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SRS GOVT. COLLEGE SAMPLA (ROHTAK)

ANNUAL DUTY LIST 2026-27

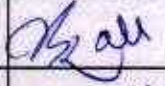
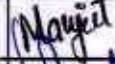
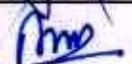
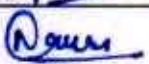
w.e.f. 1st July 2026

SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
1	Absentee & Fine Committee	Ashok Kumar	Convenor		AK
		Deepak Lathwal	Member	B.A-II	Deepak
		Jaipal	Member	B.A-I	Jaipal
		Nidhi	Member	B.A-III	Nidhi
		Preeti Ishtkan	Member	B.COM & M.COM	Preeti
		Preeti Maan	Member	B.A-II	Preeti
		Partibha	Member	B.A-III	Partibha
		Anil	Member	B.A-I	Anil
		Ankita	Member	B.COM & M.COM	Ankita
		Nitin Dalal	Assisting Staff		Nitin
2	AISHE	Nidhi	Convenor		Nidhi
		Satya Priya	Member		Satya Priya
		Nitin Dalal	Assisting Staff		Nitin
3	Alumni Association	Suresh Kumar	Convenor		Suresh
		Deepak Lathwal	Member		Deepak
		Jaipal	Member		Jaipal
		Manjeet	Member		Manjeet
		Anil	Member		Anil
		Pawan Ohlyan	Clerk		Pawan

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SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
4	Anti Raging Cell	Pawan Kumar	Convenor		
		Ankita Beniwal	Member		
		Jaipal	Member		
		Nidhi	Member		Nidhi
5	Anti Sexual Harassment & Grievance cell / Internal Complaint Committee	Ankita Beniwal	Convenor		
		Pawan Kumar	Member		
		Hardeep Singh	Member		
		Nidhi	Member		Nidhi
		Anjana Garg	Member	External Member	
		Asha Rani	Member		Asha
		Mantal Devi	Member		
		Preeti Maan	Member	1	
6	Anti-Tobacco Prohibition / Anti Smoking Committee 2 Drugs	Manjeet	Convenor		
		Jaipal	Member		
		Arun	Member		
		Naveen	Member		
7	Building Committee	Pawan Kumar	Convenor		
		Ankita Beniwal	Member		
		Hardeep Singh	Member		
		Ashok Kumar	Member		
		Suresh Kumar	Member		

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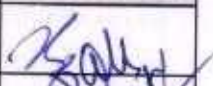
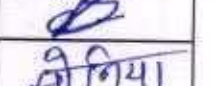
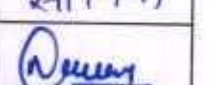
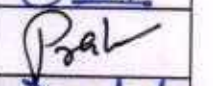
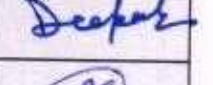
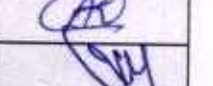
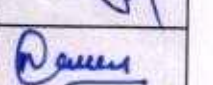
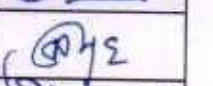
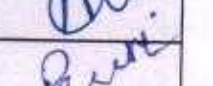
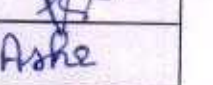
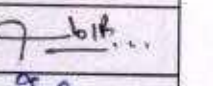
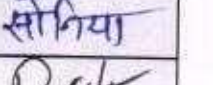
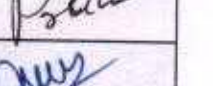
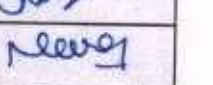
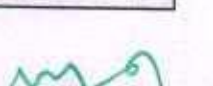
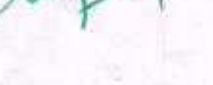
SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr. / Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
8	Bursar	Suman Devi	Bursar		<i>Suman</i>
9	Bus Pass / Rail Pass	Sombir	Convenor		<i>Sombir</i>
		Nitin Dalal	Member		<i>Nitin</i>
10	Campus Beautification	Naveen	Convenor		<i>Naveen</i>
		Deepak	Member		<i>Deepak</i>
		Sonia	Member		<i>Sonia</i>
		Anil	Member		<i>Anil</i>
		Ankita	Member		<i>Ankita</i>
11	Character Certificate	Ankita Beniwal	Convenor		<i>Ankita</i>
		Pawan Ohlyan	Clerk		<i>Pawan</i>
12	Cleanliness & Sanitation Water Arrangement, Health & Hygenic	Sombir	Convenor		<i>Sombir</i>
		Deepak	Member	First Floor and Top Floor	<i>Deepak</i>
		Partibha	Member	Ground Floor	<i>Partibha</i>
		Anil	Member	Outside	<i>Anil</i>
13	College Council & Reception Committee Development Board	PRINCIPAL	Chairman		<i>Principal</i>
		Ankita Beniwal	Member		<i>Ankita</i>
		Pawan Kumar	Member		<i>Pawan</i>
		Hardeep Singh	Member		<i>Hardeep</i>
		Deepak Lathwal	Member		<i>Deepak</i>
		Nidhi	Member		<i>Nidhi</i>

Principal

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SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
14	College Magazine	Hardeep Singh	Chief Editor		
		Preeti Ishtkan	Editor		
		Suresh Kumar	Editor		
		Sonia	Member		
		Naveen	Member		
		Partibha	Editor		
15	College Property	Deepak	Convenor		
		Ashok Kumar	Member		
		Jaipal	Member		
		Naveen	Member		
16	Computer & Computer Lab	Satya Priya	Convenor		
		Jaipal	Member		
		Nitin Dalal	Member		
17	Cultural Activities	Ankita Beniwal	Convenor	Literacy English	
		Preeti Ishtkan	Member	Fine Art	
		Asha Rani	Member	Fine Art	
		Sombir	Member	Music	
		Sonia	Member	Literacy Hindi	
		Partibha	Member	Fine Art	
		Preeti Chhillar	Member	Dance	
		Neeraj	Member	Theater	



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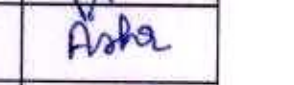
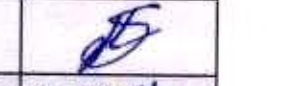
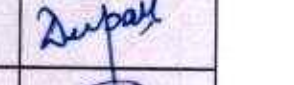
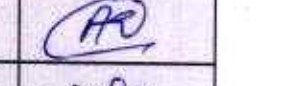
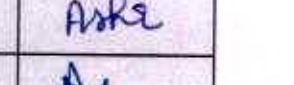
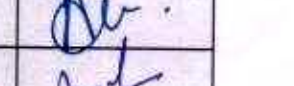
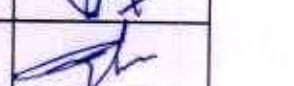
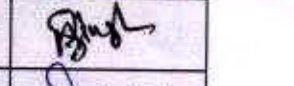
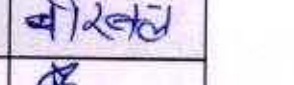
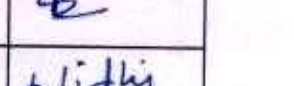
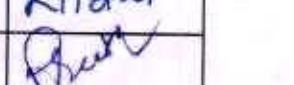
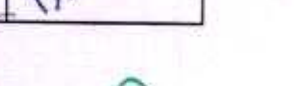
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SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
18	Decoration Committee	Nidhi	Convenor		Nidhi
		Preeti Maan	Member		Preeti
		Partibha	Member		Partibha
		Meena	Peon		Meena
19	Discipline Committee	Jaipal	Convenor	Ground Floor Including Multipurpose Hall	Jaipal
		Deepak Lathwal	Member	First Floor and Roof	Deepak
		Ashok Kumar	Member	Outside	Ashok
		Suman Devi	Member	Commerce Department	Suman
		Preeti Ishtkan	Member	Commerce Department	Preeti
		Arun	Member	Library	Arun
		Sombir	Member	Library	Sombir
		Mantal Devi	Member	Outside	Mantal Devi
		Preeti Maan	Member	Ground Floor Including Multipurpose Hall	Preeti
		Partibha	Member	Girls Common Room and Library	Partibha
		Anil	Member	First Floor	Anil
		Preeti Chhillar	Member	First Floor	Preeti
		Ankita	Member	Outside	Ankita

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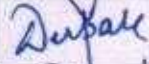
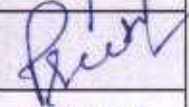
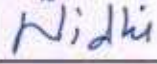
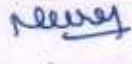
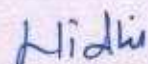
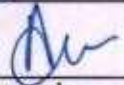
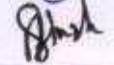
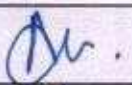
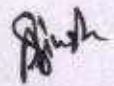
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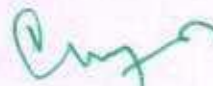
SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
20	Earn While You Learn	Hardeep Singh	Convenor		
		Preeti Ishtkan	Member		
		Asha Rani	Member		
		Suresh Kumar	Member		
21	Educational Tour	Deepak Lathwal	Convenor		
		Ashok Kumar	Member		
		Asha Rani	Member		
		Ankita Beniwal	Member		
		Anil	Member		
		Preeti Chhillar	Member		
		Ankita	Member		
22	Election Voter Cards	Jaipal	Convenor		
		Nitin Dalal	Assisting Staff		
23	Electricity	Arun	Convenor		
		Anand Singh	Clerk		
		Birbal	Assisting Staff		
24	Entrepreneurship Club	Pawan Kumar	Convenor		
		Nidhi	Member		
		Preeti Ishtkan	Member		

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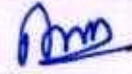
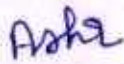
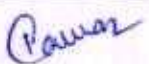
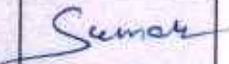
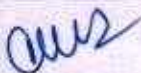
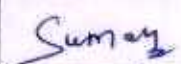
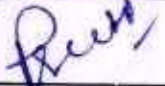
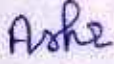
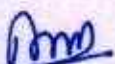
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SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
25	Equal Opportunity Cell / Socio-Economically Disadvantaged Groups Cell	Pawan Kumar	Convenor		
		Hardeep Singh	Member		
		Deepak Lathwal	Member		
		Preeti Ishtkan	Member		
26	EVS	Nidhi	Convenor		
		Preeti Maan	Member		
		Neeraj	Member		
27	Extension Lecturer In-charge	Ankita Beniwal	Convenor		
		Pawan Kumar	Member		
		Nidhi	Member		
		Suresh Kumar	Member		
28	GEM Portal	Ankita Beniwal	Nodal Officer		
		Anand Singh	Clerk		
29	HRMS, MIS Portal, ERP	Ankita Beniwal	Convenor		
		Nitin Dalal	Member	To update web portal HRMS and MIS daily	
		Anand Singh	Clerk	To Assist Nitin Dalal HRMS and MIS updation	



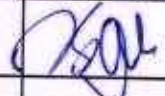
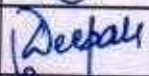
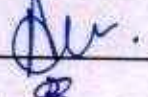
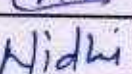
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30	IDP Institutional Development Plan	Arun	Convenor		
		Asha Rani	Member		
		Satya Priya	Member		
		Nitin Dalal	Assisting Staff		
		Pawan Ohlyan	Clerk		
31	Important Day Celebration Committee	Suman Devi	Convenor		
		Sonia	Member		
		Mantal Devi	Member		
		Preeti Chhillar	Member		
32	Income Tax	Ankita Beniwal	Convenor		
		Jaipal	Member		
		Suman Devi	Member		
		Preeti Ishtkan	Member		
33	IPR Cell	Asha Rani	Convenor		
		Satya Priya	Member		
		Arun	Member		



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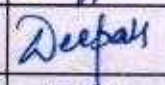
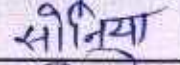
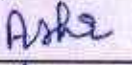
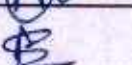
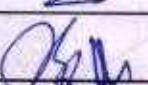
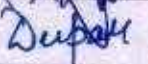
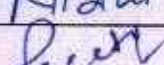
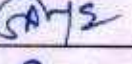
SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
34	IQAC	Ankita Beniwal	Convenor		
		Pawan Kumar	Member		
		Hardeep Singh	Member		
		Madhu Kant (Social Worker)	Member	External Member	
		Subhash (Industrlist)	Member	External Member	
		Parveen Kumar (Almuni)	Member	External Member	
35	Legal & Court Case	Ankita Beniwal	Convenor	Except his own court case	
		Deepak Lathwal	Member		
		Jaipal	Member		
		Nitin Dalal	Assisting Staff		
36	Library <i>Sansar w.e.f.</i>	Suresh Kumar	Convenor		
		Pawan Ohlyan <i>Nitin Clerk Asst.</i>	Clerk		
37	Library Advisory Committee	Ankita Beniwal	Convenor		
		Pawan Kumar	Member		
		Jaipal	Member		
		Ashok Kumar	Member		
		Nidhi	Member		
		Preeti Ishtkan	Member		
		Suresh Kumar	Member	Secretary being library In-Charge	

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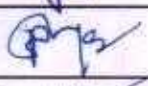
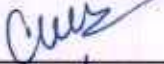
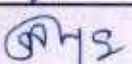
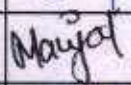
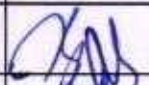
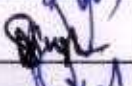
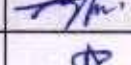
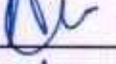
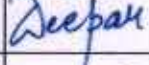
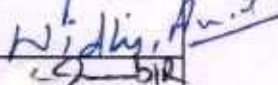
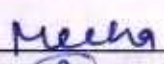
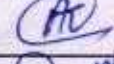
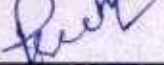
SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr. / Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
38	Licence (Driving)	Jaipal	Convenor		
		Nitin Dalal	Assisting Staff		
39	Media / Press Report	Deepak Lathwal	Convenor		
		Sonia	Member		
		Mantal Devi	Member		
40	NCC	Suresh Kumar	Convenor		
41	NEEV	Asha Rani	Convenor		
		Ankita Beniwal	Member		
		Pawan Kumar	Member		
		Hardeep Singh	Member		
		Deepak Lathwal	Member		
		Ashok Kumar	Member		
		Jaipal	Member		
		Nidhi	Member		
		Preeti Ishtkan	Member		
		Suresh Kumar	Member		
		Satya Priya	Member		
		Arun	Member		
		Manjeet	Member		
		Deepak	Member		



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SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
42	Networking/Wifi/ CCTV & Smart Classroom	Jaipal	Convenor		
		Satya Priya	Member		
		Preeti Chhillar	Member		
		Nitin Dalal	Assisting Staff		
43	NIRF	Satya Priya	Convenor		
		Manjeet	Member		
		Nitin Dalal	Assisting Staff		
44	Nodal Officer Apprenticeship	Hardeep Singh	Convenor		
		Anand Singh	Clerk		
45	Nodal Officer Election Duty	Jaipal	Convenor		
		Pawan Ohlyan Nitin	Clerk Asstt.		
46	NSS / Advisory Committee	Pawan Kumar	Convenor		
		Ankita Beniwal	Member		
		Deepak Lathwal	Member		
		Nidhi, Anil	Member		
		Sombir	Programme Officer		
		Meena	Peon		
47	O.E Committee	Ashok Kumar	Convenor		
		Preeti Ishtkan	Member		
		Suresh Kumar	Member		

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SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr. / Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
48	Office Incharge	Ankita Beniwal	Convenor		
		Pawan Kumar	Member		
		Pawan Ohlyan	Clerk		
		Anand Singh	Clerk		
49	Passport (Incharge)	Hardeep Singh	Convenor		
		Nitin Dalal	Assisting Staff		
50	Photography	Suresh Kumar	Convenor		
		Asha Rani	Member		
		Nitin Dalal	Assisting Staff		
51	Placement Cell & Internship Cell	Preeti Ishtkan	Convenor		
		Deepak, <i>Sombir</i>	Member	<i>he</i>	
		Naveen, <i>Manjot</i>	Member	<i>Manjot</i>	
		Satya Priya, <i>Arjun</i>	Member	<i>Arjun</i>	
52	Printing of Magazine Publication / Flex / Banner & I.Card etc.	Ashok Kumar <i>Ugn</i>	Convenor		
		Sombir	Member		
		Mantal Devi	Member		
		Preeti Chhillar	Member		

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SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
53	Prize Committee & Certificate Writing	Ashok Kumar	Convenor		<i>AD</i>
		Asha Rani	Member		<i>Asha</i>
		Satya Priya	Member		<i>Satya</i>
		Sonia	Member		<i>Sonia</i>
		Ankita	Member		<i>Ankita</i>
54	Rain water Harvesting and Waste Mgmt	Naveen	Convenor		<i>Naveen</i>
		Sombir	Member		<i>Sombir</i>
55	Refreshment	Hardeep Singh	Convenor		<i>Hardeep</i>
		Ankita	Member		<i>Ankita</i>
		Asha Rani	Member		<i>Asha</i>
		Preeti Maan	Member		<i>Preeti</i>
		Anil	Member		<i>Anil</i>
		Preeti Chhillar	Member		<i>Preeti</i>
		Meena	Peon		<i>Meena</i>
56	Registrar-University Affairs	Hardeep Singh	Convenor		<i>Hardeep</i>
		Suman Devi	Member		<i>Suman</i>
		Preeti Ishtkan	Member		<i>Preeti</i>
		Asha Rani	Member		<i>Asha</i>
		Arun	Member		<i>Arun</i>
		Sombir	Member		<i>Sombir</i>
		Pawan Ohlyan	Clerk		<i>Pawan</i>

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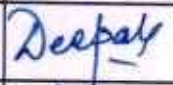
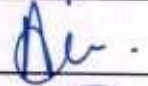
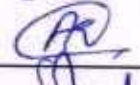
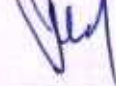
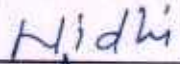
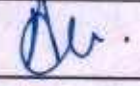
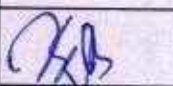
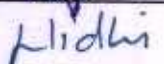
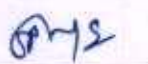
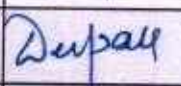
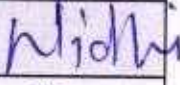
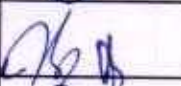
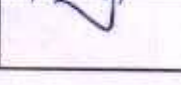
SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr. / Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
57	Repair of Furniture minor repairs in building toilet etc.	Manjeet	Convenor		Manjeet
		Ashok Kumar	Member		AK
		Preeti Ishtkan	Member		Preeti
58	Research & Development Cell	Asha Rani	Convenor		Asha
		Ankita Beniwal	Member		Dr.
		Deepak	Member		Deepak
		Partibha	Member		Parti
59	Road Safety	Sonia	Nodal Officer		Sonia
60	SC/BC Cell / Scholarship	Pawan Kumar Preeti Ishtkan	Convenor	Convenor	Preeti
		Nav eem	Member	Member	Nav eem
		Nitin Dalal	Member		Nitin
61	Social Media Management / Facebook / College Website / LMS / Internet / Email	Satya Priya	Convenor		Satya
		Asha Rani	Member		Asha
		Deepak	Member		Deepak
		Nitin Dalal	Assisting Staff		Nitin
62	SPIO (RTI)	Ankita Beniwal	Convenor		Dr.
		Pawan Kumar	ASPIO		Pawan
		Hardeep Singh	ASPIO		Hardeep
		Pawan Ohlyan	Clerk		Pawan

Convenor

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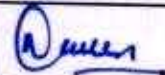
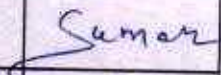
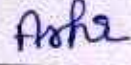
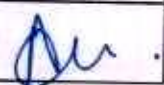
SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr./ Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
63	Sports	Jaipal	In-charge		
64	Sports Board	Pawan Kumar	Convenor		
		Deepak Lathwal	Member		
		Ankita Beniwal	Member		
		Ashok Kumar	Member		
		Jaipal	Member	Secretary Being Sports In-Charge	
		Nidhi	Member		
65	Sr. Tutor / Mentor	Ankita Beniwal	Convenor		
		Pawan Kumar	Member		
		Hardeep Singh	Member		
66	Staff Secretary & Social Secretary	Nidhi	Convenor		
		Satya Priya	Member		
67	Stage Secretary	Deepak Lathwal	Convenor		
		Nidhi	Member		
68	Students Grievance Redressal Committee	Pawan Kumar	Convenor		
		Ankita Beniwal	Member		
		Hardeep Singh	Member		
			Member		



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SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr. / Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
69	Subject Societies	Hardeep Singh	Convenor		
		Pawan Kumar	In-charge	HISTORY	
		Ashok Kumar	In-charge	MATHEMATICS	
		Nidhi	In-charge	GEOGRAPHY	Nidhi
		Suman Devi	In-charge	COMMERCE	
		Suresh Kumar	In-charge	HINDI	
		Manjeet	In-charge	POLITICAL SCIENCE	Manjeet
70	Tent, Samiyana & Seating Arrangement	Ashok Kumar	Convenor		
		Arun	Member		
		Naveen	Member		
		Anil	Member		
71	Time Table & Work Load / Subject Change	Ankita Beniwal	Convenor		
		Suman Devi	Member		
		Asha Rani	Member		
		Anand Singh	Clerk		
72	Tutorial / Proctorial	Pawan Kumar	Convenor		
		Ankita Beniwal	Member		



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SRS GOVT. COLLEGE SAMPLA (ROHTAK)
ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr. / Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
73	U.G.C / NAAC	Ankita Beniwal	Convenor		<i>[Signature]</i>
		Pawan Kumar	Member		<i>[Signature]</i>
		Hardeep Singh	Member		<i>[Signature]</i>
		Preeti Ishtkan	Member		<i>[Signature]</i>
		Asha Rani	Member		<i>[Signature]</i>
		Suresh Kumar	Member		<i>[Signature]</i>
74	University Outreach Programme	Deepak	Convenor		<i>[Signature]</i>
		Sombir	Member		<i>[Signature]</i>
		Sonia	Member		<i>[Signature]</i>
		Anil	Member		<i>[Signature]</i>
		Ashok Kumar	Member		<i>[Signature]</i>
75	Women Cell and Girls Common Room	Asha Rani	Convenor		<i>[Signature]</i>
		Ankita Beniwal	Member		<i>[Signature]</i>
		Preeti Ishtkan	Member		<i>[Signature]</i>
		Sonia	Member		<i>[Signature]</i>
		Mantal Devi	Member		<i>[Signature]</i>
		Partibha	Member		<i>[Signature]</i>
		Ankita	Member		<i>[Signature]</i>

[Signature]

SRS GOVT. COLLEGE SAMPLA (ROHTAK)

ANNUAL DUTY LIST 2026-27

SR. No.	Committee Name	Staff Name / Member (Dr. / Mr. / Mrs. / Ms.)	Designation in Committee	Remarks	Signature
76	YOGA CLUB	Manjeet	Nodal Officer		Manjeet
		Deepak	Member		Deepak
		Sonia	Member		Sonia
		Neeraj	Member		Neeraj
77	Youth Red Cross & Red Ribbon Club / SAF / First Aid	Deepak Lathwal	Convenor		Deepak
		Jaipal	Member		Jaipal
		Neeraj	Member		Neeraj

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OFFICE OF THE PRINCIPAL, SRS GOVT. COLLEGE SAMPLA ROHTAK
ANNUAL DUTY NON-TEACHING STAFF (2026-27)

Sr. No.	Employee Name	Duty Details	Sign
1	Pawan Kumar	1. RR / CR 2. Office Work / Correspondence 3. University Work 4. DMC 5. Email 6. SPIO Clerk 7. Minutes Recording 8. DHEO (Diary & Dispatch) 9. Online Admission Fee Update 10. Cash Book 11. Any Other Work Assigned by Principal	
2	Anand Singh	1. Online Admission Fee Update 2. HRMS 3. RR / CR 4. DHEO 5. Bill Preparation 6. Treasury Work 7. Salary 8. Govt. Fees 9. Local Fund 10. Grant Cash Book 11. Attendance Register Staff & Leave Record 12. Diary / Dispatch 13. DHEO Establishment 14. Income Tax 15. TDS 16. Any Other Work Assigned by Principal	
3	Nitin Kumar	1. All Scholarship (SC / BC) 2. Online Admission 3. HRMS 4. Internal & External Assessment 5. Stock Verification 6. Bus / Rail Pass 7. College Website 8. Any Work Related to Computer 9. All Online Portal 10. Biometric 11. RR / CR 12. Library 13. DHEO 14. Any Other Work Assigned by Principal	


Principal
SRS Govt. College, Sampla
SRS GOVT. COLLEGE
Sampla (Rohtak)