

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	(F)
	78.2	2.Rajeev Verma	Die
		3.Priyanka Balhara	On Temp Francter for 61
		4.Pramila Devi	
		5.Suman Devi	July
		6.Neelam	
		1 7 8 9 2 8 3 3 3 3	
2.	RTI Committee	1.F.A.A. Principal	(50)
		2.SPIO Pankaj Solanki	67
		3. ASPIO Rajeev Verma	O P
	Bursar	1. Manoj Kumar	
	- 10 10 10 10 10 10 10 10 10 10 10 10 10	1 Magnakshi (C)	
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)	- cancle
		Kaptan (to assist)	Kaptan
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	
			7.71
6.	Electricity Committee Purchase/Maintenance/Repair	1.Jaswant (C)	Jament
		2.Dulichand (co-con.)	
		3.Subhash Chander	
		4.Meenakshi	-10
7.	Portable Water/ Water Coolers/Purifiers	1.Jaswant (C)	Tornbut
	Maintenance Committee	2.Saloni (co-con.)	
	Training Committee	3.Subhash Chander	

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		
		3 Kaptan (to assist)	Vacian	
		2. Jerwant (All oth	Kactan	
		N.	// 100	
10.	Bus Pass/ Railway Pass	1.Dulichand (C)		
		2.Subhash Chander		
		(Co-Con.)		
_		3.Neelam		
11.	Passport Committee	1 Calast (C)		
11.	Passport Committee	1.Saloni (C)		
		2. Manoj Kumar (Co-Con.) 3. Jaswant	January	
		Pre-fred mark de Spiller La	ceolar	
		Dharmvir Ji (to assist)	Ceorare	
12.	EVS and ECO Club/ Gardening Committee	1.Subhash Chander (C)		
	Las and Leo club/ dardening committee	2.Neelam (Co-Con.)		
		3.Parvesh Goyal		
		Kaptan (to assist)	Vaolen	
		Trapati (to assist)	Kaplon	
13.	Women Cell/	1.Suman Devi (C)	Jeur	
	Women Studies and Development Cell/	2.Priyanka Balhara	On Temp. Transfer for 6 months	
	Anti-Sexual Harassment of Women at Workplace Committee/Girls' Common room Committee	(Co-Con.)	27 - 43 M. F 1100	
		3.Neelam		
		4.Saloni		
	The state of the s			
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.	Outropusing Committee /	4.6-1	A 0	
13.	Outsourcing Committee/ HKRN	1.Rajeev Verma (C)	any.	
		2.Pankaj Solanki (co-con.) 3.Jaswant	-Joulut!	
		4.Sudarshan Ji	Dev_	
		4.300d15f1d113)	Ser.	
16.	Court Cases Committee	1.Meenakshi (C)		
		2.Pankaj Solanki (co-con.)	(Fy	
		3.Sudarshan Ji (to assist)		
17.	Library Purchase/Maintenance and	1.Meenakshi (C)		
	Advisory Committee	2.Rajeev Verma (Co-Con.)	Out	
		3.Pankaj Solanki	By	
		Bihari Lal		
		Geeta Devi		

18.	Cleanliness/ College Campus Beautification Committee	1.Saloni (C)	
		2.Dulichand (co-con.)	
	1.564.000	3.Meenakshi	
		Pawan (to assist)	
19.	Personality Development and Placement	1.Rajeev Verma (C)	arp.
	Cell/ Psychological Counseling	2.Pankaj Solanki (Co-Con.)	(B-1)
	20.	3.Jaswant	Jambull
		4.Parvesh Goyal	
20.	Internal Quality Assurance Call (IQAC) &	1.Pramila Devi (C)	
20.	Internal Quality Assurance Cell (IQAC) & NIRF/ NAAC/ NEP	2.Priyanka Balhara (co-	On Temp. Transfer for 6 months
		Con.)	Contemp Transfer for Officials
		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	January
		Dharmvir Ji (to assist)	Januari
		Activities to the second second second	
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	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
	& Update Committee /Biometric Attendance system Committee	2.Pankaj Solanki (co-con.)	(A)
		3.Saloni	
		Dharmvir Ji (to assist)	- curdy
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)	custar
25.	National Apprenticeship Promotion Scheme	1.Rajeev Verma (C)	Outa
de al e	Committee (COPA)	2.Priyanka Balhara (Co-	On Temp. Transfer for 6 months
		Con.)	
		3.Pankaj Solanki	(D)
		Dharmvir Ji (to assist)	-certoin
and the second	11	Lucas and a second second	
26.	CM Window Grievance Committee	1.Pankaj Solanki (C)	
		2.Rajeev Verma (Co-Con.)	dip
		3.Suman Devi	at the
		Sudarshan Ji	Sign

27.	Cultural and Co-Curricular Activities	1.Rajeev Verma (Dean)	Dure
	Music Items/ Saang/ folk Songs	2.Pankaj Solanki (co-con.)	(Fri
	Haryanvi Dance & General	3.Saloni	
	(Solo/group/pop song) & Choreography	4.Neelam	
	Theatre Items (Hindi play/Mimicry/mime) Haryanvi Skit	5.Subhash Chander	
	Literary Items/Quiz	6.Dulichand (C)	
		7.Jaswant	Janour
		8. Parvesh Goyal	
20	D. Ildian Front Committee	1.Dulichand (c)	
28.	Building Fund Committee	The Control of the Co	
		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	1.Dulichand (C)	
23.	B&R and Public Health Work Committee	2.Pramila Devi (co-con.)	
		3.Subhash Chander	
		4.Neelam	
		[31017/88 E10]	
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	2
		5.Suman Devi	June
		6.Manoj Kumar	
31.	Lecture Shortage Committee/	1.Neelam (C)	
MAX.	Absentee Slip Register Verification Committee	2.Dulichand (co-con.)	
		3.Jaswant	Janlant
	Promision and American	5.Jaawaiit	James
32.	Chief Mentor	1.Suman Devi	July
33.	Staff Secretary	Secretary 1.Dulichand (C)	
33.	Start Secretary	2.Manoj Kumar	
		Z.ividiloj Kullidi	1

35.	Printing & Stationary Committee	1.Dulichand (c)	
		2.Rajeev Verma (co-con.)	One.
		3.Subhash Chander	
		Sudarshan Ji	1.4
		(to keep record)	Survey
	361		
36.	Photography and Videography Committee	1.Jaswant (C)	Joenlutt
		2.Subhash Chander (co-	
		3.Neelam	
		3.Neeiam	
37.	Chamiana Milia tight Cound and Conting	4 Dulinkand (e)	T .
3/.	Shamiana, Mike, Light, Sound and Seating arrangement Committee	1.Dulichand (c)	0.5
	arrangement committee	2.Rajeev Verma (Co-Con.)	The Contract
		3.Jaswant	Jankuri
		4.Parvesh Goyal	
40		The National State Committee Committee	1
38.	Refreshment Committee	1.Subhash Chander (C)	
		2.Neelam (Co-Con.)	
		Kaptan (to assist)	Kartan
	Harden vers and make to come		// //
39.	Prize Distribution	1.Rajeev Verma (C)	de l'age
		2.Saloni (co-con.)	11
		3.Parvesh Goyal	
40.	College Property/ Furniture and other	1.Pramila Devi (C)	T
	Misc. Works (Land, trees, building, land	2.Dulichand (Co-Con.)	
	dispute) Committee	3.Subhash Chander	
		4.Neelam	
41.	General Purchase Committee/ GEM	1.Saloni (C)	
		2.Suman Devi (Co-Con)	fley
		3.Meenakshi	8.6
		4.Rajeev Verma	To the CT
		5.Jaswant	Sambut
42.	Inspection Committee (Physical	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
	Verification of Newly Purchased Items above Rs. 10000)	2.Dulichand (Co-Con.)	
		3.Subhash Chander	
		4.Neelam	
43.	Red Cross and Red Ribbon Club	1.Saloni (c)	
		2.Suman Devi (Co-	14/4
		Con.)	A
		3.Meenakshi	
		4.Jaswant	Trimbut

Earn While You Learn Committee	1.Neelam (C)	
Type was new terror company to the company of the c	2.Dulichand (co-con.)	
	3.Jaswant	Johnlant
Town to a second	4 Directo Bellean (C)	On Temp. Transfer for 6 months
		Off Temp. Transfer to G moneta
Committee and Edusat Committee		
		Tambut
Sports Board	(all the property of the control of	James
Sparia band	2.Priyanka Balhara (co-	On Temp. Transfer for 6 months
	1.75	
	the state of the s	Luy
ļ	5.Suman Devi	
Public Relation & Advertisement	1.Rajeev Verma (C)	60 je
	The state of the s	1
	The second second second	
Income Tax & Property Return Committee	1.Pramila Devi (C)	
	2.Meenakshi (Co-Con.)	
Subject Change Committee/Migration	1.Manoj Kumar (C)	
	The state of the s	
	3.Neelam	
	4.Parvesh Goval	
4.	la constant de la con	
Electronic Equipments	1.Priyanka Balhara (C)	On Temp. Transfer for 6 months
(Purchase/Maintenance/Repair) Committee		
	3. Pramila Devi	
	4.Parvesh Goyal	
		The state of the s
	5.Jaswant	Jahrent
	5.Jaswant	Johnson!
College Magazine	5.Jaswant	Jahnen!
College Magazine Chief Editor & (Social Science)(5.Jaswant 1.Rajeev Verma (C)	w f
		John July
Chief Editor & (Social Science)(1.Rajeev Verma (C) 2.Suman Devi (Co-Con.) 3.Pankaj Solanki	w f
Chief Editor & (Social Science)(Editor (Hindi)	1.Rajeev Verma (C) 2.Suman Devi (co-con.) 3.Pankaj Solanki 4.Pramila Devi	w f
Chief Editor & (Social Science)(Editor (Hindi) Editor (English Section)	1.Rajeev Verma (C) 2.Suman Devi (Co-Con.) 3.Pankaj Solanki	w f
Chief Editor & (Social Science)(Editor (Hindi) Editor (English Section) Editor (Commerce)	1.Rajeev Verma (C) 2.Suman Devi (co-con.) 3.Pankaj Solanki 4.Pramila Devi	w f
Chief Editor & (Social Science)(Editor (Hindi) Editor (English Section) Editor (Commerce) Annual Report	1.Rajeev Verma (C) 2.Suman Devi (Co-Con.) 3.Pankaj Solanki 4.Pramila Devi 5.Meenakshi	w f
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Chief Editor & (Social Science)(Editor (Hindi) Editor (English Section) Editor (Commerce) Annual Report Photos and News	1.Rajeev Verma (C) 2.Suman Devi (Co-Con.) 3.Pankaj Solanki 4.Pramila Devi 5.Meenakshi 6.Neelam	w f
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Chief Editor & (Social Science)(Editor (Hindi) Editor (English Section) Editor (Commerce) Annual Report Photos and News Wall Magazine	1.Rajeev Verma (C) 2.Suman Devi (Co-Con.) 3.Pankaj Solanki 4.Pramila Devi 5.Meenakshi 6.Neelam 1.Saloni (C) 2.Manoj Kumar(Co-Con.) 3.Meenakshi	w f
	Electronic Equipments (Purchase/Maintenance/Repair)	All India Survey on Higher Education Committee and Edusat Committee 1. Priyanka Balhara (C) 2. Subhash Chander (Co-Con.) 3. Jaswant 1. Dulichand (C) 2. Priyanka Balhara (Co-Con.) 3. Subhash Chander 4. Neelam 5. Suman Devi Public Relation & Advertisement 1. Rajeev Verma (C) 2. Dulichand (Co-Con.) Income Tax & Property Return Committee 1. Pramila Devi (C) 2. Meenakshi (Co-Con.) 3. Manoj Kumar 4. Parvesh Goyal Subject Change Committee/Migration 1. Manoj Kumar (C) 2. Suman Devi (Co-Con.) 3. Neelam 4. Parvesh Goyal Electronic Equipments (Purchase/Maintenance/Repair) 1. Priyanka Balhara (C) 2. Saloni (Co-Con.)

54.	SC/ST/OBC Cell	1.Neelam (C)	
		2.Rajeev Verma (Co-Con.)	alip.
		3.Meenakshi	
	1	Landania	
55.	Anti-Ragging/Harassment/Grievances	1.Saloni (C)	
	Redressal Committee	2.Pankaj Solanki (co-	D7
		3.Rajeev Verma	ani
		4.Meenakshi	(MIX) Confee
_		-4-INICCHARSIII	-
56.	Legal Literacy Cell	1.Saloni (C)	
5,55	STREET, STREET	2.Neelam (co-Con.)	
		3.Jaswant	Janbut
		1	J*
57.	Science Exhibition Committee	1.Subhash Chander (C)	
		2.Neelam (co-con.)	
		3.Meenakshi	
		4.Jaswant	Janlint
	K.		
58.	Anti Corruption Cell	1.Saloni (C)	
		2. Priyanka Balhara (co-	On Temp. Transfer for 6 months
		Con-)	
		3.Meenakshi	
		4.Parvesh Goyal	
		5.Jaswant	Januart
	Place and cooling and the processing of the cooling		- 0
59.	Educational Tour	1.Rajeev Verma (C)	sorp
		2.Pankaj Solanki (co-	(391)
		3.Suman Devi	fue -
		4.Saloni	
		713410111	
60.	Discipline Committee	1.Pramila Devi (C)	
		All Staff Members	
		T SHIP THE PARTY OF THE PARTY O	
61.	Road Safety Club/Traffic Interpretation Centre	1.Jaswant (C)	Jahrley
		2.Dulichand (co-con.)	Jamen
		3.Saloni	
		4.Manoj Kumar	
		4.Manoj Kumar	
62.	Boards/NSS Boards/Office Plates & Other	1.Subhash Chander (C)	
- 600	Sign Boards Committee	2.Neelam (Co-Con.)	
		3.Jaswant	Janlut
		O DOO STRAIL	Journal
62	Lab Upgradation Committee	1.Priyanka Balhara (C)	On Temp, Transfer for 6 months
63.	Con Oppression Committee	2.Saloni (Co-Con.)	
63.		The second secon	
63.		3.Subhash Chander	

64.	License Committee	1.Jaswant (C)	Jahrellett
5.45		2.Saloni (co-con.)	
		3.Parvesh Goyal	
		Dharmvir Ji (to assist)	runer
65.	Displaced Extension Lecturer Committee	1.Pramila Devi (C)	
	and the same of th	Senior Most Faculty of	
		each Department	
66.	Covid SOP/ Sanitization	1.Rajeev Verma (C)	015
00-	committee/Health Fund	2.Saloni (co-con.)	407
		3.Subhash Chander	
		5.5ubilasii chalidel	
67.	Online Teaching/Learning Committee	1.Manoj Kumar (C)	
		Senior Most Faculty of	
		Concerned	
		Department)	
ro-	DKC	4 Marian IPS	
68,	R.K.F.	1.Neelam (C)	
		2.Subhash Chander (co-	
		3.Parvesh Goyal	
		4.Jaswant	Jambut
69.	Harit Haryana Abhiyana/Unnat Haryana Abhiyaan/ Nature Interpretation Centre	1.Manoj Kumar (C)	
		2.Subhash Chander	
		(Co-Con.)	
		3.Neelam	
70	C. L. V. C. L.	Technique son	The state of the s
70.	Subject Societies	Pankaj Solanki	English '
		Suman Devi	Hindi July
		Neelam	Geography
		Dulichand Reinan Vocan	History
		Rajeev Verma Pramila Devi	Pol. Sci.
		Meenakshi	Mathematics
		Miceliaksiii	Mathematics
71.	Seminars/Workshops/New Project/HIPA	1.Saloni (C)	
0.000	H - I - TOTAL (CONT.) 이 10 전에 다른 전에 대한 전에 대한 경기 (CONT.) (CONT.) (CONT.) (CONT.) (CONT.) (CONT.) (CONT.) (CONT.)	2.Meenakshi (co-con.)	(L =
	training/ Refresher/Orientation Courses	Life Condition Condition	
	and New Courses Committee	3.Suman Devi	full
	H : (1) 10 10 10 10 10 10 10 10 10 10 10 10 10		Just
72.	H : (1) 10 10 10 10 10 10 10 10 10 10 10 10 10		Just
	and New Courses Committee Office Incharge	3.Suman Devi	
	and New Courses Committee	3.Suman Devi	July -
73.	and New Courses Committee Office Incharge	3.Suman Devi	
73.	Office Incharge Tobacco Free Educational Institution	Suman Devi Manoj Kumar Pankaj Solanki	\$ 7'
73.	and New Courses Committee Office Incharge Tobacco Free Educational Institution Class IV Supervision and Grievance	3.Suman Devi 1.Manoj Kumar 1.Pankaj Solanki 1.Rajeev Verma (C) 2.Pankaj Solanki (Co-Con.)	\$ 7'
72. 73.	and New Courses Committee Office Incharge Tobacco Free Educational Institution Class IV Supervision and Grievance	3.Suman Devi 1.Manoj Kumar 1.Pankaj Solanki 1.Rajeev Verma (C) 2.Pankaj Solanki (Co-	\$ 7'

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- Co-Convener will act as Convener whenever the Convener of any committee is on any kind of leave/ deputation/ temporary transfer.
- 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

GOVT. COLLEGE, BALSAMAND

(HISAR