

OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA (REWARI)

OFFICE ORDER

Memo no: 660/19

Dated: 08-07-2019

The following members of the staff are assigned the duties in various committees mentioned below for the session 2019-20 to be effective from 08-07-2019. If there is any change in the previous duties of any staff member, the concerned will handover/ take over the charge as soon as possible.

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

1. College Council and Reception Committee

- ✓ Mrs. Dayawati
- ✓ Dr. Sidhanshu
- ✓ Dr. Hariparkash
- ✓ Dr. Ramniwas

2. High Power Purchases committee

- ✓ Mrs. Dayawati
- ✓ Dr. Sidhanshu
- ✓ Dr. Hariparkash
- ✓ Dr. Ramniwas

3. SPIO (RTI)

- ✓ Mrs. Dayawati

4. ASPIO

- ✓ Dr. Sidhanshu

5. Bursar

- ✓ Dr. Ramniwas

6 IQA Cell

- ✓ Mrs. Dayawati
- ✓ Dr. Sidhanshu
- ✓ Dr. Hariparkash
- ✓ Dr. Ramniwas

7 Staff Secretary

- ✓ Dr. Mukesh Kumar

8 Nodal Officer Online Admission

- ✓ Dr. Satyender Singh

9. Admission Committee (1st sem)

Arts

- ✓ Dr. Sidhanshu (C)
- ✓ Dr. Mukesh Kumar
- ✓ Dr. Sushila Lamba
- ✓ Mr. Pradeep Kumar
- ✓ Mr. Rahul

Commerce

- ✓ Dr. Manmeet Kaur
- ✓ Dr. Kaushal Kumari
- ✓ Mrs. Sweety
- ✓ Mrs. Sharmila

Science

- ✓ Dr. Manu kumar
- ✓ Dr. Meenakshi
- ✓ Mr. Anil

10

Admission Committee for 3rd and 5th Sem.

- ✓ Mrs. Ekta (Com) *Ekta*
- ✓ Mrs. kavita (Sci.) *Kavita*
- ✓ Dr. Surender Singh (Arts) *Surender Singh*
- ✓ Mrs. Sarita *Sarita*
- ✓ Mrs. Falak *Falak*
- ✓ Mrs. Neeru *Neeru*
- ✓ Mrs. Rajshree *Rajshree*

11

Registration Return and FTR

- ✓ Dr. Sidhanshu (Registrar) *Sidhanshu*
- Arts**
- ✓ Mrs. Rajshree *Rajshree*
- Mr. Pradeep *Pradeep*
- Mr. Rahul *Rahul*

Commerce

- ✓ Mrs. Falak *Falak*
- ✓ Mrs. Sweety *Sweety*
- ✓ Mrs. Sharmila *Sharmila*

Science

- ✓ Dr. Meenakshi *Meenakshi*
- ✓ Mrs. Sharmila *Sharmila*

12

Time Tale and Workload

- ✓ Dr. Satyender Singh (C) *S 24.7/12/19*
- ✓ Dr. Manu kumar *Manu 12/7/19*

13

Scholarship SC

- ✓ Dr. Manu Kumar (C) *Manu 12/7/19*
- ✓ Mr. Rahul (Clerk) *Rahul*

14

Scholarship BC and others

- ✓ Dr. Sushil kumar (C) *BM 12/7/19*
- ✓ ~~Dr.~~ Surender Kumar (others (Eng)) *gandhi*
- ✓ Mr. Anil Kumar (Clerk) *Anil*

15

Property and Building Committee

- ✓ Dr. Hariparkash (C) *H.P.*
- ✓ Dr. Sushil kumar *BM 12/7/19*
- ✓ Mr. Satbir *Satbir*

16

Cultural Committee

- ✓ Dr. Mukesh kumar *Mukesh*
- ✓ Dr. Rajshree *Rajshree*
- ✓ Dr. Bharat bhushan *Bharat*
- ✓ Mrs. Falak *Falak*

17

NSS (Boys)

- ✓ Dr. Satyender Singh *Satinder 12/7/19*
- ✓ Shr. Lachhi Ram (Clerk) *SRAM*
- ✓ Mr. Murari Lal (Peon) *Murari Lal*

18 NSS (Girls)

- ✓ Dr. Sushila Lamba *S Lamba*
- ✓ Mr. Anil (Clerk) *Anil*
- ✓ Mr. Satbir (Peon) *Satbir*

19 Electricity / Water

- ✓ Dr. Manu kumar *Manu 12/7/19*
- ✓ Sh. Pradeep kumar(G) *Pradeep*
- ✓ Mr. Pardeep kumar(s) *Pardeep*

20 Printing , Invitation and press

- ✓ Dr. Mukesh kumar *Mukesh*
- ✓ Mr. Pradeep Kumar *Pradeep*
- ✓ Dr. Bharat bhushan *Bharat*

21 Seating arrangement /Tent/ Photography



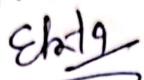

- ✓ Dr. Hariparkash (C) *Hariparkash*
- ✓ Dr. Surender Singh *Surender*
- ✓ Dr. Sushil kumar *Sushil 12/7/19*
- ✓ Mr. Pradeep Kumar(s) *Pradeep*

22 Carrier Guidance and Placement Cell

- ✓ Dr. Mukesh kumar *Mukesh*
- ✓ Dr. Kaushal Kumari *Kaushal*
- ✓ Dr. Bharat bhushan *Bharat*
- ✓ Smt. Kavita *Kavita*
- ✓ Smt. Falak *Falak*

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Discipline Committee

- ✓ Dr. Hariparkash (c) 
- ✓ Mr. Mukesh 
- ✓ Mrs. Ekta 
- ✓ Mr. Pradeep 

All proctorial duty incharges

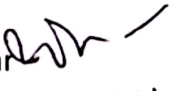
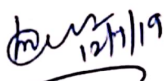

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Education Tour (girls)

- ✓ Dr. Sidhanshu (c) 
- ✓ Mrs. Dayawati 
- ✓ Mrs. Sharmila 





25

Education Tour (boys)

- ✓ Dr. Mukesh Kumar 
- ✓ Dr. Manu kumar 
- ✓ Sh. Pardeep kumar 

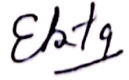
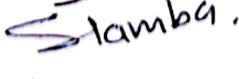
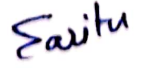
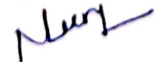
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Anti Ragging/ Sexual Harassment /Students Grievances Cell

- ✓ Mrs. Dayawati 
- ✓ Dr. Sidhanshu 
- ✓ Dr. Hariparkash 
- ✓ Dr. Ramniwas 

27

Women Cell

- ✓ Mrs. Ekta 
- ✓ Dr. Sushila Lamba 
- ✓ Mrs.. Sarita 
- ✓ Mrs. Neeru 

28

Earn While You Learn

- ✓ Dr. Hariparkash(c) *Hariparkash*
- ✓ Mrs.. Sarita *Sarita*
- ✓ Smt. Falak *Falak*
- ✓ Sh. Lacchi Ram *Lacchi Ram*

29

All Types of mails

- ✓ Dr. Sidhanshu *Sidhanshu*
- ✓ Mr. Rahul *Rahul*
- ✓ Sh. Anil kumar *Anil kumar*

30

Statistical Information of District Level/ Higher Edu.

- ✓ Mrs. Neeru *Neeru*
- ✓ Mrs. Sharmila *Sharmila*

31

IT Module/AISHE

- ✓ Dr. Bharat bhushan — AISHE TR.
- ✓ Mrs. Sharmila — IT Module *Sharmila*

32

Computer Lab.

- ✓ Dr. Sushil kumar *Sushil kumar 12/7/19*
- ✓ Dr. Meenakshi *Meenakshi*
- ✓ Smt. Sharmila (Incharge of all computers and other articles of lab.) *Sharmila*
- ✓ Mr. Rahul *Rahul*

33.

Red Cross / Red Ribbon / Health Fund

- ✓ Dr. Manmeet Kaur *Manmeet Kaur 12/7/19*
- ✓ Dr. Rajshree *Rajshree*
- ✓ Mrs.. Sarita *Sarita*

34

Library Committee

- ✓ Dr. Surender Singh (c) *Surender Singh*
- ✓ Dr. Mukesh kumar *Mukesh kumar*
- ✓ Dr. Bharat bhushan *Bharat bhushan*
- ✓ Dr. Meenakshi *Meenakshi*
- ✓ Mrs. Sweety *Sweety*

35

Legal Literacy Cell / Court Cases/NAPS

- ✓ Dr. Surender Singh, Mrs. Kavita yadav. *Surender Singh, Kavita yadav.*
- ✓ Sh. Lachhi Ram *Lachhi Ram*

36

Refreshment Committee

- ✓ Dr. Sushila Lamba *Sushila Lamba*
- ✓ Dr. Meenakshi *Meenakshi*
- ✓ Smt. Falak *Falak*
- ✓ Mr. Murari Lal *Murari Lal*

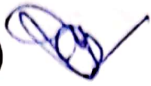




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Bus passes

- ✓ Dr. Mukesh Kumar *Mukesh Kumar*
- ✓ Mr. Rahul *Rahul*


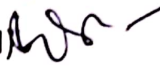

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Ext. Faculty Committee

- ✓ Mrs. Dayawati (c) 
- ✓ Dr. Manu kumar (Sci.)  12/7/19
- ✓ Dr. Ramniwas (Com.) 
- ✓ Dr. Sidhanshu (Arts) 
- ✓ Sh. Lachhi Ram 

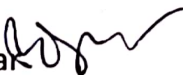

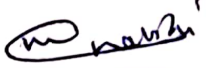
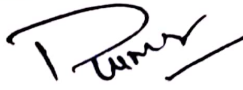

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Incharge , staff engaged on DC rates/ Contractual base

- ✓ Mrs. Dayawati (Policy Part -I) 
- ✓ Dr. Mukesh kumar (Policy Part -II) 
- ✓ Sh. Lacchi Ram 

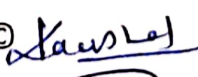
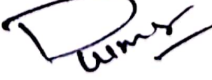
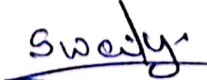
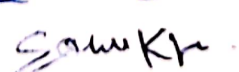
40

12 B /2F UGC Committee/RUSA/NAAC

- ✓ Dr. Mukesh kumar 
- ✓ Dr. Sidhanshu 
- ✓ Dr. Meenakshi 
- ✓ Sh. Pardeep kumar 
- ✓ Sh. Lacchi Ram 

41

Eco.Club And Beautification Committee

- ✓ Dr. Kaushal Kumari © 
- ✓ Sh. Pardeep kumar 
- ✓ Mrs. Sweety 
- ✓ Mr. Sonu 

42

Sports Board

✓ Dr. Hariparkash (C)

✓ Mrs. Dayawati

✓ Dr. Sidhanshu

✓ Dr. Ramniwas

43

Smart Class Room Committee

✓ Dr. Bharatbhushan

✓ Sh. Pardeep Kumar

44

Mentors Club

✓ Mrs. Dayawati (c)

✓ Dr. Manu kumar (sci.)

✓ Dr. Ramniwas (com.)

✓ Dr. Sidhanshu (Arts)

45

HRMS/MIS

✓ Dr. Satyender Singh- (MIS)

✓ Dr. Bharatbhushan -(HRMS)

✓ Sh. Pardeep Kumar

✓ Sh. LAchhi Ram

46

C.C.T.V And Biometric

✓ Dr. Manu kumar

✓ Dr. Bharatbhushan

47

O.E Committee

- ✓ Dr. Sushil kumar *SKM 12/7/19*
- ✓ Mrs. Neeru *Neeru*
- ✓ Sh. Lacchi Ram *SR*

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Cleanliness Committee

- ✓ Dr. Hariparkash(c) *H.P.*
- ✓ Smt. Falak (2nd Floor) *Falak*
- ✓ Dr. Rajshree (2nd Floor) *R.S.*
- ✓ Dr. Meenakshi (1st Floor) *M.M.*
- ✓ Smt. Kavita (1st Floor) *K.V.*
- ✓ Mrs. Sarita (Ground Floor) *Sarita*
- ✓ Mrs. Neeru (Ground Floor) *Neeru*

49.

Internal Assessment

- ✓ Dr. Manu kumar (Sci) *Manu 12/7/19*
- ✓ Mrs. Dayawati (Art) *D.*
- ✓ Dr. Manmeet Kaur (Com.) *M.K. 12/7/19*
- ✓ Smt. Sharmila *S.*
- ✓ Mr. Rahul *R.*

50.

Lecture Shortage and fine

- ✓ Dr. Manmeet Kaur (Com.) *M.K. 12/7/19*
- ✓ Mrs. Kavita Yadav (Sc.) *K.V.*
- ✓ Mrs. Rajshree (Arts) *R.S.*



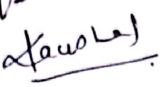
51.

Election/Voter related committee

- ✓ Sh. Sushil Kumar (C) *SKM 12/7/19*
- ✓ Dr. Mukesh Kumar *M.K.*

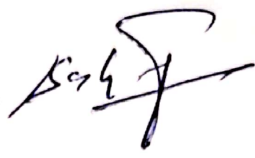


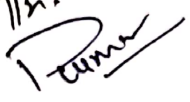
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NSS Advisory Committee

- ✓ Dr. Ramniwas 
- ✓ Dr. Hariprakash 
- ✓ Dr. Kaushal Kumari 


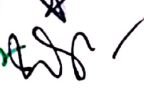
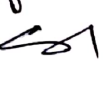
53.


Road Safety

- ✓ Satyender Singh 
- Dr. ~~Mukesh Kumar~~ 
- ✓ Dr. Bharat BHushan 
- ✓ Sh. Pradeep Kumar 

54.

SC/ST/OBC Grievances cell -

- ✓ 1. Mrs. Dayawati 
- ✓ 2. Mukesh Kumar 
- ✓ 3. Mrs. Sushila Lamba 


 08/07/19
 Principal
 Govt. College, Kharkhara
 (Roorli)