



OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE BALSAMAND (HISAR)

Annual Duties List (2023-24)

Order No. GICB/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	
		Rajeev Verma	
		Priyanka Balhara	On Temp. Transfer for 6 months
		Pramila Devi	
		Suman Devi	
2.	RTI Committee	F.A.A. Principal	
		SPIO Pankaj Solanki	
		ASPIO Rajeev Verma	
		Sangeeta (Type, Print & Postal work)	
3.	Bursar	Manoj Kumar	
4.	Registrar/Internal Assessment & University Results Record Committee	Meenakshi (C)	
		Manoj Kumar (Co-Con.) (Non Financial Sanction)	
		Saloni	
		Pramila Devi	
		Neelam	
5.	Time Table & Workload/ Section Formation Committee/ Proctorial Duties Incharge	Pramila Devi (C)	
		Meenakshi (Co-Con.)	
		Dulichand	
		Neelam	
		Manoj Kumar	
6.	Electricity Committee Purchase/Maintenance/Repair	Dulichand (C)	
		Subhash Chander (Co-Con.)	
		Meenakshi	
		Suman Devi	
7.	Portable Water/ Water Coolers/Purifiers Maintenance Committee/Catch the Rain Committee	Saloni (C)	
		Subhash Chander (Co-Con.)	
		Suman Devi	
		Pawan Kumar to assist	

8.	All Scholarships and Stipends for the students of SC/ST/OBC	Neelam (C) SC/ST/OBC	
		Subhash Chander (Co-Con.)	
		Reena (to assist)	
9.	All Scholarships (Other than SC/ST/OBC)	Subhash Chander (NMS,FF)	
		Suman Devi (All other Scholarships)	
		Kaptan (to assist)	
10.	Bus Pass/ Railway Pass	Dulichand (C)	
		Subhash Chander	
		Neelam	
		Naveen (to assist)	
11.	EVS and ECO Club/ Gardening Committee	Subhash Chander (C)	
		Neelam (Co-Con.)	
		Suman	
		Balbir (to assist)	
12.	Women Cell/ Women Studies and Development Cell/ Anti-Sexual Harassment of Women at Workplace Committee/Girls' Common room Committee	Suman Devi (C)	
		Priyanka Balhara (Co-Con.)	On Temp. Transfer for 6 months
		Neelam	
		Saloni	
13.	NSS Committee/ Swami Vivekananda Youth Cell/ Self-Motivated Participation of Students in any Governmental Scheme	Subhash Chander (C)	
		Neelam (Co-Con.)	
		Dulichand	
		Kaptan (Act as Clerk to assist)	
		Sunil Kumar (to assist)	
14.	Outsourcing Committee/ HKRNL	Rajeev Verma (C)	
		Pankaj Solanki (Co-Con.)	
		Suman Devi	
		Sangeeta (to assist)	
15.	Court Cases Committee	Meenakshi (C)	
		Pankaj Solanki (Co-Con.)	
		Rajeev Verma	
		Sangeeta (to assist)	
16.	Library Purchase/Maintenance and Advisory Committee	Meenakshi (C)	
		Rajeev Verma (Co-Con.)	
		Pankaj Solanki	
		Bihari Lal	
		Dharamvir	
17.	Cleanliness/ College Campus Beautification Committee	Saloni (C)	
		Dulichand (Co-Con.)	
		Meenakshi	
		Pawan (to assist)	

18.	Personality Development and Placement Cell/ Psychological Counseling	Rajeev Verma (C)	
		Pankaj Solanki (Co-Con.)	
		Suman Devi	
		Saloni	
19.	Internal Quality Assurance Cell (IQAC) & NIRF/ NAAC	Pramila Devi (C)	
		Priyanka Balhara (Co-Con.)	On Temp. Transfer for 6 months
		Manoj	
		Saloni	
20.	Computer Awareness Committee	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Saloni (Co-Con.)	
		Meenakshi	
		Reena	
21.	Internet Committee (Connection, Payment, Repairs etc.)	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Dulichand (Co-Con.)	
		Pramila Devi	
		Subhash Chander	
22.	Web Portal Maintenance, College Website & Update Committee	Pankaj Solanki (C)	
		Saloni (Co-Con.)	
		Suman Devi	
		Sangeeta	
23.	CCTV Camera/ Data Collection, Video Conferencing committee	Saloni (C)	On Temp. Transfer for 6 months
		Pankaj Solanki (Co-Con.)	
		Meenakshi	
		Suman Devi	
		Sangeeta	
24.	National Apprenticeship Promotion Scheme Committee (COPA)	Rajeev Verma (C)	
		Pankaj Solanki (Co-Con.)	
		Suman Devi	
		Sangeeta (to assist)	
25.	CM Window Grievance Committee	Pankaj Solanki (C)	
		Rajeev Verma (Co-Con.)	
		Suman Devi	
		Sangeeta	
26.	Biometric Attendance system Committee	Pankaj Solanki (C)	
		Saloni (co-con.)	
		Sangeeta	
27.	Cultural and Co-Curricular Activities Committees	Rajeev Verma (C)	
		Music Items/ Saang/ folk Songs	
		Haryanvi Dance & General (Solo/group/pop song) & Choreography	
		Neelam	

	Theatre Items (Hindi play/Mimicry/mime) Haryanvi Skit	Subhash Chander	<i>Subhash</i>
	Literary Items/Quiz	Dulichand	<i>Dulichand</i>
		Pramila Devi	<i>Pramila</i>
		Meenakshi	<i>Meenakshi</i>
28.	Building Fund Committee	Dulichand (C)	<i>Dulichand</i>
		Subhash Chander (Co-Con.)	<i>Subhash</i>
		Neelam	<i>Neelam</i>
		DGHE Nominee	
		Jila Prishad/Block Samiti/ Gram Panchayat Balsamand Sarpanch	
		Manoj Kumar (Financial Advisor)	<i>Manoj</i>
		Two meritorious student members (1 boy & 1 Girl)	
29.	Construction and Repair of College Building B&R and Public Health Work Committee	Dulichand (C)	<i>Dulichand</i>
		Pramila Devi (Co-Con.)	<i>Pramila</i>
		Subhash Chander	<i>Subhash</i>
		Neelam	<i>Neelam</i>
30.	Calculation of University/ College Result/ Entry of results/awards from DMC in computerized verification of results	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Pramila Devi (Co-Con.)	<i>Pramila</i>
		Meenakshi	<i>Meenakshi</i>
		Saloni	<i>Saloni</i>
		Suman Devi	<i>Suman</i>
		Manoj Kumar	<i>Manoj</i>
31.	Lecture Shortage Committee/ Absentee Slip Register Verification Committee	Neelam (C)	<i>Neelam</i>
		Dulichand (Co-Con.)	<i>Dulichand</i>
		Manoj Kumar	<i>Manoj</i>
		Balbir	<i>Balbir</i>
32.	Chief Mentor	Suman Devi (C)	<i>Suman</i>
33.	Staff Secretary	Dulichand (C)	<i>Dulichand</i>
		Manoj Kumar (Co-Con.)	<i>Manoj</i>
34.	Social Secretary/Invitation	Neelam (C)	<i>Neelam</i>
35.	Printing & Stationary Committee	Dulichand (C)	<i>Dulichand</i>
		Rajeev Verma (Co-Con.)	<i>Rajeev</i>
		Subhash Chander	<i>Subhash</i>
		Sangeeta (to keep record)	<i>Sangeeta</i>
36.	Photography and Videography Committee	Subhash Chander (C)	<i>Subhash</i>
		Neelam (Co-Con.)	<i>Neelam</i>
		Pankaj Solanki	<i>Pankaj</i>

37.	Shamiana, Mike, Light, Sound and Seating arrangement Committee	Dulichand (C)	<i>[Signature]</i>
		Rajeev Verma (Co-Con.)	<i>[Signature]</i>
		Pankaj Solanki	<i>[Signature]</i>
		Suman Devi	<i>[Signature]</i>
38.	Refreshment Committee	Subhash Chander (C)	<i>[Signature]</i>
		Neelam (Co-Con.)	<i>[Signature]</i>
		Suman Devi	<i>[Signature]</i>
		Balbir (to assist)	<i>[Signature]</i>
39.	Prize Distribution	Rajeev Verma (C)	<i>[Signature]</i>
		Saloni (Co-Con.)	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>
		Reena (to assist)	<i>[Signature]</i>
40.	College Property/ Furniture and other Misc. Works (Land, trees, building, land dispute) Committee	Pramila Devi (C)	<i>[Signature]</i>
		Dulichand (Co-Con.)	<i>[Signature]</i>
		Subhash Chander	<i>[Signature]</i>
		Neelam	<i>[Signature]</i>
41.	General Purchase Committee	Suman Devi (C)	<i>[Signature]</i>
		Meenakshi (Co-Con.)	<i>[Signature]</i>
		Rajeev Verma	<i>[Signature]</i>
42.	Inspection Committee (Physical Verification of Newly Purchased Items above Rs. 10000)	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Dulichand (Co-Con.)	<i>[Signature]</i>
		Subhash Chander	<i>[Signature]</i>
		Neelam	<i>[Signature]</i>
43.	Red Cross and Red Ribbon Club	Saloni (C)	<i>[Signature]</i>
		Suman Devi (Co-Con.)	
		Meenakshi	<i>[Signature]</i>
		Reena	<i>[Signature]</i>
44.	Earn While You Learn Committee	Neelam (C)	<i>[Signature]</i>
		Dulichand (Co-Con.)	<i>[Signature]</i>
		Subhash Chander	<i>[Signature]</i>
		Suman Devi	<i>[Signature]</i>
45.	All India Survey on Higher Education Committee and Edusat Committee	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Subhash Chander (Co-Con.)	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>
		Neelam	<i>[Signature]</i>
		Pankaj Solanki	<i>[Signature]</i>
		Dulichand	<i>[Signature]</i>
		Sangeeta (to assist)	<i>[Signature]</i>
		All Staff Members will help the committee	

46.	Sports Board	Dulichand (C)	<i>Chud</i>
		Priyanka Balhara	On Temp. Transfer for 6 months
		Subhash Chander	<i>Subhash</i>
		Neelam	<i>Neelam</i>
		Suman Devi	<i>Suman</i>
47.	Public Relation & Advertisement	Rajeev Verma (C)	<i>Rajeev</i>
		Dulichand (Co-Con.)	<i>Chud</i>
		Suman Devi	<i>Suman</i>
48.	Income Tax & Property Return Committee	Pramila Devi (C)	<i>Pramila</i>
		Meenakshi (Co-Con.)	<i>Meenakshi</i>
		Manoj Kumar	<i>Manoj</i>
		Sangeeta	<i>Sangeeta</i>
49.	Subject Change Committee/Migration	Manoj Kumar (C)	<i>Manoj</i>
		Suman Devi (Co-Con.)	<i>Suman</i>
		Pramila Devi	<i>Pramila</i>
		Neelam	<i>Neelam</i>
50.	Electronic Equipments (Purchase/Maintenance/Repair) Committee	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Saloni (Co-Con.)	<i>Saloni</i>
		Pramila Devi	<i>Pramila</i>
		Meenakshi	<i>Meenakshi</i>
51.	College Magazine	Chief Editor & Social Science	Rajeev Verma (C)
		Editor (Hindi)	Suman Devi (Co. Con)
		Editor (English Section)	Pankaj Solanki
		Editor (Commerce)	Pramila Devi
		Annual Report	Meenakshi
		Photos and News	Neelam
52.	Wall Magazine	Saloni (C)	<i>Saloni</i>
		Manoj Kumar (Co-Con.)	<i>Manoj</i>
		Meenakshi	<i>Meenakshi</i>
53.	Fee Concession and SAF Committee	Rajeev Verma (C)	<i>Rajeev</i>
		Saloni (Co-Con.)	<i>Saloni</i>
		Meenakshi	<i>Meenakshi</i>
54.	SC/ST/OBC Cell	Neelam (C)	<i>Neelam</i>
		Rajeev Verma (Co-Con.)	<i>Rajeev</i>
		Meenakshi	<i>Meenakshi</i>
55.	Anti-Ragging/Harassment/Grievances Redressal Committee	Saloni (C)	<i>Saloni</i>
		Pankaj Solanki (Co-Con.)	<i>Pankaj</i>
		Rajeev Verma	<i>Rajeev</i>
		Meenakshi	<i>Meenakshi</i>

56.	Legal Literacy Cell	Saloni (C)	
		Neelam (Co-Con.)	
		Meenakshi	Meenakshi
57.	Science Exhibition Committee	Subhash Chander (C)	
		Neelam (Co-Con.)	
		Meenakshi	Meenakshi
		Balbir	Balbir
58.	Anti Corruption Cell	Saloni (C)	
		Priyanka Balhara (Co-Con.)	On Temp. Transfer for 6 months
		Meenakshi	Meenakshi
		Pankaj Solanki	
59.	Educational Tour	Rajeev Verma (C)	
		Pankaj Solanki (Co-Con.)	
		Suman Devi	
		Saloni	
60.	Discipline Committee	Pramila Devi (C)	
		All Staff Members	
61.	Road Safety Club/Traffic Interpretation Centre	Dulichand (C)	
		Saloni (Co-Con.)	
		Manoj Kumar	
		Pramila Devi	
62.	Boards/NSS Boards/Office Plates & Other Sign Boards Committee	Subhash Chander (C)	
		Neelam (Co-Con.)	
		Dulichand	
63.	Lab Upgradation Committee	Priyanka Balhara (C)	On Temp. Transfer for 6 months
		Saloni (Co-Con.)	
		Subhash Chander	
		Neelam	
64.	License Committee	Saloni (C)	
		Pramila Devi (Co-Con.)	
		Meenakshi	
		Balbir (to assist)	
65.	Displaced Extension Lecturer Committee	Pramila Devi (C)	
		Senior Most Faculty of each Department	
66.	Covid SOP/ Sanitization committee/Health Fund	Rajeev Verma (C)	
		Saloni (Co-Con.)	
		Pankaj Solanki	
		Subhash Chander	

67.	Online Teaching/Learning Committee	Manoj Kumar (C)	02
		Senior Most Faculty of Concerned Department	
68.	R.K.F.	Neelam (C)	
		Subhash Chander (Co-Con.)	
		Pramila Devi	
		Suman Devi	
69.	Harit Haryana Abhiyana/Unnat Haryana Abhiyaan/ Nature Interpretation Centre	Manoj Kumar (C)	
		Subhash Chander (Co. Con.)	
		Neelam	
		Balbir	
70.	Subject Societies	Pankaj Solanki	English
		Suman Devi	Hindi
		Neelam	Geography
		Dulichand	History
		Rajeev Verma	Pol. Sci.
		Pramila Devi	Commerce
		Meenakshi	Mathematics
71.	Seminars/Workshops/New Project/HIPA training/ Refresher/Orientation Courses and New Courses Committee	Saloni (C)	
		Meenakshi (Co-Con.)	
		Suman Devi	
72.	Office Incharge	Manoj Kumar (C)	02
73.	Tobacco Free Educational Institution Committee	Pankaj Solanki	
		Rajeev Verma	
		Suman Devi	
74.	Class IV Supervision and Grievance Redressal Committee	Rajeev Verma (C)	
		Pankaj Solanki (Co-Con.)	
		Suman Devi	
75.	Provisional Affiliation/ Inspection Committee	Pramila Devi (C)	
		Dulichand	
		Manoj Kumar (NonFinancial)	
		Saloni	
76.	Yoga Club Committee	Suman Devi (C)	
		Subhash Chander (Co. Con.)	
		Manoj Kumar	
		Meenakshi	
77.	Disaster Management Committee	Rajeev Verma (C)	
		Pramila Devi (Co. Con)	
		Saloni	
		Pankaj Solanki	

78.	College Activity Committee	Manoj Kumar (C)	<i>ms</i>
		Dulichand	<i>DL</i>
		Pramila Devi	<i>Pr</i>
		Suman Devi	<i>sum</i>
		Sangeeta	<i>S</i>
79.	Stock Verification Committee	Pankaj Solanki (C)	<i>P.S.</i>
		Rajeev Verma (Co. Con)	<i>R.V.</i>
		Pramila Devi	<i>Pr</i>
		Suman Devi	<i>sum</i>
		Saloni	<i>Sal</i>
80.	Verification of All Scholarship and all Financial Assistance to Students of Colleges	Subhash Chander (P.O.)	<i>Sub</i>
		Neelam (Co. Con)	<i>Ne</i>
		Suman Devi	<i>sum</i>
		Kaptan LA (To assist)	<i>K</i>
81.	Handle the ERP Portal and Mobile App	Saloni (C)	<i>Sal</i>
		Pankaj Solanki	<i>P.S.</i>
		Manoj Kumar	<i>ms</i>
82.	Audit Committee	Manoj Kumar (C)	<i>ms</i>
		Meenakshi	<i>Meenak</i>
		Sangeeta	<i>S</i>
83.	Passport Committee	Suman Devi (C)	<i>sum</i>
		Manoj Kumar (Co. Con)	<i>ms</i>
		Neelam	<i>Ne</i>
		Reena (To Assist)	<i>Reena</i>

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

Principal
GOVT. COLLEGE, BALSAMAND
(HISAR)
Balsamand (Hisar)

18/01/24
A 20/01/24