

Page = 19

Memo No - 2933

Dated - 19/8/25

GOVT. COLLEGE, JIND
Annual Duty List

The following members of the teaching staff are hereby assigned the following duties w.e.f 19/8/2025
(Session 2025-26)

Sr. No.	Name of the committee	Role	Dr./Mr./ Ms.
1	College Council	Principal	1 Satyawar Malik
		Member Secretary	2 Munish Kumar
		Member	3 Randhir Singh, Physical Health
		-do-	4 Laabh Singh, Commerce
		-do-	5 Vikram Singh, Geography
		-do-	6 Jyoti Sheoran, English
		-do-	7 Krishan Kumar Kundu, Geography
		-do-	8 Satish Malik, Physical Health
		-do-	9 Raj Kamal, Maths
		-do-	10 Vishal Redhu, English
		-do-	11
2	Bursar Asst to Bursar		1 Raj Kamal, Mathematics
			2 Sonu Sihag, Commerce
3	Public Information Office	Ist Appellate Authority	1 Satyawar Malik, Principal
		S.P.O	2 Munish Kumar
		Secretary	Secretary
		Clerk	4 Amandeep, L.A
4	Staff Secretary / Social Secretary		1 Munish Kumar 2. Pushpa, CSc
5	Mentor Committee	Chief Mentor	1 Laabh Singh, Commerce
		Assistant Chief Mentor	2 Manoj Siwach, Economics
		-do-	3 Poonam, Mathematics
6	Library Committee	Convener	1 Mukesh Kumari, Mathematics
		Member	2 Poonam, Mathematics
		-do-	3 Yashwanti, Commerce
		-do-	4 Sunil, Jr. Lib
		-do-	5 Usha, Jr. Lib
7	Video Conferencing Committee	Convener	1 Seema Rani, C.Sc.
		Member	2 Anu, C.Sc.
		-do-	3 Sharmila, C.Sc.
		-do-	4 Vijay Goyal, Comp.Inst.
		-do-	5 Monika, LA, C.Sc.

8	Internal Quality Assurance Cell	Chairperson	1	Satyawan Malik, Principal
		Coordinator	2	Satish Malik, Physical Health
		NAAC- Coordinator	3	Raj Kamal, Mathematics
		Member	4	Manoj Siwach, Economics
		-do-	5	Prem Poonam, Psychology
		-do-	6	Pushpa Rani, C.Sc., & Savita Goyat to Assist.
		-do-	7	Yashwanti, Commerce
		-do-	8	Sonu Sihag, Commerce
		-do-	9	Bhagwan Dass, Mathematics
		-do-	10	Pushpa Dhandu, Chemistry
		-do-	11	Ravi Garg, Geography
		Data Compilation	12	Manoj Chahal, C.Sc.
		Member Cum Clerk	13	Sonu, Steno
	API Verification	Convener	1	Krishan Kumar Kundu, Geography
		Member	2	Manoj Siwach, Economics
		-do-	3	Prem Poonam, Psychology
		-do-	4	Yashwanti, Commerce
		-do-	5	Bhagwan Dass, Mathematics
		-do-	6	Mukesh, Physics
		-do-	7	Sonu Sihag, Commerce
	AISHE	Nodal Officer	1	Anjana Dhawan, C.Sc.
		Member	2	Pushpa Rani, C.Sc.
		-do-	3	Poonam, Mathematics
	NIRF	Incharge	1	Mukesh, Physics
		Member	2	Kamlesh, C.Sc.
	PRAYAAS	Incharge	1	Pushpa Rani, C.Sc.
	College Website	Incharge	1	Suman, C.Sc.
		Member	2	Jyoti Goel, C.Sc.
	Facebook, Instagram, Twiter, Youtube etc	Incharge	1	Sharmila, C.Sc.
		Member	2	Reena Rani, Mathematics
	Administrative Representative		1	Vishal Redhu, English
			2	Raj Kamal, Mathematics
			3	Dy. Supdt.
	Alumni Representative		1	Naresh Jaglan, Psychologist, social activist
	Local Society Nominee		1	A.K. Chawla, Ex.VC, KUK
	Industrialist			Raj Kumar Goyal, Goyal Steel & Furniture Industries Jind
	Parents Nominees		1	Sheela Dahiya, Hindi
	Student Nominees		1	Kavita M.Sc Math, 22427705013
9	EVS/ SEC / VAC Committee	Incharge	1	Manjeet, Psychology
		Member	2	Varun, Geography
		-do-	3	Anjali, Zoology
		-do-	4	Reena Rani, Mathematics
		-do-	5	Usha, Commerce
		-do-	6	Manjeet Singh, Sociology
		-do-	7	Babli, JLA

Scholarship			
10	Equal Opportunities Cell & Welfare of SC, BC, PH, FF, ESM, Meritorious & Minority & S.C (Scholarship)	Convener	1 Narender, Physics
		Member	2 Sandeep Kumar, (Sanskrit), Bhagwan Das (Maths)& Manjeet (Sociology)
		Clerk	3 Ritu Rani, LA
	B. Other Scholarship(Ph, ESM, F.F., Meritorious Scholarship	Convener	1 Prem Poonam, Psychology
		Member	2 Nisha Pruthi, Chemistry
		-do-	3 Rachna, Physics
		-do-	4 Nitu, Zoology
		-do-	5 Dinesh, LA
	C. BC Scholarship	Convener	1 Suman, C.Sc.
		Member	2 SatParkash, Botany
		-do-	3 Kamlesh, C.Sc.
		-do-	4 Jyoti Goel, C.Sc.
		-do-	5 Babli, JLA
11	Beautification & Cleanliness Committee	Convener	1 Shiv Kumar, Mass Comm
		Member	2 Anu, C.Sc.
		-do-	3 Pushpa Dhanda, Chemistry
		-do-	4 Sheela Dahiya, Hindi
		-do-	5 Savita, Botany
		-do-	6 Mamta, Hindi
		-do-	7 Seema Redhu, Chemistry
		-do-	
12	Proctorial Committee	Chief Proctor	1 Randhir Singh, Physical Health
		Assitant to Chief Proctor	2 Poonam, C.Sc.
13	Character Certificate	All Hons and PG classes	1 Randhir Singh, Physical Health
		All Commerce classes	2 Laabh Singh, Commerce
		All Arts classes	3 Vikram Singh, Geography
		All Science students	4 Raj Kamal, Mathematics
14	R.K.F.F & S.A.F	Convener	1 Sandeep Kumar, Sanskrit
		Financial Advisor	2 Raj Kamal, Mathematics
		Member	3 Mukesh, Physics
		-do-	4 Pushpa Rani, C.Sc.
15	Building Fund Committee	Chairman	1 Satyawar Malik, Principal
		Member Secretary	2 Munish Kumar
		Convener	3 Sonu Sihag, Commerce
		Bursar	4 Rajkamal
		Member	5 Manoj Siwach, Economics
		-do-	6 Yashwanti, Commerce
		Retd. Principal	7 R.C. Jain
		Retd. Prof.	8 Jaibir Dhanda
		S.D.E.	9 Vinod kumar
		J.E.	10 Vipul

16	College Dispensary /Red Cross /Disaster Management	Convener	1 Bhagwan Dass, Mathematics
		Member	2 Poonam, Mathematics
		-do-	3 Jyoti Ladwal Comm
		-do-	4 I.T. Pankaj Batra, Commerce
		-do-	5 Narender Kumar, Hindi
		-do-	6 Bhagwan Dass, Mathematics
		-do-	7 Sushila, Commerce
		-do-	8 Anjali, Zoology
17	Youth & Cultural Affairs Committee	Patron	1 Satyawar Malik, Principal
		Convener/Co-ordinator	2 Sandeep Kumar, Sanskrit
		Saang	3 Randhir Singh, Physical Health
		Member	4 Narender Kumar, Hindi
		-do-	5 Neeru, Mathematics
		-do-	6 Ramkumar Hist
		-do-	7 Sharmila, Commerce
		-do-	8 SatParkash, Botany
		-do-	9 Bhupender, Commerce
		-do-	10 Narender, English
		-do-	11 Hargian, Hindi
		-do-	12 Nitu, Zoology
		-do-	13 Chanchal Sharma, Zoology
		-do-	14 Reena Malik, Geography
18	College Building, Maintenance, Repair Committee & All Writing Boards	Convenor	1 Shiv Kumar, Mass Com.
		Member	2 Krishan Kumar Kundu, Geography
		-do-	3 Sonu Sihag, Commerce
		-do-	4 Kamaljeet Singh, Physics
		-do-	5 Ashish Kumar, Physics
		-do-	6 Aman, Commerce
19	Editorial Board of Bhuteshwar	Editor in Chief	1 Shiv Kumar, Mass Com.
		English Section	2 Jyoti Sheoran, English
		Commerce Section	3 Munish Kumar, Commerce
		Women Cell Cum Cultural I/C	4 Prem Poonam, Psychology
		Geography.	5 Vikram Singh, Geography
		Cultural In-Charge	6 Sandeep, Sanskrit
		Science Section	7 Kamaljeet Singh, Physics
		Hindi Section	8 Sheela Dahiya, Hindi
			9 Mamta, Hindi
20	Time Table, workload Subject/ faculty Change Committee	Coordinator	1 Virender, Biotech
		Member	2 Ashish, Physics
		-do-	3 Aman, Commerce
		-do-	4 Anu, C.Sc.
		-do-	5 Yashpal, Physics
		-do-	6 Nutan, Eco
		-do-	7 Ankit, Chemistry
		-do-	8 Mannu, Mathematics
		-do-	9 Reena Devi, Mathematics

28	Cycle Stand Committee	Convener	1	Narender, Physics
		Member	2	Mukesh, Physics
		-do-	3	Mannu Arya, Mathematics
		-do-	4	Savita, Chemistry
		-do-	5	Sushma, Chemistry
		-do-	6	Krishan Sheokand, Physical Health
29	College Annual Report	Convener	1	Munish Kumar, Commerce
		Member Secretary	2	Shiv Kumar, Mass Com.
		-do-	3	Sheela Dahiya, Hindi
		-do-	4	Ved Parkash, English
		-do-	5	Anjali, Zoology
		-do-	6	Komal, Zoology
30	NCC	Girls	1	Jyoti Ladwal, Comm
		Boys	2	LT. Pankaj Batra, Commerce
		NCC Clerk	3	Sonu, Steno
31	Audit Report Committee	Incharge	1	Manoj Siwach, Economics
		Member	2	Munish Kumar, Commerce
		-do-	3	Sonu Sihag, Commerce
		-do-	4	Mohit, Clerk
		-do-	5	Dy. Supdt./Assistant/Bill Clerk/Funds Clerk/Fee Clerk
32	A. Literary Society	Convener	1	Jyoti Sheoran, English
		Member	2	Sandeep Kumar, Sanskrit
		-do-	3	Vishal Redhu, English
		-do-	4	Sunita, Hindi
		-do-	5	Promila, Hindi
	B. Social Science Society	Convener	1	Raj Kamal, Mathematics
		Member	2	Prem Poonam, Psychology
		-do-	3	Ravi Kumar, Geography
		-do-	4	Reena Devi, Mathematics
		-do-	5	Ram Kumar, History
	C. Commerce Society	Convener	1	Jyoti Ladwal, Comm
		Member	2	LT. Pankaj Batra, Commerce
		-do-	3	Naveen, Commerce
		-do-	4	Usha, Commerce
	D. Science Society Committee	Convener	1	Nisha Pruthi, Chemistry
		Member	2	Mukesh, Physics
		-do-	3	Pushpa Dhanda, Chemistry
		-do-	4	Rachna, Physics
		-do-	5	Chanchal Sharma, Zoology
	E. Young Geographer's Club.	Convener	1	Vikram Singh, Geography
		Member	2	Krishan Kumar Kundu, Geography
		-do-	3	Ravi Kumar, Geography
		-do-	4	Ritu, Geography

21	University House/ Examination Branch	Registrar	1 Vishal Redhu, English
		Deputy-Registrar	2 Pushpa Rani, C.Sc.
		Assistant-Registrar	3 Bhagwan Dass, Mathematics
		Member	4 Sharmila, C.Sc.
		-do-	5 Mannu Arya, Mathematics
		-do-	6 Reena Devi, Mathematics
		-do-	7 Balkrishna Kandpal, Physics
		-do-	8 Reena Rani, Physics
		-do-	9 Savita, Chemistry
		-do-	10 Monika Jaglan, Chemistry
		-do-	11 Punam Rani, Geography
		-do-	12 Ritu, Geography
		-do-	13 Ankit, Chemistry
		-do-	14 Priti, Commerce
		-do-	15 Naveen, Commerce
		Member Cum Uni. Clerk	16 Nisha Clerk, Bittu, Lib. Att & Kapil to Assist
22	Fee Concession	Convener	1 Pushpa Rani, C.Sc.
		Bursar	2 Raj Kamal, Mathematics
		Member	3 LT. Pankaj Batra, Commerce
23	Students Union Fund Committee	Convener	1 Munish Kumar, Commerce
		Member	2 Gorav Bansal, Commerce
		-do-	3 Anu, C.Sc.
24	Central Purchase Committee	Convener	1 Vikram Singh, Geography
		Member	2 Sonu Sihag, Commerce
		-do-	3 Bhagwan Dass, Mathematics
		-do-	4 Kamaljeet Singh, Physics
		-do-	5 Yashpal, Physics
25	G.E.M Committee	Principal	1 Satyawar Malik, Principal
		Consignee	2 Suman, C.Sc.
		Bursar	3 Raj Kamal, Mathematics
		Incharge / Buyer	4 Anjana Dhawan, C.Sc.
		Member	5 Sonu Sihag, Commerce
26	College Property	Main Stock Register	1 Krishan Kumar Kundu, Geography
		Almirah, locks, desks, table & benches	2 Bhagwan Dass, Mathematics
			3 Vijay Pal, Philosophy (Associated with Bhagwan Dass, Mathematics)
		Chairs and Stools	4 Aman, Commerce Satish, Hindi (Associated with Aman, Commerce)
27	Book Bank	Convener	1 Sandeep Kumar, Sanskrit
		Member	2 Narender Kumar, Hindi
		-do-	3 Pushpa Dhanda, Chemistry
		-do-	4 Sushila, Commerce
		-do-	5 Renu Devi, Chemistry
		-do-	6 Sunil, Jr. Lib
		-do-	7 Usha, Jr. Lib
		-do-	8 Ritu, Restorer

33	Decoration Committee, Bouquets & Garlands etc.	Convener	1	Suman, C.Sc.
		Member	2	Pushpa Dhanda, Chemistry
		-do-	3	Reetu, Chemistry
		-do-	4	Sonu Sihag, Commerce
		-do-	5	Poonam, Chemistry
		-do-	6	Nitu, Zoology
		-do-	7	Rachna, Physics
		-do-	8	Reena Malik, Geography
		-do-	9	Sushma, Chemistry

34	Celebration of Important National Days and National Integration Council	Patron	1	Satyawan Malik, Principal
		Convener	2	Munish Kumar
		Commerce Society	3	Laabh Singh, Commerce
		NSS PO	4	Bhagwan Dass, Mathematics
			5	Reetu, Chemistry
		NCC	6	LT. Pankaj Batra, Commerce
			7	Jyoti Ladwal, Comm
		Women Cell	8	Prem Poonam, Psychology
		Sports	9	Randhir Singh, Physical Health
		Science Society Committee	10	Nisha Pruthi, Chemistry
		Member	11	Sunil Jaitan, History
		-do-	12	Ram Kumar, History
		-do-	13	Sushila, Pol. Sc.
		-do-	14	Deepika, Economics
		NSS Clerk	15	Ritu Rani, Restorer

35	Seating Arrangement	Convener	1	Sandeep Kumar, Sanskrit
		co-convener	2	Manjeet, Psychology
		-do-	3	Gurdeep, Mathematics
		-do-	4	Manjeet Singh, Sociology
		-do-	5	Sushila, Commerce
		-do-	6	Renu, Chemistry
		-do-	7	Meena, Commerce
		-do-	8	Hargian, Hindi

36	Invitation Committee	Convener	1	Yashwanti, Commerce
		Member	2	Pushpa Dhanda, Chemistry
		-do-	3	Anu, CSc
		-do-	4	Poonam, Chemistry
		-do-	5	Monika, Chemistry
		-do-	6	Poonam, Biotech
		-do-	7	Komal, Zoology
		-do-	8	Ajay Singh, Mathematics
				Satish, Hindi

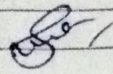
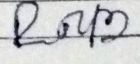
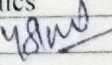
37	Stationary & Printing	Convener	1	Ravi Garg, Geography
		Member	2	Bhagwan Dass, Mathematics
		-do-	3	Anu, C.Sc.
		-do-	4	Ashish kumar, Physics
		-do-	5	Rahul, Psychology
		-do-	6	Vijay Pal, Philosophy

38	Canteen Committee	Convener	1	Manoj Siwach, Economics
		Member	2	Mukesh, Physics
		-do-	3	Narender Kumar, Hindi
		-do-	4	Manoj Chahal, C.Sc.
		-do-	5	Sunil Jatain, History
		-do-	6	Amandeep, LA
39	Staff Stage Secretary	Convener	1	Vishal Redhu, English
		Member	2	Prem Poonam, Psychology
		-do-	3	Yashwanti, Commerce <i>Yashwanti</i>
		-do-	4	Sharmila, Commerce
40	NSS	P.O	1	Bhagwan Dass ; Kusum clerk
		P.O	2	Reetu, Chemistry <i>Reetu</i> Ritu Rani, Restorer, Clerk <i>Ritu</i>
41	Blood Donation, Pulse Polio and other Immunization Programmes	Patron	1	Satyawan Malik, Principal
		Convener	2	Bhagwan Dass, Mathematics
		Red-Cross IC	3	Bhagwan Dass, Mathematics
		NCC-Boys	4	LT. Pankaj Batra, Commerce
		NCC-Girls	5	Jyoti Ladwal, Comm <i>Jyoti</i>
		NSS	6	Bhagwan Dass, Mathematics
		NSS	7	Reetu, Chemistry <i>Reetu</i>
		Member	8	Bhupinder, Commerce
		-do-	9	Preeti, Commerce
42	Photography and Videography	Convener	1	Shiv Kumar, Mass Com.
		Member	2	Kamaljeet Singh, Physics
		-do-	3	Prem Poonam, Psychology
		-do-	4	Babli, JLA
		-do-	5	Bitu, Lib. Att.
43	Educational Tour	Convener	1	Vikram Singh, Geography
		Member	2	Krishan Kundu
		-do-	3	Suman, C.Sc. <i>Suman</i>
		-do-	4	Gorav Bansal, Commerce
		-do-	5	Reena Malik, Geography
		-do-	6	Meena, Commerce
		-do-	7	Neeru, Mathematics
44	Legal Awareness Cell	Convener	1	Poonam, Mathematics <i>Poonam</i>
		Member	2	Nisha Pruthi, Chemistry <i>Nisha</i>
		-do-	3	Monika, Economics
		-do-	4	Vijay Vir, Pub. Adm.
		-do-	5	Sushila, Pol. Sc.
		-do-	6	Nutan, Economics
		-do-	7	Sunita, Economics
45	Court Cases Committee	Convener	1	Kamaljeet Singh, Physics
		Member	2	Bhagwan Dass, Mathematics
		-do- (Non-teaching)	3	Manjeet, Psychology
		-do-	4	Yudhvir, Pub. Adm.
		-do-	5	RamKumar Hist

46	EC C M Window Grievance & Member	Convener	1 Munish Kumar, Commerce
		Member	2 Yudhyir, Pub. Adm.
		-do-	3 Vijay Goyal, Comp Inst. <i>Vijay</i>
47	NEP Committee	Incharge	1 Laabh Singh, Commerce
		Member	2 Krishan Kumar Kundu, Geography
		-do-	3 Sonu Sihag, Commerce
48	Guidance Bureau and Placement Cell	Convener	1 Gorav Bansal, Commerce
		Member	2 Pushpa Dhanda, Chemistry <i>P.D.</i>
		-do-	3 Chanchal Sharma, Zoology
		-do-	4 Rachna, Physics
		-do-	5 Poonam, Biotech
		-do-	6 Priti, Commerce
		-do-	7 Bhupender, Commerce
		-do-	8 Sunil Jaitan, History
		-do-	9 Manoj Chahal, C.Sc.
		-do-	10 Varun, Geography
49	Prize, Trophies & Shields Purchase Committee)	Convener	1 Sonu Sihag, Commerce
		Member	2 Narender Kumar, Hindi
		-do-	3 Mukesh, Physics
		-do-	4 Kamaljeet Singh, Physics
		-do-	4 Ritu, Geography
		-do-	4 Ashish Physics
50	Internship Committee	-do-	5 Ram Kumar, History
		Convener	1 Laabh Singh, Commerce
		Member	2 Pushpa Dhanda, Chemistry <i>P.D.</i>
		-do-	3 Krishan Kumar Kundu, Geography
		-do-	4 Sonu Sihag, Commerce
		-do-	5 Yashwanti, Commerce <i>Yash</i>
		-do-	6 Shiv Kumar, Mass Com.
		-do-	7 Narender Kumar, Hindi
		-do-	8 Reena Malik, Geography
		-do-	9 Naveen, Commerce
		-do-	10 Poonam, Biotech
		-do-	11 Priti, Commerce
		-do-	12 Bhupender, Commerce
		-do-	13 Sunil Jaitan, History
		-do-	14 Jyoti Goel, C.Sc.
51	Staff room committee	Convener	1 Mukesh Kumari, Mathematics
		Member	2 Narender Kumar, Hindi
		-do-	3 Pushpa Dhanda, Chemistry <i>P.D.</i>
		-do-	4 Jyoti, Economics
		-do-	5 Punam Rani, Geography
		-do-	6 Kiran Bala, Hindi

52	Women Advisory Board & Development Cell	Patron	1	Satyawan Malik, Principal
		Convener	2	Prem Poonam, Psychology
		Member	3	Yashwanti, Commerce
		-do-	4	Suman, C.Sc.
		-do-	5	Reetu & Nisha Pruthi Chemistry
		-do-	6	Chanchal Sharma, Zoology
		-do-	7	Neetu, Zoology
		-do-	8	Savita Duhan, Botany
		-do-	9	Preeti, Commerce
53	Student Grievance Redressal Cell	Principal	1	Satyawan Malik, Principal
		Convener	2	Munish Kumar
		convener	3	Krishan Kumar Kundu, Geography
			4	Seema Dhanda, CSc
			5	Monika, Eco
		-do-	6	Aman, Commerce
		-do-	7	Poonam, Mathematics
		students	8	<u>2 students</u>
			1.	
54	Sports Board	(President-Cum-Patron)	1	Satyawan Malik, Principal
		Convener	2	Randhir Singh, Physical Health
		Member	3	Satish Malik, Physical Health
		-do-	4	Raj Kamal, Mathematics
		-do-	5	Manoj Siwach, Economics
		-do-	6	Lt Pankaj Batra
		-do-	7	Sonu Sihag, Commerce
		-do-	8	Kamaljeet Singh, Physics
		-do-	9	Meena, Commerce
		-do-	10	Priti, Commerce
		-do-	11	Seema Redhu, Chemistry
		-do-	12	
55	NSS Advisory Board	Patron	1	Satyawan Malik, Principal
		Secretary	2	Munish Kumar, Commerce
		Member	3	Randhir Singh, Physical Health
		-do-	4	Krishan Kumar Kundu, Geography
		-do-	5	Shiv Kumar, Mass Com.
		-do-	6	Anjana Dhawan, C.Sc.
		NSS Volunteers	7	Aman, M.Sc. Math
		-do-	8	Aakash, M.A. Hindi
56	Committee For periodical Inspection	Convener	1	Munish Kumar, Commerce
		Member	2	Gorav Bansal, Commerce
		-do-	3	Assisted by Dy Supdt, EC, Funds Clerk & Fee

(11)

57	Public Relation Committee	Convener	1	Shiv Kumar, Mass Com.
		Member	2	Hargian, Hindi
		-do-	3	Rahul, Psychology
		-do-	4	Vijay Vir, Pub. Adm.
		-do-	5	Sharmila, Commerce
		Website		
		Incharge	1	Suman, C.Sc. 
		Member	2	Jyoti Goel, C.Sc.
		Facebook, Instagram, Twiter, Youtube etc.		
		Incharge	1	Sharmila, C.Sc.
		Member	2	Reena Rani, Mathematics
58	Earn While You Learn Scheme	Convener	1	Bhoop Singh, Sociology
		Member	2	Mukesh Kumari, Mathematics
		-do-	3	Bhagwan Dass, Mathematics
			4	Pushpa Dhanda, Chemistry 
		-do-	5	Neeru, Mathematics
		-do-	6	Usha, Commerce
		-do-	7	Komal, Zoology
59	Alumini Association Committee	Patron	1	Satyawan Malik, Principal
		Convener	2	Jyoti Sheoran, English
		Member	3	Raj Kamal, Mathematics
		-do-	4	Manoj Siwach, Economics
		-do-	5	Yashwanti, Commerce 
		-do-	6	Gorav Bansal, Commerce
		-do-	7	Meena, Commerce
60	Dilapidation Committee	Convener	1	Vikram Singh, Geography
		Member	2	Vishal Redhu, English
		-do-	3	Ravi Garg, Geography
		-do-	4	Sunil, Jr. Lib
		-do-	5	Rachna, Physics
		-do-	6	Reena, Physics
61	Discipline Committee	Convener	1	Krishan Kumar Kundu, Geography
		Member	2	Randhir Singh, Physical Health
		-do-	3	Vedprakash, English
		-do-	4	Bhoop Singh, Sociology
		-do-	5	Sandeep Kumar, Sanskrit
		-do-	6	Narender Kumar, Hindi
		-do-	7	Krishan Sheokand, Physical Health
		-do-	8	Suman Rani, Chemistry
		-do-	9	Gurdeep, Mathematics
		-do-	10	Hargian, Hindi
		-do-	11	Sushma, Chemistry
62	Mike and Sound Committee	Convener	1	Sonu Sihag, Commerce
		Member	2	Narender Kumar, Hindi
		-do-	3	Bhoop Singh, Sociology
		-do-	4	Ankit, Chemistry

63	Shamiana Committee	Convener	1	Randhir Singh, Physical Health
		Member	2	Narender Kumar, Hindi
		-do-	3	Bhoop Singh, Socio.
		-do-	4	Satparkash, Botany
		-do-	5	Ajay Singh, Mathematics
64	Anti Ragging Committee	Convener	1	Krishan Kumar Kundu, Geo
		Member	2	Shiv Kumar, Mass Com.
		-do-	3	Anu, CSc
		-do-	4	Poonam, Mathematics
		-do-	5	Virender, Biotech
		-do-	6	Vijay Goyal, Comp.Inst. <i>vijay</i>
65	Grievances/Welfare Cell for Employees of the College	Convener	1	Satyawan Malik, Principal
		Member	2	Munish Kumar, Commerce
		-do-	3	Jyoti Sheoran, Eng
		-do-	4	Sandeep, Skt
		-do-	5	Yudhvir, Pub. Adm.
		-do-	6	Dy supdt.
		-do-	7	Mrs. Deepa, Assistant
66	Edusat Committee	Convener	1	Bhagwan Dass, Mathematics
		Member	2	Pushpa Dhanda, Chemistry <i>P.D.</i>
		-do-	3	Manjeet, Psychology
		-do-	4	Sandeep, Sanskrit
		-do-	5	Priti, Commerce
67	Language Lab Committee	Convener	1	Jyoti Sheoran, English
		Member	2	Vishal Redhu, English
		-do-	3	Ved Parkash, English
		-do-	4	Jyoti Goel, C.Sc.
		-do-	5	Monika, LA, C.Sc.
68	Absentee / Detention Committee	Convener	1	Pushpa Rani, C.Sc.
		Member	2	Anu, C.Sc.
		-do-	3	Reena Rani, Mathematics
		-do-	4	Nutan, Economics
		-do-	5	Sunita, Economics
		-do-	6	Sushila, Commerce
69	U.G.C Committee	Nodal officer	1	Gorav Bansal, Commerce
		Member	2	Aman, Commerce
		-do-	3	Reetu, Chemistry <i>R</i>
		-do-	4	Renu, Commerce
		-do-	5	Ankit, Chemistry
		Comp.Asst. UGC	6	Amandeep, LA

70	Anti-Smoking, Anti-Alcohol & Anti-Drugs Committee	Convener	1 Bhagwan Das
		Member	2 LT. Pankaj Batra, Commerce
		-do-	3 Pushpa Dhanda, Chemistry PDB
		-do-	4 Poonam, Mathematics
		-do-	5 Narender Kumar, Hindi
		-do-	6 Yudhvir, Pub. Adm.
		-do-	7 Sheela Dahiya, Hindi
		-do-	8 Ram Kumar, History
		-do-	9 Vijay Pal, Philosophy

71	Bus Pass Committee	Overall Incharge	1 Mukesh, Physics
		All Science & MSc Maths (Girls)	2 Pushpa Rani, C.Sc., Room No.58
		All Science & MSc Maths (Boys)	3 Mukesh Redhu (Maths), Room No.18,51
		All B.Com. & M.Com, BBA (Boys)	4 Renu, Comm, R-121
		All B.Com. & M.Com BBA (Girls)	5 Usha Comm, R-121
		B.A.1st, All Hons 1st, ALL BCA (Boys)	6 Bhoop Singh, Sociology, R-37
		B.A. 2nd, All Hons 2nd, PGDCA (Boys)	7 Sandeep, Skt, R-27
		B.A. 3rd, All Hons 3rd, All M.A (Boys)	8 Narender Kumar, Hindi R-43
		B.A. 1st, All Hons 1st, All BCA (Girls)	9 Prem Poonam, Psychology, 59
		B.A. 2nd, All Hons 2nd, PGDCA (Girls)	10 Neeru (Maths), R-51
		B.A. 3rd, All Hons 3rd, All M.A (Girls)	11 Sunita (Hindi) R-43
		All UG (Boys)	12 Mr. Bittu, Lib Att, R-16
		All UG (Girls)	13 Mrs. Kusum, L-R-79
		All PG, PGDCA Boys & (Girls)	14 Mr. Dinesh, LA, R-59
		Last Pre Pration Work for Jind Bus Depot	15 Mrs. Monika, Comp, LA

72	Anti-Corruption Cell	Nodal officer	1 Munish Kumar, Commerce
		Member	2 Jyoti Sheoran, English
		-do-	3 Satish Malik, Physical Health

73	Refreshment Committee	Convener	1 Poonam, Maths
		Member	2 Anu, C.Sc.
		-do-	3 Sunita, Hindi
		-do-	4 Ram Kumar, History
		-do-	5 Priti, Commerce
		-do-	6 Reena Devi, Mathematics
		-do-	7 Sushma, Chemistry
		-do-	8 Renu, Chemistry
		-do-	9 Rinku, Krishana & Saroj

74	Smart Class Room & All writing boards	Convener	1 Nisha Pruthi, Chemistry AB
		Member	2 Manoj Chahal, C.Sc.
		-do-	3 Reetu, Chemistry AB
		-do-	4 Mukesh, Physics
		-do-	5 Poonam, C.Sc.
		-do-	6 Ashish kumar, Physics
		-do-	7 Poonam, Chemistry
		-do-	8 Monika, Chemistry
		-do-	9 Monika, LA, C.Sc.

75	Internal Complaint Committee	Presiding officer	1	Jyoti Sheoran, English
		member	2	Krishan Kundu
		-do-	3	Seema Rani, CSc
			4	Pushpa Dhanda, Chemistry <i>20/12</i>
		-do-	5	Yogita, Advocate
		-do-	6	Dy. Sudpt./Assistant
		-do-	7	Reshma, poen
		Special invitee in case of S.C Candidate/complainant	7	Monika, Economics
			<u>Students</u>	
		NCC	1	Aastha, B.Sc Final-1220681015012
76	Telephone/Electricity Bills		2	Lalita, M.A. Eng.-1220681002360
			3	Simran, M.A. Eng-2231782003
		Student		
76	Telephone/Electricity Bills	Biometric	1	Monika, LA, C.Sc.
		Telephone Bills	2	Ritu Rani, LA
		Electricity Bills	3	Rajbir, J LA
77	Photostate Machine/ Printer Maintenance Committee	Convener	1	Bhoop Singh, Sociology
		Member	2	Sunita, Hindi
			3	Anu, C.Sc.
		-do-	4	Mukesh, Physics
		-do-	5	Vijay Goyal, Comp.Inst.
78	Electricity Committee (Tube/Fan/ fitting etc.) & Safety & Maintenance	Convener	1	Manjeet, Psychology
		Member	2	Mukesh, Physics, Kamaljeet
		-do-	3	Manjeet, Sociology
		-do-	4	Vijay Vir, Pub. Adm.
79	Red Ribbon Club	Nodal officer	1	Vikram Singh, Geography
		Member	2	Bhagwan Dass, Mathematics
		-do-	3	L.T. Pankaj Batra, Commerce
		-do-	4	Anu, C.Sc.
		-do-	5	Pushpa Dhanda, Chemistry <i>20/12</i>
		-do-	6	Mukesh Kumari, Mathematics
		-do-	7	Varun, Geography
80	Outsourcing Committee/HKRN L	Convener	1	Munish Kumar, Commerce
		Member	2	Laabh Singh, Commerce
		-do-	3	Gorav Bansal, Commerce
		-do-	4	Narender, Physics
		-do-	5	Poonam, C.Sc.
		-do-	6	Vijay Goyal, Comp.Inst. <i>Vijay</i>
81	AC/RO's /Water Cooler / Electric Motor/ Refrigerator Maintenance & Water Arrangments Committee	Convener	1	Sandeep Kumar, Sanskrit
		-do-	2	Narender Kumar, Hindi
		-do-	3	Bhoop Singh, Sociology
		-do-	4	Manjeet, Psychology
		-do-	5	Sunil Jaitan, History
		-do-	6	Manjeet Singh, Sociology

82	Women Cell Committee	Convener	1 Prem Poonam, Psychology
		Member	2 Suman, C.Sc.
		-do-	3 Nisha Pruthi, Chemistry
		-do-	4 Savita, Botany
		-do-	5 Reena Malik, Geography
		-do-	6 Priti, Commerce
		-do-	7 Punam Rani, Geography
		-do-	8 Chanchal Sharma, Zoology
		-do-	9 Nitu, Zoology
		-do-	10 Reena Devi, Maths
83	Youth Red Cross (Executive Committee)	Chairperson	1 Satyawar Malik, Principal
		Convener	2 Munish Kumar, Commerce
		Member	3 Laabh Singh, Commerce
		-do-	4 Jyoti Sheoran, English
		NCC Officer	5 LT. Pankaj Batra, Commerce
		NSS Officer	6 Bhagwan Dass, Mathematics
		Secretary Red Cross	7 Ravi Hooda (Ex-Officio Member)
84	Generator Committee	Convener	1 Mukesh, Physics
		Member	2 Pushpa Dhanda, Chemistry
		-do-	3 Nisha Pruthi, Chemistry
		-do-	4 Sandeep, Sanskrit
		-do-	5 Ram kumar, History
		-do-	6 Varun, Geography
		-do-	7 Manu Arya, Mathematics
		-do-	8 Deepika, Economics
85	Library Advisory Committee	Convener	1 Munish Kumar, Commerce
		Bursar	2 Raj Kamal, Mathematics
		-do-	3 Jyoti Sheoran, English
		-do-	4 Yudhvair, Pub. Adm.
		-do-	5 Anjana Dhawan, C.Sc.
		-do-	6 Balkrishna Kandpal, Physics
86	Online Admissions	Nodal officer	1 Seema Rani, C.Sc.
		Asst.to Nodal	2 Anjana Dhawan, C.Sc.
		Member	3 Reena Devi, Mathematics
		-do-	4 Nutan, Economics
		-do-	5 Sunita, Economics
87	Road Safety Committee	Convener	1 LT. Pankaj Batra, Commerce
		NSS	2 Bhagwan Dass, Mathematics
		Member	3 Pushpa Dhanda, Chemistry
		-do-	4 Gurdeep, Mathematics
		-do-	5 Ritu, Geography
		-do-	6 Kamlesh, C.Sc.
		-do-	7 Monika Jaglan, Chemistry
88	HRMS Portal	Incharge	1 Suman, C.Sc.
		Member	Vijay Goyal, Comp.Inst.

89	CCTV-Camera Maintenance Committee	Convener	1	Seema Rani, C.Sc.
		Member	2	Mukesh, Physics
		-do-	3	Anu, C.Sc.
		-do-	4	Renu Jakhar, Physics
		-do-	5	Yashpal, Physics
		-do-	6	Reena Rani, Physics
		-do-	7	Vijay Goyal, Comp.Inst.
90	Entrepreneurship Development Club	Coordinator	1	Aman, Commerce
		Placement Cell, Incharge	2	Gorav Bansal, Commerce
		Member	3	Nisha Pruthi, Chemistry
		-do-	4	Anu, CSC
		-do-	5	Ravi Garg, Geography
		-do-	6	Mukesh, Physics
		-do-	7	Bhagwan Dass, Mathematics
			5	<u>Students</u>
			1	Gourav, M.Com.P-2241787005
			2	Rahul, B.Sc3rd N.M.-122068105005
			3	Shubham-B.Sc.3rd.N.M.-12268105111
91	Passport Committee	Nodal officer	4	Parth, B.A2ns-123009029
		Member	5	Aman, M.Sc.Math(P)-22427050006
		-do-	1	Aman, Commerce
		-do-	2	Jyoti Goel, C.Sc.
92	IT Cell Committee	-do-	3	Deepika, Economics
		-do-	4	Ved Parkash, English
		Convener	1	Seema Rani, C.Sc.
		Member	2	Suman, C.Sc.
		-do-	3	Anjana Dhawan, C.Sc.
		-do-	4	Anu, C.Sc.
93	Solar Power Plant / Battery / Invertor Repair Committee	-do-	5	Kamlesh, C.Sc.
		-do-	6	Yashpal, physics
		Convener	1	Mukesh, Physics
		Member	2	Narender, Physics
		-do-	3	Yudhvir, Pub. Adm.
		-do-	4	Ashish kumar, Physics
94	Student Advisory Committee	-do-	5	Balkrishna Kandpal, Physics
		-do-	6	Punam Rani, Geography
		Chairperson	1	Satyawan Malik, Principal
		Convener	2	Munish Kumar
		Bursar	3	Raj Kamal, Mathematics
		Member	4	Jyoti Sheoran, English
95	Science Activity	-do-	5	Yashwanti, Commerce
		-do-	6	Sandeep Kumar, Sanskrit
		Science Quiz	1	Mukesh Redhu, Maths
		Science Exhibition	2	Nisha Pruthi, Chem
		Science Essay Writing	3	Narender, Physics

96	Learner License Nodal	Nodal officer	1 Vikram, Geography
		Member	2 Manjeet Singh, Sociology
		-do-	3 Gurav Bansal, Commerce
		-do-	4 Renu, Commerce
		-do-	5 Jyoti, Economics
		-do-	6 Priti, Commerce
97	Viksit Bharat/ Unnat Bharat/ My Bharat	Nodal officer	1 Aman, Commerce
		Member	2 All NSS POs <i>CP</i>
		-do-	3 LT. Pankaj Batra, Commerce
		-do-	4 Pushpa Rani, C.Sc.
		-do-	5 Kiran Bala, Hindi
		-do-	6 Jyoti, Economics
98	P.hd Verification Committee	Convener	1 Munish Kumar, Commerce
		Member	2 Vishal Redhu, Eng
		-do-	3 Yudhvair, Pub. Adm.
		-do-	4 Yashwanti, Comm <i>Yash</i>
		-do-	5 Time-table Incharge
		-do-	6 Concerned HOD
99	Eco Club & Botanical/ Herbal Park Committee	Convener	1 Anjana Dhawan, C.Sc.
		Member	2 Bhagwan Dass, Mathematics
		-do-	3 Manjeet, Psychology
		-do-	4 Virender, Biotech
		-do-	5 Mamta, Hindi
		-do-	6 Nitu, Zoology
		-do-	7 Kamlesh, C.Sc.
		-do-	8 Renu Devi, Chemistry
		-do-	9 Savita, Botany
100	Apprentice ship Committee	Convener	1 Yashwanti, Commerce <i>Yash</i>
		Member	2 Ravi Garg, Geography
		-do-	3 Manoj Chahal, C.Sc.
		-do-	4 Renu Jakhar, Physics <i>Renu</i>
		-do-	5 Chanchal Sharma, Zoology
101	CRID, Socio- Economics Survey, DOB, Occupations etc.	Nodal Officer	1 Krishan Kumar Kundu, Geography
		NSS- P.O	2 Bhagwan Dass, Mathematics
		NCC-IC	3 LT. Pankaj Batra, Commerce
		RC-IC	4 Bhagwan Dass, Mathematics
		Member	5 Reena Malik, Geography
102	Online Transfer Policy Committee	Nodal Officer	1 Seema Rani, C.Sc.
		Assistant-Nodal Officer	2 Suman, C.Sc. <i>Suman</i>
		Assistant-Nodal Officer	3 Vijay Goyal, Comp Inst.
		Assistant-Nodal Officer	4 Monika, L.A.
		Member	5 Dy. Supdt./Assistant
		Member	6 Mohit B.C/EC
103	Liasion Officer		1

104	MIS	Incharge	1 Poonam, C.Sc.
		Member	2 Poonam, Chemistry
105	Electoral Literacy Club/ Chunav PathShala	Nodal Officer	1 Narender, Physics
		NSS- P.O (Member)	2 Bhagwan Dass, Mathematics
		NSS- P.O (Member)	3 Reetu, Chemistry
		NCC-ANO (Member)	4 I.T. Pankaj Batra, Commerce
		Member	5 Sushila, Pol. Sc.
		Students	
			1 Sachin, B.A.III-1220681002111
106	SC Grievences Redressal Cell	Co-ordinator	1 Sandeep Kumar, Sanskrit
		Member	2 Munish Kumar
		-do-	3 BhagwanDas, Maths
		-do-	4 Monika, Economics
		-do-	5 Mr.Bittu, LibAtt
		-do-	6 Pooja, Lib Att
		-do-	
107	MOU Committee	Convener	1 Satyawar Malik, Principal
		Registrar	2 Yudhvir, Pub. Adm.
		Sport-IC	3 Randhir Singh, Physical Health
		Women Cell I/C	4 Prem Poonam, Psychology
		IQAC Co-ordinator	5 Satish Malik, Physical Health
		NSS-IC	6 Bhagwan Dass, Mathematics
		NCC & Road Safety-IC	7 LT. Pankaj Batra, Commerce
		Cultural Incharge	8 Sandeep, Skt
		Liberary-IC	9 Mukesh Redhu, Maths
		Placement Cell-IC	10 Gorav Bansal, Commerce
108	Internal Board of Studies	Convener	1 Munish Kumar, Commerce
		Registrar	2 Vishal Redhu, English
		IQAC Co-ordinator	3 Satish Malik, Physical Health
		Registrar	4 Yudhvir, Pub. Adm.
		Member	5 Jyoti Sheoran, English
		-do-	6 Concerned HOD's
109	Insttutional Development Plan (IDP)	Convener	1 Satish Malik, Physical Health
		Member	2 Vishal Redhu, English
		-do-	3 Yudhvir, Pub. Adm.
110	Intellectual Property and Innovation Protection (IPR)	Nodal Officer	1 Satish Malik, Physical Health
		Member	2 Raj Kamal, Mathematics
		-do-	3 Vishal Redhu, English
111	OE Grant Committee	Convener	1 Randhir Singh
		Member	2 Sonu Sihag, Commerce
		-do-	3 Ravi Garg, Geography
		-do-	4 Kamaljeet Singh, Physics
		-do-	5 Dy supdt.

112	Research & Development Cell	Convener	1	Iyati Sheoran, English
		Member	2	Vikram Singh, Geography
		-do-	3	Krishan Kumar Kunda, Geography
		-do-	4	Raj Kamal, Mathematics
		-do-	5	Vishal Redhu, English
		-do-	6	Manoj Siwach, Economics
		-do-	7	Nisha Pruthi, Chemistry
		-do-	8	Narender, Physics
		-do-	9	Sunita, Hindi
113	Extension Lecturer Affairs Committee	Convener	1	Krishan kundu
		Time Table I/C	2	Virender, Biotech
		Court Case I/C	3	Kamaljeet Singh, Physics
		Bursar	4	Raj Kamal, Maths
		Member	5	Bhupender Commerce
		Member	6	Poonam, CSc MIS I/c
		Member	7	Sonu Sihag
		Member	8	Nutan Eco
114	RUSA	Nodal Officer	1	Gorav Bansal, Commerce
		Member	2	Aman, Commerce
		-do-	3	Poonam, Mathematics
		-do-	4	Renu, Commerce
		-do-	5	Ankit, Chemistry
		-do-	6	Ritu, Restorer
115	E-Auction & E-Tender Committee	Incharge / Buyer	1	Gorav Bansal, Commerce
		Bursar	2	Raj Kamal, Mathematics
		Member (GeM buyer)	3	Anjana Dhawan, CSc
		-do-	4	Aman, Commerce
		-do-	5	Anu, C.Sc.
		-do-	6	Concerned Convenor/Incharge
		-do-	7	Pushpa Dhanda, Chemistry

नोट-

1. जिन प्राध्याक/प्राध्यापिकाओं को जो भी चार्ज दिया गया है वे अपना चार्ज संबंधित से एक सप्ताह के अंदर लेना सुनिश्चित करें एवं प्राचार्य से countersign करवाकर उप-अधीक्षक के पास उसकी प्रति जमा करवाना सुनिश्चित करें।
2. सभी गतिविधि इंचार्ज अपनी गतिविधि से संबंधित कोटेशन दिनांक 30/8/25 तक लेकर (आवश्यकता अनुसार) प्रक्रिया पूर्ण कर ले अन्यथा बाद में कोई भी दिर पास नहीं किया जाएगा।
3. अगर किसी स्टाफ सदस्य की सिन्योरिटी में कोई विषय है तो वे अटोहस्ताक्षरी को सूचित करें।
4. Extension Lecturers are not to be engaged in financial Matters.

Principal,
Govt. College, Jind.

CC:

1. Sh. Manish Kumar (SP/O)
2. Raj Kamal, Bursar
3. Dr. Satish Malik (IQAC Co-ordinator)
4. Dy. Supdt.
5. Staff Circulation

6. Steno