

# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI

## DUTY LIST FOR THE SESSION 2019-20

*Latest update on 22/7/19*  
Dated : 20-07-2019

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 23-05-2019 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 2019-20. Here follows the list to be noted down by the concerned teachers:

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

**Chairperson: Smt. Savita Mann.**

#### **Members:**

1. Sh. Shamendra Singh
2. Dr. Raj Kumar
3. Sh. Joginder Singh
4. Sh. Karambir Singh
5. Sh. Shiv Rattan Mittal

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

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

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

1. Sh. Joginder 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. Bhateri

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

1. Dr. Raj Kumar – Convener Workload

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

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

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4. Dr. Banta Singh Jangra (BCA, PGDCA & 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. Shamendra Singh (Convener)
2. Sh. Kishan Pal
3. Sh. Karambir Singh
4. Smt. Rajni Saini

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

1. Dr. Harsha - (Convener)
2. Dr. Ekta
3. Ms. Santosh
4. Mr. Sandeep

Assisted by Sh. Somvir, Clerk

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

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

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

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

1. Sh. Shiv Rattan Mittal (Convener)

2. Sh. Vijay Kumar Yadav

3. Sh. Shiv Kumar

Mr. Vijay Rana (W) Ms Meggi Meggi

**10 (I) COLLEGE WEBSITE (CMS) & E-MAIL NODAL OFFICER:**

1. Dr. Banta Singh Jangra - (Convener) (Overall)

2. Smt. Anju Jain

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

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

**(II) DHE IT MODULE, ASSET MANAGEMENT, COLLEGE WEBSITE (ERP) & Bulk SMS ETC.**

1. Smt. Poonam (Convener)

2. Smt. Uma Sharma

3. Smt. Anju Jain

4. Smt. Priyanka

Asst. Mr. Sanjay Beniwal Beniwal

**(III) SHIKSHA SETU, SUBJECT MAPPING, STUDENTS & STAFF MAPPING.**

1. Smt. Priyanka (Nodal Officer/Convener)

2. Dr. Kuldeep Singh

**11. RIGHT TO INFORMATION:**

1. Sh. Sh. Shamendra Singh (SPIO)

2. Mr. Surender Kumar (ASPIO)

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

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

1. Sh. Shiv Rattan (Convener)

2. Sh. Dhanesh

3. Sh. Ravinder

4. Mr. Sandeep Kumar

5. Ms. Akanksha

### 3. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMENT:

1. Sh. Karambir Singh (Convener) *K. Singh*
2. Smt. Suman Lata *Suman*
3. Sh. Vijay Yadav *Vijay*
4. Sh. Ajmer Singh *Ajmer*
5. ~~Sh. Shiv Kumar~~ *Shiv Kumar*
6. Smt. Uma Sharma *Uma*
7. Ms. Bhateri *Bhateri*
8. *Ma. Vijay Rana Vijay*

Assisted by :-

1. Sh. Sunny (Clerk) *Sunny*

### 14. STIPEND/SCHOLARSHIPS NODAL OFFICERS:

1. Sh. Sandeep Kumar (B.C. *Sandeep*) Assisted by Sh. Subhash Chand, L.A. *Subhash*
2. Sh. Suman Lata (All types of Scholarships/Loans/Stipends) Assisted Sh. Subhash Chand, L.A. Merit and Others) With the help of Sh. Joginder Singh *Joginder*

3. Ms. Bhateri (SC, ST) *Bhateri*
- Sh. Dhanesh (SC, ST) *Dhanesh*

Assisted by Sh. Subhash Chand, L.A. *Subhash*

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

1. Sh. Shamendra Singh - (Convener) *Shamendra*
- 2. Sh. Sandeep (B.Com, M.Com, & All Project Reports) *Sandeep*
3. Sh. Ravinder Kumar (B.Sc, ~~BCA~~) *B.Sc. Honours*
4. Ms. Santosh (B.A) *Santosh*
5. *Ms. Maggi (B.A)* *Maggi*

⑥ Mr. Kuldeep - P.G.D. & A  
⑦ Mrs. Poonam - Yoga & Mental Health  
⑧ Ms. Raju - B.C.A.

Sh. Sanjay Beniwal for uploading

### 16. STAGE SECRETARY

1. Dr. Raj Kumar *Raj Kumar*
2. Sh. Kishan Pal *Kishan Pal*

### 17. AISHE

1. Dr. Raj Kumar *Raj Kumar*
2. *Mr. Shiv Kumar (SMC)* *Mr. Vijay Rana Vijay*

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

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

### 19. BUS PASSES:

1. Smt. Babita Chaudhary (Convener & I/C Roadways) *Babita*
2. Ms. Bhateri *Bhateri*
3. Dr. Kuldeep Singh (I/C Private Buses) *Kuldeep*

Assisted by Sh. Virender Singh, L.A. *Virender*

### 20. WOMEN STUDIES AND DEVELOPMENT CELL:

1. Dr. Ekta (Convener) *Ekta*
2. Ms. Bhateri *Bhateri*
3. Smt. Anju *Anju*
4. Smt. Poonam *Poonam*
5. Two Girls Students



## 21. ONLINE ADMISSIONS:

1. Dr. Raj Kumar - (Over All Nodal Officer)
2. Sh. Shiv Rattan (B.Com, M.Com)
3. Sh. Kishan Pal (B.A II, III)
4. Sh. Joginder Singh (B.A -I)
5. Dr. Harsha (B.Sc all)
6. Dr. Banta Singh Jangra (BCA & PGDCA All)

## 22. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES:

- |                                      |  |
|--------------------------------------|--|
| (I) 1. Sh. Kishan Pal (Co-ordinator) | (II) 1. Smt. Anju Jain - For maintenance of Trophies |
| 2. Sh. Surender Kumar                | 2. Smt. Uma Sharma                                   |
| 3. Sh. Vijay Kumar Yadav             |  |
| 4. Dr. Ekta                          |  |
| 5. Sh. Sandeep Kumar                 | 10 Mr. Dharambir                                     |
| 6. Mrs. Priyanka                     | 11 Ms. Maggi   |
| 7. Ms. Santosh Devi                  | 12 " Akanksha  |
| 8. Ms. Bhateri                       |  |
| 9. Sh. Mohinder Singh                |  |

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

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

## 24. EDUCATIONAL TOURS/ TRIPS COMMITTEE:

### Boys Tour-

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

### Girls Tour-

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

## 25. INVITATION COMMITTEE FOR ALL FUNCTIONS:

1. Sh. Kishan Pal (Convener)
2. Sh. Shiv Rattan
3. Smt. Priyanka
4. Smt. Poonam
5. Smt. Anju Jain

## 26. ELECTRICITY & TELEPHONE BILLS

1. Sh. Mahender Singh

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

1. Smt. Rajni Saini - (Convener)
2. Smt. Suman Lata
3. Sh. Kapil Kumar
4. Sh. Surender Kumar
5. Ms. Babita Chaudhary

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

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

### 29. ANNUAL PRIZE DISTRIBUTION & PREPARATION OF ANNUAL REPORT:

1. Sh. Vijya Kumar Yadav (Convener)
2. Sh. Anil Kumar
3. Sh. Shiv Kumar
4. Sh. Ajmer Singh
5. Smt. Anju Jain
6. Smt. Priyanka
7. Sh. Karambir Singh (For Preparation of Annual Report)

8. Mr. Vijay Rana  
9. Ms. Aakanksha

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

#### (i) Cleanliness and Beautification

1. Smt. Babita Chaudhary (Convener)
2. Smt. Poonam
3. Smt. Priyanka
4. Ms. Santosh

#### (ii) Decoration

1. Dr. Ekta (Convener)
2. Smt. Poonam
3. Smt. Priyanka
4. Ms. Santosh
5. Ms. Maggi
6. Ms. Aakanksha

#### (iii) Gardening

1. Sh. Kishan Pal (Convener)
2. Sh. Dhanesh Kumar
3. Sh. Sandeep Kumar

Mr. Dharambir

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

1. Sh. Shamendra Singh (Convener)
2. Sh. Kishan Pal
3. Sh. Karambir Singh
4. Dr. Harsha
5. Smt. Rajni Saini

### 32. COLLEGE DISPENSARY, HEALTH FUND, RED CROSS FUND (DEPOSIT AND USE)

1. Sh. Kishan Pal (Convener)
2. Sh. Ajmer Singh
3. Sh. Shiv Kumar
4. Dr. Kuldeep Singh

### 33. COMMITTEE FOR PREVENTION OF VIOLENCE OF SEXUAL HARASSMENT AGAINST WOMEN (STAFF AND STUDENTS)

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

### 34. N.S.S. Program Officers:

1. Mrs. Renu Rani - (Unit-II Girls)
2. Sh. Amit Kumar - (Unit-I Boys)

### 35. N.C.C. OFFICER:

1. Sh. Sombir

### 36. COURT CASES:

1. Sh. Ravinder Kumar (Convener)
2. Sh. Sombir (Physics)
3. Sh. Amit Kumar
4. Concerned Member

4. Mr. Vijay Rana  
Vijay

### 37. PRINTING & BINDING:

1. Sh. Shiv Rattan - (Convener)
2. Sh. Ajmer Singh
3. Dr. Kuldeep Singh
4. Sh. Dhanesh

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

1. Sh. Karambir Singh (Editor in Chief. Hindi)
2. Sh. Shamendra Bamel (Planning and Campus News)
3. Sh. Joginder Singh (Editor Sanskrit)
4. Sh. Shiv Rattan - Editor Commerce
5. Dr. Harsha Wall Magazine (Convener)
6. Dr. Banta Singh Jangra - Editor Science Section
7. Ms. Santosh (Editor English)
8. Smt. Uma Sharma

### 39. ALUMNI ASSOCIATION:

1. Sh. Kishan Pal (Convener)
2. Sh. Joginder Singh
3. Sh. Shiv Rattan Mittal
4. Sh. Shiv Kumar
5. Sh. Sharam Singh Dhamvir

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

1. Sh. Kishan Pal - (Convener)
2. Sh. Vijay Kumar Yadav (Photography)
3. Sh. Joginder Singh (Press Report)

### 41. LIBRARY/BOOK BANK ADVISORY COMMITTEE, ID CARD OF STAFF & STUDENTS:

1. Sh. Sandeep Kumar (Convener)
2. Sh. Dhanesh Kumar
3. Dr. Kuldeep Singh
4. All Head of Departments (Members)

5. Mr. Vijay Rana  
Vijay

Assisted by Sh. Sanjay Beniwal, L.A

### 42. SCIENCE EXHIBITION

1. Dr. Harsha - (Convener)
2. Smt. Suman Lata
3. All Head of Concerned Departments (Members)

### 43. CAREER GUIDANCE & PLACEMENT CELL:

1. Sh. Dhanesh - (Convener)
2. Sh. Sandeep Kumar
3. Sh. Ravinder Kumar
4. Ms. Santosh Devi
5. Smt. Anju Jain
6. Smt. Priyanka
7. Mr. Sharam Singh Dhamvir



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

1. Sh. Karambir Singh - (Convener) *K*
2. Sh. Shiv Rattan *SR*
3. Dr. Harsha *H*
4. Dr. Banta Singh Jangra *BSJ*
5. Ms. Akanksha - *Akanksha*

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

1. Sh. Karambir Singh - Convener *K*
2. Sh. Surender Kumar *SK*
3. Sh. Ajmer Singh *Ajmer*
4. Sh. Sandeep Kumar *Sandeep*

Assisted by Sh. Sunny (Clerk) *S*

#### 46. ENVIRONMENT STUDIES:

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

#### 47. RECORD OF DEGREES AND SUPERVISION OF DETAILS OF MARKS CARDS (DMC) AND ANSWER SHEET:

1. Sh. Smt. Anju Jain - Convener *Anju* Assisted by Smt. Sonia, Restorer & *Sonia*
2. Sh. Sandeep Kumar *Sandeep* Assisted by Smt. Babita Yadav *Babita*
3. Ms. Santosh *Santosh*
4. Mrs. Uma Sharma *Uma* Assisted by Sh. Sombir, Clerk to all *Sombir*

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

1. Sh. Kishan Pal (Convener) *KP*
2. All Regular Teachers, Extension Teachers & Non Teaching Staff

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

1. Sh. Shamendra Bamal (Convener) *SB*
2. Sh. Kishan Pal *KP*
3. Sh. Shiv Rattan *SR*
4. Sh. Surender Kumar *SK*
5. Dr. Ekta *Ekta*
6. Smt. Suman Lata *Suman*

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

1. Sh. Ajmer Singh - Convener *Ajmer*
2. Sh. Sandeep Kumar *Sandeep*
3. Dr. Kuldeep Singh *Kuldeep*
4. Sh. Mohinder Singh *Mohinder*

5. Mr. Sharmila - *Sharmila*

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

1. Sh. Surender - Convener *SK*
2. Sh. Ajmer Singh *Ajmer*
3. Sh. Dhanesh *Dhanesh*
4. Dr. Kuldeep Singh *Kuldeep*
5. Sh. Mohinder Singh *Mohinder*

Assisted by Sh. Yudhveer Singh-LA *Yudhveer*

#### 52. LEGAL LITERACY CELL:

1. Smt. Babita Chaudhary - Convener *Babita*
2. Sh. Sandeep Kumar *Sandeep*
3. Sh. Ravinder Kumar *Ravinder*
4. Ms. Bhateri *Bhateri*
5. Mr. Vijay Rana *Vijay*



**53. UNIVERSITY WORKS ( Students Regn. Return / Practical Award / Sheets Record /**

**University Inspection & Verification):**

1. Dr. Harsha - (Convener)

2. Smt. Poonam

3. Smt. Priyanka

4. Smt. Poonam

Assisted by Sh. Sonubir, Clerk

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

- All Head of the Depts.

**55. EDU-SAT INCHARGE:**

1. Sh. Anil Kumar

2. Sh. Mohinder Singh

**56. R.K. FUND (DEPOSIT AND USE)**

1. Ms. Santosh

2. Ms. Bhateri

**57. SPORTS BOARD:**

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

**Members:**

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

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

- Sh. Shiv Kumar - (Convener)
- Sh. Amit Kumar
- Smt. Renu Rani
- Ms. Santosh Devi

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

- Dr. Harsha - (Convener)
- Sh. Kapil Kumar
- Dr. Ekta
- Sh. Dhanesh Kumar
- Sh. Anil Kumar (I/c & Office & Establishment)

**60. LAB UPGRADE/GRANT**

- Dr. Banta Singh Jangra - (convener)
- All Heads/In charges of the Subjects

61. CCTV CAMERAS (PURCHASING & INSTALLATION & FOOTAGE)

1. Sh. Kapil Kumar - (Convener) *Kapil*
2. Sh. Vijay Kumar Yadav *Vijay*
3. Smt. Poonam *Poonam*
4. Smt. Uma Sharma *Uma*

Assisted by : Pardeep Rohila, Comp. Instructor *P.16*

62. BIOMETRIC ATTENDANCE/ RECORD

1. Sh. Kapil Kumar - (Convener) *Kapil*
2. Smt. Priyanka *Priyanka*
3. Dr. Kuldeep *Kuldeep*

Assisted by Sh. Pardeep Kumar, Comp. Instructor *P.16*

Assisted by Sh. Sushma Rani, Comp. Instructor *Sushma*

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

Employees

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

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

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

*(4) Mr. Dharambik Dharmvir*  
*Mr. Ajmer (Convener)*  
*Sandeep member*  
*Kuldeep "*

Assisted by Sh. Sunny, Clerk *Sunny*

Sh. Rajender Kumar- Mali *Rajender*

65. RED - RIBBON CLUB:

1. Sh. Anil Kumar - Convener *Anil*
2. Sh. Vijay Kumar Yadav *Vijay*
3. Sh. Shiv Kumar *Shiv*

66. POLICE CADET CORPS (PCC)

1. Sh. Anil Kumar

67. SPOKEN TUTORIAL

1. Sh. Suman Lata - Convener *Suman*
2. Dr. Kuldeep Singh *Kuldeep*
3. Sh. Pardeep Kumar (Computer Instructor) *Pardeep*
4. Smt. Sushma Rani (Computer Instructor) *Sushma*

68. INCHARGE OF MULTIPURPOSE HALL MAINTANANCE AND OTHERS

1. Mrs. Babita Chaudhary *Babita*
2. Ms. Bhateri *Bhateri*

*(2) Ms Maggi Maggi*

69. PREPARATION FOR CONVOCATION FUNCTION

1. Sh. Kishan Pal (Convener) *Kishan*
2. Smt. Suman Lata *Suman*
3. Sh. Kapil Kumar *Kapil*
4. Sh. Dhanesh Kumar *Dhanesh*
5. Sh. Sandeep Kumar *Sandeep*
6. Ms. Bhateri *Bhateri*
7. Smt. Babita Chaudhary *Babita*
8. Smt. Uma Sharma *Uma*



## 70. E-CONTENT & VIDEO CONFERENCING ROOM COMMITTEE

1. Mrs. Suman Lata (Convener) *Suman*
2. Mrs. Poonam *Poonam*
3. Ms. Santosh Devi *Santosh*

Assisted by Sh. Pardeep Kumar (Computer Inst.)  
Assisted by Smt. Sushma Ram (Computer Inst.)

## 71. RAIN WATER HARVESTING

1. Dr. Banta Singh Jangra *BSJP*
2. Smt. Rajni Saini *Rajni*
3. Sh. Kapil Kumar *Kapil*
4. Sh. Anil Kumar *Anil*

Assisted by Sh. Rajender Kumar, Mali

## 73. SMART CLASS ROOMS

Sr. No.	Smart Class Room No.	Incharge Name	Assisted by
1.	38	Dr. Banta Singh Jangra <i>BSJP</i>	Smt. Sushma Rani <i>Sushma</i>
2.	028	Sh. Kapil Kumar <i>Kapil</i>	Sh. Pardeep Kumar <i>Pardeep</i>
3.	24	Sh. Ravinder Kumar <i>Ravinder</i>	Sh. Virender Singh <i>Virender</i>
4.	201	Sh. Vijay Kumar Yadav <i>Vijay</i>	Sh. Pawan Kumar <i>Pawan</i>
5.	204	Sh. Dhanesh <i>Maggi</i>	Sh. Sanjay Beniwal <i>Sanjay</i>
6.	205	Sh. Anil Kumar <i>Anil</i>	Sh. Rajender Peon <i>Rajender</i>
7.	209	Sh. Shamendra Singh <i>Shamendra</i>	Sh. Sanjay Beniwal <i>Sanjay</i>
8.	210	Sh. Sandeep Kumar <i>Sandeep</i>	Sh. Sanjay Beniwal <i>Sanjay</i>
9.	304 <i>Vijaya Rang</i>	Smt. Suman Lata <i>Suman</i>	Sh. Pawan Kumar <i>Pawan</i>
10.	305	Ms. Santosh Devi <i>Santosh</i>	

*[Signature]*  
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

The Principal.

G. C. Hansi

Subject :- Regarding handing over charges

R/Mam

I have been informed. that I got the deputation from G.C Hansi to G.C.W. Unhani

I have some charges. Please give me name of teacher who take the charges.

Charges are.

- ① Placement cell } Mr. Sandeep
- ② Gardening } Mr. Sandeep
- ③ Sc/ST stipend. → Ms. Bhateri
- ④ Smart Room Charges → Mr. Vijay Rana  
Chg taken on 9/8/19

Sandeep  
22/08/2019

Bhateri  
22/08/2019

Yours faithfully

Dhanesh Kumar

Assistant Professor



# OFFICE OF THE PRINCIPAL GOVT. COLLEGE HANSI

## OFFICE ORDER

Dated: 02/09/2019

A committee is being constituted of the following staff member for smooth conduct of merit scholarships.

Dr. Suman Malik



1. National Portal Scholarship
2. Sanskrit Scholarship
3. Freedom Fighter Scholarship
4. Disability scholarship
5. Physically challenged minority cholarship

Mrs. Priyanka

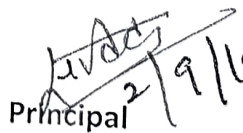


1. Undergraduate Girls Scholarship
2. RKF Scholarship

Mrs. Uma



1. Haryana State Merit Scholarship
2. POSE

  
Principal  
Govt. College Hansi