

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

Annual Duties List (2024/2025)

Memo No. GCB/2025/ 356

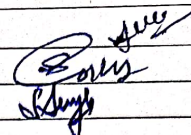
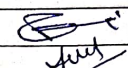
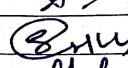
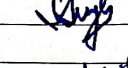
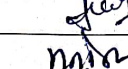

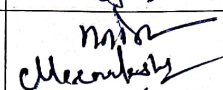
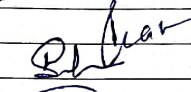
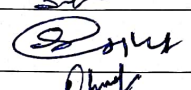


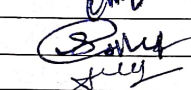

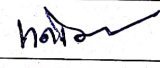

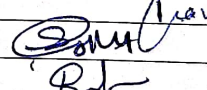
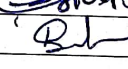
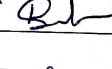
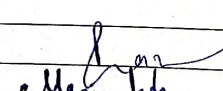
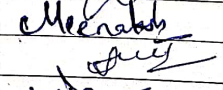

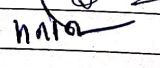
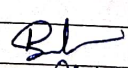

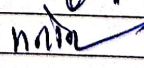
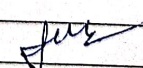
Dated: 22.04.2025

Due to deputation/temporary transfer of some colleagues and additional charge of D.D.O. to the undersigned the following modifications in annual duties are being made with immediate effect for the smooth functioning of the college. All concerned are directed to note the duties/committees assigned to them and further hand over/ take over the charges immediately.

Sr. No.	Name of Committee	Name of Faculty Member Dr./Sh./Smt.	Signature
1.	College Council	Pankaj Solanki/DDO	
		Pramila Devi	
		Suman Devi	
		Neelam	
		Subhash Chander	
2.	RTI Committee	F.A.A. Pankaj Solanki	
		SPIO Pramila Devi	
		ASPIO Sandeep Singh (Assistant)	
3.	Bursar	Manoj Kumar	
4.	Registrar/Internal Assessment & University Results Record Committee	Meenakshi (C)	
		Manoj Kumar (Co-Con. & Non-Financial issues)	
		Neelam	
		Pramila Devi	
		Sandeep Singh (to Assist)	
5.	Time Table & Workload/ Section Formation Committee/ Proctorial Duties	Pramila Devi (C)	
		Meenakshi (Co-Con.)	
		Dulichand	
		Neelam	
6.	Electricity Committee Purchase/Maintenance/Repair	Dulichand (C)	
		Subhash Chander (Co-Con.)	
		Meenakshi	
		Suman Devi	
7.	Portable Water/ Water Coolers/Purifiers Maintenance Committee	Subhash Chander (C)	
		Suman Devi (Co-Con.)	
		Neelam	
		Pawan Kumar (to assist)	

8.	All Scholarships and Stipends for the students of SC/ST/OBC.	Neelam (C) SC/ST/OBC	<i>RL</i>
		Subhash Chander (Co-Con.)	<i>Subh</i>
		Reena (to assist)	<i>Reena</i>
9.	All Scholarships (Other than SC/ST/OBC)	Subhash (NMS,FF)	<i>Subh</i>
		Suman Devi (All other Scholarships)	<i>Suman</i>
		Reena (to assist)	<i>Reena</i>
10.	Bus Pass/ Railway Pass/Passport Committee	Dulichand (C)	<i>Dulichand</i>
		Subhash Chander (Co-Con.)	<i>Subh</i>
		Manoj Kumar (Non-financial issues)	<i>Manoj</i>
11.	EVS and ECO Club/ Gardening Committee	Subhash Chander (C)	<i>Subh</i>
		Neelam (Co-Con.)	<i>RL</i>
		Suman Devi	<i>Suman</i>
12.	Women Cell/ Women Studies and Development Cell/ Anti-Sexual Harassment of Women at Workplace Committee/Girls' Common room Committee	Suman Devi (C)	<i>Suman</i>
		Pramila Devi (Co-Con.)	<i>Pramila</i>
		Neelam	<i>RL</i>
		Meenakshi	<i>Meenakshi</i>
13.	NSS Committee/ Swami Vivekananda Youth Cell/ Self-Motivated Participation of Students in any Governmental Scheme	Subhash Chander (C)	<i>Subh</i>
		Neelam (Co-Con.)	<i>RL</i>
		Dulichand	<i>Dulichand</i>
		Surender Mohan (Clerk)	<i>Surender</i>
14.	HKRNL/Contractual Employees Committee	Suman Devi (C)	<i>Suman</i>
		Subhash Chander (Co-Con.)	<i>Subh</i>
		Sandeep Singh (Assistant)	<i>Sandeep</i>
		Sangeeta	<i>Sangeeta</i>
15.	Court Cases Committee	Pankaj Solanki (C)	<i>Pankaj</i>
		Meenakshi (Co-Con.)	<i>Meenakshi</i>
		Sandeep Singh (Assistant)	<i>Sandeep</i>
		Surender Mohan (Clerk)	<i>Surender</i>
16.	Library Purchase/Maintenance and Advisory Committee	Meenakshi (C)	<i>Meenakshi</i>
		Ritu Rani	<i>Ritu</i>
		Dharamvir	<i>Dharamvir</i>
		Bihari Lal	<i>Bihari Lal</i>

17.	Cleanliness/ College Campus Beautification Committee	Dulichand (C)	
		Subhash Chander (Co-Con.)	
		Meenakshi	
		Pawan (to assist)	
18.	Personality Development and Placement Cell/ Psychological Counseling	Suman Devi (C)	
		Neelam (Co-Con.)	
		Dulichand	
		Manoj Kumar (for Psychological Counseling only)	
19.	Internal Quality Assurance Cell (IQAC) & NIRF/ NAAC/NEP	Pankaj Solanki (Chairperson)	
		Pramila Devi (C)	
		Suman Devi (Co-Con.)	
		Neelam	
		Subhash Chander	
		Manoj Kumar	
		Sh. Hansraj (Nominee Society)	
		Mr. Bharat Bhushan (Nominee Student)	
		Mr. Ankit (Nominee Alumni)	
		Sh. Paras (Nominee Industrialist)	
20.	Computer Awareness Committee	Meenakshi (C)	
		Suman Devi (Co-Con.)	
		Sandeep Singh	
		01 COPA Apprentice	
21.	Internet Committee (Connection, Payment, Repairs etc.)	Dulichand (C)	
		Pramila Devi (Co-Con.)	
		Subhash Chander	
		Surender Mohan	
22.	Web Portal Maintenance, College Website & Update Committee	Pankaj Solanki (C)	
		Sandeep Singh	
23.	CCTV Camera/Biometric Attendance system Committee/ Data Collection, Video Conferencing committee	Suman Devi (C)	
		Meenakshi (Co-Con.)	
		Sandeep Singh	
		Surender Mohan	

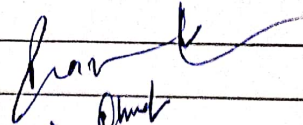
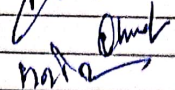
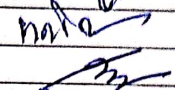
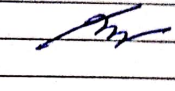
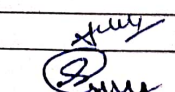
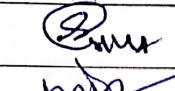
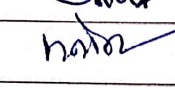
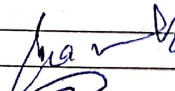
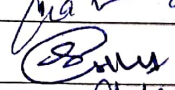
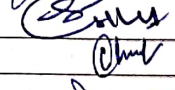
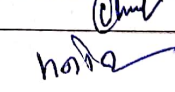
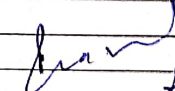
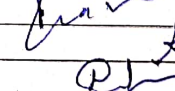
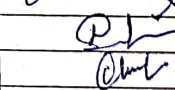
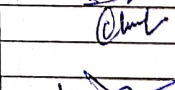
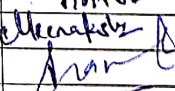
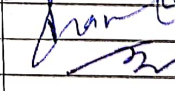
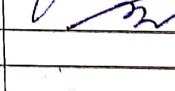
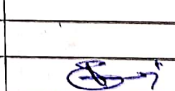
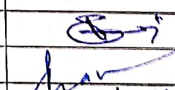
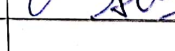
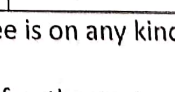
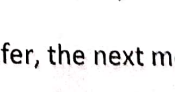
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25.	CM Window Grievance Committee	Pankaj Solanki (C) Suman Devi (Co-Con.) Subhash Chander Sandeep Singh	   
26.	Cultural and Co-Curricular Activities Committees	Suman Devi (C)	
	Music Items/ Saang/ folk Songs	Meenakshi Manoj Kumar (for audition and guidance only/non-financial help)	
	Haryanvi Dance & General (Solo/group/pop song) & Choreography	Pramila Devi Neelam	
	Theatre Items (Hindi play/Mimicry/mime) Haryanvi Skit	Subhash Chander	
	Literary Items/Quiz	Dulichand	
27.	Building Fund Committee	Dulichand (C) Subhash Chander (Co-Con.) Suman Devi DGHE Nominee Jila Prishad/Block Samiti/ Gram Panchayat Balsamand Sarpanch Manoj Kumar (Financial Advisor) Two meritorious student members (1 boy & 1 Girl)	   
28.	Construction and Repair of College Building B&R and Public Health Work Committee	Dulichand (C) Pramila Devi (Co-Con.) Subhash Chander Neelam	   
29.	Calculation of University/ College Result/ Entry of results/awards from DMC in computerized verification of results	Pramila Devi (C) Meenakshi (Co-Con.) Suman Devi Manoj Kumar	   
30.	Lecture Shortage Committee/ Absentee Slip Register Verification Committee	Neelam (C) Dulichand (Co-Con.) Manoj Kumar	  
31.	Chief Mentor	Suman Devi	

32	Staff Secretary	Dulichand (C)	<i>note</i>
		Manoj Kumar (Co-Con.)	
33	Social Secretary/Invitation	Neelam (C)	
34	Printing & Stationary Committee	Dulichand (C)	
		Subhash Chander (Co-Con.)	
		Neelam	
		Sangeeta (to keep record)	
35	Photography and Videography Committee	Subhash Chander (C)	
		Neelam (Co-Con.)	
		Dulichand	
36	Shamiana, Mike, Light, Sound and Seating arrangement Committee	Dulichand (C)	
		Subhash Chander (Co-Con.)	
		Suman Devi	
		All Group D Employees (to assist)	
37	Refreshment Committee	Subhash Chander (C)	
		Neelam (Co-Con.)	
		Suman Devi	
38	Prize Distribution	Pramila Devi (C)	
		Meenakshi (Co-Con.)	
		Suman Devi	
39	College Property/ Furniture and other Misc. Works (Land, trees, building, land dispute) Committee	Pramila Devi (C)	
		Dulichand (Co-Con.)	
		Subhash Chander	
		Neelam	
40	General Purchase Committee/GEM	Suman Devi (C)	
		Meenakshi (Co-Con.)	
		Dulichand	
		Surender Mohan	
41.	Inspection Committee (Physical Verification of Newly Purchased Items above Rs. 10000)	Pramila Devi (C)	
		Subhash Chander (Co-Con.)	
		Neelam	
42	Red Cross and Red Ribbon Club	Suman Devi (C)	
		Meenakshi (Co-Con.)	
		Subhash Chander	

43	Earn While You Learn Committee	Neelam (C)	<i>DL</i>
		Dulichand (Co-Con.)	<i>DL</i>
		Subhash Chander	<i>DL</i>
		Suman Devi	<i>DL</i>
44	All India Survey on Higher Education Committee and Edusat Committee	Subhash Chander (C)	<i>DL</i>
		Meenakshi (Co-Con.)	<i>DL</i>
		Neelam	<i>DL</i>
		Sangeeta (to assist)	
45	Sports Board	Dulichand (C)	<i>DL</i>
		Subhash Chander (Co-Con.)	<i>DL</i>
		Neelam	<i>DL</i>
		Suman Devi	<i>DL</i>
46.	Public Relation & Advertisement	Pankaj Solanki DDO	<i>DL</i>
		Dulichand (C)	<i>DL</i>
		Manoj Kumar	<i>DL</i>
47.	Income Tax & Property Return Committee	Pramila Devi (C)	<i>DL</i>
		Meenakshi (Co-Con.)	<i>DL</i>
		Manoj Kumar	<i>DL</i>
		Surender Mohan	<i>DL</i>
48.	Subject Change Committee/Migration	Manoj Kumar (C)	<i>DL</i>
		Suman Devi (Co-Con.)	<i>DL</i>
		Pramila Devi	<i>DL</i>
		Neelam	<i>DL</i>
49.	Electronic Equipments (Purchase/Maintenance/Repair) Committee	Dulichand (C)	<i>DL</i>
		Pramila Devi (Co-Con.)	<i>DL</i>
		Subhash Chander	<i>DL</i>
		Meenakshi	<i>DL</i>
50	College Magazine		
	Chief Editor	Meenakshi (C)	<i>DL</i>
	Editor (English Section)	Pankaj Solanki	<i>DL</i>
	Editor (Hindi)	Suman Devi	<i>DL</i>
	Editor (Social Science)	Dulichand	<i>DL</i>
	Annual Report	Neelam	<i>DL</i>
	Photos and News	Subhash Chander	<i>DL</i>
51	Wall Magazine	Ritu Rani (C)	<i>DL</i>
		Dharamvir	<i>DL</i>
		Bihari Lal	<i>DL</i>

52	Fee Concession and SAF Committee	Suman Devi (C)	<i>[Signature]</i>
		Manoj Kumar (Co-Con.)	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>
53	SC/ST/OBC Cell & Equal Opportunity Cell	Pankaj Solanki (C)	<i>[Signature]</i>
		Neelam (Co-Con.)	<i>[Signature]</i>
		Subhash Chander	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>
54	Anti-Ragging/Harassment/Grievances Redressal Committee	Suman Devi (C)	<i>[Signature]</i>
		Neelam (Co-Con.)	<i>[Signature]</i>
		Subhash Chander	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>
55	Legal Literacy Cell	Neelam (C)	<i>[Signature]</i>
		Meenakshi (Co-Con.)	<i>[Signature]</i>
		Dulichand	<i>[Signature]</i>
56	Science Exhibition Committee	Subhash Chander (C)	<i>[Signature]</i>
		Neelam (Co-Con.)	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>
57	Anti Corruption Cell	Pramila Devi (c)	<i>[Signature]</i>
		Subhash Chander (Co-Con.)	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>
58	Educational Tour	Subhash Chander (C) Boys	<i>[Signature]</i>
		Neelam (C) Girls	<i>[Signature]</i>
		Suman Devi	<i>[Signature]</i>
		Dulichand	<i>[Signature]</i>
59	Discipline Committee	Pramila Devi (C)	<i>[Signature]</i>
		All Staff Members	<i>[Signature]</i>
60	Road Safety Club/Traffic Interpretation Centre	Dulichand (C)	<i>[Signature]</i>
		Pramila Devi (Co-Con.)	<i>[Signature]</i>
		Suman Devi	<i>[Signature]</i>
61	Boards/NSS Boards/Office Plates & Other Sign Boards Committee	Subhash Chander (C)	<i>[Signature]</i>
		Neelam (Co-Con.)	<i>[Signature]</i>
		Dulichand	<i>[Signature]</i>
62	Lab Upgradation Committee	Subhash Chander (C)	<i>[Signature]</i>
		Neelam (Co-Con.)	<i>[Signature]</i>
		Meenakshi	<i>[Signature]</i>

63	Displaced Extension Lecturer Committee	Pramila Devi (C) Senior Most Faculty of each Department	<i>[Signature]</i>
64	Health Fund Committee	Subhash Chander (C) Neelam (Co-Con.) Suman Devi	<i>[Signature]</i> <i>[Signature]</i>
65	Online Teaching/Learning Committee	Manoj Kumar (C) All teaching faculty members	<i>note</i>
66	R.K.F.	Neelam (C) Subhash Chander (Co- Con.) Pramila Devi Suman Devi	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
67	Harit Haryana Abhiyana/Unnat Haryana Abhiyaan/ Nature Interpretation Centre	Subhash Chander (C) Neelam (Co-Con.) Meenakshi	<i>[Signature]</i> <i>[Signature]</i> <i>Meenakshi</i>
68	Subject Societies	Pankaj Solanki Suman Devi Subhash Chander Dulichand Meenakshi	English <i>[Signature]</i> Hindi <i>[Signature]</i> Geography <i>[Signature]</i> History <i>[Signature]</i> Mathematics <i>Meenakshi</i>
69	Seminars/Workshops/New Project/HIPA training/ Refresher/Orientation Courses and New Courses Committee	Meenakshi (C) Suman Devi (Co-Con.)	<i>Meenakshi</i> <i>[Signature]</i>
70	Office Incharge	Sandeep Singh (Assistant)	<i>[Signature]</i>
71	Tobacco Free Educational Institution Committee	Pankaj Solanki Nodal Officer	<i>[Signature]</i>
72	Class IV Supervision and Grievance Redressal Committee	Subhash Chander (C) Manoj Kumar (Co-Con.) Dulichand Sandeep Singh	<i>[Signature]</i> <i>note</i> <i>[Signature]</i> <i>[Signature]</i>

73.	Provisional Affiliation/Inspection Committee	Pramila Devi (C)	
		Dulichand (Co-Con.)	
		Manoj Kumar	
		Surender Mohan	
74.	Yoga Club	Suman Devi (C)	
		Subhash Chander (Co-Con.)	
		Manoj Kumar (Non-financial activities)	
75.	Disaster Management Committee	Pramila Devi (C)	
		Subhash Chander (Co-Con.)	
		Dulichand	
		Manoj Kumar (Non-Financial)	
76.	Stock Verification Committee	Pramila Devi (C)	
		Suman Devi (Co-Con.)	
		Neelam	
		Dulichand	
77.	Audit Committee	Manoj Kumar (C)	
		Meenakshi (Co-Con.)	
		Pramila Devi	
		Surender Mohan	
		Sangeeta	
78.	Research and Development Cell	Pankaj Solanki (C)	
		Pramila Devi (Co-Con.)	
		Suman Devi	

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 and so on 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.


 PRINCIPAL
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 22.04.23