

Government College, Mangali (Hisar)

Annual Duties 2024-25 from 02.08.2024

Order No.: 538

Date: 02-08-2024

The following Committees have been constituted for smooth functioning of the college during the session 2024-25 w.e.f. 02.08.2024. All the staff members should notedown their assigned duties. They should handover/takeover the charge of their assigned duties immediately and get it countersigned by the undersigned latest by 07.08.2024 positively.

1. College Council

Dr./Mr./Ms.

- | | |
|---|-------------|
| 1. Principal | Chairperson |
| 2. Baljeet Kandola | 22/8/24 |
| 3. Meena Rani | |
| 4. Mohinder Singh | |
| 5. Suman Malik | Suman |
| 6. Geeta Goyal | Geeta |
| 7. Kamalpreet (Bursar, Special Invitee) | Kamalpreet |

2. Mentorship Committee/ Students Moral Enhancement Committee (Signing Authority for Forms, I Card & Character Certificate)

- | | | |
|--------------------|-----------------------------|---------------|
| 1. Meena Rani | Senior Mentor | Meena Rani |
| 2. Dayanand Arya | B.A. I Gp. no. 1 | Dayanand Arya |
| 3. Jyoti Beniwal | B.A. I Gp. no. 2 | Jyoti Beniwal |
| 4. Ajay Kumar | B.A. II Gp. no. 3 | Ajay Kumar |
| 5. Seema | B.A. II Gp. no. 4 | Seema |
| 5. Suman Malik | B.A. III Gp. no. 5 | Suman |
| 7. Geeta Goyal | B.A. III Gp. no. 6 | Geeta |
| 8. Manjeet Singh | B.Sc. I, II & III Gp. no. 7 | |
| 9. Kamalpreet Kaur | B.com I, II & III Gp. no. 8 | |

3. College Bursar

Kamalpreet Kaur

4. Staff Secretary

1. Kamalpreet Kaur
2. Rakesh Kumar

5. Social Secretary

1. Geeta Goyal
2. Ajay Kumar

6. Stage Secretary

1. Dayanand Arya
2. Jyoti Beniwal

7. Time Table, Workload, Subject Change, New Courses introduction Committee

- | | |
|--------------------|-------------|
| 1. Manjeet Singh | Convenor |
| 2. Monika | Co-Convenor |
| 3. Mohinder Singh | |
| 4. Ajay Kumar | |
| 5. Kamalpreet Kaur | |

8. University Works Committee: Registration Return, Migration, Examination & Other Related Works

- | | |
|---------------------|---------------------|
| 1. Baljeet Kandola | Advisor |
| 2. Rakesh | Convenor |
| 3. Kamalpreet Kaur | |
| 4. Manjeet Singh | |
| 5. Rajiv, Assistant | Official Assistance |

9. Internal Assessment Committee

- | | |
|---------------------|---------------------|
| 1. Rakesh | Overall In-charge |
| 2. Geeta Goyal | All B.A. Classes |
| 3. Manjeet Singh | All B.Sc. Classes |
| 4. Kamalpreet Kaur | All B.Com Classes |
| 6. Rajiv, Assistant | Official Assistance |

10. RTI Committee

- | | |
|-------------------|----------------------|
| 1. Principal | First App. Authority |
| 2. Meena Rani | SPIO |
| 3. Dayanand Arya | ASPIO |
| 4. Sandeep, Clerk | Official Assistance |

11. CM Window/Court Case/ Grievances Committee/ Anticorruption Cell

- | | |
|-------------------|---------------------|
| 1. Principal | Chairperson |
| 2. Meena Rani | Advisor |
| 4. Geeta Goyal | Convenor |
| 5. Sandeep. Clerk | Official Assistance |

12. Income Tax & Property Return Committee

- | | |
|--------------------|----------|
| 1. Kamalpreet Kaur | Convenor |
| 2. Jyoti Beniwal | |
| 3. Rakesh | |

13. Cultural & Co-curricular Activities/ Red Ribbon Club

- | | | |
|-------------------|-------------|-----------------------------------|
| 1. Jyoti Beniwal | Convenor | 5. Monika |
| 2. Geeta Goyal | Co-convenor | 6. Ajay Kumar |
| 3. Mohinder Singh | | 7. Dayanand Arya |
| 4. Suman Malik | | 8. Pardeep, Peon (For assistance) |

14. Web portal, Website, Lesson Plan , NIRF, UGC, RUSA, GEM Portal, ERP Modules, HRMS, MIS, Biometrics and IT related Works Committee

- | | |
|------------------|---------------------|
| 1. Monika | Convenor |
| 2. Manjeet Singh | |
| 3. Dayanand Arya | <i>[Signature]</i> |
| 4. Sandeep Clerk | Official assistance |

15. IQAC Committee

1. Chairperson: Head of the Institution:
2. Teachers to represent all level:

Dr. Saroj Bishnoi
Dr. Baljit Kandola (Adviser) *[Signature]*
Dr. Suman Mailk *[Signature]*
Dr. Geeta Goyal *[Signature]*
Mrs. Jyoti Beniwal *[Signature]*
Mr. Rakesh
Dr. Dayanand Arya *[Signature]*
Dr. Manjeet Singh
Ms. Seema *[Signature]*
Mr. Ajay Kumar *[Signature]*

3. One member from the Management: This is Govt. College, hence, No member from the management

4. Few Senior administrative officers:

Dr. Meena Rani *[Signature]*
Dr. Kamalpreet Kaur
Mr. Sandeep

5. one nominee each from local society, Student and Alumni:

Local society: Mr. Chanderbhan (Mangali Aklan Panchayat, Mangali Hisar)

Student Name: Kunal B.Sc. III, Roll No. 1223461015004

Alumni: Meenakshi B.Sc. Med. Pass out Batch (2022-23)

6. one nominee each form Employers/Industrialists/Stakeholders:

Industrialists: Mr. Amit Singal, Quality Seeds, Mangali Jhara Panchayat, Mangali, Hisar

7. Teacher as the coordinator of IQAC: **Dr. Monika (Coordinator IQAC)**

Note: -The membership of nominated members shall be for a period of two years.

16. AISHE Committee

- | | |
|------------------|---------------------------|
| 1. Manjeet Singh | Nodal Officer |
| 2. Dayanand Arya | member <i>[Signature]</i> |
| 3. Rakesh | member |
| 4. Monika | member |

17. College Property, Land/New Building, Maintenance, B&R and Public Health Works Committee

- | | |
|---------------------------------|-----------------------------|
| 1. Ajay Kumar | <i>[Signature]</i> Convenor |
| 2. Manjeet Singh | |
| 3. Dayanand Arya | <i>[Signature]</i> |
| 4. Ravinder , Library Attendant | Official Assistance |

18. Women Studies & Development Cell

- | | |
|-----------------------------|--------------------------|
| 1. Principal | Chair-person |
| 2. Meena Rani | Patron <i>Meena Rani</i> |
| 3. Seema | Convenor <i>Seema</i> |
| 4. Geeta Goyal <i>Seema</i> | |
| 5. Monika | |

19. Scholarship Committee

- | | |
|------------------|---|
| 1. Ajay Kumar | (Nodal Officer cum incharge for scholarship other than SC/BC) |
| 2. Seema | (BC Scholarship) <i>Seema</i> |
| 3. Jyoti Beniwal | (SC Scholarship) <i>Jyoti Beniwal</i> |
| 4. Pardeep, Peon | For Assistance <i>PK</i> |

20. Bus Pass Committee / Railway Pass Committee

- | | |
|-----------------------------|----------------------------|
| 1. Ajay Kumar | Convenor <i>Ajay Kumar</i> |
| 2. Geeta Goyal <i>Seema</i> | |
| 3. Rakesh | |
| 4. Sandeep, Clerk | Official Assistance |

21. Outsource/ HKRN Employees Related Work

- | | |
|-------------------------------|---------------------|
| 1. Rakesh | Convenor |
| 2. Seema <i>Seema</i> | |
| 3. Dayanand Arya <i>Seema</i> | |
| 4. Sandeep, clerk | Official Assistance |

22. Environmental Studies & Eco Club

- | | |
|------------------|---|
| 1. Manjeet Singh | Convenor cum incharge for B.Sc. Classes |
| 2. Seema | B.A. Classes <i>Seema</i> |
| 3. Rakesh | B.Com Classes |

23. Stationery Purchase & Printing work Committee

- | | |
|-----------------------------|---------------------|
| 1. Suman Malik <i>Seema</i> | Convenor |
| 2. Manjeet Singh | |
| 3. Seema <i>Seema</i> | |
| 4. Anju Bala, L.A. | Official Assistance |

24. Physical Verification Committee (For newly Purchased Items above Rs 10000/-)

- | | |
|-----------------------------|---------------------------------|
| 1. Baljeet Kandola | Convenor <i>Baljeet Kandola</i> |
| 2. Meena Rani | <i>Meena Rani</i> |
| 3. Geeta Goyal <i>Seema</i> | |

25. Migration committee

- | | |
|-----------------------------|----------------------------|
| 1. Meena Rani | Convener <i>Meena Rani</i> |
| 2. Geeta Goyal <i>Seema</i> | |
| 3. Jyoti Beniwal | <i>Jyoti Beniwal</i> |

26. Tent, Seating Arrangement, Mike, Sound System, Photography/ video and related works Committee

- | | |
|---------------------------------|----------------|
| 1. Mohinder Singh | Convenor |
| 2. Manjeet Singh | Co-Convenor |
| 3. Ajay Kumar <i>Ajay Kumar</i> | |
| 4. Rajesh, Peon | for Assistance |
| 5. Jagdish, Peon | for Assistance |

27. Refreshment Committee

1. Geeta Goyal *Geeta* Convenor
2. Mohinder Singh
3. Seema *Seema*
4. Ravinder, Library Attendant for Assistance
5. Jagdish, Peon for Assistance

28. Prize Distribution Committee

1. Manjeet Singh Convenor
2. Monika
3. Geeta Goyal *Geeta*
4. Sandeep, clerk Official Assistance
5. Pardeep, Peon for Assistance *PK*

29. Water (supply/ Drinking), Cleanliness and Campus Beautification related Works Committee

1. Geeta Goyal Convenor
2. Seema *Seema*
3. Ajay Kumar *Ajay Kumar*
4. Jagdish Peon for Assistance
5. Rajesh, Sweeper for Assistance

30. Electricity and Electronic Items Purchase, Installation and Maintenance

1. Ajay Kumar *Ajay Kumar* Convenor
2. Mohinder Singh
3. Manjeet Singh

31. Library Committee

1. Dayanand Arya Nodal Officer, Library *Dayanand*
2. Rakesh
3. Geeta Goyal *Geeta*
4. Ravinder Kumar, Lib. Attendant For Record Maintenance

32. Science Exhibition Committee

1. Meena Rani Convenor *Meena Rani*
2. Manjeet Singh.
3. Suman Malik *Suman*
4. Pardeep, Peon *PK* for Assistance

33. Decoration Committee

1. Geeta Goyal *Geeta* Convenor
2. Seema *Seema*
3. Monika
4. Anju LA for Assistance
5. Jagdish, Peon for Assistance
6. Rajesh, Sweeper for Assistance

34. Earn While You Learn Committee

1. Meena Rani Convenor *Meena Rani*
2. Mohinder Singh
3. Dayanand Arya *Dayanand*
4. Sandeep, Clerk Official Assistance

35. Road Safety Club

1. Seema
2. Monika
3. Geeta Goyal *Seema*
4. Pardeep, Peon *PK*
5. Jagdish, Peon
6. Rajesh, Sweeper

Convenor *Seema*

for Assistance
for Assistance
for Assistance

36. Personality Development & Placement Cell

1. Dayanand Arya
2. Manjeet Singh
3. Mohinder Singh

Convenor

Manjeet

37. Health Committee

1. Mohinder Singh
2. Rakesh
3. Dayanand Arya

Convenor

Manjeet

38. Compulsory Computer Awareness

1. Suman Malik *Suman*
2. Monika

Nodal Officer
member

39. Result Calculation & Verification and ACR related Works Committee

1. Jyoti Beniwal
2. Rakesh Kumar
3. Seema *Seema*
4. Rajiv, Assistant

Convenor

Jyoti Beniwal

Official Assistance

40. Passport & Driving License related Works Committee

1. Principal
2. Baljeet Kandola
3. Manjeet Singh
4. Monika

Chairperson

Advisor

Convenor

01/01/24

41. Public Relations & Publicity Committee

1. Kamalpreet Kaur
2. Seema *Seema*
3. Ravinder Kumar, Lib. Attend

Convenor

Official Assistance

42. CCTV, Internet, Computer related Purchase and other such facilities Committee

1. Monika
2. Manjeet Singh
3. Baljeet Kandola *BK*

Convenor

member

43. Identity Card Committee

1. Dayanand Arya
2. Manjeet Singh
3. Ravinder Kumar, Lib. Attendant

Convenor

Official Assistance

Manjeet

44. Science Society

- | | | |
|------------------|-------------|-----------|
| 1. Suman Malik | <i>Su</i> | President |
| 2. Manjeet Singh | | Secretary |
| 3. Monika | | Member |
| 4. Ajay Kumar | <i>Ajay</i> | Member |

45. Sports Committee

- | | |
|-------------------|--------------|
| 1. Mohinder Singh | Convenor |
| 2. Geeta Goyal | Co Convenor |
| 3. Seema | <i>Seema</i> |

46. Anti Sexual Harassment cell of Women at work place/ Internal Complaint Committee

- | | | |
|------------------------|-------------|-------------------|
| 1. Meena Rani | Convenor | <i>Meena Rani</i> |
| 2. Suman Malik | <i>Su</i> | |
| 3. Kamalpreet Kaur | <i>Kaur</i> | |
| 4. Monika | | |
| 5. One member from NGO | | |

47. SC/BC Minority Cell

- | | | |
|--------------------|-------------|--------------|
| 1. Seema | Convenor | <i>Seema</i> |
| 2. Kamalpreet Kaur | <i>Kaur</i> | |
| 3. Anju Bala, L.A. | | |

48. Educational Tour Committee (Boys)

- | | |
|------------------|-----------------|
| 1. Manjeet Singh | Convenor |
| 2. Dayanand Arya | <i>Dayanand</i> |

49. Educational Tour Committee (Girls)

- | | | |
|------------------|--------------|----------------------|
| 1. Jyoti Beniwal | Convenor | <i>Jyoti Beniwal</i> |
| 2. Geeta Goyal | <i>Geeta</i> | |

50. Divyangjan Welfare Committee

- | | | |
|-----------------|----------|--------------|
| 1. Seema | Convenor | <i>Seema</i> |
| 2. Rakesh Kumar | | |

51. Discipline / Proctorial Duties Committee

- | | |
|---------------------|------------------------|
| 1. Principal | Patron |
| 2. Meena Rani | Convenor |
| 3. Baljeet Kandola | <i>Baljeet Kandola</i> |
| 4. Mohinder Singh | |
| 5. Suman Malik | <i>Su</i> |
| 6. Geeta Goyal | <i>Geeta</i> |
| 7. Rakesh | |
| 8. Jyoti Beniwal | <i>Jyoti Beniwal</i> |
| 9. Manjeet Singh | |
| 10. Monika | |
| 11. Kamalpreet Kaur | <i>Kaur</i> |
| 12. Ajay Kumar | <i>Ajay Kumar</i> |
| 13. Dayanand Arya | <i>Dayanand</i> |
| 14. Seema | <i>Seema</i> |

52. College Magazine Committee

Seena

Convenor / Editor Hindi Section *Seena*

Meena Rani

Editor English Section

Kamalpreet

Editor Science Section *Meena*

Dayanand Arya

Editor Commerce Section

Editor Sanskrit Section *Seena*

53. NEP Implementation Committee

Jyoti Beniwal

Convenor cum member Commerce stream, *28/05/2024*

Meena Rani

Member (Science stream) *Meena*

Dayanand Arya

Member (Arts stream) *Seena*

Nodal Officer Admissions

54. Electoral Club and other such Extension Activities Committee (as per directions/orders issued by worthy ACS/DHE from time to time)

Manjeet Singh

Convenor

Monika

Seena *Seena*

55. SWAYAM Programme (UGC)

1. Monika

Convenor

2. Manjeet Singh

Convenor

3. Dayanand Arya

Convenor

4. Geeta Goyal

Convenor

56. Distress Cell

1. Dayanand Arya

Convenor

2. Ajay Kumar

Convenor

3. Seena

Convenor

57. Research and Development cell

1. Kamalpreet *Kamalpreet*

Convenor

2. Sunam Malik

Convenor

3. Manjeet Singh

Convenor

4. Dayanand Arya

Convenor

58. Activity Record / Media Record Maintenance Committee

1. Manjeet Singh

Convenor

2. Ravinder Kumar, Lib. Attendant

For Record Maintenance

59. Lecture Shortage and Absentee Slip Record Maintaining Committee

Jyoti Beniwal

Convenor

1. B.A. I / II / III

Ravinder Kumar, Lib. Attendant

2. B.Sc. I / II / III

Pardeep, Peon

3. B.Com. I / II / III

Anju Bala, L.A.

For Record Maintenance

60. O.E. Utilization Committee

1. Jyoti Beniwal

Convenor

2. Ajay Kumar

Assistant

3. Rajiv, Assistant

clerk

4. Sandeep, clerk

61. Student Grievance Redressal Committee (SGRC)

- (a) Baljit Kandola Chairperson
(b) Meena Rani Senior Faculty Members
Suman Malik
Mohinder Singh
Geeta Goyal
(c) Neha Rani.....Member (SC/ST/OBC)
(d) Special Invitee (Best athlete of college)

Ms. Anju D/o of Om Parkash
B.A. I R.No. 1231046079

62. IPR (Intellectual Property Right) Cell

- Principal Chairperson
Kamalpreet Convener
Manjeet Singh (Physical Sciences)
Monika (Comp. Sc.)
Ajay Kumar (Maths)

63. Anti Drug Awareness Cell

- Coordinator - Dayanand Arya
Two Senior faculty members - Baljit Kandola
- Meena Rani
Three Students
(1) Harshit B.A. Roll No. 1231046012
(2) Prachi B.Sc. Roll No. 1231045004
(3) Sahil B.Com. Roll No. 1231048003

64. Dr. Abdul Kalam Fund committee

- Principal Head
Meena Rani Member
Jyoti Beniwal Member
Manjeet Singh Member

65. Compulsory Computer Fund Utilization Committee

- Suman Malik Convener
Manjeet Singh
Monika
Ajay Kumar

66. Youth Red Cross Committee

- (i) Principal of the College/Institution
(ii) One faculty Member
(iii) N.C.C. Officer
(iv) N.S.S. Officer
(v) Counsellor/In charge Youth Red Cross
(vi) President/Secretary, Red Ribbon Club
(vii) In Charge Women Cell
(viii) Secretary of Distt. Red Cross society, Hisar
(ix) Two Students Nominee

Dr. Saroj Bishnoi
Rakesh
No NCC Unit
No NSS Unit
Mohinder Singh
Geeta Goyal
Ms. Seema

1. Vikas (B.A. II 1223461002018)
2. Sania (B.A. II 1223461002002)

Copy to Bill Clerk, Bursar and office record (Anju, LA)

Sarj Bishnoi
Principal
Govt. College Mangali

At Sr. no. **19. Scholarship Committee**

- | | |
|-------------------|---|
| 1. Ajay Kumar | (Nodal Officer cum incharge for scholarship other than SC/BC) |
| 2. Seema | (BC Scholarship) |
| 3. Meenu | (SC Scholarship) |
| 4. Pardeep , Peon | For Assistance |

At Sr.no. **22. Environmental Studies & Eco Club**

- | | |
|------------------|---|
| 1. Meenu | Convenor |
| 2. Manjeet Singh | Co- Convenor cum incharge for B.Sc. Classes |
| 2. Seema | B.A. Classes |
| 3. Rakesh | B.Com Classes |

At Sr.no. **37 and 56 , Health Committee and Distress Cell**

- | | |
|-------------------|----------|
| 1. Mohinder Singh | Convenor |
| 2. Rakesh | |
| 3. Dayanand Arya | |
| 4. Ajay Kumar | |
| 5. Seema | |

At Sr.no. **48. Educational Tour Committee (Boys)**

- | | |
|-------------------|-------------|
| 1. Mohinder Singh | Convenor |
| 2. Manjeet Singh | Co-Convenor |
| 3. Dayanand Arya | |

At Sr.no. **51. Discipline / Proctorial Duties Committee**

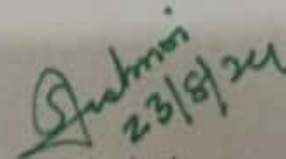
- | | | |
|--------------------|----------|-------------------|
| 1. Principal | Patron | |
| 2. Meena Rani | Convenor | |
| 3. Baljeet Kandola | | 9. Manjeet Singh |
| 4. Mohinder Singh | | 10. Meenu |
| 5. Suman Malik | | 11. Monika |
| 6. Geeta Goyal | | 12. Kamalpreet |
| 7. Rakesh | | 13. Ajay Kumar |
| 8. Jyoti Beniwal | | 14. Dayanand Arya |
| | | 15. Seema |

At Sr.no. **52. College Magazine Committee**

- | | |
|---------------|---------------------------------|
| Seema | Convenor / Editor Hindi Section |
| Meenu | Editor English Section |
| Meena Rani | Editor Science Section |
| Kamalpreet | Editor Commerce Section |
| Dayanand Arya | Editor Sanskrit Section |

At Sr.no. **54. Electoral Club and other such Extension Activities Committee (as per directions /orders issued by worthy ACS/DHE from time to time)**

- | | |
|------------------|--------------|
| 1. Meenu | Convenor |
| 2. Manjeet Singh | Co- Convenor |
| 3. Monika | |
| 4. Seema | |


23/8/24
Principal
Govt. College Mangali(Hisar)

Government College, Mangali (Hisar)

In partial modification of the previous office orders vide memo 538 dt 02.8.2024 regarding Annual Duties, the following duties are revised with immediate effect

At Sr. no. 2. Mentorship Committee/ Students Moral Enhancement Committee (Signing Authority for Forms, I Card & Character Certificate)

1. Meena Rani	Senior Mentor
2. Dayanand Arya	B.A. I Gp. no. 1
3. Jyoti Beniwal	B.A. I Gp. no. 2
4. Ajay Kumar	B.A. II Gp. no. 3
5. Seema	B.A. II Gp. no. 4
5. Meenu	B.A. III Gp. no. 5
7. Geeta Goyal	B.A. III Gp. no. 6
8. Manjeet Singh	B.Sc. I, II & III Gp. no. 7
9. Kamalpreet Kaur	B.com I, II & III Gp. no. 8

At Sr.no. 8. University Works Committee: Registration Return, Examination & Other Related Works

1. Baljeet Kandola	Advisor
2. Rakesh	Convenor
3. Manjeet Singh	
4. Rajiv, Assistant	Official Assistance

At Sr. no. 15. IQAC Committee

- Chairperson: Head of the Institution: Principal
- Teachers to represent all level:
 - Dr. Baljit Kandola (Adviser)
 - Dr. Geeta Goyal
 - Mrs. Jyoti Beniwal
 - Mr. Rakesh
 - Dr. Dayanand Arya
 - Dr. Manjeet Singh
 - Ms. Meenu
 - Ms. Seema
 - Mr. Ajay Kumar
- One member from the Management: This is Govt. College, hence, No member from the management
- Few Senior administrative officers:
 - Dr. Meena Rani
 - Dr. Kamalpreet Kaur
 - Mr. Sandeep
- one nominee each from local society, Student and Alumni:
 - Local society: Mr. Chanderbhan (Mangali Aklan Panchayat, Mangali Hisar)
 - Student Name: Kunal B.Sc. III, Roll No. 1223461015004
 - Alumni: Meenakshi B.Sc. Med. Pass out Batch (2022-23)
- one nominee each from Employers/Industrialists/Stakeholders:
 - Industrialists: Mr. Amit Singal, Quality Seeds, Mangali Jhara Panchayat, Mangali, Hisar
- Teacher as the coordinator of IQAC: **Dr. Monika (Coordinator IQAC)**
Dr. Suman Malik (Co-ordinator IQAC)

Note: -The membership of nominated members shall be for a period of two years.