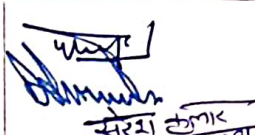
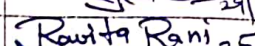
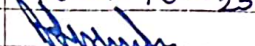
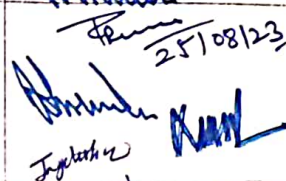

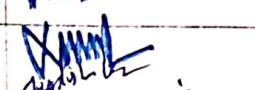
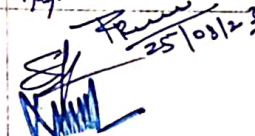
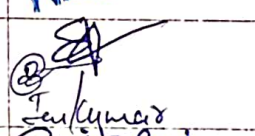


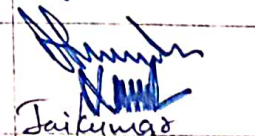
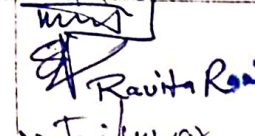
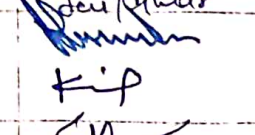



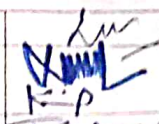
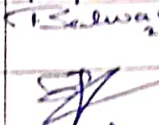
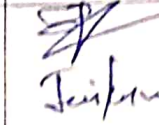
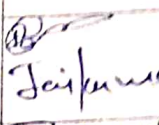
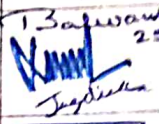
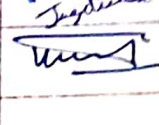
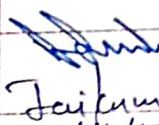
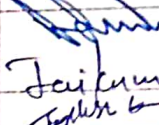
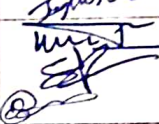
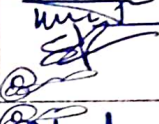

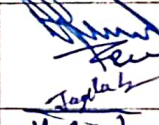
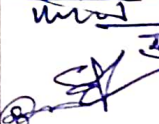


Office of the Principal, Govt. College for Girls, Datta

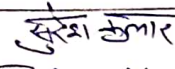
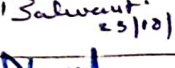
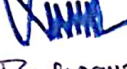
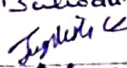





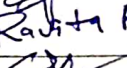
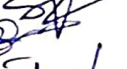
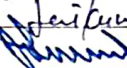
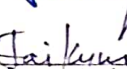
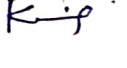

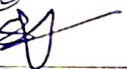

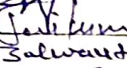
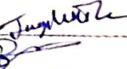
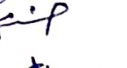

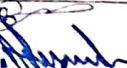
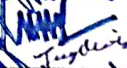

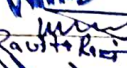
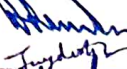





Annual Duty List of Staff for the session 2023-24 w.e.f. 24.08.2023

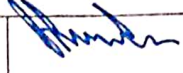
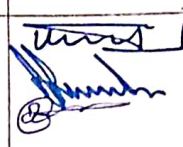




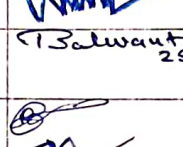
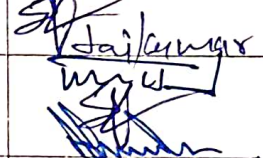
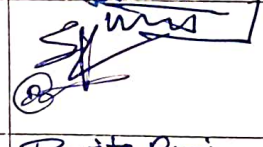
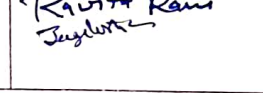
Office Order No. GCGD/2023/306

Dated: 24.08.2023

Sr. No.	Name of The Committee	Names of Faculty Members and Non-Teaching Employees	Signature
1	College Council	Principal Dr. Ved Bhushan Dr. Dharmender Sh. Suresh Kumar	
2	Bursar	Ms. Ravita Rani	
3	Staff Secretary	Dr. Dharmender	
4	NSS Programme Officer, Swachhata Abhiyan & Pakhwara, Road Safety 7 Awareness Club	Smt. Parveen Rani (Programme officer & Convener) Dr. Dharmender (Member) Dr. Kashmir Singh (Member) Sh. Jagdish Kumar, Clerk	
5	Registrar (House Exam), University Matters R.R. & Internal Assessment	Sh. Suresh Kumar (Registrar & Convener) Dr. Kashmir Singh (Member) Sh. Sukhvinder, Clerk	
6	Outsourcing Staff Committee	Dr. Kashmir Singh (Convener) Sh. Jagdish Kumar, Clerk	
7	Women Cell	Smt. Parveen Rani (Convener) Sh. Sandeep Kumar (Member) Dr. Kashmir Singh (Member) Sh. Sukhvinder, Clerk	
8	Sports Board & Committee	Sh. Sandeep Kumar (Convener) Dr. Devender Singh (Member) Sh. Jai Kumar	
9	Time Table & Workload	Ms. Ravita Rani (Convener) Dr. Kashmir Singh (Member) Sh. Sukhvinder, Clerk	
10	Subject Change, Section Formation & Introduction of New Subjects Committee	Dr. Ved Bhushan (Convener) Dr. Devender Singh (Member) Dr. Dharmender (Member)	
11	Placement Cell & Training Program	Dr. Dharmender (Convener) Dr. Kashmir Singh (Member) Sh. Jai Kumar, L.A.	
12	Cultural Co-Curricular Activities & Adventure Camp, Bike, Tent & Sound Committee	Dr. Ved Bhushan (Convener) Sh. Sandeep Kumar (Member) Ms. Ravita Rani (Member) Sh. Jai Kumar, L.A.	
13	RTI State Public Information Officer	Dr. Dharmender (Convener) Sh. Kapil Kumar, Restorer	
14	Building Construction & Repair Property Committee	Sh. Sandeep Kumar (Convener) Dr. Devender Singh (Member)	

15	Electricity & Water Supply	Sh. Subhash Chand, JLA Dr. Kashmir Singh (Convener) Sh. Kapil Kumar, Restorer	 13/02/23
16	BC Scholarship	Sh. Balwant Kumar (Convener) Sh. Sukhvinder, Clerk	 25/02/23
17	SC Scholarship & Other Scholarships- Grand Children of Freedom Fighters Scholarship, UG Girls Merit Scholarship, Minority Scholarship, Haryana Resident Scholarship For Meritorious Students & PWD Students, State merit Scholarship	Sh. Sandeep Kumar (Convener) Sh. Jai Kumar, LA	 Jai Kumar
18	Court Case & All Legal Cases, Litigation management System	Dr. Devender Singh (Convener) Sh. Jai Kumar, LA	 Jai Kumar
19	Printing	Sh. Balwant Kumar (Convener) Dr. Kashmir Singh (Member) Sh. Jagdish Kumar, Clerk	 13/02/23 25/02/23 Jagdish
20	Senior tutor	Dr. Ved Bhushan	
21	College Website, college ERP & MIS	Sh. Balwant Kumar (Convener) Sh. Sukhvinder, Clerk	
22	E-Mail, All Circular on DHE & University Website	Dr. Dharmender (Convener) Sh. Jai Kumar, LA	 Jai Kumar
23	HRMS & E-Salary	Sh. Jagdish Kumar, Clerk	
24	Auction & Write off Committee	Dr. Ved Bhushan (Convener) Sh. Sandeep Kumar (Member) Dr. Devender Singh (Member)	 Sandeep
25	Quality Check & Verification Committee	Dr. Devender Singh (Convener) Dr. Kashmir Singh (Member)	 Kashmir
26	Earn While You Learn	Dr. Dharmender (Convener) Smt. Parveen Rani (Member) Sh. Jagdish Kumar, Clerk	 Parveen Rani Jagdish
27	Discipline Committee	Dr. Ved Bhushan (Convener) Sh. Suresh Kumar (Member) Sh. Sandeep Kumar (Member) Dr. Devender Singh (Member) Ms. Ravita Rani (Member)	 Suresh Kumar Sandeep Kumar Devender Singh Ravita Rani
28	Refreshment Committee	Dr. Devender Singh (Convener) Sh. Sandeep Kumar (Member) Sh. Subhash Chand, JLA	 Sandeep Kumar Subhash Chand
29	Subject Societies	Eng.- Dr. Ved Bhushan Hindi- Dr. Devender Singh SKT.- Dr. Dharmender Eco.- Ms. Ravita Rani Geo.- Sh. Sandeep Kumar Pol. Sci.- Dr. Kashmir Singh	 Devender Singh Dharmender Ravita Rani Sandeep Kumar Kashmir Singh

		Hist.- Sh. Suresh Kumar Comp. Sci.- Sh. Balwant Kumar	  Balwant 25/10/23
30	NAAC/RUSA/AISHE/PRA YAAS & New Education Policy	Dr. Kashmir Singh (Convener) Ms. Ravita Rani (Member) Sh. Balwant Kumar (Member) Sh. Jagdish Kumar, Clerk	  Ravita Rani Balwant 25/10/23 Jagdish K
31	Education & Excursion Tour	Sh. Sandeep Kumar (Convener) Ms. Ravita Rani Dr. Dharmender	   Ravita Rani
32	Skill Development Programme Committee	Sh. Sandeep Kumar (Convener) Dr. Kashmir Singh (Member) Ms. Ravita Rani (Member)	   Ravita Rani
33	Grievance & Redressal Cell/Internal Complain Committee/Anti Ragging/Anti Sexual Harassment Committee	Dr. Dharmender (Convener) Dr. Kashmir Singh (Member) Sh. Sandeep Kumar (Member) Ms. Ravita Rani (Member)	    Ravita Rani
34	Youth Red Cross, First Aid & Red Ribbon Club	Sh. Sandeep Kumar (Convener) Dr. Devender Singh (Member) Sh. Jai Kumar, LA	   Jai Kumar
35	Verification of Forms, Documents & Issuance of Character Certificate	Dr. Dharmender (Convener) Sh. Subhash Chand, JLA Sh. Jai Kumar, LA	   Jai Kumar
36	a) Library Incharge/Library Automation b) Advisory Committee	Sh. Kapil Kumar (Incharge Library and Automation) Dr. Devender Singh (Convener) Sh. Sandeep Kumar (Member)	   Kapil
37	Voter card Incharge, Electrol Club & Driving Licence	Dr. Ved Bhushan (Convener) Sh. Sandeep Kumar (Member) Sh. Jai Kumar, LA	   Jai Kumar
38	Passport Incharge	Sh. Balwant Kumar (Convener) Sh. Jagdish Kumar, Clerk	  Balwant 25/10/23 Jagdish K
39	a) I-Card b) Bus Pass Committee	Dr. Devender Singh (Incharge I-Cards) Sh. Kapil Kumar, Restorer Sh. Sandeep Kumar (Incharge Bus-Passes) Sh. Sukhvinder Singh, Clerk	   Kapil
40	Purchase Committee (General M&S Grant & OE Grant)	Dr. Devender Singh (Convener) Dr. Dharmender (Member) Dr. Kashmir Singh (Member) Sh. Jagdish Kumar, Clerk	 Jagdish K
41	IQAC	Dr. Dharmender (Convener) Dr. Kashmir Singh (Member) Dr. Ved Bhushan (Member)	 Dharmender
42	Income Tax Calculation Committee	Ms. Ravita Rani (Convener) Dr. Dharmender (Member) Sh. Jagdish Kumar, Clerk	 Ravita Rani
43	Photography & Media Co-	Dr. Kashmir Singh (Convener)	 Kashmir

	ordinator	Dr. Dharmender (Member)	
44	Preparation of Annual report Committee	Dr. Ved Bhushan (Convener) Dr. Dharmender (Member) Dr. Devender Singh (Member)	
45	L.M.S (Learning management system) Committee	Sh. Balwant Kumar (Convener) Ms. Ravita Rani (Member) Ms. Parveen Rani (Member)	1. Balwant 25/08/23 Ravita Rani Parveen
46	Nature Interpretation Centre	Dr. Ved Bhushan (Convener) Dr. Devender Singh (Member) Sh. Sandeep Kumar (Member)	
47	Traffic Interpretation Centre	Sh. Sandeep Kumar (Convener) Dr. Devender Singh (Member) Sh. Jai Kumar, LA	
48	Social Secretary	Dr. Kashmir Singh	
49	ACR Collection & Annual Result Verification Committee	Dr. Ved Bhushan (Convener) Ms. Ravita Rani (Member) Dr. Kashmir Singh (Member) Sh. Sukhvinder, Clerk	
50	EVS Committee	Sh. Sandeep Kumar (Convener) Dr. Kashmir Singh (Member)	
51	Biometric Committee	Sh. Balwant Kumar (Convener) Sh. Sukhvinder, Clerk	1. Balwant 25/08/23
52	CCTV Camera Committee	Dr. Devender Singh (Convener) Sh. Sandeep Kumar (Member) Sh. Jai Kumar, LA	
53	Legal Literacy Cell	Dr. Ved Bhushan (Convener) Sh. Sandeep Kumar (Member) Dr. Dharmender (Member)	
54	Drug Prevention Cell	Dr. Ved Bhushan (Convener) Sh. Sandeep Kumar (Member) Dr. Devender Singh (Member)	
55	Cash-Books Completion Committee	Miss. Ravita Rani (Convener) Sh. Jagdish Kumar, Clerk Sh. Sukhvinder, Clerk	Ravita Rani Jagdish Kumar Sukhvinder

All The conveners of the above said committees are hereby directed to hand over their charges immediately, seen by the undersigned.


Principal 24.08.2023
CCG, Datta (Hisar)