



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, NARNAUL

(RAILWAY STATION ROAD, NARNAUL DIST.-M/GARH-123001)

(ESTABLISHED IN 1954)

E-mail: principal.gcnnl@gmail.com

Website: www.gcnnl.ac.in

Tel. No.: 01282-251256 (0

Memo No. GCN/2024/2178

Dated: 16.11.2024

OFFICE ORDER

The following committees for performing various tasks during NAAC Peer Team visit scheduled on 20-21 November, 2024. And all of the concerned are requested to attend the meeting on 17-11-2024 at 02:00pm. Treat it as most urgent.

Duties/Responsibilities allocated for NAAC Peer Team Visit

Sr. No.	Duty Assigned as	Name & Designation	Signature
1	Core- Committee for NAAC	Dr. J.S. Mor Dr. Satish Kumar Dr. Vijender Singh	
2	Guard of Honor by NCC Students	Mr. Bharat Bhushan Dr. Meena Yadav	
3	Students Interaction Co-ordinator Interaction with Teaching & Non-Teaching Staff	Mr. Jaipal	
4	Parents Interaction Co-ordinator	Dr. Naresh Kumar	
5	Alumni Interaction Co-ordinator	Dr. Naresh Kumar	
6	Sports Facility Visit	Dr. Sanjay Tanwar	
7	Banners Fixing	Dr. Subhash Chander	
8	Cultural Programme Incharge	Dr. Meena Yadav	
9	Technical Team for arrangement of Sound/Mic/Light/ PPT/Computer Set & Printer etc. for NAAC members	Mr. Bharat Bhushan Mr. Gajraj Singh Sh. Manoj Kumar	
10	Photography/ Videography	Dr. Subhash Chander	
11	News/PRO	Dr. Chander Mohan	
12	Electricity	Dr. Dinesh Kumar	
13	Generator	Mr. Bhupender	
14	Receiving of NAAC Peer Team from Airport or Reception at Hotel	Team-A Dr. M.S. Mudgil Team-B Dr. Sonu Team-C Dr. Mukesh	
15	Welcome at gate & Flouring at Maa Saraswati	Ms. Parul Bansal Ms. Priyanka (Botany)	
16	Red-Carpet & Others Tent Committee requirement (If any)	Dr. Vijay Deep Gaur Mr. Dhavneet Saini	
17	Hospitality at College	Dr. Satyapal Sulodia Ms. Geeta Rani Ms. Venika Ms. Somlata Mr. Sunil Kumar (Comm.)	
18	Hospitality at Hotel	Dr. Dheeraj Kumar Mr. Dhavneet Saini	
19	Bouquet	Mr. Dhavneet Saini	



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20	Decoration/Rangoli	Dr. Meena Yadav Ms. Pooja Verma Ms. Shashi Yadav Ms. Sanjeeta Ms. Suman Kaushik Ms. Jyoti Jindal
21	Discipline	Dr. Amit Kumar Dr. Dheeraj Kumar Mr. Dhavneet Saini Dr. Manoj (Maths) Dr. Manoj Kumar (Botany) Dr. Ashish Kumar Dr. Somvir Mr. Surender Kumar Mr. Ajay Tanwar Mr. Kapil Dev Mr. Subhash (C/S) Mr. Mahesh Ms. Pooja Verma Ms. Sneh Lata Ms. Kavita Ms. Reena Ms. Laxmi Ms. Suman Kaushik Ms. Sanjeeta Ms. Pushpa Jhakar Ms. Shashi Yadav Ms. Pooja Saini
22	Finance	Dr. Anish Yadav
23	Establishment	Sh. Rakesh Kumar Sh. Amar Singh
24	Exit Meeting Co-ordinator	Dr. Vijender Singh
25	Presentation of Principal/IQAC/HODs Co-ordinator	Dr. Vijender Singh


Principal
Govt. College, Narnaul
(M/Garh-123001)