

20/25/18

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# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI

## DUTY LIST FOR THE SESSION 2017-18 (REVISED)

**Dated : 10-09-2017**

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 10-08-2017 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 2017-18.. Here follows the list to be noted down by the concerned teachers:

### **1. COLLEGE COUNCIL:**

**Chairperson: Smt. Savita Mann.**

#### **Members:**

1. Dr. Pardeep Verma *Yes*
4. Sh. Devender Singh Lamba *[Signature]*
3. Sh. Devender Singh Malik *[Signature]*
4. Sh. Shamendra Bamal *[Signature]*

### **2. TUTORIAL BOARD:**

1. Dr. Pardeep Verma (Senior Tutor) *[Signature]*
2. Dr. Raj Kumar *[Signature]*

### **3. COLLEGE BURSAR:**

1. Sh. Shamendra Bamal *[Signature]*

### **4. STAFF & SOCIAL SECRETARY:**

1. Sh. Kishan Pal (Social) *[Signature]*
2. Dr. Harsha (Staff) *[Signature]*

### **5. PROCTORIAL BOARD:**

1. Dr. Pardeep Verma (Chief Proctor) *[Signature]*
2. Smt. Rajni *[Signature]*

### **6. COLLEGE TIME-TABLE & WORK LOAD**

1. Dr. Pardeep Verma (Convener & I/C B.A.) *[Signature]*
2. Sh. Shamendra Singh Bamal (Commerce) *[Signature]*
3. Dr. Harsha (B.Sc) *[Signature]*
3. Dr. Banta Singh Jangra (BCA) *[Signature]*
5. Dr. Raj Kumar (Work Load) (All Classes) (Convener) *[Signature]*

**7. SECTION FORMATION AND SUBJECT CHANGE**

1. Dr. Pardeep Verma ( B.A IInd & IIIrd)
2. Sh. Karambir Sihag (B.A Ist), Subject Change

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

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Joginder Singh
3. Sh. Karambir Singh
4. Smt. Rajni Saini

**9. LECTURE SHORTAGE:**

1. Sh. Devender Singh Malik (Convener) (B.A)
2. Smt. Suman Lata (B.Sc./B.C.A.)

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

- 1 Dr. Harsha (Convener & I/C B.A, M.Com)
2. Smt. Suman Lata (B.Sc/BCA, B.Com)

Assisted by Sh. Deva Singh, Clerk

**11. ATTESTATION OF UNIV. FORMS AND CHARACTER CERTIFICATE:**

1. Sh. Devender Singh Malik (B.A.)
2. Sh Shamendra Singh Bamal- All Classes (Except B.A)

**12. PREPARATION AND RECORD OF CHARACTER CERTIFICATE :**

- 1 Dr. Harsha (Convener)
3. Tutors

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

**13. INCOME TAX AND PROPERTY RETURN COMMITTEE:**

1. Sh. Shiv Rattan Mittal (Convener)
2. Sh. Anil Kumar
3. Sh. Shiv Kumar

**14. E-MAIL Nodal Officer :**

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

**15. RIGHT TO INFORMATION:**

1. Dr. Pardeep Verma (SPIO)
2. Smt. Mr. Surender Kumar (ASPIO)

**16. REFRESHMENT COMMITTEE:**

1. Sh. Shiv Rattan (Convener)
2. Sh. Surender Kumar
3. Sh. Vijay Yadav

**MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMENT:**

1. Sh. Devender Singh Malik (Convener) *amrit*
2. Sh. Karambir Singh *Ky*
3. Sh. Vijay Yadav *Vy*
4. Sh. Shiv Kumar *Shiv*
5. Sh. Ajmer Singh *Aj*

Assisted by :-

1. Sh. Sunny (Clerk) *sn*

**18. STIPEND/SCHOLARSHIPS NODAL OFFICERS:**

1. Dr. Banta Singh Jangra (B.C.) Assisted by Sh.Subhash Chand, L.A. *B*
2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted Sh.Subhash Chand, L.A. *J*
3. Smt. Rajni Saini (SC, ST) Assisted by Sh.Subhash Chand, L.A. *R*

**19. SOFT SKILLS:**

1. Dr. Harsha (Co-ordinator) *H*
2. Sh. Vijay Yadav *Vy*

**20. INTERNAL ASSESSMENT:**

1. Sh. Shamendra Bamal (Convener) *B*
2. Sh. Anil Kumar (B.A, B.Sc, BCA,) *A*
3. Sh. S.R Mittal (B.Com, M.Com, Project Reports B.Com, M.Com) *SRTM*

**21. STAGE SECRETARY:**

1. Sh. Kishan Pal *K*
2. Sh. Kapil Kumar *K*

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

1. Dr. RajKumar (Convener) *R*
2. Dr. Harsha *H*
3. Smt. Rajni Saini (Refresher/Orientation/Seminar etc.) *R*
4. Sh. Ajmer Singh *Aj*

**23. BUS PASSES:**

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

Assisted by Sh. Virender Singh, L.A. *V***24. WOMEN STUDIES AND DEVELOPMENT CELL:**

1. Smt. Suman Lata (Convener) *S*
2. Smt. Rajni Saini *R*
- Two Girls Students *S*

## 25. ONLINE ADMISSIONS AND COLLEGE WEBSITE

1. Dr. Pardeep Verma (Convener) *ds*
2. Dr. Raj Kumar *ds*
3. Dr. Banta Singh Jangra *Sum BL*
4. Smt. Suman Lata *Sum*
5. Sh. Kapil Kumar *10/10*

## 26. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

1. Sh. Kishan Pal (Co-ordinator) *Sum*
2. Dr Banta Singh Jangra *Sum BL*
3. Smt. Suman Lata *Sum*
4. Sh. Ajmer Singh *ds*
5. Sh. Surender Kumar *BL*
6. Sh. Vijay Yadav *Vij*
7. Sh. Mohender Singh *Sum*

## 27. PREPARATION OF ALL MEETINGS AT D.H.E AND OTHERS :

1. Dr. Harsha *Har*
2. Dr. Banta Singh *BL*

## 28. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

1. Sh. Devender Singh Malik (Convener) *Sum*
2. Sh. Karambir Singh (Boys) *Sum*
3. Smt. Suman Lata (Girls) *Sum*
4. Dr. Harsha (Girls) *Har*

## 29. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. Sh. Joginder Singh (Convener) *ds*
2. Sh. Ajmer Singh *ds*
3. Vijay Yadav *Vij*

## 30. ELECTRICITY & TELEPHONE BILLS

1. Sh. Mahender Singh *Sum*

## 31. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES :

1. Smt. Rajni Saini (Convener) *BL*
2. Sh. Joginder Singh *ds*
3. Sh. Vijay Yadav *Vij*
4. Sh. Surender Kumar *BL*

## 32. ANNUAL PRIZE COMMITTEE :

1. Dr. Pardeep Verma (Convener) *ds*
2. Dr. Raj Kumar *ds*
3. Dr. Harsha *Har*
4. Sh. S.R Mittal *Sum*

**33. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:**

1. Sh. Joginder Singh *[Signature]*
2. Sh. Kapil Malik *[Signature]*
3. Sh. Mohinder Singh *[Signature]*

**34. CLEANLINESS, BEAUTIFICATION OF CAMPUS**

1. Mrs. Rajni Saini (Convener) *[Signature]*
2. Mr. Kapil Kumar *[Signature]*
3. Sh. Shiv Kumar *[Signature]*
4. Sh. Anil Kumar *[Signature]*

**35. DECORATION FOR FUNCTIONS:**

1. Smt. Suman Lata (Convener) *[Signature]*
2. Sh. Anil Kumar *[Signature]*
3. Sh. Vijay Yadav *[Signature]*
4. Sh. Shiv Kumar *[Signature]*

**36. GENERAL PURCHASE COMMITTEE (ALL ITEMS) :**

1. Sh. D.S Lamba (Convener) *[Signature]*
2. Sh. Devender Singh Malik *[Signature]*
3. Dr. Harsha *[Signature]*
4. Smt. Rajni Saini *[Signature]*

**37. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND: ✓**

1. Sh. Ajmer Singh (Convener) *[Signature]*
2. Sh. Mohender Singh *[Signature]*

**38. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN:**

1. Dr. Harsha (Convener) *[Signature]*
2. Smt. Rajni Saini *[Signature]*
3. Smt. Suman Lata *[Signature]*

**39. N.S.S.:**

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

**40. N.C.C. OFFICER:**

Sh. Kishan Pal *[Signature]*

**41. COURT CASES:**

1. Sh. Kishan Pal (Convener) *[Signature]*
2. Sh. Joginder Singh *[Signature]*
3. Sh. Ajmer Singh *[Signature]*
4. Sh. Anil Kumar *[Signature]*
5. Concerned Member

**42. INTERNAL QUALITY ASSURANCE CELL (IQAC):**

1. Dr. Raj Kumar (Convener) *RK*
2. Dr. Harsha *OH*
3. Sh. Anil Kumar *Anil Kumar*

**43. PRINTING :**

1. Sh. S.R Mittal (Convener) *S.R.Mittal*
2. Sh. Shiv Kumar *Shiv*
3. Sh. Karambir Singh *KR*

**44. COLLEGE ANNUAL REPORT**

1. Sh. Karabir Sihag (Convener) *KR*
2. Smt. Suman Lata *Sum*

**45. COLLEGE MAGAZINE COMMITTEE:**

- 1 Sh. Joginder Singh (Editor in Chief, English) *J*
2. Sh. Karambir Singh (Editor Sanskrit, Hindi) *KR*
2. Sh. Shiv Rattan Mittal – Editor Commerce *S.R.Mittal*
3. Sh. Shamender Singh Bamal (Planning form & Campus news) *Bamal*

**46. ALUMNAI ASSOCIATION:**

1. Sh. Shamendra Singh Bamal (Convener) *Bamal*
2. Dr. Raj Kumar *RK*
3. Sh. Joginder Singh *J*
4. Sh. Kishan Pal *KP*
5. Sh. Shiv Kumar *Shiv*

**47. PHOTOGRAPHY:**

1. Sh. Devender Singh Malik (Convener) *Devender*
2. Sh. Vijay Yadav *Vijay* (3) Mr. Shiv Kumar *Shiv*

**48. PUBLICITY INCHARGE:**

1. Sh. Shamendra Singh Bamal *Bamal*
2. Sh. Karambir Singh *KR*
3. Sh. Vijay Yadav *Vijay*

**49. LIBRARY/BOOK BANK ADVISORY COMMITTEE:**

1. Sh. Devender Singh Lamba (Convener) *DL*
2. Sh. S.R. Mittal *S.R.Mittal*
3. Sh. Surender Kumar *SK*
4. All Head of Departments (Members)

**50. SCIENCE EXHIBITION:**

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

**51. QUIZ CONTESTS**

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

**52. CAREER GUIDANCE BUREAU & PLACEMENT CELL:**

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

**53. EARN WHILE YOU LEARN SCHEME:**

1. Dr. Raj Kumar (Convener) *RK*
2. Sh. S.R Mittal *SRM*
3. Dr. Harsha *H*
4. Dr. Banta Singh Jangra *BJ*

**54. UTILIZATION OF O.E.:**

1. Sh. Devender Singh Malik *DSM*
2. Sh. Karambir Singh *KS*
3. Sh. S. R Mittal *SRM*

Assisted by Sh. Sunny (Clerk) *SV***55. ENVIRONMENT STUDIES:**

1. Dr. Raj Kumar (Regular & Private) *RK*
2. Mr. Shiv Kumar *SK*

**56. RECORD OF DEGREES AND SUPERVISION OF DETAILS OF MARKS CARDS****(DMC):**

1. Sh. Devender Singh Lamba – Convener, Assisted by Sh. Budh Ram, L.A. *BR*
2. Dr. Harsha *H*
3. Sh. S.R. Mittal – *SRM*

Assisted by Sh. Yudhvir Singh, L.A. *YS*Assisted by Sh. Deva Singh, Clerk to all. *DS***57. DISCIPLINE COMMITTEE (FOR ALL PURPOSES):**

1. Sh. Devender Singh Malik (Convener) *DSM*
2. Dr. Raj Kumar *RK*
3. Smt. Rajni Saini *RS*
4. Sh. Kishan Pal *KP*
5. Sh. S.R Mittal *SRM*
6. Smt. Suman Lata *SL*
7. Sh. Kapil Malik *KM*
8. Sh. Joginder Singh *JS*
9. Sh. Surender Kumar *SK*
10. Sh. Ajmer Singh *AS*
11. Sh. Vijay Kumar *VK*
12. Sh. Anil Kumar *AK*

**58. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL COMMITTEE:**

1. Dr. Pardeep Verma (Convener) *PV*
2. Sh. Devender Singh Lamba *DSL*
3. Smt. Suman Lata *SL*

**59. WALL MAGAZINE:**

1. Dr. Harsha *H*
2. Smt. Rajni Saini *RS*
3. Dr. Banta Singh Jangra *BJ*
4. Sh. Surender Kumar *SK*

**60. GENERATOR SET:**

1. Sh. Devender Singh Lamba
2. Sh. S.R Mittal
3. Sh. Ajmer Singh

*[Signature]*

**61. DRINKING WATER MANAGEMENT:**

1. Sh. Kishan Pal (Convener)
2. Sh. Joginder Singh
3. Sh. Shiv Kumar

Assisted by Sh. Mahender Singh *[Signature]*

**62. LEGAL LITERACY CELL:**

1. Sh. Devender Singh Malik
2. Sh. Joginder Singh
3. Sh. Shiv Kumar

**63. UNIVERSITY WORKS UNIVERSITY PRACTICAL EXAMINATIONS (CONDUCT & AWARDS) UNIVERSITY DEPARTMENTAL INSPECTION & VERIFICATION COMMITTEE:**

1. Sh. Shamendra Bamel (Convener)
2. Dr. Raj Kumar
3. Dr. Harsha
4. Sh. Shiv Kumar

Assisted by Sh. Deva Singh, Clerk *[Signature]*

**64. SUBJECT SOCIETIES:**

All Head of the Depts.

**65. EDU-SAT INCHARGE:**

1. Sh. Anil Kumar
2. Sh. Mohinder Singh

**66. R.K. FUND**

1. Smt. Suman Lata (Convener)
2. Sh. Vijay Kumar

**67. SPORTS BOARD:**

Patron - Principal  
Vice President- Dr. Pardeep Verma  
Secretary- Smt. Rajni Saini

**Members:**

Basket Ball- Dr. RajKumar *RK*  
 Cricket & Table Tennis- Dr. Pardeep Verma *PV*  
 Badminton & Football- - Sh. Kishan Pal *KP*  
 Kabaddi & Wrestling- Sh. Kapil Malik *KM*  
 Kho-Kho & Athletics- Smt. Rajni Saini *RS*  
 Chess – Sh. Banta Singh *BS*  
 Archery- Sh. Vijay Yadav *VY*  
 Girl's Games: Smt. Rajni Saini *RS*  
 Smt. Suman Lata *SL*

**68. ELECTION VOTER ID/ AADHAR CARD/ BPL etc.**

1. Sh. Karambir Singh (Convener) *KS*
2. Sh. Devender Singh Malik *DSM*

**69. APPOINTMENT THROUGH OUTSOURCING/CONTRACT/DC RATE**

1. Sh. Devender Singh Malik (Convener) *DSM*
2. Sh. S.R. Mittal *SRM*
3. Dr. Harsha *H*

**70. LAB UPGRADATION GRANT**

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

**71. CCTV CAMERAS (PURCHASING & INSTALLATION & FOOTAGE)**

1. Dr. Banta Singh Jangra (convener) *BSJ*
2. Sh. Kapil Malik *KM*
3. Smt. Suman Lata *SL*

Assisted by : Pardeep Rohila *PR***72. LIBRARY GRANT & ID CARDS**

1. Sh. Devender Singh Lamba *DSL*
2. Sh. S.R Mittal *SRM*
3. Sh. Surender Kumar *SK*

Assisted by : Sanjay Beniwal *SB***73. BIOMETRIC ATTENDANCE/ RECORD**

1. Sh. Kapil Malik (Convener) *KM*
2. Dr. Harsha *H*

Assisted by Sh. Pardeep Kumar, Comp. Inst. *PK*  
 Assisted by Sh. Sushma Rani, Comp. Inst. *SR*

**74. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY GUARDS/ Class IV Employees**

1. Sh. Shamendra Bamal *Bu*
2. Sh. Ram Phal Singh (Office In charge) *ps*
3. Sh. Anil Kumar, Assistant *Ant*

**75. STUDENTS REGISTRATION RETURN**

1. Dr. Harsha *HA*
2. Smt. Suman Lata *Sum*
3. Computer Instructor/Computer Lab Attendant *Q*

Assisted by Sh. Deva Singh, Clerk

**76. ANTI RAGGING COMMITTEE**

1. Dr. Pardeep Verma (Convener) *ps*
2. Sh. Shamendra Bamal *Bu*
3. Smt. Suman Lata *Sum*
4. Sh. Ram Phal Singh (Office In charge) *ps*

**77. MAINTENANCE OF ELECTRICITY/ AQUAGUARD AND PURCHASING OF ELECTRICAL ITEMS**

- 1 Dr. Harsha *HA*
- 2 Sh. Joginder Singh *J* (Convener)
- 3 Sh. Shiv Kumar *Shiv*
4. Concerned Dept./Office/ Incharge

Assisted by Sh. Sunny, Clerk *sn*

**78. MAINTENANCE OF INVERTERS AND POWER BATTERIES**

- 1 Concerned Head of the Deptt. /Incharge (Convner)
2. Dr. Harsha *HA*
3. Mr. Mohinder Singh *M*

**79. (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. Dr. Pardeep Verma *ps*
2. Sh. Devender Singh Malik *Dev*
3. Sh. Ram Phal Singh (for Office) *ps*
4. Sh. Anil Kumar *Anil Kumar*

**80. RED-RIBBON CLUB:**

1. Sh. Anil Kumar *Anil Kumar*
2. Sh. Vijay Yadav *Vijay*

**81. POLICE CADET CORPS (PCC)**

1. Sh. Anil Kumar

*Anil Kumar***82. SPOKEN TUTORIAL**

1 Dr. Harsha

*Harsha*

2 Mrs. Suman Lata

*Suman**Lata*  
*10/9/17*  
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

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**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI**

**DUTY LIST FOR THE SESSION 2017-18**

10-8-2017  
**Dated : 10-08-2017**

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 10-08-2017 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 2017-18.. Here follows the list to be noted down by the concerned teachers:

**1. COLLEGE COUNCIL:**

**Chairperson: Smt. Savita Mann.**

**Members:**

1. Dr. Pardeep Verma
2. Sh. Devender Singh Lamba
3. Sh. Devender Singh Malik
4. Sh. Shamendra Bama!

**2. TUTORIAL BOARD:**

1. Dr. Pardeep Verma (Senior Tutor)
2. Dr. Raj Kumar

**3. COLLEGE BURSAR:**

1. Sh. Shamendra Bamal

**4. STAFF & SOCIAL SECRETARY:**

1. Sh. Kishan Pal (Social)
2. Dr. Farsha (Staff)

**5. PROCTORIAL BOARD:**

1. Dr. Pardeep Verma (Chief Proctor)
2. Smt. Rajni

**6. COLLEGE TIME-TABLE & WORK LOAD**

1. Dr. Pardeep Verma (Convener & I/C B.A.)
2. Sh. Shamendra Singh Bamal (Commerce)
3. Dr. Harsha (B.Sc)
3. 4. Smt. Suman Lata (B.C.A.)
5. Dr. Raj Kumar (Work Load) (All Classes) (Convener)

## 7. SECTION FORMATION AND SUBJECT CHANGE

1. Sh. Devender Singh Malik (B.A IIrd) *Dr. Pardeep Verma - B.A. II, III*
2. ~~Sh. Kishan Pal (B.A IIrd)~~
3. Sh. Karambir Sihag (B.A Ist), *Subject change*

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

1. Sh. Devender Singh Lamba (Convener) *Sh. Lamba*
2. Sh. Karambir Singh *Sh. Singh*
3. ~~Sh. Kishan Pal~~ JOGINDER SINGH *Sh. Singh*
4. Smt. Rajni Saini *RS*

## 9. LECTURE SHORTAGE:

1. Sh. Devender Singh Malik (Convener) (B.A) *Sh. Malik*
2. ~~Sh. Kishan Pal (B.Com/M.Com)~~
3. Smt. Suman Lata (B.Sc./B.C.A.) *Sh. Suman*

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

- 1 Dr. Harsha (Convener & I/C B.A, M.Com) *Sh. Harsha*
2. Smt. Suman Lata (B.Sc/BCA, B.Com) *Sh. Suman*

Assisted by Sh. Deva Singh, Clerk *DS*

## 11. ATTESTATION OF UNIV. FORMS AND CHARACTER CERTIFICATE:

1. ~~Dr. Pardeep Verma (B.A)~~ Devender Singh Malik (B.A) *Sh. Malik*
2. Sh Shamendra Singh Bamal- All Classes (Except B.A) *Sh. Bamal*

## 12. PREPARATION AND RECORD OF CHARACTER CERTIFICATE :

- 1 Dr. Harsha (Convener) *Sh. Harsha*
3. Tutors

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

## 13. INCOME TAX AND PROPERTY RETURN COMMITTEE:

1. Sh. Shiv Rattan Mittal (Convener) *Sh. Mittal*
2. ~~Dr. Harsha~~ 2. Mr. Anil *Sh. Anil*
3. " Shiv Kumar *Sh. Shiv Kumar*

## 14. E-MAIL Nodal Officer :

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

## 15. RIGHT TO INFORMATION:

1. Dr. Pardeep Verma (SPIO) *Sh. Pardeep Verma*
2. ~~Smt. Rajni Saini (ASPIO)~~ Mr. Swender *Sh. Swender*

## 16. REFRESHMENT COMMITTEE:

1. Sh. Kishan Pal (Convener) *Sh. Kishan Pal*
2. Smt. Suman Lata *Sh. Suman*

## 17. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMNT:

1. Sh. Devender Singh Malik (Convener) *Sh. Malik*
2. Sh. S.R. Mittal *Sh. Mittal*
3. Sh. Karambir Singh *Sh. Karambir Singh*
4. ~~Sh. Kapil Malik~~ *K.K.*

Assisted by :-

1. Sh. Sunny (Clerk) *Sh. Sunny*

4. Sh. Vijay Yadav *Sh. Vijay Yadav*
5. " Shiv Kumar *Sh. Shiv Kumar*

**18. STIPEND/SCHOLARSHIPS NODAL OFFICERS:**

1. Sh. ~~Banta Singh~~ (B.C.) <sup>BANTA SINGH</sup> Assisted by Sh. Subhash Chand, L.A. *W*
2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chand, L.A. *JS ?*
3. Smt. Rajni Saini (SC, ST) Assisted by Sh. Subhash Chand, L.A. *RS 2r*

**19. SOFT SKILLS:**

1. Dr. Harsha (Co-ordinator) *H*
2. ~~Mr. Kapil Malik~~ *10-11* *Mr. Vijay Yadav* *Vij*

**20. INTERNAL ASSESSMENT:**

1. Sh. Shamendra Bamal (Convener) *Bamal*
2. ~~Dr. Banta Singh Jangra~~ (B.Sc, BCA, B.A) *Banta Singh* *Mr. Anil* *Anil Kumar*
3. Sh. S.R Mittal (B.Com, M.Com, Project Reports B.Com, M.Com) *S.R*

**21. STAGE SECRETARY:**

1. Sh. Kishan Pal *Kishan*
2. Sh. Kapil Kumar *10-11*

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

1. Dr. Raj Kumar (Convener) *Raj*
2. Dr. Harsha *H*
3. Smt. Rajni Saini (Refresher/Orientation/Seminar etc.) *RS*
4. *Mr. Ajmer Singh*

**23. BUS PASSES:**

1. Smt. Rajni Saini (Convener & I/C Roadways) *RS*
2. Sh. Kapil Kumar (I/C Private Buses) *10-11*

Assisted by Sh. Virender Singh, L.A. *Virender***24. WOMEN STUDIES AND DEVELOPMENT CELL:**

1. Smt. Suman Lata (Convener) *Suman*
2. Smt. Rajni Saini *RS*
- Two Girls Students

**25. ONLINE ADMISSIONS AND COLLEGE WEBSITE**

1. Dr. Pardeep Verma (Convener) *Dr*
2. Dr. Raj Kumar *RS*
3. Dr. Banta Singh Jangra *Banta Singh*
4. Smt. Suman Lata *Suman*
5. Sh. Kapil Kumar *10-11*

**26. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:**

1. Sh. ~~Joginder Singh~~ (Co-ordinator) *KISHANPAL* *Kishan*
2. Sh. Banta Singh *Banta Singh*
3. Smt. Suman Lata *Suman*
4. Sh. Mohender Singh *Mohender*
5. *Mr. Ajmer Singh* *Ajmer*
6. *Surender* *Surender*
7. *Vijay Yadav* *Vij*

**27. PREPARATION OF ALL MEETINGS AT D.H.E AND OTHERS:**

1. Dr. Harsha *H*
2. Dr. Banta Singh *Banta Singh*

**28. EDUCATIONAL TOURS/ TRIPS COMMITTEE:**

1. Sh. Devender Singh Malik (Convener)
2. Sh. Karambir Singh (Boys)
3. Smt. Suman Lata (Girls)
4. Dr. Harsha (Girls)

**29. INVITATION COMMITTEE FOR ALL FUNCTIONS:**

1. ~~Sh. Kishan Pal~~ (Convener) JOGINDER SINGH
2. Sh. S.R. Mittal
3. Dr. Banta Singh Jangra
3. Mr. Ajmer
4. " Vijay Yadav

**30. ELECTRICITY & TELEPHONE BILLS**

1. Sh. Mahender Singh

**31. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES:**

1. Smt. Rajni Saini (Convener)
2. ~~Sh. Kishan Pal~~ JOGINDER SINGH
3. " Vijay Yadav
4. Mr. Sarvender Singh

**32. ANNUAL PRIZE COMMITTEE:**

1. Dr. Pardeep Verma (Convener)
2. Dr. Raj Kumar
3. Dr. Harsha
4. Sh. S.R. Mittal

**33. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:**

1. Sh. ~~Kishan Pal~~ JOGINDER SINGH
2. Sh. Kapil Malik
3. 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. Suman Lata (Decoration and Sarswati Vandna)
4. Mr. Anil Kumar
5. Mr. Vijay Yadav
6. Mrs. (M & S Also)

**35. GENERAL PURCHASE COMMITTEE (ALL ITEMS):**

1. Sh. D.S. Lamba (Convener)
2. Sh. Devender Singh Malik
3. Dr. Harsha
4. Smt. Rajni Saini

**36. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND: & RED-CROSS**

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

**37. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN:**

1. Dr. Harsha (Convener)
2. Smt. Rajni Saini
3. Smt. Suman Lata

**38. N.S.S.:**

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

**39. N.C.C. OFFICER:**Sh. Kishan Pal *Kishan***40. COURT CASES:**

1. Sh. Kishan Pal (Convener) *Kishan*
2. Sh. Joginder Singh *Joginder*
3. Concerned Member

2. Mr. Ajmer *Ajmer*
3. Mr. Anil *Anil*

**41. INTERNAL QUALITY ASSURANCE CELL (IQAC):**

1. Dr. Pardeep Verma (Convener) *Dr. Pardeep*
2. Dr. Raj Kumar *Raj Kumar*
3. Dr. Harsha *Dr. Harsha*

4. Mr. Santa Singh *Santa Singh*
5. Mr. Anil *Anil*

**42. PRINTING:**

1. Sh. S.R Mittal (Convener) *S.R Mittal*

~~2. Dr. Harsha~~~~3. Sh. Karambir Singh~~

2. Mr. Shiv Kumar *Shiv Kumar*
3. " Ajmer *Ajmer*

**43. COLLEGE ANNUAL REPORT**

1. Sh. Karabir Sihag (Convener) *Karabir*
2. ~~Sh. S.R Mittal~~
3. Smt. Suman Lata *Suman*

**44. COLLEGE MAGAZINE COMMITTEE:**

1. Sh. Joginder Singh (Editor in Chief, English) *Joginder*
2. Sh. Karambir Singh (Editor Sanskrit, Hindi) *Karambir*
2. Sh. Shiv Rattan Mittal - Editor Commerce *Shiv Rattan*
3. Sh. Shamender Singh Bamal (Planning form & Campus news) *Shamender*

*merge with wall magazine***45. ALUMNAI ASSOCIATION:**

1. Sh. Shamendra Singh Bamal (Convener) *Shamendra*
2. Dr. Raj Kumar *Dr. Raj Kumar*
3. Sh. ~~S.R Mittal~~ JOGINDER SINGH *Joginder*
4. Sh. Kishan Pal *Kishan*
5. " Shiv Kumar *Shiv Kumar*

**46. PHOTOGRAPHY:**

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

*Vijay Yadav***47. PUBLICITY INCHARGE:**

1. Sh. Shamendra Singh Bamal *Shamendra*

~~2. Sh. Shiv Rattan Mittal~~~~3. " Vijay Yadav~~4. Mr. Karambir Singh *Karambir**merge*

Mr. Shamendra Singh Bamal  
 Mr. Karambir Singh  
 Mr. Shiv Rattan Mittal  
 Mr. Devender Singh Malik  
 Mr. Joginder Singh

**48. LIBRARY/BOOK BANK ADVISORY COMMITTEE:**

1. Sh. Devender Singh Lamba (Convener)
2. Sh. S.R. Mittal
4. 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. Dr. Harsha
4. Dr. Banta Singh Jangra

**53. UTILIZATION OF O.E.:**

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

Assisted by Sh. Sunny (Clerk)

**54. ENVIRONMENT STUDIES:**

1. Dr. Raj Kumar (Regular & Private)
2. Mr. Shiv Kumar

**55. RECORD OF DEGREES AND SUPERVISION OF DETAILS OF MARKS CARDS****(DMC):**

1. Sh. Devender Singh Lamba – All Arts Classes, Assisted by Sh. Budh Ram, L.A.
2. Dr. Harsha – All Science Classes
3. Sh. S.R. Mittal – All Commerce Classes

Assisted by Sh. Deva Singh, Clerk to all.

**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. Suman Lata
7. Sh. Kapil Malik
8. Sh. Joginder Singh
9. Mr. Suresh
10. " Ajmer
11. " Vijay
12. " Anil
13. "

**57. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL COMMITTEE:**

1. Dr. Pardeep Verma (Convener)
2. Sh. Devender Singh Lamba
3. Smt. Suman Lata

**58. WALL MAGAZINE:**

1. Dr. Harsha
2. Smt. Rajni Saini
3. Dr. Banta Singh Jangra

4. ~~Mr. Suresh~~ *BS Dangi*

**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~~ JOGINDER SINGH
3. ~~Mr. Suresh~~ SHIV KUMAR

**62. UNIVERSITY WORKS UNIVERSITY PRACTICAL EXAMINATIONS (CONDUCT & AWARDS) UNIVERSITY/DEPARTMENTAL INSPECTION & VERIFICATION COMMITTEE:**

1. Sh. Shamendra Bamal (Convener)
2. Dr. Raj Kumar
2. Dr. Harsha
4. Mr. Shiv Kumar

Assisted by Sh. Deva Singh, Clerk

**63. SUBJECT SOCIETIES:**

All Head of the Depts.

**64. EDU-SAT INCHARGE:**

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

**65. R.K. FUND**

1. Smt. Suman Lata (Convener)
2. ~~Smt. Rajni Saini~~

**66. SPORTS BOARD:**

Patron - Principal  
Vice President- Dr. Pardeep Verma  
Secretary- Smt. Rajni Saini

Members:

Basket Ball- Dr. RajKumar  
 Cricket & 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. Rajni Saini  
 Smt. Suman Lata

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. S.R. Mittal
3. Dr. Harsha

69. LAB UPGRADATION GRANT

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

70. CCTV CAMERAS (PURCHASING & INSTALLATION & FOOTAGE)

~~1. Sh. Kishan Pal (convener)~~

~~2. Sh. S.R. Mittal~~

3. Dr. Banta Singh Jangra (Convener)

4. Sh. Kapil Malik

5. Smt. Suman Malik

71. LIBRARY GRANT & ID CARDS

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

72. BIOMETRIC ATTENDANCE/ RECORD

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

Assisted by Sh. Pardeep Kumar, Comp. Inst.

Assisted by Sh. Sushma Rani, Comp. Inst.

73. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY GUARDS/ Class IVEmployees

1. Sh. Shamendra Bamal
2. Sh. Ram Phal Singh (Office In charge)
3. Sh. Anil Kumar, Assistant

75. STUDENTS REGISTRATION RETURN

1. Dr. Harsha
2. Smt. Suman Lata
3. Computer Instructor/Computer Lab Attendant

Assisted by Sh. Deva Singh, Clerk

**76. ANTI RAGGING COMMITTEE**

1. Dr. Pardeep Verma (Convener)
2. Sh. Shamendra Bama
3. Smt. Suman Lata
3. Sh. Ram Phal Singh (Office In charge)

**77. MAINTENANCE OF ELECTRICITY/ AQUAGUARD AND PURCHASING OF ELECTRICAL ITEMS**

1. Dr. Harsha
2. Sh. Joginder Singh
4. Concerned Dept./Office/ Incharge

3. Mr. Shikhar Kumar

Assisted by Sh. Sunny, Clerk

**78. MAINTENANCE OF INVERTERS AND POWER BATTERIES**

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

**79. (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. Dr. Pardeep Verma
2. Sh. Devender Singh Malik
3. Sh. Ram Phal Singh (for Office)
4. Sh. Anil Kumar

**80. RED-RIBBON CLUB:**

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

1. Mr. Anil
2. Mrs. Vijay Yadav

**81. POLICE CADET CORPS (PCC)**

1. Dr. Banta Singh Jangra

2. Mr. Anil 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

82. Spoken Tutorial
1. Miss Harsha
  2. Mrs. Suman Lata

कार्यालय प्राचार्य राजकीय महाविद्यालय, हांसी

**कार्यालय आदेश**

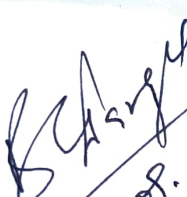
क्रमांक :

दिनांक 09.02.2018

महाविद्यालय का निकट भविष्य में NAAC द्वारा निरीक्षण किया जाना है जिसके लिए NAAC से सम्बन्धित महाविद्यालय के कार्यों में IQAC कमेटी सदस्य कार्यरत है। अतः कार्य की अधिकता होने पर महाविद्यालय के डॉ० बंता सिंह जांगड़ा, सहायक प्रोफ़ेसर, कम्प्यूटर साईंस की ड्यूटी आगामी आदेशों तक IQAC कमेटी में सदस्य हेतु लगाई जाती है ।

सम्बन्धित पालनार्थ नोट करें ।

  
प्राचार्या

  
09.02.2018.