


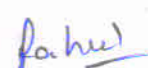

# Govt College Jind

## Office Order


Memo no: 928

Dated: 23/2/26

Assistant professors/Extension lecturers are assigned following duties with immediate effect.

Sr No	Name of officer Dr/Mr/Ms	Subject	Committee	signature
1.	Aman Kumar	Botany	<ol style="list-style-type: none"><li>1. Nodal Officer for National Scholarship Portal (NSP) to handle all operations on NSP on behalf of District Officer (DHEO Jind)</li><li>2. Eco club and Botanical Park-member</li><li>3. HRMS- member</li></ol>	
2	Rahul	Psychology	<ol style="list-style-type: none"><li>1. Incharge (District level) SC scholarship on NSP and will report to Nodal Officer at Sr no 1</li><li>2. Nodal Harchhatrvarti Portal relieving Prem Poonam</li></ol>	
3.	Nitish Soni	Zoology	<p>Incharge BC Scholarship</p> <ol style="list-style-type: none"><li>1. Institution Level relieving Ms Pushpa Dhanda</li><li>2. District level and will report to Nodal Officer at Sr no 1</li><li>3. UGC committee-member</li><li>4. College Magazine-</li></ol>	

			member	
4.	Prerna	Botany	<ol style="list-style-type: none"> <li>1. Placement and Guidance Cell-Member</li> <li>2. Eco club &amp; Botanical Park - member</li> <li>3. Entrepreneurship and Development Cell- member</li> <li>4. Red Ribbon Club - member</li> <li>5. Invitation Committee-member</li> </ol>	
5.	Pooja	Zoology	<ol style="list-style-type: none"> <li>1. College Annual Report- Member</li> <li>2. Absentee/Detention committee-Member</li> <li>3. Research and Development Cell- Member</li> <li>4. Seating Arrangements committee-member</li> </ol>	
6.	Indu	Botany	<ol style="list-style-type: none"> <li>1. IQAC- member relieving Prem Poonam</li> <li>2. Intellectual Property Rights - Member</li> <li>3. RUSA- member</li> <li>4. Eco Club &amp; Botanical Park-Member</li> <li>5. Library committee - member</li> </ol>	
7	Aashtha	Zpology	<ol style="list-style-type: none"> <li>1. Anti-Ragging committee-Member</li> <li>2. Employees Welfare and Grievance Cell-</li> </ol>	

			Member 3. Smart Classroom committee-Member 4. MIS - member 5. Outsourcing & HKRN committee-member	
8	Vijeta	Zpology	1. Decoration Committee-Member 2. Earn While You Learn- Member 3. Refreshment Committee-Member 4. Women Cell Committee - Member 5. MIS - member 6. HRMS- member	Vijeta
9	Virender	Biotech	Liaison Officer relieving Smt Yashwanti commerce	
10	Labh Singh	Commerce	Assist SPIO replacing Kamaljeet	

Copy to:

1. All concerned officers and Conveners
  2. Concerned HODs
  3. IQAC Coordinator
  4. Dy supdt. to ensure that all take charge within 7 days as per rule and submit compliance report to the undersigned.
  5. College/ SPIO
  6. College Website incharge
  7. Steno for record and prepare revised Annual Duty List
- Principal Govt College Jind

  
 Principal  
 Govt. College Jind