

Office of the Principal Govt. College Narnaund (Hisar)

Annual Duty (Committees) List for the session 2023-24

Office Order No. - 643

Dated: - 05/08/2023

The Following Committees have been constituted for the smooth functioning of the college during the session 2023-24. The below listed duties will come into force with immediate effect. The first name will act as convener of the concerned committee. All the concerned are requested to take and handover the charge immediately. The conveners/in-charges of various activities shall note down the names of the faculty members who are associated with them. They are requested to call the fresh quotations immediately if not done before the work be undertaken by them.

Sr. No.	Name of the Committee	Name of Assistant Professor	Sign
1.	College Council Members	Principal (Chairperson)	
		Dr. Pankaj Goyat	Jay
		Dr. Sanjay Kumar	Sanjay
		Dr. Satish Mor	Satish
		Sh. Raj Kumar	Raj
		Sh. Krishan Chand	Sh. Krishan Chand
2.	State Public Information Officer	Dr. Satish Mor	Satish
	ASPIO	Sh. Raj kumar	Raj
3.	Chief Mentor (Group Formation and Notices etc.)	Dr. Pankaj Goyat	Jay
4.	Chief Proctor	Dr. Pankaj Goyat	Jay
5.	College Bursar	Smt. Suman Kumari (Maths) <i>Sh. Krishan Chand</i>	<i>Sh. Krishan Chand</i>
6.	IQAC/ RUSA	Dr. Pankaj Goyat	Jay
		Dr. Sanjay Kumar	Sanjay
		Sh. Krishan Chand	Sh. Krishan Chand
		Dr. Kanupriya	Kanupriya
		Dr. Parveen Jain	Parveen
		Dr. Naina	Naina
	NAAC	Dr. Neha Rani	Neha
		Dr. Naina	Naina
		Dr. Anoop Singh	Anoop Singh
7.	University Work (a) Registration Return (b) Exam Forms (c) Online-Offline Exams (d) Internal Assessment (e) Results (Practical Award Uploading) (g) Attestation Work (h) Result Verification (For ACR's) (i) Eligibility- Checking University Inspection	Sh. Krishan Chand <i>Smt. Sucheta</i>	<i>Sh. Krishan Chand</i>
		Ms. Sushila	Sushila
		Dr. Anoop Singh	Anoop Singh
		Dr. Naina	Naina
		Dr. Ajay	Ajay
		Dr. Satish Kumar (Comp. Sci.)	Satish
		Sh. Hardeep	Hardeep
		Dr. Seema (Physics)	Seema
		Smt. Manjeet	Manjeet
		Dr. Manita	Manita
		Sh. Ashok Kumar	Ashok Kumar
		Sh. Suresh Kumar	Suresh
		Ms. Reena (University Clerk)	Reena

		Sh. Govind (L.A.)	Govind
	Staff and Social Secretary	Sh. Sukhdev	Sukhdev
		Dr. Ajay	Ajay
9.	Cultural Affairs and Youth Welfare Committee	Dr. Pankaj Goyat	Pankaj
		Smt. Kanupriya	Kanupriya
		Dr. Neha Rani	Neha
		Dr. Naina	Naina
		Smt. Sunita (Hindi)	Sunita
		Smt. Savita Jangra	Savita
		Smt. Manjeet	Manjeet
		Dr. Satish Kumar (Mass. Comm.)	Dr. Satish Kumar
10.	O.E./Stationary Monitoring Committee Purchase & Office	Dr. Anoop Singh	Anoop Singh
		Sh. Raj Kumar	Raj Kumar
		Dr. Parveen Jain	Parveen Jain
		Sh. Sukhdev	Sukhdev
11.	SVEEP/Electoral Committee Club/Voter ID Car	Sh. Sukhdev	Sukhdev
		Dr. Suresh Kumar	Suresh Kumar
12.	PWD (B&R) Committee/Building Fund/Public Health	Dr. Sanjay Kumar	Sanjay Kumar
		Sh. Raj Kumar	Raj Kumar
		Sh. Krishan Chand	Krishan Chand
13.	Dilapidation Furniture etc. Committee/Repair of	Sh. Raj Kumar	Raj Kumar
		Sh. Krishan Chand	Krishan Chand
		Sh. Sukhdev	Sukhdev
14.	Library/Book Bank Advisory/Book Purchase	Dr. Parveen Jain	Parveen Jain
		Smt. Sucheta	Sucheta
		Dr. Anoop Singh	Anoop Singh
		Ms. Parvesh	Parvesh
15.	Career Guidance Bureau and Placement Cell	Dr. Anoop Singh Dr. Ajay (conv.)	Dr. Ajay
		Dr. Naina	Naina
		Smt. Kanupriya	Kanupriya
		Dr. Ajay	
		Sh. Ashok Kumar	Ashok Kumar
16.	R.K.F.F./Abdul Kalam Fund	Smt. Kanupriya	Kanupriya
		Smt. Sucheta	Sucheta
		Sh. Sukhdev	Sukhdev
17.	Educational Tour and Trips (Boys)	Dr. Sanjay Kumar	Sanjay Kumar
		Dr. Parveen Jain	Parveen Jain
		Sh. Sukhdev	Sukhdev
18.	Invitation for all functions	Dr. Satish Mor	Satish Mor
		Smt. Sunita (Hindi)	Sunita
		Smt. Monu (Eco)	Monu
		Sh. Pawan Kumar	Pawan Kumar
19.	Seating Arrangement/Tent, Shaniana & Sound System	Dr. Sanjay Kumar (member)	Sanjay Kumar
		Sh. Raj Kumar (Convener)	Raj Kumar
		Dr. Ajay	Ajay
		Sh. Ashok Kumar	Ashok Kumar
		Sh. Pawan Kumar	Pawan Kumar
20.	Earn While You Learn Committee	Dr. Parveen Jain	Parveen Jain

Dr Anoop Arnoop Singh

		Dr. Ajay	
		Smt. Kanupriya	
1.	E.V.S./Tree Plantation,/Eco Club/Unnat Bharat &Haryana Harit Abhiyan/Campus Beautification	Ms. Sushila Naina	(W) Naina
		Dr. Neha Rani	Neha
		Dr. Parveen Jain	P
		Smt. Seema (Phy.)	Seema
		Sh. Ashok Kumar	Ashok Kumar
		Dr. Monu	Monu
		Smt. Parvesh	Parvesh
22.	Bus Pass Committee	Sh. Sukhdev	Sukhdev
		Dr. Anoop Singh	Anoop Singh
		Sh. Ashok Kumar	Ashok Kumar
		Sh. Pawan L.A.	Pawan
23.	NSS	Dr. Kanupriya (Girls & Boys Unit)	Kanupriya
		Ms. Manjeet	Manjeet
		Sh. Ashok Kumar Sh. Navish Gopal Kumar	Navish
		Sh. Hardeep	Hardeep
24.	Women Cell	Dr. Sushila	Sushila
		Smt. Sucheta	Sucheta
		Dr. Neha Rani	Neha
		Ms. Monu	Monu
		Ms. Sunita (Hina)	Sunita
		Ms. Manjeet	Manjeet
		Ms. Manita	Manita
25.	Electricity/Generator/Electric Equipments/Electricity bill Committee	Dr. Satish Mor	Satish
		Sh. Raj Kumar	Raj
		Dr. Parveen Jain	P
		Sh. Sunny (Assistant)	Sunny
26.	Welfare of SC/BC Students/Stipend/Merit Scholarship and incentive Committee LIG/BPL/Freedom Fighter and Others	SC Scholarship	PIL
		1. Sh. Raj Kumar	Raj
		2. Sh. Navish Kumar (Borani) Sandeep	Sandeep
		3. Ms. Mukesh	Mukesh
		4. Ms. Suman (G)	Suman
		BC Scholarship /PFMS	
		1: Ms. Sucheta(Nodal Officer)	Sucheta
		2 Ms. Manjeet	Manjeet
		3. Ms. Savita Jangra	Savita
		Merit /General Scholarship	
		1. Sh. Sukhdev (NodalOfficer)	Sukhdev
		2. Sr. Satish Kumar (MassComm.)	Satish
		All Scholarship Clerk: Sh. Vikas Dutt	Vikas
27.	Annual Prize Purchase/Distribution Committee	Dr. Sanjay Kumar	Sanjay
		Sh. Krishan Chand	Krishan
		Ms. Kanupriya	Kanupriya
28.	Computer Maintenance/Repair Computer/CCTV;IT & Smart Class	Smt. Sucheta	Sucheta
		Dr. Naina	Naina
		Dr. Parveen Jain	P
		Dr. Satish Kumar (Comp. Sci.)	Satish
29.	Science Exhibition	Dr. Parveen Jain	P
		HODs of Concerned Depts.	HODs
30.	Utilization of Lab Up gradation	Dr. Parveen Jain	P

	grant	HODs of Concerned Depts.	
	Refreshment Committee	Dr. Ajay Kumar	Dr. Ajay
		Dr. Kanupriya	Kanupriya
		Dr. Naina	Naina
		Ms. Sunita (Hindi)	Sunita
		Ms. Seema	Seema
32.	Inspection Committee/Physical Verification/Write off/Auction Committee	Dr. Pankaj Goyat	Pankaj
		Dr. Satish Mor	Satish
		Sh. Raj Kumar	Raj
33.	Reception Committee	College Council	
34.	Divyang Redressal Committee	Dr. Sanjay Kumar	Sanjay
		Sh. Sukhdev	Sukhdev
		Dr. Kanupriya	Kanupriya
35.	Educational Tour Girls	Dr. Neha Rani	Neha
		Smt. Sucheta	Sucheta
		Dr. Naina	Naina
		Ms. Savita <i>Jangra.</i>	Savita
		Ms. Sunita <i>Eng</i>	Sunita
36.	Dispensary- First Aid/ Red Cross/Blood Donation/Sanitization (Health Fund)	Dr. Parven Jain	Parven
		Sh. Sukhdev	Sukhdev
		Dr. Kanupriya	Kanupriya
		Ms. Mukesh (Psy.)	Mukesh
37.	Court Cases Committee	Dr. Sanjay Kumar	Sanjay
		Dr. Parveen Jain	Parveen
		Dr. Sandeep Gill	Sandeep
		Sh. Vikas Dutt	Vikas
38.	Decoration Committee	Dr. Neha Rani	Neha
		Dr. Kanupriya	Kanupriya
		Dr. Parveen Jain	Parveen
		Ms. Seema (Phy.)	Seema
		Ms. Monu	Monu
		Ms. Manjeet	Manjeet
39.	AISHE Committee/MIS	Dr. Neha Rani	Neha
		Sh. Naresh jaglan	Naresh
40.	Time Table, Workload & Section Formation Committee	Smt. Sushila	Sushila
		Dr. Neha Rani	Neha
		Dr. Anoop Singh	Anoop Singh
		Dr. Naina	Naina
		Ms. Sunita (Hindi)	Sunita
		Ms. Manita	Manita
41.	Important Days Celebration Committee	All HOD	All HOD
		Dr. Kanupriya	Kanupriya
		Sh. Sukhdev	Sukhdev
		Ms. Manjeet	Manjeet
42.	Sports Board	Dr. Pankaj Goyat	Pankaj

		Dr. Anoop Singh	Anoop Singh
		Sh. Sukhdev	Sukhdev
43.	Anti Smoking Committee/Drug 2 Prevention Cell/Anti Ragging Cell	Dr. Pankaj Goyat	Dr.
		Dr. Satish Mor	Satish
		Sh. Raj Kumar	Raj
44.	Legal Literacy Cell	Dr. Parveen Jain	Dr.
		Smt. Sucheta	Sucheta
		Dr. Neha Rani	Neha
45.	Income Tax Calculation Committee/Return	Smt. Sucheta	Sucheta
		Sh. Krishan Chand	Krishan
		Dr. Neha Rani	Neha
		Ms. Manita	Manita
		Ms. Nisha	Nisha
46.	Internal Complaint Committee/Student Grievances and Complaint Redressal Cell/Prevention of Caste based Discrimination	Dr. Pankaj Goyat	Dr.
		Dr. Sanjay Kumar	Sanjay
		Dr. Raj Kumar	Raj
		Sh. Krishan Chand	Krishan
		Dr. Neha Rani	Neha
		Dr. Naina	Naina
		Ms. Suman	Suman
		Sh. Sunny (Assistant)	Sunny
47.	College Web Site Updation Committee	Smt. Sucheta	Sucheta
		Dr. Satish Kumar (Mass Comm.)	Satish
		Sh. Naresh Jaglan	Naresh
		Sh. Govind Sharma	Govind
48.	Email Updating/Email Correspondence Committee	Dr. Parveen Jain	Dr.
		Ms. Suman Kumari (Maths)	Suman
		Sh. Sunny	Sunny
		Sh. Naresh Jaglan(to report Dr. Parveen about the timely compliance of each mail daily)	Naresh
49.	AEBAS Committee	Smt. Sucheta	Sucheta
		Sh. Naresh Jaglan	Naresh
50.	Sports Goods/items Purchase Committee	Dr. Pankaj Goyat	Dr.
		Dr. Sanjay Kumar	Sanjay
		Sh. Sukhdev	Sukhdev
		Dr. Parveen Jain	Dr.
		Dr. Anoop Singh	Anoop Singh
51.	Printing (All Items including ID cards)	Dr. Neha Rani	Neha
		Sh. Sukhdev	Sukhdev
		Dr. Anoop Singh	Anoop Singh
		Dr. Kanupriya	Kanupriya
52.	Campus Cleanliness Inspection Team	Dr. Satish Kumar	Satish
		Sh. Raj Kumar	Raj
		Ms. Sunita (Hindi)	Sunita
		Ms. Monu	Monu
		Sh. Sunny	Sunny
53.	Road Safety Club	Sh. Sukhdev	Sukhdev
		Dr. Ajay	Ajay

		Dr. Anoop Singh	Anoop Singh
		Sh. Ashok Kumar	Ashok Kumar
		Dr. Satish Kumar (Mass Comm.)	Satish
		Ms. Monu	Monu
		Ms. Savita Jangra	Savita
54.	Shiksha Setu App/LMS	Smt. Sushila	Sushila
		Sh. Sukhdev	Sukhdev
		Dr. Anoop Singh	Anoop Singh
55.	Swachta Mission/Ek Bharat Shreshtha Bharat	Dr. Kanupriya	Kanupriya
		Dr. Naina	Naina
		Ms. Monu	Monu
		Sh. Ashok Kumar	Ashok Kumar
56.	Anti Sexual Harassment Committee (Prevention, Prohibition and Redressal of Violence of Sexual Harassment)	Dr. Neha Rani	Neha
		Ms. Sushila	Sushila
		Dr. Kanupriya	Kanupriya
		Ms. Manjeet	Manjeet
		Ms. Monu	Monu
		Ms. Sunita (English)	Sunita
		Dr. Sunita Rani (NGO Member)	Sunita
57.	Outsourcing Services Committee	Dr. Sanjay Kumar	Sanjay
		Sh. Krishan Chand	Krishan
		Dr. Parveen Jain	Parveen
		Sh. Sunny	Sunny
58.	P.R.O./Press Note/Publicity Committee	Dr. Pankaj Goyat	Pankaj
		Dr. Kanupriya	Kanupriya
		Ms. Sunita (Hindi)	Sunita
		Sh. Pawan Lohan	Pawan
59.	ITI Apprenticeship Scheme	Dr. Anoop Singh	Anoop Singh
		Dr. Kanupriya	Kanupriya
		Sh. Sukhdev	Sukhdev
		Sh. Sunny (Assistant)	Sunny
60.	Editorial Board Magazine /e-Magazine	Dr. Satish Mor(Editor in Chief & Hindi section)	Satish
		Sh. Krishan Chand (Commerce)	Krishan
		Dr. Sanjay Kumar (Geography)	Sanjay
		Dr. Naina (Science & Environment & Women Cell)	Naina
		Dr. Ajay	Ajay
61.	Passport Committee	Dr. Ajay	Ajay
		Sh. Sukhdev	Sukhdev
		Mr. Vikas Dutt	Vikas
62.	Driving Learner's, License Committee	Sh. Sukhdev	Sukhdev
		Dr. Anoop Singh	Anoop Singh
		Sh. Vikas Dutt	Vikas
63.	Student Legacy System	Sh. Sukhdev	Sukhdev
		Dr. Ajay	Ajay
		Dr. Kanupriya	Kanupriya
		Ms. Savita Jangra	Savita
64.	Alumni Committee	Dr. Pankaj Goyat	Pankaj
		Dr. Ajay Kumar	Ajay

		Sh. Sukhdev	Mukesh
	Entrepreneurship Development Club	Ms. Sucheta	Uttar
		Sh. Krishan Chand	@Khand
		Dr. Neha Rani	Neha
		Dr. Ajay Kumar	Ajay
		Dr. Naina	Naina
		Dr. Parveen Jain	Parveen
		5 students	
80	Character Certificate Issuance & Verification	Dr. Pankaj Goyat	Pankaj
		Dr. Satish Mor	Satish
		Ms. Reena (UC)	Reena
81	Edusat E-content committee	Dr. Ajay Kumar	Ajay
		Ms. Monu	Monu
		Sh. Satish Kumar (mass Comm)	Satish
82	Fee Concession Committee	Dr. Satish Mor	Satish
		Sh. Raj Kumar	Raj
		Dr. Anoop Singh	Anoop
		Ms. Sunita (hindi)	Sunita
83	Stage Secretary	Dr. Sanjay Kumar	Sanjay
		Dr. Ajay Saini	Ajay
		Ms. Manjeet	Manjeet
		Dr. Satish Kumar (mass Comm)	Satish
84	Subject Change Committee (Changes as per DGHE Guidelines)	Dr. Ajay Saini	Ajay
		Sh. Sukhdev	Sukhdev
		Ms. Sunita (English)	Sunita
		Ms. Savita Jangra	Savita
85	Subject Societies	HOD subject concerned	HOD
86	Counselling Cell	Dr. Kanupriya	Kanupriya
		Ms. Suman (maths)	Suman
		Ms. Mukesh	Mukesh

All the faculty members are directed to compliance their duties well in time during the academic session 2023-24.

Principal
05/08/23
Govt College, Narnaund
Narnaund (Hisar)



OFFICE OF THE PRINCIPAL GOVT COLLEGE NARNAUND (HISAR)

Post Office- Narnaund, Tehsil Narnaund, District Hisar. Pin- 125039 (Haryana)

Affiliated to Guru Jambheshwar University of Science and Technology, Hisar (Haryana)

Email id- gcnarnaund@gmail.com Website- www.gcnarnaund.ac.in



Office Order

Memo No: 1146

Dated: 28/11/23

A below given committee is hereby constituted for Fire Safety and Hazard management for the session 2023-24. The details of committee are as under:-

- Sh. Raj Kumar (Convener)
- Smt. Sucheta A/P (Member) *Sucheta*
28/11/2023
- Dr. Satish Kumar A/P (Member)
- Dr. Anoop Singh A/P (Member) *Anoop Singh*
- Mr. Hardeep E/L (Member) *Hardeep*

[Signature]
Principal
Govt College, Narnaund
Narnaund (Hisar)
28/11/23

OFFICE OF THE PRINCIPAL GOVT COLLEGE NARNAUND (HISAR)

Post Office- Narnaund, Tehsil Narnaund, District Hisar. Pin- 125039 (Haryana)

Affiliated to Guru Jambheshwar University of Science and Technology, Hisar (Haryana)

Email id- gcnarnaund@gmail.com Website- www.gcnarnaund.ac.in



Office Order

Memo No: 1149

Dated: 28/11/23

A below given Revised committee is hereby constituted for NAAC/AQAR for the session 2023-24. The details of committee are as under:-

- Dr. Naina A/P (Convener) *(w) Naina*
28/11/2023
- Dr. Anoop Singh A/P (Member) *Anoop Singh*
- Dr. Parveen Jain A/P (Member) *PJ*
- Dr. Neha Rani A/P (Member)
- Mr. Hardeep E/L (Member) *Hardeep*
- Mr. Naresh Kumar E/L (Member) *Naresh*
- Mr. Ashok Kumar E/L (Member) *Ashok Kumar*
- Mr. Satish Kumar E/L in Mass Comm. (Member) *Satish*

S...
Principal 28/11/23
Govt. College, Narnaund
Hisar, Haryana

OFFICE OF THE PRINCIPAL GOVT COLLEGE NARNAUND (HISAR)

Post Office- Narnaund, Tehsil Narnaund, District Hisar. Pin- 125039 (Haryana)

Affiliated to Guru Jambheshwar University of Science and Technology, Hisar (Haryana)

Email id- gcnarnaund@gmail.com Website- www.gcnarnaund.ac.in



Office Order

Memo No: 1159

Dated: 29/11/23

With reference to letter No. 9/115-2023 Co(3) dated 03.11.2023 received from O/o Director Higher Education, Haryana, Panchkula. A committee of following staff members is hereby constituted for "Yoga Club" w.e.f. 29/11/2023. The Details of committee members are as under:



Dr. Pankaj Goyat, Asstt Prof, (Convenor)

[Signature]

Arts:-

Dr. Kanupriya A/P (Member)

Ms. Sunita E/L, Hindi (Member)

Ms. Suman E/L, Geo (Member)

Commerce:-

Ms. Manita E/L (Member)

Ms. Nisha E/L, (Member)

Science: -

Ms. Sushila A/P (Member)

Mr. Sandeep E/L, (Member)

[Signature]
Principal
Govt. College, Narnaund
Narnaund (Hisar)
29/11/23

		Sh. Ashok Kumar	Ashok Kumar
		Ms. Sunita (Hindi)	Sunita
		Ms. Monu	Monu
		Sh. Pawan Kumar (eng)	Pawan
		Sh. Satish Kumar (mass comm.)	Satish
65	Resources & Disaster Committee Management (Rain Water/Solar Panel Committee)	Dr. Sanjay Kumar	Sanjay
		Sh. Raj Kumar	Raj
		Dr. Ajay Kumar	Ajay
66	Extension Lecturers Related Issues (Eligibility, Displaced, Salary etc.)	Dr. Sanjay Kumar	Sanjay
		Sh. Raj kumar	Raj
		Dr. Neha Rani	Neha
		Concerned Subject HOD	
67	General Purchase/M & S Committee	Dr. Pankaj Goyat	Pankaj
		Dr. Sanjay Kumar	Sanjay
		Sh. Raj Kumar	Raj
		Dr. Kanupriya	Kanupriya
		Dr. Naina	Naina
68	Govt. Dispute/Land Land/Building Court Committee Committee/Lan	Dr. Sanjay Kumar	Sanjay
		Dr. Satish Mor	Satish
		Sh. Raj Kumar	Raj
69	Photography	Dr. Anoop Singh	Anoop Singh
		Sh. Sukhdev	Sukhdev
		Dr. Parveen Jain	Parveen Jain
70	College Property	Sh. Raj Kumar	Raj
		Dr. Satish Mor	Satish
		Dr. Naina	Naina
		Dr. Anoop Singh	Anoop Singh
71	Nature Interpretation Cell	Dr. Sanjay Kumar	Sanjay
		Dr. Naina	Naina
		Sh. Sukhdev	Sukhdev
72	RO System/Drinking Water Management	Dr. Parveen Jain	Parveen Jain
		Sh. Raj Kumar	Raj
		Sh. Sukhdev	Sukhdev
73	HRMS	Ms. Suman Kumari	Suman
		Sh. Naresh Jaglan (Comp Inst)	Naresh
		Mr. Vikas Dutt	Vikas
74	Student Aid Fund	Dr. Anoop Singh	Anoop Singh
		Dr. Ajay	Ajay
		Sh. Sukhdev	Sukhdev
75	College Annual Report	Dr. Satish Mor	Satish
		Dr. Anoop Singh	Anoop Singh
		Ms. Sunita Eng	Sunita
		Sh. Sandeep Gill	Sandeep
76	Record of Degrees & Supervision of students' DMC's Entry	Sh. Krishan Chand	Krishan
		Dr. Anoop Singh	Anoop Singh
		Dr. Satish Kumar (mass comm)	Satish
		Sh. Sandeep Matik Mr. Gounder	Sandeep
77	Red Ribbon Club	Dr. Ajay Saini	Ajay
		Dr. Kanupriya	Kanupriya
		Ms. Sucheta	Sucheta
78	NSS Advisory Committee	Principal (Patron)	Principal
		Dr. Pankaj Goyat	Pankaj
		Dr. Sanjay Kumar	Sanjay
		Ms. Sucheta	Sucheta