

**Office of the Principal Government College Uklana, Hisar**  
**Annual Duty List**

Memo No: GCU/2024/860

Dated: 25.07.2024

Duty list for the Session 2024-2025 w.e.f 25.07.2024

Sr.No	Duty	Name of Teacher/Subordinate
1	College Council	Dr. Satbir Singh Sanga (Principal) Sh. Ravinder Kumar Dr. Anju Sh. Narender Kumar Dr. Tanuja Dr. Amit Kumar
2	Central Purchasing Committee	Dr. Tanuja(Convener) Sh. Narender Kumar Dr. Amit Kumar Ms. Sonia(Clerk)
3	RTI	Principal First Appellate Authority Sh. Narender Kumar (SPIO) Dr. Tanuja (ASPIO) Ms. Sonia (Clerk)
4	Senior Mentors.  Mentor Board	Sh. Narender Kumar Dr. Anju 1. Sh. Chandan Singh (Mentor) – B.A 3 <sup>rd</sup> Year (Boys) 2. Dr. Amit Kumar (Mentor) B.A 2 <sup>nd</sup> Year (Boys) 3. Sh. Mukesh Kumar (Mentor) B.A 1 <sup>st</sup> Year (Boys) 4. Dr. Indu (Mentor) –B.A 1 <sup>st</sup> Year (Girls) 5. Dr. Tanuja (Mentor) B.A 2 <sup>nd</sup> Year (Girls) 6. Dr. Surina (Mentor) B.A 3 <sup>rd</sup> Year (Girls)
5	Bursar	Dr. Anju Ms. Sonia (Clerk)
6	Staff and Social Secretary/Stage Secretary/Media Secretary	Sh. Mukesh Kumar (Staff Secretary) Dr. Tanuja (Social Secretary, Stage Secretary)
7	Time Table/Work load	Dr. Tanuja (Convener) Sh. Narender Kumar Dr. Amit Kumar
8	Section Formation/Subject Change	Dr. Anju (Convener) Sh. Mukesh Kumar Dr. Amit Kumar

9	Discipline Committee	Sh. Ravinder Kumar (Convener) Dr. Anju Sh. Narender Kumar Dr. Tanuja Sh. Mukesh Kumar Dr. Indu Sh. Chandan Singh Dr. Surina
10	Out Sourcing and Contract Services/Extension Lecturer/Group D, HKRN	Dr. Tanuja (Convener outsourcing Staff part- 1 – 2 & HKRN) Sh. Mukesh Kumar (Convener Group D and Extension Lecturer) Dr. Amit Kumar Ms. Sonia (Clerk)
11	University Work: As /Exams/internal Assessment/Result Register/DMC/RR/CR/ Practical Exam & Examination award uploading Submission and other work related to the affiliated GJUS&T University Hisar	Sh. Ravinder Kumar (Registrar/Convener) Sh. Narender Kumar Dr. Anju Dr. Amit Kumar Dr. Tanuja Sh. Mukesh Kumar Dr. Indu Sh. Chandan Singh Dr. Surina Sh. Sandip Nain (Clerk) Sh. Basau Ram L.A. Sh. Kamal Singh L.A.
12	Bus Pass/Railway Concession Pass	Dr. Tanuja (Convener) Sh. Basau Ram L.A. Sh. Kamal L.A. Sh. Mukesh (Peon)
13	Scholarship and Stipend Fund State Merit Scholarship Specify.	Sh. Narender Kumar (Convener for SCs Scholarships) Sh. Mukesh Kumar (Convener for all BCs Students and Bhawan Nirmaan scholarship/stipend) Dr. Tanuja (Convener NSP & other scholarships) Ms. Sonia (clerk) Sh. Mukesh (Peon)
14	Women Cell/Women Grievance and Internal Committee (Anti Sexual Harassment)/Girls Common Room	Dr. Tanuja(Convener) Dr. Anju Sh. Narender Kumar Dr. Indu Dr. Surina Ms. Sonia(Clerk) Sh. Mukesh (Peon)

15	Placement Cell/Career Guidelines Cell	Dr. Indu(Convener) Sh. Narender Kumar Dr. Tanuja Sh. Mukesh Kumar Sh. Chandan Singh Sh. Sandip Nain (Clerk)
16	NSS  NSS Advisory Committee	Sh. Chandan Singh(NSS PO) Dr. Amit Kumar Sh. Ravinder Kumar Dr. Surina Ms. Sonia (NSS Clerk) Ms. Rajbala (Sweeper)  Dr. Anju Sh. Narender Kumar Dr. Tanuja
17	Sports Board	Dr. Satbir Singh Sanga (Principal) Dr. Tanuja (Convener) Sh. Mukesh Kumar Sh. Narender Kumar Sh. Ravinder Kumar Sh. Basau Ram (L.A.) Sh. Ashwani (L.A.) Assist. Sh. Kamal Singh (L.A.) Assist.
18	Cultural Activities	Dr. Indu(Convener) Sh. Ravinder Kumar Sh. Mukesh Sh. Chandan Singh
19	Quiz Competition/Webinar/Seminar (Inter College and Intra College)	Sh. Ravinder Kumar (Convener) Dr. Anju Dr. Tanuja Sh. Narender Kumar Sh. Ashiwani (Library Attendant)
20	Educational Tour	Sh. Mukesh Kumar (Convener for Boys Tour) Sh. Narender Kumar(Boys Tour) Sh. Chandan Singh Dr. Tanuja (Convener for Girls Tour) Dr. Surina (Girls Tour)
21	Library  Library Advisory Committee	Dr. Amit Kumar (Convener) Sh. Mukesh Kumar Dr. Tanuja Sh. Ashiwani (Library Attendant)  Dr. Anju Dr. Indu (Arts) Sh. Narender Kumar (Mathematics)

22	PRO (Public Relation Officer)	Dr. Surina(Convener) Sh. Ravinder Kumar Sh. Mukesh Kumar Sh. Mukesh (Peon)
23	College Property, Estate Officer Movable and Immovable Committee (Electrical, Electronics and Furniture Steel / Iron & Wooden item etc.	Dr. Chandan Singh (Convener) Dr. Amit Kumar Dr. Surina Sh. Basau Ram (L.A.) Sh. Kamal Singh LA Sh. Ashwani Kumar (Assist. Library) Sh Mukesh (Peon)
24	Income Tax Return	Sh. Mukesh Kumar (Convener) Dr. Anju Dr. Indu Ms. Sonia (Clerk) Sh. Mukesh (Peon)
25	Issue of Character Certificate	Dr. Anju Sh. Narender Kumar Sh. Mukesh Kumar
26	Construction, Maintenance Committee and Dilapidation Committee (Repair Committee)	Dr. Amit Kumar (Convener) Sh. Mukesh Kumar Dr. Indu Sh. Sandip Nain Clerk
27	Electricity/Electrical Items/ CCTV Camera and Water Supply Repair and Maintenance Committee	Sh. Narender Kumar (Convener) Sh. Mukesh Kumar Dr. Surina Sh. Sandip Nain, Clerk Sh. Ashwani L.A.
28	Legal Cell Committee/Legal Literacy Cell/Court Case	Sh. Narender Kumar (Convener) Dr. Amit Kumar Sh. Mukesh Kumar
29	Eco Club/Beautification of Lawns/EVS/Nature Interpretation Centre	Sh. Mukesh Kumar (Convener) Sh. Chandan Singh Dr. Indu Sh. Pardeep (Chokidar cum Mali) Sh. Dara Singh (Mali) Sh. Arvind Kumar (Mali)
30	Canteen and Refreshment Committee	Sh. Chandan Singh(Convener) Dr. Indu Dr. Surina
31	IT Cell and Broadband/ Wifi Connection Committee/Smart Class Room Digital Board Repair and Maintenance	Dr. Tanuja (Convener) Sh. Mukesh Kumar Dr. Indu Sh. Basau Ram (L.A.) Sh. Kamal (Lab Attendant)

32	Photography/Videography /Tent and Sound Committee/Seating Arrangement Committee	Sh. Mukesh Kumar (Convener) Sh. Narender Kumar Dr. Indu Sh. Chandan Singh Dr. Surina Sh. Ashwani Kumar (Libray Att) Sh. Mukesh (Peon)
33	IQAC/NAAC/RUSA/JGC/AISHE	Sh. Ravinder Kumar (Convener) Dr. Anju Sh. Narender Kumar Dr. Tanuja Sh. Chandan Singh Sh. Mukesh Kumar Student Representative _____, B.A Final Year _____, B.Sc Second Year
34	Result Verification in ACR Performa	Sh. Narender Kumar (Convener) Dr. Tanuja Dr. Indu Sh. Mukesh Kumar Sh. Sandip Nain Clerk ( Record Maintenance)
35	Printing and Invitation Committee/Identity Card/Letter Head Attendance and other Register etc.	Dr. Amit Kumar (Convener) Sh. Chandan Singh Sh. Mukesh Kumar Sh. Ashwani L.A. (Assist) Sh. Mukesh (Peon)
36	Electoral Literacy Club	Sh Mukesh Kumar (Nodal Officer) Dr. Indu Dr. Surina Sh. Kamal Singh L.A.(Assist)
37	Red Cross/Red Ribbon/First Aid Committee/Health Committee	Sh. Mukesh Kumar (Convener) Sh. Narender Kumar Dr. Tanuja Dr. Surina
38	Student Union Election and Advisory Committee	Dr. Satbir Singh Sanga (Principal) Dr. Amit Kumar (Convener) Sh. Narender Kumar Sh. Mukesh Kumar
39	GeM portal Registration Committee	Dr. Tanuja (Convener) Dr. Amit Kumar Sh. Mukesh Kumar
40	Earn While You learn Committee/ITI Apprentice	Dr. Indu (Convener) Dr. Tanuja Sh. Mukesh Kumar

41	HRMS/MIS/Scholarship/Online/ Training/LMS/AISHE	Dr. Tanuja – Convener HRMS Dr. Anju HRMS Sh. Narender Kumar (Scholarship) Ms. Sonia (Clerk)
42	Alumni Association	Dr. Amit Kumar (Convenor) Sh. Ravinder Kumar Dr. Tanuja Sh. Narender Kumar Sh. Mukesh Kumar
43	Prize Distribution	Sh. Mukesh Kumar (Convener) Sh. Narender Kumar Dr. Anju Sh. Ravinder Kumar Sh. Chandan Singh Sh. Mukesh (Peon)
44	College Magazine	Sh. Narender Kumar (Editor) Sh. Ravinder Kumar (Science) Dr. Anju (News/GK) Dr. Tanju (Computer Science) Dr. Amit Kumar (Social Science) Dr. Indu Sh. Mukesh Kumar Dr. Surina (Hindi)
45	Passport/Driving License	Sh. Narender Kumar (Convener) Sh. Ravinder Kumar Sh. Mukesh Kumar Dr. Indu Sh. Kamal Singh L.A.(Assist)
46	Complain Box Committee	Dr. Satbir Singh Sanga (To Open Box) Sh. Narender Kumar Dr. Anju Dr. Tanuja
47	Absentee Work/Fine Committee Lecture Shortage	Dr. Amit Kumar (Convener) Sh. Mukesh Kumar Sh. Sandip Nain Clerk Sh. Basau Ram (L.A.)
48	English Lab Committee	Sh. Narender Kumar(Convener) Sh. Mukesh Kumar Dr. Tanuja Sh. Basau Ram (L.A.)
49	Science Exhibition Committee	Dr. Tanuja (Convenor) Sh. Narender Kumar Dr. Amit Kumar Sh. Basau Ram(LA)

50	Anti-Drug and Smoking Committee/ Anti Ragging	Dr. Amit Kumar (Convener) Sh. Ravinder Kumar Sh. Narender Kumar Dr. Tanuja Sh. Mukesh Kumar Dr. Indu
51	Office Expenses Committee (OE)	Dr. Amit Kumar (Convener) Sh. Narender Kumar Sh. Mukesh Kumar Smt. Sonia (Clerk)
52	Lab Up gradation Committee	Sh. Narender Kumar (Convener & Nodal Officer) Dr. Tanuja Dr. Amit Kumar Dr. Indu
53	Disaster Management (Fire Safety/Corona Monitoring/ Vaccination etc.) Committee	Dr. Tanuja (Convener) Sh. Narender Kumar Dr. Amit Kumar Sh. Mukesh Kumar Sh. Basau Ram (L.A.) Sh. Mukesh (Peon)
54	Biometric Attendance Committee/Work From Home Monitoring Committee	Dr. Satbir Singh Sanga, Principal Dr. Tanuja (Convener) Dr. Anju Dr. Amit Kumar Sh. Mukesh Kumar Sh. Mukesh (Peon)
55	Subject Society	Sh. Ravinder Kumar (Physics) and Convener Sh. Narender Kumar (Mathematics) Dr. Tanuja (Computer Science) Dr. Amit Kumar (Geography) Sh. Mukesh Kumar (Economics) Dr. Indu (Psychology) Dr. Surina (Hindi)
56	Road Safety Awareness Club and College Safety/Traffic Interpretation Centre	Sh. Mukesh Kumar (TIC Nodal Officer) Dr. Indu Sh. Mukesh (Peon)
57	Computer Education and Computer Awareness Committee/ Youtube and Website Updating Committee/ Studio and Lecture Recording, Smart Classroom Committee	Dr. Tanuja (Convener) Sh. Ravinder Kumar Sh. Narender Kumar Dr. Amit Kumar Sh. Mukesh Kumar Dr. Surina

58	Cycle Scooter/Stand Committee	Dr. Amit Kumar(Convener) Sh. Chandan Singh Dr. Surina Sh. Basau Ram Sh. Mukesh Peon
59	Sanitation Committee	Sh. Mukesh Kuma (Convener) Dr. Amit Kumar Dr. Surina Sh. Mukesh Peon
60	SC/ST (Discrimination and Complaint Committee)	Sh. Narender Kumar (Convener) Sh. Ravinder Kumar Dr. Tanuja Dr. Indu Sh. Mukesh Kumar Sh. Mukesh (Peon)
61	Smart Class Rooms/Electric Generator/Solar Cell Panel Committee	Mukesh Kumar (Convener Electric Generator/Solar Cell/ Smart Class Room) Incharge Smart Class Room No: _ 212 Mukesh Kumar Incharge Smart Class Room No: _ 213 Dr. Tanuja Incharge Smart Class Room No: _ 214 Dr. Anju Incharge Smart Class Room No: _ 215 Dr. Indu Incharge Smart Class Room No: 216 Narender Kumar
62	CM/UGC/University/DGHE (Complain from other statutory agency) Grievances Committee	Sh. Narender Kumar (Convener) Dr. Anju Dr. Tanuja Dr. Amit Kumar Sh. Mukesh Kumar Sh. Sandip Nain Clerk
63	Psychological Guidance & Counseling Cell	Dr. Indu (Convener) Sh. Narender Kumar Dr. Tanuja Sh. Ravinder Kumar Sh. Mukesh Kumar
64	College Statistical Cell (Student and Staff) to keep the record of SC/BC/DNT/DSC/BC-A/BC-B/MINORITY/PHYSICAL DISABLED Category	Dr. Anju(Convener) Dr. Amit Kumar Dr. Surina Sh. Sandip Nain Clerk
65	Student Aid fund (SAF)/Fee Concession/ Refund Committee	Dr. Anju Sh. Narender Kumar Sh. Mukesh K.
66	Physical Verification Committee for the purchase of RS. 10000/- And above	Sh. Narender Kumar Sh. Ravinder Kumar Dr. Amit Kumar Sh. Mukesh Kumar Dr. Indu




67	OBC Grievance Cell	Sh. Mukesh Kumar (Convener) Dr. Indu (Member) Sh. Chandan Singh
68	Minority Grievance Cell	Sh. Ravinder Kumar (Convener) Mr. Narender Kumar (Member) Dr. Tanuja (Member)
69	Online Students Attendance	Dr. Tanuja Dr. Indu Sh. Mukesh Kumar
70	NEP Committee	Sh. Mukesh Kumar (Convener) Dr. Indu Sh. Chandan Singh

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

Note:

1. The Convener/in charge shall note down the names of faculty member attached with them. In case the convener is on leave or other way not present then next to him/her will automatically act as convener till further orders.
2. All Financial activity will be performing with consultation of Bursar.
3. The college fund clerk/bill clerk will ensure that all the dues/funds collected during the session are deposited in the concerned bank and remitted to the concerned institution well in time and same to be reported to bursar in well in time.
4. All the committees/cell/society in charge/convener makes sure to maintain a separate register/file for financial or any other data related record.
5. The concern of any type of fee/bill will prepare the related documents well in time on priority basis so that the dues can be deposited timely.
6. All the official letters to be sent to the higher ups and various institutions must have full signature of concerned official instead of initials.
7. All the staff members are advised and directed to work as team members in spirit.

  
Principal 25/07/2024

Govt. College Uklana (Hisar)

**Principal**  
**GC. UKLANA**

Copy to:

1. Dr. Anju (Assistant Professor), Bursar
2. Mr. Ravinder Kumar, Convener of IQAC
3. Sh. Narender Kumar,
4. Smt. Sonia, Clerk
5. Mr. Sandip Nain, Clerk
6. Notice File