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| Sr. No. | **Annual Duties Chart** |
|  | **College Council**  | Dr. Rajeev Kumar **(Officiating Principal-cum-DDO)**Mr. Rahul GargDr. SapnaMr. Aakash |
|  | **IQAC** | Mr. Rahul Garg (Convener)Dr. SapnaMr. AakashDr. Abrar AhmadMr. Pushkar Garg |
|  | **Bursar** | Dr. Sapna |
|  | **Staff Secretary**  | Mr. Aakash |
|  | **Property Committee** |  Mr. Aakash (Convener) Dr. Kavita Yadav Dr. Azaharuddin Mr. Pushkar Garg Mr. Chetraj Ms. Rakhi Mr. Sonu  Mr. Vedprakash Mr. Udayveer |
|  | **Anti Ragging Committee** | Dr. Sapna (Convener)Mr. AakashDr. Abrar AhmadDr. Azaharuddin |
|  | **Grievance Redressal Committee** | Mr. Rahul Garg (Convener)Dr. Sapna Mr. AakashDr. Abrar Ahmad Ms. Neelima |
|  | **Internal Compliant Committee** | Dr. Sapna (Convener)Mr. AakashDr. Kavita YadavDr. Abrar Ahmad Ms. Neelima |
|  | **Electricity & Generator Maintenance Committee**  |  Dr. Abrar Ahmad (Convener) Dr. Azaharuddin Mr. Pushkar Garg Mr. Tareef Singh |
|  | **SC/ST Committee** |  Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg |
|  | **Minority Cell** |  Dr. Abrar Ahmad (Convener) Dr. Kavita Yadav Dr. AzaharuddinMr. Pushkar Garg |
|  | **OBC Cell** |  Mr. Aakash (Convener) Dr. Kavita Yadav Dr. Abrar Ahmad Mr. Pushkar Garg |
|  | **Water Arrangement Committee** | Mr. Aakash (Convener)Dr. AzaharuddinMr. Tareef SinghMr. Pushkar Garg |
|  | **Income Tax Committee** |  Mr. Rahul Garg (Convener) Dr. Sapna Mr. Aakash Mr. Pushkar Garg  |
|  | **Sports Committee** |  Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg |
|  | **Library Committee** |  Mr. Aakash (Convener) Dr. Kavita Yadav Dr. Azaharuddin Mr. Chetaj Ms. Rakhi |
|  | **Women Cell**  |  Dr. Sapna (Convener) Dr. Kavita Yadav Ms. Neelima Ms. Rakhi  |
|  | **Right to Information Act,2005 (RTI)** | Ist Appellate Authority : PrincipalPIO : Mr. Rahul GargAPIO : Mr. AakashMr. Pushkar Garg |
|  | **Legal Literacy Cell** |  Dr. Azaharuddin (Convener) Mr. Pushkar Garg Ms. Neelima |
|  | **Student Tour****Committee** |  Dr. Sapna (Convener) Mr. Aakash  Mr. Pushkar Garg |
|  | **Internal Assessment Committee** | Dr. Sapna (Convener)Mr. AakashMs. Neelima |
|  | **Attendance Shortage Committee** |  Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. AzaharuddinMr. Pushkar Garg |
|  | **Red Ribbon Club/Youth Red Cross Committee** | Dr. Kavita Yadav (Convener)Dr. AzaharuddinMr. Pushkar Garg |
|  | **Time – Table / Work Load Committee** | Mr. Rahul Garg (Convener-Work Load)Dr. Sapna (Convener- Time Table)Mr. AakashDr. Kavita YadavDr. Abrar AhmadDr. Azaharuddin Mr. Pushkar Garg |
|  | **Placement Cell**  | Mr. Aakash (Convener)Dr. Kavita YadavDr. Abrar AhmadDr. Azaharuddin |
|  | **House Examination Committee****(EVS & Computer)** |  Dr. Sapna (Convener-EVS)  Mr. Aakash (Convener- Computer) Dr. Kavita Yadav Dr. Abrar Ahmad Dr. AzaharuddinMr. Pushkar Garg |
|  | **Medical Bills Reimbursement Committee** | Mr. Rahul Garg (Convener)Dr. SapnaMr. AakashMr. Pushkar Garg |
|  | **National Service Scheme Committee (NSS)** | Mr. Aakash (Convener)Dr. Kavita YadavDr. AzaharuddinMr. Pushkar Garg |
|  | **Scholarship Verification Committee** | Mr. Aakash (SC Scholarship)Dr. Kavita Yadav ( BC Scholarship)Dr. Abrar Ahmad (NSP & Merit Scholarship)Mr. Pushkar Garg |
|  | **Cleanliness Committee** | Dr. Azaharuddin (Convener)Mr. Tareef SinghMr. ChetrajMs. Rakhi |
|  | **Result Committee** | Mr. Rahul Garg (Convener)Dr. SapnaMr. AakashMr. Pushkar Garg |
|  | **Earn – While you Learn Committee** |  Dr. Abrar Ahmad (Convener) Dr. Kavita YadavDr. AzaharuddinMr. Pushkar Garg |
|  | **Alumni Club / Old Students Association** | Mr. Aakash (Convener)Dr. Abrar AhmadDr. Kavita YadavDr. Azaharuddin Mr. Pushkar Garg |
|  | **Public Relations / News****(Electronic & Print Media)** |  Dr. Sapna (Convener) Mr. Aakash Dr. Azaharuddin Ms. Neelima |
|  | **Anti Sexual Harassment Committee** |  Dr. Sapna (Convener) Mr. Aakash Dr. Kavita Yadav Dr. Abrar Ahmad Ms. Neelima  |
|  | **NAAC / U.G.C. Committee** | Dr. Sapna (Convener) Mr. AakashDr. Kavita YadavDr. Abrar AhmadDr. Azaharuddin Mr. Pushkar Garg |
| 32 | **AISHE Committee** | Dr. Sapna (Nodal Officer)Mr. Aakash (SC Scholarship/Placement Detail)Dr. Kavita Yadav (BC Scholarship Detail)Dr. Abrar Ahmad (NSP Scholarship Detail)Mr. Pushkar Garg (Infrastructure/Finance Detail)Ms. Neelima (Result) |
|  33 | **Voters Identity Card/****Aadhar Card Committee** |  Dr. Azaharuddin (Convener) Mr. Pushkar Garg Mr. Chetraj |
| 34 | **Mentorship/ Student Counseling Committee** | Dr. Sapna (Convener)Mr. AakashDr. Kavita YadavDr. Abrar AhmadDr. AzaharuddinMs. Neelima |
| 35. | **Equal Opportunity Cell**  | Dr. Sapna (Convener) Dr. Kavita YadavDr. AzaharuddinMr. Pushkar Garg |
|  36. | **Bus Pass Committee** |  Dr. Azaharuddin (Convener)  Mr. Pushkar Garg Mr. Chetraj |
| 37. | **Checking /Verification /Attestation of University Forms Committee** |  Dr. Sapna (Convener)  Mr. Aakash Mr. Pushkar Garg |
| 38 | **Bio-metric Maintenance Committee** |  Mr. Aakash (Convener) Dr. Abrar Ahmad Mr. Pushkar Garg |
| 39 | **Institutional Development Plan (IDP) Committee** |  Dr. Abrar Ahmad (Convener) Dr. Kavita Yadav Dr. Azaharuddin Mr. Pushkar Garg |
| 40 | **Smart Classrooms & Labs Maintenance Committee** |  Dr. Azaharuddin (Convener)Mr. Pushkar GargMr. ChetrajMs. Rakhi |
| 41 | **Nature Interpretation Centre Nodal Officer** | Dr. Sapna  |
| 42 | **Swami Vivekanand Cell Nodal Officer** | Dr. Sapna |
| 43 | **New Education Policy (NEP) Implementation Nodal Officer** |  Mr. Aakash  |
| 44 | **Passport Nodal Officer** | Dr. Kavita Yadav |
| 45 | **Traffic Interpretation Centre Nodal Officer** | Dr. Abrar Ahmad |
| 46 | **Learning Driving License/ CRID Nodal Officer** | Dr. Azaharuddin |