

SHIRI KAPIL MUNI GOVT. COLLEGE FOR WOMEN KALAYAT

Memo No. 757

Staff Duties List

Date-18/08/2025

Session 2025-26

Following committees are formed for the academic Session 2025-26.

All the conveners of the committees are requested to initiate necessary action for the semester/ annual activities. All concerned may please note: w.e.f. 18/08/2025

Sr. No.	Name of the committees	Conveners/Members	Signature
1	College Council	1 Sh. Sunil Garg DDO	
		2 Dr. Rupender	
		3 Ms. Sheela	Sheela
		4 Dr. Kavita	
		5 Sh. Suresh Kumar	
		6 Sh. Pardeep Kumar (Bursar)	
2	SPIO and ASPIO	1 Dr. Rupender	
		2 Ms. Sheela	Sheela
3	Senior Tutor/Proctor	1 Dr. Rupender	
4	Bursar/Office affairs	1 Sh. Pardeep Kumar	
5	Staff Secretary	1 Ms. Rinu Rani	
6	Social Secretary	1 Ms. Reetu Devi	
		2 Dr. Pardeep	
7	Printing, Invitation & Stationary	1 Dr. Kavita (Convener)	
		2 Dr. Ram Juwari	
		3 Sh. Navin	
		4 Ms. Kavita (Com)	
8	Purchase. Material & Supplies and Office Expenses Committee	1 Dr. Kavita (Convener)	
		2 Dr. Rupender	
		3 Ms. Reetu Devi	
		4 Ms. Rinu Rani	
		5 Sh. Navin	
9	Stage Conduct Committee	1 Ms. Reetu Devi (Convener)	
		2 Dr. Kavita	
		3 Dr. Ram Juwari	
		4 Sh. Suresh Kumar	
10	Seating, Shamiana & Mike arrangement	1 Sh. Navin Kumar (Convener)	
		2 Dr. Kavita Rani (S.K.T.)	
		3 Sh. Sher Singh	
11	Discipline and Grievances, Proctorial Board & Anti Ragging Committee	1 Dr. Rupender (Convener)	
		2 Ms. Sheela Devi	
		3 Sh. Pardeep	
		4 Ms. Rinu Rani	
		5 Dr. Ram Juwari	
12	Youth Welfare and Cultural, Literary Activities	1 Ms. Reetu Devi (Convener)	
		2 Dr. Rupender	
		3 Ms. Sheela Devi	
		4 Dr. Kavita Rani	
		5 Ms. Kavita (Com)	
		6 Sh. Navin Kumar	

Principal
SKM Govt. College for Women
Kalayat (Kaithal)

13	Univeristy work/Result/Eligibility/Internal Assesment Committee/ All University Fees/Affiliation	1	Sh. Suresh Kumar (Convener)	
		2	Ms Kavita (Com)	<i>puta</i>
		3	Sh. Sher Singh	
		4	Dr. RamJuwari	<i>puta</i>
		5	Sh. Rakesh (Clerk)	
14	College Property	1	Sh Navin Kumar (Classroom)	<i>puta</i>
		2	Smt Rinu Rani (Steel Furniture)	<i>puta</i>
		3	Smt Reetu Devi (Misc. Furniture)	<i>puta</i>
15	Time Table	1	Smt Rinu Rani (Convener)	
		2	Dr Pardeep	<i>puta</i>
		3	Ms Reetu Clerk	
16	Workload	1	Dr. Rupender	<i>puta</i>
		2	Ms Sheela	<i>puta</i>
		3	Dr. Kavita	<i>puta</i>
17	Sports Committee	1	Principal (Patron)	
		2	Sh. Navin (Convener)	<i>puta</i>
		3	Ms Sheela	<i>puta</i>
		4	Dr Rupender	<i>puta</i>
		5	Ms Reetu Devi	<i>puta</i>
		6	Sh Suresh Kumar	
		7	Dr Ram Juwari	<i>puta</i>
		8	Sh. Sher Singh	
18	Absentess/Fine-Checking/Lecture Shortage Committee	1	Ms Sheela Devi (Convener)	
		2	Sh Suresh Kumar	
		3	Mrs. Rinu Rani	<i>puta</i>
19	Important Days Celebrations	1	Ms. Reetu (Convener)	<i>puta</i>
		2	Dr. Ram Juwari	<i>puta</i>
		3	Sh. Navin Kumar	<i>puta</i>
		4	Smt Kavita (Com)	<i>puta</i>
20	Bus Pass/Cycle Stand	1	Sh. Navin Kumar (Convener)	<i>puta</i>
		2	Sh. Sher Singh	
		3	Sh Jai Bhagwan	
21	Women Cell	1	Principal (Patron)	
		2	Mrs. Rinu Rani (Convener)	<i>puta</i>
		3	Mrs. Reetu	<i>puta</i>
		4	Ms Sheela	<i>puta</i>
		5	Ms Kavita (Com)	<i>puta</i>
		6	Sh Pardeep	<i>puta</i>
22	Earn WHILE YOU learn	1	Sh Suresh Kumar (Convener)	
		2	Dr Kavita Rani (Skt)	<i>puta</i>
		3	Ms Kavita (Com)	<i>puta</i>
23	NSS Board	1	Principal (Patron)	
		2	Dr. Kavita (Nodal Officer)	<i>puta</i>
		3	Sh Suresh Kumar	
		4	Dr. Rupender	<i>puta</i>

DR Ranjiv Kumar

Principal
SKM Govt. College for Women
Kalayat (Kaithal)

		5	Ms Sudesh	
		6	Sh Pardeep	
		7	Sh Navin Kumar	
24	Red Cross/Blood Donation	1	Dr. Ram Juwari (Convener)	
		2	Ms Sudesh	
		3	Ms Reetu	
25	Education Tour Girls	1	Ms Reetu (Convener)	
		2	Ms Sheela	
		3	Ms Kavita (Com)	
		4	Sh Pardeep	
26	Anti-Corruption Cell	1	Dr Rupender (Convener)	
		2	Sh Suresh Kumar	
		3	Mrs Rinu Rani	
		4	Sh Pardeep	
27	Campus Cleanliness & Decoration Committee	1	Dr. Rupender (Convener)	
		2	Dr. Ram Juwari	
		3	Ms Rinu Rani	
		4	Sh. Sher Singh	
28	Press/Publicity/Video/Photography	1	Sh Navin Kumar	
		2	Sh Sher Singh	
29	Legal Awareness Cell/Court Cases	1	Sh Suresh Kumar (Convener)	
		2	Sh Pardeep	
		3	Sh Sher Singh	
30	Refreshment Committee	1	Dr. Pardeep (Convener)	
		2	Sh Sher Singh	
		3	Ms Reetu	
		4	Ms Sudesh	
		5	Dr Ram Juwari	
31	SC Scholarship/BC Scholarship/NSP and other Scholarship	1	Dr Ram Juwari (SC and all othr scholarship)	
		2	Smt Kavita (Comm) (Inchare BC Scholarship)	
32	Electricity/Drinking Water/Public Health	1	Dr. Rupender (Convener)	
		2	Smt. Rinu Rani	
		3	Smt. Reetu Devi	
33	Identity Card	1	Dr Rupender (Convener)	
		2	Sh Navin Kmar	
		3	Sh Sher Singh	
34	Placement Cell and Personality Development Committee	1	Ms Sheela (Convener)	
		2	Sh Suresh Kumar	
		3	Dr Pardeep	
		4	Mrs. Reetu	
35	Land/Building & Construction Committee	1	Dr Rupender (Convener)	
		2	Dr. Sunil Garg	
		3	Sh Sher Singh	

Principal
SVM Govt. College for Women
K...

36	Alumani Association and Career&Guidance	1	Sh. Suresh Kumar (Convener)	
		2	Ms Sheela	Sheela
		3	Dr Rupender	Dr
37	IQAC Committee	1	Dr. Rupender (Convener)	Dr
		2	Ms Sheela	Sheela
		3	Dr Sunil Garg	Dr
		4	Dr. Pardeep	Pardeep
38	ACR Collection & Result Verification Comm.	1	Sh. Suresh Kumar (Convener)	
		2	Smt. Rinu Rani	Rinu
		3	Sh. Rakesh (Clerk)	
39	College Website Update/Maintaince	1	Sh. Suresh Kumar (Convener)	
		2	Ms Ritu Clerk	
40	Electoral roll/voter id/Aadhar Bank/Account Committee	1	Sh Navin Kumar (Convener)	
		2	Sh Sher Singh	
41	Legal Literacy Cell Committee	1	Dr. Rupender (Convener)	Dr
		2	Dr Sunil Garg	
		3	Sh Navin Kumar	Navin
42	Income Tax & Property Return Committee	1	Sh. Pardeep Kumar	Pardeep
		2	Sh Suresh Kumar	
		3	Smt. Kavita (Commerce)	Kavita
43	CM/PM Announcement and Grievances Cell	1	Dr Rupender (Convener)	Dr
		2	Dr Sunil Garg	
		3	Sh Sher singh	
44	Road Safety Committee	1	Dr Ram Juwari (Con.)	Dr
		2	Sh Sher Singh	
45	Student Grievance, Redressal Cell & College Complaint Committee & ICC	1	Ms Sheela Devi (Convener)	Sheela
		2	Smt Rinu Rani	Rinu
		3	Smt Reetu Devi	Reetu
		4	Smt Kavita Rani (Com)	Kavita
46	Anti Sexual Harassment Committee	1	Smt Sheela Devi (Convener)	Sheela
		2	Dr Rupender	Dr
		3	Sh Suresh Kumar	
		4	Smt Reetu Devi	Reetu
		5	Smt Kavita (Com)	Kavita
47	Go Green Harit Haryana and Nature Interpretation Centre	1	Dr Ram Juwari (Convener)	Dr
		2	Ms Kavita (Com)	Kavita
		3	Smt Reetu Devi	Reetu
48	Canteen Committee/Counter and Vita Booth Plant	1	Dr Rupender (Convener)	Dr
		2	Dr Ram Juwari	Dr
		3	Sh Sher Singh	
49	Write off/ Auction Committee	1	Dr Pardeep (Convener)	Pardeep
		2	Sh Suresh Kumar	
		3	Ms. Kavita (Commerce)	Kavita
50	Annual report Committee	1	Dr. Kavita (Convener)	Kavita
		2	Sh Navin Kumar	Navin

Principal
SKM Govt. College for Women
Kalaunt (Kailthal)

51	Library Committee	1	Dr Rupender (Convener)	<i>[Signature]</i>
		2	Sh Rahul Jr. Lib.	
		3	Ms Reetu	<i>[Signature]</i>
		4	Ms Rinu Rani	<i>[Signature]</i>
52	NAAC Committee and UGC Committee	1	Principal (Patron)	<i>[Signature]</i>
		2	Dr. Rupender (Convener)	<i>[Signature]</i>
		3	Sh Navin	<i>[Signature]</i>
		4	Smt. Sheela Devi	<i>[Signature]</i>
		5	Smt. Kavita Rani	<i>[Signature]</i>
		6	Dr. Pardeep	<i>[Signature]</i>
		7	Smt. Reetu Devi	<i>[Signature]</i>
		8	Smt. Rinu Rani	<i>[Signature]</i>
		9	Dr. Ram Juwari	<i>[Signature]</i>
		10	Smt. Kavita (Commerce)	<i>[Signature]</i>
53	Outsourcing/HKRN/Extension Lecturer and other Contractual employees Committee	1	Smt Reetu Devi (Convener)	<i>[Signature]</i>
		2	Sh Pardeep	<i>[Signature]</i>
		3	Ms Rinu Rani	<i>[Signature]</i>
54	NEP Committee	1	Dr Ram Juwari (Convener)	<i>[Signature]</i>
		2	Sh Navin Kumar	<i>[Signature]</i>
		3	Dr. Rupender	<i>[Signature]</i>
		4	Dr. Pardeep	<i>[Signature]</i>
55	Passport and Driving Licence Committee for Students	1	Sh Suresh Kumar (Convener)	<i>[Signature]</i>
		2	Sh Sher Singh	
		3	Sh Navin Kumar	<i>[Signature]</i>
56	Generator Committee	1	Dr Rupender (Convener)	<i>[Signature]</i>
		2	Sh Pardeep	<i>[Signature]</i>
		3	Ms Sudesh	<i>[Signature]</i>
57	Anti Tobacco Committee/ <i>Anti Drug Cell</i>	1	Ms Reetu (Convener)	<i>[Signature]</i>
		2	Dr Rupender	<i>[Signature]</i>
		3	Ms Sheela	<i>[Signature]</i>
58	HRMS	1	Dr. Pardeep (Convener)	<i>[Signature]</i>
		2	Sh Mukesh Assistant	
		3	Ms Ritu Clerk	
59	WIFI/Internet/CCTV/Computer Repair	1	Sh Navin (Convener)	<i>[Signature]</i>
		2	Dr Rupender	<i>[Signature]</i>
		3	Sh Sher Singh	
60	Biometric Machine	1	Ms Rinu Rani (Convener)	
		2	Ms Sudesh	
		3	Ms Kavita (Com)	<i>[Signature]</i>
61	Annual Prize Distribution and Convocation Committee	1	Ms Sheela (Convener)	<i>[Signature]</i>
		2	Dr. Rupender	<i>[Signature]</i>
		3	Ms Sheela	<i>[Signature]</i>
		4	Dr. Kavita	<i>[Signature]</i>
		5	Sh Suresh Kumar	
62	AISHE Portal	1	Dr. Rupender	<i>[Signature]</i>
		2	MS Sudesh	
		3	Ms Kavita (Com)	<i>[Signature]</i>

[Signature]
Principal
SKM Govt. College for Women
Kalayat (Kaithal)