

## GOVT. COLLEGE JASSIA (ROHTAK)


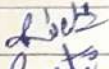
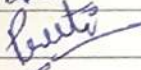


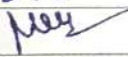
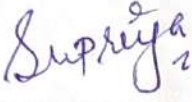
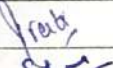

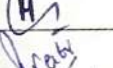
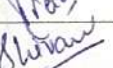
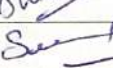
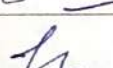
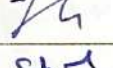


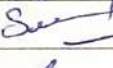


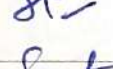
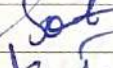
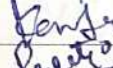


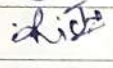
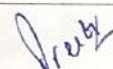
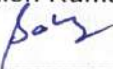
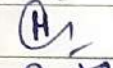

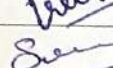
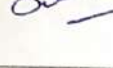
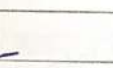
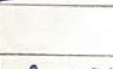
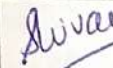
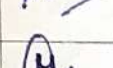
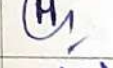










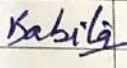

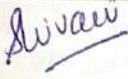



### List of Annual Duties for the session of 2022-2023 (w.e.f.17/08/2022)

Sr. No	Committee	Convener	Member	Sign.
1	College Council & Reception	Principal	Sh. Ranbir Singh	
			Dr. Raj Kumar Siwach	RKS
			Dr. Meenakshi Kadian	Meenakshi
			Dr.. Sushila Hooda	
			Dr. Satish Kumar	Satish
2	SPIO ASPIO	Dr. Raj Kumar Siwach Dr. Satish Kumar	Sh. Ashok Kumar, D.S.	AS
			Dr. Meenakshi Kadian	RM
3	Sports Board	Dr. Meenakshi Kadian	Dr. Raj Kumar Siwach	RM
			Dr. Sushila Kumari Hooda	
			Dr. Satish Kumar	Satish
			Dr. Meenakshi Dahiya	
4	IQAC/ PRAYAAS/ NAAC	Dr. Rekha Rani	Dr. Sushila Kumari Hooda	
			Dr. Meenakshi Dahiya	(M)
			Dr. Satish Kumar	Satish
			Dr. Sandeep Kumar	Sandeep
			Smt. Seema	Seema
			Smt. Preeti ( Geog.)	Preeti
			Smt. Geeta Bajaj (Computer Inst.)	Geeta
5	Annual Function and Convocation	Administrative	Sh. Ashok Kumar	AS
		Dr. Raj Kumar Siwach	Dr. Meenakshi Kadian	Meenakshi
			Dr. Sushila Kumari Hooda	
			Dr. Satish Kumar	Satish
			Smt. Kavita	Kavita
6	Out Source & Engagement of Apprentice	Dr. Meenakshi Kadian	Dr. Raj Kumar Siwach	RM
			Dr. Satish Kumar	Satish
			Dr. Shivani	Shivani
7	Proctorial	Smt. Seema	Dr. Meenakshi Kadian	Meenakshi
			Dr. Preeti ( Eng.)	Preeti
			Smt. Supriya Dhankhar	Supriya

8	Youth Red Cross , Medical & First Aid/ Health Fund , Road Safety Club / Red Ribbon Club & Traffic Interpretation.	Smt. Kavita	Dr. Sandeep Kumar	<i>Stu</i>
			Smt. Richa	<i>Richa</i>
			Smt. Seema	<i>Seema</i>
9	All University matters – ( Administration) Registration, Internal assessment, Detained Cases, Lecture Shortage, Fine Collection & Others	Dr. Shivani <i>Shivani</i>	Dr. Rekha Rani	<i>Rekha</i>
			Sh. Satinder Kumar	<i>Sh</i>
			Smt. Meenu Rani	
			Sh. Kuldeep	<i>Sh</i>
10	<u>Students related matter-</u> Bus Pass, License , <u>Passports</u> & Committee of Enrolment of young voters ,	Sh. Satinder Kumar <i>Sh</i>	Sh. Ranbir Singh ( Principal)	
			Dr. Raj Kuamr Siwach ( Senior Prof.)	<i>Raj</i>
			Sh. Kuldeep	<i>Sh</i>
			Sh. Ashok Kumar,Dy.Supdt.	
11	Parivar Pehchan Patra (PPP) & Family I.D <i>Aadhar .</i>	Smt. Richa <i>Richa</i>	Dr.Preeti ( Eng)	<i>AP</i> <i>Preeti</i>
			Smt. Seema	<i>Seema</i>
			Smt. Geeta Bajaj(Comp.Instt.)	<i>Geeta</i>
12	CCL Cell Career Councilling Cell & Photography.	Sh. Kuldeep Kumar <i>Sh</i>	Smt. Richa	<i>Richa</i>
			Smt. Archana	<i>Archana</i>
			Smt. Seema	<i>Seema</i>
13	College Beautification, Cleanliness & Decoration ( All kind of maintenance of Lawn/ Plants & Trees)	Dr. Shivani <i>Shivani</i>	Smt. Kavita	<i>Kavita</i>
			Smt. Seema	<i>Seema</i>
			Smt. Meenu Rani	
14	Office work/Minutes of staff meeting	Dr. Satish Kumar <i>Satish</i>	Dr. Raj Kumar Siwach	<i>Raj</i>
			Sh. Ashok Kumar, D.S	<i>AP</i>
15	Disaster Management Committee & Nature interpretation centre.	Smt. Preeti ( Geog.) <i>Preeti</i>	Dr. Joginder Singh	<i>Joginder</i>
			Smt. Archana	<i>Archana</i>
			Smt. Meenu Rani	
16	Bursar	Dr. Babita <i>Babita</i>		
17	Purchase Committee & Office Stationary	Dr. Raj Kumar Siwach <i>Raj</i>	Dr. Satish Kumar	<i>Satish</i>
			Dr. Shivani	<i>Shivani</i>
			Sh. Ashok Kumar, D.S	<i>AP</i>

18	Purchase Committee & office Stationary through GEM	Dr. Rekha Rani Primary User, (Buyer & Consignee)	Dr. Sushila Hooda (PAO)	
			Dr. Shivani	Shivani
19	Discipline, Students Guidance & Counseling, Anti Ragging Cell, Social Distancing, Sanitize, Digital Thermometers & Grievance redressal	Dr. Meenakshi Kadian	Dr. Satish Kumar	Satish
			Dr. Meenakshi Dahiya	M
			Dr. Sandeep Kumar	Sandeep
			Dr. Babita	Babita
			Sh. Satinder Kumar	Su.
20	ICC (Internal Complained Committee) Sexual Harassment Committee	Dr. Meenakshi Kadian	Dr. Raj Kumar	Raj
			Dr. Sushila Kuamri Hooda	
			Dr. Meenakshi Dahiya	M
21	Out Reach Programme	Smt. Meenu Rani	Dr. Meenakshi Dahiya	M
			Sh. Kuldeep	Kuldeep
			Smt. Preeti (Geog.)	Preeti
22	NSS	Dr. Joginder Singh	Dr. Shivani	Shivani
			Smt. Meenu	
			Smt. Seema	Seema
23	Light, Sound system, Tent, Samiana & Seating arrangement.	Smt. Kavita	Dr. Sandeep Kumar	Sandeep
			Smt. Meenu Rani	
			Smt. Archana	Archana
24	Electricity, Water arrangement & Gen. Diesel etc	Sh. Kuldeep	Dr. Joginder Singh	Joginder
			Smt. Supriya Dhankhar	Supriya
			Smt. Meenu	
25	Solar System, College Canteen, Maintenance of Building & Construction Committee	Sh. Satinder Kumar	Smt. Richa	Richa
			Smt. Shivani	Shivani
			Smt. Preeti (Geog.)	Preeti
26	Anti-Smoking /Anti-Drugs Committee	Dr. Joginder Singh	Dr. Raj Kumar Siwach	Raj
			Dr. Satish Kumar	Satish
			Sh. Satinder Kumar	Su.
			Dr. Sandeep Kumar	Sandeep
27	Property Incharge	Sh. Satinder Kumar	Sh. Kuldeep	Kuldeep
			Dr. Preeti ( Eng.)	Preeti

28	Tutorial Group/Mentorship	Smt. Preeti (Eng.) <i>Preeti</i>	Smt. Supriya Dhankhar	<i>Supriya</i>
			Smt. Preeti (Geog.)	<i>Preeti</i>
			Smt. Archana <i>A</i>	
29	UGC Committee	Smt. Meenu Rani	Smt. Preeti (Geog.)	<i>Preeti</i>
			Dr. Preeti (Eng.)	<i>Preeti</i>
			Smt. Richa	<i>Richa</i>
30	Income Tax form Checking	Dr. Sushila Kumari Hooda	Dr. Rekha Rani	<i>Rekha</i>
			Dr. Shivani	<i>Shivani</i>
			Smt. Richa	<i>Richa</i>
			Sh. Vikas Dahiya	<i>Vikas Dahiya</i>
31	RUSA	Dr. Joginder Singh <i>Jh</i>	Smt. Kavita	<i>Kavita</i>
			Smt. Archana <i>A</i>	
			Smt. Meenu Rani	
32	AEBAS (Biometric Attendance) & CCTV,	Dr. Shivani <i>Shivani</i>	Smt. Supriya Dhankhar	<i>Supriya</i>
			Smt. Meenu Rani	
			Smt. Geeta Bajaj (Computer Inst.)	<i>Geeta</i>
33	Press Report	Dr. Satish Kumar <i>Satish</i>	Smt. Seema	<i>Seema</i>
			Dr. Preeti (Eng.)	<i>Preeti</i>
34	Internet/Email, Web Portal / LMS/ Shiksha Setu app / ERP Modular / e Learning & Nodal Officer Online Exam.	Smt. Richa	Smt. Supriya Dhankhar	<i>Supriya</i>
			Smt. Meenu Rani	
			Dr. Babita <i>Babita</i>	
			Smt. Geeta Bajaj, (Computer Inst.)	<i>Geeta</i>
35	Nodal Officer online Admission	Dr. Rekha Rani <i>Rekha</i>	Dr. Sushila Kumari Hooda	
			Smt. Geeta Bajaj, (Computer Inst.)	<i>Geeta</i>
36	Medical reimbursement bills	Smt. Supriya Dhankhar <i>Supriya</i>	Smt. Richa	<i>Richa</i>
			Dr. Shivani	<i>Shivani</i>
			Smt. Meenu Rani	
37	Annual Prize Committee	Dr. Meenakshi Dahiya <i>M</i>	Dr. Meenakshi Kadian	<i>Meenakshi</i>
			Sh. Kuldeep	<i>Kuldeep</i>
			Smt. Seema	<i>Seema</i>
			Smt. Preeti (Geog.)	<i>Preeti</i>

38	Time Table, Workload, Subject Change	Smt. Archana 	Smt. Richa	    
			Dr. Preeti (Eng.)	
			Dr. Joginer Singh	
			Dr. Sandeep Kumar	
39	EVS	Smt. Supriya Dhankhar 	Dr. Meenakshi Kadian	      
			Smt. Archana 	
			Smt. Preeti (Geo)	
40	Refreshment	Dr. Archana (Geog.) 	Dr. Sandeep Kumar	     
			Dr. Meenakshi Dahiya	
			Smt. Preeti ( Geog.)	
41	SC/ST Cell, Scholarship, Merit Scholarship, BC Scholarship & Others Scholarship	Sh. Kuldeep 	Dr. Shivani	  
			Smt. Seema	
			Dr. Joginer Singh	
42	Court Case/ Any Legal Matter	Dr. Satish Kumar 	Dr. Sandeep Kumar	
43	College Magazine	Smt. Seema 	Dr. Satish Kumar	      
			Smt. Kavita	
			Dr. Preeti (Eng.)	
44	Result for ACR & Calculating Days (Maintaining of result/ Gazette / Pass %	Dr. Archana (Geog.) 	Dr. Meenakshi Dahiya	   
			Smt. Richa	
			Smt. Preeti ( Geog.) 	
45	Annual Report	Smt. Kavita	Dr. Meenakshi Dahiya	  
			Dr. Preeti (Eng)	
			Smt. Seema 	
46	Stage Secretary	Dr. Meenakshi Dahiya 	Dr. Babita	  
			Smt. Archana	
			Dr. Shivani	
47	Printing & Invitation Card	Smt. Meenu Rani	Dr. Meenakshi Dahiya	  
			Dr. Sandeep Kumar	
			Dr. Joginder Singh	

48	Legal Literacy Cell	Dr. Preeti (Eng.) <i>Preeti</i>	Dr. Meenakshi Kadian	<i>Meen</i>
			Dr. Meenakshi Dahiya	<i>M</i>
			Smt. Richa	<i>Richa</i>
49	Psychology Welfare Cell	Dr. Sandeep Kumar <i>Sandeep</i>	Dr. Sushila Kumari Hooda	
			Dr. Satish Kumar	<i>Satish</i>
			Dr. Rekha Rani	<i>Rekha</i>
50	AISHE	Dr. Rekha Rani <i>Rekha</i>	Sh. Satinder Kumar	<i>S. Satinder</i>
			Dr. Shivani	<i>Shivani</i>
			Sh. Kuldeep	<i>Kuldeep</i>
51	E-waste Management Committee	Dr. Sandeep Kumar <i>Sandeep</i>	Dr. Rekha Rani	<i>Rekha</i>
			Sh. Kuldeep	<i>Kuldeep</i>
			Smt. Preeti ( Geog.)	<i>Preeti</i>
52	Smart Class room, Seminar Hall	Dr. Rekha Rani <i>Rekha</i>	Smt. Kavita	<i>Kavita</i>
			Smt. Seema	<i>Seema</i>
			Dr. Shivani	<i>Shivani</i>
53	Cultural Committee	Dr. Meenakshi Dahiya <i>M</i>	Dr. Babita	<i>Babita</i>
			Sh. Kuldeep	<i>Kuldeep</i>
			Smt. Preeti (Geo)	<i>Preeti</i>
			Smt. Archana	<i>Archana</i>
54	Alumni meet	Smt Preeti ( Geog.) <i>Preeti</i>	Dr. Meenakshi Dahiya	<i>M</i>
			Smt. Supriya Dhankhar	<i>Supriya</i>
			Dr. Joginder Singh	<i>Joginder</i>
55	Computer Lab & Computer / Printer / cartridge refill etc. ( All related work done from Computer & Printer )	Smt. Richa <i>Richa</i>	Dr. Meenakshi Dahiya	<i>M</i>
			Smt. Supriya Dhankhar	<i>Supriya</i>
			Sh. Kuldeep	<i>Kuldeep</i>
56	Caring of Day to day Needs of implementaion of recommendation to the Person / Students with disabilites in college.	Dr. Sushila Kumari Hooda	Dr. Rekha Rani	<i>Rekha</i>
			Dr. Joginder Singh	<i>Joginder</i>
			Smt. Seema	<i>Seema</i>
57	Laboratory Grant	Dr. Sandeep Kumar <i>Sandeep</i>	Dr. Joginder Singh	<i>Joginder</i>
			Smt. Meenu	
			Smt. Richa	<i>Richa</i>

58	Earn While You Learn	Smt. Supriya Dhankhar <i>Supriya</i>	Dr. Meenakshi Kadian	<i>Richa</i>
			Smt. Richa	<i>Richa</i>
			Smt. Preeti (Geo)	<i>Preeti</i>
59	Women Cell and Gender & Champions Grp.	Dr. Preeti ( Eng.) <i>Preeti</i>	Dr. Meenakshi Dahiya	<i>(H) Richa</i>
			Smt. Richa	<i>Richa</i>
			Smt. Meenu Rani	
60	Placement Cell	Smt. Seema <i>Seema</i>	Dr. Raj Kumar Siwach	<i>RM</i>
			Dr. Sushila Kumari Hooda	
			Smt. Kavita	<i>Kavita</i>
61	Boys Tour	Dr. Sandeep Kumar <i>Sandeep</i>	Sh. Kuldeep	<i>Kuldeep</i>
			Dr. Joginder Singh	<i>J.S.</i>
			Sh. Satinder Kumar	<i>S.K.</i>
62	Girls Tour	Smt. Preeti ( Geog.) <i>Preeti</i>	Dr. Meenakshi Dahiya	<i>(H)</i>
			Smt. Richa	<i>Richa</i>
			Dr. Preeti (Eng.)	<i>Preeti</i>
63	Sports Grants / Purchasing & Maintenance of Play-ground,	Dr. Meenakshi Kadian <i>Meenakshi</i>	Dr. Sandeep Kumar	<i>Sandeep</i>
			Sh. Kuldeep	<i>Kuldeep</i>
			Smt. Seema	<i>Seema</i>
64	Library	Dr. Satish Kumar <i>Satish</i>	Dr. Raj Kumar Siwach	<i>RM</i>
			Dr. Joginder	<i>J.S.</i>
			Smt. Kavita	<i>Kavita</i>
Societies (07)				
64.	1. English Society	Dr. Satish Kumar <i>Satish</i>	Dr. Meenakshi Dahiya	<i>(H) Preeti</i>
	(A)		Dr. Preeti (Eng)	<i>Preeti</i>
(B)	2.Hindi Language Society	Smt. Kavita	Dr. Satish Kumar	<i>Satish</i>
			Smt. Seema	<i>Seema</i>

(C)	3. Haryanvi Language Society	Smt. Seema <i>Seema</i>	Smt. Kavita <i>Kavita</i>
(D)	4. Commerce Society	Dr. Rekha Rani <i>Rekha</i>	Dr. Meenakshi Kadian <i>Meenakshi</i>
			Dr. Shivani <i>Shivani</i>
			Smt. Richa <i>Richa</i>
			Dr. Babita <i>Babita</i>
(E)	5. Social Science Society	Sh. Kuldeep <i>Kuldeep</i>	Smt. Supriya Dhankhar <i>Supriya</i>
			Dr. Raj Kumar Siwach <i>Raj</i>
(F)	6. Geography Society	Dr. Joginder Singh <i>Joginder</i>	Smt. Archana <i>Archana</i>
			Smt. Preeti (Geo) <i>Preeti</i>
			Smt. Meenu
(G)	7. Eco. , Maths Club	Dr. Sushila Kuamri Hooda <i>Sushila</i>	Sh. Satinder Kumar <i>Satinder</i>

Note:- The concerned In-charges are directed to take over/handover the charge (if any) of their respective committee /duties allotted to them by 22 /08/2021 under intimation to undersigned .

नोट:- सभी Convener को सूचित किया जाता है कि आप जब भी किसी प्रकार का अवकाश लेते हैं तो अवकाश पर जाने से पूर्व अपना चार्ज सम्बन्धित Member को सौंपकर जायें ।

*Principal*

Principal,  
Govt. College  
Jassia (Rohtak)