

# OFFICE OF THE PRINCIPAL GOVT. COLLEGE SAFIDON (JIND)

## LIST OF COMMITTEES FOR SESSION: 2024-2025

Order No.GCS/2024/4936

Dated: 30/07/2024

The following committees have been constituted for the smooth functioning of the college during the current Session i.e. 2024-25 with effect from 30/07/2024. All concerned are requested to takeover and handover the charges immediately. The conveners/in-charges of various activities shall note down the names of faculty members associated with them. They are requested to call fresh quotations immediately if not done before for the work to be undertaken by them. This list is not final and it is subject to change from time to time with respect to administrative exigencies.

Sr. No.	Name of Committee	Name of the A/P	Signature
1	College Council	Principal (Chairperson)	
		Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh (Ex. Officio.)	
2	State Public Information Officer	Dr. Pradeep Kumar	
	ASPIO	Sh. Sohanu Ram	
3	UGC Affair Committee	Dr. Pradeep Kumar	
		Dr. Anju Rani Sharma	
		Smt. Manita	
4	Nodal Officer for PRAYAS	Dr. Pradeep Kumar	

5	Library In-charge	Dr. Pradeep Kumar	
		Dr. Anju Rani Sharma	
		Smt. Manita	
		Smt. Sunita	
6	Research and Development Cell	Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
7	IPR Cell	Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
8	Grants Funds Observation/ College Bank Accounts Monitoring Cell	Dr. Pradeep Kumar	
		Sh. Balvinder, Bursar	
		Sh. Sohanu Ram	
9	Editor In Chief	Dr. Pradeep Kumar	
	Sub. Editor	Dr. Ashok	
	Humanities (Editor)	Dr. Sarla Sehrawat	
	Hindi (Editor)	Dr. Sheel	
	English (Editor)	Dr. Sunil Devi	
	Science (Editor)	Smt. Reenu	
	Commerce (Editor)	Smt. Manita	
	Sanskrit (Editor)	Dr. Jaivinder	
	Punjabi (Editor)	Smt. Sarabjeet Kaur	
	Music (Editor)	Dr. Anju Rani Sharma	
	Subject Societies	Dr. Shanker	
News Section	Smt. Kirti		

10	Reception Committee	Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
11	NSS Advisory Committee	Principal (Patron)	
		Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh (Ex. Officio.)	
12	Internal Quality Assurance Cell	Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh	
		Dr. Ashok	
		Dr. Parveen	
		Sh. Rajiv	
		Sh. Deepak	
		Dr. Manjeet Kaur	
		Smt. Nisha	
		Dr. Shankar	
		Stake Holder	
		Stake Holder	
Students' Representative			
Students' Representative			



13	Sports Board	Principal (PATRON)	
		Smt. Reenu (Secretary)	
		Dr. Pradeep Kumar	
		Dr. Hari Om	
14	Chief Mentor	Dr. Hari Om	
		Smt. Monika	
15	Nodal Officer/ Coordinator NAAC	Dr. Pradeep Kumar	
16	Chief Proctor	Dr. Hari Om	
		Smt. Nisha Rani	
17	SVEEP Committee	Dr. Jaivinder (Nodal Officer)	
		Dr. Rajesh	
		Sh. Yoginder Singh	
		Smt. Kirti	
		Dr. Anil	
18	College Bursar	Sh. Balvinder Singh	
19	Staff Secretary	Dr. Jaivinder	
20	Social Secretary	Sh. Pardeep Maan	
21	GEM Portal	Principal (Chairperson)	
		Sh. Pardeep Maan (Convener)	
		Smt. Reenu Devi	
		Sh. Balvinder Singh (Bursar)	
22	Student Passport/ Driving Licenses (Nodal Officer)	Sh. Pardeep Maan (Nodal Officer)	
		Smt. Monika	
		Dr. Ruchi Bhardwaj	
		Sh. Pankaj, L.A.	
23	Nodal Officer ACR Online Module	Sh. Pardeep Maan	
24	Nodal Officer for NIRF	Dr. Anju Rani Sharma	

25	Nodal Officer for Online Admission	Sh. Pardeep Maan	
26	Nodal Officer for Apprentice and Saksham Yuva Rojgar	Smt. Reenu	
		Dr. Jasbir Punia	
		Smt. Kirti	
		Sh. Deepak (L.A.)	
27	Cultural Affair & Youth Welfare Committee	Dr. Anju Rani Sharma	
		Smt. Manita	
		Smt. Sarabjeet Kaur	
		Dr. Sunil Devi	
		Smt. Manju Devi	
		Smt. Nisha	
		Dr. Sheel	
		Smt. Jyoti Kanwal	
28	Infrastructure Maintenance / Dilapidation (PWD -B&R)/ Water Supply (Public Health) and House Allotment Committee	Dr. Hari Om	
		Dr. Jaivinder (Public Health)	
		Sh. Rajiv	
		Dr. Rajesh	
		Sh. Pankaj (L.A.)	
29	Electricity Committee	Dr. Jaivinder (Convener)	
		Smt. Manita (Commerce Block)	
		Smt. Reenu (Science Block)	
		Sh. Sandeep Singh (New Arts Block)	
		Sh. Yoginder Singh, Arts Block	
		Sh. Pankaj, L.A, Science Block	
		Sh. Gourav, (L.A.) (Lib. And	

		New Arts Block)	
		Sh. Rakesh, L.A. (Commerce)	
		Sh. Vinod Kumar, (L.A.) Arts Block	
		Watchmen (on duty)	
30	University Affairs Committee	Dr. Jaivinder (Registrar)	
		Smt. Manita	
		Mrs. Bhawna	
		Sh. Deepak	
		Dr. Sunil Devi (1 <sup>st</sup> )	
		Smt. Sarbjeet Kaur (1 <sup>st</sup> )	
		Smt. Manju	
		Sh. Yoginder Singh (2 <sup>nd</sup> ,3 <sup>rd</sup> )	
		Dr. Rajesh	
		Smt. Seema (Non-Med.)	
		Smt. Kirti (Computer Sc.)	
		Dr. Anil Kumar (Medical)	
		Sh. Deepak LA (Arts)	
		Sh. Pankaj LA	
		Smt. Monika (Science)	
		Dr. Ruchi Bhardwaj (Commerce)	
31	Lecture Shortage, Absentee Slip, Fine Checking, Re-admission Monitoring Committee	Dr. Sarla Sehrawat	
		Sh. Surrender L.A. (BA.I)	
		Sh. Amit T/P (B.A. II & III)	
		Sh. Rakesh Garg, LA All Science Classes	
		Sh. Rajender, JLA All PG & UG Comm.	

32	O.E./Stationary Purchase & Printing Committee	Dr. Hari Om (Convener)	
		Smt. Manita	
		Smt. Reenu Devi	
		Sh. Sohanu Ram	
33	Placement Cell & Entrepreneurship Development Club	Sh. Pardeep Maan	
		Smt. Reenu	
		Dr. Anil	
		Sh. Rajiv	
34	SAF & RKF Committee	Dr. Jaivinder	
		Smt. Manita	
		Sh. Balvinder (Ex. Offic.)	
		Sh. Sohanu Ram	
35	Science Exhibition Committee	Dr. Hari Om (Geography)	
		Smt. Reenu (Science)	
		Sh. Pardeep Maan	
		Smt. Nisha	
		Smt. Jyoti Kanwal	
		Dr. Manjeet Kaur	
		Smt. Seema	
		Dr. Anil	
36	Tour and Travel Committee	Dr. Hari Om (Convener)	
		Dr. Sarla Sehrawat (Girls)	
		Smt. Manita	
		Dr. Ashok	
		Sh. Sandeep Dhillon	
		Dr. Jasbir	



		Sh. Vikas Bansal	
		Sh. Sohanu Ram	
37	Seating, Shmiana & Sound System	Dr. Jaivinder	
		Dr. Parveen Sharma	
		Dr. Shanker	
		Sh. Rajiv	
		Sh. Yoginder Singh	
		Sh. Rakesh, L.A.	
38	Earn While You Learn Committee	Dr. Sarla Sehrawat	
		Smt. Manita	
		Smt. Reenu	
		Smt. Kirti	
		Sh. Sohanu Ram	
39	Nature Interpretation Centre/ Harit Haryana Abhiyan /Eco Club & Campus Beautification	Dr. Jaivinder (Nodal Officer) (NSS PO)	
		Smt. Reenu (NSS PO)	
		Sh. Pardeep Maan (NCC)	
		Smt. Jyoti Kanwal	
		Dr. Manjeet Kaur	
		Smt. Nisha	
		Dr. Anil	
		Sh. Rajender, JLA	
40	Bus Pass Committee	Smt. Manita	
		Mrs. Manju	
		Dr. Rajesh	
		Sh. Deepak, L.A.	
		Sh. Rakesh, L.A.	



41	NSS	Dr. Jaivinder (Boys Unit)	
		Smt. Reenu (Girls Unit)	
		Sh. Surender, L.A.	
		Sh. Vijender (Peon)	
42	NCC	Sh. Pardeep Maan	
		Sh. Sohanu Ram	
		Sh. Surender, L.A.	
43	Women Cell	Principal (Patron)	
		Smt. Manita (Convener)	
		Smt. Reenu	
		Smt. Sanyogita	
		Smt. Jyoti Kanwal	
		Smt. Sarabjeet Kaur	
		Smt. Seema	
		Smt. Manju	
44	Lab Development & Equipment/Apparatus Purchase Committee	Dr. Hari Om (Geography)	
		Smt. Reenu (Sci.)	
		Sh. Pardeep Maan (C.S.)	
45	Student Welfare and Incentive Committee	Smt. Manita (SC Scholarship)	
		Dr. Rajesh	
		Smt. Manju	
		Smt. Seema	
		Sh. Pankaj, L.A. (SC Scholarship)	
		Smt. Reenu (BC Scholarship)	
		Sh. Yogender Singh	

		Dr. Anil	
		Sh. Deepak, L.A.	
		Smt. Reenu (Merit Scholarship, LIG/ BPL/ Freedom Fighter and Others	
46	Prize Committee	Dr. Sarla Sehrawat (Convener)	
		Dr. Jasbir Punia	
		Smt. Sanyogita	
		Sh. Deepak Kumar	
		Sh. Sohanu Ram	
47	ERP Updation / CCTV / AEBAS / Web Site / Face book	Sh. Pardeep Maan	
		Smt. Kirti (ERP Updation)	
		Dr. Ashok (CCTV)	
		Dr. Ruchi Bhardwaj (AEBAS)	
		Smt. Monika Devi (MIS)	
		Sh. Vikas Bansal (Web Site and Face book)	
48	Decoration Committee	Dr. Jaivinder	
		Smt. Manita	
		Smt. Reenu	
		Smt. Sanyogita	
		Smt. Seema	
		Smt. Sarabjeet Kaur	
		Smt. Anju	
49	Refreshment Committee	Dr. Jaivinder	
		Smt. Manita	
		Smt. Reenu	
		Smt. Sarabjeet Kaur	

		Dr. Parveen	
50	Physical Verification/Write off/Auction Committee	Dr. Hari Om	
		Dr. Anju Rani Sharma	
		Smt. Manita	
		Smt. Reenu	
		Sh. Sohanu Ram	
51	Invitation/Photography/Video Graphy	Dr. Jaivinder	
		Sh. Dharmender	
		Sh. Ajay Parkash	
52	Canteen Committee	Dr. Hari Om	
		Smt. Reenu	
		Sh. Pardeep Maan	
		Sh. Sohanu Ram	
53	Fee Concession Committee	Dr. Sarla Sehrawat	
		Sh. Balvinder Singh (Ex.Offcio.)	
		Smt. Manita	
		Sh. Sohanu Ram	
54	Stage Secretaries	Dr. Jaivinder	
		Smt. Jyoti Kanwal	
		Dr. Ruchi Bhardwaj	
55	EDUSAT Committee	Smt. Manita	
		Smt. Kirti	
56	Staff Room Maintenance Committee	Dr. Anju Rani Sharma	
		Dr. Sheel	
		Dr. Sunil Devi	
		Dr. Shanker	
		Dr. Anil	

57	Girls Common Room Maintenance Committee	Smt. Manita	
		Smt. Reenu	
		Smt. Manju Devi	
		Smt. Sarabjeet Kaur	
		Smt. Bhawna	
58	Court Cases Committee	Sh. Balvinder Singh, Bursar	
		Sh. Ajay Prakash	
		Sh. Sunil, J.L.A.	
		Sh. Sohanu Ram	
59	College Property Committee	Dr. Jaivinder (Convener)	
		Smt. Reenu	
		Smt. Manita	
		Sh. Rakesh, LA	
60	AISHE Committee	Smt. Manita (Nodal Officer)	
		Smt. Kirti	
		Sh. Deepak	
		Sh. Rajiv	
		Dr. Ruchi Bhardwaj	
61	Time Table, Workload, Subject Change & Section Formation Committee	Dr. Hari Om (Convener)	
		Smt. Reenu	
		Dr. Parveen	
		Sh. Rajiv	
		Smt. Nisha	
		Dr. Sheel	
62	Important Days Celebration Committee	Dr. Jaivinder	
		Smt. Reenu	
		Sh. Pardeep Maan	



63	Traffic Interpretation Centre /Red Cross/Blood Donation/Red Ribbon Club/Road Safety / Dispensary-First Aid Committee	Dr. Jaivinder	
		Smt. Reenu	
		Dr. Anil	
		Smt. Sanyogita	
		Smt. Anju	
		Smt. Seema	
		Sh. Sandeep Singh	
		Sh. Anil Kumar	
64	Legal Awareness Cell	Smt. Reenu	
		Sh. Yoginder Singh	
		Sh. Ajay Parkash	
		Sh. Sandeep Singh	
65	Parking Stand/Cycle Stand Committee	Dr. Sarla Sehrawat	
		Dr. Sunil Devi	
		Dr. Jasbir Singh	
		Sh. Sunil, J.L.A.	
		Sh. Surender, L.A.	
66	Income Tax Calculation & Related Works Committee	Smt. Manita	
		Dr. Parveen	
		Sh. Rajiv	
		Sh. Deepak	
		Sh. Sohanu Ram	
67	Anti Ragging Cell, Anti Smoking and Discipline Committee	Dr. Sarla Sehrawat	
		Sh. Pardeep Maan	
		Dr. Jasbir Singh	
		Smt. Bhawna	
		Sh. Chand Singh	

68	Result Verification Committee (For ACR's)	Smt. Manita	
		Sh. Rajiv	
		Sh. Deepak	
		Smt. Bhawna	
69	Alumni Committee	Sh. Pardeep Maan	
		Sh. Balvinder Singh (Ex. Offico)	
		Dr. Parveen	
		Sh. Rajiv	
		Sh. Sohanu Ram	
70	Press Note/ PRO Committee	Dr. Jaivinder (PRO)	
		Dr. Ruchi Bhardwaj	
		Dr. Rajesh Kumar	
71	HRMS/ MIS/ HKRN Portal Committee	Sh. Pardeep Maan (Convener)	
		Dr. Ashok (HRMS)	
		Smt. Monika Kundu (MIS)	
		Sh. Vikas Bansal (HKRN)	
		Sh. Sohanu Ram	
72	Sports Committee	Smt. Reenu (Convener)	
		Dr. Jasbir Singh	
		Dr. Ashok	
		Dr. Sunil Devi	
		Smt. Bhawna	
		Sh. Sandeep Singh	
		Sh. Yoginder Singh	
		Sh. Vijender	
73	Students Union Advisory Committee	Dr. Jaivinder	
		Smt. Jyoti Kanwal	

		Dr. Jasbir Singh	
		Sh. Yoginder Singh	
74	Internal Complaint Committee/ Anti Sexual Harassment Cell	Dr. Sarla Sehrawat	
		Smt. Reenu	
		Smt. Shalini Gupta (Legal Advisor)	
		Sh. Sohanu Ram	
		Ms. Kajal, M.A. II	
		Mr. Sagar, M.A.II Hindi	
		Mrs. Manita (Special Invitee)	
75	Grievances and Redressal Cell	Principal (Patron)	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh	
		Sh. Sohanu Ram	
76	Annual Report	Dr. Jaivinder	
		Sh. Deepak	
		Sh. Rajiv	
		Dr. Rajesh	
		Sh. Yoginder Singh	
		Dr. Shanker	
77	My Bharat Portal	Sh. Pardeep Maan	
		Dr. Jaivinder	
		Mrs. Reenu	

- In case of retirement/transfer/deputation, the next senior member of the committee will work as convener.

- No Extension Lecturer will sign on any finance related documents/bills in the capacity as the members of their respective committees.

*jk.*

Principal

Govt. College Safidon