

**OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA
(REWARD)**

OFFICE ORDER

Memo no: 307/2020

Dated: 08/08/2020

The following members of the staff are assigned the duties in various committees mentioned below for the session 2020-21 to be effective from 08/08/2020. 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. Hari Parkash
- ✓ 4. Dr. Ram Niwas

2. High Power Purchase committee

- ✓ 1. Dr. Sidhanshu ©
- ✓ 2. Dr. Ram Niwas
- ✓ 3. Sh. Satender Singh
- ✓ 4. Sh. Manu Kumar

3. SPIO (RTI)

- ✓ 1. Mrs. Dayawati

4. ASPIO

- ✓ 1. Dr. Sidhanshu

5. Bursar

- ✓ 1. Dr. Ram Niwas

6. IQAC

- ✓ 1. Mrs. Dayawati
- ✓ 2. Dr. Sidhanshu
- ✓ 3. Dr. Ram Niwas
- ✓ 4. Dr. Mukesh Kumar
- ✓ 5. Sh. Satender Singh
- ✓ 6. Mrs. Meenakashi

(For NAAC only)
Red

7. Staff Secretary

✓ 1. Dr. Mukesh Kumar *WPN*

8. Nodal Officer Online Admission

✓ 1. Sh. Satender Singh *Satender*

9. Admission Committee (1st Sem)

Arts

✓ 1. Dr. Sidhanshu *Sidhanshu*

✓ 2. Dr. Surender Singh *Surender*

✓ 3. Sh. Sushil Kumar (History) *Sushil*

✓ 4. Sh. Pradeep Kumar *Pradeep*

✓ 5. Mrs. Neeru *Neeru*

✓ 6. Sh. Rahul Singh *Rahul* *Shivani Shivani*

Commerce

✓ 1. Sh. Deepak *Deepak Kumar*

✓ 2. Mrs. Shilpa *Shilpa*

✓ 3. Mrs. Sarita (Commerce) *Sarita*

✓ 4. Mrs. Sharmila *Sharmila*

Science

✓ 1. Sh. Manu Kumar *Manu*

✓ 2. Mrs. Meenakshi *Meenakshi*

✓ 3. Sh. Anil Kumar *Anil*

10. Admission Committee for 3rd and 5th Sem

✓ 1. Dr. Mukesh Kumar (Arts) *Mukesh*

✓ 2. Mrs. Ekta (Commerce) *Ekta*

✓ 3. Mrs. Kavita (Science) *Kavita*

✓ 4. Mrs. Raj Shree *Raj Shree*

✓ 5. Mrs. Sarita (Hindi) *Sarita*

11. Registration Return and FTR

✓ 1. Dr. Sidhanshu (Registrar) *Sidhanshu*

Arts

✓ 1. Mrs. Raj Shree *Raj Shree*

✓ 2. Sh. Pradeep Kumar *Pradeep*

✓ 3. Sh. Rahul Singh *Rahul*

Commerce

- ✓ 1. Mrs. Shilpa Bhatia
- ✓ 2. Mrs. Sweety
- ✓ 3. Mrs. Sharmila

Science

- ✓ 1. Mrs. Meenakshi
- ✓ 2. Mrs. Sharmila

12. Time Table and Workload

- ✓ 1. Sh. Satender Singh

13. Scholarship SC

- ✓ 1. Sh. Manu Kumar (C)
- ✓ 2. Sh. Rahul Singh

14. Scholarship BC and others

- ✓ 1. Sh. Sushil Kumar (C)
- ✓ 2. Dr. Surender Singh (others)
- ✓ 3. Sh. Anil Kumar

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

- ✓ 1. Dr. HariParkash (C)
- ✓ 2. Dr. Sushila Lamba
- ✓ 3. Sh. Satbir Singh

16. Cultural Committee

- ✓ 1. Dr. Mukesh Kumar (C)
- ✓ 2. Mrs. Raj Shree
- ✓ 3. Dr. Bharat Bhushan

17. NSS (Boys)

- ✓ 1. Sh. Deepak Kumar
- ✓ 2. Sh. Lachhi Ram
- ✓ 3. Sh. Sushil Kumar (Peon)

18. NSS (Girls)

- ✓ 1. Ms. Jyoti
- ✓ 2. Sh. Anil Kumar
- ✓ 3. Sh. Satbir Singh

19. Electricity/Biometric/Jio/CCTV/Solar Power

- ✓ 1. Sh. Manu Kumar
- ✓ 2. Dr. Bharat Bhushan (Biometric)
- ✓ 3. Sh. Sushil Kumar (Peon)

20. **Printing, Invitation and press**

- ✓ 1. Dr. Mukesh Kumar (C) *Mukesh*
- ✓ 2. Sh. Pradeep Kumar *Pradeep*
- ✓ 3. Dr. Bharat Bhushan *Bharat*

21. **Seating arrangement / Tent / Photography**

- ✓ 1. Dr. HariParkash *HariParkash*
- ✓ 2. Sh. Surender Singh *Surender*
- ✓ 3. Sh. Satbir Singh *Satbir*

22. **Carrier Guidance and Placement Cell**

- ✓ 1. Mrs. Ekta *Ekta*
- ✓ 2. Mrs. Meenakshi *Meenakshi*
- ✓ 3. Mrs. Kavita *Kavita*
- ✓ 4. Dr. Bharat Bhushan *Bharat*

23. **Discipline Committee**

- ✓ 1. Dr. HariParkash (C) *HariParkash*
- ✓ 2. Dr. Mukesh Kumar *Mukesh*
- ✓ 3. Mrs. Ekta *Ekta*
- ✓ 4. Sh. Pradeep Kumar *Pradeep*

All proctorial duty Incharges

24. **Education Tour (Girls)**

- ✓ 1. Dr. Sidhanshu (C) *Sidhanshu*
- ✓ 2. Mrs. Dayawati *Dayawati*
- ✓ 3. Mrs. Sharmila *Sharmila*

25. **Education Tour (Boys)**

- ✓ 1. Dr. Mukesh Kumar (C) *Mukesh*
- ✓ 2. Dr. Manu Kumar *Manu*
- ✓ 3. Sh. Pradeep Kumar *Pradeep*

26. **Anti Ragging / Sexual Harassment / Students Grievances Cell**

- ✓ 1. Mrs. Dayawati *Dayawati*
- ✓ 2. Dr. Sidhanshu *Sidhanshu*
- ✓ 3. Dr. HariParkash *HariParkash*
- ✓ 4. Dr. RamNiwas *RamNiwas*

27. Women Cell

- ✓ 1. Dr. Sushila Lamba (C) *Stamba*
- ✓ 2. Mrs. Ekta *Ekta*
- ✓ 3. Mrs. Sarita *Sarita*
- ✓ 4. Mrs. Neeru *Neeru*

28. Earn While You Learn

- ✓ 1. Dr. Sidhanshu (C) *Sidhanshu*
- ✓ 2. Mrs. Neeru *Neeru*
- ✓ 3. Mrs. Shilpa *Shilpa*
- ✓ 4. Sh. Lachhi Ram *Lachhi Ram*

29. All Types of mails

- ✓ 1. Dr. Sidhanshu *Sidhanshu*
- ✓ 2. Sh. Rahul Singh *Rahul Singh*
- ✓ 3. Sh. Anil Kumar *Anil Kumar*

30. Statistical Information of District Level / Higher Edu.

- ✓ 1. Mrs. Sharmila (C) *Sharmila*
- ✓ 2. Neeru *Neeru*

31. IT Module / AISHE / LMS / ERP / Mobile App / Online ACR *Sharmila*

- ✓ 1. Mrs. Sharmila *Sharmila*
- ✓ 2. Dr. Bharat Bhushan (Online ACR) *BB*

32. Computer Lab

- ✓ 1. Ms. Shiwani (Finance) *Shiwani*
- ✓ 2. Mrs. Meenakshi *Meenakshi*
- ✓ 3. Mrs. Sharmila (Incharge of all Computers and other articles of Lab) *Sharmila*
- ✓ 4. Sh. Rahul Singh *Rahul Singh*

33. Red Cross / Red Ribbon / Drugs addiction Club

- ✓ 1. Ms. Shiwani (C) *Shiwani*
- ✓ 2. Mrs. Raj Shree *Raj Shree*
- ✓ 3. Mrs. Sarita Hindi *Sarita*

34. Library Committee / Students I Card

- ✓ 1. Dr. Surender Singh (C) *Surender Singh*
- ✓ 2. Dr. Mukesh Kumar *Mukesh Kumar*
- ✓ 3. Dr. Bharat Bhushan *BB*
- ✓ 4. Mrs. Meenakshi *Meenakshi*
- ✓ 5. Mrs. Sweety *Sweety*

35. Legal Literacy Cell / Court Cases / NAPS

- ✓ 1. Dr. Surender Singh
- ✓ 2. Mrs. Kavita
- ✓ 3. Sh. Lachhi Ram

36. Refreshment Committee

- ✓ 1. Ms. Jyoti Gupta (C)
- ✓ 2. Mrs. Sarita Hindi
- ✓ 3. Mrs. Meenakshi
- ✓ 4. Sh. Sushil Kumar (Peon)

37. Bus passes / Passport

- ✓ 1. Dr. Mukesh Kumar
- ✓ 2. Sh. Rahul Singh

38. Extension Faculty Committee

- ✓ 1. Mrs. Dayawati (C)
- ✓ 2. Dr. Sidhanshu (Arts)
- ✓ 3. Dr. Ram Niwas (Commerce)
- ✓ 4. Sh. Satender Singh (Science)
- ✓ 5. Sh. Lachhi Ram

39. Incharge, Staff engaged on DC rates / Contractual base

- ✓ 1. Mrs. Dayawati (Policy Part - I)
- ✓ 2. Dr. Mukesh Kumar (Policy Part - II)
- ✓ 3. Sh. Lachhi Ram

40. 12 B / 2F UGC Committee / RUSA / NAAC

- ✓ 1. Dr. Mukesh Kumar
- ✓ 2. Dr. Sidhanshu
- ✓ 3. Mrs. Meenakshi
- ✓ 4. Sh. Pradeep Kumar
- ✓ 5. Sh. Lachhi Ram

41. Eco. Club and Beautification Committee

- ✓ 1. Dr. Hari Parkash
- ✓ 2. Ms. Jyoti Gupta
- ✓ 3. Mrs. Neeru
- ✓ 4. Sh. Sonu

Shivani Shivani

42. Sports Board

- ✓ 1. Dr. HariParkash (C) *HP*
- 2. Mrs. Dayawati
- ✓ 3. Dr. Sidhanshu *SD*
- ✓ 4. Dr. RamNiwas *RN*

43. Smart Class Room / Edusat

- ✓ 1. Dr. RamNiwas (C) *RN*
- ✓ 2. Dr. Bharat Bhushan *BB*
- ✓ 3. Sh. Pradeep Kumar *PK*

44. Mentors Club

- ✓ 1. Mrs. Dayawati (C) *Dayawati*
- ✓ 2. Mrs. Meenakshi *Meenakshi*
- ✓ 3. Mrs. Sarita (Commerce) *Sarita*
- ✓ 4. Mrs. Raj Shree *RS*

45. HRMS / E-Billing / MIS

- ✓ 1. Sh. Satender Singh (MIS) *SS*
- ✓ 2. Dr. Bharat Bhushan (HRMS) *BB*
- ✓ 3. Sh. Anil Kumar *AK*

46. Health Fund

- ✓ 1. Dr. Sushila Lamba *Stamba*
- ✓ 2. Sh. Pradeep Kumar *PK*
- ✓ 3. Mrs. Sarita (Hindi) *Sarita*

47. O.E Committee

- ✓ 1. Sh. Sushil Kumar (C) *SK*
- ✓ 2. Mrs. Neeru *Neeru*
- ✓ 3. Mrs. Sarita (Commerce) *Sarita*
- ✓ 4. Sh. Sushil (Peon) - Generator *Sushil Kumar*

48. Cleanliness Committee

- ✓ 1. Dr. HariParkash (C) *HP*
- ✓ 2. Dr. Sushila Lamba *SL*
- ✓ 3. Mrs. Shilpa Bhatia *SB*
- ✓ 4. Mrs. Neeru *Neeru*
- ✓ 5. Mrs. Kavita *Kavita*
- ✓ 6. Sh. Sushil (Peon) *Sushil Kumar*
- ✓ 7. Sh. Satbir Singh *Sathri*

49. Internal Assessment

- ✓ 1. Sh. Manu Kumar (Science) *Manu*
- ✓ 2. Mrs. Dayawati (Art)
- ✓ 3. Mrs. Sarita (Commerce) *Sarita*
- ✓ 4. Mrs. Sharmila *Sharmila*
- ✓ 5. Sh. Rahul Singh *Rahul*

50. Lecture Shortage and fine

- ✓ 1. Mrs. Sarita (Commerce) *Sarita*
- ✓ 2. Mrs. Kavita Yadav (Science) *Kavita*
- ✓ 3. Mrs. Raj Shree (Arts) *Raj Shree*

51. Election / SVEEP / Voter related Committee

- ✓ 1. Sh. Sushil Kumar (History) *Sushil*
- ✓ 2. Sh. Deepak *Deepak Kumar*

52. NSS Advisory Committee

- ✓ 1. Dr. RamNiwas *RamNiwas*
- ✓ 2. Dr. HariParkash *HariParkash*
- ✓ 3. Dr. Sushila Lamba *Sushila Lamba*

53. Road Safety & Driving License → Sh. Satender Singh. (C)

- ✓ 1. Sh. Deepak *Deepak Kumar*
- ✓ 2. Sh. Pradeep Kumar *Pradeep Kumar*
- ✓ 3. Sh. Rahul Singh *Rahul*

54. SC / ST / OBC / Grievances Cell

- ✓ 1. Mrs. Dayawati *Dayawati*
- ✓ 2. Dr. Sushila Lamba *Sushila Lamba*
- ✓ 3. Sh. Pradeep Kumar *Pradeep Kumar*

55. College Magazine Committee

- ✓ 1. Dr. RamNiwas *RamNiwas*
- ✓ 2. Mrs. Meenakshi *Meenakshi*
- ✓ 3. Mrs. Raj Shree *Raj Shree*

56. Alumni Cell

- ✓ 1. Dr. Mukesh Kumar *Mukesh Kumar*
- ✓ 2. Mrs. Ekta *Ekta*
- ✓ 3. Mrs. Raj Shree *Raj Shree*
- ✓ 4. Dr. Bharat Bhushan *Bharat Bhushan*

Raj
Principal
Govt. College, Kharkhara
(Rewari)

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OFFICE ORDER

Date 14/08/2020

Passport Committee

1. Dr. Mukesh Kumar (C) *hm 14-08-2020*
2. Sh. Pradeep Kumar (Arts) *Pradeep*
3. Smt. Shilpa Bhatia (Commerce) *Shilpa*
4. Smt. Kavita (Science) *Kavita*
5. Sh. Rahul Singh LA *Rahul*

Rahul
Principal
Govt. College, Kharkhara
(Reward)