

Ref. No. NCASR / 2020- 2021 / 01

**OFFICE ORDER (Amendment on 17/06/2021)**

This is an **amendment** in the office order for **the special duties order** related to the different types of activities of this institute as mentioned below. You are hereby given the responsibility for the betterment of overall system of this institute along with regular study. You are ordered to prepare the yearly planning of concerned activities in the beginning and to coordinate with concerned committee member for the smooth functioning of activities. The Committee must report the activity progress to the Principal directly at a regular interval of 15 days.

Please feel free to contact Principal for any queries or issue related to your duty.

Sr. No.	Designation	Name of The Employee To Whom The Post Allotted	Committee Member
1	Grievance Cell	<b>Ms. Priyanka Pandya,</b> I/C Head & Assistant Professor, B.Sc., NCASR	<b>Ms. Prachi Maheta,</b> Assistant Professor, B.Sc., NCASR
2	Attendance Committee	<b>Mr. Tejas Pandya,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Zalak Bhatt,</b> Assistant Professor, B.Sc., NCASR
3	Branding & MNU Committee	<b>Ms. Priyanka Pandya,</b> I/C Head & Assistant Professor, B.Sc., NCASR	<b>Ms. Khushbu Patel,</b> Assistant Professor, B.Sc., NCASR
4	SC/ST Cell	<b>Ms. Prachi Maheta,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Riddhi Vachhani,</b> Assistant Professor, B.Sc., NCASR
5	Examination Committee	<b>Ms. Priyanka Pandya,</b> I/C Head & Assistant Professor, B.Sc., NCASR	<b>Ms. Prachi Maheta,</b> Assistant Professor, B.Sc., NCASR
6	ERP & Data Management Committee	<b>Mr. Tejas Pandya,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Zalak Bhatt,</b> Assistant Professor, B.Sc., NCASR
7	Stationary Committee	<b>Ms. Bansi Vamja,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Riddhi Vachhani,</b> Assistant Professor, B.Sc., NCASR
8	Academic & Budgeting Committee	<b>Ms. Priyanka Pandya,</b> I/C Head & Assistant Professor, B.Sc., NCASR	<b>Mr. Tejas Pandya,</b> Assistant Professor, B.Sc., NCASR

9	Discipline Committee	<b>Ms. Zalak Bhatt,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Banshi Vamja,</b> Assistant Professor, B.Sc., NCASR
10	Training & Placement Cell	<b>Mr. Tejas Pandya,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Khushbu Patel,</b> Assistant Professor, B.Sc., NCASR
11	Sports Committee	<b>Ms. Khushbu Patel,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Zalak Bhatt,</b> Assistant Professor, B.Sc., NCASR
12	Timetable Committee	<b>Ms. Priyanka Pandya,</b> I/C Head & Assistant Professor, B.Sc., NCASR	<b>Mr. Tejas Pandya,</b> Assistant Professor, B.Sc., NCASR
13	Admission Committee	<b>Mr. Tejas Pandya,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Priyanka Pandya,</b> I/C Head & Assistant Professor, B.Sc., NCASR
14	Women Development Cell	<b>Ms. Riddhi Vachhani,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Banshi Vamja,</b> Assistant Professor, B.Sc., NCASR
15	Co-Curricular Activity Cell	<b>Ms. Khushbu Patel,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Riddhi Vachhani,</b> Assistant Professor, B.Sc., NCASR
16	Fees Collection Committee	<b>Ms. Prachi Maheta,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Zalak Bhatt,</b> Assistant Professor, B.Sc., NCASR
17	IQAC Cell	<b>Ms. Priyanka Pandya,</b> I/C Head & Assistant Professor, B.Sc., NCASR	<b>Mr. Tejas Pandya,</b> Assistant Professor, B.Sc., NCASR
18	Housekeeping Committee	<b>Ms. Riddhi Vachhani,</b> Assistant Professor, B.Sc., NCASR	<b>Ms. Banshi Vamja,</b> Assistant Professor, B.Sc., NCASR