



S.M. GOVT. GIRLS COLLEGE SAFIDON (JIND)-126112
Phone: 01686-265122, email: gewsafidon@yahoo.in

Memo No.-GCWS/2021/388

Dated:- 01/07/2021

List of the Annual Committee for the Session 2021-22

The following Committees have been constituted for the smooth functioning of the college during the Session 2021-22. The below listed duties will come into force with immediate effect. All the concerned are directed to take over and hand over the charges immediately. The Convenor/Incharge of various activities shall note down the name of faculty members associated with them. They are also directed to call quotation immediately for the work to be undertaken by them.

Name of Committee:-

Dr./Mr./Ms.

Signature

1. College Council :

1. Dr. Shamsher Singh Mor , Principal (Chairman)
2. Sushmana (Secretary) *Sush*
3. Tejvir Saini *Tejvir*
4. Ganesh Das *Ganesh*
5. Neha *Neha*

2. Public Information Officer :

1. Dr. Shamsher Singh Mor, Principal First Appeal Authority
2. Tejvir Saini (SPIO) *Tejvir*
3. Sanjeev Kumar (Dy. Supdt.)/(ASPIO) *Sanjeev*

3. Bursar :

1. Tejvir Saini *Tejvir*

Staff Secretary/Social Secretary/Photography and Office Refreshment :

1. Neelam (Convenor) *Neelam*
2. Seema Devi (Member) *Seema*
3. Geeta Goel (Member) *Geeta*
4. Mona Yadav (Member) *Mona*

5. Proctorial Board

1. Seema Devi (Convenor) *Seema*
2. Tejvir Saini (Advisor / Ex Officio) *TS*

6. RKFF & SAF Committee

1. Neha (Convenor) *Neha*
2. Tejvir Saini (Ex. Officio)
4. Neelam Rani (Member) *Neelam*
5. Seema Devi (Member) *Seema*

7. Central Purchase Committee/ Hiring of Required Services (Tent and Shamiyana and Sound System etc.)

1. Tejvir Saini (Ex. Officio) *TS*
2. Sushmana (Convenor) *Sush*
3. Neha (Member) *Neha*
4. Ganesh Das *Seema Gupta* (Member) *Ganesh Seema Gupta*
5. Neelam (Member) *Neelam*
6. Seema Devi (Member) *Seema*
7. Sanjeev Kumar, Dy.Suptd (Member) *S*

8. University Affair/Internal Assessment/EVS/ACR Committee

1. Tejvir Saini (Convenor) *TS*
2. Neha (Member) *Neha*
3. Neelam (Member) *Neelam*
4. MunishKumar (Member) *M*

5. Geeta Goel (Member) *Geeta*
 6. Nirmala (Member) *Nirmala*
 7. Mona Yadav (Member) *Mona*

9. Building Fund Committee/ A cell to avoid idle parking of funds.

1. Dr. Shamsheer Singh Mor , Principal(Chairman)
 2. Sushmana (Convenor) *Sush*
 3. Tejvir Saini (Ex. Officio) *Tejvir*
 4. Ganesh Dass *Seema Gupta* (Member) *Ganesh*
 5. Neha (Member) *Neha*
 6. Seema Devi (Member) *Seema*

10. EWYL Committee/ Invitation and Hospitality Committee.

1. Neha (Convenor) *Neha*
 2. Neelam (Purchase cum *Neelam*
 3. Seema Devi Manager) *Seema*
 4. Indu Bala (Member) *Indu*
 5. Mona Yadav (Member) *Mona*
 6. Savita (Member) *Savita*
 7. Nirmala (Member) *Nirmala*

11. College Dispensary/ Red Cross/ First Aid/ Health Fund Committee.

1. Seema Devi (Convenor) *Seema*
 2. Indu Bala (Member) *Indu*
 3. Savita (Member) *Savita*
 4. Nirmala (Member) *Nirmala*

12. Welfare of SC/BC/PH/FF/ESM/Meritorious and Minorities and SC Scholarship Committee.

1. Sushmana *→ Modal officer* (Convenor) *Sush*
 2. Neha (Member) *Neha*

Serial
2
Be
2
Meritorious
2
Followers
2

- | | | |
|----------------|----------|-----------------|
| 3. Nirmala | (Member) | <i>Nirmala</i> |
| 4. Pawan Kumar | (Member) | <i>Pawan</i> |
| 5. Manjeet | (Member) | <i>Manjeet</i> |
| 6. Mona Yadav | (Member) | <i>Mona</i> |
| 7. Rammehar | (Member) | <i>Rammehar</i> |

13. Prize Purchase / Tour and Travel/ News Publication Committee.

- | | | |
|----------------|------------|-----------------|
| 1. Neelam Rani | (Convenor) | <i>Neelam</i> |
| 2. Seema Devi | (Member) | <i>Seema</i> |
| 3. Mona Yadav | (Member) | <i>Mona</i> |
| 4. Savita | (Member) | <i>Savita</i> |
| 5. Nirmala | (Member) | <i>Nirmala</i> |
| 6. Rammehar | (Member) | <i>Rammehar</i> |
| 7. Munish | (Member) | <i>Munish</i> |

14. NSS/Road safety Committee :

- | | | |
|-----------------------------|------------|----------------|
| 1. Neha | (Convenor) | <i>Neha</i> |
| 2. Seema Devi | (Member) | <i>Seema</i> |
| 3. Savita (Road Safety N/O) | (Member) | <i>Savita</i> |
| 4. Pawan | (Member) | <i>Pawan</i> |
| 5. Sanjiv | (Member) | <i>Sanjiv</i> |
| 6. Nirmala | (Member) | <i>Nirmala</i> |

15. Women Advisory Board/ Development Cell/ Women Cell / Passport (Nodal Officer) Committee :

- | | | |
|---------------------------------------|------------|-----------------|
| 1. Dr. Shamsher Singh Mor , Principal | (Patron) | |
| 2. Sushmana | (Convenor) | <i>Sushmana</i> |
| 3. Neelam Rani | (Member) | <i>Neelam</i> |
| 4. Seema Devi | (Member) | <i>Seema</i> |
| 5. Nirmala | (Member) | <i>Nirmala</i> |
| 6. Savita | (Member) | <i>Savita</i> |
| 7. Indu Bala | (Member) | <i>Indu</i> |

4.
Anti Corruption/ Anti Smoking/ Anti Regging/ Anti Sexual Hrassment

Committee :

1. Sushmana (Convenor) *Sush*
2. Tejvir Saini (Member) *TS*
3. Neha (Member) *Neha*
4. Neelam (Member) *Neelam*
5. Seema Devi (Member) *Seemal*
6. Munish (Member) *M*
7. Pawan (Member) *P*
8. Mona Yadav (Member) *M*
9. Geeta Goel (Member) *huti*

17. UGC/NAAC/IQAC/RUSA/QAC/AISHE/ Mantor-Mantee Group Committee :

1. Dr. Shamsher Singh Mor, Principal (Chairman)
2. Tejvir Saini (Coordinator) *TS*
3. Neha (Member) *Neha*
4. Ganesh Das *Seema Gupta* (Member) *Ganesh*
5. Neelam (Member) *Neelam*
6. Seema Devi (Member) *Seemal*
7. Pawan (Member) *P*
8. Rammehar (Member) *R*
9. Geeta Goel (Member) *huti*
10. Mona Yadav (Member) *M*
11. Savita (Member) *S*

18. Decoration/ Bouquets & Garland/Wall Magazine Committee

1. Neelam Rani (Convenor) *Neelam*
2. Seema Devi (Member) *Seemal*
3. Geeta Goel (Member) *huti*
4. Savita (Member) *S*
5. Mona Yadav (Member) *M*
6. Indu Bala (Member) *I*

Beautification/Cleanliness/Sanitation/EcoClubCommittee(Building, parks, surrounding) Harit-Unnat Haryana Abhiyan Committee.

1. Sushmana (Convenor) *[Signature]*
2. Neha (Member) *[Signature]*
3. Nirmala (Member) *[Signature]*
4. Pawan (Member) *[Signature]*
5. Sanjiv (Member) *[Signature]*
6. Munish (Member) *[Signature]*
7. Rammehar (Member) *[Signature]*
8. Indu Bala (Member) *[Signature]*

20. Court Case/Legal Cell/Audit Report Committee:

1. Tejvir Saini (Convenor) *[Signature]*
2. Neelam (Member) *[Signature]*
3. Munish (Member) *[Signature]*
4. Sanjeev Kumar (Member) *[Signature]*
5. Rammehar (Member) *[Signature]*
6. Pawan (Member) *[Signature]*

21. Celebration of important days/ national integration council/ Youth and Cultural Affairs Committee and Red Ribbon Club.

1. Dr. Shamsheer Singh Mor, Principal (Patron)
2. Seema Devi (Convenor) *[Signature]*
3. Tejvir Saini (Advisor/Ex. Officio) *[Signature]*
4. ~~Ganesh Dass~~ *[Signature]* (Member) *[Signature]*
5. Neha (Member) NSS *[Signature]*
6. Mona Yadav (Member) *[Signature]*
7. Sanjeev Kumar (Member)

22. Library/ Parking for Staff/Students/Placement cell/ Guidance Bureau Committee

- | | | |
|------------------|------------|----------------|
| 1. Neelam | (Convener) | <i>Neelam</i> |
| 2. Geeta Goel | (Member) | <i>Geeta</i> |
| 3. Sanjeev Kumar | (Member) | <i>Sanjeev</i> |
| 4. Nirmala | (Member) | <i>Nirmala</i> |
| 5. Savita | (Member) | <i>Savita</i> |

23. Canteen / Lapsed Security/Printing & Stationary/Dilapidation Committe.

- | | | |
|------------------|--------------|-----------------|
| 1. Tejvir Saini | (Convenor) | <i>Tejvir</i> |
| 2. Neelam | (Member) | <i>Neelam</i> |
| 3. Neha | (Member) | <i>Neha</i> |
| 4. Geeta Goel | (Member) | <i>Geeta</i> |
| 5. Munish | (Member) | <i>Munish</i> |
| 6. Rammehar | (Member) | <i>Rammehar</i> |
| 7. Mona Yadav | (Member) | <i>Mona</i> |
| 8. Sanjeev Kumar | (Dy. Supdt.) | <i>Sanjeev</i> |

24. Water/Electrity/Generator/maintenance and operation/ IT/Including AEBAS Committee

- | | | |
|---------------|------------|-------------------|
| 1. Ganesh Das | (Convener) | <i>Ganesh Das</i> |
| 2. Pawan | (Member) | <i>Pawan</i> |
| 3. Mona Yadav | (Member) | <i>Mona</i> |
| 4. Nirmala | (Member) | <i>Nirmala</i> |
| 5. Munish | (Member) | <i>Munish</i> |
| 6. Manjeet | (Member) | <i>Manjeet</i> |

25. Bus Pass Committee

- | | | |
|---------|------------|-------------|
| 1. Neha | (Convenor) | <i>Neha</i> |
|---------|------------|-------------|

3. Mona Yadav
4. Indu Bala
4. Pawan
6. Nirmala
7. Jagmohan

- (Member) *dk*
(Member) *ofus*
(Member) *Ad*
(Member) *Nirmala*
(LA)/(Member) *Jagmohan*

26. College Property Committee

Wooden Furniture

1. Neelam (Convener) *Neelam*
2. Munish (Member) *M*

Steel Furniture

1. Sushmana (Convener)
2. Pawan (Member) *Ad*

Misc. Furniture

1. Ganesh Das (Convener) *Seema Pople*
2. Rammehar (Member) *R*

27. Lecture Shortage /re-admission/ regular absentees/absentees slip/detention Committee

1. Ganesh Das (Convener) *Seema Pople*
2. Pawan (Member) *Ad*
3. Geeta Goel (Member) *Geeta*
4. Nirmala (Member) *Nirmala*
5. Sanjiv Kumar (Member) *Sanjiv*

28. Discipline Committee

1. Sushmana (Convener) *Sush*
2. Neha (Member) *Neha*
3. Neelam (Member) *Neelam*
4. Seema Devi (Member) *Seema*
5. Pawan (Member) *Ad*

- | | | |
|---------------|----------|--------------------|
| Savita | (Member) | <i>[Signature]</i> |
| 7.Indu Bala | (Member) | <i>[Signature]</i> |
| 8.Mona Yadav | (Member) | <i>[Signature]</i> |
| 9.Manjeet | (Member) | <i>[Signature]</i> |
| 10.Munish | (Member) | <i>[Signature]</i> |
| 11.Rammehar | (Member) | <i>[Signature]</i> |
| 12.Sanjiv | (Member) | <i>[Signature]</i> |
| 13.Nirmala | (Member) | <i>[Signature]</i> |
| 14.Geeta Goel | (Member) | <i>[Signature]</i> |

29. Student Welfare & General Development / Student Feedback Committee

- | | | |
|----------------|------------|--------------------|
| 1.Tejvir Saini | (Convener) | <i>[Signature]</i> |
| 2.Neelam | (Member) | <i>[Signature]</i> |
| 3.Seema Devi | (Member) | <i>[Signature]</i> |
| 4.Mona Yadav | (Member) | <i>[Signature]</i> |
| 5.Indu Bala | (Member) | <i>[Signature]</i> |
| 6.Geeta Goel | (Member) | <i>[Signature]</i> |
| 7.Sanjiv | (Member) | <i>[Signature]</i> |
| 8.Rammehar | (Member) | <i>[Signature]</i> |

30. Income tax(Calculation and Uniform Deductions)

- | | | |
|--------------|------------|--------------------------------|
| 1.Sushmana | (Convenor) | <i>[Signature]</i> |
| 2.Ganesh das | (Member) | <i>[Signature]</i> Seema Gupta |
| 3.Neha | (Member) | <i>[Signature]</i> |

31. General Purchase(Grants and Proposal)/periodical/Inspection (Physical Verification of Newly Purchased Items and Stock Entry Verification Committee:

- | | | |
|---------------|------------|--------------------------------|
| 1.Sushmana | (Convener) | <i>[Signature]</i> |
| 2.Neha | (Member) | <i>[Signature]</i> |
| 3. Ganesh Das | (Member) | <i>[Signature]</i> Seema Gupta |
| 4.Neelam | (Member) | <i>[Signature]</i> |

Assist by Dy. Supdt., E.C, Bill Clerk & Fund Clerk.

2. Library Advisory/ Book Bank Committee / Liaison Officer/Office expenditure and office incharge

1. Dr.Samsher Singh Mor, Principal (Patron)
- 2.Neelam (Convenor) *Neelam*
3. Seema Devi (Member) *Seema*
- 4 .Geeta Goel (Member) *Geeta*
- 5.Mona Yadav (Member) *Mona*
- 6.Munish (Member) *Munish*
- 7.Rammehar (Member) *Rammehar*

33. Write Off/Auction Committee

- 1.Tejvir Saini (Advisor) *Tejvir*
- 2.Ganesh Das (Convenor) *Ganesh Das*
- 3.Indu Bala (Member) *Indu*
4. Geeta Goel (Member) *Geeta*
5. Sanjiv (Member) *Sanjiv*
6. Pawan (Member) *Pawan*

34. Character Certificate Committee

- 1.Sushmana (Commerce) *Sushmana*
- 2.Tejvir Saini (Arts) *Tejvir*

35. Time Table/Subject or faculty Change Committee

- 1.Tejvir Saini (Convener) *Tejvir*
- 2.Neha (Member) *Neha*
- 3.Geeta Goel (Member) *Geeta*
- 4.Rammehar (Member) *Rammehar*
- 5.Pawan (Member) *Pawan*

36. Sports Board

- 1.Dr. Shamsher Singh Mor, Principal (Patron)

- | | | |
|----|--------------|--|
| 2. | Tejvir Saini | (Secretary) <i>BN</i> |
| 3. | Neha | (Incharge of sports Deptt. In the absence of DPE.) |
| 4. | Pawan Kumar | (Bad-Minton) <i>PN</i> |
| 6. | Savita | (Athletics) <i>AN</i> |
| 7. | Nirmala | (Kho-Kho, kabaddi) <i>Nirmala</i> |
| 8. | Mona Yadav | (Yoga/Chess) <i>MY</i> |
| 9. | Indu Bala | (Tennis) <i>IB</i> |

37. NSS Advisory Committee

- | | | |
|----|-----------------------------------|-----------------------|
| 1. | Dr. Shamsher Singh Mor, Principal | (Patron) |
| 2. | Tejvir Saini | (Secretary) <i>BN</i> |
| 3. | Neha | (P.O.) <i>Neha</i> |
| 4. | Geeta Goel | (Member) <i>GG</i> |
| 5. | Mona Yadav | (Member) <i>MY</i> |

38. College Annual Report Committee.

- | | | |
|----|---------------------------|---------------------------------------|
| 1. | Sushmana | (Convenor) <i>Sush</i> |
| 2. | Tejvir Saini | (Advisor/Member/Ex.Officio) <i>BN</i> |
| 3. | Seema Devi | (Member) <i>Seema</i> |
| 4. | Pawan | (Member) <i>PN</i> |
| 5. | Savita | (Member) <i>AN</i> |
| 6. | Sanjeev Kumar, Dy. Supdt. | (Member) <i>SK</i> |

39. Outsourcing Part -I & Part -II Committee/ Resource Persons (Extension Lect.) Committee.

- | | | |
|----|---------------------------|--|
| 1. | Sushmana | (Convenor) <i>Sush</i> |
| 2. | Tejvir Saini | (Member) <i>BN</i> |
| 3. | Neha | (Member) <i>Neha</i> |
| 4. | Ganesh Das | (Member) <i>Ganesh Das Seema Papat =</i> |
| 5. | Seema Devi | (Member) <i>Seema</i> |
| 6. | Neelam | (Member) <i>Neelam</i> |
| 7. | Sanjeev Kumar, Dy. Supdt. | (Member) <i>SK</i> |

Staff-Stage Secretary Committee.

1. Tejvir Saini (Convenor) *Tejvir*
2. Seema Devi (Member) *Seema*
3. Mona (Member) *Mona*
4. Geeta Goel (Member) *Geeta*

42. Commerce Society :

1. Sushmana (Convenor) *Sushmana*
2. Ganesh Das (Member) *Ganesh Das*

43. Literary Society :

1. Savita (Convenor) *Savita*
2. Pawan (Member) *Pawan*

44. Social Science Society :

1. Geeta Goel (Convenor) *Geeta*
2. Sanjeev (Member) *Sanjeev*

45. Young Geographer's Club :

1. Seema Devi (Convenor) *Seema*
2. Mona Yadav (Member) *Mona*
3. Rammehar (Member) *Rammehar*


46. Student Union Election/ Any Election Related to State Assembly or Lok

Sabha Committee:

1. Sushmana (Convenor) *Sushmana*
2. Tejvir Saini (Member) *Tejvir*
3. Neha (Member) *Neha*
4. Geeta Goel (Member) *Geeta*
5. Savita (Member) *Savita*
6. Mona Yadav (Member) *Mona*
7. Nirmala (Member) *Nirmala*
8. Indu Bala (Member) *Indu*
9. Pawan (Member) *Pawan*
10. Sanjiv (Member) *Sanjiv*




Identity Card Committee (Voter Id/PPP/Driving License/etc.)

1. Indu Bala (Convenor) 
2. Nirmala (Member) 
3. Munish Kumar (Member) 
4. Rammehar (Member) 
5. Sanjiv Kumar (Member) 


01/07/2021
Principal
S.M. Govt. Girls College
SMGGC SAFIDON
JIND)

List of Duties of Ministerial Staff for the Session 2021-22

The Ministerial Staff of the college is being assigned the duties for the session 2021-22 mentioned against their names & directed to strictly adhere to their duties punctually and honestly.

<u>Sr. No.</u>	<u>Name & Designation</u>	<u>Duties</u>
1.	Sanjeev Kumar (Dy. Supdt.) 	<ol style="list-style-type: none">1. Service Book2. Supervision of Non Teaching Staff3. Cash Book Govt. Grant & Fund4. Establishment of Teaching Staff5. Keep Vigilance over all the function of the office.
2.	Manjeet Singh (Clerk O/S-II) 	<ol style="list-style-type: none">1. Court Case, Mail/E-mails.2. Treasury & Bank work.3. SC & BC Scholarship4. University Work (Assessment and Visit)5. Library Security.6. Web Portal-MIS, Land Acquisition.7. Stationery8. DGHE Portal everyday9. University Form Filling10. NSS
3.	Poonam (Clerk O/S -II) 	<ol style="list-style-type: none">1. Dairy and Dispatch2. Casual Leave3. Other Type of Scholarship (Meritorious Renewal, Freedom Fighter etc.)4. Fees & Registration Return of BA and B.Com all Classes.5. University Form Filling.6. Web Portal-AISHE & HRMS7. Dongle related function8. DGHE Portal everyday

9. Bill/Account Clerk and E-Salary.

10. RTI

4.

Pardeep Kumar (Lab Attendant)

Pardeep Sharma

1. Maintenance of all the Geography Laboratories & Conduct of Practical for all the Geography Classes.
2. Maintain of Absentees Slips & Absentees Fine.

5.

Jagmohan (Lib. Attendant O/S-I)

Jagmohan

1. Library related activities.
2. Distribution of DMC/s to all the students
3. Associated with the Bus Pass Committee.

6.

Parviena (Peon, O/S-I)

Parviena

1. Principal Office and to take care of key of the Principal Office.
2. Bursar and Senior Tutor Room.
3. Maintain the Casual Leave record of all college staff under the supervision of Mrs. Poonam (Clerk).

7.

Subham (Sweepar, O/S-I)

Subham

1. 1st Floor including ramp, library.
2. Staff Room
3. Area in front of Building Main Gate up to Staff Cycle Stand and outside the Main Gate.

8.

Mini (Sweepar, O/S-I)

Mini

1. Ground Floor
2. Girls Common Room.
3. Women Cell & Placement Cell Rooms.
4. Girls Cycle Stand, way to 2nd Gate and left & light side of building

9.

Chowkidar (O/S-I)

To open/close all the rooms and offices in the morning and evening and take care of the entire key in his possession.

<i>Barun</i>	Morning Shift	6:00 AM to 2:00 PM
<i>Soham</i>	Afternoon Shift	2:00 PM to 10:00 PM
<i>AS</i>	Night Shift	10:00 PM to 06:00 AM

[Signature]
01/07/2021
Principal
S. M. Govt. Girls College
Safidon (Jind)