

OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA
REWARI

OFFICE ORDER

Memo No: 317/2022

Dated: 14.05.2022

The following members of the staff are assigned the duties in various committees mentioned below for the session 2022-23 to be effective from 14/5/2022. 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. and 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/GEM

1. Mrs. Dayawati ©
2. Dr. Sidhanshu
3. Dr. Ram Niwas
4. Dr. Hariparkash

3. SPIO (RTI)

1. Mrs. Dayawati

4. ASPIO

1. Dr. Sidhanshu

5. Bursar

1. Dr. Ramniwas

6. IQAC

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

7. College Website

1. Dr. Meenakashi
2. Sh Rahul Singh

8. Staff Secretary

- 1 Mrs Manya Bhola

9. Nodal Officer Online Admission

- 1 Dr. Mukesh Kumar

10. Admission Committee**B.A. 1st, 3rd, 5th Sem**

1. Dr. Sidhanshu (C)
2. Dr. Hari Parkesh
3. Dr. Sushila Lamba
4. Sh. Sushil Kumar
5. Mrs. Manya Bhola
6. Sh. Pardeep Kumar
7. Sh. Rahul

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

1. Mrs. Ekta ©
2. Sh. Deepak Kumar
3. Mrs. Sweety
4. Mrs. Shilpa
5. Mrs. Sarita
6. Mrs. Sharmila

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

1. Sh. Satyender Singh (C)
2. Ms. Shiwani Yadav
3. Mrs. Kavita
4. Sh. Khushiram

11. Registration Return/Internal Assessment/Results

1. Dr. Sidhanshu (Registrar)
2. Ms. Shiwani Yadav (Dy. Registrar)
3. Sh. Rahul singh (For university work)

Arts

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

Commerce

1. Ms. Shilpa Bhatia
2. Ms. Sweety
3. Ms. Sharmila Devi

Science

1. Dr. Meenakshi
2. Ms. Neeru
3. Mrs. Sharmila

12. F.T.R. Committee

1. Dr Sidhanshu
2. Dr. Ramniwas
3. Dr. Mukesh Kumar

13. Time Table and Workload

1. Dr. Ramniwas (C)
2. Dr. Mukesh (Arts)
3. Sh. Manu Kumar(Sci.)
4. Smt. Ekta (Com.)

14. Scholarship SC

1. Sh. Manu Kumar ©
2. Sh. Rahul singh

15. Scholarship BC and others

1. Sh. Shushil kumar
2. Ms. Shiwani yadav (other)
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. Mukesh Kumar (C)
2. Dr. Manya Bhola

18. NSS (Boys)

1. Sh. Deepak Kumar
2. Sh. Khushi ram
3. Sh. Sushil Kumar (Peon)

19. NSS (Girls)

1. Ms. Jyoti
2. Sh. Anil kumar
3. Sh. Satbir Singh

20. Electricity

1. Sh. Manu Kumar (C)

2. Sh. Sushil kumar
3. Sh. Sushil Kumar (Peon)-Ground Floor
4. Sh. Sonu (mali)- 2nd Floor
5. Sh. Khushiram -1st Floor

21. Printing, Invitation and Press

1. Dr. Bharat Bhushan
2. Sh. Pardeep Kumar
3. Sh. Anil kumar

22. Seating arrangement / Tent / Photography

1. Dr. Hariparkash
2. Sh. Satyender Singh
3. Sh. Mahesh Kumar
4. Sh. Satbir Singh

23. Carrier Guidance and Placement Cell

1. Dr. Ramniwas
2. Smt. Ekta
3. Sh. Satyender Singh
4. Smt. Sarita

24. Discipline Committee

1. Dr. Hariparkash ©
 2. Dr. Mukesh Kumar
 3. Mrs. Ekta
 4. Sh. Manu Kumar
 5. Sh. Pardeep Kumar
 6. Dr. Susila Lamba
- All proctorial duty Incharge

25. Education Tour (Girls)

1. Dr. Manya Bhola
2. Smt. Rajshri
3. Smt. Shilpa Bhatia
4. Smt. Neeru

26. Education Tour (Boys)

1. Sh. Satyender Singh
2. Dr. Ramniwas
3. Sh. Mahesh Kumar

27. Anti Ragging / Sexual Harrasment / Students and Teachers Grievance Cell

1. Mrs. Dayawati
2. Dr. Sidhanshu
3. Dr. Hariparkash
4. Dr. Ramniwas

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

1. Dr. Ramniwas
2. Smt. Ekta
3. Sh. Anil Kumar

29. Women Cell

1. Dr. Sushila Lamba (C)
2. Mrs. Ekta
3. Ms. Manya Bhola
4. Mrs. Sarita
5. Smt. Jyoti (peon)

30. Earn while You Learn

1. Smt. Ekta Rani
2. Dr. Sushila Lamba
3. Sh. Satyender Kumar
4. Ms. Neeru
5. Ms. Shilpa Bhatia

31. All Type of Mails

1. Dr. Sidhanshu
2. Sh. Rahul singh
3. Sh. Anil kumar

32. Statistical Information of District Level / Higher education

1. Ms. Sarita (Commerce) (Higher education)
2. Smt. Kavita (District)

33. IT Module / LMS / Mobile App / Lease line etc.

1. Ms. Shiwani (Lease line)
2. Sh. Bharat Bhushan (IT Module / Mobile App)
3. Sh. Pardeep Kumar (LMS)
4. Smt. Sharmila Devi

34. Computer Lab

1. Sh. Deepak Kumar
2. Mrs. Sharmila (Incharge of Computer and other articles of lab)
3. Sh. Rahul Singh

35. Red cross / Red Ribbon / Drugs Deaddiction Club

1. Miss Jyoti Gupta
2. Sh. Deepak Kumar
3. Mrs. Rajshree
4. Mrs. Sarita (Hindi)

36. Library Committee / Student's I'D Card

1. Manya Bhola (C)
2. Smt. Shilpa Bhatia

3. Smt. Sarita Yadav
4. Smt. Sweety
5. Sh. Sushil (Peon)

37. English Language Lab

1. Smt. Manya Bhola
2. Sh. Rahul

38. Legal Literacy Cell / Court Case / NAPS

1. Sh. Mahesh Kumar (Court Case)
2. Ms. Shilpa (others)

39. Refreshment Committee

1. Dr. Sushila Lamba
2. Ms. Sarita Hindi
3. Smt. Manya Bhola
4. Ms. Ekta Rani

40. Bus Passes / Passport

1. Smt. Manya Bhola (Passport)
2. Sh. Pardeep Kumar (Bus Pass)
3. Sh. Rahul singh

41. Extension Faculty Committee

1. Dr. Sidhanshu ©
2. Dr. Hari Parkash (Arts)
3. Dr. Ramniwas (Commerce)
4. Sh. Manu Kumar (Science)

42. H K R N

1. Dr. Mukesh Kumar (Nodal officer)
2. Dr. Bharat Bhushan
3. Sh. Pardeep Kumar
4. Sh. Anil kumar (Official Help)

43. 12 B/2 F UGC Committee/ NAAC

1. Dr. Mukesh Kumar ©
2. Dr Sidhanshu
3. Sh. Manu Kumar
4. Dr. Meenakshi
5. Sh. Pardeep Kumar

44. RUSA / PRAYAS

1. Sh. Satyender singh
2. Sh. Mahesh Kumar

3. Ms. Jyoti Gupta
4. Smt. Sharmila

45. Eco. Club / Cleanliness and Beautification Committee

1. Dr. Hariparkash
2. Ms. Jyoti Gupta
3. Mrs. Neeru
4. Mrs. Rajshree
5. Sh. Sonu Kumar
6. Sh. Deepak Kumar

46. Sports Board

1. Dr. Hariparkash
2. Ms. Dayawati
3. Dr. Sidhanshu
4. Dr. Ramniwas

47. Smart Class Room / Eduset

1. Smt. Ekta Rani
2. Smt. Meenakshi
3. Dr. Bharat Bhushan

48. Mentors Club

1. Dr. Ramniwas
2. Ms. Meenakshi
3. Ms. Sarita (Commerce)
4. Ms. Rajshree

49. E-Billing/ MIS

1. Sh. Satyender Singh (MIS)
2. Sh. Anil kumar (E-Billing)

50. Health Fund

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

51. O.E Committee / Generator

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

52. Sports Ground Maintenance / Activities

1. Dr. Hariparkash ©
2. Sh. Deepak Kumar
3. Ms. Jyoti Gupta
4. Sh. Sushil (Peon)
5. Sh. Satbir Singh

53. Electron /SVEEP / Voter related Committee

1. Sh. Sushil Kumar (History)
2. Sh. Manu Kumar
3. Mrs. Neeru

54. NSS Advisory Committee

1. Ms. Dayawati
2. Dr. Ramniwas
3. Dr. Mukesh Kumar
4. Dr. Sushila Lamba
5. Sh. Satyender Singh

55. Road safety/ Driving Licence

1. Sh. Deepak Kumar (DL)
2. Ms. Jyoti Gupta (Road Safety)
3. Sh. Rahul Singh

56. SC/ST/OBC/ Grievance Cell

1. Dr. Mukesh Kumar
2. Sh. Manu Kumar
3. Ms. Shiwani yadav

57. College Magazine Committee

1. Dr. Ramniwas
2. Dr. Sushila Lamba
3. Smt. Manya Bholi
4. Sh. Mahesh Kumar
5. Ms. Rajshree

58. Alumni Cell

1. Smt. Rajshree
2. Smt. Shilpa
3. Smt. Kavita

59. Young Journalism Cell

1. Ms. Jyoti Gupta (Nodal officer)

60. Nature Interpretation Center

1. Sh. Manu Kumar (Nodal officer)

61. Traffic Interpretation Center

1. Sh. Deepak Kumar (Nodal officer)

62. Tobacco Free Education Institution

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

63. Decoration Committee

1. Smt. Ekta Rani
2. Smt. Jyoti Gupta
3. Smt. Rajshree
4. Smt. Sarita (Hindi)
5. Smt. Sarita (Commerce)

64. Cultural Committee

1. Dr. Mukesh Kumar (C.I Boys)
2. Dr. Manya Bhola (C.I Girls)

65. Biometric / jio connection

1. Sh. Manu Kumar
2. Dr. Meenashi
3. Dr. Bharat Bhushan
4. Sh. Sushil kumar (peon)

66. CCTV Camera

1. Ms. Shiwani Yadav ©
2. Sh. Pradeep Kunar
3. Dr. Bharat Bhushan
4. Sh. Sushil (peon)

67. Solar Power

1. Dr. Meenakshi
2. Smt. Kavita
3. Smt. Neeru

68. Math. Lab

1. Sh. Satyender singh
2. ms. Shiwani
3. Sh. Rahul (L.A)

69. Seminar Hall

1. Dr. Mukesh
2. Dr. Bharat Bhushan
3. Sh. Pardeep

70. AISHE / ERP

1. Sh. Satyender singh
2. Dr. Ekta Rani
3. Sh. Mahesh

71. Construction / Maintenance Building Committee


1. Dr. Ramniwas ©
2. Dr. Sidhanshu
3. Dr. Hari parkash
4. Sh. Satyender Singh

72. Lecture Shortage find

1. Sh. Sushil Kumar
2. Smt. Sarita (H)
3. Smt. Neeru
4. Smt. Shilpa Bhatiya
5. Sh. Rahul

73. Online ACR and HRMS

1. Dr. Bharat Bhushan


Principal
Govt. College Kharkhara
(Rewari)
14/05/2022