

**OFFICE OF THE PRINCIPAL,
GOVT. COLLEGE FOR GIRLS, PILLUKHERA(JIND)**
email: gcgpillukhera2019@gmail.com

Memo No. GCW/Pk/2023/4024

Dated: 31-08-2023

ANNUAL DUTY LIST (SESSION: 2023-24)

The following Committees have been constituted for the smooth functioning of the college during the current session with effect from 01-09-2023. All concerned are requested to takeover and handover the charges immediately. The conveners/ in charges of various activities shall note down the names of faculty members associated with them. They are requested to call fresh quotations immediately if not done before for the work to be undertaken by them. This list is not final and it is subject to change from time to time with respect to administrative exigencies.

Sr. No	Name of Committee	Name of Assistant Professors	Patron/Convener /Nodal/Incharge/ Members/etc.	Signature
1	RTI	Principal	First Appellate	
		Mrs. Babita Pawar	SPIO	
		Mr. Sandeep Sharma (clerk)	APIO	
2	College Council	Principal	Patron	
		Mrs. Babita Pawar	Member	
		Mr. Ramesh Kumar	Member	
		Mrs. Ravinder	Member	
		Mrs. Surksha	Member	
3	Bursar/Grant /fund observation /College Bank Accounts	Mr. Rajat	Convener	
		Mr. Sandeep Sharma (clerk)	Member	
4	Welcome & Reception Committee	Mrs. Babita Pawar	Convener	
		Mr. Ramesh Kumar	Member	
		Mrs. Ravinder	Member	
5	Staff secretary/ Social Secretary	Mr. Green	Incharge	
	1.Senior Tutor	1.Mrs. Babita Pawar		

6	2.Chief Proctor 3.Chief Mentor	2. Mr. Rajat 3. Mr. Deepak Kumar		
7	Central Purchase	Mrs. Babita Pawar	Convener	
		Mr. Ramesh Kumar	Member	
		Mrs. Ravinder	Member	
8	ACR Module	Mr. Pardeep Kumar	Nodal Officer	
9	Internal complaint Committee/Anti smoking Committee/Anti corruption/ Anti ragging	Mrs. Babita Pawar	Convener	
		Mrs. Ravinder	Member	
		Dr. Devender	Member	
10	Grievances of employees and students	Mrs. Babita Pawar	Convener	
		Mrs. Ravinder	Member	
		Dr. Devender	Member	
		Mr. Govind (clerk)	Member	
		Ms. Maphi(Lab att)	Member	
11	Time table/workload/subject change/section formation Committee	Mr. Pardeep Kumar	Convener	
		Mr. Rajat	Member	
		Dr. Devender	Member	
12	Students Welfare and Incentive Committee	Mr. Sanjay Kumar	Convener	
		Mr. Green	Member	
		Dr. Devender	Member	
		Mr. Govind (clerk)	Member	
13	Property Committee	Mr. Pardeep Kumar	Plastic	
		Mr. Green	Wooden & Iron Item	
		Mrs. Surksha	Iron & Steel	
14	Women Cell	Mrs. Surksha	Convener	
		Mrs. Ravinder	Member	
		Mrs. Rajat	Member	
		Mr. Sanjeev (Ext. Lec)	Member	
		Ms. Maphi (Lab att.)	Member	
15	Earn while you learn Committee	Mr. Ramesh Kumar	Convener	
		Mr. Sanjay Kumar	Member	
		Dr. Devender	Member	

16	Fee concession Committee	Mr. Green Kumar	Convener	
		Mrs. Rajat	Member	
		Mrs. Ravinder	Member	
		Mr. Govind (clerk)	Member	
17	HKRN/Outsourcing/Contractual /Extension Lecturer Committee	Mrs. Babita Pawar	Convener	
18	Press, Publicity/Photography/ Public relation/videography	Mr. Pardeep Kumar	Convener	
		Mr. Sanjay Kumar	Member	
19	Stage Committee	Mrs. Babita Pawar	Convener	
		Mr. Sanjay Kumar	Member	
		Mr. Deepak Kumar	Member	
20	Building Fund Committee	Mrs. Babita Pawar	Convener	
		Mr. Green Kumar	Member	
		Mrs. Ravinder	Member	
21	Registrar/ House Exam/ University Affairs	Mr. Deepak Kumar	Convener	
		Mr. Sanjay Kumar	Member	
		Dr. Devender	Member	
		Mrs. Surksha	Member	
		Mr. Govind (clerk)	Member	
22	Legal Literacy cell/ Court cases	Mr. Ramesh Kumar	Convener	
		Mr. Green Kumar	Member	
		Mr. Sandeep Sharma (clerk)	Member	
23	Placement Cell and Entrepreneurship Development club	Mr. Ramesh Kumar	Convener	
		Mrs. Surksha	Member	
		Mr. Rajat	Member	
24	Wall magazine Committee/ Tent/ Seating / Sound /Refreshment Arrangement	Mr. Ramesh Kumar	Convener	
		Mr. Sanjay Kumar	Member	
		Mr. Green Kumar	Member	
25	Annual Report Writing	Mr. Deepak Kumar	Convener	

		Mr. Sanjay Kumar	Member	
26	Library Committee	Dr. Devender	Convener	
		Mr. Ramesh Kumar	Member	
		Mr. Green Kumar	Member	
		Ms. Maphi		
27	Sports Board	Mr. Sanjay Kumar	Convener	
		Mrs. Ravinder	Member	
		Mrs. Surksha Mr. Pardeep Kumar Mr. Green Kumar		
		Mr. Yashpal (Peon)	Assistant	
28	Sanitation / Beautification/ Cleanliness Committee	Mr. Sanjay Kumar	Convener	
		Dr. Devender	Member	
		Mr. Green Kumar	Member	
		Parveen Mali	Assistant	
29	Bus Pass Committee	Mr. Sanjay Kumar	Convener	
		Mr. Green Kumar	Member	
		Mr. Mohammad Yasin (Peon)	Assistant	
30	Discipline Committee	Mr. Ramesh Kumar	Convener	
		Mrs. Ravinder	Member	
		Mrs. Surksha	Member	
		Mr. Sanjay Kumar	Member	
		Mr. Green Kumar	Member	
31	College Portal /ERP/Website/HRMS/ MIS/Facebook Page	Mr. Green Kumar	ERP Portal	
		Mr. Pardeep Kumar	MIS Portal	
		Dr. Devender	Collge Website, Facebook	
		Mr. Sandeep Sharma	Member in all (HRMS)	
32	Lab upgradation/Science Exhibition Committee	Mrs. Ravinder	Convener	
		Mr. Pardeep Kumar	Member	
		Ms. Maphi	LA	
33	Income Tax Return	Mrs. Babita Pawar	Convener	

	/Verification Committee			
		Mr. Rajat	Member	
		Dr. Devender	Member	
34	Cultural Affairs and Youth Welfare Committee	Mrs. Surksha	Convener	
		Mrs. Ravinder	Member	
		Mr. Deepak Kumar	Member	
		Mr. Pardeep Kumar	Member	
		Mr. Green Kumar	Member	
35	Online Admission Committee	Mr. Pardeep Kumar	Nodal Officer	
		Mrs. Babita Pawar	Central Convener	
		Mr. Ramesh Kumar	B.Com. Convener	
		Mr. Deepak Kumar	B.A. Convener	
36	Office Expenses / Printing & Stationary	Mr. Sanjay Kumar	Convener	
		Mr. Pardeep Kumar	Member	
		Mr. Green Kumar	Member	
37	Important Days Celebration Committee	Mrs. Ravinder	Convener	
		Mrs. Surksha	Member	
		Mr. Pardeep Kumar	Member	
		Dr. Devender	Member	
38	Lecture Shortage /Absentees /slip/Fine checking/ Re-Admission Monitoring Committee	Mr. Green Kumar	Convener	
		Mr.Sanjay Kumar	Member	
		Ms. Maphi	Member	
39	AISHE/PRAYAS	Mr. Pardeep Kumar	Nodal Officer	
		Dr. Devender	Member	
		Mr. Sandeep Sharma (Clerk)	Member	
		Mr. Govind (clerk)	Member	
40	Red Cross /Red Ribbon club	Mrs. Ravinder	Convener	
		Mr. Sanjay Kumar	Member	
		Mr. Pardeep Kumar	Member	
41	College Magazine Committee	Mr. Deepak Kumar	Convener	
		Mr.Sanjay Kumar	Member	
		Mr. Green Kumar	Member	

42	Apprentice/Saksham Yuva rojgar	Mr.Sanjay Kumar	Convener	
		Mr. Rajat	Member	
		Mr. Green Kumar	Member	
43	SVEEP	Mr. Ramesh Kumar	Convener	
		Mrs. Ravinder	Member	
		Mr. Green Kumar	Member	
44	Electrical Appliances and Maintenance	Mr. Green Kumar	Convener	
		Mr. Sanjay Kumar	Member	
		Dr. Devender	Member	
45	Invitation /Prize Committee	Mrs. Surksha	Convener	
		Mr. Green Kumar	Member	
		Mr. Mohmmad Yasin (peon)	Assistant	
46	EVS Incharge/Nature Intrepretation centre/Disaster management	Mr. Pardeep Kumar	Convener	
		Mrs. Surksha	Member	
		Mr. Rajat	Member	
47	GEM Portal	Mr. Rajat	Convener	
		All Heads of department	Member	
48	Edusat /E-content	Mr. Ramesh Kumar	Convener	
		Dr. Devender	Member	
		Mr. Deepak Kumar	Member	
49	Driving Licence / Passport	Mr. Ramesh Kumar	Convener	
		Mrs. Ravinder	Member	
		Dr. Devender	Member	
50	Auction /Dilapidation/stock verification	Mr.Sanjay Kumar	Convener	
		Mr. Green Kumar	Member	
		Mr. Sanjeev Ext. Lect.	Member	
		Mr. Sandeep Sharma (clerk)	Member	

51	NSS/ Road safety / Traffic Interpretation centre	Mrs. Ravinder Mrs. Surksha	Convener Member	
		Mr. Govind (clerk)	Member	
		Ms. Maphi	Member	
		Mr. Parveen (Mali)	Assistant	
52	NSS/advisory council / Women cell	Principal	Patron	
		Mrs. Babita Pawar	Member	
		Mr. Rajat	Member	
53	IQAC/RUSA/NAAC/ NIRF/UGC	Mr. Deepak Kumar	Co-ordinator	
		Mr. Ramesh Kumar	Member	
		Mrs. Ravinder	Member	
		Mr. Rajat	Member	
		Mr. Sanjay Kumar	Member	
		Mr. Pardeep Kumar	Member	
		Dr. Devender	Member	

Note: In case any Convener of the following committee is on long leave or been transferred to another college, the member next in seniority will assume the charge of the convener until and unless a new convener is appointed in her or his place.

Jh.
Principal
Govt. College for Girls
Pillu Khara (Ind)

रुपांतरीकरणीयं

Transformation Through Education