

# Govt. College, Jind

## Office Order

Memo No- 1848

Dated- 9/4/26


Assistant Professors/Extension Lecturers are assigned the following duties with immediate effect:

Sr.No.	Name of officer	Subject	Committee	Signature
1	Dr./Ms/Mr <b>Khushboo</b>	<b>Chemistry</b>	<ol style="list-style-type: none"><li>1. Cultural Committee</li><li>2. Eco Club / Beautification &amp; Cleanliness</li><li>3. Women Cell Committee</li><li>4. Education Tour Committee</li><li>5. HRMS</li><li>6. Research and Development</li></ol>	
2	<b>Vasudha</b>	<b>Chemistry</b>	<ol style="list-style-type: none"><li>1. Cultural Committee</li><li>2. Eco Club / Beautification &amp; Cleanliness</li><li>3. Scholarship Committee</li><li>4. Women Cell Committee</li><li>5. Education Tour Committee</li><li>6. HRMS</li></ol>	
3	<b>Jatin</b>	<b>Chemistry</b>	<ol style="list-style-type: none"><li>1. Placement Cell</li><li>2. Sports Club / Board</li><li>3. Anti-Ragging &amp; Anti-Drugs Committee</li><li>4. Science Society</li><li>5. CM Announcemt, CM Window and Other Grievance Portals</li><li>6. Beautification and Cleanliness Committee</li><li>7. Anti-Drugs committee</li></ol>	
4	<b>Satvinder</b>	<b>Chemistry</b>	<ol style="list-style-type: none"><li>1. Sports Club</li><li>2. Science Society</li><li>3. Library Committee</li><li>4. Smart Classroom</li><li>5. Exam Branch</li><li>6. Photography</li><li>7. College Building Maintenance committee</li></ol>	
5	<b>Manisha</b>	<b>Physics</b>	<ol style="list-style-type: none"><li>1. Youth &amp; Cultural Committee</li><li>2. Educational Tour</li><li>3. Science Quiz &amp; Exhibition</li><li>4. Anti-Ragging</li><li>5. Smart Classrooms</li></ol>	
6	<b>Manisha</b> Maneesha	<b>Physics</b>	<ol style="list-style-type: none"><li>1. Absentee Committee</li><li>2. Exam Branch</li></ol>	

- 3. ~~Science & Technology~~ ~~College Magazine~~
- 4. Annual Report
- 5. Legal Cell
- 6. Smart Classrooms

7. Vijeta Zoology Cultural Committee Vijeta  
 Copy to-8- Aastha \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. All Concerned Officer 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  
