

**Government College Saraswati Nagar (Mustafabad**)

Email Id- [gcsaraswatinagar.information@gmail.com](mailto: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 |

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

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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 |