











OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE BALSAMAND (HISAR)

Annual Duties List (2022-23)

Memo No. GCB/2022/2412

Dated: 06/09/2022

The following committees have been constituted for the smooth functioning of the college during the current session. The below listed duties will come into force with immediate effect. All concerned are directed to takeover and handover the charges immediately. The conveners of various committees shall note down the names of faculty members associated with them. This list is subject to change from time to time keeping in view the administrative exigencies.

Sr. No.	Name of Committee	Name of Faculty Member Dr./Sh./Smt.	Signature
1.	College Council	1.Pankaj Solanki	
		2.Rajeev Verma	
		3.Priyanka Balhara	✓ On Temp. Transfer for 6 months per temporary transfer provisions
		4.Pramila Devi	
		5.Suman Devi	
		6.Neelam	
2.	RTI Committee	1.F.A.A. Principal	
		2.SPIO Pankaj Solanki	
		3. ASPIO Rajeev Verma	
3.	Bursar	1. Manoj Kumar	
4.	Registrar/Internal Assessment & University Results Record Committee	1.Meenakshi (C)	
		2.Manoj Kumar (Co-Con.) (Non Financial Sanction)	
		3.Pramila Devi	
		4.Saloni (Financial Sanction)	
		5.Pravesh Goyal	
		Dharmvir Ji (to assist)	
		Kaptan (to assist)	
5.	Time Table & Workload/ Section Formation Committee/ Proctorial Duties Incharge	1.Pramila Devi (C)	
		2.Meenakshi (Co-Con.)	
		3.Dulichand	
		4.Neelam	
		5.Manoj Kumar	
6.	Electricity Committee Purchase/Maintenance/Repair	1.Jaswant (C)	
		2.Dulichand (Co-Con.)	
		3.Subhash Chander	
		4.Meenakshi	
7.	Portable Water/ Water Coolers/Purifiers Maintenance Committee	1.Jaswant (C)	
		2.Saloni (Co-Con.)	
		3.Subhash Chander	

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8.	All Scholarships and Stipends for the students of SC/ST/OBC	1. Neelam (C) SC/ST/OBC 2. Subhash Chander	
9.	All Scholarships (Other than SC/ST/OBC)	1. Subhash Chander (C) NMS FF 2. Kaptan (to assist) 3. Jaswant (All other) NMS 4. Jaswant	Kaptan Jaswant
10.	Bus Pass/ Railway Pass	1. Dulichand (C) 2. Subhash Chander (Co-Con.) 3. Neelam	
11.	Passport Committee	1. Saloni (C) 2. Manoj Kumar (Co-Con.) 3. Jaswant Dharmvir Ji (to assist)	Jaswant Dharmvir
12.	EVS and ECO Club/ Gardening Committee	1. Subhash Chander (C) 2. Neelam (Co-Con.) 3. Parvesh Goyal Kaptan (to assist)	Kaptan
13.	Women Cell/ Women Studies and Development Cell/ Anti-Sexual Harassment of Women at Workplace Committee/Girls' Common room Committee	1. Suman Devi (C) 2. Priyanka Balhara (Co-Con.) 3. Neelam 4. Saloni	Jaswant On Temp. Transfer for 6 months
14.	NSS Committee/ Swami Vivekananda Youth Cell/ Self-Motivated Participation of Students in any Governmental Scheme	1. Subhash Chander (P.O.) 2. Neelam (Co-Con.) 3. Dulichand	
15.	Outsourcing Committee/ HKRN	1. Rajeev Verma (C) 2. Pankaj Solanki (Co-Con.) 3. Jaswant 4. Sudarshan Ji	Jaswant Sudarshan
16.	Court Cases Committee	1. Meenakshi (C) 2. Pankaj Solanki (Co-Con.) 3. Sudarshan Ji (to assist)	Sudarshan
17.	Library Purchase/Maintenance and Advisory Committee	1. Meenakshi (C) 2. Rajeev Verma (Co-Con.) 3. Pankaj Solanki Bihari Lal Geeta Devi	Jaswant Sudarshan

18.	Cleanliness/ College Campus Beautification Committee	1.Saloni (C)	
		2.Dulichand (Co-Con.)	
		3.Meenakshi	
		Pawan (to assist)	
19.	Personality Development and Placement Cell/ Psychological Counseling	1.Rajeev Verma (C)	Dip
		2.Pankaj Solanki (Co-Con.)	Bi
		3.Jaswant	Jaswant
		4.Parvesh Goyal	
20.	Internal Quality Assurance Cell (IQAC) & NIRF/ NAAC/ NEP	1.Pramila Devi (C)	
		2.Priyanka Balhara (Co-Con.)	On Temp. Transfer for 6 months
		3.Manoj Kumar	
		4.Saloni	
21.	Computer Awareness Committee	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Saloni (Co-Con.)	
		3.Meenakshi	
		4.Jaswant	Jaswant
		Dharmvir Ji (to assist)	carbar
22.	Internet Committee (Connection, Payment, Repairs etc.)	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Dulichand (Co-Con.)	
		3.Pramila Devi	
		4.Subhash Chander	
23.	Web Portal Maintenance, College Website & Update Committee /Biometric Attendance system Committee	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Pankaj Solanki (Co-Con.)	Bi
		3.Saloni	
		Dharmvir Ji (to assist)	carbar
24.	CCTV Camera/ Data Collection, Video Conferencing committee	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Saloni (Co-Con.)	
		3.Parvesh Goyal	
		Dharmvir Ji (to assist)	carbar
25.	National Apprenticeship Promotion Scheme Committee (COPA)	1.Rajeev Verma (C)	Dip
		2.Priyanka Balhara (Co-Con.)	On Temp. Transfer for 6 months
		3.Pankaj Solanki	Bi
		Dharmvir Ji (to assist)	carbar
26.	CM Window Grievance Committee	1.Pankaj Solanki (C)	Bi
		2.Rajeev Verma (Co-Con.)	Dip
		3.Suman Devi	Suman
		Sudarshan Ji	Sudarshan

27.	Cultural and Co-Curricular Activities	1.Rajeev Verma (Dean)	<i>Di</i>
	Music Items/ Saang/ folk Songs	2.Pankaj Solanki (Co-Con.)	<i>Di</i>
	Haryanvi Dance & General (Solo/group/pop song) & Choreography	3.Saloni	
		4.Neelam	
	Theatre Items (Hindi play/Mimicry/mime) Haryanvi Skit	5.Subhash Chander	
	Literary Items/Quiz	6.Dulichand (C)	
		7.Jaswant	<i>Jaswant</i>
		8. Parvesh Goyal	
28.	Building Fund Committee	1.Dulichand (C)	
		2.Subhash Chander (Co-Con.)	
		3.Neelam	
		DGHE Nominee	
		Jila Prishad/Block Samiti/ Gram Panchayat Balsamand Sarpanch	
		4.Manoj Kumar (Financial Advisor)	
		Two meritorious student members (1 boy & 1 Girl)	
29.	Construction and Repair of College Building B&R and Public Health Work Committee	1.Dulichand (C)	
		2.Pramila Devi (Co-Con.)	
		3.Subhash Chander	
		4.Neelam	
30.	Calculation of University/ College Result/ Entry of results/awards from DMC in computerized verification of results/Result Verification of Teaching Staff	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Pramila Devi (Co-Con.)	
		3.Meenakshi	
		4.Saloni	
		5.Suman Devi	<i>Jaswant</i>
		6.Manoj Kumar	
31.	Lecture Shortage Committee/ Absentee Slip Register Verification Committee	1.Neelam (C)	
		2.Dulichand (Co-Con.)	
		3.Jaswant	<i>Jaswant</i>
32.	Chief Mentor	1.Suman Devi	<i>Jaswant</i>
33.	Staff Secretary	1.Dulichand (C)	
		2.Manoj Kumar	
34.	Social Secretary/Invitation	1.Neelam	

35.	Printing & Stationary Committee	1.Dulichand (C)	Dy Jaswant
		2.Rajeev Verma (Co-Con.)	
		3.Subhash Chander	
		Sudarshan Ji (to keep record)	
36.	Photography and Videography Committee	1.Jaswant (C)	Jaswant
		2.Subhash Chander (Co-Con.)	
		3.Neelam	
37.	Shamiana, Mike, Light, Sound and Seating arrangement Committee	1.Dulichand (C)	Dy Jaswant
		2.Rajeev Verma (Co-Con.)	
		3.Jaswant	
		4.Parvesh Goyal	
38.	Refreshment Committee	1.Subhash Chander (C)	Kaplan
		2.Neelam (Co-Con.)	
		Kaptan (to assist)	
39.	Prize Distribution	1.Rajeev Verma (C)	Dy
		2.Saloni (Co-Con.)	
		3.Parvesh Goyal	
40.	College Property/ Furniture and other Misc. Works (Land, trees, building, land dispute) Committee	1.Pramila Devi (C)	
		2.Dulichand (Co-Con.)	
		3.Subhash Chander	
		4.Neelam	
41.	General Purchase Committee/ GEM	1.Saloni (C)	Jey Dy Jaswant
		2.Suman Devi (Co-Con)	
		3.Meenakshi	
		4.Rajeev Verma	
		5.Jaswant	
42.	Inspection Committee (Physical Verification of Newly Purchased Items above Rs. 10000)	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Dulichand (Co-Con.)	
		3.Subhash Chander	
		4.Neelam	
43.	Red Cross and Red Ribbon Club	1.Saloni (C)	Jey Jaswant
		2.Suman Devi (Co-Con.)	
		3.Meenakshi	
		4.Jaswant	

44.	Earn While You Learn Committee	1.Neelam (C)	Jankant
		2.Dulichand (Co-Con.)	
		3.Jaswant	
45.	All India Survey on Higher Education Committee and Edusat Committee	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Subhash Chander (Co-Con.)	Jankant
		3.Jaswant	
46.	Sports Board	1.Dulichand (C)	On Temp. Transfer for 6 months
		2.Priyanka Balhara (Co-Con.)	
		3.Subhash Chander	
		4.Neelam	
		5.Suman Devi	
47.	Public Relation & Advertisement	1.Rajeev Verma (C)	Op
		2.Dulichand (Co-Con.)	
48.	Income Tax & Property Return Committee	1.Pramila Devi (C)	
		2.Meenakshi (Co-Con.)	
		3.Manoj Kumar	
		4.Parvesh Goyal	
49.	Subject Change Committee/Migration	1.Manoj Kumar (C)	
		2.Suman Devi (Co-Con.)	
		3.Neelam	
		4.Parvesh Goyal	
50.	Electronic Equipments (Purchase/Maintenance/Repair) Committee	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
		2.Saloni (Co-Con.)	Jankant
		3. Pramila Devi	
		4.Parvesh Goyal	
		5.Jaswant	
51.	College Magazine		
	Chief Editor & (Social Science){	1.Rajeev Verma (C)	
	Editor (Hindi)	2.Suman Devi (Co-Con.)	
	Editor (English Section)	3.Pankaj Solanki	
	Editor (Commerce)	4.Pramila Devi	
	Annual Report	5.Meenakshi	
Photos and News	6.Neelam		
52.	Wall Magazine	1.Saloni (C)	
		2.Manoj Kumar(Co-Con.)	
		3.Meenakshi	
53.	Fee Concession and SAF Committee	1.Rajeev Verma (C)	Op
		2.Saloni (Co-Con.)	
		3.Meenakshi	

54.	SC/ST/OBC Cell	1. Neelam (C) 2. Rajeev Verma (Co-Con.) 3. Meenakshi	
55.	Anti-Ragging/Harassment/Grievances Redressal Committee	1. Saloni (C) 2. Pankaj Solanki (Co-Con.) 3. Rajeev Verma 4. Meenakshi	
56.	Legal Literacy Cell	1. Saloni (C) 2. Neelam (Co-Con.) 3. Jaswant	
57.	Science Exhibition Committee	1. Subhash Chander (C) 2. Neelam (Co-Con.) 3. Meenakshi 4. Jaswant	
58.	Anti Corruption Cell	1. Saloni (C) 2. Priyanka Balhara (Co-Con.) 3. Meenakshi 4. Parvesh Goyal 5. Jaswant	On Temp. Transfer for 6 months
59.	Educational Tour	1. Rajeev Verma (C) 2. Pankaj Solanki (Co-Con.) 3. Suman Devi 4. Saloni	
60.	Discipline Committee	1. Pramila Devi (C) All Staff Members	
61.	Road Safety Club/Traffic Interpretation Centre	1. Jaswant (C) 2. Dulichand (Co-Con.) 3. Saloni 4. Manoj Kumar	
62.	Boards/NSS Boards/Office Plates & Other Sign Boards Committee	1. Subhash Chander (C) 2. Neelam (Co-Con.) 3. Jaswant	
63.	Lab Upgradation Committee	1. Priyanka Balhara (C) 2. Saloni (Co-Con.) 3. Subhash Chander 4. Neelam	On Temp. Transfer for 6 months

64.	License Committee	1.Jaswant (C)	Jaswant		
		2.Saloni (Co-Con.)			
		3.Parvesh Goyal			
		Dharmvir Ji (to assist)		Saloni	
65.	Displaced Extension Lecturer Committee	1.Pramila Devi (C)			
		Senior Most Faculty of each Department			
66.	Covid SOP/ Sanitization committee/Health Fund	1.Rajeev Verma (C)	Rajeev		
		2.Saloni (Co-Con.)			
		3.Subhash Chander			
67.	Online Teaching/Learning Committee	1.Manoj Kumar (C)			
		Senior Most Faculty of Concerned Department)			
68.	R.K.F.	1.Neelam (C)			
		2.Subhash Chander (Co-Con.)			
		3.Parvesh Goyal			
		4.Jaswant	Jaswant		
69.	Harit Haryana Abhiyana/Unnat Haryana Abhiyaan/ Nature Interpretation Centre	1.Manoj Kumar (C)			
		2.Subhash Chander (Co-Con.)			
		3.Neelam			
70.	Subject Societies	Pankaj Solanki	English	Pankaj Solanki	
		Suman Devi	Hindi		
		Neelam	Geography		
		Dulichand	History		
		Rajeev Verma	Pol. Sci.		Rajeev
		Pramila Devi	Commerce		
		Meenakshi	Mathematics		
71.	Seminars/Workshops/New Project/HIPA training/ Refresher/Orientation Courses and New Courses Committee	1.Saloni (C)			
		2.Meenakshi (Co-Con.)			
		3.Suman Devi	Suman		
72.	Office Incharge	1.Manoj Kumar			
73.	Tobacco Free Educational Institution	1.Pankaj Solanki	Pankaj		
74.	Class IV Supervision and Grievance Redressal Committee	1.Rajeev Verma (C)	Rajeev Solanki		
		2.Pankaj Solanki (Co-Con.)			
		3.Suman Devi			
		4.Sudarshan Ji			

1. Co-Convener will act as Convener whenever the Convener of any committee is on any kind of leave/ deputation/ temporary transfer.
2. If the Co-Convener too is on any kind of leave/ deputation/ temporary transfer the next member will act as Convener of that committee.
3. The committees in which the Bursar is a member or Convener, he will do only the non-financial works.

COPY TO:-

1. BURSAR
2. OFFICE
3. STAFF NOTICE BOARD
4. STUDENT NOTICE BOARD


PRINCIPAL
GOVT. COLLEGE, BALSAMAND
(HISAR)