

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

Office Order

Updation of List of Committees for the Session 2020-2021

Order No. :GC/KC/2020/71

Dated: 13-01-2021

The following committees have been constituted for the smooth functioning of the college during the current session 2020-2021. The below listed duties will come into force with immediate effect. All concerned are directed to takeover and handover the charges immediately. The conveners of various activities shall note down the names of faculty members associated with them. They are also directed to call fresh quotations immediately if not done before for the work to be undertaken by them. This list is subject to change from time to time keeping in view of administrative exigencies.

LIST OF COMMITTEES FOR THE SESSION 2020-2021			
Sr. No.	Name of Committee	Name of A/P Dr. /Mr./Ms.	Signature
1	College Council	Principal (Chairperson)	
		Dharam Singh	
		Muthra Singh	
		Sandeep	
		Hemant	
2	SPIO	Dharam Singh	
		Subhash	
3	Chief Mentor	Dharam Singh	
		Hemant	
4	Chief Proctor	Dharam Singh	
		Sandeep	
5	Bursar	Sandeep	
6	Liaison Officer	Hemant	
7	Office Incharge	Sandeep	
8	Staff Secretary	Vidyawati	
9	Social Secretary	Poonam	
		Anil	
10	Stage Secretaries	Dharam Singh	
		Hemant	
		Vidyawati	
11	Nodal Officers		
	College Land Record/Assets/CM Window Complaints	Dharam Singh	
	Online Admission	Hemant	
	PARYAS		

	AISHE		
	NIRF		
	Passport	Pinki Devi	
	Valley of Words	Subhash	
	Library		
	Driving Licences, Traffic Interpretation Centre	Anil	
	EDUSAT		
	HARIT Haryana	Anup Singh	
	Nature Interpretation Centre	Munish Kumar	
	Old Age People Help, National Youth Parliament	Poonam	
12	New College Building Monitoring Committee	Dharam Singh	
		Muthra Singh	
		Sandeep	
		Hemant	
		Subhash	
13	Anti-Sexual Harassment, Anti Ragging, Grievances Redressal Committee	Dharam Singh	
		Muthra Singh	
		Sandeep	
		Hemant	
		Pinki Devi	
		Poonam	
		Seema	
		Vidyawati	
		Subhash	
14	Income-Tax/Property Returns	Hemant	
		Poonam	
		Rahul	
		Bijender Singh	
15	Time Table/Workload/Section Formation	Sandeep	
		Hemant	
		Poonam	
		Munish Kumar	
		Rahul	
16	Subject Change/Introduction of New Courses	Hemant	
		Subhash	
		Vidyawati	
		Dinesh	
		Rahul	
17	University Affairs Committee	Hemant	
		Muthra Singh	
		Sandeep	
		Poonam	
		Seema	
		Subhash	
		Vidyawati	
		Anil	

		Bahadur	
		Munish Kumar	
		Dinesh	
		Rahul	
		Bijender Singh	
18	Absentee Slips/Fine Calculation/Lecture Shortage	Anup Singh	
		Poonam	
		Munish Kumar	
		Bahadur	
19	IQAC	Principal (Patron)	
		Dharam Singh	
		Muthra Singh	
		Sandeep	
		Hemant	
		Poonam	
		Subhash	
20	Scholarship Committee	Dharam Singh (Sanskrit)	
		Subhash (SC Scholarship)	
		Dinesh (BC & Meritorious Scholarship)	
21	Tour and Travel Committee	Pinki Devi	
		Vidyawati	
		Muthra Singh	
		Subhash	
		Anup Singh	
		Poonam	
22	Decoration/Cultural Committee	Pinki Devi	
		Muthra Singh	
		Vidyawati	
		Poonam	
		Seema	
		Subhash	
		Anil	
		Munish Kumar	
		Bahadur	
		Rahul	
		Bijender Singh	
23	Sports Committee	Hemant	
		Muthra Singh	
		Pinki Devi	
		Poonam	
		Anup Singh	
		Anil	
24	Women Cell	Vidyawati	

		Muthra Singh	
		Pinki Devi	
		Poonam	
		Seema	
		Munish Kumar	
		Dinesh	
25	Hospitality/Refreshment	Vidyawati	
		Poonam	
		Seema	
		Munish Kumar	
		Rahul	
		Bijender Singh	
26	Tent Samiyana/Sound/Photography/Videography/Invitation	Anup Singh	
		Anil	
		Munish Kumar	
		Rahul	
27	Water Arrangement and Electricity/Solar Panels	Muthra Singh	
		Subhash	
		Anup Singh	
		Munish Kumar	
		Bahadur	
		Bijender Singh	
28	Earn While You Learn	Poonam	
		Muthra Singh	
		Munish Kumar	
		Bahadur	
29	Placement Cell/Career Counselling/EDC	Hemant	
		Poonam	
		Vidyawati	
		Anil	
		Bahadur	
30	Library Committee	Subhash	
		Seema	
		Munish Kumar	
		Bahadur	
31	Dilapidation	Muthra Singh	
		Anup Singh	
		Anil	
		Munish Kumar	
		Bahadur	
32	Property	Dharam Singh	
		Anup Singh	
		Anil	
		Munish Kumar	
		Bahadur	
		Dinesh	
33	Extension Faculty/Out Sourcing	Hemant	

		Poonam	
		Munish Kumar	
		Bahadur	
34	Legal literacy Cell	Muthra Singh	
		Pinki Devi	
		Anil	
		Vidyawati	
		Bahadur	
35	NSS/Red Ribbon Club/Red Cross	Poonam (NSS PO)	
		Vidyawati	
		Anup Singh	
		Dinesh	
36	Printing and Stationery Committee	Hemant	
		Anup Singh	
		Anil	
		Bahadur	
37	News and Publication	Hemant	
		Subhash	
		Vidyawati	
		Seema	
		Rahul	
38	NSS Advisory Committee	Dharam Singh	
		Hemant	
		Sandeep	
		Poonam	
		Seema	
39	Court Cases	Muthra Singh	
		Subhash	
		Munish Kumar	
		Bahadur	
40	HRMS/MIS/E-Salary	Sandeep	
		Hemant	
		Dinesh	
		Vijay Kumar (Bill Clerk)	
		Ravi (L.A.)	
41	IT/Updation of Web Portal/Website/LMS/Shiksha Setu/CCTV Cameras/Computer Awareness/AEBAS/Smart Classrooms	Dinesh	
		Bahadur	
		Munish Kumar	
		Vijay Kumar (Clerk)	
		Ravi (L.A.)	
42	RKF/SAF	Hemant	
		Pinki Devi	
		Poonam	
		Anup Singh	
		Subhash	


43	Beautification of College Campus/Eco Club/EVS	Muthra Singh	
		Pinki Devi	
		Anup Singh	
		Anil	
		Munish Kumar	
44	President of Subject Societies	Bahadur	
		Sanskrit (Dharam Singh)	
		English (Subhash)	
		Hindi (Vidyawati)	
		Mathematics (Sandeep)	
		Commerce (Poonam)	
		Social Sciences (Hemant)	
45	Dispensary/First Aid	Dharam Singh	
		Muthra Singh	
		Poonam	
		Seema	
		Vidyawati	
46	Canteen Committee	Dharam Singh	
		Muthra Singh	
		Vidyawati	
		Pinki Devi	
		Munish Kumar	
47	Prize Committee	Hemant	
		Pinki Devi	
		Poonam	
		Bahadur	
		Munish Kumar	
48	Bus Pass	Muthra Singh	
		Subhash	
		Bahadur	
		Seema	
49	I-Card for Students	Muthra Singh	
		Subhash	
		Anil	
		Dinesh	
		Bahadur	
50	College Audit Committee	Sandeep	
		Hemant	
		Subhash	
		Yogita (Clerk)	
		Vijay Kumar (Bill Clerk)	
51	General Purchase/GEM/M&S Grant	Dharam Singh	

		Muthra Singh	
		Hemant	
		Sandeep (Ex. Officio)	
		Vidyawati	
52	Reception Committee	Dharam Singh	
		Muthra Singh	
		Sandeep	
		Hemant	
		Pinki Devi	
53	Important Days Celebration	Dharam Singh	
		Muthra Singh	
		Hemant	
		Subhash	
		Vidyawati	
		Poonam	
		Seema	
54	NAAC	Dharam Singh	
		Hemant	
		Sandeep (Ex. Officio)	
		Pinki Devi	
		Poonam	
		Seema	
		Subhash	
		Anil	
		Dinesh	
55	PWD (B&R)	Muthra Singh	
		Subhash	
		Anil	
		Bahadur	
		Munish Kumar	
56	Building Fund/Construction work	Principal (Chairperson)	
		Dharam Singh	
		Hemant	
		Sandeep (Ex. Officio)	
		Subhash	
		Munish Kumar	
		SDE/JE, PWD (B&R)	
		Principal (Retd.)	
		Asso. Prof. (Retd.)	
		Yogita (Clerk)	
		Student Representative	
57	Physical verification/Right off/Auction	Dharam Singh	

		Muthra Singh	
		Sandeep (Ex. Officio)	
		Hemant	
		Subhash	
		Anup Singh	
		Dinesh	
58	Editorial Board for College Magazine		
	Editor in chief	Dharam Singh	
	English Editor	Subhash	
	Hindi Editor	Vidyawati	
	Social Sciences Editor	Hemant	
	Commerce Editor	Poonam	
	News Section	Subhash	
59	Principal Office/Staff Room/Girls Common Room Maintenance Committee	Muthra Singh	
		Pinki Devi	
		Poonam	
		Vidyawati	
		Munish Kumar	
60	Annual Report	Dharam Singh	
		Hemant	
		Subhash	
		Vidyawati	
		Pinki Devi	
61	Anti- Smoking Committee	Pinki Devi	
		Poonam	
		Vidyawati	
		Anil	
		Bahadur	

Copy to:

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 Principal
 GOVT. COLLEGE
 Kheri Chopta (Hisar)
 13/01/2021