

Office of the Principal, Govt. College, Hansi

Annual Duty List for Session: 2021-22

Memo No: 417

Date: 23-07-2021

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 26-07-2021 positively. The conveners/incharges of various activities shall note down the names of the faculty members attached with them during this session. 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 academic session 2021-22. Here follows the list to be noted down by the concerned teachers:

1. COLLEGE COUNCIL:

Chairperson: Dr. Ram Partap - Principal

Members:

1. Sh. Anoop Singh *AS*
2. Sh. Shamendra Singh *SS*
3. Dr. Raj Kumar *RK*
4. Sh. Kishan Pal *KP*
5. Sh. Joginder Singh *JS*
6. Sh. Karambir Singh *KS*
7. Sh. Shiv Rattan *Shiv Rattan*

2. MENTOR AND TUTORIAL BOARD:

1. Sh. Shamendra Singh (Senior Tutor) - Boys *SS*
2. Dr. Rajni Saini (Senior Tutor) - Girls *Rajni*

3. COLLEGE BURSAR:

1. Sh. Joginder Singh *JS*

4. STAFF & SOCIAL SECRETARY:

1. Sh. Shiv Rattan (Staff) *Shiv Rattan*
2. Dr. Banta Singh Jangra (Social) *BSJ*

5. PROCTORIAL BOARD:

1. Sh. Joginder Singh - Chief Proctor *JS*
2. Sh. Sat Kumar (Ext. Lect) *SK*
3. Sh. Vinod Kumar (Ext. Lect) *Vinod Kumar*

6. TIME-TABLE, WORK LOAD, SECTION FORMATION & SUBJECT CHANGE-

1. Dr. Raj Kumar - Convener- Workload *RK*

(A) Time Table :

1. Sh. Shiv Rattan (B.Com & M.Com) - Convener-Time Table *Shiv Rattan*
2. Dr. Rajni Saini (Yoga Diploma) *Rajni*
3. Dr. Banta Singh Jangra (BCA, PGDCA & BA-CS) *BSJ*
4. Sh. Sombir (B.Sc-Non Med) *SS*
5. Mrs. Santosh Devi (B.Sc-Maths Hon) *Santosh*
6. Sh. Shiv Kumar (BA) *SK*
7. Dr. Amit Sharma (Ext. Lect) Assist to Conveners *Amit*

(B) Section Formation and Subject Change-

1. Sh. Vijay Kumar Yadav- **Convener**
2. Sh. Jitin Rana (Ext Lect)

7. BUILDING FUND (Construction, Repairing, B&R and Public Health):

1. Sh. Kishan Pal- **Convener**
2. Dr. Rajni Saini
3. Dr. Kapil Kumar
4. ~~Dr.~~ Mukesh Kumar (Ext. Lect)
5. Dr. Madhulika (Ext. Lect)
6. Sh. Sombir, Fund Clerk

8. UNIVERSITY WORKS (Inspection, RR, Sheet Record, Results, ACR Results, College Pass %, Merit List, Internal & Practical award uploading etc.):

1. Mrs. Santosh Devi- **Convener**
2. Dr. Ekta
3. Mrs. Renu Rani
4. Mrs. Anju Jain
5. Mrs. Poonam Narwal
6. Mrs. Priyanka-CS
7. Dr. Amit Sharma (Ext. Lect)
8. Dr. Alka (Ext. Lect)
9. Sh. Naresh Kumar (Ext. Lect)
10. Ms. Priyanka-Maths (Ext. Lect)
11. Mrs. Sudesh (Ext. Lect)
12. Mrs. Shilka (Ext. Lect)
13. Sh. Sandeep Sihag (Ext. Lect)
14. Mrs. Poonam-Chem (Ext Lect)
15. Sh. Sanjay Beniwal, University Clerk

9. ATTESTATION OF UNIV. FORMS & ISSUES CHARACTER CERTIFICATE:

1. Sh. Shamendra Singh -(B.Com/B.Sc/BCA/M.Com/PGDCA/Yoga)
2. Sh. Joginder Singh - (All BA)

1. Sh. Sher Singh

2. Ms. Sonia (Library)

10. INCOME TAX, GST AND PROPERTY RETURN COMMITTEE:

1. Sh. Shiv Rattan **Convener**
2. Sh. Shiv Kumar
3. Ms. Maggi
4. Mrs. Sunita (Ext. Lect)
5. Mrs. Shilka (Ext. Lect)

Assisted by: Sh. Sombir, Clerk

11. COLLEGE E-MAIL NODAL OFFICER & I/c WHATS-APP GROUP:

1. Dr. Banta Singh Jangra- **Nodal Officer**
2. Sh. Anil Kumar, Office Incharge
3. Sh. Pardeep Rohilla, Daily Update Email & DHE Circulars
4. Sh. Shiv Kumar, Steno - Daily Update Email & DHE Circulars

12. COLLEGE WEBSITE UPDATION AND MAINTANANCE & Online ACR:

1. Dr. Banta Singh Jangra- **Nodal Officer**
2. Mrs. Uma Sharma
3. Sh. Pradeep Rohilla - Uploading Lesson Plans & arrange data etc.

13. GeM (Govt. e-Market Place):

1. Dr. Banta Singh Jangra- Nodal Officer
2. Mrs. Uma Sharma
3. Concern HODs/Committee Convener
4. Mrs. Shilka (Ext. Lect)
5. Sh. Manish Gautam (Ext. Lect)

Assisted by Sh. Pradeep Rohilla – Comp. Instructor

14. DHE IT MODULE & ERP (LMS, Time Table Mapping, Online Asset Mgt, Shiksha Setu Mobile App & Digital-Signature etc.)

1. Mrs. Poonam Narwal - Convener
2. Mrs. Anju Jain
3. Mrs. Priyanka-CS
4. Dr. Amit Sharma (Ext. Lect)
5. Dr. Manjeet Malik (Ext. Lect)
6. Mrs. Ankur Bala (Ext. Lect)
7. Sh. Naresh Kumar (Ext. Lect)
8. Ms. Priyanka-Maths (Ext. Lect)
9. Mrs. Poonam-Chem (Ext. Lect)

Assisted by: Mrs. Sushma Rani, Computer Inst

15. COMPULSORY COMPUTER AWARENESS LEVEL-I/II & BULK SMS

1. Mrs. Uma Sharma - Convener
2. Sh. Sat Kumar (Ext. Lect)
3. Sh. Pardeep Rohilla
4. Mrs. Sushma Rani

16. RIGHT TO INFORMATION:

1. Sh. Sh. Shamendra Singh (SPIO)
2. Sh. Anil Kumar-CS (ASPIO)
3. Sh. Anil Kumar (Office I/C)

17. REFRESHMENT COMMITTEE - (For All Functions)

1. Sh. Surender Kumar (Com)- Convener
2. Sh. Sandeep Kumar-Maths
3. Mrs. Aakanksha
4. Sh. Baljeet Singh (Ext. Lect)
5. Sh. Sanjay Kumar (Ext. Lect)
6. Mrs. Poonam-Chem (Ext. Lect)
7. Dr. Amit Sharma (Ext. Lect)
8. Sh. Manish Gautam (Ext. Lect)

18. COLLEGE HRMS & MIS (Maintain & Updation etc.)

1. Mrs. Uma Sharma-Nodal Officer
2. Sh. Anil Kumar, Office Incharge
3. Sh. Pardeep Rohilla, Computer Instructor
4. Mrs. Sushma Rani, Computer Instructor

19. STAGE SECRETARY

1. Dr. Raj Kumar
2. Sh. Kishan Pal
3. Sh. Joginder Singh

20. STIPEND/SCHOLARSHIPS NODAL OFFICERS:**For Gen./Merit/NSP/Others all types except to SC/BC Scholarship-**

1. Mrs. Priyanka-CS – Nodal Officer *Priyanka*
2. Dr. Pawan Saini (Ext. Lect) *Pawan*
3. Dr. Manjeet Malik (Ext. Lect) *Manjeet*
4. Mrs. Sudesh (Ext Lect) *Sudesh*
5. Sh. Surender Singh (Ext. Lect) *Surender*
6. Ms. Priyanka-Maths (Ext. Lect) *Priyanka*
7. Mrs. Sushma Rani, Comp Inst. *Sushma*

For BC SCHOLARSHIPS-

1. Mrs. Sushila– Nodal Officer *Sushila*
2. Mrs. Baljeet Rani (Ext. Lect) *Baljeet*
3. Sh. Subhash Chand, L.A. *Subhash*

For SC SCHOLARSHIPS-

1. Ms. Bhateri – Nodal Officer *Bhateri*
2. Sh. Vinod Kumar (Ext. Lect) *Vinod Kumar*
3. Sh. Subhash Chand, L.A. *Subhash*

21. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMENT:

1. Sh. Karambir Singh- Convener *Karambir*
2. Dr. Suman Malik *Suman*
3. Ms. Bhateri *Bhateri*
4. Sh. Baljeet Singh (Ext. Lect) *Baljeet*
5. Sh. Virender Singh (Ext. Lect) *Virender*
6. Sh. Sanjay Kumar (Ext. Lect) *Sanjay*
7. Sh. Naresh Kumar (Ext Lect) *Naresh*

Assisted by :- Sh. Yudhvir, LA *Yudhvir***22. AISHE-**

1. Dr. Raj Kumar *Raj*
2. Sh. Shiv Kumar (SMC)

23. IQAC, NAAC, UGC, NEP & RUSA-

1. Dr. Raj Kumar -Convener/Coordinator *Raj*
2. Sh. Vijay Kumar Yadav *Vijay*
3. Sh. Shiv Kumar *Shiv*
4. Dr. Ekta *Ekta*
5. Mrs. Aakanksha (Refresher/Orientation/Seminar etc.) *Aakanksha*
6. Sh. Dharmvir *Dharmvir*

24. BUS PASSES:**For Haryana Roadways**

1. Mrs. Babita Chaudhary- Convener *Babita*
2. Mrs. Sudesh (Ext. Lect) *Sudesh* Assisted by Sh. Virender Singh, L.A. *Virender*

For Private Buses

1. Sh. Sandeep Kumar (Maths)- Convener *Sandeep*
2. Mrs. Manju Mann (Ext. Lect) Assisted by Sh. Virender Singh, L.A. *Manju*

25. WOMEN STUDIES AND DEVELOPMENT CELL:

1. Ms. Bhateri -Convener *Bhateri*
2. Mrs. Santosh Devi *Santosh*
3. Mrs. Poonam Narwal *Poonam*
4. Ms. Maggi *Maggi*
5. Mrs. Baljeet Rani (Ext. Lect) *Baljeet*
6. Dr. Madhulika (Ext. Lect) *Madhulika*
7. Two Girls Students

26. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

1. Sh. Kishan Pal -Convener *Kishan*
2. Sh. Dharmvir *Dharmvir*
3. Sh. Surender Kumar (Com) *Surender*
4. Sh. Mohinder Singh *Mohinder*
5. Sh. Sanjay-Hindi (Ext. Lect) *Sanjay*
6. Sh. Rajender Kumar (Ext. Lect) *Rajender*
7. Dr. Tamanna (Ext. Lect) *Tamanna*
8. Mrs. Manju Mann (Ext. Lect) *Manju*
9. Dr. Honey Sethi (Ext. Lect) *Honey*
10. Mrs. Priyanka-Chem (Ext. Lect) *Priyanka*
11. Mrs. Sudesh (Ext. Lect) *Sudesh*
12. Sh. Surender Singh (Ext. Lect) *Surender*
13. Ms. Priyanka-Maths (Ext. Lect) *Priyanka*
14. Mrs. Ankur Bala (Ext. Lect) *Ankur*

27. PREPARATION OF PRINCIPAL MEETINGS REPORT with DGHE:

1. Dr. Banta Singh Jangra- Convener
2. Mrs. Uma Sharma *Uma*
3. Sh. Pardeep Rohilla - For Assist *Pardeep*

28. EXTENSION LECTURERS RELATED ISSUES (Eligibility, Displace, Salary etc.)

1. Sh. Karambir Singh-Convener *Karambir*
2. Sh. Joginder Singh *Joginder*
3. Sh. Shiv Rattan *Shiv Rattan*
4. Sh. Anil Kumar-CS *Anil*
5. Sh. Sandeep Kumar (Maths) *Sandeep*
6. Sh. Vijay Kaliraman *Vijay*
7. Concerned Subject HOD *HOD*
8. Sh. Anil Kumar, I/c Office/Estt. *Anil*

29. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. Mrs. Aakanksha- Convener *Aakanksha*
2. Ms. Maggi *Maggi*
3. Mrs. Anju Jain *Anju*
4. Dr. Tamanna (Ext. Lect) *Tamanna*
5. Dr. Honey Sethi (Ext. Lect) *Honey*
6. Mrs. Poonam-Chem (Ext Lect) *Poonam*
7. Mrs. Baljeet Rani (Ext. Lect) *Baljeet*
8. Sh. Rajender Kumar (Ext. Lect) *Rajender*
9. Mrs. Madhulika (Ext. Lect) *Madhulika*

30. Bills I/c of ELECTRICITY, TELEPHONE, LEASED LINE, NEW CONNECTION, Wi-Fi & PHOTO STATEMACHINE REPAIRING etc.

1. Sh. Anil Kumar-CS - Convener
2. Sh. Sombir
3. Sh. Mohinder Singh- For Electricity/Telephone Bills
4. Sh. Vinod Kumar (Ext. Lect)
5. Sh. Sat Kumar (Ext. Lect)

Assisted by Sh. Sanjay Beniwal (For Leased Line only)

31. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

Boys Tour-

1. Sh. Karambir Singh - Convener
2. Dr. Banta Singh Jangra
3. Sh. Sandeep Kumar-Maths
4. Sh. Sat Kumar (Ext. Lect)

Girls Tour-

1. Mrs. Sushila- Convener
2. Mrs. Santosh Devi
3. Mrs. Babita Chaudhary
4. Mrs. Sunita (Ext. Lect)

32. COLLEGE PROPERTY and M&S (Repairing of Building, Furniture, Trees etc.)

1. Dr. Rajni Saini - Convener
2. Dr. Suman Malik
3. Dr. Kapil Kumar
4. Mrs. Babita Chaudhary
5. Mrs. Poonam Narwal
6. Sh. Mohinder Singh
7. Dr. Pawan Saini (Ext. Lect)
8. Sh. Sanjay-Hindi (Ext. Lect)
9. Dr. Mukesh Kumar (Ext. Lect)

33. ANNUAL PRIZE DISTRIBUTION & PREPARATION OF ANNUAL REPORT:

1. Sh. Shiv Rattan - Convener
2. Ms. Maggi
3. Mrs. Aakanksha
4. Sh. Sombir
5. Sh. Karambir Singh (For Preparation of Annual Report only)
6. Mrs. Shilka (Ext. Lect)
7. Mrs. Sunita (Ext. Lect)

34. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR ALL FUNCTION

(i) Cleanliness and Beautification

1. Mrs. Babita Chaudhary - Convener Over All
 2. Mrs. Santosh Devi
 3. Mrs. Manju Mann (Ext. Lect)
 4. Sh. Sandeep Sihag (Ext. Lect)
- Girls Common Room side
→ Main Ground side

(ii) Decoration

1. Ms. Maggi
2. Dr. Alka (Ext. Lect)
3. Mrs. Baljeet Rani (Ext. Lect)

(iii) **Gardening**

1. Sh. Kishan Pal - **Convener**
2. Sh. Sanjay Kumar (Ext. Lect)
3. Sh. JitinRana (Ext. Lect)
4. Sh. Baljeet Singh (Ext. Lect)
5. Sh. VirenderSihag (Ext. Lect)

35. GENERAL PURCHASE (ALL ITEMS)

1. Sh. Shamendra Singh - **Convener**
2. Sh. Kishan Pal
3. Sh. Sombir
5. Mrs. Uma Sharma
6. Concern HODs

36. COLLEGE DISPENSARY, COVID-19 SOPs BY GOVT., HEALTH FUND and RED CROSS FUND (Deposit & Use)

1. Sh. Ajmer Singh - **Convener**
2. Mrs. Renu Rani
3. Mrs. Santosh Devi
4. Sh. SurenderSingh (Ext. Lect)
5. Dr. Alka (Ext. Lect.)
6. Mrs. Priyanka-Chem (Ext. Lect)
7. Sh. Baljeet Singh (Ext. Lect)
8. Sh. Sandeep Sihag (Exr. Lect)
9. Dr. Manju Mann (Ext. Lect)
10. Sh. VirenderSihag (Ext. Lect)
11. Sh. Sanjay Kumar (Ext. Lect)

37. PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN (Staff and Students)

1. Dr. Rajni Saini - **Convener/Presiding Officer**
2. Dr. Suman Malik - Member-2
3. Mrs. Sushila - Member-3
4. Dr. Ekta- Member-4
5. Mrs. SumanDeci (Advocate Hansi Court)
6. Mrs. Shama Malhotra (AkhilBhartiya Hindu MahaSabhaMahila Brigade Hansi)
7. Mrs. AnkurBala (Ext. Lect)
8. Mrs. Sunita (Ext Lect)

38. N.S.S. Program Officers, Harit Nodal Officer & Traffic Interpretation Centre-

1. Mrs. Sushila - (Unit-II Girls) - **Convener**
2. Sh. Dharmvir-(Unit-I Boys)-Harit/UnnatAbhiyan& Traffic Interpretation Centre

N.S.S. Advisory Committee:

1. Dr. Ram Partap - **Patron**
2. Sh. Anoop Singh
3. Sh. Shamendra Singh
4. Sh. Joginder Singh
5. Sh. Shiv Rattan
6. Dr. Banta Singh Jangra
7. Dr. Rajni Saini

For Assistance to Program Officers-

1. Sh. Rajender Kumar (Ext. Lect)
2. Dr. Alka (Ext. Lect)
3. Dr. Madhulika (Ext. Lect)
4. Dr. Mukesh Kumar (Ext. Lect)
5. Sh. JitinRana (Ext. Lect)

39. N.C.C. OFFICERS:

1. Sh. Sombir - Boys Wing
2. Ms. Maggi - Girls Wing

For Assistance to NCC Officers-

1. Sh. SurenderSingh (Ext. Lect)
2. Mrs. Sunita (Ext. Lect)

40. COURT CASES:

1. Sh. Sandeep Kumar-Maths- **Convener**
2. Sh. Vijay Kaliraman
3. Sh. Sandeep Singh- Geo
4. Sh. Anil Kumar, Office I/c
5. Concerned Staff Member

41. PRINTING, BINDING, STUDENTS & STAFF ID CARD:

1. Sh. Surender Kumar(Com)- **Convener**
2. Sh. Sandeep Singh-Geo
3. Mrs. Aakanksha
4. Sh. Manish Gautam (Ext. Lect)
5. Sh. JitinRana (Ext. Lect)
6. Ms. Priyanka-Math (Ext. Lect)

42. COLLEGE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:

1. Sh. Karambir Singh(**Editor in Chief**, Hindi& English)
2. Sh. Joginder Singh (Editor Sanskrit)
3. Sh. Surender Kumar (Com) – Editor Commerce Section
4. Sh. Sombir – Editor Science Section
5. Mrs. Anju Jain –Wall Magazine
6. Ms. Bhateri- Planning Forum
7. Dr. Mukesh Kumar (Ext. Lect) - English
8. Sh. Rajender Kumar (Ext. Lect)– Hindi

For Assistance:

- Mrs. Sunita (Ext. Lect)
- Mrs. Shilka (Ext. Lect)
- Dr. Manju Mann (Ext. Lect)

43. SCIENCE EXHIBITION-

1. Dr. Ekta-**Convener**
2. Mrs. Renu Rani (Chem)
3. All Head of Concerned Departments (Members)
4. Dr. Alka (Ext. Lect)

44. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-

1. Sh. KishanPal -**Convener**
2. Sh. Vijay Kumar Yadav- Photography
3. Sh. Rajender Kumar (Ext. Lect) - Press Report
4. Sh. Vinod Kumar (Ext. Lect)

45. UTILIZATION OF O.E. GRANT:

1. Sh. Shiv Kumar - **Convener**
2. Sh. Surender Kumar (Com)
3. Sh. Ajmer Singh

Assisted by Sh. Sombir (Clerk)

46. ALUMNI ASSOCIATION:

1. Sh. Kishan Pal- Convener *Kishan*
2. Dr. Kapil Kumar *Kapil*
3. Sh. Dharmvir *Dharmvir*
4. Sh. Sandeep Singh-Geo *Sandeep*
5. Dr. PawanKumar Saini (Ext. Lect.) *PK*
6. Sh. Sanjay Kumar-Hindi (Ext. Lect) *Sanjay*
7. Sh. Naresh Kumar (Ext. Lect) *Naresh*

Assisted by Sh. Sunny, Clerk

47. CAREER GUIDANCE & PLACEMENT CELL (TRAINING):

- 1 Sh. Ajmer Singh- Convener *Ajmer*
- 2 Mrs. Santosh Devi *Santosh*
- 3 Mrs. Priyanka-CS *Priyanka*
- 4 Sh. SandepSihag (Ext. Lect) *Sihag*
- 5 Mrs. AnkurBala (Ext. Lect) *Ankur*

48. EARN WHILE YOU LEARN SCHEME:

1. Dr. Suman Malik - Convener *Suman*
2. Mrs. Anju Jain *Anju*
3. Mrs. Priyanka-CS *Priyanka*
4. Sh. Ajmer Singh *Ajmer*
5. Sh. Rajender Kumar (Ext. Lect) *Rajender*
6. Mrs. Shilka (Ext. Lect) *Shilka*
7. Mrs. Baljeet Rani (Ext. Lect) *Baljeet*

49. LIBRARY ADVISORY (Book Bank, Automation & Students/Staff ID-Card etc.):

1. Sh. Vijay Kumar Yadav - Convener *Vijay*
2. Mrs. Anju Jain *Anju*
3. Sh. Shiv Kumar *Shiv*
4. Mrs. PoonamNarwal *Poonam*
5. Mrs. Aakanksha *Aakanksha*
6. All Head of Departments (Members)
7. Dr. Madhulika (Ext. Lect) *Madhulika*
8. Sh. Sandeep Sihag (Ext. Lect) *Sihag*
9. Mrs. Priyanka-Chem (Ext. Lect) *Priyanka*
10. Mrs. AnkurBala (Ext. Lect) *Ankur*
11. Mrs. Priyanka-Maths (Ext. Lect) *Priyanka*

Assisted by Mrs. Sonia, Library Staff

Mrs. Babita, Library Staff

49-A. SUB DIVISIONAL LIBRARY

1. Sh. Sandeep Kumar-Maths - Incharge *Sandeep*
2. Dr. Mukesh Kumar (Ext. Lect) *Mukesh*

50. ENVIRONMENT STUDIES (Regular & Private):

1. Dr. Raj Kumar - Convener *Raj*
2. Sh. Sandeep Singh-Geo *Sandeep*
3. Sh. JitinRana (Ext. Lect) *Jitin*
4. Sh. VirenderSihag (Ext. Lect) *Virender*

51. RECORD OF DEGREES AND SUPERVISION OF STUDENTS D.M.Cs ENTRY.

1. Sh. Sandeep Singh-Geo - Convener *Sandeep*
2. Dr. Alka (Ext. Lect) *Alka*
3. Dr. HoneySethi (Ext. Lect) *Honey*
4. Dr. Tamanna (Ext. Lect) *Tamanna*

Assisted by Mrs. Sonia, Restorer & Mrs. Babita, Lib Att.

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

1. Sh. ShamendraSingh- **Convener**
2. Sh. Kishan Pal
3. Sh. Joginder Singh
4. Sh. SurenderKumar (Com)
5. Mrs. Sushila
6. Dr. Ekta

53. INVERTER, UPS, BATTERY, SOLAR SYSTEM & GENERATOR SET etc.:

1. Dr. KapilKumar - **Convener**
2. Sh. Ajmer Singh
3. Mrs. Renu Rani
4. Sh. Mohinder Singh - **(Generator Set)**
5. Sh. Virender Sihag (Ext. Lect)
6. Ms. Priyanka-Chem (Ext. Lect)
7. Sh. Sandeep Sihag (Ext. Lect)
8. Sh. Baljeet Singh (Ext. Lect)

Assisted by Sh. Yudhveer Singh-LA

Sh. Rajender Kumar-Mali

54. ELECTRICITY, DRINKING WATER, R.O. SYSTEM & PUBLIC HEALTH (Wash Room) etc.:

1. Sh. Anil Kumar-CS- **Convener**
2. Mrs. Renu Rani
3. Sh. Sandeep Singh-Geo
4. Sh. Mohinder Singh
5. Sh. Surender Singh (Ext. Lect)
6. Dr. Honey Sethi (Ext. Lect)
7. Sh. Naresh Kumar (Ext. Lect)
8. Dr. Manju Mann (Ext. Lect)
9. Sh. Sanjay-Hindi (Ext. Lect)
10. Sh. Sandeep Sihag (Ext. Lect)
11. Dr. Tamanna (Ext. Lect)
12. Sh. Baljeet Singh (Ext. Lect)

Assisted by- Sh. Pawan, LA

Sh. Rajender Kumar-Mali

Sh. Naseeb, Sweeper

55. LEGAL LITERACY CELL:

1. Mrs. Babita Chaudhary - **Convener**
2. Sh. Sandeep Kumar (Maths)
3. Ms. Bhateri
4. Dr. Mukesh Kumar (Ext. Lect)
5. Sh. Manish Gautam (Ext. Lect)

56. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:

- All Head of the Departments.

57. EDUSAT / DTH / LIVE TELECAST PROGRAMS INCHARGE:

1. Mrs. Renu Rani- **Convener**
2. Sh. Mohinder Singh
3. Dr. Manjeet Malik (Ext. Lect)
4. Dr. Pawan Saini (Ext. Lect)

58. R.K. FUND (Deposit and Use)

1. Dr. Ekta
2. Ms. Bhateri

59. APPOINTMENT THROUGH OUTSOURCING/CONTRACT/DC RATE

1. Sh. Vijay Kaliraman - Convener
2. Mrs. Babita Chaudhary
3. Mrs. Aakanksha
4. Sh. Manish Gautam (Ext. Lect)
4. Sh. Sombir- Clerk

60.(A) ELECTION VOTER-ID, AADHAR,PASSPORT& PPP (Family ID) etc.

1. Mrs. Anju Jain- Nodal Officer
2. Dr. Ekta
3. Mrs. Renu Rani
4. Mrs. AnkurBala(Ext. Lect)
5. Mrs. Sudesh (Ext. Lect)
6. Mrs. Priyanka-Chem (Ext. Lect)

Assisted by Sh. Robin, LA for Passport
 Assisted by Mrs. Sushma Rani for PPP/Family ID
 Assisted by Sh. Pardeep Rohilla for Election Data

(B) ISSUING OF LERNER DRIVING LICENCE-

1. Sh. Dharmvir – Nodal Officer
2. Sh. Sandeep Singh-Geo
3. Sh. Manish Gautam (Ext. Lect)
4. Sh. Vinod Kumar (Ext. Lect)

Assisted by: Sh. Ravi Kant, LA

61. LAB UPGRADATION GRANT

1. Mrs. Renu Rani- Convener
2. Dr. Ekta
3. All Heads/In charges of the Subjects

62. SPORTS BOARD:

- Patron - Principal
- Vice President- Sh. Anoop Singh
- Secretary- Dr. Rajni Saini

Members:

- | | | |
|--------------------------|-----------------------|---|
| • Basketball | - | Dr. RajKumar |
| • Volleyball | - | Dr. Banta Singh Jangra |
| • Cricket& Table Tennis- | | Sh. Joginder Singh & Sh. Mohinder Singh |
| • Badminton & Football-- | | Sh. Anil Kumar-CS |
| • Kabaddi& Wrestling- | Dr.Kapil Kumar | |
| • Kho-Kho & Athletics- | Dr. Rajni Saini | |
| • Chess – | Sh. Sombir | |
| • Archery- | Sh. Vijay Kumar Yadav | |
| • Girl's Games: | Ms. Maggi | |

63. SUPERVISION DUTY OF CHOWKIDAR & Class IVEmployees

1. Sh. Shamendra Singh - Convener
2. Sh. Anil Kumar, Assistant (Office I/c)
3. Sh. Sombir, Clerk

64. BIOMETRIC ATTENDANCE SYSTEM

1. Sh. Mohinder Singh- Convener
2. Mrs. Priyanka-CS
3. Dr. Pawan Saini (Ext. Lect)

Assisted by Sh. Sushma Rani, Comp. Instructor

65. CCTV CAMERAS (PURCHASING & INSTALLATION & FOOTAGE etc.)

1. Dr. KapilKumar -Convener
 2. Mrs. Priyanka-CS
 3. Mrs. PoonamNarwal
 4. Sh. Naresh Kumar (Ext. Lect)
 5. Dr. Amit Sharma (Ext. Lect)
- Assisted by : Mrs. Sushma Rani, Comp. Inst.

66. RED-RIBBON CLUB:

1. Sh. Vijay Kumar Yadav- Convener
2. Sh. Shiv Kumar
3. Dr. Honey Sethi(Ext. Lect)
4. Dr. Tamanna (Ext. Lect)

67. MULTIPURPOSE HALL (Auditorium) MAINTANANCE AND OTHERS

1. Mrs. Babita Chaudhary - Convener
2. Ms. Bhateri
3. Mrs. Priyanka-Chem(Ext. Lect)
4. Sh. Sanjay-Hindi (Ext. Lect)
5. Dr. Madhulika (Ext. Lect)
6. Dr. Manjeet Malik (Ext. Lect)

68. PREPARATION FOR CONVOCATION FUNCTION

1. Dr. Suman Malik- Convener
2. Mrs.Sushila
3. Mrs. Babita Chaudhary
4. Mrs. Sudesh (Ext. Lect)
5. Mrs. Poonam-Chem (Ext. Lect)
6. Sh. SurenderSingh (Ext. Lect)

69. E-CONTENT, V.C. ROOM& SPOKEN/SOFT SKILLS TUTORIAL

1. Dr. Suman Malik - Convener
 2. Mrs. PoonamNarwal
 3. Mrs. AnkuarBala (Ext. Lect)
 4. Dr. Pawan Saini (Ext. Lect)
 5. Dr. Manjeet Malik(Ext. Lect)
- Assisted by Mrs. Sushma Rani, Comp Inst.

70. SMART CLASS ROOMS-

1. Dr. Banta Singh Jangra-Convener
 2. Dr. Amit Sharma (Ext. Lect)
 3. Sh. Sat Kumar (Ext. Lect)
- Assisted by: Sh. Ravikant, LA

Sr.	Room No.	Rooms In-charges	Assisted by
1.	38	Mrs. Uma Sharma	Mrs.Sushma Rani, Comp Inst
2.	28	Sh. Anil Kumar-CS	Sh. PardeepRohilla, Comp Inst
3.	24	Dr. Manjeet Malik	Sh.Yudhvir Singh, LA
4.	201	Sh. Vijay Kumar Yadav	Sh. Robin, LA
5.	204	Sh. Vijay Kaliraman	
6.	205	Mrs. Sushila	
7.	209	Sh. Surender Kumar(Com)	Sh. Virender Singh, LA
8.	210	Ms. Maggi	Sh. Sanjay Beniwal, LA
9.	304	Sh. Sandeep Singh-Geo	
10.	305	Sh. Dharmvir	Sh. Pawan Kumar, LA

71. SOCIAL MEDIA INCHARGE (Twitter/FB/Instagram etc.)-

1. Sh. Vijay Kaliraman

72. RAIN WATER HARVESTING SYSTEM-

1. Dr. Rajni Saini - Convener
 2. Sh. Ajmer Singh
 3. Sh. Virender Sihag (Ext. Lect)
 4. Sh. Jitin Rana (Ext. Lect)
 5. Sh. Sanjay Kumar (Ext. Lect)
 6. Dr. Tamanna (Ext. Lect)
 7. Dr. Honey Sethi (Ext. Lect)
- Assisted by Sh. Rajender Kumar, Mali

73. ITI APPRENTICESHIP SCHEME-

1. Sh. Vijay Kaliraman - Convener
2. Sh. Ajmer Singh
3. Ms. Bhateri
4. Mrs. Baljeet Rani (Ext Lect)

74. INTERNAL COMPLAINTS COMMITTEE (Staff /Students etc.)-

1. Sh. Shamendra Singh - Convener
2. Sh. Joginder Singh
3. Sh. Shiv Rattan
4. Dr. Rajni Saini
5. Sh. Anil Kumar-CS
6. Dr. Suman Malik
6. Mrs. Sushila

75. D. FUND COMMITTEE

1. Dr. Rajni Saini - Convener
2. Dr. Kapil Kumar
3. Dr. Ekta
4. Sh. Mohinder Singh
5. Dr. Pawan Saini (Ext. Lext)
6. Two Topper Students (1 Boy & 1 Girl)

76. ENGLISH LANGUAGE LAB (MAINTAINANCE & KEEP UP TO DATE)

1. Sh. Mohinder Singh - Incharge
2. Sh. Vijay Kaliraman
3. Sh. Vinod Kumar (Ext. Lext)
4. Sh. Sat Kumar (Ext. Lext)

77. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):

- All Teaching & Non-Teaching Staff

Principal
Govt. College, Hansi

23.7.2021

Copy to :

1. College Bursar
2. I/c Office & Establishment
3. Fund Clerk & Bill Clerk
4. I/c College Website