

OFFICE OF THE PRINCIPAL GOVT COLLEGE MORNİ (PKL)

ANNUAL DUTY LIST (2025-26)

Order No- GCM/25/ 1818

Dated – 15.07.2025

Subject- Annual Duties for the session 2025-26 . Convenors, Co-Convenor, Members

Dr. Vijay Kumar, Extension Lecturer, Mr. Dharmender (Assistant), Mr. Ranbir (Clerk) will perform duties and non-teaching staff Ms. Neha (clerk), Ms. Rajni(Peon), Mr. Pawan Kumar (Chowkidar), Mr. Babul (Sweeper) will assist academic duties All concerned to note and sign please.

Sr. No.	Committees	Convenors, Co-Convenor, Members
1	College Council	
2	Discipline , Anti Ragging, and Anti smoking Cell	
3	Coordination Committee	
4	RTI	
5	Bursar	
6	Bss Pass	
7	Cleanliness Committee	
8	College Development Council	
9	CM Window	
10	Eco CLUB	
11	Examination Committee	
12	Internal Assessment	
	Lecture Shortage	
13	Legal Literacy	
14	Printing Committee	
15	Property In charge	
16	Purchase Committee/Gem Portal/ Hartron/ Harhit	
17	Prize Committee	
18	Scholarship and Fee Concession Committee	
19	Senior Tutors	
20	Banner Printing , Stationery Committee	
21	University Work	
22	Women Studies and Development	

	Cell	
23	College Magazine	
24	Cultural Committees	
25	PM USHA (RUSA)	
26	HKRNL	
27	Youth Red Cross & Road Safety	
28	NSS	
29	Time Table Work load	
30	UGC, NAAC, IQAC	
31	Public relations & photographer	
32	Tent Shamiana Sound System	
33	Earn While you learn	
34	Educational Tour	
35	Feedback Collection & Analysis	
36	Library Committee	
37	Press Note & Publicity	
38	Cultural Committee	
39	PM USHA (RUSA)	
40	Registrar	Dr. Rakesh Pathak

41	Apprentice Selection/ Hiring/ Work Distribution Comm			
42	Subject Change and Subject Combination Seats Comm			
43	Leaner's Driving License			
44	Liasion of Principal Office with DC/DHE/ Adm Officials			

Note -

1. In case of exigency further duties may be be notified.
2. Whole hearted to co-operation is expected from all staff members.


Principal

Govt. College Morni Panchkula