

# GOVT. COLLEGE SAMPLA (ROHTAK)

Annual Duties for the Session 2022-23

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
1	College Council & Reception Committee Development Board	Principal	Chairman	
		Sh. Pawan Kumar, Ankita Malik	Member	
		Dr. Roshan Lal Rohilla	Member	
		Sh. Hardeep Singh	Member	
		Dr. Deepak Lathwal	Member	
		Ms. Nidhi (Secretary)	Member	
2	U.G.C / NAAC	Dr. Roshan Lal Rohilla, Ankita Malik	Convenor	
		Sh. Pawan Kumar	Member	
		Sh. Hardeep Singh	Member	
		Ms. Preeti Ishtkan	Member	
		Ms Asha Rani	Member	
		Sh. Suresh Kumar	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	
		Sh. Shri Bhagwan	Clerk	
		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, Ankita Malik	Convenor	
		Sh. Pawan Kumar	Member	
		Ms. Nidhi	Member	
		Sh. Ashok Kumar	Member	
		Dr. Jaipal	Member	
		Ms Preeti Ishtkan	Member Secretary being library In-Charge	
7	Tutorial & Proctorial	Sh. Pawan Kumar	Convenor	
		Dr. Roshan Lal Rohilla	Member	
8	SPIO (RTI)	Sh. Pawan Kumar, Ankita Malik (SPIO)	SPIO	
		Dr. Roshan Lal Rohilla (ASPIO)	ASPIO	
		Sh. Pawan Kumar	Clerk	



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Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
9	Printing of Magazine Publication / Flex / Banner & I.Card etc.	Sh. Ashok Kumar	Convenor	AC Suresh
		Sh. Suresh Kumar	Member	
		Ms. Mantal Devi (Ext. Lect) Hindi	Member	
		Ms. Preeti Chillar	Member	
10	Bursar	Ms. Ankita	Member	Ankita
11	Library In-Charge	Dr. Suman Devi	Bursar	Suman
		Ms. Preeti Ishtkan	In-Charge	Preeti
		Sh. Kuldeep	Computer Attendant	
12	Computer charge In-	Smt. Meena	Peon	HGT Nidhi
		Dr. Jaipal	Convenor	
		Ms. Nidhi	Member	
		Sh. Nitin Dalal	Computer Instructor	
13	Press Report	Sh. Kuldeep	Computer Attendant	
		Dr. Deepak Lathwal (English Only)	Convenor	Deepak
		Sh. Suresh Kumar	Member	
14	Refreshment	Ms. Mantal (Ext. Lect.) Hindi	Member	Deepak Asha Anil
		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	
		Ms Nidhi	Convenor	
15	Decoration Committee	Ms. Mantal (Ext. Lect.)	Member	Nidhi Deepak Rajesh Anil
		Ms. Partibha (Ext. Lect) (Ext. Lect)	Member	
		Ms. Preeti (Ext. Lect.) Geo	Member	
		Sh. Kuldeep	Member	
		Sh. Rajesh	Peon	
		Smt. Meena	Peon	
			Peon	



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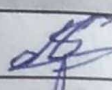
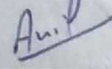
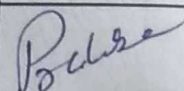
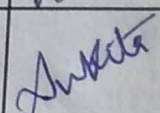

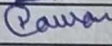
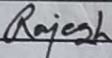
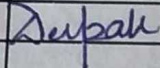
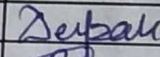
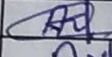
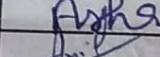
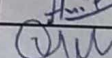
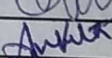
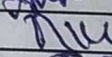
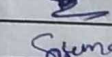
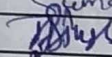
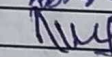
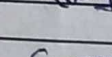
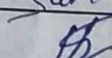
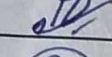
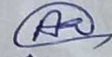
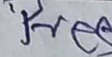
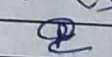
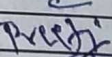
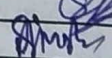
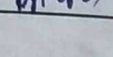
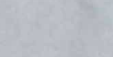
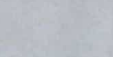
Annual Duties for the Session 2022-23

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
16	Youth Red Cross & Red Ribbon Club / SAF / First Aid	Dr. Deepak Lathwal	Convenor	Deepak
		Mr. Anil	Member	Anil
17	Discipline Committee	Sh. Ashok Kumar	(Outside)	AS
		Ms. Ankita (Ext. Lect) Comm.	(Outside)	Ankita
		Ms Mantal Devi (Ext. Lect)	(Outside)	M. Devi
		Dr. Jaipal	(Ground Floor including Multipurpose Hall)	Jaipal
		Ms. Preeti (Ext. Lect) Geog	(Ground Floor including Multipurpose Hall)	Preeti
		Dr. Deepak Lathwal	(First Floor and Roof)	Deepak
		Dr. Suman Devi	(Commerce Deptt.)	Suman
		Ms. Preeti Ishtkan	(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
18	Anti Raging Cell	Sh. Pawan Kumar	Convenor	Pawan
		Dr. Roshan Lal Rohilla	Member	Roshan
		Ms Nidhi	Member	Nidhi
19	HRMS, MIS Portal, ERP	Sh. Nitin Dalal	To update web portal HRMS and MIS daily	Nitin
		Sh. Anand Kumar	(To Assist Mr Nitin HRMS and MIS Updation)	Anand
		Sh. Kuldeep	Member	Kuldeep
20	Registrar-University Affairs	Dr. Roshan Lal Rohilla	Convenor	Roshan
		Ms. Preeti Ishtkan	Member	Preeti
		Sh. Suresh Kumar	Member	Suresh
		Sh. Shri Bhagwan	Clerk	Shri Bhagwan
		Sh. Pawan Kumar	Clerk	Pawan



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Annual Duties for the Session 2022-23

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



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Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
29	Sexual Harassment & Grievance cell	Ms. Nidhi	Convenor	Nidhi
		Sh. Pawan Kumar	Member	P
		Dr. Roshan Lal Rohilla	Member	R
		Ms. Preeti	Member	P
		Ms. Asha Rani	Member	Asha
		Ms. Mantal Devi (Ext. Lect)	Member	Mantal
30	Sports	Dr. Jaipal	In-Charge	
31	Building Committee	Sh. Pawan Kumar	Convenor	P
		Dr. Roshan Lal Rohilla	Member	R
		Sh. Hardeep Singh	Member	H
		Sh. Ashok Kumar	member	A
		Sh. Suresh Kumar	Member	S
32	Staff Secretary & Social Secretary	Ms. Nidhi	Convenor	Nidhi
33	Sports Board	Sh. Pawan Kumar	Convenor	P
		Dr. Deepak Lathwal	Member	Deepak
		Dr. Roshan Lal Rohilla	Member	R
		Sh. Ashok Kumar	Member	A
		Dr. Jaipal	Secretary being sports in-charge	J
		Ms. Nidhi	Member	Nidhi
		Ms. Asha Rani	Member	Asha
34	EVS	Ms. Nidhi	Convenor	Nidhi
		Mr. Anil (Ext. Lect)	Member	Anil
		Ms. Preeti (Ext. Lect.)	Member	Preeti
35	Cultural Activities	Dr. Deepak Lathwal	Convenor	Deepak
		Sh. Hardeep Singh	Theater	H
		Sh. Suresh Kumar (Hindi)	Literary	S
		Dr. Deepak Lathwal (English)	Literary	Deepak
		Ms. Preeti Ishtkan	Fine Art	Preeti
		Ms. Partibha	Dance	P
		Ms. Preeti Chillar (Ext. Lect)	Dance	P
		Ms. Ankita (Ext. Lect)	Music	Ankita
36	Women Cell and Girls Common Room	Ms. Asha Rani	Convenor	Asha
		Ms. Preeti Ishtkan	Member	Preeti
		Ms. Mantal Devi (Ext. Lect)	Member	Mantal
		Ms. Pratibha (Ext. Lect)	Member	P
		Ms. Ankita (Ext. Lect)	Member	Ankita

Ms Ankita Malik



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Annual Duties for the Session 2022-23

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
37	Placement Cell	Ms. Preeti Ishtkan	Convenor	Preeti
		Smt. Asha Rani	Member	Asha
		Ms. Preeti Chillar (Ext. Lect)	Member	Preeti
		Ms. Ankita (Ext. Lect)	Member	Ankita
38	Earn While You Learn	Sh. Hardeep Singh	Convenor	Hardeep
		Ms. Preeti Ishtkan	Member	Preeti
		Ms. Asha Rani	Member	Asha
		Sh. Suresh Kumar	Member	Suresh
39	Legal & Court Case	Dr. Roshan Lal Rohilla	Convenor (Except his own court case)	Roshan
		Dr. Deepak Lathwal	Member	Deepak
		Dr. Jaipal	Member	Jaipal
		Sh. Pawan Kumar	Clerk	Pawan
		Sh. Bajinder Kumar	Peon	Bajinder
40	Extension Lecturer In-charge	Dr. Roshan Lal Rohilla	Commerce	Roshan
		Sh. Suresh Kumar	Hindi	Suresh
		Sh. Pawan Kumar	History, Pol. Sc	Pawan
		Ms. Nidhi	Geography	Nidhi
41	Bus Pass/ Rail Pass	Dr. Jaipal	Convenor	Jaipal
		Sh. Kuldeep (Computer Attendant)	Member	Kuldeep
42	NCC	Sh. Suresh Kumar	Convenor	Suresh
43	Tent, Samiyana & Seating Arrangement	Dr. Roshan Lal Rohilla	Convenor	Roshan
		Sh. Hardeep Singh	Convenor	Hardeep
		Ms. Preeti Ishtkan	Member	Preeti
		Sh. Ashok Kumar	Member	Ashok
44	Sr. Tutor/ Mentor	Sh. Pawan Kumar	Convenor	Pawan
		Dr. Roshan Lal Rohilla	Member	Roshan
45	Absentee & fine Committee	Sh. Ashok Kumar	Convenor	Ashok
		Dr. Jaipal	B.A-I	Jaipal
		Mr. Anil (Ext. Lect)	- do -	Anil
		Sh. Deepak Lathwal	B.A.II	Deepak
		Ms Preeti (Ext. Lect) Geo	- do -	Preeti
		Ms. Nidhi	B.A.-III	Nidhi
		Ms Partibha (Ext. Lect)	- do -	Partibha
		Ms. Preeti Ishtkan	B.Com & M.Com	Preeti
		Ms. Ankita (Ext. Lect)	- do -	Ankita
		Sh. Nitin Kumar	Computer Instructor	Nitin
		Sh. Kuldeep	Computer Attendant	Kuldeep



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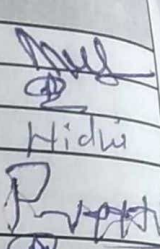
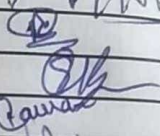
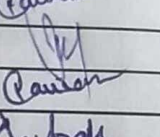
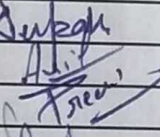
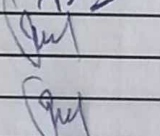
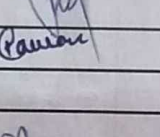
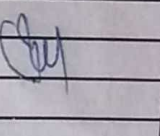
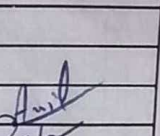
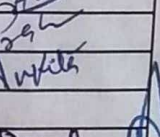
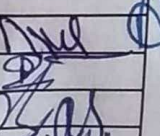
Annual Duties for the Session 2022-23

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
46	Important Day Celebration Committee	Sh. Suresh Kumar	Convenor	[Signature]
		Ms. Preeti Chhillar (Ext. Lect)	Member	
		Smt. Mantal Devi (Ext. Lect)	Member	
		Ms. Ankita (Ext. Lect)	Member	
47	Anti -Tobacco Prohibition/Anti Smoking Committee	Dr. Deepak Lathwal	Convenor	[Signature]
		Sh. Jaipal	Member	
48	Campus Beautification	Dr. Deepak Lathwal	Convenor	[Signature]
		Dr. Jaipal	Member	
		Sh. Ashok Kumar	Member	
		Sh. Suresh Kumar	Member	
		Mr. Anil (Ext. Lect)	Member	
		Ms. Preeti Chhillar (Ext. Lect)	Member	
49	NSS/ Adviosry Committee	Sh. Pawan Kumar	Convenor	[Signature]
		Dr. Roshan Lal Rohilla	Member	
		Ms Nidhi	Member	
		Sh. Deepak Lathwal	Programme Officer	
		Mr. Anil (Ext. Lect)	Member	
		Smt. Meena	Peon	
50	Facebook/ College Website / LMS/ Internet /Email	Dr. Jaipal	Convenor	[Signature]
		Ms. Asha Rani	Member	
		Sh. Nitin Dalal	Computer Instructor	
		Sh. Kuldeep	Computer Attendant	
51	Alumni Association	Dr. Deepak Lathwal	Convenor	[Signature]
		Dr. Jaipal	Member	
		Mr. Anil (Ext. Lect)	Member	
		Sh. Pawan Kumar	Clerk	
52	Photography	Ms. Nidhi	Convenor	[Signature]
		Ms. Asha Rani	Member	
		Sh. Kuldeep	Member	
53	Subject Societies	Dr. Hardeep Rathee	In-Charge (English)	[Signature]
		Dr. Suresh Kumar	In-Charge (Hindi)	
		Sh. Ashok Kumar	In-Charge (Mathematics)	
		Sh. Pawan Kumar	In-Charge (History)	
		Ms. Pratibha	In-Charge (Pol. Science)	
		Ms. Nidhi	In-Charge (Geography)	
			In-Charge (Economics)	
		Dr. Roshan Lal Rohilla	In-Charge (Commerce)	



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54	Entrepreneurship Club	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Pawan Kumar	Member	
		Ms. Nidhi	Member	
		Ms. Preeti Ishtkan (Placement cell)	Member	
55	Nodal Officer Apprenticeship	Sh. Pawan Kumar	Convenor	
		Sh. Shri Bhagwan	Clerk	
		Sh. Pawan Kumar	Clerk	
56	Nodal Officer Election Duty	Dr. Jaipal	Convenor	
		Sh. Pawam Kumar	Clerk	
57	Rain water Harvesting and Waste	Sh. Deepak Lathwal	Convenor	
		Mr. Anil (Ext. Lect)	Member	
		Ms. Preeti (Ext. Lect) Geo	Member	
58	Licence (Driving)	Dr. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	
59	Passport (Incharge)	Sh. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	
		Sh. Nitin Dalal	Member	
		Sh. Kuldeep	Member	
60	Election Voter Cards	Dr. Jaipal	Convenor	
		Sh. Nitin Dalal	Computer Instructor	
		Sh. Kuldeep	Computer Attendant	
61	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	
62	IQAC	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Pawan Kumar	Member	
		Sh. Hardeep Singh	Member	
		Ms. Nidhi	Member	
		Ms. Asha Rani	Member	
		Sh. Suresh Kumar	Member	
63	O.E Committee	Sh. Ashok Kumar	Convenor	
		Ms. Preeti Ishtkan	Member	
		Sh. Suresh Kumar	Member	



# GOVT. COLLEGE SAMPLA (ROHTAK)

Annual Duties for the Session 2022-23

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
64	University Outreach Programme	Dr. Deepak Lathwal	Convenor	Deepak
		Dr. Jaipal	Member	Jaipal
		Sh. Ashok Kumar	Member	Ashok
		Ms. Asha Rani	Member	Asha
		Ms. Ankita, Ext Lect.	Member	Ankita
65	Stage Secretary	Dr. Deepak Lathwal	Convenor	Deepak
		Ms. Nidhi	Member	Nidhi

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  
Govt College Sampla  
GOVT. COLLEGE  
SAMPLA (Rohtak)



# OFFICE OF THE PRINCIPAL, GOVT. COLLEGE SAMPLA (ROHTAK)

## OFFICE ORDER

The following members of the staff are hereby assigned duties for admission in B.A/B.COM/M.COM for the session 2022-23. The Committee will also verify the online applications <sup>on</sup> daily basis.

1. Sh. Pawan Kumar

I. Sh. Nitin Kumar

II. Sh. Kuldeep

III. Shri Bhagwan

IV. Sh. Anand Singh

V. Sh. Pawan Kumar (DEO)

Nodal Officer

Facilitator

All type work of admission

All type work of admission

Checking of Email and sending student query.

All computer work of Admission & other duties

Assigned by the Principal

2. Fee Committee:-

I. Sh. Pawan Kumar

II. Dr. Roshan Lal Rohilla

III. Sh. Ashok Kumar

IV. Sh. Anand Singh

V. Sh. Pawan Kumar

VI. Shri Bhagwan

Convenor

Member

Member

Clerk

Clerk

Clerk

3. B.A-Ist Admission and Admission Cancellation

I. Dr. Jaipal

II. Ms. Preeti Ishtkan

III. Sh. Anil

IV. Ms. Preeti (Geog)

V. Sh. Suresh Kumar

Convenor

Member

Member

Member

Member

4. B.A-II

I. Sh. Hardeep Singh

II. Ms. Pratibha

III. Ms. Ankita

IV. Sh. Ashok Kumar

Convenor

Member

Member

Member

5. B.A-III

V. Dr. Deepak Lathwal

VI. Ms. Nidhi

VII. Ms. Asha

VIII. Ms. Mantal

Convenor

Member

Member

Member



6. B.COM-I, II, and III, M.Com 1<sup>st</sup> and Final Admission and Admission Cancellation of B.Com-I, M.Com 1<sup>st</sup>

- I. Dr. Roshan Lal Rohilla
- II. Ms. Suman Devi
- III. Ms. Preeti Chhillar
- IV. Ms. Preeti Ishtkan

Convenor

Member

Member

Member

*[Signature]*  
*Suman*

*Preeti*

7. Approval Committee/Eligibility Committee (B.A/B.COM & M.COM)

- I. Dr. Roshan Lal Rohilla
- II. Sh. Hardeep Singh

Convenor

Member

*[Signature]*

All the admission members shall stay in the college as per DHE Guidelines of admission.

*[Signature]*  
Principal  
Principal  
Govt College  
SAMPLA (Rohtak)