

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE,**  
**MATANHAIL (JHAJJAR)**

**ANNUAL DUTY LIST (2021-2022)**

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 / Teachers 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 / Teachers 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. All quotation formalities should be completed as early as possible.

**1. College Council:**

- |                          |                |
|--------------------------|----------------|
| 1. Principal             | (Chair person) |
| 2. Dr. Ranvir Singh Arya | Secretary      |
| 3. Dr. Vijay Singh Yadav | Member         |
| 4. Sh. Devender Singh    | Member         |
| 5. Dr. Minakshi          | Member         |

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

- |                          |           |
|--------------------------|-----------|
| 1. Dr. Ranvir Singh Arya | Secretary |
| 2. Dr. Vijay Singh Yadav | Member    |
| 3. Sh. Devender Singh    | Member    |
| 4. Dr. Minakshi          | Member    |
| 5. Dr. Sandeep Sheoran   | Member    |

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

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

**4. R.T.I**

1. Principal cum First Appellant Authority
2. S.P.I.O. Dr. Vijay Singh Yadav
3. A.S.P.I.O. Sh. Devender Singh
4. Sh. Naresh Kumar – Assistant

**5. Bursar**

1. Dr. Vijay Singh Yadav

**6. Staff Secretary:**

1. Dr. Minakshi

**7. Social Affairs Committee**

- |                          |          |
|--------------------------|----------|
| 1. Dr. Vijay Singh Yadav | Convener |
| 2. Sh. Devender Singh    | Member   |
| 3. Dr. Minakshi          | Member   |

**8. N.S.S**

1. Dr. Minakshi

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

1. Dr. Ashwani Kumar
2. Sh. Balram Mailk

**10. NAAC/NIRF Committee:**

- |                       |            |
|-----------------------|------------|
| 1. Sh. Devender Singh | : Convener |
| 2. Ms. Priyanka       | : Member   |
| 3. Sh. Shree om       | : Member   |
| 4. Dr. Manjeet Singh  | : Member   |

**11. Property Incharge:**

- |                     |            |
|---------------------|------------|
| 1. Dr. Rakesh Kumar | : Convener |
| 2. Dr. Annu         | : Member   |



**12. University Work & Internal Assessment/House Examination:**

1. Sh. Ashwani Kumar : Convener
2. Sh. Neeraj Kumar : Member
3. Sh. Surender Kumar : Lab Attendant

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

1. Dr. Manjeet Singh : Convener
2. Dr. Annu : Member

**14. Sports Board**

1. Principal : Chair person
2. Sh. Balram Singh : Incharge Sports Activities
2. Sh. Devender Singh : Member
3. Dr. Minakshi : Member

**15. Mentoring & Proctorial Duty**

1. Dr. Vijay Singh Yadav : Convener
2. Sh. Devender Singh : Member
3. Dr. Minakshi : Member

**16. Earn While You Learn:**

1. Dr. Sandeep Kumar : Convener
2. Ms. Priyanka : Member
3. Sh. Balram Maik : Member

**17. Building Committee:**

1. Dr. Ranveer Singh Arya : Incharge
2. Dr. Vijay Singh Yadav : Member
3. Sh. Devender Singh : Member
4. Sh. Minakshi : Member
5. Sh. Satender Singh : Sarpanch Gram Panchayat Matanhail

**18. Women Cell (Empowerment of Girls students):**

1. Dr. Annu : Convener
2. Mrs. Pinki Rani : Member
3. Ms. Priyanka : Member

**19. Lect. Shortage Committee:**

1. Mrs. Sonu Kumari : Convener
2. Sh. Ashwani Kumar : Member

**20. Prize Committee:**

1. Sh. Devender Singh : Convener
2. Ms. Priyanka : Member
3. Mrs. Ompati : Member

**21. Cultural and Youth Festival Committee**

1. Mrs. Ompati : Convener
2. Ms. Diksha : Member
3. Sh. Neeraj Kumar : Member

**22. Refreshment Committee**

1. Sh. Balram Mailk : Convener
2. Mrs. Sonu Kumari : Member
3. Sh. Naveen Kumar Punia : Member

**23. Income Tax Calculation Committee**

1. Ms. Priyanka : Convener
2. Ms. Diksha : Member
3. Sh. Balram Mailk : Member

**24. Decoration Committee**

1. Mrs. Sonu rani : Convener
2. Mrs. Ompati : Member

**25. Grievances Cell , Anti Ragging & Anti Sexual Harassment Committee**

1. Principal : Chairperson
2. Dr. Vijay Singh Yadav : Convener
3. Sh. Devender Singh : Member
4. Dr. Minakshi : Member
5. Dr. Sandeep Kumar : Member
6. Sh. Rajpal Suhag : Sh. Rajpal Suhag (Sr. Advocate)

**26. Editorial Board**

1. Principal : Patron
2. Dr. Minakshi : Chief-Editor
3. Mrs. Ompati : Co-Editor
4. Dr. Sandeep Kumar : Editor Science Section
5. Mrs. Ompati : Editor Hindi Section
6. Sh. Shree Om : Editor English Section
7. Dr. Vijay Singh Yadav : Editor Commerce Section



27. **Aporenticeship**
1. Sh. Devender Singh : Incharge
  2. Sh. Surender Kumar : Computer Instructor ,to assist
28. **Discipline Committee**
1. Dr. Vijay Singh Yadav : Convener
  2. Sh. Devender Singh : Member
  3. Dr. Minakshi. : Member
  4. Sh. Balram Mailk : Member
29. **Shamiana /Seating & Mike Arrangement**
1. Sh. Balram Mailk : Convener
  2. Dr. Rakesh Kumar : Member
  3. Ms. Diksha : Member
30. **Photograph Committee**
1. Ms. Diksha : Convener
  2. Sh. Rakesh Saini : Member
31. **Legal Literacy / Court case / CM Window & District Level Meeting (College Building/Agricultural Land & other legal matters**
1. Sh. Shree Om : Convener
  2. Dr. Manjeet Singh : Member
  3. Dr. Rakesh kumar Ranga : Member
32. **Electricity/Generator Set & Inverter**
1. Sh. Devender Singh : Convener
  2. Dr. Manjeet Singh : Member
  3. Sh. Naveen Kumar Punia : Member
33. **EVS Affairs**
1. Dr. Rakesh Kumar Saini : Convener
  2. Sh. Niraj Kumar : Member
34. **Computer Lab**
1. Mrs. Sonu : Incharge
35. **Red Ribbon.Red Cross/ First Aid /Road Safety Club & Health Fund**
1. Dr. Ashwani Kumar : Convener
  2. Dr. Annu : Member
  3. Mrs. Ompati : Member

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

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

**37. Annual Report**

1. Mrs. Ompati : Convener
2. Sh. Niraj Kumar : Member

**38. SC/BC/ST and other scholarship/ Stipend Screening Committee/ Minority Community Welfare Committee/ Cell & Aadhaar card :**

1. Sh. Shree Om : Incharge
2. Sh. Ashwani kumar : Member
3. Dr. Rakesh Kumar : Member

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

1. Mrs. Diksha : Convener
2. Sh. Niraj Kumar : Member
3. Sh. Rakesh Kumar : Member

**40. College Campus Cleanliness & Sanitation (Health Fund)**

1. Mrs. Pinki Rani : Convener
2. Ms. Diksha : Member

**41. Water Arrangement**

1. Dr. Rakesh Kumar : Convener
2. Sh. Naveen Kumar Punia : Member

**42. Alumni Association Cell**

1. Dr. Vijay Singh Yadav : Convener
2. Ms. Priyanka : Member
3. Sh. Shree om : Member

**43. Biometrics/Internet & CCTV Camera**

1. Dr. Rakesh Kumar Ranga : Convener
2. Ms. Diksha : Member

**44. Tour Committee(Girls)**

1. Dr. Minakshi : Convener
2. Mrs. Ompati : Member



**45. Tour Committee(Boys)**

1. Dr. Sandeep Kumar : Convener
2. Sh. Naveen Kumar Punia : Member

**46. Placement Cell**

1. Ms. Priyanka : Convener
2. Mrs. Pinki Rani : Member
3. Ms. Diksha : Member

**47. Guidance & Counseling , Eco Club:**

1. Mrs. Sonu Rani : Convener
2. Sh. Rakesh Kumar Saini : Member

**48. Library**

1. Mrs. Pinki Rani : Incharge
2. Ms. Priyanka : Member
3. Sh. Ashwani Kumar : Member

**49. Laboratory Augmentation Grant & Science Exhibition Grant & Science Society**

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

**50. Arts Society**

1. Dr. Minakshi : Convener
2. Sh. Naveen Kumar Punia : Member
3. Mrs. Ompati : Member
4. Dr. Rakesh Kumar Ranga : Member

**51. Commerce Society**

1. Dr. Vijay Singh Yadav
2. Ms. Priyanka
3. Mrs. Sonu Rani

**52. N.S.S. Advisory Committee**

1. Principal : Chairperson
2. Sh. Devender Singh : Member
3. Dr. Minakshi : NSS Program Officer
4. Mrs. Sonu Rani : Member

**53. Portals**

- Nodal Officer of Portals : Sh. Shree Om
1. Shiksha Setu App : Dr. Annu
  2. HRMS : Sh. Ashwani Kumar
  3. AISHE : Dr. Minakshi
  4. MIS : Mrs. Sonu
  5. GEM : Dr. Devender Singh
  6. PRAYAAS : Dr. Manjeet
  7. LMS : Ms. Priyanka
  7. Sh. Surender Kumar , Computer Instructor , To assist
  8. Sh. Parvinder, Computer Lab Attendant, To assist

**54. Bus Pass Incharge**

1. Dr. Rakesh Kumar Saini : Convener
2. Sh. Vishal : To Assist

**55. New Voters /Aadhar Card**

1. Dr. Rakesh Kumar (History)
2. Sh. Rakesh Kumar Saini

**56. Central Purchase Committee**

1. Sh. Devender Singh : Convener
2. Dr. Minakshi : Member
3. Dr. Sandeep Kumar : Member

**57. D.C. Rate /Employees Under Outsourcing Policy/Group D Employees Committee**

1. Dr. Manjeet Singh : Convener
2. Dr. Minakshi : Member
3. Dr. Sandeep Kumar : Member
4. Sh. Naresh Kumar : Assistant- To assist

**58. Character Certificate Issuing Committee**

1. Sh. Niraj Kumar : Incharge
2. Sh. Rakesh Kumar Saini : Member
3. Sh. Jagdish Kumar, Clerk : To assist

**59. Result Verification Committee**

1. Dr. Sandeep Kumar : Convener
2. Dr. Annu : Member
3. Sh. Neeraj Kumar : Member



**60. Stage Secretary**

1. Dr. Minakshi
2. Mrs. Ompati

**61. Tree Plantation and Maintenance Committee**

1. Dr. Manjeet Singh : Convener
2. Sh. Balram Maik : Member

**62. Printing & Invitation Committee**

1. Rakesh Kumar Ranga : Convener
2. Sh. Rakesh Saini : Member
3. Sh. Niraj Kumar : Member

**63. College Research Cell**

1. Dr. Naveen Kumar Punia : Convener
2. Dr. Annu : Member
3. Dr. Rakesh Kumar Ranga : Member

**64. Library Advisory Committee :**

1. Principal : Chairperson
2. Mrs. Pinki Rani : Library Incharge
3. Dr. Ranveer Singh Arya : Arts
4. Sh. Devender Singh : Science
5. Dr. Vijay Singh Yadav : Commerce
6. Student Representative(Arts) :
7. Student Representative(Science) :
8. Student Representative(Commerce) :

**65. Out Reach Program Advisory Committee**

1. Principal : Chairperson
2. Director Out Reach Programme University
3. Dr. Minakshi : NSS Incharge
6. Sh. Ashwani Kumar : YRC Incharge
7. Two Sarpanch(to be nominated by Principal )
8. Five Students (-do-)
9. Two Representative of NGO (-do-)

**66. Student Passport Committee**

1. Dr. Annu : Convener
2. Ms. Diksha : Member

67. Parivar Pehchan Patra/ Family ID Committee

1. Sh. Naveen Kumar Punia : Convener
2. Dr. Rakesh Kumar Ranga : Member

68. Student Driving License Committee

1. Ms. Diksha
2. Sh. Niraj Kumar

69. Tobacco Free Educational Cell

1. Dr. Rakesh Kumar Saini
2. Sh. Niraj Kumar

70. College Calender/ Compilation of Proposed Annual Plan of Activities

1. Sh. Ashwani Kumar : Convener
2. Sh. Naveen Kumar Punia : Member
3. Dr. Rakesh Kumar Ranga : Member

71. Online Admission Nodal Officer :

1. Dr. Sandeep Kumar

72. Committee for Differently Disabled Students & Equal Opportunities Cell :

1. Sh. Ashwani Kumar : Convener
2. Mrs. Ompati : Member
3. Dr. Rakesh Kumar Ranga : Member

73. Traffic Interpretation Centre Setup :

1. Sh. Ashwani Kumar : Convener
2. Dr. Rakesh Kumar : Member

74. Nature Interpretation Centre Setup :

1. Sh. Naveen Kumar Punia : Convener
2. Dr. Rakesh Kumar : Member

*Chandra*  
10-09-2021  
Principal  
Govt. College Matanhail  
(Jhajjar)