

Govt. College, Bahu (Jhajjar)
Annual Committee and Work distribution
Session (2023-24)

Memo No. 8089 ANNUAL DUTY LIST (2023-2024) Dated 04/10-2023

The following committees have been constituted to assist the Principal in the day to day functioning and administration of the college. These duties come into force with immediate effect. Ex-Conveners/Officers in charge, if any are requested to hand over their charge to the new incumbents within a week and report to and get counter signatures of the undersigned.

The conveners/Officers in charge of the committees should note down the names of the members and assistants/associated with them. They are also advised to invite fresh quotations for the items of work to be undertaken by them throughout the year immediately.

Special Note:

1. No spot quotation will be managed unless it is pertinent in view of the situation, with prior permission from the Principal. In case of the emergency situation, the on the spot quotations shall be called under the supervision of the Principal.
2. Quotation inviting process must be completed as early as possible.

1. College Council /College Reception Committee

- | | | |
|-------------------------------------|-------------|--------------------|
| 1. Dr. Ranvir Singh Arya, Principal | (Chairman) | |
| 2. Dr. Jitender Kumar Bhardwaj | (Secretary) | <i>[Signature]</i> |
| 3. Dr. Sunil Kumar | (Member) | <i>[Signature]</i> |
| 4. Dr. Mohan Kumar | (Member) | <i>[Signature]</i> |
| 5. Dr. Reena | (Member) | <i>[Signature]</i> |

2. Time Table, Work load and subject change committee

- | | | |
|---|------------|--------------------|
| 1. Dr. Sukhvir Singh | (Convener) | <i>[Signature]</i> |
| 2. Dr. Mohan Kumar | (Member) | <i>[Signature]</i> |
| 3. Dr. Pankaj | (Member) | <i>[Signature]</i> |
| 4. Sh. Narender Kumar | (Member) | <i>[Signature]</i> |
| 5. Sh. Narender Kumar Kulbir Singh | (Member) | <i>[Signature]</i> |

3. IQAC

- | | | |
|----------------------|------------|--------------------|
| 1. Dr. Sunil Kumar | (Convener) | <i>[Signature]</i> |
| 2. Dr. Mohan Kumar | (Member) | <i>[Signature]</i> |
| 3. Dr. Reena | (Member) | <i>[Signature]</i> |
| 4. Dr. Sukhvir Singh | (Member) | <i>[Signature]</i> |

Prepared
[Signature]

4. UGC/NAAC/AISHE/NEP 2020 Implementation/RUSA

| | | | | |
|-------|-------------------|--------------|----------|--|
| (i) | Dr. Sunil Kumar | Asstt. Prof. | Convener | |
| (ii) | Dr. Mohan Kumar | Asstt. Prof. | Member | |
| (iii) | Dr. Reena | Asstt. Prof. | Member | |
| (iv) | Dr. Sukhvir Singh | Asstt. Prof. | Member | |

5 HRMS/Biometric Attendance/E-Salary Committee:

| | | | |
|--------------------|--------------|----------|--|
| Dr. Pamkaj | Asstt. Prof. | Convener | |
| Dr. Reena | Asstt. Prof. | Member | |
| Sh. Narender Kumar | Asstt. Prof. | Member | |
| Sh. Aditya Goyal | Asstt. Prof. | Member | |

6 Sports Board:

| | | | | |
|-------|-------------------|--------------|----------|--|
| (i) | Dr. Sunil Kumar | Asstt. Prof. | Convener | |
| (ii) | Dr. Mohan Kumar | Asstt. Prof. | Member | |
| (iii) | Ms. Reena | Asstt. Prof. | Member | |
| (iv) | Dr. Sukhbir Singh | Asstt. Prof. | Member | |
| (v) | Sh. Kulbir Singh | Asstt. Prof. | Member | |

7 NSS Advisory Board:

| | | | | |
|-------|-------------------|-----------------------|----------|--|
| (i) | Dr. Sunil Kumar | Asstt. Prof. | Convener | |
| (ii) | Dr. Mohan Kumar | Asstt. Prof. | Member | |
| (iii) | Dr. Sukhbir Singh | Asstt. Prof. | Member | |
| (iv) | Ms. Pooja Sharma | Asstt. Prof. & NSS PO | Member | |

8. Central Purchase Committee/GeM:

| | | | | |
|-------|-------------------|--------------|----------|--|
| (i) | Dr. Sunil Kumar | Asstt. Prof. | Convener | |
| (ii) | Dr. Mohan Kumar | Asstt. Prof. | Member | |
| (iii) | Dr. Reena | Asstt. Prof. | Member | |
| (iv) | Sh. Sukhbir Singh | Asstt. Prof. | Member | |

9. Sexual Harassment and Anti Ragging Committee:

| | | | | |
|-------|------------------|--------------|----------|--|
| (i) | Dr. Sunil Kumar | Asstt. Prof. | Convener | |
| (ii) | Dr. Mohan Kumar | Asstt. Prof. | Member | |
| (iii) | Ms. Reena | Asstt. Prof. | Member | |
| (iv) | Ms. Pooja Sharma | Asstt. Prof. | Member | |
| (v) | Ms. Sangeeta | Ext. Lect. | Member | |

10. Grievances and CM Window Committee:

| | | | | |
|-------|-------------------|--------------|----------|--|
| (i) | Dr. Sunil Kumar | Asstt. Prof. | Convener | |
| (ii) | Dr. Mohan Kumar | Asstt. Prof. | Member | |
| (iii) | Ms. Reena | Asstt. Prof. | Member | |
| (iv) | Dr. Sukhbir Singh | Asstt. Prof. | Member | |

Road Safety Club/ Driving Licence:

| | | | | |
|-------|--------------------|--------------|------------------------------|----------------|
| (i) | Dr. Reena | Asstt. Prof. | Member for Financial Purpose | Reena |
| (ii) | Ms. Sangeeta | Ext. Lect. | Member | Reena |
| (iii) | Sh. Sunil Kumar | Ext. Lect. | Member | Sunil Kumar |
| (iv) | Dr. Ravinder Singh | Ext. Lect. | Member | Ravinder Singh |

12. Eco-Club:

| | | | | |
|-----|------------------|--------------|----------|--------------|
| i | Dr. Sunil Kumar | Asstt. Prof. | Convener | Sunil Kumar |
| ii | Sh. Kulbir Singh | Asstt. Prof. | Member | Kulbir Singh |
| iii | Dr. Pankaj | Asstt. Prof. | Member | Pankaj |
| iv | Ms. Rekha | Asstt. Prof. | Member | Rekha |

13. Red Cross, Self Defence & Student welfare Committee:

| | | | | |
|-------|------------------|--------------|----------|--------------|
| (i) | Sh. Aditya Goyal | Asstt. Prof. | Convener | Aditya Goyal |
| (ii) | Sh. Sunil Kumar | Ext. Lect. | Member | Sunil Kumar |
| (iii) | Ms. Rekha | Ext. Lect. | Member | Rekha |
| (iv) | Ms. Monika | Ext. Lect. | Member | Monika |

14. Discipline Core Committee (including all staff):

| | | | | |
|-------|-----------------------------|--------------|----------|-------------------------|
| (i) | Dr. Jitender Kumar Bhardwaj | Assoc. Prof. | Convener | Jitender Kumar Bhardwaj |
| (ii) | Dr. Sunil Kumar | Asstt. Prof. | Member | Sunil Kumar |
| (iii) | Dr. Mohan Kumar | Asstt. Prof. | Member | Mohan Kumar |
| (iv) | Ms. Reena | Asstt. Prof. | Member | Reena |

15 Smart Class Rooms/ Labs

| | | | |
|---|--------------------|--------------|----------------|
| Smart Computer Room-LT R-8, | Sh. Aditya Goyal | Asstt. Prof. | Aditya Goyal |
| Geography Lab-I | Dr. Pankaj | Asstt. Prof. | Pankaj |
| Smart Computer Room-Geo Lab-II | | | |
| Overall Inverter In charge | | | |
| Smart Lab-(Podium), In Charge | Sh. Sunil Kumar | Ext. Lect. | Sunil Kumar |
| Computer Lab, In Charge | | | |
| Language lab, In Charge | Dr. Ravinder Singh | Ext. Lect. | Ravinder Singh |
| Classes of Compulsory Computer Studies | Ms. Monika | Ext. Lect. | Monika |

16. MIS, Internet, LMS, College Web Portal/ERP & CMS/CCTV:

| | | | | |
|-------|------------------|--------------|----------|--------------|
| (i) | Sh. Narender Kr. | Asstt. Prof. | Convener | Narender Kr. |
| (ii) | Dr. Pankaj | Asstt. Prof. | Member | Pankaj |
| (iii) | Sh. Aditya Goyal | Asstt. Prof. | Member | Aditya Goyal |
| (iv) | Ms. Monika | Ext. Lect. | Member | Monika |

17. Building Maintenance, Building Extension & Dilapidation work and Canteen Committee:

| | | | | |
|-------|-------------------|--------------|----------|---------------|
| (i) | Dr. Mohan Kumar | Asstt. Prof. | Convener | Mohan Kumar |
| (ii) | Sh. Kulbir Singh | Asstt. Prof. | Member | Kulbir Singh |
| (iii) | Ms. Reena | Asstt. Prof. | Member | Reena |
| (iv) | Dr. Sukhbir Singh | Asstt. Prof. | Member | Sukhbir Singh |

Educational Tour Committee:

| | | | | |
|-------|------------------|--------------|----------|----------|
| (i) | Dr. Reena | Asstt. Prof. | Convener | Reena |
| (ii) | Sh. Kulbir Singh | Asstt. Prof. | Member | Kulbir |
| (iii) | Ms. Rekha | Ext. Lect. | Member | Rekha |
| (iv) | Dr. Suchitra | Ext. Lect. | Member | Suchitra |

19. Campus Beautification, Painting and Greenery Committee:

| | | | | |
|-------|------------------|--------------|----------|-------|
| (i) | Ms. Pooja Sharma | Asstt. Prof. | Convener | Pooja |
| (ii) | Ms. Rekha | Ext. Lect. | Member | Rekha |
| (iii) | Sh. Sunil Kumar | Clerk | Member | Sunil |

20. Cultural /Youth Festival/Day Celebration etc. Committee

| | | | | |
|-------|--------------------|--------------|----------|----------|
| (i) | Dr. Sukhvir Singh | Asstt. Prof. | Convener | Sukhvir |
| (ii) | Sh. Sunil Kumar | Ext. Lect. | Member | Sunil |
| (iii) | Dr. Ravinder Singh | Ext. Lect. | Member | Ravinder |
| (iv) | Ms. Sangeeta | Ext. Lect. | Member | Sangeeta |
| (v) | Ms. Monika | Ext. Lect. | Member | Monika |

(M) Sh. Kulbir Singh**Asstt. Prof.****Member****21. Income Tax Calculation, College Tax Quarterly updation committee:**

| | | | | |
|-------|------------------|--------------|----------|--------|
| (i) | Dr. Mohan Kumar | Asstt. Prof. | Convener | Mohan |
| (ii) | Dr. Sunil Kumar | Asstt. Prof. | Member | Sunil |
| (iii) | Sh. Aditya Goyal | Asstt. Prof. | Member | Aditya |
| (iv) | Dr. Pankaj | Asstt. Prof. | Member | Pankaj |

22. Printing, Certificate writing and Invitation Committee:

| | | | | |
|-------|-----------------|--------------|----------|----------|
| (i) | Dr. Reena | Asstt. Prof. | Convener | Reena |
| (ii) | Sh. Sunil Kumar | Ext. Lect. | Member | Sunil |
| (iii) | Ms. Rekha | Ext. Lect. | Member | Rekha |
| (iv) | Ms. Suchitra | Ext. Lect. | Member | Suchitra |

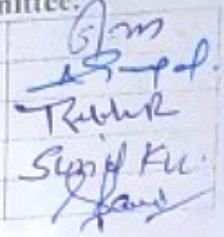
23. Seating Arrangements, Tent & Sound , Light and Stage Committee:

| | | | | |
|-------|--------------------|--------------|----------|----------|
| (i) | Sh. Kulbir Singh | Asstt. Prof. | Convener | Kulbir |
| (ii) | Sh. Narender Kumar | Asstt. Prof. | Member | Narender |
| (iii) | Dr. Ravinder Singh | Ext. Lect. | Member | Ravinder |
| (iv) | Ms. Rekha | Ext. Lect. | Member | Rekha |

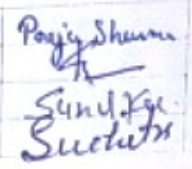
24. Office Maintenance Committee (due to the non availability of sufficient office staff)

| | | | | | |
|--------|--------------------|----------------------|----------|--|---------------|
| (i) | Sh. Kulbir Singh | Asst. Prof. | Convener | Sanctioning of work | Kulbir |
| (ii) | Sh. Narender Kumar | Asstt. Prof. | Member | | Narender |
| (iii) | Dr. Pankaj | Asstt. Prof. | Member | | Pankaj |
| (iv) | Ms. Monika | Ext. Lect. | Member | Correspondence work and Press News publicity | Monika |
| (v) | Sh. Sunil Kumar | Clerk | Member | Service Book, Email, Internet work, (all office work overall in charge) Comp. work | Sunil |
| (vi) | Sh. Nishu Kumar | Peon (on o/s Policy) | Member | SC/BC Stipend/Scholarship, Diary Dispatch, DMC, all Record keeping Accounts, Cash Book, Day book, Leaves | Nishu |
| (vii) | Sh. Jagdeep Kumar | L.A. | Member | Treasury related work | Jagdeep Kumar |
| (viii) | Ms. Lata | Peon | Member | Computer Typing and Printing/Internet work, Email, Character & other Certificates. | Lata |


25 Univ. Affairs, RR/CR, Exams, Univ Answer Sheets, Result, DMC, RK Fund etc. Committee:

| | | | | | |
|-------|-------------------|-------------|-----------------------------|----------|---|
| (i) | Dr. Sukhvir Singh | Asst. Prof. | RR/CR, R.K Fund | Convener |  |
| (ii) | Sh. Aditya Goyal | Asst. Prof. | Univ. Answer Sheets, Exams. | Member | |
| (iii) | Ms. Rekha | Ext. Lect. | DMC | Member | |
| (iv) | Sh. Sunil Kumar | Ext. Lect. | Result | Member | |
| (v) | Ms. Sangeeta | Ext. Lect. | Admission & other Forms | Member | |

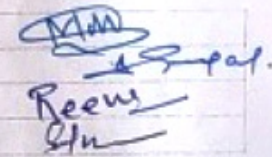
26. Sanitation, R.O/Coolers & Water Arrangements Committee

| | | | | |
|-------|------------------|--------------|----------|---|
| (i) | Ms. Pooja Sharma | Asstt. Prof. | Convener |  |
| (ii) | Sh. Kulbir Singh | Asst. Prof. | Member | |
| (iii) | Sh. Sunil Kumar | Ext. Lect. | Member | |
| (iv) | Dr. Suchitra | Ext. Lect. | Member | |

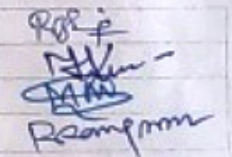
27. Court Matters Committee :

| | | | | |
|-------|--------------------|--------------|------------------------|---|
| (i) | Dr. Mohan Kumar | Asstt. Prof. | Convener/Nodal Officer |  |
| (ii) | Sh. Narender Kumar | Asst. Prof. | Member | |
| (iii) | Dr. Ravinder Singh | Ext. Lect. | Member | |

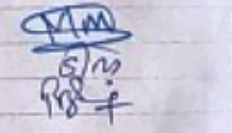
28. AG and other Audit Works Committee:

| | | | | |
|-------|------------------|--------------|----------|--|
| (i) | Dr. Mohan Kumar | Asstt. Prof. | Convener |  |
| (ii) | Sh. Aditya Goyal | Asstt. Prof. | Member | |
| (iii) | Ms. Reena | Asstt. Prof. | Member | |
| (iv) | Sh. Sunil Kumar | Clerk | Member | |


29. Library Committee/Library advisory board:

| | | | | |
|-------|--------------------|--------------|----------|---|
| (i) | Dr. Pankaj | Asstt. Prof. | Convener |  |
| (ii) | Sh. Narender Kumar | Asstt. Prof. | Member | |
| (iii) | Dr. Mohan Kumar | Asstt. Prof. | Member | |
| (iv) | Dr. Ravinder Singh | Ext. Lect. | Member | |

30. Ext. Lecturer In-Charges/HOD:

| | | | | | |
|-------|-------------------|-----------|--------------|----------|---|
| (i) | Dr. Mohan Kumar | Commerce | Asstt. Prof. | Convener |  |
| (ii) | Dr. Sukhvir Singh | English | Asstt. Prof. | Member | |
| (iii) | Dr. Pankaj | Geography | Asstt. Prof. | Member | |

31. Scholarship and Stipend Schemes Committee:

| | | | | | |
|-------|--|--------------|---|----------|---|
| (i) | Sh. Narender Kr. | Asst. Prof. | SC Scholarship and Stipend | Incharge |  |
| (ii) | Dr. Sunil Kumar Sangeeta | Asstt. Prof. | Post Matric Scholarship Scheme for BC Students | Incharge | |
| (iii) | Dr. Reena | Asstt. Prof. | Haryana State Merit Scholarship Schemes for UG Girls Students | Incharge | |

| | | | | | |
|-----|-------------------------------|--------------|--|----------|--------|
| | Dr. Reena | Asstt. Prof. | National Scholarship Scheme | Incharge | Reena |
| (v) | Dr. Mohan Kumar Ms. Monika | | Haryana State Meritorious Incentive Scheme | Incharge | Monika |

32. Alumni Cell:

| | | | | |
|-------|------------------|--------------|----------|------------------|
| (i) | Dr. Mohan Kumar | Asstt. Prof. | Convener | Dr. Mohan Kumar |
| (ii) | Sh. Aditya Goyal | Asstt. Prof. | Member | Sh. Aditya Goyal |
| (iii) | Dr. Pankaj | Asstt. Prof. | Member | Dr. Pankaj |

33. Subject Society:

| | | | | |
|-------|-------------------|--------------|----------------|-------------------|
| (i) | Dr. Sukhvir Singh | Asstt. Prof. | Language | Dr. Sukhvir Singh |
| (ii) | Dr. Sunil Kumar | Asstt. Prof. | Social Science | Dr. Sunil Kumar |
| (iii) | Dr. Mohan Kumar | Asstt. Prof. | Commerce | Dr. Mohan Kumar |

34. Tobacco Free Educational Institutions:

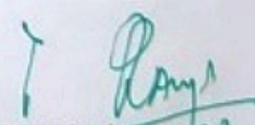
| | | | | |
|-------|------------------|--------------|----------|------------------|
| (i) | Sh. Aditya Goyal | Asstt. Prof. | Convener | Sh. Aditya Goyal |
| (ii) | Ms. Monika | Ext. Lect | Member | Ms. Monika |
| (iii) | Ms. Sangeta | Ext. Lect | Member | Ms. Sangeta |

35. Apprentice Committee:

| | | | | |
|-------|--------------------|--------------|---------------------------------------|--------------------|
| (i) | Sh. Narender Kumar | Asstt. Prof. | Incharge of engagement of Apprentices | Sh. Narender Kumar |
| (ii) | Dr. Pankaj | Asstt. Prof. | Member | Dr. Pankaj |
| (iii) | Dr. Ravinder Singh | Ext. Lect. | Member | Dr. Ravinder Singh |

37. Pariwar Pahchaan Patra Cell

| | | | | |
|------|--------------------|--------------|---------------|--------------------|
| (i) | Sh. Narender Kumar | Asstt. Prof. | Nodal Officer | Sh. Narender Kumar |
| (ii) | Ms. Monika | Ext. Lect. | Member | Ms. Monika |


 Principal
 Govt. College, Bahu
 Distt. Jhajjar (Hry.)

Govt. College, Bahu (Jhajjar)
Annual Committee and Work distribution
Session (2023-24)

ANNUAL DUTY LIST (2023-2024)

| Sr.No. | Charges | Name | Designation | Signature |
|--------|--|--|--------------|---------------|
| 1 | Senior Tutor/ Chief Mentor/ Chief Proctor/SPIO | Dr. Jitender Kr. Bhardwaj | Asstt. Prof | |
| 2 | Sports Incharge/Placement, Entrepreneurship and Allied activities Incharge | Dr. Mohan Kumar | Asstt. Prof. | |
| 3 | Registrar | Dr. Sukhbir Singh | Asstt. Prof. | |
| 4 | Bursar | Sh. Aditya Goyal | Asstt. Prof. | |
| 5 | Office/Office Staff/Outsourcing Staff/Electricity and Electricity Items Incharge | Sh. Kulbir Singh | Asstt. Prof. | |
| 6 | Steel & Wooden Furniture and other Properties items (except Electricity items) | Dr. Sukhbir Singh | Asstt. Prof. | |
| 7 | Women Cell | Dr. Reena | Asstt. Prof. | |
| 8 | NSS ,Swachh Bharat Mission,EWYL/Outreach Programme Coordinator | Dr. Reena (till 09.11.2023) | Asstt. Prof. | |
| 9 | Bus Pass, Bus Routes/Passport/Voter Id/Election Matters/Legal Literacy In charge | Sh. Sunil Kumar Dr. Jitender Bhardwaj Dr. Pankaj, Dr. Ravinder Langran | Ext. Lect. | |
| 10 | Absentee Record, Lesson Plans | Dr. Monika | Ext. Lect | |
| 11 | Library | Dr. Pankaj | Asstt. Prof. | |
| 12. | Treasury Messengers | Sh. Sunil Kumar | Clerk | |
| | | Sh. Jagdeep | L.A. | Jagdeep Kumar |

Principal
Government College, Bahu
Distt. Jhajjar (Hry.)