

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, NALWA
DUTY LIST FOR THE SESSION 2020-21

The following committees have been constituted for the smooth functioning of the College. The below listed Annual duties will come into force with immediate effect. Ex-conveners/In-charges are supposed to hand over their charges, if any, to the new incumbent and get the countersignature of the undersigned by 10-08-2020 positively. The conveners/incharges of various activities shall note down the names of the faculty members attached with them. They are also requested to call the fresh quotations if required immediately for the work to be undertaken by them. Concerned committees are also supposed to complete the assigned job well in time. Here follows the list to be noted down by the concerned teachers:

1. COLLEGE COUNCIL:

Chairperson: Sh. R S Kajal, Principal.

Members:

1. Mrs. Sunita Sandip
2. Sh. Salender Singh
3. Mrs. Garima Mann
4. Dr. Minaxi Sharma

2. COLLEGE BURSAR, OFFICE SUPERVISION & AUDIT:

1. Dr. Vinod Gill (Bursar)
2. Sh. Vinod Kumar Gupta (Asst. to Supervision & Audit)

3. Senior Mentors:

1. Mrs. Sunita Sandip (Convener)
2. Sh. Salender Singh
3. Mrs. Garima Mann

4. STAFF & SOCIAL SECRETARY:

1. Mrs. Sushila (Staff Secretary)
2. Dr. Virender Singh (Social Secretary)

5. STAGE SECRETARY:

1. Dr. Sunita Bamal
2. Dr. Komal Malik

6. RIGHT TO INFORMATION:

1. Mrs. Sunita Sandip: (SPIO)
2. Dr. Vandana (ASPIO)
3. Sh. Vinod Gupta (Deputy Supdt)

7. COURT CASES:

1. Sh. Sonu
2. Sh. Deepak
3. Sh. Vinod Kumar Gupta (Deputy Supdt)
4. Dr. Rakesh (Comp. Instructor)

8. INCOME TAX AND PROPERTY RETURN COMMITTEE:

1. Dr. Vinod Gill (Adviser)
2. Dr. Komal malik (Convener)
2. Ms. Sushila
3. Mr. Pardeep Kumar (Ext)

4. Sh. Vinod Gupta (Deputy Supdt.)

9. COLLEGE TIME-TABLE & WORK LOAD:

- | | |
|----------------------------------|-------------------|
| 1. Mrs. Nirmala (Convenor) | |
| 2. Sh. Rajiv (Section Formation) | |
| 3. Mrs. Saroj Bala (-do-) | 1. Mr. Rajesh L.A |
| 4. Mrs. Richa (Subject Change) | |
| 5. Dr.Poonam yadav (Ext) | |

10. ONLINE ADMISSION:

1. Mrs. Garima Mann (Nodal Officer)
2. Mrs. Richa
3. Dr. Rakesh (Inst.)
4. Sh. Sanjay (L.A)

11. LIBRARY COMMITTEE :

1. Mrs. Sunita Sandip (Advisor)
2. Mrs. Sunita Bamal (Convenor)
3. Mrs. Sushila
4. Mrs. Meena Rani
5. Sh. Deepak

12. COLLEGE MAGAZINE COMMITTEE:

1. Mrs. Sunita Sandip (Convenor)
2. Sh. Salender Singh
3. Mrs. Saroj Bala
4. Dr. Sunita Bamal
5. Dr. Vandana Sharma

13. WALL MAGAZINE:

1. Dr. Sunita Bamal (Incharge)
2. Mrs. Susila
3. Dr. Komal Malik
4. Dr. Geeta Devi (Ext Eng)

14. ENVIRONMENT STUDIES, ECO CLUB & HARIT HARYANA:

1. Sh. Rajiv (Incharge)
2. Sh. Sonu
3. Mrs. Seema
4. Dr. Poonam Yadav (Ext)

15. STUDENTS REGISTRATION RETURN:

- | | |
|--------------------------------------------------------|-------------------------------|
| 1. Mrs. Garima Maan (Nodel Officer) | |
| 2. Dr. Geeta Goyal & Mrs. Sushila B.A. 1 ST | 1.Sh..Sadhu Ram |
| 3. Dr. Ashok B.A.II, III | 2. Dr.Rakesh Kumar Comp. Inst |
| 4. Mrs. Saroj Bala, Commerce & Science | 3. Sh. Sanay kumar L.A |

16. NSO AND LECTURE SHORTAGE:

- | | |
|----------------------------------|-----------------|
| 1. Dr. Vandana Sharma (Incharge) | |
| 2. Mrs. Saroj Bala : All B.A. | 1.Sh. Sadhu Ram |
| 3. Dr. Seema (Ext) : BSc | |
| 4. Sh. Pardeep (Ext) : B.com | |

17. UNIVERSITY WORKS: Part: A.

- | | |
|--------------------------------------------------|--------------------------|
| 1. Dr. Pooja Rani (Incharge Uni. Works) | |
| 2. Mrs. Richa (Internal assessment) | 1.Sh.Mukesh (Clerk) |
| 3. Dr. Komal Malik -do- | 2.Sh.Sanjay (L.A) |
| 4. Mrs. Saroj Bala (Uni. Exam Forms Filling/Fee) | 1.Sh.Sadhu Ram |
| 5. Sh. Pardeep Kumar (Ext) -do- | 2.Dr.Rakesh (Instructor) |

Part B: UNIVERSITY RESULTS/CHECKING OF RESULTS IN ACR PROFORMA/ ANNUAL FUNCTION COLLEGE PASS %AGE/MERIT LIST:

1. Dr. Vandana Sharma (Incharge)
2. Sh. Rajiv B.A. I
3. Sh. Pardeep Kumar (Ext) B.com
4. Dr. Geeta Devi (Ext. English) B.A. II & III
1. Mrs. Promila L.A

18. ATTESTATION OF FORMS AND CHARACTER CERTIFICATE:

1. Mrs. Sunita Sandip (B.A)
2. Sh. Salender Singh (B.Com/ B.Sc)
1. Sh. Sadhu Ram

19. RECORD AND SUPERVISION OF DETAILS OF MARKS CARDS & DEGREES:

1. Mrs. Meena Rani
2. Dr. Virender Singh
1. Mrs. Promila (L.A. Library)

20. INTRODUCTION OF NEW COURSES /SUBJECTS AND UNIVERSITY INSPECTION

1. Mrs. Sunita Sandip (Convenor)
2. Sh. Salender Singh
3. Mrs. Garima Mann
4. Dr. Pooja Rani

22. SUBJECT SOCIETIES:

All Heads of the Departments.

23. PRINTING COMMITTEE: (All types of printing Work in the College):

1. Dr. Virender Singh (Incharge) *
2. Mrs. Saroj Bala
3. Dr. Geeta Goyal
4. Sh. Deepak

24. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMNT & PHOTOGRAPHY

1. Dr. Virender Singh (Convenor)
2. Dr. Geeta Goyal
3. Sh. Gobind Singh (Photography)
4. Sh. Pardeep (Ext.)
1. Sh. Mukesh Kumar, Clerk

1. Dr. Rakesh (Comp. Instructor)

25. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

1. Dr. Sunita Bamal (Convenor)
2. Dr. Gobind Singh
3. Sh. Sonu
4. Dr. Ashok Kumar
5. Dr. Geeta Devi (Ext.)
6. Sh. Pardeep (Ext.)
7. Dr. Seema (Ext.)

26. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

1. Sh. Salender Singh (Convenor)
2. Mrs. Saroj Bala
3. Dr. Gobind Singh
4. Mrs. Sushila

27. GENERAL PURCHASE COMMITTEE:

1. Mrs. Sunita Sandip (Convenor)
2. Sh. Salender Singh
3. Mrs. Garima Mann
4. Sh. Deepak

28. AUCTION COMMITTEE:

1. Mrs. Sunita Sandip (Convenor)
2. Sh. Salender Singh
3. Dr. Komal Malik
4. Dr. Sunita Bamal

29. COLLEGE PROPERTY INCLUDING BUILDING, FURNITURE & TREES:

1. Mrs. Meena Pannu (Incharge)
2. Mr. Deepak
3. Dr. Ashok Yadav
4. Sh. Rajiv

30. REPAIR OF FURNITURE AND OTHER SUNDRY ITEMS:

1. Dr. Virender Singh (Incharge)
2. Sh. Rajiv
3. Dr. Ashok

1. Sh. Rakesh (Comp. Instructor)

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

1. Mrs. Sunita Sandip (Convenor)
2. Sh. Salender Singgh
3. Dr. Geeta Goyal
4. Sh. Rajiv

5. One Prominent Person.

6. Student

7. Student

32. ELECTORAL VOTER ID, AADHAR CARD, BPL etc.

1. Dr. Geeta Goyal
2. Sh. Pardeep (Ext.)
3. Dr. Seema (Ext.)

33. BUS PASSES:

1. Dr. Gobind Singh (Convenor)
2. Mr. Pardeep Kumar (Ext.)

1. Sh. Sanjay Kumar, L.A

34. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. Dr. Gobind Singh (Incharge)
2. Dr. Geeta Goyal
3. Dr. Geeta Devi (Ext.)

35. REFRESHMENT COMMITTEE:

1. Dr. Virender Singh (Incharge)
2. Sh. Rajiv kumar
3. Dr. Geeta Goyal
4. Dr. Seema (Ext.)

36. ANNUAL PRIZE DISTRIBUTION COMMITTEE:

1. Mrs. Sunita Sandip (Advisor)
2. Dr. Pooja Rani (Convenor)
3. Mrs. Richa
4. Dr. Komal Malik
5. Dr. Seema (Ext)

37. COLLEGE ANNUAL REPORT:

1. Dr. Vandana Sharma
2. Mrs. Saroj Bala

38. PUBLICITY INCHARGE:

1. Sh Salender Singh
2. Dr. Geeta Goyal

39. UTILIZATION OF O.E:

1. Dr.Minaxi (Convener)
2. Dr. Geeta Goyal
3. Mr. Pardeep Kumar (Ext)

1.Sh.Vinod Gupta

40. LAB UPGRADATION GRANT:

1. Dr. Gobind Singh (Incharge)
2. Mrs. Richa Verma
3. Sh. Deepak
4. Dr. Rakesh (Comp. Inst)

41. SCIENCE EXHIBITION:

1. Dr. Gobind Singh (incharge)
2. Sh. Rajiv
3. Sh. Sonu

42. N.S.S.:

1. Dr. Ashok Yadav (P.O Officer)
2. Dr. Minaxi
3. Dr. Virender Singh
4. Dr. Seema (Ext)
5. Dr. Geeta Devi (Ext)
6. Mr. Pardeep (Ext)

3. Sh. Vinod Gupta, Deputy Supdt.

43. QUIZ CONTESTS:

1. Sh. Deepak
2. Sh. Sonu
3. Sh. Rajiv Kumar
4. Dr. Seema (Ext)

44. GENERATOR SET, ELECTRICITY AND TELEPHONE, MAINTENANCE AND BILLING:

1. Sh. Salender Singh (Convener)
2. Dr. Gobind Singh
3. Mrs. Saroj Bala
4. Dr. Virender Singh

45. Lease Line, Wi Fi and Broad Band (All Works: Communication Bills& Maintenance):

1. Mrs. Garima Mann
2. Sh. Sonu
3. Dr. Rakesh Kumar, Comp. Inst.

46. BIOMETRIC ATTENDANCE, PURCHASE, INSTALLATION, RECORD AND MAINTENANCE:

1. Dr. Gobind Singh (Convener)
2. Dr. Komal Malik
3. Dr. Rakesh Kumar (Comp. Inst.)

47. LANGUAGE LAB, SOFT SKILLS & SPOKEN TUTORIAL

1. Dr.Minaxi (Convener)
2. Mrs. Saroj Bala
3. Dr. Komal Malik
4. Dr. Geeta Devi (Ext)

48. EDU-SAT INCHARGE:

1. Dr. Komal Malik
2. Dr. Gobind Singh
3. Dr. Rakesh (Comp. Inst.)

49. COLLEGE WEBSITE, WEB PORTAL & College Face book:

1. Mrs. Garima Mann
 2. Dr. Vandana Sharma
 3. Dr. Rakesh (Comp. Instructor)
- I. Mr Sanjay L.A

50. COMPUTER LABS (ITS EQUIPMENTS AND MAINTENANCE: PURCHESING, REPAIRING AND MAINTENANCE OF ALL COMPUTERS):

1. Mrs. Garima Mann (Convenor)
2. Mrs. Richa
3. Dr. Komal Malik
4. Dr. Rakesh Kumar, Compter Inst.
5. Sh. Sanjay Kumar, C.L.A.

51. CCTV CAMERAS (INSTALATION/ FOOTAGE/ MAINTENANCE)

1. Dr. Rakesh (Comp. Inst)
2. Dr. Poonam Yadav (Ext)

52. DRINKING WATER MANAGEMENT(PURCHASING AND MAINTENACE OF AQUAGUARD/RO):

1. Sh. Salender Singh (Convenor)
2. Dr. Gobind Singh
3. Dr. Poonam Yadav (Ext)

53. NAAC Advisory:

1. Mrs. Sunita Sandip
2. Sh. Salender singh
3. Dr. Vinod Gill

54. NAAC, IQAC & NIRF Stearing Committee:

1. Mrs. Garima Mann (Convenor)
 2. Mrs. Richa Verma
 3. Sh. Sonu
 4. Dr. Komal Malik
 5. Dr. Vandana
 6. Sh. Rajiv Kumar
 7. Dr. Poonam Yadav (Ext)
 8. Dr. Rakesh (Comp. Inst)
- I. Sh. Sanjay Kumar, L.A
1. Mrs. Nirmala (IQAC Incharge)
 2. Mrs. Sushila
 3. Sh. Rajiv
 4. Dr. Pooja Rani
 5. Sh Pardeep (Ext)
 6. Sh.Sanjay 9053244603 (Alumnus)
 7. Sh. Ajay Kumar 8556867618 (Alumnus)
 8. Mr. Gagandeep, B.A.II (Student Nominee)
 9. Ms.Sheetal, B.A.II (Student Nominee)
- I. Rajesh L.A

55. AISHE

1. Dr. Vinod gill
 2. Mr. Sonu
 3. Dr. Seema (Ext)
- I. Ms. Ritu

56. UGC:

1. Sh. Sonu (Geo.) (Convenor)
2. Dr. Komal Malik
3. Dr. Minaxi
4. Sh. Pardeep (ext)

57. RUSA:

1. Sh. Salender Singh (Advisor)
2. Dr. Gobind Singh (Convener)
3. Sh Rajiv
4. Dr. Sunita Bamal
5. Sh. Pardeep (Ext)
6. Sh. Mukesh, Clerk

58. HRMS Committee:

1. Dr. Vinod Gill
2. Sh. Vinod Kumar Gupta (Deputy Suptd.)

59. CAREER GUIDANCE BUREAU & PLACEMENT CELL:

- 1 Dr. Komal Malik (Convenor)
2. Mrs. Sushila
3. Sh. Sonu
4. Sh. Deeapk

60. WOMEN CELL:

1. Mrs. Sushila (Convenor)
2. Dr. Geeta Goyal
3. Smt Saroj Bala
4. Dr. Geeta Devi (Ext.)
5. Dr. Seema (Ext)

61. LEGAL LITERACY CELL:

1. Dr. Geeta Goyal (Convenor)
2. Mrs. Meena Pannu
3. Dr. Minaxi
4. Dr. Ashok
5. Mrs. Saroj Bala


62. ANTI SEXUAL HARASSMENT CELL:

1. Mrs. Sunita sandeep
2. Dr. Minaxi
3. Dr. Geeta Goyal
4. Mrs. Saroj Bala

63. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL CELL:

1. Mrs. SunitaSandip (Convenor)
2. Sh. Salender Singh
3. Mrs. Garima Mann
4. Dr. Virender singh

64. ANTI RAGGING CELL:

1. Sh. Salender Singh (Convenor)
 2. Mrs. Garima Mann
 3. Dr. Vinod Gill
 4. Mrs. Richa Verma
- 

65. INTERNAL COMPLAINT COMMITTEE (Sexual Harassment of Women at Workplace: – Prevention, Prohibition and Redressal)

1. Mrs. Sunita sandip
2. Sh. Salender Singh
3. Mrs. Sushila
4. Dr. Vinod Gill

66. FEE CONCESSION, SAF AND SUF COMMITTEE:

1. Dr. Minaxi (Convenor)
2. Dr. GeetaGoyal
3. Mrs. SarojBala

67. STIPEND/SCHOLARSHIPS:

1. Mrs. Richa Verma (SC & Saramgar Scholarship)
2. Mrs. Sushila (BC Scholarship)
3. Dr. Komal Malik (Other Scholarship)

1. (Sh. Mukesh) Mr. Rajesh LA
2. (Sh. Sadhu Ram) Ms. Ritu LA
3. Sh. Sanjay

68. EARN WHILE YOU LEARN SCHEME:

1. Mrs Saroj Bala (Convener)
2. Mrs. Sushila
3. Dr. Vandana Sharma

1. Sh. Mukesh Kumar, Clerk

69. OUTSOURCING/CONTRACT/DC RATE COMMITTEE:

1. Dr Minaxi (Convenor)
2. Mrs. Sushila
3. Dr. Komal Malik
4. Sh. Deepak
5. Dr. Vinod Gill

1. Sh. MukeshKumar, Clerk

70. HEALTH FUND AND SANITATION COMMITTEE:

1. Sh. Salender (Adviser)
2. Dr. Minaxi (Convener)
3. Dr. Poonam Yadav (Ext)
4. Sh. Pardeep (Ext)

71. Entrepreneurship Development Club (EDC):

1. Dr. Komal Malik (Incharge)
2. Mrs. Saroj Bala
3. Sh. Pardeep (Ext)
4. Seven student

72. RED CROSS FUND/CLUB:

1. Dr. Ashok Kumar (Incharge)
2. Dr. Vandana Sharma
3. Dr. Virender Singh
4. Sh. Sonu

73. RED RIBBON CLUB:

1. Dr. Geeta Goyal (Incharge)
2. Dr. Komal Malik
3. Mrs. Richa Verma

74. ROAD SAFETY CLUB:

1. Dr. Ashok kumar (Incharge)
2. Sh. Sonu
3. Dr. Seema (Ext)

75. PRAYAS

1. Mrs. Sunita Sandip (Advisor)
2. Mrs. Garima Mann (Convener)
3. Sh. Sonu
4. Sh. Rajiv

76. SKILL INDIA (ITI APPRENTICESHIP)

1. Dr. Vinod Gill (Nodal Officer)
2. Sh. Salender
3. Dr. Rakesh (Comp. Inst)

77. SPORTS BOARD:

President: Principal- Sh. R S Kajal
 Vice President: Mrs. Sunita Sandip
 Secretary: Sh. Deepak

Members:


1. Sh. Salender Singh
2. Mrs. Garima Mann
3. Dr. Minaxi
4. Dr. Gobind Singh

78. ALUMNI ASSOCIATION:

1. Sh. Salender Singh (Advisor)
2. Sh. Rajiv (Convener)
3. Dr. Gobind Singh
4. Sh. Deepak
5. Mrs. Saroj Bala
6. Dr. Ashok Kmar
7. Mrs. Geeta Devi
8. Dr. Poonam Yadav (Ext)
9. Dr. Seema (Ext)
10. Sh. Pardeep (Ext)

Copy To:

1. College Bursar
2. Staff Notice Board / Senior Tutor
3. Office Incharge
4. Fund Clerk
5. Student Notice Board


 4.8.2020
 Principal
 Govt. College, Nalwa