

OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA
(REWARD)

ORFFICE ORDER

Memo no: 583/2021

Dated: 18-09-2021

The following members of the staff are assigned the duties in various committees mentioned below for the session 2021-22 to be effective from 09-09-2021. 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. Daywati ©
- ✓ 2. Dr. Sidhanshu &
- ✓ 3. Dr. RamNiwas

3. SPIO (RTI)

- ✓ 1. Mrs. Dayawati

4. ASPIO

- ✓ 1. Dr. Sidhanshu &

5. Bursar

- ✓ 1. Dr. Ramniwas

6. IQAC

- ✓ 1. Mrs. Dayawati
- ✓ 2. Dr. Sidhanshu &
- ✓ 3. Dr. RamNiwas

7. College Website

- ✓ 1. Dr. Meenakashi
- ✓ 2. Sh Rahul Singh

8. Staff Secretary

✓ 1. Dr. Sushila Lamba *S Lamba*
09-9-2021

9. Nodal Officer Online Admission

✓ 1. Sh. Satender Singh *Satender Singh*
09-09-21

10. Admission Committee (1st Sem)

B.A 1st

✓ 1. Dr. Manmeet Kaur © *M Kaur*
09/9/2021

✓ 2. Dr. Sushila Lamba *S Lamba*
9-9-21

✓ 3. Sh. Deepak Kumar *Deepak Kumar*

✓ 4. Ms. Sarita (Commerce) *Sarita*

✓ 5. Sh. Rahul Singh *R*

B.Com 1st

✓ 1. Dr. Mukesh Kumar *M Kaur*
09-9-21

✓ 2. Ms. Shiwani *Shiwani*

✓ 3. Ms. Jyoti Gupta *Jyoti*

✓ 4. Sh. Raadeep Kumar *Raadeep*

✓ 5. Ms. Sharmila Devi *Sharmila*

B.Sc 1st

✓ 1. Sh. Manu Kumar *Manu*

✓ 2. Mrs. Meenakashi *Meenakashi*

✓ 3. Sh. Anil Kumar *Anil*

Admission Committee for B.A-2nd and 3rd

✓ 1. Dr. Surender Singh © *S Surender*
9.9.21

✓ 2. Ms. Raj Shri *Raj Shri*

✓ 3. Ms. Sarita (Hindi) *Sarita*

✓ 4. Sh. Rahul Singh *R*

B.Com-2nd & 3rd Committee

✓ 1. Ms. Ekta Rani © *Ekta*

✓ 2. Ms. Sweety *Sweety*

✓ 3. Ms. Sharmila Devi *Sharmila*

B.Sc-2nd & 3rd Committee

✓ 1. Sh. Sushil Kumar (History) © *Sushil*

✓ 2. Ms. Shilpa Bhatia *Shilpa*

✓ 3. Sh. Anil Kumar *Anil*

11. Registration Return/Internal Assessment/Results

- ✓ 1. Dr. Sidhanshu (Registrar) *[Signature]*
- ✓ 2. Sh. Rahul Singh (For University work) *[Signature]*

Arts

- ✓ 1. Ms. Raj Shree (RR) *[Signature]*
- ✓ 2. Ms. Sarita (Hindi) Result *Sarita*
- ✓ 3. Sh. Rahul Singh *[Signature]*

Commerce

- ✓ 1. Ms. Shilpa Bhatia (RR) *[Signature]*
- ✓ 2. Ms. Sarita (Commerce) Result *Sarita*
- ✓ 3. Ms. Sharmila Devi *[Signature]*

Science

- ✓ 1. Ms. Meenakshi (RR) *[Signature]*
- ✓ 2. Ms. Kavita (Result) *[Signature]*
- ✓ 3. Mrs. Sharmila *[Signature]*

12. F.T.R. Committee

- ✓ 1. Dr. Sidhanshu *[Signature]*
- ✓ 2. Dr. RamNiwas *[Signature]*
- ✓ 3. Sh. Satynder Singh *Sah - 09-9-21*

13. Time Table and Workload

- ✓ 1. Sh. Satyender Singh © *Dr. Kam Niwas Sah - 09-9-21*
- ✓ 2. Dr. Manmeet Kaur *[Signature]*
- ✓ 3. Dr. Surender Singh *[Signature]*
- ✓ 4. Sh. Manu Kumar *[Signature]*

14. Scholarship SC

- ✓ 1. Sh. Manu Kumar (C) *[Signature]*
- ✓ 2. Sh. Rahul Singh *[Signature]*

15. Scholarship BC and others

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

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

- ✓ 1. Dr. HariParkash (C) *HariParkash*
- ✓ 2. Sh. Sushil Kumar (History) *Sushil Kumar*
- ✓ 3. Sh. Sushil Kumar (Peon) *Sushil Kumar*
- ✓ 4. Sh. Satbir Singh *Satbir*

17. Cultural Committee

- ✓ 1. Dr. Mukesh Kumar (C) *Mukesh Kumar 09-09-21*
- ✓ 2. Dr. Sushila Lamba *Sushila Lamba 09-09-21*
- ✓ 3. Ms. Raj Shree *Raj Shree*

18. NSS (Boys)

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

19. NSS (Girls)

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

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

- ✓ 1. Sh. Manu Kumar © *Manu Kumar*
- ✓ 2. Sh. Pradeep Kumar *Pradeep Kumar*
- ✓ 3. Sh. Sushil Kumar (Peon) *Sushil Kumar*

21. Printing, Invitation and press

- ✓ 1. Dr. Mukesh Kumar (C) *Mukesh Kumar 09-09-21*
- ✓ 2. Sh. Pradeep Kumar *Pradeep Kumar*
- ✓ 3. Ms. Shilpa Bhatia *Shilpa Bhatia*

22. Seating arrangement / Tent / Photography

- ✓ 1. Dr. HariParkash *HariParkash*
- ✓ 2. Sh. Surender Singh *Surender Singh 9.9.21*
- ✓ 3. Sh. Satbir Singh *Satbir*

23. Career Guidance and Placement Cell

- ✓ 1. Mrs. Ekta *Ekta*
- ✓ 2. Mrs. Meenakshi *Meenakshi*
- ✓ 3. Mrs. Kavita *Kavita*

24. Discipline Committee

- ✓ 1. Dr. HariParkash (C) *Handwritten signature*
- ✓ 2. Dr. Mukesh Kumar *Handwritten signature* 09-09-21
- ✓ 3. Mrs. Ekta *Handwritten signature*
- ✓ 4. Sh. Manu Kumar *Handwritten signature*
- ✓ 5. Sh. Pradeep Kumar *Handwritten signature*

All proctorial duty Incharges

25. Education Tour (Girls)

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

26. Education Tour (Boys)

- ✓ 1. Dr. Mukesh Kumar (C) *Handwritten signature* 09-09-21
- ✓ 2. Dr. Manu Kumar *Handwritten signature*
- ✓ 3. Sh. Pradeep Kumar *Handwritten signature*

27. Anti Ragging / Sexual Harassment / Students and Teachers Grievances Cell

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

28. 24Q and 26Q TDS/Income Tax Committee

- ✓ 1. Dr. RamNiwas © *Handwritten signature*
- ✓ 2. Dr. Manmeet Kaur *Handwritten signature* 09/9/21
- ✓ 3. Sh. Anil Kumar *Handwritten signature*

29. Women Cell

- ✓ 1. Dr. Sushila Lamba (C) *Handwritten signature* Stamba 9-9-21
- ✓ 2. Mrs. Ekta *Handwritten signature*
- ✓ 3. Mrs. Sarita *Handwritten signature*
- ✓ 4. Mrs. Neeru *Handwritten signature*

30. Earn While You Learn

- ✓ 1. Dr. Mukesh Kumar (C) *Handwritten signature* 09-09-21
- ✓ 2. Ms. Neeru *Handwritten signature*
- ✓ 3. Ms. Shilpa Bhatia *Handwritten signature*

31. All Types of mails

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

32. Statistical Information of District Level / Higher Edu.

- ✓ 1. Ms. Neeru (C) *Neeru*
- ✓ 2. Ms. Sarita (Commerce) *Sarita*

33. IT Module / AISHE / LMS / ERP / Mobile App / Online ACR/Lease Line etc.

- ✓ 1. Sh. Satyender Singh © *Sat-9-9-21*
- ✓ 2. Sh. Pooje Kumar *Pooje*
- ✓ 3. Ms. Shiwani (Lease Line) *Shiwani*
- ✓ 4. Ms. Sharmila Devi *Sharmila*

34. Computer Lab

- ✓ 1. Sh. Satyender Singh (C) *Sat-9-9-21*
- ✓ 2. Ms. Meenakashi *Meenakashi*
- ✓ 3. Mrs. Sharmila (Incharge of all Computers and other articles of Lab) *Sharmila*
- ✓ 4. Sh. Rahul Singh *RS*

35. Red Cross / Red Ribbon / Drugs deaddiction Club

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

36. Library Committee / Students I Card

- ✓ 1. Dr. Surender Singh (C) *Surender Singh 9.9.21*
- ✓ 2. Ms. Ekta Rani *Ekta*
- ✓ 3. Ms. Kavita *Kavita*
- ✓ 4. Ms. Sweety *Sweety*
- ✓ 5. Sh. Khushiram *Khushiram*

37. English Language Lab

- ✓ 1. Dr. Surender Singh © *Surender Singh 9.9.21*
- ✓ 2. Ms. Sharmila Devi *Sharmila*

38. Legal Literacy Cell / Court Cases / NAPS

- ✓ 1. Dr. Surender Singh *Surender Singh 9.9.21*
- ✓ 2. Ms. Shilpa *(S)*

39. Refreshment Committee

- ✓ 1. Dr. Sushila Lamba (C) *Sushila Lamba* 9-9-21
- ✓ 2. Ms. Sarita Hindi *Sarita*
- ✓ 3. Ms. Kavita *Kavita*
- ✓ 4. Sh. Sushil Kumar (Peon) *Sushil Kumar*

40. Bus passes / Passport

- ✓ 1. Sh. Sushil Kumar (History) © *SK*
- ✓ 2. Sh. Pardeep Kumar *Pardeep Kumar*

41. Extension Faculty Committee

- ✓ 1. Ms. Dayawati (C) *Dayawati*
- ✓ 2. Dr. Sidhanshu (Arts) *Sidhanshu*
- ✓ 3. Dr. RamNiwas (Commerce) *RamNiwas*
- ✓ 4. Sh. Satender Singh (Science) *Satender Singh* 9-9-21

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

- ✓ 1. Ms. Dayawati (Policy Part - I) *Dayawati*
- ✓ 2. Dr. Mukesh Kumar (Policy Part - II) *Mukesh Kumar* 09-09-21

43. 12 B / 2F UGC Committee / RUSA / NAAC

- ✓ 1. Dr. Mukesh Kumar © *Mukesh Kumar* 09-09-21
- ✓ 2. Dr. Manmeet Kaur *Manmeet Kaur* 09/9/21
- ✓ 3. Sh. Pradeep Kumar *Pradeep Kumar*

44. Eco. Club/Cleanliness and Beautification Committee

- ✓ 1. Dr. HariParkash *HariParkash*
- ✓ 2. Ms. Jyoti Gupta *Jyoti Gupta*
- ✓ 3. Mrs. Neeru *Neeru*
- ✓ 4. Mrs. RajShree *RajShree*
- ✓ 5. Sh. Sonu *Sonu Kumar*

45. Sports Board

- ✓ 1. Dr. HariParkash (C) *HariParkash*
- ✓ 2. Ms. Dayawati *Dayawati*
- ✓ 3. Dr. Sidhanshu *Sidhanshu*
- ✓ 4. Dr. RamNiwas *RamNiwas*

46. **Smart Class Room / Edusat**
 ✓ 1. Dr. Ram Niwas (C) - *[Signature]*
 ✓ 2. Sh. Pradeep Kumar *[Signature]*
47. **Mentors Club**
 ✓ 1. Ms. Dayawati (C) *[Signature]*
 ✓ 2. Ms. Meenakshi *[Signature]*
 ✓ 3. Ms. Sarita (Commerce) *[Signature]*
 ✓ 4. Ms. Raj Shree *[Signature]*
48. **HRMS / E-Billing / MIS**
 ✓ 1. Sh. Satender Singh (MIS) *[Signature]*
 ✓ 2. Sh. Anil Kumar (HRMS/E-Billing) *[Signature]*
49. **Health Fund**
 ✓ 1. Dr. Sushila Lamba *[Signature]*
 ✓ 2. Ms. Kavita Yadav *[Signature]*
 ✓ 3. Mrs. Sarita (Hindi) *[Signature]*
50. **O.E Committee/Generator**
 ✓ 1. Sh. Sushil Kumar (C) *[Signature]*
 ✓ 2. Ms. Neeru *[Signature]*
 ✓ 3. Sh. Sushil (Peon) - Generator *[Signature]*
51. **Sports Ground Maintenance/Activities**
 ✓ 1. Dr. Hari Parkash (C) *[Signature]*
 ✓ 2. Sh. Deepak Kumar *[Signature]*
 ✓ 3. Ms. Jyoti Gupta *[Signature]*
 ✓ 4. Sh. Sushil (Peon) *[Signature]*
 ✓ 5. Sh. Satbir Singh *[Signature]*
52. **Election / SVEEP / Voter related Committee**
 ✓ 1. Sh. Sushil Kumar (History) *[Signature]*
 ✓ 2. Sh. Deepak *[Signature]*
53. **NSS Advisory Committee**
 ✓ 1. Ms. Dayawati *[Signature]*
 ✓ 2. Dr. Sidhanshu *[Signature]*
 ✓ 3. Dr. Ram Niwas - *[Signature]*

54. Road Safety / Driving License

- ✓ 1. Sh. Deepak Kumar (C). Deepak Kumar
- ✓ 2. Ms. Jyoti Gupta Jyoti
- ✓ 3. Sh. Rahul Singh R

55. SC / ST / OBC / Grievances Cell

- ✓ 1. Dr. Manmeet Kaur Manmeet 09/9/21
- ✓ 2. Dr. Sushila Lamba Sushila 9-9-2021
- ✓ 3. Sh. Manu Kumar Manu

56. College Magazine Committee

- ✓ 1. Dr. Mukesh Kumar © Mukesh 09-09-21
- ✓ 2. Dr. Surender Singh Surender 9.9.21
- ✓ 3. Ms. Raj Shree Raj Shree

57. Alumni Cell

- ✓ 1. Dr. Mukesh Kumar
- ✓ 2. Mrs. Ekta Ekta
- ✓ 3. Mrs. Raj Shree Raj Shree

58. Young Journalism Cell

- ✓ 1. Sh. Deepak Kumar (Nodal Officer) Deepak Kumar

59. Nature Interpretation Centre

- ✓ 1. Sh. Manu Kumar (Nodal Officer) Manu

60. Traffic Interpretation Centre

- ✓ 1. Sh. Deepak Kumar (Nodal Officer) Deepak Kumar

Rajesh
Principal
Govt. College, Kharkhara
(Rewari) 08/09/2021