

# GOVT. COLLEGE SAMPLA (ROHTAK)

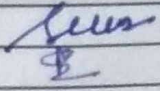


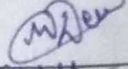
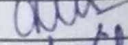
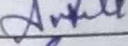
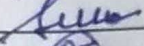

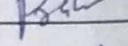
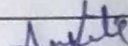
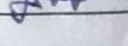
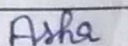
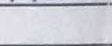

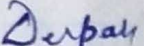
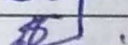
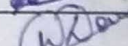
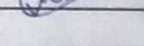
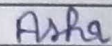
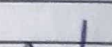
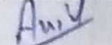
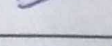
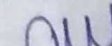
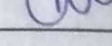
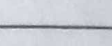
Annual Duties for the Session 2021-22

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
1	College Council & Reception Committee Development Board	Principal	Chairman	
		Dr. Darshana	Member	
		Sh. Sultan Singh	Member	
		Sh. Pawan Kumar,	Member	
		Dr. Roshan Lal Rohilla	Member	
		Dr. Suman Devi (Secretary)	Member	
2	U.G.C / NAAC	Dr. Roshan Lal Rohilla	Convenor	
		Dr. Darshana	Member	
		Sh. Sultan Singh	Member	
		Sh. Pawan Kumar	Member	
		Sh. Hardeep Singh	Member	
		Ms. Preeti Ishtkan	Member	
		Ms Asha Rani	Member	
3	Prize Committee	Sh. Pawan Kumar	Convenor	
		Sh. Ashok Kumar	Member	
		Ms. Asha Rani	Member	
		Ms. Preeti (Ext. Lect) Geog	Member	
		Mr. Anil (Ext. Lect) (Ext. Lect) Geog	Member	
		Ms. Preeti Chhilar(Ext. Lect) Comm.	Member	
4	Office Incharge	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Suresh Kumar	Member	
		Dr. Suman Devi (Minutes of meeting recording)	Member	
		Sh. Anand	Clerk	
		Sh. Pawan Kumar	Clerk	
5	Character Certificate	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Pawan Kumar	Clerk	
6	Library Advisory Committee	Dr. Deepak Lathwal	Convenor	
		Sh. Pawan Kumar	Member	
		Ms. Nidhi	Member	
		Sh. Ashok Kumar	Member	
		Dr. Jaipal	Member	
		Ms Asha Rani	Member Secretary being library In-Charge	
7	Tutorial & Proctorial	Sh. Sultan Singh	Convenor	
		Sh. Pawan Kumar	Member	



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Annual Duties for the Session 2021-22

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
8	SPIO (RTI)	Sh. Sultan Singh	SPIO	
		Sh. Pawan Kumar (ASPIO)	ASPIO	
		Sh. Pawan Kumar	Clerk	
9	Printing of Magazine Publication / Flex / Banner & I.Card etc.	Sh. Ashok Kumar	Convenor	    
		Sh. Suresh Kumar	Member	
		Ms. Mantal Devi (Ext. Lect) Hindi	Member	
		Ms. Preeti Chillar	Member	
		Ms. Ankita	Member	
10	Bursar	Sh. Sultan Singh	Bursar	
11	Cycle Stand/ Parking Committee	Sh. Ashok Kumar--	Convenor	    
		Ms. Pratibha	Member	
		Ms. Preeti (Geography)	Member	
		Ms. Ankita	Member	
		Sh. Bajinder Kumar	Peon	
12	Library In-Charge	Ms. Asha Rani	In-Charge	
		Sh. Kuldeep	Computer Attendant	
		Smt. Meena	Peon	
13	Computer In-charge	Sh. Pawan Kumar	Convenor	
		Ms. Nidhi	Member	
		Sh. Nitin Dalal	Computer Instructor	
		Sh. Kuldeep	Computer Attendant	
14	Press Report	Dr. Deepak Lathwal (English Only)	Convenor	  
		Sh. Suresh Kumar	Member	
		Ms. Mantal (Ext. Lect.) Hindi	Member	
15	Refreshment	Dr. Deepak Lathwal	Convenor	       
		Mrs. Asha Rani	Member	
		Ms. Preeti (Ext. Lect.) Geo	Member	
		Mr. Anil (Ext. Lect) (Ext. Lect) Geog	Member	
		Ms. Preeti Chhilar (Ext. Lect) Commerce	Member	
		Sh. Rajesh Kumar	Peon	
		Sh. Bajinder Kumar	Peon	
		Smt. Meena	Peon	



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Annual Duties for the Session 2021-22

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
16	Decoration Committee	Ms Nidhi	Convenor	
		Mrs. Suman Devi	Member	Suman
		Ms. Mantal (Ext. Lect.)	Member	Mantal
		Ms. Partibha (Ext. Lect) (Ext. Lect)	Member	Partibha
		Ms. Preeti (Ext. Lect.) Geo	Member	
		Sh. Kuldeep	Member	
		Sh. Rajesh	Peon	
		Smt. Meena	Peon	
17	Youth Red Cross & Red Ribbon Club / SAF / First Aid	Dr. Deepak Lathwal	Convenor	Deepak
		Mr. Anil	Member	Anil
18	Discipline Committee	Sh. Ashok Kumar	(Outside)	Ashok
		Ms. Ankita (Ext. Lect) Comm.	(Outside)	Ankita
		Ms Mantal Devi (Ext. Lect)	(Outside)	Mantal
		Dr. Jaipal	(Ground Floor including Multipurpose Hall)	
		Ms. Preeti (Ext. Lect) Geog	(Ground Floor including Multipurpose Hall)	
		Dr. Deepak Lathwal	(First Floor and Roof)	
		Dr. Suman Devi	(Commerce Deptt.)	Suman
		Ms. Preeti shtkan	(Commerce Deptt.)	Preeti
		Ms. Partibha (Ext. Lect)	(Girls Common Room and Library)	Partibha
		Mr. Anil (Ext. Lect) (Ext. Lect)	(First Floor )	Anil
		Ms Preeti Chhillar (Ext. Lect)	(First Floor )	Preeti
19	Anti Raging Cell	Sh. Sultan Singh	Convenor	Sultan
		Sh. Pawan Kumar	Member	Pawan
		Ms Nidhi	Member	
20	HRMS, MIS Portal, ERP	Sh. Nitin Dalal	To update web portal HRMS and MIS daily	
		Sh. Anand Kumar	(To Assist Mr Nitin HRMS and MIS Updation)	
		Sh. Kuldeep	Member	



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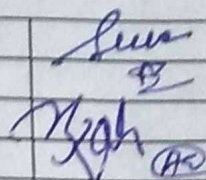
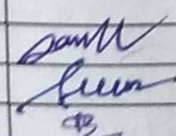
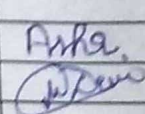
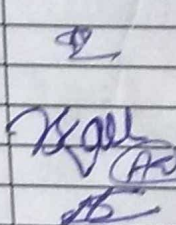
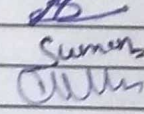
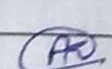
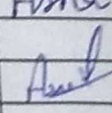
Annual Duties for the Session 2021-22

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
21	Registrar-University Affairs	Sh. Pawan Kumar	Convenor	<i>AB</i>
		Mr. Anil (Ext. Lect)	Member	<i>Anil</i>
		Sh. Pawan Kumar	Clerk	
22	Cleanliness & Sanitation Water Arrangement, Health & Hygienic	Sh. Suresh Kumar	Convenor	<i>AB</i>
		Mr. Anil (Ext. Lect) Kumar (Outside)	Member	<i>Anil</i>
		Ms. Partibha (Ext. Lect) (Ground Floor)	Member	<i>P. Bal</i>
		Ms. Ankita (First Floor and Top Floor)	Member	<i>Ankita</i>
23	Electricity	Sh. Suresh Kumar	Convenor	<i>AB</i>
		Sh. Pawan Kumar	Clerk	
		Sh. Rajesh Kumar	Peon	
24	College Property	Sh. Ashok Kumar	Covenor	<i>AD</i>
		Sh. Deepak Lathwal	Member	
		Dr. Jaipal	Member	
25	Educational Tour	Dr. Deepak Lathwal, <i>Anil</i>	Convenor	<i>Deepak Anil</i>
		Sh. Ashok Kumar (Boys)	Member	<i>AD</i>
		Dr. Suman Devi (Girls)	Member	<i>Suman</i>
		Ms Preeti Chhillar, <i>Ankita</i>	Member	<i>Preeti Ankita</i>
26	Time Table & Work Load/ Subject Change	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Pawan Kumar	Member	<i>AB</i>
		Dr. Suman Devi	Member	
		Sh. Anand	Clerk	
27	Income Tax	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Sultan Singh	Member	
		Dr. Suman Devi	Member	<i>Suman</i>
28	Repair of Furniture minor repairs in building toilet etc.	Sh. Suresh	Convenor	<i>AB</i>
		Sh. Ashok Kumar	Member	<i>AD</i>
		Ms. Preeti Ishtkan	Member	<i>Preeti</i>
29	SC/BC Cell/ Scholarship	Sh. Pawan Kumar--	Convenor	<i>AB</i>
		Ms. Preeti Ishtkan	Member	<i>Preeti</i>
		Sh. Anand	Clerk	



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Annual Duties for the Session 2021-22

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
30	Online Admission	Sh. Sultan Singh	Convenor	
		Sh. Pawan Kumar	Member	
		Sh. Hardeep Singh	Member	
		Sh. Ashok Kumar	Member	
		Sh. Nitin Dalal	Computer Instructor	
		Sh. Kuldeep	Computer Attendant	
31	Sexual Harassment & Grievance cell	Dr. Darshana	Convenor	
		Sh. Sultan Singh--	Member	
		Sh. Pawan Kumar	Member	
		Dr. Roshan Lal Rohilla	Member	
		Ms. Nidhi	Member	
		Ms. Asha Rani	Member	
32	Sports	Ms. Mantal Devi (Ext. Lect)	Member	
		Dr. Jaipal	In-Charge	
33	Building Committee	Sh. Pawan Kumar	Convenor	
		Dr. Roshan Lal Rohilla	Member	
		Sh. Hardeep Singh	Member	
		Sh. Ashok Kumar	member	
		Sh. Suresh Kumar	Member	
34	Staff Secretary & Social Secretary	Dr. Suman Devi	Convenor	
		Ms Preeti Chhillar (Ext. Lect)	Member	
		Sh. Pawan Kumar	Clerk	
		Smt. Meena	Lib Attendant	
		Sh. Rajesh	(Peon)	
		Sh. Bajinder Kumar	(Peon)	
35	Sports Board	Sh. Sultan Singh--	Convenor	
		Dr. Deepak Lathwal	Member	
		Dr, Roshan Lal Rohilla	Member	
		Sh. Ashok Kumar	Member	
		Dr. Jaipal	Secretary being sports in-charge	
		Ms. Nidhi	Member	
		Ms Asha Rani	Member	
		Ms. Nidhi	Convenor	
36	EVS	Mr. Anil (Ext. Lect)	Member	
		Ms. Preeti (Ext. Lect.)	Member	



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Annual Duties for the Session 2021-22

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
37	Cultural Activities	Dr. Deepak Lathwal	Convenor	Deepak
		Sh. Hardeep Singh	Theater	Hardeep
		Sh. Suresh Kumar (Hindi)	Literary (H)	Suresh
		Ms. Preeti Chhillar	Dance	Preeti
		Dr. Deepak Lathwal (English)	Literary (Eg)	Deepak
		Ms. Preeti Ishtkan	Fine Art	Preeti
38	Women Cell and Girls Common Room	Ms. Ankita (Ext. Lect)	Music	Ankita
		Dr. Suman Devi	Convenor	Suman
		Ms. Preeti Ishtkan	Member	Preeti
		Ms. Asha Rani	Member	Asha
		Ms. Mantal Devi (Ext. Lect)	Member	Mantala
		Ms. Pratibha (Ext. Lect)	Member	Pratibha
39	Placement Cell	Ms. Ankita (Ext. Lect)	Member	Ankita
		Ms. Preeti Ishtkan	Convenor	Preeti
		Smt. Asha Rani	Member	Asha
		Ms. Preeti Chhillar (Ext. Lect)	Member	Preeti
40	Earn While You Learn	Ms. Ankita (Ext. Lect)	Member	Ankita
		Sh. Hardeep Singh	Convenor	Hardeep
		Dr. Suman Devi--	Member	Suman
		Ms. Preeti Ishtkan	Member	Preeti
		Ms. Asha Rani	Member	Asha
41	Legal & Court Case	Sh. Suresh Kumar	Member	Suresh
		Dr. Roshan Lal Rohilla	Convenor (Except his own court case)	
		Dr. Deepak Lathwal	Member	Deepak
		Sh. Pawan Kumar	Clerk	
42	Extension Lecturer In-charge	Sh. Bajinder Kumar	Peon	
		Dr. Roshan Lal Rohilla	Commerce	
		Sh. Suresh Kumar	Hindi	
		Sh. Pawan Kumar	Pol. Sc	
43	Bus Pass/ Rail Pass	Ms. Nidhi	Geography	
		Dr. Jaipal	Convenor	
		Sh. Kuldeep (Computer Attendant)	Member	
44	NCC	Sh. Suresh Kumar	Convenor	Suresh
45	Tent, Samiyana & Seating Arrangement	Dr. Roshan Lal Rohilla	Convenor	
		Dr. Suman Devi	Member	Suman
		Ms. Preeti Ishtkan	Member	Preeti
		Sh. Ashok Kumar	Member	Ashok



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Annual Duties for the Session 2021-22

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46	Sr. Tutor/Mentor	Sh. Sultan Singh	Convenor	<i>[Signature]</i>
		Sh. Pawan Kumar	Member	<i>[Signature]</i>
47	Absentee & fine Committee	Sh. Ashok Kumar	Convenor	<i>[Signature]</i>
		Dr. Jaipal	B.A-I	<i>[Signature]</i>
		Mr. Anil (Ext. Lect)	- do -	<i>[Signature]</i>
		Sh. Deepak Lathwal	B.A.II	<i>[Signature]</i>
		Ms Preeti (Ext. Lect) Geo	- do -	<i>[Signature]</i>
		Ms. Preeti Ishtkan	B.A.-III	<i>[Signature]</i>
		Ms Partibha (Ext. Lect)	- do -	<i>[Signature]</i>
		Dr. Suman Devi	B.Com & M.Com	<i>[Signature]</i>
		Ms. Ankita (Ext. Lect)	- do -	<i>[Signature]</i>
		Sh. Nitin Kumar	Computer Instructor	
		Sh. Kuldeep	Computer Attendant	
48	Important Day Celebration Committee	Sh. Pawan Kumar	Convenor	<i>[Signature]</i>
		Sh. Suresh Kumar	Member	<i>[Signature]</i>
		Ms. Preeti Chhillar (Ext. Lect)	Member	<i>[Signature]</i>
		Smt. Mantal Devi (Ext. Lect)	Member	<i>[Signature]</i>
		Ms. Ankita (Ext. Lect)	Member	<i>[Signature]</i>
49	Anti -Tobacco Prohibition/Ant i Smoking Committee	Dr. Deepak Lathwal	Convenor	<i>[Signature]</i>
50	Campus Beautification	Dr. Deepak Lathwal	Convenor	<i>[Signature]</i>
		Dr. Jaipal	Member	<i>[Signature]</i>
		Sh. Ashok Kumar	Member	<i>[Signature]</i>
		Sh. Suresh Kumar	Member	<i>[Signature]</i>
		Mr. Anil (Ext. Lect)	Member	<i>[Signature]</i>
		Ms. Preeti Chillar (Ext. Lect)	Member	<i>[Signature]</i>
51	NSS/ Adviosry Committee	Sh Sultan Singh	Convenor	<i>[Signature]</i>
		Dr Darshna	Member	<i>[Signature]</i>
		Dr. Roshan Lal Rohilla	Member	
		Ms Nidhi	Member	
		Sh. Deepak Lathwal	Programme Officer	<i>[Signature]</i>
		Mr. Anil (Ext. Lect)	Member	<i>[Signature]</i>
		Smt. Meena .	Peon	
52	Facebook/ College Website / LMS/ Internet /Email	Dr. Jaipal	Convenor	
		Ms. Asha Rani	Member	<i>[Signature]</i>
		Sh. Nitin Dalal	Computer Instructor	
		Sh. Kuldeep	Computer Attendant	



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Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
53	Wall Magazine	Ms Preeti Ishtkan--	Convenor	Preeti
		Ms Asha Rani	Member	Asha
		Mrs. Mantal Devi (Ext. Lect)	Member	Mantal
		Ms. Ankita (Ext. Lect)	Member	Ankita
54	Alumni Association	Dr. Deepak Lathwal	Convenor	Deepak
		Mr. Anil (Ext. Lect)	Member	Anil
		Sh. Pawan Kumar	Clerk	
55	Photography	Dr. Suman Devi--	Convenor	Suman
		Ms. Asha Rani, Kuldeep	Member	Deepak Asha
56	Invitation Committee	Dr. Deepak Lathwal--	Convenor	
		Sh. Pawan Kumar	Clerk	
		Sh. Anand	Clerk	
		Sh. Rajesh	Peon	
		Sh. Bajinder Kumar	Peon	
57	Subject Societies	Dr. Hardeep Rathee	In-Charge (English)	Hardeep
		Dr. Suresh Kumar	In-Charge (Hindi)	Suresh
		Sh. Ashok Kumar	In-Charge (Mathematics)	Ashok
		Sh. Pawan Kumar	In-Charge (History)	Pawan
		Ms. Pratibha	In-Charge (Pol. Science)	Pratibha
		Ms. Nidhi	In-Charge (Geography)	Nidhi
		Sh. Sultan Singh	In-Charge (Economics)	Sultan
		Dr. Roshan Lal Rohilla	In-Charge (Commerce)	Roshan
58	Entrepreneurship Club	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Sultan Singh	Member	
		Sh. Pawan Kumar	Member	Pawan
		Dr. Suman Devi	Member	Suman
		Ms. Preeti Ishtkan (Placement cell)	Member	Preeti
59	Nodal Officer Apprenticeship	Sh. Pawan Kumar	Convenor	Pawan
		Sh. Pawan Kumar	Clerk	
60	Nodal Officer Election Duty	Dr. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	
61	Rain water Harvesting and Waste	Sh. Deepak Lathwal	Convenor	Deepak
		Mr. Anil (Ext. Lect)	Member	Anil
		Ms. Preeti (Ext. Lect) Geo	Member	
62	Licence (Driving)	Dr. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	



# GOVT. COLLEGE SAMPLA (ROHTAK)

Annual Duties for the Session 2021-22

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
63	Passport (Incharge)	Sh. Hardeep Singh	Convenor	
		Sh. Pawan Kumar	Clek	
64	Election Voter Cards	Dr. Jaipal	Convenor	
		Sh. Nitin Dalal	Computer Instructor	
65	Building sanitization Committee and SOP Compliance	Sh. Ashok Kumar	Convenor	
		Mr. Anil (Ext. Lect)	Member	
		Ms. Prartibha (Ext. Lect)	Member	
		Ms. Ankita (Ext. Lect)	Member	
		(All Class IV Employees to help)	Member	
66	IQAC	Sh. Sultan Singh	Convenor	
		Dr. Darshana	Member	
		Sh. Pawan Kumar	Member	
		Sh. Hardeep Singh	Member	
		Ms. Nidhi	Member	
		Ms. Asha Rani	Member	
		Sh. Suresh Kumar	Member	
67	O.E Committee	Sh. Ashok Kumar	Convenor	
		Ms. Preeti Ishtkan	Member	
		Sh. Suresh Kumar	Member	
68	University Outreach Programme	Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Sh. Ashok Kumar	Member	
		Dr. Suman Devi	Member	
		Ms. Ankita, Ext Lect.	Member	
69	Stage Secretary	Dr. Deepak Lathiwal	Convenor	
		Ms. Preeti Chillar (Ext. Lect)	Member	
		Ms. Ankita (Ext. Lect)	Member	

All the convenors/incharges are directed to handover/takeover all the charges concerned if required under intimation to undersigned within three days from the date of issue of these orders

Principal

College Sampla

Govt

27/07/2021