## OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE BALSAMAND (HISAR)

Annual Duties List (2023-24)

Order No. G1CB/2023/675

Dated: 20.01. 2024

Due to transfer, Deputation and Displacement of some staff members, some changes have been made in the annual duties 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	Pankaj Solanki	(b)
		Rajeev Verma	ON
	7	Priyanka Balhara	On Temp. Transfer for 6 months
		Pramila Devi	1.024
		Suman Devi	Con Music
2		- Tanvari Devi	
T.	RTI Committee	F.A.A. Principal	
		SPIO Pankaj Solanki	Ci.
		ASPIO Rajeev Verma	0
		Sangeeta (Type, Print & Postal work)	4
3.	Bursar	Manoj Kumar	102
4.	Registrar/Internal Assessment & University	Meenakshi (C)	Munalesty
	Results Record Committee	Manoj Kumar (Co-Con.) (Non	
		Financial Sanction)	22
		Saloni	Lalou"
		Pramila Devi	1,01
		Neelam	000
			) M
5	Time Table & Workload/	Pramila Devi (C)	han
1	Section Formation Committee/ Proctorial	Meenakshi (Co-Con.)	Meenalcshy
	Duties Incharge	Dulichand	and
		Neelam	D 0-
		Manoj Kumar	on
			102
6.	Electricity Committee	Dulichand (C)	alled
	Purchase/Maintenance/Repair	Subhash Chander (Co-Con.)	Ultura
		Meenakshi	Contract of the state of the st
		Suman Devi	Meenday
			d
7.	Portable Water/ Water Coolers/Purifiers	Saloni (C)	(A)
	Maintenance Committee/Catch the Rain	Subhash Chander (Co-Con.)	the state of the s
	Committee	Suman Devi	MAN AN AN
		Pawan Kumar to assist	पवर्रे के मार

3.	All holarships and Stipends for the	Neelam (C) SC/ST/OBC	2 Kl
	students of SC/ST/OBC	Subhash Chander (co-con.)	QM VI
		Reena (to assist)	Rung
		(to doorst)	
	All Scholarships (Other than SC/ST/OBC)	Subhash Chander (NMS,FF)	SMIT
		Suman Devi (All other Scholarships)	July
		Kaptan (to assist)	
.0.	Bus Pass/ Railway Pass	Dulichand (C)	(i)
		Subhash Chander	Bull.
		Neelam	9
		Naveen (to assist)	Poham.
	A.		
11.	EVS and ECO Club/ Gardening Committee	Subhash Chander (C)	and.
	<b>*</b>	Neelam (co-con.)	El
		Suman	July
		Balbir (to assist)	B
			108
2.	Women Cell/	Suman Devi (C)	Juny.
•	Women Studies and Development Cell/	Priyanka Balhara (co-con.)	On Temp. Transfer for 6 month
	Anti-Sexual Harassment of Women at	Neelam	R
	Workplace Committee/Girls' Common room	Saloni	
	Committee		GN .
.3.	NSS Committee/ Swami Vivekananda Youth Cell/ Self-Motivated Participation of Students in any Governmental Scheme	Subhash Chander (C)	(24/14)
		Neelam (Co-Con.)	Ph
		Dulichand	1 hours
		Kaptan (Act as Clerk to assist)	000
		Sunil Kumar (to assist)	( Jul
		1	
4.	Outsourcing Committee/	Rajeev Verma (C)	<b>@</b> \
	HKRNL	Pankaj Solanki (co-con.)	G1'
		Suman Devi	ply
		Sangeeta (to assist)	5
	1	1.11	•
5.	Court Cases Committee	Meenakshi (C)	Pleanaluty
		Pankaj Solanki (Co-Con.)	F1.
		Rajeev Verma	09
		Sangeeta (to assist)	S
		Magnakahi (C)	
16.	Library Purchase/Maintenance and Advisory Committee	Meenakshi (C)	Meeneksh
		Rajeev Verma (Co-Con.) Pankaj Solanki	ay
		Bihari Lal	(C)
		Dharamvir	Blel
		Dilatalikii	Dh-
L7.	Classings / Callege Compus Populification	Saloni (C)	
L / .	Cleanliness/ College Campus Beautification	Dulichand (Co-Con.)	GW.
	Committee	Meenakshi	(U)mal
		Pawan (to assist)	Migneloly
		Lawaii (10 922121)	400000

18.	Perpuality Development and Placement Cell/ Psychological Counseling	Rajeev Verma (C)	· ·
	cell/ Psychological Counseling	Pankaj Solanki (Co-Con.)	Chi
		Suman Devi	Juny.
		Saloni	AN
19.	Int. 10 III Ammon 0 III		
19.	Internal Quality Assurance Cell (IQAC) &	Pramila Devi (C)	hav
	NIRF/ NAAC	Priyanka Balhara (co-con.)	On Temp. Transfer for 6 months
		Manoj	200
		Saloni	Ø0
20.	Computer Awareness Committee	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Saloni (Co-Con.)	<b>@</b>
		Meenakshi	7
	4	Reena	Pliend-14_
		,	Nav. 2
21.	Internet Committee (Connection, Payment,	Priyanka Balhara (C)	On Temp. Transfer for 6 months
	Repairs etc.)	Dulichand (Co-Con.)	(a) hand
	1	Pramila Devi	0
		Subhash Chander	Jugar 3
	1	Sapilasii Cilaliael	1 24 4
22.	Web Portal Maintenance, College Website &	Pankaj Solanki ( C )	× -:
	Update Committee	Saloni (Co-Con.)	
			1.114
		Suman Devi	Aug
		Sangeeta	<u>A</u>
23	CCTV Camora / Data Callaction Video	C-1: (C)	
23	CCTV Camera/ Data Collection, Video Conferencing committee	Saloni (C)	On Temp. Transfer for broonths
		Pankaj Solanki (Co-Con.)  Meenakshi	<u>G</u>
		Suman Devi	Mecnalyly
		Sangeeta	July 1
		Jangeeta	4
24.	National Apprenticeship Promotion Scheme	Rajeev Verma (C)	Chris
	Committee (COPA)	Pankaj Solanki (Co-Con.)	- Cp - 1
3.		Suman Devi	11.04
4		Sangeeta (to assist)	- ()
	1		The second secon
25.	CM Window Grievance Committee	Pankaj Solanki (C)	(E)
- •	The state of the s	Rajeev Verma (co-con.)	0:1
		Suman Devi	uw.
		Sangeeta	- The state of the
			A-
26.	Piomotrio Attandance system Committee	Pankaj Solanki (C)	
20.	Biometric Attendance system Committee	Saloni (co-con.)	de,
			SW.
		Sangeeta	8-
27	Charles Constituted Constitutes	Rajeev Verma (C)	
27.	Cultural and Co-Curricular Activities Committees		QU
	Music Items/ Saang/ folk Songs	Pankaj Solanki (Co-Con.)	
	Haryanvi Dance & General (Solo/group/pop song) &	Saloni	An-
	Choreography	Neelam	

	Thetre Items (Hindi play/Mimicry/mime) Haryanvi Skit	Subhash Chander	212
	Literary Items/Quiz	Dulichand	Bu vi
			0 Mary
		Pramila Devi	Anv J
		Meenakshi	Meenal-1/2
28.	Building Fund Committee	Dulichand (C)	01
		Subhash Chander (Co-	
		Con.)	(3) 4.
		Neelam	Q.l
	7	DGHE Nominee	
		Jila Prishad/Block Samiti/ Gram	
		Panchayat Balsamand Sarpanch Manoj Kumar(Financial	
		Advisor)	og
		Two meritorious student	
		members (1 boy & 1 Girl)	
29.	Construction and Repair of College Building	D 11 1 1/5	
,	B&R and Public Health Work Committee	Dulichand (C)	Umo
	e de la committe	Pramila Devi (co-con.)	Man
		Subhash Chander	- Ga19
		Neelam	Pl
80.	Calculation of University/ College Result/	Duit L. D. H. (C)	On Temp. Transfer for 6 months
	Entry of results/awards from DMC in	Priyanka Balhara (C)	1 Maisier for 6 months
	computerized verification of results	Pramila Devi (Co-Con.)	har
	·	Meenakshi	Meenoksty
		Saloni	\$N
		Suman Devi	fur
		Manoj Kumar	and the same of th
1.	Lecture Shortage Committee/	No alam (C)	
	Absentee Slip Register Verification	Neelam (C)	Val-
	Committee	Dulichand (Co-Con.)	Ond
1			res .
		Balbir	0
		- 3.13.11	
)	Chief Mantar		fsy.
2.	Chief Mentor	Suman Devi (C)	Juny
		Suman Devi (C)	Just
	Chief Mentor Staff Secretary	Suman Devi (C)  Dulichand (C)	July Ohn
		Suman Devi (C)	July Omly
3.		Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)	Jan
3.	Staff Secretary	Suman Devi (C)  Dulichand (C)	Just Ohn V
3.	Staff Secretary	Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)  Neelam (C)  Dulichand (C)	Pul
3.	Staff Secretary  Social Secretary/Invitation	Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)  Neelam (C)  Dulichand (C)	Dhart Chart
3.	Staff Secretary  Social Secretary/Invitation	Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)  Neelam (C)  Dulichand (C)  Rajeev Verma (Co-Con.)	Chart O
3.	Staff Secretary  Social Secretary/Invitation	Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)  Neelam (C)  Dulichand (C)  Rajeev Verma (Co-Con.)  Subhash Chander	Pul
3.	Staff Secretary  Social Secretary/Invitation	Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)  Neelam (C)  Dulichand (C)  Rajeev Verma (Co-Con.)	Chart O
5.	Staff Secretary  Social Secretary/Invitation	Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)  Neelam (C)  Dulichand (C)  Rajeev Verma (Co-Con.)  Subhash Chander	Quel Daniel
3.	Staff Secretary  Social Secretary/Invitation  Printing & Stationary Committee	Suman Devi (C)  Dulichand (C)  Manoj Kumar (Co-Con.)  Neelam (C)  Dulichand (C)  Rajeev Verma (Co-Con.)  Subhash Chander  Sangeeta (to keep record)	Quant O

37.	Shamiana, Mike, Light, Sound and Seating	Dulichand (C)	(e) hard
	arrangement Committee		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		Rajeev Verma (Co-Con.)	
	5000 5000	Pankaj Solanki	WW/
		Suman Devi	Jan
38.	Refreshment Committee	Subhash Chander (C)	9
			94W
	di-	Neelam (Co-Con.)	
		Suman Devi	Just 1
	The state of the s	Balbir (to assist)	L. Ky.
 39.	Prize Distribution	Dei- (C)	- <del> </del>
J).	Tize distribution	Rajeev Verma (C)	
		Saloni (co-con.)	
		Meenakshi	Meanaleshy
		Reena (to assist)	feers
40.	College Property/ Furniture and other Misc.	Pramila Devi (C)	hav
i.	Works (Land, trees, building, land dispute)	Dulichand (co-con.)	( glade)
•	Committee	Subhash Chander	JH LE
		Neelam	Ph
			,
1.	General Purchase Committee	Suman Devi (C)	July -
		Meenakshi (co-con.)	Meenalest
		Rajeev Verma	87
			<b>\</b>
12.	Inspection Committee (Physical	Priyanka Balhara (C)	On Temp. Transfer for 6 months
	Verification of Newly Purchased Items	Dulichand (Co-Con.)	(a) hands
	above Rs. 10000)	Subhash Chander	13hir
		Neelam	2-l
	Red Cross and Red Ribbon Club	Saloni (C)	<u>Q</u> w
3.		Suman Devi (co-con.)	
		Meenakshi	Meenelesty
		Reena	Reens
4.	Farm While Vall C	No alam (C)	1
+4.	Earn While You Learn Committee	Neelam (C)	Old Pl
		Dulichand (co-con.)	(Jhy)
		Subhash Chander	CHIM
		Suman Devi	Junt
45.	All India Survey on Higher Education	Privanka Palbara (C)	On Town Transfer 6
ŦJ,	All India Survey on Higher Education Committee and Edusat Committee	Priyanka Balhara (C) Subhash Chander	On Temp. Transfer for 6 months
	Committee and Edusat Committee	(Co-Con.)	(2) 11 y
		Meenakshi	Menaluly
	,	Neelam	0
		Pankaj Solanki	Kl
		Dulichand	611
		Sangeeta (to assist)	SI OM/
	i -		fundamental services and the services and the services are services as the services are services are services as the services are serviced are services are
		All Staff Members will	

16.	Sparts Board	D. III.	ALA
	Alle Source	Dulichand (C)	On Temp. Transfer for 6 months
		Priyanka Balhara	
		Subhash Chander	(2)114
		Neelam	P, l
		Suman Devi	- Jung
17.	Public Relation & Advertisement		
	a die Neidlich & Navertischlen	Rajeev Verma (C)	
		Dulichand (co-con.)	Ohul Ist
		Suman Devi	July 1
48.	Income Tax & Property Return Committee	Pramila Devi (C)	
	, , , , , , , , , , , , , , , , , , ,	Meenakshi (co-con.)	Meenderly
		Manoj Kumar	Meenacry
			(A)
		Sangeeta	A
49.	Subject Change Committee/Migration	Manoj Kumar (C)	13
		Suman Devi (co-con.)	Juny, -
		Pramila Devi	damr
		Neelam	() D =
7		reciairi	
50.	Electronic Equipments	Priyanka Balhara (C)	On Temp. Transfer for 6 months
	(Purchase/Maintenance/Repair) Committee	Saloni (Co-Con.)	(A)
	, , , , , ,	Pramila Devi	A av
		Meenakshi	Meenaksh.
		TVICCITAROUT	10(Kanada)
51.	College Magazine		•
	Chief Editor & Social Science	Rajeev Verma (C)	
	Editor (Hindi)	Suman Devi (Co. Con)	jus
	Editor (English Section)	Pankaj Solanki	(F)
	Editor (Commerce)	Pramila Devi	har
	Annual Report	Meenakshi	Menksy
	Photos and News	Neelam	Q-l-
	e e		
52.	Wall Magazine	Saloni (C)	GD.
		Manoj Kumar (co-con.)	021
<u> </u>		Meenakshi	Mecnalisty.
53.	Fee Concession and SAF Committee	Rajeev Verma (C)	W-1
		Saloni (co-con.)	GD.
		Meenakshi	Meinstroly
54.	SC/ST/OBC Cell	Neelam (C)	- Pl-
		Rajeev Verma (co-con.)	6)
		Meenakshi	Meenaksly
	Anti-Ragging/Harassment/Grievances	Saloni (C)	AN
55.		Dankai Calanki (a )	A Total
55.	Redressal Committee	Pankaj Solanki (co-con.)	
55.	Redressal Committee	Rajeev Verma Meenakshi	No.

Lecal Literacy Cell	Saloni (C)	
WE.		01
		Mienakis
	cenaksiii	
Science Exhibition Committee	Subhash Chander (C)	SHILL
		01
		Mensbry
		Bu
	Baisii	13
Anti Corruption Cell	Saloni (C)	(W)
		On Temp. Transfer for 6 months
		Munaky
		Carrier '
W	r arikaj solaliki	
Educational Tour	Rajeey Verma (C)	
		Tan'
7		LIMI -
		On O
	Juloni	
Discipline Committee	Pramila Davi (C)	In free Co
		Gall S
1	All Stall Michibers	( BHVAI
Road Safety Club/Traffic Interpretation	Dulichand (C)	(e)h-1/
Centre		Jan
		The state of the s
	Framilia Devi	- Charles
Boards/NSS Boards/Office Platos & Other	Subbach Chander (C)	(9), 5
		Danier Do
S.B. Bourds Committee		Ohr Polo
	Dulichand	Over
Lab Ungradation Committee	Drivente Balham (C)	On Town Transfer for County
Lab Opgradation Committee		On Temp. Transfer for 6 months
		Sulai
	iveelaiii	Rh
Licanca Committee	Salani (C)	
License Committee		
		Andread
		Menaly
	paibir (to assist)	J Sy.
Displaced Extension Lastings Committee	Dramila Davido	o ll
Displaced Extension Lecturer Committee		Jane
	each Department	
Could COD/ Conitination committee // Ith	Paineuv / /5'	•
		ab .
runa		AR
	Pankaj Solanki Subhash Chander	Ca
	L Suphash Chander	Synd
	Science Exhibition Committee  Anti Corruption Cell  Educational Tour  Discipline Committee  Road Safety Club/Traffic Interpretation	Neelam (co-con.)   Meenakshi

57.	Or Teaching/Learning Committee	Manoj Kumar (C)	(0)
		Senior Most Faculty of	
		Concerned Department	
58.	R.K.F.	Neelam (C)	8
		Subhash Chander (Co-Con.)	(BMI W
		Pramila Devi	A av
		Suman Devi	O west
<sub>5</sub> 9.	Harit Haryana Abhiyana/Unnat Haryana	Manoj Kumar (C)	03/
	Abhiyaan/ Nature Interpretation Centre	Subhash Chander (Co. Con.)	3211
		Neelam	Bl
		Balbir	Br
70.	Subject Societies	Pankaj Solanki	English (
		Suman Devi	Hindi Juy
		Neelam	Geography
		Dulichand	History (the
		Rajeev Verma	Pol. Sci.
		Pramila Devi	Commerce (
		Meenakshi	Mathematics Mechalicy
1.	Seminars/Workshops/New Project/HIPA	Saloni (C)	Sar
	training/ Refresher/Orientation Courses	Meenakshi (co-con.)	Meinelest
	and New Courses Committee	Suman Devi	Aus
2.	Office Incharge	Manoj Kumar (C)	02
3.	Tobacco Free Educational Institution	Pankaj Solanki	<b>6</b> , i
	Committee	Rajeev Verma	l‰ ∕
		Suman Devi	
			*
4.	Class IV Supervision and Grievance	Rajeev Verma (C)	50
	Redressal Committee	Pankaj Solanki (Co-Con.)	(D1)
		Suman Devi	young
			a the
5.	Provisional Affiliation/ Inspection	Pramila Devi (C)	Land
	Committee	Dulichand	and
		Manoj Kumar (NonFinancial)	
		Saloni	(La)-
			7
6.	Yoga Club Committee	Suman Devi (C)	lud
		Subhash Chander (Co. Con.)	3419
		Manoi Kumar	
		Meenakshi	N. C. L.
7.	Disaster Management Committee	Rajeev Verma (C)	Menely
	Signature Sommittee	Pramila Devi (Co. Con)	
		Saloni	great of
		Pankaj Solanki	Ju Ju
_		. S.Maj Solutiki	

78.	College Activity Committee	Manoj Kumar (C)	m
		Dulichand	OWV.
	178	Pramila Devi	David
		Suman Devi	July-
		Sangeeta	Ž.
79.	Stocky		
/9.	Stock Verification Committee	Pankaj Solanki (C)	G=1"
		Rajeev Verma (Co. Con)	Ø7)
		Pramila Devi	Men VI
	(m) 1 (m)	Suman Devi	Juis
		Saloni	IN
		Dulichand	(UNV
	V- '5'		
80.	Verification of All Scholarship and all	Subhash Chander (P.O.)	(3) y
	Financial Assistance to Students of Colleges	Neelam (Co. Con)	Bl
		Suman Devi	Just .
		Kaptan LA (To assist)	
	H- D d		
81.	Handle the ERP Portal and Mobile App	Saloni (C)	J. D.
		Pankaj Solanki	
		Manoj Kumar	02
	Avadia C		
32.	Audit Committee	Manoj Kumar (C)	m'
		Meenakshi	Mecnaky
		Sangeeta	4
33.	Passport Committee	Common Davides	will
,,,	1 assport committee	Suman Devi (C)	
		Manoj Kumar (Co. Con)	02
		Neelam	B.C.
	 -Convener will act as Convener whenever the c	Reena (To Assist)	Reens

- 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 the committee.
- 3. The committees in which the Bursar is a member or Convener, he will do only the non-financial works.
- 4. All Committee Convener and Members will responsible for their concerned documents.

## COPY TO:-

- 1. SPIO
- 2. OFFICE
- 3. STAFF NOTICE BOARD
- 4. STUDENT NOTICE BOARD

PRINCIPAINCIPAI GOVT. COLLEGE BAL AND (HISAR)

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