



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

Memo No.-GCWS/2023/ 1065

Dated:- 19/07/2024

List of the Annual Committee for the Session 2024-25

The following Committees have been constituted for the smooth functioning of the college during the Session 2024-25. 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. Tanasa Hooda, Principal (Chairman)
2. Sushmana (Secretary) *Sush*
3. Tejvir Saini
4. Vikas Lathar *Vikas*
5. Seema Gupta *Seema Gupta*

2. Public Information Officer :

1. Dr. Tanasa Hooda, Principal (First Appellate Authority)
2. Tejvir Saini (SPIO)

Bursar :


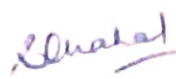
1. Tejvir Saini

4. Staff Secretary/Social Secretary/Photography:

1. Sushmana (Staff Secretary) *Sush*
2. Vikas Lathar (Social Secretary) *Vikas*


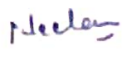
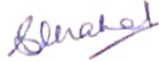
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Proctorial Board

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


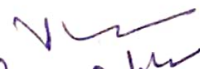
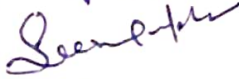
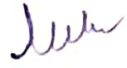
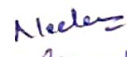
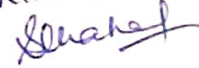
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RKFF & SAF Committee


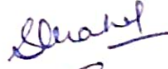

1. Vikas Lathar (Convenor) 
2. Tejvir Saini (Ex. Officio)
3. Neelam Rani (Member) 
4. Seema Devi (Member) 

7.

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

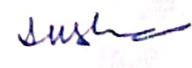
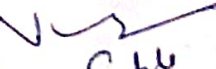
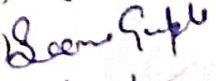
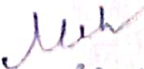
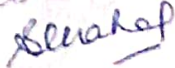
1. Sushmana (Convenor) 
2. Vikas Lathar (Member) 
3. Seema Gupta (Member) 
4. Neha (Member) 
5. Neelam (Member) 
6. Seema Devi (Member) 

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

1. Vikas Lathar (Convenor) 
2. Tejvir Saini (Member)
3. Seema Devi (Member) 
4. MunishKumar (Member) 

9.

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

1. Dr. Tanasa Hooda, Principa (Chairman)
2. Sushmana (Convenor) 
3. Vikas Lathar (Member) 
4. Seema Gupta (Member) 
5. Neha (Member) 
6. Seema Devi (Member) 

10. EWYL Committee/ Invitation and Hospitality Committee.

- | | | |
|---------------|------------|------------|
| 1. Neelam | (Convenor) | Neelam |
| 2. Seema Devi | (Member) | Seema Devi |
| 3. Savita | (Member) | Savita |
| 4. Geeta Goel | (Member) | Geeta Goel |

11. College Dispensary/ Red Cross Committee / Red Ribbon Club.

- | | | |
|---------------|------------|------------|
| 1. Neelam | (Convenor) | Neelam |
| 2. Geeta Goel | (Member) | Geeta Goel |
| 3. Savita | (Member) | Savita |
| 4. Nirmala | (Member) | Nirmala |

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

SC Scholarship Incharge/SC Cell Incharge

- | | | |
|----------------|------------|-------------|
| 1. Sushmana | (Convenor) | Sushmana |
| 2. Nirmla | (Member) | Nirmla |
| 3. Pawan Kumar | (Member) | Pawan Kumar |
| 4. Manjeet | (Member) | Manjeet |

BC Scholarship Incharge

- | | | |
|-----------|------------|--------|
| 1. Neha | (Convenor) | Neha |
| 2. Sanjiv | (Member) | Sanjiv |
| 4. Munish | (Member) | Munish |

Other than SC/BC Scholarship

- | | | |
|---------------|------------|------------|
| 1. Seema Devi | (Convenor) | Seema Devi |
| 2. Geeta Goel | (Member) | Geeta Goel |
| 3. Savita | (Member) | Savita |

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

- | | | |
|----------------|------------|-------------|
| 1. Neelam Rani | (Convenor) | Neelam Rani |
| 2. Seema Devi | (Member) | Seema Devi |
| 3. Savita | (Member) | Savita |
| 4. Geeta Goel | (Member) | Geeta Goel |

14. NSS/Road safety Committee :

1. Seema Gupta
2. Neha
3. Manjeet
4. Pawan
5. Indu Bala(Road Safety N/O)

(P.O. & Convenor) *Seema Gupta*
(Member) *Ush*
(Member)
(Member) *Ush*
(Member) *Ush*

15. Women Cell/ Advisory Board/ Development Cell/ Passport (Nodal

Officer) Committee :

1. Dr. Tanasa Hooda, Principal
2. Sushmana
3. Tejvir Saini
4. Neelam Rani
5. Seema Devi
6. Geeta Goel
7. Savita

(Patron)
(Convenor) *Sush*
(Ex Officio)
(Member) *Neelam*
(Member) *Shabhal*
(Member) *Geeta*
(Member) *Savita*

16. Anti Corruption/ Anti Smoking/Anti Regging/ Anti Sexual Harassment

Committee :

1. Sushmana
2. Tejvir Saini
3. Vikas Lathar
4. Neha
5. Neelam
6. Seema Devi

(Convenor) *Sush*
(Member)
(Member) *Vikas*
(Member) *Ush*
(Member) *Neelam*
(Member) *Shabhal*

17. UGC/NAAC/IQAC/RUSA/QAC/AISHE Committee :

1. Dr. Tanasa Hooda, Principal
2. Sushmana
3. Tejvir Saini
4. Vikas Lathar
5. Seema Gupta
6. Neha
7. Neelam
8. Seema Devi

(Chairman)
(Coordinator) *Sush*
(Member)
(Member) *Vikas*
(Member) *Seema Gupta*
(Member) *Ush*
(Member) *Neelam*
(Member) *Shabhal*

- | | | |
|-----|------------------|------------------------|
| 9. | Poonam(Clerk) | (Member) |
| 10. | Sadhu Ram Bandhu | (Local Representative) |
| 11. | Krishan Rathi | (Industrialist) |
| 12. | Kuldeep Vats | (Stakeholder) |
| 13. | Gagandeep Kaur | (Alumni) |
| 14. | Santosh | (Student) |

18. Decoration/ Bouquets & Garland/Wall Magazine Committee

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

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

- | | | |
|----|-------------|-------------------------|
| 1. | Sushmana | (Convenor) <i>Sush</i> |
| 2. | Seema Gupta | (Member) <i>Seema</i> |
| 3. | Neha | (Member) <i>Neha</i> |
| 4. | Neelam | (Member) <i>Neelam</i> |
| 5. | Nirmala | (Member) <i>Nirmala</i> |
| 6. | Pawan | (Member) <i>Pawan</i> |
| 7. | Sanjiv | (Member) <i>Sanjiv</i> |
| 8. | Manjeet | (Member) <i>Manjeet</i> |
| 9. | InduBala | (Member) <i>Indu</i> |

20. Court Case/Audit Report Committee:

- | | | |
|----|---------------|-------------------------|
| 1. | Tejvir Saini | (Convenor) |
| 2. | Vikas Lathar | (Member) <i>Vikas</i> |
| 3. | Pawan | (Member) <i>Pawan</i> |
| 4. | Sanjeev Kumar | (Member) <i>Sanjeev</i> |

Legal Literacy Cell

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

21. Youth and Cultural Affairs Committee

1. Dr. Tanasa Hooda, Principal (Patron)
2. Seema Devi (Convenor) *Shahel*
3. Tejvir Saini (Ex.Officio)
4. Vikas Lathar (Advisor) *Vikas*
5. Neha (Member) *Neha*
6. Neelam (Member) *Neelam*
7. Geeta Goel (Member) *Geeta*
8. Savita (Member) *Savita*

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

1. Vikas Lathar (Convener) *Vikas*
2. Seema Gupta (Member) *Seema Gupta*
3. Seema Devi (Member) *Shahel*
4. Nirmala (Member) *Neha*
5. Savita (Member) *Savita*
6. Manjeet (Member) *Manjeet*

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

1. Vikas Lathar (Convenor) *Vikas*
2. Seema Gupta (Member) *Seema Gupta*
3. Seema Devi (Member) *Shahel*
4. Nirmla (Member) *Neha*

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

1. Seema Gupta (Convener) *Seema Gupta*
2. Neha (Member) *Neha*
3. Neelam (Member) *Neelam*
4. Pawan (Water) (Member) *Pawan*
5. Indu Bala (Elect.) (Member) *Indu*
6. Manjeet (Gen. Set) (Member) *Manjeet*

IT and Computer Labs

1. Sushmana (Commerce Lab) *Ush*
 2. Seema Devi (Arts Lab) *Shahet*
 3. Seema Gupta (Smart Class Rooms and Auditorium) *Seema*
- Pawan attached Commerce Labs *PJ*
 - Sanjiv attached Art Labs *San*
 - Manjeet Attached Smart Class Rooms and Auditorium *Manjeet*

25. Bus Pass Committee

1. Neha (Convener) *Ush*
2. Neelam (Member) *Neelam*
3. Seema Devi (Member) *Shahet*
4. Sanjiv (Member) *San*
5. Jagmohan (LA/(Member))

26. College Property Committee

Wooden Furniture

1. Neha (Convener) *Ush*
2. Munish (Member) *Munish*

Steel Furniture

1. Sushmana (Convener) *Ush*
2. Pawan (Member) *PJ*
3. Sanjeev (Member) *San*

Misc. Furniture

1. Seema Gupta (Convener) *Seema*
2. Indu Bala (Member) *Indu*

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

Committee

1. Neha (Convener) *Ush*
2. Pawan (Member) *PJ*
3. Indu Bala (Member) *Indu*
4. Sanjiv Kumar (Member) *San*

28. Discipline Committee

- | | | |
|---------------|------------|----------------|
| 1. Sushmana | (Convener) | <i>Sush</i> |
| 2. Neha | (Member) | <i>Neha</i> |
| 3. Neelam | (Member) | <i>Neelam</i> |
| 4. Seema Devi | (Member) | <i>Seema</i> |
| 5. Pawan | (Member) | <i>Pawan</i> |
| 6. Savita | (Member) | <i>Savita</i> |
| 7. InduBala | (Member) | <i>Indu</i> |
| 8. GeetaGoel | (Member) | <i>Geeta</i> |
| 9. Manjeet | (Member) | <i>Manjeet</i> |
| 10. Munish | (Member) | <i>Munish</i> |
| 11. Nirmala | (Member) | <i>Nirmala</i> |
| 12. Sanjiv | (Member) | <i>Sanjiv</i> |

29. Student Welfare & General Development / Student Feedback Committee

- | | | |
|-----------------|------------|---------------|
| 1. Tejvir Saini | (Convener) | |
| 2. Vikas Lathar | (Member) | <i>Vikas</i> |
| 3. Seema Devi | (Member) | <i>Seema</i> |
| 4. Neelam | (Member) | <i>Neelam</i> |
| 5. GeetaGoel | (Member) | <i>Geeta</i> |

30. Income tax (Calculation and Uniform Deductions)

- | | | |
|-----------------|------------|---------------|
| 1. Tejvir Saini | (Convener) | |
| 2. Vikas Lathar | (Member) | <i>Vikas</i> |
| 3. Seema Gupta | (Member) | <i>Seema</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 Lathar | (Member) | <i>Vikas</i> |
| 3. Neha | (Member) | <i>Neha</i> |
| 4. Seema Gupta | (Member) | <i>Seema</i> |

5. Neelam

(Member) *Neelam*

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

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

1. Dr. Tanasa Hooda, Principal (Patron)

2. Vikas Lathar

(Convenor) *[Signature]*

3. Neelam

(Member) *Neelam*

4. Geeta Goel

(Member) *Geeta*

5. Munish

(Member) *Munish*

33. Write Off/Auction Committee

1. Sushmana

(Convenor) *Sush*

2. Vikas Lathar

(Member) *[Signature]*

3. Seema Gupta

(Member) *Seema*

4. Neelam

(Member) *Neelam*

5. Seema Devi

(Member) *Seema*

34. Character Certificate Committee/HRMS Committee

1. Tejvir Saini

(Convenor)

2. Vikas Lathar

(HRMS Incharge Attached) *[Signature]*

35. Time Table Committee

1. Tejvir Saini

(Convener)

2. Neha

(Member) *Neha*

3. Neelam

(Member) *Neelam*

Faculty /Subject Change

1. Vikas Lathar

(Convener) *[Signature]*








2. Neelam

(Member) *Neelam*




3. Seema Devi

(Member) *Seema*



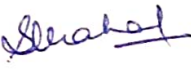

36. Sports Board

1. Dr. Tanasa Hooda, Principal (Patron)
2. Vikas Lathar (Secretary) 
3. Neha (Incharge) 
4. Pawan Kumar (Bad-Minton) 
6. Savita (Athletics) 
7. Nirmala (Kho-Kho, Kabaddi) 
8. Sanjiv (Yoga/Chess) 
9. InduBala (Tennis) 

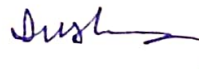

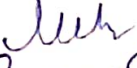

37. NSS Advisory Committee

1. Dr. Tanasa Hooda, Principal (Patron)
2. Tejvir Saini (Secretary) 
3. Vikas Lathar (P.O.) 
4. GeetaGoel (Member) 


38. College Annual Report Committee.

1. Sushmana (Convenor) 
2. TejvirSaini (Advisor/Member/Ex.Officio)
3. Vikas Lathar (Member) 
4. Seema Devi (Member) 
5. Savita (Member) 

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

1. Sushmana (Convenor) 
2. Vikas Lathar (Member) 
3. Neha (Member) 
4. Seema Gupta (Member) 

40. Staff -Stage Secretary Committee.

1. TejvirSaini (Convenor)
2. Vikas Lathar (Member) 

3. Seema Devi (Member) *Sush*
4. Geeta Goel (Member) *huty*

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

1. Tejvir Saini (Convenor) *Sush*
2. Vikas Lathar (Member) *Sush*
3. Seema Gupta (Member) *Seema Gupta*

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

1. Seema Gupta (Convenor- Financial Matter) *Seema Gupta*
2. Nirmala (Member) *Nish*
3. Munish Kumar (Member) *M*
4. Sanjiv Kumar (Member) *S*
5. InduBala (Member) *Indu*
6. Manjeet (Member) *Manjeet*

43. Result Verification Committee :-

1. Sushmana (Convenor) *Sush*
2. Seema Gupta (Member) *Seema Gupta*
3. Neha (Member) *Neha*
4. Neelam (Member) *Neelam*

44. ERP Updation/CCTV/AEBAS/Website/Facebook Committee :-

1. Neha (Convenor) *Neha*
2. Neelam (Member) *Neelam*
3. Manjeet (Member) *Manjeet*

45. Alumni Association Committee :-

1. Vikas Lathar (Convenor) *Vikas Lathar*
2. Seema Gupta (Member) *Seema Gupta*
3. Savita (Member) *Savita*
4. Geeta Goel (Member) *huty*

46. College Magazine Committee :-

1. Editor in Chief - Dr. Vikas Lathar *Vikas Lathar*
2. Sub. Editor - Ms. Neelam *Neelam*
3. Humanities Editor - Ms. Geeta Goel *huty*

- | | | | |
|----------------------|---|-----------------|--------------------|
| 4. Hindi Editor | - | Ms. Savita | <i>[Signature]</i> |
| 5. English Editor | - | Mr. Pawan | <i>[Signature]</i> |
| 6. Commerce Editor | - | Ms. Neha | |
| 7. Women Cell | - | Ms. Nirmla | <i>[Signature]</i> |
| 8. Subject Societies | - | Ms. Seema Devi | <i>[Signature]</i> |
| 9. News Section | - | Ms. Seema Gupta | <i>[Signature]</i> |

47. Internal Complaints Committee(I.C.C) :-

- | | | |
|--------------------------------|------------------|--------------------|
| 1. Sushmana | (Convener) | <i>[Signature]</i> |
| 2. Vikas Lathar | (Member) | <i>[Signature]</i> |
| 3. Seema Gupta | (Member) | <i>[Signature]</i> |
| 4. Poonam(Clerk) | (Member) | |
| 5. Manjeet(Clerk) | (Member) | |
| 6. Shrutty Bahadur Saini (ADA) | (Outside Member) | |

48. My Bharat Portal :-

- | | | |
|-------------------------|-----------------|--------------------|
| 1. Neha | (Nodal Officer) | <i>[Signature]</i> |
| 2. Seema Gupta | (NSS Incharge) | <i>[Signature]</i> |
| 3. Manjeet Singh(Clerk) | (Member) | |

49. IPR Committee :-

- | | | |
|-----------------|----------|--------------------|
| 1. Vikas Lathar | Convener | <i>[Signature]</i> |
| 2. Neha | Member | <i>[Signature]</i> |
| 3. Neelam | Member | <i>[Signature]</i> |
| 4. Seema Devi | Member | <i>[Signature]</i> |

50. Research Development Committee :-

- | | | |
|---------------|----------|--------------------|
| 1. Seema Devi | Convener | <i>[Signature]</i> |
| 2. Munish | Member | <i>[Signature]</i> |
| 3. Indu Bala | Member | <i>[Signature]</i> |
| 4. Geeta Goel | Member | <i>[Signature]</i> |

51. Skill Enhancement Committee :-

- | | | |
|-----------------|----------|--------------------|
| 1. Vikas Lathar | Convener | <i>[Signature]</i> |
| 2. Pawan | Member | <i>[Signature]</i> |
| 3. Savita | Member | <i>[Signature]</i> |

4. Nirmla

Member *Nub*

52. Anti Drugs Committee :-

1. Vikas Lathar

Convener *V*

2. Neha

Member *Neha*

3. Seema Devi

Member *Seema*

Jh.
Principal
Govt. Girls College
Safidon (Jind)
SMGGC, SAFIDON
(JIND)

List of Duties of the Ministerial Staff for the Session 2024-25

The Ministerial Staff of the college is being assigned the duties for the session 2024-25 mentioned against their names & directed to strictly adhere to their duties punctually & honestly.

Mr./Mrs.

Duties

1. Poonam (Clerk O/S-II)

1. Dairy & Dispatch/ E-Mails
2. Treasury & Bank work
3. SC & BC Scholarship
4. University Work (Assessment and Visit)
5. Library Security
6. Web Portal- MIS, Land Acquisition
7. Stationery
8. DGHE Portal everyday
9. University Form Filling
10. Passport
11. AISHE
12. Cash Book (Fund)
13. Admission
14. University Exams
15. Establishment
16. Admission
17. NAAC



2. Manjeet Singh (Clerk O/S-II)

1. RTI
2. Casual Leave
3. Other type of Scholarship
(Meritorious, Renewal, Freedom Fighter etc.)
4. Fees & Registration Return of BA and B.Com All classes.
5. Web Portal- HRMS
6. Dongle related function
7. DGHE Portal everyday
8. Bill/Account Clerk and E-salary
9. Court Case
10. Driving Licence
11. NAAC
12. NAAC
13. NSS
14. HKRNL



15. Services Book
16. Admission
17. Cash Book (Govt. Grant)

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
4. Students fine List

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 Mr. Manjeet (Clerk)

5. Subham (Sweeper, O/S-I)

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.

6. Mini (Sweeper, O/S-I)

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

7. Chokidar

To open/close all the rooms and Offices in the morning and evening & 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 6.00AM


Principal
S.M. Govt. Girls College
Safidon (Jind)
SMGGC,SAFIDON