

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

Memo No:- १३०

Date :- 12/11/2022


**OFFICE ORDER**

In reference to Principal Secretary Higher Education Haryana Memo no. Cord.SPL/02/2022 dated 02.11.2022 All the faculty members are directed to submit the report in hard copy and soft copy to acting Principal upto 15/11/2022. Treat it most urgent.

| Sr. No. | Works   | Committee                                      | Signature |
|---------|---|--|-----------|
| 1       | Students Statistics ( Total no of students according to category, Urban and Rural ) | Admission Nodal Officer                        |           |
| 2       | Scholarship and Stipend   | Concerned committee Incharges                  |           |
| 3       | NSS (Participation & Activity Report)   | N.S.S (PO)                                     |           |
| 4       | Report of various club  | Concerned club/society Incharge                |           |
| 5       | Mentor-mentee Report  | Report submitted by all mentor to chief mentor |           |
| 6       | Placement Cell  | Concerned Incharge                             |           |
| 7       | Sports Activity   | Sports Incharge                                |           |

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|----|--|--|--|
| 8  | Appriciation certificate(If Provided to students in various activities)                | All committee/club/dept                          |  |
| 9  | Results  | Registrar/Clerk                                  |  |
| 10 | Lesson Plan  | Concerned Incharge                               |  |
| 11 | Assessment Test  | Notice regarding Assessment Test by QAC convener |  |
| 12 | Report of use of LMS   | Mr. Deepak kumar                                 |  |
| 13 | Efforts report for increase in Admission   | Mr. Deepak Kumar                                 |  |
| 14 | Self Assessment Report regarding PRAYAAS   | Mr. Devender                                     |  |
| 15 | Certificate of FDP/international conferences etc. attended in last one year by faculty | Submitted to QAC convener                        |  |
| 16 | Subscription of General in college library   | Concerned Incharge                               |  |
| 17 | Alumni Report  | Mr. Deepak Kumar                                 |  |
|    |  |  |  |

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|----|--|---|--|
| 18 | Sustainable Development Goal and activity              | NSS (PO)  |  |
| 19 | Green campus/Green Building activity Report            | Eco club incharge and NSS (PO)  |  |
| 20 | Adoption of villages                                   | NSS (PO)  |  |
| 21 | Human Resources  | Fund clerk , ACR Service Book (E.C)   |  |
| 22 | Vacancy & Recruitment status (Teaching & non teaching) | E.C   |  |
| 23 | Updation of ERP  | Concerned committee Incharge  |  |
| 24 | Utilisation of Grants                                  | Concerned Incharges of different grants   |  |
| 25 | Report of purchase through GEM                         | GEM Incharge  |  |
| 26 | Website Report   | Concerned Incharge  |  |
| 27 | Need Analysis  | ICT incharge provide list of Resource required to conduct better teaching learning. |  |

  
 For Principal

Principal  
 Govt. College for Girls  
 Pillu Khara (Jind)