## **DUTY LIST FOR THE SESSION 2018-19**

Update on 20/8/18

Dated: 19-07-2018

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

Warvar -

P.G. V.G.

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,	6.BUILDING FUND (CONSTRUCTION, REPAIR, B&R and PUBLIC HEALTH):
	1. Sh. Devender Singh Lamba (Convener)
	2. Sh. Joginder Singh
1 <sub>0</sub> ×	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 (XXXX)  4. Mr. Sandles
	1. Dr. Harsha - (Convener) 4 ph. Sandees
	2. Dr. Ekta gran
	3. Ms. Sanosh Santogh 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 82
	2. Sh. Lokesh
	3. Sh. Sher Singh
	4. Ms. Sonia 2000
	9. INCOME TAX AND PROPERTY RETURN COMMITTEE:
	1. Sh. Shiv Rattan Mittal (Convener)
	2. Sh. Anil Kumar him 2. Mr. Shanesh. Landy
	3. Sh. Shiv Kumar ( ) " Sandeef. Landurg
	10 COLLECE Website & E.M. T.NODAL OFFICERS
	10. COLLEGE Website & E-Mail NODAL OFFICER:  1 Dr. Banta Singh Jangra (Canada )
	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)
	3. Sii. Aiiii Kumar (Office I/C)
	1) DEEDECHMENT COMMITTEE (EOD ALL DUNCTIONS)
	12. REFRESHMENT COMMITTEE (FOR ALL FUNCTIONS)
	1. Sh. S.R. Mittal (Convener)
	2. Ms. Renu Rani Kerula Dhanesh - Dh
	3. Sh. Ravinder 1 Mg Sandeep Junder
	Will Like Will be a second of the second of
	13. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMNT:
	1. Sh. Karambir Singh (Convener)
	2. Sh. Vijay Yadav
	3. Sh. Ajmer Singh And Suman Malik July
	4.Sh. Sombir
	3. Sh. Ajmer Singh And Suman Malik Suman Malik Assisted by:-
	1. Bit bearing (
	14. STIPEND/SCHOLARSHIPS NODAL OFFICERS:
andeep	Kum 71. Dr. Banta Singh Jangra (B.C.) Assisted by Sh. Subhash Chand, L.A.  2. Sh. Joginder Singh (All tyres of Sakalambing/Leans/Stingula) Assisted Sh. Subhash Chand, L.A.
	2. 311. Joginger Singh (All types of Scholarships/Loans/Stipelids) Assisted Singh (All types of Scholarships/Loans/Stipelids)
	Merit and Others)  3. Sin_ Ajmer Singh (SC, ST) Assisted by Sh.Subhash Chand, L.A.
	All Bhatai
	Also Rome to Bhaten Mr. Shangsh in
	Manny /

15. INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUBMISSION:
1. Sh. Shamendra Singh - (Convener)
2 Sh S D Mittal (R Com. M.Com, & All Project Reports)
2. Sh. S.R Mittal (B.Com, M.Com, & All Project Reports)  3. Sh. Ravinder Kumar (B.A, B.Sc, BCA,)
3. Sh. Ravinder Kumar (B.A, B.Sc, BCA,) 4. Ms. Santash  Sh. Sanjay Beniwal for uploading
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/Seminal etc.)
4. Sh. Anil Kumar June
5. Sh. Shiv Kumar China
18. BUS PASSES: Suman Malik Swy & 2. Ms. Bhateri Rhateri  1. Smt. Raini Saini (Convener & I/C Roadways) & 2. Ms. Bhateri Rhateri  2. Sh. Vanil Vumar (I/C Private Buses)
18. BUS PASSES: Suman Malik
1. Smt. Raint Sami (Convener & I/C Road Ways) V 2. Sh. Kapil Kumar (I/C Private Buses)
2. Sh. Kapil Kumar (I/C Filvate Buses) (Assisted by Sh. Virender Singh, L.A.
19. WOMEN STUDIES AND DEVELOPMENT CELL:
1. Dr. Ekta (Convener) white
2. Ms. Renu Rani kum
3. Ms. Bhateri 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 De Mr. Sandles.
1. Sh. Joginder Singh (Co-ordinator)  2. Dr Banta Singh Jangra  3. Sh. Surender Kumar  4. Sh. Vijay Kumar Yaday  Mrs. Shateri
4. Sh. Vijay Kumar Yadav
5. Dr. Ekta Extr
6. Ms. Renu Rani keul
7. Ms. Santosh Devi
o. Sii. Wollinger Singir
22. PREPARATION OF ALL MEETINGS REPORT AT D.H.E AND OTHERS:
1. Dr. Harsha
2. Dr. Banta Singh Jangra 4/

23. EDUCATIONAL TOURS/ TRIPS COMMITTEE.	COM
Boys Tour-	J. 201
1. Sh. Karambir Singh - (Convener)  2. Dr. Banta Singh Jangra	~
2. Dr. Banta Singh Jangra	
3. Sh. Kapil Kumar	
Girls Tour-	
1. Smt. Rajni Saini (Convener)	
2. Dr. Ekta Letter	
2. Dr. Ekta WAR 4. Suman Malik. Jun.  24. INVITATION COMMITTEE FOR ALL FUNCTIONS:	
THIRD CONNITTEE FOR ALL FUNCTIONS	
1. Sh. Joginder Singh (Convener)	0
2. Sh. Ajmer Singh W	Sum
3. Dr. Ekta My. Mr. Suman Mrs. Suman	
25. ELECTRICITY & TELEPHONE BILLS	
1. Sh. Mahender Singh	
26. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES:	
1. Smt. Rajni Saini - (Convener)	
/ Nh Royandan IV	
3. Sh. Amit Kumar	
4 Sh Swand IV	
4. Sh. Surender Kumar	
5. Ms. Babita Chaudhary Robits	
27. KET ALK OF FURNITURE AND OTHER CUMPRY ITEMS	
on sognition Singil - Convener X	
2. Sh. Kapil Kumar	
3. Sh. Amit Kumar - Amid Kumar	4
4. Sh. Mohinder Singh	
28. ANNUAL PRIZE DISTRIBUTION & DRAPARTE	
1. Dr. Raj Kumar (Convener)	
2 Dr. Harcha Al	
3. Sh. S.R Mittal	
A Sh Karambia G' 1 (F. P.	
4. Sh. Karambir Singh (For Preparation of Annual Report)	
29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR A FUNCTION	ATT
	ALL
1. Dr. Ekta with	
2. Sh. Sombir	
3. Ms. Babita Chaudhary Basies (Convener)	
4. Sh. Rayinder Kumar	
15 Mc Rhotori Olas Colla Ollas Collas	+ 11
3. Ms. Babita Chaudhary Babits (Convener)  3. Sh. Ravinder Kumar (M)  4. Ms. Bhateri Bhateri G. Ms. Shanesh (Convener)	Sandul
30. GENERAL PURCHASE AND M&S GRANT (ALL ITEMS):	•
1 Sh D S Lamba (Convene)	
1. Sh. D.S Lamba (Convener)	
2. Sh. Karambir Singh Why	
3. Dr. Harsha	
4. Smt. Rajni Saint 🗸 .	
31. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:	
1. Sh. Devender Singh Lamba (Convener)	
2. Sh. Ajmer Singh	
3. Sh. Amit Kumar - Awit Kumark	
4 Sh Mohanda G' 1 1 1 0	
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 KAR  4. Mrs. Suman Malik.  33. N.S.S. Program Officers: 1. Mrs. Babita Chaudhary (Unit-II Girls) 2. Sh. Amit Kumar - (Unit-I Boys)  34. N.C.C. OFFICER:
34. N.C.C. OFFICER:  1. Sh. Ajmer Singh
1. Sh. Vijay Kumar Yadav (Convener) Ravinder Kumar  2. Sh. Sombia 2. Anit Kumar Anii Kumar  4. Concerned Member
36. PRINTING & BINDING:  1. Sh. S.R Mittal - (Convener)  2. Sh. Ajmer Singh  3. Sh. Surender Kumar  4. " Shanesh
37. COLLEGE MAGAZINE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:  1 Sh. Joginder Singh (Editor in Chief, English) 2. Sh. Shamendra Bamal (Planning and Campus New) 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
1. Sh. Shamendra Singh - (Convener) 2. Sh. Vijay Kumar Yadav Chotography 3. Sh. Surender Kumar
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. Mr. Suman Malik  2. All Head of Concerned Departments (Members)

1 Sh. Karambir Singh - (Convener) (M. 2. Sh. S.R. Mittal Sh. Kapil Kumar & J. Mg. 2 Shandleft & Sandleft & San
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 –  3. Sh. S.R. Mittal — Assisted by Sh. Yudhvir Singh, L.A  4. Ms. Sandleh Assisted by Sh. Sombir, Clerk to all.  47. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):  1. Dr. Raj Kumar (Convener) (1)  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 Salina 4. Sh. Surender Kumar 5. Dr. Ekta Axar Malik
49. GENERATOR SET & ELECTRICITY BACK-UP:  1. Sh. Devender Singh Lamba - Convener  2. Sh. Ajmer Singh Agriculture  3. Sh. Mohinder Singh Math Jandub

	TER & R.O. SYSTEM (INSTALLATION,
MANAGEMENT, REPAIR & MAI	NTENANCE):
1. Sh. Surender - Convener 2. Sh. Aimer Singly Ah	Ble 5 Mr. Dhavesh.
2. Sh. Ajmer Singh 3. Sh. Sombir	
4. Sh. Mohinder Singh	Assisted by Sh. Yudhveer-LA John Sandleh Landuk.  Regn. Return / Practical Award / Sheets Record /
51. LEGAL LITERACY CELL:	
1. Sh. Surender Kumar - Convener	took I take
2, Sh. Ajmer Singh	Mr. Sangles Daning
5. Sh. Kavinder Kumar	Danne Batum / Burgtical Arrand / Shoots Booord /
University Inspection & Verification):	Regn. Return / Practical Award / Sheets Record /
1. Sh. Shamendra Singh - (Conver	ner) (Sul
2. Dr. Harsha	(A)
3. Sh. Surender Kumar	O Legy
4. Dr. Ekta	Samlin
/	Assisted by Sh. Deva Singh, Clerk
53. SUBJECT SOCIETIES & INTER C	OLLEGE COMPETITION:
<ul> <li>All Head of the Depts.</li> </ul>	
•	
54. EDU-SAT INCHARGE:  1. Sh. Anil Kumar	
2. Sh. Mohinder Singh	
55. R.K. FUND  1. Sh. Vijay Kumar Yadav Som	lir &
<ul><li>56. SPORTS BOARD:</li><li>Patron - Principal</li></ul>	
	or Singh Lamba
Vice President- Sh. Devendo     September Smt. Reini 6	
• Secretary- Smt. Rajni S <u>Members:</u>	
Basket Ball -	Dr. RajKumar MG
Cricket & Table Tennis-	Sh. Logindon Singh
Badminton & Football	Sh. Joghider Shigh
	Sii. Anii Kumar and Sn. Sniv Kumar
Kabaddi & Wrestling-  Klasski & Add die  Klass	Sh. Kapil Kumar
Kho-Kho & Athletics-	Smt. Rajni Saini
• Chess –	Dr. Banta Singh Jangra
• Archery-	Sh. Vijay Kumar Yadav
<ul><li>Girl's Games:</li></ul>	Dr. Ekta Axxx
T ELECTION WOMEN IN	WAR GARRANT TO SEE THE
70 ELECTION VOTER-ID (ELC)/ AAD	HAR CARD/ BPL /PASSPORT etc.
	In the helf of Mr. Karamber Spher
2. Sh. Amit Kumar	armax 0
3. Ms. Renu Rani Gunt	
4. Ms. Santosh Devi Santosh	

58. APPOINTMENT THROUGH OUTSOURCING/CONTRACT/DC RATE
1. Dr. Harsha - (Convener)
2 Dr Ekta andt
3. Sh. Anil Kumar (I/c & Office & Establishment)
50 LAR LIBORA DETION OR ANT.
1. Dr. Raj Kumar - (convener)
2. All Heads/In charges of the Subjects
and the state of t
60. CCTV CAMERAS (PURCHASING & INSTALLATION & FOOTAGE)
1. Dr. Banta Singh Jangra - (Convener)
1. Dr. Banta Singh Jangra - (Convener) 2. Sh. Kapil Kumar (Solution of Solution of Solutio
Assisted by: Pardeep Rohila, Comp. Instructor
61. LIBRARY GRANT & ID CARDS / Staff ID Cards
1. Sh. Devender Singh Lamba
2. Sh. S.R Mittal Skill
3. Sh. Surender Kumar
Assisted by: Sanjay Beniwal, LA
62. 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
63. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY GUARDS/ Class IV Employees
1. Sh. Shamendra Singh
2. Sh. Anil Kumar, Assistant (Office I/c)
64. MAINTENANCE OF INVERTERS/ POWER BATTERIES AND PURCHASING OF ELECTRICAL ITEMS
Z311AD
1. Dr. Harsha - (Convener)
2. Smt. Rajni Saini Nr. whavesh
3. Sh. Wollinder Singh
4. Concerned Dept./Office/Incharge
Assisted by Sh. Sunny, Clerk
65. RED-RIBBON CLUB: Sh. Kuldeep- Peon
2. Sh. Vijay Kumar Yadav 3 M. Shanesh
66. POLICE CADET CORPS (PCC)
1. Sh. Anil Kumar Duvel
B) Mills

## 67. SPOKEN TUTORIAL

1. Sh. Kapil Kumar - Convener

- 2. Dr. Banta Singh Jangra Syman Malik
- 3. Sh. Pardeep Kumar (Computer Instructor)
- 4. Smt. Sushma Rani (Computer Instructor)

### 68. SMART CLASS ROOMS

ART CLASS ROOMS
1. Dr. Banta Singh Jangra (convener) Assisted by Smt. Sushma Rani (Room No. 38)

Assisted by- Sh. Pardeep Kumar (Room No. 02) 2. Sh. Kapil Kumar 🌾 🚨

Assisted by- Sh. Sanjay Beniwal (Room No. 204) 3. Sh. Anil Kumar

Assisted by- Sh. Virender (Room No. 24) 4. Sh. Ravinder Kumar (\$\mathcal{S}\)

- Kuldeop, LA 5. Sh. Vijay Kumar Yadav - 2.01 -

6.Mrs. Ekta. - 310 CKM

2 7. Sh. Amit Kumar (Chem.) - 209

8. Ms. Santosh Devi - 305

9. Mrs. Renu Rani Suman Myl

10. Sh. Dhanesh Kumar - 204

Subhash chander, LA (Geog

## 69. INCHARGE OF MULTIPURPOSE HALL

1. Mrs. Suman Lata

2. Mrs. Babita Chaudhary

Govt. College, Hansi

## Copy to:

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

### **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. 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 Ko

### 2. COLLEGE BURSAR:

1. Sh. Shamendra Singh Rule

## 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

7. UNIVERSITY RESULTS/CHECKING OF RESULTS IN ACK
PROFORMA/COLLEGE PASS %AGE/MERIT LIST:
1. Dr. Harsha - (Convener)
2. Smt. Ekta antil Assisted by Sh. Daya Singh Clerk
Assisted by Sil. Deva Singly
8. ATTESTATION OF UNIV. FORMS & ISSUES CHARACTER CERTIFICATE:
1. Sh Shamendra Singh (B.Com, B.Sc, BCA & M.Com), Issue of Character Cert. I
2. Sh. Joginder Singh (All BA)
1. Sh. Sunny
2. Sh. Lokesh Lokesh
3. Sh. Sher Singh
4. Ms. Sonia
9. INCOME TAX AND PROPERTY RETURN COMMITTEE:
1 Sh Shiy Rattan Mittal (Convener)
2. Sh. Anil Kumar Andrews
3. Sh. Shiv Kumar (Dim
2. Sh. Anil Kumar  3. Sh. Shiv Kumar  Anthural
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)
over this realitat (Office I/C)
12. REFRESHMENT COMMITTEE (FOR ALL FUNCTIONS)
1. Sh. S.R. Mittal (Convener)
2. Sh. Vijay Kumar Yadav
3. Smit. Ekta cexte
13. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMNT:
1. Sh. Karambir Singh (Convener)
2. Sh. Vijay Yadav
3. Sh. Ajmer Singh
5 A.3
Assisted by:
1. Sh. Sunny (Clerk)  1. Sh. Sunny (Clerk)  1. Dr. Banta Singh Jangra (B.C.)  2. Sh. Janinda Si. Jangra (B.C.)  Assisted by Sh. Subhash Chandy L.A.
1. Dr. Banta Singh Jangra (R.C.) A spigted by Sh Sylle 1 Cl. 1 1
2. Ch. Lea' 1. G'

2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chandl I

Merit and Others)

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

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

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24. INVITATION COMMITTEE FOR ALL FUNCTIONS:	^
1. Sh. Joginder Singh (Convener)	760
2. Sh. Ajmer Singh 3. Smt. Ekta	
25. ELECTRICITY & TELEPHONE BILLS	
1. Sh. Mahender Singh	
26. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES:	
1. Smt. Rajni Saini - (Convener)	
3. Sh. Vijay Kumar Yadav	
4. Sh. Surender Kumar	
27. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:	
1. Sh. Joginder Singh - Convener	
2. Sh. Kapil Kumar	
3. Sh. Mohinder Singh (28. ANNUAL PRIZE DISTRIBUTION & PRAPARE ANNUAL REPORT:	
1. Dr. Raj Kumar (Convener)	(
2. Dr. Harsha	
3. Sh. S.R Mittain VER (1887)	
4. Sh. Karambir Singh (For Preparation of Annual Report)	
29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR	<u>ALI</u>
1. Sh. Karambir Singh W Quin. 2. Sh. Shiv Kumar 3. Sh. Anil Kumar Ahilumar	
2. Sh. Shiy Kumar	
3. Sh. Anil Kumar Ahilumar	
4. Smt. Ekta 4xtA	
30. GENERAL PURCHASE AND M&S GRANT (ALL ITEMS):  1. Sh. D.S Lamba (Convener)	
2. Sh. Karambir Singh	
3. Dr. Harsha	
3. Dr. Harsha (1) 4. Smt. Rajni Saini (1)	
31. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:  1. Sh. Devender Singh Lamba (Convener)	
2. Sh. Ajmer Singh	
2. Sh. Mohender Singh	
32. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMEN	T
AGAINST WOMEN (STAFF AND STUDENTS)	
1. Dr. Harsha (Convener)	
2. Smt. Rajni Saini 3. Smt. Ekta Lixx	
Di.	
33. N.S.S. Program Officers:	
1. Smt. Rajni Saini - (Unit-II Girls)	
2. Sh. Kapil Kumar- (Unit-I Boys)	
34. N.C.C. OFFICER:	
1. Sh. Ajmer Singh	

35. COURT CASES: 1. Sh. Vijay Kumar Yaday (Convener) 2. Sh. Anil Kumar Shillunal 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 New) 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 4 39. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-1. Sh. Shamendra Singh - (Convener) 3. Sh. Vijay Kumar Yadav consumer Photography 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

## 43. EARN WHILE YOU LEARN SCHEME:

1. Dr. Raj Kumar - (Convener)

2. Sh. S.R Mittal

3. Dr. Harsha

4. Dr. Banta Singh Jangra

			.0
	44. UTILIZATION OF O.E. GRANT:		•
	1. Sh. Karambir Singh - Convener		
	2. Sh. Surender Kumar 3. Sh. Ajmer Singh	Assisted by Sh. Sunny (Clerk)	
	3. Sh. Affilet Shigh	Assisted by Sii. Suiniy (Clerk)	
	45. ENVIRONMENT STUDIES:		
	1. Dr. Raj Kumar - (Regular & Private)		
	2. Mr. Shiv Kumar		
	46. RECORD OF DEGREES AND SUPERVISION	ON OF DETAILS OF MARKS CARDS	
	(DMC).:		
	1. Sh. Devender Singh Lamba – Convener,	Assisted by Sh. Budh Ram, L.A	/
	2. Dr. Harsha – Asts	0	7
		Assisted by Sh. Yudhvir Singh, L.A.	
	ISK	Assisted by Sh. Deva Singh, Clerk to all.	
	47 DISCIPLINE MAINTAIN (EOD ALL DUD)		
	1. Dr. Raj Kumar (Convener)	POSES):	
	2. All Regular Teachers, Extension Teachers	Pr Non Tooching Staff	
	2.7111 Regular Teachers, Extension Teachers	& Non Teaching Staff	
	48. STUDENTS GRIEVANCES & COMPLAIN	TS REDRESSAL AND ANTI-DACCING	
	COMMITTEE:	TO RESORD AND ANTI-RAGOING	
	1. Sh. Devender Singh Lamba (Convener)		
	2. Sh. Shamendra Bamal		
	3. Sh. S.R. Mittal		
	4. Sh. Surender Kumar		
	5. Smt. Ekta		
	40. CENED I TOD OF THE		
	49. GENERATOR SET & ELECTRICITY BAC	K-UP:	
	1. Sh. Devender Singh Lamba - Convener		
	2. Sh. Ajmer Singh		
	3 Sh. Mohinder Singh		
	50 FLECTRICITY (DEPAID & MAINTENIANCE	97.	
Suran	50. ELECTRICITY (REPAIR & MAINTENANC 1. Sh. Joginder Singh - Convener		
01:10	Kumer 2. Sh. S.R Mittal		
SMV	3.Sh. Ajmer Singh		
	4. Sh. Mohinder Singh		
		by Sh. Yudhveer-LA	
	51. DRINKING WATER & R.O. SYSTEM (INST		
	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	Dogn Dat
University Inspection & Verification):	Regn. Return / Practical Award / Sheets Record /
1. Sh. Shamendra Singh - (Conve	ner)
2. Dr. Haisha	net) Sul
3. Sh. Surender Kumar	
4. Smt. Ekta Ackar	c () day
	Assisted by Sh. Deva Singh, Clerk
54. SUBJECT SOCIETIES & INTER (	COLLEGE COMPETITION
in flead of the Debis	SERVICE COMPETITION:
55. EDU-SAT INCHARGE:	
1. Sh. Anil Kumar	
2. Sh. Mohinder Singh	
56. R.K. FUND	
1. Sh. Anil Kumar 2. Sh. Mohinder Singh 56. R.K. FUND 1. Sh. Vijay Kumar Yadav	+
57. SPORTS BOARD:	4
• Patron - Principal	
Vice President CL D	
• Vice President- Sh. Devend	ler Singh Lamba
• Secretary- Smt. Rajni Members:	Saini M
	1.60
Basket Ball -     Giller & Thirty	Dr. RajKumar (15)
Cricket & Table Tennis-	Sh Toginder Singh
Badminton & Football	Sh. Anil Kumar and Sh. Shiv Kumar
<ul> <li>Kabaddi &amp; Wrestling-</li> </ul>	Sh. Kapil Kumar
<ul> <li>Kho-Kho &amp; Athletics-</li> </ul>	Smt. Rajni Saini 💢
• Chess –	Dr. Banta Singh Jangra
<ul> <li>Archery-</li> </ul>	Sh. Vijay Kumar Yadav •
<ul><li>Girl's Games:</li></ul>	Smt. Ekta
58. ELECTION VOTER-ID (ELC)/ AAI	
1. Sh. Karambir Singh - (Convene	ir) KM
2. Sh. Ajmer Singh	
3. Sh. Vijay Kumar Yaday	
3. Sh. Vijay Kumar Yadav 4. Sh. Surender Kumar	•
59. APPOINTMENT THROUGH OUTS	OURCING/CONTRACT/DC RATE
1. Dr. Harsha - (Convener)	
	111 1 0
3. Sh. Anil Kumar (I/c & Office & F	stablishment)
1. Dr. Raj Kumar - (convener)	$\mathfrak{N}$
1. Dr. Raj Kumar - (convener) N	to A
2. All Heads/In charges of the Subjection	cis (Car)
61. CCTV CAMERAS (PURCHASING &	(INSTALLATION, & POOTAGE)
1. Dr. Banta Singh Jangra - (Conver	
2. Sh. Kapil Kumar	
3. Sh. Vijay Kumar Yadav	d by: Pardeep Rohila, Comp. Instructor
Assiste	a by Faraeep Rollia, Comp. Histractor 11000

	Ó
62. LIBRARY GRANT & ID CARDS / Staff ID Cards	Ò
1. Sh. Devender Singh Lamba	51.
	45
2. Sh. S.R Mittal  3. Sh. Surender Kumar	
Assisted by Sanjay Benjiyal I A	
93. BIOMETRIC ATTENDANCE/ RECORD	
1. Sh. Kapil Kumar - (Convener)	
2. Sh. Vijay Kumar Yadav	
Assisted by Sh. Pardeep Kumar, Comp. Instructor	
Assisted by Sh. Sydhama D C.	
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	
ELECTRICAL ITEMS  OF  OF  THE STATE OF  THE	
1. Dr. Harsha - (Convener)	
2. Smt. Rajni Saini	
3. Sh. Mohinder Singh	
4. Concerned Dept./Office/ Incharge	
Assisted by Sh. Sunny, Clerk	
66. RED-RIBBON CLUB: Sh. Kuldeep- Peon	
1. Sh. Anil Kumar - Convener	
2. Sh. Vijay Kumar Yaday	
67. POLICE CADET CORPS (PCC)	
1. Sh. Anil Kumar A. Wh. and	
SO. STOKEN TUTORIAL	
1. Sh. Kapil Kumar	
2. Dr. Banta Singh Jangra	
3. Sh. Pardeep Kumar	
4. Smt. Sushma Rani 69. SMART CLASS ROOMS	
1 Dr. Donte C. 1 x	
	Ms
2 Ch. A. 11 IV	16
Award oy Sii. Ravikant (Room No. 02)	
Sayay. Aleni-	
1 1 2 2	

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

## **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 Singly

## 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



1. Sh. Devender Singh Lamba (Convener) (1.8h. Devender Singh Lamba (1.8h. Devender Singh (1.8h. Devender Singh (1.8h. Devender Singh (1.8h. Devender Singh (1
2. Sil. Devender Shigh Lamba (Convener) (1 1)
2. Sh. Joginder Singh
3. Sh. Karambir Singh
4. Smt. Rajni Saini Vis
THE HIRITARY WAS ASSESSED.
7. UNIVERSITY RESULTS/CHECKING OF RESULTS IN ACR
AND FORMACOLLEGE PASS %AGE/MERIT LIST.
1. Dr. Harsha - (Convener)
2. Smit. Ekta This
Assisted by Sh. Deva Singh, Clerk
Assisted by Sh. Deva Singh, Clerk  1. Sh Shamendra Singh Assisted by Sh. Deva Singh, Clerk  1. Sh Shamendra Singh Assisted by Sh. Deva Singh, Clerk
2 Cl. J. St. D.Sc, BCA & M. Com) Issue of Character Cont. +
1. Sh. Sunny
2. Sh. Lokesh with
3. Sh. Sher Singh July
4. Ms. Sonia 1. Sh. Shiy Rattan Mittal (Co.
1. Sh. Shiv Rattan Mittal (Convener)
2. Sh. Anil Kumar On Dungl
2. Sh. Anil Kumar Archimal 3. Sh. Shiv Kumar Archimal
Tallial Chamber
10. COLLEGE Website & E-Mail NODAL OFFICER:
1. Dr. Banta Singh Jangra - (Convener)
2. Sh. Kapil Kumar
3. Sh. Anil Kumar (Office I/a)
4. Sh. Lokesh - Daily Undeta Francisco A.
4. Sh. Lokesh - Daily Update Email & DHE Circulars William 11. RIGHT TO INFORMATION:
1. Sh. Devender Singh Lamba (SPIO)
2. Mr. Surender Kumar (ASDIO)
2. Mr. Surender Kumar (ASPIO) 3. Sh. Anil Kumar (Office I/C)
Trainer (Office I/C)
12. REFRESHMENT COMMITTEE CEOP AND THE
1. Sh. S.R. Mittal (Convener)
2. Sh. Vijay Kumar Yadav
3. Smt. Ekta Lext
13. MIKE, TENT AND SHAMIANA WUTTER OF A STREET
1. Sh. Karambir Singh (Convener)
2. Sh. Vijay Yadav
3. Sh. Ajmer Singh
Assisted by :-
1. Sh. Sunny (Clerk)
1. Dr. Banta Singh Jangra (P. C. A.)
2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chandy L.A.  Merit and Others)  3. Sh. Aimer Singh (Mark Chandy L.A.)
Scholarships/Loans/Stipends) Assisted Ch. C. L.
3. Sh. Ajmer Singh (SC, ST) Assisted by Sh Subbook Cl
3. Sh. Ajmer Singh (SC, ST) Assisted by Sh. Subhash Chand L.A.

15 INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUPMISSION.
15. INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUBMISSION:  1. Sh. Shamendra Singh - (Convener)
2. Sh. S.R Mittal (B.Com, M.Com, & All Project Reports) (580)
3. Sh. Anil Kumar (B.A, B.Sc, BCA,) She Qurat
3. Sh. Anil Kumar (B.A, B.Sc, BCA,) Shi Qumai
Sh. Sanjay Beniwal for uploading
16. STAGE SECRETARY:  1. Dr. Raj Kumar (1)
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 Singli Jangra (Refresher/Orientation/Seminar etc.)
4. Sh. Anil Kumar Quillunae
5. Sh. Shiv Kumar Dis
10 DUC DACCEC.
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. Smt. Ekta (Convener) CLATA
2. Sh. Karambir Singh
3. Sh. Surender Kumar
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)
1. Dr. Rai Kumar - (Over All Nodal Officer)
2. Dr. Harsha (BA-Ist)) (P) 3. Dr. Banta Singh Jangra (B.Sc & BCA)
3. Dr. Banta Singh Jangra (B.Sc & BCA)
1 Ch Chiv Rattan (R Com M Com) (Som)
21. CULTURAL ACTIVITIES & MAINTENANCE OF TROTALES.
1. Sh. Joginder Singh (Co-ordinator)
2. Dr Banta Singh Jangra
3. Sh. Surender Kumar
4. Sh. Vijay Kumar Yadav
5. Smt. Ekta Likti
1 00 1
6. Sh. Mohinder Singh  22. PREPARATION OF ALL MEETINGS REPORT AT D.H.E AND OTHERS:
1. Dr. Harsha
2 Dr. Donto Singh langra V
23. EDUCATIONAL TOURS/ TRIPS COMMITTEE:
Boys Tour-
Boys Tour-  1. Sh. Karambir Singh - (Convener)  2. Dr. Banta Singh Jangra
2. Dr. Banta Singh Jangra
3. Sh. Kapil Kumar
Girls Tour-  1. Smt. Rajni Saini (Convener)
2. Smt. Ekta
3. Dr. Harsha
J. DI. Harsan V

• • • • • • • • • • • • • • • • • • • •	
24. INVITATION COMMITTEE FOR ALL FUNCTIONS:	
1. Sh. Joginder Singh (Convener) Swandy	
2. Sh. Ajmer Singh	
3. Smt. Ekta (25 FI FCTPICITY) & The second	
25. ELECTRICITY & TELEPHONE BILLS  1. Sh. Mahender Singh	
26. COLLEGE PROPERTY INC.	
26. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREE  1. Smt. Rajni Saini - (Convener)	<u>S:</u>
2. Sh. Ajmer Singh	
3. Sh. Vijay Kumar Yaday	
4. Sh. Surender Kumar	
27. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:  1. Sh. Joginder Singh - Converge	
1. Sh. Joginder Singh - Convener	
2. Sh. Kapil Kumar	
3. Sh. Mohinder Singh X	
28. ANNUAL PRIZE DISTRIBUTIONS PROPERTY	
28. ANNUAL PRIZE DISTRIBUTION & PRAPARE ANNUAL REPORT:	; 0
2. Dr. Harsha 3. Sh. S.R Mittal	
3. Sh. S.R Mittail	
4. Sh. Karambir Single (D. D.	
29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND	
29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION F	OR ALL
1. Sh. Karambir Singh W Co.	
2. Sh. Shiv Kumar	
3. Sh. Anil Kumar (Ahilumar	
4. Smt. Ekta GXXA	
30. GENERAL DUDCHAGE	
1. Sh. D.S Lamba (Convener) (SS) (ALL ITEMS):	
1. Sh. D.S Lamba (Convener) (ALL ITEMS): 2. Sh. Karambir Singh	
3. Dr. Harsha	
4. Smt. Rajni Saini	
1. Sh. Devender Singh Lamba (Convener) (CONVENER):	
1. Sh. Devender Singh Lamba (Convener)	
2. Sh. Ajmer Singh	
2. Sh. Mohender Singh	
32. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSI	
AGAINST WOMEN (STAFF AND STUDENTS)	MENT
1. Dr. Harsha (Convener)	
2. Smt. Raini Saini 🔥 📉	
3. Smt. Ekta Lixxx	
33. N.S.S. Program Officers:	
1. Smt. Rajni Saini - (Unit-II Girls)	,
2. Sh. Kapil Kumar- (Unit-I Boys)	
34. N.C.C. OFFICER:	
1. Sh. Ajmer Singh	
- Africa Binging	

35. COURT CASES:
1. Sh. Vijay Kumar Yaday (Convener)
2. Sh. Anii Kumar (Ali Rimat
3. Concerned Member
36. PRINTING & BINDING:
1. Sh. S.R Mittal - (Convener)
2. Sti. Affiler Singh (1)
3. Sh. Surender Kumar
37. COLLEGE MAGAZINE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:  1 Sh. Joginder Singh (Editor in Chief, English)
1 Sh. Joginder Singh (Editor in Chief, English)
2. Sh. Shamendra Bamal (Planning and Community)
2. Sh. Kalamon Singh (Editor Sangkrit Hind) 44
J. on. O.R. Willar - Editor Commerce
4. DI. 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 Cin.
20 DHOTOCD A DVIV DVIDE COM
39. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-
1. Sh. Shamendra Singh - (Convener)
3. Sh. Vijay Kumar Yadav consumer Photography
4. Sh. Surender Kumar
Wall Salender Ruman BX
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

## 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) M	3)
	2. Mr. Shiv Kumar	
	AC RECORD OF	
	46. RECORD OF DEGREES AND SUPERVISI	ON OF DETAILS OF MARKS CARDS
	VCX.	As
	1. Sh. Devender Singh Lamba – Convener, 2. Dr. Harsha – Asta (1)	Assisted by Sh. Budh Ram, L.A
	3. Sh. S.R. Mittal - Commence & Science	0.4
	TERUS - COMMINGEN STATE OF THE PROPERTY OF THE	Assisted by Sh. Yudhvir Singh, L.A. Joseph
		Assisted by Sh. Deva Singh, Clerk to all.
	47. DISCIPLINE MAINTAIN (FOR ALL PUR	POCES.
	1. Di. Kaj Kumar (Convener) N/(6)	
	2. All Regular Teachers, Extension Teacher	S & Non Teaching Stoff
	48. STUDENTS GRIEVANCES & COMPLAIN COMMITTEE:	NTS REDRESSAL AND ANTI-RACCING
	1. Sh. Devender Singh Lamba (Convener)	at the same of the
	2. Sh. Shamendra Bamal	
	3. Sh. S.R. Mittal	
	4. Sh. Surender Kumar	
	5. Smt. Ekta	
	49. GENERATOR SET & ELECTRICITY BAC	OV
	1. Sh. Devender Singh Lamba - Convener	K-UP:
	2. Sh. Ajmer Singh	A state of the sta
	3. Sh. Mohinder Singh	
	Water and	
	50. ELECTRICITY (REPAIR & MAINTENAN	CF).
wen	Daniel Oction of	310
Shiv	Kuma 2. St. S. R. Mittal BRILL .	
	3.Sh. Ajmer Singh	
	4. Sh. Mohinder Singh	
	Assiste	ed by Sh. Yudhveer-LA
	SI. DRINKING WATER & R.O. SYSTEM (INC.)	TALLATION AND MANAGEMENT).
	Convener	La Control of the Con
	2. Sh. Ajmer Singh	
	3. Sh. Mohinder Singh	
	52. LEGAL LITERACY CELL:	
	1. Sh. Surender Kumar - Convener	
	2. Sh. Ajmer Singh	
	R D	

53. UNIVERSITY WORKS (Students Regn. Return / Practical Award / Sheets Record /
University Inspection & Verification):  1. Sh. Shamendra Singh - (Convener)
2 Dr. Harsha
4. Smt. Ekta ackt
4. Smt. Ekta Assisted by Sh. Deva Singh, Clerk  54. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:
• All Head of the Depts.
55 EDILSAT INCHARGE:
1. Sh. Anil Kumar (AliQuna)
1. Sh. Anil Kumar 2. Sh. Mohinder Singh  56. R.K. FUND
56. R.K. FUND  1. Sh. Vijay Kumar Yadav
1. On. Vijay Kantar Tadav V
57. SPORTS BOARD:
<ul> <li>Patron - Principal</li> <li>Vice President- Sh. Devender Singh Lamba</li> </ul>
<ul> <li>Secretary-</li> <li>Smt. Rajni Saini</li> </ul>
Basket Ball - Dr. RajKumar \( \)
• Cricket & Table Tennis- • Badminton & Football  Sh. Joginder Singh  Sh. Anil Kumar and Sh. Shiv Kumar
• Kabaddi & Wrestling- Sh. Kapil Kumar
<ul> <li>Kho-Kho &amp; Athletics-</li> <li>Chess –</li> <li>Smt. Rajni Saini V</li> <li>Dr. Banta Singh Jangra</li> </ul>
Archery-     Sh. Vijay Kumar Yadav
• Girl's Games: Smt. Ekta Ekth
58. ELECTION VOTER-ID (ELC)/ AADHAR CARD/ BPL /PASSPORT etc.
1. Sh. Karambir Singh - (Convener)
a Cl Aiman Cinch d. C
3. Sh. Vijay Kumar Yadav
<ol> <li>Sh. Ajmer Singhyo</li> <li>Sh. Vijay Kumar Yadav</li> <li>Sh. Surender Kumar</li> </ol>
59. APPOINTMENT THROUGH OUTSOURCING/CONTRACT/DC RATE
1 Dr Harsha - (Convener)
1. Dr. Harsha - (Convener)  2. Smt. Ekta CXXXX a Office & Establishment)
2. Smt. Ekta 284 (I/c & Office & Establishment) 3. Sh. Anil Kumar (I/c & Office & Establishment)
1. Dr. Raj Kumar - (convener)  1. Dr. Raj Kumar - (convener)
1. Dr. Raj Kumar - (convener) 1. 2. All Heads/In charges of the Subjects 2. All Heads/In charges of the Subjects 2. DISTALL ATION & FOOTAGE)
2. All Heads III of the Council of t
61. CCTV CAMERAS (PURCHASING & INSTALLATION & FOOTAGE)
1. Dr. Banta Singh Jangta
2. Sh. Kapil Kumar Yadav  3. Sh. Vijay Kumar Yadav  7. Sh. Vijay Kumar Yadav  7. Sh. Vijay Kumar Yadav
3. Sh. Vijay Kumai 1 addit Kegisted by : Pardeep Rohila, Comp. instructor (1)000 V

62. LIBRARY GRANT & ID CARDS / Staff ID Cards	7	
1 Ch Davianday Cinals Lamba	¥2	$\mathbf{O}F$
2. Sh. S.R Mittal Salut Annua		
3 Sh Swandan Kanana Ala		
3. Sh. Surender Kumar Assisted by: Sanjay Beniwal, LA		
63. BIOMETRIC ATTENDANCE/ RECORD		
1. Sh. Kapil Kumar - (Convener)		
2. Sh. Vijay Kumar Yadav		lege
Assisted by Sh. Pardeep Kumar, Comp. Instructor		or
Assisted by Sh. Sushma Rani, Comp. Instructor		
64. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY GUARDS/ Class IV		
Employees		
1. Sh. Shamendra Singh		
2 Sh Anil Kumon Assist 100 cc 21 North		
2. Sh. Anil Kumar, Assistant (Office I/c)		
65. MAINTENANCE OF INVERTERS/ POWER BATTERIES AND PURCHASING	OF	
ELECTRICAL ITEMS	<u>Or</u>	
1. Dr. Harsha - (Convener)		
2 Smt Pairi C: La		
2. Smt. Rajni Saini		
3. Sh. Mohinder Singh		
4. Concerned Dept./Office/Incharge	•	
Assisted by Sh. Sunny, Clerk		
Ch. Waldard D. 2007		
66. RED-RIBBON CLUB: Sh. Kuldeep- Peon		
1. Sh. Anil Kumar - Convener Children		
2. Sh. Vijay Kumar Yadav		
67. POLICE CADET CORPS (PCC)		
1. Sh. Anil Kumar Shikumor		
68. SPOKEN TUTORIAL		
1. Sh. Kapil Kumar		
2. Dr. Banta Singh Jangra		
2. Sh. Dardoon V		
3. Sh. Pardeep Kumar		
4. Smt. Sushma Rani		
69. SMART CLASS ROOMS		
1. Dr. Banta Singh Jangra (convener) Assisted by Smt. Sushma Rani (Room No. 38	or (.M	2
	5)	10
2 31 1 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	4)(1)~ 6	ì
Sh. Harman (Room No. 02)	maniw-	1
Say of Keniwal	02	
. Add 70		
Teval 1/8		
Principal		
Cout College		
Conv. to : Govt. College, Hansi		
Copy to:		
1. College Bursar		
2. Office Incharge		
3. Fund Clerk		

4. Bill Clerk

5. Establishment Incharge6. Staff & Students Notice Board7. College Website Incharge

## **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) (Social)

2. Dr. Banta Singh Jangra

## 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.
4. Smt. Rajni Saini V
7. UNIVERSITY RESULTS/CHECKING OF RESULTS IN ACR
PROFORMA/COLLEGE PASS %AGE/MERIT LIST:  1. Dr. Harsha - (Convener)
2. Smt. Ekta Ekth Somber Singh
THE WAY OF UNIV. RURMS & ICCHEC CITAD A COURT CONTROL OF THE PROPERTY OF THE P
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
9. INCOME TAX AND PROPERTY RETURN COMMITTEE:
2 Chairman (Convener) FSK (14
2. Sh. Anil Kumar Chillemal 3. Sh. Shiv Kumar Chillemal
10. COLLEGE Website & E-Mail NODAL OFFICER:
Danta Shigh Jangra - (Convener)
2. Sii. Kapii Kumar (2)
3. Sh. Anil Kumar (Office I/c) 4. Sh. Lokesh - Daily Undata Francisco A.
4. Sh. Lokesh - Daily Update Email & DHE Circulars 11. RIGHT TO INFORMATION:
1. Sh. Devender Singh Lamba (SPIO)
2. Mr. Surender Kumar (ASPIO) ( b h
3. Sh. Anil Kumar (Office I/C)
1. Sh. S.R. Mittal (Convener) (SQUITE STATE OF S
1. Sh. S.R. Mittal (Convener) Selut Rowhells
2. Sh. Vijay Kumar Yadav Sh. Ekta axth
13. MIKE TENT AND SHANKANA
1. Sh. Karambir Singh (Convener)
2. Sh. Vijay Yadav  3. Sh. Ajmer Singh  4. Soulir Singh
3. Sh. Ajmer Singh
Assisted by:-
1. Sh. Sunny (Clerk)
1. Dr. Banta Singh Jangra (D. C. A)
2. Sh. Joginder Singh (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chand, L.A.  Merit and Others)  3. Sh. Aimer Singh (B.C.) (P.Assisted by Sh. Subhash Chand, L.A.  Merit and Others)
Merit and Others)  Merit and Others)  Assisted Sh. Subhash Chand, L.A.
3. Sh. Ajmer Singh (SC, ST) Assisted by Sh.Subhash Chand, L.A.

13. INTERNAL ASSESSMENT PREPARATION / UPLOADING & SUBMISSION:
1. Sh. Shamendra Singh - (Convener)
2. Sh. S.R Mittal (B.Com, M.Com, & All Project Reports) (52(1))
1 1 1
3. Sh. Anil Kumar (B.A, B.Sc, BCA,) Phileman
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 Singli Jangra (Refresher/Orientation/Seminar etc.)
4. Sh. Anil Kumar Willumae
5. Sh. Shiv Kumar Din
#7-
18. BUS PASSES:
1. Smt. Rajni Saini (Convener & I/C Roadways)
2 Sh. Kanil Kumar (I/C Private Buses)
Assisted by Sh. Virender Singn, L.A.
19. WOMEN STUDIES AND DEVELOPMENT CELL:
1 Cmt Elta (Convener) / Kth
2 Shot grampir Singh WMC P. 444 Devl
3. Sh. Surender Kumar Sly Bhateri
4. Two Girls Students
4. Two Girls Students  20. ONLINE ADMISSIONS:  1. Dr. Raj Kumar - (Over All Nodal Officer)  2. Dr. Harsha (BA-Ist)  (P. So. & BCA)
1. Dr. Raj Kumar - (Qver All Nodal Officer) W
2. Dr. Harsha (BA-Ist) \\ O^{-1}
3 Dr. Banta Singh Jangra (B.SC & DCA) , ~ 9
4 Sh Shiy Rattan (B.Com, M.Com) (Security)
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 N. Low Contash 5. Smt. Ekta ( ) Ms. Row Contash
5. Smit. Ekta Lixty. 9 Ms. Roug.
6. Sh. Mohinder Singh
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
1. Sh. Karambir Singh - (Convener) (Convener)
L. DI. Duning
3. Sh. Kapil Kumar
Girls Tour-
1. Smt. Rajni Saini (Convener)
2. Smt. Ekta ACO
3. Dr. Harsha

TOP ALL FUNCTIONS:
24. INVITATION COMMITTEE FOR ALL FUNCTIONS:
1 Sh. Hoghider Singh Conf.
2. Sp. Ajmer Snigh
2 Cont Elda / KM
25. ELECTRICITY & TELEPHONE BILLS
1. Sh. Mahender Singh  26. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES:
26. COLLEGE PROPERTY INCLUDING BOTTOM CO.
1. Smt. Rajni Saini - (Convener) Re
2. Sh. Ajmer Singh Rayhall Ruman
2. Sh. Ajmer Singh Rayhely Kumal 3. Sh. Vijay Kumar Yadav 4. Sh. Surender Kumar
27. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:
1. Sh. Joginder Singh - Convener
2. Sh. Kapil Kumar & Amit
3. Sh. Mohinder Singh
28. ANNUAL PRIZE DISTRIBUTION & PRAPARE ANNUAL REPORT:
1. Dr. Raj Kumar (Convener)
2. Dr. Harsha Agam
3. Sh. S.R Mittar VERTUA
4. Sh. Karambir Singh (For Preparation of Annual Report)
29. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR AL
FUNCTION
1. Sh. Karambir Singh W Qin Mr. Sombis 2. Sh. Shiv Kumar Andurnar My. Balita 3. Sh. Anil Kumar Andurnar My. Balita 4. Smt. Elita
2. Sh. Shiv Kumar new Rolite
3. Sh. Anil Kumar (Shillumar)
4. Smt. Ekta gyth
U7. "
30. GENERAL PURCHASE AND M&S GRANT (ALL ITEMS):
1. Sh. D.S Lamba (Convener)
2. Sh. Karambir Şingh
3. Dr. Harsha
4. Smt. Rajni Saini W
31. COLLECT DISDENSARY HEALTH DUNING THE
31. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND:
1. Sh. Devender Singh Lamba (Convener)
2. Sh. Ajmer Singh
2. Sh. Mohender Singh XV. St. Amit Kumar
22 COMMITTEE FOR PROTECTION
32. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN (STAFF AND STUDENTS)
1. Dr. Harsha (Convener)
2. Smt. Rajni Saini 18. VV
3. Bint. Ekia ACAN
33. N.S.S. Program Off
33. N.S.S. Program Officers:
25h Varil Vanil Va
1. Smt. Rajni Saini - (Unit-II Girls) 1. Smt. Rajni Saini - (Unit-II Girls) 1. Smt. Rajni Saini - (Unit-II Boys) Smt. Rajni Kumar - (Unit-I Boys) Smt. Amit Kumar
34. N.C.C. OFFICER:
1. Sh. Ajmer Singh

35. COURT CASES:  1. Sh. Vijay Kumar Yaday (Convener)  2. Sh. Anil Kumar  3. Concerned Member
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
1. Sh. Shamendra Singh - (Convener) 2. Sh. Karambir Singh 3. Sh. Vijay Kumar Yadav convener Photography 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) Extra  41. SCIENCE EXHIBITION  1. Dr. Harsha - (Convener)  2. All Head of Concerned Departments (Members)
1 Sh. Karambir Singh - (Convener) Khul 2. Sh. S.R. Mittal 3. Sh. Kapil Kumar Kumar Sand 5. Santosh Davi
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  1. Sh. Devender Singh Lamba – Convener, Assisted by Sh. Budh Ram, L.A  2. Dr. Harsha – Assisted by Sh. Budh Ram, L.A
3. Sh. S.R. Mittal—Common Color Assisted by Sh. Yudhvir Singh, L.A Hof Assisted by Sh. Deva Singh, Clerk to all.  47. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):  1. Dr. Raj Kumar (Convener) (19)
2. All Regular Teachers, Extension Teachers & Non Teaching Staff  48. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL AND ANTI-RAGGING  1. Sh. Devender Singh Lamba (Convener)
3. Sh. S.R. Mittal 4. Sh. Surender Kumar 5. Smt. Ekta
1. Sh. Devender Singh Lamba - Convener 2. Sh. Ajmer Singh 3. Sh. Mohinder Singh Water and
50. ELECTRICITY (REPAIR & MAINTENANCE):  1. Sh. Joginder Singh - Convener  1. Sh. Singh - Convener  1. Sh. Ajmer Singh - Convener  1. Sh. Ajmer Singh - Convener  1. Sh. Ajmer Singh - Convener
4. Sh. Mohinder Singh  Assisted by Sh. Yudhveer-LA  1. Sh. Shamendra Singh  2. Sh. Ajmer Singh  Assisted by Sh. Yudhveer-LA  1. Sh. Shamendra Singh  2. Sh. Ajmer Singh  3. Sh. Ajmer Singh
3. Sh. Mohinder Singh 52. LEGAL LITERACY CELL:  1. Sh. Surender Kumar - Convener  2. Sh. Ajmer Singh
3. Rayhder Kumar

4. UNIVERSITY WORKS (Students R	egn. Return / Practical Award / Sheets Record /
1. Sh. Shamendra Singh - (Convene	
2. Dr. Harsha	er) (72.1)
3. Sh. Surender Kumar	
4. Smt. Ekta ack A	Assisted by Sh. Deva Singh, Clerk
54. SUBJECT SOCIETIES & INTER CO	OLLEGE COMPETITION.
<ul> <li>All Head of the Depts.</li> </ul>	AM.
55. EDU-SAT INCHARGE:  1. Sh. Anil Kumar	
2. Sh. Mohinder Singh	
56. R.K. FUND  1. Sh. Vijay Kumar Yadav	·
<ul><li>57. SPORTS BOARD:</li><li>Patron - Principal</li></ul>	
<ul> <li>Vice President- Sh. Devende</li> </ul>	er Singh Lamba
• Secretary- Smt. Rajni S	
Members:	Dr. RajKumar (15)
<ul><li>Basket Ball -</li><li>Cricket &amp; Table Tennis-</li></ul>	
Badminton & Football-	Sh. Joginder Singh Sh. Anil Kumar and Sh. Shiv Kumar
<ul> <li>Kabaddi &amp; Wrestling-</li> </ul>	Sh. Kapil Kumar
Kho-Kho & Athletics-	Smt. Rajni Saini
<ul><li>Chess –</li><li>Archery-</li></ul>	Dr. Banta Singh Jangra (Sh. Vijay Kumar Yadav
• Girl's Games:	Smt. Ekta Ext
58. ELECTION VOTER-ID (ELC)/ AAI  1. Sh. Karambir Singh, (Convene	er) KM Mr. Smule 15
2. Sh. Ajmer Singh	" Amit
3. Sh. Vijay Kumar Yadav	Mas Roul /
2. Sh. Ajmer Singh 3. Sh. Vijay Kumar Yadav 4. Sh. Surender Kumar	saulas"
50 ADDOINTMENT THROUGH OUTS	SOURCING/CONTRACT/DC RATE
1. Dr. Harsha - (Convener)  2. Smt. Ekta	1/2 Comm.
2. Smt. Ekta CX 17 3. Sh. Anil Kumar (I/c & Office & I	Establishment)
1. Dr. Raj Kumar - (convener)	D-
1. Dr. Raj Kumar - (convener) N	ects ASI
Z. All Houds/III office general	
CONVICAMEDAS (PURCHASING	& INSTALLATION & FOOTAGE)
1 Dr. Banta Singh Jangra - (Conve	ener) DC
2 Ch Kapil Kumar	
3. Sh. Vijay Kumar Tadav Assis	ted by: Pardeep Rohila, Comp. Instructor

62. LIBRARY GRANT & ID CARDS / Staff ID Cards	
1. Sh. Devender Singh Lamba	
2. Sh. S.R Mittal 53 11 2 3. Sh. Surender Kumar	4
Assisted by : Sanjay Beniwal, LA	
63. BIOMETRIC ATTENDANCE/ RECORD	
1. Sh. Kapil Kumar - (Convener)	
2. Sh. Vijay Kumar Yaday	
Assisted by Sh. Pardeep Kumar, Comp. Instructor Assisted by Sh. Sushma Rani, Comp. Instructor	
64. SUPERVISION DUTY OF CHOWKIDAR/ SECURITY CHARDS/ 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	
A L	
1. Dr. Harsha - (Convener)	
3. Sh. Mohinder Singh No.	
4. Concerned Dept./Office/ Incharge	
Assisted by Sh. Sunny, Clerk	
66. RED-RIBBON CLUB: Sh. Kuldeep- Peon	
1. Sh. Anil Kumar - Convener	
2. Sh. Vijay Kumar Yadav	
67. POLICE CADET CORPS (PCC)	
1. Sh. Anil Kumar Ahi Dunar	
68. SPOKEN TUTORIAL	
1. Sh. Kapil Kumar 2. Dr. Banta Singh Jangra (1)	
3. Sh. Pardeep Kumar	
4. Smt. Sushma Rani	
69. SMART CLASS ROOMS	
1. Dr. Banta Singh Jangra (convener) Assisted by Smt. Sushma Rani (Room No. 38)	M
Assisted by- Sh. Pardeen Kumar (Room No. 24)	16
Assisted by Sh. Ravikant (Room No. 02) Grania	» · []
Sayay	
total 1/8	
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