

Govt. College for Girls Kairu (Bhiwani)

Annual Duty List 2024-25 w.e.f 01.07.2024

First person of the committee will be Convener and other are members.

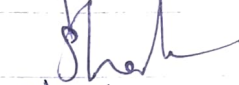
Sr. No.	Committee Name	Convener & Members	Signature
01	Institute Head/Incharge	Dr. Dalbir Singh	
02	College Council Committee	Ms. Dipika	
		Mr. Sandeep	
		Mr. Sanjay Kumar	
		Mr. Yashpal	
		Mr. Vineet Singh	
		MR. RAJ KUMAR	
		MS. JAYA	
03	SPIO	Ms. Dipika	
	ASPIO	Mr. Manoj Kumar	
		Sh. Sandeep	
04	Bursar	Mr. Vineet Singh	
	Accountant	Mr. Mohit Kaushik	
05	Central Purchase Committee	Mr. Sanjay Kumar	
		Mr. Sandeep	
		Mr. Rajkumar	
		Mr. Manoj Kumar	
		Mr. Yashpal	

06.	Building Maintenance including water, Arrangement Committee	Mr. Yashpal	
		Mr. Manoj Kumar	
		Mr. Sandeep	
		Mr. Sanjay Kumar	
07.	Women Cell Committee	Ms. Sonu Rani	
		Ms. Jaya	
		Ms. Shalu Rani	
		Mr. Rajkumar	
		Mr. Manoj Kumar	
		Mr. Sandeep	
		Mr. Sumit Dahiya	
08.	Women Harassment and Anti Ragging Committee / I.C.C	Principal	
		Mr. Vinet Ms. Vinet	
		Mr. Manoj Kumar	
		Ms. Shalu Rani	
		Mr. Sandeep	

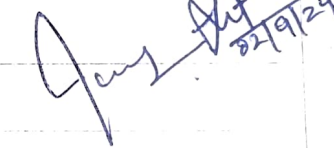




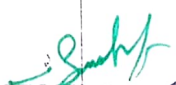
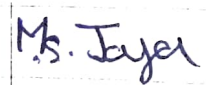


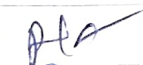
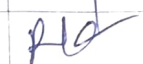
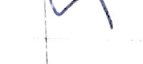




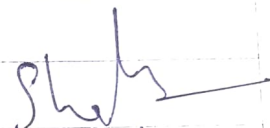
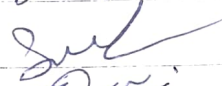
Current Internal Complaint Comm.


 Ms. Sonu
 Ms. Shalu
 Ms. Jaya
 Sh. Manoj Kumar
 Sh. Vinet Singh
 Ms. Jyoti

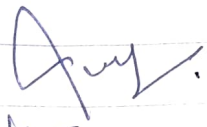
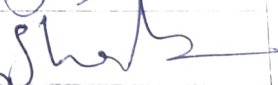
PRINCIPAL,
 Govt. College for Girls,
 KAIRU, BHIWANI

09	Placement Cell	Mr. Rajkumar	    02/11/24
		Mr. Manoj Kumar	
		Mr. Sanjay Kumar	
		Mr. Sumit Dameh	
10.	Earn While You Learn	Ms. Jaya	  
		Mr. Rajkumar	
		Ms. Sonu Rani	
11.	Red Cross & First Aid Committee	Mr. Yashpal	   
		Mr. Sandeep	
		Mr. Sanjay Kumar	
		X Mr. Sumit Dameh	
12.	Sports Committee	Mr. Yashpal	  
		Mr. Manoj Kumar	
		Mr. Sandeep	
13.	Miscellaneous Committee	Mr. Sandeep	   
		Mr. Rajkumar	
		Mr. Sanjay Kumar	
		Mr. Yashpal	

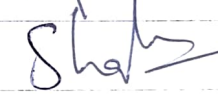
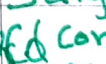
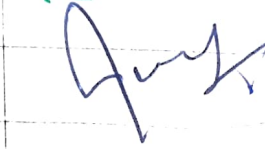
Dr. Shalu Rani

14.	Online Admission Committee	Mr. Sanjay Kumar	
		Mr. Manoj Kumar	
		Mr. Sandeep	
		Ms. Jaya	
		Ms. Shalu Rani	
		Ms. Sonu Rani	
		Mr. Yashpal	
		Mr. Vineet Singh	
		Mr. Sumit Dameh	 21/9/24
15	Bus Pass Committee	Ms. Shalu Rani	
		Mr. Sandeep	
		Ms. Sonu Rani	
		Mr. Sumit Dameh	 21/9/24
16.	NSS Programme Officer	ms-Shalu Rani	
	NSS Advisory	sh. Sandeep	
		Sh. Manoj Kumar	
		Sh. Raj Kumar	
		Ms Jaya	
17.	Library Committee	Mr. Sandeep	
		Mr. Yashpal	
		Mr. Manoj Kumar	
		Ms. Jaya	

		Mr. Rajkumar	PLA
18.	Property Incharge (All Types)	Mr. Sumit Dameh	PLA 02/9/24
		Mr. Manoj Kumar	PLA
		Mr. Sanjay Kumar	PLA
		Ms. Sonu Rani	PLA
		Ms. Shalu Rani	Shalu
19.	Computer /IT Cell Committee	Mr. Sanjay Kumar	PLA
		Mr. Manoj Kumar	PLA
		Mr. Sumit Dameh	PLA 02/9/24
		Ms Sonu Rani	PLA
20.	Road Safety & Traffic Interpretation Centre	Mr. Manoj Kumar	PLA
		Ms. Jaya	PLA
		Mr. Rajkumar	PLA
21.	Legal Literacy Cell/Court Case Committee	Mr. Manoj Kumar	PLA
		Mr. Sandeep	PLA
		Mr. Rajkumar	PLA

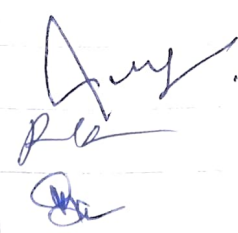
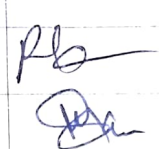
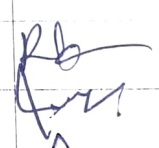
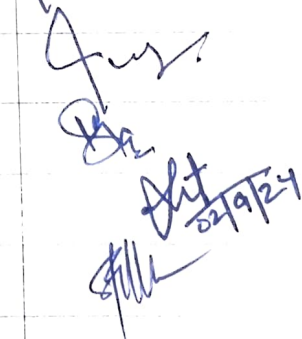
22.	L.Q.A.C.	Principal/Head	
		Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Mr. Sandeep	
		Ms. Dipika	
		Mr. Manoj Kumar	
		MS. JAYA	
		Principal of School/Doctor	
		Alumni	
23.	Registrar/Internal & Practical Assessment / Examination Form	Ms. Jaya	
		Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Mr. Manoj Kumar	
		Ms Sonu Rani	
		Ms. Shalu Rani	
		Mr. Vineet Singh	
		Mr. Yashpal	
24.	Mike, Tent, Shamiyane Committee	Mr. Manoj Kumar	
		Mr. Yashpal	

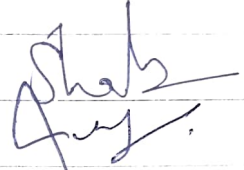
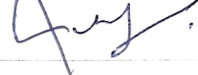
		Mr. Sandeep	
		Mr. Rajkumar	
25.	Workload & Time Table Committee	Mr. Rajkumar	
		Mr. Manoj Kumar	
		Mr. Yashpal	
		Mr. Vineet Singh	
26.	Discipline Committee	Mr. Manoj Kumar	
		All Staff Member	
27.	Celebration of Day	Mr. Sandeep	
		Mr. Sanjay Kumar	
		Mr. Manoj Kumar	
28.	Scholarship	Mr. Sanjay Kumar	
		Mr. Sumit Damesh	
		Mr. Sandeep	
		Ms Sonu Rani	
		Mr. Pramveer (Lab Attendant)	
		Mr. Rohtash (Peon)	

29.	I-Card	Mr. Sandeep	
		Mr. Yashpal	
		Mr. Rajkumar	
		Mr. Manoj Kumar	
30.	Red-Ribbon	Mr. Sandeep	
		Mr. Yashpal	
		Mr. Rajkumar	
31.	AISHE	Mr. Rajkumar	
		Mr. Sanjay Kumar	
		Ms. Shalu Rani	
32.	EVS	Mr. Yashpal	
		Mr. Manoj Kumar	
		Mr. Rajkumar	
33.	Prayash/UGC/RUSA/NAAC PM-USHA	Mr. Rajkumar	
		sh. Manoj Kumar	
		sh. Sanjay Kumar	
		All Staff Members	
34.	MIS & HRMS Updation Committee	Mr. Sanjay Kumar	
		Mr. Yashpal	
		Mr. Manoj Kumar	

C.A
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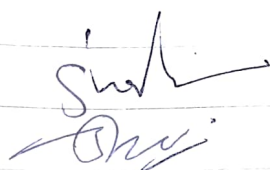
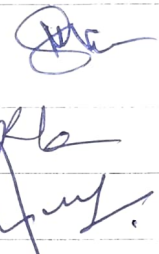
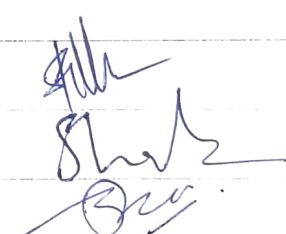
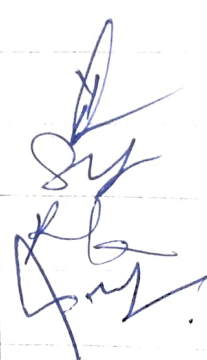
sh. Sanjay Kumar (convenor)
sh. Manoj Kumar (co-convenor)
sh. Sanjay Kumar (co-convenor)

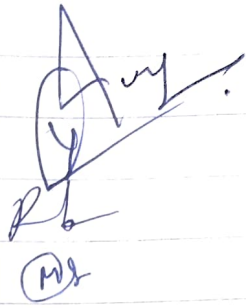
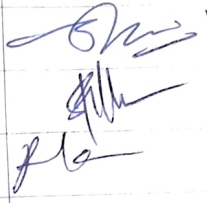
		Mr. Mohit Kaushik, Clerk	
35.	E-Salary Portal Committee	Mr. Sanjay Kumar Mr. Rajkumar Mr. Manoj Kumar Mr. Mohit Kaushik, Clerk	
36.	Voter Card Preparation Committee	Mr. Sandeep Mr. Rajkumar Mr. Manoj Kumar	
37.	Mentor Committee	Mr. Rajkumar All Staff Members	
38.	L.M.S. Committee	Mr. Sanjay Kumar Mr. Manoj Kumar Mr. Sumit Dameh Ms. Jaya	
39.	Outsource Policy Committee/HKRN	Mr. Yashpal Mr. Manoj Kumar Ms. Dipika Mr. Rajkumar	

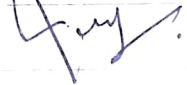
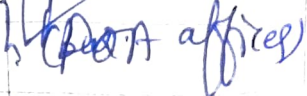
40.	Printing & Stationery Committee	Mr. Manoj Kumar	
		Mr. Sandeep	
		Mr. Rajkumar	
41.	Beti Bachao Beti Padhao Abhiyan & Jal Shakti Abhiyan	Mr. Sandeep	
		Ms. Dipika	
		Mr. Vineet Singh	
42.	Licence Issuance Committee	Ms. Shalu Rani	
		Mr. Sanjay Kumar	
		Mr. Satbir (Peon)	
43.	Character Certificate Issuance Committee	Ms. Dipika	
		Mr. Yashpal (Convenor)	
		Mr. Vineet Singh	
		Mr. Rajkumar	
44.	Press and Publicity Committee	Mr. Yashpal	
		Mr. Rajkumar	
		Mr. Sandeep	
		Ms. Dipika	

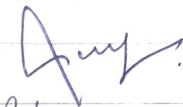
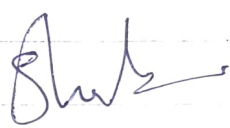
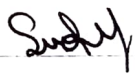
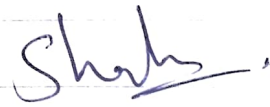
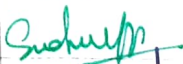
45.	College Activity Record Committee	Dr. Sandeep Mr. Rajkumar	All Convener of Committees and HOD Concerned Dept.
46.	Income Tax Checking /TDS deduction & Preparation of Form 16	Mr. Sanjay Kumar	
		Ms. Dipika Sh. Vinit Singh Mr. Rajkumar Sh. Mohit Koushik Ms. Pushpanjali	
47.	Proctor in Chief & Senior Tutor	Ms. Dipika	
		All Staff Members	
48.	Harit Haryana Abhiyana, Unnat Haryana Abhiyan	Mr. Sandeep	
		All Staff Members	
49.	SC/ST/OBC Caste based Discrimination Committee	Mr. Sanjay Kumar	
		Ms. Dipika	
		Mr. Sandeep	
		Mr. Vineet Singh	
		Mr. Yashpal	
50.	IIC	Mr. Sandeep (Innovation Activity Coordinator, Internship Activity Coordinator)	

		Mr. Sanjay Kumar (Vice President ARIIA Coordinator)	Aug.
		Mr. Manoj Kumar (Convener, Start up Activity Coordinator)	Sh
		Mr. Rajkumar (IPR Activity Coordinator, Social Media)	Rk
		Dr. Sandeep (Innovation Activity Coordinator, Internship Activity Coordinator)	Suf
	ARIIA	1 Mr. Sanjay Kumar 2 Ms. Shalu Rani 3 Ms. Sonu Rani	Aug.
51.	ARIIA NIRF	Mr. Yashpal (NIRF Coordinator)	
		Mr. Sanjay Kumar (convener)	Aug.
		Ms. Shalu Rani	Shalu
		Ms Sonu Rani	Sonu
52.	Tobacoo Prohibition and Control	Ms. Sonu Rani	Sonu
		Mr. Manoj Kumar	Manoj
		Mr. Sandeep	
53.	Welfare of Differently Abled Person	Mr. Sumit Damesh	Sumit 02/09/24
		Mr. Rajkumar	Rk
		Mr. Manoj Kumar	Manoj

		Ms. Shalu Rani	
		Ms Sonu Rani	
54.	Equal Opportunity Cell (CEDG)	Principal	
		Mr. Yashpal	
		Mr. Sanjay Kumar	
		Mr. Sandeep	
55.	Electricity Equipment and maintainance	Mr. Manoj Kumar	
		Mr. Rajkumar	
		Mr. Sanjay Kumar	
56.	Cleanliness and sanitation items	Ms. Jaya	
		Ms. Shalu Rani	
		Ms. Sonu Rani	
57.	C.C.T.V.	Mr. Yashpal	
		Mr. Sandeep	
		Mr. Rajkumar	
		Mr. Sanjay Kumar	

58.	Biometric Machine	Mr. Sanjay Kumar	
		Mr. Yashpal	
		Mr. Rajkumar	
		Mr. Mandeep (Clerk)	
59.	Cultural Committee	Ms. Sonu Rani	
		Ms. Jaya	
		Mr. Rajkumar	
		Mr. Sandeep	
60.	Fit India Movement/Azadi ka Amrit Mahotsav	Mr. Sandeep	
		Mr. Manoj Kumar	
		Mr. Rajkumar	
		Mr. Yashpal	
61.	Hobby Club	Mr. Rajkumar	
		Ms. Sonu (convenor)	
		Mr. Sandeep (Coordinator)	
		Mr. Yashpal (Incharge BA)	
62.	Solar System Maintenance Committee	Mr. Sanjay Kumar	
		Mr. Manoj Kumar	

		Mr. Sandeep	
63.	Horticulture and Plantation	Mr. Yashpal	   
		Mr. Sandeep	
		Mr. Rajkumar	
		Mr. Satbir (Peon)	
64.	Alummanai Committee	Ms. Jaya	   
		Mr. Manoj Kumar	
		Mr. Rajkumar	
		Mr. Sanjay Kumar	
65.	Canteen Committee	Mr. Manoj Kumar	  
		Mr. Yashpal	
		Ms. Dipika	
66.	GEM Committee	Principal	  
		Mr. Sanjay Kumar	
		Mr. Yashpal	
		Mr. Vineet Singh (P.A. officer)	

67	Saintation Items Committee	Mr. Manoj Kumar	
		Mr. Sanjay Kumar	
		Mr. Yashpal	
68	College Domain	Mr. Sanjay Kumar	
		All staff members	
69	Statical Report	Mr. Sanjay Kumar	
		Mr. Rajkumar	
		Mr. Manoj Kumar	
		Ms. Sonu Rani	
70	Passport Issuance Committee	Ms. Shalu Rani	
		Mr. Sanjay Kumar	
		Mr. Sumit Dameh	
		Mr. Manoj Kumar	
71	Competitive Examinations and Career Counseling Committee	Ms. Manoj Kumar	
		Mr. SANDEEP	
		Mr. Rajkumar	
		Mr. Sanjay Kumar	
		Ms. Shalu Rani	
72	Research and Development ent , Internship Cell	Mr. Sanjay (Head of Cell)	
		Mr. Manoj (Coordinator)	
		SANDEEP	
		Ms. Shalu Rani	
		Ms. Sonu Rani	
		Ms. Jaja	

Principal
Govt. College for Girls,
Kairu, (Bhiwani)

01/07/2024

Student

73	Grievance Redressal Committee	Mr. Vineet Singh	
		Ms. Jaya	
		Ms. Shalu	
		Ms. Sonu	
74	P.T.M Committee	Dr. SANDEEP	Suby
		ALL STAFF MEMBER	
75	MOU Committee	Mr. Vineet Singh	
		ALL STAFF MEMBER	
76	Induction Program Committee	Dr. Sandeep	Suby
		Mr. Sunday	
		Mr. Raj Kumar	
		Mr. Momoj Kumar	
			
		seen Daulbi	
		01/07/24	
	Swachh Haryana Mission	Dr. Sandeep Kumar	Suby
		MS: Maniqu (Peon)	
		MS. Suman (Peon)	
		MS. Monika (Peon)	

AM
29.01.25

OFFICE OF THE PRINCIPAL, GOVT COLLEGE FOR GIRLS, KAIRU (BHIWANI)

To

The Director General,
Higher Education, Haryana
Shiksha Sadan Sector 5
Panchkula-134109

Memo no. GCGK/2024/4620

Dated: 30.05.2024

Sub: Information regarding Distress Call Center- EK Aasra (IVR facility Helpline No. 7419864999).

Respected Sir,

With reference to your even office letter no. DHE-010009/157-2020 Coordination (1) (62869) and subject cited above, this college has not started the EK Aasra (IVR facility helpline no. 7419864999), however, there exists Distress Remedial facility Cell through which girl's students share their stress-related feeling. Further, Ek Aasra -IVR facility Helpline No. 7419864999 may be started in this college from session 2024-25 & oblige.

With Regards,

Principal
Principal
GOVT College for Girls
Government College of Girls
Kairu (Bhiwani)

Office of the Principal, Government College for Girls, Kairu (Bhiwani)

Sl No	Name of College	Contact Detail	Affiliated to (In Case of a College)	Aishe Code	Name of Ombudspersonal (s) With Contact details (In case of University)(Name Designation ,Phone and Email.)	Detail of Student Grievence Redresall Committee (s) (Name ,Degination ,Phone and Email)	Remarks
01	GCG Kairu (Bhiwani)	8168326008	CBLU	C-59999		1.Mr. Vineet Singh (Convener) 2. Ms Jaya 3 Ms Shalu . 4. Ms. Sonu 1. 8168326008 vineetgoyal@gmail.com	

Principal Sandhu
 Government College for Girls
 Kairu (Bhiwani) 25/09/2024

Office of the Principal, Govt. College for Girls, (Kairu), Bhiwani

Memo No. GCGK/2024/5919

Dated: 19.11.2024

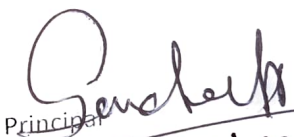
It is stated that a cell named Socio –Economically Disadvantage Groups (SEDGS) CELL is composed in this college.

Committee:

Mr. Sumit (Convener/Nodal Officer/) 

Dr. Sonu Rani (Member) 

Dr. Shalu (Member) 


Principal

19/11/2024
Principal,
Government College for Girls
Kairu (Bhiwani)