

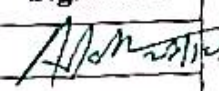
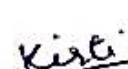
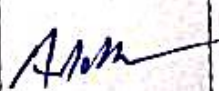
## OFFICE OF THE PRINCIPAL, K. M. GOVT. COLLEGE, NARWANA (JIND)


## List of Committees for Session 2021-2022 for Annual Duties

Order No. 1658

Dated: 23.12.2021

The following committees have been constituted for the smooth functioning of the college during the session 2021-2022. The below listed duties will come into force with immediate effect. All concerned are requested to takeover and handover the charges immediately. The conveners/in-charges of various activities shall note down the names of faculty members associated with them; the few blanks may also be filled by them. They are requested to call fresh quotations immediately if not done before for the work to be undertaken by them.

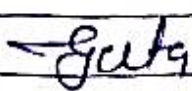


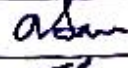

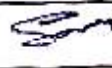

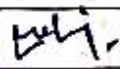
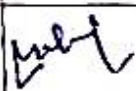
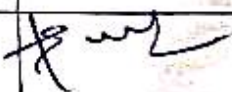
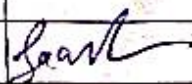
Sr. No.	Name of Committee	Name of Prof./Lect.	Signature
1.	College Council	Principal (Chairperson)	
		Sh. Krishan Kumar	
		Dr. Meenu Singh	
		Sh. Surender Kumar	
		Sh. Lal Singh	
		Sh. Sajjan Kumar	
		Dr. Ram Bhagat	
		.....	
.....			
2.	State Public Information Officer	Dr. Meenu Singh Mrs. Kirti (APIO)	
3.	Chief Mentor & Chief Proctor	Sh. Krishan Kumar	
4.	College Bursar & (Budgetary Committee)	Dr. Ram Bhagat  & (1. Principal 2. Dr. Sunil 3. Ms. Aarti 4. Sh. Parveen)	
5.	Staff Secretary	Sh. Lal Singh	
6.	Social Secretary	Sh. Rajbir Singh	

  
20/12/21  
(PRINCIPAL)

		Dr. Rohtash Nain Mrs. Pooja Maths	<i>Pooja</i>	
	<b>In-Charge Funds</b>			
7.	Youth Welfare Funds	Sh. Jagbir Singh		
		Ms. Aarti		
		Ms. Pooja Physics	<i>Pooja</i>	
		Ms. Madhu	<i>Madhu</i>	
	Dilapidation Fund	Sh. Sajjan Kumar		
		Sh. Parminder	<i>P. R. S.</i>	
		Mrs. Mukesh Kumari	<i>Mukesh</i>	
	Lapsed Security	Dr. Jai Pal (Chem.)		
		Mrs. Kirti	<i>Kirti</i>	
		Ms. Kusum	<i>Kusum</i>	
		Sh. Subhash Chander (Sr.Lib)		
	Health fund, Red Cross Fund & First Aid Committee/Dispensary	Sh. Krishan Kumar		
		Mrs. Anupama	<i>Anupama</i>	
		Mrs. Mukesh Kumari	<i>Mukesh</i>	
	8.	UGC Grants	Sh. Krishan Kumar	
			Mrs. Pooja Physics	<i>Pooja</i>
Dr. Rajiv Chahal			<i>Rajiv</i>	
Sh. Rajesh Kumar			<i>Rajesh</i>	
Ms. Kanika Sikri				
Ms. Anuj			<i>Anuj</i>	
Ms. Kavita (Geo)				
9.	SAF	Sh. Lal Singh		
		Dr. Sunil		
	RK Fund	Dr. Sunil		
		Sh. Parminder	<i>P. R. S.</i>	
		Ms. Aarti		
	Physics Fund Math Fund	Mrs. Pooja Mrs. Ruchika	<i>Pooja Ruchika</i>	
	Chemistry Fund	Dr. Jaipal Singh		
	Zoology Fund	Mrs. Kirti	<i>Kirti</i>	

	Botany Fund	Dr. Jaipal Singh	
	Commerce Fund	Smt. Usha Sharma	<i>Usha</i>
	Computer Fund/CCF/VCF	Sh. Mohit	<i>Mohit</i>
10.	Building Fund Committee	Sh. Krishan Kumar	
		Dr. Meenu Singh	
		Sh. Surender Kumar	<i>Su</i>
		Sh. Lal Singh	
		Dr. Rajiv Chahal	<i>Rajiv</i>
		SDO (PWD B&R)	
		Student Member	
11.	Building Construction Committee	Sh. Krishan Kumar	
		Dr. Meenu Singh	
		Sh. Surender Kumar	<i>Su</i>
		Sh. Lal Singh	
		Dr. Rajiv Chahal	<i>Rajiv</i>
12.	Cycle Fund and Cycle Stand	Sh. Surender Kumar	<i>Su</i>
		Sh. Rajesh Kumar	<i>Rajesh</i>
13.	In-charge of BBA	H.O.D.	
14.	House Exam / EVS Exam/ Internal Assessment/ACRs	Dr. Rohtash Nain	
		Ms. Anuj	<i>Anuj</i>
		Mrs. Pooja Math	<i>Pooja</i>
		Sh. Rajesh Physics	<i>Rajesh</i>
		Mrs. Meenakshi (Extn. Lect.)	
		Sh. Gurjeet (Extn. Lect.)	
		Sh. Anil Nain (Extn. Lect.)	
		Ms. Ruchi Kalia (Extn. Lect)	
		Sh. Arvind (Extn. Lect)	<i>Arvind</i>
		Sh. Virender (Lang. Lab. Inst)	<i>Virender</i>
15.	Lecture Shortage, Absentee Slip and Re-admission Monitoring Committee	Sh. Sajjan Kumar (Convener)- Arts	
		Sh. Rajbir Singh (Extn Lect)	
		Ms. Ruchi (Extn Lect)	
		Ms. Pooja (Math)-Sci.	<i>Pooja</i>

		Sh. Anup Kumar (Extn. Lect)	
		Ms. Nivedita (Extn Lect)	
		Dr. Sunil - Com & JOC's	
		Mrs. Suman (Extn Lect-Com)	
		Mrs. Ruby (Extn. Lect)	Ruby
	<b>University Work, Registration return and related Attestation work</b>		
16.	Arts	Mrs. Promila	
	Commerce	Ms. Aarti	
	Science and JOC's	Mrs. Anupama	Aarti
17.	<b>Public Health, Drinking Water Supply, Maintenance of Water Coolers</b>	<b>Dr. Jai Pal</b>	
		Sh. Subhash Sharma (Sr. Lib)	
		Sh. Amit Dhiman (Extn. Lect)	Amit
		..... (Extn. Lect)	
18.	<b>Campus Beautification, Cleanliness and tree plantation</b>	Sh. Parminder	P. K. S.
		<u>Capt. Surender (Advisor only)</u>	S.S.
		Mrs. Kavita (Geo)	
		Sh. Sunil Kumar (Extn. Lect)	
		Sh. Gurjeet (Extn. Lect)	
		Sh. /Mrs. ....	
19.	<b>Seating, Shamiana &amp; Sound System</b>	Sh. Surender Kumar	
		Mrs. ....	
		Sh. Sunil (Extn Lect)	
		Sh. Gurjeet (Extn Lect)	
		Sh. Anup (Extn Lect)	
		Sh. Ravinder Kr. (Extn. Lect)	
		Dr. Surender Singh (Extn. Lect)	
20.	<b>Refreshment Committee</b>	Sh. Rajbir Singh	
		Dr. Rohtash	
		Mrs. Pooja Maths	Pooja
		Ms. Kavita (Geo)	
		Ms. Ruchi (Extn Lect)	
		Mrs. Neha (Extn Lect Maths)	

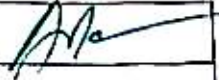
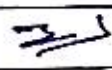
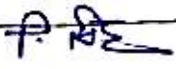
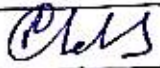
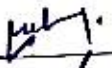
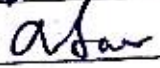
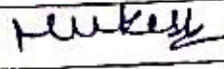
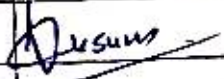


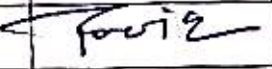
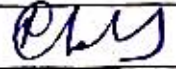
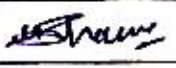
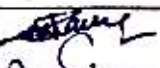
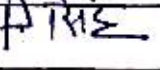
		Mrs. Renu Bala (Extn Lect)	
		Mrs. Geeta (Extn Lect)	
21.	Bus Passes	Sh. Krishan Kumar	
		Sh. Surender Kumar	
		Sh. Jagbir	
		Sh. Sonu (Extn Lect)	
		Sh. Arvind (Extn. Lect)	
		Dr. Sanjay (Extn. Lect)	
22.	Printing work including Prospectus, Annual Report & Invitations	Dr. Rohtash	
		Sh. Sonu (Extn Lect)	
		Sh. Rajbir Singh (Extn. Lect)	
		Ms. Ruchi (Extn Lect)	
23.	<b>College Property</b>		
	Wooden Furniture	Sh. Rajbir Singh	
		Sh. Rajbir Singh (Extn Lect)	
	Class Room Furniture	Sh. Parminder	
		Sh. Sunil (Extn Lect)	
		Sh. Gurjeet (Extn Lect)	
	Steel Furniture	Sh. Subhash Chander (Sr. Lib)	
		Sh. Anup (Extn Lect)	
	24.	Library Advisory & Book Bank Committee	Sh. Sajjan Kumar
Mrs. Geetanjali			
Dr. Sunil			
Sh. Mohit			
Sh. Subhash Chander (Sr. Lib.)			
25.	Welfare for SC/BC students and Scholarship & Grievances	Sh. Mohit (Nodal Officer & SC Students)	
		Ms. Kusum (NSE & Other Sch)	
		Dr. Sunil (BC)	
		Ms. Suman (Comp. Inst.)	
		Sh. Rajesh (Comp. L/A)	
		Mrs. Seema (Comp. Inst.)	

		(Merit & Others)		
26.	Eco Club	Mrs. Kavita (Geo)		
		Sh. Shalender		
		Sh. Sunil Kumar (Extn Lect)		
		Sh. Gurjeet		
		Dr. Sanjay	<i>SS</i>	<i>SS</i>
27.	NSS Advisory Committee	Principal (Chairperson)		
		Sh. Krishan Kumar		
		Sh. Lal Singh		
		Sh. Sajjan Kumar		
		Dr. Jai Pal		
		Ms. Anuj		<i>Anuj</i>
		Mrs. Kavita (Geog)		
		Sh. Mohit		<i>Mohit</i>
28.	Women Cell	Mrs. Kamaljeet		
		Smt. Usha sharma		<i>Usha</i>
		Mrs. Promila		
		Ms. Kusum		<i>Kusum</i>
		Mrs. Pooja Kansal		<i>Pooja</i>
		Mrs. Pooja Gupta		<i>Pooja</i>
		Ms. Madhu		<i>Madhu</i>
		Ms. Mukesh (Extn Lect.)		<i>Mukesh</i>
29.	Anti-Harassment Committee & Prevention of Sexual Harassment at Work Place	Principal (Chairperson)		
		Sh. Krishan Kumar		
		Dr. Meenu singh		
		Sh. Lal Singh		
		Dr. Jaipal Singh		
		Mrs. Geetanjali		
		Mrs. Ruchika		<i>Ruchika</i>
30.	NCC	Capt. Surender Kumar		
31.	Four (4) NSS Programme Officers	Dr. Jai Pal		

		Sh. Mohit	<i>Mohit</i>
		Mrs. Mukesh Kumari	<i>Mukesh</i>
		Mrs. Kavita (Geog)	
32.	Prize Committee	Dr. Rohtash Nain	
		Mrs. Usha Sharma	<i>Usha</i>
		Ms. Kusum	<i>Kusum</i>
		Sh. ....	
		Ms. Kavita (Extn Lect)	
		Sh. Joginder (Extn Lect)	
		Sh. Sourabh Trivedi (Extn Lect)	
33.	Career Guidance Bureau and Placement Cell	Mrs. Kirti	<i>Kirti</i>
		Mrs. Promila	
		Dr. Rajiv Chahal	<i>Rajiv</i>
		Sh. Rajesh (Physics)	<i>Rajesh</i>
		Sh. Mohit	<i>Mohit</i>
		Ms. Aarti	
		Sh. Naveen Kr (Extn-Lect)	<i>N</i>
34.	House Allotment Committee	Principal (Chairperson)	
		Sh. Krishan Kumar	
		Smt Saroj Bala (Dy. Supt)	
35.	Information Technology, Computer Education and maintenance	Sh. Mohit	<i>Mohit</i>
		Dr. Sunil	
		Sh. Naveen Kr (Extn. Lect.)	<i>N</i>
		Sh. Arvind Kumar (Extn Lect)	<i>Arvind</i>
		Sh. Sukhbir (Extn Lect)	<i>Sukhbir</i>
		Ms. Scema (C.Lab Inst.)	<i>Scema</i>
		Ms. Suman (C.Lab Inst.)	<i>Suman</i>
36.	Time-Table and Work Load	Sh. Sajjan Kumar (Convener)	
		Sh. Jaipal Singh	
		Mrs. Usha Sharma	<i>Usha</i>
		Dr. Surender Singh(Extn Lect)	

		Sh. Naveen Kr. (Extn. Lect)	<i>M</i>	
		Sh. .... (LA)		
37.	News and Public Relation	Sh. Jagbir Singh		
		Ms. Aarti		
		Dr. Surender Singh (Extn Lect)		
		Sh. Shish Pal (Extn. Lect)		
		Sh. Amit Dhiman (Extn. Lect)		
38.	<b>Editorial Board</b>			
	Editor-in-Chief	Sh. Lal Singh		
	Hindi	Sh. Jagbir		
	College News	Sh. Subhash Chander (Sr. Lib.)		
	Science	Sh. Jai Pal (Chem.)		
	English	Sh. Sajjan kumar		
	Commerce, Mgt. and Planning Forum	Smt. Poonam Mehta		
	Women Cell & JOC's	Smt. Kamaljeet		
	Sanskrit	Dr. Rohtash		
39.	<b>Presidents of Subject Societies</b>			
	Social Sciences	Sh. Rajbir Singh		
	Commerce	Mrs. Usha Sharma	<i>Sharma</i>	
	Science	Dr. Jaipal (Chem.)		
	Geography	Smt. Kavita		
	Tagore Literary Society	Mrs. Geetanjali	<i>A</i>	
	Bhartendu Hindi Parishad	Sh. Jagbir		
	Sanskrit	Dr. Rohtash		
	40. Electricity		Sh. Subhash Chander (Sr. Lib)	
			Sh. Amit Dhiman (Extn Lect)	
		Sh. Bhupender (Bijli-LA)		
		Sh. Rajbir Singh (Generator)		
		Sh. Sahab Singh (Genr-LA)		




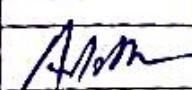



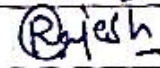
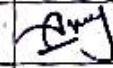
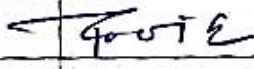

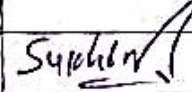

41.	Sports Board	Principal (Chairperson)	
		Sh. Krishan Kumar	
		Dr. Meenu Singh	
		Sh. Surender Kumar	
		Dr. Ram Bhagat (as Bursar)	
		Sh. Sajjan Kumar	
		Sh. Parminder	
		Dr. Rajiv Chahal	
42.	EDUSAT	Sh. Mohit	
		Sh. Arvind (Extn Lect)	
43.	Red Ribbon Club	Dr. Jaipal Singh	
		Sh. ....	
		Mrs. Mukesh Kumari	
		Ms. Kusum	
44.	Students' Welfare and Discipline Committee	Sh. Krishan Kumar	
		Dr. Meenu Singh	
		Sh. Surender Kumar	
		Sh. Lal Singh	
		Mrs. Geetanjali	
		Sh. Rajbir Singh	
		Mrs. Pooja Physics	
45.	Court Cases and Legal Literary Cell	Dr. Rohtash	
		Sh. Rajiv Chahal	
		Mrs. Usha Sharma	
		Sh. Shalender	
46.	Cultural and Youth Welfare Committee	Sh. Jagbir Singh	
		Dr. Ram Bhagat (Bursar)	
		Smt. Usha Sharma	
		Sh. Parminder	
		Mrs. Kavita (Geog.)	
		Ms. Aarti	


		Sh. Rajesh Kumar	Rajesh
		Ms. Anuj	Anuj
		Mrs. Ruchika	Ruchika
		Mrs. Pooja Maths	
		Dr. Ravinder Kr (Extn Lect)	
		Sh. Sultan Singh (Extn Lect)	Sultan
		Sh. Rohtash (Extn Lect)	Rohtash
		Dr. Sanjay (Extn. Lect.)	Sanjay
		Sh. ....	
47.	Write-off/Auction Committee	Sh. Krishan Kumar	
		Sh. Rajbir Singh	
		Sh. Parmender	Parmender
		Dr. Sunil	
		Mrs. Pooja Physics	Pooja
		Mrs. Anupama	Anupama
		Sh. ....	
		Sh. Subhash Chander (Sr.Lib.)	
48.	Photography/Videography	Sh. Surender Kumar	Surender
		Sh. Sonu (Extn Lect)	Sonu
49.	Liaison Officer and Office Incharge	Sh. Krishan Kumar	
50.	Canteen Committee	Sh. Surender Kumar	Surender
		Sh. Sajjan Kumar	
		Dr. Jaipal	
		Sh. Rajbir Singh	
		Mrs. Poonam Mehta	
51.	Road-safety Club	Dr. Jaipal	
		Sh. Mohit	Mohit
		Mrs. Kavita (Geography)	
		Sh. Virender Singh	Virender
52.	Tour and Travel	Dr. Ram Bhagat (Bursar)	
		Sh. Surender Kumar (Convener)	Surender
		Sh. Lal Singh	

		Sh. Sajjan Kumar	
		Ms. Ruchika	<i>Ruchika</i>
		Ms. Pooja Math	<i>Pooja Math</i>
		Ms. Ruchi (Extn Lect)	
		Sh. Sunil (Extn Lect Geog)	
		Sh. Naveen Kr (Extn Lect)	<i>Naveen</i>
		Dr. Amarjeet (Extn Lect)	<i>A. Chahal</i>
53.	Annual Report	Dr. Rohtash	
		Mrs. Promila	
		Ms. Kavita (Extn Lect)	
		Sh. Rajbir Singh (Extn Lect)	
54.	Decoration Committee	Mrs. Poonam Mehta	
		Sh. Parmender	<i>A. Mehta</i>
		Sh. Gurjeet (Extn Lect)	
		Mrs. Pooja Math	
		Ms. Aarti	
		Ms. Madhu	<i>Madhu</i>
		Mrs. Geeta (Extn Lect)	<i>Geeta</i>
		Ms. Ruchi (Extn Lect)	
		Mrs. Nivedita (Extn Lect)	
		Mrs. Poonam (Extn Lect)	
		Mrs. .... (Botany)	
		Sh. .... (L.A. Bot)	
55.	Nodal Officer (New Voters)	Sh. Rajbir Singh	
		Sh. Jagbir	
		Sh. Anil (Extn Lect)	
		Sh. Rohtash (Extn Lect)	
		Sh. Anup (Extn Lect)	
56.	Earn While You Learn	Sh. Lal Singh	
		Sh. Jagbir	
		Mrs. Kamaljeet	
		Dr. Sunil	

		Sh. Rakesh Kumar	
		Ms. Mukesh Kumari	Mukesh
		Ms. Kusum	Kusum
57.	NAAC Committee	Sh. Krishan Kumar	
		Capt Surender Kumar	S.S.
		Smt. Usha Sharma	Usha
		Sh. Rajesh Kumar	Rajesh
		Ms. Pooja Physics	Pooja
		Ms. Kanika Sikri	
		Ms. Kusum	Kusum
		Ms. Anuj	Anuj
		Ms. Pooja Maths	Pooja
		Ms. Ruchika	Ruchika
		Mrs. Anupama	Anupama
		Mrs. Promila	Promila
		Sh. Mohit	Mohit
		Dr. Surender (Extn Lect)	Surender
58.	Anti-Ragging Cell	Sh. Rajbir Singh (Pol Sc)	
		Sh. Parminder	
		Sh. Rajesh Kumar (Physics)	Rajesh
		Sh. Anil (Extn Lect Mgt)	Anil
59.	Grievances Cell	Dr. Meenu Singh	
		Mrs. Geetanjali	
		Dr. Rajiv Chahal	Rajiv
60.	Anti-Corruption Cell	Sh. Surender Kumar	S.S.
		Sh. Lal Singh	
		Sh. Sajjan Kumar	
		Smt. Saroj (Dy. Supt)	
61.	Income Tax (Cases, Uniform deduction)	Bursar	
		Mrs. Poonam Mehta	
		Dr. Sunil	
		Ms. Aarti	

		Sh. Sonu (Extn Lect)	Sm
		Dr. Surender (Extn Lect)	
		Mrs. Ruby (Extn. Lect)	Ruby
62.	General Purchase (Grants & Proposal) Committee	Sh. Lal Singh	
		Sh. Rajiv Chahal	PLS
		Dr. Sunil	
		Sh. Mohit	PLS
63.	Important Days Celebration	Dr. Jai Pal Singh	
		Mrs. Kavita (Geog)	
		Sh. Rajiv Chahal	
		Sh. Subhash Sharma (Sr.Lib)	
		Sh. Jagbir Singh	
		Sh. Sunil (Extn Lect)	
		Dr. Ravinder Kr (Extn Lect)	
64.	Stationery Purchase Committee	Smt Saroj (Dy. Supt)	
		Smt. Renu (Clerk)	
		Sh. Parveen (Clerk)	
		Sh. Parminder	A. G. S.
65.	Entrepreneurship Development Club	Ms. Madhu	Madhu
		Dr. Sunil	
		Mrs. Pooja Physics	F. V. S.
		Mrs. Anupama	Jatain
66.	Students' Union Advisory Committee	Sh. Krishan Kumar	
		Sh. Surender Kumar	S. S.
		Sh. Lal Singh	
		Sh. Rajesh	Rajesh
		Dr. Rajiv Chahal	PLS
		Mrs. Promila	
67.	RUSA Committee	Principal (Chairperson)	A. S. S. S.
		Dr. Sunil --- Nodal Officer	

67.		Mrs. Poonam Mehta Ms. Kusum Sh. Rajesh Kumar Sh. Mohit	
68.	RUSA Projects Monitoring Committee	Principal (Chairperson)	
		Sh. Krishan Kumar	
		Sh. Surender Kumar	
		Sh. Lal Singh	
69.	Internal Quality assurance Cell (IQAC)	Mrs. Poonam Mehta	
		Sh. Krishan Kumar	
		Capt Surender Kumar	
		Smt. Usha Sharma	
		Sh. Rajesh Kumar	
		Ms Anuj	
		Mrs. Pooja Physics	
		Sh. Rajbir Singh Dr. Surender Singh (Extn Lect)	
70.	Nodal Officer for Passport of Final Year students	Sh. Mohit	
		Smt. Saroj (Dy. Supt.)	
		Sh. Lal Singh	
		Sh. Sajjan Kumar	
		Sh. /Ms. Foreign Returned	
		Sh. Sukhbir (Extn Lect)	
		Sh. Virender (Lang lab Inst)- to process passport applications	

  
Principal 23/12/2021

Principal,  
K.M. Govt. College,  
NARWANA (Jind)