

Government College Mangali (Hisar)

Annual Duties 2025-26 From

Order NO. 1648

Dated: - 07/07/25

The following committees have been constituted for the smooth functioning of the College. The below listed Annual duties will come into force with immediate effect. Ex-conveners/In-charges are supposed to hand over their charges immediately if any to the new incumbent and get the countersignature of the undersigned by 12-07-2025 positively. The conveners/in charges of various activities shall note down the names of the faculty members attached with them during this session. They are also requested to call the fresh quotations (if needed) immediately for the work to be undertaken by them. Concerned Committees are also supposed to complete the job well in time assigned to them. Here follows the list to be noted down by the concerned teachers:

1. College Council

Dr./Mr./MS.

- | | |
|--|-------------|
| 1. Principal | Chairperson |
| 2. Meena Rani | |
| 3. Mohinder Singh | |
| 4. Geeta Devi | |
| 5. Kamalpreet Kaur (Bursar, Special Invitee) | |

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

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|--------------------|-----------------------------|
| 1. Meena Rani | Senior Mentor |
| 2. Meenu | BA I GP. No. 1 |
| 3. Geeta Devi | BA I GP. No. 2 |
| 4. Ajay Kumar | BA II GP. No. 3 |
| 5. Seema | BA II GP. No. 4 |
| 6. Dayanand Arya | BA III GP. No. 5 |
| 7. Jyoti Beniwal | BA 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 |

3. College Bursar

1. Kamalpreet Kaur

4. Staff Secretary

1. Kamalpreet Kaur
2. Vijayanti Jakhar

5. Social Secretary

1. Geeta Devi
2. Ajay Kumar

6. Stage Secretary

1. Dayanand Arya
2. Vijayanti Jakhar

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

1. Manjeet Singh Convenor
2. Monika
3. Mohinder Singh
4. Ajay Kumar
5. Jyoti Beniwal

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

1. Manjeet Singh Convenor
2. Dayanand Arya
3. Jyoti Beniwal For APAR ID
4. Sh. Sudhir, Clerk Official Assistance
5. Rani, Peon for Assistance

9. Internal Assessment Committee

1. Kamalpreet Kaur Convenor
2. Manjeet Singh B.Sc. & B. Com
3. Meenu B.A.
4. Sudhir, Clerk Official Assistance

10. RTI Committee

1. Principal First App. Authority
2. Meena Rani SPIO
3. Dayanand Arya ASPIO
4. Rajiv, Assistant Official Assistance

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

1. Principal Chairperson
2. Dayanand Arya Convenor
3. Geeta Devi
4. Meenu
5. Rajiv, Assistant Official Assistance

12. Income Tax & Property Return Committee

1. Kamalpreet Kaur Convenor
2. Jyoti Beniwal

13. Cultural & Co-curricular Activity

1. Jyoti Beniwal Convenor
2. Geeta Devi
3. Mohinder Singh
4. Monika
5. Ajay Kumar

6. Dayanand Arya

7. Pardeep Kumar, Peon

(For Assistance)

14. Web portal, website, Lesson Plan, NIRF, UGC, RUSA, GEM Portal, ERP Modules, HRMS, MIS, Biometric and IT related works Committee

1. Monika

Convenor

2. Manjeet Singh

3. Dayanand Arya

4. Rajiv, Assistant

Official Assistance

15. IQAC Committee

1. Chairperson: Head of the Institution

Principal

2. Teachers to represent all level:

Geeta Goyal

Jyoti Beniwal

Dayanand Arya

Manjeet Singh

Meenu

Seema

Ajay Kumar

Vijayanti Jakhar

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

4. Few Senior Administrative Officers:

Meena Rani

Kamalpreet Kaur

Rajiv, Assistant

5. One nominee each from local society, students and Alumni:

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

Students Name: Jyoti B.Sc. III, Roll No. 1231045001

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

6. One nominee each from Employers/Industrialists/Stakeholders:

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

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

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

16. AISHE Committee

1. Manjeet Singh

Convenor

2. Dayanand Arya

3. Monika

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

1. Ajay Kumar

2. Manjeet Singh

3. Dayanand Arya
4. Ravinder, Library Attendant

Official Assistance

18. Women Studies & Development Cell

1. Principal
2. Seema
3. Geeta Goyal
4. Monika
5. Rani, Peon

Chairperson
Convenor

for Assistance

19. Scholarship Committee

1. Ajay Kumar (Nodal Officer cum In-charge for other than SC/BC)
2. Seema (BC Scholarship)
3. Meenu (SC Scholarship)
4. Pardeep Kumar for assistance

20. Bus Pass Committee/ Railway Pass Committee

1. Ajay Kumar Convenor
2. Geeta Devi
3. Seema
4. Sandeep, Clerk Official Assistance

21. Outsource/HKRN Employees Related Work

1. Meenu Convenor
2. Dayanand Arya
3. Seema
4. Rajiv, Assistant Official Assistance

22. Environment Studies & ECO Club

1. Meenu Convenor
2. Manjeet Singh
3. Seema
4. Vijayanti Jakhar

23. Stationary Purchase & Printing work committee

1. Meena Rani Convenor
2. Manjeet Singh Secretary
3. Seema
4. Anju Bala Official Assistance

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

1. Geeta Devi Convenor
2. Dayanand Arya
3. Meenu

25. Migration Committee

1. Vijayanti Jakhar Convenor
2. Meenu
3. Geeta Devi
4. Jyoti Beniwal

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

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|---------------------|---------------------------|
| 1. Mohinder Singh | Convenor |
| 2. Manjeet Singh | |
| 3. Ajay Kumar | |
| 4. Vijayanti Jakhar | Photography & Videography |
| 5. Rajesh, Sweeper | for Assistance |
| 6. Jagdish, Peon | for Assistance |

27. Refreshment Committee

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|-----------------------------|----------------|
| 1. Geeta Devi | Convenor |
| 2. Mohinder Singh | |
| 3. Seema | |
| 4. Ravinder, Lib. Attendant | for assistance |
| 5. Jagdish, Peon | for assistance |

28. Prize Distribution Committee

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|------------------------|---------------------|
| 1. Manjeet Singh | Convenor |
| 2. Monika | |
| 3. Geeta Devi | |
| 4. Sandeep, Clerk | Official Assistance |
| 5. Pardeep Kumar, Peon | for Assistance |

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

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|--------------------|----------------|
| 1. Geeta Devi | Convenor |
| 2. Meenu | |
| 3. Ajay Kumar | |
| 4. Jagdish, Peon | for Assistance |
| 5. Rajesh, Sweeper | for Assistance |

30. Electricity and electronic Items Purchase Installation and Maintenance

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|-------------------|----------------|
| 1. Ajay Kumar | Convenor |
| 2. Mohinder Singh | |
| 3. Manjeet Singh | |
| 4. Jagdish, Peon | for Assistance |

31. Library Committee

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|-----------------------------|------------------------|
| 1. Dayanand Arya | Nodal Officer, Library |
| 2. Geeta Goyal | |
| 3. Meenu | |
| 4. Renuka | Junior Librarian |
| 5. Ravinder, Lib. Attendant | for assistance |

32. Science Exhibition Committee

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|------------------|----------|
| 1. Meena Rani | Convenor |
| 2. Manjeet Singh | |

3. Monika
4. ~~Vijayanti~~ *Tahlee* Pardeep Kumar, Peon for assistance

33. Decoration Committee

1. Geeta Goyal Convenor
2. 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
2. Mohinder Singh
3. Dayanand Arya
4. Rajiv, Assistant Official Assistance

35. Road Safety Club

1. Seema Convenor
2. Monika
3. Geeta Goyal
4. Pardeep, Peon for assistance
5. Jagdish, Peon for assistance
6. Rajesh, Sweeper for assistance

36. Personality Development & Placement Cell

1. Dr. Vijayanti Jakhar Convenor
2. Dayanand Arya
3. Manjeet Singh
4. Mohinder Singh

37. Health Committee and Distress Cell

1. Mohinder Singh Convenor
2. Dayanand Arya
3. Ajay Kumar

38. Result Calculation & Verification and ACR related Works Committee

1. Jyoti Beniwal Convenor
2. Kamalpreet
3. Seema
4. Sudhir, Clerk Official Assistance

39. Passport & Driving License related Works Committee

1. Principal Chairperson
2. Manjeet Singh Convenor
3. Monika
4. Vijayanti Jakhar

40. Public Relations & Publicity Committee

1. Kamalpreet Convenor
2. Seema
3. Vijayanti Jakhar
4. Ravinder, Lib. Attendant for assistance

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

1. Monika Convenor
2. Manjeet Singh
3. Meenu

42. Identity Card Committee

1. Dayanand Arya Convenor
2. Manjeet Singh
3. Vijayanti Jakhar
4. Ravinder Kumar, LA For Assistance

43. Science Society

1. Meena Rani President
2. Manjeet Singh Secretary
3. Monika
4. Ajay Kumar

44. Sports Committee

1. Mohinder Singh Convenor
2. Geeta Devi
3. Dayanand Arya
4. Seema
5. Jagdish, Peon for Assistance

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

1. Meena Rani Convenor
2. Kamalpreet Kaur
3. Monika
4. One member from NGO

46. SC/BC Cell

1. Seema Convenor
2. Kamalpreet Kaur
3. Anju Bala, L.A.

47. Educational Tour Committee (Boys)

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

48. Educational Tour Committee (Girls)

1. Jyoti Beniwal Convenor
2. Geeta Devi

3. Vijayanti Jakhar

49. Divyangjan Welfare Committee

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|----------|----------|
| 1. Seema | Convenor |
| 2. Meenu | |

50. Discipline/ Proctorial Duties Committee

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|----------------------|----------|
| 1. Principal | Petron |
| 2. Mohinder Singh | Convenor |
| 3. Geeta Goyal | |
| 4. Jyoti Beniwal | |
| 5. Manjeet Singh | |
| 6. Monika | |
| 7. Kamalpreet Kaur | |
| 8. Ajay Kumar | |
| 9. Dayanand Arya | |
| 10. Seema | |
| 11. Meenu | |
| 12. Vijayanti Jakhar | |

51. College Magazine Committee

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|--------------------|--------------------------------|
| 1. Seema | Convenor/ Editor Hindi Section |
| 2. Meenu | Editor English Section |
| 3. Meena Rani | Editor Science Section |
| 4. Kamalpreet Kaur | Editor Commerce Section |
| 5. Dayanand Arya | Editor Sanskrit Section |

52. NEP Implementation Committee

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|------------------|-------------------------------------|
| 1. Jyoti Beniwal | Convenor Cum Member Commerce Stream |
| 2. Meena Rani | Member (Science Stream) |
| 3. Dayanand Arya | Member (Art Stream) |
| 4. Monika | Nodal Officer Admission |

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

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

54. SWAYAM Programme (UGC)

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|---------------------|----------|
| 1. Vijayanti Jakhar | Convenor |
| 2. Dayanand Arya | |
| 3. Geeta Devi | |

55. Research and Development Cell

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|--------------------|----------|
| 1. Kamalpreet Kaur | Convenor |
| 2. Manjeet Singh | |

3. Dayanand Arya

56. Activity Record/ Media Record Maintenance Committee

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|-------------------------|------------------------|
| 1. Meenu | Convenor |
| 2. Ravinder Kumar, L.A. | for Record Maintenance |

57. Lecture Shortage and Absentee Slip Record Maintaining Committee

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|------------------|---|
| 1. Jyoti Beniwal | Convenor |
| 2. BA | Ravinder Kumar, L.A. (For Record Maintenance) |
| 3. B.Sc. | Pardeep Kumar, Peon (For Record Maintenance) |
| 4. B. Com | Anju Bala, L.A. (For Record Maintenance) |

58. O.E. Utilization Committee

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|---------------------|----------|
| 1. Jyoti Beniwal | Convenor |
| 2. Ajay Kumar | |
| 3. Rajiv, Assistant | |
| 4. Sandeep, Clerk | |

59. Students Grievance Redressal Committee (SRGC)

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|--------------------|--|
| 1. Suman Malik | Chairperson |
| 2. Meena Rani | Convenor |
| 3. Mohinder Singh | |
| 4. Geeta Devi | |
| 5. Meenu | Member (SC/ST/OBC) |
| 6. Special Invitee | Muskan BA IIIplacement (Best Athletes of College) Roll No. _____ |

60. IPR (Intellectual Property Right) Cell

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|--------------------|--------------------|
| 1. Principal | Chairperson |
| 2. Kamalpreet Kaur | Convenor |
| 3. Manjeet Singh | (Physical Science) |
| 4. Monika | (Comp. Science) |
| 5. Ajay Kumar | (Mathematics) |

61. Anti-Drug Awareness Cell

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|------------------------------|---------------------------------|
| 1. Coordinator | Dayanand Arya |
| 2. Two Senior faculty member | Meena Rani |
| | Mohinder Singh |
| 3. Three Students | Harshit B.A. Roll No 1231046012 |
| | Prachi B.Sc. Roll No 1231045004 |
| | Sahil B.Com. Roll No 1231048003 |

62. Abdul Kalam Fund Committee

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|------------------|----------|
| 1. Principal | Head |
| 2. Meenu | Convenor |
| 3. Jyoti Beniwal | Member |

4. Manjeet Singh

Member

63. Youth Red Cross Committee/Red Ribbon Club

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|--|---|
| 1. Principal of the College/ Institution | Dr. Suman Malik |
| 2. One faculty member | Jyoti Beniwal |
| 3. N.C.C. Officer | No NCC Unit |
| 4. N.S.S Officer | No NSS Unit |
| 5. Counsellor/In charge Youth Red Cross | Geeta Devi |
| 6. President/Secretary, Red Ribbon Club | Geeta Devi |
| 7. In charge Women Cell | Seema |
| 8. Secretary of Distt/. Red Cross Society, Hisar | |
| 9. Two Students Nominee | Garima BA III (12310460_)
Neha BA III (1231046093) |

64. Internship Cell

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|---|--|
| 1. Principal | Overall in Charge |
| 2. Dayanand Arya | Coordinator |
| 3. Faculty In charge & Supervisor of different Undergraduate Programmes | |
| a. Meenu | BA |
| b. Jyoti Beniwal | BA |
| c. Vijayanti Jakhar | BA |
| d. Meena Rani | B.Com & B.Sc. (Physical Science
& Life Science) |

Suman
07/07/2025

Principal

GC Mangali (Hisar)