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OFFICE OF THE PRINCIPAL, N.M. GOVT. COLLEGE, HANSI

DUTY LIST FOR THE SESSION ~~2015-16~~ ~~2016-17~~

2016-17

Dated : 01-07-2016

The following committees have been constituted for the smooth functioning of the College. The below listed Annual duties will come into force with immediate effect. Ex-conveners/In-charges are supposed to hand over their charges, if any, to the new incumbent and get the countersignature of the undersigned by 10-08-2016 positively. The conveners/incharge of various activities shall note down the names of the faculty members attached with them during this year. They are also requested to call the fresh quotations immediately for the work to be undertaken by them. Concerned Committees are also supposed to complete the job well in time assigned to them during the session 2016-17.. Here follows the list to be noted down by the concerned teachers:

1. COLLEGE COUNCIL:

Chairperson: Dr. Indraj Singh, Principal.

Members:

1. Smt. Savita Maan
2. Sh. Subhash Poonia
3. Dr. Pardeep Verma
4. Sh. Devender Singh Lamba

2. TUTORIAL BOARD:

1. Smt. Savita Mann (Senior Tutor)
2. Sh. Subhash Poonia
- ✓ 3. Dr. Pardeep Verma

3. COLLEGE BURSAR:

1. Sh. Subhash Poonia
- ✓ 2. Ms. Harsha

4. STAFF & SOCIAL SECRETARY:

1. Sh. Kishan Pal (Social)
2. Ms. Harsha (Staff)

5. PROCTORIAL BOARD:

1. Smt. Savita Mann (Chief Proctor)
2. Dr. Pardeep Verma
3. Smt. Rajni Rani

(2)

6. COLLEGE TIME-TABLE & WORK LOAD

1. Dr. Pardeep Verma (Convener & I/C B.A.)
2. Sh. Shamendra Singh Bamal (Commerce & B.B.A.)
3. Ms. Harsha (B.Sc)
3. 4. Smt. Seema Rani (B.C.A.)
5. Dr. Raj Kumar (Work Load)
6. Ms. Harsha (Work Load)
- ✓ 7. Smt. Seema (Teacher Return)

7. SECTION FORMATION AND SUBJECT CHANGE

1. Dr. Pardeep Verma (Convener)
2. Dr. Raj Kumar
3. Ms. Harsha (Convener)
4. Mr. Karambir Sihag

8. BUILDING FUND (CONSTRUCTION, REPAIR, B&R and PUBLIC HEALTH):

1. Smt. Savita Mann (Convener)
2. Sh. Devender Singh Lamba
3. Sh. Shamendra Singh Bamal
4. Smt Rajni Saini

9. LECTURE SHORTAGE:

1. Sh. Devender Singh Malik (Convener) (B.A)
2. Sh. Kishan Pal (B.Com/BBA/M.Com)
3. Smt. Seema Rani (B.Sc./B.C.A.)

10. UNIVERSITY RESULTS/CHECKING OF RESULTS IN ACR PROFORMA/COLLEGE PASS %AGE/MERIT LIST:

- 1 Ms. Harsha (Convener & I/C B.A/B.Sc)
2. Smt. Seema Rani (B.Com/M.Com/B.C.A./B.B.A.)

Assisted by Sh. Anil Kumar, Assistant

11. ATTESTATION OF UNIV. FORMS AND CHARACTER CERTIFICATE:

- 1 Smt. Savita Mann (B.A.I/ B.C.A.I/ B.Sc.I)
2. Sh. Subhash Poonia (B.A.II/B.A. III, B.Sc.II/B.Sc.III/ B.C.A.II/B.C.A.III)
3. Sh Shamendra Singh Bamal- All Commerce & B.B.A. Classes.

12. PREPARATION AND RECORD OF CHARACTER CERTIFICATE :

- 1 Ms. Harsha (Convener)
2. Tutors

1. Sh. Sunny
2. Sh. Lokesh
3. Sh. Sher Singh
4. Ms. Sonia Rani

13. INCOME TAX AND PROPERTY RETURN COMMITTEE:

1. Sh. Shiv Rattan Mittal (Convener) *SRM*
2. Ms. Harsha *H*

14. E-MAIL Nodal Officer :

1. Sh. Kapil Kumar (Convener) *KK*
2. Sh. Ram Phal Singh (Office Incharge)

15. RIGHT TO INFORMATION:

1. Smt. Savita Mann (SPIO) *SM*
2. Smt. Rajni Saini (ASPIO) *RS*

16. REFRESHMENT COMMITTEE:

1. Sh. Kishan Pal (Convener) *KP*
2. Smt. Rajni Saini *RS*
3. Smt. Seema *Seema*

17. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMENT:

1. Sh. Shamendra Singh Bamal (Convener) *SB*
2. Sh. Devender Singh Malik *DSM*
3. Sh. S.R. Mittal *SRM*
4. Sh. Karambir Singh *KS*
5. Sh. Kapil Malik *KM*

Assisted by :-

1. Sh. Sunny Chouhan (Clerk)

18. STIPEND/SCHOLARSHIPS:

1. Sh. Kishan Pal (B.C.) Assisted by Sh. Subhash Chand, L.A. *SC*
2. Sh. Karambir Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chand, L.A. *KS*
3. Smt. Rajni Saini (SC, ST) Assisted by Sh. Subhash Chand, L.A. *RS*

19. SOFT SKILLS:

1. Ms. Harsha (Co-ordinator) *H*
2. Mr. Kapil Malik *KM*

20. INTERNAL ASSESSMENT:

1. Sh. Subhash Punia (Convener) *SP*
2. Sh. Devender Singh Malik (B.A, B.Sc, BCA) *DSM*
3. Sh. S.R Mittal (B.Com, M.Com & BBA; Project Reports B.Com, M.Com & BBA) *SRM*

21. STAGE SECRETARY:

1. Smt. Savita Mann *SM*
2. Sh. Kishan Pal *KP*

22. UGC GRANTS, NPE, NAAC, RUSA AND NEW SUBJECT (concerned Head/Incharge of the Course/Subject):

1. Dr. Raj Kumar (Convener) *RK*
2. Ms. Harsha *Harsha*
3. Smt. Rajni Saini (Refresher/Orientation/Seminar etc.) *Rajni*

23. BUS PASSES:

1. Smt. Rajni Saini (Convener & I/C Roadways) *Rajni*
2. Sh. Kapil Kumar (I/C Private Buses) *re*

Assisted by Sh. Virender Singh, L.A.

24. WOMEN STUDIES AND DEVELOPMENT CELL:

1. Smt. Seema (Convener) *Seema*
2. Smt. Rajni Saini *Rajni*
- Two Girls Students

25. ONLINE ADMISSIONS AND COLLEGE WEBSITE

- | | |
|--------------------|-------------------------------------|
| Nodal Officer : | Dr. Raj Kumar <i>RK</i> |
| Online Admission : | 1. Sh. Seema Rani <i>Seema</i> |
| | 2. Sh. Kapil Malik <i>Kapil</i> |
| College Website: | 1. Smt. Savita Mann <i>Savita</i> |
| | 2. Dr. Pardeep Verma <i>Pardeep</i> |
| | 3. Smt. Seema Rani <i>Seema</i> |
| | 4. Sh. Kapil Kumar <i>Kapil</i> |

26. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

1. Sh. Kishan Pal (Co-ordinator) *Kishan*
2. Sh. Subhash Poonia (Secretary) *Subhash*
3. Sh. Devender Singh Malik *Devender*
4. Smt. Rajni Saini *Rajni*

27. FEE CONCESSION SAF AND SUF COMMITTEE:

1. Sh. Devender Singh Malik (Convener) *Devender*
2. Smt. Rajni Saini *Rajni*

28. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

1. Smt. Savita Maan (Convener) *Savita*
2. Smt. Rajni Saini (Girls) *Rajni*
3. Sh. Devender Singh Malik (Boys) *Devender*
4. Sh. Karambir Singh *Karambir*

29. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. Sh. Subhash Punia (Convener) *Subhash*
2. Sh. Kishan Pal *Kishan*
3. Sh. S.R Mittal *S.R Mittal*
4. Smt. Rajni Saini *Rajni*

30. ELECTRICITY & TELEPHONE BILLS

1. Sh. Mahender Singh *Mahender*

31. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES :

1. Smt. Rajni Saini (Convener) *RSE*
2. Sh. Kishan Pal *Sh. Kishan Pal*

32. ANNUAL PRIZE COMMITTEE :

1. Dr. Pardeep Verma (Convener) *y*
2. Dr. Raj Kumar *DR*
3. Ms. Harsha *MS*
4. Sh. S.R Mittal *SRM*

33. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:

1. Sh. Kishan Pal *Sh. Kishan Pal*
2. Smt. Rajni Saini *RSE*
3. Sh. Kapil Malik *KPS*
4. Sh. Mohinder Singh *MS*

34. CLEANLINESS, BEAUTIFICATION OF CAMPUS & DECORATION FOR FUNCTIONS:

1. Sh. Devender Singh Lamba (Convener) *DS*
2. Sh. Kishan Pal (Beautification of Campus) *Sh. Kishan Pal*
3. Smt. Rajni Saini (Beautification of Campus) *RSE*
4. Smt. Seema (Decoration and Sarswati Vandana) *SS*

35. GENERAL PURCHASE COMMITTEE:

1. Smt. Savita Mann (Convener) *SM*
2. Sh. D.S Lamba *DSL*
3. Dr. Raj Kumar *DR*
4. Sh. Shamendra Bamal *SB*
5. Ms. Harsha *MS*
6. Smt. Rajni Saini *RSE*

36. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:

1. Sh. Devender Singh Lamba (Convener) *DS*
2. Smt. Rajni Saini *RSE*

Assisted by Sh. Mahender Singh *MS*

37. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARRASSMENT AGAINST WOMEN:

1. Smt. Savita Mann (Convener) *SM*
2. Smt. Rajni Saini *RSE*

38. N.S.S.:

1. Smt. Rajni Saini - (Unit-II Girls) *RSE*
2. Sh. Kapil Malik- (Unit-I Boys) *KPS*

39. N.C.C. OFFICER:

- Sh. Kishan Pal *Sh. Kishan Pal*

40. COURT CASES:

1. Sh. Devender Singh Malik (Convener) *amh*
2. Sh. Kishan Pal *Amh*
3. Concerned Member

Assisted by Sh. Ram Phal Singh

41. INTERNAL QUALITY ASSURANCE CELL (IQAC):

1. Smt. Savita Mann (Convener) *YH*
2. Dr. Pardeep Verma *YH*
3. Dr. Raj Kumar *YH*
4. Ms. Harsha *YH*

42. PRINTING :

1. Sh. S.R Mittal (Convener) *SRM*
2. Ms. Harsha *YH*
3. Sh. Karambir Singh *YH*

43. COLLEGE ANNUAL REPORT

1. Smt. Savita Maan (Convener) *YH*
2. Sh. S.R. Mittal *SRM*
3. Smt. Seema *YH*

44. COLLEGE MAGAZINE COMMITTEE:

- 1 Smt. Savita Mann (Editor in Chief) *YH*
- ✓ 2. Sh. Subhash Poonia –Editor Planning Forum & Campus News *YH*
3. Sh. Karambir Singh - Editor Sanskrit & Hindi *YH*

45. ALUMNAI ASSOCIATION:

1. Sh. Shamendra Singh Bamal (Convener) *Bal*
2. Dr. Raj Kumar *YH*
3. Sh. S. R Mittal *SRM*
4. Sh. Kishan Pal *YH*

46. PHOTOGRAPHY:

1. Sh. Devender Singh Malik (Convener) *amh*
2. Sh. S.R. Mittal *SRM*

47. PUBLICITY INCHARGE:

1. Sh. Subhash Poonia *YH*
2. Sh. Shamendra Singh Bama *Bal*

48. LIBRARY/BOOK BANK ADVISORY COMMITTEE:

1. Smt. Savita Mann (Convener) *YH*
2. Sh. Devender Singh Lamba *YH*
3. Sh. S.R. Mittal *SRM*
4. All Head of Departments (Members)

49. SCIENCE EXHIBITION:

1. Dr. Pardeep Verma (Convener) *YH*
2. All Head of Concerned Departments (Members)

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50. QUIZ CONTESTS

1. Dr. Pardeep Verma (General Quiz) *Y*
2. All Heads/In charges of Concerned Departments (Departmental Quiz)

51. CAREER GUIDANCE BUREAU & PLACEMENT CELL:

1. Sh. Karambir Singh (Convener) *K*
2. Sh. S.R. Mittal *S.R.M.*

52. EARN WHILE YOU LEARN SCHEME:

1. Dr. Raj Kumar (Convener) *RK*
2. Sh. S.R. Mittal *S.R.M.*
3. Ms. Harsha *H*

53. UTILIZATION OF O.E.:

1. Sh. Devender Singh Malik *Devender*
2. Sh. Karambir Singh *K*
3. Sh. S. R. Mittal *S.R.M.*

Assisted by Sh. Sunny Chauhan (Clerk)

54. ENVIRONMENT STUDIES:

1. Dr. Raj Kumar (Regular) *RK*
2. Sh. Shamendra Bamal (Private) *B*

**55. REGISTRAR HOUSE EXAMS, RECORD OF DEGREES AND SUPERVISION OF
DETAILS OF MARKS CARDS (DMC):**

1. Sh. Devender Singh Lamba (Registrar) *DL*
2. Ms. Harsha *H*
3. Sh. S.R. Mittal *S.R.M.*

Assisted by Sh. Anil Kumar, Assistant

56. DISCIPLINE COMMITTEE (FOR ALL PURPOSES):

1. Sh. Devender Singh Malik (Convener) *Devender*
2. Dr. Raj Kumar *RK*
3. Smt. Rajni Saini *R*
4. Sh. Kishan Pal *KP*
5. Sh. S.R. Mittal *S.R.M.*
6. Smt. Seema *S*
7. Sh. Kapil Malik *KP*

57. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL COMMITTEE:

1. Smt. Savita Mann (Convener) *SM*
2. Sh. Subhash Poonia *SP*
3. Dr. Pardeep Verma *PV*
4. Sh. Devender Singh Lamba *DL*
5. Smt. Seema Rani *S*

58. WALL MAGAZINE:

1. Ms. Harsha *H*
2. Smt. Rajni Saini *R*

(8)

59. GENERATOR SET:

1. Sh. Devender Singh Lamba
 2. Sh. Shamendra Singh Bamal
 3. Sh. S.R Mittal
- Assisted by Sh. Mahender Singh

60. DRINKING WATER MANAGEMENT:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Shamendra Singh Bamal
3. Sh. Kishan Pal

61. LEGAL LITERACY CELL:

1. Sh. Devender Singh Malik
2. Sh. S.R Mittal

62. UNIVERSITY WORKS:

1. Sh. Shamendra Singh Bamal
2. Ms. Harsha

Assisted by Sh. Anil Kumar, Assistant

63. SUBJECT SOCIETIES:

All Head of the Depts.

64. EDU-SAT INCHARGE:

1. Sh. Kapil Malik

Assisted by Sh. Mohinder Singh

65. R.K. FUND

1. Smt. Seema (Convener)
2. Smt. Rajni Saini

66. SPORTS BOARD:

Patron - Principal

Vice President- Smt. Savita Mann

Secretary- Smt. Rajni Saini

Members:

Basket Ball- Dr. RajKumar

Cricket- Sh. Subhash Poonia

Table Tennis- Dr. Pardeep Verma

Badminton & Football- - Sh. Kishan Pal

Kabaddi & Wrestling- Sh. Kapil Malik

✓ Kho-Kho & Athletics- Smt. Rajni Saini

Girl's Games: Smt. Savita Mann

Smt. Rajni Saini

67. ELECTION VOTER ID/ AADHAR CARD/ BPL etc.

1. Sh. Karambir Singh (Convener)
2. Sh. Devender Singh Malik

68. APPOINTMENT THROUGH OUTSOURCING/CONTRACT/DC RATE

- ✓ 1. Sh. Devender Singh Malik (Convener) *[Signature]*
2. Sh. Karambir Singh *[Signature]*
3. Sh. S.R. Mittal *[Signature]*

69. LAB UPGRADATION GRANT

1. Dr. Pardeep Verma (convener) *[Signature]*
2. All Heads/In charges of the Subjects

70. CCTV CAMERAS (PURCHASING & INSTALATION)

1. Smt. Seema Rani (convener) *[Signature]*
2. Sh. Kapil Malik *[Signature]*
3. Sh. Kishan Pal *[Signature]*
4. Sh. S.R. Mittal *[Signature]*

71. CCTV CAMERA FOOTAGE

1. Dr. Raj Kumar (Convener) *[Signature]*
2. Sh. Shamender Singh Bamal *[Signature]*

72. UNIVERSITY PRACTICAL EXAMINATIONS (CONDUCT & AWARDS)

1. Dr. Raj Kumar (Convener) *[Signature]*
2. Ms. Harsha *[Signature]*
3. Sh. S.R Mittal *[Signature]*
4. Incharges of the concerned subjects

73. LIBRARY GRANT & ID CARDS

1. Smt. Savita Mann *[Signature]*
2. Sh. Devender Singh Lamba *[Signature]*
3. Sh. S.R Mittal *[Signature]*

74. BIOMETRIC ATTENDANCE/ RECORD

1. Sh. Kapil Malik (Convener) *[Signature]*
2. Ms. Harsha *[Signature]*

75. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY GUARDS/ Class IV Employees

1. Sh. Subhash Poonia (Convener) *[Signature]*
2. Sh. Devender Singh Lamba *[Signature]*
3. Smt. Rajni Saini *[Signature]*
3. Sh. Ram Phal Singh (Office In charge)

76. RED CROSS FUND :

1. Sh. Deveder Singh Lamba *[Signature]*
2. Sh. S.R Mittal *[Signature]*

77. STUDENTS REGISTRATION RETURN

1. Smt. Seema *[Signature]*
2. Ms. Harsha *[Signature]*
3. Computer Instructor/Computer Lab Attendant

Assisted by Sh. Anil Kumar, Assistant

10

78. ANTI RAGGING COMMITTEE

1. Smt. Savita Mann (Convener) *SV*
- ✓ 2. Sh. Subhash Punia *Subhash*
3. Dr. Pardeep Verma
3. Sh. Ram Phal Singh (Office In charge)

79. UNIVERSITY INSPECTION & VERIFICATION COMMITTEE

1. Dr. Raj Kumar *Raj*
2. Sh. S.R Mittal *S.R*
3. Ms. Harsha *Harsha*
4. Mr. Anil Kumar Assistant (U.C)

80. MAINTENANCE OF ELECTRICITY/ AQUAGUARD AND PURCHASING OF ELECTRICAL ITEMS

1. Sh. Shamender Bamal *Bamal*
2. Sh. Kapil Kumar *Kapil*
3. Mr. Mohinder Singh *Mohinder*
4. Concerned Dept./Office/ Incharge

Assisted by Sh. Sunny, Clerk *SV*

81. MAINTENANCE OF INVERTERS AND POWER BATTERIES

1. Concerned Head of the Deptt. /Incharge (Convner)
2. Ms. Harsha *Harsha*
3. Mr. Mohinder Singh *Mohinder*

82. (A) CLEANLINESS OF OFFICE/LABS/UNIVERSITY EXAM & ANSWER BOOK ROOM-CUM-STORE/EDU-SAT ROOM etc.

1. Concerned Incharge/Head/Convener
With the help of Lab Attendant/Class IV Employee-cum-Sweeper

(B) INSPECTION COMMITTEE OF CLEANLINESS AS MENTIONED ABOVE :

1. Smt. Savita Mann *SV*
2. Sh. Subhash Punia *Subhash*
3. Dr. Pardeep Verma *Dr*
4. Sh. Ram Phal Singh (for Office)

83. RED-RIBBON CLUB:

1. Mrs. Rajni Saini *Rajni*
2. Mr. Kapil Kumar *Kapil*

Principal
PRINCIPAL

Copy To: All concerned.

Principal

IInd ① 1/7/16 - Ist id.
8/8/16 - IInd id.

OFFICE OF THE PRINCIPAL, N.M. GOVT. COLLEGE, HANSI

DUTY LIST FOR THE SESSION 2016-17

2017
Dated : 01-07-2016

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2. Ms. Harsha

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2. Ms. Harsha (Staff)

5. PROCTORIAL BOARD:

1. Smt. Savita Mann (Chief Proctor)
2. Dr. Pardeep Verma
3. Smt. Rajni Rani

(2)

COLLEGE TIME-TABLE & WORK LOAD

1. Dr. Pardeep Verma (Convener & I/C B.A.)
2. Sh. Shamendra Singh Bamal (Commerce & B.B.A.)
3. Ms. Harsha (B.Sc)
3. 4. Smt. Seema Rani Rani (B.C.A.)
5. Dr. Raj Kumar (Work Load)
6. Ms. Harsha (Work Load)
7. Dr. Nutan Yadav (Teacher Return)

7. SECTION FORMATION AND SUBJECT CHANGE

1. Dr. Pardeep Verma (Convener)
2. Dr. Raj Kumar
3. Ms. Harsha (Convener)
4. Mr. Karambir Sihag

8. BUILDING FUND (CONSTRUCTION, REPAIR, B&R and PUBLIC HEALTH):

1. Smt. Savita Mann (Convener)
2. Sh. Devender Singh Lamba
3. Sh. Shamendra Singh Bamal
4. Smt Rajni Saini

9. LECTURE SHORTAGE:

1. Sh. Devender Singh Malik (Convener) (B.A)
2. Sh. Kishan Pal (B.Com/BBA/M.Com)
3. Smt. Seema Rani Rani (B.Sc./B.C.A.)

Suman Malik

10. UNIVERSITY RESULTS/CHECKING OF RESULTS IN ACR PROFORMA/COLLEGE PASS %AGE/MERIT LIST:

- 1 Ms. Harsha (Convener & I/C B.A.)
2. Dr. Nutan Yadav (B.Com/M.Com/B.B.A.)
3. Smt. Seema Rani Rani (B.Sc/BCA), B.Com

Suman Malik

Assisted by Sh. Anil Kumar, Assistant

11. ATTESTATION OF UNIV. FORMS AND CHARACTER CERTIFICATE:

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- 1 Ms. Harsha (Convener)
2. Dr. Nutan Yadav
3. Tutors

1. Sh. Sunny
2. Sh. Lokesh
3. Sh. Sher Singh
4. Ms. Sonia Rani

3

1. INCOME TAX AND PROPERTY RETURN COMMITTEE:

1. Sh. Shiv Rattan Mittal (Convener)
2. Ms. Harsha

14. E-MAIL Nodal Officer :

1. Sh. Kapil Kumar (Convener)
2. Sh. Ram Phal Singh (Office Incharge)

15. RIGHT TO INFORMATION:

1. ~~Smt. Savita Mann~~ (SPIO)
2. Smt. Rajni Saini (ASPIO)

16. REFRESHMENT COMMITTEE:

1. Sh. Kishan Pal (Convener)
- ~~2. Dr. Nutan Yadav~~
3. Smt. Rajni Saini
- ~~4. Smt. Seema Rani~~

17. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMENT:

- ~~1. Sh. Shamendra Singh-Bamal~~ (Convener)
2. Sh. Devender Singh Malik
3. Sh. S.R. Mittal
4. Sh. Karambir Singh
5. Sh. Kapil Malik

Assisted by :-

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19. SOFT SKILLS:

1. Ms. Harsha (Co-ordinator)
- ~~2. Dr. Nutan Yadav~~
3. Mr. Kapil Malik

20. INTERNAL ASSESSMENT:

- ~~1. Sh. Subhash Punia~~ (Convener)
2. Sh. Devender Singh Malik (B.A, B.Sc, BCA)
3. Sh. S.R. Mittal (B.Com, M.Com & BBA; Project Reports B.Com, M.Com & BBA)

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- ~~1. Smt. Savita Mann~~
2. Sh. Kishan Pal
3. ~~Sh. Kapil Malik~~

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1. Dr. RajKumar (Convener)
2. Ms. Harsha
- ~~3. Dr. Nutan Yadav~~
4. Smt. Rajni Saini (Refresher/Orientation/Seminar etc.)

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1. Smt. Seema Rani (Convener)
2. Smt. Rajni Saini
- Two Girls Students

25. ONLINE ADMISSIONS AND COLLEGE WEBSITE

- Nodal Officer : Dr. Raj Kumar
- Online Admission : 1. Sh. Seema Rani-Rani
2. Sh. Kapil Malik
- College Website: 1. Smt. Savita Mann
2. Dr. Pardeep Verma
~~3. Smt. Seema Rani-Rani~~
4. Sh. Kapil Kumar

26. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

1. Sh. Kishan Pal (Co-ordinator)
- ~~2. Sh. Subhash Poonia (Secretary)~~
3. Sh. Devender Singh Malik
- ~~4. Dr. Nutan Yadav~~
5. Smt. Rajni Saini

27. FEE CONCESSION SAF AND SUF COMMITTEE:

1. Sh. Devender Singh Malik (Convener)
- ~~2. Dr. Nutan Yadav~~
3. Smt. Rajni Saini

28. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

- ~~1. Smt. Savita Maan (Convener)~~
2. Sh. Devender Singh Malik (Boys)
3. Sh. Karambir Singh
4. Dr. Nutan yadav (Girls)

5

29. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. ~~Sh. Subhash Punia~~ (Convener)
2. Sh. Kishan Pal
3. Sh. S.R Mittal
4. ~~Dr. Nutan Yadav~~
5. Smt. Rajni Saini

30. ELECTRICITY & TELEPHONE BILLS

1. Sh. Mahender Singh

31. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES :

1. Smt. Rajni Saini (Convener)
2. Sh. Kishan Pal

32. ANNUAL PRIZE COMMITTEE :

1. Dr. Pardeep Verma (Convener)
2. Dr. Raj Kumar
3. Ms. Harsha
4. Sh. S.R Mittal
5. ~~Dr. Nutan Yadav~~

33. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:

1. Sh. Kishan Pal
2. Smt. Rajni Saini
3. Sh. Kapil Malik
4. Sh. Mohinder Singh

34. CLEANLINESS, BEAUTIFICATION OF CAMPUS & DECORATION FOR FUNCTIONS:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Kishan Pal (Beautification of Campus)
3. Smt. Rajni Saini (Beautification of Campus)
4. Smt. ~~Seema Rani~~ (Decoration and Sarswati Vandna)
Suman Malik

35. GENERAL PURCHASE COMMITTEE:

1. ~~Smt. Savita Mann~~ (Convener)
2. Sh. D.S Lamba
3. Dr. Raj Kumar
4. ~~Sh. Shamendra Bamal~~
5. Ms. Harsha
6. Smt. Rajni Saini

36. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:

1. Sh. Devender Singh Lamba (Convener)
2. Smt. Rajni Saini
3. Sh. Mahender Singh

6

46. PHOTOGRAPHY:

1. Sh. Devender Singh Malik (Convener)
2. Sh. S.R. Mittal

47. PUBLICITY INCHARGE:

1. ~~Sh. Subhash Poonia~~
2. Sh. Shamendra Singh Bama

48. LIBRARY/BOOK BANK ADVISORY COMMITTEE:

1. ~~Smt. Savita Mann (Convener)~~
2. Sh. Devender Singh Lamba
3. Sh. S.R. Mittal
4. ~~Dr. Nutan Yadav~~
5. All Head of Departments (Members)

49. SCIENCE EXHIBITION:

1. Dr. Pardeep Verma (Convener)
2. All Head of Concerned Departments (Members)

50. QUIZ CONTESTS

1. Dr. Pardeep Verma (General Quiz)
2. All Heads/In charges of Concerned Departments (Departmental Quiz)

51. CAREER GUIDANCE BUREAU & PLACEMENT CELL:

1. Sh. Karambir Singh (Convener)
2. Sh. S.R. Mittal

52. EARN WHILE YOU LEARN SCHEME:

1. Dr. Raj Kumar (Convener)
2. Sh. S.R. Mittal
3. Ms. Harsha

53. UTILIZATION OF O.E.:

1. Sh. Devender Singh Malik
2. Sh. Karambir Singh
3. Sh. S. R. Mittal

Assisted by Sh. Sunny Chauhan (Clerk)

54. ENVIRONMENT STUDIES:

1. Dr. Raj Kumar (Regular)
2. ~~Sh. Shamendra Bama (Private)~~

55. REGISTRAR HOUSE EXAMS, RECORD OF DEGREES AND SUPERVISION OF

DETAILS OF MARKS CARDS (DMC):

1. Sh. Devender Singh Lamba (~~Registrar~~)
2. Ms. Harsha
3. Sh. S.R. Mittal

Assisted by Sh. Anil Kumar, Assistant

(7)

37. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARRASSMENT AGAINST WOMEN:

1. Smt. Savita Mann (Convener)

2. Dr. Nutan Yadav

3. Smt. Rajni Saini

4. Suman Malik

38. N.S.S.:

1. Smt. Rajni Saini - (Unit-II Girls)

2. Sh. Kapil Malik- (Unit-I Boys)

39. N.C.C. OFFICER:

Sh. Kishan Pal

40. COURT CASES:

1. Sh. Devender Singh Malik (Convener)

2. Sh. Kishan Pal

3. Concerned Member

Assisted by Sh. Ram Phal Singh

41. INTERNAL QUALITY ASSURANCE CELL (IQAC):

1. Smt. Savita Mann (Convener)

2. Dr. Pardeep Verma

3. Dr. Raj Kumar

4. Ms. Harsha

42. PRINTING :

1. Sh. S.R Mittal (Convener)

2. Ms. Harsha

3. Sh. Karambir Singh

43. COLLEGE ANNUAL REPORT

1. Smt. Savita Mann (Convener)

2. Sh. S.R. Mittal

3. Dr. Nutan Yadav

4. Smt. Seema Rani

44. COLLEGE MAGAZINE COMMITTEE:

1. Smt. Savita Mann (Editor-in-Chief)

2. Sh. Subhash Poonia - Editor Planning Forum & Campus News

3. Sh. Karambir Singh - Editor Sanskrit & Hindi

4. Dr. Nutan Yadav - Editor English

45. ALUMNAI ASSOCIATION:

1. Sh. Shamendra Singh Bamal (Convener)

2. Dr. Raj Kumar

3. Sh. S. R Mittal

4. Sh. Kishan Pal

8

56. DISCIPLINE COMMITTEE (FOR ALL PURPOSES):

1. Sh. Devender Singh Malik (Convener)
2. Dr. Raj Kumar
3. Smt. Rajni Saini
4. Sh. Kishan Pal
5. Sh. S.R Mittal
6. Smt. Seema Rani
7. Sh. Kapil Malik

57. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL COMMITTEE:

- ~~1. Smt. Savita Mann (Convener)~~
- ~~2. Sh. Subhash Poonia~~
3. Dr. Pardeep Verma
4. Sh. Devender Singh Lamba
5. Smt. Seema Rani Rani

58. WALL MAGAZINE:

1. Ms. Harsha
- ~~2. Dr. Nutan Yadav~~
3. Smt. Rajni Saini

59. GENERATOR SET:

1. Sh. Devender Singh Lamba
 2. Sh. Shamendra Singh Bamal
 3. Sh. S.R Mittal
- Assisted by Sh. Mahender Singh

60. DRINKING WATER MANAGEMENT:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Shamendra Singh Bamal
3. Sh. Kishan Pal

61. LEGAL LITERACY CELL:

1. Sh. Devender Singh Malik
2. Sh. S.R Mittal

62. UNIVERSITY WORKS:

1. Sh. Shamendra Singh Bamal
2. Ms. Harsha

Assisted by Sh. Anil Kumar, Assistant

63. SUBJECT SOCIETIES:

All Head of the Depts.

64. EDU-SAT INCHARGE:

1. Sh. Kapil Malik
2. Sh. Mohinder Singh

(9)

65. R.K. FUND

1. Smt. Seema Rani (Convener)
2. Smt. Rajni Saini

66. SPORTS BOARD:

Patron - Principal
Vice President- ~~Smt. Savita Mann~~
Secretary- Smt. Rajni Saini

Members:

Basket Ball- Dr. RajKumar
Cricket- ~~Sh. Subhash Poonia~~
Table Tennis- Dr. Pardeep Verma
Badminton & Football- - Sh. Kishan Pal
Kabaddi & Wrestling- Sh. Kapil Malik
Kho-Kho & Athletics- Smt. Rajni Saini
Girl's Games: Smt. ~~Savita Mann~~
Smt. Rajni Saini

67. ELECTION VOTER ID/ AADHAR CARD/ BPL etc.

1. Sh. Karambir Singh (Convener)
2. Sh. Devender Singh Malik

68. APPOINTMENT THROUGH OUTSOURCING/CONTRACT/DC RATE

1. Sh. Devender Singh Malik (Convener)
2. Sh. Karambir Singh
3. Sh. S.R. Mittal

69. LAB UPGRADATION GRANT

1. Dr. Pardeep Verma (convener)
2. All Heads/In charges of the Subjects

70. CCTV CAMERAS (PURCHASING & INSTALATION)

1. Smt. ~~Seema Rani Rani~~ (convener) *Dr. Raj Kumar*
2. Sh. Kapil Malik
3. Sh. Kishan Pal
4. Sh. S.R. Mittal

71. CCTV CAMERA FOOTAGE

1. Dr. Raj Kumar (Convener)
2. Sh. ~~Shamender Singh Bamal~~

72. UNIVERSITY PRACTICAL EXAMINATIONS (CONDUCT & AWARDS)

1. Dr. Raj Kumar (Convener)
2. Ms. Harsha
3. Sh. S.R Mittal
4. Incharges of the concerned subjects

(10)

73. LIBRARY GRANT & ID CARDS

- ~~1. Smt. Savita Mann~~
2. Sh. Devender Singh Lamba
3. Sh. S.R Mittal
- ~~4. Dr. Nutan Yadav~~

74. BIOMETRIC ATTENDANCE/ RECORD

1. Sh. Kapil Malik (Convener)
2. Ms. Harsha

75. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY GUARDS/ Class IV Employees

- ~~1. Sh. Subhash Poonia (Convener)~~
- ~~2. Sh. Devender Singh Lamba~~
- ~~3. Smt. Rajni Saini~~
3. Sh. Ram Phal Singh (Office In charge)

76. RED CROSS FUND :

1. Sh. Deveder Singh Lamba
2. Sh. S.R Mittal

77. STUDENTS REGISTRATION RETURN

1. Smt. Seema Rani
2. Ms. Harsha
3. Computer Instructor/Computer Lab Attendant

Assisted by Sh. Anil Kumar, Assistant

78. ANTI RAGGING COMMITTEE

- ~~1. Smt. Savita Mann (Convener)~~
- ~~2. Sh. Subhash Poonia~~
3. Dr. Pardeep Verma
3. Sh. Ram Phal Singh (Office In charge)

79. UNIVERSITY INSPECTION & VERIFICATION COMMITTEE

1. Dr. Raj Kumar
2. Sh. S.R Mittal
3. Ms. Harsha
4. Mr. Anil Kumar Assistant (U.C)

80. MAINTENANCE OF ELECTRICITY/ AQUAGUARD AND PURCHASING OF ELECTRICAL ITEMS

- ~~1. Sh. Shamender Bamal~~
2. Sh. Kapil Kumar
- ~~3. Mr. Mohinder Singh~~
4. Concerned Dept./Office/ Incharge

Assisted by Sh. Sunny, Clerk

⑪

81. MAINTENANCE OF INVERTERS AND POWER BATTERIES

1. Concerned Head of the Deptt. /Incharge (Convner)
2. Ms. Harsha
- ~~3. Dr. Nutan Yadav~~
4. Mr. Mohinder Singh

82. (A) CLEANLINESS OF OFFICE/LABS/UNIVERSITY EXAM & ANSWER BOOK ROOM-CUM-STORE/EDU-SAT ROOM etc.

1. Concerned Incharge/Head/Convener
With the help of Lab Attendant/Class IV Employee-cum-Sweeper

(B) INSPECTION COMMITTEE OF CLEANLINESS AS MENTIONED ABOVE :

- ~~1. Smt. Savita Mann~~
- ~~2. Sh. Subhash Punia~~
3. Dr. Pardeep Verma
4. Sh. Ram Phal Singh (for Office)

83. RED-RIBBON CLUB:

1. Mrs. Rajni Saini
2. Mr. Kapil Kumar

PRINCIPAL

Copy to :

1. College Bursar
2. Office Incharge
3. Fund Clerk
4. Bill Clerk
5. Establishment Incharge
6. Staff Notice Board
7. Students Notice Board

①

OFFICE OF THE PRINCIPAL, N.M. GOVT. COLLEGE, HANSI

DUTY LIST FOR THE SESSION 2016-17





Dated : 01-07-2016

The following committees have been constituted for the smooth functioning of the College. The below listed Annual duties will come into force with immediate effect. Ex-conveners/In-charges are supposed to hand over their charges, if any, to the new incumbent and get the countersignature of the undersigned by 10-08-2016 positively. The conveners/incharge of various activities shall note down the names of the faculty members attached with them during this year. They are also requested to call the fresh quotations immediately for the work to be undertaken by them. Concerned Committees are also supposed to complete the job well in time assigned to them during the session 2016-17.. Here follows the list to be noted down by the concerned teachers:



1. COLLEGE COUNCIL:

Chairperson: Dr. Indraj Singh, Principal.


Members:

1. Smt. Savita Maan 
2. Sh. Subhash Poonia 
3. Dr. Pardeep Verma 
4. Sh. Devender Singh Lamba 


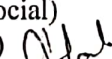
2. TUTORIAL BOARD:

1. Smt. Savita Mann (Senior Tutor) 
2. Sh. Subhash Poonia 
- ✓ 3. Dr. Pardeep Verma



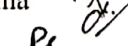
3. COLLEGE BURSAR:

1. Sh. Subhash Poonia 
- ✓ 2. Ms. Harsha

4. STAFF & SOCIAL SECRETARY:

1. Sh. Kishan Pal (Social) 
2. Ms. Harsha (Staff) 

5. PROCTORIAL BOARD:

1. Smt. Savita Mann (Chief Proctor) 
2. Dr. Pardeep Verma 
3. Smt. Rajni Rani 

(2)

6. COLLEGE TIME-TABLE & WORK LOAD

1. Dr. Pardeep Verma (Convener & I/C B.A.)
2. Sh. Shamendra Singh Bamal (Commerce & B.B.A.)
3. Ms. Harsha (B.Sc.)
3. 4. Smt. Seema Rani (B.C.A.)
5. Dr. Raj Kumar (Work Load)
6. Ms. Harsha (Work Load)
7. Smt. Seema (Teacher Return)
8. Dr. Nulak Yadav (Teacher Return)

7. SECTION FORMATION AND SUBJECT CHANGE

1. Dr. Pardeep Verma (Convener)
2. Dr. Raj Kumar
3. Ms. Harsha (Convener)
4. Mr. Karambir Sihag

8. BUILDING FUND (CONSTRUCTION, REPAIR, B&R and PUBLIC HEALTH):

1. Smt. Savita Mann (Convener)
2. Sh. Devender Singh Lamba
3. Sh. Shamendra Singh Bamal
4. Smt. Rajni Saini

9. LECTURE SHORTAGE:

1. Sh. Devender Singh Malik (Convener) (B.A.)
2. Sh. Kishan Pal (B.Com/BBA/M.Com)
3. Smt. Seema Rani (B.Sc./B.C.A.)

10. UNIVERSITY RESULTS/CHECKING OF RESULTS IN ACR PROFORMA/COLLEGE PASS %AGE/MERIT LIST:

- 1 Ms. Harsha (Convener & I/C B.A./B.Sc.) → BA
2. Smt. Seema Rani (B.Com/M.Com/B.C.A./B.B.A.) → B.Sc./BCA
3. Dr. Nulak Yadav → B.Com/M.Com/BBA Assisted by Sh. Anil Kumar, Assistant

11. ATTESTATION OF UNIV. FORMS AND CHARACTER CERTIFICATE:

- 1 Smt. Savita Mann (B.A.I./ B.C.A.I/ B.Sc.I)
2. Sh. Subhash Poonia (B.A.II/B.A. III, B.Sc.II/B.Sc.III/ B.C.A.II/B.C.A.III)
3. Sh. Shamendra Singh Bamal- All Commerce & B.B.A. Classes.

12. PREPARATION AND RECORD OF CHARACTER CERTIFICATE :

- 1 Ms. Harsha (Convener)
2. Tutors

Dr. Nulak Yadav
3 Tutors

1. Sh. Sunny
2. Sh. Lokesh
3. Sh. Sher Singh
4. Ms. Sonia Rani

(3)

13. INCOME TAX AND PROPERTY RETURN COMMITTEE:

1. Sh. Shiv Rattan Mittal (Convener) *SKM*
2. Ms. Harsha *H*

14. E-MAIL Nodal Officer :

1. Sh. Kapil Kumar (Convener) *KK*
2. Sh. Ram Phal Singh (Office Incharge)

15. RIGHT TO INFORMATION:

1. Smt. Savita Mann (SPIO) *SM*
2. Smt. Rajni Saini (ASPIO) *RS*
3. Dr. Nutan Yadav

16. REFRESHMENT COMMITTEE:

1. Sh. Kishan Pal (Convener) *KP*
2. Smt. Rajni Saini *RS*
3. Smt. Seema *Seema*
4. Dr. Nutan Yadav

17. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMENT:

1. Sh. Shamendra Singh Bamal (Convener) *SB*
2. Sh. Devender Singh Malik *DSM*
3. Sh. S.R. Mittal *SRM*
4. Sh. Karambir Singh *KS*
5. Sh. Kapil Malik *KM*

Assisted by :-

1. Sh. Sunny Chouhan (Clerk)

18. STIPEND/SCHOLARSHIPS:

1. Sh. Kishan Pal (B.C.) Assisted by Sh. Subhash Chand, L.A. *SKP*
2. Sh. Karambir Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chand, L.A. *KS*
3. Smt. Rajni Saini (SC, ST) Assisted by Sh. Subhash Chand, L.A. *RS*

19. SOFT SKILLS:

1. Ms. Harsha (Co-ordinator) *H*
2. Mr. Kapil Malik *KM*
3. Dr. Nutan Yadav

20. INTERNAL ASSESSMENT:

1. Sh. Subhash Punia (Convener) *SP*
2. Sh. Devender Singh Malik (B.A, B.Sc, BCA) *DSM*
3. Sh. S.R. Mittal (B.Com, M.Com & BBA; Project Reports B.Com, M.Com & BBA) *SRM*

21. STAGE SECRETARY:

1. Smt. Savita Mann *SM*
2. Sh. Kishan Pal *KP*

22. UGC GRANTS, NPE, NAAC, RUSA AND NEW SUBJECT (concerned Head/Incharge of the Course/Subject):

1. Dr. RajKumar (Convener) *KR*
 2. Ms. Harsha *HR*
 3. Smt. Rajni Saini (Refresher/Orientation/Seminar etc.) *RS*
 4. Dr. Nutan Yadav

23. BUS PASSES:

1. Smt. Rajni Saini (Convener & I/C Roadways) *RS*
 2. Sh. Kapil Kumar (I/C Private Buses) *KK*

Assisted by Sh. Virender Singh, L.A.

24. WOMEN STUDIES AND DEVELOPMENT CELL:

1. Smt. Seema (Convener) *SV*
 2. Smt. Rajni Saini *RS*
 Two Girls Students

25. ONLINE ADMISSIONS AND COLLEGE WEBSITE

- Nodal Officer : Dr. Raj Kumar *DR*
 Online Admission : 1. Sh. Seema Rani *SR*
 2. Sh. Kapil Malik *KM*
 College Website: 1. Smt. Savita Mann *SM*
 2. Dr. Pardeep Verma *DPV*
 3. Smt. Seema Rani *SR*
 4. Sh. Kapil Kumar *KK*

26. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

1. Sh. Kishan Pal (Co-ordinator) *KP*
 2. Sh. Subhash Poonia (Secretary) *SP*
 3. Sh. Devender Singh Malik *DSM*
 4. Smt. Rajni Saini *RS*
 5. Dr. Nutan Yadav

27. FEE CONCESSION SAF AND SUF COMMITTEE:

1. Sh. Devender Singh Malik (Convener) *DSM*
 2. Smt. Rajni Saini *RS*
 3. Dr. Nutan Yadav

28. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

1. Smt. Savita Maan (Convener) *SM*
 2. Smt. Rajni Saini (Girls) *RS*
 3. Sh. Devender Singh Malik (Boys) *DSM*
 4. Sh. Karambir Singh *KS*
 5. Dr. Nutan Yadav

29. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. Sh. Subhash Poonia (Convener) *SP*
 2. Sh. Kishan Pal *KP*
 3. Sh. S.R Mittal *SRM*
 4. Smt. Rajni Saini *RS*
 5. Dr. Nutan Yadav

30. ELECTRICITY & TELEPHONE BILLS

1. Sh. Mahender Singh *MS*

31. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES :

1. Smt. Rajni Saini (Convener) *RK*
2. Sh. Kishan Pal *Sh. Kishan Pal*

32. ANNUAL PRIZE COMMITTEE :

1. Dr. Pardeep Verma (Convener) *Dr. Pardeep Verma*
2. Dr. Raj Kumar *Dr. Raj Kumar*
3. Ms. Harsha *Ms. Harsha*
4. Sh. S.R Mittal *Sh. S.R Mittal*
5. Dr. Nutan Yadav *Dr. Nutan Yadav*

33. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:

1. Sh. Kishan Pal *Sh. Kishan Pal*
2. Smt. Rajni Saini *RK*
3. Sh. Kapil Malik *Sh. Kapil Malik*
4. Sh. Mohinder Singh *Sh. Mohinder Singh*

34. CLEANLINESS, BEAUTIFICATION OF CAMPUS & DECORATION FOR FUNCTIONS:

1. Sh. Devender Singh Lamba (Convener) *Sh. Devender Singh Lamba*
2. Sh. Kishan Pal (Beautification of Campus) *Sh. Kishan Pal*
3. Smt. Rajni Saini (Beautification of Campus) *RK*
4. Smt. Seema (Decoration and Sarswati Vandana) *Smt. Seema*

35. GENERAL PURCHASE COMMITTEE:

1. Smt. Savita Mann (Convener) *Smt. Savita Mann*
2. Sh. D.S Lamba *Sh. D.S Lamba*
3. Dr. Raj Kumar *Dr. Raj Kumar*
4. Sh. Shamendra Bamal *Sh. Shamendra Bamal*
5. Ms. Harsha *Ms. Harsha*
6. Smt. Rajni Saini *RK*

36. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:

1. Sh. Devender Singh Lamba (Convener) *Sh. Devender Singh Lamba*
2. Smt. Rajni Saini *RK*

Assisted by Sh. Mahender Singh *Sh. Mahender Singh*

37. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARRASSMENT AGAINST WOMEN:

1. Smt. Savita Mann (Convener) *Smt. Savita Mann*
2. Smt. Rajni Saini *RK*
3. Dr. Nutan Yadav *Dr. Nutan Yadav*

38. N.S.S.:

1. Smt. Rajni Saini - (Unit-II Girls) *RK*
2. Sh. Kapil Malik- (Unit-I Boys) *Sh. Kapil Malik*

39. N.C.C. OFFICER:

Sh. Kishan Pal *Sh. Kishan Pal*

40. COURT CASES:

1. Sh. Devender Singh Malik (Convener) *Samh*
2. Sh. Kishan Pal *Pal*
3. Concerned Member

Assisted by Sh. Ram Phal Singh

41. INTERNAL QUALITY ASSURANCE CELL (IQAC):

1. Smt. Savita Mann (Convener) *SM*
2. Dr. Pardeep Verma *Dr. P. Verma*
3. Dr. Raj Kumar *Dr. R. Kumar*
4. Ms. Harsha *Ms. Harsha*

42. PRINTING :

1. Sh. S.R Mittal (Convener) *S.R. Mittal*
2. Ms. Harsha *Ms. Harsha*
3. Sh. Karambir Singh *Sh. K. Singh*

43. COLLEGE ANNUAL REPORT

1. Smt. Savita Maan (Convener) *SM*
2. Sh. S.R. Mittal *S.R. Mittal*
3. Smt. Seema *Smt. Seema*
4. Dr. Nulav Yadav *Dr. N. Yadav*

44. COLLEGE MAGAZINE COMMITTEE:

- 1 Smt. Savita Mann (Editor in Chief) *SM*
- ✓ 2. Sh. Subhash Poonia - Editor Planning Forum & Campus News *Sh. Subhash Poonia*
3. Sh. Karambir Singh - Editor Sanskrit & Hindi *Sh. K. Singh*
4. Dr. Nulav Yadav Editor English *Dr. N. Yadav*

45. ALUMNAI ASSOCIATION:

1. Sh. Shamendra Singh Bamal (Convener) *Sh. S. Bamal*
2. Dr. Raj Kumar *Dr. R. Kumar*
- ✓ 3. Sh. S. R Mittal *S.R. Mittal*
4. Sh. Kishan Pal *Sh. K. Pal*

46. PHOTOGRAPHY:

1. Sh. Devender Singh Malik (Convener) *Samh*
2. Sh. S.R. Mittal *S.R. Mittal*

47. PUBLICITY INCHARGE:

1. Sh. Subhash Poonia *Sh. Subhash Poonia*
2. Sh. Shamendra Singh Bama *Sh. S. Bamal*

48. LIBRARY/BOOK BANK ADVISORY COMMITTEE:

1. Smt. Savita Mann (Convener) *SM*
2. Sh. Devender Singh Lamba *Sh. D. Singh*
3. Sh. S.R. Mittal *S.R. Mittal* → Dr. Nulav Yadav
4. All Head of Departments (Members)

49. SCIENCE EXHIBITION:

1. Dr. Pardeep Verma (Convener) *Dr. P. Verma*
2. All Head of Concerned Departments (Members)

(7)

50. QUIZ CONTESTS

1. Dr. Pardeep Verma (General Quiz) *Ys*
2. All Heads/In charges of Concerned Departments (Departmental Quiz)

51. CAREER GUIDANCE BUREAU & PLACEMENT CELL:

1. Sh. Karambir Singh (Convener) *KPS*
2. Sh. S.R. Mittal *SRM*

52. EARN WHILE YOU LEARN SCHEME:

1. Dr. Raj Kumar (Convener) *KPS*
2. Sh. S.R Mittal *SRM*
3. Ms. Harsha *H*

53. UTILIZATION OF O.E.:

1. Sh. Devender Singh Malik *DM*
2. Sh. Karambir Singh *KPS*
3. Sh. S. R Mittal *SRM*

Assisted by Sh. Sunny Chauhan (Clerk)

54. ENVIRONMENT STUDIES:

1. Dr. Raj Kumar (Regular) *KPS*
2. Sh. Shamendra Bamal (Private) *B*

55. REGISTRAR HOUSE EXAMS, RECORD OF DEGREES AND SUPERVISION OF DETAILS OF MARKS CARDS (DMC):

1. Sh. Devender Singh Lamba (Registrar) *DL*
2. Ms. Harsha *H*
3. Sh. S.R. Mittal *SRM*

Assisted by Sh. Anil Kumar, Assistant

56. DISCIPLINE COMMITTEE (FOR ALL PURPOSES):

1. Sh. Devender Singh Malik (Convener) *DM*
2. Dr. Raj Kumar *KPS*
3. Smt. Rajni Saini *R*
4. Sh. Kishan Pal *KP*
5. Sh. S.R Mittal *SRM*
6. Smt. Seema *S*
7. Sh. Kapil Malik *K*

57. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL COMMITTEE:

1. Smt. Savita Mann (Convener) *SM*
2. Sh. Subhash Poonia *SP*
3. Dr. Pardeep Verma *PV*
4. Sh. Devender Singh Lamba *DL*
5. Smt. Seema Rani *S*

58. WALL MAGAZINE:

1. Ms. Harsha *H*
2. Smt. Rajni Saini *R*
3. Dr. Nulaa Yadav *NY*

(8)

59. GENERATOR SET:

1. Sh. Devender Singh Lamba
 2. Sh. Shamendra Singh Bamal
 3. Sh. S.R Mittal
- Assisted by Sh. Mahender Singh

60. DRINKING WATER MANAGEMENT:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Shamendra Singh Bamal
3. Sh. Kishan Pal

61. LEGAL LITERACY CELL:

1. Sh. Devender Singh Malik
2. Sh. S.R Mittal

62. UNIVERSITY WORKS:

1. Sh. Shamendra Singh Bamal
2. Ms. Harsha

Assisted by Sh. Anil Kumar, Assistant

63. SUBJECT SOCIETIES:

All Head of the Depts.

64. EDU-SAT INCHARGE:

1. Sh. Kapil Malik

Assisted by Sh. Mohinder Singh

65. R.K. FUND

1. Smt. Seema (Convener)
2. Smt. Rajni Saini

66. SPORTS BOARD:

Patron - Principal

Vice President- Smt. Savita Mann

Secretary- Smt. Rajni Saini

Members:

Basket Ball- Dr. RajKumar

Cricket- Sh. Subhash Poonia

Table Tennis- Dr. Pardeep Verma

Badminton & Football- - Sh. Kishan Pal

Kabaddi & Wrestling- Sh. Kapil Malik

Kho-Kho & Athletics- Smt. Rajni Saini

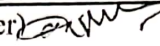

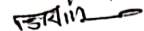
Girl's Games: Smt. Savita Mann

Smt. Rajni Saini


67. ELECTION VOTER ID/ AADHAR CARD/ BPL etc.

1. Sh. Karambir Singh (Convener)
2. Sh. Devender Singh Malik





68. APPOINTMENT THROUGH OUTSOURCING/CONTRACT/DC RATE

- ✓ 1. Sh. Devender Singh Malik (Convener) 
2. Sh. Karambir Singh 
3. Sh. S.R. Mittal 

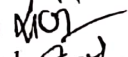
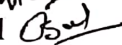
69. LAB UPGRADATION GRANT

1. Dr. Pardeep Verma (convener) 
2. All Heads/In charges of the Subjects

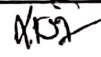

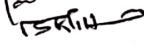
70. CCTV CAMERAS (PURCHASING & INSTALATION)

1. Smt. Seema Rani (convener) 
2. Sh. Kapil Malik 
3. Sh. Kishan Pal 
4. Sh. S.R. Mittal 



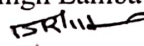

71. CCTV CAMERA FOOTAGE

1. Dr. Raj Kumar (Convener) 
2. Sh. Shamender Singh Bamal 



72. UNIVERSITY PRACTICAL EXAMINATIONS (CONDUCT & AWARDS)

1. Dr. Raj Kumar (Convener) 
2. Ms. Harsha 
3. Sh. S.R Mittal 
4. Incharges of the concerned subjects




73. LIBRARY GRANT & ID CARDS

1. Smt. Savita Mann 
2. Sh. Devender Singh Lamba 
3. Sh. S.R Mittal 
4. Dr. Naban Yadav 

74. BIOMETRIC ATTENDANCE/ RECORD

1. Sh. Kapil Malik (Convener) 
2. Ms. Harsha 


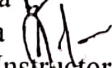
75. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY GUARDS/ Class IV Employees

1. Sh. Subhash Poonia (Convener) 
2. Sh. Devender Singh Lamba 
3. Smt. Rajni Saini 
3. Sh. Ram Phal Singh (Office In charge)

76. RED CROSS FUND :

1. Sh. Deveder Singh Lamba 
2. Sh. S.R Mittal 

77. STUDENTS REGISTRATION RETURN

1. Smt. Seema 
2. Ms. Harsha 
3. Computer Instructor/Computer Lab Attendant

Assisted by Sh. Anil Kumar, Assistant

10

78. ANTI RAGGING COMMITTEE

1. Smt. Savita Mann (Convener)
2. Sh. Subhash Punia
3. Dr. Pardeep Verma
3. Sh. Ram Phal Singh (Office In charge)

79. UNIVERSITY INSPECTION & VERIFICATION COMMITTEE

1. Dr. Raj Kumar
2. Sh. S.R Mittal
3. Ms. Harsha
4. Mr. Anil Kumar Assistant (U.C)

80. MAINTENANCE OF ELECTRICITY/ AQUAGUARD AND PURCHASING OF ELECTRICAL ITEMS

1. Sh. Shamender Bamal
2. Sh. Kapil Kumar
3. Mr. Mohinder Singh
4. Concerned Dept./Office/ Incharge

Assisted by Sh. Sunny, Clerk

81. MAINTENANCE OF INVERTERS AND POWER BATTERIES

1. Concerned Head of the Deptt. /Incharge (Convner)
2. Ms. Harsha
3. Mr. Mohinder Singh
4. Dr. Nutan Yadav

82. (A) CLEANLINESS OF OFFICE/LABS/UNIVERSITY EXAM & ANSWER BOOK ROOM-CUM-STORE/EDU-SAT ROOM etc.

1. Concerned Incharge/Head/Convener
- With the help of Lab Attendant/Class IV Employee-cum-Sweeper

(B) INSPECTION COMMITTEE OF CLEANLINESS AS MENTIONED ABOVE :

1. Smt. Savita Mann
2. Sh. Subhash Punia
3. Dr. Pardeep Verma
4. Sh. Ram Phal Singh (for Office)

83. RED-RIBBON CLUB:

1. Mrs. Rajni Saini
2. Mr. Kapil Kumar

PRINCIPAL

Copy To: All concerned.