

GOVT COLLEGE BARWALA (HISAR)

i) Situation of the Office: -

The office of the principal is located in Room No. 01, Govt College Barwala (Hisar).

**ii) Officers/ Teachers/ Employees working in the college: -
Teaching Staff on Regular basis**

Sr. No.	Name	Designation	Contact Number
1	Sh. Ram Singh Beniwal	Principal (Geography)	9416060699
2	Sh. Anil Kumar	Associate Professor (Comp Sci)	94161-27345
3	Mrs. Rekha Saluja	Associate Professor (Comp Sci)	87085-71699
4	Sh. Dalbir Singh	Associate Professor (History)	94163-32795
5	Sh. Anup Singh	Asstt. Professor (Geography)	94680-90995
6	Dr. Neelam Rani	Asstt. Professor Physics)	98020-48630
7	Sh. Atul Jain	Asstt. Professor Physics)	99962-46977
8	Ms. Sonia Devi	Asstt. Professor (Physics)	94678-57023
9	Ms. Savita Sahrawat	Asstt. Professor (Commerce)	94679-63434
10	Mrs. Minaxi Rani	Asstt. Professor (Commerce)	90343-05572
11	Ms. Shweta	Asstt. Professor (Commerce)	99923-77800
12	Mrs. Deepika	Asstt. Professor (Maths)	89012-26469
13	Mrs. Neetu Rani	Asstt. Professor (Maths)	93062-58413
14	Mrs. Manju Rani	Asstt. Professor (Maths)	94675-37378
15	Mrs. Deepika	Asstt. Professor (Comp Sci)	94684-28468
16	Ms. Pooja Jangra	Asstt. Professor (Commerce)	90344-58009
17	Sh. Baljeet Singh	Asstt. Professor (Maths)	94670-91954
18	Mrs. Sukesh	Asstt. Professor (Hindi)	82789-01722
19	Sh. Ram Bilas	Asstt. Professor (Geography)	81688-83143
20.	Ms. Pinki	Asstt. Professor (Commerce)	8295115927

Teaching Staff List (Extension Lecturers) 2021-22

Sr.	Name	Designation	Contact Number
1.	Mr. Ashish Kumar	Extension Lecturer (Commerce)	93549-50476
2.	Mr. Rahul	Extension Lecturer (Commerce)	90345-57903
3.	Mr. Pankaj Kumar	Extension Lecturer (Commerce)	90345-31010
4.	Mr. Sunil Kumar	Extension Lecturer (Commerce)	98126-82875

5.	Ms. Minakshi	Extension Lecturer (Comp Sci)	94163-08250
6.	Mr. Hardeep Singh	Extension Lecturer (Chemistry)	94665-59020
7.	Mr. Vikash Chander	Extension Lecturer (Chemistry)	97292-58258
8.	Sh. Manjan Singh	Extension Lecturer (Economics)	97281-82012
9.	Mrs. Neelima	Extension Lecturer (English)	94163-63666
10.	Mr. Ajay Kumar	Extension Lecturer (English)	94169-13786
11.	Ms. Priyanka	Extension Lecturer (Geography)	94667-61383
12.	Dr. Jagdish Duhan	Extension Lecturer (Geography)	96716-46647
13.	Dr. Vikas Nain	Extension Lecturer (Geography)	94167-61169
14.	Mr. Raghu Mahender	Extension Lecturer (History)	98135-18087
15.	Mr. Salender	Extension Lecturer (Hindi)	97288-17417
16.	Mrs. Bimla	Extension Lecturer (Hindi)	94678-87701
17.	Dr. Shakuntla Devi	Extension Lecturer (Hindi)	94677-96147
18.	Mrs. Jyoti	Extension Lecturer (Maths)	94683-08810
19	Mrs. Neelam	Extension Lecturer (Physics)	8685095003
20	Dr. Sushila	Extension Lecturer (Political Sci)	94163-39991
21.	Mrs. Neetu	Extension Lecturer (Political Sci)	8708056088
22.	Dr. Shalu	Extension Lecturer (Environmental studies)	70156-38153
23.	Mrs. Indra Bishnoi	Extension Lecturer (Commerce)	89015-68982
24.	Ms. Pinki Rani	Extension Lecturer (Chemistry)	82954-60993

Non-Teaching Staff List Session 2021-22(Regular)

Sr.No.	Name	Designation	Contact Number
1.	Sh.Jagdish Kumar	Clerk	94168-47410
2.	Sh. Deepak Kumar	Clerk	94677-74916
3.	Sh.Karmbir Singh	L.A.	94664-42300
5.	Sh.Chiman Lal	Peon	99913-25977
6.	Ms. Reman	Peon	94661-42527

Non-Teaching Contractual Staff:-2021-22

Sr.No.	Name	Designation	Contact Number
1.	Sh.J.C. Nalwa	Accounts Clerk	94166-70846
2.	Mrs. Seema Mehta	Instructor	99964-18596
3.	Mrs. Parul	Instructor	81681-03625
4.	Sh.Jitender Kumar	Lab. Attendant	94168-86203
5.	Sh. Subhash Chander	Lab. Attendant	94166-83060
6.	Sh. Shamsheer Singh	Lab. Attendant	99915-99909
7.	Sh. Ajay	Lab. Attendant	97288-24434
8.	Mrs.Usha Rani	Restorer	93545-18136
9.	Mrs. Anita Rani	Lib. Attendant	94684-88128
10.	Sh.Vikash	Peon	85296-20047
11.	Sh.Rajesh Kumar	Sweeper	90501-58389
12.	Sh. Kuldeep Singh	Sweeper	90507-98351
13.	Sh. Surender	Sweeper	7206704593
14.	Sh.Naresh Kumar	Chowkidar	98960-84323
15.	Sh.Raj Kumar	Chowkidar	86076-80840
16.	Sh. Virender Kumar	Chowkidar	88148-45666
17.	Sh.Sunil Malik	Mali	98124-50712
18.	Sh. Naresh Kumar	Mali	78763-95054
19.	Sh. Sanjay	Mali	86849-40631
20.	Sh. Sansar	Mali	80593-68686

iii) Dealing work/ particulars of the college, its functions: -

Sr. No.	Programme
1	Bachelor of Arts (03 years UG programme)
2	Bachelor of Commerce (03 years UG programme)
3	Bachelor of Science (03 years UG programme)
4	PGDCA (01 years PG programme)
5	Master of Commerce (02 years PG Commerce)

iv) The powers and duties of its officers and employees: -**A) Principal: -**

1. Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
2. Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and/or prescribed.
3. Exercise effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
4. Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the courses offered.

5. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
6. Promote healthy work culture in the college, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
7. Maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the college.
8. Monitor and update the College Website in respect of a continual basis.
9. Verification of attendance of staff.

B) Professors/Associate Professors/Assistant Professors/Extension Lecturers have her/his duties to teach the students.

C) Clerks are to maintain the office record.

D) Lab. Attendants are to look after/maintain the laboratories of the college.

E) Peon is to carry the files, dak and circulars from one to other staff of the College.

F) Sweeper/Mali/Security Guard perform their duties as allotted.

All other staff also do their duties as allotted.

v) Record of the Office: -

The office maintains record of its files, students and other relevant works.

vi) Facility for information seekers: -

Office record as well as information regarding the college available in the office of the college and provided to the information seekers and when so needed with the approval of the competent authority.

vii) Channel /Procedure followed in the decision making/ supervision: -

Decision making, accountability and supervision is made by the Principal and the staff council of the college.

viii) Various bodies of the Govt College Barwala (Hisar): -

Sr. No.	Committee	Key Persons	Members
1.	College Council & Reception Committee	Sh. RamSingh Beniwal : Chairman	Sh. Anil Kumar Ms Rekha Saluja Sh. D.S. Gill Sh. Anup Dhanda Dr. Neelam Rani Ms. Savita (Bursar)
2.	RTI	Principal : First Appellate Authority	Sh. Jagdish Kumar:ASPIO Ms Seema Rani

		Sh. Anil Kumar : SPIO	
3.	Library Advisory Committee	Sh.RamSingh Beniwal : Patron	Sh. Anil Kumar, Convenor Ms Rekha Saluja Sh. D.S. Gill Dr. Neelam Rani Ms. Pinki Ms.Savita Sahrawat
4.	Spots Board	Sh.Ram Singh Beniwal : Convenor	Sh. Anil Kumar Ms Rekha Saluja Sh. D.S. Gill Dr. Neelam Rani Mrs. Savita Sahrawat (Bursar) Dr Baljeet Ms.Shweta
5.	Senior Tutor (Boys) Senior Tutor (Girls)	Sh. Anil Kumar Ms Rekha Saluja	
6.	College Bursar	Ms. Savita Sahrawat	Sh. Jagdish Kumar, Clerk
7.	RUSA / UGC NAAC IQAC	Mr Atul Jain : Convener Dr Baljeet: Convener Sh.Dalbir Singh: Convener	Ms. Minaxi Ms Sonia Ms. Shweta Ms. Pinki Mr Vikash Chander Mr Hardeep Ms Pooja Sh. Anup Dhanda Sh Salender Mr Ajay LA
8.	General Purchase, Grants & Proposals	Sh. RamSingh Beniwal : Chairman Sh. Anil Kumar : Convener	Ms Rekha Saluja Sh. D.S. Gill Dr. Neelam Rani

			Dr.Anup Dhanda Ms.Shweta
9.	Inspection & Physical Verification of Purchase of item above Rs. 10,000/-	Ms. Shweta	Ms.Manju Ms.Neetu Pol Sci Mrs. Bimla Devi Ms. Priyanka
10.	Canteen Contract / Quality Checking Committee	Sh. Anup Singh	Sh. Rambilas Dr. Neelam Rani Ms Shalu Mr.Deepak, Clerk
11.	Outsourcing & Interviews	Ms Rekha Saluja : Convener	Sh. D.S. Gill Dr. Neelam Rani Sh. Anup Singh Ms. Pooja Ms. Shweta
12.	Libray Committee	Ms. Pinki	Ms.Minaxi Ms.Deepika CS Ms Manju Dr.Neelima Sh. Salender Dr.Jagdish Duhan
13.	Decoration	Ms.Shweta	Dr. Neelima Ms. Priyanka Ms Minaxi Sharma Mrs. Seema Rani
	Invitation	Dr. Sushila Devi	Mr.Ajay Kumar Mr Asish Mr Pankaj Mr Salender

			Sh. Subash LA
14.	Staff Secretary & Social Secretary	Ms. Jyoti Sh. Salendar Sh..Pankaj Raheja Ms. Sonia	
15.	Nodal Officer for all Scholarship : SC Scholarship	Ms Deepika : Convener	Sh. Salender Sh. Rahul Ms. Priyanka Sh. Sunil Sh. Deepak, Clerk
16.	BC Scholarship & Bhavan Nirman & labour board scholarship	Ms Pooja : Convener	Mrs. Neetu Rani Math Sh. Ajay Kumar Ms.Shakuntla Mrs. Jyoti Sh. Jitender Kumar
17	BPL & General Scholarships	Ms.Sonia Devi	Ms.Deepika CS Mrs. Neetu Pol Sci. Dr. Sushila Devi Mr Hardeep Dr Neelam Janawa Sh. Shamsher Singh, LA
18.	Time Table / Workload	Dr Neelam Rani	Ms. Shweta Ms.Sonia Mr.Salender Mr Rahul Ms. Parul, L.I.I
	Section formation/ Subject Change	Ms Neelima	Dr.Jagdish Duhan Ms Bimla Dr Neetu Pol Sci. Sh Manjan Ms Minaxi Sharma
19.	Registrar (Internal Assessment, Annual Prize distribution, Convocation, Degrees, DMC)	Ms Sukesh : Convener Arts Stream Ms Pooja Jangra : Convener Commerce & Science Stream	Sh Rahul Sh Sunil Mr.Vikas Nain Ms.Bimla Devi Dr Neelam Janawa Dr Jyoti

			Mr.Karambir LA
20.	University Work (Form attestation, Registration, Examination Form & other correspondence with University)	Sh Anup Dhanda : Convener	Sh. Ashish Kumar Sh. Hardeep Singh Sh. Vikash Chander Dr. Shakuntla Devi Sh. Deepak Kumar, Clerk Sh. Subhash Chander, LA
21.	University Result Verification	Ms Pinki	Ms.Neelam Janawa Ms.Manju Rani Dr.Jagdish Duhan Mr.Salender Sh. Karambir Singh
22.	Bus Pass / Railway Concession	Sh. Hardeep Singh : Convener Arts Stream Mr Vikash Chander : Convener Commerce & Science Stream	Mr Ajay LA Sh.Subhash LA Mr Deepak Clerk
23.	Issuing and keeping record of Identity Card-cum-library Card	Ms. Pinki	Ms Sukesh Ms Shweta Mrs. Usha Rani Mrs. Anita Rani
24.	Issue of Character Certificate	Sh. Anil Kumar : Convener	Sh. Karambir Singh
25.	Environment Studies & Beautification of landscape, Eco Club	Sh Anup Singh : Convener	Dr Baljeet Dr. Jagdish Duhan Sh. Sunil Ms. Priyanka Ms.Shalu Sh Shamsher Singh LA
26.	Dean Cultural Activities	Mrs. Minaxi Rani : Convener	Ms Shweta Mrs. Neetu Rani Math Dr. Neelima Mrs. Sushila Devi Ms. Priyanka Mr.Ajay Kumar Mr.Rahul Sh. Raghumahender Singh

27.	NSS	Dr. Baljeet Ms. Deepika (Maths)	Dr Baljeet Sh. Salender Sh. Jagdish Duhan Sh. Vikas Nain Ms Minaxi Sharma Ms. Neetu Pol Sci Sh. Deepak Kumar-NSS Clerk Sh. Chiman Lal
28.	In charge Youth Red Cross/Red Ribbon Club	Ms. Shweta	Mrs. Minaxi Rani Ms. Indra Bishnoi Dr Jyoti Sh.Manjan
29.	Careers Guidance Cell & Placement Cell, Apprentice , Pass Ports	Sh. Rambilas :Convener	Mrs. Deepika Mr. Atul Jain Ms. Indra Bishnoi Mr Manjan Sh. Rahul Dr. Shakuntla Devi Mr.Ajay Kumar Sh. Shamsher Nain LA
30.	Women Cell & Girls Common Room	Ms.Manju Rani : Convener	Mrs. Deepika CS Ms Sukesh Mrs. Bimla Devi Mrs. Jyoti Dr. Neelima Dr. Shakuntla Devi
31.	Anti Drugs Cell	Dr. Raghu mahender : Convener	Mr Manjan Dr. Jagdish Duhan Mr Vikas Nain Ms Sushila Dr. Neetu Pol Sci
32.	Anti Ragging Cell & Anti Corruption Cell	Sh Dalbir Singh : Convener	Sh Anup Singh Sh. Atul Jain Ms.Bimla Devi

33.	Anti Sexual Harassment Cell	Dr Neelam Rani	Ms. Shweta Mrs. Neetu Rani Dr.Sushila Devi Ms.Minaxi Sharma Ms. Sonia
34.	Sports	Mr Baljeet : Convener	Sh. Rambilas Ms Shweta Dr. Jagdish Duhan Sh. Vikas Nain Mr Ashish Sh Sunil Sh.Salender Sh. Hardeep Singh Sh. Subhash LA
35.	Earn While You Learn Scheme	Ms.Manju Rani : Convener	Mrs Deepika Sh. Hardeep Singh Sh. Vikash Chander Sh. Vikas Nain Ms.Jyoti Sh. Shamsher Singh
36.	Printing Committee	Ms.Deepika CS : Convenor	Mrs. Minaxi Rani Mrs. Neetu Rani Dr. Neelima Sh. Salender
37.	Absentee slip- their record & Absentee fine Calculation	Sh. Jagdish Kumar, Clerk : Convener	Sh. Deepak Kumar, Clerk
38.	Seating Arrangement- cum- Tent/Shamiana & Sound System	Ms Shweta	Mr Atul Jain Dr. Jagdish Duhan Sh. Salender Sh. Ashish Kumar
39.	Media Coordinator- Photography, News Cell & Wall Magazine including College Magazine	Mrs. Minaxi Rani : Convener	Sh. Atul Jain Sh. Ashish Kumar Sh. Pankaj Kumar Mr. Ajay Kumar Sh. Jagdish Nalwa
40.	Refreshment Committee	Ms. Pinki	Dr. Neelam Janawa

			Dr. Jagdish Duhan Dr. Jyoti Ms.Parul L.L.I.
41.	Tour Committee (Boys)	Sh. Anup Singh: Convener	Mr.Ashish Kumar Sh. Pankaj Kumar Dr.Jagdish Duhan Sh. Salender
42.	Tour Committee (Girls)	Ms. Deepika (Maths)	Ms.Deepika CS Ms. Priyanka Mrs. Bimla
43.	Science Exhibition	Ms.Sonia : Convener	Sh. Atul Jain Ms. Deepika CS Ms.Priyanka Sh. Hardeep Singh Ms.Minaxi Sharma
44.	Lecture Shortage, Absentees & Re- admission	Ms. Bimla Devi : Convener	Ms. Indra Bishnoi Dr. Neelima Sh. Rahul Sh. Vikash Chander Mr.Deepak, Clerk
45.	Income Tax Assessment	Ms. Minaxi Rani : Convener	Ms. Deepika Mr.Pankaj Raheja
46.	Property- in charge immoveable & Building	Ms. Sukesh : Convener Sh. Jagdish Sharma : Assistant	Sh. Raghumahender Dr. Sushila Devi Sh. Rahul
47.	Court Cases	Mr. Atul Jain : Convener	Ms. Pooja Jangra Ms Deepika Cs Mr Baljeet Ms Sonia Devi Dr. Jagdish Duhan Sh. Raghumahender

			Sh. Jagdish Kumar Mr Jitender Kumar LA
48.	Legal Literacy Cell / Legal Aid Club	Ms Neetu Pol Sci : Convener	Mrs. Shakuntla Mr Ajay Kumar Ms.Shalu
49.	Public Health and Cleanliness of the College and Incharge, IV class employees	Ms. Shweta	Dr. Jagdish Duhan Sh. Pankaj Kumar Sh.Ashish Kumar Mr.Vikas Nain
50.	Generator, Electrical items, Electricity, & Building	Sh. Rambilas : Convener	Sh. Pankaj Kumar Sh.Ashish Kumar Sh. Jagdish Kumar Sharma Sh. Deepak Kumar Sh. Chiman Lal, Peon
51.	Telephone & Electricity Bill	Sh. Jagdish Kumar : Convener	Sh Deepak, Clerk
52.	AISHE	Ms Minaxi Sharma : Convener	Ms. Shakuntla Ms Bimla Dr Sushila Devi Ms Indra Bishnoi Mrs. Seema Rani Sh. Jitender Kumar
	AEBAS, CCE , Lease Lines & Broad Band Connection	Ms Deepika CS :Convener	
	Web Portal	Mr. Vikash Chander : Convener	
	NIRF	Ms. Sukesh : Convener	
	Maintenance of IT Hardware Equipment,	Ms Deepika : Convener	
53.	Nodal Officer- Adhaar Card/ New Voters	Dr. Jagdish Duhan : Convener	Ms. Priyanka Mr.Manjan Singh Ms Parul L.L.I.

54.	Office Expenses & Liaison Officer	Ms Pooja Jangra: Convener	Mr.Manjan Singh Sh. Jagdish Nalwa Sh. Jagdish Kumar
55.	Disaster Management	Sh. Raghu mahender Singh : Convener	Sh. Rahul Sh. Jagdish Kumar
56.	Discipline Committee	Sh.Ram Singh Beniwal : Chairman	Mr.D.S.Gill Dr.Neelam Rani Sh Anup Singh Ms.Shweta Ms. Neetu Dr. Jagdish Duhan Ms.Bimla Devi Sh. Vikas Nain Sh.Salender Mr.Rahul Mr.Sunil Sh. Hardeep Singh
57.	Language Lab	Ms. Manju :Convener	Mrs. Parul L.L.I. Sh. Karambir Singh
58.	Students Grievance Redressal	Dr. Neelam Rani : Convener	Sh. D.S. Gill Ms. Shweta Mrs. Deepika Mr.Rahul Mr.Sunil
59.	CM Grievance Cell	Sh. Dalbir Singh : Convener	Mr.Deepak, Clerk
60	B & R	Ms Rekha Saluja : Convener	Ms. Neetu Dr. Jagdish Duhan Ms.Bimla Devi Sh. Vikas Nain
61	Appointment of Extension lecturers	Sh. Anil Mehta : Convener	Ms. Minaxi Ms. Shweta

			Ms. Pinki Mr Manjan
62	Caste based discrimination committee	Ms. Deepika (Maths)	Sh. Salendar Sh. Rahul

Additional information may be sought from concerned office.

Principal
Govt College, Barwala
(Hisar)