

**OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA
(REWARI)**

OFFICE ORDER

Order No: GCK/1214/24

Dated: 1-7-2024

The following members of the staff are assigned the duties in various committees mentioned below for the session 2024-25 to be effective from 1st July 24. If there is any change in the previous duties of any staff member, the concerned will handover/ takeover the charge as soon as possible.

Sr. No. Name of the Associate/ Assistant professor and duties assigned as:

1. College Council and Reception Committee

1. Mrs. Dayawati
2. Dr. Sidhanshu
3. Dr. HariParkash
4. Dr. RamNiwas

2. High Power Purchase committee/GEM /Auction of furniture and other unusable material

1. Mrs. Dayawati
2. Dr. Sidhanshu
3. Dr. RamNiwas
4. Dr. Hariparkash
5. Sh. Satyender Singh

3. SPIO (RTI)

1. Mrs. Dayawati
2. Sh. Jaswant

4. ASPIO

1. Dr. Sidhanshu

5. Bursar

1. Dr. Ramniwas and Office Incharge

6. IQAC

1. Dr. Sidhanshu
2. Dr. Hariparkash
3. Dr. RamNiwas
4. Sh. Satyender Singh

7. College Website/Facebook Page

1. Mrs. Manya Bhola (Instagram) *Manya*
2. Dr. Meenakashi (Website) *M. Ch.*
3. Sh. Rahul Singh (Face book)

8. Staff Secretary

1. Mrs. Ekta Rani *Ekta*

9. Nodal Officer Online Admission/ERP

1. Sh. Manu Kumar *Manu*

10. Admission Committee

BA 1st, 3rd, 5th Semester

1. Dr. Sidhanshu © *Sidhanshu*
2. Dr. Hariparkash
3. Dr. Sushila Lamba *Sushila* (3rd, 5th Sem Parents Counseling)
4. Sh. Sushil Kumar (History) *Sushil*
5. Mrs. Manya Bhola *Manya*
6. Mrs. Rajshri *Rajshri* (3rd, 5th Sem Parents Counseling)
7. Dr. Pradeep Kumar *Pradeep*
8. Mrs. Sarita Hindi *Sarita* (3rd, 5th Sem Parents Counseling)
8. Sh. Rahul Singh *Rahul*

B.Com 1st, 3rd, 5th Semester

1. Mrs. Ekta Rani © *Ekta*
2. Dr. Ram Niwas *Ram Niwas* (3rd, 5th Sem Parents Counseling)
2. Sh. Deepak Kumar *Deepak Kumar*
3. Mrs. Sarita Yadav Commerce *Sarita* (3rd, 5th Sem Parents Counseling) *Sarita*
4. Mrs. Shilpa Bhaita *Shilpa*
5. Mrs. Sharmila Devi *Sharmila*
6. Dr. Bharat Bhushan *Bharat*

B.Sc. 1st, 3rd, 5th Semester

1. Sh. Satyender Singh © *Satyender*
2. Mrs. Meenakashi *M. Ch.* (3rd, 5th Sem Parents Counseling)
3. Mrs. Kavita Yadav *Kavita* (3rd, 5th Sem Parents Counseling)
4. Sh. Khushiram *Khushiram*

Admission Helpdesk

1. Mrs. Sarita (Hindi) *Sarita*
2. Mrs. Kavita *Kavita*
3. Ms. Sweety *sweety*

11. Registration Return/Internal Assessment/Results

1. Dr. Sidhanshu (Registrar) *S*
2. Dr. Meenakshi (Dy.Registrar) *MCh.*
3. Sh. Rahul Singh (For University Work)

Arts

1. Ms. Jyoti Gupta *Jyoti*
2. Mrs. Rajshri *Rajshri*
3. Mrs. Sarita (Hindi) *Sarita* (Results)
4. Sh. Khushiram *Khushiram*

Commerce

1. Mrs. Shilpa Bhatia *Shilpa* (Results)
2. Mrs. Sweety *sweety*
3. Mrs. Sharmila Devi *Sharmila*
4. Mrs. Sarita *Sarita*

Science

1. Mrs. Meenakshi *MCh.*
2. Mrs. Kavita *Kavita* (Results)
3. Mrs. Sharmila Devi *Sharmila*

12. F.T.R. Committee

1. Dr. Sidhanshu *S*
2. Dr. RamNiwas *RamNiwas*
3. Sh. Manu Kumar *Manu*
4. Sh. Rahul Singh

13. Time Table and Workload

1. Sh. Satyender Singh (C) *Satender*
2. Dr. Pradeep Kumar (Arts) *Pradeep*
3. Sh. Manu Kumar (Science) *Manu*
4. Mrs. Ekta Rani (Commerce) *Ekta*

14. Scholarship SC

1. Sh. Deepak Kumar (C) *Deepak Kumar*
2. Sh. Jaswant *Jaswant*

23. **Carrier Guidance and Placement Cell**

1. Mrs. Ekta Rani

2. Sh. Satyender Singh

3. Mrs. Sarita

24. **Discipline/Anti Ragging Committee**

1. Dr. HariParkash (C)

2. Mrs. Ekta Rani

3. Sh. Manu Kumar

4. Dr. Pradeep Kumar

5. Dr. Sushila Lamba

All proctorial duty Incharges

25. **Education Tour (Girls)**

1. Ms. Jyoti Gupta (C)

2. Mrs. RajShri

3. Mrs. Shilpa Bhatia

26. **Education Tour (Boys)**

1. ~~Dr. HariParkash~~ (C)

2. Dr. RamNiwas

3. Dr. Mahesh Kumar

27. **ICC / Sexual Harassment / Students Grievances Cell**

1. Mrs. Dayawati

2. Dr. Sidhanshu

3. Dr. HariParkash

4. Mrs. Anuradha

28. **24Q and 26Q TDS/Income tax Committee**

1. Dr. RamNiwas

2. Mrs. Ekta Rani

3. Sh. Anil Kumar

29. **Women Cell**

1. Dr. Sushila Lamba (C)

2. Mrs. Ekta Rani

3. Mrs. Manya Bholá

4. Mrs. Sarita (Hindi)

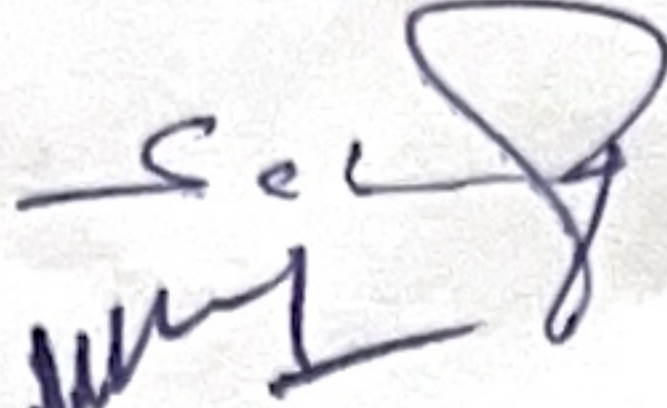
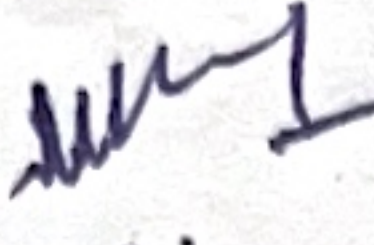
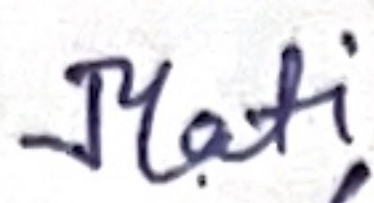
5. Mrs. Jyoti (Peon)

30. **Earn While You Learn**
 1. Mrs. Ekta Rani *Ekta*
 2. Dr. Sushila Lamba *SL*
 3. Sh. Satyender Singh *SS*
 4. Mrs. Shilpa Bhatia *Shilpa*
31. **All Types of mails**
 1. Dr. Sidhanshu *✓*
 2. Sh. Anil Kumar *A*
32. **Statistical Information of District Level / Higher Edu.**
 1. Mrs. Sarita (Commerce) (Higher Education) *Sarita*
 2. Mrs. Kavita (District) *Kavita*
33. **IT Module / LMS / Mobile App / Lease Line etc.**
 1. Dr. Pradeep Kumar (LMS) *P*
 2. Dr. Bharat Bhushan (IT Module/Mobile App/Lease Line) *BB*
 3. Mrs. Sharmila Devi *Sharmila*
34. **Computer Lab**
 1. Sh. Deepak Kumar *Deepak Kumar*
 2. Mrs. Sharmila (Incharge of Computer and other articles of Lab) *Sharmila*
 3. Sh. Rahul Singh
35. **Red Cross / Red Ribbon / Drugs deaddiction Club**
 1. Ms. Jyoti Gupta (C) *Jyoti*
 2. Sh. Deepak Kumar *Deepak Kumar*
 3. Mrs. RajShri *RajShri*
 4. Mrs. Sarita (Hindi) *Sarita*
36. **Library Committee / Students I Card**
 1. Mrs. Manya Bhola (C) *Manya*
 2. Mrs. Shilpa Bhatia *Shilpa*
 3. Mrs. Sarita *Sarita*
 4. Mrs. Sweety *Sweety*
 5. Sh. Sushil Kumar (Peon) *Sushil*
 6. Sh. KhushiRam *Khushi*
37. **English Language Lab**
 1. Dr. Mahesh Kumar *Mahesh*
 2. Sh. Rahul Singh

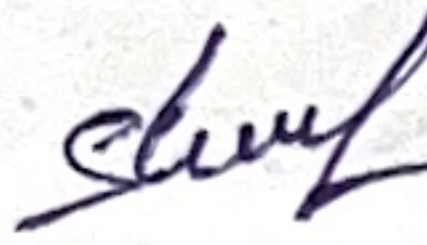
15. **Scholarship BC and others Scholarships**
1. Sh. Sushil Kumar (BC) *BS*
 2. Ms. Jyoti Gupta (Others) *S*
 3. Sh. Khushiram *Khushiram*
16. **Property and Building / Chair, Table, Water Arrangement Committee**
1. Dr. HariParkash (C) *dy*
 2. Sh. Sushil Kumar (History) *BS*
 3. Sh. Deepak Kumar *Deepak Kumar*
 4. Sh. Sushil Kumar (Peon) *Sushil Kumar*
 5. Sh. Satbir Singh *Satbir*
17. **Cultural Committee**
1. Dr. Bharat Bhushan (C) *TR*
 2. Mrs. Manya Bhola *Manya*
18. **NSS (Boys)**
1. Sh. Manu Kumar *Manu*
 2. Sh. Khushi Ram *Khushi Ram*
 3. Sh. Sushil Kumar (Peon) *Sushil Kumar*
19. **NSS (Girls)** (Yearly duties session wise). *Shank*
1. Mrs. Kavita *Swilpa Bhatia (2024-25) & Ms Kavita (2025-26) lat*
 2. Sh. Anil Kumar *(3) Ms. Smita (C) (2026-27) Parite*
 3. Sh. Satbir Singh *Satbir*
 4. *Financial sanction by Ms Manya a. Bhola.*
20. **Electricity**
1. Sh. Deepak Kumar (C) *Deepak Kumar*
 2. Sh. Sushil Kumar (History) *BS*
 3. Sh. Sushil Kumar (Peon)- Ground Floor *Sushil Kumar*
 4. Sh. Sonu (Mali)- 2nd Floor *Sonu*
 5. Sh. Khushiram - 1st Floor *Khushiram*
21. **Printing, Invitation and press**
1. Dr. Bharat Bhushan (C) *TR*
 2. Dr. Pradeep Kumar *Pradeep*
 3. Sh. Rajesh Kumar *Rajesh*
22. **Seating arrangement / Tent / Photography**
1. Dr. HariParkash *dy*
 2. Sh. Satyender Singh *S. S.*
 3. Sh. Mahesh Kumar *Mahesh*
 4. Sh. Satbir Singh *Satbir*

38. **Legal Literacy Cell / Court Cases / NAPS**
 1. Dr. Mahesh Kumar (Court Cases) *Handwritten signature*
 2. Mrs. Shilpa Bhatia (others) *Handwritten signature*
39. **Refreshment Committee**
 1. Mrs. Ekta Rani (C) *Handwritten signature*
 2. Ms. Jyoti *Handwritten signature*
 3. Mrs. Sarita Hindi *Handwritten signature*
40. **Bus passes / Passport**
 1. Sh. Satyender Singh (Passport) *Handwritten signature*
 2. Dr. Pradeep Kumar (Bus Passes) *Handwritten signature*
 3. Mrs. Kavita *Handwritten signature*
 4. Mrs. Sarita *Handwritten signature*
 5. Sh. Rahul Singh
41. **Extension Faculty Committee**
 1. Mrs. Dayawati (C) *Handwritten signature*
 2. Dr. Sidhanshu (Arts) *Handwritten signature*
 3. Dr. RamNiwas (Commerce) *Handwritten signature*
 4. Sh. Satyender Singh (Science) *Handwritten signature*
42. **Incharge of Office staff Members, Outsource Policy Part II employees & Contractual Employees**
 1. Dr. RamNiwas *Handwritten signature*
43. **H K R N**
 1. Dr Hariparkash (Nodal Officer) *Handwritten signature*
 2. Dr. Bharat Bhushan *Handwritten signature*
 3. Dr. Pradeep Kumar *Handwritten signature*
 4. Sh. Anil Kumar (Official Help) *Handwritten signature*
44. **12 B /2F UGC Committee /NAAC**
 1. Mrs. Dayawati *Handwritten signature*
 2. Dr. Sidhanshu *Handwritten signature*
 3. Sh. Manu Kumar *Handwritten signature*
 4. Mrs. Meenakshi *Handwritten signature*
 5. Dr. Pradeep Kumar *Handwritten signature*

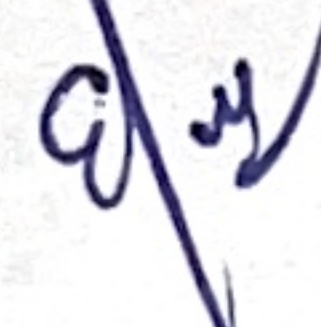
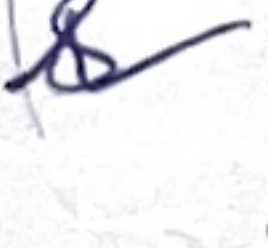
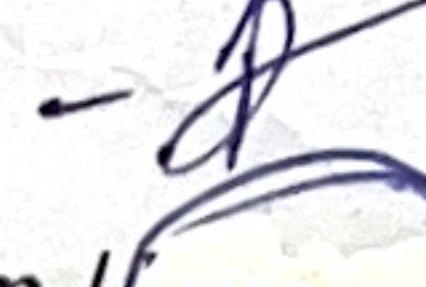
45. Rusa / PRAYAS

1. Sh. Satyender Singh 
2. Dr. Mahesh Kumar 
3. Mrs. Jyoti Gupta 
4. Mrs. Sharmila Devi 

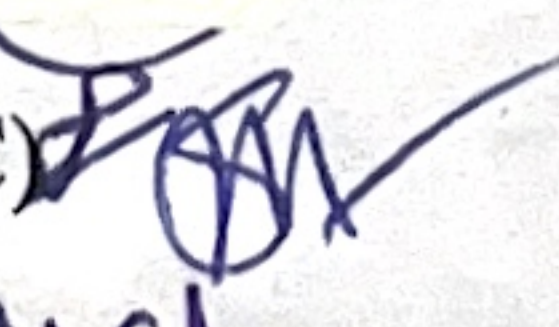
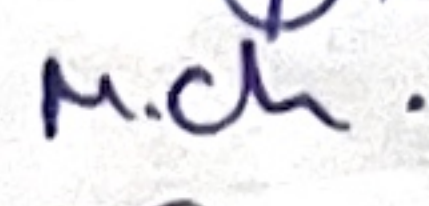
46. Cleanliness Committee

1. Dr. HariParkash
 2. Mrs. Kavita Yadav
 3. Mrs. Sarita Hindi
 4. Dr. Meenakshi
 5. Mrs. Rajshri
 6. Mrs. Sharmila 
 7. Sh. Pardeep 
 8. Mrs. Shilpa Bhatia
 9. Mrs. Sarita Commerce
 10. Dr. Bharat Bhushan
- Ground Floor
- 1st Floor
- 2nd Floor

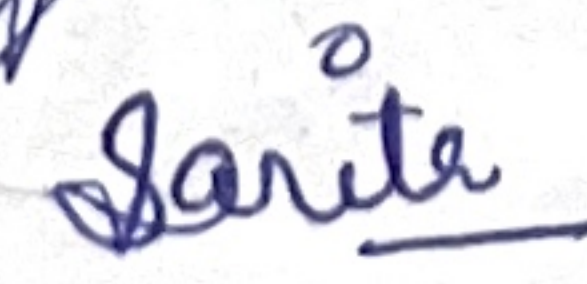
47. Sports Board

1. Dr. HariParkash (C) 
2. Mrs. Dayawati 
3. Dr. Sidhanshu 
4. Dr. RamNiwas 

48. Smart Class Room /

1. Mrs. Jyoti Gupta (C) 
2. Mrs. Meenakashi 
3. Dr. Bharat Bhushan 

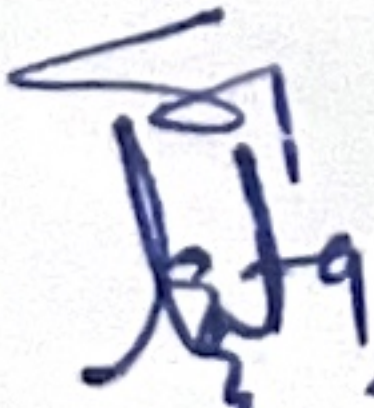
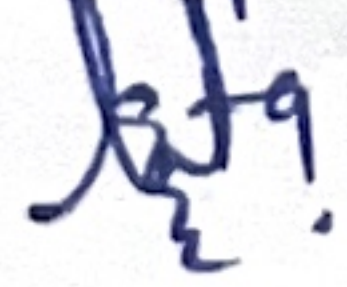
49. Mentors Club

1. Dr. RamNiwas (C) 
2. Mrs. Sarita (Commerce) 
3. Mrs. Raj Shree 

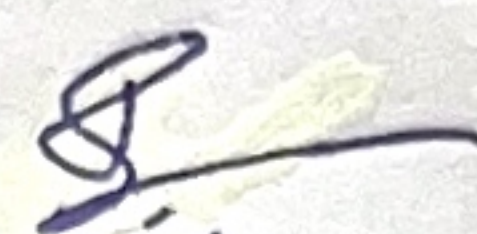
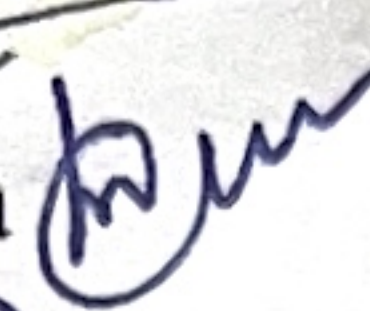
50. HRMS / MIS/ACR/E-Billing

1. Dr. Bharat Bhushan 
2. Sh. Anil Kumar (E-Billing) 

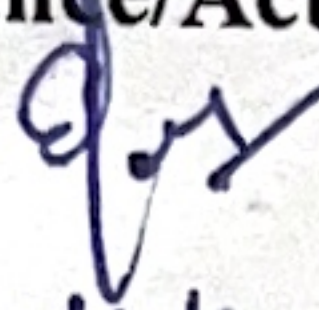
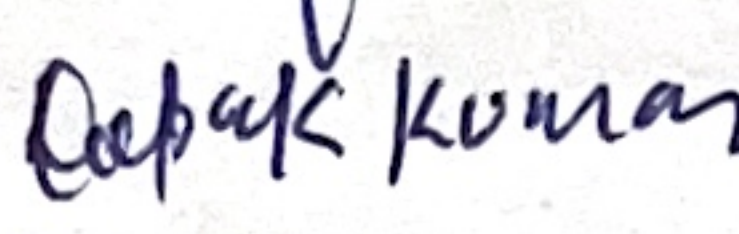
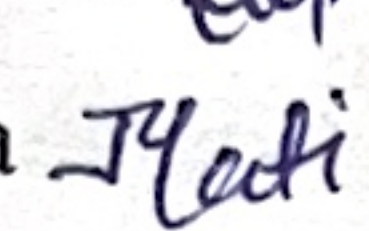
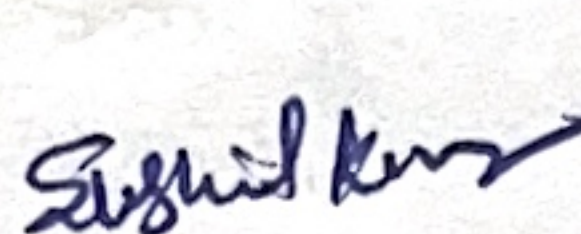
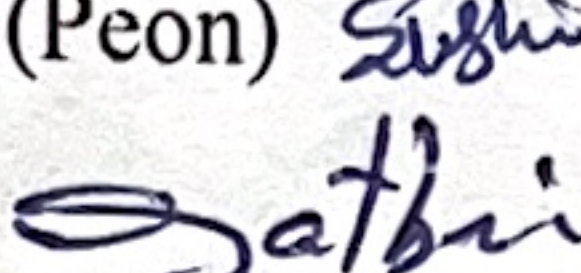
51. Health Fund

1. Dr. Sushila Lamba 
2. Mrs. Kavita Yadav 

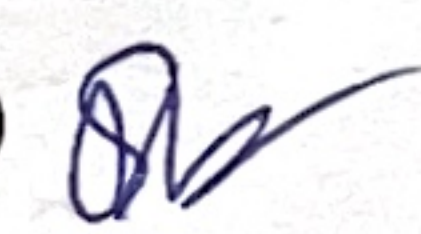
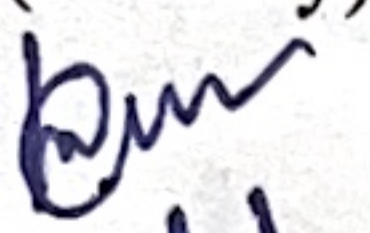
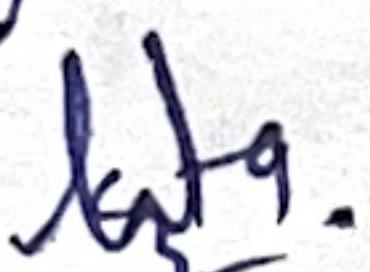
52. **O.E Committee**

1. Ms. Jyoti Gupta (C) 
2. Sh. Manu Kumar Bhandoria 
3. Dr. Pradeep Kumar 
4. Sh. Sushil (Peon) – Generator 

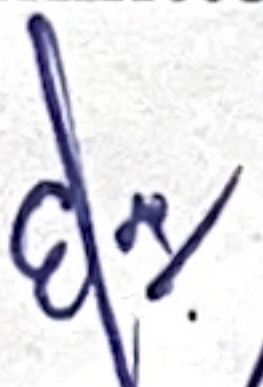
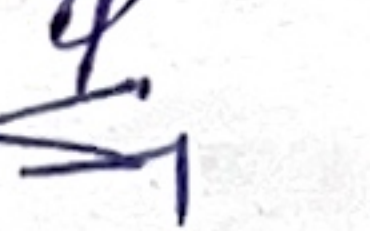
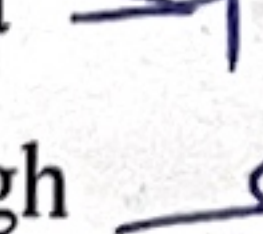
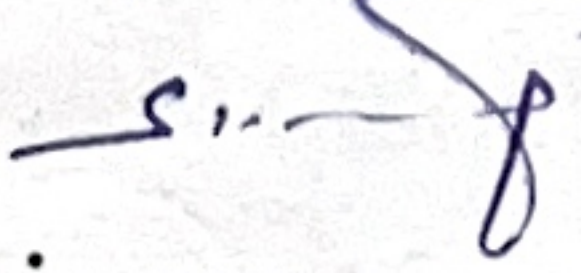
53. **Sports Ground Maintenance/Activities**

1. Dr. HariParkash (C) 
2. Sh. Deepak Kumar 
3. Ms. Jyoti Gupta 
4. Sh. Sushil Kumar (Peon) 
5. Sh. Satbir Singh 

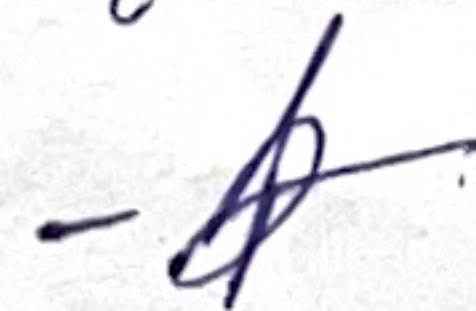
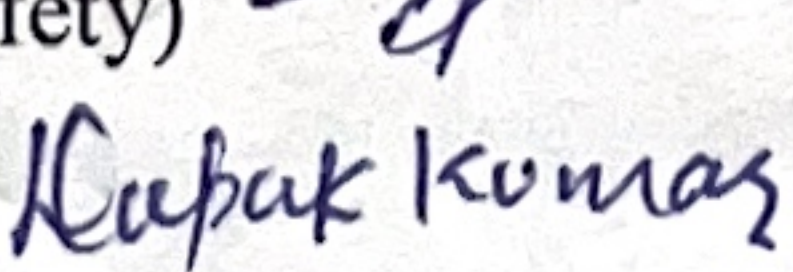
54. **Electron/SVEEP/Voter related Committee**

1. Sh. Sushil Kumar (History) 
2. Sh. Manu Kumar 
3. Mrs. Kavita Yadav 

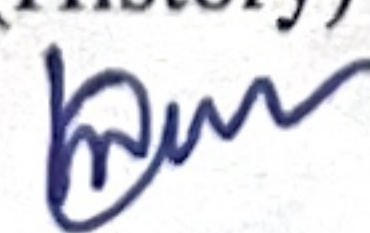
55. **NSS Advisory Committee**

1. Ms. Dayawati 
2. Dr. Hariparkash 
3. Dr. RamNiwas 
4. Dr. Sushila Lamba 
5. Sh. Satyender Singh 

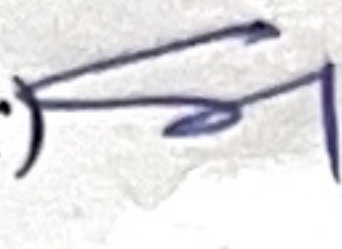
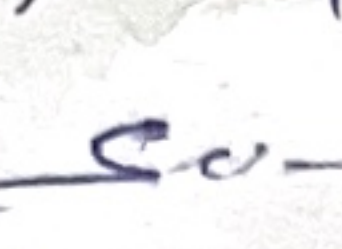
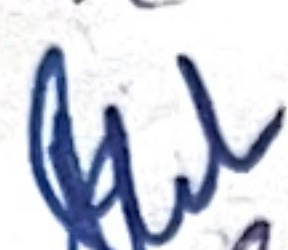
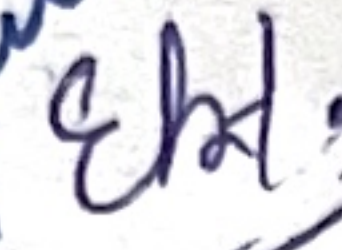
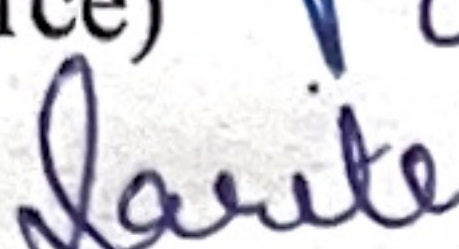
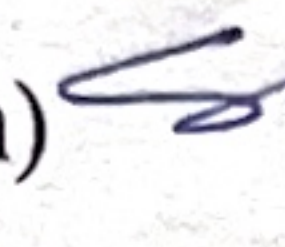
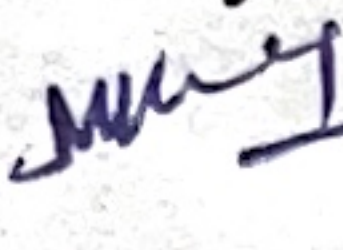
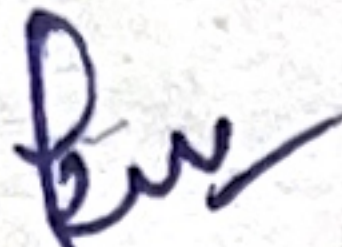
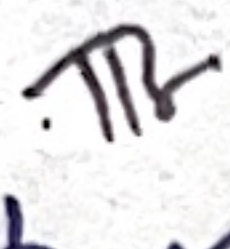
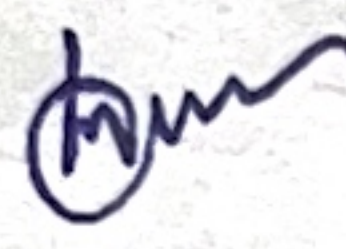
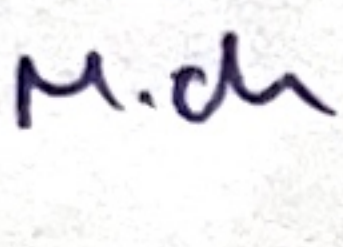
56. **Road Safety/Driving Licence**

1. Dr. RamNiwas (Road Safety) 
2. Sh. Deepak Kumar (DL) 
3. Sh. Rahul Singh

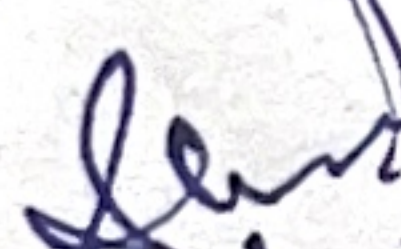
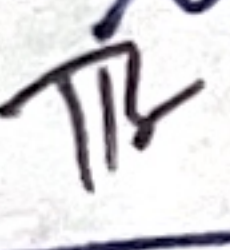
57. **SC/ST/OBC/Grievance Cell**

1. Sh. Sushil Kumar (History) 
2. Sh. Manu Kumar 
3. Mrs. Shiwani Yadav

58. College Magazine Committee

1. Dr. Sushila Lamba (Chief Editor) 
2. ~~Sh. Satyedner Singh~~ (Science) 
3. Mrs. ~~Manya B~~ hola 
4. Mrs. Ekta Rani (Commerce) 
5. Mrs. Sarita (Hindi Commerce) 
6. Dr. Sushila Lamba (Literary Section) 
7. Dr. Mahesh Kumar 
8. Mrs. Rajshri (General Section) 
9. Dr. Bharat Bhushan 
10. ~~Sh. Manu Kumar~~ 
11. Dr. Meenkshi 

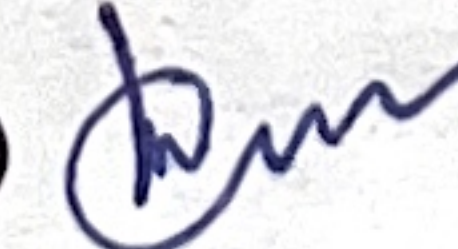
59. Alumni Cell

1. Mrs. Rajshri 
2. Mrs. Shilpa Bhatia 
3. Mrs. Kavita Yadav 
4. Dr. Bharat Bhushan 
5. Dr. Pradeep Kumar 

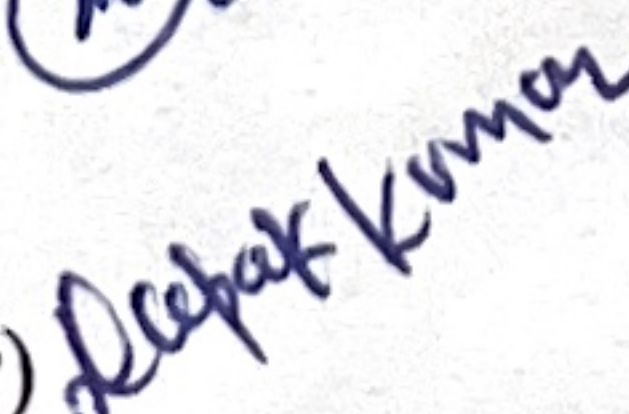
60. Young Journalism Cell/Social Media/Press

1. Dr. Sushila Lamba © 
2. Mrs. Manya Bhola (Nodal Officer) 
3. Dr. Pradeep Kumar 

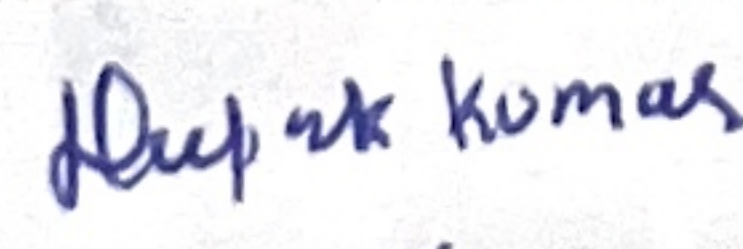
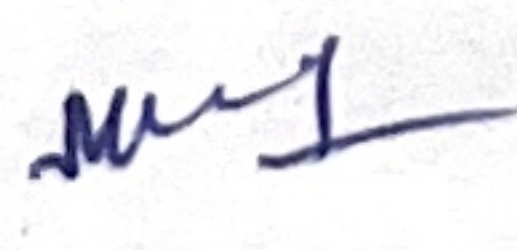
61. Nature Interpretation Center

1. Sh. Manu Kumar (Nodal Officer) 

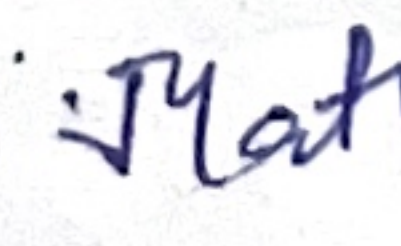
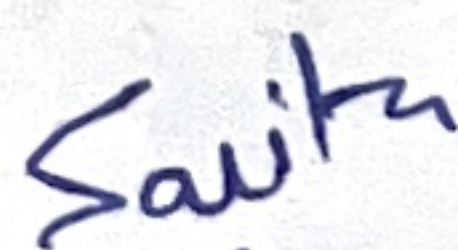
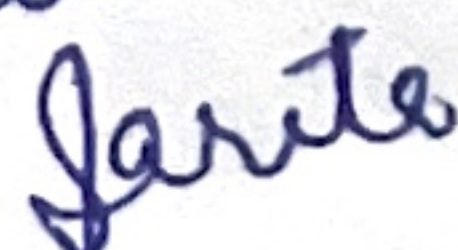
62. Traffic Interpretation Center

1. Sh. Deepak Kumar (Nodal Officer) 

63. Tabbaco Free Education Institution /De-addiction

1. Sh. Deepak Kumar 
2. Dr. Mahesh Kumar 
3. Sh. Rahul Singh

64. Decoration Committee

1. Mrs. Jyoti Gupta (C) 
2. Mrs. Rajshri 
3. Mrs. Sarita (Hindi) 
4. Mrs. Sarita (Commerce) 

65. **Biometric/Jio Connection**
1. Dr. Bharat Bhushan *BB*
 2. Mrs. Sharmila Devi *Shul*
 3. Sh. Rajesh Kumar *R*
66. **CCTV Camera**
1. Dr. Bharat Bhushan *BB*
 2. Dr. Pradeep Kumar *P*
 3. Sh. Sushil (Peon) *Sushil*
67. **Solar Power /Rain Water Harvesting**
1. Dr. Hariparkash *HP*
 2. Mrs. Kavita *K*
68. **Math. Lab**
1. Sh. Satyender Singh *S*
 2. Mrs. Shiwani Yadav
 3. Sh. Rahul Singh
69. **Seminar Hall**
1. *Mrs. Jyoti Gupta* *J*
 2. Dr. Bharat Bhushan *BB*
 3. Dr. Pradeep Kumar *P*
70. **AISHE/NIRF**
1. Sh. Satyender Singh *S*
 2. Mrs. Ekta Rani (Commerce) *E*
 3. Dr. Mahesh Kumar (Arts) *M*
 4. Mrs. Kavita Yadav (Science) *K*
71. **Construction/ Maintenance Building Committee**
1. Dr. RamNiwas (C) *R*
 2. Dr. Sidhanshu *S*
 3. Dr. Hariparkash *H*
 4. Sh. Satyender Singh *S*
72. **Lecture Shortage Fine**
1. Sh. Sushil Kumar *S*
 2. Mrs. Sarita Sarita (Hindi) *Sarita* (Arts)
 3. Mrs. Shilpa Bhatia *S* (Commerce)
 4. Mrs. Kavita Yadav *K* (Science)
 5. Sh. Rahul Singh

73. **TA/DA Committee**

1. Dr. RamNiwas
2. Dr. Sidhanshu
3. Dr. Hariparkash
4. Sh. Satyender Singh

74. **ECO Club**

1. Dr. Sushila Lamba
 2. Ms. Jyoti Gupta
 3. Mrs. Kavita
 4. Mrs. Sarita Hindi
 4. Mrs. Sarita (C)
 5. Mrs. Shilpa
 6. Mrs. Rajshri
- (Boundary Wall & Hedge)
(Right side lown of main college gate)
(Chemistry Side)
Sports Side Lawn
(Middle Lawn)

75. **Soil Testing Committee**

1. Sh. Manu Kumar
2. Mrs. Kavita

76. **IPR Committee**

1. Dr. RamNiwas
2. Dr. Mahesh Kumar
3. Mrs. Sweety

77. **Green Audit Committee**

1. Dr. Hariparkash
2. Dr. Sushila Lamba
3. Mrs. Sarita Hindi
4. Mrs. Kavita
5. Mrs. Sarita
6. Mrs. Shilpa
7. Mrs. Rajshri

78. **Feedback Analysis Committee**

1. Sh. Satyender Singh
2. Dr. Meenakshi
3. Dr. Bharat Bhushan

79. **University Grievance Cell**

1. Dr. Sidhanshu
2. Dr. Meenakshi
3. Sh. KhushiRam

80. **Student Progression Committee**

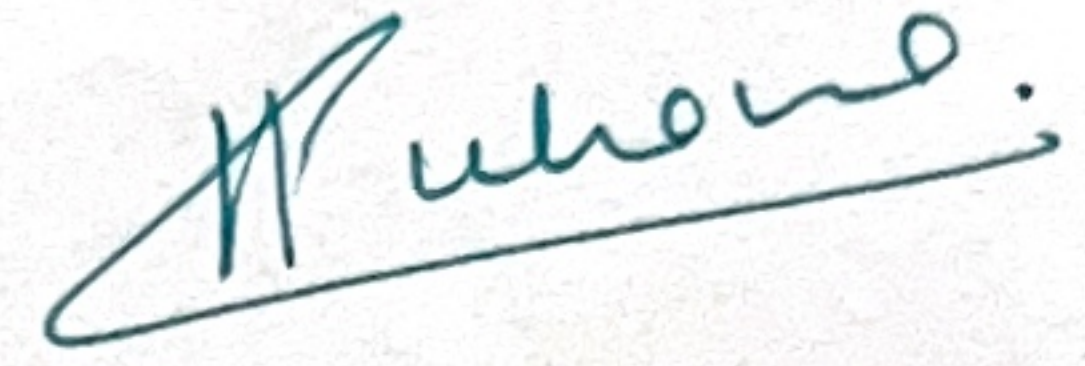
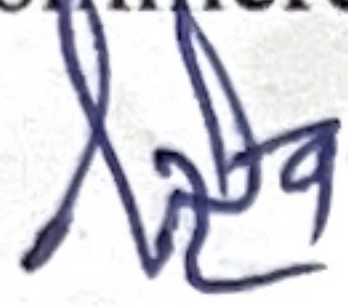
1. Mrs. RajShri



2. Mrs. Sarita (Commerce)



3. Mrs. Kavita



Principal
Govt. College Kharkhara (Rewari)