



S.M. GOVT. GIRLS COLLEGE SAFIDON (JIND)-126112

Phone: 01686-265122, email: gcwsafidon@yahoo.in

Memo No.-GCWS/2023/293

Dated:- 19/07/2023

List of the Annual Committee for the Session 2023-24

The following Committees have been constituted for the smooth functioning of the college during the Session 2023-24. 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) | |
| 3. | Tejvir Saini | (Member) | |
| 4. | Vikas Lather | (Member) | |
| 5. | Seema Gupta | (Member) | |

2. Public Information Officer :

- | | | | |
|----|-----------------------------------|------------------------|--|
| 1. | Dr. Shamsher Singh Mor, Principal | First Appeal Authority | |
| 2. | Tejvir Saini | (SPIO) | |
| 3. | | (ASPIO) | |


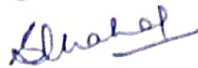

3. Bursar :

- | | | |
|----|--------------|--|
| 1. | Tejvir Saini | |
|----|--------------|--|


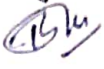


4. Staff Secretary/Social Secretary/Photography and Office Refreshment :

- | | | | |
|----|--------------|--------------------|--|
| 1. | Sushmana | (Staff Secretary) | |
| 2. | Vikas Lather | (Social Secretary) | |

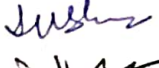
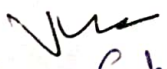
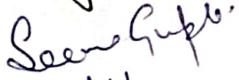
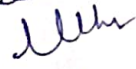
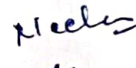
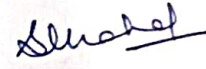
5. Proctorial Board / Mantor - Mantee

1. Vikas lather (Convenor) 
2. Seema Devi (Member) 
2. Tejvir Saini (Advisor / Ex Officio) 

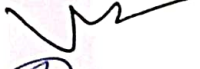

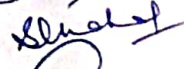

6. RKFF & SAF Committee

1. Vikas Lathar (Convenor) 
2. Tejvir Saini (Ex. Officio) 
3. Neelam Rani (Member) 
4. Seema Devi (Member) 

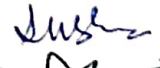
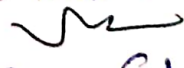
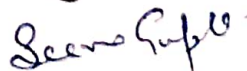
7. Central Purchase Committee/ Hiring of Required Services (Tent and Shamiyana and Sound System etc.)

1. Sushmana (Convenor) 
2. Vikash Lather (Member) 
3. Seema Gupta (Member) 
4. Neha (Member) 
5. Neelam (Member) 
6. Seema Devi (Member) 
7. Tejvir Saini (Ex. Officio)

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

1. Vikash Lather (Convenor) 
2. Tejvir Saini (Member) 
3. Seema Devi (Member) 
4. Munish Kumar (Member) 

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

1. Dr. Shamsher Singh Mor, Principal (Chairman)
2. Sushmana (Convenor) 
3. Vikas Lather (Member) 
4. Seema Gupta (Member) 

5. Neha

(Member) *Ullh*

6. Seema Devi

(Member) *Sushob*

10. EWYL Committee/ Invitation and Hospitality Committee.

1. Neelam

(Convenor) *Neelam*

2. Seema Devi

(Member) *Sushob*

3. Geeta

(Member) *Geeta*

4. Savita

(Member) *Savita*

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

1. Neelam

(Convenor) *Neelam*

2. Geeta Goel

(Member) *Geeta*

3. Savita

(Member) *Savita*

4. Nirmala

(Member) *Nirmala*

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

SC Scholarship :

1. Sushmana

(Convenor) *Sush*

2. Sanjiv

(Member) *Sanjiv*

3. Pawan Kumar

(Member) *Pawan*

4. Manjeet

(Member) *Manjeet*

5. Munish

(Member) *Munish*

BC Scholarship :

1. Neha

(Convenor) *Ullh*

2. Indu Bala

(Member) *Indu*

3. Rammehar

(Member) *Rammehar*

4. Mona Yadav

(Member) *Mona*

5. Nirmala

(Member) *Nirmala*

Sanita

displaced on 16/10/23

alter than SC/BC Meritorious Scholarship

Cancelled due to the name of Ms Neha Registered Officially.
Other than SC/BC Scholarship and Meritorious Scholarship:

1. Seema Devi (Convenor) *Shahel*
2. Geeta Goel (Member) *hst*
3. Savita (Member) *hst*

13. Photography / Tour and Travel/ News Publication Committee.

1. Neelam Rani (Convenor) *Neel*
2. Seema Devi (Member) *Shahel*
3. Mona Yadav (Member) *hst*
4. Savita (Member) *hst*
5. Geeta Goel (Member) *hst*

14. NSS/Road safety Committee :

1. Seema Gupta (P.O & Convenor) *Seema Gupta*
2. Neha (Member) *hst*
3. Manjeet (Member) *hst*
4. Pawan (Member) *hst*
5. Indu Bala (Road Safety N/O) (Member) *hst*

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

1. Dr. Shamsher Singh Mor , Principal (Patron)
 2. Sushmana (Convenor) *Sush*
 3. Tejvir Saini (Ex. Officio) *hst*
 4. Neelam Rani (Member) *Neel*
 5. Seema Devi (Member) *Shahel*
 6. Savita (Member) *hst*
 7. Geeta Goel (Member) *hst*
- (eg mo to Narcotics awareness)

16. Anti Corruption/ Anti Smoking/ Anti Regging/ Anti Sexual Harassment / Anti-Drugs Committee :

1. Sushmana (Convenor) *Sush*
2. Tejvir Saini (Member) *hst*
3. Vikas Lather (Member) *hst*

- | | | | |
|----|------------|----------|--------------|
| 4. | Neha | (Member) | <i>Uth</i> |
| 5. | Neelam | (Member) | <i>Neel</i> |
| 6. | Seema Devi | (Member) | <i>Seema</i> |

17. UGC/NAAC/IQAC/RUSA/QAC/AISHE/ ~~Ministry~~ Group Committee :

- | | | | |
|----|------------------------------------|---------------|---------------|
| 1. | Dr. Shamsheer Singh Mor, Principal | (Chairman) | |
| 2. | Tejvir Saini | (Coordinator) | <i>Tejvir</i> |
| 3. | Vikas Lather | (Member) | <i>Vikas</i> |
| 4. | Neha | (Member) | <i>Uth</i> |
| 5. | Neelam | (Member) | <i>Neel</i> |
| 6. | Seema Devi | (Member) | <i>Seema</i> |

IQAC Members from society :

1. Sh. Sadhu Ram Bandu
2. Sh. Rakesh Jain

18. **Decoration/ Bouquets & Garland/Wall Magazine Committee**

- | | | | |
|----|------------|------------|---------------|
| 1. | Seema Devi | (Convenor) | <i>Seema</i> |
| 2. | Geeta Goel | (Member) | <i>Geeta</i> |
| 3. | Savita | (Member) | <i>Savita</i> |
| 4. | Mona Yadav | (Member) | <i>Mona</i> |
| 5. | Munish | (Member) | <i>Munish</i> |

19. **Beautification/Cleanliness/Sanitation/EcoClubCommittee(Building, parks, surrounding) Rain water Harvesting Committee Harit-Unnat Haryana Abhiyan Committee.**

- | | | | |
|----|-------------|------------|--------------------|
| 1. | Sushmana | (Convenor) | <i>Sushmana</i> |
| 2. | Seema Gupta | (Member) | <i>Seema Gupta</i> |
| 3. | Neha | (Member) | <i>Uth</i> |
| 4. | Neelam | (Member) | <i>Neel</i> |
| 5. | Pawan | (Member) | <i>Pawan</i> |
| 6. | Sanjiv | (Member) | <i>Sanjiv</i> |

- | | | |
|--------------|----------|---------------------------------------|
| 7. Nirmla | (Member) | <i>Nirmla</i> |
| 8. Rammehar | (Member) | <i>Rammehar</i> displaced on 16/12/23 |
| 9. Indu Bala | (Member) | <i>Indu Bala</i> |
| 10. Manjeet | (Member) | <i>Manjeet</i> |

This Committee will also make purchases (below Rs. 10,000/-) for beautification and cleanliness purposes.

20. Court Case/Audit Report Committee:

- | | | |
|-----------------|------------|---------------------|
| 1. Tejvir Saini | (Convenor) | <i>Tejvir Saini</i> |
| 2. Vikas Lather | (Member) | <i>Vikas Lather</i> |
| 3. Pawan | (Member) | <i>Pawan</i> |
| 4. Sanjiv | (Member) | <i>Sanjiv</i> |

Legal Literacy Cell :


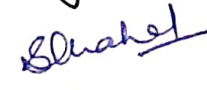
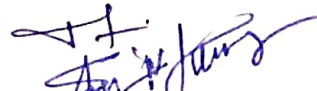

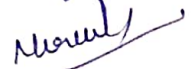

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|---------------|------------|-------------------|
| 1. Neelam | (Convenor) | <i>Neelam</i> |
| 2. Sanjiv | (Member) | <i>Sanjiv</i> |
| 3. Munish | (Member) | <i>Munish</i> |
| 4. Geeta Goel | (Member) | <i>Geeta Goel</i> |

21. Youth and Cultural Affairs Committee :

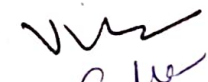
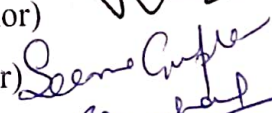
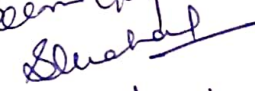
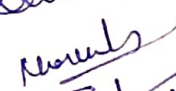
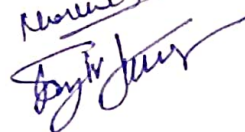
- | | | |
|--------------------------------------|---------------|---------------------|
| 1. Dr. Shamsher Singh Mor, Principal | (Patron) | |
| 2. Seema Devi | (Convenor) | <i>Seema Devi</i> |
| 3. Tejvir Saini | (Ex. Officio) | <i>Tejvir Saini</i> |
| 4. Vikas Lather | (Advisor) | <i>Vikas Lather</i> |
| 5. Neelam | (Member) | <i>Neelam</i> |
| 6. Neha | (Member) | <i>Neha</i> |
| 7. Mona Yadav | (Member) | <i>Mona Yadav</i> |
| 8. Geeta Goel | (Member) | <i>Geeta Goel</i> |
| 9. Savita | (Member) | <i>Savita</i> |

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

Committee

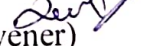
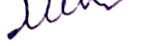




1. Vikas Lather (Convener) 
2. Seema Devi (Member) 
3. Manjeet (Member) 
4. Sanjiv Kumar (Member) 
5. Nirmala (Member) 
6. Savita (Member) 

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

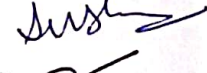
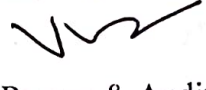
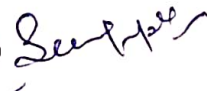



1. Vikas Lather (Convener) 
2. Seema Gupta (Member) 
3. Seema Devi (Member) 
4. Nirmla (Member) 
5. Sanjiv Kumar (Member) 

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

AEBAS Committee

1. Seema Gupta : (Convener)  i) Neha (Water Incharge) 
2. ~~Rammehar~~ ^{Sanjiv} Rammehar (Water) (Member)  ii) Neelam (Electricity ^{needs} Incharge)
3. Indu Bala(Elect.) (Member) 
4. Pawan (Gen.Set.) (Member) 
5. Manjeet (Member)(Generator Maintenance) 

IT/Computer Labs

1. Sushmana (Commerce Lab) 
2. Vikas Lather (Arts Lab) 
3. Seema Gupta (Smart Class Rooms & Auditorium) 
 - Pawan attached Commerce Lab 
 - Sanjiv attached Arts Lab 
 - Manjeet attached Smart Class Rooms & Auditorium 

25. Bus Pass Committee

1. Neha (Convenor) *Neha*
3. Indu Bala (Member) *Indu*
4. Sanjiv (Member) *Sanjiv Kumar*
5. Jagmohan (LA) (Member)

26. College Property Committee

Wooden Furniture

1. Neha (Convener) *Neha*
2. Munish (Member) *Munish*
3. Mona Yadav (Member) *Mona*

Steel Furniture

1. Sushmana (Convener) *Sushmana*
2. Pawan (Member) *Pawan*
3. Sanjiv (Member) *Sanjiv Kumar*

Misc. Furniture

1. Seema Gupta (Convener) *Seema Gupta*
2. ~~Rammehar~~ (Member) *Rammehar* displaced on 16/10/23
3. Indu Bala (Member) *Indu*

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

1. Neha (Convenor) *Neha*
2. Pawan (Member) *Pawan*
3. Indu Bala (Member) *Indu*
4. ~~Rammehar~~ *Nirmala* (Member) *Rammehar* Displaced on 16/10/23
5. Sanjiv Kumar (Member) *Sanjiv Kumar*

28. Discipline Committee

1. Sushmana (Convener) *Sushmana*
2. Neha (Member) *Neha*
3. Neelam (Member) *Neelam*

- | | | |
|----------------|----------|---------------|
| 4. Seema Devi | (Member) | <i>Shahel</i> |
| 5. Pawan | (Member) | <i>PS</i> |
| 6. Savita | (Member) | <i>Amey</i> |
| 7. Indu Bala | (Member) | <i>Shi</i> |
| 8. Mona Yadav | (Member) | <i>Shi</i> |
| 9. Manjeet | (Member) | <i>Shi</i> |
| 10. Munish | (Member) | <i>Shi</i> |
| 11. Rammehar | (Member) | <i>Shi</i> |
| 12. Sanjiv | (Member) | <i>Shi</i> |
| 13. Nirmala | (Member) | <i>Shi</i> |
| 14. Geeta Goel | (Member) | <i>Shi</i> |

displaced on 16/6/23

29. Student Welfare & General Development / Student Feedback Committee :

- | | | |
|-----------------|------------|---------------|
| 1. Tejvir Saini | (Convener) | <i>BN</i> |
| 2. Vikas Lather | (Member) | <i>VLS</i> |
| 3. Neelam | (Member) | <i>Neelam</i> |
| 4. Seema Devi | (Member) | <i>Shahel</i> |
| 5. Mona Yadav | (Member) | <i>Shi</i> |
| 6. Geeta Goel | (Member) | <i>Shi</i> |

30. Income tax(Calculation and Uniform Deductions) :

- | | | |
|-----------------|----------|--------------------|
| 1. Tejvir Saini | (Bursar) | <i>BN</i> |
| 2. Vikas Lather | (Member) | <i>VLS</i> |
| 3. Seema Gupta | (Member) | <i>Seema Gupta</i> |
| 4. Neelam | (Member) | <i>Neelam</i> |

31. Periodical Inspection (Physical Verification of Newly Purchased Items and Stock Entry Verification Committee:

- | | | |
|-----------------|------------|--------------------|
| 1. Sushmana | (Convener) | <i>Sush</i> |
| 2. Vikas Lather | (Member) | <i>VLS</i> |
| 3. Seema Gupta | (Member) | <i>Seema Gupta</i> |

4. Neha

(Member) *Neha*

5. Neelam

(Member) *Neelam*

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

32. Library Advisory/ Book Bank Committee / Liasion Officer/office incharge

1. Dr.Samsher Singh Mor, Principal (Patron)

2. Dr. Vikas Lather

(Convenor) *Vikas*

3. Neelam

(Member) *Neelam*

4. Geeta Goel

(Member) *Geeta*

5. Mona Yadav

(Member) *Mona*

6. Savita

(Member) *Savita*

33. Write Off/Auction Committee

1. Sushmana

(Convenor) *Sushmana*

2. Vikas Lather

(Member) *Vikas*

3. Seema Gupta

(Member) *Seema Gupta*

4. Neelam

(Member) *Neelam*

5. Seema Devi

(Member) *Seema Devi*

34. Character Certificate and HRMS Committee

1. Tejvir Saini

(Character Certificate & HRMS Incharge)

2. Vikas Lather

(HRMS Incharge Attached with)

35. Time Table, Workload / Subject or faculty Change Committee

1. Tejvir Saini

(Convener)

2. Seema Gupta

(Member) *Seema Gupta*

3. Neelam

(Member) *Neelam*

4. Mona Yadav

(Member) *Mona*

Faculty / Subject Change

1. Vikas Lather

Vikas

2. Indu Bala

Indu

3. Nirmla

Nirmla

36. Sports Board

1. Dr. Shamsher Singh Mor, Principal (Patron)
2. Vikas Lather (Secretary)
3. Neha (Incharge)
4. Pawan Kumar (Bad-Minton)
6. Savita (Athletics)
7. Nirmala (Kho-Kho, kabaddi)
8. Mona Yadav (Yoga/Chess)
9. Indu Bala (Tennis)

37. NSS Advisory Committee

1. Dr. Shamsher Singh Mor, Principal (Patron)
2. Tejvir Saini (Secretary)
3. Vikas Lathar (P.O.)
4. Geeta Goel (Member)
5. Mona Yadav (Member)

38. College Annual Report Committee.

1. Sushmana (Convenor)
2. Tejvir Saini (Advisor/Member/Ex.Officio)
3. Vikas Lather (Member)
4. Seema Devi (Member)
5. Savita (Member)

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

1. Sushmana (Convenor)
 2. Vikas Lather (Member)
 3. Neha (Member)
 4. Seema Gupta (Member/Incharge Apprentices)
5. reclaw (Member) HKRNL upto Even Semester
40. Stage Secretary Committee.
1. Tejvir Saint (Convenor)

40. Stage Secretary Committee.

- 1. Tejvir Saini (Convenor) *[Signature]*
- 2. Vikas Lathar (Member) *[Signature]*
- 3. Seema Devi (Member) *[Signature]*
- 4. Geeta Goel (Member) *[Signature]*

41. Commerce Society :

- 1. Sushmana (Convenor) *[Signature]*
- 2. Seema Gupta (Member) *[Signature]*

42. Literary Society :

- 1. Vikas Lather (Convenor) *[Signature]*
- 2. Savita (Member) *[Signature]*

43. Social Science Society :

- 1. Geeta Goel (Convenor) *[Signature]*
- 2. Sanjeev (Member) *[Signature]*

44. Young Geographer's Club :

- 1. Seema Devi (Convenor) *[Signature]*
- 2. Mona Yadav (Member) *[Signature]*
- 3. Munish (Member) *[Signature]*

45. Any Election Related to State Assembly or Lok Sabha Committee:

- 1. Tejvir Saini (Convenor) *[Signature]*
- 2. Vikas Lather (Member) *[Signature]*
- 3. Seema Gupta (Member) *[Signature]*

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

- 1. Seema Gupta (Convenor - Financed matters) *[Signature]*
- 2. Nirmala (Member) *[Signature]*
- 3. Munish Kumar (Member) *[Signature]*
- 4. Rammehar *Geeta God* (Member) *[Signature]*
- 5. Sanjiv Kumar (Member) *[Signature]*
- 6. Indu Bala (Member) *[Signature]*
- 7. Manjeet (Member) *[Signature]*

47. Result Verification Committee :


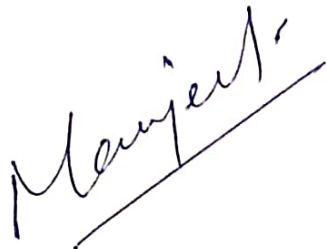
1. Sushmana
2. Seema Gupta
3. Neha
4. Neelam

Sush
(Convenor) *Seema Gupta*
(Member) *Neha*
(Member) *Neelam*

M
19/07/2023
Principal
S. M. Govt. Girls College
Safidon (Jind)

List of Duties of Ministerial Staff for the Session 2023-24

The Ministerial Staff of the college is being assigned the duties for the session 2023-24 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.	Poonam (Clerk O/S-II)	 <ol style="list-style-type: none">1. Dairy and Dispatch2. 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. RTI11. Passport12. AISHE13. Cash Book(Fund)14. Establishment15. College Website
2.	Manjeet Singh(Clerk O/S -II)	 <ol style="list-style-type: none">1. RTI2. Casual Leave3. Other Type of Scholarship (Meritorious Renewal, Freedom Fighter etc.)4. Fees & Registration Return of BA and B.Com all Classes5. Web Portal-AISHE & HRMS6. Dongle related function7. DGHE Portal everyday8. Bill/Account Clerk and E-Salary.9. Court Case10. Driving License11. HKRNL12. NSS13. Cash Book(Govt. Grant)14. Service Book

3. Jagmohan (Lib. Attendant O/S-I)

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

Jagmohan

4. Parveena (Peon, O/S-I)

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).

Parveena

5. Mini (Sweepar, O/S-I)

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

Mini

6. Subham (Sweepar, O/S-I)

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

Subham

7. 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.

Morning Shift	6:00 AM to 2:00 PM
Afternoon Shift	2:00 PM to 10:00 PM
Night Shift	10:00 PM to 06:00 AM

Behari
Satish

[Signature]
19/07/2023
Principal
S. M. Govt. Girls College
Safidon (Jind)