

Office of the Principal Government College Uklana, Hisar

Annual Duty List

Memo No: GCU/2023/ 1856

Dated: 11-12-2023

Duty list for the Session 2023-2024 w.e.f. 11.12.2023

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

9	Discipline Committee	Mr. Ravinder Kumar (Convener) Dr. Anju Mr. Narender Kumar Dr. Tanuja Mr. Mukesh Kumar Dr. Indu Dr. Surina
10	Out Sourcing and Contract Services/Extension Lecturer/Group D, HKRN	Dr. Ravinder Kumar (Convener outsourcing Staff part-1 & 2) HKRN Mr. Mukesh Kumar (Convener Group D and Extension Lecturer) Smt. 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	Mr. Ravinder Kumar (Registrar/Convener) Dr. Tanuja Dr. Surina Mr. Sandeep (Clerk) Mr. Mukesh (Peon) Mr. Kamal Singh(L.A.)
12	Bus Pass/Railway Concession Pass	Dr. Tanuja (Convener) Mr. Kamal L.A. Mr Somveer (Peon)
13	Scholarship and Stipend Fund State Merit Scholarship Specify.	Mr. Narender Kumar (Convener for SCs Scholarships) Mr. Mukesh Kumar (Convener for all BCs Students and Bhawan Nirmaan scholarship/stipend) Dr. Tanuja (Convener NSP & other scholarships) Smt. Sonia (Clerk) Mr. Somveer (Peon)
14	Women Cell/Women Grievance and Internal Committee (Anti Sexual Harassment)/Girls Common Room	Dr. Tanuja(Convener) Dr. Anju Mr. Narender Kumar Dr. Indu Dr. Surina Smt. Sonia (Clerk) Mr. Mukesh (Peon)
15	Placement Cell/Career Guidelines Cell	Mr. Mukesh Kumar (Convener) Dr. Indu Dr. Surina Mr Sandip Nain (Clerk)

16	NSS	Mr Ravinder Kumar (NSS PO) Mr Mukesh Kumar ((Asstt. NSS PO) Dr. Surina (Asstt. NSS PO) Smt. Sonia (Clerk) (NSS Clerk) Smt Rajbala (Sweeper)
	NSS Advisory Committee	Dr. Anju Mr. Narender Kumar
17	Sports Board	Dr. Satbir Singh Sanga (Principal) Dr Tanuja (Convener) Mr. Mukesh Kumar Mr Ravinder Kumar Mr. Narender Kumar Mr Kamal L.A. (Assistant) Mr Ashwani Kumar (Assistant)
18	Cultural Activities	Dr. Indu (Convener) Mr Ravinder Kumar Mr Mukesh Kumar
19	Quiz Competition/Webinar/Seminar (Inter College and Intra College)	Mr. Ravinder Kumar (Convener) Dr. Anju Dr. Tanuja Mr. Narender Kumar Mr. Ashwani (Library Attendant) Mr. Somveer (Peon)
20	Educational Tour	Mr. Ravinder Kumar (Advisor) Mr. Mukesh Kumar (Convener for Boys Tour) Mr Narender Kumar(Boys Tour) Dr. Tanuja (Convener for Girls Tour) Dr. Surina (Girls Tour)
21	Library	Mr. Mukesh Kumar (Convener) Sh Ravinder Kumar (Science) Dr. Tanuja Mr. Ashwani (Library Attendant)
	Library Advisory Board	Sh Ravinder Kumar (Science) Dr. Anju Dr.Amit Kumar (Arts) Mr. Narender Kumar (Mathematics)
22	PRO (Public Relation Officer)	Dr. Surina (Convener) Mr Ravinder Kumar Mr. Mukesh Kumar Mr. Mukesh (Peon)

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

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

42	HRMS/MIS/Scholarship/Online/ Training/LMS	Dr. Tanuja – Convener HRMS Dr Anju (HRMS) Mr. Narender Kumar (Scholarship) Smt. Sonia (Clerk) Mr. Somveer for Assist (Peon)
43	Alumni Association	Dr. Amit Kumar (Convenor) Mr. Ravinder Kumar Dr. Tanuja Mr. Mukesh Kumar
44	Prize Distribution	Mr. Mukesh Kumar (Convener) Mr. Narender Kumar Dr. Anju Mr. Ravinder Kumar Mr. Somveer Peon
45	College Magazine	Sh. Narender Kumar (Editor) Mr. Ravinder Kumar (Science) Dr. Anju (News/GK) Dr. Tanuja (Computer Science) Dr. Amit Kumar (Social Science) Dr. Indu Mr. Mukesh Kumar Dr. Surina (Hindi)
46	Passport/Driving License	Sh. Narender Kumar (Convener) Sh. Ravinder Kumar Mr. Mukesh Kumar Dr. Indu Mr. Kamal Singh L.A. (Assist)
47	Complain Box Committee	Dr. Satbir Singh Sanga (To Open Box) Mr. Narender Kumar Sh. Ravinder Kumar Dr. Tanuja
48	Absentee Work/Fine Committee Lecture Shortage	Dr. Amit Kumar (Convener) Mr. Mukesh Kumar Mr. Sandeep Kumar Clerk
49	English Lab Committee	Dr Narender Kumar (Convener) Mr. Mukesh Kumar Mr. Kamal Singh (Lab. Attendant)
50	Science Exhibition Committee	Dr. Tanuja (Convenor) Mr. Ravinder Kumar Mr. Narender Kumar Mr. Somveer peon

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

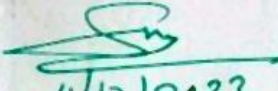
58	Compulsory Computer Education and Computer Awareness Committee/ Youtube and Website Updating Committee/ Studio and Lecture Recording, Smart Classroom Committee	Dr. Tanuja (Convener) Mr. Ravinder Kumar Mr. Narender Kumar Dr. Amit Kumar Mr. Mukesh Kumar Dr. Surina
59	Cycle Scooter/Stand Committee	Dr. Amit Kumar (Convener) Dr. Surina Mr. Mukesh Peon Mr. Somveer Peon
60	Sanitation Committee	Mr. Mukesh Kumar (Convener) Dr. Amit Kumar Dr. Surina Mr. Somveer Peon Mr. Mukesh Peon
61	SC/ST (Discrimination and Complaint Committee)	Mr. Narender Kumar (Convener) Mr. Ravinder Kumar Dr. Tanuja Dr. Indu Mr. Somveer Peon
62	Smart Class Rooms/Electric Generator/Solar Cell Panel Committee	Mukesh Kumar (Convener Electric Generator/Solar Cell/ Smart Class Room) Incharge Smart Class Room No: _ Mukesh Kumar Incharge Smart Class Room No: _ Narender Kumar Incharge Smart Class Room No: _ Ravinder Kumar Incharge Smart Class Room No: _ Dr. Indu Incharge Smart Class Room No: _ Dr. Tanuja
63	CM/UGC/University/DGHE (Complain from other statutory agency) Grievances Committee	Mr. Narender Kumar (Convener) Dr. Anju Dr. Tanuja Mr. Mukesh Kumar Dr. Amit Kumar Mr. Sandeep Clerk Mr. Somveer Peon
64	Psychological Guidance & Counseling Cell	Dr. Indu (Convener) Mr. Narender Kumar Dr. Tanuja Mr. Ravinder Kumar Mr. Mukesh Kumar
65	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 Mr. Sandeep Kumar, Clerk

66.	Physical Verification Committee for the purchase of Rs. 10000/- And above.	<ol style="list-style-type: none"> 1. Mr. Narender Kumar 2. Mr. Ravinder Kumar 3. Dr. Amit Kumar 4. Mr. Mukesh Kumar 5. Dr. Indu
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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 perform 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 make 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.


 11/12/2023 Principal
 Govt College Uklana (Hisar)
 G.C. UKLANA

Copy to:

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