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| Sr. No. | **Annual Duties Chart** | |
|  | **College Council** | Dr. Rajeev Kumar  **(Officiating Principal-cum-DDO)**  Mr. Rahul Garg  Dr. Sapna  Mr. Aakash |
|  | **IQAC** | Mr. Rahul Garg (Convener)  Dr. Sapna  Mr. Aakash  Dr. Abrar Ahmad  Mr. 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. Aakash  Dr. Abrar Ahmad  Dr. Azaharuddin |
|  | **Grievance Redressal Committee** | Mr. Rahul Garg (Convener)  Dr. Sapna  Mr. Aakash  Dr. Abrar Ahmad  Ms. Neelima |
|  | **Internal Compliant Committee** | Dr. Sapna (Convener)  Mr. Aakash  Dr. Kavita Yadav  Dr. 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. Azaharuddin  Mr. Pushkar Garg |
|  | **OBC Cell** | Mr. Aakash (Convener)  Dr. Kavita Yadav  Dr. Abrar Ahmad  Mr. Pushkar Garg |
|  | **Water Arrangement Committee** | Mr. Aakash (Convener)  Dr. Azaharuddin  Mr. Tareef Singh  Mr. 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 : Principal  PIO : Mr. Rahul Garg  APIO : Mr. Aakash  Mr. 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. Aakash  Ms. Neelima |
|  | **Attendance Shortage Committee** | Mr. Aakash (Convener)  Dr. Abrar Ahmad  Dr. Azaharuddin  Mr. Pushkar Garg |
|  | **Red Ribbon Club/Youth Red Cross Committee** | Dr. Kavita Yadav (Convener)  Dr. Azaharuddin  Mr. Pushkar Garg |
|  | **Time – Table / Work Load Committee** | Mr. Rahul Garg (Convener-Work Load)  Dr. Sapna (Convener- Time Table)  Mr. Aakash  Dr. Kavita Yadav  Dr. Abrar Ahmad  Dr. Azaharuddin  Mr. Pushkar Garg |
|  | **Placement Cell** | Mr. Aakash (Convener)  Dr. Kavita Yadav  Dr. Abrar Ahmad  Dr. Azaharuddin |
|  | **House Examination Committee**  **(EVS & Computer)** | Dr. Sapna (Convener-EVS)  Mr. Aakash (Convener- Computer)  Dr. Kavita Yadav  Dr. Abrar Ahmad  Dr. Azaharuddin  Mr. Pushkar Garg |
|  | **Medical Bills Reimbursement Committee** | Mr. Rahul Garg (Convener)  Dr. Sapna  Mr. Aakash  Mr. Pushkar Garg |
|  | **National Service Scheme Committee (NSS)** | Mr. Aakash (Convener)  Dr. Kavita Yadav  Dr. Azaharuddin  Mr. 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 Singh  Mr. Chetraj  Ms. Rakhi |
|  | **Result Committee** | Mr. Rahul Garg (Convener)  Dr. Sapna  Mr. Aakash  Mr. Pushkar Garg |
|  | **Earn – While you Learn Committee** | Dr. Abrar Ahmad (Convener)  Dr. Kavita Yadav  Dr. Azaharuddin  Mr. Pushkar Garg |
|  | **Alumni Club / Old Students Association** | Mr. Aakash (Convener)  Dr. Abrar Ahmad  Dr. Kavita Yadav  Dr. 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. Aakash  Dr. Kavita Yadav  Dr. Abrar Ahmad  Dr. 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. Aakash  Dr. Kavita Yadav  Dr. Abrar Ahmad  Dr. Azaharuddin  Ms. Neelima |
| 35. | **Equal Opportunity Cell** | Dr. Sapna (Convener)  Dr. Kavita Yadav  Dr. Azaharuddin  Mr. 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 Garg  Mr. Chetraj  Ms. 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 |