

## ANNUAL DUTY LIST 2022- 23

Sr. No.	Committee	Members Sarvo Sh. / Smt./Kum.	Extension Staff Members Sarvo Sh. / Smt. Kum.
1	College Council, Reception Committee & College Development Board  AND  Advisory committee for all activities	Indu Sapra	9416232034
		Shamsher Hooda	9996091517
		Dalbir Singh Hooda	9050040404
		Satvir Singh	9416210934
		Anil Kumar (Geog)	9416478939
		Mukesh Verma	9992532024
		Anil Kumar, Comp. Sc.	9416185243
		Pardeep Malik	9416211126
		Surender Sangwan	9416211161
		Meenakshi Sangwan	8901155077
		Amit Sahgal (Bursar) Special Invitee	9812535487  9812008995
2	S.P.I.O.	Shamsher Hooda	Computer Assistance: Sandeep, Clerk
	A.S.P.I.O.	Rajesh Dahiya	
3	Bursar	Amit Sehgal Jai Bhagwan	
4	Signature on the character certificates on behalf of the Principal	Indu Sapra Shamsher Hooda Dalbir Hooda	
5	In-charge of Staff Attendance Registers	Dalbir Hooda	

6	Time -Table/Work Load Committee	Ravinder (Convener) Sucheta Yadav: Arts Jasbir Hooda: Non-Medical Surender Kumar(Botany): Medical Satish Khasa: Commerce + BBA Sujata: BCA	Dalbir Singh (Language lab Instructor) for Computer Work
7	Merit Scholarship(General) Committee	Dayawati (Convener) Aruna (Geography) Rekha (Maths) Rinki (Chem)	Jyotsna (Maths) Ajay (Physics) Vikas (Maths) Abhishek (Ch)
8	SC Scholarship Stipend/ Verification of affidavits and stipend of SC students/ Merit Scholarship Committee/SC-ST cell	Satvir Singh(Conv. SC-ST cell) Urmil Shabarwal (Con. SC Scholarship) SunitaBirwal ParveenKumari Sanjeev (Physics) Nirmala (Sanskrit) Monu Devi	Kiran (Chemistry) Rakesh (Pol. Sc)
9	BC Scholarship Stipend/ Verification of affidavits and stipend BC etc students Merit Scholarship Committee	Sucheta Yadav (Convenor) Suman Bhatti Asha Rani(Maths) Jyoti, Comp.Sc.	Anil Saini Anil (Chemistry) Monika (Botany)
10	Earn While You Learn Committee	Payal Jain (Convener) Suman Bhatti Suraj Pal Mr Sandeep Jagmohan	Pratibha (Geog.) Upma (Maths) Roji (Maths) Ravinder (Maths) Neeru (Geography)
11	Internal Complaints Committee (Anti-Sexual Harassment)	InduSapra(Convener) Dalbir Hooda Anil Kumar, Comp.Sc. Urmil Sabharwal Anjali Maan PoonamPandit	
12	Students' Grievances Redressal Cell	Meenakshi Sangwan(Convener) Suresh Dahiya Ved Parkash Manisha Hooda Jyoti Dalal	

13	College Complaint Committee	Indu Sapra Shamsher Hooda Dalbir Hooda Suresh Dahiya Urmil Sabharwal	
14	U.G.C. Committee	Devender Sindhu (Convener) Sanjeev Kumar (Physics) Neetu Kajal	
15	RUSA	Devender Sindhu(Convener) Sandeep(geo) Parveen Hooda	
16	<i>Wi-fi / Internet Committee CCTV</i>	Parvesh Kumar (Wifi/Internet convenor) Deepak (Maths) (CCTV Convenor) Suraj Pal  Vinati, Eco. Vinita Kaushik, Eco.  Jyoti (C.Sc) Madhuri Yadav	Deepak (Physics) Joginder Jitender (to assist) Surender Rathee (to assist)
17	Central Purchase Committee/GEM	Satvir Singh Pardeep Malik  Kuldeep Malik  Satish Kumar Khasa  Parveen Goyal Deepak Vats Harsh (Eco)	

18	College Property, Record and maintenance of furniture Committee	Rajesh Mor, (Convener:Steel) Vikas Khokhar Parveen Dhayal Ajay Maan(Convener:Wooden) Rajesh Kumar, Phy. Edu. Surajpal (Comp. Science)	
19	Committee for Repair & Maintenance of Water Equipments/Coolers, A.C. etc	K.L. Pruthi(Convener) Sandeep Chahal, Parveen Dhayal Mast Ram Savita (Comm)	
20	College Canteen & Vita Booth Committee	Sunil Dua (Convener) K.L.Pruthi Pradeep Maan	
21	Minor repairing of College Building Committee	Anil Grover Surender Malik Sushil Dalal Rajbir Gill Dhan Singh	
22	Auction of Un-serviceable, Destroyable, Consumable, Auctionable items of College Committee/Dilapidation	Pardeep Malik Sushil Dalal Anil Dhaka	Tilak Raj (Zoology) Deepak (Physics) Lokesh (Chemistry)
23	College Electricity Maintenance Committee	Ved Parkash (Convener) Parveen Hooda Archana (Maths)	Munish Sahni (Physics) Parveen (Chem) Lokesh (Chem) Abhishek (Chem)
24	Printing Committee	Anil Grover (Convener) Anita Singh KomalVerma Manju (Commerce) Jagmohan	

25	Convocation/ Annual Function Committee	Indu Sapra (Convener) Shamsher Hooda Dalbir Hooda Meenakshi Dalal Sunita Sumitra Kadiyan	Prize Committee
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26	Press /Media & Photography	Dalbir Hooda (Press /Media Convener) Devender Sindhu Sujata ( Photography Convener) Madhuri	
27	Prize Committee	Minakshi Sangwan (Convener)	Sarika (English)
		Anju Malik	Neha (English)
		Manisha Hooda Anita Malik	Vikas Gahlawat, Maths
		Dharmender	Ravinder (Maths)
		Archana Dhankhar	
		Shelly	
		Manoj Kumar, Hindi	
		Monu Devi	
28	Dispatch of Invitation Cards Committee	Anita Singh (Convener)	Seema (Botany)
		Meenakshi Dalal	Archana (Geog.)
		Geeta Dalal	Neeru (Geog.)
		Parveen Kumari	Partibha (Geog.)
		Jyoti (Comp. Sc)	Mamta Nandal (Geo.)
29	Tent Shamiana Committee	Suresh Dahiya (Convener) Rajbir Gill Dhan Singh Sanjay Dangi Manoj (Hindi)	Sunil (Hindi) Anil (Chemistry)
30	Light, Mike, Audio-Visual/ Electronic Aids / Solar Cell	Jasbir Hooda (Convener) Vikas, Hindi Rajesh Kumar (Physical Edu.)	Anil Saini (Comp. Sc) Amit (Zoology) Hari Om (Zoology) Munish Sahni (Physics) Prince (physics) Surender Rathee (Comp. att)
31	Water Arrangement for Functions Committee	Dhan Singh (Convener) Vikas (Hindi) Surender Narwal	Joginder Sunil Anil Saini

32	Decoration Committee	Dayawati (Convener) Jyoti (Physics) Rekha (Maths) Rinki (Chemistry) Nidhi (Geog) Pooja Malik (Commerce) Asha (Math) Manju (Physics)	Sarika Neha Suman (Psychology) Sarita (Hindi) Pankaj Kumari (Sociology) Neeraj (Chemistry) Reena (Chemistry) Seema (Physics) Santosh (EVS) Savita (EVS)
33	Cleanliness Committee/ Sanitation	Manoj Hooda Sunita Rani Parveen Dhayal Aruna ( Geo.) Mast Ram	Upma (Maths) Shilpa (Maths) Seema (Physics)
34	Tea/ Lunch / Refreshment Committee	Kuldeep Malik (Convener) Pardeep Maan Amita (Maths) Parveen Kumari (Economics) Rekha (Maths)	Joginder (Geog.) Deepti (Comp. Science) Shilpa Prince (Physics) Upma (Maths) Rozi (Maths)
35	Stage Secretary	Manisha Hooda Poonam Pandit Sucheta Yadav Ekta	
36	Mentor Group Committee	Seema Rana	
		Yogita	
		Ruchika (Comm)	
37	Discipline Committee/Proctorial Board/Anti Ragging	Dalbir Hooda Anil Grover Rajbir Gill Rajesh Dahiya Dharmender Kadian Rashmi Singh Rajesh Kumar, Phy. Edu. Wazir Singh Archana (Maths) Parveen Dhayal Mast Ram Sumitra Kadiyan	Ajay Kumar Shyam Sundar (Physics) Neeraj Rekha Reena Tilak Raj Prince Hariom Lokesh Parveen

38	Flex/Banner Committee	K.L. Pruthi (Convener) Sandeep Chahal Rakesh Malik	
		Sandeep Chahal	
39	Bus & Railway Student Passes Committee	Vikas Khokhar Mast Ram Nirmala Jagmohan	Neeru Jain (Comp. sci.) Sunil (Hindi) Anil Saini Devender Kirar
40	NSS Unit Incharge/Important Day Celebration	Unit-I Unit-II Unit-III Unit-IV	Pradeep Maan Sandeep Chahal Vinati Shelly
41	Youth Red Cross Society and Red Ribbon Club/First Aid	Sandeep Kumar, Geog. (Convenor) Parveen Hooda Sanjay Dangi Shelly Reena (Physics)	Rozi (Maths) Jyoti (Chemistry) Parveen Punia (Zoology) Pooja (Botany) Parveen (Chemistry)
42	Traffic Interpretation Centre/Road Safety Driving Licence	Sushil Dalal (Convenor) Anita Singh Kuldeep Malik Sunita Birwal Dayawati Dharmender Singh Manju (Comm)	Joginder (Geo) Devender Kirar
43	NCC	Rashmi Singh, (Girls Unit ) Rajesh Dalal, (Boys Unit)	



44	Literary and Cultural Activities	Co-ordinator : MukeshVerma			
		Co-coordinator: RenuRana			
		Literary Society	SurenderSangwan (Convenor) Manisha Ankita Sharma	Sarika (English) Shokeena (Hindi) Sonal (English)	
			Payal Jain	Neha (English)	
			Nirmala		
			Isha Kapoor	Sunil (Hindi)	
			Science Society Science Activities/ Science	Ravinder Singh (Convener) Anil Kumar (Botany)	Rita Rani (Physics) Sheetal (Maths)
				Anjali Maan Ajay Mann Jasbir Hooda	Himani (Physics) Shipra (Maths)
		Susheel Kumar(Physics )		Jyoti (Physics) Tilak Raj (Zoology)	
				KiranBala (Chemistry)	
				Lokesh (Chemistry) Shyam Sundar (Physics)	
				Abhishek (Chemistry) Neeraj (Zoology)	
				Devender (Zoology)	
				Parveen (Zoology)	
			Reena (Botany)		
			Ritu (Botany)		
			Pooja (Botany)		
		Society	Commerce	Satish Khasa (Convener)	Meenakshi
				Neha (Commerce) Rekha (Commerce)	Chetna Ruchi
		Exhibition			

		Geography Society	Dalbir Hooda (Convener) Sucheta Yadav, Jagmohan	Mamta Nandal Joginder (Geog.)
	Society	Psychology	Dinesh Singh (Convener) Anita Malik	Suman
		Social Sciences Society	Shamsher Hooda (Convener) Sunita Rani Sumitra Kadiyan Vinati	Pankaj (Sociology) Rakesh (Pol. Sc) Pardeep Kumar (History)
		Fine Arts Club	Ekta (Convener) Savita Rani (commerce)	Seema (EVS) Rekha (Chemistry) Parveen (Chemistry) Jyoti (Chemistry) Poonam (Chemistry)
		Music Club	Mukesh Verma (Convener) Parveen Goel (Physics) Susheel Kumar (Physics) Isha Kapoor	Pratibha(Geo.) Abhishek (Chemistry) Neha(English) Bhupender (Chemistry)
		Dance Club	Renu Rana (Convener) Nidhi, Geo. Komal, Hindi	Reena (Botany) Ritu (Botany) Archana(Geo.)
		Haryanvi Language Society	Vikas, Hindi (Convenor) Manoj Kumar Kamlesh Dahiya	Dalbir (Hindi) Sunil(Hindi)
		Theatre Section	Dinesh Singh (Psychology)	
45	Women Cell & Girls' Common Room Committee		Renu Rana (Convener) Anita Malik	Deepti (Comp. Sc) Parul (Computer Sci)

		Neetu Kajal Payal Jain Manju Physics Rinki (Chem) Isha Kapoor Nidhi, Geo. Jyoti, Comp.Sc. Madhuri Yadav Rekha (commerce) Archana Dhankhar (Maths) Aruna (Geo.) Ruchika (Comm.) Suman Bhatti Asha Rani (Maths) Pooja Malik	Sunil Kumar (Maths) Rinku (Chem) Jyoti (Chem) Naveeta (Botany) Seema (Physics) Neeraj Devi (Zoology) Vandana (Computer Science) Babita (Computer Science)
46	Legal Cell/Legal literacy and functioning legal awareness among students Committee	Sumitra Kadian (Convener)	Rampal (Pol. Sc)
		Savita Rani (Commerce)	Rakesh (Pol. Sc)
		Monu Devi	Ravinder(Maths)
		Jyoti (Comp. Sc.)	Pardeep(History)
		Madhuri Yadav (Comp. Sc.)	Vikas (Maths) SonaL (English)
		Surajpal (Comp. Sc.)	Sanjay (Maths)
47	----- Placement Cell Committee &Entrepreneurship Development Cell/ Career Guidance Cell/Career Guidance Cell	Surinder Sagnwan (Convener) Dinesh Singh (Psychology) Rashmi Singh Satish Khasa Jai Bhagwan Neha (commerce) Madhuri Yadav Sanjeev (Physics)	Sheetal (Maths) Ruchi (BBA) Chetna (BBA) Parul(Comp. Sc.) Sonal (English) Vandana(comp. sci) Babita (Comp. Sc.) Anand Kumar Surender (Botany) Pawan Sindhu Poonam (Chem.) Reena (Chem.)
48	College Magazine Editorial Board /Annual Report	Surender Sangwan (Editor-in-chief & Convenor) Renu Rana : Editor, Activities Section Ekta : Editor, English Section	

		Vikas : Editor, Hindi Section Jyoti (Physics): : Editor, Science Section Neha: Editor, Commerce Section Nirmala : Editor, Sanskrit Section	
49	College Tours Committee	Shamsher Hooda (Convenor) Rajesh Dahiya (Maths) Dhan Singh	Shilpa (Math) Manoj (Chem) Himani (Phy)
		Anjali Maan	Pardeep Kumar
		Vikas (Hindi) Rekha (Math) Nidhi (Geo)	
		Deepak Vats Harsh	
50	Hostel Committee/ Assistant Wardens	Dalbir Singh: Chief Warden Wazir Singh :Warden, Aravali Hostel Parveen Dhayal :Warden, Himalaya Hostel Dalel Singh :Asstt. Warden, Himalaya Hostel	Prince:Asstt. Warden, Aravali Hostel
		Anju Malik : Warden, Girls' Hostel	
		Manju: Asstt. Warden, Girls' Hostel	
51	Checking of Income Tax Forms/ Returns Committee/ GST/ College FD's	Satish Khasa (Convenor) Sunil Dua Sandeep Chahal	Meenakshi(BBA)
		K. L. Pruthi Rakesh Malik	Meenakshi(BBA) Ruchi (BBA)
		Ruchika Khanna Mrs. Sandeep	Chetna (BBA)
		Manju Neha Commerce Rekha (Commerce)	

52	Alumni Association	Dinesh (Psychology) Devender Sindhu Wazir Singh Rajesh Dalal Parvesh Neha (Commerce)	
53	Utilization of Library grant, O.E. grant, Computer Repair/Refill/Purchase Committee	Surinder Sangwan (Convener)	
		Meenakshi Sangwan	Krishna (Dy. Supt)
		Meenakshi Dalal	
		Geeta Dalal	
54	Anti-Tobacco Committee	Anil Grover Dhan Singh Surender Narwal	Anand Kumar (Physics)
55	Staff Quarter Allotment Committee	Anil Grover Meenakshi Dalal	
56	Court Cases Committee	Sunil Rathi Vikas Khokhar	
57	MIS Committee/HRMS	Poonam Pandit (MIS Incharge) Anil Kumar Rose (HRMS Incharge) Sanjeev Kumar Deepak Vats Madhuri Yadav Nidhi ( Geo.) Harsh Nandal	Krishna (Dy. Supt)
58	College Website Committee/ Portal committee/Facebook/Social Media	Anil Kumar (Comp. Sc.) (Convener) Parvesh Kumar(Facebook Incharge)	Neeru(Comp. Sc.)
		Geeta Dalal Yogita	Maninderjeet Babita
		Seema Rana	

59	Go-Green Club /EVS fund management /Harit Haryana/Beautification/Eco Club/Nature Interpretation Centre	Anil Dhaka	Seema (EVS) Santosh (EVS) Savita (EVS) Ritika (Maths)
		Sunita Birwal	
		Surender Narwal	
		Pardeep Maan Amita (Maths)	
		Shelly	

60	Biometric Committee	Anil Kumar, Comp.Sc. (Convener) Seema Rana	
		Harsh Nandal	
61	CM Cell Complaint Committee/ CM Window	Surender Sangwan Rajesh Kumar (Phy Edu) Manisha	
62	Election office Duty Committee/ Electoral Club (for election-related activities)	Sanjay Dangi (Convener)	Anil Saini
63	Incharge of Outsourcing /HKRN	Indu Sapra Ajay Mann Ajay Kumar (Maths) Jai Bhagwan	
64	Medical Reimbursement	Sunil Dua (Convenor) Pardeep Maan Rajesh Mor Nidhi (Geo)	
65	Verification of Documents of newly appointed staff	Sunil Dua K.L. Paruthi Deepak (Maths)	
66	Passport Committee	Surender (Botany) Reena (Physics) Rekha (Maths) Vikas (Hindi) Surajpal Rekha (Comm) Neha (Comm) Jagmohan (Geo)	Ritu Hooda Anil Saini Neeru Jain Pawan Kumar, Botany Surender Singh, Botany Abhishek

		Dalel (Geo) Amita (Maths) Deepak (Maths)	Anil, Chemistry Manoj, Chemistry Neha, English Rena (Bot) Ajay (Phy) Bhupender (Chem) Sheetal Vikas (Math) Rozy (Math) Neeraj (Zoo) Ruchi (BBA)
67	Staff Room Incharge/ Minutes of Staff Meetings	Ankita Sharma	
68	Committee for People with Disabilities	Parveen Dhayal (Convenor) Surajpal Jagmohan Rakesh Malik Isha Kapoor	Dalbir, Hindi

Principal,  
Pt. N.R.S. Govt. College,  
Rohtak