

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

Memo No.:- 32

Date:- 02/08/2021

**Annual Duty list**

The following members of teaching staff are hereby assigned the following duties for the session 2021-22(w.e.f. 01.08.2021).

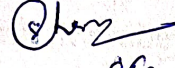
**Mrs. Babita Pawar**  
Principal

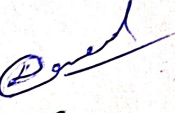
**Detail of Committees**

(Dr./ Mr./ Ms.)

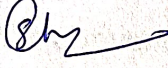
Sr.No.-

**1. College Council:-**

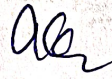
Surksha   
Deepak Kumar   
Sanjay Kumar   
Pardeep Kumar 

Devender   
Green Kumar

**2. S.P.I.O**

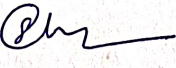
Surksha 

**A.S.P.I.O**

Deepak Kumar 

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

Babita Pawar (Convener)

Surksha 

**4. Bursar**

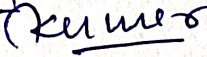
Devender 

**5. Purchase Committee :-**

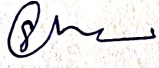
Deepak Kumar (Convener) 

Surksha (Member) 

Sanjay Kumar (Member) 

Pardeep Kumar (Member) 

**6. Women Cell:-**

Surksha (Convener) 

Sanjay Kumar (Member) 

  
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7. Earn While you learn :-

Pardeep Kumar (Convener)

Sanjay Kumar (Member)

8. Placement Cell:-

Green Kumar (Convener)

Surksha (Member)

9. Registrar/University affair Committee:-

Deepak Kumar (Convener)

Pardeep Kumar (Member)

10. Tent Shamiana/Mike & Sound Committee :-

Sanjay Kumar (Convener)

Green Kumar (Member)

Surksha (Member)

11. Refreshment Committee:-

Green Kumar (Convener)

Sanjay Kumar (Member)

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

Pardeep Kumar (Convener)

Deepak Kumar (Member)

13. Library Committee:-

Green Kumar (Convener)

Surksha (Member)

14. Welfare of SC Student Committee:-

Sanjay Kumar (Convener)

Green Kumar (Member)

Vikas (Clerk)

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

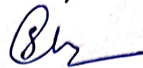
Devender (Convener)

Vikas (Clerk)

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**16. Beautification & Cleanliness Committee :-**

Green Kumar (Convener)

Surksha (Member) 

**17. Bus Pass Committee :-**

Sanjay Kumar (Convener) 

Surksha (Member) 

Green Kumar (Member)

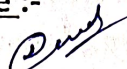
**18. Cultural Committee :-**

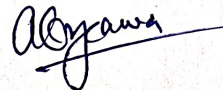
Green Kumar (Convener)

Surksha (Member) 

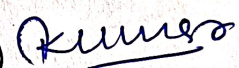
Sanjay Kumar (Member) 

**19. College Portal/ERP/College website :-**

Devender (Convener) 

Deepak Kumar (Member) 

**20. Educational Tour :-**

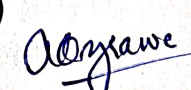
Pardeep Kumar (Convener) 

Surksha (Member) 

Green Kumar (Member)

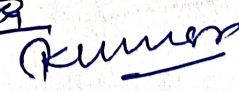
**21. IQAC Committee :-**

Babita Pawar (Chairperson)

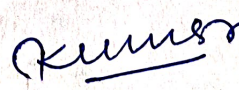
Deepak Kumar (Convener) 

Surksha (Member) 

Sanjay Kumar (Member) 

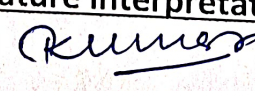
Pardeep Kumar (Member) 

**22. Printing and Stationary Committee :-**

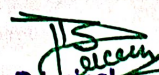
Pardeep Kumar (Convener) 

Sanjay Kumar (Member) 

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

Pardeep Kumar (Convener) 

Green Kumar (Member)

  
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**24. Court Cases Committee/Legal Literacy Cell :-**

Babita Pawar (Convener)

Deepak Kumar (Member)

Devender (Member)

**25. Time Table / Workload / Lesson Plan :-**

Pardeep Kumar (Convener)

Devender (Member)

**26. Online Admission/Subject Change Committee :-**

Pardeep Kumar (Nodal Officer)

Deepak Kumar (Convener -in- Chief)

B.A. (Convener) - Sanjay Kumar,

Devender (Member)

B. Com. (Convener) - Surksha

Green Kumar (Member)

**27. Harit Haryana Abhiyan :-**

Sanjay Kumar (Convener)

Green Kumar (Member)

**28. Important Day Celebration Committee :-**

Pardeep Kumar (Convener)

Green Kumar (Member)

**29. Lecture Shortage and Absentee Committee :-**

Devender (Convener)

Surksha (Member)

**30. RUSA / AISHE Survey :-**

Devender (Convener)

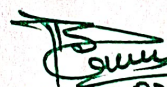
Sanjay Kumar (Member)

Pardeep Kumar (Member)

**31. Property Incharge :-**

Green Kumar (Convener)

Devender (Member)

  
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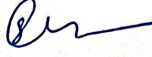
**32. Road Safety Committee/ Traffic Interpretation Centre:-**

Sanjay Kumar (Convener) 

Green Kumar (Member)

Surksha (Member) 

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

Surksha (Convener) 

Green Kumar (Member)

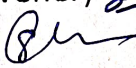
**34. Literary Committee:-**

Sanjay Kumar (Convener) 

Deepak Kumar (Member) 

**35. Apprenticeship (COPA) Committee :-**

Sanjay Kumar (Convener) 

Surksha (Member) 

Green Kumar (Member)

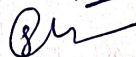
**36. Voter I. Card Committee:-**

Sanjay Kumar (Convener) 

Green Kumar (Member)

**37. Sports Board :-**

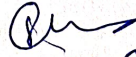
Sanjay Kumar (Convener) 

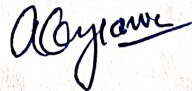
Surksha (Member) 

Green Kumar (Member)

**38. Anti- Ragging/Sexual Harassment Committee :-**

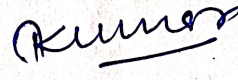
Babita Pawar (Convener)

Surksha ((Member) 

Deepak Kumar (Member) 

**39. Subject Societies :-**

(i) Commerce – Babita Pawar

(ii) Geography – Pardeep Kumar 

(iii) Social Science - Green Kumar

  
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**40. Grievance Cell :-**

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

**41. Drinking Water Management Committee:-**

GreenKumar(Convener)  
Surksha (Member) *Surksha*  
Sanjay Kumar(Member) *Sanjay*

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

GreenKumar (Convener)  
Deepak Kumar (Member) *Deepak*  
Sanjay Kumar(Member) *Sanjay*

**43. Invitation :-**

Devender(Convener) *Devender* (members) *Advisory. Devender*  
Surksha (Member) *Surksha* (Convener) *Surksha*  
Deepak kumar (member) *Deepak*  
Sanjay Kumar (member) *Sanjay*

**44. Disaster Management Committee:-**

Deepak Kumar(Convener) *Deepak*  
Green Kumar (Member)

**45. Eduset/E-contentCommittee:-**

Surksha(Convener) *Surksha*

**46. GEM Portal :-**

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

**47. MIS/ HRMS :-**

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

**48. Press / Photography/ Publicity:-**

Surksha(Convener) *Surksha*  
Deepak Kumar (Member) *Deepak*

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**49. Result Verification :-**

Deepakkumar(Art) *Alb*

Devender(commerce) *Devender*

**50. Learning licence committee:-**

Sanjay Kumar (Nodal officer) *SJ*

Devender (Member) *Devender*

**51. Annual report committee:-**

Deepak Kumar (English) *Alb*

Sanjay Kumar (Hindi) *SJ*

**52. Auction and Stock verification committee:-**

Green kumar(Convener)

Pardeep kumar(Member) *Kumar*

**53. Dilapidation :-**

Surksha (Convener) *Surksha*

Pardeep Kumar(Member) *Kumar*

**54. NAAC committee:-**

Babita Pawar (Chairperson)

Deepak Kumar(Convener) *Alb*

Surksha(Member) *Surksha*

Sanjay Kumar(Member) *SJ*

Pardeep kumar(Member) *Kumar*

Devender (Member) *Devender*

Green kumar(Member)

**55. Outsourcing Committee :-**

Deepak Kumar(Convener)

Surksha(Member) *Surksha*

Sanjay Kumar (Member) *SJ*

**56. Physical verification committee :-**

Greenkumar(Convener)

Sanjay Kumar(Member) *SJ*

*TS*  
*Green*  
Principal 02/08/2021  
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**57. Prevention Caste Based Discrimination Committee:-**

Sanjay Kumar (Convener) *Sy*  
Deepak Kumar (Member) *Alor*

**58. Stage Management Committee**

Sanjay Kumar (Convener) *Sy*  
Deepak Kumar (Member) *Alor*

**59. NSS :-**

Surksha (Convener) *Sur*  
Deepak Kumar (Member) *Alor*

**60. Discipline Committee :-**

Babita Pawar (Convener)  
Surksha (Member) *Sur*  
Deepak Kumar (Member)  
Sanjay Kumar (Member) *Sy*  
Pardeep Kumar (Member) *Kumar*  
Devender (Member) *Dev*  
Green Kumar (Member)

**61. LMS:-**

Deepak Kumar (Convener) *Alor*  
Sanjay Kumar (Member) *Sy*  
Surksha (Member) *Sur*

*Principal*  
Principal *2/08/2021*  
Govt. College for Girls  
Pillu Khera (Jind)

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

Memo No. : 47

Dated: 18/08/2021

By partial modification the following faculty members are hereby assigned the duties of outsource committee:-

1. Mrs. Surksha (Convener)
2. Mr. Deepak Kumar (Member)
3. Mr. Sanjay Kumar (Member)

*[Handwritten signatures for Mrs. Surksha, Mr. Deepak Kumar, and Mr. Sanjay Kumar]*

*[Handwritten signature of the Principal]*  
Principal  
Govt. College for Girls  
Pillu Khera (Jind)