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OFFICE OF THE PRINCIPAL CHAUDHARY BANSI LAL GOVT. COLLEGE , LOHARU
DUTY LIST FOR THE SESSION 2020-21

Memo No. **GCL/2020/838**

Dated :28.10.2020

The following committees are constituted for smooth functioning of the college for the session 2020-21. These annual duties will come in to force with immediate effect. Ex-conveners/ Incharges are requested to hand over their charges, if any to the new incumbents. The conveners/ Incharges of various Committees should note down the names of faculty members associated with them. They are requested to invite fresh quotations for the work to be undertaken by them immediately. Concerned may note please.

1 College Council -cum- Reception Committee :-

- (i) Principal
- (ii) Sh. Kalu Ram Yadav
- (iii) Dr. Sukhvir Singh
- (iv) Dr. Parmod Kumar
- (v) Sh. Sujit Kumar
- (vi) Sh. Anirudh
- (vii) Sh. Ramesh Kumar
- (viii) Sh. Anil Kumar
- (ix) Smt. Sonali Saxena
- (x) Sh Vijay(Pol.Sci)

2 Bursar:-

- (i) Dr. Pramod Kumar

3 Registrar, House Exam, Internal Assessment, Merit, Minority & Freedom Fighter Scholarship Committee:-

- (i) Sh. Sujit Kumar (Registrar)
- (ii) Dr. Virender Kumar (Collection of Arts Assessment)
- (iii) Mr.Sunil Kumar (Comm.) (Collection of Commerce Assessment)
- (iv) Sh. Ramesh Kumar, Pol.Sc. (Merit Scholarship, Minority Scholarship & Freedom Fighter Scholarship, Undergraduate Girls Scholarship, National scholarship) for all classes
- (v) Mr. Manjeet Science Assesment
- (vi) Ms. Sangam (Download BA-I Assessment on University Portal)
- (vii) Sh. Maha Singh (Download BA-II Assessment on University Portal)
- (viii) Mrs. Kiran (Download BA-III Assessment on University Portal)
- (ix) Mrs. Sangeeta (Download Science / Commerce / MA Assessment on University Portal)
- (x) Mrs. Ritu

4 Sports Board :- Chairperson- Principal

- Sh. Ramesh
- (i) Sh. Vijay (Pol Sci) Convener
 - (ii) Dr. Ashish Sangwan
 - (iii) Ms. Sangam
 - (iv) Sh. Ajay Kumar
 - (v) Smt. Meenesh Kumari
 - (vi) Sh. Sunil (Commerce)
 - (vii) Sh. Vinod Maan
 - (viii) Sh. Sandeep
 - (ix) Smt. Sonika

5 Cultural Committee

- i) Sh. Sujit Kumar Convener
- (ii) Smt. Sonali Saxena
- (iii) Sh. Abhita Kumar
- (iv) Dr. Anju
- (v) Smt. Seema (Geo)
- (vi) Dr. Poonam (Hindi)
- vii) Mrs. Rajbala
- (viii) Mrs. Kiran
- (IX) Mrs. Reetu
- (X) Mrs. Manju

6 Magazine:-

- | | |
|---|---|
| (i) Sh. Ramesh Kumar, Chem. | Editor-in-Chief |
| (ii) Mr. Sujit Kumar | Sanskrit Section |
| (iii) Mr. Anil Kumar <i>Sh. Anil Kumar</i> | English Section |
| (iv) Dr. Anju & Sushma | Science Section |
| (v) Smt Poonam(Hindi) | Hindi Section |
| (vi) Sh. Dinesh Kumar | Commerce Section |
| (vii) Sh. Anirudh & Sh. Vijay Kumar | News Section & Registration of all Activities |

7 Internet & Webportal & B.S.N.L. Lease Line & Biometric Attendance System Committee:-

- (i) Mr. Vijay Kumar, (Comm) Incharge
- (ii) Mr. Maha Singh
- (iii) Mrs. Sangeeta, Computer Inst.

8 Canteen Committee

- (i) ~~Sh. Anil Kumar~~ *Sh. Anil Kumar* (Convenor)
- (ii) Sh. Sudhir Chauhan
- (iii) Sh. Ajay Kumar,
- (IV) Sh. Sunil (Eng.)
- (v) Sh. Sunil (Comm.)

9 (A) Library Grant & Advisory Committee:-

- (i) Sh. Ramesh Kumar(Chem.) (Convenor)
- (ii) Mr. Anil Kumar, Physics
- (iii) Mr. Vijay Kumar(Comm.)
- (iv) Mr. Sunil, Chemistry

9 (B) O.E. Grant/ T. E. Grant Utilisation Committee :-

- (i) Sh. Sujit Kumar (Convenor)
- (ii) Mr. Krishan Kumar
- (iii) Smt. Bala Devi

10 UGC :-

- (i) Dr. Parmod Kumar
- (ii) Dr. Ashok Kumar
- (iii) Mr. Krishan Kumar
- (IV) Mr. Rajender Singh

11 NAAC :-

- (i) Dr. Parmod Kumar (Convenor)
- (ii) Sh Anil Kumar
- (iii) Sh Ramesh Kumar
- (iv) Smt. Sonali Saxena
- (v) Mr. Vijay Kumar
- (vi) Sh. Sunil Eng.
- (vii) Dr. Ashok Kumar

12 Placement Cell & Carrier Counseling

- (i) Mr. Rajender Singh
- (ii) Dr. Ashok Kumar

13 Women Cell :-

- (i) Smt. Sonali ~~Saxena~~ *Saxena* (Convenor)
- (ii) Smt. Sonu *Sonu*
- (iii) Smt. Seema (Geog.) *Seema*
- (IV) Smt. Seema (Math) *Seema*

14 Club & Subject Societies:-

- (i) Sh. Sujit Kumar
- (ii) Dr. Ashok Kumar
- (iii) Dr. Virender / Mr. Sunil Kumar
- (iv) Mrs. Sonu / Dr. Poonam/ Mr. Abhita
- (v) Sh. Sujit Kumar
- (vi) Smt. Meenesh/ Mrs. Seema
- (vii) Sh. Anirudh
- (viii) Sh. Sunil Godara /Sh. Vijay Kumar
- (ix) Sh. Rajender / Mr. Ramesh Kumar
- (x) Dr. Poonam
- (xi) Dr. Sonali Saxena / Sh. Ajay
- (xii) Mrs. Sarita
- (xiii) Mrs. Anju/ Miss Sangam
- (xiv) Mr. Anil Kumar / Mrs. Sonika
- (xv) Sh. Ramesh Kumar/ Miss Sushma

- Coordinator *GMG*
- Asst. Coordinator *Rajender*
- English *Virender*
- Hindi *Sonu*
- Sanskrit *GMG*
- Maths *GMG*
- History *GMG*
- Commerce/ Eco. *Poonam*
- Pol. Sci. *Rajender*
- Psychology *Rajender*
- Geography *Seema*
- Sociology *Seema*
- Botany/ Zoology *Seema*
- Physics *Anil Kumar*
- Chemistry *Seema*

15 M&S:-

- (i) Sh. Ramesh Kumar (Convenor)
- (ii) Smt. Sonali Saxena *Saxena*
- (iii) Sh. Anil Kumar *Anil Kumar*

16 Grant Utilization Committees :-

Sports:-

- (i) Sh. Vijay(Pol. Sci.) (Convenor) *Vijay*
- (ii) Dr. Ashish *Ashish*
- (ii) Sh. Sunil, Eng. *Sunil*

17 Building Committee:-

- (i) Sh. Kalu Ram Yadav (Convenor) *Kalu Ram*
- (ii) Dr. Sukhvir Singh *Sukhvir*
- (iii) Sh. Ramesh Kumar

18 NSS:-

(A) Boys Unit

- (i) Mr. Anirudh (Convenor) *Anirudh*
- (ii) ~~Sh. Virender(English)~~ *Virender*

(B) Girls Unit

- (i) Dr. Sonali Saxena *Saxena* (Convenor)
- (ii) Smt. Seema (Geography) *Seema*

19 Red Cross Society, & Red Ribbion Cell :-

- (i) Sh. Sujit Kumar (Convenor) *Sujit*
- (ii) Ms. Poonam (Hindi) *Poonam*
- (iii) Ms. Pinki, *Pinki*
- (iv) Ms. Suman (Hindi) *Suman*
- (V) Sh. Ishwar Lal *Ishwar Lal*
- (VI) Sh. Vinod, Hindi *Vinod*

20 **Campus Beautification:-**

- (i) Sh. Anirudh (Convenor) *Anju*
(ii) Mrs. Anju
(iii) Sh. Ajay Kumar (Geo.)
(iv) Smt. Sangeeta (Math)
(v) Smt. Sushma
(vii) Sh. Rajender Singh *Rajender Singh*
(viii) Sh. Virender Kumar *Virender Kumar*
(ix) Sh. Vinod, Hindi *Vinod Kumar*

21 **Time Table:-**

- (i) Smt. Sonali Saxena (Convenor) *Sonali Saxena*
(ii) Sh. Vijay Co- Convenor *Vijay*
(iii) Dr Ashok Kumar (Arts)
(iv) Mr. Manjeet (Science)
(v) Mr. Vijay Kumar (Commerce)

22 **Workload**

- (i) Dr. Parmod Kumar (Convenor)
(ii) Smt. Sonali Saxena (Arts) *Sonali Saxena*
(iii) Sh. Anil Kumar (Science) *Anil Kumar*
(iv) Sh. Sunil Godara (Commerce)

23 **SC & BC Welfare Cell & PFMS :-**

(A) **SC Cell:-**

- (i) Mr. Vijay, Pol. Sci (Nodal Officer) *Vijay*
(ii) Sh. Naveen Kumar Clerk SC Scholarship *Naveen Kumar*

(B) **BC Cell:-**

- (i) Mr. Ramesh Kumar, Chem (Nodal Officer)
(ii) Sh. Maha Singh Clerk SC Scholarship

24 **Chief Mentor**

- (i) Sh. K.R. Yadav *K.R. Yadav*

25 **Income Tax :-**

- (i) Dr. Parmod Kumar (Convenor) *Parmod Kumar*
(ii) Sh. Sunil (Commerce)
(iii) Sh. Ishwar Lal
(iv) Sh. Dinesh Kumar
(v) Smt. Bala Devi

26 **Discipline, Committee :-**

- (i) Sh. Kalu Ram Yadav (Convenor) *Kalu Ram Yadav*
(ii) Sh. Anirudh *Anirudh*
(iii) Sh. Vijay *Vijay*
(iv) Sh. Rajender Singh *Rajender Singh*
(v) Sh. Ashok Kumar *Ashok Kumar*
(vi) Smt. Poonam Kumari (Psychology) *Poonam Kumari*
(vii) Sh. Vinod Kumar (Hindi) *Vinod Kumar*
(viii) Dr. Ashish Sangwan *Ashish Sangwan*
(ix) Sh. Vinod Kumar (Geography) *Vinod Kumar*
(x) Sh. Ajay Kumar *Ajay Kumar*
(xii) Smt. Sangeeta (Math)

27 **Anti Sexual Harrassment & Grievances, Anti Ragging Committee**

- (i) Dr. Sonali Saxena (Convenor) *Sonali Saxena*
(ii) Mr. Sujit Kumar *Sujit Kumar*
(iii) Sh. Ashok Kumar *Ashok Kumar*
(iv) Dr. Anju *Anju*
(v) Smt. Sonika *Sonika*

- (vi) Dr. Poonam (Hindi) *pu*
 (vii) Ms. Neelam Kumari *Neelam*
 (viii) Smt. Meenesh Kumari *M*
 (ix) Dr. Rajbala *RA*
 (x) Dr. Poonam Kumari (Psychology) *Poonam*
 (xi) Dr. Seema (Maths.) *Seema*

28 Subject Change/ Faculty Change :-

- (i) Dr. Sonali Saxena *Saxena* (Convenor)
 (ii) Sh. Sujit Kumar *Sujit*
 (iii) Sh. Vijay (Pol. Sci) *Vijay*
 (iv) Sh. Maha Singh *Maha*

29 Decoration Committee :-

- (i) Ms. Poonam, Hindi (Convenor) *pu*
 (ii) Dr. Anju
 (iii) Mrs. Kiran *Kiran*
 (iv) Smt. Meenesh *M*
 (v) Smt. Sangeeta (Math)
 (vi) Smt. Sonu (Hindi) *Sonu*
 (vii) Smt. Sushma *Sushma*

30 Refreshment Committee :-

- (i) Sh. Dinesh Kumar (Convenor) *Dinesh*
 (ii) Smt. Meenesh Kumari
 (iii) Dr. Ashish Sangwan *Ashish*
 (iv) Ms. Sonika *Sonika*
 (v) Ms. Raj Bala *Raj Bala*

31 Tent & Mike :-

- (i) Sh. Anirudh (Convenor) *Anirudh*
 (ii) Sh. Vinod, Hindi *Vinod*
 (iii) Sh. Rajender Singh *Rajender*
 (iv) Sh. Vijay Kumar (Comm) *Vijay*

32 Office & Sub-Staff Incharge :-

- (i) Sh. Krishan Kumar
 (ii) Sh. Sudhir Chauhan

33 Staff / Social Secretary

- (i) Dr. Pramod Kumar

34 Bus Pass :-

- (i) Sh. Suresh Kumar, Psy. (Convenor) *Suresh Kumar*
 (ii) Sh. Sandeep Kumar *Sandeep*
 (iii) Sh. Paramjeet *Paramjeet*

35 Printing & Invitation Committee :-

- (i) Sh. Vinod Maan (Convenor) *Vinod*
 (ii) Sh. Ashok Kumar *Ashok*
 (iii) Sh. Sunil, Chem. *Sunil*

Note:- This committee will get Inv. Cards/Letter printed, prepare the distribution lists etc

36 Fee Concession & SAF :-

- (i) Sh. K.R. Yadav (Convenor) *K.R. Yadav*
 (ii) Dr. Sukhvir Singh *Sukhvir*
 (iii) Dr. Parmod Kumar
 (iv) Sh. Ramesh Kumar
 (v) Sh. Vijay (Pol. Sci.) *Vijay*

37 Media & News Committee

- (i) Sh. Anirudh (Convenor)
- (ii) Sh. Abhita Kumar
- (iii) Ms. Neelam Kumari
- (iv) Smt. Pinki
- (v) Sh. Kapil Kumar (Maintain College News Record)

38 Alumni Association & Parents Teacher Association :-

- (i) Sh. K.R. Yadav (Convenor)
- (ii) Dr. Sukhvir Singh
- (iii) Sh. Ashok Kumar
- (iv) Sh. Rajender Singh
- (v) Sh. Dinesh Kumar
- (vi) Sh. Ajay Kumar
- (vii) Mrs. Sonu
- (viii) Sh. Abhita

39 Dispensary Cell :-

- (i) Dr. Anju (Convenor)
- (ii) Ms. Sangam
- (iii) Ms. Suman (Hindi)
- (iv) Smt. Pinki

40 Attestation of University Forms :-

- (i) Sh. Ramesh Kumar, Chem.
- (ii) Sh. Naresh Kumar

41 Earn While you Learn :-

- (i) Mr. Anil Kumar (Convenor)
- (ii) Sh. Sunil Kumar (English)
- (iii) Miss Suman (Hindi)
- (iv) Smt. Pinki
- (v) Dr. Ashish

42 University Work

- (i) Sh. Sujit Kumar (Convenor)
- (ii) Sh. Sudhir Chauhan
- (iii) Sh. Maha Singh
- (iv) Sh. Naresh Kumar

43 Legal Cell :-

- (i) Dr. Sukhvir Singh (Convenor)
- (ii) Sh. Sujit Kumar
- (iii) Sh. Anil Kumar
- (iv) Sh. Sunil (Data Entry Operator)

44 Photograph Committee :-

- (i) Ms. Sangam (Convenor)
- (ii) Sh. Sandeep
- (iii) Sh. Vinod (Hindi)
- (iv) Sh. Vijay Kumar

45 Chief Proctor :-

- (i) Sh. K.R. Yadav

46 Guidance & Councelling Committee:-

- (i) Sh. Sujit Kumar (Convenor)
- (ii) Sh. Abhita Kumar
- (iii) Smt. Seema (Maths.)
- (iv) Ms. Sonika
- (v) Dr. Ashish Sangwan

47 Road Safety & Awareness Club:-

- (i) Sh. Anirudh (Convenor)
- (ii) Dr. Poonam (Hindi)
- (iii) Sh. Vinod (Hindi)
- (iv) Sh. Ramesh (Pol. Sc.)

48 Electricity (Including Generator, A.C. , CCTV Cameras) Committee:-

- (i) Sh. Vinod Maan (Convenor)
- (ii) Sh. Sunil, English
- (iii) Sh. Abhita Kumar

Note:- Sh. Anil Kumar, Watchman is attached to the committee for manual work.

49 Boys Tour Committee:-

- (i) Dr. Sukhvir Singh (Convenor)
- (ii) Sh Anirudh
- (iii) Sh. Ashok Kumar
- (iv) Sh. Abhita Kumar

50 Girls Tour Committee:-

- (i) Dr. Sonali Saxena (Convenor)
- (ii) Ms. Sangam
- (iii) Dr. Anju
- (iv) Miss Sangeeta
- (v) Mrs. Ritu
- (vi) Smt. Bala Devi

51 Smart Class Room Preparation:-

- (i) Dr. Parmod Kumar (Convenor)
- (ii) Sh. Anil Kumar
- (iii) Smt. Anju
- (iv) Sh. Manjeet
- (v) Miss Sushma
- (vi) Sh. Sunil (Commerce)
- (vii) Smt. Manju (English)
- (viii) Sh. Ajay Kumar
- (ix) Sh. Vinod (Hindi)

52 Outsource Servicing Committee

- (i) Sh. Kalu Ram Yadav (Convenor)
- (ii) Dr. Sukhvir Singh
- (iii) Sh. Sujit Kumar
- (iv) Sh. Anil Kumar
- (v) Sh. Krishan Kumar

53 Language Lab & Compute Lab. Committee:-

- (i) Mrs. Kiran
- (ii) Smt. Ritu, Sangeeta Chaudhary

54 RTI:-

- (i) Sh. KR Yadav (SPIO)
- (ii) Sh. Virendar (English) (ASPIO)
- (iii) Sh. Sachin Typing

55 Student Vote Committee & Student Election & Union Advisory Committee:-

- (i) Sh. Ashok Kumar (Convenor)
- (ii) Sh. Rajender Singh
- (iii) Sh. Sandeep
- (iv) Dr. Rajbala
- (v) Sh. Ramesh (Pol. Sc.)
- (vi) Smt. Poonam, Hindi
- (vii) Sh. Vinod, Hindi

56 Lecture Shortage & Absentee Fine Committee:-

- (i) Smt. Manju, Eng. (Convenor) *Manju Anand*
- (ii) Sh Naveen **KUMAR** Clerk *Naveen Kumar*
- (iii) Sh. Naresh D.E.O

57 Delapidation Committee:-

- (i) Sh. Ishwar Lal (Convenor)
- (ii) Sh. Ramesh, Pol.Sc.
- (iii) Sh. Dayanand *[Signature]*

58 College Property Committee:-

- (i) Dr. Ajay Vashist (Convenor) *[Signature]*
- (ii) Sh. Ishwar Lal
- (iii) Sh. Vinod, Hindi *Vinod Kumar*
- (iv) Sh. Abhita
- (v) Dr. Dayanand *[Signature]*

59 Water Supply & Sanitation Committee:-

- (i) Sh. Ramesh Kumar (Convenor)
- (ii) Sh. Vinod (Hindi)
- (iii) Sh. Sunil, English
- (iv) Sh. Rajender Singh *[Signature]*

60 I.Q.A.C. Committee :

- (i) Principal Chairperson
- (ii) Dr. Sukhvir Singh Coordinator IQAC *[Signature]*
- (iii) Sh. Anirudh Member (Teaching)
- (iv) Sh. Anil Kumar Member (Teaching) *[Signature]*
- (v) Dr. Ashok Kumar Member (Teaching) *[Signature]*
- (vi) Ms. Meenesh Member (Teaching)
- Vii Sh. Krishan Kumar Member (Non-Teaching)
- Viii Sh. Shashi Jain Member (Nominee from local society)
- (xi) Sh. Prem Soni Member (Alumni Nominee)

61 Eco Club :

- (i) Dr. Anju (Convenor) *[Signature]*
- (ii) Ms. Sangam *[Signature]*
- (iii) Ms. Suman (Hindi) *[Signature]*

62 R.U.S.A.

- (i) Dr. Parmod Kumar (Convenor)
- (ii) Sh. Anirudh
- (iii) Sh. Anil Kumar *[Signature]*
- (iv) Sh. Ashok Kumar *[Signature]*
- (v) Dr. Ashish Sangwan *[Signature]*
- (vi) Sh. Virender (English) *[Signature]*

63 A.I.S.H.E.

- (i) Dr. Parmod Kumar (Convenor)
- (ii) Sh. Maha Singh

64 Create Students E-mail ID

- (i) Ms Sonika (Science) *[Signature]*
- (ii) Sh Ishwar Lal (Commerce)
- (iii) Mrs. Sangeeta BA-I
- (iv) Mr. Naresh Kumar BA-II & III
- (v) Mrs Kiran MA *[Signature]*
- (VII) Sh. Sunil

65 Notice Typing, E-mail & DHE notice download & press note work *Chauhan*

- (i) Sh. Sudhir Chauhan Clerk
- (ii) Sh. Sunil

66 Gov. E-Marketing (GEM) *Dinesh Goms* *Air India*

- (i) Sh. Anil Kumar (Convenor)
- (ii) Sh. Vijay, Comm.
- (iii) Ms. Sangeeta
- (iv) Ms. Kiran *Kiran*
- (v) Smt. Bala Devi

67 MIS, & HRMS *Mr. Anil Kumar (Convenor)*

- (i) Smt. Sangeeta Chaudhary (MIS) (HRMS)
- (ii) ~~Smt. Ritu~~ *Mr. Maha Singh* (HRMS)
- (iii) Sh. ~~Naresh Kumar~~ *Naveen (Clerk) MIS*

68 College Calender *Dr. Ashish Sangwan*

- (i) Dr. Ashok Kumar (Convenor)
- (ii) Sh. Virender (English) (Even months)
- (iii) Dr. Ashish Sangwan (Odd Months)
- (iv) Mrs. Sangeeta (Computer work)

69 Shiksha Setu & Shreyas *CA-19* *Air India*

- (i) ~~Sh. Anil Kumar~~ *Sangeeta* (Convenor)
- (ii) Sh. Sunil (Commerce)
- (iii) Sh. Abhita (BA-I)
- (iv) Dr. Ashish Sangwan (BA-II)
- (v) Sh. Rajender Singh (BA-III)
- (vi) Sh. Manjeet (Science)

70 Science Exhibition Committee *Air India*

- (i) Sh. Ramesh Kumar (Convenor & Chemistry)
- (ii) Sh. Anil Kumar & Mrs. Sonika (Physics)
- (iii) Dr. Anju (Botany)
- (iv) Miss Sangam & Mrs. Suman (Zoology)
- (v) Sh. Ajay Kumar & Sh. Seema (Geography)
- (vi) Mrs. Poonam (Psychology)
- (vii) Sh. Manjeet (Chemistry)

71 Social Media Champion & Website *Sun*

- (i) Sh. Anirudh
- (ii) Ms Sangam *Sangam*
- (iii) Sh. Sunil, Chemistry
- (iv) Sh. Vijay, Comm.

72. Result Branch / DMC Record *Kiran*

- (i) Smt. Kiran Bala
- (ii) Sh. Vinod Maam. *Vinod*

73. Passivar Pehchan Patra *U.S.M.G.*

- (i) Sh. Sujit Kumar - convenor
- (ii) Sh. Kapil - Clerk.

[Signature]
 PRINCIPAL,
 Ch. Bansi Lal Govt. College
 LOHARU (BHIWANI)