

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, HANSI

Annual Duty List for Session: 2022-23

Memo No: 1779

Date: 01-10-2022

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 counter signature of the undersigned by 08-10-2022 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 2022-23. Here follows the list to be noted down by the concerned teachers:

1. COLLEGE COUNCIL/PARENT TEACHER INTERACTION:

Chairperson: Dr. Ram Partap - Principal

Members:

1. Sh. Shamendra Singh
2. Dr. Raj Kumar
3. Sh. Kishan Pal
4. Sh. Joginder Singh
5. Sh. Karambir Singh
6. Sh. Shiv Rattan
7. Dr. Banta Singh Jangra
8. College Bursar (Special Invitee)

2. MENTOR AND TUTORIAL BOARD:

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

3. COLLEGE BURSAR:

1. Sh. Surender Kumar-Com

4. STAFF & SOCIAL SECRETARY:

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

5. PROCTORIAL BOARD/STUDENTS COUNSELLING CELL:

1. Sh. Joginder Singh - Chief Proctor
2. Sh. Sat Kumar (Ext. Lect)
3. Sh. Sushil Kumar (Ext. Lect)

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

1. Dr. Raj Kumar – Convener - Workload

(A) Time Table :

1. Sh. Shiv Rattan (B.Com & M.Com) – Convener - Over All Time Table
2. Dr. Rajni Saini (PGDYM)H
3. Dr. Banta Singh Jangra (BCA, PGDCA & BA-CS)
4. Mrs. Renu Rani (B.Sc-Non Med)
5. Sh. Dhanesh Kumar (B.Sc-Maths Hon)
6. Sh. Shiv Kumar (BA)
7. Dr. Amit Sharma (Ext. Lect) Assist to Conveners

(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, A. Sheets Record, ACR Results, Merit List, Internal, Practical award uploading & Remuneration/TA/DA Bills Submission etc.):

1. Sh. Dhanesh Kumar - **Convener/Registrar**
2. Mrs. Renu Rani
3. Mrs. Anju Jain
4. Mrs. Priyanka-CS
5. Dr. Amit Sharma (Ext. Lect)
6. Dr. Alka (Ext. Lect)
7. Sh. Naresh Kumar (Ext. Lect)
8. Ms. Priyanka-Maths (Ext. Lect)
9. Mrs. Sudesh (Ext. Lect)
10. Mrs. Shilka (Ext. Lect)
11. Sh. Rahmaan Khan
12. Mrs. Poonam-Chem (Ext Lect)
13. Sh. Surender Kumar-CS (Ext Lect)
14. Sh. Sanjay Beniwal, University Exam-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. Mrs. 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, Dy. Supdt./Office Incharge
3. Sh. Pardeep Rohilla, Daily Update Email & DHE Circulars
4. Sh. Shiv Kumar, Steno - Daily Update Email & DHE Circulars

12. COLLEGE WEBSITE & ONLINE ACR:

1. Dr. Banta Singh Jangra - **Nodal Officer**
2. Mrs. Uma Sharma
3. Sh. Sushil Kumar (Ext. Lect)
4. Sh. Surender Kumar-CS (Ext. Lect)
5. 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. Sh. Manish Gautam (Ext. Lect)

Assisted by Sh. Pradeep Rohilla – Comp. Inst.

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

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

16. RIGHT TO INFORMATION:

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

17. REFRESHMENT COMMITTEE - (For All Functions)

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

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

1. Mrs. Uma Sharma - Nodal Officer
2. Sh. Sushil Kumar (Ext. Lect)
3. Sh. Anil Kumar, Dy. Supdt./ Office Incharge
4. Sh. Pardeep Rohilla, Computer Instructor
5. Mrs. Sushma Rani, Computer Instructor

19. STAGE SECRETARY

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

20. STIPEND/SCHOLARSHIPS NODAL OFFICERS:**(a) 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-Phy (Ext. Lect) *Sh. Surender Singh*
6. Ms. Priyanka-Maths (Ext. Lect) *Priyanka*
7. Mrs. Sushma Rani, Comp Inst. *Sushma*

(b) For BC SCHOLARSHIPS-

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

(c) For SC SCHOLARSHIPS-

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

21. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMNT:

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 Sihag (Ext. Lect) *Virender*
6. Dr. Sanjay-Hindi (Ext. Lect) *Sanjay*
7. Sh. Naresh Kumar (Ext Lect) *Naresh*
8. Sh. Vinod Kumar (Ext. Lect) *Vinod Kumar*

Assisted by :- Sh. Prittam

22. AISHE-

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

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

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

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

1. Mrs. Babita Chaudhary - Convener *Babita*
2. Mrs. Sudesh (Ext. Lect) *Sudesh*

Assisted by Sh. Rajesh, LA *Rajesh***For Private Buses**

1. Sh. Sandeep Kumar (Maths) - Convener *Sandeep*
2. Dr. Manju Mann (Ext. Lect) *Manju Mann*

Assisted by Sh. Rajesh, LA *Rajesh***25. PREPARATION OF PRINCIPAL MEETINGS REPORT with DGHE:**

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

26. WOMEN STUDIES AND DEVELOPMENT CELL:

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

27. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES etc.:

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

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

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

29. INVITATION COMMITTEE FOR ALL FUNCTIONS:

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

30. Bills I/c of ELECTRICITY, TELEPHONE, Wi-Fi, LEASED LINE & PHOTO STATE MACHINE REPAIRING etc.

1. Sh. Sombir - Convener *Sombir*
2. Sh. Mohinder Singh *Mohinder Singh*
3. Mrs. Sunita (Ext. Lect) *Sunita*
4. Sh. Vinod Kumar (Ext. Lect) *Vinod Kumar*
5. Sh. Rahmaan Khan (Ext. Lect) *Rahmaan Khan*

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

31. EDUCATIONAL TOURS/ TRIPS COMMITTEE:**(a) Boys Tour-**

1. Sh. Karambir Singh - Convener *Karambir Singh*
2. Dr. Banta Singh Jangra *Banta Singh Jangra*
3. Sh. Surender Kumar-Com *Surender Kumar*
4. Sh. Sat Kumar (Ext. Lect) *Sat Kumar*

Sh. Ravi Kant. LA - For Asstt.

(b) Girls Tour-

1. Dr. Sushila - Convener *Sushila*
2. Mrs. Uma Sharma *Uma*
3. Mrs. Babita Chaudhary *Babita*
4. Mrs. Sunita (Ext. Lect) *Sunita*

Poonam
Mrs. Poonam, LA-For Asst.

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

1. Dr. Rajni Saini - Convener *Rajni*
2. Dr. Sushila *Sushila*
3. Dr. Kapil Kumar *Kapil*
4. Mrs. Babita Chaudhary *Babita*
5. Sh. Mohinder Singh *Mohinder*
6. Dr. Pawan Saini (Ext. Lect) *Pawan*
7. Dr. Amit Sharma (Ext. Lect) *Amit*
8. Sh. Naresh Kumar (Ext. Lect) *Naresh*
9. Dr. Mukesh Kumar (Ext. Lect) *Mukesh*
10. Ms. Priyanka-Maths (Ext. Lect) *Priyanka*

33. ANNUAL PRIZE DISTRIBUTION & PREPARATION OF ANNUAL REPORT:

1. Sh. Shiv Rattan - Convener *Shiv Rattan*
 2. Mrs. Maggi *Maggi*
 3. Mrs. Aakanksha *Aakanksha*
 4. Sh. Karambir Singh (For Preparation of Annual Report only) *Karambir*
 5. Dr. Amit Sharma *Amit*
 6. Ms. Priyanka-Maths *Priyanka*
- Ms. Shilka (Ext. Lect) Shilka*
Mrs. Sunita (Ext. Lect) Sunita

34. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR ALL FUNCTION**(i) Cleanliness and Beautification**

1. Mrs. Babita Chaudhary - Convener Over All *Babita*
2. Mrs. Santosh Devi *Santosh*
3. Dr. Manju Mann (Ext. Lect) *Manju*
4. Mrs. Shilka (Ext. Lect) *Shilka*

(ii) Decoration

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

(iii) Gardening

1. Sh. Kishan Pal - Convener *Kishan*
2. Dr. Sanjay-Hindi (Ext. Lect) *Sanjay*
3. Sh. Jitin Rana (Ext. Lect) *Jitin*
4. Sh. Baljeet Singh (Ext. Lect) *Baljeet*
5. Sh. Virender Sihag (Ext. Lect) *Virender*

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

1. Sh. Ajmer Singh - Convener *Ajmer Singh*
2. Mrs. Renu Rani *Renu*
3. Mrs. Santosh Devi *Santosh*
4. Sh. Surender Singh-Phy (Ext. Lect) *Surender*
5. Mrs. Priyanka-Chem (Ext. Lect) *Priyanka*
6. Sh. Baljeet Singh (Ext. Lect) *Baljeet*
7. Dr. Manju Mann (Ext. Lect) *Manju*
8. Sh. Virender Sihag (Ext. Lect) *Virender*

6/10/2022

36. GENERAL PERCHASE (ALL ITEMS)

1. Sh. Shamendra Singh - Convener
2. Sh. Kishan Pal
3. Sh. Sombir
4. Concern HODs

37. SEXUAL HARASSMENT AGAINST WOMEN / EVE TEASING (Staff/Students)

1. Dr. Suman Malik - Convener/Presiding Officer
2. Dr. Sushila - Member-2
3. Mrs. Babita Chaudhary - Member-3
4. Mrs. Renu Rani - Member-4
5. Ms. Bhateri - Member-5
6. Mrs. Suman Deci (Advocate Hansi Court)
7. Mrs. Shama Malhotra (Akhil Bhartiya Hindu Maha Sabha Mahila Brigade Hansi)
8. Mrs. Ankur Bala (Ext. Lect)
9. Mrs. Sunita (Ext Lect)

38. N.S.S. PROGRAM OFFICERS (Nodal Officer: Harit & Traffic Interpretation Centre)-

1. Dr. Sushila - (Unit-II Girls) - Convener
2. Sh. Dharmvir-(Unit-I Boys)-Harit/Unnat Abhiyan & Traffic Interpretation Centre

N.S.S. Advisory Committee:

1. Dr. Ram Partap - Patron
2. Sh. Shamendra Singh
3. Dr. Raj Kumar
4. Sh. Shiv Rattan
5. Dr. Banta Singh Jangra
6. Dr. Rajni Saini

For Assistance to Program Officers-

1. Sh. Rajender Kumar (Ext. Lect)
2. Dr. Alka (Ext. Lect)
3. Dr. Mukesh Kumar (Ext. Lect)
4. Sh. Jitin Rana (Ext. Lect)

39. N.C.C. OFFICERS:

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

For Assistance to NCC Officers-

1. Sh. Surender Singh (Ext. Lect)
2. Mrs. Sunita (Ext. Lect)

40. COURT CASES:

1. Sh. Joginder Singh - Convener
2. Sh. Vijay Kaliraman
3. Sh. Sandeep Singh - Geo
4. Sh. Sushil Kumar (Ext. Lect)
5. Sh. Anil Kumar, Dy. Supdt./Office I/c
6. Concerned Staff Member

41. COLLEGE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:

1. Sh. Karambir Singh (Editor English) - Editor in Chief
2. Sh. Joginder Singh - Editor Sanskrit & Hindi
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. Sh. Rajender Kumar (Ext. Lect) - Hindi

For Assistance:

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

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

1. Sh. Joginder Singh - Convener *Joginder*
2. Sh. Sandeep Singh-Geo *Sandeep*
3. Mrs. Aakanksha *Aakanksha*
4. Sh. Manish Gautam (Ext. Lect) *Manish*
5. Sh. Jitin Rana (Ext. Lect) *Jitin*
6. Ms. Priyanka-Math (Ext. Lect) *Priyanka*

43. SCIENCE EXHIBITION-

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

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

1. Sh. Kishan Pal - Convener *Kishan*
2. Sh. Vijay Kumar Yadav - Photography *Vijay*
3. Sh. Rajender Kumar (Ext. Lect) - Press Report *Rajender*
4. Sh. Vinod Kumar (Ext. Lect) *Vinod*
5. Dr. Mukesh Kumar (Ext. Lect) *Mukesh*

45. UTILIZATION OF O.E. GRANT:

1. Mrs. Aakanksha - Convener *Aakanksha*
2. Mrs. Maggi *Maggi*
3. Sh. Sandeep-Geo *Sandeep*
3. Sh. Sat Kumar (Ext. Lect) *Sat Kumar*
4. Sh. Sombir - Clerk *Sombir*

46. 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. Honey Sethi (Ext. Lect) *Honey*
4. Dr. Tamanna (Ext. Lect) *Tamanna* / Assisted by Mrs. Sonia & Mrs. Babita (Lib.) *Sonia*

47. CAREER GUIDANCE & PLACEMENT CELL (TRAINING):

- 1 Sh. Ajmer Singh - Convener *Ajmer Singh* 06.10.2022
- 2 Mrs. Santosh Devi *Santosh*
- 3 Mrs. Priyanka-CS *Priyanka*
- 4 Dr. Manjeet Malik (Ext. Lect) *Manjeet*
- 5 Mrs. Ankur Bala (Ext. Lect) *Ankur*
- 6 Sh. Rahmaan Khan (Ext. Lect) *Rahmaan*

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 Singh*
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
2. Mrs. Anju Jain
3. Sh. Shiv Kumar
4. Mrs. Aakanksha
5. All Head of Departments (Members)
6. Dr. Madhulika (Ext. Lect)
7. Mrs. Priyanka-Chem (Ext. Lect)
8. Mrs. Ankur Bala (Ext. Lect)
9. Mrs. Shilka (Ext. Lect)

Assisted by Mrs. Sonia & Mrs. Babita (Lib. Staff)

49-A. SUB DIVISIONAL LIBRARY

1. Sh. Sandeep Kumar-Maths - Incharge
2. Ms. Bhateri
3. Dr. Mukesh Kumar (Ext. Lect)
4. Sh. Surender Kumar-CS (Ext. Lect)

50. ALUMNI ASSOCIATION:

1. Sh. Kishan Pal - Convener
2. Dr. Kapil Kumar
3. Sh. Dharmvir
4. Sh. Sandeep Singh-Geo
5. Dr. Pawan Kumar Saini (Ext. Lect.)

Assisted by Sh. Sunny, Asstt.

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

1. Sh. Shamendra Singh - Convener
2. Sh. Kishan Pal
3. Sh. Joginder Singh
4. Sh. Karambir Singh
5. Sh. Shiv Rattan
6. Dr. Suman Malik
7. Mrr. Babita Chaudhary

52. 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)

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

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

Assisted by-

Sh. Pawan, LA *Pawan*
 Sh. Rajender Kumar-Mali *Rajender*
 Sh. Naseeb, Sweeper *Naseeb*

54. LEGAL LITERACY CELL:

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

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

1. Dr. Kapil Kumar - Convener *Kapil*
2. Sh. Ajmer Singh *Ajmer*
3. Mrs. Santosh Devi *Santosh*
4. Sh. Mohinder Singh - (For Generator Set Only) *Mohinder*
5. Sh. Virender Sihag (Ext. Lect) *Virender*
6. Ms. Priyanka-Chem (Ext. Lect) *Priyanka*
7. Sh. Baljeet Singh (Ext. Lect) *Baljeet*

Assisted by Sh. Rajender-Mali *Rajender***56. R.K. FUND (Deposit and Use)**

1. Sh. Dhanesh Kumar *Dhanesh*
2. Ms. Bhateri *Bhateri*

57. APPOINTMENT THROUGH HKRN/OUTSOURCING/CONTRACT/DC RATE

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

58. (A) PASS PORT / PPP (Family ID)/ ELECTION VOTER-ID, AADHAR etc.

1. Mrs. Santosh Devi - Nodal Officer *Santosh*
2. Sh. Dhanesh Kumar *Dhanesh*
3. Mrs. Renu Rani *Renu*
4. Mrs. Ankur Bala (Ext. Lect) *Ankur*
5. Mrs. Sudesh (Ext. Lect) *Sudesh*
6. Mrs. Priyanka-Chem (Ext. Lect) *Priyanka*

Assisted by Sh. Robin, LA for Passport *Robin*Assisted by Mrs. Sushma Rani for PPP/Family ID: *Sushma*Assisted by Sh. Pardeep Rohilla for Election Data *Pardeep***(B) ISSUING OF LERNER DRIVING LICENCE-**

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

Assisted by: Sh. Ravi Kant, LA *Ravi Kant***59. LAB UPGRADETION GRANT**

1. Mrs. Renu Rani - Convener *Renu*
2. Sh. Sombir
3. All Heads/In charges of the Subjects

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

1. Sh. Shamendra Singh - Convener *Shamendra*
2. Sh. Joginder Singh *Joginder*
3. Sh. Shiv Rattan *Shiv Rattan*
4. Sh. Anil Kumar-CS *Anil*
5. Dr. Suman Malik *Suman*
6. Dr. Sushila *Sushila*
7. Ms. Bhateri *Bhateri*

61. SPORTS BOARD:

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

Members:

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

For Absentee

1. Mrs. Sushila
2. Dr. Alka
3. Dr. Anant
4. Dr. Madhulika

62. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:

- All Head of the Departments.

63. SUPERVISION DUTY OF CHOWKIDAR & Class IV Employees

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

64. BIOMETRIC ATTENDANCE SYSTEM

1. Mrs. Maggi - Convener
 2. Mrs. Priyanka-CS
 3. Sh. Mohinder Singh
 4. Dr. Pawan Saini (Ext. Lect)
 5. Sh. Rahmaan Khan (Ext. Lect)
- Assisted by Sh. Sushma Rani, Comp. Inst.

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

1. Dr. Kapil Kumar - Convener
 2. Mrs. Priyanka-CS
 3. Sh. Naresh Kumar (Ext. Lect)
 4. Dr. Amit Sharma (Ext. Lect)
 5. Sh. Surender Kumar-CS (Ext. Lect)
 6. Sh. Rahmaan Khan (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. Dr. Sanjay-Hindi (Ext. Lect)
5. Dr. Madhulika (Ext. Lect)

68. PREPARATION FOR CONVOCATION FUNCTION

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

12 of 15

69. E-CONTENT, V.C. ROOM (R-2) & SPOKEN/SOFT SKILLS TUTORIALS-

1. Dr. Suman Malik - Convener
2. Mrs. Ankuar Bala (Ext. Lect)
3. Dr. Pawan Saini (Ext. Lect)
4. Dr. Manjeet Malik (Ext. Lect)

Assisted by Mrs. Sushma Rani, Comp Inst

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

1. Sh. Vijay Kaliraman

71. 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. Dr. Sanjay-Hindi (Ext. Lect)
6. Dr. Tamanna (Ext. Lect)
7. Dr. Honey Sethi (Ext. Lect)

Assisted by Sh. Rajender - Mali

72. ITI APPRENTICESHIP SCHEME-

1. Sh. Sandeep Kumar (Maths) - Convener
2. Sh. Sombir
3. Mrs. Baljeet Rani (Ext Lect)
4. Sh. Sushil Kumar (Ext. Lect)

73. SMART CLASS ROOMS-

1. Dr. Banta Singh Jangra - Convener
2. Sh. Sat Kumar (Ext. Lect)
3. Sh. Sushil Kumar (Ext. Lect)
4. Sh. Rahmaan Khan (Ext. Lect)

Assisted by: Sh. Ravi Kant, 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. Pardeep Rohilla, Comp Inst |
| 3. | 24 | Dr. Manjeet Malik (Ext. Lect) | Sh. Sanjay Beniwal, LA |
| 4. | 201 | Sh. Vijay Kumar Yadav | Sh. Robin, LA |
| 5. | 204 | Sh. Vijay Kaliraman | Sh. Ankur, LA |
| 6. | 205 | Dr. Sushila | Mrs. Poonam, LA |
| 7. | 209 | Mrs. Sunita (Ext. Lect) | Sh. Rajesh, LA |
| 8. | 210 | Mrs. Maggi | Sh. Pawan Kumar, LA |
| 9. | 304 | Sh. Sandeep Singh-Geo | |
| 10. | 305 | Sh. Dharmvir | |

74. D. FUND COMMITTEE

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

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

1. Sh. Mohinder Singh - Incharge
2. Sh. Vinod Kumar (Ext. Lect)
3. Sh. Sat Kumar (Ext. Lect)

76. REPAIRING OF COMPUTERS & PRINTERS ONLY:

1. Dr. Banta Singh Jangra – Convener
2. Mrs. Uma Sharma
3. Sh. Sushil Kumar (Ext. Lect)
4. Sh. Surender Kumar-CS (Ext. Lect)

Assisted by: Sh. Ravi Kant, LA

77. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):

- All Teaching & Non-Teaching Staff

78. SC/ST/OBC DISCRIMINATION COMMITTEE:

1. Sh. Joginder Singh – Convener
2. Dr. Sushila
3. Mrs. Renu Rani
4. Ms. Bhateri
5. Sh. Vijay Kumar Yadav
6. Sh. Sombir, Clerk

79. DRUG PREVENTION COMMITTEE:

1. Sh. Dharmvir – Convener
2. Sh. Vijay Kumar Yadav – Red Ribbon
3. Sh. Sombir-NCC
4. Dr. Madhulika (Ext. Lect)

80. FIRE SAFETY EQUIPMENT'S MAINTENANCE/REPAIR ETC. COMMITTEE:

1. Sh. Kishan Pal – Convener
2. Dr. Rajni Saini
3. Sh. Dhanesh Kumar
4. Sh. Mohinder Singh
5. Dr. Amit Sharma (Ext. Lect)

81. ENVIRONMENT STUDIES (Regular & Private etc.):

1. Dr. Raj Kumar – Convener
2. Sh. Sandeep Singh-Geo
3. Sh. Jitin Rana (Ext. Lect)
4. Sh. Virender Sihag (Ext. Lect)

Principal
Govt. College, Hansi

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2. I/c Office & Establishment
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