

Office of the Principal, Govt. College Kheri Chopta (Hisar)

Office Order


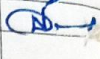

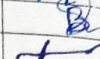

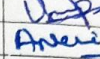
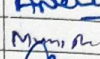
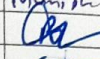
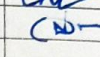


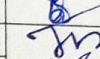
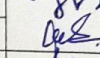
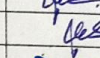
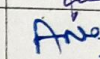
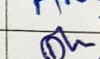
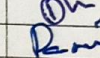
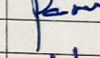
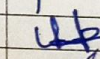
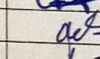
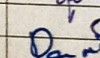
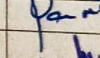
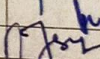
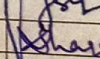
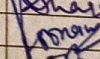
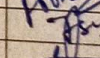
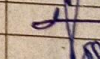


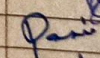
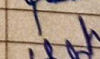

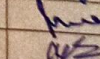
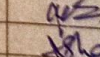
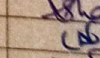
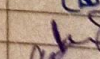



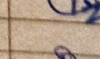




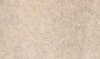
List of Committees for the session 2023-24

Memo. No.: GC/KC/2023/ 3817

Dated: 20/06/2023

The following committees have been constituted for the smooth functioning of the college during the current session 2023-24. The below listed duties will come into force with immediate effect. All concerned are directed to takeover and handover the charges immediately. The convenors of various activities shall note down the names of faculty members associated with them. This list is subject to change from time to time keeping in view of administrative exigencies.

Office of the Principal, Govt. College Kheri Chopta (Hisar)			
LIST OF COMMITTEES FOR THE SESSION 2023-2024			
Sr. No.	Name Of Committee	Name of A/P Dr./Mr./Ms.	Signature
1	College Council	Principal (Chair Person)	
		Dharam Singh	
		Ram Niwash	
		Muthra Singh	
		Sandeep	
2	SPIO	Dharam Singh	
3	Chief Mentor	Dharam Singh	
4	Chief Proctor	Dharam Singh	
5	Bursar	Ram Niwash	
		Roopesh Kumar (Bill Clerk)	
6	Liaison Officer	Muthra Singh	
7	Office In-Charge	Muthra Singh	
8	Staff Secretary	Vidya wati	
9	Social Secretary	Anil	
		Jyoti	
10	Stage Secretaries	Dharam Singh	
		Muthra Singh	
		Jyoti	
		Vidya wati	
11	College Land Record/Assets/CM Window	Dharam Singh	
		Ram Niwash	
		Muthra Singh	
12	NEP-2020	Hemant	
		Sandeep	
		Anup Singh	
		Subhash	
		Poonam	
13	NAAC/NIRF	Hemant	
		Anup Singh	
		Anil	
		Munish Kumar	

		Bahadur		
		Dinesh		
		Sandeep		
		Rahul		
		Bijender		
	PARYAS/AISHE	Hemant		
		Anup Singh		
		Anil		
		Munish Kumar		
		Bahadur		
		Dinesh		
		Sandeep		
		Rahul		
14			Bijender	
15		Passport	Jyoti	
16	Valley of Words	Subhash		
17	Library	Subhash		
18	Driving Licences & Traffic Interpretation Center	Anil		
	New College Building Monitoring Committee	Dharam Singh		
		Ram Niwash		
		Muthra Singh		
		Anup Singh		
19			Subhash	
	Anti Sexual Harassment, Anti Ragging, Grievances Redreshal Committees	Dharam Singh		
		Ram Niwash		
		Muthra Singh		
		Jyoti		
20			Vidya wati	
	Income-Tax/Property Returns	Poonam		
		Jyoti		
		Hemant		
		Poonam		
21			Rahul	
	Time Table/Workload/Section Formation	Bijender Singh		
		Ram Niwash		
22			Muthra Singh	
	Subject Change/Introduction of New Courses	Anup Singh		
		Muthra Singh		
		Subhash		
		Vidya wati		
23			Dinesh	
	University Affairs Committee	Muthra Singh		
		Subhash		
		Vidyawati		
		Anil		
		Bahadur		
		Dinesh		
24			Bijender Singh	

25	Absentee Slips/Fine Calculation/Lecture Shortage/NSO	Karambir Singh JLA (University Clerk)	
		Mrs Meenu (Lib. Attendant)	
		Anup Singh	
		Poonam	
		Munish Kumar	
		Bahadur	
		Roopesh Kumar (Bill Clerk)	Roopesh Kumar
		Ravi LA	Ravi
		Dharamvir Peon	
26	IQAC	Mrs Meenu (Lib. Attendant)	
		Principal (Patron)	
		Dharam Singh	
		Ram Niwash	
		Muthra Singh	
		Sandeep	
		Hemant	
27	Scholarship Committee	Jyoti	
		Dharam Singh (Sanskrit and Labour Welfare Scholarship)	
		Subhash (SC Scholarship)	
		Dinesh (BC & Maritorious Scholarship)	
28	Tour and Travel Committee (Girls)	Vidya wati	
		Subhash	
		Muthra Singh	
29	Tour and Travel Committee (Boys)	Jyoti	
		Sandeep	
		Hemant	
		Anil	
30	Decoration/Cultural Committee	Bahadur	
		Jyoti	
		Vidyawati	
		Subhash	
		Anil	
		Munish Kumar	
31	Sports Committee	Bahadur	
		Anil Kumar	
		Dinesh Kumar	
		Vidyawati	
		Bahadur	
32	Women Cell	Jyoti	
		Poonam	
		Vidya Wati	
33	Hospitality/Refreshment	Munish Kumar	
		Dinesh	
		Vidyawati	
		Poonam	
		Munish Kumar	

		Rahul	
34	Tent Samiyana/Sound/Photography/Videography/Invitation	Anil	Anil
		Bahadur	Bahadur
		Munish Kumar	Munish Kumar
		Rahul	Rahul
35	Water Arrangement in College Events	Bahadur	Bahadur
		Anup Singh	Anup Singh
		Munish Kumar	Munish Kumar
		Rahul	Rahul
36	Earn While You Learn	Jyoti	Jyoti
		Anil	Anil
		Subhash	Subhash
37	Placement Cell/Career Counseling/EDC	Muthra Singh	Muthra Singh
		Jyoti	Jyoti
		Vidyawati	Vidyawati
		Anil	Anil
38	Library Committee	Bahadur	Bahadur
		Subhash	Subhash
		Munish Kumar	Munish Kumar
39	Dilapidation	Bahadur	Bahadur
		Anup Singh	Anup Singh
		Anil	Anil
		Munish Kumar	Munish Kumar
		Bahadur	Bahadur
40	Property (Electric Appliances)	Hemant	Hemant
		Anup Singh	Anup Singh
		Sandeep	Sandeep
41	Property (Furniture)	Hemant	Hemant
		Munish Kumar	Munish Kumar
		Bahadur	Bahadur
42	Extension Faculty/Apprenticeship	Dinesh	Dinesh
		Dinesh	Dinesh
		Dharam Singh	Dharam Singh
		Ram Niwash	Ram Niwash
		Muthra Singh	Muthra Singh
43	Legal Literacy Cell	Vidya Wati	Vidya Wati
		Jyoti	Jyoti
		Bahadur	Bahadur
		Anil	Anil
44	NSS/Red Ribbon Club/Red Cross	Vidya wati	Vidya wati
		Anil	Anil
		Munish Kumar	Munish Kumar
		Dinesh	Dinesh
		Bahadur	Bahadur
		Roopesh Kumar (NSS Clerk)	Roopesh Kumar
		Dharamvir (NSS Peon)	Dharamvir
		Sunita (Sweeper)	Sunita

45	Printing and Stationery Committee	Dinesh	☐ +
		Munish Kumar	Munish Kumar
		Anil	Anil
46	News and Publication	Bahadur	Bahadur
		Subhash	Subhash
		Vidya wati	Sherry
47	NSS Advisory Committee	Dinesh	☐ +
		Rahul	Rahul
		Dharam Singh	Dharam Singh
48	Court Cases	Ram Niwash	Ram Niwash
		Muthra Singh	Muthra Singh
		Anup Singh	Anup Singh
49	HRMS/MIS/E-Salary	Munish Kumar	Munish Kumar
		Bahadur	Bahadur
		Anil Ram Niwal (Bureau)	Anil
50	IT/Updation of Web Portal/Website/LMS/Shiksha Setu/CCTV Cameras/Computer Awareness/AEBAS/Smart Classrooms/Edusat	Sandeep	Sandeep
		Dinesh	Dinesh
		Roopesh Kumar (Bill Clerk)	Roopesh Kumar
51	RKF/SAF	Ravi (L.A.)	Ravi
		Dinesh	☐ +
		Bahadur	Bahadur
52	Beautification of College Campus/Eco Club/EVS/Nature Interpretation center	Munish Kumar	Munish Kumar
		Ravi (L.A.)	Ravi
		Poonam	Poonam
53	President of Subject Societies	Hemant	Hemant
		Anup Singh	Anup Singh
		Subhash	Subhash
54	Dispensary/First Aid/Vaccination	Munish Kumar	Munish Kumar
		Anup Singh	Anup Singh
		Anil	Anil
55	Canteen Committee	Bahadur	Bahadur
		Sanskrit (Dharam Singh)	Sanskrit (Dharam Singh)
		English (Subhash)	English (Subhash)
54	Dispensary/First Aid/Vaccination	Hindi (Vidya wati)	Hindi (Vidya wati)
		Mathematics (Sandeep)	Mathematics (Sandeep)
		Commerce (Ram Niwash)	Commerce (Ram Niwash)
54	Dispensary/First Aid/Vaccination	Social Science (Anup Singh)	Social Science (Anup Singh)
		Anup Singh	Anup Singh
		Poonam	Poonam
54	Dispensary/First Aid/Vaccination	Vidyawati	Vidyawati
		Rahul	Rahul
		Bijender Singh	Bijender Singh
55	Canteen Committee	Dharam Singh	Dharam Singh
		Ram Niwash	Ram Niwash
		Muthra Singh	Muthra Singh
55	Canteen Committee	Vidya wati	Vidya wati

56	Prize Committee	Subhash	Subhash
		Jyoti	Jyoti
		Sandeep	Sandeep
		Hemant	Hemant
		Poonam	Poonam
		Anil	Anil
57	Bus Pass	Rahul	Rahul
		Bahadur	Bahadur
		Subhash	Subhash
		Poonam	Poonam
		Munish Kumar	Munish Kumar
58	I-Card for Students and Staff	Bijender Singh	Bijender Singh
		Munish Kumar	Munish Kumar
		Dinesh	Dinesh
		Jyoti	Jyoti
		Bahadur	Bahadur
59	College Audit Committee	Rahul	Rahul
		Bijender Singh	Bijender Singh
		Dharam Singh	Dharam Singh
		Ramniwash	Ramniwash
		Muthra Singh	Muthra Singh
60	General Purchase/GEM	Roopesh Kumar(Bill Clerk)	Roopesh Kumar
		Ravi (L.A.)	Ravi
		Dharam Singh	Dharam Singh
		Muthra Singh	Muthra Singh
		Ram Niwash (Ex officio)	Ram Niwash
61	College Magazine	Sandeep	Sandeep
		Vidya wati	Vidya wati
		Dharam Singh	Dharam Singh
		Vidya wati	Vidya wati
		Subhash	Subhash
62	Reception Committee	Hemant	Hemant
		Poonam	Poonam
		Dharam Singh	Dharam Singh
		Ram Niwash	Ram Niwash
		Muthra Singh	Muthra Singh
63	Important Days Celebration	Jyoti	Jyoti
		Subhash	Subhash
		Vidya Wati	Vidya Wati
		Bahadur	Bahadur
		Poonam	Poonam
64	PPP (Parivar Pahchan Patr)	Subhash	Subhash
		Vidya wati	Vidya wati
		Subhash	Subhash
		Poonam	Poonam
		Hemant	Hemant

		Vidya wati	Sharma
		Anup Singh	
		Anil	Anand
		Munish Kumar	Munish +
		Bahadur	Bas
		Dinesh	
		Rahul	
		Bijender Singh	
		Dinesh	
		Anil	Anand
		Subhash	
65	PWD (B&R) (Civil)	Bijender Singh	
		Anup Singh	
		Bahadur	
		Subhash	
66	PWD (B&R) (Electricity/ Solar/ RO/watercooler)	Rahul	
		Principal (Chair Person)	
		Dharam Singh	Dh
		Muthra Singh	
		Ram Niwash (Ex officio)	Ram
		Subhash	
		Roopesh Kumar (Clerk)	Roopesh Kumar
67	Building Fund/Constuction work	Student Representative	
		Dharam Singh	Dh
		Ram Niwash	Ram
		Muthra Singh	
		Subhash	
68	Physical verification/Right off/Auction	Dinesh	
		Editorial Board	
		Editor in chief	Dharam Singh
		English Editor	Subhash
		Hindi Editor	Vidya wati
		Social Sciences Editor	Muthra Singh
		Commerce Editor	Ram Niwash
69	News Section	Subhash	
		Sandeep	
		Poonam	
		Vidyawati	
70	Principal Office/Staff Room Maintainance	Munish Kumar	
		Poonam	
		Jyoti	
		Vidya Wati	
71	Girls Common Room/MPH	Ram Niwash	
		Dharam Singh	
		Ram Niwash	
		Muthra Singh	
		Subhash	
72	Annual Report	Vidya wati	
73	Anti Smoking Committee	Poonam	

		Anil	Anil
		Hemant	Hemant
		Bahadur	Bahadur
74	Alumni Committee	Sandeep	Sandeep
		Hemant	Hemant
		Jyoti	Jyoti
		Poonam	Poonam
		Anup Singh	Anup Singh
		Muthra Singh	Muthra Singh
75	SC/ST Cell	Jyoti	Jyoti
		Vidyawati	Vidyawati
		Subhash	Subhash
		Dinesh	Dinesh
		Sandeep	Sandeep
76	SVEEP Activities/ Voter Committee	Hemant	Hemant
		Poonam	Poonam
		Munish Kumar	Munish Kumar
		Rahul	Rahul
		Bijender Singh	Bijender Singh

Copy to:
Office Incharge/Bursar
E.C.
Principal's File
Copy for circulation

Signature
20/6/23
Principal
Govt. College Kheri Chopta
(Hisar) **GOVT. COLLEGE**
Kheri Chopta (Hisar)