

# GOVT.COLLEGE FOR GIRLS CHEEKA, KAITHAL

## Staff Duty List -2023-24

Following committees are formed for the academic session 2023-24. All the conveners of the committees are requested to initiate necessary action for the semester/annual activities.

All concerned may please note.

Sr. No.	Name of Committee	Conveners/Members	Signature
1	College Council	1. Dr. Ram Niwas Yadav, Principal 2. Prof. R.K. Arora 3. Prof. Anil Sauda 4. Dr. Ravi Shankar 5. Dr. Vijay Bhardwaj	
2	Senior Tutor /Proctor	1. Prof. R.K. Arora	
3	Bursar/office affairs.	1. Mr. Lucky Sharma	
4	Staff Secretary	1. Sh. Rohtas Kumar	
5	Social Secretary	1. Sh. Rohtas Kumar	
6	SPIO	1. Prof. R.K. Arora	
	ASPIO	2. Prof. Anil Sauda	
	Typist	3. Amarjeet	
7	Printing, Invitation & Stationary	1. Dr. Ravi Shankar (Convener) 2. Mrs. Bhairvi 3. Dr. Rajni Gupta 4. Dr. Sandeep Kumar	
8	Purchase Committee	1. Prof. R.K. Arora (Convener) 2. Prof. Anil Sauda 3. Dr. Ravi Shankar 4. Dr. Bhairvi	
9	Stage Secretary	1. Sh. Phool Kumar (Convener) 2. Sh. Jitender Kumar 3. Ms. Surbhi Rani	
10	Seating, Shamiana & Mike Arrangement	1. Mr. Rohtas Kumar (Convener) 2. Mrs. Bhairvi 3. Mr. Gurnam Singh 4. Mr. Dharam Singh	
11	Discipline	1. Sh. Puneet Vats (Convener) 2. Prof. Sombir Singh 3. Ms. Shalini 4. Mr. Kawal Jeet 5. Preeti Rani 6. Mr. Manish Goyal	
12	Grievances and Redressal Committee	1. Prof. Anil Sauda (Convener) 2. Lucky Sharma 3. Dr. Priyanka	
13	Cultural, Co-Curricular & Literary Activities and Important day Celebrations	1. Dr. Bhairvi (Convener) 2. Mr. Gurnam Singh 3. Dr. Rajni Gupta 4. Dr. Kulwinder Singh (Ext.) 5. Mr. Jitender Kumar (Ext.) 6. Dr. Surbhi Rani (Ext.) 7. Dr. Meenakshi 8. Preeti Rani	

14	Univeristy work/Results/ Internal Assesment			1. Sh. Puneet Kumar (Convener) (RR)
				2. Sh. Dharam Singh (Internal Assesment)
				3. Mr. Priyanka Nain (Examination Forms)
				4. Mr. Phool Kumar
				5. Mr. Kawal Jeet
				6. Mr. Kulwinder
15	College Property			1. Prof. Anil Sauda (Convener)
				2. Mr. Darshan Singh
				3. Mr. Rohtash Kumar
				4. Mr. Manish
16	Time Table/Workload/Subject Change			1. Sh. Darshan Singh (Time Table)
				2. Sh. Lucky Sharma (Workload)
				3. Sh. Manish Kumar (Subject change)
17	Science Activities & Sci. Exhibition			1. Ms. Priyanka Nain Chahal (Convener)
				2. Mr. Dharam Singh
				3. Dr. Sombir Singh
				4. Smt. Shalini
18	Sports Board			1. Mr. Rohtash (Convener)
				2. Meenakshi
				3. Ms. Priyanka
				4. Manish Kumar
				5. Darshan Kumar
				6. Sombir Singh
				7. Phool Kumar
19	Absentess/Fine-Checking/Lecture Shortage			1. Mr. Lucky Sharma (Convener)
				2. Ms. Rajni
				3. Dr. Sandeep Kumar
				4. Mr. Phool Kumar
20	Bus Pass/Cycle Stand			1. Mr. Sukhwinder (Convener)
				2. Dr. Sandeep Kumar
				3. Sh. Gaurav Kumar
				4. Ms. Bhawna
21	Women Cell/ Girls Common/ Wash Rooms			1. Mrs. Meenakshi (Convener)
				2. Mr. Puneet Kumar
				3. Ms. Shalini
				4. Ms. Preeti Rani
22	Earn While You Learn			1. Mr. Dharam Singh (Convener)
				2. Mr. Gurnam Singh
				3. Mr. Sukhvinder Singh
				4. Mr. Manish Goel
				5. Ms. Preeti Rani
23	Red Cross/ Dispensary/Blood Donation Red Ribben Club			1. Mr. Sukhwinder (Convener)
				2. Mr. Puneet Kumar
				3. Smt. Meenakshi
				4. Dr. Sandeep Kumar
				4. Sh. Gaurav Kumar



24	Education Tours Girls			1. Mr. Sukhwinder (convener) 2. Dr. Sandeep Kumar 3. Dr. Rajni Gupta 4. Sh. Sunil Rana 5. Dr. Surbhi Rani 6. Manish Kumar 7. Preeti Rani
25	Decoration Committee/ Deep Prajwalan			1. Ms. Rajni Gupta (Convener) 2. Dr. Surbhi Rani 3. Mr. Kulwinder Singh
26	Press/Publicity/Video/Photography			1. Sh. Kawal Jeet (Convener) 2. Sh. Manish Goyal 3. Sh. Phool Kumar 4. Sh. Jitender Kumar
27	Legal Literacy Cell			1. Dr. Vijay Bhardwaj 2. Ms. Priyanka 3. Mr. Sombir Singh 4. Ms. Meenakshi
27	Legal Cell			1. Dr. Ravi Shankar 2. Mr. Sombir Singh 3. Sh. Gurnam Singh
28	Internal Complaint Committee			1. Dr. Bhairvi (Convener) 2. Ms. Rajni Gupta 3. Ms. Meenakshi
29	Lunch, Tea Refreshment Committee			1. Ms. Shalini (Convener) 2. Ms. Sunil Rana 3. Mr. Kawaljeet
30	All types of Stipends/ Scholarships			1. Mr. Sandeep (SC Scholarship) 2. Mr. Rohtas (BC Scholarship) 3. Mr. Gurnam Singh (General Scholarship)
31	Electricity, Gen. Sets/Drinking Water/Public Health			1. Mr. Sombir Singh (Convener) 2. Mr. Rohtas Kumar 3. Mr. Dharam Singh
32	Voter Card / Identity Card/ Adhaar/Bank A/C etc.			1. Sh. Gaurav Kumar (Convener) 2. Mr. Kulwinder Singh 3. Mr. Phool Kumar 4. Mr. Jitender Kumar
33	Web Portal/Internet Facility/Telephone/ CCTV			1. Mr. Manish Kumar (Convener) 2. Dharam Singh 3. Darshan Singh
34	Placement Cell			1. Mr. Sandeep Kumar (Convener) 2. Sh. Puneet Kumar 3. Smt. Preeti Rani 4. Sh. Manish Goel

35	Out-Sourcing committee				1. Dr. Vijay Bhardwaj (Convener) 2. Sh. Puneet Kumar 3. Ms. Meenakshi 4. Sh. Gaurav Kumar
36	Extension Lecturer Committee				1. Dr. Ravi Shankar (Convener) 2. Mr. Sombir Singh
37	Library Committee				1. Mr. Gurnam Singh (Convener) 2. Mr. Sombir Singh 3. Sh. Kawal Jeet 4. Mr. Sukhvinder Singh 5. Ms. Gaurav
38	CM/PM Grievances Cell				1. Prof. R. K. Arora
39	Cleanliness Committee				1. Ms. Rajni (Convener) 2. Mr. Sunil Kumar 3. Mr. Manish Goel
40	AISHE/RUSA/ NAAC/				1. Mr. Lucky Sharma (Convener) 2. Manish Kumar 3. Sombir Singh
41	NEP Committee				1. Prof. R. K. Arora (Convener) 2. Prof. Anil Sauda 3. Dr. Ravi Shankar
42	N.S.S. Committee				1. Mrs. Priyanka Nain (Convener) 2. Sh. Gurnam Singh 3. Mrs. Preeti (Activity incharge) 4. Smt. Shalini 5. Mr. Sunil Rana
43	Internal Quality Assurance Cell (IQAC)				1. Dr. Ram Niwas Yadav, (Chairman) 2. Prof. R.K. Arora, 3. Prof. Anil Sauda 4. Dr. Ravi Shankar 5. Dr. Vijay Bhardwaj
44	EVS Committee/Tree Plantation Beautification & Maintenance of College Campus				1. Mr. Sombir Singh (Convener) 2. Mr. Darshan Singh 3. Ms. Meenakshi 4. Mr. Gaurav Kumar
45	Apprenticeship committee				1. Mr. Manish Kumar (Convener) 2. Dr. Ravi Shankar 3. Prof. Anil Kumar 4. Dr. Vijay Bhardwaj 5. Dr. Bhairvi
46	Passport Committee				1. Dr. Vijay Bhardwaj (Convener) 2. Mr. Sukhwinder 3. Dr. Surabhi 4. Mr. Sunil Rana
47	HRMS/E-Salary				1. MR. MANISH KUMAR (Convener)
48	Driving Licence				1. Sh. Gurnam Singh (Convener)



49	Office Expenses Committee			1. Shalini (Convenor)
				2. Rohtas
				3. Darshan
50	Computer and Allied items Purchase/ Repair Committee			1. Manish Kumar (Convenor)
				2. Dharm Singh
				3. Shalini
51	Canteen Committee			1. Prof. Anil Souda (Convenor)
				2. Prof. Darshan Singh (Recorder)
				3. Dr. Sombir Singh
				4. Prof. Lucky (Financial Advisor)

*Ramniwas*

Principal  
 GGG, Cheeka (Kaithal)  
 Govt. College for Girls  
 Cheeka (Kaithal)