

OFFICE OF THE PRINCIPAL RAJIV GANDHI GOVT. COLLEGE SAHAWAMBALAJI

ANNUAL DUTY LIST FOR THE SESSION- 2023-24

Memo no: 8337

Dated: 02/09/2023

Sr. No	Committees	Convener	Sign.	Member	Sign.	Member	Sign.	Member	Sign.
1	Alumni Committee	Ms. Deepa <i>Deepa</i>	<i>Deepa</i>	Sh Sanjay (Pol Sc)	<i>SSJ</i>	Dr. Reema Bansal Dr. Geetanjali	<i>Reema</i> <i>Geet</i>	Sh Satpal (Advisor)	<i>Satpal</i>
2	Annual Report & College Magazine	Dr Suklbir	<i>Suklbir</i>	Dr Sunita (English) Ms Deepa (Hindi)	<i>Dr</i>	Ms Anuradha Ms Chanchal Ms. Natasha	<i>Anu</i> <i>Chan</i> <i>Natasha</i>	One apprentice for assistance	
3	Apprenticeship, HKRN/Outsourcing & Canteen Contract committee	Ms Sunita		Ms Preeti Sh Mandeep	<i>Preeti</i> <i>Mandeep</i>	Ms Seema <i>Seema</i>			
4	Property & Stock Verification Committee	Mr. Ranbir (Overall incharge)	<i>Ranbir</i>	Sh Sunil Geog., Dr. Sanjeev Goel for Wooden articles and notice boards, Tube-lights, bulbs, fans, A.Cs, Coolers, Water coolers, Water purifiers, Fire Extinguishers etc.	<i>Geog.</i> <i>Goel</i>	Sh. Virender Dr Sanjay (Plastic & Steel/iron items)	<i>Virender</i> <i>Sanjay</i>	Ms <del>Pooja</del> Ms Jagjit Kaur Lawns equipment/articles, all IT related articles including CCTVs, computers, Xe-rox machines, printers, Edu- Sat Sound System Projector, LEDs Etc	<i>Jagjit</i> <i>Kaur</i>
5	Bursar	Dr Darslan Lall (Salary & Grants)	<i>Darslan</i>	Sh. Kiratpal (funds)	<i>Kiratpal</i>				
5	Bus Pass Committee	Sh Nitin (Boys) Ms Neelam (girls)	<i>Nitin</i> <i>Neelam</i>					Mr. Kaptaan Bus pass official	<i>Kaptaan</i>

7	Campus Beautification, Eco Club & Jal Shakti Committee	Ms. Ganeshwari	<i>[Signature]</i>	Ms. Pervinder Mr. Sunil (Geo)	<i>[Signature]</i>	Mr. Virender Dr. Sanjeev Goyal	<i>[Signature]</i> <i>[Signature]</i>	Dr. Darshan Ms. Savita Mr. Sanjeev (for assistance) Sh. Sarish (Dy. Sp.)	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
8	College Council	Sh. Satpal	<i>[Signature]</i>	Dr. Somu	<i>[Signature]</i>	Ms. Ritu	<i>[Signature]</i>	Dr. Darshan Ms. Savita	<i>[Signature]</i> <i>[Signature]</i>
9	Computer IT Cell, CM Portal, Smart Class rooms, HRMS/MIS/ER P-website, PPP, Edusat & Shiksha Setu	Ms. Pervinder	<i>[Signature]</i>	Mr. Nitin	<i>[Signature]</i>	Ms. Natasha	<i>[Signature]</i>	Mr. Sanjeev (for assistance) Sh. Sarish (Dy. Sp.)	<i>[Signature]</i> <i>[Signature]</i>
10	Court Case	Ms. Kavita	<i>[Signature]</i>	Mr. Nitin	<i>[Signature]</i>	Ms. Anuradha	<i>[Signature]</i>	Sh. Sarish (office bearer)	<i>[Signature]</i>
11	Cultural & Important Day Celebration Committee	Mr. Sanjay (Pol. Sec)	<i>[Signature]</i>	Ms. Seema	<i>[Signature]</i>	Ms. Natasha	<i>[Signature]</i>	Sh. Sanjeev (technical assistance)	<i>[Signature]</i>
12	Dilapidation Committee	Ms. Savita (C) Mr. Nitin	<i>[Signature]</i>		<i>[Signature]</i>	Sh. Sunil (English)	<i>[Signature]</i>	Sh. Mandeep	<i>[Signature]</i>
13	Discipline & Anti-Ragging Committee	Dr. Darshan (overall convener)	<i>[Signature]</i>	Sh. Sunil (Engg) Sh. Mandeep	<i>[Signature]</i>	Ms. Chanchal Dr. Sunita Mr. Sunil Mr. Virender Mr. Jaswinder Dr. Sanjay Dr. Sanjeev Goyal	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>	All NCC & NSS cadets & volunteers	<i>[Signature]</i>
14	Dispensary, Red Cross, Red Ribbon, COVID-19 & SOPs Committee	Ms. Natasha	<i>[Signature]</i>	Ms. Seema	<i>[Signature]</i>	Ms. Preeti	<i>[Signature]</i>	Dr. Reema Mr. Mandeep	<i>[Signature]</i> <i>[Signature]</i>
15	Earn While You Learn Committee	Ms. Ganeshwari	<i>[Signature]</i>	Ms. Preeti	<i>[Signature]</i>	Ms. Natasha	<i>[Signature]</i>		<i>[Signature]</i>
16	Educational Tour Committee	Sh. Sanjay Kumar for boys Ms. Seema for girls	<i>[Signature]</i>	Jagjit kaur	<i>[Signature]</i>	Ms. Geetanjali	<i>[Signature]</i>		<i>[Signature]</i>
17	Equal Opportunity Cell/Internal Committee for Differently Abled	Dr. Reema	<i>[Signature]</i>		<i>[Signature]</i>	Ms. Pooja	<i>[Signature]</i>	Mr. Sunil (Geo)	<i>[Signature]</i>
18	Extension Lecturer Committee	Ms. Kavita	<i>[Signature]</i>	Ms. Neelam	<i>[Signature]</i>	Ms. Anuradha	<i>[Signature]</i>		<i>[Signature]</i>

19	Income Tax & Property Return Committee	Sh Kiratpal	Ms. Kavita	Ms. Chanchal	Mr. Jaswinder
20	Internal complaint committee (ICC & Sexual Harassment at workplace) & Prevention of Caste based Discrimination committee	Ms. Ritu Sharma	Ms Anuradha	Mr. Satpal Singh	Ms Savita Dr. Sukhbir
21	Internal Quality Assurance Cell & NAAC	Sh. Satpal Singh (Overall Convener)	Dr. Sonu Ms Ritu (co-convener) Dr Darshan Ms. Savita Dr. Sukhbir	Ms Parvinder Ms Ganeshwari	Sh Satish (Office bearer) Mr. Sanjeev (Technical Assistant) One Apprentice Mr. Nikhil
22	Learning License & Passport committee	Mr Nitin (Nodal Officer)	Ms preeti	Sh. Ranbir Singh	Mr. Sandeep.L.A (as Data Entry Operator)
23	Lecture Shortage, Absentee/NSO	Ms Chanchal (Overall Incharge)	Mr Virender Dr Sanjay (His) Mr Sunil (Geog) Dr Sanjeev Goel For Arts		Ms. Jagjit (for Science) Ms Pooja For commerce
24	Library/Book Bank	Dr. Gectanjali	Dr. Reema Ms. Natasha	Ms. Jagjit kaur	Mr Kaptan (Lib attendant) Ms Poonam (Restorer)
25	Mentorship/Senior Tutor Committee	Dr. Sonu Lohat (Overall Incharge)	Dr. Gectanjali (Arts)	Ms Chanchal (Commerce)	Sh Mandeep (Science)
26	NCC	Sh. Sunil (Ing) Ms Natasha (Girls)			
27	N.S.S. & Road Safety	Sh Mandeep	Ms Savita Ms Neelam	Mr. Abhishek (clerk)	Sh Isham Singh (assistant)
28	Placement & Entrepreneur Development Cell	Sh. Kirat Pal, convener	Mr. Nitin Kumar	Ms. Pooja	Mr Sunil (Geo)

29	Printing, Press & Photography Committee	Dr. Sukhbir	Dr. Geetanjali	Mr. Abhishek, Apprentice (for Photography & Videography)	Ms Parvinder	
30	Purchase & Physical Verification Committee (of newly purchased items)	Ms Savita	Ms Chanchal Ms Kavita Dr. Sukhbir	Dr. Sunita	Mr. Sanjeev (for GEM)	Sanjeev
31	PWD (Electricity- Fuel/water supply, Generator, Health & Sanitation)	Sh. Ranbir (overall S/NCH)	Mr. Nitin Sh. Sunil (Eng) Sh. Mandeep	Mr. Sunil (Geog) Mr. Virender	Assistant-Mr Pawan	
32	Refreshment & Invitation Committee	Ms Parvinder Kaur	Ms Kavita	Sh. Sunil (Eng)	Mr. Sunil (Geog)	
33	University Cell	Dr. Sukhbir	Mr. Ranbir Mr. Nitin Ms. Deepa	Mr. Sunil (Eng.) Mr. Jaswinder Mr. Virender	Mr. Abhishek, Clerk (office bearer) Mr. Mohit Apprentice for typing work	
34	Result Verification Committee	Ms. Chanchal Verma (overall convener)	Ms. Neelam (Commerce)	Ms. Natasha (Science)	Sh. Sunil Sh. Jaswinder Sh. Virender Dr. Sanjeev Goel (Arts)	
35	RTI	Dr. Sonu Lohat (SPIO)		Sh. Satish RTI (Official)	One apprentice for typing work	
36	Scholarship/ Stipends/Fee Concession Committee	Ms. Savita (SC Scholarship) Mr. Vicky (L/A for assistance)	Ms. Neelam (BC Scholarship, Meritorious, Divyang & National Scholarship etc. schemes) (Mr. Vicky for assistance)			
37	Social Secretary & Staff Secretary	Mr. Sanjay (Pol Sc)				
38	Sports Committee	Dr. Geetanjali Mr. Satpal singh	Sh. Sanjay (Pol Sc)			

39	Spot Evaluation & Awards	Mr. Sunil (Eng)		Dr Sukhbir			Mr Vicky (for assistance)	
40	Student Complaint & Grievance Committee	Ms Ritu	Ritu	Dr Sonu Dr Darshan Anshu		Ms Anuradha	Anshu	
41	Counselling cell	Dr. Reema	Reema	Ms. Anuradha	Anshu	Sh. Satpal Singh	Satpal	
42	Tent, Mike & Shamiyana, Seating Arrangement Committee	Ms. Neelam	Neelam	Ms Chanchal Mr Jaswinder Mr. Sunil (Geo)	Neelam	Ms. Pooja	Neelam	Dr. Sanjay (His)
43	Time Table/ Workload & Proctorial Committee	Ms. Preeti (Overall convener)	Preeti	Dr. Darshan Lal For workload	Preeti	Ms. Ganeshwari	Preeti	Ms. Pooja
44	UGC Affairs & RUSA/AISHE Surveys & NIRF	Ms Natasha	Natasha	Ms Chanchal	Natasha	Ms Pooja Dr Sanjeev Goel	Natasha	
45	Women Cell & Beti Bachao Beti Padhao Committee & Legal Literacy	Ms. Seema	Seema	Ms Kavia Dr Sunita Ms. Parvinder kaur	Seema	Dr Reema	Seema	Ms. Jagjit Mr. Sunil (Geo)

- Note: 1. All the members shall be held equally responsible for the tasks associated with a particular committee.  
 2. If any Convener/ incharge is transferred/deputed/on leaves etc. the next member shall work as Convener of that committee  
 3. All the committees are instructed to complete the process of charge handing and taking over, if any

  
 Principal  
 RGG College, Saha (Ambala)

**OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA (AMBALA)**

No:- 8337

Dated:- 02-Sep-2023

**OFFICE ORDER**

All the following Assistant/ Associate Professors are hereby directed to perform the duties in committees mentioned below:-

**1. SC/ST Welfare committee**

Dr. Darshan Lal (Convener)

Ms Savita Rani

Dr. Sunita Mehra

Ms Preeti

**2. OBC cell**

Mr Sanjay- Pol. Sc. (Convener)

Ms Chanchal

Ms Kavita

Ms Seema

**3. Minorities Cell**

Ms Pervinder Kaur (Convener)

Mr. Sunil Kumar (Eng)

Ms Ganeshwari

**4. Central Internal Grievance Committee**

Dr. Sukhbir Singh (University Cell Incharge)

Dr. Sonu Lohat

Dr. Darshan Lal

**5. Internal Assessment Committee**

Dr. Sukhbir Singh (University Cell Incharge)

Mr Ranbir Singh- Arts

Mr. Sunil- Arts

Mr. Nitin- Science

Mr. Jaswinder- Commerce

Mr. Virender- Commerce

  
Principal  
Rajiv Gandhi Govt. College  
Saha (Ambala)