

OFFICE OF THE PRINCIPAL, GOVT. MATA KARMA GIRLS' COLLEGE
MAHASAMUND (C.G.)

(Naac Accredited)

Email- govtmatakarmagirlscollege@gmail.com/www.gmkgclgmsmd.in

Affiliated to Pt. Ravishankar Shukla University Raipur (C.G.)

क्रमांक / 135 / सभिति / 2021-22

महासमुन्द, 30/07/2021

//ORDER//


Co-ordinators and members of different committees formed for the session 2021-22 for the college have been assigned different responsibilities. All co-ordinators and incharges of all committees are instructed to submit reports before the principal in compliance of rules and regulations of the government within the time-limit.

S.N.	Name of Committee	Incharge
1	Staff Council	President - Principal Secretary - Dr. S.B.Kumar, A.P. Pol.Sc. Member - Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology - Mr. Ajay Kumar Shrivastava, Librarian - Mr. V.K.Sahu, A.P. Sociology - Dr. Shalini Verma, A.P. Geography - Mr Gajpati Patel AG-II
2	IQAC (Up to 17 Oct. 2021)	President - Principal Coordinator - Dr. S.B.Kumar, A.P. Pol.Sc. Senior Admi.Member - - Mr. Ajay Kumar Shrivastava, Librarian - Mr. Phaleshwar Kumar Diwan AG-II Member (Prof/Asst Prof) - - Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology - Mr. V.K.Sahu, A.P. Sociology - Dr. Shalini Verma, A.P. Geography Member Management - - Smt. Meena Panigrahi, Prinicpal District Education & treaning Institute Mahasamund Local Representative - - Mr. Anad Sahu, Member Janbhagidari Samiti, Govt MKGC Mahasamund
3	UGC/ NAAC Committee	Coordinator - Dr. Swetlana Nagal, A.P. Microbiology Member - Dr. S.B.Kumar, A.P. Pol.Sc. - Dr. Saraswati Verma, A.P. Hindi - Mr. Ajay Kumar Shrivastava, Librarian - Mr. V.K.Sahu, A.P. Sociology - Dr. Shalini Verma, A.P. Geography - Mr Gajpati Patel AG-II
4	Rusa In charge	- Mr. V.K.Sahu, A.P. Sociology

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5	Faculty In charge	Arts- Dr. S.B.Kumar , A.P. Pol.Sc. Science - Dr. Swetlana Nagal, A.P. Micro. Commerce - Dr. Ramesh Kumar Dewangan A.P.Comm.
6	Amalgamated fund Committee	Coordinator - Dr. Ramesh Kumar Dewangan A.P.Commerce Secretary – Dr. Saraswati Verma, A.P. Hindi Member – Dr. S.B.Kumar , A.P. Pol.Sc. - Dr. Swetlana Nagal, A.P. Microbiology - Mr. Ajay Kumar Shrivass, Librarian - Mr. V.K.Sahu, A.P. Sociology - Dr. Shalini Verma, A.P. Geography - Students- 1 2
7	Purchase Committee	Coordinator – Dr. S.B.Kumar , A.P. Pol.Sc. Member – Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology - Mr. Phaleshwar Kumar Diwan AG- II
8	Time Table Committee	Coordinator - Dr. Ramesh Kumar Dewangan A.P.Comm. Member - Dr. S.B.Kumar , A.P. Pol.Sc. - Dr. Swetlana Nagal, A.P. Microbiology
9	Admission Committee	Dr. S.B.Kumar , A.P. Pol.Sc. – Coordinator & M.A. Dr. Saraswati Verma, A.P. Hindi- B.Com I & III Dr. Swetlana Nagal, A.P. Micro.- B.Sc I & M.Sc. Mr. Ajay Kumar Shrivass, Librarian - B.Sc- II & III Mr. V.K.Sahu,A.P. Sociology – B.A.II & B.Com II Dr. Shalini Verma, A.P. Geography - B.A. I & III
10	Sports Committee	President - Principal Secretary - Dr. Shalini Verma, A.P. Geography Member - Dr. S.B.Kumar , A.P. Pol.Sc - Mr. Ajay Kumar Shrivass, Librarian
11	Student Union Committee	In charge - Dr. Saraswati Verma, A.P. Hindi Member - Mr. Ajay Kumar Shrivass, Librarian - Mr Gajpati Patel AG-II Student Union Member
12	Library Committee	President - Principal Secretary - Mr. Ajay Kumar Shrivass, Librarian Member - All Faculties of arts, science & Commerce
13	NSS and Cleanliness Surveillance Committee (Including NCC)	In charge - Dr. Saraswati Verma, A.P. Hindi Member - Mr. V.K.Sahu, A.P. Sociology - Smt Ahilya Lahre, Peon All Classes CR
14	Youth Red Cross Committee & Red Ribbon Club & Disaster Management Committee	In charge - Dr. Swetlana Nagal, A.P. Micro Member - Mr. V.K.Sahu, A.P. Sociology - Mr Lekhraj Banjare, Peon - Smt Ahilya Bai Lahare, Peon All Students

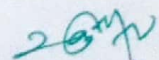

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15	Internal and Academic Compliance and implementation committee	In charge – Dr. Shalini Verma, A.P. Geo. Member – Mr. Ajay Kumar Shrivastava, Librarian - Mr. V.K.Sahu, A.P. Sociology - Mr. Phaleshwar Kumar Diwan AG-II - Mr. Lekhraj Banjare, Peon
16	Discipline Committee	Coordinator – Dr. Shalini Verma, A.P. Geo. Member – Mr. V.K.Sahu, A.P. Sociology - Smt Ahilya Bai Lahare, Peon - CR of all Classes
17	Grievance Redressal Cell & Sexual Harassment Committee	President - Principal Coordinator - Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Micro - Dr. Shalini Verma, A.P. Geo. - Smt Ahilya Bai Lahare, Peon
18	Anti Ragging Squad	Coordinator – Dr. S.B.Kumar, A.P. Pol.Sc. Member – Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology - Dr. Shalini Verma, A.P. Geo. - Mr. Phaleshwar Kumar Diwan AG-II
19	Student Helpline	- Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology - Dr. Shalini Verma, A.P. Geo - Mr Gajpati Patel, AG-II
20	Scholarship Committee (Including poor students scholarship)	- Dr. Shalini Verma, A.P. Geo. - Mr. Phaleshwar Kumar Diwan AG-II - Mr. Gajpati Patel AG-II
21	Internal Account Checking Committee	- Mr. V.K.Sahu, A.P. Sociology - Mr. Phaleshwar Kumar Diwan AG-II
22	Income tax inspection & Implementation	Dr. Ramesh Kumar Dewangan A.P. Commerce Mr. Phaleshwar Kumar Diwan AG-II
23	Right to information In charge. & Public Service Guarantee	Nodal Officer - Mr. V.K.Sahu, A.P. Sociology - Mr. Gajpati Patel AG-II
24	College Development Committee	Coordinator – Dr. S.B.Kumar, A.P. Pol.Sc. Member – Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology - Mr. Phaleshwar Kumar Diwan AG-II
25	Building Maintenance Committee	Coordinator – Mr. V.K.Sahu, A.P. Sociology Member - Mr. Ajay Kumar Shrivastava, Librarian - Mr. Phaleshwar Kumar Diwan AG-II
26	Write-off Committee	Coordinator – Dr. S.B.Kumar, A.P. Pol.Sc. Member - Dr. Swetlana Nagal, A.P. Micro. - Dr. Shalini Verma, A.P. Geo. - Mr. Phaleshwar Kumar Diwan AG-II
27	OBC Cell In charge	- Dr. Shalini Verma, A.P. Geo. - Mr. Gajpati Patel AG-II
28	ST & SC Cell In charge	- Mr. Ajay Kumar Shrivastava, Librarian - Mr. Gajpati Patel AG-II
29	Minority Cell In charge	- Mr. V.K.Sahu, A.P. Sociology - Mr. Gajpati Patel AG-II



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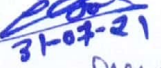
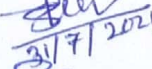
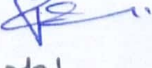
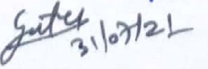
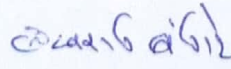
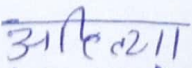
30	Employment Orientation and Career Guidance & Placement	Coordinator - Dr. S.B.Kumar , A.P. Pol.Sc Member - Dr. Swetlana Nagal, A.P. Micro. - Mr. V.K.Sahu, A.P. Sociology
31	Free Coaching Competitive Exam Cell	- Mr. V.K.Sahu, A.P. Sociology - Dr. Shalini Verma, A.P. Geo. - Mr. Ajay Kumar Shrivias, Librarian
32	Digital India and Website Updation Committee	Coordinator -Mr. Ajay Kumar Shrivias, Librarian Member- All Committee In charge / Coordinator
33	Alumni Committee	Coordinator . Dr. Swetlana Nagal, A.P. Micro Member - Dr. Saraswati Verma, A.P. Hindi - Mr. Ajay Kumar Shrivias, Librarian
34	Student Guardian Committee and Teacher Guardian plane (Class In charge)	Dr. Ramesh Kumar Dewangan A.P. Comm. - B.Com I & II Dr. S.B.Kumar , A.P. Pol.Sc. -B.A II. Dr. Saraswati Verma, A.P. Hindi- B.Sc II & III Dr. Swetlana Nagal, A.P. Micro. - B.Sc I & M.Sc. Mr. V.K.Sahu, A.P. Sociology - B.A.III & B.Com III - Dr. Shalini Verma, A.P. Geography - B.A. I & MA
35	Spoken English & Computer literacy enhancement In charge	Coordinator - Dr. Swetlana Nagal, A.P. Micro. Member - Mr. V.K.Sahu, A.P. Sociology - Mr.Gajpati Patel, AG-II
36	Visitor diary Maintenance In charge	Mr. V.K.Sahu, A.P. Sociology Mr. Lekhraj Banjare, Peon
37	Differently Abled Student Provision In charge	Dr. Shalini Verma, A.P. Geography Smt Ahilya Bai Lahare, Peon
38	Feedback Monitoring Cell	Co-ordinator - Dr. S.B.Kumar , A.P. Pol.Sc. Member - Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology
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40	Water & Energy Audit Committee	Mr. Ajay Kumar Shrivias, Librarian Mr Gajpati Patel, AG-II Mr Lekhraj Banjare, Peon.
41	Exam Department In charge	Mr. V.K.Sahu, A.P. Sociology Mr Lekhraj Banjare, Peon
42	Exam Result Analysis In charge	Each Subject - Subject teacher for Classes - Class in charge.
43	Literary & Cultural activities committee	Coordinator - Dr. Saraswati Verma, A.P. Hindi Co-coordinator - Mr. V.K.Sahu, A.P. Sociology Member - All faculty member & Staff
44	Induction Program Committee	Mr. V.K.Sahu, A.P. Sociology - College activities PPT Dr. Saraswati Verma, A.P. Hindi - Program coordinator
45	Janbhagidari Samitee	Secretary - Principal Staff Member Representative - Dr. S.B.Kumar , A.P. Pol.Sc. Dr. Saraswati Verma, A.P. Hindi Mr Phaleshwar Kumar Diwan AG-II
46	Environment & Garden Maintenance In charge	Mr. V.K.Sahu, A.P. Sociology Dr. Shalini Verma, A.P. Geography Mr. Ajay Kumar Shrivias, Librarian Mr Vinod Kumar Banjare


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48	Room, Veranda & Wash room cleanness In charge	Gerund floor - Dr. Shalini Verma, A.P. Geo. Smt Ahilya Bai Lahare, Peon Fist Floor - Dr. Saraswati Verma, A.P. Hindi Mr Vinod Kumar Banjare
49	Pay fixation Committee	Coordinator - Dr. S.B.Kumar, A.P. Pol.Sc. Member - Mr. Ajay Kumar Shrivass, Librarian Mr. V.K.Sahu, A.P. Sociology Mr. Phaleshwar kumar Diwan AG-II
50	Research & Seminar/webinar committee (Including College Level E-magazine)	Coordinator - Dr. S.B.Kumar, A.P. Pol.Sc. Member - Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology - Mr. Ajay Kumar Shrivass, Librarian - Mr. V.K.Sahu, A.P. Sociology - Dr. Shalini Verma, A.P. Geography - Mr Gajpati Patel, AG-II
51	Talent Promotion scheme	Coordinator - Dr. Ramesh Kumar Dewangan A.P. Commerce Member- Dr. S.B.Kumar, A.P. Pol.Sc. - Dr. Saraswati Verma, A.P. Hindi - Dr. Swetlana Nagal, A.P. Microbiology
52	SWOC Analysis committee	Commerce -Dr. Ramesh Kumar Dewangan A.P. Arts - Dr. S.B.Kumar, A.P. Pol.Sc. Science - Dr. Swetlana Nagal, A.P. Microbiology


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College Staff Member

Dr. S.B.Kumar, A.P. Pol.Sc. — 
 Dr. Saraswati Verma, A.P. Hindi 
 Dr. Swetlana Nagal, A.P. Microbiology 
 Mr. Ajay Kumar Shrivass, Librarian 
 Mr. V.K.Sahu, A.P. Sociology 
 Dr. Shalini Verma, A.P. Geography 
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