anil Kumar 3. Sh. Yogesh Kumar	<i>Yogesh</i>
25	Educational Tour	1. Sh. Yogesh 2. Sh. Anil Kumar 3. Sh. Mandeep	<i>Yogesh</i> <i>Mandeep</i>
26	Cleanliness Committee & College Beautification	1. Dr. Paramjeet Singh 2. Sh. Yogesh 3. Sh. Anil Kumar	<i>Yogesh</i>
27	Photography & Tent Committee	1. Sh. Anil Kumar 2. Sh. Yogesh	<i>Yogesh</i>
28	Water, Electricity & Inverter Battery	1. Sh. Yogesh 2. Anil Kumar	<i>Yogesh</i>
29	Library Advisory Committee & All matter of Library	1. Sh. Anil Kumar 1. Sh. Rohit (Jr. Lib.) ③ Sh. Vinay (Lib. Att.)	<i>Vinay</i>
30	Grievance Redressal Committee for the students	1. Dr. Paramjeet Singh (In Charge) 2. Sh. Yogesh Kumar 3. Sh. Anil Kumar	<i>Yogesh</i>
31	Committee Members of Anti- Drug Awareness Cell	1. Sh. Anil Kumar 2. Sh. Yogesh 3. Sh. Yogesh Jangra Students Ambassador of Anti-drug Awareness Cell 1. Anuu (B. Com 3 rd year) 2. Sanjog (B.A. 3 rd year) 3. Mohit (B.A. 2 nd year)	<i>Yogesh</i>

Admission Duties for Session 2025-26	1. Overall, In charge Sh. Nitesh Saini 2. Nodal Officer of Online Admission Sh. Anil Kumar 3. B.A. B.Com. 1st Scrutiny Verification & Admission Committee I. Sh. Anil Kumar II. Sh. Yogesh (For B.A.) III. Sh. Kamal (For B.Com.) 4. B.A. B. Com 2nd & 3rd Admission Committee I. Sh. Anil Kumar II. Sh. Yogesh (For B.A.) III. Sh. Kamal (For B.Com.)	 
---	---	--

Principal
Seth Kaluram Goyal
Govt. College, Kadma