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

OFFICE ORDER

ANNUAL DUTY LIST 2018-2019

All concerned are requested to note their duties and handover/taken over charge to / from next/last convener of the concerned committee immediately, if required.

College Council & Reception	Ms. Poonam Vats (Principal) Sh. R D Chalia Ms Kamlesh Sh R K Mehra Ms Anu Nagpal Ms Subhashini Gupta Ms Vijay Kumari Sh Desh Raj Bajwa (Bursar, Financial Matter)
Building, Inspection, & other development work	Sh. R D Chalia (Convener) Ms Kamlesh Ms Anu Nagpal Sh Jage Ram
Senior Tutor, Chief Proctor	Sh. R D Chalia (Convener) Ms Kamlesh
Bursar	Sh. Desh Raj Bajwa
Staff Secretary	Sh R D Chalia
IQAC	Sh R D Chalia (SPIO) Ms Kamlesh (ASPIO)
Internal Complaint Committee	Ms. Kamlesh (Convener) Ms Subhashini Gupta Sh Jage Ram Sh Desh Raj Bajwa Sh Gurmit Singh Puri Ms Anju Bhardwaj Ms Shagun Ahuja (Convener Women Cell) Sh C R Darolia (Public Representative)
Verification of Newly Purchased Items	Sh R D Chalia (Convener) Ms Kamlesh
Purchase Committee	Sh R K Mehra (Convener) Ms Anu Nagpal Ms Gagandeep Kaur Ms Hem Prabha Dr. Ajit Singh (GGM)
Incharge Girls Common Room & Staff rooms	Ms Hem Prabha (Convener) Ms. Reeta Devi Ms Renu
Time –Table , Work Load	Ms Shagun (Convener) Ms Rajani Saini Ms Pooja Goel Sh Tarsem Kumar
Soft Skill	Sh Sanjay Sharma (Convener) Sh Sunil Kumar
Examination Branch, Result Preparation & Verification	Sh. Gurmit Singh Puri (Convener) Ms Shagun Ms Rajani Saini Ms. Anju Bhardwaj

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	Ms Shikha Bhatt Sh Randeep Singh Ms Anju Tanwar Ms Reeta Devi Sh Ravi Juneja
Anti Ragging Committee	Ms Vijay Kumari (Convener) Ms Alka Chaudhary Sh Ramesh Singh Sh Ajay Chauhan Ms Usha Chahal Sh Vijay Kumar
Discipline Committee	Sh Sultan Singh Dhull (Convener) Ms Alka Chaudhary Sh Gurdev Singh Dev Sh Rohtash Godara Sh Atul Yadav Sh Ram Kumar Sh Vijay Kumar Ms Baljinder Kaur Sh Rakesh Sharma Sh Pardeep Ms Sonia
Name Struck off/Subject & Stream Change Committee	Ms Prem Sharma (Convener) Sh Gurmit Singh Ms Anju Bhardwaj Ms Ruchi Gupta Sh Ravi Juneja
Women Empowerment & Beti Bachao Beti Padhao Committee	Ms Shagun Ahuja (Convener) Ms Rajani Saini Ms Usha Chahal Ms Anju Tanwar Ms Renu Sh.Gurmit Singh Sh Pardeep Kumar
Dispensary Committee/First Aid	Sh Vijay Kumar (Convener) Ms Pooja Devi
NSS, Blood Donation, Red Ribbon Committee	Ms Rajani Saini (Convener, Girls) Sh Naib Singh (Convener, Boys) Sh Sohan Lal Ms Pooja Devi Ms Sonia
EVS/Beautification/Cleanliness/Decoration	Sh Ajay Chauhan (Convener) Sh Randeep Ms Monika Sharma Ms Anju Tanwar Ms Renu Ms Shruti
College Property Committee / Dilapidation Committee	Sh. Ram Kumar (Convener) Sh Pawan Kumar Sh Rakesh Sharma Sh Daleep Kumar Sh Manish Trighatia Ms Monika Sharma Sh Satish Garg

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	Ms Shruti Ms Ruchi Sh Subhash Natiyal
Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	~~Sh Parmil Kumar (Institutional Coordinator)~~ Sh Desh Raj Bajwa (Financial) Sh Ram Kumar (Civil Works) Sh Gurmit Singh Puri (Academic) Ms Shagun (Procurement) Ms Usha Chahal (EAPI) Ms Bhupinder Kaur (E-Tagging) Sh Ajit Singh ~~(Co-ordinator/Advisor)~~
Prize Committee	Sh Ajit Singh (Convener) Ms Priyanka Ms Shruti Sharma Ms Ruchi
Invitation Committee/ Photography & Liaison with Press	Ms Baljinder Kaur (Convener) Sh Rakesh Sharma
Refreshment & Lunch Committee	Ms. Anju Jagpal (Convener) Sh Manoj Kumar Ms Usha Chahal
Bus Pass and Train Pass/Concession Forms/Cycle Stand	Sh. Atul Yadav (Convener) Ms Raj Kumari Sh. Malkiyat Singh
Canteen	Sh. Jage Ram (Convener) Sh Gurdev Singh Dev Sh Des Raj Bajwa (Bursar) Ms Gayatri
U.G.C.	Ms Anu Nagpal (Convener) Ms Vijay Kumari Sh Desh Raj Bajwa Sh Rohtas Godara Sh. Gurmit Singh
Management of Drinking Water & Public Health etc.	Sh Manoj Kumar (Convener) Sh Tarsem Sh Rakesh Jowel Sh Sunil Kumar
Cultural & Literary activities and Fine Arts	Ms Gagandeep (Overall Convener & F.Arts) Sh Randeep Ms Anju Bhardwaj (Convener, Cultural) Ms Gayatri Sh Gurmit Singh Ms Shagun Ahuja Sh Sanjay Nanda Ms Ruchi Ms Pooja Goel (Convener, Literary) Sh Munish Trighatia Ms Reeta Devi
College Magazine	Sh Ramesh Mehra (Chief Editor & Hindi Section) Sh Balwinder Singh Punjabi Section Ms. Gagandeep Fine Arts Section Sh. Ajit Singh Commerce Section Ms. Anu Nagpal English Section

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	Sh. Avtar Singh Rahi, Science Section Ms. Baljinder Kaur, News Section Ms Reeta Devi, Sanskrit Section
al Literacy Cell	Ms Usha Chahal (Convener) Sh Vijay Kumar Sh Anil Kumar Sh Rakesh Sharma Sh Daleep Kumar Sh Randeep Singh Ms Sujata Sasan
Grievances/Suggestion Cell & Anti Corruption	Ms Kamlesh (Convener) Sh Balwinder Singh Sh Gurmit Singh Ms Anju Bhardwaj Ms Ruchi Gupta
Electricity, Generator, Invertors, Diesel Record and Maintenance etc.	Sh Naib Singh (Convener) Ms Shikha Bhatt Sh Pardeep Ms Raj Kumari Ms Priyanka Sh Subhash Nautiyal
Printing Committee	Ms Gayatri (Convener) Sh Manoj Kumar Ms Pooja Goel Ms Hem Prabha
Lecture Shortage, Absentee & Fine	Ms Alka Chaudhary (Convener) Sh Sultan Singh Dhull Ms Prem Sharma Ms Gayatri Sh Daleep Kumar Ms Neelam Ms Anju Tahwar A S Rahi
Guidance, Counseling & Placement Cell	Sh Atul Yadav (Convener) Ms Gayatri Ms Usha Chahal Sh Naib Singh Sh Tarsem Ms Manish Trighatia Ms Renu A S Rahi Sh Satish Garg
Income Tax	Sh. Ajit Singh (Convener) Sh. Desh Raj Bajwa Sh. Parmil Kumar Ms. Gayatri Ms Shagun Sh Anil Kumar Sh Naib Singh
Resource Persons/ Extension Lecturers Appointment /Guest Faculty/ Outsourcing	Sh R D Challa (Convener) Ms Kamlesh Sh Ramesh Mehra Ms Subhashini Gupta

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Advertisement Committee	Sh Vinod Kumar (Convener) Sh Anil Kumar Ms Pooja Devi Sh Indresh
Stipend for BPL, Freedom Fighters, Fatherless Differently abled students, and Other Scholars LIG, KUK Merits	Sh Ramesh Singh (Convener) Sh Gurdev Singh Dev Sh Rakesh Jowel Indresh Ms Shruti
SC/BC Scholarship and Minority Cell	~~Ms Gurdev Singh Dev~~ Sh. Parmit Kumar (Convener) Sh Ram Kumar Sh Anil Kumar Ms Hem Prabha Sh Daleep Sh Randeep Singh ~~Sh~~ A S Rahi Sh Munish Traghatia Sh Anil (Lib.)
Meritorious Incentive Scheme	Ms Anju Jagpal (Convener) Sh Vinod Kumar Ms Pooja Goel Ms Shikha Bhatt Ms Monika Ms Neelam (Commerce)
Auction Committee	Sh Ajay Chauhan (Convener) Sh Des Raj Bajwa (Bursar) Sh. Manoj Kumar Ms Usha Chahal
Court Cases	Sh Ajay Chauhan (Convener) Sh Sultan Singh Dhull Sh Vijay Kumar Sh. Anil Kumar (Lib.)
Important Day Celebration, College Functions & Subject Societies	Sh Balwinder Singh (Convener) Sh. Ajit Singh Ms Anju Jagpal Sh Sanjay Nanda
EDUSAT	Sh Rohtash Godara (Convener) Sh. Vikas Sharma Sh. Indresh
Language Lab	Sh Sanjay Sharma (Convener) Sh Vinod Kumar Ms. Pooja Goel
Student Alumni	Sh Gurdev Singh Dev (Convener) Ms Gayatri Sh Suresh Deswal Sh Pawan Kumar Ms Renu Ms Sonia
Earn While You Learn	Sh Ramesh Singh Ahlawat (Convener) Sh Vijay Kumar Sh Anil Kumar Ms Sujata Sasan Ms Neelam Sh Tarsem

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Quality Assurance Cell	Ms Poonam Vats (Principal) Sh R D Chalia Ms Kamlesh Sh R K Mehra Ms Anu Nagpal Sh V P Singh (Public Representative)
Internal Quality Assurance Cell	Ms Poonam Vats (Principal) Ms Subhashini Gupta* (Convener) Sh Jage Ram* Sh Balwinder Singh* Sh Ajit Singh* Sh Des Raj Bajwa* Sh Parmil Kumar Sh Gurmit Singh Sh Vikas (* For API)
Tour & Excursion Committee	Sh Ram Kumar (Convener) Sh Suresh Deswal Ms Hem Prabha Ms Baljinder Kaur Ms Shikha Bhatt Ms Anju Tanwar Sh Daleep Kumar Ms Priyanka
Annual Report	Sh R D Chalia (Convener) Ms. Kamlesh
Seating , Shamiana & Mike Arrangement	Sh Manoj Kumar (Convener) Ms Baljinder Kaur Sh Rakesh Sharma Sh Pardeep Sh Sohan Lal
NAAC & Liaison with K.U.K & HEC	Ms Gagandeep (Convener) Sh Ajit Singh Sh Des Raj Bajwa Sh Ajay Chauhan Ms Anju Jagpal Sh Gurmit Singh Ms Shagun Ahuja Ms Anju Tanwar
Office Administration	Sh R D Chalia (Convener) Ms Kamlesh
NCC	Capt. Ajit Singh (Boys) Ms Baljinder Kaur (Girls)
Day Care Centre	Ms Shikha Bhatt (Convener) Ms Renu Sh Sunil Kumar
Voter ID	Sh Atul Yadav (Convener) Sh Rakesh Sharma Sh. Jage Ram (Advisor)
Eco Club	Sh Suresh Deswal (Convener) Ms Pooja Devi Sh Sohan Lal
CCTV	Sh Anil Kumar (Convener) Sh Vikas Sharma

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	Sh Indresh (Convener)
Spoken Tutorial	Ms Shikha Bhatt Sh Randeep Singh Ms Raj Kumari Sh Indresh
Video Conferencing	Sh Vikas Ms Shruti
Extra Competitive Exam	Sh Parmil Kumar Sh Gurmit Singh
Anti Smoking & Anti Toxication	Sh Gurdev Singh Dev Sh Suresh Deswal Sh Pawan Kumar Sh Rakesh Jowel

Principal
Govt. College,
Ambala Cantt

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