



Govt. College Una

District Una HP-174303

www.govtcollegeuna.in | gcuna-hp@nic.in | tagptcuna68@gmail.com | 01975-226035

No. EDN-GCU/Admission/2023- 819

Dated: 17-08-2023

Office Order

The following round committees are hereby constituted for taking rounds of classrooms and surrounding areas of the various blocks of the college. All the members to note for compliance.

The committees shall ensure the following: -

1. Take regular rounds of allotted areas
2. Report any incident of indiscipline to the Principal
3. Randomly checking the identity cards of the students
4. To ensure the absence of outsiders in their respective areas
5. Checking the use of mobiles by the students
6. Report cleanliness issues of the respective areas including toilets to the Principal
7. All the committees shall also keep a vigil on the ways leading from the main gate to all the blocks and preventing students from sitting on the fencing of the gardens

The Principal and the Senior most faculty may take the surprise round of any block any time so all the committees are advised to remain vigilant.

Name of Block	Floor	Members of Committee Dr./Sh./Mr./Smt./Ms.	Remarks
Science Block	Ground	1. Punit Kanwar 2. Navita Sharma 3. Shveta Sharma 4. Sunil Dutt 5. Richa	Class rooms, Gallery & Area in front of Ground Floor ie Open Stage including Ground



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	1 st Floor	<ol style="list-style-type: none"> 1. Sumit Kumar 2. Pawiter Dulari 3. Madan Lal 4. Vivek Kumar 5. Gurpreet Kaur 	Class rooms, Gallery & Stairs leading to ground and 2 nd floor
	2 nd Floor	<ol style="list-style-type: none"> 1. Sumiksha Sharma 2. Ashwani Patel 3. Shashi Kanwar 4. Sanjay Sharma 	Class rooms, Gallery & Stairs leading to Commerce Block
Commerce Block	Ground Floor	<ol style="list-style-type: none"> 1. Sanjay Verma 2. Anita Saini 3. Monika Thakur 4. Tarun Thakur 5. Disha Sharma 	Class rooms, Canteen, Girls Common room & the adjoining area including way to the canteen
	1 st Floor	<ol style="list-style-type: none"> 1. Meeta Sharma 2. Amarjeet Maan 3. Parveen Saini 4. Dinesh 5. Tanu Thakur 	Class rooms, Gallery and stairs leading to first floor
	2 nd Floor	<ol style="list-style-type: none"> 1. Ruchy Sharma 2. Alka Rani 3. Yash Pal 4. Gaurav Sankhyan 5. Akshay Kumar 	Class rooms, Gallery and stairs leading to first floor
Library & Arts Block	Ground Floor	<ol style="list-style-type: none"> 1. Bhagwan Dass 2. Upasna Thakur 3. Meena Soni 4. Renu Narula 	Library, class room and outside adjacent area including gardens and ways
	1 st Floor	<ol style="list-style-type: none"> 1. Balwinder Singh 2. Ranju Banota 3. Manjeet Singh 4. Vikas Saini 	Class rooms, Gallery and the area behind the Open Stage
	2 nd Floor	<ol style="list-style-type: none"> 1. Monika Khanna 2. Promila Devi 3. Jagmohan 	Class rooms, Gallery, MP Hall and stairs of both sides




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MBA/MCA Block	Ground Floor	1. Upasna Sharma 2. Rachhpal Singh 3. Rajni	Class rooms, Gallery & adjoining outside area in front and side of the block
	1 st Floor	1. Shamli Sharma 2. Love Jaswal 3. Ashok Kapil	Class rooms, gallery and area around the GYM
	2 nd Floor	1. Manav Kumar 2. Aarushi 3. Tanu Sharma 4. Nisha Sharma	Class rooms, gallery and stairs
BCA Block	Ground Floor & BCA Hall	1. Suresh Kumar 2. Ritu Puri 3. Anu Sharma 4. Pooja Thakur 5. Vikas Sharma 6. Bandana Sharma	Class rooms, area in front of BCA block including Garden, BCA Hall
BBA & IGNOU Block	Ground Floor	1. Rajinder Kumar 2. Rakesh Kumar 3. Vijay Kumar 4. Monika Raizada	Class rooms, Barandah from staff room up to Administrative Office and Garden
	1 st Floor	1. Raj Kumar 2. Anjali Kaundal 3. Kiran Bala 4. Richa Sharma	Class rooms and Barandah including stairs
New Block	Ground Floor	1. KK Pandey 2. Vipul Gautam 3. Shreyasi Singh	Class rooms, Barandah, & adjoining area of the Block
	1 st Floor	1. Gagandeep Singh 2. Karan Kumar 3. Shiwani Bhagat	Class rooms, Barandah, & area between the new block and Science Block
	2 nd Floor	1. Sham Singh 2. Varun Dhiman	Class rooms, Barandah and stairs


17/8/23
Principal