

OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA
(REWARI)

ORFFICE ORDER

Memo no: GCK/519/23

Dated: 02-08-23

The following members of the staff are assigned the duties in various committees mentioned below for the session 2023-24 to be effective from 02.08.23. If there is any change in the previous duties of any staff member, the concerned will handover/ takeover the charge as soon as possible.

Sr. No. Name of the Associate/ Assistant professor and duties assigned as:

1. College Council and Reception Committee

1. Mrs. Dayawati
2. Dr. Sidhanshu
3. Dr. HariParkash
4. Dr. RamNiwas

2. High Power Purchase committee/GEM

1. Mrs. Dayawati
2. Dr. Sidhanshu
3. Dr. RamNiwas
4. Dr. Hariparkash
5. Sh. Satyender Singh

3. SPIO (RTI)

1. Mrs. Dayawati

4. ASPIO

1. Dr. Sidhanshu

5. Bursar

1. Dr. Ramniwas and Office Incharge


6. IQAC

1. Dr. RamNiwas
2. Dr. Sidhanshu
3. Dr. Hariparkash

7. College Website/Facebook Page

1. Dr. Meenakashi
2. Sh. Rahul Singh

8. **Staff Secretary**


1. Mrs. Manya Bhola 

9. **Nodal Officer Online Admission/ERP**


1. Sh. Manu Kumar 

10. **Admission Committee**

BA 1st, 3rd, 5th Semester


1. Dr. Sidhanshu © 

2. Dr. Hariparkash


3. Dr. Sushila Lamba 

4. Sh. Sushil Kumar (History) 


5. Mrs. Manya Bhola 


6. Mrs. Rajshri 


7. Sh. Pardeep Kumar 

8. Sh. Rahul Singh 

B.Com 1st, 3rd, 5th Semester

1. Mrs. Ekta Rani © 


2. Sh. Deepak Kumar 


3. Mrs. Sarita Yadav 

4. Mrs. Shilpa Bhaita 

5. Mrs. Sharmila Devi 

B.Sc. 1st, 3rd, 5th Semester

1. Sh. Satyender Singh © 


2. Mrs. Shiwani Yadav 


3. Mrs. Meenakashi 


4. Mrs. Kavita Yadav 

5. Sh. Khushiram 


Admission Helpdesk

1. Ms. Jyoti Gupta 

2. Mrs. Sarita (Hindi) 

3. Ms. Sweety 





11. **Registration Return/Internal Assessment/Results**

1. Dr. Sidhanshu (Registrar) 


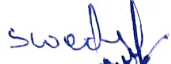

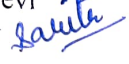
2. Dr. Meenakashi (Dy.Registrar) 

3. Sh. Rahul Singh (For University Work) 




Arts

1. Ms. Jyoti Gupta 
2. Mrs. Rajshri 
3. Mrs. Sarita (Hindi) 
4. Sh. Rahul Singh 




Commerce

1. Mrs. Shilpa Bhatia 
2. Mrs. Sweety 
3. Mrs. Sharmila Devi 
4. Mrs. Sarita 





Science

1. Mrs. Meenakshi 
2. Mrs. Kavita 
3. Mrs. Sharmila Devi 



12. F.T.R. Committee

1. Dr. Sidhanshu 
2. Dr. RamNiwas 
3. Sh. Manu Kumar 




13. Time Table and Workload

1. Sh. Satyender Singh (C) 
2. Sh. Pradeep Kumar (Arts) 
3. Sh. Manu Kumar (Science) 
4. Mrs. Ekta Rani (Commerce) 


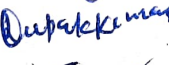


14. Scholarship SC

1. Sh. Deepak Kumar (C) 
2. Sh. Rahul Singh 

15. Scholarship BC and others

1. Sh. Sushil Kumar (BC) 
2. Mrs. Shiwani Yadav (others) 
3. Sh. Khushiram 

16. Property and Building / Chair, Table, Water Arrangement Committee

1. Dr. HariParkash (C)
2. Sh. Sushil Kumar (History) 
3. Sh. Deepak Kumar 
4. Sh. Sushil Kumar (Peon) 
5. Sh. Satbir Singh 

17. **Cultural Committee**
1. Dr. Bharat Bhushan (C) TB 2/8/22
2. Mrs. Manya Bhola *Manya*
18. **NSS (Boys)**
1. Sh. Manu Kumar *Manu*
2. Sh. Khushi Ram *Khushi*
3. Sh. Sushil Kumar (Peon) *Sushil*
19. **NSS (Girls)**
1. Ms. Jyoti
2. Sh. Anil Kumar
3. Sh. Satbir Singh *Satbir*
20. **Electricity**
1. Sh. Deepak Kumar (C) *Deepak Kumar*
2. Sh. Sushil Kumar (History) *Sushil*
3. Sh. Sushil Kumar (Peon)- Ground Floor *Sushil*
4. Sh. Sonu (Mali)- 2nd Floor *Sonu*
5. Sh. Khushiram – 1st Floor *Khushiram*
21. **Printing, Invitation and press**
1. Dr. Bharat Bhushan (C) TB 2/8/22
2. Sh. Pradeep Kumar *Pradeep*
3. Sh. Rajesh Kumar
22. **Seating arrangement / Tent / Photography**
1. Dr. HariParkash
2. Sh. Satyender Singh *Satyender*
3. Sh. Mahesh Kumar *Mahesh*
4. Sh. Satbir Singh *Satbir*
23. **Carrier Guidance and Placement Cell**
1. Mrs. Ekta Rani *Ekta*
2. Sh. Satyender Singh *Satyender*
3. Mrs. Sarita *Sarita*

24. **Discipline/Anti Ragging Committee**

1. Dr. HariParkash (C)
2. Mrs. Ekta Rani *Ekta*
3. Sh. Manu Kumar *Manu*
4. Sh. Pradeep Kumar *Pradeep*
5. Dr. Sushila Lamba *S*

All proctorial duty Incharges

25. **Education Tour (Girls)**

1. Mrs. Manya Bhola (C) *Manya*
2. Mrs. RajShri *RajShri*
3. Mrs. Shilpa Bhatia *Shilpa*

26. **Education Tour (Boys)**

1. Sh. Satyender Singh (C) *Satyender Singh*
2. Dr. RamNiwas
3. Dr. Mahesh Kumar *Mahesh*

27. **ICC / Sexual Harassment / Students Grievances Cell**

1. Mrs. Dayawati *Dayawati*
2. Dr. Sidhanshu *Sidhanshu*
3. Dr. HariParkash
4. Dr. RamNiwas *RamNiwas*
5. Mrs. Sharmila Yadav Retd. Principal
- 6.

28. **24Q and 26Q TDS/Income tax Committee**

1. Dr. RamNiwas *RamNiwas*
2. Mrs. Ekta Rani *Ekta*
3. Sh. Anil Kumar

29. **Women Cell**

1. Dr. Sushila Lamba (C) *S*
2. Mrs. Ekta Rani *Ekta*
3. Mrs. Manya Bhola *Manya*
4. Mrs. Sarita (Hindi) *Sarita*
5. Mrs. Jyoti (Peon) *Jyoti*

30. **Earn While You Learn**

1. Mrs. Ekta Rani *Ekta*

2. Dr. Sushila Lamba *S*

3. Sh. Satyender Singh *S.S.F*

4. Mrs. Shilpa Bhatia *S*

31. **All Types of mails**

1. Dr. Sidhanshu *S*

2. Sh. Anil Kumar

32. **Statistical Information of District Level / Higher Edu.**

1. Mrs. Sarita (Commerce) (Higher Education) *Sarita*

2. Mrs. Kavita (District) *Kavita*

33. **IT Module / LMS / Mobile App / Lease Line etc.**

1. Mrs. Shiwani Yadav (Lease Line) *Shiwani*

2. Dr. Bharat Bhushan (IT Module/Mobile App) *BB 2/10/22*

3. Sh. Pradeep Kumar (LMS) *P.K.*

4. Mrs. Sharmila Devi *Sharmila*

34. **Computer Lab**

1. Sh. Deepak Kumar *Deepak Kumar*

2. Mrs. Sharmila (Incharge of Computer and other articles of Lab) *Sharmila*

3. Sh. Rahul Singh *R.S.*

35. **Red Cross / Red Ribbon / Drugs deaddiction Club**

1. Ms. Jyoti Gupta (C) *Jyoti*

2. Sh. Deepak Kumar *Deepak Kumar*

3. Mrs. RajShri *RajShri*

4. Mrs. Sarita (Hindi) *Sarita*

36. **Library Committee / Students I Card**

1. Mrs. Manya Bhola (C) *Manya*

2. Mrs. Shilpa Bhatia *S*

3. Mrs Sarita *Sarita*

4. Mrs. Sweety *Sweety*

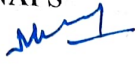


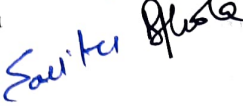



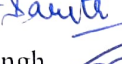

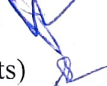






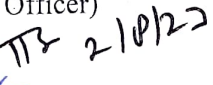







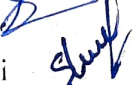

5. Sh. Sushil Kumar (Peon) *Sushil*

6. *Khushi, Poo, Kanchan*

37. **English Language Lab**

1. Dr. Mahesh Kumar *M.K.*

2. Sh. Rahul Singh *R.S.*

38. **Legal Literacy Cell / Court Cases / NAPS**
 1. Dr. Mahesh Kumar (Court Cases) 
 2. Mrs. Shilpa Bhatia (others) 
39. **Refreshment Committee**
 1. Mrs. Ekta Rani (C) 
 2. Mrs. Manya Bhola
 3. Mrs. Sarita Hindi 
40. **Bus passes / Passport**
 1. Sh. ~~Sachin Kumar~~ ^{Satyender Singh} (Passport) 
 2. Sh. Pradeep Kumar (Bus Passes) 
 3. Mrs. Kavita 
 4. Mrs. Sarita 
 5. Sh. Rahul Singh 
41. **Extension Faculty Committee**
 1. Mrs. Dayawati (C) 
 2. Dr. Sidhanshu (Arts) 
 3. Dr. RamNiwas (Commerce) 
 4. Sh. Satender Singh (Science) 
42. **Incharge of Office staff Members, Outsource Policy Part II employees & Contractual Employees**
 1. Dr. RamNiwas 
43. **H K R N**
 1. Dr Hariparkash (Nodal Officer)
 2. Dr. Bharat Bhushan 
 3. Sh. Pradeep Kumar 
 4. Sh. Anil Kumar (Official Help) 
44. **12 B / 2F UGC Committee / RUSA / NAAC**
 1. Mrs. Dayawati 
 2. Dr. Sidhanshu 
 3. Sh. Manu Kumar 
 4. Mrs. Meenakshi 
 5. Sh. Pradeep Kumar 
45. **Rusa / PRAYAS**
 1. Sh. Satyender Singh 
 2. Dr. Mahesh Kumar 
 3. Mrs. Jyoti Gupta 
 4. Mrs. Sharmila Devi 

46. **Beautification Committee**

1. Dr. HariParkash
2. Sh. Deepak Kumar *Deepakkumar*
3. Mrs. Rajshri *Rajshri*
4. Sh. Sonu (Mali) *Sonu*

47. **Sports Board**

1. Dr. HariParkash (C)
2. Mrs. Dayawati *Dayawati*
3. Dr. Sidhanshu *Sidhanshu*
4. Dr. RamNiwas *RamNiwas*

48. **Smart Class Room / Edusat**

1. Mrs. Ekta Rani (C) *Ekta*
2. Mrs. Meenakashi *Meenakashi*
3. Dr. Bharat Bhushan *TR 2/8/22*

49. **Mentors Club**

1. Dr. RamNiwas (C) *RamNiwas*
2. Mrs. Meenakashi *Meenakashi*
3. Mrs. Sarita (Commerce) *Sarita*
4. Mrs. Raj Shree *Raj Shree*

50. **HRMS / MIS/ACR/E-Billing**

1. Sh. ~~Satyender Singh~~ *Bharat Sharma* *TR*
2. Sh. Anil Kumar (E-Billing)

51. **Health Fund**

1. Dr. Sushila Lamba *Sushila*
2. Mrs. Kavita Yadav *Kavita*
3. Mrs. Sarita (Hindi) *Sarita*

52. **O.E Committee**

1. Dr. Sushila Lamba (C) *Sushila*
2. Dr. Sidhanshu *Sidhanshu*
3. Sh. Satyender Singh *Satyender Singh*
4. Sh. Sushil (Peon) - Generator *Sushil*

53. Sports Ground Maintenance/Activites

1. Dr. HariParkash (C)
2. Sh. Deepak Kumar *Deepak Kumar*
3. Ms. Jyoti Gupta *Jyoti*
4. Sh. Sushil Kumar (Peon) *Sushil*
5. Sh. Satbir Singh *Satbir*

54. Electron/SVEEP/Voter related Committee

1. Sh. Sushil Kumar (History) *Sushil*
2. Sh. Manu Kumar *Manu*
3. Mrs. Kavita Yadav *Kavita*

55. NSS Advisory Committee

1. Ms. Dayawati *Dayawati*
2. Dr. Hariparkash
3. Dr. RamNiwas *RamNiwas*
4. Dr. Sushila Lamba *Sushila*
5. Sh. Satyender Singh *Satyender Singh*

56. Road Safety/Driving Licence

1. Dr. RamNiwas (~~Dr~~) (Road Safety) - *Dr*
2. ~~Ms. Jyoti Gupta (Road Safety) (D.L.)~~ *Mr. Deepak*
3. Sh. Rahul Singh

57. SC/ST/OBC/Grievance Cell

1. Sh. Sushil Kumar (History) *Sushil*
2. Sh. Manu Kumar *Manu*
3. Mrs. Shiwani Yadav *Shiwani*

58. College Magazine Committee

1. Dr. RamNiwas (Chief Editor) - *Dr*
2. Sh. Satyedner Singh (Science) *Satyender Singh*
3. Mrs. Kavita Yadav *Kavita*
4. Mrs. Ekta Rani (Commerce) *Ekta*
5. Mrs. Sarita (Commerce) *Sarita*
6. Dr. Sushila Lamba (Literary Section) *Sushila*
7. Dr. Mahesh Kumar *Mahesh*
8. Mrs. Rajshri (General Section) *Rajshri*
9. Dr. Bharat Bhushan *Bharat*
10. Sh. Manu Kumar *Manu*

59. **Alumni Cell**

1. Mrs. Rajshri *Rajshri*
2. Mrs. Shilpa Bhatia *Shilpa*
3. Mrs. Kavita Yadav *Kavita*

60. **Young Journalism Cell**

1. Dr. Sushila Lamba © *Sushila*
2. Ms. Jyoti Gupta (Nodal Officer) *Jyoti*
3. Sh. Pradeep Kumar *Pradeep*

61. **Nature Interpretation Center**

1. Sh. Manu Kumar (Nodal Officer) *Manu*

62. **Traffic Interpretation Center**

1. Sh. Deepak Kumar (Nodal Officer) *Deepak Kumar*

63. **Tabbaco Free Education Institution**

1. Sh. Deepak Kumar
2. Dr. Mahesh Kumar *Mahesh*
3. Sh. Rahul Singh *Rahul*

64. **Decoration Committee**

1. Mrs. Ekta Rani *Ekta*
2. Mrs. Jyoti Gupta *Jyoti*
3. Mrs. Rajshri *Rajshri*
4. Mrs. Sarita (Hindi) *Sarita*
5. Mrs. Sarita (Commerce) *Sarita*

65. **Biometric/Jio Connection**

1. Dr. Bharat Bhushan *Bharat Bhushan* 2/8/23
2. Mrs. Sharmila Devi *Sharmila*
3. Sh. Rajesh Kumar

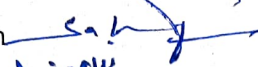
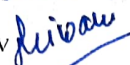

66. **CCTV Camera**

1. Mrs. Shiwani Yadav *Shiwani*
2. Sh. Pradeep Kumar *Pradeep*
3. Dr. Bharat Bhushan *Bharat*
4. Sh. Sushil (Peon) *Sushil*

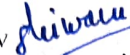
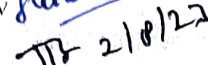
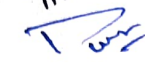
67. **Solar Power**

1. Mrs. Meenakshi *Meenakshi*
2. Mrs. Kavita *Kavita*


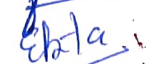


68. **Math. Lab**

1. Sh. Satyender Singh 
2. Mrs. Shiwani Yadav 
3. Sh. Rahul Singh 




69. **Seminar Hall**

1. Mrs. Shiwani Yadav 
2. Dr. Bharat Bhushan  21/8/23
3. Sh. Pradeep Kumar 


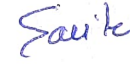

70. **AISHE**

1. Sh. Satyender Singh 
2. Mrs. Ekta Rani (Commerce) 
3. Dr. Mahesh Kumar (Arts) 
4. Sh. ~~Manu~~ ^{Meenakshi} Kumar (Science) 



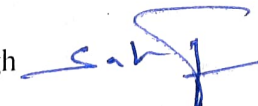
71. **Construction/ Maintenance Building Committee**

1. Dr. RamNiwas (C) 
2. Dr. Sidhanshu 
3. Dr. Hariparkash
4. Sh. Satyender Singh 



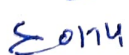
72. **Lecture Shortage Fine**

1. Sh. Sushil Kumar 
2. Mrs. Sarita Sarita (Hindi) 
3. Mrs. Shilpa Bhatia 
4. Sh. Rahul Singh



73. **TA/DA Committee**


1. Dr. RamNiwas 
2. Dr. Sidhanshu 
3. Dr. Hariparkash
- 4+. Sh. Satyender Singh 

74. **ECO Club**

1. Dr. RamNiwas 
2. Ms. Jyoti Gupta 
3. Sh. Sonu 

75. **Soil Testing Committee.**

1. Sh. Manu 
2. Smt Kavita 


Principal
Govt. College, Kharkhara
(Rewari)

21/8/23