

Government College, Chhachhrauli (Yamuna Nagar)

OFFICE ORDER

No: GCC/2022/2052

Dated: 28.09.2022

Annual Duties

(2022-23)

(All the conveners are hereby directed to distribute equal work to the members of their respective committees & comply with each and every order given by the Chair)

1. **College Council/ Advisory Council**

Dr. Sanjeev Kumar, Principal
Mr. Ashok Bansal
Mr. Satbir Singh
Dr. Indu Bala
Mr. Vinod Sharma
Ms. Pratibha

Chairperson
Convener

2. **Chief Mentor, Senior Tutor, Bursar, Staff Secretary, Nodal officer (NEP)**

Mr. Ashok Bansal

3. **Chief Proctor & Convener –Discipline Committee**

Dr. Balvinder Singh
Entire Staff as members of the committee

4. **Office Registrar (O.E)**

Ms. Rajni Goel
Dr. Priyanka
Ms. Vikesh Bala
Ms. Panita

5. **General Purchase, Disposal & Utilization of Special Discretionary Grants**

Mr. Satbir Singh
Dr. Indu Bala
Mr. Vinod Sharma
Ms. Pratibha
Mr. Lakhvinder Singh

Convener

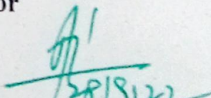
6. **RTI**

Principal (Dr. Sanjeev Kumar)	First Appellate Authority
Dr. Indu Bala	SPIO(For first 15 days of every month)
Ms. Pratibha	SPIO(Day 16 th onwards)
Ms. Panita	

7. **IQAC**

Dr. Sanjeev Kumar, Principal
Mr. Ashok Bansal
Mr. Satbir Singh
Dr. Indu Bala
Mr. Vinod Sharma
Ms. Pratibha

Chairperson
Convener/ Co-ordinator


28/9/22
Principal
Government College
Chhachhrauli (YNR.)

8. NAAC /UGC

Dr. Sanjeev Kumar, Principal
 Dr. Vishal Verma
 Dr. Ruchika Wadhwa

Convener/ Co-ordinator
Deputy Convener/ Co-coordinator

Members :

Mrs. Sujata Rani
 Mr. Rajbir
 Ms. Mamta Verma
 Dr. Priyanka
 Dr. Neha Saini
 Ms. Seema
 Ms. Sandeepi

9. Anti-Sexual Harassment/Internal Complaints Committee/ Grievance Redressal Cell/ Anti-Corruption & Anti-Ragging Cell

Sh. Ashok Bansal
 Sh. Satbir Singh
 Dr. Indu Bala
 Ms. Rajni Goel
 Ms. Seema

Convener**10 University Affairs, Internal Assessment, EVS & House Examination**

Mr. Vinod Sharma
 Dr. Vishal Verma
 Ms. Sujata Rani
 Dr. Navneet Garg
 Dr. Mukul Sharma
 Dr. Ritu Sharma
 Mr. Parveen Kumar
 Ms. Priya Rani
 Mr. Gori Shankar
 Mr. Gurmel Saini

Registrar / Convener**11 AISHE/RUSA/HRMS/ER Lab Incharge**

Dr. Neha Saini
 Ms. Sandeepi
 Dr. Shruti
 Mr. Parveen Kumar
 Ms. Panita

Nodal officer**12 Stage Secretary**

Dr. Ruchika Wadhwa
 Dr. Priyanka

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13. Cultural, Literary, Fine Arts, Co-Curricular and Extra-curricular Activities

Dr. Lalit Kumar **Convener**
 Ms. Seema
 Ms. Meenu Rani
 Ms. Vikesh Bala
 Dr. Renu Bala
 Dr. Navneet Garg
 Dr. Mukul Sharma
 Dr. Ritu Sharma
 Ms. Sukhvinder Kaur
 Mr. Gori Shankar, Tabla Player

14 Legal Literacy Cell

Dr. Ruchika Wadhwa **Convener**
 Ms. Sandeepi
 Dr. SohanLal
 Dr. Ritu Sharma
 Ms. Manju

15 Court Cases

Dr. Lalit Kumar **Convener**
 Mr. Rajbir
 Mr. Parveen Kumar

Advisory Board:

Mr. Ashok Bansal
 Mr. Satbir Singh
 Dr. Balvinder Singh

16 Scholarships/Stipends and Aadhaar Card Seeding/SARAL Portal

Dr. Sohan Lal & Ms. Meenu Rani
 Nodal Officer (All Scholarships/Stipends and Aadhaar Card Seeding)

SC-Scholarships/Stipends and Aadhaar Card Seeding

Dr. Sohan Lal **Convener**
 Ms. Meenu Rani
 Mr. Dinesh Parkash
 Mr. Pankaj Dass
 Mr. Gori Shankar

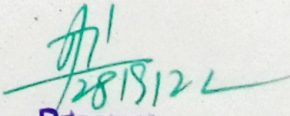
BC-Scholarships/ Stipends and Aadhaar Card Seeding

Ms. MamtaVerma **Convener**
 Ms. Vikesh Bala
 Mr. Sandeep
 Ms. Priya Rani

Scholarships/ Stipends and Aadhaar Card Seeding

(Meritorious/University/Minorities/PH/BPL/RKFF/ Divyang/Freedom Fighter & Others)

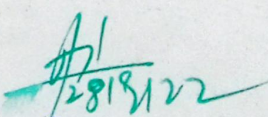
Dr. Neha Saini **Convener**
 Dr. Priyanka
 Mr. Amarpreet Singh
 Ms. Panita


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- 17 **Educational Tours / Excursions** **Convener**
 Dr. Lalit Kumar
 Dr. Vishal Verma
 Ms. Seema
 Ms. Meenu
 Dr. Ritu Sharma
 Ms. Sukhvinder Kaur
- 18 **Annual Magazine - Editorial Board & its Printing**
 Dr. Indu Bala Editor-in-Chief
 Dr. Sohan Lal Editor - English & Social Sciences Section
 Mr. Lakhvinder Singh Editor - Science Section
 Ms. Pratibha Editor - Commerce Section
 Dr. Vikesh Bala Editor - Hindi Section
 Dr. Renu Bala Editor - Punjabi Section
- 19 **Women Cell/ BetiBachaoBeti Padhao Club** **Convener**
 Ms. Seema
 Mr. Rajbir
 Ms. Meenu Rani
 Dr. Priyanka
 Ms. Sukhvinder Kaur
 Ms. Manju
 Mr. Amarpreet Singh
 Dr. Navneet Garg
- Advisory Board:**
 Mr. Ashok Bansal
 Mr. Satbir Singh
 Dr. Indu Bala
- 20 **Monitoring of Extension Lecturers** **Convener**
 Mr. Ashok Bansal
 Mr. Satbir Singh
 Ms. Rajni Goel
 Ms. Sujata Rani
- 21 **Monitoring of Outsourcing & Contractual Employees & HKRN Portal** **Convener**
 Mr. Vinod Sharma
 Dr. Balvinder Singh
 Dr. Sohan Lal
 Dr. Priyanka
 Mr. Parveen Kumar
 Ms. Panita

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- 22 **Building, Construction, CM Announcements and Assets Management Portal**
 Mr. Lakhvinder Singh **Convener**
 Dr. Vishal Verma
 Ms. Mamta Verma
 Ms. Vikesh Bala
 Ms. Sukhvinder Kaur
 Ms. Manju
 Mr. Amarpreet Singh
- 23 **Public Health / Sanitation / Maintenance of Water Purifier Systems**
 Mr. Rajbir **Convener**
 Ms. Seema
 Ms. Deepika Vaish
 Mr. Dinesh Parkash
 Dr. Mukul Sharma
24. **Driving License**
 Dr. Sohan Lal (Boys) **Convener /Nodal Officer**
 Ms. Mamta Verma (Girls) **Convener/Nodal Officer**
 Ms. Priya Rani
- 25 **Personality Development, Career Counseling and Placement Cell**
 Ms. Pratibha **Convener**
 Dr. Ruchika Wadhwa
 Ms. Sujata Rani
 Dr. Navneet Garg
 Mr. Amarpreet Singh
 Ms. Komal
 Dr. Renu Bala
- 26 **Earn While You Learn**
 Ms. Pratibha **Convener**
 Ms. Rajni Goel
 Ms. Sujata Rani
 Ms. Sandeepi
- 27 **Printing**
 Mr. Vinod Sharma **Convener**
 Dr. Lalit Kumar
 Ms. Sujata Rani
 Mr. Rajbir
 Mr. Parveen Kumar
- 28 **Time Table / Workload / Subject Combinations and Subject/Faculty Change/MIS**
 Ms. Rajni Goel **Convener**
 Mr. Lakhvinder Singh
 Dr. Ruchika Wadhwa
 Ms. Meenu Rani
 Mr. Parveen Kumar


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- 29 **Property**
Mr. Rajbir **Convener**
- Property(IT Equipment)**
Dr. Priyanka
Mr. Dinesh Parkash
Dr. Mukul Sharma
Dr. Navneet Garg
Mr. Amarpreet Singh
- Property(Wooden)**
Mr. Rajbir
Ms. Meenu Rani
Mr. Pankaj Dass
Ms. Manju
- Property(Iron/Steel/Plastic etc.)**
Ms. Seema
Dr. Renu Bala
Ms. Sukhvinder Kaur
Dr. Sandeep Kumar
- 30 **Dilapidation**
Ms. Vikesh Bala **Convener**
Ms. Meenu Rani
Ms. Deepika Vaish
Dr. Sandeep Kumar
Mr. Pankaj Dass
- 31 **Annual Results Tabulation**
Ms. Deepika Vaish **Convener**
Dr. Navneet Garg
Dr. Mukul Sharma
Mr. Dinesh Parkash
Mr. Pankaj Dass
Ms. Manju
Dr. Ritu Sharma
Ms. Komal
- 32 **Public Relations / Press, Print & Electronic Media / Photography / Videography**
Ms. Rajni Goel **Convener**
Ms. Vikesh
Ms. Manju
Dr. Ritu Sharma
Ms. Priya Rani
- 33 **Tent, Shamiyana, Sound and Seating Arrangement (All Functions)**
Sh. Lakhvinder Singh **Convener**
Dr. Balvinder Singh
Dr. Lalit Kumar
Ms. Sukhvinder Kaur
Dr. Sandeep Kumar

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- 34 **Invitation**
Dr. Mukul Sharma
Dr, Navneet Garg
Ms. Sukhvinder Kaur
Mr. Amarpreet Singh
Convener
- 35 **Decoration**
Ms. Seema
Dr. Ritu Sharma
Dr. Mukul Sharma
Dr. Sandeep Kumar
Convener
- 36 **Hospitality, Refreshment and Water Arrangement (All functions)**
Ms. Rajni Goel
Ms. Vikesh Bala
Dr. Mukul Sharma
Mr. Parveen Kumar
Convener
- 37 **Issuance of Character Certificates**
Dr. Indu Bala
Mr. Vinod Sharma
- 38 **Bus Passes**
Dr. Lalit Kumar (Boys)
Ms. Deepika Vaish (Girls)
Sh. Gori Shankar
Sh. Gurmel Saini
Principal Authority
- 39 **Library**
Dr. Indu Bala
Ms. Mamta Verma
Ms. Sujata Rani
Dr. Sohan Lal
Sh. Dinesh Parkash
Mr. Amarpreet Singh
Ms. Sunita Jhangra, Lib. Restorer
Mr. Sachin Kumar
Convener
- 40 **Nodal Officer-GeM Portal Nodal Officer (AEBAS)**
Sh. Lakhwinder Singh
- 41 **Science Labs / Science Exhibition**
Mr. Lakhvinder Singh
Ms. Sujata Rani
Ms. Meenu Rani
Dr. Priyanka
Dr. Neha Saini
Convener

Convener

Principal
Government College
Chhachhrauli (YNR.)

Ms. Sandeepi
 Dr. Vishal Verma
 Dr. Shruti
 Dr. Sandeep Kumar
 Ms. Komal
 Sh. Parveen Kumar

42 YRC/RED CROSS/RED RIBBON & Pandemic Control/Dispensary, First Aid, Tobacco Control

Mr. Satbir Singh (Boys)
 Ms. Rajni Goel (Girls)
 Mr. Parveen Kumar

43 NSS /Community Works

Mr. Rajbir (Programme Officer)
 Dr. Ruchika Wadhwa
 Ms. Punita (Clerk)

Advisory Board:

Mr. Ashok Bansal
 Ms. Rajni Goel

44. NCC

Lt. Sujata Rani, ANO
 Dr. Lalit Kumar
 Ms. Seema
 Mr. Gori Shankar

45. Web Portal Management/Passports Cell /NAPS/Issuance of LOR/Back Log Certificate

Mr. Lakhvinder Singh Convener / Nodal Officer
 Dr. Neha Saini
 Mr. Dinesh Parkash
 Mr. Amarpreet Singh
 Mr. Parveen Kumar

46. Management of Online Admission Process

Mr. Parveen Kumar Nodal Officer

47. Voter Cards and Electoral Rolls

Dr. Ritu Sharma Convener
 Ms. Sukhvinder Kaur
 Mr. Pankaj Dass
 Dr. Sandeep Kumar

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48. Electronic Resource Management

Dr. Vishal Verma
 Dr. Neha Saini
 Ms. Sandeepi
 Dr. Sandeep Kumar

Convener

49. Electricity and Maintenance of Generators

Dr. Lalit Kumar
 Mr. Rajbir
 Ms. Meenu Rani
 Dr. Sandeep Kumar

Convener

50. Canteen

Mr. Satbir Singh
 Dr. Lalit Kumar
 Dr. Vishal Verma
 Ms. DeepikaVaish
 Ms. Komal

Convener

51. Supervision/Monitoring of Cycle/Motor Cycle Parking Stand

Dr. Balvinder Singh
 Dr. Lalit Kumar
 Ms. DeepikaVaish
 Sh. Amarpreet Singh
 Ms. Manju

Convener

52. Absentee Slips, Fine Checking, Lecture Shortage, Name Struck off, Letter Dispatch to Parents and Re-Admission

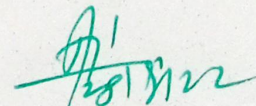
Ms. Deepika Vaish
 Mr. Dinesh Parkash
 Dr. Renu
 Dr. RituSharma
 Ms. Manju
 Ms. Priya Rani

Convener

53. Important Days Celebration

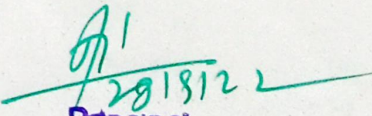
Ms. Sandeepi
 Dr. Neha Saini
 Ms. Vikesh Bala
 Dr. Ritu Sharma
 Mr. Pankaj Dass

Convener



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 2024

- 54 **Alumni Meet**
 Ms. Mamta Verma
 Ms. Sujata Rani
 Dr. Renu Bala
 Mr. Dinesh Parkash
 Mr. Amarpreet Singh
Convener
- 55 **Salary Bills, TAX/Quarterly Returns etc.**
 Sh. Ashok Bansal (Bursar)
 Ms. Pratibha
 Dr. Ruchika Wadhwa
 Ms. Panita, Clerk
- 56 **Physical Verification of Quantity / Quality of Goods**
 Dr. Lalit Kumar
 Dr. Sohan Lal
 Ms. Deepika Vaish
 Ms. Vikesh Bala
Convener
- 57 **College Beautification and Cleanliness Club/Students' Welfare Club**
 Dr. Balvinder Singh
 Ms. Seema
 Dr. Sohan Lal
 Sh. Amarpreet Singh
 Dr. Shruti
 Ms. Manju
Convener
- 58 **Sports Club and Gymnasium**
 Dr. Balvinder Singh
 Dr. Vishal Verma
 Mr. Rajbir
 Ms. Vikesh Bala
 Ms. Meenu Rani
Convener
- 59 **Eco Club**
 Ms. Sujata Rani
 Ms. Meenu Rani
 Dr. Shruti
 Ms. Komal
Convener
60. **Road Safety Awareness Club**
 Ms. Sujata Rani
 Dr. Sohan Lal
 Ms. Seema
 Dr. Navneet Garg
 Sh. Dinesh Parkash
 Dr. Sandeep Kumar
 Ms. Sukhvinder Kaur
Convener


 Principal
 Government College
 Chhachhrauli (Y.N.R.)
 2/11

61 **Language Lab & Soft Skills**

Mr. Ashok Bansal

Mr. Rajbir

Dr. Sohan Lal

Ms. Vikesh Bala

Dr. Ritu Sharma

Dr. Renu Bala

Mr. Dinesh Parkash

Convener

62. **Traffic Interpretation Centre**

Dr. Indu Bala Nodal Officer

Nature Interpretation Centre

Ms. Meenu Rani Nodal Officer

63. **Subject Societies**

Commerce- Mr. Vinod Sharma

Social Sciences- Rajni Goel

Sciences- Mr. Lakhvinder Singh

English- Mr. Rajbir

Hindi- Ms. Vikesh Bala

Punjabi – Dr. Renu Bala

Copy to:

1) All the Staff Members

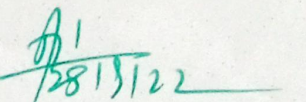
2) Office Registrar

3) College Bursar

4) Office Establishment Clerk

to note and ensure the compliance

Principal
Govt. College, Chhachhrauli


 Principal
 Government College
 Chhachhrauli (Y.N.R.)
 del