



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

Memo No.-GCWS/2022/1209

Dated:- 10/08/2022

### **List of the Annual Committee for the Session 2022-23**





The following Committees have been constituted for the smooth functioning of the college during the Session 2022-23. 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. Shamsher Singh Mor , Principal (Chairman)
2. Sushmana (Secretary) 
3. Tejvir Saini (Member) 
4. Vikas Lather (Member) 
5. Seema Gupta (Member) 



#### **2. Public Information Officer :**

1. Dr. Shamsher Singh Mor, Principal First Appeal Authority
2. Tejvir Saini (SPIO) 
3. (ASPIO)

#### **3. Bursar :**

1. Tejvir Saini 

#### **4. Staff Secretary/Social Secretary/Photography and Office Refreshment :**

1. Sushmana (Convenor, Staff Secretary) 
2. Mona Yadav (Member) 

3. Vikas Lather (Convenor, Social Secretary)  
4. Seema Devi (Member) *Seema*  
5. Geeta Devi (Member) *Geeta*

5. **Proctorial Board / Mantor - Mantee**

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

6. **RKFF & SAF Committee**

1. Neha (Convenor)  
2. Tejvir Saini (Ex. Officio) *Tejvir*  
4. Neelam Rani (Member) *Neelam*  
5. Seema Devi (Member) *Seema*

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

1. Sushmana (Convenor) *Sushmana*  
2. Vikash Lather (Member) *Vikash*  
3. Seema Gupta (Member) *Seema Gupta*  
4. Neha (Member)  
5. Neelam (Member) *Neelam*  
6. Seema Devi (Member) *Seema*  
7. Tejvir Saini (Ex. Officio) *Tejvir*

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

1. Vikash Lather (Convenor) *Vikash*  
2. Tejvir Saini (Member) *Tejvir*  
3. Munish Kumar (Member) *Munish*

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

1. Dr. Shamsher Singh Mor, Principal(Chairman)

- |                 |            |                    |
|-----------------|------------|--------------------|
| 2. Sushmana     | (Convenor) | <i>Sush</i>        |
| 3. Vikas Lather | (Member)   | <i>Vikas</i>       |
| 4. Seema Gupta  | (Member)   | <i>Seema Gupta</i> |
| 5. Neha         | (Member)   |                    |
| 6. Seema Devi   | (Member)   | <i>Seema</i>       |

**10. EWYL Committee/ Invitation and Hospitality Committee.**

- |               |               |               |
|---------------|---------------|---------------|
| 1. Neha       | (Convenor)    |               |
| 2. Neelam     | (Purchase cum | <i>Neelam</i> |
| 3. Seema Devi | (Manager)     | <i>Seema</i>  |
| 4. Geeta      | (Member)      | <i>Geeta</i>  |
| 5. Savita     | (Member)      | <i>Savita</i> |

**11. College Dispensary/ Red Cross/ First Aid/ Health Fund Committee.**

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

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

**SC Scholarship :**

- |                |            |                |
|----------------|------------|----------------|
| 1. Sushmana    | (Convenor) | <i>Sush</i>    |
| 2. Mona Yadav  | (Member)   | <i>Mona</i>    |
| 3. Pawan Kumar | (Member)   | <i>Pawan</i>   |
| 4. Manjeet     | (Member)   | <i>Manjeet</i> |

**BC Scholarship :**

- |                |            |               |
|----------------|------------|---------------|
| 1. Neha        | (Convenor) |               |
| 2. Neelam Rani | (Member)   | <i>Neelam</i> |
| 3. Rammehar    | (Member)   |               |

4. Munish

(Member)

5. Nirmala

(Member)

*R*  
*Nirmala*

**Other than SC/BC Scholarship and Meritorious Scholarship:**

1. Seema Devi

(Convenor)

*Seema*

2. Geeta Goel

(Member)

*Geeta*

3. Savita

(Member)

*Savita*

**13. Prize Purchase / Tour and Travel/ News Publication Committee.**

1. Neelam Rani

(Convenor)

*Neelam*

2. Seema Devi

(Member)

*Seema*

3. Mona Yadav

(Member)

*Mona*

4. Savita

(Member)

*Savita*

5. Geeta Goel

(Member)

*Geeta*

**14. NSS/Road safety Committee :**

1. Seema Gupta

(P.O & Convenor)

*Seema*

2. Neha

(Member)

3. Manjeet

(Member)

*Manjeet*

4. Pawan

(Member)

*Pawan*

5. Indu Bala (Road Safety N/O)

(Member)

*Indu*

**15. Women Advisory Board/ Development Cell/ Women Cell / Passport (Nodal Officer) Committee :**

1. Dr. Shamsher Singh Mor , Principal

(Patron)

2. Sushmana

(Convenor)

*Sush*

3. Neelam Rani

(Member)

*Neelam*

4. Seema Devi

(Member)

*Seema*

5. Savita

(Member)

*Savita*

7. Geeta Goel

(Member)

*Geeta*

**16. Anti Correpion/ Anti Smoking/ Anti Regging/ Anti Sexual Hrassment Committee :**

1. Sushmana

(Convenor)

*Sush*

2. Tejvir Saini

(Member)

*Tejvir*

- |    |              |          |               |
|----|--------------|----------|---------------|
| 3. | Vikas Lather | (Member) | <i>Vikas</i>  |
| 4. | Neha         | (Member) |               |
| 5. | Neelam       | (Member) | <i>Neelam</i> |
| 6. | Seema Devi   | (Member) | <i>Seema</i>  |

**17. UGC/NAAC/IQAC/RUSA/QAC/AISHE/ Mantor-Mantee Group Committee :**

- |    |                                    |               |               |
|----|------------------------------------|---------------|---------------|
| 1. | Dr. Shamsheer Singh Mor, Principal | (Chairman)    |               |
| 2. | Tejvir Saini                       | (Coordinator) | <i>Tejvir</i> |
| 3. | Vikas Lather                       | (Member)      | <i>Vikas</i>  |
| 4. | Neha                               | (Member)      |               |
| 5. | Neelam                             | (Member)      | <i>Neelam</i> |
| 6. | Seema Devi                         | (Member)      | <i>Seema</i>  |

**IQAC Members from society :**

1. Sh. Sadhu Ram Bandu
2. Sh. Rakesh Jain

**18. Decoration/ Bouquets & Garland/Wall Magazine Committee**

- |    |             |            |               |
|----|-------------|------------|---------------|
| 1. | Neelam Rani | (Convenor) | <i>Neelam</i> |
| 2. | Seema Devi  | (Member)   | <i>Seema</i>  |
| 3. | Geeta Goel  | (Member)   |               |
| 4. | Savita      | (Member)   |               |
| 5. | Mona Yadav  | (Member)   | <i>Mona</i>   |

**19. Beautification/Cleanliness/Sanitation/EcoClub Committee( Building, parks, surrounding) Rain water Harvesting Committee Harit-Unnat Haryana Abhiyan Committee.**

- |    |             |            |                    |
|----|-------------|------------|--------------------|
| 1. | Sushmana    | (Convenor) | <i>Sush</i>        |
| 2. | Seema Gupta | (Member)   | <i>Seema Gupta</i> |
| 3. | Neha        | (Member)   |                    |
| 4. | Pawan       | (Member)   | <i>Pawan</i>       |
| 5. | Sanjiv      | (Member)   | <i>Sanjiv</i>      |

- |              |          |  |
|--------------|----------|--|
| 6. Munish    | (Member) |  |
| 7. Rammehar  | (Member) |  |
| 8. Indu Bala | (Member) |  |
| 9. Manjeet   | (Member) |  |







**20. Court Case/Audit Report Committee:**

- |                 |            |  |
|-----------------|------------|--|
| 1. Tejvir Saini | (Convenor) |  |
| 2. Vikas Lather | (Member)   |  |
| 3. Pawan        | (Member)   |  |




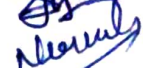

**Legal Literacy Cell :**

- |           |            |   |
|-----------|------------|---|
| 1. Neelam | (Convenor) |   |
| 2. Sanjiv | (Member)   |  |
| 3. Munish | (Member)   |   |





**21. Youth and Cultural Affairs Committee :**

- |                                      |               |   |
|--------------------------------------|---------------|---|
| 1. Dr. Shamsher Singh Mor, Principal | (Patron)      |   |
| 2. Seema Devi                        | (Convenor)    |  |
| 3. Tejvir Saini                      | (Ex. Officio) |  |
| 4. Vikas Lather                      | (Advisor)     |  |
| 5. Neelam                            | (Member)      |  |
| 6. Neha                              | (Member)      |   |
| 7. Mona Yadav                        | (Member)      |  |
| 8. Geeta Goel                        | (Member)      |  |

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

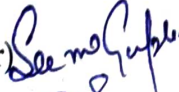




- |                 |            |   |
|-----------------|------------|---|
| 1. Vikas Lather | (Convener) |  |
| 2. Manjeet      | (Member)   |  |
| 3. Sanjiv Kumar | (Member)   |  |
| 4. Nirmala      | (Member)   |  |
| 5. Savita       | (Member)   |  |

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

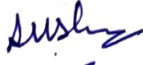

1. Vikas Lather (Convener) 
2. Seema Gupta (Member) 
3. Neha (Member)
4. Indu Bala (Member) 
5. Sanjiv Kumar (Member) 

24. Water/Electrity/Generator/maintenance and operation/ IT/Including





AEBAS Committee

1. Seema Gupta (Convener) 
2. Pawan (Member) 
3. Indu Bala (Member) 
4. Munish (Member) 
5. Manjeet (Member) 

IT/Computer Labs




1. Sushmana (Commerce Lab) 
2. Vikas Lather (Arts Lab) 
3. Seema Gupta (Smart Class Rooms & Auditorium)
4. Seema Devi (General Office)

25. Bus Pass Committee

1. Seema Gupta (Convener) 
2. Neha (Member)
3. Indu Bala (Member) 
4. Sanjiv (Member) 
5. Pardeep (LA) (Member) 

26. College Property Committee

Wooden Furniture

1. Neelam (Convener) 
2. Munish (Member) 
3. Mona Yadav (Member) 

### Steel Furniture

1. Sushmana (Convener) *Sush*
2. Pawan (Member) *Pd*
3. Sanjiv (Member) *Sj*

### Misc. Furniture

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

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

#### Committee :



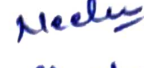


1. Neelam (Convenor) *Neelam*
2. Pawan (Member) *Pd*
3. Indu Bala (Member) *Ib*
4. Rammehar (Member)
5. Sanjiv Kumar (Member) *Sj*

### 28. Discipline Committee

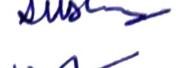


1. Sushmana (Convener) *Sush*
2. Neha (Member)
3. Neelam (Member) *Neelam*
4. Seema Devi (Member) *Seema*
5. Pawan (Member) *Pd*
6. Savita (Member) *Sv*
7. Indu Bala (Member) *Ib*
8. Mona Yadav (Member) *My*
9. Manjeet (Member) *Mj*
10. Munish (Member) *Mn*
11. Rammehar (Member)
12. Sanjiv (Member) *Sj*
13. Nirmala (Member) *Nirmala*
14. Geeta Goel (Member)

*Geeta*

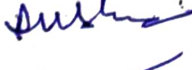


**29. Student Welfare & General Development / Student Feedback Committee :**

1. Tejvir Saini (Convener) 
2. Vikas Lather (Member) 
3. Neelam (Member) 
4. Seema Devi (Member) 
5. Mona Yadav (Member)
6. Indu Bala (Member) 

**30. Income tax(Calculation and Uniform Deductions) :**






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

**31. General Purchase(Grants and Proposal)/periodical/Inspection (Physical Verification of Newly Purchased Items and Stock Entry Verification Committee:**


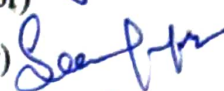

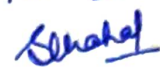
1. Sushmana (Convener) 
2. Vikas Lather (Member) 
3. Seema Gupta (Member) 
4. Neha (Member)

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

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

1. Dr.Samsher Singh Mor, Principal (Patron)
2. Dr. Vikas Lather (Convenor) 
3. Neelam (Member) 
4. Geeta Goel (Member)
5. Mona Yadav (Member)  
6. Savita (Member) 

**33. Write Off/Auction Committee**

- |                 |            |  |
|-----------------|------------|--|
| 1. Vikas Lather | (Convenor) |  |
| 2. Seema Gupta  | (Member)   |  |
| 3. Neelam       | (Member)   |   |
| 4. Seema Devi   | (Member)   |  |




**34. Character Certificate Committee**

- |                 |            |  |
|-----------------|------------|--|
| 1. Sushmana     | (Commerce) |  |
| 2. Tejvir Saini | (Arts)     |   |








**35. Time Table, Workload / Subject or faculty Change Committee**

- |                 |            |  |
|-----------------|------------|--|
| 1. Tejvir Saini | (Convener) |   |
| 2. Seema Gupta  | (Member)   |  |
| 3. Neelam       | (Member)   |  |

**Faculty / Subject Change**

- |                 |   |
|-----------------|---|
| 1. Vikas Lather |   |
| 2. Indu Bala    |  |
| 3. Pawan        |  |

**36. Sports Board**

- |                                      |  |   |
|--------------------------------------|--|---|
| 1. Dr. Shamsher Singh Mor, Principal | (Patron)   |   |
| 2. Vikas Lather                      | (Secretary)  |  |
| 3. Seema Devi                        | (Incharge of sports Deptt. In the absence of DPE.) |  |
| 4. Pawan Kumar                       | (Bad-Minton)                                       |  |
| 6. Savita                            | (Athletics)  |  |
| 7. Nirmala                           | (Kho-Kho, kabaddi)                                 |  |
| 8. Mona Yadav                        | (Yoga/Chess)                                       |  |
| 9. Indu Bala                         | (Tennis)   |  |

**37. NSS Advisory Committee**

- |                                      |          |
|--------------------------------------|----------|
| 1. Dr. Shamsher Singh Mor, Principal | (Patron) |
|--------------------------------------|----------|

- |    |              |             |                |
|----|--------------|-------------|----------------|
| 2. | Tejvir Saini | (Secretary) | <i>DM</i>      |
| 3. | Seema Gupta  | (P.O.)      | <i>See ppr</i> |
| 4. | Geeta Goel   | (Member)    | <i>huty</i>    |
| 5. | Mona Yadav   | (Member)    | <i>huty</i>    |

**38. College Annual Report Committee.**

- |    |              |                             |               |
|----|--------------|-----------------------------|---------------|
| 1. | Sushmana     | (Convenor)                  | <i>Sush</i>   |
| 2. | Tejvir Saini | (Advisor/Member/Ex.Officio) | <i>DM</i>     |
| 3. | Vikas Lather | (Member)                    |               |
| 4. | Seema Devi   | (Member)                    | <i>Shahal</i> |
| 5. | Savita       | (Member)                    | <i>huty</i>   |

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

- |    |              |            |                |
|----|--------------|------------|----------------|
| 1. | Sushmana     | (Convenor) | <i>Sush</i>    |
| 2. | Vikas Lather | (Member)   | <i>huty</i>    |
| 3. | Neha         | (Member)   |                |
| 4. | Seema Gupta  | (Member)   | <i>See ppr</i> |
| 5. | Neelam       | (Member)   | <i>Neelam</i>  |

**40. Staff -Stage Secretary Committee.**

- |    |              |            |               |
|----|--------------|------------|---------------|
| 1. | Tejvir Saini | (Convenor) | <i>DM</i>     |
| 2. | Seema Devi   | (Member)   | <i>Shahal</i> |
| 3. | Geeta Goel   | (Member)   | <i>huty</i>   |

**42. Commerce Society :**

- |    |             |            |                |
|----|-------------|------------|----------------|
| 1. | Sushmana    | (Convenor) | <i>Sush</i>    |
| 2. | Seema Gupta | (Member)   | <i>See ppr</i> |

**43. Literary Society :**

- |    |              |            |             |
|----|--------------|------------|-------------|
| 1. | Vikas Lather | (Convenor) | <i>huty</i> |
| 2. | Savita       | (Member)   | <i>huty</i> |

**44. Social Science Society :**

- |    |            |            |             |
|----|------------|------------|-------------|
| 1. | Geeta Goel | (Convenor) | <i>huty</i> |
| 2. | Sanjeev    | (Member)   | <i>huty</i> |

45. Young Geographer's Club :

1. Seema Devi (Convenor) *Seema*
2. Mona Yadav (Member) *Mona*
3. Munish (Member) *Munish*

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

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

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

1. Seema Gupta (Convenor – Financed matters) *Seema*
2. Nirmala (Member) *Nirmala*
3. Munish Kumar (Member) *Munish*
4. Rammehar (Member)
5. Sanjiv Kumar (Member) *Sanjiv*
6. Indu Bala (Member) *Indu*
7. Manjeet (Member) *Manjeet*



48. Result Verification Committee :

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

*Principal*  
10/08/22  
Principal  
S. M. Govt. Girls College  
Safidon (Jind)

# List of Duties of Ministerial Staff for the Session 2022-23

The Ministerial Staff of the college is being assigned the duties for the session 2022-23 mentioned against their names & directed to strictly adhere to their duties punctually and honestly.

<u>Sr. No.</u>	<u>Name &amp; Designation</u>	<u>Duties</u>
1.	Poonam (Clerk O/S-II)	 <ol style="list-style-type: none"><li>1. RTI, Mail/E-mails.</li><li>2. Treasury &amp; Bank work.</li><li>3. SC &amp; BC Scholarship</li><li>4. University Work (Assessment)</li><li>5. Library Security.</li><li>6. Web Portal, MIS, Land Acquisition.</li><li>7. Stationery</li><li>8. DGHE Portal everyday</li><li>9. University Form Filling</li><li>10. Passport</li><li>11. AISHE,</li><li>12. Cash Book (Fund)</li><li>13. Admission</li></ol>
3.	Manjeet (Clerk O/S -II)	 <ol style="list-style-type: none"><li>1. Dairy and Dispatch</li><li>2. Casual Leave</li><li>3. Other Type of Scholarship (Meritorious Renewal, Freedom Fighter etc.)</li><li>4. Fees &amp; Registration Return of BA and B.Com all Classes.</li><li>5. Web Portal &amp; HRMS</li><li>7. Dongle related function</li><li>8. DGHE Portal everyday</li><li>9. Bill/Account Clerk and E-Salary.</li><li>10. Court Case</li><li>11. Driving Licence</li><li>12. NAAC</li><li>13. NSS</li><li>14. HKNL</li><li>15. Service Book</li><li>16. Admission</li><li>17. Cash Book (Govt. Grant)</li></ol>

4.

**Pardeep Kumar (Lab Attendant)**

1. Maintenance of all the Geography Laboratories & Conduct of Practical for all the Geography Classes.
2. Maintain of Absentees Slips & Absentees Fine & Collection.
3. Associated with Bus Pass Committee.

*Pardeep  
Sharma*

5.

**Jagmohan (Lib. Attendant O/S-I)**

*Jagmohan*

1. Library related activities.
2. Distribution of DMC/s to all the students
3. Character Certificates

6.

**Parveena (Peon, O/S-I)**

*Parveena*

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 Mrs. Poonam (Clerk).

7.

**Mini (Sweepar, O/S-I)**

1. 1<sup>st</sup> Floor including ramp, library.
2. Staff Room & Principal Office
3. Area in front of Building Main Gate up to Staff Cycle Stand and outside the Main Gate.
4. Library

*HT/ST*

8.

**Subham (Sweepar, O/S-I)**

1. Ground Floor
2. Girls Common Room.
3. Women Cell & Placement Cell Rooms.
4. Girls Cycle Stand, way to 2<sup>nd</sup> Gate and left & light side of building

*Subham*

9.

**Chowkidar (O/S-I)**

To open/close all the rooms and offices in the morning and evening and 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 06:00 AM

*[Signature]*  
10/08/22  
Principal  
S. M. Govt. Girls College  
Safidon (Jind)