

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE KHERI CHOPTA (HISAR)

Ref. No. GC/KC/2025/2843

Date: 29.09.2025

OFFICE ORDER

In continuation of office order no.: GC/KC/2025/2704 dated 19/09/2025, all department/cell incharges are hereby instructed to go through the website of the college and provide the information that need to be updated on website by 30.09.2025. The detail is as given below:

Sr. No.	College Website Portal		Incharge Name (Dr., Sh., Ms., Mrs.)	Information Checked by incharge on website (Yes/No)	Signature of Incharge
	Main Tab	Sub Tab			
1	About Us	Rank/Accreditation Status	Anil		
		Infrastructure	Dharam Singh		
		Institutional Development Plan	Dharam Singh		
		Recognition/Approval 2(f), 12B	Anil		
		All India Council for Technical Education	Muthra Singh		
		Non-Teaching Staff	Roopesh		
		Student Enrollment	Muthra Singh		
		Facilities	Dhram Singh		
		Entrepreneurship	Ram Niwash	Yes	P.
		Luminaries	All Staff Members		
		Projects	All staff Members		
		Extracurricular Achievements	Krishan Kumar		
		Unnat Bharat Abhiyan	Dinesh		
		Mandatory disclosure under RTI	Dharam Singh		
		Annual Report	Bimla Devi	No	Bimla...
		E-Magzine	Bimla Devi	No	Bimla...
2	Academics	Academic Calendar	Muthra Singh		
		Programmes/Courses	Muthra Singh		
		Time Table	AnupSingh		
		Lesson Plan	Dinesh		
		Exams	Muthra Singh		
		Results	Anup Singh		
		Apprenticeship	Dinesh		
		Placements	Anil		
		Skill Courses	Muthra Singh		
		Freelancing	Dharam Singh		
		Program Outcomes	Muthra Singh		
		Library	Subhash	Yes	Subhash
		Academic Collaborations	Muthra Singh		
3	NIRF	NIRF	Rahul		
4	Admission & fee	Admission Process and Guidelines	Dinesh		
		Fee Refund Policy	Ram Niwash	Yes	P.

6	Research	Research and Development Cell	Krishan Kumar		
		Incubation Centre/Start-up/Entrepreneurship Cell	Anil		
6	Students	Sports Facilities	Anil		
		Hostel Details			
		Grievance Redressal Committee	Roopesh Kumar		
		Health Facilities	Vidya Wati		Sharmy
		Socio Economically Disadvantaged Groups Cell	Muthra Singh		
		Facilities for differently-abled	Munish Kumar		
		NCC & NSS	Vidya wati		Sharmy
		Awards/Scholarship	Subhash, Bahadur Singh, Dinesh	Yes, ✓	Sharmy
		Online Learning Portals	Dinesh		
		Code of conduct for students	Ram Niwash	Yes	P:-
		Student Helpline	Dinesh		
		Perception Index	Muthra Singh		
		E/Services	Dinesh		
		E-Content	All Teaching Staff		
7	Faculty	Teaching Staff	Roopesh Kumar		
		Code of conduct for faculty	Ram Niwash	Yes	P:-
		Training Policy	Krishan Kumar		
		Anti-Ragging	Bimla Devi	Yes	Sharmy
		Anti-Sexual Harassment/ICC	Roopesh Kumar		
		Committees	Roopesh Kumar		
		Service Rules	Roopesh Kumar		
		Research Papers	Teaching Staff		
		Department Instructions	Roopesh Kumar		
		E-services for faculty	Dinesh		
8	Information Corner	Circulars & Notices	All Staff Members		
		Student Notices	All Staff Members		
		Tenders	All Department Incharges		
		RTI	Dharam Singh		
9	IQAC	IQAC-Quality Cell	Dharam Singh		
		AQAR	Dharam Singh		
		Proceedings of the Meetings of IQAC	Dharam Singh		
10	Alumni	Alumni Registration	Bahadur Singh		

Concerned officials are instructed to go through the website regularly. He/she will be held responsible if required information is not provided on time/not updated on web portal.

29/09/2025

Principal 29/09/25