

Office of the Principal, Govt. College for Girls, Pillukhera (Jind)

Memo No. :- 01

Date:- 26/04/2021

Annual Duty list

The following members of teaching staff are hereby assigned the following duties for the session 2020-21 (Revised w.e.f. 26.04.2021).

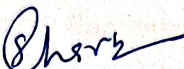
Mrs. Babita Pawar
Principal

Detail of Committees

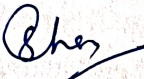
(Dr./ Mr./ Ms.)

Sr.No.

1. College Council:-

Surksha 
Deepak Kumar
Sanjay Kumar 

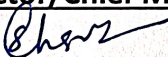
2. S.P.I.O

Surksha 

A.S.P.I.O

Deepak Kumar 

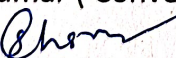
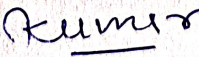
3. Senior Tutor/Chief Proctor/Chief Mentor :-

Surksha 

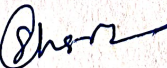
4. Bursar

Devender 

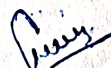
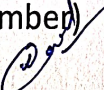
5. Purchase Committee :-

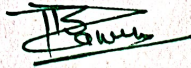
Deepak Kumar (Convener) 
Surksha 
Sanjay Kumar 
Pardeep Kumar 

6. Women Cell:-

Surksha (Convener) 
Sanjay Kumar (Member) 

7. Earn While you learn :-

Green Kumar (Convener) 
Sanjay Kumar (Member) 
Devender (Member)  (As financial Advisor)


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8. Placement Cell :-

Green Kumar (Convener) *Green*

Surksha (Member) *Shor*

9. Registrar/University affair Committee :-

Deepak Kumar (Convener) *Deep*

Pardeep Kumar (Member) *Pardeep*

10. Tent Shamiana/Mike & Sound Committee :-

Sanjay Kumar (Convener) *Sanjay*

Green Kumar (Member) *Green*

Surksha (Member) *Shor*

11. Refreshment Committee:-

Green Kumar (Convener) *Green*

Sanjay Kumar (Member) *Sanjay*

12. IT/land line Billing/CCTV Camera Committee :-

Pardeep Kumar (Convener) *Pardeep*

Deepak Kumar (Member) *Deep*

13. Library Committee:-

Green Kumar (Convener) *Green*

Surksha (Member) *Shor*

14. Welfare of SC Student Committee :-

Sanjay Kumar (Convener) *Sanjay*

Green Kumar (Member) *Green*

Vikas (Clerk) *Vikas*

15. BC/PH/ESM/Merit Scholarship Committee:-

Devender (Convener) *Devender*

Brijesh (Clerk) *Brijesh*

16. Beautification & Cleanliness Committee :-

Green Kumar (Convener) *Green*

Surksha (Member) *Shor*

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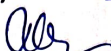
17. Bus Pass Committee :-

Sanjay Kumar (Convener) 
Surksha (Member) 

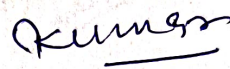
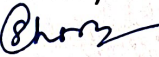
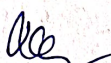
18. Cultural Committee :-

Green Kumar (Convener) 
Surksha (Member) 
Deepak Kumar (Member) 
Sanjay Kumar (Member) 
Pardeep Kumar (Member)

19. College Portal/ERP/College website :-

Pardeep Kumar (Convener) 
Deepak Kumar (Member) 

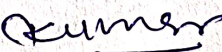
20. Educational Tour :-

Pardeep Kumar (Convener) 
Surksha (Member) 
Deepak Kumar (Member) 

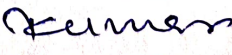
21. IQAC Committee :-

Babita Pawar (Chairperson)
Deepak Kumar (Convener) 
Surksha (Member) 
Sanjay Kumar (Member) 
~~Pardeep Kumar (Member)~~

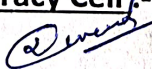
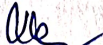
22. Printing and Stationary Committee :-

Pardeep Kumar (Convener) 
Sanjay Kumar (Member) 

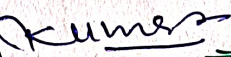
23. Nature/Eco Club/Environment Study/Nature interpretation Centre :-

Pardeep Kumar (Convener) 

24. Court Cases Committee/Legal Literacy Cell :-

Devender (Convener) 
Deepak Kumar (Member) 

25. Time Table / Workload / Lesson Plan :-

Pardeep Kumar (Convener) 



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26. Online Admission/Subject Change Committee :-

Pardeep Kumar (Nodal Officer) *Kumar*
Deepak Kumar (Convener -in- Chief) *De*
B.A. (Convener) - Sanjay Kumar, *S*
Green Kumar (Member)
B. Com. (Convener)- Surksha
Devender (Member)

27. Harit Haryana Abhiyan :-

Sanjay Kumar (Convener) *S*
Green Kumar (Member) *Green*

28. Important Day Celebration Committee:-

Pardeep Kumar (Convener) *Kumar*
Green Kumar (Member) *Green*

29. Lecture Shortage and Absentee Committee :-

Surksha (Convener) *Sh*
Devender (Member) *Devender*

30. RUSA Survey :-

Pardeep Kumar (Convener) *Kumar*
Devender (Member) *Devender*

31. Property Incharge :-

Green Kumar (Convener) *Green*
Devender (Member) *Devender*

32. Road Safety Committee/ Traffic Interpretation Centre :-

Sanjay Kumar (Convener) *S*
Green Kumar (Member) *Green*
Surksha (Member) *Sh*

33. Red Ribbon/HIV/Red Cross / Dispensary / First Aid Committee :-

Surksha (Convener) *Sh*
Green Kumar (Member) *Green*

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34. Literary Committee :-

Sanjay Kumar (Convener) 

Deepak Kumar (Member) 

35. Apprenticeship Committee :-

Sanjay Kumar (Convener) 

Surksha (Member) 

Green Kumar (Member) 

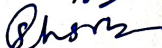
36. Voter I. Card Committee :-

Sanjay Kumar (Convener) 

Green Kumar (Member) 

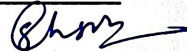
37. Sports Board :-

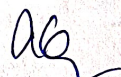
Sanjay Kumar (Convener) 

Surksha (Member) 

Green Kumar (Member) 

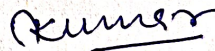
38. Anti- Ragging/Sexual Harassment Committee :-

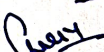
Surksha (Convener) 

Deepak Kumar (Member) 

39. Subject Societies :-

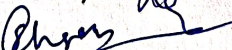
(i) Commerce – Babita Pawar

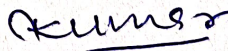
(ii) Geography – Pardeep Kumar 

(iii) Social Science - Green Kumar 

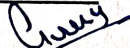
40. Grievance Cell :-

Deepak Kumar (Convener) 

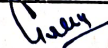
Surksha (Member) 

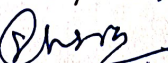
Pardeep Kumar (Member) 

41. Drinking Water Management Committee :-

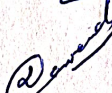
Green Kumar 

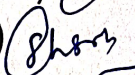
42. Electricity / Repair & Installation / Fuel/ Repair/ Maintanance :-

Green Kumar (Convener) 

Surksha (Member) 

43. Invitation :-

Devender (Convener) 

Surksha (Member) 



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44. Disaster Management Committee :-

Pardeep (Convener)

Green Kumar (Member)

45. Eduset / E-content Committee:-

Surksha (Convener)

46. GEM Portal :-

Pardeep (Convener)

Devender (Member)

47. MIS/ HRMS :-

Deepak Kumar (Convener)

Devender (Member)

48. Press / Photography/ Publicity:-

Pardeep kumar (Convener)

49. Result Verification :-

Pardeep kumar (Art)

Devender (commerce)

50. Learning licence committee:-

Sanjay Kumar (Nodal officer)

Brijesh (Clerk)

51. Annual report committee:-

Deepak Kumar (English)

Sanjay Kumar (Hindi)

52. Auction and Stock verification committee:-

Green kumar (Convener)

Pardeep kumar (Member)

53. Dilapidation :-

Surksha

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54. NAAC committee:-

Babita Pawar (Chairperson)

Deepak Kumar (Convener)

Surksha (Member) *Shon*

Sanjay Kumar (Member) *San*

Pardeep kumar (Member) *Pardeep*

Devender (Member) *Devender*

Green kumar (Member) *Green*

55. Outsourcing Committee :-

Deepak Kumar (Convener)

Surksha (Member) *Shon*

56. Physical verification committee :-

Pardeep kumar (Convener) *Pardeep*

Sanjay Kumar (Member) *San*

57. Prevention Caste Based Discrimination Committee

Sanjay Kumar (Convener) *San*

Deepak Kumar (Member)

58. Stage Management Committee

Deepak Kumar (Convener)

Sanjay Kumar (Member) *San*

59. NSS :-

Surksha (Convener) *Shon*

Deepak Kumar (Member)

60. Discipline Committee :-

Surksha (Convener) *Shon*

Deepak Kumar (Member)

Sanjay Kumar (Member) *San*

Pardeep kumar (Member) *Pardeep*

Pardeep
Principal

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