

OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOMEN MAHENDERGARH

Memo No. 4674

Dated : - 05.08.2022

ANNUAL DUTY LIST OF FACULTY MEMBERS

The following duties are assigned to the Staff Members for the smooth conduct of different activities of the college for the session 2022-23. These duties will come into force with immediate effect.

Ex-Conveners/In-charges are requested to hand-over/reciprocate their charges, if any, to the new incumbents & get countersignature of the undersigned within 7 days positively.

The Conveners/In-charges of various committees should note down the names of the faculty members associated with them. They are also required to invite fresh quotations for the work to be undertaken by them immediately.

COLLEGE COUNCIL

CHAIRPERSON: SH. SANJAY JOSHI

Members

Sh. Mahender Singh
Smt. Kavita Rani
Dr. Makhan Singh
Dr. Mahesh Singh
Sh. Tirth Raj
Dr. Kiran

1. Senior Tutor/Mentor : Sh. Mahender Singh
2. College Bursar : Sh. Tirth Raj
3. Staff Secretary : Dr. Mahesh Singh
4. Dean Arts : Sh. Mahender Singh
5. Dean Science : Dr. Makhan Singh
6. Dean Commerce : Sh. Tirth Raj
7. Incharge, Sports : Sh. Bijender Kumar
8. First Appellate Authority : Sh. Sanjay Joshi

RTI

Sh. Mahender Singh, SPIO
Sh. Tirth Raj, ASPIO
Sh. Vijay Pal, LA, ~~ASPIO~~ to FAA

NAAC & UGC

Sh. Mahesh Singh, Coordinator
Sh. Bharat Kumar Soni
Sh. Naveen Kumar
Sh. Ved Prakash
Sh. Rupesh Kumar

ALUMNAE ASSOCIATION

Dr. Mahesh Singh, Convener
Sh. Mahender Singh
Mrs. Kavita Rani

R.U.S.A.

Sh. Arun Yadav, Nodal Officer
Sh. Naveen Kumar, Member
Sh. Devender Kumar, Member

5/9/22
D. Singh
D. Singh

13. SC CELL

Mrs. Kavita Rani, Convener
Sh. Mahender Singh, Member
Dr. Makhan Singh, Member
Dr. Kiran, Member
Ms. Poonam Yadav, Clerk

Makhan Singh
Poonam

14. I.O.A.C.

Chairman: Sh. Sanjay Joshi, Principal
Coordinator: Dr. Mahesh Singh
Members: Smt. Kavita Rani
Dr. Makhan Singh
Sh. Tirth Raj
Smt. Kiran Yadav

Sh. Mahender Singh, Member
Makhan Singh

15. COLLEGE TIME TABLE, WORKLOAD AND INTRODUCTION OF NEW SUBJECTS, LECTURE SHORTAGE OF STUDENTS

Dr. Mahesh Singh, Convener
Sh. Bijender Kumar
Sh. Devender Kumar
Sh. Ved Parkash

M.S.S.
B.K.
D.K.
V.P.

16. LEGAL CELL & COURT CASES

Sh. Tirth Raj, Convener
Sh. Bijender Kumar
Sh. Vijay Pal, L.A.
Mrs. Tarun Lata (Establishment Clerk)
Mr. Rupesh Kumar (For Typing/Computer Work)

T.R.
B.K.
V.P.
Rupesh

17. REGISTRAR/UNIVERSITY WORKS/RESULTS/RR/CR/FEE/START OF NEW COURSE/SUBJECT

Sh. Tirth Raj, Registrar
Sh. Bharat Kumar Soni, Deputy Registrar
Sh. Ashok Kumar
Smt. Ritu Kaushik
Sh. Rahul, L.A.
Sh. Pradeep Sharma
Sh. Sanjay Siwach
Sh. Rupesh Kumar

T.R.
B.K.S.
A.K.
R.K.
R.
P.S.
S.S.
R.K.

18. ONLINE ADMISSION, COLLEGE WEB-PORTAL

Dr. Makhan Singh, Nodal Officer
Sh. Basant Kumar
Sh. Ved Prakash
Sh. Pradeep Sharma
Sh. Sanjay Siwach
Sh. Rupesh Kumar

Makhan Singh
Rupesh

19. CHARACTER CERTIFICATE AND ATTESTATION OF DOCUMENTS

Sh. Mahender Singh
Smt. Kavita Rani
Dr. Mahesh Singh
Dr. Makhan Singh
Sh. Tirth Raj

For Arts Classes (Both UG & PG)
For Science Classes
For Commerce Classes

20. SCHOLARSHIP, STIPEND & S.A.F. COMMITTEE

Mrs. Kavita Rani, Nodal Officer, SAF, Scholarship & Stipend for SC students
Smt. Sharmila, Nodal Officer, Scholarship & Stipend for BC students
Sh. Subh Ram
Sh. Praveen Kumar
Smt. Ravindra
Sh. Virender Kumar, J.L.A (Clerk for SC Stipend)
Sh. Rupesh Kumar (Clerk for BC Stipend & other Schemes)

K.R.
S.S.
S.R.
V.K.
R.K.

21. EDUCATIONAL TOUR COMMITTEE
 Smt. Kiran Yadav, Convener
 Sh. Mahender Singh
 Sh. Bijender Kumar
 Mrs. Ritu Kaushik
 Mrs. Jyoti Sharma (Commerce)
 Mrs. Sunita Yadav
 Sh.-T.-R.-Sharma
22. NATURE INTERPRETATION CENTRE/ECO CLUB
 Sh. Bharat Kumar Soni, Convener
 Sh. Naveen Kumar
 Mrs. Manju Yadav
 Mrs. Poonam Yadav
 Mrs. Annu Yadav
23. PPP COMMITTEE
 Sh. Basant Kumar, Convener
 Sh. Praveen Kumar
 Dr. Suman Yadav
 Sh. Ved Parkash
24. SEATING & SHAMIANA COMMITTEE
 Sh. Mahender Singh, Convener
 Sh. Ravinder Singh
 Smt. Kiran Yadav
 Dr. Pawanveer
 Dr. Suman
 Smt. Jyoti Sharma (Hindi)
25. COLLEGE CULTURAL & CO-CURRICULAR ACTIVITIES COMMITTEE
 Sh. Mahender Singh, Coordinator
 Smt. Kavita Rani
 Dr. Kiran
 Smt. Sharmila
 Smt. Jyoti Sharma (Commerce)
 Dr. Suman
 Sh. Subh Ram
 Sh. Chhote Lal
 Dr. Anand Yadav
 Sh.-T.-R.-Sharma
26. MIKE, LIGHT, AUDIO-VISUAL, PHOTOGRAPHY
 Sh. Mahender Singh, Convener
 Sh. Ravinder Singh
 Sh. Arun Kumar
 Sh. Praveen Kumar
 Mrs. Jyoti Sharma (Hindi)
 Mr. Sunil, will assist the committee.
27. FURNITURE COMMITTEE
 Sh. Bharat Soni Incharge (Steel & Wooden)
 Dr. Pawanveer
 Sh. Nitesh, Peon
28. PRINTING OF CERTIFICATES/CARDS/BANNERS ETC. & INVITATION COMMITTEE
 Sh. Mahender Singh, Convener
 Sh. Arun Yadav
 Sh. Devender Kumar + Sh. Naveen Kumar
 Dr. Anand Yadav
 Sh. Rupesh Kumar
29. TRAFFIC INTERPRETATION CENTRE & ROAD SAFETY CLUB
 Sh. Naveen Kumar, Nodal Officer
 Dr. Kiran Yadav
 Sh. Ravinder Kumar
 Sh. Praveen Kumar

30. PRIZE PURCHASE & DISTRIBUTION COMMITTEE
 Mrs. Kavita Rani, Convener
 Dr. Kiran *Kiran*
 Sh. Arun Yadav
 Dr. Suman *Suman Yadav*
 Mrs. Ritu Kaushik *Ritu* Sh. Vijay Pal
31. REFRESHMENT, TEA AND LUNCH COMMITTEE
 Sh. Mahender Singh, Convener
 Mrs. Kavita Rani
 Sh. Bijender Kumar
 Mrs. Kiran Yadav *Kiran*
 Mrs. Jyoti Sharma (Commerce) *Jyoti*
 Mrs. Poonam Yadav
32. COLLEGE DISPENSARY/RED CROSS SOCIETY/YOUTH RED CROSS/RED RIBBON CLUB
 Dr. Makhan Singh, Convener, *Makhan Singh*
 Mrs. Sharmila *Sharmila*
 Dr. Suman *Suman Yadav*
 Mrs. Manju Yadav *Manju*
33. COLLEGE PROPERTY—BUILDING/LAND/TREES ETC. BUILDING FUND & PWD (B&R) AND PUBLIC HEALTH/ DILAPIDATION COMMITTEE
 Sh. Mahender Singh, Convener
 Mrs. Kavita Rani
 Sh. Naveen Kumar
 Sh. Om Prakash, Clerk
34. COLLEGE CAMPUS BEAUTIFICATION, LAWNS & GARDENS DECORATION AND EVS FUND
 Dr. Makhan Singh, Convener *Makhan Singh*
 Sh. Arun Kumar
 Mrs. Manju Yadav *Manju*
 Mrs. Jyoti Sharma (Commerce) *Jyoti*
 Mrs. Ritu Kaushik *Ritu*
35. WOMEN STUDIES & DEVELOPMENT CELL
 Mrs. Kavita Rani, Incharge
 Dr. Suman *Suman Yadav*
 Mrs. Jyoti Sharma (Hindi) *Jyoti*
 Mrs. Ritu Kaushik *Ritu*
 Mrs. Jyoti Sharma *Jyoti*
 Mrs. Sharmila *Sharmila*
 Dr. Ravindra *Ravindra*
 Mrs. Poonam Yadav
36. COMPULSORY COMPUTER EDUCATION & COMPUTER FUND
 Sh. Ravinder Singh, Convener
 Sh. Devender Kumar
 Sh. Pradeep Sharma, C.I.
 Sh. Sanjay Siwach, C.I.
 Mr. Rupesh Kumar *Rupesh*
37. RADHA KRISHNA FUND & COLLEGE DEVELOPMENT FUND COMMITTEE
 Sh. Bijender Kumar
 Dr. Kiran *Kiran*
 Sh. Subh Ram *Subh Ram*
 Sh. Basant Kumar *Basant Kumar*
38. ANTI-SEXUAL HARASSMENT COMMITTEE
 1 Mrs. Kavita Rani, Chairperson
 2 Sh. Mahender Singh
 3 Mrs. Kiran Yadav
 4 Ms. Jyoti (Hindi)
 5 Mrs. Poonam Yadav, Clerk *Poonam*
 6 One Student
 7 One Legal Advisor/Member of NGO

48. EARN WHILE YOU LEARN
 Dr. Mahesh Singh, Convener
 Mrs. Kiran Yadav
 Mr. Bijender Kumar
 Sh. Avinash
 Mrs. Ritu Kaushik
49. DRINKING WATER ARRANGEMENT COMMITTEE
 Smt. Kiran Yadav, Convener
 Sh. Bijender Kumar
 Dr. Ashok Kumar
 Sh. Subh Ram
50. NSS ADVISORY COMMITTEE & PROGRAMME OFFICERS
 Sh. Mahender Singh, Advisor
 Smt. Kavita Rani, Advisor
 Dr. Makhan Singh, Advisor
 Dr. Mahesh Singh, Advisor
 Sh. Tirth Raj, Financial Advisor
 Mrs. Kiran, NSS PO Unit-I
 Sh. Naveen Kumar, NSS PO Unit-II
 Mr. Om Prakash, Clerk shall act as NSS Clerk for units-I
 Smt. Pooja Vijay Pal, Clerk shall act as Clerk for unit-II.
 Sh. Ram Bilash, Peon Unit-I
 Sh. Jogender Singh, Peon Unit-II
51. ANTI-CORRUPTION CELL/ANTI RAGGING & ANTI SMOKING
 Sh. Mahender Singh, Convener
 Mrs. Kavita Rani
 Smt. Kiran Yadav
 Sh. Tirth Raj
52. ELECTRICITY AND SOLAR COMMITTEE
 Sh. Ravinder Singh, Convener
 Sh. Devender Kumar
 Dr. Anand Yadav
 Sh. Praveen Kumar
53. SANITATION COMMITTEE
 Dr. Makhan Singh, Convener
 Dr. Kiran Yadav
 Mrs. Sharmila
 Dr. Ravindra
 Sh. Ram Bilash, Sweeper
 Smt. Vinod Devi
54. DISCIPLINE COMMITTEE (FOR ALL PURPOSES)
 Sh. Sanjay Joshi, Chairman
 Sh. Mahender Singh, Convener
 Smt. Kavita Rani
 Sh. Tirth Raj
 Smt. Kiran Yadav
 Sh. Arun Kumar
 Sh. Naveen Kumar
 Sh. Ravinder Kumar
 Dr. Pawanveer
 Dr. Ashok Kumar
 Mrs. Sharmila
55. NEP-2020/EDUSAT/SHIKSHA SETU/PRA YAAS/ LMS/ SMART CLASS ROOM ETC.
 Dr. Mahesh Singh, Nodal Officer
 Sh. Tirth Raj (SHIKSHA SETU)
 Sh. Bijender Kumar (Smart Class Room)
 Sh. Bharat Soni (PRA YAAS)
 Sh. Arun Kumar (LMS)
 Sh. Rupesh Kumar

56. AISHE/NIRE
 Sh. Naveen Kumar, Nodal Officer
 Sh. Ravinder Singh
 Mrs. Annu Yadav
 Sh. Avinash Yadav
 Sh. Rupesh Kumar
57. BUS PASS/VOTER CARD COMMITTEE
 Sh. Bharat Kumar Soni, Incharge
 Sh. Naveen Kumar
 Sh. Subhash, LA
 Sh. Rahul, LA
58. MAJOR PURCHASE COMMITTEE
 Sh. Mahender Singh, Incharge
 Mrs. Kavita Rani
 Dr. Makhan Singh
 Sh. Bijender Kumar
59. AUCTION COMMITTEE
 Sh. Mahender Singh
 Sh. Bijender Kumar
 Sh. Chhote Lal
 Sh. Praveen Kumar
60. PASSPORT/DRIVING LICENSE COMMITTEE
 Sh. Bharat Kumar Soni, Convener Passport
 Sh. Naveen Kumar, Convener Driving License
 Dr. Suman Yadav
 Mrs. Jyoti Sharma (Commerce)
 Sh. Pradeep Sharma, C.I.
 Sh. Sanjay Siwach, C.I.
61. GeM COMMITTEE
 Sh. Sanjay Joshi, Principal (Primary User)
 Sh. Bijender Kumar (Buyer)
 Sh. Tirth Raj, BURSAR/Finance Officer
 Sh. Mahender Singh (Consignee)
 Convenor of the concerned activity shall act as Member
62. RAIN WATER HARVESTING SYSTEM/ MINI-SOIL TESTING
 Sh. Bharat Kumar Soni, Convener
 Sh. Naveen Kumar,
 Mrs. Manju Yadav
 Mrs. Poonam Yadav
 Mrs. Annu Yadav
63. CODE OF CONDUCT & ETHICS COMMITTEE
 Smt. Kavita Rani,
 Dr. Kiran Yadav
 Mr. Bijender Kumar
 Mr. Vijay Pal
 One Student
64. COMMITTEE FOR ENGAGEMENT OF APPRENTICES
 Sh. Naveen Kumar; Nodal Officer
 Sh. Mahender Singh
 Sh. Devender Kumar
65. COMMITTEE FOR CELEBRATIONS OF HAR GHAIR TIRANGA PROGRAMME
 Dr. Kiran Yadav,
 Sh. Naveen Kumar,
 Dr. Jyoti Sharma (Commerce)
 Dr. Pawanveer
 Dr. Anand Yadav

66. HKRN COMMITTEE

Sh. Bijender Kumar, Nodal Officer
Sh. Ved Prakash
Sh. Vijay Pal, EC
Sh. Ravi, IA

[Handwritten signatures and notes in blue and green ink, including "Smt. Tanu Kataria" and "Dinesh Singh, Assistant"]

67. E-MAGAZINE/E-BULLETIN COMMITTEE

Dr. Mahesh Singh, Convener
Mrs. Kavita Rani
Dr. Makhan Singh
Sh. Tirth Raj

[Handwritten signatures and notes in blue ink, including "Mrs. Kavita Rani" and "Dr. Makhan Singh"]

68. STAGE AND PRESS SECRETARY/PRESS NOTE

Smt. Kavita Rani
Sh. Tirth Raj
Mrs. Sharmila
Mrs. Jyoti Sharota (Commerce)
Mr. Rupesh Kumar (For Typing Work)

[Handwritten signatures and notes in blue ink, including "Mrs. Sharmila" and "Mrs. Jyoti Sharota"]

[Handwritten signature "Rupesh" and date "5/8/22" in blue ink]

Principal,
Govt. College for Women,
Mahendergarh.