

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

Annual duties for the Session 2024-25

Memo. No. : GCKC/2024/908

Dated: 10.07.2024

Sr. No.	Committee	Key Person	Members
1.	College Council & Reception Committee	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwas Sh. Muthra Singh Dr. Sandeep
2.	RTI/Mandatory Disclosure of RTI Act.	Principal: First Appellate Authority Sh. Dharam Singh :SPIO Sh. Deva Singh : ASPIO	Sh. Ram Niwas Sh. Muthra Singh Sh. Dinesh Sh. Roopesh Kumar, Clerk Sh. Parveen Kumar (Apprentice)
3.	Library Advisory Committee	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwas Sh. Muthra Singh Sh. Subash
4.	NSS Advisory Committee	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwas Sh. Muthra Singh Ms. Vidya Wati
5.	Sports Board	Principal : Patron	Sh. Dharam Singh Sh. Ram Niwas Sh. Muthra Singh Dr. Krishan
6.	Sr. Mentor	Sh. Dharam Singh	All Teaching Staff Members
7.	College Bursar	Sh. Ram Niwas	Sh. Roopesh, Clerk
8.	HRMS	Sh. Ram Niwas : Convenor	Sh. Dinesh Sh. Roopesh, Clerk
9.	IQAC	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwas Sh. Muthra Singh Dr. Sandeep
10.	Internal Complaint Committee	Dr. Jyoti Sheoran : Chair Person G.C. Jind	Ms. Yogita (Mediator Advocate, ADR Jind) : Legal Advisor Ms. Vidya Wati Ms. Poonam Mr. Karambir Singh, JLA Ms. Maina Bai, LA Ms. Manju, M.Sc.II, (Roll No. 2232706012) Ms. Ravita, B.A. III (Roll No. 1220471002065)
11.	NAAC	Sh. Dharam Singh : Advisor Sh. Anil : Convenor	Sh. Dinesh Sh. Ram Niwas Sh. Subash Ms. Vidya Wati Mr. Parveen
12.	General Proposals and Purchase/GEM	Principal : Chairman	Sh. Dharam Singh Sh. Muthra Singh Dr. Sandeep Sh. Dinesh Sh. Subash Sh. Ram Niwas (Bursar)
13.	Canteen Contract & Quality Checking	Sh. Dharam Singh : Convenor	Ms. Vidya Wati Sh. Anil Sh. Subash

14.	HKRN and Out sourcing /Apprentices	Sh. Dinesh : Convenor	Dr. Krishan Sh. Bahadur
15.	Library & I card	Sh. Subash: Convenor	Sh. Anup Sh. Hemant Sh. Bahadur
16.	Staff Secretary	Ms. Vidya wati	
17.	Stage Secretary	Sh. Dharam Singh	Ms. Vidya Wati Dr. Krishan
18.	Scholarship	Sh. Dharam Singh : Sanskrit, BPL, Bhawan Nirman and Labour Board Scholar Ship) Sh. Subash : SC Scholarship Sh. Dinesh : National Scholarship Sh. Bahadur : BC & State Scholarship, Meritorious Scholar Ship	Sh. Deva Singh, Asstt.
19.	Time Table/Work Load/ Section Formation/ Subject Change/ Proctorial Duties	Ms. Poonam : Convenor	Sh. Anup Singh (Arts) Sh: Ram Niwas (Commerce) Mr. Parveen
20.	University Works (Registration, Examination form and other correspondence with university)	Sh. Muthra Singh : Convenor	Dr. Krishan Sh. Anil Sh. Roopesh, Clerk Ms. Maina Bai, LA
21.	NEP -2020	Sh. Muthra Singh : Convenor	Sh. Ram Niwas Sh. Dinesh Ms. Vidya Wati
22.	Internal Assessment	Sh. Bijender Singh : Convenor	Sh. Rahul Sh. Ravi, LA
23.	University Result Verification & Ph. D. Verification	Sh. Anup Singh : Convenor	Sh. Subash Sh. Munish
24.	Bus Pass , Pass Port, Driving License	Sh. Bahadur Singh : Convenor	Dr. Krishan Sh. Bijender Singh
25.	Issue of Character Certificate	Sh. Dharam Singh : Convenor	Sh. Karambir Singh, JLA
26.	Beautification of Landscape/Eco Club/EVS/Nature Interpretation Cell	Sh. Munish Kumar : Convenor	Sh. Anup Singh Sh. Anil
27.	Cultural Activities	Ms. Poonam	Sh. Bahadur Ms. Vidya wati Dr. Krishan Mr. Dinesh Ms. Reena
28.	NSS/Red Cross/Red Ribbon/First Aid	Ms. Vidya Wati : Programme Officer	Sh. Anil Sh. Dinesh Sh. Bahadur Ms. Reena Sh. Deva Singh, Asstt. Ms. Maina bai, LA Sh. Shamsher, Peon
29.	Placement Cell & Career Guidance Cell	Sh. Muthra Singh : Convenor	Sh. Anil Sh. Bahadur

30.	Women Cell & Girls Common Room	Ms. Vidya Wati : Convenor	Sh. Munish Sh. Anil Ms. Reena
31.	Anti Corruption cell, SC/ST cell, CM window, Students Grievance cell & Anti Ragging Cell	Sh. Muthra Singh : Convenor	Sh. Subash Sh. Dinesh Ms. Poonam
32.	Sports	Dr. Krishan : Convenor	Sh. Anil Sh. Dinesh Ms. Vidya Wati Ms. Poonam Ms. Reena
33.	Earn While You Learn	Sh. Hemant : Convenor	Dr. Krishan Sh. Bahadur
34.	Printing	Sh. Dinesh : Convenor	Sh. Munish Sh. Subash Sh. Anil
35.	Annual Report/College Magazine/Wall Magazine	Sh. Hemant : Convenor	Dr. Sandeep Sh. Munish
36.	Absentee slips record, Absentee fine calculation, Lecture Shortage, NSO and Readmission	Sh. Rahul : Convenor	Sh. Bijender Sh. Karambir Singh, JLA
37.	Tent Samiyana/Sound/ Photography/Video Graphy	Sh. Anup Singh : Convenor	Sh. Bahadur Sh. Munish Sh. Rahul
38.	Media Coordinator/ Property (Furniture)	Sh Subash : Convenor	Sh. Dinesh Sh. Munish Sh. Bahadur
39.	Decoration & Refreshment	Sh. Hemant : Convenor	Sh. Munish Sh. Bijender Ms. Maina Bai, LA
40.	Educational Tour Committee(Boys)	Dr. Sandeep : Convenor	Sh. Munish Dr. Krishan
41.	Educational Tour Committee(Girls)	Ms. Poonam : Convenor	Ms. Vidya Wati Sh. Subash
42.	Income Tax Assessment & Return/ Property Return	Sh. Ram Niwas : Convenor	Sh. Hemant Sh. Subash
43.	Extension Lecturer and Court Cases	Ms. Poonam :Convenor	Sh. Anup Singh Dr. Sandeep
44.	Legal Literacy Cell	Dr. Krishan : Convenor	Sh. Muthra Singh Sh. Hemant
45.	Beautification of College Campus/ Cleanliness of College Campus/Public Health	Sh. Hemant : Convenor	Sh. Munish Sh. Anup
46.	Solar Energy/ Electricity and Electrical items/ PWD (B&R): Electrical	Sh. Anup Singh : Convenor	Ms. Poonam Dr. Sandeep
47.	Office Expenses, Stationary & Liaison Officer	Sh. Anil : Convenor	Sh. Dinesh Sh. Munish
48.	AEBAS/Web Portal/ MIS/Broad Band Connection/ CCE	Sh. Dinesh : Convenor	Dr. Krishan Sh. Hemant
49.	SVEEP Activities & Voter Cards/ Adhaar Card/PPP	Dr. Sandeep : Nodal Officer	Sh. Hemant Ms. Vidya Wati Sh. Rahul
50.	Disaster Management	Dr. Krishan	Sh. Anup Ms. Poonam

51	Discipline Committee	Sh. Ram Niwas	Sh. Muthra Singh Ms. Anup Ms. Poonam
52	IPR Cell/ Research & Development Cell/Training	Dr. Sandeep : Convenor	Dr. Krishan Ms. Poonam
53	Yoga Club	Ms. Vidya Wati : Convenor	Sh. Anup Sh. Poonam Sh. Bahadur Ms. Reena
54	Alumni Association	Sh. Bahadur : Convenor	Dr. Sandeep Sh. Hemant Ms. Vidya Wati
55	Annual Prize Distribution/Convocation	Sh. Anil : Convenor	Sh. Subash Sh. Bahadur
56	Traffic Interpretation Cell	Sh. Munish : Convenor	Dr. Sandeep Sh. Hemant
57	Physical Verification/ Right Off/ Auction	Sh. Munish: Convenor	Sh. Anil Sh. Subash
59	UGC/RUSA	Sh. Bahadur : Convenor	Sh. Hemant Dr. Sandeep
60	IT Equipment Maintenance/ CCTV/ Smart Class Room	Sh. Dinesh : Convenor	Sh. Anup Sh. Bahadur Sh. Ravi, LA
61	Anti Drug & Anti Smoking Cell	Dr. Krishan : Convenor	Ms. Poonam Sh. Hemant
62	AISHE/NIRF/LMS	Sh. Rahul : Convenor	Sh. Bijender Mr. Parveen
63	Invitation	Sh. Bijender : Convenor	Mr. Parveen
64	University Answer Sheet	Sh. Muthra Singh : Convenor	Sh. Karambir, JLA
65	Building Maintenance Committee	Dr. Sandeep : Convenor	Sh. Subash Sh. Hemant
66	My Bharat Portal	Dr. Sandeep : Nodal Officer	

Remarks

1. The Convenors/In-Charges shall note down the names of faculty members attached with them. In case, Convenor/In-charge is on leave or transferred then member at Sr. No. 1 will automatically act as Convenor/In-Charge of that Committee till further order.
2. All the financial activities should be performed in consultation with the Bursar.
3. The College Bursar will ensure that the dues/funds collected are deposited in relevant bank accounts and are remitted to the university well in time.
4. For any kind of lapse/delay in any kind of assigned work all the members of the committee will be held equally responsible.
5. All the staff members are advised to work as team members in good spirit.

Principal,
Govt. College,
Kheri Chonra (Hisar)

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10/07/24