

Govt. College Bandh Kalan (Ch. Dindri)

Memoranda CCBK/2023/1166

Annual Duty List for the Session 2023-2024

Date: 12-05/10/2023

Principal: Dr. Rishipal Sharma

S. No.	Committee Assignment	Name of Convener/ Member	Signature
1	College Council Reception/ college Development Board	Dr. Archana Kumari (Convener) Dr. Sumitra Bairagi Dr. Meenu Dr. Pardeep Miss Suman Rani (Bursar)	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
2	Proctor in Chief/Senior Tutor	Dr. Archana Kumari Dr. Sumitra Bairagi Dr. Archana Kumari	Alam S. S. 11/10/23 S. S. 11/10/23
3	Attestation and issue of All types of Certificates On Behalf of Principal	Dr. Rishipal (Chairperson) ✓ Dr. Archana Kumari (Convener) Dr. Sumitra Bairagi Dr. Meenu Dr. Pardeep Dr. Suman Bama	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
4	SC ST & All types of Grievances Redressal Cell And Prevention of Sexual Harassment Committee	Dr. Archana Kumari (Convener) Dr. Sumitra Bairagi Dr. Meenu Dr. Pardeep	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
5	I.Q.A.C.	Dr. Archana Kumari (Convener) Dr. Sumitra Bairagi Dr. Meenu Dr. Pardeep	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
6	S.P.O.	Dr. Archana Kumari Ms. Pragati (Clerk) Mr. Sonu (Steno)	Alam S. S. 11/10/23 S. S. 11/10/23
7	Utilization of Govt. grant Building Fund Purchase Dilapidation Committee for All types of maintenance And Repair Work Committee	Dr. Sumitra Bairagi (Convener) Dr. Madhusudan Dr. Suman Bama Mr. Anand Singh Mr. Naveen	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
8	Out Source Policy & Incharge of Extension Lecturer Committee/HKRN	Dr. Sumitra Bairagi (Convener) ✓ Dr. Archana Kumari Mr. Monik	Alam S. S. 11/10/23 S. S. 11/10/23
9	Time Table & Work Load Committee	Dr. Sumitra Bairagi (Convener) Ms. Yogita ✓ Ms. Santosh Miss Suman Rani (Commerece)	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
10	NCC	Dr. Pardeep (Convener) Dr. Satya Parkash ✓ Mr. Naresh Mr. Anand Singh	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
11	Staff Secretary & College activity register Incharge	Dr. Pardeep Ms. Yogita	Alam S. S. 11/10/23 S. S. 11/10/23
12	All India Survey of Higher Education	Dr. Pardeep (Convener) ✓ Dr. Satya Parkash Mr. Dhanjeet Mr. Sandeep (Clerk) ✓	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
13	SC BC BPL Scholarship Committee	Dr. Meenu (Convener) Mr. Naresh Ms. Sonu Kumari Mr. Sandeep (Clerk) ✓	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23
14	Sports Board and Sports Activities Committee	Dr. Meenu (Convener) Mr. Dhanjeet Mr. Naresh Mr. Anand Singh	Alam S. S. 11/10/23 S. S. 11/10/23 S. S. 11/10/23

	Educational Tour For Girls Committee	Dr. Meenu (Convener) Ms. Kerosta Ms. Yogita ✓ Ms. Leelawati (Peon) ✓ Miss Suman Rani	<i>[Handwritten signatures]</i>
16	Bursar		
17	All University Affairs /Registrar/Internal Assessment And Result Record Committee	Dr. Suman Bamal (Registrar) Ms. Madhu Mehta (Dy. Registrar) Ms. Kerosta Ms. Mankesh Mr. Sonu (Clerk) Mr. Naveen	<i>[Handwritten signatures: Suman, Madhu, Mankesh, Sonu, Naveen]</i>
18	GEM Buyer Committee	Dr. Suman Bamal (Convener) Ms. Madhu Mehta Ms. Maninder Kaur Walia Mr. Sandeep (Clerk) ✓	<i>[Handwritten signatures: Suman, Madhu]</i>
19	NAAC/RUSA/PRAYAS/PM-USHA Committee	Ms. Madhu Mehta (Convener) Dr. Suman Bamal Dr. Madhusudan Dr. Ashish Ms. Maninder Kaur Walia Ms. Santosh Ms. Mankesh Ms. Sonu Kumari Mr. Ashu Rao	<i>[Handwritten signatures: Madhu, Suman, Ashu, Santosh, Mankesh, Sonu]</i>
20	Alumini Committee	Ms. Madhu Mehta (Convener) Dr. Pardeep Ms. Maninder Kaur Walia ✓ Ms. Sonu Kumari ✓ Mr. Anand	<i>[Handwritten signatures: Madhu, Anand]</i>
21	Library Advisory Committee	Dr. Madhusudan (Convener) Dr. Ashish Mr. Dhanjeet	<i>[Handwritten signatures: Ashish, Dhanjeet]</i>
22	Electricity/Generator Set/CC TV Incharge	Dr. Madhusudan (Convener) Mr. Dhanjeet Mr. Naresh Mr. Anand Singh	<i>[Handwritten signatures: Dhanjeet, Naresh, Anand Singh]</i>
23	National Education Policy Committee	Dr. Archana Kumari (Chairperson) Dr. Madhusudan (Convener) Dr. Sumitra Bairagi (Senior Member Arts) Dr. Suman Bamal (Senior Member Commerce) Ms. Madhu Mehta (Member nominated By Principal) Ms. Suman Mor (Member nominated By Principal) ✓	<i>[Handwritten signatures: Archana, Sumitra, Suman, Madhu, Suman Mor]</i>
24	College Beautification And Cleanliness Committee	Ms. Kerosta (Convener) Dr. Ashish Ms. Sonu Kumari Mr. Anand Singh	<i>[Handwritten signatures: Kerosta, Ashish, Sonu, Anand]</i>
25	Traffic & Nature Interpretation & Eco Club Committee	Ms. Kerosta (Convener) Ms. Sonia Ms. Sonu Kumari Ms. Mankesh	<i>[Handwritten signatures: Kerosta, Sonia, Sonu, Mankesh]</i>
26	Decoration Committee	Ms. Kerosta (Convener) Ms. Meenu Ms. Yogita ✓ Ms. Sonu Kumari Ms. Santosh	<i>[Handwritten signatures: Kerosta, Meenu, Yogita, Sonu, Santosh]</i>

	College Library /Sub Divisional Library Committee	Dr. Dhanjeet Dr. Satya Parkash (Convener) ✓ Mr. Naresh Ms. Mankesh , Ms. Sonu Kumari Mr. Rambir	Dhanjeet Satya Parkash Mankesh
28	Water arrangement Committee	Dr. Satya Parkash (Convener) Mr. Naresh Mr. Anand Singh	Satya Parkash Anand Singh
29	College Property & Eduset Incharge	Dr. Satya Parkash (Convener) Ms. Kerosta Mr. Anand Singh	Satya Parkash Kerosta Anand Singh
30	Checking of Income Tax & TDS Submission Committee	Ms. Maninder Kaur Walia (Convener) Ms. Madhu Mehta (Co-Convener) Dr. Suman Bamal Ms. Kerosta Mr. Sandeep (Clerk) ✓	Maninder Kaur Walia Madhu Mehta Suman Bamal Kerosta Sandeep
31	Computer Lab & Apprentice Charge Committee	Ms. Maninder Kaur Walia (Convener) ✓ Ms. Madhu Mehta (Co-Convener) Dr. Suman Bamal Mr. Naveen ✓	Maninder Kaur Walia Madhu Mehta Suman Bamal Naveen
32	All Types of Portal/Web/HRMS/ERP/LMS Nodal Officer/ Biometric Committee	Ms. Maninder Kaur Walia (Convener) ✓ Ms. Madhu Mehta (Co-Convener) Mr. Sandeep (Clerk) ✓ Mr. Naveen ✓	Maninder Kaur Walia Madhu Mehta Sandeep Naveen
33	Earn While You Learn Committee	Mr. Sonia (Convener) Dr. Satya Parkash Ms. Santosh Ms. Mankesh	Sonia Satya Parkash Santosh Mankesh
34	Tea & Refreshment Committee	Ms. Sonia (Convener) Ms. Naresh Dr. Ashish Mr. Anand Singh	Sonia Naresh Ashish Anand Singh
35	Legal Literacy And Road Safety Committee	Ms. Sonia (Convener) Ms. Suman Mor ✓ Ms. Santosh Ms. Mankesh	Sonia Suman Mor Santosh Mankesh
36	Cultural Activities/Zonal Youth Festival/University Outreach Programme Committee	Ms. Yogita (Convener) ✓ Ms. Kerosta Mr. Dhanjeet Ms. Santosh Ms. Mankesh	Yogita Kerosta Dhanjeet Santosh Mankesh
37	Women Cell Committee	Ms. Yogita (Convener) ✓ Ms. Meenu Ms. Kerosta Ms. Santosh Ms. Mankesh	Yogita Meenu Kerosta Santosh Mankesh
38	Placement Cell Committee	Ms. Suman Mor (Convener) ✓ Ms. Sonia Mr. Dhanjeet Dr. Ashu Rani	Suman Mor Sonia Dhanjeet Ashu Rani
39	All Types Of Printing Committee	Ms. Suman Mor (Convener) ✓ Mr. Dhanjeet Dr. Ashu Rani Ms. Santosh	Suman Mor Dhanjeet Ashu Rani Santosh
40	All Scholarship other than SC/BC scholarship Committee	Ms. Suman Mor (Convener) ✓ Ms. Sonia Dr. Ashu Rani Ms. Mankesh	Suman Mor Sonia Ashu Rani Mankesh

	Educational Tour For Boys Committee	Mr. Naresh(Convener) Dr. Satya Parkash Mr. Ashish Mr. Dhanjeet	<i>Dr. Naresh</i> <i>Satya</i> <i>Ashish</i> <i>Dhanjeet</i>
42	Photography & Tent Committee	Mr. Naresh (Convener) Mr. Dhanjeet Mr. Anand Singh	<i>Dr. Naresh</i> <i>Dhanjeet</i> <i>Anand Singh</i>
43	Passport Driving Licence Committee	Mr. Naresh(Convener) Ms. Santosh Ms. Mankesh Mr. Monik	<i>Dr. Naresh</i> <i>Santosh</i> <i>Mankesh</i> <i>Monik</i>
44	NSS Advisory Committee	Mr. Dhanjeet(Convener) Dr. Pardeep Ms. Suman Mor ✓	<i>Dhanjeet</i> <i>Pardeep</i> <i>Suman Mor</i>
45	Court Case Committee	Mr. Dhanjeet(Convener) Mr. Ashish Ms. Pragati (Clerk) Mr. Sonu (Steno) ✓	<i>Dhanjeet</i> <i>Ashish</i> <i>Pragati</i> <i>Sonu</i>
46	Red Cross First Aid & Nodal Officer For Coverage of Youth Voters and Red Ribbon Club Covid-19 Committee	Mr. Dhanjeet(Convener) <i>Dr. Satya Parkash</i> Dr. Satya Parkash <i>Smt. Santosh</i> Ms. Sonu Kumari <i>Smt. Ashu</i> Mr. Anand Singh <i>Ashu</i>	<i>Dhanjeet</i> <i>Satya</i> <i>Santosh</i> <i>Sonu</i> <i>Anand Singh</i>
47	Discipline Committee	Mr. Ashish(Convener) Dr. Pardeep Ms. Meenu Ms. Kerosta Mr. Dhanjeet ✓ Mr. Naresh	<i>Ashish</i> <i>Pardeep</i> <i>Meenu</i> <i>Kerosta</i> <i>Dhanjeet</i> <i>Naresh</i>
48	NSS UNIT	Dr. Ashish(Convener) Ms. Kerosta ✓ <i>Miss - Pragati Ashu Rani</i>	<i>Dr. Ashish</i> <i>Kerosta</i> <i>Pragati</i> <i>Ashu Rani</i>
49	Absentee Work & Lecture Shortage Committee	Ms. Sonu Kumari (Convener) Mr. Monik	<i>Sonu Kumari</i> <i>Monik</i>
50	Press And Publicity Committee	Ms. Santosh(Convener) ✓ Ms. Mankesh Mr. Naveen ✓	<i>Santosh</i> <i>Mankesh</i> <i>Naveen</i>
51	Bus Pass Committee	Ms. Mankesh(Convener) Mr. Monik	<i>Mankesh</i> <i>Monik</i>
52	PPP & Vote Making/CRID Survey Committee	Ms. Mankesh (Convener) Mr. Monik	<i>Mankesh</i> <i>Monik</i>
53	Committee for Any Celebration announced by Govt. DHE	Ms. Sonu Kumari (Convener) ✓ Dr. Ashu Rani Ms. Santosh Ms. Mankesh Mr. Anand Singh	<i>Sonu Kumari</i> <i>Santosh</i> <i>Mankesh</i> <i>Anand Singh</i>
54	Office Expenditure And Internet related work Committee	Mr. Ashok(Convener) Mr. Sandeep (Clerk) ✓ Ms. Pragati (Clerk)	<i>Ashok</i> <i>Sandeep</i> <i>Pragati</i>
55	Subject Change Committee	Dr. Pardeep Ms. Pragati (Clerk)	<i>Pardeep</i> <i>Pragati</i>
56	Socio-Economic Survey	Dr. Ashish Ms. Kerosta Mr. Sandeep(Clerk) ✓	<i>Ashish</i> <i>Kerosta</i> <i>Sandeep</i>

Principal
Govt. College
Baund Kalan (Ch. Dabri)
बौन्द कला (चरखी दादरी)

05/10/2023

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प्राचार्य राजकीय महाविद्यालय बौन्द कलां (चरखी दादरी)

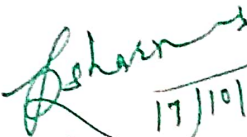
कमांक न. जी.सी.बी.के. / 2023 / 17-23

दिनांक 17/10/2023

कार्यालय आदेश

महाविद्यालय के शिक्षा-सत्र 2023-2024 के सुचारु संचालन के लिए महाविद्यालय से सम्बन्धित विभिन्न कमेटियों का गठन कर दिया गया है। महाविद्यालय के तमाम शैक्षणिक कर्मचारियों को निर्देश दिए जाते हैं कि वे आज दिनांक 17/10/2023 को महाविद्यालय छोड़ने से पूर्व अपने नाम से सम्बन्धित दर्शाई गई कमेटियों की जिम्मेवारी नोट कर ले, ताकि महाविद्यालय की विभिन्न गतिविधियों का संचालन त्वरित एवं सुचारु रूप से हो सकें। कृपया इसे प्राथमिकता देवें तथा आदेशों की दृढ़ता से अनुपालना करें।

S.No.	Name of Teachers	Designation	Signature
1	Dr. Sumitra	Asstt. Prof.	
2	Dr. Pardeep	Asstt. Prof.	
3	Dr. Meenu	Asstt. Prof.	
4	Ms. Suman Rani	Asstt. Prof.	
5	Smt. Kerosta Bai	Asstt. Prof.	
6	Dr. Satyaparkash	Asstt. Prof.	
7	Smt. Yogeeta	Asstt. Prof.	
8	Sh. Dhanjeet	Asstt. Prof.	
9	Smt. Sonu Kumari	Ext. lecturer	
10	Smt. Santosh	Ext. lecturer	


17/10/2023
प्राचार्य,
राजकीय महाविद्यालय,
बौन्द कला।