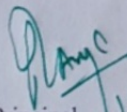


**GOVT. COLLEGE, MATANHAIL (JHAJJAR)**

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Principal  
Govt. College, Matanhail  
(Jhajjar)  
15.9.23

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, MATANHAIL**

Office Order: GCM/2023/2039

Dated: 15.09.2023

**ANNUAL DUTY LIST (2023-2024)**

The following committees have been constituted to assist the Principal in the day to day functioning and administration of the college. These duties come into force with immediate effect .Ex-Conveners /Officers in charge, if any are requested to hand over their charge to the new incumbents within a week and report to and get counter signatures of the undersigned.

The conveners / Officers in charge of the committees should note down the names of the members and assistants associated with them. They are also advised to invite fresh quotations for the items of work to be undertaken by them throughout the year immediately.

**Special Note:**

1. No spot quotation will be managed unless it is pertinent in view of the situation, with prior permission from the Principal. In case of the emergency situation, the on the spot quotations shall be called under the supervision of the Principal
2. Quotation inviting process must be completed as early as possible.

**1. College council:**

- |                                     |            |
|-------------------------------------|------------|
| 1. Dr. Ranvir Singh Arya, Principal | (Chairman) |
| 2. Dr. Vijay Singh Yadav            | Secretary  |
| 3. Dr. Devender Singh               | Member     |
| 4. Dr. Sandeep Kumar                | Member     |
| 5. Dr. Priyanka Yadav               | Member     |

**2. Reception Committee / College Advisory Board**

- |                          |           |
|--------------------------|-----------|
| 1. Dr. Vijay Singh Yadav | Secretary |
| 2. Dr. Devender Singh    | Member    |
| 3. Dr. Sandeep Kumar     | Member    |
| 4. Dr. Priyanka Yadav    | Member    |

**3. Internal Quality & Assessment Cell/ API Assessment Committee:**

- |                          |            |
|--------------------------|------------|
| 1. Dr. Vijay Singh Yadav | : Convener |
| 2. Dr. Devender Singh    | : Member   |
| 3. Dr. Sandeep Kumar     | : Member   |
| 4. Dr. Priyanka Yadav    | : Member   |

**4. RTI:**

- |                        |                       |
|------------------------|-----------------------|
| 1. S.P.I.O.            | Dr. Vijay Singh Yadav |
| 2. A.S.P.I.O.          | Dr. Devender Singh    |
| 3. Sh. Ramesh Chander, | Dy. Supdt.            |

**5. Bursar:** Dr. Vijay Singh Yadav

**6. Staff Secretary:** Smt. Ompati

**7. Social Affairs Committee:**

- |                       |            |
|-----------------------|------------|
| 1. Dr. Devender Singh | : Convener |
| 2. Smt. Pinki Rani    | : Member   |
| 3. Smt. Ompati        | : Member   |

8. N.S.S. Smt. Ompati Programme Officer, NSS *Opta*

9. Incharge Sports: Dr. Manjeet Singh *Manjeet Singh*

10. UGC Affairs Statistical Data, New Policy of Education NPE 1992,  
Standard Data Govt. of Haryana Committee:

1. Dr. Manjeet Singh *Manjeet Singh*
2. Sh. Rajbir Singh Jakhar

11. NAAC, NIRF, PM USHA Committee:

1. Dr. Devender Singh : Convener
2. Dr. Priyanka : Member
3. Dr. Shree Om : Member
4. Dr. Manjeet Singh : Member

*Shree Om*  
*Manjeet Singh*

12. Property Incharge:

1. Dr. Rakesh Kumar : Steel items *Rakesh*
2. Ms. Diksha : Wooden Furniture *Diksha*
3. Sh. Rajbir Singh Jakhar : Electric items

13. University Work & Internal Assessment / House Examination:

1. Smt. Sonu Rani : Registrar *Sonu Rani*
2. Smt. Pinki Rani : Internal Assessment *Pinki Rani*
3. Sh. Ramesh Chander, Dy. Supdt. : RR/CR
4. Sh. Surender Kumar, Instructor : RR/CR
5. Sh. Naresh Kumar, Assistant : Challan Submission, R.K Fund
6. Sh. Jagdish Kumar, Clerk : DMC, Answer Sheet, Result

**14. Time-Table Incharge / Workload & Subject Change Committee:**

- 1. Smt. Sonu Rani : Convener *Sonu Rani*
- 2. Sh. Balram Malik : Member *Balram*
- 3. Sh. Naveen Kumar Punia : Member *Naveen Kumar*

**15. Sport Board:**

- 1. Principal : Chairman
- 2. Dr. Sandeep Kumar : Member
- 3. Dr. Manjeet Singh : Incharge Sports Activities *Manjeet Singh*
- 4. Sh. Balram : Member *Balram*
- 5. Smt. Sonu Rani : Member *Sonu Rani*

**16. Mentoring & Proctorial Duty:**

- 1. Dr. Vijay Singh Yadav : Convener
- 2. Dr. Devender Singh : Member
- 3. Dr. Rakesh Kumar : Member *Rakesh Kumar*

**17. Earn While You Learn:**

- 1. Dr. Sandeep Kumar : Convener
- 2. Dr. Priyanka : Member
- 3. Sh. Balram Malik : Member *Balram*
- 4. Smt. Pinki Rani : Member *Pinki Rani*

**18. Building Dilapidation & Development Committee:**

- 1. Dr. Sandeep Kumar : Incharge
- 2. Dr. Shree Om : Member *Shree Om*
- 3. Sh. Balram Malik : Member *Balram*
- 4. Dr. Rakesh Kumar : Member *Rakesh*

19. <sup>Dev.</sup> Women Cell (Empowerment of Girls students):

1. Dr. Annu : Convener  
2. Smt. Pinki Rani : Member  
3. Smt. Ompati : Member  
4. Ms Diksha member

Dr.  
Pinki Rani  
Ompati  
Diksha  
Pinki Rani

20. Lect. Shortage & Lesson plan Committee:

1. Smt. Pinki Rani : Convener  
2. Dr. Rakesh Kumar : Member  
3. Dr. Annu : Member

Tejas  
Dr.

21. Prize Committee:

1. Smt. Sonu Rani : Convener  
2. Sh. Naveen Kumar Punia : Member  
3. Smt. Ompati : Member

Sonu Rani  
Naveen Kumar Punia  
Ompati

22. Cultural and youth Festival, Day Celebration Committee:

1. Ms. Diksha : Convener  
2. Dr. Annu member  
3. Sh. Naveen Kumar Punia : Member  
4. Sh. Rajbir Singh, Jakhar : Member  
5. Sh. Rakesh Saini : Member

Diksha  
Naveen Kumar Punia  
Annu

23. Refreshment Committee:

1. Smt. Pinki Rani : Convener  
2. Sh. Niraj Kumar : Member  
3. Smt. Sushma : Member

Pinki Rani

24. Income Tax Calculation, College Tax Quarterly Updation Committee :

1. Dr. Priyanka : Convener  
2. Sh. Balram Malik : Member  
3. Sh. Naveen Kumar Punia : Member  
4. Sh. Rajbir Singh Jakhar : Member  
5. Sh. Naresh Kumar, Assistant : Member

Balram  
Naveen Kumar Punia

**25. Decoration Committee:**

1. Smt. Pinki Rani : Convener  
2. Smt. Ompati : Member  
3. Smt. Sushma : Member

Pinki Rani  
Oft

**26. Grievances Cell, Anti Ragging & Anti Sexual Harassment Committee:**

1. Principal : Chairperson  
2. Dr. Vijay Singh Yadav : Convener  
3. Dr. Devender Singh : Member  
4. Dr. Priyanka : Member  
5. Dr. Arun Incharge women cell : Member  
6. Smt. Ompati : Member  
7. Sh. Krishan Suhag : (Sr. Advocate)

A-22  
Oft

**27. Editorial Board:**

1. Principal : Patron  
2. Dr. Shree Om : Chief-Editor & Editor English Section  
3. Smt. Ompati : Co-Editor & Editor Hindi Section  
4. Dr. Sandeep Kumar : Editor Science Section  
5. Dr. Priyanka Yadav : Editor Commerce Section

Shi

**28. Apprenticeship Committee COPA:**

1. Dr. Devender Singh : Incharge  
2. Dr. Sandeep Kumar : Member  
3. Dr. Priyanka : Member  
4. Sh. Surender Kumar : Computer Instructor, to assist

**29. Shamiana / Seating & Mike Arrangement:**

1. Dr. Rakesh Kumar : Convener  
2. Ms. Diksha : Member  
3. Sh. Naveen Kumar Punia : Member  
4. Sh. Rajbir Singh Jakhar : Member

Rakesh  
Diksha  
Naveen Kumar Punia

**30. Photography Committee:**

- |                     |            |
|---------------------|------------|
| 1. Ms. Diksha       | : Convener |
| 2. Sh. Rakesh Saini | : Member   |
| 3. Smt. Sushma      | : Member   |

*Diksha*

**31. Legal Literacy / Court Case/ CM Window & District Level Meeting  
(College Building / Agricultural Land & other legal matters:**

- |                           |            |
|---------------------------|------------|
| 1. Dr. Shree Om           | : Convener |
| 2. Dr. Manjeet Singh      | : Member   |
| 3. Sh. Naveen Kumar Punia | : Member   |

*Shree Om*

*Manjeet Singh*

*Naveen Kumar Punia*

**32. Electricity / Generator Set & Inverter:**

- |                            |            |
|----------------------------|------------|
| 1. Sh. Rajbir Singh Jakhar | : Convener |
| 2. Sh. Niraj Kumar         | : Member   |
| 3. Sh. Rakesh Saini        | : Member   |

**33. EVS Affairs:**

- |                       |            |
|-----------------------|------------|
| 1. Rakesh Kumar Saini | : Convener |
| 2. Smt Sushma         | : Member   |

**34. Computer Lab Incharge:**

- |                            |                  |
|----------------------------|------------------|
| 1. Smt. Sonu Rani          | <i>Sonu Rani</i> |
| 2. Sh. Rajbir Singh Jakhar |                  |
| 3. Sh. Surender Kumar      |                  |

**35. Red Ribbon /Red Cross / First Aid/Road Safety Club & Health Fund:**

- |                     |            |
|---------------------|------------|
| 1. Sh. Balram Malik | : Convener |
| 2. Dr. Annu         | : Member   |
| 3. Smt. Ompati      | : Member   |
| 4. Ms. Diksha       | : Member   |

*Balram*

*Annu*  
*Opati*

*Diksha*



36. **Press Note / Publicity and Public Relation Committee:**

1. Smt. Ompati : Convener  
2. Sh. Niraj Kumar : Member  
3. Sh. Rakesh Kumar : Member

37. **Annual Report:**

1. Smt. Ompati : Convener  
2. Dr. Manjeet Singh : Member  
3. Sh. Niraj Kumar : Member

38. **Scholarship and Stipend Schemes:**

1. Consolidated Stipend and Free Books Scheme for SC Students  
2. Post Matric Scholarship Scheme for BC Students  
3. Haryana State Merit Scholarship Scheme to UG Girls  
4. Haryana State Meritorious Incentive Scheme  
5. National Scholarship Scheme & any other Scholarship scheme (if any)

**In charge**

Dr. Shree Om

Smt. Sonu Rani

Smt. Pinki Rani

Ms. Diksha

Sh. Rajbir Singh Jakhar

Sh. Jagdish Kumar, Clerk to assist

39. **Maintenance Beautification & Sanitation of College Campus:**

1. Ms. Diksha : Convener  
2. Dr. Annu : Member  
3. Sh. Rakesh Kumar Saini : Member  
4. Sh. Vikram Mali do  
5. Sweeper do

40. **Water Arrangement Committee: (R.O Water Cooler)**

1. Dr. Rakesh Kumar : Convener  
2. Sh. Naveen Kumar Punia : Member  
3. Sh. Rajbir Singh Jakhar : Member

Assisted by Sh. Somvir Singh / Sh. Naveen Kumar Peon

**41. Alumni Association Cell:**

1. Dr. Vijay Singh Yadav : Convener  
2. Dr. Priyanka : Member  
3. Dr. Shree Om : Member  
4. Dr. Manjeet Singh : Member

*Dr. Manjeet Singh*

**42. AEBAS / Internet & CCTV Camera:**

1. Dr. Sandeep Kumar : Convener  
2. Sh. Balram Malik : Member  
3. Smt. Pinki Rani : Member

*Balram*

**43. Tour Committee (Girls):**

1. Dr. Annu : Convener  
2. Ms. Diksha : Member  
3. Smt. Sushma : Member

*Annu*

*Diksha*

**44. Tour Committee (Boys):**

1. Sh. Naveen Kumar Punia : Convener  
2. Sh. Rajbir Singh Jakhar : Member  
3. Sh. Rakesh Saini : Member

*Naveen Kumar Punia*

4. Sh. Somvir Singh, Peon & Sh. Naveen Kumar, Peon to assist

**45. Placement Cell Carrier Guidinace Counseling & Eco Club:**

1. Dr. Priyanka : Convener  
2. Smt. Pinki Rani : Member  
3. Dr. Manjeet Singh : Member

*Pinki Rani*  
*Manjeet Singh*

**46. Library:**

1. Smt. Pinki Rani : Convener  
2. Dr. Priyanka : Member  
3. Sh. Rajbir Singh Jakhar : Member  
3. Sh. Niraj Kumar : Member

*Pinki Rani*

47. **Laboratory Augmentation Grant & Science Exhibition Grant & Science Society:**

- |                       |            |
|-----------------------|------------|
| 1. Sh. Devender Singh | : Convener |
| 2. Dr. Sandeep Kumar  | : Member   |
| 3. Smt. Pinki Rani    | : Member   |
| 4. Dr. Annu           | : Member   |

*Pinki Rani*  
*W.S.*

48. **Arts Society:**

- |                            |            |
|----------------------------|------------|
| 1. <del>Sh.</del> Shree Om | : Convener |
| 2. Sh. Naveen Kumar Punia  | : Member   |
| 3. Smt. Ompati             | : Member   |

*Shree Om*  
*Sh. Naveen Kumar Punia*

49. **Commerce Society:**

- |                          |            |
|--------------------------|------------|
| 1. Dr. Vijay Singh Yadav | : Convener |
| 2. Smt. Priyanka         | : Member   |
| 3. Smt. Sonu Rani        | : Member   |

*Sonu Rani*

50. **N.S.S. Advisory Committee:**

- |                          |                         |
|--------------------------|-------------------------|
| 1. Principal             | : Chairman              |
| 2. Dr. Vijay Singh Yadav | : Secretary             |
| 3. Dr. Devender Singh    | : Member                |
| 4. Smt. Ompati           | : NSS Programme Officer |
| 5. Smt. Sonu Rani        | : Member                |
| 6. Sh. Niraj Kumar       | : Member                |

*Sonu Rani*

**51. Portals**

Nodal Officer of Portals

1. Shiksha Setu App, College Web Portal & ERP : Dr. Annu *Dr. Annu*
2. HRMS : Sh. Naveen Kumar Punia *Sh. Naveen Kumar Punia*
3. AISHE : Smt. Priyanka Yadav *Sh. Naveen Kumar Stent to assist.*
4. MIS : Smt. Sonu Rani *Sonu Rani*
5. GEM : Dr. Devender Singh
6. PRAYASS : Dr. Manjeet Singh *Manjeet Singh*
7. LMS : Dr. Rakesh Kumar *Rakesh Kumar*
8. Sh. Surender Kumar, Computer Instructor, to assist
9. Sh. Parvender, Computer Lab Attendant, to assist

**52. Bus Pass Incharge:**

1. Sh. Balram : Convener *Balram*
2. Sh. Rakesh Saini : Member
3. Sh. Parvender Kumar : To assist

**53. Central Purchase Committee:**

1. Dr. Devender Singh : Convener
2. Dr. Sandeep Kumar : Member
3. Dr. Priyanka Yadav : Member
4. Smt Sonu Rani : Member *Sonu Rani*

**54. D.C. Rate / Employees under Outsourcing Policy / Group D Employees Committee:**

1. Dr. Manjeet Singh : Convener *Manjeet Singh*  
2. Dr. Rakesh Kumar : Member *Rakesh*  
3. Sh. Balram Malik : Member *Balram*  
4. Sh. Naresh Kumar : Assistant- To assist

**55. Result Verification Committee:**

1. Dr. Sandeep Kumar : Convener  
2. Dr. Shree Om : Member *Shree Om*  
3. Ms. Diksha : Member *Diksha*

**56. Stage Secretary:**

1. Dr. Shree Om - *Shree Om*  
2. Smt. Ompati *Ompati*

**57. Printing & Invitation Committee:**

1. Ms. Diksha : Convener *Diksha*  
2. Sh. Naveen Kumar Punia : Member *Naveen Kumar Punia*  
3. Sh. Rakesh Saini : Member  
4. Sh. Ramesh Chander, Dy. Supdt.

**58. College Research Cell:**

1. Dr. Manjeet Singh (In charge) *Manjeet Singh*  
3. Dr. Rakesh Kumar *Rakesh*

**59. Library Advisory Committee:**

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1. Principal                         | : Chairman                           |
| 2. Smt. Pinki Rani                   | : Library Incharge <i>Pinki Rani</i> |
| 3. Dr. Shree Om                      | : Arts <i>Shree Om</i>               |
| 4. Dr. Devender Singh                | : Science                            |
| 5. Smt. Sonu Rani                    | : Commerce <i>Sonu Rani</i>          |
| 6. Student Representative (Arts):    |                                      |
| 7. Student Representative (Science)  |                                      |
| 8. Student Representative (Commerce) |                                      |

**60. Out Reach Programme Advisory Committee:**

- |                                                |                              |
|------------------------------------------------|------------------------------|
| 1. Principal                                   | : Chairman <i>Pr</i>         |
| 2. Smt Ompati                                  | : NSS Incharge <i>Ompati</i> |
| 3. Sh. Balram Malik                            | : YRC Incharge <i>Balram</i> |
| 4. Two Sarpanch (to be nominated by Principal) |                              |
| 5. Five Students (-do-)                        |                              |
| 6. Two Representative of NGO (-do-)            |                              |

**61. Student Passport & Driving License Committee:**

- |                                        |                                 |
|----------------------------------------|---------------------------------|
| 1. Dr. Sandeep Kumar                   | : Convener <i>Sandeep Kumar</i> |
| 2. Sh. Balram Malik                    | : Member <i>Balram</i>          |
| 3. Sh. Rajbir Singh Jakhar             | : Member                        |
| 4. Sh. Ramesh Chander Dy. Supdt.       | : Member                        |
| 5. Sh. Parvender Kumar, Lab Attendant: | Member                          |

**62. Tobacco Free Educational Cell:**

- |                           |               |
|---------------------------|---------------|
| 1. Dr. Rakesh Kumar       | <i>Rakesh</i> |
| 2. Sh. Rakesh Kumar Saini |               |
| 3. Sh. Niraj Kumar        |               |

**63. College Calendar / Compilation of Proposed Annual Plan of Activities:**

1. Ms. Diksha : Convener  
2. Sh. Rakesh Saini : Member  
3. Smt. Sushma : Member

*Diksha*

**64. Online Admission Nodal Officer:** Dr. Sandeep Kumar

**65. Committee for Differently Disabled Students & Equal Opportunities Cell:**

1. Dr. Shree Om : Convener  
2. Dr. Rakesh Kumar : Member  
3. Smt. Ompati : Member  
4. Dr. Annu : Member

*Shree Om*  
*Rakesh*  
*Ompati*  
*Annu*

**66. Traffic Interpretation Centre Setup:**

1. Sh. Balram Malik : Convener  
2. Dr. Rakesh Kumar : Member

*Balram*  
*Rakesh*

**67. Nature Interpretation Centre Setup:**

1. Smt. Sonu Rani : Convener  
2. Dr. Annu : Member  
3. Sh. Rakesh Saini : Member

*Sonu Rani*  
*Annu*

**68. SC Cell:**

1. Dr. Shree Om : Convener  
2. Smt. Pinki Rani : Member  
3. Dr. Rakesh Kumar : Member

*Shree Om*  
*Pinki Rani*  
*Rakesh*

**69. Discipline Core Committee:**

- |                          |            |
|--------------------------|------------|
| 1. Dr. Vijay Singh Yadav | : Convener |
| 2. Smt. Ompati           | : Member   |
| 3. Sh. Niraj             | : Member   |

*Oft*

**70. Student Legal Literacy Cell:**

- |                     |                 |
|---------------------|-----------------|
| 1. Sh. Balram Malik | : Nodal Officer |
| 2. Dr. Rakesh Kumar | : Member        |
| 3. Dr. Annu         | : Member        |
| 4. Sh. Niraj Kumar  | : Member        |

*Balram*

*Rakesh*

*Annu*

**71. Lesson Plan Odd & Even Semester:**

- |                    |            |
|--------------------|------------|
| 1. Smt. Pinki Rani | : Convener |
| 2. Dr. Annu        | : Member   |

*Pinki Rani*

*Annu*

**72. CRID (Socio Economic Survey):**

- |                                   |                |
|-----------------------------------|----------------|
| 1. Sh. Balram Malik               | : Co-ordinator |
| 2. Smt. Sushma                    | : Member       |
| 3. Sh. Ramesh Chander, Dy. Supdt. |                |
| 4. Sh. Parvender Kumar            |                |

*Balram*

*P. Annu*  
Principal  
Govt. College, Matanhail  
(Jhajjar)  
15.9.23