

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR GIRLS, DATTA (HISAR)

Annual duties for the Session 2024-25

Memo. No.: GCGD/2024/319

Dated:03/08/2024

Sr. No.	Committee	Key Person	Members
1.	College Council & Reception Committee	Principal: Chairperson	Dr. Ved Bhushan Dr. Dharmender Mr. Suresh Kumar
2.	RTI/Mandatory Disclosure of RTI Act.	Principal: First Appellate Authority Dr. Ved Bhushan: SPIO Mr. Sombir: ASPIO	Dr. Dharmender Mr. Suresh Kumar Ms. Ravita Rani Mr. Jagdish Sharma, Clerk
3.	Library Advisory Committee	Principal: Chairperson	Dr. Ved Bhushan Dr. Dharmender Mr. Suresh Kumar
4.	NSS Advisory Committee	Principal: Chairperson	Dr. Ved Bhushan Dr. Dharmender Mr. Suresh Kumar Ms. Parveen Rani
5.	Sports Board	Principal: Patron	Dr. Ved Bhushan Dr. Dharmender Mr. Suresh Kumar
6.	Senior Mentor	Dr. Ved Bhushan	All Teaching Staff Members
7.	College Bursar	Ms. Ravita Rani	Ms. Ravita Rani
8.	HRMS	Ms. Ravita Rani: Advisor	Mr. Sombir, Asstt
9.	IQAC	Principal: Chairperson Dr. Dharmender: Coordinator Dr. Ved Bhushan: Member Mr. Sandeep Kumar: Member Dr. Devender Singh: Member Dr. Rajneesh Bahl, Retd. Principal, GCG, Ugalan (Member - Administrative Officer) Dr. Ram Pratap, The E5 College for Women, Garhi, Hansi (Member - Administrative Officer) Mr. Jaldeep, V.P.O. Datta, Teh. Hansi (Hisar) (Member -Local Society) Mr. Sonu Jaglan, V.P.O. Datta, Teh. Hansi (Hisar) (Member – Industrialist) Ms. Priya D/o Mr. Sukhbir, V.P.O. Majod, Teh. Hansi (Hisar) (Member - Alumni) Ms. Annu D/o Rammehar, B.A. II, Roll No. 1231282029 (Member -Student)	

10.	Internal Complaint Committee	Dr. Jyoti Sheoran: Chair Person G.C. Jind	Ms. Yogita (Mediator Advocate, ADR Jind): Legal Advisor Ms. Parveen Rani <i>Parveen</i> Ms. Ravita Rani <i>Ravita Rani</i> Mr. Sombir, Asstt <i>Sombir</i> Ms. Kiran Bala, Lib. Att. <i>Kiran Bala</i> Ms. Anchal, B.A. III (Roll No. 223202250009) <i>Anchal</i> Ms. Sonia, B.A. III (Roll No. 223202250048) <i>Sonia</i>
11.	NAAC	Dr. Ved Bhushan: Convenor <i>ms</i>	Dr. Dharmender <i>Dharmender</i> Dr. Devender Singh <i>Devender Singh</i> Mr. Sandeep Kumar <i>Sandeep Kumar</i> Mr. Kapil, Restorer <i>K.P.</i>
12.	General Proposals and Purchase/GEM	Principal: Chairman	Dr. Ved Bhushan <i>ms</i> Mr. Balwant Kumar <i>Balwant</i> Mr. Sandeep Kumar <i>Sandeep Kumar</i> Ms. Ravita Rani (Bursar) <i>Ravita Rani</i>
13.	HKRN and Outsourcing	Ms. Parveen Rani: Convenor <i>Parveen</i>	Mr. Suresh Kumar <i>Suresh Kumar</i> Mr. Balwant Kumar <i>Balwant</i> Mr. Jagdish Sharma, Clerk <i>Jagdish</i>
14.	Library & I card	Mr. Suresh Kumar: Convenor <i>Suresh Kumar</i>	Mr. Balwant Kumar <i>Balwant</i> Dr. Ved Bhushan <i>ms</i> Mr. Kapil, Restorer <i>K.P.</i>
15.	Staff Secretary & Social Secretary	Ms. Ravita Rani <i>Ravita Rani</i>	
16.	Stage Secretary	Ms. Ravita Rani <i>Ravita Rani</i>	Dr. Ved Bhushan <i>ms</i>
17.	Scholarship	Dr. Dharmender: <i>Dharmender</i> Sanskrit, BPL, Bhawan Nirman and Labour Board Scholar Ship) Mr. Balwant Kumar: <i>Balwant</i> BC Scholarship, Grand Children of Freedom Fighter Scholarship, Minority Scholarship Mr. Sandeep Kumar: SC Scholarship National Scholarship State Scholarship & Meritorious Scholarship	Mr. Jai Kumar <i>Jai Kumar</i> Mr. Sukhvinder, Clerk <i>Sukhvinder</i> <i>Sandeep Kumar</i> Mr. Kapil, Restorer <i>K.P.</i>

18.	NEP-2020, Time Table/Work Load/ Section Formation/ Subject Change/ Proctorial Duties/ Discipline	Ms. Ravita Rani: Convenor <i>Ravita Rani</i>	Ms. Parveen Rani Mr. Suresh Kumar Mr. Sukhvinder, Clerk <i>Parveen</i> <i>Suresh Kumar</i> <i>Sukhvinder</i>
19.	University Works (Registration, Examination form, Internal Assessment, University result verification and other correspondence with university)	Mr. Suresh Kumar: Convenor <i>Suresh Kumar</i>	Dr. Ved Bhushan Mr. Sukhvinder, Clerk <i>Ved Bhushan</i> <i>Sukhvinder</i>
20.	Ph. D. Verification	Dr. Ved Bhushan: Convenor <i>Ved Bhushan</i>	Mr. Suresh Kumar Mr. Balwant Kumar <i>Suresh Kumar</i> <i>Balwant Kumar</i>
21.	API Verification Committee	Principal : Chairman	Dr. Ved Bhushan Dr. Dharmender Mr. Suresh Kumar Mr. Balwant Kumar Mr. Sombir, Asstt. <i>Ved Bhushan</i> <i>Dharmender</i> <i>Suresh Kumar</i> <i>Balwant Kumar</i> <i>Sombir</i>
22.	Bus Pass, Pass Port, Driving license	Mr. Sandeep Kumar: Convenor <i>Sandeep Kumar</i>	Mr. Sukhvinder Singh, Clerk <i>Sukhvinder Singh</i>
23.	Issue of Character Certificate	Mr. Suresh Kumar: Convenor <i>Suresh Kumar</i>	Mr. Sukhvinder, Clerk <i>Sukhvinder</i>
24.	Beautification of Landscape/Eco Club/EVS/Nature Interpretation Cell	Mr. Sandeep Kumar: Convenor <i>Sandeep Kumar</i>	Ms. Parveen Rani Mr. Subash Chand, JLA <i>Parveen</i> <i>Subash Chand</i>
25.	Cultural Activities	Mr. Sandeep Kumar: Convenor <i>Sandeep Kumar</i>	Ms. Parveen Rani Dr. Ved Bhushan Mr. Subash Chand, JLA Ms. Kiran Bala, L.A. <i>Parveen</i> <i>Ved Bhushan</i> <i>Subash Chand</i> <i>Kiran Bala</i>
26.	NSS/Red Cross/Red Ribbon/First Aid/ My Bharat Portal	Ms. Parveen Rani: Programme Officer <i>Parveen</i>	Mr. Sandeep Kumar Ms. Ravita Rani Mr. Jagdish Sharma, Clerk Ms. Kiran Bala, LA Mr. Sumit, Peon <i>Sandeep Kumar</i> <i>Ravita Rani</i> <i>Jagdish Sharma</i> <i>Kiran Bala</i> <i>Sumit</i>
27.	Placement Cell & Career Guidance Cell	Mr. Balwant Kumar: Convenor <i>Balwant Kumar</i>	Mr. Suresh Kumar Ms. Parveen Rani Mr. Jai Kumar, L.A. <i>Suresh Kumar</i> <i>Parveen Rani</i> <i>Jai Kumar</i>
28.	Women Cell & Girls Common Room	Ms. Parveen Rani: Convenor <i>Parveen</i>	Mr. Sandeep Kumar Mr. Suresh Kumar Mr. Sukhvinder, Clerk Ms. Kiran Bala, L.A. <i>Sandeep Kumar</i> <i>Suresh Kumar</i> <i>Sukhvinder</i> <i>Kiran Bala</i>

9.8.24

29.	Anti-Corruption cell, SC/ST cell, CM window, Students Grievance cell & Anti Ragging Cell	Mr. Sandeep Kumar: Convenor <i>Sandeep Kumar</i> 9.8.24	Dr. Ved Bhushan Ms. Ravita Rani <i>Ravita Rani</i>
30.	Earn While You Learn	Ms. Parveen Rani: Convenor <i>Parveen</i>	Dr. Ved Bhushan Mr. Sombir, Asstt. <i>Sombir</i>
31.	Sports	Dr. Ved Bhushan: Convenor <i>Ved Bhushan</i>	Dr. Devender Singh Dr. Dharmender Mr. Subash Chand, JLA Mr. Jai Kumar, L.A. <i>Jai Kumar</i>
32.	Printing	Mr. Balwant Kumar: Convenor <i>Balwant</i>	Dr. Dharmender Mr. Suresh Kumar Mr. Sombir, Asstt. <i>Sombir</i>
33.	Annual Report/College Magazine/Wall Magazine	Dr. Dharmender: Convenor <i>Dharmender</i>	Dr. Devender Singh Mr. Balwant Kumar Mr. Kapil, Restorer <i>Balwant</i> <i>K.P.</i>
34.	Absentee slips record, Absentee fine calculation, Lecture Shortage, NSO and Readmission	Dr. Dharmender: Convenor <i>Dharmender</i> 09.08.24	Dr. Devender Singh Mr. Subash Chand, JLA <i>Devender</i>
35.	Tent-Samiyana/ Sound/ Photography/ Video Graphy/Media Coordinator	Dr. Ved Bhushan: Convenor <i>Ved Bhushan</i>	Mr. Sandeep Kumar Mr. Suresh Kumar Mr. Jai Kumar, L.A. <i>Sandeep Kumar</i> <i>Jai Kumar</i> 9.8.24
36.	Property (Furniture)	Dr. Devender Singh: Convenor <i>Devender Singh</i> 09.08.24	Mr. Suresh Kumar Dr. Dharmender Mr. Subash Chand, JLA <i>Suresh Kumar</i> 09.08.24
37.	Decoration, Refreshment & Invitation	Dr. Ved Bhushan: Convenor <i>Ved Bhushan</i>	Mr. Sandeep Kumar Dr. Devender Singh Ms. Kiran Bala, LA <i>Sandeep Kumar</i> <i>Devender Singh</i> <i>Kiran Bala</i> 9.8.24
38.	Educational Tour Committee (Girls)	Ms. Parveen Rani: Convenor <i>Parveen</i>	Mr. Balwant Kumar Mr. Sandeep Kumar Ms. Kiran Bala, L.A. <i>Balwant</i> <i>Sandeep Kumar</i> <i>Kiran Bala</i> 9.8.24
39.	Income Tax Assessment & Return/ Property Return	Ms. Ravita Rani: Convenor <i>Ravita Rani</i>	Mr. Balwant Kumar Mr. Jagdish Sharma, Clerk <i>Balwant</i> <i>Jagdish</i>
40.	Court Cases	Mr. Balwant Kumar: Convenor <i>Balwant</i>	Ms. Ravita Rani Dr. Devender Singh Mr. Sombir, Asstt. <i>Ravita Rani</i> <i>Devender Singh</i> <i>Sombir</i>
41.	Legal Literacy Cell	Mr. Sandeep Kumar: Convenor <i>Sandeep Kumar</i> 9.8.24	Mr. Suresh Kumar Mr. Balwant Kumar <i>Suresh Kumar</i> <i>Balwant</i>

42	Beautification of College Campus/ Cleanliness of College Campus/Public Health	Dr. Devender Singh: Convenor <i>Devender Singh</i> 09.08.24	Mr. Parveen Rani Mr. Kapil
43	Solar Energy/ Electricity and Electrical items/ PWD (B&R): Electrical	Dr. Dharmender: Convenor <i>Dharmender</i> 09.08.24	Ms. Parveen Rani Mr. Balwant Kumar
44	Office Expenses, Stationary & Liaison Officer	Mr. Suresh Kumar: Convenor <i>Suresh Kumar</i>	Mr. Balwant Kumar Dr. Dharmender Mr. Sombir, Asstt
45	AEBAS/Broad Band Connection	Mr. Balwant Kumar: Convenor <i>Balwant Kumar</i>	Mr. Jai Kumar, L.A.
46	Website/ ERP & MIS/ CCE	Mr. Balwant Kumar: Convenor <i>Balwant Kumar</i>	Ms. Ravita Rani Mr. Subash Chand, JLA
47	SVEEP Activities & Voter Cards/ Adhaar Card/PPP	Dr. Devender Singh: Nodal Officer <i>Devender Singh</i> 09/08/2024	Ms. Parveen Rani Mr. Kapil, Restorer Ms. Kiran Bala
48	Disaster Management	Dr. Dharmender <i>Dharmender</i> 09.08.24	Mr. Balwant Kumar Ms. Parveen Rani
49	IPR Cell/ Research & Development Cell/Training	Dr. Ved Bhushan: Convenor <i>Ved Bhushan</i>	Dr. Dharmender Dr. Devender Singh
50	Yoga Club	Dr. Dharmender: Convenor <i>Dharmender</i> 09.08.24	Dr. Devender Singh Ms. Ravita Rani Ms. Kiran Bala, L.A.
51	Alumni Association	Dr. Devender Singh: Convenor <i>Devender Singh</i>	Dr. Ved Bhushan Dr. Dharmender Mr. Kapil
52	Annual Prize Distribution/Convocation	Mr. Suresh Kumar: Convenor <i>Suresh Kumar</i>	Ms. Ravita Rani Mr. Sukhvinder, Clerk
53	Traffic Interpretation Cell	Mr. Sandeep Kumar: Convenor <i>Sandeep Kumar</i> 09.08.24	Mr. Sukhvinder, Clerk
54	Physical Verification	Committee will be constituted as and when required	
55	Right Off/ Auction	Mr. Suresh Kumar: Convenor <i>Suresh Kumar</i>	Ms. Parveen Rani Dr. Dharmender Ms. Ravita Rani (Bursar)
56	UGC/RUSA	Mr. Suresh Kumar: Convenor <i>Suresh Kumar</i>	Ms. Ravita Rani Mr. Sukhvinder, Clerk

57	IT Equipment Maintenance/ CCTV/ Smart Class Room	Mr. Balwant Kumar: Convenor <i>Balwant</i>	Ms. Parveen Rani <i>Parveen</i> Mr. Suresh Kumar <i>Suresh</i> Mr. Jai Kumar, LA <i>Jai Kumar</i>
58	Anti-Drug & Anti-Smoking Cell	Dr. Devender Singh: Convenor <i>Devender Singh</i>	Dr. Dharmender <i>Dharmender</i> Ms. Kiran, L.A. <i>Kiran Beh</i>
59	AISHE/NIRF/LMS	Dr. Devender Singh: Convenor <i>Devender Singh</i>	Mr. Kapil, Restorer <i>Kapil</i>
60	University Answer Sheet	Mr. Sukhvinder, Clerk	<i>Sukhvinder</i>
61	Building Maintenance Committee	Dr. Devender Singh: Convenor <i>Devender Singh</i>	Mr. Sandeep Kumar <i>Sandeep Kumar</i>
62	ACR Collection	Mr. Sombir, Asstt	<i>Sombir</i>

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.

OK *03/08/2024*
Principal,
Govt. College for Girls,
Datta (Hisar)