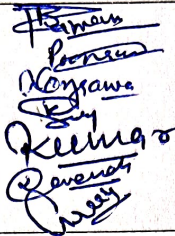
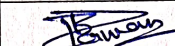
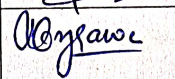
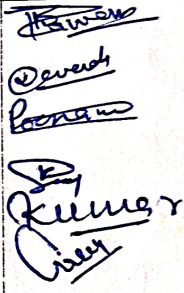
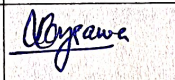
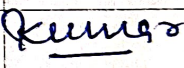
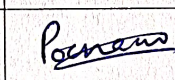
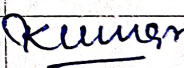
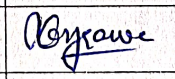
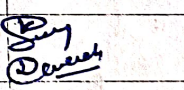
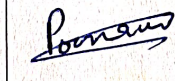
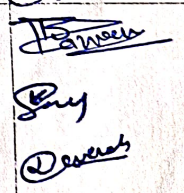
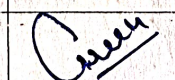
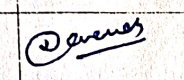
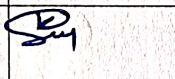
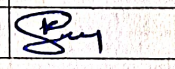
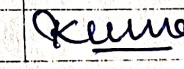


OFFICE OF THE PRINCIPAL ,GOVERNMENT COLLEGE FOR GIRLS,PILLUKHERA (JIND)

ANNUAL DUTY LIST FOR THE SESSION- 2020-2021 (w.e.f. 04.08.2020)

Sr. No	Committees	Convener	Sign.	Member	Sign.
1	College Council Committee	Mrs. Babita Pawar , Mrs. Poonam Devi Mr. Deepak Kumar Mr. Sanjay Kumar Mr.Pardeep Kumar Mr.Devender Mr.Green Kumar			
2	S.P.I.O	Mrs. Babita Pawar			
3	Bursar	Mrs. Babita Pawar			
4	Mentor	Mr. Deepak Kumar (Chief Mentor)		Mrs. Babita Pawar (Senior Mentor-Commerce) Mr. Devender Mrs. Poonam Devi (Senior Mentor-Arts) Mr. Sanjay Kumar Mr. Pardeep Kumar Mr. Green Kumar	
5.	Registrar	Mr. Deepak Kumar		Mr. Pardeep Kumar (Deputy Registrar)	
6.	College Time Table Committee, Subject /Faculty Change	Mrs. Poonam Devi		Mr. Pardeep Kumar	
7.	Purchase Committee	Mr. Deepak Kumar		1.Mr.Sanjay Kumar 2.Mr. Devender	
8.	Women Cell	Mrs. Poonam Devi		Mrs.Babita Pawar (Advisory Board) Mr.Sanjay Kumar Mr. Devender	
9.	Property Incharge	Mr.Green Kumar		Mr. Devender	
10.	Proctor -in-Chief	Mr.Sanjay Kumar			
11.	SC Cell Incharge	Mr.Sanjay Kumar		Mr.Pardeep Kumar	

12	BC & Other Scholarship	Mr. Devender	<u>Devender</u>	Mr.Green Kumar	<u>Green</u>
13	Youth & Cultural Committee	Mrs. Babita Pawar	<u>Babita</u>	1.Mr. Deepak Kumar 2.Mr. Sanjay Kumar 3.Mr. Pardeep Kumar	<u>Deepak</u> <u>Sanjay</u> <u>Kumar</u>
14	Legal Literacy Cell	Mr. Devender	<u>Devender</u>	1.Mrs.Poonam Devi 2.Mr.Green Kumar	<u>Poonam</u> <u>Green</u>
15	Printing & Stationery Committee	Mr. Green Kumar	<u>Green</u>	Mr.Devender	<u>Devender</u>
16	Cleanliness, Beautification Committee	Mr. Green Kumar	<u>Green</u>	1.Mr. Sanjay Kumar 2.Mr. Devender	<u>Sanjay</u> <u>Devender</u>
17	Student Grievances & Redressal Cell	Mrs.Poonam Devi	<u>Poonam</u>	Mr.Sanjay Kumar	<u>Sanjay</u>
18	Educational Tour Committee	Mr. Pardeep Kumar	<u>Kumar</u>	1.Mrs.Poonam Devi 2.Mr. Deepak Kumar	<u>Poonam</u> <u>Deepak</u>
19	Voter Card Incharge	Mr. Sanjay Kumar	<u>Sanjay</u>	Mr. Green Kumar	<u>Green</u>
20	Repair Committee	Mr. Green Kumar	<u>Green</u>	Mr.Devender	<u>Devender</u>
21	Annual Report Committee	Mr.Sanjay Kumar	<u>Sanjay</u>	Mrs.Poonam Devi	<u>Poonam</u>
22	Grievances Cell for the welfare of Employee of the college	Mr.Deepak Kumar	<u>Deepak</u>	Mrs. Babita Pawar Mr. Sanjay Kumar	<u>Sanjay</u>
23	Important Day Celebration Committee/ Academic Calendar	Mr. Pardeep Kumar	<u>Kumar</u>	Mr.Green Kumar	<u>Green</u>
24	Income Tax Return Verification Committee	Mrs. Babita Pawar	<u>Babita</u>	Mrs. Poonam Devi Mr.Devender	<u>Poonam</u> <u>Devender</u>
25	Discipline Committee	Mr. Sanjay Kumar	<u>Sanjay</u>	Mrs. Babita Pawar Mrs.Poonam Devi Mr.Deepak Kumar Mr.Pardeep Kumar Mr. Devender Mr.Green Kumar	<u>Babita</u> <u>Poonam</u> <u>Deepak</u> <u>Kumar</u> <u>Devender</u> <u>Green</u>
26	Anti Ragging Cell	Mrs.Poonam	<u>Poonam</u>	Mrs. Babita Pawar	<u>Babita</u>
27	Invitation Committee	Mr. Devender	<u>Devender</u>	Mr.Green Kumar	<u>Green</u>
28	Girls common Room & Staff room committee	Mrs.Poonam Devi	<u>Poonam</u>	Mr.Sanjay Kumar	<u>Sanjay</u>
29	Lecture Shortage, Absentee & NSO	Mrs.Poonam Devi	<u>Poonam</u>	Mr. Devender	<u>Devender</u>
30.	Library Committee	Mr.Green Kumar	<u>Green</u>	Mr.Devender	<u>Devender</u>

31.	Magazine College/ Editorial Board	Mr. Deepak Kumar	<u>Deepak</u>	Mr. Sanjay Kumar Mr. Devender	<u>Sanjay</u> <u>Devender</u>
32.	Bus Pass Incharge	Mr. Sanjay Kumar	<u>Sanjay</u>	Mr. Devender	<u>Devender</u>
33.	Court Case Committee	Mr. Devender	<u>Devender</u>	Mr. Green Kumar	<u>Green</u>
34.	Nature/ Eco Club / Environmental Studies	Mr. Pardeep Kumar	<u>Pardeep</u>	Mr. Deepak Kumar	<u>Deepak</u>
35.	Disaster Management Committee	Mr. Pardeep Kumar	<u>Pardeep</u>	Mr. Devender	<u>Devender</u>
36.	Out Sourcing Committee	Mr. Devender	<u>Devender</u>	Mr. Sanjay Kumar Mr. Pardeep Kumar	<u>Sanjay</u> <u>Pardeep</u>
37.	Press & Photography	Mr. Pardeep Kumar	<u>Pardeep</u>	Mr. Sanjay Kumar	<u>Sanjay</u>
38.	Literary Society	Mr. Deepak Kumar	<u>Deepak</u>	Mr. Sanjay Kumar	<u>Sanjay</u>
39.	Commerce Society	Mrs. Babita Pawar	<u>Babita</u>	Mrs. Poonam Devi	<u>Poonam</u>
40.	Science Society	Mr. Pardeep kumar	<u>Pardeep</u>	Mrs. Poonam Devi	<u>Poonam</u>
41.	Social Sciences	Mr. Green Kumar	<u>Green</u>	Mr. Devender	<u>Devender</u>
42.	Red Ribbon Club/ Red Cross Society /Dispensary//First Aid	Mr. Deepak Kumar	<u>Deepak</u>	Mr. Devender	<u>Devender</u>
43.	Prize .Purchase & Distribution Committee	Mr. Devender	<u>Devender</u>	Mr. Green Kumar	<u>Green</u>
44.	Science Exhibition Committee	Mr. Pardeep Kumar	<u>Pardeep</u>	Mrs. Poonam Devi	<u>Poonam</u>
45.	Sexual Harassment Committee	Mrs. Babita Pawar	<u>Babita</u>	Mrs. Poonam Devi	<u>Poonam</u>
46.	Social Secretary & Stage Secretary	Mr. Deepak Kumar	<u>Deepak</u>	Mr. Sanjay Kumar Mr. Green Kumar Mrs. Poonam Devi	<u>Sanjay</u> <u>Green</u> <u>Poonam</u>
47.	Swachhata Abhiyan Committee/ Harit Haryana Abhiyan	Mr. Sanjay Kumar	<u>Sanjay</u>	Mrs. Poonam Devi Mr. Green Kumar	<u>Poonam</u> <u>Green</u>
48.	Decoration Committee	Mrs. Poonam	<u>Poonam</u>	Mr. Green Kumar	<u>Green</u>
49.	Tent, Shamiana & Sound system Committee	Mr. Sanjay Kumar	<u>Sanjay</u>	Mr. Devender	<u>Devender</u>
50.	Refreshment Committee	Mr. Green Kumar	<u>Green</u>	Mrs. Poonam Devi	<u>Poonam</u>

51	MIS and HRMS Incharge	Mr. Deepak Kumar	<u>Deepak Kumar</u>	Mr. Pardeep Kumar	<u>Kumar</u>
52	College Portal/ERP	Mr. Pardeep Kumar	<u>Kumar</u>	Mr. Deepak Kumar	<u>Deepak Kumar</u>
53	Online Admission	Mr. Pardeep Kumar (Nodal Officer) Mr. Deepak Kumar (Convener-in – Chief)	<u>Kumar</u> <u>Deepak Kumar</u>	B.Com. Mrs. Babita Pawar (Convener) Mr. Devender (Member) B.A. Mrs. Poonam Devi (Convener) Mr. Sanjay Kumar (Member) Mr. Green Kumar (Member)	<u>Deepak Kumar</u> <u>Devender</u> <u>Poonam</u> <u>Sanjay</u> <u>Green Kumar</u>
54	RUSA Survey	Mr. Deepak Kumar	<u>Deepak Kumar</u>	Mrs. Babita Pawar Mrs. Poonam Devi Mr. Sanjay Kumar Mr. Pardeep Kumar Mr. Devender Mr. Green Kumar	<u>Poonam</u> <u>Sanjay</u> <u>Devender</u> <u>Green Kumar</u>
55	NAAC Committee:- 1. IQAC:- 2. AQAR: 3. PRAYAAS/AISHE/ NIRF:- 4. QAC Committee:-	Dr. Manju Lata (Chairman)		Mr. Deepak Kumar (Convener) Mr. Pardeep Kumar (Member) 2. Mrs. Babita Pawar (Convener) Mrs. Poonam Devi (Member) Devender (Member) 3. Mr. Pardeep Kumar (Convener) Mr. Sanjay Kumar 4. Mr. Green Kumar (Convener) Mr. Sanjay Kumar Mr. Devender	<u>Deepak Kumar</u> <u>Kumar</u> <u>Deepak Kumar</u> <u>Poonam</u> <u>Devender</u> <u>Kumar</u> <u>Sanjay</u> <u>Green Kumar</u> <u>Sanjay</u> <u>Devender</u>

Note: All the members shall be held equally responsible for the tasks associated with a particular committee.


Principal

Principal
G.C.G. Pillukhera (Jind)