

# **Office of the Principal, Govt. College Nalwa (Hisar)**

## **Duty list for session 2023-24**

Dated:19.10.2023

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 **23-10-2023** positively. The conveners/in-charges of various committees/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 2023-24. Here, follows the list to be noted down by the concerned staff members:

### **1. College Council**

**Chairperson:** Dr. Kamlesh Duhan, Principal

#### **Members:**

1. Sh. Salender Singh
2. Dr. Minaxi Sharma
3. Sh. Anil Kumar (Comp. Sc.)
4. Smt. Saroj Bala
5. Sh. Anil Kumar (Commerce)

### **2. College Bursar, Office Supervision & Audit**

1. Dr. Vinod Gill (Bursar)
2. Sh. Mukesh Kumar (Assist to Supervision & Audit)

### **3. Senior Mentors**

1. Sh. Salender Singh (Convener)
2. Dr. Minaxi Sharma

### **4. Staff & Social Secretary**

1. Sh. Anil Kumar(Commerce) (Staff Secretary)
2. Dr. Virender Singh (Social Secretary)

### **5. Stage Secretary**

1. Dr. Sunita Bamal
2. Sh. Deepak
3. Dr. Kavita Kharinta

### **6. Right To Information (RTI)**

1. Sh. Salender Singh(SPIO)
2. Dr. Minaxi Sharma (ASPIO)

1. Sh. Mukesh Kumar, Clerk

**7. Court Cases**

1. Dr. Sunita (Psy.) (Convener)
2. Dr. Rajni Mohil
3. Sh. Sonu
1. Sh. Anand Singh (Assistant)

**8. Income Tax & Property Return Committee**

1. Dr. Vinod Gill (Advisor)
2. Sh. Anil Kumar(Commerce) (Convener)
3. Dr. Komal Malik
4. Sh. Pardeep Kumar (Ext. Lect.)
1. Sh. Mukesh Kumar, Clerk

**9. College Time-Table & Work Load**

1. Smt. Richa Kumari (Convener)(upto 21-12-2023 Mrs. Nirmala will be Convener)
2. Dr. Rajni Mohil
3. Sh. Rajiv (Section formation)
4. Mrs. Saroj Bala
5. Dr. Komal Malik
6. Sh. Pardeep Kumar (Ext. Lect.)
1. Sh. Rajesh, LA

**10. Library Committee**

1. Dr. Ashok (Convener)
2. Sh. Anil Kumar(Commerce)
3. Dr. Ravinder Poonia

**11. College Magazine Committee**

1. Smt. Saroj Bala (Convener)
2. Sh. Salender Singh (Editor Sanskrit Section)
3. Dr. Minaxi Sharma (Editor English Section)
4. Dr. Sunita Bamal (Editor Hindi Section)
5. Dr. Sudesh Rathi (Editor Science Section)
6. Dr. Seema (Ext. Lect.)(Editor Environment Section)

**12. Wall Magazine**

1. Dr. Kavita Kharinta (Convener)
2. Smt. Meena Pannu
3. Dr. Vandana Sharma (E-Magazine convener)

**13. Environment Studies, Eco Club & Herit Haryana**

1. Sh. Rajiv (Convener)
2. Smt. Meena Pannu(Eco Club)
3. Dr. Sudesh Rathi (NIC)
4. Dr. Seema (Ext. Lect.) (EVS)

**14. Students Registration Return**

- |   |                             |
|---|-----------------------------|
| 1. Sh. Anil Kumar (Comp. Sc.) (Advisor)           |                             |
| 2. Dr. Pooja Rani (Convener)                      | 1. Smt. Ritu, Clerk         |
| 3. Dr. Ashok (B. A. I)                            | 2. Dr. Rakesh (Comp. Inst.) |
| 4. Dr. Virender Singh (B. A. II)                  | 3. Sh. Sanjay (Compt. L. A) |
| 5. Smt. Saroj Bala (B. A. III)                    |                             |
| 6. Sh. Anil Kumar (Commerce) (Commerce & Science) |                             |

**15. NSO & Lecture Shortage**

- |  |                                |
|--|--------------------------------|
| 1. Dr. Vandana Sharma (Convener)           | 1. Sh. Anand Singh (Assistant) |
| 2. Dr. Sudesh Rathi (For B.Sc)             |                                |
| 3. Smt. Saroj Bala (All B. A.)             |                                |
| 4. Sh. Pardeep Kumar (Ext. Lect.) (B. Com) |                                |

**16. University Works(Part- A)**

- |  |   |
|--|---|
| 1. Dr. Pooja Rani (In-Charge University Works)   | 1. Smt. Ritu, Clerk                           |
| 2. Dr. Ravinder Poonia (Internal Assessment)     | 2. Dr. Rakesh (Comp. Inst.)                   |
| 3. Smt. Saroj Bala (Uni. Exam Form Filling/Fees) | 3. Sh. Sanjay (Compt. L. A)                   |
| 4. Sh. Pardeep Kumar(Ext. Lect.)                 | 4. Smt. Promila(Record of Marksheet & degree) |
| 5. Dr. Seema (Ext. Lect.)                        |   |

**17. University Results/Checking of Results in ACR Performa/College Pass %/Merit List (Part- B)**

- |                                   |                        |
|-----------------------------------|------------------------|
| 1. Dr. Vandana Sharma (In-Charge) |                        |
| 2. Dr. Komal Malik                |                        |
| 3. Sh. Rajiv                      |                        |
| 4. Dr. Ravinder Poonia            |                        |
| 4. Sh. Pardeep Kumar(Ext. Lect.)  | 1. Smt. Promila (L. A) |

**18. Attestation of Forms & Character Certificate**

- |                       |                     |
|-----------------------|---------------------|
| 1. Sh. Salender Singh |                     |
| 2. Dr. Minaxi Sharma  | 1. Smt. Ritu, Clerk |

**19. Subject Societies**

- All Head of the Department

**20. Printing Committee( All types of printing work in the College)**

- Dr. Virender Singh (Convener)
- Smt. Saroj Bala
- Dr. Vandana Sharma

**21. Mike, Tent & Shamiana with Seating Arrangment**

- |  |                             |
|--|-----------------------------|
| 1. Dr. Virender Singh (Convener)       |                             |
| 2. Dr. Kavita Kharinta                 |                             |
| 3. Dr. Ravinder Poonia                 |                             |
| 4. Sh. Deepak (Photography In- Charge) | 1. Dr. Rakesh (Comp. Inst.) |

**22. Cultural Activities & Maintenance of Trophies**

1. Dr. Sunita Bamal (Convener)
2. Dr. Sudesh Rathi
3. Dr. Ravinder Poonia
4. Sh. Rajiv
5. Dr. Neha
6. Dr. Geeta(Ext. Lect.)

**23. Educational Tours/Trips Committee**

1. Sh. Salender Singh (Convener)
2. Sh. Anil Kumar (Comp. Sc.)
3. Smt. Saroj Bala
4. Sh. Rajiv
5. Sh. Sonu
6. Dr. Neha

**24. General Purchase/Physical Verification Committee**

1. Sh. Salender Singh (Convener)
2. Dr. Minaxi Sharma
3. Sh. Anil Kumar (Comp. Sc.)
4. Sh. Anil Kumar(Commerce)

**25. Auction Committee**

1. Sh. Salender Singh (Convener)
2. Sh. Anil Kumar (Comp. Sc.)
3. Dr. Vinod Gill
4. Dr. Ashok
5. Dr. Komal Malik

**26. College Property Including Building, Furniture & Trees**

1. Dr. Neha (Convener)
2. Dr. Sudesh Rathi
3. Smt. Meena Pannu
4. Sh. Rajiv
- 5.

**27. Repair of Furniture & Other Sundry Items**

1. Dr. Virender Singh (Convener)
  2. Dr. Ashok
  3. Dr. Ravinder Poonia
  4. Dr. Neha
1. Dr. Rakesh (Comp. Inst.)

**28. Building Fund (Construction, Repair, B & R and Public Health)**

1. Sh. Salender Singh (Convener)
2. Dr. Kavita Kharinta
3. Dr. Virender Singh
4. Sh. Rajiv

**29. Electoral Voter ID, AADHAR Card, BPL etc**

1. Sh. Sonu (Convener)
2. Smt. Meena Pannu
3. Dr. Rajni Mohil
4. Dr. Pooja Rani

**30. Bus Passes/Passport/ Driving Licence/ Traffic Interpretation Centre**

- |                                   |                               |
|-----------------------------------|-------------------------------|
| 1. Dr. Ashok (Convener)           | 1. Sh. Kuldeep (Bus Pass)     |
| 2. Dr. Minaxi Sharma              | 2. Sh. Rajesh, LA (Pass Port) |
| 3. Sh. Pardeep Kumar (Ext. Lect.) |                               |

**31. Invitation Committee for all Functions**

1. Dr. Sunita Bamal (Convener)
2. Sh. Sonu
3. Dr. Neha

**32. Refreshment Committee**

- |                                  |               |
|----------------------------------|---------------|
| 1. Dr. Virender Singh (Convener) |               |
| 2. Mrs. Saroj Bala               |               |
| 3. Dr. Komal Malik               |               |
| 4. Dr. Seema(Ext. Lect.)         |               |
| 5. Dr. Geeta (Ext. Lect.)        | 1. Sh. Satish |

**33. Annual Prize Committee**

- |                              |                 |
|------------------------------|-----------------|
| 1. Dr. Pooja Rani (Convener) |                 |
| 2. Dr. Komal Malik           |                 |
| 3. Smt. Richa Kumari         | 1. Smt. Promila |

**34. College Annual Report Committee**

1. Dr. Vandana Sharma (Convener)
2. Smt. Saroj Bala
3. Smt. Nirmala R.
- 4.

**35. Publicity Committee**

1. Sh. Salender Singh (Convener)
2. Dr. Kavita Kharinta
3. Dr. Sunita Bamal
4. Smt. Nirmala R.

**36. Utilization of O.E. Grant**

1. Dr. Minaxi Sharma (Convener)
2. Dr. Ashok
3. Sh. Anil Kumar(Commerce)

**37. Lab Upgradation Grant**

- |                          |                             |
|--------------------------|-----------------------------|
| 1. Sh. Deepak (Convener) |                             |
| 2. Dr. Sunita (Psy.)     |                             |
| 3. Smt. Richa Kumari     | 1. Dr. Rakesh (Comp. Inst.) |

**38. Science Exhibition**

1. Dr. Sudesh Rathi (Convener)
2. Dr. Sunita (Psy.)
3. Sh. Rajiv
4. Sh. Sonu

**39. N. S. S. & Tabacoo Monitorship/ Drug Prevention Cell**

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Sh. Sonu (NSS Officer) | 1. Sh. Anand Singh (Assistant)   |
| 2. Dr. Ashok              | 2. Dr. Rakesh Kumar(Comp. Inst.) |
| 3. Dr. Virender Singh     |                                  |
| 4. Sh. Deepak             |                                  |
| 5. Dr. Neha               |                                  |
| 6. Dr. Geeta(Ext. Lect.)  |                                  |

**40. Generator Set, Electricity & Billing**

- |                          |                |
|--------------------------|----------------|
| 1. Sh. Deepak (Convener) | 1. Sh. Kuldeep |
| 2. Dr. Ashok             |                |
| 3. Dr. Ravinder Poonia   |                |

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

- |  |                             |
|--|-----------------------------|
| 1. Sh. Anil Kumar (Comp. Sc.) (Convener) | 1. Dr. Rakesh (Comp. Inst.) |
| 2. Dr. Kavita Kharinta                   |                             |
| 3. Dr. Komal Malik                       |                             |
| 4. Smt. Richa Kumari                     |                             |

**42. Biometric Attendance, Purchase, Installation, Record & Maintenance**

- |  |                             |
|--|-----------------------------|
| 1. Sh. Anil Kumar (Comp. Sc.) (Convener) | 1. Sh. Anand Singh(Assitt.) |
| 2. Sh. Salender Singh                    | 2. Sh. Sanjay Kumar         |
| 3. Dr. Komal Malik                       |                             |

**43. EDUSAT**

- |   |                             |
|---|-----------------------------|
| 1. Sh. Anil Kumar (Commerce) (Convener) | 1. Dr. Rakesh (Comp. Inst.) |
| 2. Dr. Komal Malik                      |                             |
| 3. Sh. Pardeep Kumar (Ext. Lect.)       |                             |

**44. College Website, Web Portal & Face book**

- |   |                             |
|---|-----------------------------|
| 1. Sh. Anil Kumar (Comp. Sc.) (Convener)  | 1. Dr. Rakesh (Comp. Inst.) |
| 2. Dr. Vandana Sharma (facebook Convener) | 2. Sh. Sanjay (Compt. L. A) |
| 3. Dr. Ravinder Poonia                    |                             |

**45. Computer Labs (Its Equipments & Maintenance: Purchasing, Repairing & Maintenance of all Computers)**

- |  |                             |
|--|-----------------------------|
| 1. Sh. Anil Kumar (Comp. Sc.) (Convener) | 1. Dr. Rakesh (Comp. Inst.) |
| 2. Dr. Komal Malik                       | 2. Sh. Sanjay (Compt. L. A) |
| 3. Smt. Richa Kumari                     |                             |

**46. CCTV Cameras (Purchasing/ Installation/ Footage/Maintenance)**

- |  |                             |
|--|-----------------------------|
| 1. Sh. Anil Kumar (Comp. Sc.) (Convener) | 1. Dr. Rakesh (Comp. Inst.) |
| 2. Dr. Sudesh Rathi                      | 2. Sh. Sanjay (Compt. L. A) |
| 3. Dr. Komal Malik                       |                             |

**47. Drinking Water Management (Purchasing & Maintenance of Aqua Guard/RO)**

1. Sh. Rajiv (Convener)
2. Dr. Sudesh Rathi
3. Sh. Pardeep Kumar (Ext. Lect.)

**48. NAAC, NIRF, PRAYAS & IDP (Institutional Development Plan)**

- |   |                             |
|---|-----------------------------|
| 1. Sh. Salender Singh (Advisor)             | 1. Dr. Rakesh (Comp. Inst.) |
| 2. Sh. Anil Kumar (Comp. Sc.) (Convener)    | 2. Sh. Sanjay (Compt. L. A) |
| 3. Dr. Vinod Gill (Co- Convener)            |                             |
| 4. Sh. Anil Kumar (Commerce) (Co- Convener) |                             |
| 5. Dr. Sudesh Rathi                         |                             |
| 6. Dr. Pooja Rani                           |                             |
| 7. Dr. Komal Malik                          |                             |

**49. IQAC**

- |   |                   |
|---|-------------------|
| 1. Smt. Nirmala R. (Convener)                     | 1. Sh. Rajesh, LA |
| 2. Dr. Kavita Kharinta                            |                   |
| 3. Dr. Sudesh Rathi                               |                   |
| 4. Dr. Vandana Sharma                             |                   |
| 5. Dr. Ravinder Poonia                            |                   |
| 6. Dr. Geeta (Ext. Lect.)                         |                   |
| 7. Sh. Pardeep (Ext. Lect.)                       |                   |
| 8. Sh. Sanjay (Mob. No. 90532446030) (Alumnus)    |                   |
| 9. Sh. Ajay Kumar (Mob. No. 8556867618) (Alumnus) |                   |

**50. AISHE**

- |                              |                             |
|------------------------------|-----------------------------|
| 1. Dr. Vinod Gill (Convener) | 1. Sh. Sanjay (Compt. L. A) |
| 2. Sh. Sonu                  |                             |
| 3. Dr. Seema (Ext. Lect.)    |                             |

**51. UGC**

1. Smt. Nirmala R. (Convener)
2. Sh. Anil Kumar (Commerce)
3. Sh. Sonu

**52. RUSA**

1. Sh. Salender Singh (Advisor)
2. Sh. Anil Kumar (Commerce) (Convener)
3. Dr. Ashok
4. Dr. Sunita Bamal

1. Sh. Mukesh Kumar, Clerk

**53. HRMS & MIS**

1. Dr. Vinod Gill (Convener)

1. Sh. Mukesh Kumar, Clerk

**54. Career Guidance Bureau & Placement Cell**

1. Sh. Anil Kumar (Commerce) (Convener)
2. Dr. Ashok Yadav
3. Dr. Rajni Mohil
4. Dr. Sunita (Psy.)
5. Sh. Deepak

**55. Women Cell**

1. Dr. Kavita Kharinta (Convener)
2. Smt. Saroj Bala
3. Dr. Rajni Mohil
4. Dr. Sunita (Psy.)
5. Smt. Nirmala R.
6. Dr. Seema (Ext. Lect.)
7. Dr. Geeta(Ext. Lect.)

1. Sh. Rajesh, LA
2. Sh. Ajay

**56. Decoration Committee**

1. Dr. Neha (Convener)
2. Dr. Sudesh Rathi
3. Smt. Nirmala R.
4. Dr. Sunita (Psy.)
5. Dr. Geeta (Ext. Lect.)

1. Sh. Rajesh, LA
2. Sh. Ajay

**57. Legal Literacy Cell**

1. Dr. Sunita Bamal (Convener)
2. Smt. Meena Pannu
3. Dr. Ravinder Poonia



**58. Anti Sexual Harassment Cell**

Dr. Minaxi Sharma (Convener)

Dr. Kavita Kharinta

Sh. Anil Kumar (Commerce)

Dr. Sunita Devi

Dr. Vinod Gill

Dr. Rajni Mohil

Dr. Pooja Rani

**59. Students Grievances & Complaints Redressal Cell**

1. Sh. Salender Singh (Convener)

2. Sh. Anil Kumar (Comp. Sc.)

3. Dr. Pooja Rani

4. Dr. Ravinder Poonia

5. Dr. Neha

**60. Anti Ragging Cell**

1. Sh. Salender Singh (Convener)

2. Sh. Anil Kumar (Comp. Sc.)

3. Dr. Sunita (Psy.)

4. Dr. Kavita Kharinta

5. Smt. Nirmala R.

**61. Internal Complaint Committee (Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees & students)**

1. Dr. Minaxi Sharma (Convener)

2. Sh. Salender Singh

3. Dr. Kavita Kharinta

4. Dr. Neha

5. Smt. Ritu, Clerk

6. Smt. Promila (L. A)

7. Sh. Sushil Kumar (Sarpanch, Nalwa)

**62. Fee Concession, SAF & SUF Committee**

1. Dr. Minaxi Sharma (Convener)

2. Sh. Anil Kumar (Commerce)

3. Dr. Sunita (Psy.)

4. Dr. Vinod Gill

**63. Stipend/Scholarships**

1. Smt. Richa Kumari (Merit &amp; Other Scholarship)

2. Sh. Anil Kumar (Commerce) (BC Scholarship)

3. Dr. Sunita (Psy.) (SC &amp; Sramgar Scholarship)

4. Dr. Rajni Mohil (Jindal Scholarship)

1. Sh. Sanjay (Compt. L. A)

2. Sh. Mukesh Kumar, Clerk

3. Smt. Ritu, Clerk

**64. Earn While You Learn Scheme**

1. Smt. Saroj Bala (Convener)
2. Dr. Rajni Mohil
3. Dr. Vandana Sharma
4. Dr. Seema(Ext. Lect.)

**65. HKRN**

- |  |                                |
|--|--------------------------------|
| 1. Sh. Anil Kumar (Comp. Sc.) (Convener) | 1. Sh. Anand Singh (Assistant) |
| 2. Dr. Minaxi Sharma                     | 2. Sh. Mukesh Kumar, Clerk     |
| 3. Dr. Vinod Gill                        |                                |

**66. Health and Sanitation Committee**

1. Dr. Meena Pannu (Convener)
2. Dr. Minaxi Sharma
3. Dr. Ashok

**67. Cleanliness of the entire College including Roofs**

- |                          |               |
|--------------------------|---------------|
| 1. Sh. Deepak (Convener) | 1. Sh. Mangtu |
| 2. Dr. Sunita (Psy.)     | 2. Sh. Amit   |
| 3. Dr. Pooja Rani        |               |

**68. Entrepreneurship Development Club (EDC)**

1. Dr. Komal Malik (Convener)
2. Smt. Saroj Bala
3. Smt. Nirmala R.

**69. Red Cross/ Red-Ribbon Club**

1. Dr. Meena Pannu(Convener)
2. Dr. Ashok
3. Dr. Minaxi Sharma
4. Sh. Sonu

**70. Skill India (ITI Apprenticeship)**

1. Dr. Vinod Gill (Convener)
2. Sh. Salender Singh
3. Dr. Rakesh (Comp. Inst.)

**71. Sports Board**

**President:** Dr. Kamlesh Duhan, Principal

**Vice- President:** Sh. Salender Singh

**Secretary:** Dr. Neha

**Members:**

1. Sh. Anil Kumar(Comp. Sc.)
2. Dr. Vinod Gill
3. Dr. Kavita Kharinta
4. Dr. Sunita Bamal
5. Sh. Deepak
6. Dr. Sudesh Rathee

**72. Alumni Association**

1. Sh. Salender Singh (Advisor)
2. Sh. Rajiv (Convener)
3. Dr. Ashok
4. Sh. Deepak
5. Dr. Geeta(Ext. Lect.)
6. Dr. Seema(Ext. Lect.)
7. Sh. Pardeep Kumar (Ext. Lect.)

**73. Grievance Redressal Committee at work place for SC Community**

- |                                 |                            |
|---------------------------------|----------------------------|
| 1. Dr. Sunita (Psy.) (Convener) | 1. Sh. Mukesh Kumar(Clerk) |
| 2. Smt. Nirmala R.              |                            |
| 3. Dr. Neha                     |                            |

**Principal**

**Copy to:**

1. College Bursar
2. Office In-Charge
3. IQAC In- Charge

**Principal**