

ਦਫਤਰ, ਪ੍ਰਿੰਸੀਪਲ ਸਰਕਾਰੀ ਬਹੁਤਕਨੀਕੀ ਕਾਲਜ, ਰਾਣਵਾਂ (ਫ.ਗ.ਸ)

ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 204

ਮਿਤੀ: 17-8-2020

ਇਸ ਦਫਤਰੀ ਹੁਕਮ ਰਾਹੀਂ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ/ ਕਰਮਚਾਰੀਆਂ ਦੀ ਡਿਊਟੀ ਪਹਿਲਾਂ ਦਿੱਤੇ ਕੰਮ ਦੇ ਨਾਲ ਨਾਲ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਲਗਾਈ ਜਾਂਦੀ ਹੈ।

Sr. No	Duty/Activity/Responsibility	Name of the Officer Incharge/ Committee Members
1	Academic & Examination Incharge	Sh. Kulwinder Singh, Sr. Lect. (Assist.) Dr Major Singh, Sr. Lect. Sh Sanjeev Kumar Mittal Clerk
2	Placement & Training Officer	Dr Gurinder Singh, Sr. Lect. Sh Sanjiv Jindal, Sr Lect, Sh. Amritpal Singh Lect. Sh Gurinder Singh Lect.
3	Admission Incharge	Dr Major Singh, Sr. Lect.
4	Incharge Time Table	Sh. Sanjeev Goyal, HOD (Assist.) Sh Ankush Goyal, Lect.
5	Anti Ragging Committee	Ms Kanwaldeep Kaur (HOD), Sh. Sanjeev Goyal (HOD), Dr Gurinder Singh (O/I) and Class Incharges
6	Student Scholarships (PMS)	Sh. Arvind Chopra, Sr. Lect., Ms Nishu Kansal, Lect. Sh Damanpreet Singh, Lect. & Ms Sukhdeep Kaur, Assist. Lib. Sh Kawalpreet Singh Clerk
7	SRC President	Dr Gurinder Singh, Sr. Lecturer
8	SRC Secretary	Sh. Gurinder Singh, Lect.
9	Discipline Committee	HODs & Officer Incharges of Departments
10	Cultural Activities Committee	SRC Committee
11	Library Incharge	Ms Kanwaldeep Kaur (HOD)
12	Sports Officer	Sh Gurdeep Singh, Lect. (Assist.) Sh. Daljot Singh Kang
13	Project Officer NSS/NCC/Red Ribbon	Sh. Satnam Singh, Lect., Ms Nishu Kansal & Dr Sunita Rani
14	Coordinator Table Marking Nodal Centre	Sh. Gurinder Singh, Lect. (Assist) Sh Dalbir Singh, Lect.
15	Community & Skill Development Courses	Sh. Sanjeev Goyal (HOD) Sh. Amritpal Singh Lect., APO
16	Incharge Staff Attendance (Centralized)	Sh. Sanjeev Goyal, HOD, Ms Nishu Kansal Lect & Ms Kulwinder Kaur Office
17	Bus Incharge	Sh Balwant Singh FI
18	Bus Pass Incharge	Dr Major Singh, Sr. Lect.
19	Incharge AICTE/ Board Affairs	Sh. Kulwinder Singh, Sr. Lect. Ms Nishu Kansal, Lect.
20	Incharge Mails & Correspondence	Sh. Kulwinder Singh, Sr. Lect. Ms Nishu Kansal, Lect.
21	Convenor Purchase Committee	Sh. Sanjeev Goyal (HOD) Sh. Arvind Chopra, Sr. Lect. & Staff Members from respective Depts.
22	Store Officer	Sh. Sanjiv Jindal, Sr. Lect.
23	Estate Officer and maintenance(Civil & Electrical) and General Insurance	Sh Gurdeep Singh, Lect. (Assist.) Sh. Hardeep Singh F/I, Sh Ajai Pal

	(Building/Equipment)	Singh W/I
24	Electricity Generator Committee	Sh. Amritpal Singh, Lect. (Assist.) Sh Ajaipal Singh
25	Officer Incharge Class-IV	Dr Major Singh, Sr. Lect., (Assist.) Sh Gurjant Singh W/I
26	Buddy Activities (District + College Level)	Dr Arvind Chopra Sr Lect Sh Gurinder Singh Lect
27	RTI/ RTS	Sh. Kulwinder Singh, Sr. Lecturer Sh. Hardeep Singh, Sr. Assist.
28	Convenor CCTV/ Biometric Attendance/ Internet Maintenance	Sh. Kulwinder Singh Sr. Lect, Sh. Sanjiv Jindal, Sr Lect., Sh. Amritpal Singh Lect. Sh. Manpreet Singh Store Keeper
29	Fire & Safety Committee	Sh. Sanjiv Jindal, Sr Lect., Sh Balwant Singh F/I, Sh. Ajaipal Singh W/I
30	Staff Welfare Committee	Sh. Sanjiv Jindal, Sr Lect., Ms Anchal Jain & Ms Gurwinder Kaur, Librarian
31	Women Grievances Committee	Ms Kanwaldeep Kaur (HOD), Ms Anchal Jain, Lect, Ms Nishu Kansal, Lect, Ms Kulwinder Kaur Office
32	PSBTE, AICTE, AISHE	Sh. Kulwinder Singh, Sr. Lect., Ms Nishu Kansal, Lect., Sh Damanpreet Singh Lect & Ms Kulwinder Kaur Office
33	Incharge College Website	Sh. Kulwinder Singh, Sr. Lect., Sh Gurinder Singh Lect. Ms Parminder Kaur, Lect.
34	Student Counsellors	Ms Anchal Jain, Lect. Ms Nishu Kansal. Lect. Sh Satnam Singh Lect., Ms Gurwinder Kaur, Librarian
35	Language Lab, Library Management System	Mrs Kamaldeep Kaur HoD Sh Dalbir Singh Lect, Mrs Gurwinder Kaur Librarian
36	Medical Counselling/ First Aid	Sh. Arvind Chopra, Sr Lect., Dr Sunita Rani, Lect, Sh Ankush Goyal, Lect.
37	Notice /Display/Boards	Sh. Sarabjit Singh F/I, Sh. Balwant Singh F/I, Ms. Ishwinder Kaur W/I, Mrs Samta
38	SC/ST Welfare Committee	Sh. Damanpreet Singh Lect., Sh. Gurdeep Singh Lect., Sh. Hardeep Singh F/I, Mrs Parminder Kaur Lect.
39	Internal Quality Assurance Cell	Sh. Sanjeev Goyal, HOD. Dr Gurinder Singh Sr. Lect. Sh. Kulwinder Singh Sr. Lect.
40	General Grievances Committee	Sh. Sanjeev Goyal, HOD. Ms Kanwaldeep Kaur (HOD). Dr Gurinder Singh Sen. Lect. Sh. Hardeep Singh Sr Assist.
41	Media Cell/ Social Media	Sh. Kulwinder Singh Sr. Lect. Dr. Major Singh. Sr. Lect. Mrs. Anchal Jain Lect. Mrs. Nishu Kansal Lect
42	Student/Staff Group Accident Insurance	Sh. Kulwinder Singh Sr. Lect. Sh. Sanjeev Jindal Sr. Lect Sh. Balwant Singh F/I and Class Incharges
43	Electoral Literacy & Mental Health Club	Sh Gurinder Singh, Lect., Sh. Anush Goyal, Lect., Sh Daljot Singh, Lect., Dr Sunita Rani, Lect., Ms Gurwinder Kaur, Librarian
44	Campus Beautification	Dr Major Singh, Sr. Lect., Ms Nishu Kansal Lect, Sh Gurinder Singh Lect., Ms Gursimrat Kaur Lect, Sh Saroop Singh

ਇਹਨਾਂ ਹੁਕਮਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਪ੍ਰਿੰਸੀਪਲ,
ਸ਼੍ਰੀ ਗੁਰੂ ਹਰਗੋਬਿੰਦ ਸਾਹਿਬ ਸ.ਬ.ਕਾਲਜ
ਰਾਣਵਾ (ਫ.ਗ.ਸ) 21/8/20

ਪਿੱਠ ਅੱਕਣ ਨੰ: 1113-1117

ਮਿਤੀ: 17-8-2020

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਅਤੇ ਦਰਸਾਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਮੂਹ ਸਟਾਫ ਨੂੰ ਨੋਟ ਕਰਵਾ ਦਿੱਤਾ ਜਾਵੇ:-

1. ਮੁਖੀ ਵਿਭਾਗ, ਈ.ਸੀ.ਈ
2. ਅਫਸਰ ਇੰਚਾਰਜ, ਮਸ਼ੀਨੀ
3. ਅਫਸਰ ਇੰਚਾਰਜ, ਅਪਲਾਇਡ ਸਾਇੰਸ
4. ਅਫਸਰ ਇੰਚਾਰਜ ਵਰਕਸ਼ਾਪ ਵਿਭਾਗ
5. ਦਫਤਰ ਸੁਪਰਡੈਂਟ

ਪ੍ਰਿੰਸੀਪਲ,
ਸ਼੍ਰੀ ਗੁਰੂ ਹਰਗੋਬਿੰਦ ਸਾਹਿਬ ਸ.ਬ.ਕਾਲਜ
ਰਾਣਵਾ (ਫ.ਗ.ਸ) 21/8/20