

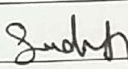
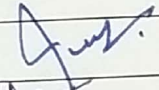
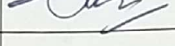
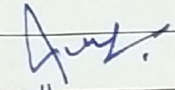
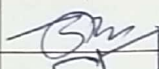
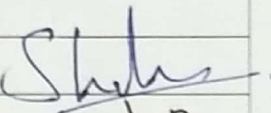
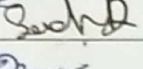
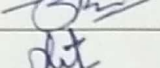
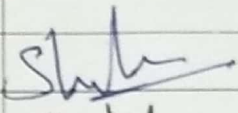
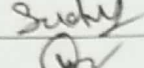
Govt. College for Girls Kairu (Bhiwani)

Annual Duty List 2025-26 w.e.f 01.07.2025

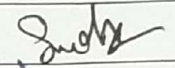
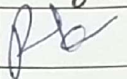
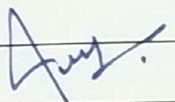
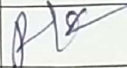
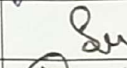
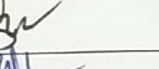
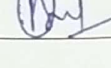
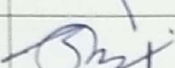
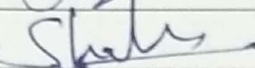
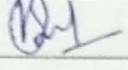
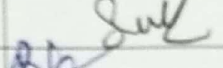
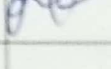
First person of the committee will be Convener and other are members.

Sr. No.	Committee Name	Convener & Members	Signature
01	Institute Head/Incharge	Ms. Dipika	
02	College Council Committee	Dr. Sandeep	
		Mr. Sanjay Kumar	
		Mr. Yashpal	
		Mr. Vineet Singh	
		Mr. Rajkumar	
		Ms. Jaya	
03	SPIO	Dr. Sandeep	
	ASPIO	Mr. Vineet Singh	
04	Bursar	Mr. Vineet Singh	
05.	Central Purchase Committee	Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Dr. Manoj Kumar	
		Mr. Yashpal	
		Dr. Shalu Rani	
06.	Building Maintenance including water, Arrangement Committee	Mr. Yashpal	
		Mr. Sanjay Kumar	
		Dr. Manoj Kumar	
		Dr. Sandeep	

07.	Women Cell Committee	Ms. Jaya	<i>[Signature]</i>
		Dr. Sonu Rani	<i>[Signature]</i>
		Dr. Shalu Rani	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Mr. Sumit Dameh	<i>[Signature]</i>
		Dr. Manoj Kumar	<i>[Signature]</i>
		All Staff	
08.	Women Harassment and Anti Ragging Committee / Committee against Sexual Harassment	Principal	
		Ms. Jaya	<i>[Signature]</i>
		Dr. Manoj Kumar	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
09.	Placement Cell	Mr. Rajkumar	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Dr. Manoj Kumar	<i>[Signature]</i>
		Mr. Sumit Dameh	<i>[Signature]</i>
10.	Earn While You Learn	Ms. Jaya	<i>[Signature]</i>
		Mr. Rajkumar	<i>[Signature]</i>
		Dr. Sonu Rani	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
11.	Red Cross & First Aid Committee	Mr. YashPal	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Dr. Sonu Rani	<i>[Signature]</i>

12.	Sports Committee & Yoga	Mr. Yashpal	
		Dr. Manoj Kumar	
		Dr. Sandeep	
13.	Miscellaneous Committee	Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Mr. Sumit Dameh	
		Dr. Sonu Rani	
14.	Online Admission Committee	Mr. Sanjay Kumar	
		Ms. Jaya	
		Dr. Sonu Rani	
		Dr. Shalu Rani	
		Mr. Rajkumar	
		Dr. Manoj Kumar	
		Mr. Sumit Dameh	
		All Staff Member	
15.	Bus Pass Committee	Dr. Shalu Rani	
		Dr. Sandeep	
		Dr. Sonu Rani	
		Mr. Sumit Dameh	
16.	NSS Programme Officer	Dr. Shalu Rani	
	NSS Advisory	Dr. Sandeep	
		Dr. Manoj Kumar	

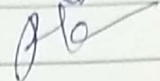
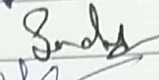
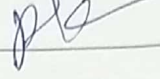
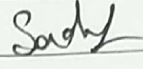
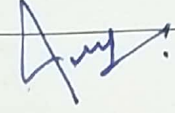
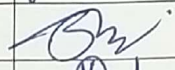
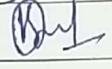
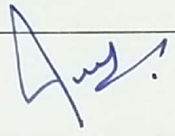
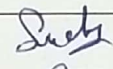
		Ms. Jaya	<i>Ms. Jaya</i>
		Mr. Rajkumar	<i>Mr. Rajkumar</i>
17.	Library Committee	Dr. Sandeep	<i>Dr. Sandeep</i>
		Mr. Yashpal	<i>Mr. Yashpal</i>
		Dr. Manoj Kumar	<i>Dr. Manoj Kumar</i>
		Ms. Jaya	<i>Ms. Jaya</i>
		Mr. Rajkumar	<i>Mr. Rajkumar</i>
18.	Property Incharge (All Types)	Mr. Sumit Dameh	<i>Mr. Sumit Dameh</i>
		Dr. Manoj Kumar	<i>Dr. Manoj Kumar</i>
		Mr. Sanjay Kumar	<i>Mr. Sanjay Kumar</i>
		Dr. Sonu Rani	<i>Dr. Sonu Rani</i>
		Dr. Shalu Rani	<i>Dr. Shalu Rani</i>
19.	Computer /IT Cell Committee	Mr. Sanjay Kumar	<i>Mr. Sanjay Kumar</i>
		Dr. Manoj Kumar	<i>Dr. Manoj Kumar</i>
		Mr. Sumit Dameh	<i>Mr. Sumit Dameh</i>
		Dr. Sonu Rani	<i>Dr. Sonu Rani</i>
20.	Road Safety & Traffic Interpretation Centre	Dr. Manoj Kumar	<i>Dr. Manoj Kumar</i>
		Mr. Rajkumar	<i>Mr. Rajkumar</i>
		Ms. Jaya	<i>Ms. Jaya</i>
21.	Legal Literacy Cell/Court Case Committee	Dr. Manoj Kumar	<i>Dr. Manoj Kumar</i>

		Dr. Sandeep	
		Mr. Rajkumar	
22.	I.Q.A.C.	Principal/Head	
		Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Dr. Sandeep	
		Dr. Manoj Kumar	
		Ms. Jaya	
		Mr. Vineet Singh	
		Principal of School/Doctor/Alumni /A Prof.	
23.	Registrar/Internal & Practical Assessment / Examination Form	Mr. Rajkumar	
		Mr. Sanjay Kumar	
		Dr. Sonu Rani	
		Dr. Shalu Rani	
		Ms. Jaya	
		Mr. Vineet Singh	
24.	Mike, Tent, Shamiyane Committee	Dr. Manoj Kumar	
		Mr. Yashpal	
		Dr. Sandeep	
		Mr. Rajkumar	

25.	Workload & Time Table Committee	Mr. Sumit Dameh	<i>Dr. Sonu Rani</i>
		Dr. Sonu Rani	<i>Dr. Sonu Rani</i>
		Mr. Sanjay Kumar	<i>Dr. Sonu Rani</i>
		Ms. Jaya	<i>Dr. Sonu Rani</i>
		Mr. Vineet Singh	<i>Dr. Sonu Rani</i>
26.	Discipline Committee	Mr. Rajkumar	<i>Dr. Sonu Rani</i>
		Dr. Manoj Kumar	<i>Dr. Sonu Rani</i>
		Mr. Sanjay Kumar	<i>Dr. Sonu Rani</i>
		Dr. Sandeep	<i>Dr. Sonu Rani</i>
		All Staff Member	<i>Dr. Sonu Rani</i>
27.	Celebration of Day	Mr. Sumit Dameh	<i>Dr. Sonu Rani</i>
		Mr. Sanjay Kumar	<i>Dr. Sonu Rani</i>
		Dr. Manoj Kumar	<i>Dr. Sonu Rani</i>
28.	Scholarship (All Type)	Mr. Sanjay Kumar	<i>Dr. Sonu Rani</i>
		Mr. Sumit Dameh	<i>Dr. Sonu Rani</i>
		Dr. Sandeep	<i>Dr. Sonu Rani</i>
		Dr. Sonu Rani	<i>Dr. Sonu Rani</i>
29.	I-Card	Dr. Sandeep	<i>Dr. Sonu Rani</i>
		Mr. Yashpal	<i>Dr. Sonu Rani</i>
		Mr. Rajkumar	<i>Dr. Sonu Rani</i>
		Dr. Manoj Kumar	<i>Dr. Sonu Rani</i>

30.	Red-Ribbon	Dr. Sandeep	Sandeep
		Mr. Yashpal	Yashpal
		Mr. Rajkumar	Rajkumar
31.	AISHE	Dr. Manoj Kumar	Manoj Kumar
		Mr. Rajkumar	Rajkumar
		Mr. Sanjay Kumar	Sanjay Kumar
32.	EVS	Mr. Yashpal	Yashpal
		Dr. Manoj Kumar	Manoj Kumar
		Mr. Rajkumar	Rajkumar
33.	Prayash/UGC/RUSA/NAAC /IDP	Mr. Sanjay Kumar	Sanjay Kumar
		Ms. Jaya	Jaya
		Mr. Rajkumar	Rajkumar
		All Staff Member	All Staff Member
34.	MIS & HRMS Updation Committee/ e- Salery	Mr. Sanjay Kumar	Sanjay Kumar
		Mr. Yashpal	Yashpal
		Dr. Manoj Kumar	Manoj Kumar
		Mr. Rajkumar	Rajkumar
		Mr. Vineet Singh	Vineet Singh
35.	Voter Card Preparation Committee	Dr. Sandeep	Sandeep
		Mr. Rajkumar	Rajkumar
		Dr. Manoj Kumar	Manoj Kumar

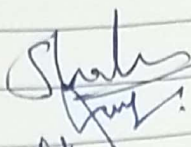
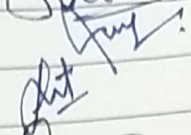
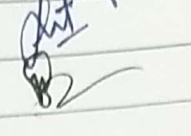
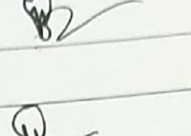
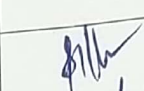
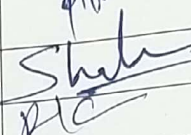
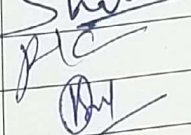
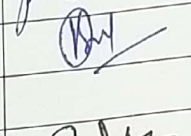
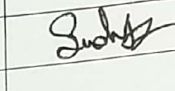
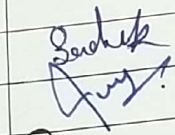
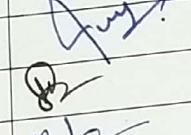
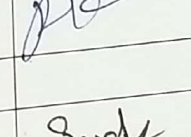
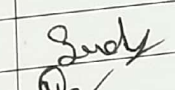
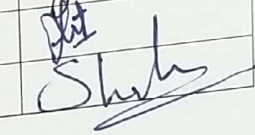
36	Mentor Committee	Mr. Rajkumar	
		All Staff Members	
37	L.M.S. Committee	Dr. Manoj Kumar	
		Mr. Sanjay Kumar	
		Ms. Jaya	
		Dr. Sonu Rani	
38	Outsource Policy Committee/HKRN	Mr. Yashpal	
		Dr. Manoj Kumar	
		Mr. Rajkumar	
		Mr. Vineet Singh	
39	Printing & Stationery Committee	Dr. Manoj Kumar	
		Dr. Sandeep	
		Mr. Rajkumar	
40	License Issuance Committee	Mr. Sumit Dameh	
		Mr. Sanjay Kumar	
		Dr. Manoj Kumar	

41	Character Certificate Issuance Committee	Mr. Yashpal	
		Mr. Vineet Singh	
		Mr. Rajkumar	
42	Press and Publicity Committee	Mr. Yashpal	
		Dr. Sandeep	
		Mr. Rajkumar	
43	College Activity Record Committee	Dr. Sandeep	
		All Convener of Committees and HOD Concerned Dept.	
44	Income Tax Checking /TDS deduction & Preparation of Form 16	Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Dr. Sonu Rani	
		Mr. Vineet Singh	
		Mr. Mohit Kaurishk.	
45	Proctor in Chief & Senior Tutor	Ms. Dipika	
		All Staff Members	
46	SC/ST/OBC Caste based Discrimination Committee / Social Protection Cell	Mr. Sanjay Kumar	
		Mr. Sandeep	
		Mr. Vineet Singh	
		Mr. Yashpal	
		Mr. Sant Dandh	

47	ARIIA	Mr. Sanjay Kumar	Ans.
		Dr. Shalu Rani	Shalu
		Dr. Sonu Rani	On
48	NIRF	Mr. Sanjay Kumar	Ans.
		Dr. Shalu Rani	Shalu
		Dr. Sonu Rani	On
		Mr. Raj Kumar	
49	Tobacco Prohibition and Control	Dr. Manoj Kumar	On
		Dr. Sandeep	Sandeep
		Dr. Shalu Rani	Shalu
50	Welfare of Differently Abled Person	Mr. Rajkumar	On
		Dr. Manoj Kumar	On
		Ms. Jaya	On
51	Equal Opportunity Cell	Principal	
		Mr. Sanjay Kumar	Ans.
		Dr. Sandeep	Sandeep
		Dr. Sonu Rani	On
52	Electricity Equipment and maintainance	Dr. Manoj Kumar	On
		Mr. Rajkumar	On
		Mr. Sanjay Kumar	Ans.
		Mr. YashPal	On

53	Cleanliness and sanitation items	Mr. Sumit Dameh	<i>dt</i>
		Dr. Manoj Kumar	<i>Man</i>
		Dr. Sonu Rani	<i>On</i>
		Dr. Shalu Rani	<i>Shalu</i>
54	C.C.T.V.	Mr. Yashpal	<i>Y</i>
		Mr. Sandeep	<i>Sandeep</i>
		Mr. Rajkumar	<i>RK</i>
		Mr. Vineet Singh	<i>Vineet</i>
		Mr. Sanjay Kumar	<i>Sanjay</i>
55	Biometric Machine	Mr. Sanjay Kumar	<i>Sanjay</i>
		Mr. Yashpal	<i>Y</i>
		Mr. Rajkumar	<i>RK</i>
56	Cultural Committee	Dr. Sonu Rani	<i>On</i>
		Ms. Jaya	<i>Jaya</i>
		Mr. Rajkumar	<i>RK</i>
		Mr. Sandeep	<i>Sandeep</i>
		Dr. Shalu Rani	<i>Shalu</i>
57	Hobby Club	Mr. Rajkumar	<i>Dr. Sonu (3/11)</i>
		All Staff Member	
58	Solar System Maintenance Committee	Mr. Yash Pal	<i>Y</i>
		Dr. Manoj Kumar	<i>Manoj</i>
		Mr. Rajkumar	<i>RK</i>

59	Horticulture and Plantation	Mr. Yashpal	
		Dr. Sandeep	
		Mr. Rajkumar	
		Dr. Manoj Kumar	
60	Alummanai Committee	Dr. Manoj Kumar	
		Ms. Jaya	
		Mr. Rajkumar	
		Mr. Sanjay Kumar	
61	Canteen Committee	Dr. Manoj Kumar	
		Mr. Yashpal	
		Dr. Sandeep	
62	GEM Committee	Principal	
		Mr. Sanjay Kumar	
		Mr. Yashpal	
		Dr. Manoj Kumar	
		Mr. Vineet Singh	
63	College Domain	Mr. Sanjay Kumar	
		All staff members	
64	Statistical Report	Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Dr. Manoj Kumar	
		Dr. Sonu Rani	
		All Staff members	

65	Passport Issuance Committee	Dr. Shalu Rani	   
		Mr. Sanjay Kumar	
		Mr. Sumit Dameh	
		Dr. Manoj Kumar	
66	Competitive Examination & Career Counselling Committee	Dr. Manoj Kumar	
		All Staff Member	
67	Research & Development Internship Cell	Dr. Manoj Kumar	
		All Staff Member	
68	Student Grievance Redressal Committee	Ms. Jaya	   
		Dr. Shalu Rani	
		Mr. Rajkumar	
		Mr. Vineet Singh	
69	MOU	Dr. Sandeep	
		All Staff Member	
70	Induction Programme	Dr. Sandeep	   
		Mr. Sanjay Kumar	
		Dr. Manoj Kumar	
		Mr. Rajkumar	
71	Swachh Haryana Mission	Dr. Sandeep	   
		Dr. Manoj Kumar	
		Mr. Sumit Dameh	
		Dr. Shalu Rani	

