

# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI

## DUTY LIST FOR THE SESSION 2018-19

Update on 20/8/18

Dated : 04-07-2018

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 15-07-2018 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 2018-19. Here follows the list to be noted down by the concerned teachers:

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

**Chairperson:** Smt. Savita Mann.

#### **Members:**

1. Sh. Devender Singh Lamba
2. Sh. Shamendra Singh
3. Dr. Raj Kumar
4. Sh. Joginder Singh

#### **1. MENTOR AND TUTORIAL BOARD:**

1. Sh. Shamender Singh (Senior Tutor)
2. Dr. Raj Kumar

#### **2. COLLEGE BURSAR:**

1. Sh. Shamendra Singh

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

1. Dr. Harsha (Staff)
2. Dr. Banta Singh Jangra (Social)

#### **4. PROCTORIAL BOARD:**

1. Dr. Harsha (Chief Proctor)
2. Sh. Shiv Kumar

#### **5. COLLEGE TIME-TABLE, WORK LOAD, SECTION FORMATION & SUBJECT CHANGES**

1. Dr. Raj Kumar – Convener overall and Workload

##### **(a) Time Table :**

1. Mr. Shiv Kumar (B.A.) ( Overall Incharge)
2. Mr. Shiv Rattan Mittal (Commerce)
3. Dr. Harsha (B.Sc )
4. Dr. Banta Singh Jangra (BCA & Computer Science)

##### **(B) Section Formation and Subject Change**

1. Mr. Anil Kumar
2. Mr. Vijay Kumar Yadav

P.G. V.G.  
2 2

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## 6. 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

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

1. Dr. Harsha - (Convener)

2. Dr. Ekta

3. Ms. Sandosh

Assisted by Sh. Sombir, Clerk

## 8. ATTESTATION OF UNIV. FORMS & ISSUES CHARACTER CERTIFICATE:

1. Sh. Shamendra Singh - (B.Com, B.Sc, BCA & M.Com), Issue of Character Cert.
2. Sh. Joginder Singh (All BA)

1. Sh. Sunny

2. Sh. Lokesh

3. Sh. Sher Singh

4. Ms. Sonia

## 9. INCOME TAX AND PROPERTY RETURN COMMITTEE:

1. Sh. Shiv Rattan Mittal (Convener)

2. Sh. Anil Kumar

3. Sh. Shiv Kumar

2. Mr. Dhaneesh

3. " Sandeep

## 10. COLLEGE Website & E-Mail NODAL OFFICER:

1. Dr. Banta Singh Jangra - (Convener)

2. Sh. Kapil Kumar

3. Sh. Anil Kumar (Office I/c)

4. Sh. Lokesh - Daily Update Email & DHE Circulars

1. Mrs. Dhaneesh
2. Mr. Sandeep

Suman Malik  
Sandeep

## 11. RIGHT TO INFORMATION:

1. Sh. Devender Singh Lamba (SPIO)

2. Mr. Surender Kumar (ASPIO)

3. Sh. Anil Kumar (Office I/C)

## 12. REFRESHMENT COMMITTEE (FOR ALL FUNCTIONS)

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

2. Ms. Renu Rani

3. Sh. Ravinder

4. Dr. Ekta

2. Mr. Dhaneesh
3. Mr. Sandeep

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

1. Sh. Karambir Singh (Convener)

2. Sh. Vijay Yadav

3. Sh. Ajmer Singh

4. Sh. Sombir

5. Mrs. Suman Malik

Assisted by :-

1. Sh. Sunny (Clerk)

## 14. STIPEND/SCHOLARSHIPS NODAL OFFICERS:

1. Dr. Banta Singh Jangra (B.C.)

Assisted by Sh. Subhash Chand, L.A.

2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chand, L.A. Merit and Others)

3. Sh. Ajmer Singh (SC, ST) Assisted by Sh. Subhash Chand, L.A.

Mr. Bhatnagar  
Mrs. Renu

Mr. Bhatnagar  
Mrs. Renu

Mr. Dhaneesh



### 15. INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUBMISSION:

1. Sh. Shamendra Singh - (Convener)
2. Sh. S.R Mittal (B.Com, M.Com, & All Project Reports)
3. Sh. Ravinder Kumar (B.A, B.Sc, BCA,)
4. Ms. Santosh

Sh. Sanjay Beniwal for uploading

### 16. STAGE SECRETARY:

1. Dr. Raj Kumar
2. Sh. Kapil Kumar

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

1. Dr. RajKumar (Convener)
2. Dr. Harsha
3. Dr. Banta Singh Jangra (Refresher/Orientation/Seminar etc.)
4. Sh. Anil Kumar
5. Sh. Shiv Kumar

### 18. BUS PASSES:

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

Assisted by Sh. Virender Singh, L.A.

### 19. WOMEN STUDIES AND DEVELOPMENT CELL:

1. Dr. Ekta (Convener)
2. Ms. Renu Rani
3. Ms. Bhateri
4. Two Girls Students

### 20. ONLINE ADMISSIONS:

1. Dr. Raj Kumar - (Over All Nodal Officer)
2. Dr. Harsha (BA-Ist)
3. Dr. Banta Singh Jangra (B.Sc & BCA)
4. Sh. Shiv Rattan (B.Com, M.Com)

### 21. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

1. Sh. Joginder Singh (Co-ordinator)
2. Dr. Banta Singh Jangra
3. Sh. Surender Kumar
4. Sh. Vijay Kumar Yadav
5. Dr. Ekta
6. Ms. Renu Rani
7. Ms. Santosh Devi
8. Sh. Mohinder Singh

Mr. Sandeep  
Mrs. Bhateri

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

1. Dr. Harsha
2. Dr. Banta Singh Jangra

## 23. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

### Boys Tour-

1. Sh. Karambir Singh - (Convener)
2. Dr. Banta Singh Jangra
3. Sh. Kapil Kumar

### Girls Tour-

1. Smt. Rajni Saini (Convener)
2. Dr. Ekta
3. Dr. Harsha
4. Suman Malik

## 24. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. Sh. Joginder Singh (Convener)
2. Sh. Ajmer Singh
3. Dr. Ekta

Mrs. Suman Malik

Suman

## 25. ELECTRICITY & TELEPHONE BILLS

1. Sh. Mahender Singh

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

1. Smt. Rajni Saini - (Convener)
2. Sh. Ravinder Kumar
3. Sh. Amit Kumar
4. Sh. Surender Kumar
5. Ms. Babita Chaudhary

## 27. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:

1. Sh. Joginder Singh - Convener
2. Sh. Kapil Kumar
3. Sh. Amit Kumar
4. Sh. Mohinder Singh

## 28. ANNUAL PRIZE DISTRIBUTION & PRAPARE ANNUAL REPORT:

1. Dr. Raj Kumar (Convener)
2. Dr. Harsha
3. Sh. S.R Mittal
4. Sh. Karambir Singh ( For Preparation of Annual Report)

## 29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR ALL FUNCTION

1. Dr. Ekta
2. Sh. Sombir
3. Ms. Babita Chaudhary
4. Sh. Ravinder Kumar
5. Ms. Bhateri
6. Mr. Sharesh
7. Mr. Sandeep

## 30. GENERAL PURCHASE AND M&S GRANT (ALL ITEMS) :

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

## 31. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Ajmer Singh
3. Sh. Amit Kumar
4. Sh. Mohender Singh



**32. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN (STAFF AND STUDENTS)**

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

4. Mrs. Suman Malik. Suman

**33. N.S.S. Program Officers:**

1. Mrs. Babita Chaudhary (Unit-II Girls)
2. Sh. Amit Kumar - (Unit-I Boys)

Babita - Renu. Renu  
Amit Kumar

**34. N.C.C. OFFICER:**

1. Sh. Ajmer Singh

Ajmer

**35. COURT CASES:**

1. Sh. Vijay Kumar Yadav (Convener)
2. Sh. Sombir
3. Concerned Member

Ravinder. Ravinder  
Amit Kumar  
Amit Kumar

**36. PRINTING & BINDING:**

1. Sh. S.R Mittal - (Convener)
2. Sh. Ajmer Singh
3. Sh. Surender Kumar
4. Sh. Shashank

S.R. Mittal  
Ajmer  
S.R. Mittal  
Shashank

**37. COLLEGE MAGAZINE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:**

- 1 Sh. Joginder Singh (Editor in Chief, English)
2. Sh. Shamendra Bamal (Planning and Campus News)
2. Sh. Karambir Singh (Editor Sanskrit, Hindi)
3. Sh. S.R. Mittal - Editor Commerce
4. Dr. Harsha - Wall Magazine (Convener)
3. Dr. Banta Singh Jangra - Editor Science Section

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**38. ALUMNAI ASSOCIATION:**

1. Sh. Shamendra Singh - (Convener)
2. Dr. Raj Kumar
3. Sh. Joginder Singh
4. Sh. Shiv Kumar

Banta

**39. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-**

1. Sh. Shamendra Singh - (Convener)
2. Sh. Vijay Kumar Yadav (Photography)
3. Sh. Surender Kumar

Banta  
Vijay  
Banta

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

1. Sh. Devender Singh Lamba (Convener)
2. Sh. S.R. Mittal
3. All Head of Departments (Members)

Banta

**41. SCIENCE EXHIBITION**

1. Dr. Harsha - (Convener)
2. All Head of Concerned Departments (Members)

Banta  
Suman  
Banta

#### 42. CAREER GUIDANCE & PLACEMENT CELL:

1. Sh. Karambir Singh - (Convener)
2. Sh. S.R. Mittal
3. Sh. Kapil Kumar
4. Sh. Ravinder Kumar
5. Ms. Santosh Devi

1. Mr. Dhavesh  
Santosh 2 " Sandeep. Sandeep

#### 43. EARN WHILE YOU LEARN SCHEME:

1. Dr. Raj. Kumar - (Convener)
2. Sh. S.R. Mittal
3. Dr. Harsha
4. Dr. Banta Singh Jangra

#### 44. UTILIZATION OF O.E. GRANT:

1. Sh. Karambir Singh - Convener
2. Sh. Surender Kumar
3. Sh. Ajmer Singh
4. " Sandeep (Math)

Assisted by Sh. Sunny (Clerk)

#### 45. ENVIRONMENT STUDIES:

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

#### 46. RECORD OF DEGREES AND SUPERVISION OF DETAILS OF MARKS CARDS (DMC):

1. Sh. Devender Singh Lamba - Convener, Assisted by Sh. Budh Ram, L.A.
2. Dr. Harsha -
3. Sh. S.R. Mittal -
4. Mr. Sandeep
5. " Dhavesh

Assisted by Sh. Yudhvir Singh, L.A.  
Assisted by Sh. Sombir, Clerk to all.

#### 47. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):

1. Dr. Raj Kumar (Convener)
2. All Regular Teachers, Extension Teachers & Non Teaching Staff

#### 48. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL AND ANTI-RAGGING COMMITTEE:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Shamendra Bamal
3. Sh. S.R. Mittal
4. Sh. Surender Kumar
5. Dr. Ekta

6. Mrs. Suman Malik

#### 49. GENERATOR SET & ELECTRICITY BACK-UP:

1. Sh. Devender Singh Lamba - Convener
2. Sh. Ajmer Singh
3. Sh. Mohinder Singh
4. " Sandeep (Math)

Sandeep



**50. ELECTRICITY & DRINKING WATER & R.O. SYSTEM (INSTALLATION, MANAGEMENT, REPAIR & MAINTENANCE):**

1. Sh. Surender - Convener
2. Sh. Ajmer Singh
3. Sh. Sombir
4. Sh. Mohinder Singh

Assisted by Sh. Yudhveer-LA

**51. LEGAL LITERACY CELL:**

1. Sh. Surender Kumar - Convener
2. Sh. Ajmer Singh
3. Sh. Ravinder Kumar

**52. UNIVERSITY WORKS ( Students Regn. Return / Practical Award / Sheets Record / University Inspection & Verification):**

1. Sh. Shamendra Singh - (Convener)
2. Dr. Harsha
3. Sh. Surender Kumar
4. Dr. Ekta

Assisted by Sh. Deva Singh, Clerk

**53. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:**

- All Head of the Depts.

**54. EDU-SAT INCHARGE:**

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

**55. R.K. FUND**

1. Sh. Vijay Kumar Yadav

**56. SPORTS BOARD:**

- Patron - Principal
- Vice President- Sh. Devender Singh Lamba
- Secretary- Smt. Rajni Saini

**Members:**

- |                           |                                   |
|---------------------------|-----------------------------------|
| • Basket Ball -           | Dr. RajKumar                      |
| • Cricket & Table Tennis- | Sh. Joginder Singh                |
| • Badminton & Football- - | Sh. Anil Kumar and Sh. Shiv Kumar |
| • Kabaddi & Wrestling-    | Sh. Kapil Kumar                   |
| • Kho-Kho & Athletics-    | Smt. Rajni Saini                  |
| • Chess -                 | Dr. Banta Singh Jangra            |
| • Archery-                | Sh. Vijay Kumar Yadav             |
| • Girl's Games:           | Dr. Ekta                          |

**57. ELECTION VOTER-ID (ELC)/ AADHAR CARD/ BPL /PASSPORT etc.**

1. Sh. Sombir - (Convener)
2. Sh. Amit Kumar
3. Ms. Renu Rani
4. Ms. Santosh Devi

With the help of Mr. Karambir Singh

67

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

1. Dr. Harsha - (Convener) *[Signature]*
2. Dr. Ekta *[Signature]*
3. Sh. Anil Kumar (I/c & Office & Establishment) *[Signature]*

**59. LAB UPGRADE/GRANT**

1. Dr. Raj Kumar - (convener) *[Signature]*
2. All Heads/In charges of the Subjects

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

1. Dr. Banta Singh Jangra - (Convener)
2. Sh. Kapil Kumar *[Signature]*
3. Sh. Vijay Kumar Yadav *[Signature]*
4. Mr. Dhavesh *[Signature]*
5. Mr. Sandeep *[Signature]*

Assisted by : Pardeep Rohila, Comp. Instructor *[Signature]*

**61. LIBRARY GRANT & ID CARDS / Staff ID Cards**

1. Sh. Devender Singh Lamba *[Signature]*
2. Sh. S.R Mittal *[Signature]*
3. Sh. Surender Kumar *[Signature]*

Assisted by : Sanjay Beniwal, LA *[Signature]*

**62. BIOMETRIC ATTENDANCE/ RECORD**

1. Sh. Kapil Kumar - (Convener) *[Signature]*
2. Sh. Vijay Kumar Yadav *[Signature]*

Assisted by Sh. Pardeep Kumar, Comp. Instructor *[Signature]*

Assisted by Sh. Sushma Rani, Comp. Instructor *[Signature]*

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

1. Sh. Shamendra Singh *[Signature]*
2. Sh. Anil Kumar, Assistant (Office I/c) *[Signature]*

**64. MAINTENANCE OF INVERTERS/ POWER BATTERIES AND PURCHASING OF ELECTRICAL ITEMS**

1. Dr. Harsha - (Convener) *[Signature]*
2. Smt. Rajni Saini *[Signature]*
3. Sh. Mohinder Singh *[Signature]*
4. Concerned Dept./Office/Incharge

Assisted by Sh. Sunny, Clerk *[Signature]*  
Sh. Kuldeep- Peon

**65. RED-RIBBON CLUB:**

1. Sh. Anil Kumar - Convener *[Signature]*
2. Sh. Vijay Kumar Yadav *[Signature]*

3. Mr. Dhavesh *[Signature]*

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

1. Sh. Anil Kumar *[Signature]*



## 67. SPOKEN TUTORIAL

1. Sh. Kapil Kumar - Convener
2. ~~Dr. Banta Singh Jangra~~ Suman Malik
3. Sh. Pardeep Kumar (Computer Instructor)
4. Smt. Sushma Rani (Computer Instructor)

## 68. SMART CLASS ROOMS

1. Dr. Banta Singh Jangra (convener) Assisted by- Smt. Sushma Rani (Room No. 38)
2. Sh. Kapil Kumar Assisted by- Sh. Pardeep Kumar (Room No. 02)
3. Sh. Anil Kumar Assisted by- Sh. Sanjay Beniwal (Room No. 204)
4. Sh. Ravinder Kumar Assisted by- Sh. Virender (Room No. 24)
5. Sh. Vijay Kumar Yadav - 201 — Kuldeep, LA
6. Mrs. Ekta - 210 —
7. Sh. Amit Kumar (Chem.) - 209 — Subhash chander, LA (Geog)
8. Ms. Santosh Devi - 305 —
9. Mrs. ~~Renu Rani~~ Suman Malik - 304 —
10. Sh. Dhanesh Kumar - 204 — Kuldeep, LA

## 69. INCHARGE OF MULTIPURPOSE HALL

1. Mrs. Suman Lata
2. Mrs. Babita Chaudhary

Suman  
Principal  
Govt. College, Hansi

### Copy to :

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

# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI

## DUTY LIST FOR THE SESSION 2018-19

**Dated : 03-07-2018**

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 15-07-2018 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 2018-19. Here follows the list to be noted down by the concerned teachers:

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

**Chairperson: Smt. Savita Mann.**

#### **Members:**

1. Sh. Devender Singh Lamba
2. Sh. Shamendra Singh
3. Dr. Raj Kumar
4. Sh. Joginder Singh

### **1. MENTOR AND TUTORIAL BOARD:**

1. Sh. Shamender Singh (Senior Tutor)
2. Dr. Raj Kumar

### **2. COLLEGE BURSAR:**

1. Sh. Shamendra Singh

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

1. Dr. Harsha (Staff)
2. Dr. Banta Singh Jangra (Social)

### **4. PROCTORIAL BOARD:**

1. Dr. Harsha (Chief Proctor)
2. Sh. Shiv Kumar

### **5. COLLEGE TIME-TABLE, WORK LOAD, SECTION FORMATION & SUBJECT CHANGES**

1. Dr. Raj Kumar – Convener overall and Workload

#### **(a) Time Table :**

1. Mr. Shiv Kumar (B.A.) ( Overall Incharge)
2. Mr. Shiv Rattan Mittal (Commerce)
3. Dr. Harsha (B.Sc)
4. Dr. Banta Singh Jangra (BCA & Computer Science)

#### **(B) Section Formation and Subject Change**

1. Mr. Anil Kumar
2. Mr. Vijay Kumar Yadav



**6. 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

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

1. Dr. Harsha - (Convener)
2. Smt. Ekta

Assisted by Sh. Deva Singh, Clerk

**8. ATTESTATION OF UNIV. FORMS & ISSUES CHARACTER CERTIFICATE:**

1. Sh. Shamendra Singh (B.Com, B.Sc, BCA & M.Com) , Issue of Character Cert.
2. Sh. Joginder Singh (All BA)
1. Sh. Sunny
2. Sh. Lokesh
3. Sh. Sher Singh
4. Ms. Sonia

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

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

**10. COLLEGE Website & E-Mail NODAL OFFICER:**

1. Dr. Banta Singh Jangra - (Convener)
2. Sh. Kapil Kumar
3. Sh. Anil Kumar (Office I/c)
4. Sh. Lokesh - Daily Update Email & DHE Circulars

**11. RIGHT TO INFORMATION:**

1. Sh. Devender Singh Lamba (SPIO)
2. Mr. Surender Kumar (ASPIO)
3. Sh. Anil Kumar (Office I/C)

**12. REFRESHMENT COMMITTEE (FOR ALL FUNCTIONS)**

1. Sh. S.R. Mittal (Convener)
2. Sh. Vijay Kumar Yadav
3. Smt. Ekta

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

1. Sh. Karambir Singh (Convener)
2. Sh. Vijay Yadav
3. Sh. Ajmer Singh

Assisted by :-

1. Sh. Sunny (Clerk)

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

1. Dr. Banta Singh Jangra (B.C.) Assisted by Sh. Subhash Chandra L.A.
2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chandra L.A. Merit and Others)
3. Sh. Ajmer Singh (SC, ST) Assisted by Sh. Subhash Chandra L.A.

**15. INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUBMISSION:**

1. Sh. Shamendra Singh - (Convener) *Shw*
2. Sh. S.R Mittal (B.Com, M.Com, & All Project Reports) *SRM*
3. Sh. Anil Kumar (B.A, B.Sc, BCA,) *Anil Kumar*

*Sanjay Beniwal*  
Sh. Sanjay Beniwal for uploading

**16. STAGE SECRETARY:**

1. Dr. Raj Kumar *RK*
2. Sh. Kapil Kumar *K.P*

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

1. Dr. RajKumar (Convener) *RK*
2. Dr. Harsha *Har*
3. Dr. Banta Singh Jangra (Refresher/Orientation/Seminar etc.) *B*
4. Sh. Anil Kumar *Anil Kumar*
5. Sh. Shiv Kumar *Shiv*

**18. BUS PASSES:**

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

Assisted by Sh. Virender Singh, L.A.

**19. WOMEN STUDIES AND DEVELOPMENT CELL:**

1. Smt. Ekta (Convener) *Ekta*
2. Sh. Karambir Singh *K.S*
3. Sh. Surender Kumar *S.K*
4. Two Girls Students

**20. ONLINE ADMISSIONS:**

1. Dr. Raj Kumar - (Over All Nodal Officer) *RK*
2. Dr. Harsha (BA-Ist) *Har*
3. Dr. Banta Singh Jangra (B.Sc & BCA) *B*
4. Sh. Shiv Rattan (B.Com, M.Com) *SRM*

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

1. Sh. Joginder Singh (Co-ordinator) *J.S*
2. Dr Banta Singh Jangra *B*
3. Sh. Surender Kumar *S.K*
4. Sh. Vijay Kumar Yadav *V.K*
5. Smt. Ekta *Ekta*
6. Sh. Mohinder Singh *M*

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

1. Dr. Harsha *Har*
2. Dr. Banta Singh Jangra *B*

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

**Boys Tour-**

1. Sh. Karambir Singh - (Convener) *K.S*
2. Dr. Banta Singh Jangra *B*
3. Sh. Kapil Kumar *K.P*

**Girls Tour-**

1. Smt. Rajni Saini (Convener) *RS*
2. Smt. Ekta *Ekta*
3. Dr. Harsha *Har*



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

1. Sh. Joginder Singh (Convener) *Surinder*
2. Sh. Ajmer Singh *AS*
3. Smt. Ekta *Ekta*

**25. ELECTRICITY & TELEPHONE BILLS**

1. Sh. Mahender Singh *MS*

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

1. Smt. Rajni Saini - (Convener) *RS*
2. Sh. Ajmer Singh *AS*
3. Sh. Vijay Kumar Yadav *VK*
4. Sh. Surender Kumar *SK*

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

1. Sh. Joginder Singh - Convener *JS*
2. Sh. Kapil Kumar *KK*
3. Sh. Mohinder Singh *MS*

**28. ANNUAL PRIZE DISTRIBUTION & PREPARE ANNUAL REPORT:**

1. Dr. Raj Kumar (Convener) *DR*
2. Dr. Harsha *HS*
3. Sh. S.R Mittal *SRM*
4. Sh. Karambir Singh ( For Preparation of Annual Report) *KS*

**29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR ALL FUNCTION**

1. Sh. Karambir Singh *KS*
2. Sh. Shiv Kumar *SK*
3. Sh. Anil Kumar *AK*
4. Smt. Ekta *Ekta*

**30. GENERAL PURCHASE AND M&S GRANT (ALL ITEMS) :**

1. Sh. D.S Lamba (Convener) *DSL*
2. Sh. Karambir Singh *KS*
3. Dr. Harsha *HS*
4. Smt. Rajni Saini *RS*

**31. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:**

1. Sh. Devender Singh Lamba (Convener) *DSL*
2. Sh. Ajmer Singh *AS*
2. Sh. Mohender Singh *MS*

**32. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN (STAFF AND STUDENTS)**

1. Dr. Harsha (Convener) *HS*
2. Smt. Rajni Saini *RS*
3. Smt. Ekta *Ekta*

**33. N.S.S. Program Officers:**

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

**34. N.C.C. OFFICER:**

1. Sh. Ajmer Singh *AS*

**35. COURT CASES:**

1. Sh. Vijay Kumar Yadav (Convener) ✓ 17
2. Sh. Anil Kumar *Anil Kumar*
3. Concerned Member

**36. PRINTING & BINDING:**

1. Sh. S.R Mittal - (Convener) *S.R. Mittal*
2. Sh. Ajmer Singh *Ajmer*
3. Sh. Surender Kumar *De*

**37. COLLEGE MAGAZINE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:**

1. Sh. Joginder Singh (Editor in Chief, English) *Joginder*
2. Sh. Shamendra Bamal (Planning and Campus News) *Shamendra*
2. Sh. Karambir Singh (Editor Sanskrit, Hindi) *Karambir*
3. Sh. S.R. Mittal - Editor Commerce *S.R. Mittal*
4. Dr. Harsha - Wall Magazine (Convener) *Harsha*
3. Dr. Banta Singh Jangra - Editor Science Section *Banta*

**38. ALUMNAI ASSOCIATION:**

1. Sh. Shamendra Singh - (Convener) *Shamendra*
2. Dr. Raj Kumar *Raj Kumar*
3. Sh. Joginder Singh *Joginder*
4. Sh. Shiv Kumar *Shiv Kumar*

**39. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-**

1. Sh. Shamendra Singh - (Convener) *Shamendra*
- ~~2. Sh. Karambir Singh~~
3. Sh. Vijay Kumar Yadav *convener photography*
4. Sh. Surender Kumar *De*

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

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

**41. SCIENCE EXHIBITION**

1. Dr. Harsha - (Convener) *Harsha*
2. All Head of Concerned Departments (Members) *Harsha*

**42. CAREER GUIDANCE & PLACEMENT CELL:**

1. Sh. Karambir Singh - (Convener) *Karambir*
2. Sh. S.R. Mittal *S.R. Mittal*
3. Sh. Kapil Kumar *Kapil*

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

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



**44. UTILIZATION OF O.E. GRANT:**

1. Sh. Karambir Singh - Convener
2. Sh. Surender Kumar
3. Sh. Ajmer Singh

Assisted by Sh. Sunny (Clerk)

**45. ENVIRONMENT STUDIES:**

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

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

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

Assisted by Sh. Yudhvair Singh, L.A  
Assisted by Sh. Deva Singh, Clerk to all.

**47. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):**

1. Dr. Raj Kumar (Convener)
2. All Regular Teachers, Extension Teachers & Non Teaching Staff

**48. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL AND ANTI-RAGGING COMMITTEE:**

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Shamendra Bamal
3. Sh. S.R. Mittal
4. Sh. Surender Kumar
5. Smt. Ekta

**49. GENERATOR SET & ELECTRICITY BACK-UP:**

1. Sh. Devender Singh Lamba - Convener
2. Sh. Ajmer Singh
3. Sh. Mohinder Singh

**50. ELECTRICITY (REPAIR & MAINTENANCE):**

1. Sh. Joginder Singh - Convener
2. Sh. S.R. Mittal
3. Sh. Ajmer Singh
4. Sh. Mohinder Singh

Assisted by Sh. Yudhveer-LA

**51. DRINKING WATER & R.O. SYSTEM (INSTALLATION AND MANAGEMENT):**

1. Sh. Shamendra Singh - Convener
2. Sh. Ajmer Singh
3. Sh. Mohinder Singh

**52. LEGAL LITERACY CELL:**

1. Sh. Surender Kumar - Convener
2. Sh. Ajmer Singh

**53. UNIVERSITY WORKS ( Students Regn. Return / Practical Award / Sheets Record / University Inspection & Verification):**

1. Sh. Shamendra Singh - (Convener) *Shamendra*
2. Dr. Harsha *Harsha*
3. Sh. Surender Kumar *Sh. Surender Kumar*
4. Smt. Ekta *Ekta*

Assisted by Sh. *Sambir Jangra* Deva Singh, Clerk

**54. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:**

- All Head of the Depts.

**55. EDU-SAT INCHARGE:**

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

**56. R.K. FUND**

1. Sh. Vijay Kumar Yadav *Vijay*

**57. SPORTS BOARD:**

- Patron - Principal
- Vice President- Sh. Devender Singh Lamba
- Secretary- Smt. Rajni Saini *Rajni*

**Members:**

- |                           |   |
|---------------------------|---|
| • Basket Ball -           | Dr. RajKumar <i>RajKumar</i>                        |
| • Cricket & Table Tennis- | Sh. Joginder Singh <i>Joginder Singh</i>            |
| • Badminton & Football -  | Sh. Anil Kumar and Sh. Shiv Kumar <i>Anil Kumar</i> |
| • Kabaddi & Wrestling-    | Sh. Kapil Kumar <i>Kapil</i>                        |
| • Kho-Kho & Athletics-    | Smt. Rajni Saini <i>Rajni</i>                       |
| • Chess -                 | Dr. Banta Singh Jangra <i>Banta Singh Jangra</i>    |
| • Archery-                | Sh. Vijay Kumar Yadav <i>Vijay</i>                  |
| • Girl's Games:           | Smt. Ekta <i>Ekta</i>                               |

**58. ELECTION VOTER-ID (ELC)/ AADHAR CARD/ BPL /PASSPORT etc.**

1. Sh. Karambir Singh - (Convener) *Karambir*
2. Sh. Ajmer Singh *Ajmer*
3. Sh. Vijay Kumar Yadav *Vijay*
4. Sh. Surender Kumar *Sh. Surender Kumar*

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

1. Dr. Harsha - (Convener) *Harsha*
2. Smt. Ekta *Ekta*
3. Sh. Anil Kumar (I/c & Office & Establishment)

**60. LAB UPGRADETION GRANT**

1. Dr. Raj Kumar - (convener) *Raj Kumar*
2. All Heads/In charges of the Subjects *Ekta*

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

1. Dr. Banta Singh Jangra - (Convener) *Banta Singh Jangra*
2. Sh. Kapil Kumar *Kapil*
3. Sh. Vijay Kumar Yadav *Vijay*

Assisted by : Pardeep Rohila, Comp. Instructor *Pardeep*



**62. LIBRARY GRANT & ID CARDS / Staff ID Cards**

1. Sh. Devender Singh Lamba
2. Sh. S.R Mittal
3. Sh. Surender Kumar

Assisted by : Sanjay Beniwal, LA

**63. BIOMETRIC ATTENDANCE/ RECORD**

1. Sh. Kapil Kumar - (Convener)
2. Sh. Vijay Kumar Yadav

Assisted by Sh. Pardeep Kumar, Comp. Instructor ,

Assisted by Sh. Sushma Rani, Comp. Instructor -

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

1. Sh. Shamendra Singh
2. Sh. Anil Kumar, Assistant (Office I/c)

**65. MAINTENANCE OF INVERTERS/ POWER BATTERIES AND PURCHASING OF ELECTRICAL ITEMS**

1. Dr. Harsha - (Convener)
2. Smt. Rajni Saini
3. Sh. Mohinder Singh
4. Concerned Dept./Office/ Incharge

Assisted by Sh. Sunny, Clerk  
Sh. Kuldeep- Peon

**66. RED-RIBBON CLUB:**

1. Sh. Anil Kumar - Convener
2. Sh. Vijay Kumar Yadav

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

1. Sh. Anil Kumar

**68. SPOKEN TUTORIAL**

1. Sh. Kapil Kumar
2. Dr. Banta Singh Jangra
3. Sh. Pardeep Kumar
4. Smt. Sushma Rani

**69. SMART CLASS ROOMS**

1. Dr. Banta Singh Jangra (convener)
2. Sh. Kapil Kumar
3. Sh. Anil Kumar

Assisted by- Smt. Sushma Rani (Room No. 38)

Assisted by- Sh. Pardeep Kumar (Room No. 24)

Assisted by- Sh. Ravikanth (Room No. 02)

Principal

Govt. College, Hansi

**Copy to :**

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

1

# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI

## DUTY LIST FOR THE SESSION 2018-19

**Dated : 03-07-2018**

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 15-07-2018 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 2018-19. Here follows the list to be noted down by the concerned teachers:

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

**Chairperson: Smt. Savita Mann.**

#### **Members:**

1. Sh. Devender Singh Lamba
2. Sh. Shamendra Singh
3. Dr. Raj Kumar
4. Sh. Joginder Singh

### **1. MENTOR AND TUTORIAL BOARD:**

1. Sh. Shamender Singh (Senior Tutor)
2. Dr. Raj Kumar

### **2. COLLEGE BURSAR:**

1. Sh. Shamendra Singh

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

1. Dr. Harsha (Staff)
2. Dr. Banta Singh Jangra (Social)

### **4. PROCTORIAL BOARD:**

1. Dr. Harsha (Chief Proctor)
2. Sh. Shiv Kumar

### **5. COLLEGE TIME-TABLE, WORK LOAD, SECTION FORMATION & SUBJECT CHANGES**

1. Dr. Raj Kumar – Convener overall and Workload

#### **(a) Time Table :**





1. Mr. Shiv Kumar (B.A.) ( Overall Incharge)
2. Mr. Shiv Rattan Mittal (Commerce)
3. Dr. Harsha (B.Sc)
4. Dr. Banta Singh Jangra (BCA & Computer Science)

#### **(B) Section Formation and Subject Change**



1. Mr. Anil Kumar
2. Mr. Vijay Kumar Yadav



**6. 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 



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

1. Dr. Harsha - (Convener) 
2. Smt. Ekta 

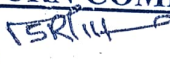


Assisted by Sh. Deva Singh, Clerk 

**8. ATTESTATION OF UNIV. FORMS & ISSUES CHARACTER CERTIFICATE:**





1. Sh. Shamendra Singh  (B.Com, B.Sc, BCA & M.Com) , Issue of Character Cert. to ALL
2. Sh. Joginder Singh (All BA) 

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



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

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

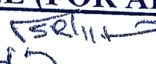


**10. COLLEGE Website & E-Mail NODAL OFFICER:**

1. Dr. Banta Singh Jangra - (Convener) 
2. Sh. Kapil Kumar 
3. Sh. Anil Kumar (Office I/c) 
4. Sh. Lokesh - Daily Update Email & DHE Circulars 




**11. RIGHT TO INFORMATION:**

1. Sh. Devender Singh Lamba (SPIO) 
2. Mr. Surender Kumar (ASPIO) 
3. Sh. Anil Kumar (Office I/C)

**12. REFRESHMENT COMMITTEE (FOR ALL FUNCTIONS)**

1. Sh. S.R. Mittal (Convener) 
2. Sh. Vijay Kumar Yadav 
3. Smt. Ekta 




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

1. Sh. Karambir Singh (Convener) 
2. Sh. Vijay Yadav 
3. Sh. Ajmer Singh 

Assisted by :-

1. Sh. Sunny (Clerk) 

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

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

**15. INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUBMISSION:**

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

*Sanjay Beniwal*  
Sh. Sanjay Beniwal for uploading

**16. STAGE SECRETARY:**

1. Dr. Raj Kumar *RK*
2. Sh. Kapil Kumar *K.P.*

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

1. Dr. RajKumar (Convener) *RK*
2. Dr. Harsha *Harsha*
3. Dr. Banta Singh Jangra (Refresher/Orientation/Seminar etc.) *B*
4. Sh. Anil Kumar *Anil Kumar*
5. Sh. Shiv Kumar *Shiv*

**18. BUS PASSES:**

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

Assisted by Sh. Virender Singh, L.A.

**19. WOMEN STUDIES AND DEVELOPMENT CELL:**

1. Smt. Ekta (Convener) *Ekta*
2. Sh. Karambir Singh *K.S.*
3. Sh. Surender Kumar *S.K.*
4. Two Girls Students

**20. ONLINE ADMISSIONS:**

1. Dr. Raj Kumar - (Over All Nodal Officer) *RK*
2. Dr. Harsha (BA-Ist) *Harsha*
3. Dr. Banta Singh Jangra (B.Sc & BCA) *B*
4. Sh. Shiv Rattan (B.Com, M.Com) *S.R.*

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

1. Sh. Joginder Singh (Co-ordinator) *J.S.*
2. Dr Banta Singh Jangra *B*
3. Sh. Surender Kumar *S.K.*
4. Sh. Vijay Kumar Yadav *V.K.*
5. Smt. Ekta *Ekta*
6. Sh. Mohinder Singh *M.S.*

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

1. Dr. Harsha *Harsha*
2. Dr. Banta Singh Jangra *B*

**23. EDUCATIONAL TOURS/ TRIPS COMMITTEE:****Boys Tour-**

1. Sh. Karambir Singh - (Convener) *K.S.*
2. Dr. Banta Singh Jangra *B*
3. Sh. Kapil Kumar *K.P.*

**Girls Tour-**

1. Smt. Rajni Saini (Convener) *RS*
2. Smt. Ekta *Ekta*
3. Dr. Harsha *Harsha*



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

1. Sh. Joginder Singh (Convener) *Surinder*
2. Sh. Ajmer Singh
3. Smt. Ekta *Ekta*

**25. ELECTRICITY & TELEPHONE BILLS**

1. Sh. Mahender Singh *an*

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

1. Smt. Rajni Saini - (Convener) *KS*
2. Sh. Ajmer Singh *KS*
3. Sh. Vijay Kumar Yadav *VK*
4. Sh. Surender Kumar *De*

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

1. Sh. Joginder Singh - Convener *KS*
2. Sh. Kapil Kumar *KP*
3. Sh. Mohinder Singh *MS*

**28. ANNUAL PRIZE DISTRIBUTION & PREPARE ANNUAL REPORT:**

1. Dr. Raj Kumar (Convener) *KS*
2. Dr. Harsha *KS*
3. Sh. S.R Mittal *SRM*
4. Sh. Karambir Singh ( For Preparation of Annual Report) *KM*

**29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR ALL FUNCTION**

1. Sh. Karambir Singh *KM*
2. Sh. Shiv Kumar *KS*
3. Sh. Anil Kumar *Anil Kumar*
4. Smt. Ekta *Ekta*

**30. GENERAL PURCHASE AND M&S GRANT (ALL ITEMS):**

1. Sh. D.S Lamba (Convener) *KS*
2. Sh. Karambir Singh *KM*
3. Dr. Harsha *KS*
4. Smt. Rajni Saini *KS*

**31. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:**

1. Sh. Devender Singh Lamba (Convener) *KS*
2. Sh. Ajmer Singh *KS*
2. Sh. Mohender Singh *MS*

**32. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN (STAFF AND STUDENTS)**

1. Dr. Harsha (Convener) *KS*
2. Smt. Rajni Saini *KS*
3. Smt. Ekta *KS*

**33. N.S.S. Program Officers:**

1. Smt. Rajni Saini - (Unit-II Girls) *KS*
2. Sh. Kapil Kumar- (Unit-I Boys) *KP*

**34. N.C.C. OFFICER:**

1. Sh. Ajmer Singh *KS*

**35. COURT CASES:**

1. Sh. Vijay Kumar Yadav (Convener) ✓ 12
2. Sh. Anil Kumar Anil Kumar
3. Concerned Member

**36. PRINTING & BINDING:**

1. Sh. S.R Mittal - (Convener) S.R. Mittal
2. Sh. Ajmer Singh Ajmer Singh
3. Sh. Surender Kumar De

**37. COLLEGE MAGAZINE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:**

1. Sh. Joginder Singh (Editor in Chief, English) Joginder Singh
2. Sh. Shamendra Bamel (Planning and Campus News) Shamendra Bamel
2. Sh. Karambir Singh (Editor Sanskrit, Hindi) Karambir Singh
3. Sh. S.R. Mittal - Editor Commerce S.R. Mittal
4. Dr. Harsha - Wall Magazine (Convener) Harsha
3. Dr. Banta Singh Jangra - Editor Science Section Banta Singh Jangra

**38. ALUMNAI ASSOCIATION:**

1. Sh. Shamendra Singh - (Convener) Shamendra Singh
2. Dr. Raj Kumar Raj Kumar
3. Sh. Joginder Singh Joginder Singh
4. Sh. Shiv Kumar Shiv Kumar

**39. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-**

1. Sh. Shamendra Singh - (Convener) Shamendra Singh
- ~~2. Sh. Karambir Singh~~
3. Sh. Vijay Kumar Yadav convener photography
4. Sh. Surender Kumar De

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

1. Sh. Devender Singh Lamba (Convener) Devender Singh Lamba
2. Sh. S.R. Mittal S.R. Mittal
3. All Head of Departments (Members)

**41. SCIENCE EXHIBITION**

1. Dr. Harsha - (Convener) Harsha
2. All Head of Concerned Departments (Members) Harsha

**42. CAREER GUIDANCE & PLACEMENT CELL:**

1. Sh. Karambir Singh - (Convener) Karambir Singh
2. Sh. S.R. Mittal S.R. Mittal
3. Sh. Kapil Kumar Kapil Kumar

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

1. Dr. Raj Kumar - (Convener) Raj Kumar
2. Sh. S.R Mittal S.R. Mittal
3. Dr. Harsha Harsha
4. Dr. Banta Singh Jangra Banta Singh Jangra



**44. UTILIZATION OF O.E. GRANT:**

1. Sh. Karambir Singh - Convener
2. Sh. Surender Kumar
3. Sh. Ajmer Singh

Assisted by Sh. Sunny (Clerk)

**45. ENVIRONMENT STUDIES:**

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

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

1. Sh. Devender Singh Lamba - Convener, Assisted by Sh. Budh Ram, L.A.
2. Dr. Harsha - Arts
3. Sh. S.R. Mittal - Commerce & Science

Assisted by Sh. Yudhvair Singh, L.A.  
Assisted by Sh. Deva Singh, Clerk to all.

**47. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):**

1. Dr. Raj Kumar (Convener)
2. All Regular Teachers, Extension Teachers & Non Teaching Staff

**48. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL AND ANTI-RAGGING COMMITTEE:**

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Shamendra Bamal
3. Sh. S.R. Mittal
4. Sh. Surender Kumar
5. Smt. Ekta

**49. GENERATOR SET & ELECTRICITY BACK-UP:**

1. Sh. Devender Singh Lamba - Convener
2. Sh. Ajmer Singh
3. Sh. Mohinder Singh

**50. ELECTRICITY (REPAIR & MAINTENANCE):**

1. Sh. Joginder Singh - Convener
2. Sh. S.R. Mittal
3. Sh. Ajmer Singh
4. Sh. Mohinder Singh

Assisted by Sh. Yudhveer-LA

**51. DRINKING WATER & R.O. SYSTEM (INSTALLATION AND MANAGEMENT):**

1. Sh. Shamendra Singh - Convener
2. Sh. Ajmer Singh
3. Sh. Mohinder Singh

**52. LEGAL LITERACY CELL:**

1. Sh. Surender Kumar - Convener
2. Sh. Ajmer Singh

**53. UNIVERSITY WORKS ( Students Regn. Return / Practical Award / Sheets Record / University Inspection & Verification):**

1. Sh. Shamendra Singh - (Convener) *[Signature]*
2. Dr. Harsha *[Signature]*
3. Sh. Surender Kumar *[Signature]*
4. Smt. Ekta *[Signature]*

Assisted by Sh. *Sombir Lamba* *[Signature]*

**54. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:**

- All Head of the Depts.

**55. EDU-SAT INCHARGE:**

1. Sh. Anil Kumar *[Signature]*
2. Sh. Mohinder Singh *[Signature]*

**56. R.K. FUND**

1. Sh. Vijay Kumar Yadav *[Signature]*

**57. SPORTS BOARD:**

- Patron - Principal
- Vice President- Sh. Devender Singh Lamba
- Secretary- Smt. Rajni Saini *[Signature]*

**Members:**

- |                           |  |
|---------------------------|--|
| • Basket Ball -           | Dr. RajKumar <i>[Signature]</i>                      |
| • Cricket & Table Tennis- | Sh. Joginder Singh <i>[Signature]</i>                |
| • Badminton & Football--  | Sh. Anil Kumar and Sh. Shiv Kumar <i>[Signature]</i> |
| • Kabaddi & Wrestling-    | Sh. Kapil Kumar <i>[Signature]</i>                   |
| • Kho-Kho & Athletics-    | Smt. Rajni Saini <i>[Signature]</i>                  |
| • Chess -                 | Dr. Banta Singh Jangra <i>[Signature]</i>            |
| • Archery-                | Sh. Vijay Kumar Yadav                                |
| • Girl's Games:           | Smt. Ekta <i>[Signature]</i>                         |

**58. ELECTION VOTER-ID (ELC)/ AADHAR CARD/ BPL /PASSPORT etc.**

1. Sh. Karambir Singh - (Convener) *[Signature]*
2. Sh. Ajmer Singh *[Signature]*
3. Sh. Vijay Kumar Yadav *[Signature]*
4. Sh. Surender Kumar *[Signature]*

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

1. Dr. Harsha - (Convener) *[Signature]*
2. Smt. Ekta *[Signature]*
3. Sh. Anil Kumar (I/c & Office & Establishment)

**60. LAB UPGRADETION GRANT**

1. Dr. Raj Kumar - (convener) *[Signature]*
2. All Heads/In charges of the Subjects *[Signature]*

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

1. Dr. Banta Singh Jangra - (Convener) *[Signature]*
2. Sh. Kapil Kumar *[Signature]*
3. Sh. Vijay Kumar Yadav *[Signature]*

Assisted by : Pardeep Rohila, Comp. Instructor *[Signature]*



**62. LIBRARY GRANT & ID CARDS / Staff ID Cards**

1. Sh. Devender Singh Lamba
2. Sh. S.R Mittal
3. Sh. Surender Kumar

Assisted by : Sanjay Beniwal, LA

**63. BIOMETRIC ATTENDANCE/ RECORD**

1. Sh. Kapil Kumar - (Convener)
2. Sh. Vijay Kumar Yadav

Assisted by Sh. Pardeep Kumar, Comp. Instructor  
Assisted by Sh. Sushma Rani, Comp. Instructor

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

1. Sh. Shamendra Singh
2. Sh. Anil Kumar, Assistant (Office I/c)

**65. MAINTENANCE OF INVERTERS/ POWER BATTERIES AND PURCHASING OF ELECTRICAL ITEMS**

1. Dr. Harsha - (Convener)
2. Smt. Rajni Saini
3. Sh. Mohinder Singh
4. Concerned Dept./Office/ Incharge

Assisted by Sh. Sunny, Clerk  
Sh. Kuldeep- Peon

**66. RED-RIBBON CLUB:**

1. Sh. Anil Kumar - Convener
2. Sh. Vijay Kumar Yadav

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

1. Sh. Anil Kumar

**68. SPOKEN TUTORIAL**

1. Sh. Kapil Kumar
2. Dr. Banta Singh Jangra
3. Sh. Pardeep Kumar
4. Smt. Sushma Rani

**69. SMART CLASS ROOMS**

1. Dr. Banta Singh Jangra (convener)
2. Sh. Kapil Kumar
3. Sh. Anil Kumar

Assisted by- Smt. Sushma Rani (Room No. 38)  
Assisted by- Sh. Pardeep Kumar (Room No. 24)  
Assisted by- Sh. Ravikant (Room No. 02)

Principal

Govt. College, Hansi

**Copy to :**

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

# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI

## DUTY LIST FOR THE SESSION 2018-19

**Dated : 03-07-2018**

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 15-07-2018 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 2018-19. Here follows the list to be noted down by the concerned teachers:

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

**Chairperson: Smt. Savita Mann.**

#### **Members:**

1. Sh. Devender Singh Lamba
2. Sh. Shamendra Singh
3. Dr. Raj Kumar
4. Sh. Joginder Singh

### **1. MENTOR AND TUTORIAL BOARD:**

1. Sh. Shamender Singh (Senior Tutor)
2. Dr. Raj Kumar

### **2. COLLEGE BURSAR:**

1. Sh. Shamendra Singh

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

1. Dr. Harsha (Staff)
2. Dr. Banta Singh Jangra (Social)

### **4. PROCTORIAL BOARD:**

1. Dr. Harsha (Chief Proctor)
2. Sh. Shiv Kumar

### **5. COLLEGE TIME-TABLE, WORK LOAD, SECTION FORMATION & SUBJECT CHANGES**

1. Dr. Raj Kumar – Convener overall and Workload

#### **(a) Time Table :**

1. Mr. Shiv Kumar (B.A.) ( Overall Incharge)
2. Mr. Shiv Rattan Mittal (Commerce)
3. Dr. Harsha (B.Sc)
4. Dr. Banta Singh Jangra (BCA & Computer Science)

#### **(B) Section Formation and Subject Change**

1. Mr. Anil Kumar
2. Mr. Vijay Kumar Yadav



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

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

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

1. Dr. Harsha - (Convener) *[Signature]*
2. Smt. Ekta *[Signature]*  
Dr. *[Signature]*

*Sambir Singh*

Assisted by Sh. Deva Singh, Clerk

**8. ATTESTATION OF UNIV. FORMS & ISSUES CHARACTER CERTIFICATE:**

1. Sh. Shamendra Singh *[Signature]* (B.Com, B.Sc, BCA & M.Com) , Issue of Character Cert. to ALL
2. Sh. Joginder Singh (All BA) *[Signature]*

1. Sh. Sunny

2. Sh. Lokesh *[Signature]*

3. Sh. Sher Singh *[Signature]*

4. Ms. Sonia

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

1. Sh. Shiv Rattan Mittal (Convener) *[Signature]*
2. Sh. Anil Kumar *[Signature]*
3. Sh. Shiv Kumar *[Signature]*

**10. COLLEGE Website & E-Mail NODAL OFFICER:**

1. Dr. Banta Singh Jangra - (Convener) *[Signature]*
2. Sh. Kapil Kumar *[Signature]*
3. Sh. Anil Kumar (Office I/c) *[Signature]*
4. Sh. Lokesh - Daily Update Email & DHE Circulars *[Signature]*

**11. RIGHT TO INFORMATION:**

1. Sh. Devender Singh Lamba (SPIO) *[Signature]*
2. Mr. Surender Kumar (ASPIO) *[Signature]*
3. Sh. Anil Kumar (Office I/C) *[Signature]*

**12. REFRESHMENT COMMITTEE (FOR ALL FUNCTIONS)**

1. Sh. S.R. Mittal (Convener) *[Signature]*
2. Sh. Vijay Kumar Yadav *[Signature]*
3. Smt. Ekta *[Signature]*

*Renu Ranihader*

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

1. Sh. Karambir Singh (Convener) *[Signature]*
2. Sh. Vijay Yadav *[Signature]*
3. Sh. Ajmer Singh *[Signature]*
4. Sh. Sambir Singh *[Signature]*

Assisted by :-

1. Sh. Sunny (Clerk) *[Signature]*

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

1. Dr. Banta Singh Jangra (B.C.) *[Signature]*
2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted by Sh. Subhash Chand, L.A. *[Signature]*
3. Sh. Ajmer Singh (SC, ST) Assisted by Sh. Subhash Chand, L.A. *[Signature]*

**15. INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUBMISSION:**

1. Sh. Shamendra Singh - (Convener) *Sham*
2. Sh. S.R Mittal (B.Com, M.Com, & All Project Reports) *S.R Mittal*
3. Sh. Anil Kumar (B.A, B.Sc, BCA.) *Anil Kumar*  
*Ravinder Kumar*

*Sh. Sanjay Beniwal*  
 Sh. Sanjay Beniwal for uploading

**16. STAGE SECRETARY:**

1. Dr. Raj Kumar *Raj*
2. Sh. Kapil Kumar *Kapil*

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

1. Dr. RajKumar (Convener) *Raj*
2. Dr. Harsha *Harsha*
3. Dr. Banta Singh Jangra (Refresher/Orientation/Seminar etc.) *Banta*
4. Sh. Anil Kumar *Anil Kumar*
5. Sh. Shiv Kumar *Shiv*

**18. BUS PASSES:**

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

Assisted by Sh. Virender Singh, L.A.

**19. WOMEN STUDIES AND DEVELOPMENT CELL:**

1. Smt. Ekta (Convener) *Ekta*
2. Sh. Karambir Singh *Karambir Singh*
3. Sh. Surender Kumar *Surender Kumar*
4. Two Girls Students *Ms. Renu Devi*  
*Ms. Bharti*

**20. ONLINE ADMISSIONS:**

1. Dr. Raj Kumar - (Over All Nodal Officer) *Raj*
2. Dr. Harsha (BA-Ist) *Harsha*
3. Dr. Banta Singh Jangra (B.Sc & BCA) *Banta*
4. Sh. Shiv Rattan (B.Com, M.Com) *Shiv Rattan*

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

1. Sh. Joginder Singh (Co-ordinator) *Joginder*
2. Dr Banta Singh Jangra *Banta*
3. Sh. Surender Kumar *Surender*
4. Sh. Vijay Kumar Yadav *Vijay*
5. Smt. Ekta *Ekta*
6. Sh. Mohinder Singh *Mohinder*  
*Ms. Renu. Santosh*

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

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

**23. EDUCATIONAL TOURS/ TRIPS COMMITTEE:****Boys Tour-**

1. Sh. Karambir Singh - (Convener) *Karambir*
2. Dr. Banta Singh Jangra *Banta*
3. Sh. Kapil Kumar *Kapil*

**Girls Tour-**

1. Smt. Rajni Saini (Convener) *Rajni*
2. Smt. Ekta *Ekta*
3. Dr. Harsha *Harsha*



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

1. Sh. Joginder Singh (Convener) *Surender*
2. Sh. Ajmer Singh *PS*
3. Smt. Ekta *Ekta*

**25. ELECTRICITY & TELEPHONE BILLS**

1. Sh. Mahender Singh *MS*

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

1. Smt. Rajni Saini - (Convener) *MS*
2. Sh. Ajmer Singh *PS*
3. Sh. Vijay Kumar Yadav *Vijay*
4. Sh. Surender Kumar *De*

*Ravinder Kumar  
Amit Kumar  
Babita Chaudhary.*

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

1. Sh. Joginder Singh - Convener *MS*
2. Sh. Kapil Kumar *KP*
3. Sh. Mohinder Singh *MS*

*4. Amit*

**28. ANNUAL PRIZE DISTRIBUTION & PREPARE ANNUAL REPORT:**

1. Dr. Raj Kumar (Convener) *MS*
2. Dr. Harsha *Harsha*
3. Sh. S.R Mittal *SRT*
4. Sh. Karambir Singh ( For Preparation of Annual Report) *MS*

**29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR ALL FUNCTION**

1. Sh. Karambir Singh *MS*
2. Sh. Shiv Kumar *Shiv*
3. Sh. Anil Kumar *Anil Kumar*
4. Smt. Ekta *Ekta*

*Mr. Sambir  
Mrs. Babita  
Ms. Ravinder  
Ms. - Bhateri*

**30. GENERAL PURCHASE AND M&S GRANT (ALL ITEMS):**

1. Sh. D.S Lamba (Convener) *MS*
2. Sh. Karambir Singh *MS*
3. Dr. Harsha *Harsha*
4. Smt. Rajni Saini *MS*

**31. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:**

1. Sh. Devender Singh Lamba (Convener) *MS*
2. Sh. Ajmer Singh *PS*
3. Sh. Mohender Singh *MS*
4. Sh. Amit Kumar *Amit*

**32. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN (STAFF AND STUDENTS)**

1. Dr. Harsha (Convener) *Harsha*
2. Smt. Rajni Saini *MS*
3. Smt. Ekta *Ekta*

**33. N.S.S. Program Officers:**

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

*→ Mrs. Babita Chaudhary  
→ Mr. Amit Kumar*

**34. N.C.C. OFFICER:**

1. Sh. Ajmer Singh *PS*

### 35. COURT CASES:

1. Sh. Vijay Kumar Yadav (Convener) ✓
2. Sh. Anil Kumar
3. Concerned Member

### 36. PRINTING & BINDING:

1. Sh. S.R Mittal - (Convener)
2. Sh. Ajmer Singh
3. Sh. Surender Kumar

### 37. COLLEGE MAGAZINE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:

1. Sh. Joginder Singh (Editor in Chief, English)
2. Sh. Shamendra Bamal (Planning and Campus News)
2. Sh. Karambir Singh (Editor Sanskrit, Hindi)
3. Sh. S.R. Mittal - Editor Commerce
4. Dr. Harsha - Wall Magazine (Convener)
3. Dr. Banta Singh Jangra - Editor Science Section

### 38. ALUMNAI ASSOCIATION:

1. Sh. Shamendra Singh - (Convener)
2. Dr. Raj Kumar
3. Sh. Joginder Singh
4. Sh. Shiv Kumar

### 39. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-

1. Sh. Shamendra Singh - (Convener)
2. Sh. Karambir Singh
3. Sh. Vijay Kumar Yadav
4. Sh. Surender Kumar

### 40. LIBRARY/BOOK BANK ADVISORY COMMITTEE:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. S.R. Mittal
3. All Head of Departments (Members)

### 41. SCIENCE EXHIBITION

1. Dr. Harsha - (Convener)
2. All Head of Concerned Departments (Members)

### 42. CAREER GUIDANCE & PLACEMENT CELL:

1. Sh. Karambir Singh - (Convener)
2. Sh. S.R. Mittal
3. Sh. Kapil Kumar
4. Ravinder Kumar
5. Santosh Devi

### 43. EARN WHILE YOU LEARN SCHEME:

1. Dr. Raj Kumar - (Convener)
2. Sh. S.R Mittal
3. Dr. Harsha
4. Dr. Banta Singh Jangra



#### 44. UTILIZATION OF O.E. GRANT:

1. Sh. Karambir Singh - Convener
2. Sh. Surender Kumar
3. Sh. Ajmer Singh

Assisted by Sh. Sunny (Clerk)

#### 45. ENVIRONMENT STUDIES:

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

#### 46. RECORD OF DEGREES AND SUPERVISION OF DETAILS OF MARKS CARDS (DMC):

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

Assisted by Sh. Yudhvair Singh, L.A  
Assisted by Sh. Deva Singh, Clerk to all.

#### 47. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):

1. Dr. Raj Kumar (Convener)
2. All Regular Teachers, Extension Teachers & Non Teaching Staff

#### 48. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL AND ANTI-RAGGING COMMITTEE:

1. Sh. Devender Singh Lamba (Convener)
2. Sh. Shamendra Bamal
3. Sh. S.R. Mittal
4. Sh. Surender Kumar
5. Smt. Ekta

#### 49. GENERATOR SET & ELECTRICITY BACK-UP:

1. Sh. Devender Singh Lamba - Convener
2. Sh. Ajmer Singh
3. Sh. Mohinder Singh

#### 50. ELECTRICITY (REPAIR & MAINTENANCE):

1. Sh. Joginder Singh - Convener
2. Sh. S.R. Mittal
3. Sh. Ajmer Singh
4. Sh. Mohinder Singh

#### 51. DRINKING WATER & R.O. SYSTEM (INSTALLATION AND MANAGEMENT):

1. Sh. Shamendra Singh - Convener
2. Sh. Ajmer Singh
3. Sh. Mohinder Singh

Assisted by Sh. Yudhveer-LA

#### 52. LEGAL LITERACY CELL:

1. Sh. Surender Kumar - Convener
2. Sh. Ajmer Singh

3. Ravinder Kumar

**53. UNIVERSITY WORKS ( Students Regn. Return / Practical Award / Sheets Record / University Inspection & Verification):**

1. Sh. Shamendra Singh - (Convener) *BS*
2. Dr. Harsha *Harsha*
3. Sh. Surender Kumar *BS*
4. Smt. Ekta *Ekta*

Assisted by Sh. *Sombir* *Sombir*, Clerk

**54. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:**

- All Head of the Depts. *Ekta*

**55. EDU-SAT INCHARGE:**

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

**56. R.K. FUND**

1. Sh. Vijay Kumar Yadav *Vijay*

**57. SPORTS BOARD:**

- Patron - Principal
- Vice President- Sh. Devender Singh Lamba
- Secretary- Smt. Rajni Saini *Vs*

**Members:**

- |                           |   |
|---------------------------|---|
| • Basket Ball -           | Dr. RajKumar <i>KR</i>                              |
| • Cricket & Table Tennis- | Sh. Joginder Singh <i>Joginder Singh</i>            |
| • Badminton & Football- - | Sh. Anil Kumar and Sh. Shiv Kumar <i>Anil Kumar</i> |
| • Kabaddi & Wrestling-    | Sh. Kapil Kumar <i>KP</i>                           |
| • Kho-Kho & Athletics-    | Smt. Rajni Saini <i>Vs</i>                          |
| • Chess -                 | Dr. Banta Singh Jangra <i>B</i>                     |
| • Archery-                | Sh. Vijay Kumar Yadav                               |
| • Girl's Games:           | Smt. Ekta <i>Ekta</i>                               |

**58. ELECTION VOTER-ID (ELC)/ AADHAR CARD/ BPL /PASSPORT etc.**

1. Sh. Karambir Singh - (Convener) *WM* *Mr. Sombir*
2. Sh. Ajmer Singh *AS* *" Amit*
3. Sh. Vijay Kumar Yadav *Vijay* *Mr. Ramesh*
4. Sh. Surender Kumar *BS* *Mr. Santosh*

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

1. Dr. Harsha - (Convener) *Harsha*
2. Smt. Ekta *Ekta* *Mr. Surender Comm.*
3. Sh. Anil Kumar (I/c & Office & Establishment)

**60. LAB UPGRADETION GRANT**

1. Dr. Raj Kumar - (convener) *KR*
2. All Heads/In charges of the Subjects *ASA*

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

1. Dr. Banta Singh Jangra - (Convener) *BS*
2. Sh. Kapil Kumar *KP*
3. Sh. Vijay Kumar Yadav *Vijay*

Assisted by : Pardeep Rohila, Comp. Instructor *Pardeep*



**62. LIBRARY GRANT & ID CARDS / Staff ID Cards**

1. Sh. Devender Singh Lamba
2. Sh. S.R Mittal
3. Sh. Surender Kumar

Assisted by : Sanjay Beniwal, LA

**63. BIOMETRIC ATTENDANCE/ RECORD**

1. Sh. Kapil Kumar - (Convener)
2. Sh. Vijay Kumar Yadav

Assisted by Sh. Pardeep Kumar, Comp. Instructor

Assisted by Sh. Sushma Rani, Comp. Instructor

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

1. Sh. Shamendra Singh
2. Sh. Anil Kumar, Assistant (Office I/c)

**65. MAINTENANCE OF INVERTERS/ POWER BATTERIES AND PURCHASING OF ELECTRICAL ITEMS**

1. Dr. Harsha - (Convener)
2. Smt. Rajni Saini
3. Sh. Mohinder Singh
4. Concerned Dept./Office/ Incharge

Assisted by Sh. Sunny, Clerk  
Sh. Kuldeep- Peon

**66. RED-RIBBON CLUB:**

1. Sh. Anil Kumar - Convener
2. Sh. Vijay Kumar Yadav

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

1. Sh. Anil Kumar

**68. SPOKEN TUTORIAL**

1. Sh. Kapil Kumar
2. Dr. Banta Singh Jangra
3. Sh. Pardeep Kumar
4. Smt. Sushma Rani

**69. SMART CLASS ROOMS**

1. Dr. Banta Singh Jangra (convener)
2. Sh. Kapil Kumar
3. Sh. Anil Kumar

Assisted by- Smt. Sushma Rani (Room No. 38)

Assisted by- Sh. Pardeep Kumar (Room No. 24)

Assisted by- Sh. Ravikant (Room No. 02)

Principal

Govt. College, Hansi

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