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

Annual Duties List (2022-23) w.e.f. 01/09/2022

S. No.	Committee	Convenor	Remarks	Signature.
1	Right to Information	Dr. O. P. Gupta Mrs. Babita Pawar Miss Maphi	First Appellate S.P.I.O. APIO	Bun
2	College Council	Dr. O. P. Gupta Mrs. Babita Pawar Mr. Ramesh Mrs. Ravinder Mrs. Suraksha	Patron Member Member Member Member	Pawar R2 Raj Raj Raj
3	Bursar	Mr. Rajat	Chyhl	
4	Welcome & Reception committee	Ms. Babita Pawar Mr. Ramesh Mrs. Ravinder	Convenor Member Member	Pawar R2 Raj
5	Senior Tutor/ Chief Proctor/Chief Mentor	Mrs. Babita Pawar Mr. Rajat Mr. Deepak Kumar		Bun Chyhl Aryawa
6	Central Purchase	Mrs. Babita Pawar Mr. Ramesh Mrs. Ravinder	Convenor Member Member	Pawar R2 Raj

Anti Corruption / Anti
Ragging & sexual
7 Harassment

Ms. Babita Pawar
Mrs. Suraksha
Mr. Devender

Convenor
Member
Member

Devender

College Time-table &
8 Workload committee

Mr. Pardeep Kumar
Mr. Rajat
Mr. Devender

Convenor
Member
Member

Pardeep Kumar
Phyly
Devender

9 Welfare S.C. Students

Sh. Sanjay Kumar
Mr. Green kumar
Mr. Govind (Clerk)

Convenor
Member
Member

Sanjay Kumar
Green
Govind

B.C. & All other
Scholarship
10 committee

Sh. Devender
Mr. Green kumar
Mr. Govind (Clerk)

Convenor
Member
Member

Devender
Green
Govind

11 Property Incharge,

Mr. Pradeep Kumar
Mr. Green kumar

Convenor
Member

Pradeep Kumar
Green

12 Women Cell

Mrs. Suraksha
Mrs. Ravinder
Mr. Rajat

Convenor
Member
Advisor

Suraksha

Mrs. Seema (Peon)

Assistant

Phyly
Seema

Subject / Faculty
Change & Name

13 struck off

Mr. Pradeep Kumar
Mr. Sanjay
Mr. Green kumar

Convenor
Member
Member

Pradeep Kumar

Green

14 Earn while you Learn

Mrs. Suraksha
Mr. Sanjay

Convenor
Member

Suraksha

Mr. Devender kr.

- do -

Devender

15	HKRN/ outsourcing	Mrs. Babita Pawar	Convenor	<i>Pawar</i>
16	Press, Publicity & Photography/ Public relation	Mr. Pardeep Kumar Mr. Sanjay	Convenor Member	<i>Keumar</i> <i>San</i>
17	Social & Stage	Mrs. Babita Pawar Mr. Sanjay Mr. Deepak Kumar	Convenor Member Member	<i>Pawar</i> <i>San</i> <i>Deepak</i>
18	Cultural Committee	Mr. Pradeep Kumar Mrs. Ravinder Mr. Green kumar	Convenor Member Member	
	Estate officer for imp. Communications	Mr. Babita Pawar		<i>Pawar</i>
19	Registrar House & Uni. Exams / Uni. Affairs	Mr. Deepak Kumar Mr. Sanjay Mr. Govind (Clerk)	Convenor Member Member	<i>Deepak</i> <i>San</i> <i>Govind</i>
20	Legal Literacy Cell/ Court cases committee	Mr. Ramesh Mr. Green kumar Mr. Sandeep Sharma	Convenor Member Member	<i>Ramesh</i> <i>Green</i> <i>Sandeep</i>
21	Placement Cell	Mr. Ramesh Mrs. Suraksha Mr. Green kumar	Convenor Member - do -	<i>Ramesh</i> <i>Suraksha</i> <i>Green</i>
22	Tent/ Seating/ Sound /Refreshment Arrangement	Mr. Ramesh Mrs. Ravinder Mr. Sanjay Mr. Green kumar	Convenor Member Member	<i>Ramesh</i> <i>Ravinder</i> <i>San</i> <i>Green</i>

23	Annual Report Committee	Sh. Deepak Kumar	Convenor	<u>Deepak</u>
		Mr. Sanjay	Member	<u>San</u>
24	Library Committee	Mr. Devender	Convenor	<u>Devender</u>
		Mr. Green kumar	Member	<u>Green</u>
		Mr. Jaivir JLA	Member	<u>Jaivir</u>
		<u>Mr. Maphi</u>		
25	Sports Board	Mr. Sanjay	Convenor	<u>San</u>
		Mr. Pardeep Kumar	Member	<u>Kumar</u>
		Mr. Green kumar	Member	<u>Green</u>
		Mr. Yashpal Peon	Assistant	
26	ICT Purchasing &	Mr. Deepak Kumar	Convenor	<u>Deepak</u>
		Mr. Pardeep Kumar	Member	
		Mr. Devender	Member	<u>Devender</u>
	Drinking Water Management/			
27	Sanitation	Mr. Sanjay	Convenor	<u>San</u>
		Mr. Devender	Member	<u>Devender</u>
		Mr. Green kumar	Member	<u>Green</u>
28	Bus Pass Incharge	Mr. Sanjay	Convenor	<u>San</u>
		Mr. Green kumar	Member	<u>Green</u>
		<u>Mr. Yaseen</u>	Assistant	
	Cleaniless,			
29	Beautification, Eco	Mrs. Suraksha	Convenor	<u>Suraksha</u>
		Mr. Pardeep Kumar	Member	
		Mr. Green kumar	Member	
		Mr. Praveen mali	Assistant	
30	Discipline Committee	Mr. Ramesh	Convenor	<u>Ramesh</u>
		Mrs. Ravinder <u>TH</u>	Member	<u>TH</u>
		Mrs. Suraksha	Member	<u>Suraksha</u>
		Mr. Sanjay	Member	<u>San</u>

		Mr. Green kumar	Member	<u>Green</u>
31	College Portal/ ERP/Website/HRMS/ MIS/Facebook Page etc.	Mr. Deepak Kumar Mr. Pardeep Kumar Mr. Devender Mr. Sandeep Sharma	Convenor Member Member Member	<u>Bygones</u> <u>Kumar</u> <u>Dev</u>
32	Science Exhibition Committee	Mrs. Ravinder <u>TH</u> Mr. Pardeep Kumar Miss Maphi	Convenor Member Assistant	<u>Kumar</u>
33	Income Tax Return Verification Committee	Ms. Babita Pawar Mr. Devender Mr. Rajat	Convenor Member Bursar	<u>Dev</u> <u>Devender</u> <u>Chyhl</u>
34	Cultural Committee	Mrs. Suraksha Mr. Deepak Kumar Mr. Pradeep Kumar Mr. Green kumar Mrs Seema Peon	Convenor Member Member Member Assistant	<u>Pr</u> <u>AB</u> <u>15/10/22</u> <u>Kumar</u> <u>Green</u>
35	Women Cell <u>(Advisory)</u>	Ms. Babita Pawar Mrs. Ravinder Mrs. Suraksha Mrs Seema Peon	Convenor Member Member Assistant	<u>Pr</u> <u>15/10/22</u>
36	Online Admission/ Subject Change	Mr. Pardeep Kumar Mrs. Babita Pawar Mr. Ramesh Mr. Deepak Kumar	Nodal Officer Central Convenor Convenor Arts	<u>Kumar</u> <u>Pr</u> <u>TH</u> <u>AB</u>
37	Printing & Stationary	Mr. Sanjay	Convenor	<u>R</u>

38 Important Days

Mr. Pardeep Kumar	Member
Mr. Green kumar	Member
Mrs. Ravinder TH	Convenor
Mrs. Suraksha	Member

Keener
Green

39 Absentees Committee

Mr. Pardeep Kumar	Member
Mr. Devender	Member
Mr. Jaivir JLA	Convenor
Miss Maphi	Member

Keener
Devender

40 AISHE

Mr. Pradeep Kumar	Convenor
Mr. Devender	Member
Mr. Govind (Clerk)	Member
Mr. Sandeep Sharma	Member

Keener
Pradeep
Govind
Sharma

41 Road Safety/ Traffic

Mr. Ramesh	Convenor
Mrs. Suraksha	Member
Mr. Green kumar	Member

TH
Green

42 Red Cross/ Red

Mrs. Ravinder TH	Convenor
Mr. Sanjay	Member
Mr. Pardeep Kumar	Member

Keener

43 Literary Committee

Mr. Deepak Kumar	Convenor
Mr. Sanjay	Member
Mr. Green kumar	Member

Abhyas
Green

44 Apprenticeship (COPA)

Mr. Sanjay	Convenor
Mr. Rajat	Financial Adviser
Mr. Green kumar	Member

Green

45 Voter Identity card

Mr. Rajat	Convenor
Mr. Green kumar	Member

Green

46 Subject Societies

Mrs. Babita Pawar	Commerce
Mr. Pardeep Kumar	Geography
Mr. Devender	Social Science

Keener
Green

47 Grievance Cell

Mrs. Suraksha
Mr. Rajat
Mr. SanjayConvenor
Member
Member48 Electrical Appliances
MaintenanceMr. Deepak Kumar
Mr. Sanjay
Mr. DevenderConvenor
Member
Member

49 Invitation

Mrs. Suraksha
Mr. Green kumar
Mrs Seema PeonConvenor
Member
Assistant

50 Disaster Management

Mrs. Suraksha
Mr. Rajat
Mr. Pardeep KumarConvenor
Member
Member

51 GEM Portal

Mr. Pardeep Kumar
The concerned Convenor will make purch

Adviser

52 Edusat/ e-content/

Mr. Ramesh
Mr. Deepak Kumar
Mr. DevenderConvenor
Member
Member53 Learning Licence/
Pass portMr. Ramesh
Mrs. Ravinder
Mr. DevenderConvenor
Member
Member

Mrs. Seema

Auction/Dilapidation/
54 Stock VerificationMr. Sanjay
Mr. Pardeep Kumar
Mr. Green kumarConvenor
Member
Member

55 Internal Complaint

Mrs. Babita Pawar
Mr. Devender
Mr. Govind (Clerk)Member
Member
Member
Student

56 NSS

Mrs. Ravinder *ty*

Mr. Govind

Mrs. Seema

Student
Legal ExpertProgramme
Clerk
Peon

57 NSS Advisory Council

Dr. O. P. Gupta

Mrs. Babita Pawar

Mrs. Suraksha

Mr. Rajat

Patron

Member

Member

Member

58 IQAC

Mrs. Babita Pawar

Mrs. Ravinder *ty*

Mr. Rajat

Mr. Deepak Kumar

Mr. Pradeep Kumar

Mr. Devender

Coordinator

Member

Member

Member

Member

Member

Online Seminars/
Quizzes/ workshops
59 etc.

Mr. Deepak Kumar

Mr. Pardeep Kumar

Mr. Devender

Convenor

Member

Member

60.

Principal
31/8/22
Govt. College for Girls
Pillu Khera (Jind)

Charge Report

In compliance of office order no. GCG/PK/2022/1533 dated 03/01/2022.

The charge of Bursar is here by handed over to Sh. Rajat, Assistant Professor of Commerce on dated 03/01/2022.

Handed over by:

Signature: Devender
3/01/2022

Name: Devender

Designation: Assistant
Professor of Economics

Taken over by:

Signature: Rajat

Name: Rajat

Designation: Asst. Professor

Principal

Principal
Govt. College for Girls
Pillu Khera (Jind)