

Govt. College Sampla (Rohtak)

Annual Duty- Session 2020-21

Effective from 01-01-2021

Sr. No.	Name of Committee	Members	Room No.	Sign.
1	College Council & Reception Committee Development Board	Sarvo Sh. /Smt. Kum Principal Chairman Sh. Sultan Singh Member Sh. Pawan Kumar, Member Dr. Roshan Lal Rohilla, Member Ms Suman Devi (Secretary)	Principal's Office	
2	U.G.C/IQAC/ NAAC	Dr. Roshan Lal --Convenor Sh. Sultan Singh -- Member Sh. Pawan Kumar --Member Sh. Hardeep Singh --Member Ms. Preeti Ishtkan --Member Ms Asha Rani --Member	R-5	
4	Prize Committee	Sh. Pawan Kumar --Convenor Sh. Ashok Kumar Ms. Asha Rani Ms. Preeti (Ext. Lect) Sh. Anil Ms. Preeti Chhilar	R-7	
5	Professor In-charge (Office matter)	Dr. Roshan Lal Rohilla -- Convenor Dr. Suresh Kumar Ms. Suman Devi (Minutes of meeting recording) Sh. Anand (Clerk) Sh. Pawan Kumar (Clerk)	R-5	
6	Character Certificate Committee	Dr. Roshan Lal Rohilla -- Convenor Sh. Pawan Kumar (Clerk)	R-5	
7	Library Advisory Committee	Sh. Sultan Singh --Convenor Sh. Pawan Kumar Ms. Nidhi Ms Asha Rani (Member Secretary being library in- charge)	Bursar Room	
8	Tutorial &Proctorial	Sh. Sultan Singh --Convenor Sh. Pawan Kumar	Bursar Room	
9	SPIO (RTI)	Sh. Sultan Singh (SPIO) Sh. Pawan Kumar (ASPIO) Sh. Pawan Kumar (Clerk)	Bursar Room	
10	Printing and Magazine Publication	Sh. Hardeep Singh -Convenor Dr. Deepak Lathwal (English Section) Ms Nidhi (Humanities Section)	R-8	

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		Dr. Suresh Kumar (Hindi Section) Ms. Preeti Ishikan (Commerce Section)		
11	Bursar	Sh. Sultan Singh	Bursar Room	
12	Cycle Stand Committee	Sh. Ashok Kumar - Convenor Ms. Pratibha Ms. Preeti (Geog) Ms. Ankita Sh. Bajinder Kumar (Peon)	Staff Room	
13	Library In-Charge	Ms. Asha Rani - Convenor Sh. Ashok Kumar Sh. Anil Sh. Kuldeep Computer L.A	Library	
14	Computer In-charge	Sh. Jaipal - Convenor Ms. Nidhi Ms. Preeti Chhilar Sh. Nitin Dalal (CI) Sh. Kuldeep (CLA)	Computer Lab	
15	Press Report	Sh. Pawan Kumar - Convenor Dr. Suresh Kumar Ms. Mantal (Ext. Lect.)	R-7	
16	Refreshment	Ms. Nidhi - Convenor Mrs. Asha Rani Ms. Preeti (Geog. Extn. Lect.) Ms. Ankita Ms. Preeti Chhilar Sh. Rajesh (Peon) Sh. Bajinder Kumar Peon)	Geog Office	
17	Decoration Committee	Ms. Nidhi - Convenor Mrs. Suman Devi Ms. Mantal (Ext. Lect.) Ms. Pratibha (Ext. Lect.) Ms. Preeti (Ext. Lect.) Sh. Kuldeep CLA	Geog Office	
18	Youth Red Cross & Red Ribbon Club/ SAF/Road Safety	Sh. Suresh Kumar - Convenor Sh. Anil	R-2	
19	Discipline Committee	Sh. Ashok Kumar (Outside) Ms. Ankita (Outside) Ms. Mantal Devi (Outside) Sh. Jaipal (Ground Floor including Multipurpose Hall) Preeti (Geography) -do- Deepak Lathwal (First Floor and Roof) Ms. Suman Devi (Commerce Deptt.) Ms. Preeti Ishikan ----- do- Ms. Pratibha ((Girls Common Room and Library) Sh. Anil (First Floor)	Staff Room	

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		Ms. Preeti Chhillar -do-		
20	Anti-Raping Cell	Sh. Sultan Singh - Convener Sh. Pawan Kumar - Member Ms. Nidhi - Member	Bursar Room	
21	Bio Metric/Web Portal/HRMS/ MIS	Dr. Roshan Lal Kohilla - Convener Sh. Nitin Dalal (CI to update web portal daily) Sh. Anand Kumar (to update HRMS and MIS daily) Sh. Kuldeep Computer (C.I.A)	R-5	
22	Registrar-University Affairs	Sh. Pawan Kumar - Convener Sh. Anil Kumar Sh. Pawan Kumar (Clerk)	R-4	
23	Cleanliness & Sanitation, Water arrangement, Health & Hygienic	Sh. Hardeep Singh - Convener Sh. Ashok Kumar Sh. Anil (Outside) Ms. Pratibha (Ground floor) Ms. Ankita (First Floor and top roof) Ms. Asha (Sweeper) to maintain cleanliness in First Floor, roof and Front parking, roads. Sh. Birbal (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. Bajinder Kumar (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 in all the offices and as substitute in the absence of Rajesh and Bajinder Kumar (Peons)	R-8	
24	Electricity	Sh. Hardeep Singh - Convener Sh. Pawan Clerk	R-8	


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		Sh. Rajesh (Penon)		
25	College Property	Sh. Ashok Kumar (Convenor) Sh. Deepak Lathwal Sh. Lal Pal		
26	Educational Tour	Sh. Pawan Kumar - Convenor Sh. Suresh Kumar (Boys) Ms. Nidhi (Girl) Ms. Preeti Chhillar		
27	Time Table & Work Load/ Subject Change	Dr. Roshan Lal Rohilla - Convenor Sh. Pawan Kumar Ms. Suman Devi Sh. Anand (Clerk)	R-5	
28	Income Tax	Dr. Roshan Lal Rohilla - Convenor Sh. Sultan Singh Ms. Suman Devi	R-5	
29	Repair of Furniture minor repairs in building toilet etc.	Sh. Hardeep Singh - Convenor Dr. Deepak Lathwal Ms. Pratibha Ms. Preeti (Geog)		
30	SC/BC Cell/Scholarship	Sh. Pawan Kumar - Convenor Ms. Preeti Ishikan Sh. Anand (Clerk)	R-7	
31	Online Admission	Sh. Sultan Singh - Convenor Sh. Pawan Kumar Sh. Hardeep Singh Sh. Ashok Kumar Sh. Nitin Dalal (UT) Sh. Kuldeep Computer (C.I.A)		
32	Sexual Harassment & Grievance cell	Sh. Sultan Singh - Convenor Sh. Pawan Kumar Dr. Roshan Lal Rohilla Ms. Nidhi Ms. Asha Rani Ms. Mantal Devi	Bursar Room	
33	Sports	Sh. Lalpal	R-6	
34	Building Committee	Sh. Sultan Singh - Convenor Sh. Pawan Kumar Dr. Roshan Lal Rohilla Sh. Hardeep Singh Sh. Ashok Kumar Dr. Deepak Lathwal Dr. Suresh Kumar	Bursar Room	
35	Staff Secretary	Ms. Suman Devi Ms. Preeti Chhillar Sh. Pawan Kumar (Clerk)	R-21	
36	Sports Board	Sh. Sultan Singh - Convenor Sh. Pawan Kumar Dr. Roshan Lal Rohilla Sh. Ashok Kumar	R-6	


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		Sh. Jaipal (Member Secretary being sports in-charge) Ms. Nidhi Ms. Asha Rani Sh. Suresh Kumar		
37	EVS	Dr. Deepak Lathwal - Convenor Sh. Jaipal Ms. Preeti (Ext. Lect.)	R-8	
38	Cultural Activities	Sh. Pawan Kumar - Convenor Ms. Nidhi (Song Items) Ms. Preeti Ishikan (Essay Writing) Ms. Preeti Ishikan (Painting) Ms. Ankita (Collage and Poster Making) Smt. Mantal (Library items) Ms. Partilika (Dance, Skit and Drama etc.)		
39	Women Cell	Ms. Suman Devi - Convenor Ms. Preeti Ishikan - Member Ms. Ankita - Member	R-21	
40	Placement Cell	Ms. Preeti Ishikan - Convenor Smt. Asha Rani - Member	Library	
41	Earn While You Learn	Dr. Roshan Lal Rohilla - Convenor Sh. Pawan Kumar - Member Mrs. Suman Devi - Member Ms. Preeti Ishikan - Member Sh. Suresh Kumar - Member	R-5	
42	Legal & Court Case	Dr. Roshan Lal Rohilla - Convenor Dr. Suresh Kumar Sh. Pawan Kumar (Clerk) Sh. Rajinder Kumar (Peon)	R-5	
43	Extension Lecturer In- charge	Dr. Roshan Lal Rohilla (Commerce) Sh. Suresh Kumar (Hindi) Sh. Pawan Kumar (Pol. Sc) Ms. Nidhi (Geog)		
44	ECO Club	Ms. Suman Devi - Convenor Ms. Asha Rani Ms. Mantal Devi Sh. Rajesh (Peon)	R-21	
45	Bus Pass/ Rail Pass	Dr. Suman Devi Sh. Kuldeep Computer L.A	R-21	
46	NCC	Sh. Suresh Kumar	R-2	
47	Tent, Samiyana & Seating Arrangement	Dr. Roshan Lal Rohilla - Convenor Mrs. Suman Devi Ms. Preeti Ishikan Sh. Suresh Kumar	R-5	

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		Sh. Rajesh (Peon) Sh. Bajinder Kumar (Peon) Ms. Meena (Peon) Ms. Asha (Sweeper)		
48	Sr. Tutor / Mentor	Sh. Sultan Singh Sh. Pawan Kumar	Bursar Room	
49	Absentee & fine Committee	Sh. Ashok Kumar - Convenor Sh. Jaipal B.A-I Sh. Anil Sh. Deepak Lathwal B.A.II Ms. Preeti (Gang) Ms. Preeti Ishikan (B.A.-III) Ms. Parbhha Ms. Suman Devi (B.Com & M.Com) Ms. Ankita Sh. Nitin K(C.I) Sh. Kuldeep (Computer LA)		
50	Social Secretary	Ms. Nidhi Ms. Asha Rani Ms. Meena (Peon) Sh. Rajesh (Peon) Sh. Bajinder Kumar (Peon)		
51	Important Day Celebration Committee	Sh. Pawan Kumar - Convenor Sh. Suresh Kumar Ms. Preeti Chhillar Smt. Mantal Devi Ms. Ankita		
52	Anti - Tobacco Prohibition/Anti Smoking Committee	Sh. Sultan Singh - Convenor Sh. Pawan Kumar Sh. Ashok Kumar		
53	Campus Beautification	Sh. Ashok Kumar - Convenor Sh. Suresh Kumar - Member Sh. Anil Kumar - Member Preeti Chhillar - Member		
54	NSS	Sh. Deepak Lathwal (PG) Ms. Nidhi Sh. Anil (in his absence)	R-B	
55	Facebook Website Committee	Sh. Hardeep Rathie - Convenor Sh. Nitin Dalal Sh. Kuldeep CLA		
56	Wall Magazine	Ms. Preeti Ishikan - Convenor Ms. Asha Rani Mrs. Mantal Devi Ms. Ankita		
57	Flex & Banner	Sh. Ashok Kumar - Convenor Sh. Rajesh Kumar (Peon)		
58	Alumni Association	Dr. Deepak Lathwal - Convenor Sh. Anil Sh. Pawan Kumar (Clerk)		

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59	Photography	Ms. Suman Devi-- Convenor Ms. Asha Rani		
60	Invitation Committee	Dr. Deepak Lathwal-- Convenor Sh. Pawan Clerk Sh. Anand (Clerk) Sh. Rajesh (Peon) Sh. Bajinder Kumar (Peon)		
61	Subject Societies 1. English 2. Hindi 3. Mathematics 4. History 5. Pol Science 6. Geography 7. Economics 8. Commerce	Dr. Hardeep Rathie Dr. Suresh Kumar Sh. Ashok Kumar Sh. Pawan Kumar Ms. Pratibha Ms. Nidhi Sh. Sultan Singh Dr. Roshan Lal Rohilla		
62	Entrepreneurship Club	Dr. Roshan Lal Rohilla-- Convenor Sh. Sultan Singh Sh. Pawan Kumar Ms. Suman Devi Ms. Preeti Ishikan (Placement cell)	R-5	
63	Girls Common Room In-charge	Smt. Pratibha		
64	Staff Room In-charge	Ms. Preeti Ishikan		
65	Nodal Officer Apprenticeship	Sh. Pawan Kumar Sh. Pawan Kumar, Clerk		
66	Nodal Officer Election Duty	Sh. Jagpal Sh. Pawan Kumar, Clerk		
67	Rain water Harvesting and Waste Management	Sh. Deepak Lathwal Sh. Anil Ms. Preeti (Geng)		
68	License (Driving)	Sh. Jagpal Sh. Pawan Kumar (Clerk)	R-6	
69	Passport (Incharge)	Sh. Hardeep Singh Sh. Pawan Kumar (Clerk)	R-6	
70	Election Voter Cards	Sh. Jagpal Sh. Nitin Dalal (CI)	R-6	
71	Building sanitization Committee and SOP Compliance	Sh. Ashok Kumar Sh. Anil Ms. Pratibha Ms. Ankita (All Class IV Employees to help)		

All the Conveners/In-charges are directed to handover/takeover all the charges concerned if required under intimation to the undersigned within 3 days from the date of issue of these orders.

21/9/2021

D. H. 2021
Principal 1.1.2021
G. C. Santhia