



CHAUDHARY HARDWARI LAL GOVERNMENT COLLEGE

CHHARA (JHAJJAR)

College Code - JJR001

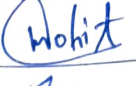
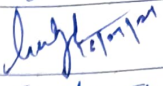
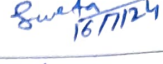
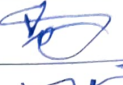
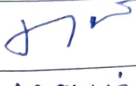
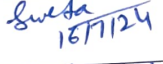
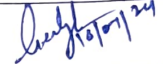
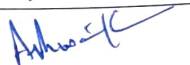
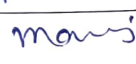
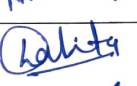
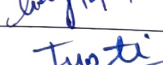
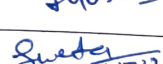
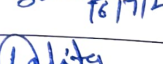
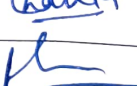
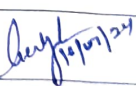
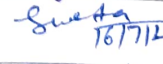
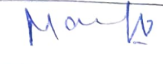
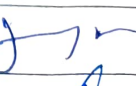
Affiliated with Maharshi Dayanand University, Rohtak

V.P.O. Chhara, Tehsil - Bahadurgarh, District - Jhajjar, (Haryana) 124504

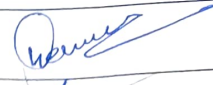
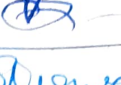
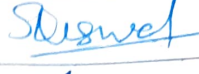
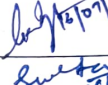
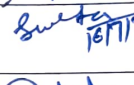
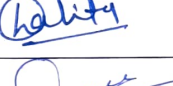
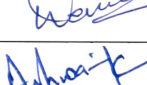
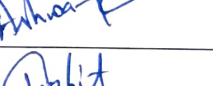
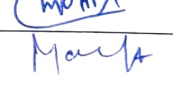
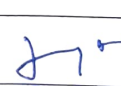
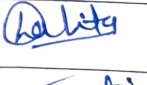
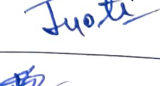
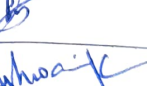
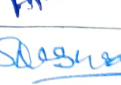
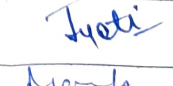
Formation of various In-Charges/Committees for the session 2024-25 (w.e.f. 15/07/2024) is as under: -

In-Charges				
Sr. No.	Duty Assigned	Name	Designation	Signature
01	SPIO (R.T.I.)	Dr. Sanjay Deswal	A/Prof.	
02	Bursar	Smt. Monika	A/Prof.	
03	Property, Maintenance, PWD related works	Sh. Devender	A/Prof.	
04	NSS	Smt. Manju Malik	A/Prof.	
05	College Registrar	Dr. Lalita	A/Prof.	
06	Staff Secretary	Dr. Manoj Kumar	A/Prof.	
07	E.V.S.	Dr. Sanjay Deswal	A/Prof.	
08	HRMS, MIS, AEBAS, NEP, HKRN Portal, Saksham Portal	Sh. Mohit	A/Prof.	
09	Outsourcing Staff	Dr. Sanjay Deswal	A/Prof.	
10	Press Report	Dr. Ashwani Kumar	A/Prof.	
11	RUSA	Smt. Sweta	A/Prof.	 Sweta 16/7/2024
12	Admission Nodal Officer	Sh. Devender	A/Prof.	
13	Shiksha Setu	Smt. Sweta	A/Prof.	 Sweta 16/7/24
Committees				
1	College Council	Dr. Sanjay Deswal	A/Prof.	
		Sh. Devender	A/Prof.	
		Smt. Manju Malik	A/Prof.	
2	IQAC	Dr. Sanjay Deswal	A/Prof.	
		Sh. Devender	A/Prof.	
		Smt. Manju Malik	A/Prof.	
		Smt. Monika	A/Prof.	
3	Students Welfare, Grievance & Anti Ragging	Dr. Sanjay Deswal	A/Prof.	
		Sh. Devender	A/Prof.	

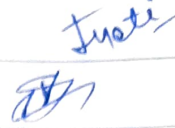
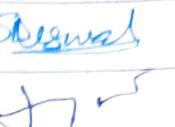
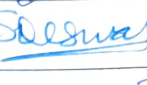
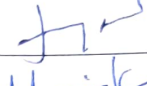
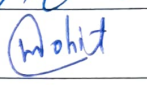
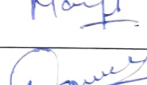
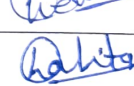
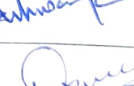
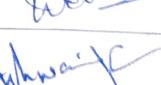
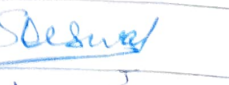
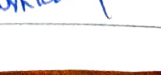
		Smt. Manju Malik	A/Prof.	Manju
		Smt. Monika	A/Prof.	Monika
4	Grievance Redressal Committee	Dr. Sanjay Deswal	A/Prof.	Deswal
		Sh. Devender	A/Prof.	Devender
		Smt. Manju Malik	A/Prof.	Manju
		Smt. Monika	A/Prof.	Monika
5	Discipline	Smt. Manju Malik	A/Prof.	Manju
		Smt. Usha Kumari	A/Prof.	Usha Kumari 16/7/2024
		Smt. Jyoti	A/Prof.	Jyoti
		Smt. Geetanjali	A/Prof.	Geetanjali
		Dr. Ashwani Kumar	A/Prof.	Ashwani
		Smt. Sweta	A/Prof.	Sweta 16/7/24
		Sh. Mohit	A/Prof.	Mohit
6	Purchasing	Dr. Sanjay Deswal	A/Prof.	Deswal
		Sh. Devender	A/Prof.	Devender
		Sh. Jayant	A/Prof.	Jayant
		Dr. Ashwani Kumar	A/Prof.	Ashwani
7	Anti-Sexual Harassment	Smt. Manju Malik	A/Prof.	Manju
		Sh. Jayant	A/Prof.	Jayant
		Smt. Jyoti	A/Prof.	Jyoti
		Dr. Lalita	A/Prof.	Lalita
8	Cultural Programme	Smt. Manju Malik	A/Prof.	Manju
		Smt. Monika	A/Prof.	Monika
		Smt. Jyoti	A/Prof.	Jyoti
		Dr. Manoj Kumar	A/Prof.	Manoj
		Dr. Lalita	A/Prof.	Lalita
9	Women Cell	Smt. Jyoti	A/Prof.	Jyoti
		Smt. Manju Malik	A/Prof.	Manju
		Dr. Lalita	A/Prof.	Lalita

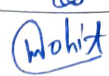
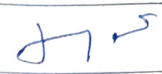
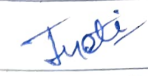
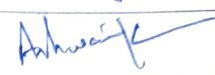
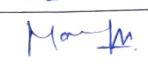
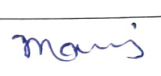
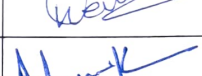
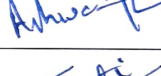
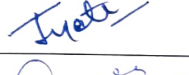
10	Sports	Sh. Devender	A/Prof.	
		Sh. Mohit	A/Prof.	
		Sh. Vijay Malik	Ext. Lect.	
11	Placement Cell	Smt. Geetanjali	A/Prof.	
		Smt. Sweta	A/Prof.	
		Sh. Vijay	Extn. Lect.	
12	Legal / Court Matters	Dr. Jayant	A/Prof.	
		Dr. Manoj Kumar	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
13	Red Cross, Red Ribbon	Smt. Sweta	A/Prof.	
		Smt. Geetanjali	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
14	Library	Dr. Manoj Kumar	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
		Dr. Lalita	A/Prof.	
15	Income Tax	Smt. Monika	A/Prof.	
		Dr. Jayant	A/Prof.	
		Mr. Lokesh	Clerk	
16	Merit & Meritorious Scholarship	Smt. Geetanjali	A/Prof.	
		Smt. Jyoti	A/Prof.	
		Smt. Sweta	A/Prof.	
17	University – Registration, Examination Forms, Maintenance of annual records	Dr. Lalita	A/Prof.	
		Sh. Parveen Suhag	Clerk	
18	Tutorial Groups, Mentorship	Smt. Jyoti	A/Prof.	
		Smt. Geetanjali	A/Prof.	
		Smt. Sweta	A/Prof.	
19	Result Record	Smt. Manju Malik	A/Prof.	
		Dr. Jayant	A/Prof.	
		Smt. Monika	A/Prof.	

		Dr. Lalita	A/Prof.	<u>Lalita</u>
		Smt. Parmila	L.A.	<u>Parmila</u>
20	Internal Assessment	Sh. Mohit	A/Prof.	<u>Mohit</u>
		Sh. Parveen Dalal	C/Att.	<u>P</u>
21	Water Arrangement	Smt. Jyoti	A/Prof.	<u>Jyoti</u>
		Dr. Ashwani Kumar	A/Prof.	<u>Ashwani</u>
		Smt. Sweta	A/Prof.	<u>Sweta</u> 16/11/24
22	Computer Lab, I.T., College Portal/ERP, Website, LMS	Dr. Manoj Kumar	A/Prof.	<u>manoj</u>
		Dr. Jayant	A/Prof.	<u>J</u>
		Sh. Parveen Dalal	A/Prof.	<u>P</u>
23	Campus Beautification	Sh. Devender	A/Prof.	<u>Devender</u>
		Smt. Manju Malik	A/Prof.	<u>Manju</u>
		Dr. Manoj Kumar	A/Prof.	<u>manoj</u>
24	Cleanliness	Dr. Ashwani Kumar	A/Prof.	<u>Ashwani</u>
		Smt. Jyoti	A/Prof.	<u>Jyoti</u>
		Dr. Lalita	A/Prof.	<u>Lalita</u>
25	Decoration	Smt. Jyoti	A/Prof.	<u>Jyoti</u>
		Smt. Geetanjali	A/Prof.	<u>Geetanjali</u> 16/11/24
		Dr. Lalita	A/Prof.	<u>Lalita</u>
		Sh. Vijay	Extn. Lect.	<u>V</u>
26	Electricity Maintenance and Repair of Invertor	Sh. Mohit	A/Prof.	<u>Mohit</u>
		Smt. Manju Malik	A/Prof.	<u>Manju</u>
		Sh. Parveen Dalal	C/Att.	<u>P</u>
27	Generator, Purchasing of Diesel and Petrol	Dr. Jayant	A/Prof.	<u>J</u>
		Sh. Vijay Malik	Ex/Lec	<u>V</u>
		Sh. Parveen Dalal	C/Att.	<u>P</u>
28	Printing	Sh. Devender	A/Prof.	<u>Devender</u>
		Smt. Jyoti	A/Prof.	<u>Jyoti</u>
		Sh. Parveen Suhag	Clerk	<u>P</u>

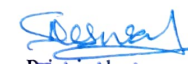
29	Treasury/ SBI Bank Messenger	Sh. Devender	A/Prof.	
		Sh. Lokesh	Clerk	
		Sh. Vijay Malik	Ex/Lec	
30	AISHE	Dr. Sanjay Deswal	A/Prof.	
		Sh. Vijay	Ext. Lect.	
		Sh. Parveen Dalal	C/Att.	
31	UGC/NAAC	Dr. Jayant	A/Prof.	
		Sh. Devender	A/Prof.	
		Smt. Monika	A/Prof.	
		Sh. Mohit	A/Prof.	
		Sh. Vijay	Extn. Lect.	
		Sh. Parveen Dalal	C/Att.	
32	Earn While You Learn	Smt. Geetanjali	A/Prof.	
		Smt. Sweta	A/Prof.	
		Dr. Lalita	A/Prof.	
33	Trips and Tour (Boys)	Sh. Devender	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
		Sh. Mohit	A/Prof.	
34	Trips and Tour (Girls)	Dr. Manju Malik	A/Prof.	
		Dr. Jayant	A/Prof.	
		Dr. Lalita	A/Prof.	
35	English Language Lab	Smt. Jyoti	A/Prof.	
		Sh. Vijay	Ext. Lect.	
		Sh. Parveen Dalal	C/Att.	
36	Smart Classroom	Dr. Ashwani Kumar	A/Prof.	
		Dr. Sanjay Deswal	A/Prof.	
		Sh. Devender	A/Prof.	
37	Alumni	Smt. Jyoti	A/Prof.	
		Smt. Manju Malik	A/Prof.	

		Dr. Lalita	A/Prof.	<u>Lalita</u>
		Sh. Vijay	Ext. Lect.	<u>Sh</u>
		Sh. Mohit	A/Prof.	<u>Mohit</u>
38	SVEEP/Voter Awareness	Smt. Manju Malik	A/Prof.	Manju
		Sh. Vijay	Ext. Lect.	<u>Sh</u>
39	Students Aadhar Card/License/Bus Pass	Smt. Sweta	A/Prof.	Sweta 16/11/24
		Smt. Geetanjali	A/Prof.	Geetanjali
		Sh. Vijay	Extn. Lect.	<u>Sh</u>
		Sh. Parveen Dalal	L.A.	<u>P</u>
40	Apprentice/COPA	Smt. Sweta	A/Prof.	Sweta 16/11/24
		Smt. Geetanjali	A/Prof.	Geetanjali
		Sh. Parveen Dalal	L.A.	<u>P</u>
41	CCTV	Dr. Jayant	A/Prof.	Jayant
		Dr. Lalita	A/Prof.	<u>Lalita</u>
		Sh. Vijay Malik	Extn. Lec.	<u>Sh</u>
42	Outreach Programme	Smt. Geetanjali	A/Prof.	Geetanjali
		Smt. Sweta	A/Prof.	Sweta 16/11/24
		Sh. Vijay	Ext. Lect.	<u>Sh</u>
43	Sadak Suraksha, Road Safety, Traffic Interpretation Cell	Sh. Mohit	A/Prof.	<u>Mohit</u>
		Smt. Jyoti	A/Prof.	Jyoti
		Dr. Manoj Kumar	A/Prof.	Manoj
44	Nature Interpretation Cell/ ECO Club/ Waste Management	Dr. Ashwani Kumar	A/Prof.	Ashwani
		Sh. Manoj Kumar	A/Prof.	Manoj
		Sh. Devender	A/Prof.	Devender
45	Time Table – Workload	Dr. Ashwani Kumar	A/Prof.	Ashwani
		Smt. Manju Malik	A/Prof.	Manju
		Smt. Monika	A/Prof.	<u>Monika</u>
46	Entrepreneurship Development Club	Dr. Jayant	A/Prof.	Jayant
		Sh. Devender	A/Prof.	Devender

		Smt. Monika	A/Prof.	
		Sh. Mohit	A/Prof.	
		Smt. Geetanjali	A/Prof.	
48	CRID	Smt. Jyoti	A/Prof.	
		Sh. Vijay	Ext. Lect.	
		Dr. Sanjay Deswal	A/Prof.	
49	Medical Bill Verification	Dr. Jayant	A/Prof.	
		Smt. Monika (Bursar)	A/Prof.	
		Dr. Sanjay Deswal	A/Prof.	
50	Research and Development Cell <i>Repeat at Sr. No. 55</i>	Dr. Jayant	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
		Dr. Sanjay Deswal	A/Prof.	
51	Feedback Mechanism Committee	Smt. Monika	A/Prof.	
		Sh. Mohit	A/Prof.	
		Sh. Vijay	Ext. Lect.	
		Sh. Devender	A/Prof.	
52	NSS	Dr. Lalita	A/Prof.	
		Sh. Lokesh	Clerk	
		Smt. Manju Malik	A/Prof.	
		Sh. Devender	A/Prof.	
53	Anti-Drug Awareness Cell	Dr. Ashwani Kumar	A/Prof.	
		Sh. Devender	A/Prof.	
		Smt. Manju Malik	A/Prof.	
54	Plastic Free Campus Club	Sh. Devender	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
		Sh. Vijay	Ext. Lect.	
55	Research & Development Cell	Dr. Sanjay Deswal	A/Prof.	
		Dr. Jayant	A/Prof.	
		Mrs. Monika	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	

		Mr. Lokesh	Clerk	
56	Legal Literacy Club	Sh. Mohit	A/Prof.	
		Dr. Jayant	A/Prof.	
		Smt. Jyoti	A/Prof.	
57	SC Cell	Smt. Jyoti	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
		Sh. Devender	A/Prof.	
58	Students Passport/Voter Card	Dr. Lalita	A/Prof.	
		Smt. Manju Malik	A/Prof.	
		Dr. Manoj Kumar	A/Prof.	
59	Yoga Club	Dr. Manoj Kumar	A/Prof.	
		Sh. Devender	A/Prof.	
		Dr. Ashwani Kumar	A/Prof.	
60	SC, BC Scholarship	Dr. Ashwani Kumar	A/Prof.	
		Smt. Jyoti	A/Prof.	
		Sh. Devender	A/Prof.	

All the staff members are directed to note down their above-mentioned duties for smooth functioning of the college work.


Principal
Chaudhary Maheshwari Inst.
Govt. College Chhara
(Jhajjar)
8/5/24