

Memo No - 211

dated - 12-1-24

GOVT. COLLEGE, JIND
Annual Duty List

The following members of the teaching staff are hereby assigned the following duties w.e.f
12-01-2024 (Session 2023-24)

Sr. No.	Name of the committee	Role	Dr./Mr./ Ms.
1	College Council	Principal	1 Satyawar Malik
		Member Secretary	2 Shamsher Singh, Hindi
		Member	3 Savita Poonia, English
		-do-	4 Munish Kumar, Commerce
		-do-	5 Randhir Singh, Physical Health
		-do-	6 Laabh Singh, Commerce
		-do-	7 Vikram Singh, Geography
		-do-	8 Jyoti Sheoran, English
		-do-	9 Krishan Kumar Kundu, Geography
		-do-	10 Satish Malik, Physical Health
		-do-	11 Raj Kamal, Mathematics
2	Bursar		1 Munish Kumar, Commerce
3	Public Information Office	Ist Appellate Authority	1 Satyawar Malik, Principal
		S.P.I.O	2 Shamsher Singh, Hindi
		A.S.P.I.O.	3 Yudhvir, Pub. Adm.
		A.S.P.I.O.	4 Sheela Rani-Dy.Suptd.
		Clerk	5 Amandeep, L.A
4	Staff Secretary		1 Shamsher Singh, Hindi
5	Mentor Committee	Chief Mentor	1 Laabh Singh, Commerce
		Assistant Chief Mentor	2 Manoj Siwach, Economics
		-do-	3 Poonam, Mathematics
6	Library Committee	Convener	1 Anjana Dhawan, C.Sc.
		Member	2 Mukesh Kumari, Mathematics
		-do-	3 Gorav Bansal, Commerce
		-do-	4 Sunita, Hindi
		-do-	5 Savita, Botany
		-do-	6 Promila, Hindi
		-do-	7 Sushila, Pol. Sc.
7	Video Conferencing Committee	Convener	1 Seema Rani, C.Sc.
		Member	2 Anu, C.Sc.
		-do-	3 Sharmila, C.Sc.
		-do-	4 Seema Redhu, Chemistry
		-do-	5 Monika, LA, C.Sc.

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8	Internal Quality Assurance Cell	Chairperson	1	Satyawan Malik, Principal
		Coordinator	2	Satish Malik, Physical Health
		Liaison Officer	3	Yudhvir, Pub. Adm. <i>Yudhvir</i>
		Member Cum NAAC- Coordinator	4	Raj Kamal, Mathematics
		AQAR Uploading	5	Pushpa Rani, C.Sc. <i>Pushpa</i>
		Member	6	Jyoti Sheoran, English
		-do-	7	Vishal Redhu, English
		-do-	8	Manoj Siwach, Economics
		-do-	9	Prem Poonam, Psychology
		-do-	10	Yudhvir, Pub. Adm. <i>Yudhvir</i>
		-do-	11	Yashwanti, Commerce
		-do-	12	Sonu Sihag, Commerce
		-do-	13	Bhagwan Dass, Mathematics
		-do-	14	Reetu, Chemistry
		-do-	15	Ravi Garg, Geography
		Data Compilation	16	Virender, Biotech
			17	Manoj Chahal, C.Sc.
			18	Poonam, C.Sc. <i>Poonam</i>
		Member Cum Clerk	19	Ajay, LA
API Verification	Convener	1	Krishan Kumar Kundu, Geography	
	Member	2	Manoj Siwach, Economics	
	-do-	3	Prem Poonam, Psychology	
	-do-	4	Yashwanti, Commerce	
	-do-	5	Bhagwan Dass, Mathematics	
	-do-	6	Mukesh, Physics	
	-do-	7	Sonu Sihag, Commerce	
AISHE	Nodal Officer	1	Anjana Dhawan, C.Sc. <i>Anje</i>	
	Member	2	Pushpa Rani, C.Sc.	
	-do-	3	Poonam, Mathematics	
NIRF	Incharge	1	Mukesh, Physics	
	Member	2	Kamlesh, C.Sc. <i>Kamlesh</i>	
PRAYAAS	Incharge	1	Pushpa Rani, C.Sc. <i>Pushpa</i>	
College Website	Incharge	1	Suman, C.Sc. <i>Suman</i>	
	Member	2	Jyoti Goel, C.Sc.	
Facebook, Instagram, Twiter,	Incharge	1	Sharmila, C.Sc.	
	Member	2	Reena Rani, Mathematics	
Administrative Representative		1	Vishal Redhu, English	
		2	Munish Kumar, Commerce	
		3	Sheela Rani-Dy.Supt. <i>Sheela</i>	
Alumni		1	Naresh Jaglan, Psychologist, social activist	
Local Society		1	A.K.Chawla, Ex.VC, KUK	
Industrialist		1	Raj Kumar Goyal, Goyal Steel & Furniture	
Parents		1		
Student		1	Sanju, MA Eng Sem-III	

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9	EVS/ SEC Committee	Incharge	1	Manjeet, Pyschology
		Member	2	Varun, Geography
		-do-	3	Anjali, Zoology
		-do-	4	Reena Rani, Mathematics
		-do-	5	Usha, Commerce
		-do-	6	Manjeet Singh, Sociology
		-do-	7	Babli, LA
Scholarship				
10	Welfare of SC,BC,PH,FF,ESM, Meritorious & Minority & S.C (Scholarship)	Convener	1	Narender, Physics
		Member	2	Sandeep Kumar, Sanskrit
		Clerk	3	Ravi Bhola, LA
	B. Other Scholarship(Ph, ESM, F.F., Meritorious Scholarship	Convener	1	Prem Poonam, Psychology
		Member	2	Nisha Pruthi, Chemistry
		-do-	3	Renu Jakhar, Physics
		-do-	4	Nitu, Zoology
	C. BC Scholarship	-do-	5	Dinesh, LA
		Convener	1	Suman, C.Sc. <i>[Signature]</i>
		Member	2	Jyoti Goel, C.Sc.
-do-	3	Deepak Kumar, LA		
11	Beautification & Cleanliness Committee	Convener	1	Anjana Dhawan, C.Sc. <i>[Signature]</i>
		Member	2	Anu, C.Sc.
		-do-	3	Narender Kumar, Hindi
		-do-	4	Savita, Botany
		-do-	5	Sheela Rani-Dy.Suptd. <i>[Signature]</i>
		-do-	6	Mamta, Hindi
		-do-	7	Sheela Dahiya, Hindi
12	Proctorial Committee	Chief Proctor	1	Savita Poonia, English
		Deputy-Chief Proctor	2	Randhir Singh, Physical Health
13	Character Certificate	All Hons and PG	1	Shamsher Singh, Hindi
		All Commerce classes	2	Munish Kumar, Commerce
		All Arts classes	3	Vikram Singh, Geography
		All Science students	4	Raj Kamal, Mathematics
14	R.K.F.F & S.A.F	Convener	1	Sandeep Kumar, Sanskrit
		Financial Advisor	2	Munish Kumar, Commerce
		Member	3	Mukesh, Physics
		-do-	4	Pushpa Rani, C.Sc. <i>[Signature]</i>

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15	Building Fund Committee	Chairman	1	Satyawan Malik, Principal
		Member Secretary	2	Shamsher Singh, Hindi
		Convener	3	Vishal Redhu, English
		Bursar	4	Munish Kumar, Commerce
		Member	5	Manoj Siwach, Economics
		-do-	6	Yashwanti, Commerce
		Retd.Principal	7	R.C.Jain
		Retd. Prof.	8	Jaibir Dhanda
		S.D.E.	9	Vinod kumar
		J.E.	10	Vikas sangwan
16	College Dispensary/Red Cross/Disaster Management	Convener	1	Bhagwan Dass, Mathematics
		Member	2	Poonam, Mathematics
		-do-	3	Monika, Economics
		-do-	4	LT. Pankaj Batra, Commerce
		-do-	5	Narender Kumar, Hindi
		-do-	6	Aman, Commerce
		-do-	7	Sushila, Commerce
		-do-	8	Anjali, Zoology
17	Youth & Cultural Affairs Committee	Patron	1	Satyawan Malik, Principal
		Convener	2	Jyoti Sheoran, English
		Member	3	Sandeep Kumar, Sanskrit
		-do-	4	Pushpa Dhanda, Chemistry
		-do-	5	Narender Kumar, Hindi
		-do-	6	Manjeet, Pyschology
		-do-	7	Neeru, Mathematics
		-do-	8	Vijay Vir, Pub. Adm.
		-do-	9	Sharmila, Commerce
		-do-	10	SatParkash, Botany
		-do-	11	Bhupender, Commerce
		-do-	12	Narender, English
		-do-	13	Hargian, Hindi
		-do-	14	Nitu, Zoology
		-do-	15	Chanchal Sharma, Zoology
		-do-	16	Reena Malik, Geography
18	College Building, Maintenance & Repair Committee	Convenor	1	Shiv Kumar, Mass Com.
		Member	2	Sonu Sihag, Commerce
		-do-	3	Narender Kumar, Hindi
		-do-	4	Yashpal, Physics
		-do-	5	Ashish kumar, Physics

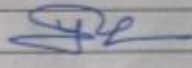
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19	Editorial Board of Bhuteshwar	Editor in Chief	1 Shiv Kumar, Mass Com.
		English Section	2 Savita Poonia, English
		Commerce Section	3 Laabh Singh, Commerce
		Women Cell Cum	4 Jyoti Sheoran, English
		Geography	5 Vikram Singh, Geography
		Science Section	6 Kamaljeet Singh, Physics
		Hindi Section	7 Sheela Dahiya, Hindi
			8 Mamta, Hindi
20	University House/ Examination Branch	Registrar	1 Vishal Redhu, English
		Deputy-Registrar	2 Pushpa Rani, C.Sc. <i>Pushpa</i>
		Assistant-Registrar	3 Bhagwan Dass, Mathematics
		Member	4 Sharmila, C.Sc.
		-do-	5 Mannu Arya, Mathematics
		-do-	6 Reena Devi, Mathematics
		-do-	7 Balkrishna Kandpal, Physics
		-do-	8 Reena Rani, Physics
		-do-	9 Savita, Chemistry
		-do-	10 Monika Jaglan, Chemistry
		-do-	11 Punam Rani, Geography
		-do-	12 Ritu, Geography
		-do-	13 Rahul, Psychology
		-do-	14 Priti, Commerce
		-do-	15 Naveen, Commerce
		Member Cum	16 Ravi Jangra, LA
21	Time Table, workload Subject/faculty Change Committee	Coordinator	1 Raj Kamal, Mathematics
		Member	2 Vikram Singh, Geography
		-do-	3 Sonu Sihag, Commerce
		-do-	4 Anu, C.Sc.
		-do-	5 Yashpal, Physics
		-do-	6 Virender, Biotech
		-do-	7 Poonam, C.Sc. <i>Poonam</i>
22	Fee Concession	Convener	1 Pushpa Rani, C.Sc. <i>Pushpa</i>
		Bursar	2 Munish Kumar, Commerce
		Member	3 LT. Pankaj Batra, Commerce
23	Students Union Fund Committee	Convener	1 Munish Kumar, Commerce
		Member	2 Gorav Bansal, Commerce
		-do-	3 Anu, C.Sc.

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24	Central Purchase Committee	Convener	1	Vikram Singh, Geography
		Member	2	Krishan Kumar Kundu, Geography
		-do-	3	Sonu Sihag, Commerce
		-do-	4	Bhagwan Dass, Mathematics
		-do-	5	Kamaljeet Singh, Physics
25	G.E.M Committee	Principal	1	Satyawan Malik, Principal
		Convener	2	Suman, C.Sc. <i>[Signature]</i>
		Bursar	3	Munish Kumar, Commerce
		Incharge	4	Anjana Dhawan, C.Sc. <i>[Signature]</i>
		Member	5	Sheela Rani-Dy.Supt. <i>[Signature]</i>
26	College Property	Main Stock Register	1	Krishan Kumar Kundu, Geography
		Almirah, locks, desks, table & benches	2	Bhagwan Dass, Mathematics
			3	Vijay Pal, Philosophy (Associated with Bhagwan Dass, Mathematics)
		Chairs and Stools	4	Aman, Commerce Satish, Hindi (Associated with Aman, Commerce)
27	Book Bank	Convener	1	Laabh Singh, Commerce
		Member	2	Sandeep Kumar, Sanskrit
		-do-	3	Narender Kumar, Hindi
		-do-	4	Sushila, Commerce
		-do-	5	Renu Devi, Chemistry
		-do-	6	Ritu, Restorer
		-do-	7	Poonam, Restorer
28	Cycle Stand Committee	Convener	1	Narender, Physics
		Member	2	Mukesh, Physics
		-do-	3	Mannu Arya, Mathematics
		-do-	4	Savita, Chemistry
		-do-	5	Sushma, Chemistry
		-do-	6	Krishan Sheokand, Physical Health
29	College Annual Report	Convener	1	Shamsher Singh, Hindi
		Member	2	Shiv Kumar, Mass Com.
		-do-	3	Sunita, Hindi
		-do-	4	Ved Parkash, English
		-do-	5	Anjali, Zoology
		-do-	6	Komal, Zoology

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30	NCC	Girls	1	Monika, Economics
		Boys	2	LT. Pankaj Batra, Commerce
31	Audit Report Committee	Incharge	1	Manoj Siwach, Economics
		Member	2	Munish Kumar, Commerce
		-do-	3	Sonu Sihag, Commerce
		-do-	4	Sandeep Lamba, Clerk
		-do-	5	Dy.Suptd./Assistant/Bill Clerk/Funds
32	A. Literary Society	Convener	1	Savita Poonia, English
		Member	2	Sandeep Kumar, Sanskrit
		-do-	3	Vishal Redhu, English
		-do-	4	Sunita, Hindi
		-do-	5	Promila, Hindi
	B. Social Science Society	Convener	1	Vikram Singh, Geography
		Member	2	Prem Poonam, Psychology
		-do-	3	Manoj Siwach, Economics
		-do-	4	Bhoop Singh, Sociology
		-do-	5	Yudhvir, Pub. Adm. 
		-do-	6	Vijay Pal, Philosophy
		-do-	7	Ram Kumar, History
	C. Commerce Society	Convener	1	Laabh Singh, Commerce
		Member	2	LT. Pankaj Batra, Commerce
		-do-	3	Sharmila, Commerce
		-do-	4	Naveen, Commerce
		-do-	5	Usha, Commerce
	D. Science Society Committee	Convener	1	Nisha Pruthi, Chemistry
		Member	2	Mukesh, Physics
		-do-	3	Pushpa Dhanda, Chemistry
		-do-	4	Rachna, Physics
		-do-	5	Chanchal Sharma, Zoology
	E. Young Geographer's Club.	Convener	1	Vikram Singh, Geography
Member		2	Krishan Kumar Kundu, Geography	
-do-		3	Ravi Kumar, Geography	
-do-		4	Ritu, Goegraphy	
33	Decoration Committee, Bouquets & Garlands etc.	Convener	1	Prem Poonam, Psychology
		Member	2	Pushpa Dhanda, Chemistry
		-do-	3	Reetu, Chemistry
		-do-	4	Nitu, Zoology
		-do-	5	Savita, Chemistry
		-do-	6	Renu Devi, Chemistry

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34	Celebration of Important National Days and National Integration Council	Patron	1	Satyawan Malik, Principal
		Convener	2	Shamsher Singh, Hindi
		Commerce Society	3	Laabh Singh, Commerce
		NSS	4	Shiv Kumar, Mass Com.
		NCC	5	LT. Pankaj Batra, Commerce
		Women Cell Cum	6	Jyoti Sheoran, English
		Sports	7	Randhir Singh, Physical Health
		Science Society	8	Nisha Pruthi, Chemistry
		Member	9	Prem Poonam, Psychology
		-do-	10	Sunil Jaitan, History
		-do-	11	Sushila, Pol. Sc.
		-do-	12	Deepika, Economics
35	Seating Arrangement	Convener	1	Sandeep Kumar, Sanskrit
		Member	2	Manjeet, Pyschology
		-do-	3	Mukesh Kumari, Mathematics
		-do-	4	Gurdeep, Mathematics
		-do-	5	Manjeet Singh, Sociology
		-do-	6	Renu, Commerce
		-do-	7	Ankit, Chemistry
		-do-	8	Meena, Commerce
		-do-	9	Hargian, Hindi
36	Invitation Committee	Convener	1	Yashwanti, Commerce
		Member	2	Gorav Bansal, Commerce
		-do-	3	Poonam, Chemistry
		-do-	4	Monika, Chemistry
		-do-	5	Poonam, Biotech
		-do-	6	Komal, Zoology
		-do-	7	Ajay Singh, Mathematics
		-do-	8	Satish, Hindi
37	Stationary & Printing	Convener	1	Ravi Garg, Geography
		Member	2	Bhagwan Dass, Mathematics
		-do-	3	Anu, C.Sc.
		-do-	4	Ashish kumar, Physics
		-do-	5	Sheela Rani-Dy.Suptd.
		-do-	6	Rahul, Psychology
		-do-	7	Vijay Pal, Philosophy

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38	Canteen Committee	Convener	1	Manoj Siwach, Economics
		Member	2	Mukesh, Physics
		-do-	3	Narender Kumar, Hindi
		-do-	4	Amandeep, LA
		-do-	5	Manoj Chahal, C.Sc.
		-do-	6	Sunil Jaitan, History
39	Stage Secretary	Convener	1	Jyoti Sheoran, English
		Member	2	Prem Poonam, Psychology
		-do-	3	Sonu Sihag, Commerce
		-do-	4	Poonam, Biotech
		-do-	5	Sharmila, Commerce
40	NSS	P.O	1	Shiv Kumar, Mass Com. ; Deepak clerk
		P.O	2	Reetu, Chemistry ; Ajay clerk
		P.O.	3	Aman, Commerce ; Sandeep clerk
41	Blood Donation, Pulse Polio and other Immunization Programmes	Patron	1	Satyawan Malik, Principal
		Convener (Red-Cross IC)	2	Bhagwan Dass, Mathematics
		NCC-Boys	3	LT. Pankaj Batra, Commerce
		NCC-Girls	4	Monika, Economics
		NSS	5	Shiv Kumar, Mass Com.
		NSS	6	Reetu, Chemistry
		NSS	7	Aman, Commerce
			8	SatParkash, Botany
		Member	9	Bhupender, Commerce
		-do-	10	Suman Rani, Chemistry
		-do-	11	Seema Redhu, Chemistry
42	Photography and Videography	Convener	1	Laabh Singh, Commerce
		Member	2	Shiv Kumar, Mass Com.
		-do-	3	Kamaljeet Singh, Physics
		-do-	4	Rahul, Psychology
		-do-	5	Babli, LA
43	Educational Tour	Convener	1	Vikram Singh, Geography
		Member	2	Raj Kamal, Mathematics
		-do-	3	Suman, C.Sc.
		-do-	4	Gorav Bansal, Commerce
		-do-	5	Reena Malik, Geography
		-do-	6	Meena, Commerce
		-do-	7	Neeru, Mathematics

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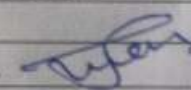
44	Legal Awareness Cell	Convener	1	Pushpa Dhanda, Chemistry
		Member	2	Nisha Pruthi, Chemistry
		-do-	3	Monika, Economics
		-do-	4	Vijay Vir, Pub. Adm.
		-do-	5	Sushila, Pol. Sc.
		-do-	6	Nutan, Economics
		-do-	7	Sunita, Economics
45	Court Cases Committee	Convener	1	Kamaljeet Singh, Physics
		Member	2	Bhagwan Dass, Mathematics
		-do- (Non-teaching)	3	Manjeet, Pyschology
		-do-	4	Yudhvir, Pub. Adm.
		-do-	5	Sheela Rani-Dy.Suptd. <i>SR</i>
		-do-	6	Sandeep Lamba (EC)
		-do-	7	Pardeep Kumar, LA
46	I/C C.M.Window Grievencece & Member	Convener	1	Munish Kumar, Commerce
		Member	2	Yudhvir, Pub. Adm. <i>YV</i>
		-do-	3	Sheela Rani-Dy.Suptd. <i>SR</i>
		-do-	4	Sandeep Lamba (EC)
		-do-	5	Vijay Goyal, Comp.Inst. <i>Vijay</i>
47	NEP Committee	Incharge	1	Laabh Singh, Commerce
		Member	2	Krishan Kumar Kundu, Geography
		-do-	3	Sonu Sihag, Commerce
48	Guidance Bureau and Placement Cell	Convener	1	Gorav Bansal, Commerce
		Member	2	Pushpa Dhanda, Chemistry
		-do-	3	Yashwanti, Commerce
		-do-	4	Naveen, Commerce
		-do-	5	Poonam, Biotech
		-do-	6	Priti, Commerce
		-do-	7	Bhupender, Commerce
		-do-	8	Sunil Jaitan, History
49	Prize, Trophies & Shields Purchase Committee)	Convener	1	Sonu Sihag, Commerce
		Member	2	Kamaljeet Singh, Physics
		-do-	3	Narender Kumar, Hindi
		-do-	4	Ritu, Goegraphy
		-do-	5	Kiran Bala, Hindi
		-do-	6	Ram Kumar, History

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50	Internship Committee	Convener	1	Laabh Singh, Commerce
		Member	2	Pushpa Dhanda, Chemistry
		-do-	3	Krishan Kumar Kundu, Geography
		-do-	4	Sonu Sihag, Commerce
		-do-	5	Yashwanti, Commerce
		-do-	6	Shiv Kumar, Mass Com.
		-do-	7	Narender Kumar, Hindi
		-do-	8	Reena Malik, Geography
		-do-	9	Naveen, Commerce
		-do-	10	Poonam, Biotech
		-do-	11	Priti, Commerce
		-do-	12	Bhupender, Commerce
		-do-	13	Sunil Jaitan, History
		-do-	14	Jyoti Goel, C.Sc.
51	Staff room committee	Convener	1	Savita Poonia, English
		Member	2	Mukesh Kumari, Mathematics
		-do-	3	Narender Kumar, Hindi
		-do-	4	Jyoti, Economics
		-do-	5	Punam Rani, Geography
		-do-	6	Kiran Bala, Hindi
52	Women Advisory Board & Development Cell	Patron	1	Satyawan Malik, Principal
		Convener	2	Jyoti Sheoran, English
		Member	3	Prem Poonam, Psychology
		-do-	4	Suman, C.Sc.
		-do-	5	Reetu, Chemistry
		-do-	6	Sushila, Pol. Sc.
		-do-	7	Suman Rani, Chemistry
		-do-	8	Sheela Dahiya, Hindi
		-do-	9	Mamta, Hindi
53	Student Grievance Redressal Cell	Convener	1	Savita Poonia, English
		Member	2	Munish Kumar, Commerce
		-do-	2	Krishan Kumar Kundu, Geography
		-do-	3	Aman, Commerce
		-do-	4	Poonam, Mathematics
		-do-	7	<u>2 students</u>
		-do-		1. Magan, M.Com (Previous) 2. Twinkle, M.A. English (Previous)

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54	Sports Board	(President-Cum-Convener	1	Satyawan Malik, Principal	
		Member	2	Randhir Singh, Physical Health	
		-do-	3	Manoj Siwach, Economics	
		-do-	4	Satish Malik, Physical Health	
		-do-	5	Raj Kamal, Mathematics	
		-do-	6	Vishal Redhu, English	
		-do-	7	Sonu Sihag, Commerce	
		-do-	8	Kamaljeet Singh, Physics	
		-do-	9	Meena, Commerce	
		-do-	10	Priti, Commerce	
		-do-	11	Seema Redhu, Chemistry	
55	NSS. Advisory Board	Patron	1	Satyawan Malik, Principal	
		Secretary	2	Savita Poonia, English	
		Member	3	Munish Kumar, Commerce	
		-do-	4	Randhir Singh, Physical Health	
		-do-	5	Anjana Dhawan, C.Sc.	
56	Committee For periodical Inspection	Convener	1	Shamsher Singh, Hindi	
		Member	2	Munish Kumar, Commerce	
		-do-	3	Gorav Bansal, Commerce	
		-do-	4	Assisted by Dy ⁸⁸ Supdt, EC, Funds Clerk &	
57	Public Relation Committee	Convener	1	Shiv Kumar, Mass Com.	
		Member	2	Hargian, Hindi	
		-do-	3	Vijay Vir, Pub. Adm.	
		-do-	4	Sharmila, Commerce	
		Website Incharge	1	Suman, C.Sc. 	
		Member	2	Jyoti Goel, C.Sc.	
		Facebook, Instagram, Twitter, Youtube etc. Incharge	1	Sharmila, C.Sc.	
		Member	2	Reena Rani, Mathematics	
		IQAC-Data Complilation Members			
		58	Earn While You Learn Scheme	Convener	1
Member	2			Mukesh Kumari, Mathematics	
-do-	3			Monika, Economics	
-do-	4			Anu, C.Sc.	
-do-	5			Neeru, Mathematics	
-do-	6			Monika Jaglan, Chemistry	
-do-	7			Komal, Zoology	

GOVT.COLLEGE, JIND
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59	Alumini Association Committee	Patron	1	Satyawan Malik, Principal
		Convener	2	Jyoti Sheoran, English
		Member	3	Manoj Siwach, Economics
		-do-	4	Yashwanti, Commerce
		-do-	5	Gorav Bansal, Commerce
		-do-	6	Meena, Commerce
60	Dilapidation Committee	Convener	1	Vikram Singh, Geography
		Member	2	Vishal Redhu, English
		-do-	3	Ravi Garg, Geography
		-do-	4	Ritu, Restorer
		-do-	5	Rachna, Physics
61	Discipline Committee	Convener	1	Krishan Kumar Kundu, Geography
		Member	2	Sandeep Kumar, Sanskrit
		-do-	3	Bhoop Singh, Sociology
		-do-	4	Narender Kumar, Hindi
		-do-	5	Randhir Singh, Physical Health
		-do-	6	Bhupender, Commerce
		-do-	7	Krishan Sheokand, Physical Health
		-do-	8	Suman Rani, Chemistry
		-do-	9	Gurdeep, Mathematics
		-do-	10	Hargian, Hindi
		-do-	11	Sushma, Chemistry
62	MIC and Sound Committee	Convener	1	Sonu Sihag, Commerce
		Member	2	Narender Kumar, Hindi
		-do-	3	Bhoop Singh, Sociology
		-do-	4	Ankit, Chemistry
63	Shamiana Committee	Convener	1	Randhir Singh, Physical Health
		Member	2	Narender Kumar, Hindi
		-do-	3	Mukesh, Physics
		-do-	4	SatParkash, Botany
		-do-	5	Ajay Singh, Mathematics
64	Anti Ragging Committee	Convener	1	Randhir Singh, Physical Health
		Member	2	Shiv Kumar, Mass Com.
		-do-	3	Poonam, Mathematics
		-do-	4	Virender, Biotech
		-do-	5	Vijay Goyal, Comp.Inst. Vijay

GOVT.COLLEGE, JIND
Annual Duty List

65	Grievances Cell for the Welfare of Employees of the College	Convener	1	Satyawan Malik, Principal
		Member	2	Shamsher Singh, Hindi
		-do-	3	Munish Kumar, Commerce
		-do-	4	Sandeep Kumar, Sanskrit
		-do-	5	Yudhvir, Pub. Adm.
66	Edusat Committee	Convener	1	Bhagwan Dass, Mathematics
		Member	2	Pushpa Dhanda, Chemistry
		-do-	3	Manjeet, Pyschology
		-do-	4	Priti, Commerce
67	Language Lab Committee	Convener	1	Savita Poonia, English
		Member	2	Jyoti Sheoran, English
		-do-	3	Ved Parkash, English
		-do-	4	Jyoti Goel, C.Sc.
		-do-	5	Monika, LA, C.Sc.
68	Absentee Committee	Convener	1	Pushpa Rani, C.Sc. <i>hu</i>
		Member	2	Anu, C.Sc.
		-do-	3	Reena Rani, Mathematics
		-do-	4	Nutan, Economics
		-do-	5	Sunita, Economics
		-do-	6	Sushila, Commerce
69	U.G.C Committee & RUSA (PM- USHA)	Nodal officer	1	Gorav Bansal, Commerce
		Member	2	Aman, Commerce
		-do-	3	Poonam, Mathematics
		-do-	4	Renu, Commerce
		-do-	5	Ankit, Chemistry
		Comp.Asst. UGC	6	Amandeep, LA
		RUSA Clerk	7	Sonu, Steno
70	Anti-Smoking, Anti-Alcohol & Anti-Drugs Committee	Convener	1	Randhir Singh, Physical Health
		Member	2	LT. Pankaj Batra, Commerce
		-do-	3	Reetu, Chemistry
		-do-	4	Poonam, Mathematics
		-do-	5	Ravi Garg, Geogr
		-do-	6	Narender Kumar, Hindi
		-do-	7	Yudhvir, Pub. Adm. <i>Yudhvir</i>
		-do-	8	Sheela Dahiya, Hindi
		-do-	9	Krishan Sheokand, Physical Health

GOVT.COLLEGE, JIND
Annual Duty List

71	Bus Pass Committee	Overall Incharge	1	Krishan Kumar Kundu, Geography
		All Science Girls	2	Pushpa Rani, C.Sc. <i>P.R.</i>
		All Science Boys	3	Kamaljeet Singh, Physics
		All Commerce(Boys)	4	Renu, Commerce
		All Commerce Girls	5	Usha, Commerce
		B.A.I (Boys)	6	Bhoop Singh, Sociology
		B.A. I (Girls)	7	Prem Poonam, Psychology
		B.A.II (Boys)	8	Sandeep Kumar, Sanskrit
		B.A. II (Girls)	9	Neeru, Mathematics
		B.A. III (Boys)	10	Narender Kumar, Hindi
		B.A. III (Girls)	11	Mukesh Kumari, Mathematics
		All Science	12	Pardeep, LA
		B.A.I	13	Deepak Kumar, LA
		B.A.II ,III	14	Sandeep Nain, LA
		All Commerce Classes	15	Kusum, LA
72	Anti-Corruption Cell	Nodal officer	1	Shamsher Singh, Hindi
		Member	2	Savita Poonia, English
		-do-	3	Munish Kumar, Commerce
		-do-	4	Satish Malik, Physical Health
73	Refreshment Committee	Convener	1	Prem Poonam, Psychology
		Member	2	Sunita, Hindi
		-do-	3	Anu, C.Sc.
		-do-	4	Ram Kumar, History
		-do-	5	Rachna, physics
		-do-	6	Reena Devi, Mathematics
		-do-	7	Poonam, Chemistry <i>Poonam</i>
		-do-	8	Monika, Chemistry <i>Monika</i>
		-do-	9	Rinku, Krishana & Saroj
74	Internal Complaint Committee	Incharge/ Nodal officer	1	Savita Poonia, English
		member	2	Munish Kumar, Commerce
		-do-	3	Pushpa Dhanda, Chemistry
		-do-	4	Yogita, Advocate
		-do-	5	Sheela Rani-Dy.Suptd. <i>S.R.</i>
		-do-	6	Reshma
		Special invitee in case of S.C Candidate	7	Monika, Economics
			8	<u>Student</u>
				1. Sanju, MA Eng Sem-III
		2		

GOVT.COLLEGE, JIND
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75	Smart Class Room	Convener	1 Nisha Pruthi, Chemistry
			2 Pushpa Dhanda, Chemistry
			3 Prem Poonam, Psychology
		Member	2 Manoj Chahal, C.Sc.
		-do-	3 Poonam, C.Sc. <i>Poonam</i>
		-do-	4 Ashish kumar, Physics
		-do-	5 Monika, Chemistry <i>Sandhu</i>
		6 Monika, LA, C.Sc.	
76	Telephone/Electricity Bills	Biometric	1 Monika, LA, C.Sc.
		Telephone Bills	2 Ritu Rani, LA
		Electricity Bills	3 Arun kumar, LA
77	Photostate Machine/Printer Maintenance Committee	Convener	1 Bhoop Singh, Sociology
		Member	2 Sunita, Hindi
		-do-	3 Mukesh, Physics
		-do-	4 Sheela Rani-Dy.Supt. <i>S</i>
		-do-	5 Vijay Goyal, Comp.Inst. <i>Vijay</i>
78	Electricity Committee (Tube/Fan/fitting etc.)	Convener	1 Narender, Physics
		Member	2 Mukesh, Physics
		-do-	3 Anu, C.Sc.
		-do-	4 Ajay Singh, Mathematics
		-do-	5 Vijay Vir, Pub. Adm.
79	Red Ribbon Club	Nodal officer	1 Vikram Singh, Geography
		Member	2 Shiv Kumar, Mass Com.
		-do-	3 Bhagwan Dass, Mathematics
		-do-	4 LT. Pankaj Batra, Commerce
		-do-	5 Poonam, Mathematics
		-do-	6 Reetu, Chemistry
		-do-	7 Mukesh Kumari, Mathematics
80	Outsourcing Committee/HKR NL	Convener	1 Shamsher Singh, Hindi
		Member	2 Laabh Singh, Commerce
		-do-	3 Sonu Sihag, Commerce
		-do-	4 Narender, Physics
		-do-	5 Poonam, C.Sc. <i>Poonam</i>
		-do-	6 Sheela Rani-Dy.Supt. <i>S</i>
		-do-	7 Vijay Goyal, Comp.Inst. <i>Vijay</i>

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Women Cell Committee	Convener	1	Jyoti Sheoran, English
	Member	2	Prem Poonam, Psychology
	-do-	3	Suman, C.Sc.
	-do-	4	Nisha Pruthi, Chemistry
	-do-	5	Sunita, Hindi
	-do-	6	Promila, Hindi
	-do-	7	Savita, Botany
	-do-	8	Reena Malik, Geography
82 AC/RO's /Water Cooler / Refrigerator Maintenance Committee	Convener	1	Sandeep Kumar, Sanskrit
	-do-	2	Narender Kumar, Hindi
	-do-	3	Bhoop Singh, Sociology
	-do-	4	Manjeet, Psychology
83 Youth Red Cross (Executive Committee)	Chairperson	1	Satyawan Malik, Principal
	Convener	2	Shamsher Singh, Hindi
	Member	3	Munish Kumar, Commerce
	-do-	4	Laabh Singh, Commerce
	-do-	5	Jyoti Sheoran, English
	NCC Officer	6	LT. Pankaj Batra, Commerce
	NSS Officer	7	Aman, Commerce
	Secretary Red Cross	8	Ravi Hooda (Ex-Officio Member)
84 Generator Committee	Convener	1	Mukesh, Physics
	Member	2	Pushpa Dhanda, Chemistry
	-do-	3	Mukesh Kumari, Mathematics
	-do-	4	Varun, Geography
	-do-	5	Mannu Arya, Mathematics
	-do-	6	Deepika, Economics
85 Library Advisory Committee	Convener	1	Shamsher Singh, Hindi
	Bursar	2	Munish Kumar, Commerce
	Member	3	Vikram Singh, Geography
	-do-	4	Nisha Pruthi, Chemistry
	-do-	5	Yudhvir, Pub. Adm.
	-do-	6	Balkrishna Kandpal, Physics
86 Online Admissions	Nodal officer	1	Seema Rani, C.Sc.
	Asst.to Nodal	2	Anjana Dhawan, C.Sc.
	Member	3	Reena Devi, Mathematics
	-do-	4	Nutan, Economics
	-do-	5	Sunita, Economics

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87	Road Safety Committee	Convener	1	LT. Pankaj Batra, Commerce
		NSS	2	Aman, Commerce
		Member	3	Poonam, Mathematics
		-do-	4	Gurdeep, Mathematics
		-do-	5	Ritu, Geography
		-do-	6	Kamlesh, C.Sc.
		-do-	7	Monika Jaglan, Chemistry
88	CCTV-Camera Maintenance Committee	Convener	1	Seema Rani, C.Sc. <i>Bl</i>
		Member	2	Mukesh, Physics
			3	Anu, C.Sc.
		-do-	4	Renu Jakhar, Physics
		-do-	5	Yashpal, Physics
		-do-	6	Reena Rani, Physics
		-do-	7	Vijay Goyal, Comp.Inst. <i>VJG</i>
89	HRMS Portal	Incharge	1	Suman, C.Sc. <i>Suman</i>
		HRMS Clerk	2	Sandeep Lamba, Clerk
90	Entrepreneurship Development Club	Coordinator	1	Yashwanti, Commerce
		Placement Cell,	2	Gorav Bansal, Commerce
		Member	3	Nisha Pruthi, Chemistry
		-do-	4	Ravi Garg, Geography
		-do-	5	Mukesh, Physics
		-do-	6	Bhagwan Dass, Mathematics
		-do-	7	<u>5 Students</u>
			1	
			2	
			3	
91	Passport Committee	Nodal officer	1	Aman, Commerce
		Member	2	Jyoti Goel, C.Sc.
		-do-	3	Deepika, Economics
		-do-	4	Ved Parkash, English
92	IT Cell Committee	Convener	1	Seema Rani, C.Sc. <i>Bl</i>
		Member	2	Suman, C.Sc. <i>Suman</i>
		-do-	3	Kamlesh, C.Sc. <i>Kamlesh</i>
		-do-	4	Reena Rani, Physics


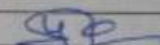


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93	Solar Power Plant / Battery / Invertor Repair Committee	Convener	1 Mukesh, Physics
		Member	2 Ravi Garg, Geography
		-do-	3 Yudhvair, Pub. Adm.
		-do-	4 Ashish kumar, Physics
		-do-	5 Balkrishna Kandpal, Physics
		-do-	6 Punam Rani, Geography
94	Student Advisory Committee	Chairperson	1 Satyawan Malik, Principal
		Convener	2 Shamsheer Singh, Hindi
		Bursar	3 Munish Kumar, Commerce
		Member	4 Savita Poonia, English
		-do-	5 Sandeep Kumar, Sanskrit
		-do-	6 Satish, Hindi
95	Learner License Nodal	Nodal officer	1 Krishan Kumar Kundu, Geography
		Member	2 Rahul, Psychology
		-do-	3 Manjeet Singh, Sociology
		-do-	4 Renu, Commerce
		-do-	5 Jyoti, Economics
		-do-	6 Arun, LA
96	Harit Haryana Abhiyan Nodal	Convener	1 Vikram Singh, Geography
		Member	2 LT. Pankaj Batra, Commerce
		-do-	3 Punam Rani, Geography
		-do-	4 Varun, Geography
		-do-	5 Krishan Sheokand, Physical Health
		-do-	6 Vijay Pal, Philosophy
97	Viksit Bharat/ Unnat Bharat	Nodal officer	1 Shiv Kumar, Mass Com.
		Member	2 All NSS POs
		-do-	3 LT. Pankaj Batra, Commerce
		-do-	4 Pushpa Rani, C.Sc.
		-do-	5 Kiran Bala, Hindi
		-do-	6 Jyoti, Economics
98	P.hd Verification Committee	Convener	1 Savita Poonia, English
		Member	2 Munish Kumar, Commerce
		-do-	3 Yudhvair, Pub. Adm.
		-do-	4 Sheela Rani-Dy.Suptd.
		-do-	5 Sandeep Lamba (EC)

GOVT. COLLEGE, JIND
Annual Duty List

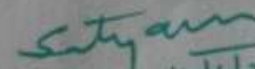
	Liasion Officer		1	Yudhvir, Pub. Adm.	<i>[Signature]</i>
100	MIS	Incharge	1	Poonam, C.Sc.	<i>Poonam</i>
		Member	2	Poonam, Chemistry	<i>[Signature]</i>
101	Eco Club & Botanical/ Herbal Park Committee	Convener	1	Anjana Dhawan, C.Sc.	<i>[Signature]</i>
		Member	2	Bhagwan Dass, Mathematics	
		-do-	3	Manjeet, Pyschology	
		-do-	4	Virender, Biotech	
		-do-	5	Mamta, Hindi	
		-do-	6	Nitu, Zoology	
		-do-	7	Kamlesh, C.Sc.	
		-do-	8	Renu Devi, Chemistry	
102	Apprenticeship Committee	Convener	1	Yashwanti, Commerce	
		Member	2	Ravi Garg, Geography	
		-do-	3	Manoj Chahal, C.Sc.	
		-do-	4	Renu Jakhar, Physics	
		-do-	5	Chanchal Sharma, Zoology	
103	Extension Lecturer Affairs Committee	Convener	1	Vikram Singh, Geography	
		Time Table-IC	2	Raj Kamal, Mathematics	
		Court- Case-IC	3	Kamaljeet Singh, Physics	
		Bursar	4	Munish Kumar, Commerce	
		Liasion Officer	5	Yudhvir, Pub. Adm.	<i>[Signature]</i>
		Member	6	Concerned HOD's	
		-do-	7	Sheela Rani-Dy.Suptd.	<i>[Signature]</i>
		-do-	8	Sandeep Lamba (EC)	
104	CRID, Socio-Economics Survey, DOB, Occupations etc.	Nodal Officer	1	Krishan Kumar Kundu, Geography	
		NSS- P.O	2	Shiv Kumar, Mass Com.	
		NCC-IC	3	LT. Pankaj Batra, Commerce	
		RC-IC	4	Bhagwan Dass, Mathematics	
		Member	5	Arun, L.A	
105	Online Transfer Policy Committee	Nodal Officer	1	Seema Rani, C.Sc.	<i>[Signature]</i>
		Assistant-Nodal	2	Suman, C.Sc.	<i>[Signature]</i>
		Assistant-Nodal	3	Vijay	<i>[Signature]</i>
		Assistant-Nodal	4	Monika, L.A.	
		Member	5	Sheela Rani-Dy.Suptd.	<i>[Signature]</i>
		Member	6	Mohit B.C	

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106	Electoral Literacy Club/ Chunav PathShala	Nodal Officer	1	Narender, Physics
		NSS- P.O (Member)	2	Shiv Kumar, Mass Com.
		NSS- P.O (Member)	3	Aman, Commerce
		NCC-ANO (Member)	4	LT. Pankaj Batra, Commerce
		Member	5	Sushila, Pol. Sc.
		-do-	6	Students
				1
		2		
		3		
107	SC Grievences Redressal Cell	Co-ordinator	1	Sandeep Kumar, Sanskrit
		Member	2	Shamsher Singh, Hindi
		-do-	3	Savita Poonia, English
		-do-	4	Narender, Physics
		-do-	5	Monika, Economics
		-do-	6	Sheela Rani-Dy.Suptd. 
		-do-	7	Ravi Bhola, LA
108	MOU Committee	Convener	1	Satyawan Malik, Principal
		Liasion Officer	2	Yudhvir, Pub. Adm. 
		Sport-IC	3	Randhir Singh, Physical Health
		Women & Culture Cell IC	4	Jyoti Sheoran, English
		IQAC Co-ordinator	5	Satish Malik, Physical Health
		NSS-IC	6	Shiv Kumar, Mass Com.
		NCC & Road Safety-IC	7	LT. Pankaj Batra, Commerce
		Liberary-IC	8	Anjana Dhawan, C.Sc. 
		Placement Cell-IC	9	Gorav Bansal, Commerce
109	Internal Board of Studies	Convener	1	Shamsher Singh, Hindi
		Registrar	2	Vishal Redhu, English
		IQAC Co-ordinator	3	Satish Malik, Physical Health
		Liasion Officer	4	Yudhvir, Pub. Adm. 
		Member	5	Jyoti Sheoran, English
			6	Concerned HOD's

नोट-

1. जिन प्राध्याक/प्राध्यापिकाओं को जो भी चार्ज दिया गया है वे अपना चार्ज संबंधित से एक सप्ताह के अंदर लेना सुनिश्चित करें एवं प्राचार्य से countersign करवाकर उप-अधीक्षक के पास उसकी प्रति जमा करवाना सुनिश्चित करें।
2. सभी गतिविधि इंचार्ज अपनी गतिविधि से संबंधित कोटेशन दिनांक 22-01-2024 -तक लेकर (आवश्यकता अनुसार) प्रक्रिया पूर्ण करले अन्यथा बाद में कोई भी बिल पास नहीं किया जाएगा।
3. अगर किसी स्टाफ सदस्य की सिन्योरिटी में कोई विषय है तो वे अद्योहस्ताक्षरी को सूचित करें।
4. Extension Lecturers are not to be engaged in financial Matters.


Principal, 12/1/24
Govt. College, Jind.

CC:

1. Dr. Shamsher Singh (SPIO)
2. Munish Kumar, Bursar
3. Dr. Satish Malik (IQAC Co-ordinator)
4. Dr. Yudhvir, Pub. Adm. (Liasion Officer)
5. Dr. Sheela Rani-Dy.Suptd.
6. Staff Circulation