## OFFICE OF THE PRINCIPAL, GOVT. P.G. COLLEGE, AMBALA CANTT

No.: GCA 21/3291

OFFICE ORDER

Dated:22.09.2021

## ANNUAL DUTY LIST FOR THE ACADEMIC SESSION 2021-22

All concerned are hereby directed to note their duties and handover/take over charge to/from next/last convener of the concerned committee within two days and submit the report of charge handover/take over to the office of undersigned. The details of Annual duties for the academic session 2021-22 are as under:-

L	College Council & Reception	Arun Joshi ( Principal)
	Committee	Sh. Sanjay Sharma
		Dr. Gagan Deep Kaur
	March Color of the sales of the	Mrs. Alka Chaudhary
		Sh. Ramesh Ahlawat & Automatical Sharesh Anna Sharesh Ann
		Sh. Gurdev Singh Devel Chair
		Dr. Destriction
		Sh. Ajay Chauhan
		Ms. Roopa Gupta
		Ms. Anju Jagpal (Member Secretary)
2	College Development Council	Principal (Convenet)
		Ms. Gagandeep kaur
		Ms. Alka Chaudhary
	William Co. Co. Co.	Mr. Des Raj Bajwa (Bursar- Spl. Invitee)
		Sh. Ajay Chauhan
		Ms. Shagun Ahuja
		Ms. Poonam Rajoura
		Mr. Ashish Jolly
	Contract of the Contract of the	Ms. Rohini Singh
	B. U.B. Transaction O. O.B.	
	Building, Inspection, & Other	Dr.AtulYadav (Convener)
	Development work	Dr. Ram Kumar
	La Contract of the Contract of	Mr. Munish Trighatia
		Dr. Vikas Sharma
	Chief Proctor	Sh. Ramesh Ahlawat Work (Boys)
		Ms. Gyatri Sun (Girls)
	Mentorship Committee	Sh. Gurudev Singh Dev (Convener)
	Tiontoromp committee	Mr. Gurvinder Singh (Humanities)
		Sh. Parmail Kumar (Commerce Stream)
		Sh. Avtar Singh Rahi (Science and
		Professional Streams)
	Bursar	Dr. Desh Raj Bajwa
	Staff Secretary	Dr. Anju Jagpal
		Dr. Gagan Deep Kaur (SPIO)
	R.T.I.	
		Ms. Alka Chaudhary (ASPIO)
100	Internal Complaint Committee/	Mrs. Alka Chaudhary A (Convener)
	Grievances/ Suggestion Cell & Anti	Dr. Desh Raj Bajwa /
		Sh. Parmail Kumar
	Corruption	Sh. Parmail Kumar (Canyanar Woman Call)
		Ms. Rajni Saini (Convener Women Cell)
		Ms. Saroj Bala Sary Bolo
		Ms. Neena Malhotra (Public Representative
		Ms. Sunita Saini (Non Teaching)
0	Collegiate Students Grievance	Principal - Chairpersor
	Redressal Committee	Ms. Gagandeep Kaur
		Ms. Alka Chaudhary
		Sh. D.R Bajwa
		Sh. Munish Trighatia
		(Two students representatives to be notified)
The same		(Two students representatives to be notified)  Dr. Ajay Chauhan (Convener)
1	Verification of Newly Purchased	Dr. Ajdy Criddrian
	Items	Ms. Shagun Ahuja
		Sh. Naib Singh
		Dr. Rohini
		Dr. Tarseem
		Ms. Harneet Kaur Hawy
		I MS. Harneet Kaur Wall

	Centralized Purchase Committee	Ms. Shagun Ahuja	(Convener)
		Dr. Ashish Jolly	4 3 3 3 3 3 3
		Dr. Tarsem Mr. Munish Trighatia	
		Mr. Indresh Aggarwal	
3	In-charge Girls Common Room &	Ms. Rajani Saini	(Convener)
,	Staff rooms	Ms. Anju Bhardwaj	
		Ms. Aarzoo Katyal	
		Ms Navita Rani (1000) 9	e est
		Ms. Saroj Duhan	(Convener)
4	Time –Table , Work Load	Ms Shagun Ahuja Ms. Rajani Saini	(557)
		Ms. Poonam Dhiman	
		Ms. Harneet Kaur Howk	
		Ms. Karamjit Kaur	(m
5	Examination Branch, Result	Sh. Gurvinder Singh	(Convener)
	Preparation & Verification	Dr. Shagun Ahuja	
		Ms. Rajni Saini	
		Mr. Naib Singh	
		Ms. Anju Bhardwaj	
		Dr. Rohini Singh Ms. Sujata Sassan July	
		Ms. Sarabjeet Kaur	
		Ms. Pooja Devi	
		Mr. Lucky Verma	
	The same of the sa	Ms. Shewata Garg swela	
		Mr. Shakti Kumar	
		Ms. Tanjum	
		Dr. Ratesh Katch	
		Mr. Ravi Juneja	(Convener)
6	Anti Ragging Committee & Discipline	Ms. Alka Chaudhary  Dr. Atul Yadav	(convence)
	Committee	Dr. Atul Yadav (NV)	
	State of the state	Dr. Suresh Deswal	
	The state of the s	Dr. Ajay Gouri —	( Co- Convener)
		Dr. Baljinder Kaur	
		Ms. Poonam Dhiman	
		Sh. Rakesh Sharma	
		Ms. Rita Devi	lee
		Mr. Suresh Kumar (Hindi)	
		Dr. Tarseem	
		Ms. Monica (Chemistry)	
		Ms. Shardha Ms. Seema Jangir (1915)	
		Ms. Ruchi Gupta	
		Ms. Richa Lomas	
1			
		Ms. Shilpa	
		Ms. Shilpa Mr. Sandeep Kumar	
		Mr. Sandeep Kumar	
		Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh	(602,000)
L7	Lecture Shortage, Name Struck off/	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta	(Convener)
.7	Readmission, Subject Change,	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar	(Convener)
.7	Lecture Shortage, Name Struck off/ Readmission, Subject Change, Absentee & Fine	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka	(Convener)
.7	Readmission, Subject Change,	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar	(Convener)
.7	Readmission, Subject Change,	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi	(Convener)
.7	Readmission, Subject Change,	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary	(Convener)
.7	Readmission, Subject Change,	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi	
	Readmission, Subject Change, Absentee & Fine	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar	(Convener)
17	Readmission, Subject Change,	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar Ms. Rajani Saini Mr. Ajay Gouri	
	Readmission, Subject Change, Absentee & Fine  Women Empowerment & Beti Bachao	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar Ms. Rajani Saini Mr. Ajay Gouri Ms. Anju Bhardwaj	
	Readmission, Subject Change, Absentee & Fine  Women Empowerment & Beti Bachao	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar Ms. Rajani Saini Mr. Ajay Gouri Ms. Anju Bhardwaj Ms. Anju Tanwar	
	Readmission, Subject Change, Absentee & Fine  Women Empowerment & Beti Bachao	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar Ms. Rajani Saini Mr. Ajay Gouri Ms. Anju Bhardwaj Ms. Anju Tanwar Ms. Hardish Kaundhary Ms. Hardish Kaundhary	
	Readmission, Subject Change, Absentee & Fine  Women Empowerment & Beti Bachao	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar Ms. Rajani Saini Mr. Ajay Gouri Ms. Anju Bhardwaj Ms. Anju Tanwar Ms. Hardish Kaur Ms. Anjna	
	Readmission, Subject Change, Absentee & Fine  Women Empowerment & Beti Bachao	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar Ms. Rajani Saini Mr. Ajay Gouri Ms. Anju Bhardwaj Ms. Anju Tanwar Ms. Hardish Kaurum Ms. Kusum Bhatia	
	Readmission, Subject Change, Absentee & Fine  Women Empowerment & Beti Bachao	Mr. Sandeep Kumar Dr. Balwinder Singh Dr. Mangat Singh Dr. Roopa Gupta Sh. Anil Kumar Dr. Priyanka Sh. Daleep Kumar Dr. A.S. Rahi Dr. Abha Chaudhary Ms. Neeru Bhatia Sh. Shakti Kumar Ms. Rajani Saini Mr. Ajay Gouri Ms. Anju Bhardwaj Ms. Anju Tanwar Ms. Hardish Kaur Ms. Anjna	

		(Convener)
19	Dispensary Committee/First Aid/ Youth Red Cross / Red Ribbon Club / Blood Donation	Dr. Anju Tanwar Mr. Munish Trighatia Sh. Pawan Kumar Dr. Abha Dr. Tarsem Dr. Ravi Kant Ms. Tanjum Dr. Anjna
20	E.V.S.	Sh. Hitesh Bhardwaj (Convener) Dr. Rohini Singh Dr. Anju Tanwar Mr. Pawan Dhaka Ms. Pooja Devi
21	Beautification of campus /Cleanliness/Decoration	Ms. Dolan Kaler  Dr. Rohini Singh  Dr. Anju Tanwar  Ms. Shradha
		Ms. Hardish Kaur (Hindi Deptt.) Dr. Manjesh Kumar Mr. Barjinder Singh August 22.03.27 Ms. Harneet Kaur August Ms. Ravinder Kaur Ms. Shilpa Ms. Rita Tandon Ms. Samiksha
22	College Property Committee	Dr. A.S. Rahi Mr Rakesh Sharma Wooden Furniture Mr Anil Kumar - Steel Furniture Mr Deepak - Furniture of All Types except wooden and steel furniture Ms. Mallika Bhiyana- Items Mr Ashok Kumar - Computer & other IT Items Mr Sangharsh Saini Ms. Shikha Bhatt- Sh Ajay Kumar - Dr Manjesh - All Types of Electric Items All Types of Electric Items All Types of other Electronic items
23	Dilapidation Committee	Dr. Atul Yadav (Convener) Dr. Rajesh Kumar Mr. Naresh Kumar Mr. Munish Trighatia Ms. Priyanka Ms. Harneet Kaur Hawk Mr. Ravi Aggarwal
24	Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	Dr. Desh Raj Bajwa (Financial) Dr. Ram Kumar (Civil Works) Ms. Poonam Rajora (Academic) Ms. Shardha (EAPI) Ms. Bhupinder Kaur (E-Tagging)
25	Prize Committee	Dr. Usha Chahal Dr. Baljinder Kaur Dr. Malika Bhiyana Dr. Anju Tanwar Mr. Rajiv Sharma Ms. Ruchi Gupta Ms. Pallavi Rani Mr. Sangharsh
26	Invitation Committee	Dr. Roopa Gupta (R) Dr. Suresh Deswal Sh. Ajay Kumar Ms. Rekha Batta Ms. Mona Saini

,		11/	
7		Mr. Suresh Kumar Ranga (Cor	vener)
7	Photography & Liaison with Press	Mr. Rakesh Sharmay	
		Dr. Baljinder Kaur Ar. Dharamveer	
		Ms. Tanjum	
		Mr. Ultrada Dhardwald	
28	Refreshment Committee	Ms. Shagun Ahuja	nvener)
2.0	Refresimient committee	Ms. Sujata Sasan	
		Mr. Pardeep	
		Ms. Hardish Kaur (1) Coulo	
		Ms. Neha Rani Nela Cont	
		Ms. Shruti Sharma	
		Mr. Shakti Kumar	umar)
29	Bus Pass and Train Pass/Concession	MITRAKESHKUHAI	nvener)
	Forms/Cycle Stand/ Learning License	Mr. Pardeep Kumar (DL)	
		Mr. Manjesh	1.21
		Mr. Barjinder Singh Bayy 22.03	
		Ms. Pooja Devi — J	
		Ms. Manjeet kaur (M) 1021	
		Mr. Sandeep Kumar Sandar	
		Mr. Dharamveer	
		Ms. Saroj Bala Say Gala	onvener)
30	Canteen	Mi. Kailiesii Alliawat	Jilvellel)
		Dr. Roopa Gupta	
		Dr. Usha Chahal	
	TOMAN TO THE	Dr. Naresh	
		Ms. Mamta Dr. Neelam Rani	
24	11.6.6	Dr. Dr. Ajay Chauhan (Co	onvener)
31	U.G.C.	Dr. Anju Jagpal Program	011101101
		Ms. Poonam Rajoura	
		Mr. Sunil Kumar Su	
		Ms. Sushma Devi	
32	Management of Drinking Water &		onvener)
32	Public Health, etc.	Mr. Pawan Dhaka ()	
		Ms. Neeru Bhatia	
	The second secon	Ms. Neha Rani Nela Kaul	
	1967 (Outro)	Ms. Shweta Garg	
		Ms. Saroj Bala Some Torg	
33	Cultural, Fine Arts, and Literary	Ms. Poonam Rajoura (Overall Co	onvener)
	activities	, W	
		Dr. Gagandeep (Convener F	ine Arts)
	Continue to the same of the same	Mr. Randeep	
		Ms.Tanjum Of	
	And the second second second		
	The second second	Ms. Anju Bhardwaj (Convener	Cultural)
1	the state of the same	Mr. Sanjay Nanda	
		Ms. Sujata Sasan	
1		Ms. Sarabjit Kaur Abuu,	
		Ms. Anjna Dujakei	1.24
1		Ms. Pooja Goel Convener,	Literary)
1	The state of the s	Ms. Reeta Devi Ms. Neelam	
		Ms. Rita Tandon	
3	4 College Magazine		Editor )
3			sh Section
			Section
		Di. Gagariaced Raul 1740 Fine Arts	- water to 1
			e Section
		Dr.Parmil Kumar \ Commerce	
		Dr. Parmil Kumar Commerce Dr. Deepak Sharma Science Dr. Baljinder Kaur News S	Section
		Dr. Parmil Kumar Commerce Dr. Deepak Sharma Science Dr. Baljinder Kaur News S Ms. Reeta Devi Sanskrit	Section Section
		Dr. Parmil Kumar Commerce Dr. Deepak Sharma Science Dr. Baljinder Kaur News S Ms. Reeta Devi Sanskrit Mr. Ashish Jolly	Section Section
	35 Legal Literacy Coll	Dr. Parmil Kumar  Dr. Deepak Sharma  Dr. Baljinder Kaur  Ms. Reeta Devi  Mr. Ashish Jolly  Mr. Rajeev Sharma  Commerce  Science  News S  Sanskrit	Section Section Section
3	35 Legal Literacy Cell	Dr. Parmil Kumar Dr. Deepak Sharma Dr. Baljinder Kaur Ms. Reeta Devi Mr. Ashish Jolly Mr. Rajeev Sharma Mr. Ravi Kant  Commerce Science News S Sanskrit Mr. Rajeev Sharma Mr. Ravi Kant	Section Section
2	35 Legal Literacy Cell	Dr. Parmil Kumar Dr. Deepak Sharma Dr. Baljinder Kaur Ms. Reeta Devi Mr. Ashish Jolly Mr. Rajeev Sharma Mr. Ravi Kant Mr. Anil Kumar	Section Section Section
3	35 Legal Literacy Cell	Dr. Parmil Kumar Dr. Deepak Sharma Dr. Baljinder Kaur Dr. Baljinder Kaur Dr. Baljinder Kaur Dr. Baljinder Kaur News S Sanskrit Mr. Ashish Jolly Mr. Rajeev Sharma Mr. Ravi Kant Mr. Anil Kumar Mr. Rakesh Sharma	Section Section Section
0	35 Legal Literacy Cell	Dr. Parmil Kumar Dr. Deepak Sharma Dr. Baljinder Kaur Ms. Reeta Devi Mr. Ashish Jolly Mr. Rajeev Sharma Mr. Ravi Kant Mr. Anil Kumar	Section Section Section

			Mr. Ravinder Kumar Ms. Monica Sharma Ms. Uma Shashi  Ary 14/01/2-22
	44	Meritorious Incentive Scheme	Mr. Daleep Kumar Ms Pallavi Rani Mr. Anil (Lib.) Dr. Rajesh Kumar (Convener)
		Grievance Redressed for SC/BC/ Minority students	Mr. Anil Kumar Aud Mr. Randeep Singh Dr. A.S. Rahi Ms. Uma Shashi
-	43	Other Scholars, LIG SC/BC Scholarship, Minority Cell &	Mr. Vinod Kumar (Convener)
4	12	Stipend for BPL, Freedom Fighters, Fatherless child, Differently- abled students, and	Dr. Deepak Sharma (Convener) Dr. Abha Chaudhary
			Mr. Dharamveer
			Ms. Uma Shashi Mr. Vikas Sharma
			Mr. Deepak Kumar Pram
			Dr. Shikha Bhatt (Likha )
			Ms. Anju Tanwar———————————————————————————————————
			Dr. Ajay Gouri (Convener- Boys) Ms. Alka ( Physics)
4:	1	Earn While You Learn	Ms. Pooja Goel (Convener- Girls)
			(B)Dr. Rohini Singh – Guest faculty/ Resource Persons- along with all records
			Ms. Neeru Bhatia (Record maintenance)
		Outsourcing	Ms Alka ( Physics)
		Lecturers Appointment /Guest Faculty/	Dr. Deepak Sharma
40		Resource Persons/ Extension	(A)-Extension Lecturers-Dr. Ravi Kant (Convener)
			Ms. Shilpa Rani Shit A leve.
			Mr. Naib Singh Mr. Naib Singh Mr. Monica Sharma
			Mr. Anil Kumar Que
	1		Ms. Gayatri Ms. Shagun Ahuja
			Mr. Parmil Kumar
39	I	ncome Tax	Dr. Desh Raj Bajwa (Convener)
			Ms. Saroj Duhan Dr. Ravi Aggarwal
	1		Ms. Arzoo Katyal
			Sh. Gulab Singh
			Mr. Munish Trighatia Dr. Abha Chaudhary
		ell	Dr. Usha Chahal
38	G	uidance, Counseling & Placement	Ms. Reetu Rani Dr. Atul Yadav (Convener)
			Ms. Neelam Ranio
			Mr. Ombir W
			Mr. Ravinder Kumar Ms. Manisha Saini
		Sa rare de la committee	Ms Poonam Rajora
37	Pr	inting& Advertisement Committee	Ms. Shweta Garg Dr. Usha Chahal (Convener)
			Mr. Sunil Kumar S
			Ms. Harneet Kaur Ham
	Re	cord and Maintenance etc.	Mr. Rajiv Sharma Kawki Mr. Ashok Kumar Nawki
	Die	esel	Mr. Ombir OW
6	Ele	ectricity, Generator, Invertors,	Ms. Richa Lomas Media (Convener)
			Mr. Sandeep Kumar Sandar
			Sh. Gulab Singh

		Ms. Seema Jangir	
15	NA (-2)	Sh. Manjesh	
	Write off/Auction Committee	Ms. Manjeet Kaur (M) 21 (1201)	
	British and the second second	Dr. Atul Yadav (Convener Dr. Des Raj Bajwa) (Bursar)	)
		Sh. Naib Singh	
		Mr. Ravinder Kumar	
		Sh. Pardeep	
- 11		Mr. Om veer	
		Ms. Mona Saini	
46	Court C	Ms. Samiksha	
10	Court Cases	Marie D	
		Mr. Vinod Kumar (Convener)	
		Mr. Sunil Kumar S	
		Mr. Suresh Kumar ( Hindi)	
		Mr. Sonu	
		Mr. Sanjeet Singh	
		Mr. Shakti	
47	Y	Mr. Anil Kumar (Lib.)	
**	Important Day Celebrations, Subject	Mar Court and a second a second and a second a second and	1
	Societies Societies	Ms. Poonam Rajora (Convener	)
		Mr. Sanjay Nanda	
		Mr. Ravinder Kumar	
	The Real Property Control of the Con		
	The second secon	Dr. A.S. Rahi Ms. Monica Sharma Ms. Prabhiot MS	
4.0		Ms. Prablijot 05	
48	Language Lab	Ma Charles Sal	-
		Mr. Sunil Kumar (Convene	(1)
		Mr. Subash Nautial Charty	
49	Student Alumni	Dr. David Vant	
		Mr. Sanjay Nanda SV	:r)
	and the second	Dr. A. S. Rahi	
	The state of the s	Dr. Rohini Singh	
	The state of the s	Ms. Karamjeet Kaur	
		Mr. Sanjeet Kumar Styl	
		Ms. Arzoo Katyal Coving	
		Mr. Dharam Singh	
	The second secon	Dr. Ratesh - Ratafa	
		Mr. Hitesh Bhardwai	
		Ms. Rita Tandon	
50	Internal Quality Assurance Cell	Duin stand	015
	/NAAC/NIRF	Mr. Ajay Chauhan	on
		Dr. Anju Jagpal	
	Market Commencer	Mr. Manoj Walia	
	Spring the contract of the contract of	Ms. Shagun Ahujad	
		Dr. Rohini Singh	
	Second Second Second Second	Ms. Baljinder Kaur	
1000	The state of the s	Ms. Sarabjeet Kaur Yaw	
1420	THE RESERVE OF THE PARTY OF THE	Ms. Manisha	
Tang :			
1 3 1	The state of the s	Mr. Indresh (1990)	
1000		For API scores verifications:	1
TE S		Dr. Des Raj Bajwa (Conven	er)
133		Ms. Shagun Ahuja	
To the		Mr. A. Jolly Mr. Grand Hope	
51	Educational Tour & Excursion	Concerned HOD	
	Committee ( Boys & Girls)	Mr. Atul Yadav (Convener	)
100	Osiminaco ( Doys & diris)	Ms. Anju Tanwar	
1		Mr. Sanjeet Singh	
	RESERVED TO BE TO BE A STREET	Sh. Rajeev Landon Ms. Aarzoo Carros	
1 183		Ms. Dimple Rani	
1		Ms. Poonam Dhiman	
1	The state of the s	Ms. Shruti	
		Ms. Probhjot Brabjot	
1000		Ms. Shalin Bhola & Calal	
39 34		Mr. Mohan Kumar	1914
5	2 Annual Report	Dr. Anju Jagpal (Convene	er)
1		Mr Suresh Kumar (Hin	di)
			CA P
5	3 Tent -Shamiana & Sound and	Dr. Baljinder Kaur (Convene	1

	Seating A.		
-	Seating Arrangement	Mr. Ravinder Kumar	
		Mr. Pardeep	
		Mr. Vikas	
		Mr. Sangarsh — Mr. Lucky Verma	
		Mr. Sandeep Kumar	
54	Liaison with William	Mr. Hitesh Bhardway	
	Liaison with K.U.K & HEC	Dr. Atul Yaday	
55	NCC	Mr. Pawankmar (M)	
	1100	Dr. Ajay Gouri	(Boys)
56	Office Superintandant	Dr. Baljinder Kaur	(Girls)
57	Office Superintendent with Principal Voter ID	Mr. Indresh Angural	./
		Mr. Pooja Goel (Convener)	mt
		Mr. Anil Kumar	
		Mr. Ravinder Kumar	
	Edit of Britanian and Stevens	Mr. Rakesh Sharma Ms. Seema Jangir	
			7 1
		Ms Mamta Mr. Sunil Kumar ( Physics)	sw?
58	Eco Club	Dr. Suresh Deswal	(Convener)
		Mr. Ravinder Kumar	(8877787787)
		Ms. Priyanka	
		Ms. Dolan Kaler	
-		Ms. Shilpa	
59	CCTV / Biometric/Leased Line /	Dr. Malika Bhiyana	(Convener)
	Broadband/ Video Conferencing /	Mr. Ashok Kuman	
	Telephone	Ms. Poonam Dhiman	
	The state of the s	Ms. Bhupinder Kaur	n 97
		Mr. Indresh Kumar Aggav	
		Ms. Karamjeet Kaur	- 01
60	Nature &Traffic Interpretation	Sh. Ajay Chaulaan	
	Centre/Road Safety/ Driving	Dr. Parmil	
	Licenses	Sh. Ashish Jolly	0
		Mr. Sanjeet Kumar Singh	( <u>'</u>
61	Science Exhibition	Dr. A.S. Rahi	(Convener)
		And concerned HOD's	
62	Smart Class rooms & Digital Learning		(Overall In-charge)
		Ms. Shagun Ahuja	
		Ms. Sarabjit Kaur Way	,
63	NSS	Boys :-	
		1.	Mr Manish Trighatia
1		2.	Mr Lucky Verma
		Girls:-	A All Charles
		1.	Ms. Abha Chaudhary
54	HRMS/MIS	Ms. Gyatri Yay	(Convener)
		Ms. Sujata Sassan Guale	/
		Mr. Ashok Kumar	
		Ms. Bhupinder Kaur	
	and the state of t	145. Dilupilluci Raul	/
5	Passport Committee	Dr. Anil Kumar	( Convener)
5	Passport Committee	Dr. Anil Kumar	( Convener)
5	Passport Committee	Dr. Anil Kumar	(Convener)
5	Passport Committee	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh	(Convener)
5	Passport Committee	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh	(Convener)
5	Passport Committee	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal	(Convener)
		Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala	(Convener)
	Passport Committee  Sports Board	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar	autival
		Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat	autival
		Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal	autival
		Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar	autival
		Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar Mr. Rajesh Kumar	autival
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66	Sports Board	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar Mr. Rajesh Kumar Mr. Ajay Kumar Ms. Rita Devi Ms. Monica (Chemistry) Ms. Sharda	(Convener)
66	Sports Board  College Web portal/E-content	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar Mr. Rajesh Kumar Mr. Ajay Kumar Ms. Rita Devi Ms. Monica (Chemistry) Ms. Sharda Mr. Ashok Kumar	autival
	Sports Board  College Web portal/E-content	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar Mr. Rajesh Kumar Mr. Ajay Kumar Ms. Rita Devi Ms. Monica (Chemistry) Ms. Sharda	(Convener)
66	Sports Board  College Web portal/E-content uploading /Social media/ AISHE/CM	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar Mr. Rajesh Kumar Mr. Ajay Kumar Ms. Rita Devi Ms. Monica (Chemistry) Ms. Sharda Mr. Ashok Kumar	(Convener)
66	Sports Board  College Web portal/E-content	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar Mr. Rajesh Kumar Mr. Ajay Kumar Ms. Rita Devi Ms. Monica (Chemistry) Ms. Sharda Mr. Ashok Kumar Ms. Manisha Saini	(Convener)
6	Sports Board  College Web portal/E-content uploading /Social media/ AISHE/CM	Dr. Anil Kumar Dr. Ravi Kant Mr. Dharam Singh Sh. Sangarsh Mr. Subash Nautiyal Ms. Saroj Bala Mr. Ram Kumar Mr. Ramesh Ahlawat Mr. Suresh Deswal Mr. Naresh Kumar Mr. Rajesh Kumar Mr. Ajay Kumar Ms. Rita Devi Ms. Monica (Chemistry) Ms. Sharda Mr. Ashok Kumar Ms. Sharda Mr. Ashok Kumar Ms. Dimple Rani	(Convener)

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68	Ek Bharat Shresta Bharat	Dr. Anju Jagpal (Nodal Officer) Dr. Baljinder Kaur (Sh. Randep Singh Ms. Kusum Bhatia Ms. Rekha Bhatta Dr. Tanjum Officer)
69	Sexual Harassment Committee at Workplace	Ms. Alka Choudhary Dr. Anju Jagpal Mr. Gurvinder Singh Dr. Usha Chahal Dr. Anju Tanwar Ms. Neena Malhotra  ( Convener) ( Convener) ( Convener)
70	Social Secretary	Mr. Manoj Walia Muscles  Ms. AArzoo Katyal Raws  Ms. Saroj Bala Sam Bolo
71	Parivaar Pechan Patra of Students and Staff	Mr. Ravi Kant ( Convener) Ms. Pooja Devi Mr. Dharam Singh Mr. Sangarsh Ms. Shalin Bhola Mr. Ratesh
72	Academic Development & Research Orientation Committee	Dr. Atul Yadav (Convener) Mr. Munish Trighatia (Humanities & Languages) Ms. Parzoo Katyal (Commerce & Management) Dr. Anju Tanwar (Sciences) Mr. Ashok Kumar (Computer Science) Mr. Pawan (Geography)
73	Annual Stock Verification & Proctorial Duties	To be notified later

NOTE:- All the officers who have been assigned various duties as Nodal Officers for various purposes of the College and DGHE instructions / schemes shall remain same for all purposes.

Government & College,
Ambala Cantt.

# OFFICE OF THE PRINCIPAL GOVT. COLLEGE AMBALA CANTT

Memo No.GCA/2021/ 3441

Dated: 09 110 2021

#### **OFFICE ORDER**

In continuation to this office order No. GCA/21/3291 dated 22-09-2021, the following officers have been assigned Annual Duties:-

Sr. No.	Name	Annual Duties
1.	Sh. Sanjeet Singh	<ol> <li>Guidance, Counseling &amp; Placement Cell</li> <li>College web portal/e-content uploading/social media/AISHE/CM Grievances</li> </ol>
2.	Ms. Shilpa Rani	<ol> <li>Canteen Committee</li> <li>In-charge Girls Common Room &amp; Staff Room</li> <li>Lecture shortage, Name struck off/Readmission, subject change, absentee &amp; Fine</li> </ol>
3.	Dr. Priyanka	<ol> <li>Central Purchase Committee</li> <li>Time-Table, Workload</li> <li>Invitation Committee</li> </ol>
4.	Ms. Navita	Women Empowerment & Beti Bachao Beti Padhao Committee     Canteen Committee     Passport Committee
5.	Mr. Gulab Singh	1. Career & Counseling
6.	Sh. Ramesh Ahlawat (C) Sh. Gurdev Singh Dev Sh. Gulab Singh Sh. Sanjay Nanda	Committee for Braille materials and assistance to physically challenged students
7.	Ms. Neha Rani	<ol> <li>Tent &amp; Shamiana</li> <li>Women Empowerment &amp; Beti Bachao Beti Padhao Committee</li> <li>Lecture shortage, Name struck off/Readmission, subject change, absentee &amp; Fine</li> </ol>
8.	Ms. Kusum Bhatia	1. Dilapidation Committee 2. Prize Committee 3. Write off/Auction Committee 4. NAAC
9.	Ms. Hardish Kaur	<ol> <li>Central Purchase</li> <li>E.V.S.</li> <li>Time Table/Workload</li> <li>NAAC</li> </ol>
10.	Ms. Aarzoo	<ol> <li>Central Purchase Committee</li> <li>NAAC</li> <li>Refreshment Committee</li> </ol>
11.	Ms. Anjana	Beautification     Prize Committee     Passposr Cmmittee
12.	Ms. Rekha Batta	Central Purchase Committee     Verification of Newly Purchased Items
13.	Dr. Baljinder Kaur	Omitted from convener of Tent-Shamiana & Sound and seating arrangement.
14.	Dr. Shruti Sharma Ms. Ruchi Gupta	Bus Pass and Train Pass/Concession Forms/Cycle     Stand/Learning License

### OFFICE OF THE PRINCIPAL GOVT. COLLEGE AMBALA CANTT

Memo No.GCA/2021/3484

Dated: 16/10/2021

#### **OFFICE ORDER**

In continuation to office order No.GCA/21/3291 dated 22-09-2021, the following members of the teaching staff will perform their duties in the Court Case Committee beside the other duties assigned to them as per the details given below :-

Mr. Ravinder Kumar, Political Science
 Mr. Ombir, Economics

2. Mr. Ombir, Economics

Both of them are further directed to maintain a proper record of all the court cases viz, communications received from DGHE/AG, Haryana/other courts, communications sent, reply filed etc. and will submit report to the office on every 1st Monday/Tuesday of every month.

Please ensure strict compliance of the orders.

Govt. P.G. College Ambala Centt.

## OFFICE OF THE PRINCIPAL GOVT. COLLEGE AMBALA CANTT

Memo No.GCA/2021/3997

Dated: 07/12/2021

### **OFFICE - ORDER**

In continuation to Office Order No. GCA/2021/3441 dated 09-10-2021, Mr. Ravnder Singh , Asst. Prof. Political Science will be the convener of Tent-Shamiana & Sound and Seating Arrangement Committee with immediate effect.

Government College Ambala Cantt.

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