**Markanda National College, Shahabad Markanda**

**Staff Duty List for the Session 2022-23**

**Committees List Date: *20-09-22***

The following committees have been formed for the session 2022-23. All the staff members are requested to note their committees and perform their duties accordingly.

All the Conveners are further requested to add names of 2 students for all the committees & issue separate letters in this regard.

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# **S.No. Activities Members of the Committee**

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1. Advisory Council 1. Mrs. Manju Gupta 4. Mrs. Kalpna

2. Dr. Sanjay Kumar 5. Dr. Bhupinder Tanwar

3. Sh. S.S. Kajal 6. Dr. Jawahar Lal

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2. Online Admission 1. Dr. Ajay Kumar Arora, Nodal Officer

Committee 2. Sh. Krishan Lal 3. Sh. Om Parkash

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3. Bio-metric Attendance 1. Dr. Sanjay Kumar, Convener

Committee 2. Sh. Om Parkash

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4. NAAC Affairs 1. Dr. Jawahar Lal, Convener 7. Mrs. Bhavini Tejpal

And IQAC 2. Mrs. Manju Gupta 8. Dr. Prachi Arora

3. Sh. S.S. Kajal 9. Dr. Amit Kumar

4. Mrs. Kalpna 10. Dr. Ajay Kumar Arora

5.Sh. Suresh Kumar 11. Sh. Krishan Lal

6. Dr. Tarun Kansal 12. Sh. Om Parkash

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4. (i) API Screening Committee 1. Dr. Jawahar Lal, Convener 4. Mrs. Bhavini Tejpal

2. Mrs. Manju Gupta 5. Dr. Ajay Kumar Arora

3. Sh. Suresh Kumar 6. Sh. Krishan Lal

7. Sh. Om Parkash

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5. Staff Secretary Sh. Suresh Kumar

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6. Cultural Activities 1. Dr. Shalini Sharma Overall Incharge

2. Dr. Dev Raj Sharma Convener

3. Dr. Divya Co-Convener

1. Mrs. Kalpna (English)

2. Dr. Chuhar Singh (Punjabi) Poetry, Debate, Declamation

3. Dr. Divya

1. Dr. Jawahar Lal

2. Dr. Ajay Kumar Arora Theatre

1. Mrs. Bhavini Tejpal Painting / Rangoli

2. Dr. Sandeep Kumar Sheoran Quiz

1. Dr. Divya

2. Sh. Siddhant Dance & Music

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7. Research and 1. Dr. Amit Kumar, Convener 4. Dr. Tarun Kansal

DevelopmentCommittee/ 2. Dr. Jawahar Lal 5. Dr. Ajay Kumar Arora IPR Cell 3. Dr. Shalini Sharma

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8. Construction, Repair 1. Dr. Chuhar Singh, Convener

& Furniture Committee 2. Mrs. Manju Gupta 6. Sh. Suresh Kumar

Purchase/Disposal/ 3. Sh. S.S. Kajal 7. Mrs. Bhavini Tejpal

Maintenance/ Auction 4. Dr. Bhupinder Tanwar 8. Dr. Ajay Kumar Arora

Committee 5. Dr. Jawahar Lal 9. Sh. Krishan Lal

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9. Women Cell 1. Mrs. Bhavini Tejpal, Convener 4. Dr. Shalini Sharma

2. Mrs. Manju Gupta 5. Dr. Prachi Arora

3. Mrs. Kalpna 6. Dr. Dev Raj Sharma

7. Dr. Divya

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10. Time Table 1. Dr. Tarun Kansal, Incharge 2. Dr. Prachi Arora

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11. Career Guidance & 1.Dr. Ajay Kumar Arora, Convener 3. Dr. Jawahar Lal

Placement Cell 2. Sh. S.S. Kajal

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12. Discipline Committee 1. Dr. Bhupinder Tanwar, Convener 6. Dr. Jawahar Lal

2. Mrs. Manju Gupta 7. Dr. Chuhar Singh 3. Dr. Sanjay Kumar 8. Dr. Shalini Sharma

4. Sh. S.S. Kajal 9. Dr. Sandeep Kumar Sheoran

5. Mrs. Kalpna 10. Dr. Divya

11. Sh. Siddhant

Note: All faculty members shall help in maintaining discipline within the campus in their free periods

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13. Examination Cell 1. Dr. Tarun Kansal, Controller 5. Sh. Om Parkash

2. Dr. Jawahar Lal 6. Sh. Ishan

3. Mrs. Bhavini Tejpal 7. Sh. Shashi Kant

4. Dr. Prachi Arora

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14. College Magazine and 1 Mrs. Kalpna (Editor-in-Chief)

All Printing Work 2. Dr. Jawahar Lal (Science)

3. Dr. Chuhar Singh (Punjabi)

4. Sh. Suresh Kumar (Environment & Photography)

5. Mrs. Bhavini Tejpal (Commerce)

6. Mrs. Bhavini Tejpal (Women Cell)

7. Dr. Dev Raj Sharma (Hindi)

8. Dr. Sandeep Kumar Sheoran (English)

9. Dr. Divya (News Section)

10. Ms. Meenakshi (Computer Science)

11. Sh. Krishan Lal +All Student Editors

12. Sh. Om Parkash

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15. U.G.C. & UGC Network 1. Dr. Ajay Kumar Arora, Convener 3. Sh. Krishan Lal

Resource Centre 2. Dr. Amit Kumar

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16. SC/BC Committee & 1. Dr. Chuhar Singh, Convener 3. Sh. Krishan Lal

Minority Cell 2. Sh. Siddhant 4. Sh. Om Parkash

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17. Canteen & Refreshment 1. Dr. Bhupinder Tanwar, Convener 3. Sh. Siddhant Committee 2. Mrs. Bhavini Tejpal 4. Sh. Shashi Kant

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18. N.S.S. Committee 1. Sh. Siddhant, Convener 4. Dr. Dev Raj Sharma

and Aatam Nirbhar 2. Dr. Chuhar Singh 5. Dr. Divya

Bharat Committee 3. Sh. Suresh Kumar 6. Sh. Rajesh Kumar

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19. N.C.C. Committee 1. Sh. Suresh Kumar (ANO), Convener 3. Dr. Ajay Kumar Arora

2. Sh. Siddhant 4. Sh. Om Parkash

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20. Educational Tour 1. Dr. Jawahar Lal, Convener 3. Mrs. Bhavini Tejpal Committee 2. Dr. Chuhar Singh

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21. Sports Committee 1. Dr. Bhupinder Tanwar, Convener 3. Mrs. Kalpna

2. Dr. Sanjay Kumar 4. Sh. Siddhant

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22. Library Committee 1. Dr. Ajay Kurmar Arora, Convener 4. Dr. Chuhar Singh

2. Mrs. Manju Gupta 5. Sh. Suresh Kumar

3. Sh. S.S. Kajal 6. Sh. Lalit Kumar

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23. Computer and ICT 1. Dr. Jawahar Lal, Convener 4. Ms. Meenakshi

Committee 2. Dr. Amit Kumar 5. Ms. Sonia

3. Dr. Ajay Kumar Arora 6. Sh. Krishan Lal

7. Sh. Om Parkash

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24. Alumni/Old Students 1. Sh. S.S. Kajal, Convener 6. Mrs. Bhavini Tejpal (Comm)

Association 2. Dr. Jawahar Lal, Co-Convener 7. Dr. Divya (Arts)

3. Dr. Bhupinder Tanwar 8. Dr. Dev Raj Sharma

4. Dr. Chuhar Singh 9. Dr. Amit Kumar

5. Sh. Suresh Kumar (Science) 10. Sh. Om Parkash

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25. Swachhta Action 1. Dr. Bhupinder Tanwar, Convener 5.Sh. Siddhant

Plan /Eco Club/ Herbal Park 2. Mrs. Manju Gupta, Herbal Park 6. Dr. Ajay Kumar Arora

/ Water Harvesting 3. Dr. Chuhar Singh

/Vermi Compost Pit 4. Sh. Suresh Kumar

**Assisted by** 1. Sh. Suresh Kumar 2. Sh. Manoj Kumar 3. Sh. Manga Ram 4. Sh. Ravi Kumar

26. Legal Literacy Cell 1. Dr. Shalini Sharma, Convener 3. Dr. Prachi Arora

2. Mrs. Bhavini Tejpal 4. Dr. Ajay Kumar Arora

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27. Red Ribbon Club 1. Dr. Amit Kumar, Convener 3. Dr. Divya

& Blood Donation Camp 2. Dr. Jawahar Lal 4. Sh. Siddhant

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28. UGC Add-on-Courses and 1. Sh. S.S. Kajal (Coordinator- Retailing)

Value Added Courses 2. Dr. Jawahar Lal (Coordinator – ICT)

3. Dr. Ajay Kumar Arora (Value Added)

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29**.(i)** Anti-ragging Committee 1. Mrs. Manju Gupta, Convener 4. Sh. S.S. Kajal

. **(ii)** Prevention of Sexual 2. Dr. Shalini Sharma, Co-Convener 5. Dr. Jawahar Lal

Harassment Committee 3. Dr. Sanjay Kumar 6. Sh. Om Parkash

**(iii)** Grievance Redressal Cell 7. Dr. Ritu Sharma, Asso. Prof., Dept. of English,

**(iv)** Internal Complaint Cell Dyal Singh College, Karnal

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30. Voter Card Committee 1. Dr. Chuhar Singh, Nodal Officer 2. Sh. Ishan, BLO

3. Sh. Shashi Kant, BLO

31. Electricity/Water Cooler/ 1. Dr. Jawahar, Convener 4. Sh. Ishan

Generator/Mike & Sound 2. Dr. Dev Raj Sharma 5. Sh. Shashi Kant

Committee 3. Dr. Ajay Kumar Arora

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32. Parking 1. Dr. Bhupinder Tanwar, Convener 2. Dr. Sanjay Kumar

Committee 3. Mrs. Bhavini Tejpal(Convener, Girls) 4. Dr. Dev Raj Sharma

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33. Youth Red Cross Committee 1. Principal Chairman

2. Dr. Ajay Kumar Arora ,Convener Counselor Incharge,

Youth Red Cross

3. Sh. Suresh Kumar NCC Officer

3. Mrs. Bhavini Tejpal Incharge, Women Cell

4. Sh. Siddhant NSS Officer

5. Dr. Amit Kumar Red Ribbon Club

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34. Tobacco Control Committee 1. Dr. Chuhar Singh, Convener 3. Dr. Bhupinder Tanwar

2. Dr. Sanjay Kumar

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35. Photography 1. Sh. Siddhant, Convener 2. Sh. Suresh Kumar

3. Dr. Amit Kumar 4. Sh. Shashi Kant

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36. Website Committee/ 1. Dr. Amit Kumar, Convener 3. Sh. Krishan Lal

2. Dr. Ajay Kumar Arora 4. Sh. Om Parkash

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37. Academic Calendar 1. Sh. Suresh Kumar, Convener 3. Mrs. Bhavini Tejpal

2. Dr. Tarun Kansal 4. Sh. Om Parkash

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38. Road Safety Club Committee 1. Sh. S.S.Kajal, Nodal Officer

2. Dr. Amit Kumar, Nodal Officer, Driving License

3. Dr. Sandeep Kumar Sheoran

4. Dr. Divya 5. Sh. Om Parkash

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39. Fee Concession Committee 1. Mrs. Manju Gupta, Convener 5. Dr. Bhupinder Tanwar

2. Dr. Sanjay Kumar 6. Dr. Jawahar Lal

3. Sh. S.S.Kajal 7. Dr. Shalini Sharma

4. Mrs. Kalpna 8. Sh. Krishan Lal

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40. Prevention of Caste Based 1. Mrs. Manju Gupta, Convener 4. Dr. Jawahar Lal

Discrimination Committee 2. Sh. S.S.Kajal 5. Sh. Suresh Kumar

3. Dr. Bhupinder Tanwar 6. Sh. Krishan Lal

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41. Board of Studies cum Academic Council :

1. Dr. Ashok Kumar Chairperson
2. Dr. Ajay Kumar Arora Convener
3. Sh. S.S Kajal Member
4. Dr. Jawahar Lal Member
5. Dr. Shalini Sharma Member
6. Dr. Amit Kumar Member

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42. Nodal Officers of other activities:

Nodal Officer, Mentorship Classes Mrs. Manju Gupta

Nodal Officer (Transport) Prof. S.S. Kajal

Nodal Officer (Fit India) Dr. Bhupinder Tanwar

Nodal Officer, University Works Dr. Shalini Sharma

Nodal Officer, Remedial Classes & Bridge Courses Dr. Tarun Kansal

Nodal Officer (Passport) Mrs. Bhavini Tejpal

Nodal Officer (Activity Register) Dr. Divya

Nodal Officer (Driving License) Dr. Amit Kumar

Nodal Officer, NIRF Dr. Amit Kumar

Nodal Officer (Social Media) Dr. Ajay Kumar Arora

Nodal Officer Online Classes Dr. Ajay Kumar Arora

Nodal Officer, AISHE Dr. Ajay Kumar Arora

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43. Youth against Drugs Club

1. Sh. Siddhant, Nodal Officer

2. Dr. Chuhar Singh, Associate Professor

3. Sh. Suresh Kumar, Associate Professor

4. Dr. Ajay Kumar Arora, Librarian

Principal