

GOVT. COLLEGE, NARAINGARH

Honour List Session 2020-21

The duties for various administrative and other official works has been allotted for the session 2020-21. All concerned are directed to note the duties and Sign.

1/9
31-8-20
Principal

College Administive work Distribution (Annual Duties w.e.f August 2020)

Sr.No	Name of the Committee	Signature
1	College Council	
	Principal	
	Dr. Davinder Dhingra	
	Mr. Sanjeev Kumar	
	Mr. Joga Singh Virk	
	Special Invittee University Incharge and Bursar	
2	Bursar :- Mr. Sanjeev Aggarwal	
3	RTI:- Principal - FAA	
	A) SPIO :- Mr. Devender Dhingra (1-15 days)	
	B) SPIO :- Mr. Sanjeev Kumar (day 16th onwards) (English)	
	C) ASPIO :- Mr. Satish Kumar (D.Suptd.)	
	D) Typing work- Mr. Ram Sharan (Steno Typist)	
4	Staff Secretary / Social Secretary :-	
	Mrs. Vaneets Sharma	
5	Time Table & Workload/Subject Change	
	Mr. Sanjeev Aggarwal (Convener)	
	Mrs. Vandana Saini	
	Ms. Arti Saini	
6	Subject Change Committee:-	
	Mr. Anil Saini (C)	
	Mrs. Chanchal Rani (Commerce)	
	Mrs. Pinki Bala (Arts)	
	Mrs. Neha Walia (Science)	
	Mr. Jagdeep (Arts)	
7	University work/Internal Assessment/EVS Awards/ University Inspection	
	Mr. Sanjeev Kumar History (C)	
	Mrs. Ashu	
	Ms. Parminder Kaur	
	Mr. Mridul Dhingra	
	Mr. Swarnjeet Singh	
	Mr. Rakesh Kumar	
	Mr. Devinder Singh	
	Mr. Deepak Saini	
	Ms. Neha Walia	
	Ms. Neelu	
	Mrs. Jagjeet Kaur	
	Mr. Mukesh Kumar, Clerk	
	Mr. Mohit, Clerk	
7(A)	Purchase Committee (Bulk Purchase)	
	1. Devinder Dhingra (C) ✓	
	2. Anil Saini ✓	
	3. Sanjeev (Hist.) ✓	
	4. Gurpreet Kaur ✓	

2/9

8 University Attestation Work(Re-appear/ Exam Forms etc.):-	
Mr. Sanjeev Kumar (Eng) - Arts Classes	
Mrs. Sunita Chauhan - Arts Classes	
Mr. Subhash - Arts Classes	
Mr. Naveen - Science Classes	
Mrs. Manisha Arora - Commerce Classes	
Mrs. Chanchal - Commerce Classes	
9 E-Office	
Mr. Anil Saini (C)	
Mr. Satish Kumar, Deputy Supdt.	
Mr. Mohit Kumar, Clerk	
Mrs. Sunita Rani	Arora
10 University Attestation Work (Re-appear/Exam Forms etc.)	
Mr. Sanjeev Kumar (Eng)-Art Classes	
Mr. Subhash Kumar- Art Classes	
Mr. Naresh Kumar- Art Classes	
Mr. Naveen Kumar- Science Classes	
Mrs. Manisha Arora - Commerce Classes	
Mrs. Chanchal Rani - Commerce Classes	
Mr. Satish Kumar- Geography Classes	
11 Grievences Cell/Internal Complaint Committee/Anti Ragging Cell/ Anti Corrupton Cell/Anti Sexual Harassment Committee	
Dr. Davinder Dhingra (C)	
Mrs. Vaneeta Sharma	
Mr Subhash kumar	
Mrs. Chanchal Rani	
Ms. Gurpreet Kaur	
12 Lecture Shortage/Absentee & Fine/NSO	
Mrs. Chanchal Rani (C)	
Mrs. Ashu	
Mrs. Pinki Bala	
Mr. Mridul Dhingra	
Dr. Jagjeet Kaur	
Mr. Parveen Kumar (P.S.)	
Dr. Deepika Prashar	
Mrs. Sapna Gupta (Computer Instructor)	
Mr. Mukesh Kumar (U.Clerk)	
13 Infrastructure Development Committee:-	
Mr. Joga Singh -PH	
Mr. Sanjeev Kumar(Eng) - PWD	
Mr. Anil Saini - Electrical	
Mr. Rajeev Goel - IT & Electronocs	
Mr. Satish Kumar(Dy.Supdt.)	
Mr. Ram Saran (Steno)	
Mr. Ashok Dhingra (Library)	
Mrs. Kavita (Library)	
This committee will do all the related correspondence work, give suggestion for new Infrastructure and supervise there on.	
14 Appointment Extension Lecturer/Experience/API, etc.(All work related Extension Lecturer)	
Dr. Davinder Dhingra (C)	
Mr. Sanjeev Aggarwal	
Mr. Sanjeev Kumar (His)	
Mr. Anil Saini	

15	Contract Committee(Service Provider):-
----	--

15	Contract Committee(Service Provider):-	
	Dr. Davinder Dhingra(C)	
	Mr. Sanjeev Aggarwal	
	Mrs. Vaneeta Sharma	
	Mr. Naresh Kumar	
	Mr. Satish Kumar (D.S.)	
	Mrs. Kavita Sharma (Jr. Lib) -Assistant	
	Mr. Naveen -L.A,- Assistant	
16	Cultural Affairs	
	Ms. Pinki (C)	
	Mr. Joga Singh	
	Mr. Mridul Dhingra	
	Mrs. Gauri	
	Mrs. Apurva Chawla	
	Ms. Gurpreet Kaur	
	Mrs. Dimple	
	Mrs. Chanchal	
	Mrs. Ashu	
	Mr. Mohamand Rafi	
	Ms. Preeti	
	Mrs. Poojadeep	
	Mrs. Vincela	
17	Literary Activities and Subject societies	
	Mr. Sanjeev Kumar (Eng)-(C)	
	Mr. Subhash Kumar	
	Mrs. Pinki Bala	
	Mrs. Ritu Nara	
	Mr. Mohamand Ali	
	Dr. Devender Singh (Punjabi)	
	Dr. Deepika Prashar	
	Mrs. Priyanka Vats	
18	Earn While You Learn Scheme	
	Mr. Joga Singh	
	Mrs. Vaneeta Sharma	
	Mr. Satish Kumar (Geo)	
	Mr. Satish Kumar DS	
	Mr. Ashok Dhingra (Lib)	
19	Science Activities/Science Activities	
	Mr. Anil Saini (Convener)	
	Mr. Satish Kumar	
	Mrs. Vandana Saini	
	Mr. Naveen	
	Mr. Rajeev Goel	
	Mrs. Parminder Kaur	
	Mr. Rahul	
	Mrs. Neha Walia	
20	Maintenance Committee Public Health/ PWD/Water/All type of repair work etc.	
	Mr. Subhash Kumar (C)	
	Mr. Naresh Kumar	
	Dr. Swarnjeet Singh	
	Mr. Jagdeep Singh	
	Mr. Rajender Kumar	
	Dr. Parveen Kumar (Eng)	
	This Committee will make all Correspondence with concern authority and try to get PH/PWD/Water	
	Complaints addressed at top priority and maintain all utilities functional.	

27 Discipline Committee	
Mr. Sanjeev Kumar, Eng (C)	
Ms. Renu Kumari	
Mr. Joga Singh	
Ms. Vandana Saini	
Mr. Naveen Kumar	
Mr. Mridul Dhingra	
Mr. Rohit	
Mr. Swarnjeet	
Mr. Rajiv Goel	
Ms. Ashu	
Mr. Parveen	
Mr. Jagdeep	
Mr. Baldev	
Mr. Devender Singh	
Mr. Deepak Saini	
Ms. Ritu Nara (Sanskrit)	
Ms. Neelu	
Ms. Preeti	
Ms. Deepika Prashar	<i>Dee</i>
Except Above Teachers any one can also be put of discipline duty as the need arises.	
28 Income Tax Calculations (TDS, Returns, and Form-16 etc.)/Quarterly Return	
Dr. Davinder Dhingra (C)	
Ms. Renu Kumari	
Ms. Ashu	
Mrs. Dimple	
Ms. Chanchal	
Mr. Satish Kumar (Deputy Supdt.)	
Mrs. Sunita Rani (Comp. Inst.)	<i>Arnu</i>
Committee will look after and must ensure that all related work must be completed well in time	
29 Press Notes/ Public Relation	
Ms. Apurva Chawla	
Mr. Mohamand Rafi	
Ms. Preeti	
30 Legal Literacy Cell/Court Case	
Dr. Davinder Dhingra (Convener)	
Ms. Gouri	<i>Mr. Sanjeev (Eng) nh</i>
Ms. Preeti	<i>Mr. Narves (Hist.) nh</i>
Mr. Rahul	
Mr. Satish Kumar (D.S.)	
31 Personality Development cell & Soft Skills (Language Lab)	
Mrs. Gouri	
Mrs. Priyanka Vats	
32 Women Cell (Beti Bachao-Beti Paraoand/All Girls related activities)	
	<i>Mrs. Vinceta ng (C)</i>
Mrs. Chanchal	<i>Mrs. Dimple nh</i>
Ms. Sonia Dua	<i>Mrs. Pinki nh</i>
Ms. Deepu Dhingra	<i>Pin</i>
Ms. Poojadeep	
Ms. Parminder Kaur	
Ms. Sonu	
33 All Printing work	
Mr. Joga Singh (Convener)	
Mr. Subhash Kumar	
Ms. Manisha Arora	
Mr. Naresh Kumar	
Mr. Daljeet	
Dr. Swarnjeet	

34 All type of Scholarships Committee(SC/BC/PMS and Other Scholarship Schemes)		
1. SC Scholarship -	Mr. Sanjeev Kumar (His)- C	
	Mr. Renu Kumari, Mr. Ram Saran (Steno)	
2. BC Scholarship/PMS -	Mr. Joga Singh-(C)	
	Mr. Parveen (Pol. Sc.)	
	Ms. Sapna Gupta (Comp Ins.)	
3. Other Scholarship		
	Mrs. Arti Saini (C)	
	Mrs. Chanchal Rani	
	Mr. Rajender, clerk	
	Mr. As Lagne for technical help. wh	
35 Learning Licence of students		
	Mr. Subhash Kumar - (C)	
	Dr. Rajinder Kumar (Commerce)	
	Mr. Rajinder (Clerk)	B
36 HRMS/ MIS Data		
	Mr. Rohit Bhulor- (C)	
	Mr. Satish Kumar (D.S.)	
	Mr. Mohit (D) wh	
	Ms. Sunita Rani (Computer Inst.)	
	Mr. Naveen (L.A.) will help in Salary/Arrear making Bills. Naveen	Arrears
37 Magazine/E-Magazine Committee:-		
	Editors	
	Mr. Shubham (C)	
	Ms. Preeti, Math	
	Mr. Satish, Geo.	
	Mr. Rahul (Science)	
	Mr. Mohmd Rafi (Hindi)	
	Mrs. Ritu (Sanskrit)	
	Ms. Jagjeet Kaur (Punjabi)	Jagjeet K
38 GeM Portal Purchase/Central Purchase Committee(Govt. Grants)		
	Dr. Devender Dhingra (C)	
	Mr. Anil Saini	
	Mr. Satish Kumar (D.S. - Record Keeper)	
	Ms. Kavita (Lib) will do computer related work. wh	
39 Property Committee/ Dialpidation Committee		
	Mr. Joga Singh (Convener)	
	Mr. Sanjeev Kumar History	
	Ms. Gurpreet Kaur	
	Ms. Dimple	
	Mr. Sanjeev Goel	
	Ms. Sapna Saini	
	Mr. Mohmad Ali	
40 Library Advisory Committee		
	Mr. Devender Dhingra (Converner)	
	Mr. Sanjeev, Eng	
	Mr. Anil Saini	
	Mr. Naveen wh	
	Mr. Mridul Dhingra	
41 Bus Passes		
	Mr. Rohit (Convener)	
	Ms. Preeti	
	Mr. Parveen (Pol Sc.)	
	Mr. Sandeep Kumar (L.A.)	

42 Canteen Committee

Dr. Davinder Dhingra (Convener)
 Mr. Sanjeev Aggarwal
 Ms. Chanchal
 Ms. Manisha Arora

43 Tour & Travels Committee

Boys Tour - 1. Mr. Subhash (Convener)
 2. Dr. Swarnjeet Singh
 3. Mr. Parveen (Eng)
Girls Tour - 1. Mrs. Apurva Chawla
 2. Ms. Gurpreet Kaur

Will do all correspondence regarding tour grant from Govt. and other necessary arrangement for
Tour.

44 Photography:-

Mr. Naveen Kumar (Convener)
 Mr. Rajinder Kumar (Commerce)
 Mr. Rahul

45 Hospitality Committee:-

Mr. Sanjeev Aggarwal (C)
 Mr. Naresh Kumar
 Mrs. Chitra
 Mrs. Ashu
 Ms. Deepti Dhingra
 Office Persons: Ms. Kiran
 Mr. Rajesh

This Committee will take care of Tea, Snacks, Lunch, etc. and catering arrangement for Guest, VIP Visitor and all college welcome, Farewell & Retirement function in consultation with staff secretary

46 Nodal officer (Adhar Card/Voter Card/SVEEP/Assembly Elections etc.)

Dr. Swarnjeet Singh (C)
 Dr. Jagdeep
 Mrs. Raj Rani
 Dr. Baldev Singh
 Ms. Priya Malik
 Mrs. Sunita Rani (Comp.Inst.)
 Mr. Jaswant Kumar L.A.

Form

47 Alumni Association

Mr. Subhash Kumar (C)
 Mr. Devender Dhingra (Advisor)
 Mrs. Vaneeta Sharma
 Mr. Sanjeev Kumar
 Mr. Swarnjeet Singh
 Mr. Mridul
 Ms. Manisha
 Ms. Preeti

48 RUSA/ All India Survey on Higher Education/UGC Work

Mr. Sanjeev Kumar Eng (C)
 Mr. Swarnjeet Singh
 Mr. Parveen (Eng)
 Mr. Satish Kumar (DS)
 Mr. Mukesh (U.C)

ms

49	BioMetric Attendance	
	Mr. Rajiv Goel (C)	
	Dr. Swaranjeet Singh	
	Mr. Sandeep (L.A)	
50	Passport Committee	
	Ms. Gurpreet Kaur (Convener)	
	Mr. Shubham	
	Mr. Daljeet Kumar	
	Ms. Raj Rani	
	Mr. Mohit (C) <i>rh</i>	
51	Result Verification Committee/ACR	
	<i>s</i> Mrs. Vinceta <i>rh</i>	
	Ms. Gurpreet Kaur	
	Ms. Dimple	
	Ms. Ashu	
	Ms. Vandana	
	Ms. Chanchal	
	Ms. Sonia Dua	
	Mr. Rajiv Kumar	<i>rh</i>
	Ms. Deepika Prashar	
	Ms. Deepti Dhingra	
	Ms. Sonu	
52	Placement Cell:-	
	Mr. Rohit Kumar (C)	
	Ms. Arti Saini	
	Dr. Jagdeep	
	Mrs. Vandana Saini	
	Mrs. Manisha	
	Mrs. Sapna (Comp. Ins.)	
53	NAAC / ACR Cell	
	Dr. Davinder Dhingra (C)	
	Mr. Satish Kumar	
	Mrs. Apurva	
	Mrs. Gurpreet	
	Dr. Jagdeep	
	Mrs. Dimple	
	Mrs. Parminder Kaur	
	Mrs. Vandana Saini	
	Dr. Rohit-technical support	
	Dr. Rajiv- technical support	
	Mrs. Sunita- Computer Inst. - <i>technical support.</i>	<i>rh</i>
54	Updating of college website & uploading various college activities.	
	Ms. Parminder Kaur (C)	
	Mrs. Renu Kumari	
	Ms. Kavita (Lib) <i>rh</i>	<i>rh</i>
	Ms. Sunita (Computer Inst.)	
55	All Student Related IT Module(Shiksha Setu/ Skill Development)	
	Mr. Rohit (C)	
	Dr. Swarnjeet Singh (AISHE)	
	Mr. Rahul	
	Mr. Deepak Saini	
	Mr. Satish Kumar- Deputy Supdt.	
	Mr. Mohit Kumar, Clerk	<i>rh</i>
	Mrs. Sunita (Comp. Ins.) ,	
	Mrs. Neelu, E.V.S. Nodal Officer, Harit Kranti	

9/9

56	Environment beautification of campus, Horticulture work, sanitation, cleanliness of college campus	
	Mrs. Dimple (C)	
	Ms. Gurpreet Kaur	
	Dr. Sanjeev Goel	
	Ms. Pinki (C)	
	Mr. Mohmad Ali	<i>Sum</i>
	Mr. Mohmad Rafi	
	Ms. Asha	
	Ms. Neelu	
	Mr. Mridul Dhingra	
	All Mali/Beldar	
57	YRC Committee:-	
	Mrs. Parminder Kaur	
	Ms. Arti Saini	
	Mrs. Ashu	
	Mr. Subham	
	Mr. Jagdeep	
	Mr. Daljeet	
	Copy to:-	
	1. Mr. Satish Kumar, Dy-Supdt, General office	
	2. Circulate among the staff	
	3. API/NAAC/IQAC Cell	
	4. Mr. Ram Saran (Steno Typist)	
	Note: 1. All Convenor will maintained proper record of official letters and all activities & Bills etc.	
	2. Sanctions, if any, will be taken by convenors.	

Narain
31-8-20
Principal
Govt. College Naraingarh