

GOVT. COLLEGE FOR GIRLS, KAIRU (BHIWANI)

Annual Duty List 2023-24 w.e.f 19.09.2023

1	Institute Head/Incharge	Ms. Dipika
2	College Council Committee	Mr. Sanjay Kumar Mr. Sandeep Mr. Rajkumar Ms. Pushpanjali Mr. Yashpal
3	SPIO ASPIO	Dr. Sandeep Mr. Vineet Singh Mr. Manoj Kumar
4	Bursar	Ms. Pushpanjali
6	Central Purchase Committee	Mr. Sanjay Kumar Ms. Shalu Mr. Yash Pal Mr. Vineet Singh Mr. Manoj Kumar
7	Building Maintenance including Water. Arrangement Committee	Mr. Yash Pal Dr. Sandeep Mr. Vineet Singh Mr. Manoj Kumar






























MS Dipika  
SPIO w.e.f 22/11/23

MS Dipika ✓  
Sh. Rajkumar  
Sh. Sandeep

8	Women Cell Committee	Ms.Jaya
		Ms.Shalu
		Ms.Sonu
		Ms. Pushpanjali
		Mr. Raj Kumar
		Mr. Yash Pal
		Mr. Manoj Kumar
		Mr. Vineet Singh
9	Women Harassment and Anti- ragging Committee	Dr. Sandeep
		Mr. Sumit Dameh
		Mr. Sanjay Kumar
		Principal
		Mr.Yash Pal
10	Placement Cell	Ms. Pushpanjali
		Ms.Shalu
		Mr.Manoj Kumar( Legal Advisor)
		Dr. Sandeep
		Mr. Rajkumar
11	Earn While You Learn	Mr. Manoj Kumar
		Mr. Sanjay Kumar
		Mr. Sumit Dameh
		Mr.Vineet Singh
		<del>Mr. Sanjay Kumar</del>
12	Red Cross & First Aid Committee	Mr. Sumit Dameh
		Mr. Raj Kumar
		Ms.Jaya
		Mr.Yashpal
		Mr. Sandeep
13	Sports committee	Mr. Sumit Dameh
		Mr. Sanjay Kumar
		Mr.Yash Pal

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		Mr. Manoj Kumar	
		Dr. Sandeep	
		Mr. Vineet Singh	
14	Miscellaneous Committee	Dr. Sandeep	
		Mr. Rajkumar	
		Mr. Sanjay Kumar	
		Mr. Yash Pal	
		Mr. Sanjay Kumar	
15	Online Admission committee	Mr. Manoj Kumar	
		Mr. Sumit Dandeh	
		Mr. Yash Pal	
		Mr. Vineet Singh	
		Ms. Jaya	
		Ms. Shalu	
		Ms. Sonu	
		Ms. Shalu	
16	Bus Pass committee	Dr. Sandeep	
		Mr. Vineet Singh	
		Ms. Sonu	
17	N.S.S. Program Officer	Ms. Sonu	
		Dr. Sandeep	
		Sh. Yashpal	
18	Library committee	Sh. Rajkumar	
		Sh. Manoj Kumar	
		Mr. Sumit Dandeh	
19	Property Incharge (All Type)	Sh. Sanjay Kumar	
		Ms. Jaya	
		Mr. Manoj Kumar	
		Mr. Sanjay Kumar	
20	Computer / IT- Cell committee	Mr. Manoj Kumar	

		Mr. Sumit Damch	<i>[Signature]</i>
		Ms. Somu	<i>[Signature]</i>
21	Road Safety & Traffic Interpretation Centre	Mr. Manoj Kumar	<i>[Signature]</i>
		Ms. Jaya	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
22	Legal Literacy Cell / Court case Committee	Mr. Manoj Kumar	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
23	I.Q.A.C.	(Principal/Head)	<i>[Signature]</i>
		Sanjay Kumar	<i>[Signature]</i>
		Ms. Pushpanjali	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Rajkumar	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
24	Registrar	Mr. Vineet Singh	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Mr. Yash Pal	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
25	Mike, Tent, Shamiyane Committee	Mr. Yash Pal	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
		Mr. Yash Pal	<i>[Signature]</i>
27	Workload & Time Table Committee	Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
		Mr. Yash Pal	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
		Ms. Pushpanjali	<i>[Signature]</i>

Ms Dipika *[Signature]*

28	Discipline Committee	Mr. Manoj Kumar All Staff Member	<i>[Signature]</i> <i>[Signature]</i>
29	Celebration of Day	Dr. Sandeep Mr. Sanjay Kumar Mr. Manoj Kumar	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
30	Scholarship	Mr. Sanjay Kumar Mr. Sumit Damch Dr. Sandeep Ms. Sonu Rohtash (peon) Ms. Pooja (clerk)	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
31	I-Card	Dr. Sandeep Sh. Yashpal Mr. Rajkumar Sh. Manoj Kumar Dr. Sandeep Mr. Yash Pal Mr. Raj Kumar	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
32	Red-Ribbon	Dr. Sandeep Mr. Yash Pal Mr. Raj Kumar	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
33	AISHE	Sh. Rajkumar Mr. Sanjay Kumar Ms. Shalini Rani	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
34	EVS	Mr. Vineet Singh Mr. Yash Pal Mr. Manoj Kumar Mr. Raj Kumar	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
35	Prayashh/UGC/RUSANAAC	Sh. Manoj Kumar Mr. Vineet Singh Mr. Sanjay Kumar	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>

Sandeep  
 BA I A R-LT1  
 BA II A LT-2  
 R-1 BA III B LT-3  
 BA I R-1 BA I B (4-6)  
 BA III R-1  
 B R- BA (4-6)

		Dr. Sandeep 
		Ms. Jaya 
36	MIS & HRMS Updation Committee	Mr. Sanjay Kumar  Sh. Yashpal  Mr. Manoj Kumar  Ms. Nohat Kaurkith (Clerk) 
37	E-Salary Portal Committee	Mr. Sanjay Kumar  Mr. Rajkumar  Mr. Manoj Kumar  Sh. Mohit (clerk)  Dr. Sandeep Kumar 
38	Voter Card Preparation Committee	Mr. Raj Kumar  Mr. Manoj Kumar 
39	Mentor Committee	Mr. Rajkumar  Mr. Yashpal  Mr. Manoj Kumar  Ms. Pushpanjali  Mr. Sanjay Kumar 
40	L.M.S. Committee	Mr. Sanjay Kumar  Mr. Manoj Kumar  Mr. Sumit Dandeh  Ms. Jaya 
41	Outsource Policy Committee/HKRN	Mr. Yash Pal  Mr. Manoj Kumar  Mr. Vineet Singh 
42	Printing & Stationery Committee	Mr. Yash Pal 

		Mr. Manoj Kumar	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
		Dr. Sandeep Kumar	<i>[Signature]</i>
43	Beti Bachao Beti Padoo Abhiyan & Jal Shakti Abhiyan	Mr. Sandeep - <i>[Signature]</i>	<i>[Signature]</i>
		Ms. Pushpanjali	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
		Ms. Shalu	<i>[Signature]</i>
44	Licence Issuance Committee	Ms. Shalu	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Mr. Satbir (Peon)	<i>[Signature]</i>
45	Passport Issuance Committee	Ms. Shalu	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Mr. Sumit	<i>[Signature]</i>
46	Character Certificate Issuance Committee	Mr. Yash Pal	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
47	NSS Advisory Committee	Dr. Sandeep	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Mr. Rajkumar	<i>[Signature]</i>
		Mr. Yash Pal	<i>[Signature]</i>
48	Press and Publicity Committee	Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
49	College Activity Record Committee	Mr. Yash Pal	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>

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Ms Dipika *[Signature]*

Sh. Manoj Kumar *[Signature]*

Ms Dipika *[Signature]*

		Ms. Pushpanjali	<i>[Signature]</i>
		Ms. Jaya	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
50	Income Tax Checking / TDS deduction & Preparation of Form 16	Ms. Pushpanjali	<i>[Signature]</i>
		Sh. Sanjay Kumar	<i>[Signature]</i>
		Mr. Rajkumar	<i>[Signature]</i>
51	Proctor in Chief & Senior Tutor	Dr. Sandeep	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
		Ms. Pushpanjali	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
52	Harit Haryana Abhiyana, Umat Haryana Abhiyan	Dr. Sandeep	<i>[Signature]</i>
		All Staff Members	
53	Swami Vivekanand Youth Cell	Mr. Vineet Singh	<i>[Signature]</i>
54	Nature Interpretation Centre	Mr. Vineet Singh	<i>[Signature]</i>
55	SC/ST/OBC Caste based Discrimination Committee	Sh. Sanjay Kumar	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
		Mr. Yash Pal	<i>[Signature]</i>
		Dr. Sandeep (Innovation Activity Coordinator, Internship Activity Coordinator)	<i>[Signature]</i>
56	IIC	Mr. Sanjay Kumar (Vice President ARIIA Coordinator)	<i>[Signature]</i>
		Mr. Manoj Kumar (Convener, Start up Activity Coordinator)	<i>[Signature]</i>

Ms Dipika



			Mr. Raj Kumar (IPR Activity Coordinator, Social Media)	<i>PR</i>
			Dr. Sandeep (Innovation Activity Coordinator, Internship Activity Coordinator)	<i>Sandeep</i>
57	ARIIA		Mr. Yash Pal (NIRF Coordinator)	<i>Yash</i>
			Mr. Sanjay Kumar	<i>Sanjay</i>
			Ms. Shalu	<i>Shalu</i>
			Ms. Sonu	<i>Sonu</i>
58	Tobacco Prohibition and Control		Mr. Manoj Kumar	<i>Manoj</i>
			Mr. Raj Kumar	<i>Raj</i>
			Mr. Sanjay Kumar	<i>Sanjay</i>
59	Welfare of Differently Abled Person		Mr. Sumit Dameh	<i>Sumit</i>
			Mr. Raj Kumar	<i>Raj</i>
			Mr. Manoj Kumar	<i>Manoj</i>
			Ms. Shalu	<i>Shalu</i>
			Ms. Sonu	<i>Sonu</i>
			Principal	
60	Equal Opportunity Cell		Mr. Yashpal	<i>Yashpal</i>
			Mr. Sanjay Kumar	<i>Sanjay</i>
			Dr. Sandeep	<i>Sandeep</i>
61	Electricity Equipment and maintainance	(1)	Mr. Sumit Dameh	<i>Sumit</i>
		(3)	Mr. Raj Kumar	<i>Raj</i>
	<i>According Sr NO, Maintain</i>	(2)	Mr. Sanjay Kumar	<i>Sanjay</i>
	<i>Duty</i>		Ms. Jaya	<i>Jaya</i>
			Ms. Shalu	<i>Shalu</i>
62	Cleanliness and sanitation items		Ms Sonu	<i>Sonu</i>
			Mr. Yash Pal	<i>Yash</i>
63	C.C.T.V		Dr. Sandeep	<i>Sandeep</i>

		Mr. Vineet Singh	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Mr. Yashpal	<i>[Signature]</i>
		Mr. Rajkumar	<i>[Signature]</i>
		Mr. Mandeep (clerk)	<i>[Signature]</i>
		Ms. Jaya	<i>[Signature]</i>
		Ms. Shalu	<i>[Signature]</i>
		Ms. Sonu	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
		Ms. Pushpanjali	<i>[Signature]</i>
		Mr. Sanjay Kumar	<i>[Signature]</i>
		Ms. Pushpanjali	<i>[Signature]</i>
		Mr. Vineet Singh	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Ms. Pooja (clerk)	<i>[Signature]</i>
		Dr. Sandeep	<i>[Signature]</i>
		Mr. Manoj Kumar	<i>[Signature]</i>
		Mr. Raj Kumar	<i>[Signature]</i>
		Mr. Yash Pal	<i>[Signature]</i>
		Mr. Rajkumar	<i>[Signature]</i>
		Dr. Sandeep (ordinator)	<i>[Signature]</i>
		Ms. Pushpanjali (Incharge) B.Com	<i>[Signature]</i>
		Mr. Yashpal (Incharge B.A)	<i>[Signature]</i>
64	Biometric machine		
65	Cultural committee		
66	Internal Assesment & Practical assessment and compilation committee		
67	Fit India Movement/ Azadi ka Amrit Mahotsav		
68	Hobby Club		

69	Solar System Maintenance Committee	Mr. Yash Pal
		Mr. Manoj Kumar
		Dr. Sandeep
70	Horticulture and Plantation	Mr. Yash Pal
		Mr. Sandeep
		Mr. Raj Kumar
		Mr. satbir (peon)
71	Alummanai Committee	Ms. Jaya (Convener)
		Mr. Manoj Kumar
		Mr. Raj Kumar
		Ms. Pushpanjali
		Mr. Manoj Kumar
72	Canteen Committee	Mr. Yash Pal
		Mr. Vineet Singh
		Principal
73	GEM Committee	Mr. Yash Pal
		Mr. Sanjay Kumar
		Mr. Manoj Kumar
74	Sanitation items Committee	Mr. Yash Pal
		Mr. Sanjay Kumar

75. College Domain  
76. Statistical Report

Principal,  
Government College for GMS  
Kalru (Bhiwani)

Ms. Sanjay Kumar  
All staff members  
Ms. Sanjay Kumar Convener  
1. Sh. Manoj Kumar  
2. Sh. Yashpal  
3. Sh. Vineet Singh