

**Government College Saraswati Nagar (Mustafabad**)

 Email Id- gcsaraswatinagar.information@gmail.com

 **Annual Duty List for the session 2025-2026**

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|  **Sr. No**  |  **Committee List**  |
|  | College Council and Reception Committee |
|  | Chief Proctor/In-charge Membership  |
|  | RTI/SPIO |
|  | Purchase Committee |
|  | Time Table / Workload |
|  | Staff Secretary / Social Secretary |
|  | Bursar  |
|  | IQAC/ AQAR/ Feedback Committee/ API  |
|  | Community Work/Extension and Out- Sourcing/Resource Person/NAPS/HKRN |
|  | Printing /AISHE |
|  | Red Cross / Blood Donation /Red Ribbon |
|  | Court Cases /Univ. Affairs/Internal Assessment / NSO/Lecture Shortage / Result Verification  |
|  | MIS/Web Portal /E-Content upload  |
|  | Scholarships/Stipends/ Merit Renewal Single girl child / National Scholarship  |
|  | HRMS/Student Welfare/E-Salary/ERP |
|  | Counselling and Placement Cell/Entrepreneur/Development Cell  |
|  | Cultural/Literacy/Azadi ka Amrit Mahotsav  |

**Annual Duty List for the session 2025-2026**

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|  **Sr. No**  |  **Committee List**  |
|  | Learning Licence  |
|  | Campus Beautification/Cleanliness |
|  | Passport/Voter card/Driving Licence  |
|  | Property/Legal Literacy |
|  | Sanitation/Public Health/ Water Arrangement |
|  | NSS/Anti Tabacco |
|  | Sports  |
|  | Office In-charge  |
|  | Computer In-charge |
|  | Press & Publicity  |
|  | Photography and Decoration |
|  | Women Cell  |
|  | Library In-charge/Students Identity Card  |
|  | Bus Pass  |
|  | Stage Secretary  |
|  | Online Admission Committee  |
|  | Traffic Interpretation & Road safety Club |
|  | Motivational Team for admission  |
|  | Hospitality and refreshment Committee  |
|  | NEP |
|  | Chief Mentor  |
|  | UGC & Research Cell & RUSA |
|  | Earn While You Learn  |
|  | Discipline Anti Ragging Committee  |

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|  **Sr. No**  |  **Committee List**  |
|  | Grievance/ICC/Sexual Harassment/CM Window  |
|  | Celebration of Important Days  |
|  | GEM Portal  |
|  | Annual Report & Activity Register  |
|  | Dispensary  |
|  | Income Tax Verification Committee  |
|  | Alumni Association  |
|  | EVS/Eco Club / Horticulture  |
|  | PTM |
|  | College Magazine  |
|  | Tour Committee  |
|  | Parivar Pehchan Patra  |
|  | Purchase verification committee  |
|  | Lab Augmentation  |
|  | Bio – Metric In-charge |
|  | Electricity In-charge |