

**Office of the Principal, Government College, Barwala (Hisar) General
Duties for the Session 2022-2023 Memo No. 1291 Dated:13/09/2022**

Sr.No.	Committee	Key Persons	Members
1	College Council & Reception Committee	Principal: Chairman	Sh. Anil Kumar Mrs. Rekha Saluja Sh. D.S.Gill Sh. Anup Singh Dr. Neelam Rani Mrs. Savita Sahrawat (Bursar)
2	R.T.I.	Principal: First Appellate Authority Sh. Anil Kumar:SPIO	Sh. Devender Lohan, Clerk(ASPIO) Mrs. Seema Rani
3	Library Advisory Committee	Principal: Patron	Sh. Anil Kumar (Convener) Mrs. Rekha Saluja Sh. D.S. Gill Dr. Neelam Rani Dr. Shweta Mrs. Savita Sahrawat (Bursar)
4	Sports Board	Principal: Convener	Sh. Anil Kumar Mrs. Rekha Saluja Sh. D.S. Gill Dr. Neelam Rani Dr. Shweta
5	Senior Tutor (Boys) Senior Tutor (Girls)	Sh. Anil Kumar Mrs. Rekha Saluja	
6	College Bursar	Mrs. Savita Sahrawat	Sh. Devender Lohan Clerk
7	RUSA/UGC	Sh. Atul Jain	
8	NAAC	Mrs. Sonia Devi: Convener	Dr. Shweta Sh. Atul Jain Dr. Baljit Singh Mrs. Manju Rani Mrs. Deepika (C.Sc) Ms. Pooja Jangra Mrs. Sukesh Dr. Neelima Sh. Hardeep Singh Sh. Ajay Kumar Sh. Ajay (L.A.)
9	IQAC	Mrs. Minaxi Rani: Convener	Mrs. Pinki Devi (Commerce) Mrs. Manju Rani Mrs. Deepika Math Sh. Ajay Kumar Mrs Bimala Devi Dr. Rahul Dr. Shalu Dr. Neelam Janewa
10	API Verification	Sh. Anup Singh: Convener	Sh. Atul Jain Ms. Pooja Jangra Dr. Rekha Rani Math Dr. Baljit Singh

11	Canteen Contract/ Quality checking Committee	Dr. Shweta: Convener	Mrs. Deepika Sirswal Sh. Ashish Kumar Sh. Pankaj Sh. Hardeep singh Sh. Ajay Kumar
12	Library	Mrs. Pinki Rani: Convener	Mrs. Minaxi Rani Mrs. Manju Rani Dr. Baljit Singh Mrs. Deepika (C S) Sh. Rambilas
13	Invitation	Sh. Ashish Kumar: Convener	Sh. Ajay kumar Sh. Pankaj Kumar Sh. Salender Sh. Subhash Chander (L.A.)
14	Decoration	Dr. Jyoti: Convener <i>Deepika (Math)</i>	Dr. Jadish Duhan Dr. Neelima Mrs. Priyanka Ms. Minakshi Sharma
15	Staff Secretary/Stage Secretary	D.S. Gill	
16	Social Secretary	Sh. Atul Jain	
17	Nodal Officer for all Scholarships: SC Scholarships	Mrs. Deepika Sirswal: Convener	Sh. Salender Dr. Rahul Mrs. Priyanka Sh. Sunil Kumar Sh. Ajay (LA)
18	BC Scholarship, Bhawan Nirman & Labour Board Scholarship	Ms. Pooja Jangra: Convener	Mrs. Neetu Rani (Pol. Sci.) Sh. Ajay Kumar Sh. Pankaj Kumar Dr. Jyoti Mrs Seema Rani Computer Inst.
19	BPL & General Scholarship	Mrs. Sukesh: Convener	Dr. Sushila Dr. Jagdish Duhan Dr. Neelam Janwa Sh. Subhash Chnader L.A. Sh. Shamsher Singh L.A
20	Time Table/Work Load	Dr. Neelam Rani: Convener	Mrs. Manju Rani Sh. Salender Sh. Ajay Kumar Dr. Rahul Sh. Vikash Chander Dr. Vikash Nain Sh. Vikash Peon
21	Section Formation/Subject Change	Dr. Neelima: Convener	Dr. Jagdish Duhan Mrs. Bimla Devi Dr. Neetu Pol. Sci. Sh. Manjan Singh Ms. Minakshi Sharma Mrs. Parul
22	Registrar (Internal Assessment, Annual Prize distribution, Convocation, Degrees, DMC)	Dr. Vikas Nain : Convener Arts Stream B.A. II, B.A. III Sh. Ajay Kumar: Convener Arts Stream B.A. I	Mrs. Seema Rani Computer Inst.

		Sh. Hardeep Singh : Convener Science Stream Dr. Rahul : Convener Commerce Stream	Sh. Jitender Kumar L.A.
23	University Work (Form attestation, Registration, Examination Form & other correspondence with University)	Sh Anup Singh : Convener	Dr. Rekha Rani Maths Sh. Karmbir Singh Mrs. Seema Rani Mrs. Parul Sh. Subhash Chander. L.A.
24	University Result Verification	Dr. Vikas Nain : Convener	Sh. Ashish Sh. Pankaj Mrs. Usha Rani Mrs. Anita Devi Lib A.
25	Bus Pass / Railway Concession	Dr. Jagdish Duhan: Convener B.A. II & III Classes Sh. Hardeep Singh : Convener B.Sc, B.com, PGDCA, Classes Mr Vikas Chander : Convener B.A.-I & M.com 1 st & 2 nd Year	Sh. Subhash Chand JLA Sh. Ajay Kumar L.A.
26	Issuing and keeping record of Identity Card-cum-library Card	Mrs. Pinki Devi : Convener	Mrs. Sukesh Mrs. Usha Rani Mrs. Anita Rani Lib A.
27	Issue of Character Certificate	Sh. Anil Kumar: Convener Science Stream Mrs. Rekha Saluja : Convener Commerce Stream Sh. Dalbir Singh : Convener Art Stream	Mrs. Usha Rani Mrs. Anita Rani Lib A.
28	Environment Studies & Beautification of landscape, Eco Club	Dr. Shalu : Convener Ms. Pooja Jangra (For Final matter)	Sh. Ajay Kumar Dr. Sushila Devi Sh. Sunil Kumar Ms. Priyanka
29	Dean Cultural Activities	Dr. Shweta : Convener	Ms. Neetu Rani Maths Mrs. Sushila Devi Ms. Priyanka Sh. Ajay Kumar Dr. Rahul Sh. Raghu Mahender Singh
30	NSS Unit I	Dr. Baljit Singh : Convener	Sh. Atul Jain Sh. Rambilas Sh. Vikas Nain Sh. Hardeep Singh Dr. Sushila Dr. Jyoti Sh. Shamsher Singh LA Sh. Vikash Peon

	NSS Unit II	Ms. Neetu Rani: Convener	Sh. Salender Dr. Jagdish Duhan Ms. Minakshi Sharma Ms. Neetu Pol Sci Sh. Subash Chand JLA Ms. Reman Peon
31	In charge Youth Red Cross/Red Ribbon Club	Sh. Pankaj : Convener Dr. Shweta (For Finical matter)	Sh. Ashish Kumar Dr. Jyoti Ms. Indra Bishnoi Sh. Manjan
32.	Placement Cell , & Driving Licence <i>both mutual contact -</i> <i>Handwritten signature</i> <i>25/11/2020</i>	Mrs. Deepika Sirswal: Convener	Mrs. Pinki Devi Sh. Vikash Chander Sh. Rahul Dr. Shakuntla Devi Mr Ajay L.A
33	Pass Ports & <i>Placement cell</i>	Sh. Rambilas: Convener	Dr. Sushila Devi Dr. Shalu Sh. Shamsher Singh L.A
34	Women Cell & Girls Common Room	Ms. Manju Rani : Convener	Ms Suresh Mrs. Bimla Devi Mrs. Jyoti Dr. Neelima Dr. Shakuntla Devi
35	Anti Drugs Cell	Dr. Raghu Mahender : Convener	Sh. Salender Dr. Jagdish Duhan Mr Vikas Nain Ms Sushila Sh. Manjan Dr. Neetu Pol Sci
36	Anti Ragging Cell & Anti Corruption Cell	Sh Dalbir Singh : Convener	Sh. Anup Singh Sh. Atul Jain Dr. Baljit Singh
37.	Anti Sexual Harassment Cell	Mrs. Rekha Saluja: Convener	Dr. Neelam Rani Mrs. Savita Sahrawat Dr. Sushila Devi Ms. Minakshi Sharma Ms.-MC
38.	Sports	Sh. Dalbir Singh : Convener	Sh. Rambilas Dr. Rekha Rani (Math) Dr. Jagdish Duhan Sh. Vikas Nain Sh. Ashish Kumar Sh. Sunil Sh. Salender Sh. Hardeep Singh Sh. Subhash Chander LA
39.	Earn While You Learn Scheme	Ms. Manju Rani : Convener	Mrs Deepika Sirswal Sh. Hardeep Singh Sh. Vikash Chander Dr. Jyoti Dr. Vikas Nain

			Sh. Shamsher Singh L.A
40.	Printing Committee	Ms. Deepika CS : Convener	Mrs. Minaxi Rani Mrs. Neetu Rani Dr. Neelima Sh. Salender
41.	Absentee slip- (Name Struct off their, Re-Admission) record & Absentee fine Calculation	Sh. Subash Chand JLA : Convener	Mrs. Usha Rani Mrs. Anita Rani Lib A.
42.	Seating Arrangement- cum- Tent/Shamiana & Sound System	Dr. Neelam Rani: Convener	Dr. Shweta Sh. Atul Jain Dr. Jagdish Duhan Sh. Salender Sh. Ashish Kumar Sh. Pankaj Kumar Dr. Rahul
43.	Media Coordinator-	Sh. Anup Singh : Convener	Sh. Ashish Kumar Sh. Pankaj Kumar
	Photography, Wall Magazine including College Magazine	Ms. Minaxi Rani: Convener	Sh. Ashish Kumar Sh. Pankaj Kumar Sh. Ajay Kumar Sh. Jagdish Nalwa
44	Refreshment Committee	Ms. Pinki Devi : Convener	Dr. Jagdish Duhan Dr. Neelam Janawa Dr. Jyoti
45	Tour Committee (Boys)	Sh. Baljit Singh : Convener	Sh. Anup Singh Sh. Pankaj Kumar Sh. Ashish Kumar
46	Tour Committee (Girls)	Ms. Neetu Rani Math: Convener	Ms. Deepika C.Sc Ms. Priyanka Mrs. Bimla
47.	Science Exhibition	Ms. Sonia Devi : Convener	Sh. Atul Jain Ms. Deepika C.Sc Sh. Hardeep Singh Ms. Minakshi Sharma
48.	Income Tax Assessment	Ms. Minaxi Rani : Convener	Ms. Deepika Sirswal Mrs. Manju Devi Sh. Pankaj Kumar Sh. Ashish Kumar Ms. Indra Bishnoi
49.	Property- in charge immoveable & Building	Ms. Sukesh : Convener	Sh. Subhash Chand JLA Sh. Raghu Mahender Dr. Rahul Dr. Sushila Devi Ms. Indra Bishnoi
50.	Court Cases	Mr. Atul Jain : Convener	Ms. Pooja Jangra Ms Deepika Cs Ms Sonia Devi Sh. Rambilas Dr. Baljit Singh Dr. Jagdish Duhan Sh. Raghu Mahender Sh. Devender Lohan Clerk


51.	Legal Literacy Cell / Legal Aid Club	Ms Neetu Pol Sci : Convener	Mrs. Shakuntla Sh. Ajay Kumar Dr. Shalu
52.	Public Health and Cleaniness of the College and Incharge, IV class employees	Dr. Shewta : Convener	Dr. Jagdish Duhan Sh. Pankaj Kumar Sh. Ashish Kumar Dr. Vikas Nain
53.	Generator, Electrical items, Electricity, & related gadgets (Meter Extra), Electricity Bill	Dr. Rambilas : Convener	Sh. Pankaj Kumar Sh. Ashish Kumar Sh. Salender Dr. Rahul Sh. Devender Lohan Sh. Chiman Lal, Peon
54.	AISHE, NIRF	Ms Minakshi Sharma : Convener	Mrs. Parul
	LMS		Dr. Shalu
	Lease Lines & Broad Band Connection, Maintenance of IT Hardware Equipment & CCTV, Telephone Bill and AEBAS	Ms Deepika CS : Convener	Mrs. Deepika Sirswal Sh. Ram Bilas Sh. Jitender Kumar L.A
	CCE		Mrs. Seema Rani Computer Inst. Sh. Jitender Kumar L.A
	Web Portal	Sh. Vikash Chander : Convener	
55.	Nodal Officer- Adhaar Card/ New Voters	Dr. Jagdish Duhan : Convener	Ms. Priyanka Sh. Manjan Singh Ms. Parul
56.	Office Expenses & Liaison Officer	Ms Pooja Jangra: Convener	Sh. Manjan Singh Sh. Jagdish Nalwa
57.	Disaster Management	Sh. Raghumahender Singh : Convener	Sh. Salender Dr. Jagdish Duhan
58.	Discipline Committee	Sh. Sunder Singh Dhanda : Chairman	Sh. Anup Singh (Conevenor) Dr. Neelam Rani Ms. Neetu Dr. Jagdish Duhan Ms. Bimla Devi Sh. Vikas Nain Sh. Salender Dr. Rahul Sh. Sunil Sh. Hardeep Singh Dr. Neelima Dr. Baljit Singh Sh. Atul Jain
59.	Language Lab	Ms. Manju : Convener	Mrs. Parul Sh. Karambir Singh

60.	CM Grievance Cell, Twitter, Social Media/E-Office and Students Grievance Redressal	Mrs. Rekha Saluja : Convener	Sh. D.S. Gill Dr. Neelam Rani Mrs. Deepika C.Sc Sh. Rahul Sh. Sunil Mrs. Seema Rani Computer Inst. Mr.Devender Lohan, Clerk
61.	Appointment & All Related Matters of Extension lecturers	Sh. Anil Mehta : Convener	Ms. Minaxi Rani Mrs. Sonia Devi Sh. Atul Jain Mrs. Deepika Sirswal Mrs. Manju Rani
62	NEP	Ms. Sukesh: Convener	Ms. Manju Rani Dr. Jagdish Dohan Sh. Salender Dr. Pinki (Chem.)
63	HKRN & Verification of Salary Bill (including Sh. Jagdish Nalwa)	Mrs. Rekha Saluja : Convener	Dr. Neelam Rani Dr. Shweta Mrs. Seema Rani Computer Inst.
64	HRMS, MIS	Ms. Deepika C.Sc : Convener	Sh. Devender Lohan, Clerk Sh. Jitender Kumar L.A

Duties are subject to change according to time as well as availability of Faculty

Note:-

1. The Conveners/In-Charges shall note down the names of faculty members attached with them. In case the Convener is on leave or other way not present then next to him/her will automatically will act as Convener till further order.
2. All the financial activities will be performed with consultation with the Bursar.
3. The college fund clerk/bill clerk will ensure that all the dues/funds collected during the session are deposited in the concerned bank account and remitted to the concerned institution well in time and same to be reported to bursar in timely.
4. All the committee/Cell/Society In-Charge/convener makes sure to maintain a separate register/file for financial or any other data related record.
5. The concern of any type of fee/bill will prepare the related documents will in time on priority basis so that the dues can be deposit timely.
6. All the official letters to be sent to the higher-ups and various institutions must have full signatures of concerned official instead of initials.
7. All the staff members are advised and directed to work as team members in sprit.


Principal, 13.9.2022
Govt. College, Barwala
(Hisar)

Copy to:

1. Bursar ✓
2. Bill Clerk