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Office of the Principal Govt. College Narnaund (Hisar)

Office Order

Annual Duty (Committees) List for the session 2020-2021

Memo No. - 6862

Date: - 10/08/2020

Chairperson: Dr. Devender Singh Lather, (Principal)

1. College Council Members
Dr. Pankaj Goyat
Dr. Sanjay Kumar
Smt. Sucheta
Sh. Satish Mor
Ms. Neha
2. Senior Tutor
Dr. Pankaj Goyat
3. College Bursar
Smt. Sucheta
4. Staff and Social Secretary
Dr. Sanjay Kumar
5. Chief Proctor
Dr. Pankaj Goyat
6. College time table and workload
Ms. Neha (convener)
Ms. Suman Kumari
Mrs. Naina
Sh. Hardeep
7. Section formation and subject change
Dr. Pankaj Goyat (Convener)
Dr. Satish Mor
Dr. Ravinder
Sh. Ashok Kumar
8. Govt. /University Inspection
Dr. Sanjay Kumar (convener)
Ms. Sushila
Dr. Anoop
Ms. Sunita (Eng.)
9. Registrar Exam & Preparation of Registration Return:
Dr. Sanjay Kumar (convener)
Dr. Ajay
Sh. Naresh (computer Instructor)
Sh. Satish Kumar (Comp. Sci.)
Sh. Hardeep
Sh. Govind Sharma

ats and Proposal

A - M&S

B- OE

C- Earn While Learn

Dr. Ravinder (convener)
Dr. Sanjay Kumar
Ms. Suman Kumari

Dr. Anoop (convener)
Sh. Parveen Jain
Ms. Sushila

Sh. Parveen Jain (convener)
Mr. Sukhdev
Ms. Naina

11. General Purchase

Dr. Sanjay Kumar (Convener)
Ms. Sucheta
Ms. Suman
Sh. Sukhdev

12. Building Fund (Construction Repair, B&R, Public Health)

Dr. Pankaj Goyat (Convener)
Sh. Sukhdev Singh
Ms. Naina

13. Student Aid Fund

Dr. Anoop (Convener)
Dr. Ajay

14. Lecture Shortage / Absentee

Dr. Ravinder (Convener)
Ms. Sushila
Sh. Amit Saini
Ms. Manita

15. University Result/checking of result in ACRs/Attestation of Uni. forms and Character certificates

Sh. Satish Mor (convener)
Sh. Sukhdev
Dr. Anoop
Ms. Mukesh

16. Income Tax and Property return Committee:

Ms. Sucheta (convener)
Ms. Neha
Ms. Nisha

17. E-mail Nodal officer DGHE

Sh. Naresh Kumar (convener)
Assistant Govind Sharma

18. Right to information Act

Dr. Satish Mor (SPIO)
Mr. Parveen Jain (ASPIO)

19. Refreshment Committee

Dr. Ajay Kumar (Convener)
Ms. Naina
Dr. Satish Mor
Ms. Suman
Ms. Kaanupriya

Tent/Shamiyana/Seating Arrangement

Dr. Sanjay Kumar (convener)
Sh. Sukhdev
Ms. Sushila
Sh. Devender

21. All Scholarship Nodal Officers
GEN. Merit Scholarship

Sh. Parveen Jain
Sh. Satish Kumar (Mass. Comm.)
(BC Scholarship/PFMS)
Ms. Sushila
Ms. Manjeet
(SC Scholarship)
Ms. Suman
Sh. Naresh (Botany)
Sh. Vikas Dutt

All Scholarship Clerk

22. Internal Assessment

Dr Ravinder
Naresh Kumar Ins. (Uploading Online)
Ms. Kanupriya
Dr. Anoop
Ms. Seema

23. Stage Secretary

24. Utilization grant of Lab up gradation

Dr. Sanjay Kumar (convener)
Ms. Sushila

1. Sh. Parveen Jain
HOD of All Department

25. UGC Grant /NPE /New Subject

Dr. Sanjay Kumar (convener)
Dr. Anoop
Sh. Ashok Kumar
Sh. Sandeep Gill

26. Bus pass

Sh. Sukhdev (convener)
Sh. Pawan L.A.
Mr. Naveen (Zoology)
Ms. Nisha

27. Women Cell

Ms. Suman
Ms. Sushila
Ms. Naina
Ms. Manjeet

28. Online Admission and College Website

Ms. Sucheta (Nodal Officer)
Sh. Naresh Kumar (Computer Instructor)
Sh. Satish Kumar (Comp. Sci.)
Sh. Govind Sharma

29. Cultural Activities and maintenance of trophies

Dr. Pankaj Goyat (convener)
Dr. Satish Mor
Ms. Naina
Ms. Neha
Ms. Sushila

30. Fee Concession

Mrs. Kanupriya

Ms. Sunita (Hindi)

Sh. Satish Kumar (Mass Comm.)

Ms. Sucheta (Convener)

Sh. Parveen Jain

Ms. Sunita (Hindi)

Ms. Nisha

31. Educational tour and trips

31A-Boys-

Dr. Sanjay Kumar (convener)

Sh. Parveen

Sh. Sukhdev

Mr. Vikas Dutt

31B Girls-

Ms. Neha (Con)

Ms. Suman Kumari

Dr. Naina

Sh. Devender

32. Invitation Committee for all function

Dr. Pankaj Goyat (Con)

Ms. Suman Kumari

Sh. Naresh Kumar (Botany)

Sh. Hardeep

All Office Staff

33. Electricity (Generator Set & Bill) and Light (Installation purchase & repair)

Dr. Satish Mor (convener)

Sh. Parveen Jain

Sh. Sukhdev

34. College Property Furniture and Trees

Dr. Rajkumar (convener)

Dr. Sanjay Kumar

Ms. Neha

Ms. Naina

Sh. Naresh (Comp. Ins.)

Sh. Naresh (Botany)

35. Annual prize Committee

Mrs. Kanupriya (convener)

Dr. Pankaj Goyat

Ms. Naina

Sh. Sukhdev

Mrs. Sushila

36. Repair of furniture and others
sanitary items

Dr. Rajkumar (Convener)

Dr. Sanjay Kumar

Sh. Sukhdev

37. Decoration and Beautification of campus/ Haryana Harit Abhiyan

Ms. Naina (convener/Nodal Officer)

Ms. Suman Kumari

Ms. Neha

Sh. Naveen

Ms. Mukesh

Ms. Monu

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pection Committee (verification of newly purchased items for RS. Above 100,00)

Dr. Pankaj Goyat (convener)

Dr. Satish Mor

Ms. Naina

Dr. Sandeep Gill

Dr. Suresh

39. College Dispensary ,Health, Fund, Red Cross

Dr. Parveen Jain (convener)

Sh. Sukhdev

Ms. Suman Kumari

40. Committee for prevention of Violence of Sexual harassment against Women

Ms. Sucheta (convener)

Ms. Naina

Ms. Manjeet

Ms. Nisha

41. N.S.S

41(A)

Dr. Ajay (Boys unit)

Sh. Naveen (Zoology)

41(B)

Ms. Sushila (Girls unit)

Ms. Manjeet

42. Court Case

Dr. Sanjay Kumar (convener)

Sh. Parveen Jain

Dr. Sandeep Gill

Mr. Vikas Dutt (For typing purpose etc.)

43. Printing

Ms. Neha (convener)

Ms. Sushila

Ms. Suman Kumari

Dr. Anoop (History)

Sh. Sandeep (Chem.)

44. College Annual Report

Dr. Satish Mor

Ms. Sunita (Hindi)

Sh. Pawan Kumar (Eng.)

Sh. Satish Kumar (Mass Comm.)

45. College Magazine committee

Dr. Satish Mor (Editor in Chief)

Ms. Sunita (Hindi)

Sh. Pawan

46. Alumni Association

Dr. Pankaj Goyat (convener)

Dr. Satish Mor

Ms. Parvesh

Ms. Seema

47. Photography/Publicity Incharge

Dr. Anoop (convener)

Sh. Parveen Jain

Sh. Sukhdev

Sh. Satish Kumar (Mass Comm.)

Anti-Ragging

49. Library/Book bank advisory Committee

Dr. Sanjay Kumar (convener)
Dr. Satish Mor
Ms. Sucheta
Dr. Anoop

50. Science Exhibition

Sh. Parveen Jain (convener)
Ms. Suman Kumari
Ms. Neha
Sh. Sandeep (Chem.)

51. E.V.S/ECO

Sh. Parveen Jain (convener)
All H.O.D. of Faculty

52. Discipline Committee

Ms. Naina (convener)
Ms. Sushila
Sh. Sukhdev

53. Student Grievances and Complaint redress committee

Dr. Pankaj Goyat
with All Staff Member
Dr. Pankaj Goyat (convener)
Ms. Sucheta
Sh. Parveen Jain
Sh. Ashok Kumar
Ms. Suman Kumari

54. Telephone, Internet and Broadband:

Mrs. Sushila (Convener)
Ms. Suman
Sh. Sukhdev
Ms. Naina
Sh. Naresh (Computer Instructor)

55. Drinking water management

Ms. Kanupriya (convener)
Dr. Sanjay Kumar
Sh. Parveen Jain
Sh. Sukhdev

56. Legal Literacy Cell

Ms. Suman Kumari (convener)
Ms. Sushila
Neha
H.O.D. Subject Concerned

57. Subject Societies

58. Biometric Attendance Committee (BAS)

Ms. Suman Kumari (convener)
Sh. Naresh kumar (computer instructor)
Sh. Govind Sharma (Comp. L.A.)

59. R.K. Fund /Abdul Kalam Fund

Ms. Kanupriya (Convener)
Sh. Sukhdev
Ms. Naina

60. Sports Board

Dr. Pankaj Goyat (convener)
Dr. Sanjay Kumar
Ms. Neha
Dr. Naina

62. IQAC Committee

Ms. Naina

Ms. Suman Kumari

Ms. Sushila

Dr. Ajay

Dr. Pankaj Goyat

Dr. Sanjay Kumar

Ms. Sucheta

Dr. Satish Mor

Dr. Neha

63. Recruitment through Outsourcing

Dr. Sanjay Kumar

Dr. Satish Mor

Sh. Sukhdev

Ms. Sushila

Sh. Devender

64. Public Relation

Dr. Pankaj Goyat (Convener)

Ms. Sunita (Hindi)

Sh. Pawan Lohan

65. Student Election

Dr. Sanjay Kumar

Sh. Parveen Jain

Dr. Ravinder

Dr. Anoop

66. Drug Prevention Cell

Dr. Ravinder (Nodal Officer)

Sh. Sukhdev

Ms. Sushila

Ms. Suman Kumari

Ms. Monu Devi

Ms. Suman (Geo.)

67. NAAC/ RUSA

Ms. Neha (Convener)

Sh. Parveen Jain

Ms. Sushila

Ms. Naina

Ms. Suman

Dr. Ravinder

Dr. Sandeep Gill

Mr. Vikas Dutt

68. HRMS

Ms. Neha (Nodal Officer)

Sh. Naresh kumar (Comp. Ins.)

Sh. Vikas Dutt

69. Land Dispute/Court Case

Dr. Sanjay Kumar

Dr. Satish Mor

Sh. Sukhdev

71. Chief Mentor

Dr. Ravinder

Sh. Sukhdev

Sh. Naresh Kumar (Botany)

Sh. Naveen Kumar

Ms. Naina

72. Smart Class Room/GEM./CCTV

Dr. Sanjay Kumar (Convener)

Sh. Ashok Kumar

Sh. Satish Kumar (C.S.)

Ms. Suman Kumari

Dr. Sanjay Kumar

Sh. Parveen Jain

Dr. Anoop

Sh. Naresh Kumar (Comp. Ins.)

73. Divyang Grievance Redressal

Dr. Sanjay Kumar

Ms. Naina

Ms. Sushila

74. National Academic Depository Awareness

Ms. Neha

Ms. Suman

Mr. Hardeep

Mr. Sandeep (Chem.)

75. College Grievance Redressal

Dr. Devender Singh (Chairperson)

Dr. Pankaj Goyat

Dr. Sanjay Kumar

Dr. Sucheta

76. Psychological Cell / Counselling Cell

Ms. Kanupriya (Convener)

Ms. Suman (Math)

Ms. Mukesh

77. EDUSAT

Dr. Ajay (Convener)

Dr. Rajkumar

Dr. Anoop

Mr. Vikas Dutt

78. Estate Officer Land and Building

Sh. Sukhdev (Convener)

Dr. Ajay

Dr. Rajkumar

All the faculty members are directed to compliance their duties well in time during the academic session 2020-21.

Principal
Govt. College
Narnaund