

# GOVT. COLLEGE SAMPLA (ROHTAK)



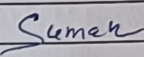

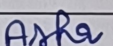
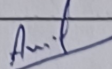
Annual Duties for the Session 2024-25

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
1	College Council & Reception Committee Development Board	Principal	Chairman	
		Dr. Ankita	Member	
		Sh. Pawan Kumar	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	Convenor	
		Dr. Ankita	Member	
		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	
		Dr. Ankita	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. Ankita	Convenor	
		Ms. Preeti Ishtkan	Member	
		Sh. Pawan Kumar	Member	
		Ms. Nidhi	Member	
		Sh. Ashok Kumar	Member	
		Dr. Jaipal	Member	
		Dr. Deepak Lathwal	Member Secretary being library In-Charge	
7	Tutorial & Proctorial	Dr. Ankita	Convenor	
		Sh. Pawan Kumar	Member	



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Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
8	SPIO (RTI)	Dr. Ankita	SPIO	
		Sh. Pawan Kumar (ASPIO)	ASPIO	
		Dr. Roshan Lal Rohilla (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	Dr. Suman Devi	Bursar	
11	Library In-Charge	Dr. Deepak Lathwal	In-Charge	
		Smt. Meena	Peon	
12	Computer In-charge	Dr. Jaipal	Convenor	
		Ms. Nidhi	Member	
		Sh. Nitin Dalal	Computer Instructor	
13	Press Report	Dr. Deepak Lathwal (English Only)	Convenor	
		Sh. Suresh Kumar	Member	
		Ms. Mantal (Ext. Lect.) Hindi	Member	
14	Refreshment	Sh. Hardeep Singh	Convenor	
		Ms. Ankita	Member	
		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	
		Smt. Meena	Peon	
15	Decoration Committee	Ms Nidhi	Convenor	
		Ms. Mantal (Ext. Lect.)	Member	
		Ms. Partibha (Ext. Lect) (Ext. Lect)	Member	
		Ms. Preeti (Ext. Lect.) Geo	Member	
		Smt. Meena	Peon	
16	YouthRed Cross & Red Ribbon Club / SAF / First Aid	Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Mr. Anil	Member	



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
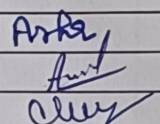
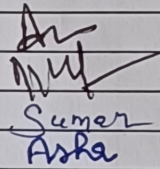
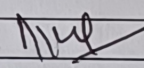
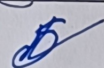

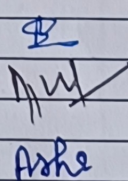
Annual Duties for the Session 2024-25

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
17	Road Safety	Dr. Deepak Lathwal	Nodal Officer	
18	Discipline Committee	Sh. Ashok Kumar	(Outside)	
		Ms. Ankita (Ext. Lect) Comm.	(Outside)	
		Ms Mantal Devi (Ext. Lect)	(Outside)	<i>M. Devi</i>
		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.)	<i>Suman</i>
		Ms. Preetil shtkan	(Commerce Deptt.)	
		Ms. Partibha (Ext. Lect)	(Girls Common Room and Library)	<i>P. Bha</i>
		Mr. Anil (Ext. Lect) (Ext. Lect)	(First Floor)	<i>Anil</i>
		Ms Preeti Chhillar (Ext. Lect)	(First Floor)	<i>P. Chhillar</i>
19	Anti Raging Cell	Sh. Pawan Kumar	Convenor	
		Dr. Roshan Lal Rohilla	Member	<i>R. L. Rohilla</i>
		Dr. Ankita	Member	
		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)	
21	Registrar-University Affairs	Dr. Roshan Lal Rohilla	Convenor	<i>R. L. Rohilla</i>
		Ms. Preeti Ishtkan	Member	
		Sh. Suresh Kumar	Member	<i>S. Kumar</i>
		Sh. Pawan Kumar	Clerk	
22	Cleanliness & Sanitation Water Arrangement, Health & Hygenic	Sh. Suresh Kumar	Convenor	<i>S. Kumar</i>
		Mr. Anil (Ext. Lect) Kumar (Outside)	Member	<i>Anil</i>
		Ms. Partibha (Ext. Lect) (Ground Floor)	Member	<i>P. Bha</i>
		Ms. Ankita (First Floor and Top Floor)	Member	



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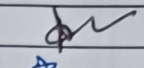




























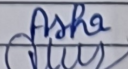
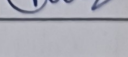

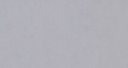
Annual Duties for the Session 2024-25

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
23	Electricity	Sh. Suresh Kumar	Convenor	
		Sh. Pawan Kumar	Clerk	
		<del>Sh. Rajesh Kumar</del>	<del>Peon</del>	
24	College Property	Sh. Ashok Kumar	Covenor	
		Sh. Deepak Lathwal	Member	
		Dr. Jaipal	Member	
25	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	
26	Time Table & Work Load/ Subject Change	Dr. Ankita	Convenor	
		Dr. Roshan Lal Rohilla	Member	
		Dr. Suman Devi	Member	
		Ms. Asha Rani	Member	
		Sh. Anand	Clerk	
27	Income Tax	Dr. Roshan Lal Rohilla	Convenor	
		Dr. Jaipal	Member	
		Dr. Suman Devi	Member	
28	Repair of Furniture minor repairs in building toilet etc.	Sh. Suresh	Convenor	
		Sh. Ashok Kumar	Member	
		Ms. Preeti Ishtkan	Member	
29	SC/BC Cell/ Scholarship	Sh. Pawan Kumar--	Convenor	
		Ms. Preeti Ishtkan	Member	
		Sh. Anand	Clerk	
30	Anti Sexual Harassment & Grievance cell / ICC	Ms. Nidhi	Convenor	
		Sh. Pawan Kumar	Member	
		Dr. Roshan Lal Rohilla	Member	
		Ms. Preeti	Member	
		Ms. Asha Rani	Member	
		Ms. Mantal Devi (Ext. Lect)	Member	
31	Sports	Dr. Jaipal	In-Charge	



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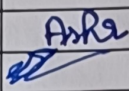
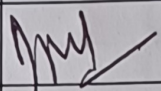
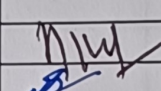

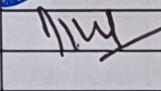
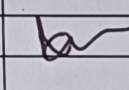
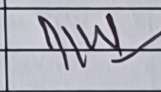
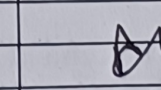
Annual Duties for the Session 2024-25

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
32	Building Committee	Dr. Ankita	Convenor	     
		Sh. Pawan Kumar	Member	
		Dr. Roshan Lal Rohilla	Member	
		Sh. Hardeep Singh	Member	
		Sh. Ashok Kumar	member	
		Sh. Suresh Kumar	Member	
33	Staff Secretary & Social Secretary	Ms. Nidhi	Convenor	
34	Sports Board	Sh. Pawan Kumar	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	
35	EVS	Ms. Nidhi	Convenor	  
		Mr. Anil (Ext. Lect)	Member	
		Ms. Preeti (Ext. Lect.)	Member	
36	Cultural Activities	Dr. Deepak Lathwal	Convenor	      
		Sh. Hardeep Singh (English)	Literary	
		Sh. Suresh Kumar (Hindi)	Literary	
		Ms. Preeti Ishtkan	Fine Art	
		Ms. Partibha	Theater	
		Ms. Preeti Chillar (Ext. Lect)	Dance	
		Ms. Ankita (Ext. Lect)	Music	
37	Women Cell and Girls Common Room	Ms. Asha Rani	Convenor	     
		Dr. Ankita	Member	
		Ms. Preeti Ishtkan	Member	
		Ms. Mantal Devi (Ext. Lect)	Member	
		Ms. Pratibha (Ext. Lect)	Member	
		Ms. Ankita (Ext. Lect)	Member	
38	Placement Cell	Ms. Preeti Ishtkan	Convenor	   
		Smt. Asha Rani	Member	
		Ms. Preeti Chillar (Ext. Lect)	Member	
		Ms. Ankita (Ext. Lect)	Member	



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39	Earn While You Learn	Sh. Hardeep Singh	Convenor	
		Ms. Preeti Ishtkan	Member	
		Ms. Asha Rani	Member	
		Sh. Suresh Kumar	Member	
40	Legal & Court Case	Dr. Roshan Lal Rohilla	Convenor (Except his own court case)	
		Dr. Deepak Lathwal	Member	
		Dr. Jaipal	Member	
		Sh. Pawan Kumar	Clerk	
		Sh. Nitin	Computer Instructor	
41	Extension Lecturer In-charge	Dr. Roshan Lal Rohilla	Commerce	
		Sh. Suresh Kumar	Hindi	
		Sh. Pawan Kumar	History, Pol. Sc	
		Ms. Nidhi	Geography	
42	Bus Pass/ Rail Pass	Dr. Jaipal	Convenor	
		Sh. Nitin (Computer Instructor)	Member	
43	NCC	Sh. Suresh Kumar	Convenor	
44	Tent, Samiyana & Seating Arrangement	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Hardeep Singh	Member	
		Ms. Preeti Ishtkan	Member	
		Sh. Ashok Kumar	Member	
45	Sr. Tutor/ Mentor	Dr. Ankita	Convenor	
		Sh. Pawan Kumar	Member	
		Dr. Roshan Lal Rohilla	Member	
46	Absentee & fine Committee	Sh. Ashok Kumar	Convenor	
		Dr. Jaipal	B.A-I	
		Mr. Anil (Ext. Lect)	- do -	
		Sh. Deepak Lathwal	B.A.II	
		Ms Preeti (Ext. Lect) Geo	- do -	
		Ms. Nidhi	B.A.-III	
		Ms Partibha (Ext. Lect)	- do -	
		Ms. Preeti Ishtkan	B.Com & M.Com	
		Ms. Ankita (Ext. Lect)	- do -	
		Sh. Nitin Kumar	Computer Instructor	
		Sh. Pawan	Clerk	
47	Important Day Celebration Committee	Dr. Ankita	Convenor	
		Ms. Preeti Chhillar (Ext. Lect)	Member	
		Smt. Mantal Devi (Ext. Lect)	Member	
		Ms. Ankita (Ext. Lect)	Member	



# GOVT. COLLEGE SAMPLA (ROHTAK)

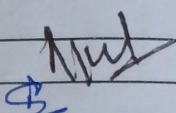

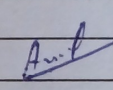
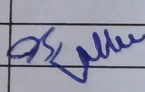
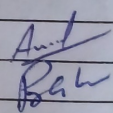
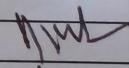

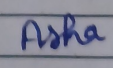
Annual Duties for the Session 2024-25

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
48	Anti -Tobacco Prohibition/Anti Smoking Committee	Dr. Deepak Lathwal	Convenor	
		Sh. Jaipal	Member	
49	Campus Beautification	Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Sh. Ashok Kumar	Member	
		Sh. Suresh Kumar	Member	
		Mr. Anil (Ext. Lect)	Member	
		Ms. Preeti Chillar (Ext. Lect)	Member	
50	NSS/ Adviosry Committee	Sh. Pawan Kumar	Convenor	
		Dr. Roshan Lal Rohilla	Member	
		Ms Nidhi	Member	
		Sh. Deepak Lathwal	Programme Officer	
		Mr. Anil (Ext. Lect)	Member	
		Smt. Meena	Peon	
51	Facebook/ College Website / LMS/ Internet /Email	Dr. Jaipal	Convenor	
		Ms. Asha Rani	Member	
		Sh. Nitin Dalal	Computer Instructor	
		Sh. Pawan	Clerk	
52	Alumni Association	Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Mr. Anil (Ext. Lect)	Member	
		Sh. Pawan Kumar	Clerk	
53	Photography	Dr. Deepak Lathwal	Convenor	
		Ms. Asha Rani	Member	
		Sh. Nitin	Member	
54	Subject Societies	Dr. Ankita	Convenor	
		Dr. Hardeep Rathee	In-Charge (English)	
		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)	
		Dr. Roshan Lal Rohilla	In-Charge (Commerce)	



# GOVT. COLLEGE SAMPLA (ROHTAK)

Annual Duties for the Session 2024-25

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
55	Entrepreneurship Club	Dr. Roshan Lal Rohilla	Convenor	
		Sh. Pawan Kumar	Member	
		Ms. Nidhi	Member	
		Ms. Preeti Ishtkan (Placement cell)	Member	
56	Nodal Officer Apprenticeship	Sh. Pawan Kumar	Convenor	
		Sh. Pawan Kumar	Clerk	
57	Nodal Officer Election Duty	Dr. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	
58	Rain water Harvesting and Waste	Sh. Deepak Lathwal	Convenor	
		Mr. Anil (Ext. Lect)	Member	
		Ms. Preeti (Ext. Lect) Geo	Member	
59	Licence (Driving)	Dr. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	
60	Passport (Incharge)	Sh. Hardeep Singh	Convenor	
		Sh. Pawan Kumar	Clerk	
		Sh. Nitin Dalal	Member	
61	Election Voter Cards	Dr. Jaipal	Convenor	
		Sh. Nitin Dalal	Computer Instructor	
62	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	
63	IQAC	Dr. Roshan Lal Rohilla	Convenor	
		Dr. Ankita	Member	
		Sh. Pawan Kumar	Member	
		Sh. Hardeep Singh	Member	
		Rahul Jain (Industrialist)	Member	
		Parveen Kumar (Alumni)	Member	
		Madhu Kaul - (Social Worker)	Member	
64	O.E Committee	Sh. Ashok Kumar	Convenor	
		Ms. Preeti Ishtkan	Member	
		Sh. Suresh Kumar	Member	
65	University Outreach Programme	Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Sh. Ashok Kumar	Member	
		Ms. Asha Rani	Member	
		Ms. Ankita, Ext Lect.	Member	



# GOVT. COLLEGE SAMPLA (ROHTAK)

Annual Duties for the Session 2024-25

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
66	Stage Secretary	Dr. Deepak Lathwal	Convenor	
		Ms. Nidhi	Member	
67	IPR	Dr. Ankita	Convenor	<i>Ashe</i>
		Mrs. Asha Rani	Member	<i>Suman</i>
		Ms. Suman Devi	Member	<i>Ashe</i>
68	YOGA CLUB	Dr. Ankita	Nodal	<i>Anil</i>
		Ms. Asha Rani	Member	<i>Ashe</i>
		Dr. Pratibha	Member	
		Sh. Anil	Member	<i>Anil</i>
69	College Magazine	Dr. Ankita	Chief Editor	<i>Ashe</i>
		Dr. Hardeep Singh	Editor	
		Sh. Suresh	Editor	<i>Ashe</i>
		Ms. Preeti Ishtkan	Editor	
		Dr. Pratibha	Member	
		Dr. Deepak Lathwal	Member	
70	GEM Portal	Dr. Roshan Lal Rohilla	Nodal Officer	<i>Ashe</i>

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

*[Signature]*  
Principal  
Govt College Sampla