Office of the Principal Government College Uklana, Hisar

Memo No. GCU/2020/565 Dated :- 05.12.2020

Office Order

Duty list for the Session 2020-2021 w.e.f. 05/12/2020

Sr.No	Duty	Name of Teacher/Subordinate
1	College Council	Mr. Krishan Singh Noonia, Principal Dr. Suresh Kumar Dr. Vijender Singh Beniwal Mr. Narender Kumar Mr. Ravinder Kumar Dr. Amit Kumar + Dr Tanuja
2	Central Purchasing Committee	Dr. Suresh Kumar (Convener) Mr. Mukesh Kumar Dr. Tanuja
3	RTI	Dr. Suresh Kumar (SPIO) Mr. Narender Kumar (ASPIO) Ms Nisha Panchal (Clerk/Assit) Mr. Somveer (Peon)
4	Mentor Board	Dr. Suresh Kumar (Chief Mentor) Mr. Ravinder Kumar Mr. Narender Kumar Dr. Amit Kumar Mr. Mukesh Kumar Dr. Surina
5	Bursar	Mr. Narender Kumar Mr. Kamal Singh (Assist)
6	Staff and Social Secretary/Stage Secretary/Media Secretary	Dr. Surina (Social Secretary) Dr. Vijender Singh Beniwal, Dr. Surina (Stage Secretary) Mr. Mukesh Kumar (Staff Secretary) Mr. Kamal Singh (Assist)
7	Time Table/Work load	Dr. Amit Kumar (Convener) Dr. Tanuja Mr. Ravinder Kumar
8	Section Formation/Subject Change	Mr. Narender Kumar (Convener) Dr. Vijender Singh Beniwal Mr. Ravinder Kumar Dr. Amit Kumar
9	Discipline Committee	Dr. Suresh Kumar (Convener) Dr. Randhir Singh Dr. Vijender Singh Beniwal Dr. Tanuja Mr. Narender Kumar Mr. Ravinder Kumar

5/12/2020

Scanned with CamScanner

		Dr.Amit Kumar Mr. Mukesh Kumar Dr. Surina
10	Out Sourcing and Contract Services/Extension Lecturer	Dr. Suresh Kumar (Convener) Dr. Vijender Singh Beniwal Mr. Ravinder Kumar Mr. Narender Kumar (Ex officio)
11	University Work/Exams/internal Assessment/Result Register/DMC/RR/Exam Form Submission/Subject Change	Dr. Vijender Singh Beniwal (Registrar) Mr. Narender Kumar (Deputy Registrar) Mr. Ravinder Kumar Mr. Mukesh Kumar Dr. Surina Ms Nisha Panchal (Clerk) Mr. Kamal Singh (Assist)
12	Bus Pass	Mr. Ravinder Kumar (Convener) Mr. Satbir (Assist) Mr. Mukesh (Peon)
13	Scholarship and Stipend Fund	Mr. Narender Kumar (Convener for all SCs Students) + Ravinder Kumar Mr. Mukesh Kumar (Convener for all BCs Students and Bhawan Nirmaan scholarship/stipend) Dr. Suresh Kumar/Mr. Ravinder Kumar/Dr. Tanuja (Convener for other scholarships) Ms. Nisha Panchal (clerk)
14	NSP Scholarship	Mr. Amit Kumar (Convener) Dr. Surina Mr. Ashwani (Assist) Mr. Kamal Singh (Assist)
15	Women Cell	Dr. Tanuja (Convener) Dr. Amit Kumar Dr. Surina
16	Placement Cell	Mr. Ravinder Kumar (Convener) Dr. Amit Kumar Mr. Ashwani (Library Attendant) Mr. Satbir Singh (Lab Attendant)
17	NSS NSS Advisory Committee	Mr. Amit Kumar (Coordinator) Dr. Surina (For Girls) Mr.Kamal Singh (Assist) Mr.Somveer (Peon) Principal- Mr. Krishan Singh Noonia (Chairman) Dr. Suresh Kumar Dr. Vijender Singh Beniwal Mr. Ravinder Kumar
18	Sports Board	Mr. Krishan Singh Noonia, Principal (President) Mr. Mukesh Kumar (Convener) Dr. Vijender Singh Beniwal

Scanned with CamScanner

		Dr. Tanuja Dr. Amit Kumar Mr. Kamal Singh (Assist)
19	Cultural Activities	Dr. Tanuja (Convener) Dr. Amit Kumar Dr. Surina
20	General Quiz	Dr. Amit Kumar (Convener) Dr. Vijender Singh Beniwal Mr. Narender Kumar Mr.Ravinder Kumar Mr. Ashiwani (Library Attendant)
21	Educational Tour	Mr. Ravinder Kumar (Convener for Boys Tour) Dr. Amit Kumar (Boys Tour) Dr. Tanuja (Convener for Girls Tour) Dr. Surina (Girls Tour) Mr. Mukesh Kumar
22	Library Library Advisory Board	Mr. Mukesh Kumar (Convener) Dr. Vijender Singh Beniwal Dr. Surina Mr. Ashiwani (Library Attendant) Principal- Mr. Krishan Singh Noonia, (Chairperson) Dr. Vijender Singh Beniwal (Convener) Dr. Suresh Kumar Mr. Narender Kumar Dr. Amit Kumar
23	PRO (Public Relation Officer)	Dr. Suresh Kumar (Convener) Mr. Mukesh Kumar Mr. Kamal Singh (Assist)
24	College Property	Mr. Narender Kumar (Convener) (Steel and cemented goods) Mr Mukesh Kumar (Wooden) Ms Nisha Panchal (Assist) Mr Satbir (Assist) Dr. Tanuja (Electric Properity)
25	Income Tax Return	Mr. Narender Kumar Mr. Mukesh Kumar Dr. Surina Mr. Nisha Panchal (To assist to keep record)
26	Internal Complain Committee (Sexual Harassment)	Principal- Mr. Krishan Singh Noonia (President) Dr. Tanuja Dr. Vijender Singh Beniwal Mr. Narender Kumar Dr. Amit Kumar Mr. Ravinder Kumar Mr. Mukesh Kumar

Scanned with CamScanner

		Dr. Surina
27	Construction and Maintenance Committee	Dr. Randhir Singh (Convener) Mr. Narender Kumar Mr. Ravinder Kumar Mr. Mukesh Kumar Mr. Satbir, Lab Attendant (Assist)
28	Electricity/Generator/ and Water Supply Committee	Mr. Ravinder Kumar (Convener) Dr. Randhir Singh Mr. Satbir, Lab Attendant (Assist)
29	Legal Cell Committee/CM grievances Committee	Mr. Narender Kumar (Convener) Mr. Ravinder Kumar
30	Legal Literacy Cell	Mr. Ravinder Kumar (Convener) Dr. Vijender Singh Beniwal Mr. Narender Kumar Dr. Amit Kumar Dr. Surina
31	Eco Club/Beautification of Lawns/EVS	Dr. Amit Kumar (Convener) Dr. Vijender Singh Beniwal Mr. Ravinder Kumar Mr. Pardeep (Chokidar cum Mali) Mr. Jaivir (Chokidar) Mr. Somveer (Peon): To maintain items record in store.
32	Swatchta and Unnat Bharat Abhiyaan/Harit Haryana Committee	Dr. Randhir Singh (Convener) Mr. Ravinder Kumar Dr. Amit Kumar (Harit Haryana Convener) Dr. Surina Mr. Mukesh (Peon) Mr.Somveer (Peon)
33	Canteen and Refreshment Committee	Dr. Randhir Singh (Convener) Mr. Mukesh Kumar Dr. Surina
34	IT Cell and Broadband Committee	Dr. Tanuja (Convener) Mr. Mukesh Kumar Mr. Satbir Singh (Lab Attendant)
35	Dilapidation Committee (Repair Committee)	Mr. Ravinder Kumar (Convener) Mr. Mukesh Kumar Mr. Satbir Singh (Lab Attendant) Mr. Somveer (Peon)

Scanned with CamScanner

36	Decoration Committee	Dr. Randhir Singh (Convener) Dr. Tanuja Mr. Mukesh Kumar Dr. Surina
37	Photography/Videography /Tent and Sound Committee	Mr. Mukesh Kumar (Convener) Mr. Ravinder Kumar Mr. Mukesh (Peon) Mr. Somveer (Peon)
38	NAAC/RUSA/UGC	Dr. Suresh Kumar (Convener) Mr. Narender Kumar Mr. Mukesh Kumar Ms. Nisha Panchal (Clerk)
39	IQAC	Principal – Mr. Krishan Singh Noonia (Chairman) Dr. Suresh Kumar (Convener) Dr. Vijender Singh Beniwal Dr. Amit Kumar Mr. Ravinder Kumar Ms Nisha Panchal (Clerk) Student Representative Ms. Mamta, B.A Final Year Mr. Sandeep, B.A Final Year
40	Result Verification in ACR Proforma	Dr. Tanuja (Convenor) Mr. Narender Kumar Dr. Amit Kumar Mr. Mukesh Kumar Mr. Satbir (Assist and Record Maintenance)
41	Printing and Invitation Committee	Mr. Ravinder Kumar (Convener) Mr. Mukesh Kumar Mr.Satbir (Assist) Mr. Somveer (Peon)
42	Electoral Literacy Club	Mr. Mukesh Kumar (Nodal Officer) Dr. Randhir Singh Mr. Kamal Singh (Assist) Mr. Somveer (Peon)
43	Red Cross/Red Ribbon/First Aid Committee	Dr. Amit Kumar (Convener) Dr. Vijender Singh Beniwal Dr. Surina Mr. Somveer (Peon)
44	Student Union Election and Advisory Committee	Dr. Suresh Kumar (Convener) Mr. Narender Kumar Mr. Ravinder Kumar Dr. Amit Kumar Mr. Mukesh Kumar

Scanned with CamScanner

	Digital University Framework Committee	Dr. Tanuja (Convener) Mr. Mukesh Kumar Mr. Satbir (Lab. Attendant) Ms. Nisha Panchal (Clerk)
46	GeM portal Registration	Dr. Tanuja (Incharge) Mr. Narender Kumar Mr. Mukesh Kumar
47	Earn While You learn Committee	Mr. Ravinder Kumar (Convener) Dr. Amit Kumar Dr. Surina
48	HRMS/MIS/Scholarship/ Training	Mr. Ravinder Kumar (HRMS/MIS) – (Convener) Dr. Tanuja – (HRMS/MIS) Mr. Narender Kumar (Scholarship) Dr. Amit Kumar (Training) Mr. Somveer for Assist (Peon)
49	Alumni Association	Mr. Narender Kumar (Convenor) Dr. Vijender Singh Beniwal Mr. Ravinder Kumar Dr. Amit Kumar Mr. Mukesh Kumar
50	Prize Distribution	Dr. Randhir Singh (Convener) Mr. Ravinder Kumar Dr. Amit Kumar
51	College Magazine	Dr. Amit Kumar (Editor) Dr. Vijender Singh Beniwal (Social Science) Mr. Narender Kumar (English) Mr. Ravinder Kumar (Science) Mr. Mukesh Kumar (News) Dr. Surina (Hindi)
52	First Aid/Health Committee	Dr. Randhir Singh (Convener) Dr. Vijender Singh Beniwal Dr. Amit Kumar Mr. Ravinder Kumar
53	Passport/Driving License	Mr. Ravinder Kumar (Convener) Dr. Vijender Singh Beniwal Dr. Tanuja Mr. Satbir Singh, Lab Attendant (Assist)
54	Complain Box Committee	Principal- Mr. Krishan Singh Noonia (To Open Box) Dr. Suresh Kumar (Convenor) Dr. Amit Kumar Mr. Ravinder Kumar Dr. Surina
55	Wall Magazine Committee	Mr. Narender Kumar (Convener) Dr. Vijender Singh Beniwal Mr. Mukesh Kumar

Scanned with CamScanner

		Dr. Surina
56	Group D Employees incharge	Mr. Mukesh Kumar (Convener) Dr. Tanuja
57	Anti Ragging Committee	Principal- Mr. Krishan Singh Noonia (President) Dr. Suresh Kumar Dr. Vijender Singh Beniwal Dr. Amit Kumar Dr. Tanuja
58	Absentee Work/Fine Committee	Mr. Narender Kumar (Convener) Mr. Mukesh Kumar Mr. Satbir Singh (Lab. Att)
59	English Lab Committee	Dr. Suresh Kumar (Convenor) Dr. Tanuja Mr. Mukesh Kumar Mr. Satbir (Lab. Attendant)
60	Science Exhibition Committee	Dr. Tanuja (Convenor) Dr. Randhir Singh Mr. Ravinder Kumar
61	Anti Drug and Smoking Committee	Dr. Randhir Singh (Convenor) Dr. Amit Kumar Mr. Ravinder Kumar
62	Stationery Store Committee (OE)	Mr. Mukesh Kumar (Convenor) Mr. Ashiwini Kumar (Library Attendant) Ms. Nisha Panchal (Clerk)
63	Beti Bachao Beti Padhao Committee	Dr. Tanuja (Convenor) Mr. Ravinder Kumar Dr. Amit Kumar Dr. Surina
64	Lecture Shortage Committee	Mr. Narender Kumar (Convenor) Mr. Vijender Singh Beniwal Dr. Randhir Singh Mr. Mukesh Kumar
65	Lab Up gradation Committee	Mr. Vijender Singh Beniwal (Convener) Dr. Tanuja Mr. Ravinder Kumar Dr. Amit Kumar
66	Extension Lecturer Issue Committee	Dr. Suresh Kumar (Convener) Dr. Vijender Singh Beniwal Dr. Randhir Singh Dr. Amit Kumar

Scanned with CamScanner

67	Corona Monitoring Committee	Dr. Randhir Singh (Convenor) Mr. Narender Kumar Mr. Mukesh Kumar
68	Biometric Committee	Dr. Tanuja (Convenor) Mr. Ravinder Kumar Mr. Mukesh Kumar
69	Subject Society	Dr. Suresh Kumar (English) Dr. Tanuja (Computer Science) Dr. Vijender Singh Beniwal (Public Administration) Dr. Randhir Singh (Psychology) Mr. Narender Kumar (Mathematics) Mr. Ravinder Kumar (Physics) Dr. Amit Kumar (Geography) Mr. Mukesh Kumar (Economics)
70	Estate Officer Immovable, Movable Property Committee	Dr. Randhir Singh (Convener) Dr. Vijender Singh Beniwal Mr. Narender Kumar Mr. Mukesh Kumar
71	Road Safety Awareness Club and College Safety	Mr. Mukesh Kumar (Convener) Dr. Randhir Singh Mr. Ravinder Kumar
72	Studio and Lecture Recording Committee	Dr. Tanuja (Convener) Dr. Vijender Singh Beniwal Mr. Narender Kumar Dr. Amit Kumar
73	Youtube and Website Updating Committee	Dr. Tanuja (Convener) Mr. Ravinder Kumar Dr. Amit Kumar
74	Compulsory Computer Education and Computer Awareness Committee	Dr. Tanuja (Convener) Dr. Randhir Singh Dr. Vijender Singh Beniwal Mr. Mukesh Kumar
75	Cycle Scooter/Stand Committee	Mr. Ravinder Kumar (Convener) Dr. Vijender Singh Beniwal Dr. Amit Kumar

Duties are subject to change according to time as well as availability of Faculty.

05/12/2

Principal

Govt. College Uklana (Hisar)

5/12/2020

Copy to:

1. Dr. Suresh Kumar (Associate Professor), Senior Tutor and Convener of IQAC
2. Mr. Narender Kumar, Bursar
3. Ms Nisha Panchal, Clerk
4. Notice File

Scanned with CamScanner