

Govt. College Sampla (Rohtak)

Annual Duty- Session 2019-20

Sr. No.	Name of Committee	Convener Sarvo Dr./Sh/ Smt Kum. /	Members Sarvo Sh. /Smt. Kum.	Sign.
1	College Council & Reception Committee Development Board	Sh. Sultan Singh <i>[Signature]</i>	Sh. Pawan Kumar <i>P</i> Dr. Roshan Lal Rohilla Sh. Hardeep Singh	<i>[Signature]</i>
2	U.G.C./IQAC/ NAAC	Dr. Roshan Lal Rohilla	Sh. Sultan Singh <i>[Signature]</i> Sh. Pawan Kumar <i>P</i> Ms. Suman Devi <i>[Signature]</i>	
3	Purchase Committee	Dr. Roshan Lal Rohilla <i>[Signature]</i>	Sh. Pawan Kumar <i>P</i> Ms. Asha Rani Member concerned Deptt. Sh. Hardeep Singh (as Member (Property In-charge)	
4	Prize Committee	Sh. Pawan Kumar	Sh. Ashok Kumar Ms. Asha Rani Ms. Preeti (Ext. Lect)	<i>[Signature]</i>
5	Professor In-charge (Office matter)	Dr. Roshan Lal Rohilla <i>[Signature]</i>	Ms. Suman Devi (Minutes of meeting recording) <i>[Signature]</i> Sh. Anand (Clerk) Sh. Pawan Kumar (Clerk)	
6	Character Certificate Committee	Dr. Roshan Lal Rohilla <i>[Signature]</i>	Sh. Pawan Kumar (Clerk)	
7	Library Advisory Committee	Sh. Sultan Singh <i>[Signature]</i>	Sh. Pawan Kumar <i>P</i> Dr. Roshan Lal Rohilla Ms. Preeti Ishtkan Ms Asha Rani (Member Secretary being library in-charge)	
8	Tutorial & Proctorial	Sh. Sultan Singh <i>[Signature]</i>	Sh. Pawan Kumar <i>P</i>	
9	SPIO (RTI)	Sh. Sultan Singh <i>[Signature]</i>	Sh. Pawan Kumar (Clerk)	
10	Printing and Magazine Publication	Sh. Hardeep Singh	Ms. Preeti Ishtkan Ms. Asha Rani	
11	Bursar	Sh. Sultan Singh <i>[Signature]</i>	Dr. Roshan Lal Rohilla	<i>[Signature]</i>
12	Cycle Stand Committee	Sh. Jaipal	Ms. Pratibha Sh. Narender (Peon)	
14	Library In-Charge	Sh. Ashok Kumar	Sh. Kuldeep Computer L.A	
15	Computer In-charge	Sh. Pawan Kumar <i>P</i>	Sh. Nitin Dalal (CI) Sh. Kuldeep (CLA)	

16	Press Report	Sh. Pawan Kumar <i>P</i>	Dr. Roshan Lal Rohilla Ms. Mantal (Ext. Lect.)	<i>Mr. A. D. D.</i>
17	Refreshment	Mrs. Asha	Ms. Suman Devi Ms. Preeti Ishtkan Ms. Preeti (Ext. Lect.) Sh. Rajesh (Peon) Sh. Narender Peon	<i>Suman Preeti</i>
18	Decoration Committee	Mrs. Suman Devi <i>Suman</i>	Ms. Mantal (Ext. Lect.) Ms. Partibha (Ext. Lect.) Ms. Preeti (Ext. Lect.) Sh. Kuldeep CLA	<i>Partibha Preeti</i>
19	Youth Red Cross & Red Ribbon Club/ SAF/Road Safety	Sh. Ashok Kumar	Ms. Preeti Ishtkan Ms. Partibha (Ext. Lect.) Ms. Preeti (Geog Extn)	<i>Preeti Preeti</i>
20	Discipline & Anti Raging	Sh. Pawan Kumar <i>P</i>	Sh. Jaipal Dr. Deepak Lathwal Ms. Preeti Ishtkan Ms. Partibha Ms. Mantal Devi	<i>Jaipal Preeti Mantal</i>
21	Bio Metric/Web Portal/HRMS/ MIS	Dr. Roshan Lal Rohilla	Sh. Nitin Dalal (CI to update web portal daily) Sh. Anand Kumar (to update HRMS and MIS daily) Sh. Kuldeep Computer (C.L.A.)	
22	Registrar-University Affairs	Sh. Pawan Kumar <i>P</i>	Dr. Deepak Lathwal Sh. Anik Kumar Sh. Pawan Kumar (Clerk)	<i>Deepak</i>
23	Cleanliness & Sanitation. Water arrangement, Health & Hygienic	Sh. Ashok Kumar	Sh. Jaipal (Outside) Ms. Pratibha (Ground floor) Sh. Anil (First Floor) Ms. Asha (Sweeper) to maintain cleanliness in First Floor and Front parking and roads Sh. Sanjay (Sweeper cum Chowkidar) to maintain cleanliness in Ground Floor side parks, canteen area, roads and upto main gate of college. Sh. Rajesh Peon (Dusting work in all the rooms of ground floor including desks for students, rooms windows and doors etc) Sh. Narender (Peon) Dusting work in all the class rooms of First Floor including desks, windows and doors stairs etc and library. Ms. Meena Peon Dusting work	<i>Preeti</i>

			in all the offices and as substitute in the absence of Rajesh and Narendra (Peons)	
24	Electricity	Sh. Ashok Kumar	Sh. Pawan Clerk Sh. Rajesh (Peon)	
25	College Property	Sh. Hardeep Singh	Sh. Deepak Lathwal Sh. Jaipal	Deepak
26	Educational Tour	Sh. Pawan Kumar	Sh. Deepak Lathwal (Boys) Ms. Suman Devi (Girl) Ms. Preeti Ishtkan	Deepak
27	Time Table & Work Load/ Subject Change	Dr. Roshan Lal Rohilla	Ms. Suman Devi Ms. Preeti Ishtkan Sh. Anand (Clerk)	Suman
28	Income Tax	Dr. Roshan Lal Rohilla	Sh. Sultan Singh Ms. Suman Devi Ms. Preeti Ishtkan	Suman
29	Repair of Furniture minor repairs in building toilet etc.	Sh. Hardeep Singh	Dr. Deepak Lathwal Ms. Pratibha Ms. Preeti (Geng)	Pratibha
30	SC/BC Cell/Scholarship	Sh. Pawan Kumar	Ms. Preeti Ishtkan Sh. Anand Clerk	
31	Online Admission	Sh. Sultan Singh	Sh. Pawan Kumar Sh. Hardeep Singh Sh. Ashok Kumar Sh. Nitin Dalal (CI) Sh. Kuldeep Computer (C.I.A.)	
32	Sexual Harassment & Grievance cell	Sh. Sultan Singh	Sh. Sultan Singh Sh. Pawan Kumar Dr. Roshan Lal Rohilla Ms. Suman Devi Ms. Preeti Ishtkan Ms. Asha Rani	Suman
33	Sports	Sh. Jaipal	Sh. Deepak Lathwal Ms. Pratibha Sh. Anil	Deepak
34	Building Committee	Sh. Pawan Kumar	Sh. Sultan Singh Dr. Roshan Lal Rohilla Sh. Hardeep Singh Sh. Ashok Kumar Dr. Deepak Lathwal	
35	Staff Secretary	Ms. Suman	Sh. Pratibha Sh. Pawan Kumar (Clerk)	Pratibha
36	Sports Board	Sh. Sultan Singh	Sh. Pawan Kumar Dr. Roshan Lal Rohilla Sh. Hardeep Singh Sh. Jaipal (Member Secretary being sports in-charge) Ms. Suman Devi	
37	EVS	Dr. Deepak Lathwal	Sh. Jaipal Ms. Preeti (Ext. Lect.)	

38	Cultural Activities	Sh. Pawan Kumar <i>P</i>	Sh. Deepak Lathwal (Song Items) Smt. Mantal (Literary items) Ms. Preeti Ishtkan (Essay, Collage, Poster Making and Painting etc.) Ms. Partibha (Dance, Skit and Drama etc.)	<i>Deepak</i> <i>At Deep</i> <i>Pal</i>
39	Women Cell	Ms. Suman Devi <i>Suman</i>	Ms. Preeti Ishtkan	
40	Placement Cell	Ms. Preeti Ishtkan	Smt. Asha Rani	
41	Earn While You Learn	Dr. Roshan Lal Rohilla	Mrs. Suman Devi <i>Suman</i> Ms. Preeti Ishtkan Ms. Preeti (Extension)	
42	Legal & Court Case	Dr. Roshan Lal Rohilla	Dr. Deepak Lathwal Sh. Jaipal Ms. Preeti Ishtkan Sh. Pawan Kumar (Clerk)	<i>Tan</i> <i>Deepak</i>
43	Extension Lecturer In-charge	Sh. Pawan Kumar <i>P</i>	Sh. Hardeep Singh (Hindi) Ms. Preeti Ishtkan (Pol. Sc) Ms. Suman Devi (Geog) <i>Suman</i>	
44	ECO Club	Dr. Roshan Lal Rohilla	Ms. Suman Devi <i>Suman</i> Ms. Asha Rani Ms. Mantal Devi Sh. Rajesh (Peon)	<i>At Deep</i>
45	Bus Pass/ Rail Pass	Dr. Deepak Lathwal <i>Deepak</i>	Sh. Jai Pal Sh. Pawan Kumar (Clerk) Sh. Kuldeep Computer L.A.	
46	NCC	Sh. Deepak Lathwal <i>Deepak</i>	Sh. Jaipal (Both are to initiate for creating the NCC unit in the college and to appraise the Principal about the progress)	
47	Tent, Samiyana & Seating Arrangement	Dr. Roshan Lal Rohilla	Mrs. Suman Devi <i>Suman</i> Ms. Preeti Ishtkan Sh. Rajesh (Peon) Sh. Narender (Peon) Ms. Meena (Peon) Ms. Asha (Sweeper)	
48	Sr. Tutor/ Mentor	Sh. Sultan Singh <i>Sultan</i>	Sh. Pawan Kumar	
49	Absentee & fine Committee	Sh. Ashok Kumar	Sh. Nitin K (C.I) Sh. Kuldeep (Computer LA)	
50	Social Secretary	Ms. Preeti Ishtkan	Ms. Asha Rani Ms. Meena (Peon) Sh. Rajesh (Peon) Sh. Narender (Peon)	
51	Important Day Celebration Committee	Sh. Hardeep Singh	Dr. Deepak Lathwal Smt. Mantal Devi	<i>Deepak</i>
52	Anti-Tobacco Prohibition/Anti Smoking Committee	Sh. Sultan Singh <i>Sultan</i>	Sh. Pawan Kumar <i>P</i> Sh. Ashok Kumar	

53	Campus Beautification & Decoration	Sh. Pawan Kumar	Dr. Roshan Lal Rohilla Dr. Deepak Lathwal Smt. Suman Devi	Not Supale
54	NSS	Sh. Deepak Lathwal (PO)	Sh. Anil (in his absence)	
55	Facebook Website Committee	Sh. Jaipal	Sh. Hardeep Rathie Sh. Nitin Dalal	
56	Wall Magazine	Ms. Preeti Ishikan	Ms. Asha Rani Mrs. Mantal Devi	
57	Flex & Banner	Dr. Deepak Lathwal	Sh. Rajesh Kumar (Peon)	
58	Alumni Association	Dr. Roshan Lal Rohilla	Sh. Pawan Kumar Sh. Anil	
59	Photography	Ms. Suman Devi	Ms. Asha Rani Ms. Preeti Geng	
60	Invitation Committee	Sh. Sultan Singh	Dr. Deepak Lathwal Sh. Pawan Clerk Sh. Anand (Clerk) Sh. Rajesh (Peon) Sh. Narender (Peon)	
61	Subject Societies 1 English 2 Hindi 3 Mathematics 4 History 5 Pol. Science 6 Geography 7 Economics 8 Commerce	Ms. Asha Rani Ms. Preeti Com Ms. Suman Devi	Dr. Hardeep Rathie Ms. Mantal Devi Sh. Ashok Kumar Sh. Pawan Kumar Ms. Pratibha Ms. Preeti Extn. Sh. Sultan Singh Dr. Roshan Lal Rohilla	
62	Entrepreneurship Club	Dr. Roshan Lal Rohilla	Sh. Sultan Singh Sh. Pawan Kumar Ms. Suman Devi Ms. Preeti Ishikan (Placement cell)	
63	Girls Common Room In-charge	Smt. Pratibha		
64	Staff Room In-charge	Deepak Lathwal		
65	Nodal Officer Apprenticeship	Sh. Pawan Kumar	Sh. Pawan Kumar, Clerk	
66	Nodal Officer Election Duty	Sh. Jaipal	Sh. Pawan Kumar, Clerk	

All the Convener s/In-charges are directed to handover/takeover all the charges concerned if required under intimation to the undersigned within 3 days.

D. Hazare
Principal
9.8.2016

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