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

Annual Duties List (2024/2025)

Memo No. GCB/2025/ 3 56

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	No.
		Pramila Devi	
		Suman Devi	1,000
		Neelam	C AUS
		Subhash Chander	(2) 11
		Submash Changer	(Balle
2.	RTI Committee	F.A.A. Pankaj Solanki	(A)
		SPIO Pramila Devi	luga
		ASPIO Sandeep Singh	
	To replicate to	(Assistant)	Sough
			1
3.	Bursar	Manoj Kumar	hora
			Tai ,
4.	Registrar/Internal Assessment & University	Meenakshi (C)	alloenalah
	Results Record Committee	Manoj Kumar (Co-Con. &	
		Non-Financial issues)	N.6)08
		Neelam	Roda
		Pramila Devi	A ar 19
		Sandeep Singh (to Assist)	Soluti
_	T. T. I. O		
5.	Time Table & Workload/	Pramila Devi (C)	1 1 1
	Section Formation Committee/ Proctorial	Meenakshi (co-con.)	1 Henrich
	Duties	Dulichand	Mul
		Neelam	RI
16	<u> </u>		
6.	Electricity Committee	Dulichand (C)	Ohn
	Purchase/Maintenance/Repair	Subhash Chander (Co-Con.)	(8)404A
		Meenakshii	addie a kily
		Suman Devi	Nuly 1
7.	Portable Water/ Water Coolers/Purifiers	Subhash Chander (C)	(Salue)
	Maintenance Committee	Suman Devi (co-con.)	Jul
		Neelam	01-
		Pawan Kumar (to assist)	पवने कुमार
		1	14037/12

3.	All Scholarships and Stipends for the	Neelam (C) SC/ST/OBC	01-		
	students of SC/ST/OBC.	Subhash Chander (co-con.)	Quela		
		Reena (to assist)	lus		
		(10 1101)			
9.	All Scholarships (Other than SC/ST/OBC)	Subhash (NMS,FF)	2.14		
		Suman Devi (All other	<u> </u>		
	*	Scholarships)	Juis		
		Reena (to assist)	1,41-8		
			per 2		
10.	Bus Pass/ Railway Pass/Passport Committee	Dulichand (C)	<u> </u>		
		Subhash Chander (Co-Con.)	(c)hul		
		Manoj Kumar (Non-	- Caning		
		financial issues)	holia		
5 1					
11.	EVS and ECO Club/ Gardening Committee	Cubbad Cl			
	committee	Subhash Chander (C)	(8) my		
ur dir		Neelam (co-con.)	Q.L.		
		Suman Devi	July		
12.	Women Cell/	· · ·			
		Suman Devi (C)	1 July		
	Women Studies and Development Cell/ Anti-Sexual Harassment of Women at	Pramila Devi (co-con.)	hav		
	Workplace Committee/Girls' Common room	Neelam	(/8/-		
	Committee	Meenakshi			
			Meeraksly		
13.	NSS Committee/ Subhash Chander (C)				
	Swami Vivekananda Youth Ce∜/		Bary		
	Self-Motivated Participation of Students in	Neelam (co-con.) Dulichand			
	any Governmental Scheme		Ohmer		
		Surender Mohan (Clerk)	m		
14.	HKRNI /Contractual Francis				
- 7.	HKRNL/Contractual Employees Committee	Suman Devi (C)	July		
	•	Subhash Chander (Co-Con.)	Sorry		
	*	Sandeep Singh	Church		
		(Assistant)	Mula		
		Sangeeta	V		
15.	Court Cases Committee	Pankaj Solanki (C)			
		Meenakshi (Co-Con.)	a Hannakela		
		Sandeep Singh	Checontract		
Ü		(Assistant)	Solvyk		
30.		Surender Mohan (Clerk)	n		
16.	Library Purchase/Maintenance and Advisory	Maanakahi (C)			
	Committee	Meenakshi (C)	cheeres		
	Committee	Ritu Rani	Kity		
		Dharamvir	The same		
		Bihari Lal	Blat		

	Cleanliness/ College Campus Beautification Committee		()hurt
	Committee	Subhash Chander (Co-Con.)	Sour
		Meenakshi	Menalory
		Pawan (to assist)	प्रवेत क्रमार्
10		* '	
18.	Personality Development and Placement Cell/ Psychological Counseling	Suman Devi (C)	July
	den, i sychological counseling	Neelam (co-con.)	PJ
	1. 4	Dulichand	(O)horly
		Manoj Kumar (for Psychological Counseling only)	note
19.	Internal Quality Assured	e e e e e e e e e e e e e e e e e e e	
-3.	Internal Quality Assurance Cell (IQAC) & NIRF/ NAAC/NEP	Pankaj Solanki	- 1
	MAAC/NEP	(Chairperson)	B
	y v	Pramila Devi (C)	0 \1
			lan y
3		Suman Devi (Co-Con.)	War war
		Neelam	
	•	recium	Sh
		Subhash Chander	(0)
1 12		Manoi Kuman	Enry.
		Manoj Kumar	hala
		Sh. Hansraj (Nominee	
		Society)	
		Mr. Bharat Bhushan	
		(Nominee Student)	
1		Mr. Ankit (Nominee	
	*	Alumni)	- K
		Sh. Paras (Nominee	
		Industrialist)	
0. (Computer Awareness Committee	Meenakshi (C)	o Meenato 12
- 1		Suman Devi (Co-Con.)	July
1.0			
			Sample
		Sandeep Singh 01 COPA Apprentice	Says
		Sandeep Singh 01 COPA Apprentice	Sop
1	nternet Committee (Connection, Payment,	Sandeep Singh 01 COPA Apprentice Dulichand (C)	Sologie Obert 2 V
1	nternet Committee (Connection, Payment, epairs etc.)	Sandeep Singh 01 COPA Apprentice	Ship Show Y
1		Sandeep Singh 01 COPA Apprentice Dulichand (C) Pramila Devi (Co-Con.) Subhash Chander	Ship Ohnt Start
1		Sandeep Singh 01 COPA Apprentice Dulichand (C) Pramila Devi (co-Con.)	Ohn V Borns Dear &
R	epairs etc.)	Sandeep Singh 01 COPA Apprentice Dulichand (C) Pramila Devi (Co-Con.) Subhash Chander Surender Mohan	Ship Ohnt Bous front
R	epairs etc.) eb Portal Maintenance, College Website &	Sandeep Singh 01 COPA Apprentice Dulichand (C) Pramila Devi (co-Con.) Subhash Chander Surender Mohan Pankaj Solanki (C)	Ship Oml Junt
R	epairs etc.)	Sandeep Singh 01 COPA Apprentice Dulichand (C) Pramila Devi (Co-Con.) Subhash Chander Surender Mohan	Ships Jean & Ships
W Up	epairs etc.) eb Portal Maintenance, College Website & ordate Committee	Sandeep Singh O1 COPA Apprentice Dulichand (C) Pramila Devi (Co-Con.) Subhash Chander Surender Mohan Pankaj Solanki (C) Sandeep Singh	Ships David Ships Whyte
R	epairs etc.) eb Portal Maintenance, College Website & date Committee TV Camera/Biometric Attendance system	Sandeep Singh 01 COPA Apprentice Dulichand (C) Pramila Devi (Co-Con.) Subhash Chander Surender Mohan Pankaj Solanki (C) Sandeep Singh Suman Devi (C)	Bours Pront
Wo Up	epairs etc.) eb Portal Maintenance, College Website & date Committee TV Camera/Biometric Attendance system nmittee/ Data Collection, Video	Sandeep Singh O1 COPA Apprentice Dulichand (C) Pramila Devi (Co-Con.) Subhash Chander Surender Mohan Pankaj Solanki (C) Sandeep Singh	Ships Down to the Stay to the Stay to the Charles of the Stay to the Charles of the Stay to the Stay t

24.	National Apprenticeship Promotion Scheme	Suman Devi (C)	- Aug
27.	Committee (COPA)	Subhash Chander (co-con.)	Enry
		Sandeep Singh	Sangi
			0
25.	CM Window Grievance Committee	Pankaj Solanki (C)	Ent'
۷٠.	Civi Willdow drievance committee	Suman Devi (Co-Con.)	July
		Subhash Chander	
		Sandeep Singh	Chil
		Junidech Singir	La Contraction of the Contractio
6.	Cultural and Co-Curricular Activities Committees	Suman Devi (C)	Just
	Music Items/ Saang/ folk Songs	Meenakshi	nal
		Manoj Kumar (for audition and	MARIA MARIA
	Hanganyi Danca & Concert Co.	guidance only/non-financial help	Meanhors
	Haryanvi Dance & General (Solo/group/pop song) & Choreography	Pramila Devi	Q. Maril
	Theatre Items (Hindi play/Mimicry/mime) Haryanvi Skit	Neelam Subback Chandan	Shr
	Haryanvi Skit	Subhash Chander	Day
	Literary Items/Quiz	Dulichand	Ohnd
7			
7.	Building Fund Committee	Dulichand (C)	Dlank?
		Subhash Chander (Co-Con.)	211
		Suman Devi	July -
		DGHE Nominee	
		Jila Prishad/Block Samiti/ Gram Panchayat Balsamand Sarpanch	
		Manoj Kumar (Financial Advisor)	hors
		Two meritorious student members	
		(1 boy & 1 Girl)	
	Construction and Repair of College Building	Dulichand (C)	() hard /
	B&R and Public Health Work Committee	Pramila Devi (Co-Con.)	Own
		Subhash Chander	(D) Mar
-	이 경기가 되었다면 가는 사람이 되는 것이 되었다.	Neelam	Solution
		INCCIAIII	4h
T	Calculation of University/ College Result/	Pramila Devi (C)) AK
	Entry of results/awards from DMC in	Meenakshi (Co-Con.)	11 Agri
	computerized verification of results	Suman Devi	Menalos
	[20] [40] [40] [40] [40] [40] [40] [40]		July
		Manoj Kumar	nata
	Lecture Shortage Committee/	Neelam (C)	01
	Absentee Slip Register Verification	and the control of th	SI
(Committee	Dulichand (co-Con.)	OW
		Manoj Kumar	nator
C	hief Mentor	Suman Davi	1.14
1		Suman Devi	Jun 2

		Dulichand (C)	V V
32	Staff Secretary	Manoj Kumar (Co-Con.)	NWA,
	Awitation	Neelam (C)	QV-
33	Social Secretary/Invitation		
	Committee	Dulichand (C)	Ohul
34	Printing & Stationary Committee	Subhash Chander (co-con.)	Enly
		Neelam	2h
		Sangeeta (to keep record)	
35	Photography and Videography Committee	Subhash Chander (C)	Sally
		Neelam (Co-Con.)	
		Dulichand	Umb
		Dulishand (C)	Alm/
36	Shamiana, Mike, Light, Sound and Seating	Dulichand (C) Subhash Chander (Co-Con.)	(2).141
	arrangement Committee	Suman Devi	SWV
		All Group D Employees	× -
		(to assist)	
			1 0 . 0 .
37	Refreshment Committee	Subhash Chander (C)	Some
		Neelam (Co-Con.)	
		Suman Devi	July
		Pramila Devi (C)	
38	Prize Distribution	Meenakshi (Co-Con.)	1 / Alla Jan
		Suman Devi	Will I
		Suman Devi	July 1
39	College Property/ Furniture and other Misc.	Pramila Devi (C)	1
ود	Works (Land, trees, building, land dispute) Committee		Mil
		Dulichand (Co-Con.)	Olule
		Subhash Chander	(Bru)
		Neelam	Pl
		14	
10	General Purchase Committee/GEM	Suman Devi (C)	July
		Meenakshi (Co-Con.)	Markon
	[10] [10] [10] [10] [10] [10] [10] [10]	Dulichand	Olm
		Surender Mohan	3
			0
1.	Inspection Committee (Physical Verification	Pramila Devi (C)	from t
	of Newly Purchased Items above Rs. 10000)	Subhash Chander (Co-Con.)	Smy
		Neelam	Q.L
	Red Cross and Red Ribbon Club	Suman Devi (C)	Jun -
		Meenakshi (co-con.)	Munity
1		Subhash Chander	(Q 1) AN

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43	Earn While You Learn Committee	Neelam (C)	Rh
73		Dulichand (co-con.)	() hand
		Subhash Chander	anul
		Suman Devi	July
44	All India Survey on Higher Education	Subhash Chander (C)	-Suy
	Committee and Edusat Committee	Meenakshi (Co-Con.)	Mendon
	[대왕] : [18] [18] [18] [18] [18] [18] [18] [18]	Neelam	S.V
		Sangeeta (to assist)	
45	Sports Board	Dulichand (C)	(e) but
73	Sports bound	Subhash Chander	
	의 분들은 이 맛이 없는 데 그리고 있다. 그는 그는	(Co-Con.)	(Smy
		Neelam	Plan
		Suman Devi	Jul
_	In the second		
16.	Public Relation & Advertisement	Pankaj Solanki DDO	
		Dulichand (C)	Uhar
. 14. 77. 15.	1	Manoj Kumar	halla
7	Income Tay & Branesty Between Comment	Dromile DavidC	1 1
7.	Income Tax & Property Return Committee	Pramila Devi (C)	1 Am
		Meenakshi (co-con.)	Meenker
		Manoj Kumar	hollo
		Surender Mohan	1/3/
3.	Subject Change Committee/Migration	Manoj Kumar (C)	noto
	,	Suman Devi (co-con.)	July
	[설명하다 이 사람 생생님 - 10.0 10.1]	Pramila Devi	
		Neelam	101-
ng i			- 5v.
	Electronic Equipments	Dulichand (C)	() had
	(Purchase/Maintenance/Repair)	Pramila Devi (Co-Con.)	1 m
	Committee	Subhash Chander	Shilo
		Meenakshi	alderaker.
	College Magazine		
	Chief Editor	Meenakshi (C)	Menakoh
1	Editor (English Section.)	Pankaj Solanki	(D)
	Editor (Hindi)	Suman Devi	July
}~~	Editor (Social Science)	Dulichand	Manda
_	Annual Report	Neelam	0
_	Photos and News	Subhash Chander	1800
	notes and mens	Sabilasii Cilalidel	Wille.
TV	Vall Magazine	Ritu Rani (C)	O.t.
"	Tun muguzme	Dharamvir	ALLE
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	Fee Concession and SAF Committee	Suman Devi (C)	Jun Jun
		Manoj Kumar (co-con.)	hala
	<u>. 11 12 13 14 15 16 16 16 16 16 16 16</u>	Meenakshi	allenter
3	SC/ST/OBC Cell &	Pankaj Solanki (C)	8
	Equal Opportunity Cell	Neelam (co-con.)	Q/-
		Subhash Chander	Silve
		Meenakshi	Musley
Y L			Coloren
1	Anti-Ragging/Harassment/Grievances	Suman Devi (C)	July
	Redressal Committee	Neelam (co-con.)	P
		Subhash Chander	Sum
		Meenakshi	Murkon
5	Legal Literacy Cell	Neelam (C)	Q.
		Meenakshi (co-con.)	Murakan
		Dulichand	Olm
6	Science Exhibition Committee	Subhash Chander (C)	Silver
		Neelam (co-con.)	Q/-
J. In		Meenakshi	Mentole
			1
57	Anti Corruption Cell	Pramila Devi (c)	hav
		Subhash Chander	(Sylve)
		(Co-Con.) Meenakshi	11
		Wieenaksiii	Menty
58	Educational Tour	Subhash Chander (C)	
-	Educational Four	Boys	Sau
		Neelam (C) Girls	R
		Suman Devi	Aus
		Dulichand	Dlunk
			V
59	Discipline Committee	Pramila Devi (C)	1 mm
		All Staff Members	V
			Λ
60	•	Dulichand (C)	Umr
	Centre	Pramila Devi (Co-Con.)	June
1		Suman Devi	1 July
		7, (1)	
6.			Sany
	Sign Boards Committee	Neelam (co-Con.)	
		Dulichand	Om Om
		Cubback Chandon IC 1	SHIM
62	2 Lab Upgradation Committee	Subhash Chander (C)	D
* .		Neelam (Co-Con.)	Musely
	and the state of the contract of the state o	Meenakshi	WY WOOD

	La taras Committae	Pramila Devi (C)	/www
3	Displaced Extension Lecturer Committee	Senior Most Faculty of each Department	V
		Subhash Chander (C)	(South)
64	Health Fund Committee	Neelam (Co-Con.)	
	되었다. 그리고 살아 나는 얼마를 하는데 하는데 없다.	Suman Devi	hu
		Suman Devi	N = D
		Number (C)	note
65	Online Teaching/Learning Committee	Manoj Kumar (C)	110110
		All teaching faculty members	
56	R.K.F.	Neelam (C)	R
טנ	Naxa .	Cubbach Chander (Ca	
		Con.)	1 0
		Pramila Devi	Mort
		Suman Devi	July .
57	Harit Haryana Abhiyana/Unnat Haryana	Subhash Chander (C)	Bru.
	Abhiyaan/ Nature Interpretation Centre	Neelam (Co-Con.)	
		Meenakshi	Meenaksh
8	Subject Societies	Pankaj Solanki	English 💮
		Suman Devi	Hindi Juli
		Subhash Chander	Geography (Shull
		Dulichand	History Ohul
	h As a	Meenakshi	Mathematics Mensely
9	Seminars/Workshops/New Project/HIPA	Meenakshi (C)	Member
	training/ Refresher/Orientation Courses	Suman Devi (Co-Con.)	july
	and New Courses Committee		
0	Office Incharge	Sandeep Singh	Church
		(Assistant)	nergr
1	Tobacco Free Educational Institution	Pankaj Solanki	(Soil
	Committee	Nodal Officer	
2	Class IV Supervision and Grievance	Subhash Chander (C)	Bry
	Redressal Committee	Manoj Kumar (co-con.)	nala
		Dulichand	Olul
		Sandeep Singh	Stuzes
4 T (4 C)		요즘 가게 되었다. 그렇게 살아 있는데 그렇게 했다.	

	Provisional Affiliation/Inspection Committee	Pramila Devi (C)	Lav V
	Committee	Dulichand (Co-Con.)	1 Dave
		Manoj Kumar	nata
	[경영 발생자 하나면데 - 17 - 15 - 15 - 15	Surender Mohan	95
			117
74.	Yoga Club	Suman Devi (C)	www
		Subhash Chander (Co-	
	필요한 이렇게 이 선수를 가지 않는데	Con.)	Same
		Manoj Kumar (Non- financial activities)	notes
75.	Disaster Management Committee	Pramila Devi (ℂ)	hand
		Subhash Chander (Co-	1/2
		Con.)	(Some
		Dulichand	Olm
		Manoj Kumar (Non-	- Oko el
-		Financial)	hora
76.	Stock Verifiçation Committee	Pramila Devi (C)	Ann V
		Suman Devi (co-con.)	O Aug
		Neelam	P
		Dulichand	Olut
77.	Audit Committee	Manoj Kumar (C)	bolo
	계약을 사용하는 것이 얼마나 나는 것이다.	Meenakshi (Co-Con.)	elkenakely)
		Pramila Devi	Mar
		Surender Mohan	2
Hilly Joh		Sangeeta	
78.	Research and Development Cell	Pankaj Solanki (C)	Con .
		Pramila Devi (co-con.)	
		Suman Devi	Au Au
	(1986년 - 1985년 1987년 - 1984년 - - 1984년 - 1984		7

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.

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