

OFFICE OF THE PRINCIPAL GOVT.COLLEGE SAFIDON(JIND)

LIST OF COMMITTEES FOR SESSION: 2025-2026

OrderNo.GCS/2025/1153

Dated:12-08-2025

The following committees have been constituted for the smooth functioning of the college during the current Session i.e. 2025-26 with effect from 12.08 2025. 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.Sarla Sehrawat	
		Dr.Jaivinder	
		Sh.Balvinder Singh (Ex. Officio.)	
2	State Public Information Officer	Dr.Sarla Sehrawat	
	ASPIO	Sh.Ajay Parkash	
3	Purchase Committee for Govt. Grants and Funds	1. Dr.Sarla Sehrawat 2. Dr. Jaivinder 3. Mrs. Reenu	
4	UGC Affair Committee	Dr.Sarla Sehrawat	
5	Nodal Officer for PRAYAS	Smt.Reenu	
		Dr.Parveen Sharma	
		Sh.Rajiv	
6	Library In-charge	Sh.Jogender, Junior Librarian	
		Sh. Ajay Parkash	
		Smt. Sunil Devi	
7	Research and Development Cell	Dr.Sarla Sehrawat	
		Dr. Jaivinder	

8	IPR Cell	Dr.Sarla Sehrawat (Convener)	
		Mrs. Reenu	
		Sh. Balvinder Singh, Bursar	
9	Grants Funds Observation/ College Bank Accounts Monitoring Cell	Dr.Sarla Sehrawat	
		Sh.Balvinder Singh	
		Sh.Sohanu Ram	
10	Editor-In-Chief	Dr.Jaivinder	
	Sub.Editor	Dr.Ashok	
	Humanities(Editor)	Dr.Sarla Sehrawat	
	Hindi(Editor)	Dr.Sheel	
	English(Editor)	Dr.SunilDevi	
	Science(Editor)	Smt.Reenu	
	Commerce(Editor)	Mr. Deepak	
	Sanskrit(Editor)	Dr.Jaivinder	
	Punjabi(Editor)	Smt.Sarabjeet Kaur	
	Subject Societies	Dr.Shanker	
	News Section	Sh.Jogender, Junior Librarian	
11	Reception Committee	Dr.Sarla Sehrawat	
		Dr.Jaivinder	
		Sh.Balvinder Singh	
12	NSS Advisory Committee	Principal(Patron)	
		Dr.Sarla Sehrawat	
		Dr.Jaivinder	
		Sh.Balvinder Singh(Ex. Officio.)	
13	Internal Quality Assurance Cell	Dr.Sarla Sehrawat	
		Sh.Balvinder Singh	
		Dr. Jaivinder	
		Mrs. Reenu	
		Dr.Ashok	
		Dr.Parveen	
		Sh.Rajiv	
		Sh.Deepak	
		Dr.Manjeet Kaur	

		Smt.Nisha	
		Dr.Shankar	
		Stake Holder	
		Stake Holder	
		Students'Representative	
		Students'Representative	
14	Sports Board	Principal (PATRON)	
		Smt.Reenu (Secretary)	
		Dr.Sarla Sehrawat	
		Dr.Jaivinder	
15	Chief Mentor	Mrs. Reenu	
		Smt.Monika	
16	Chief Proctor	Dr.Sarla Sehrawat	
		Smt.Nisha Rani	
17	SVEEP Committee	Dr.Jaivinder (Nodal Officer)	
		Dr.Rajesh	
		Sh.Sandeep	
		Smt.Kirti	
		Dr.Anil	
18	College Bursar	Sh.Balvinder Singh	
19	Staff Secretary	Dr.Jaivinder	
20	Nodal Officer for Online Admission	Smt. Kirti	
21	GEM Portal	Principal (Chairperson)	
		Smt.Reenu Devi	
		Sh.Balvinder Singh (Bursar)	
22	Student Passport/Driving Licenses (Nodal Officer)	Dr. Shanker (Nodal Officer)	
		Smt.Monika	
		Sh.Pankaj, L.A.	
23	Nodal Officer ACR Online Module	Mrs. Kirti	
24	Nodal Officer for NIRF	Dr.Ashok (Convener)	
		Smt.Monika Devi	

25	IDP Portal	Mrs. Reenu	
		Mrs. Kirti	
		Smt. Monika	
26	Nodal Officer for Apprentice and Saksham Yuva Rojgar	Smt.Reenu	
		Dr.JasbirPunia	
		Smt.Kirti	
		Sh.Deepak (L.A.)	
27	Cultural Affair & Youth Welfare Committee	Dr.Jaivinder	
		Mr. Jasbir Poonia	
		Smt.Sarabjeet Kaur	
		Dr.Sunil Devi	
		Smt.Manju Devi	
		Sh. Anil	
		Mrs. Manjeet Kaur	
		Smt.Jyoti Kanwal	
		Smt.Bhawna	
28	Infrastructure Maintenance /Dilapidation (PWD-B&R) / Water Supply (Public Health) and House Allotment Committee	Dr.Jaivinder	
		Sh.Rajiv	
		Dr.Rajesh	
		Sh.Pankaj (L.A.)	
29	Electricity Committee	Dr.Jaivinder (Convener)	
		Sh. Rajiv Commerce Block)	
		Dr. Rajesh (Arts Block)	
		Smt. Poonam (Science Block)	
		Sh. Sandeep (New 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)	
		Mrs.Bhawna	

		Sh.Deepak	
		Dr.SunilDevi (1 st)	
		Smt.SarbjeetKaur (1 st)	
		Smt.Manju	
		Sh.Sandeep (2 nd , 3 rd)	
		Dr.Rajesh	
		Smt.Seema (Non-Med.)	
		Smt.Kirti (ComputerSc.)	
		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	Smt. Poonam	
		Sh.Sunil J.L.A (B.A.II& III)	
		Sh.Surrender L.A. (BA.I)	
		Sh.Rakesh Garg, LA All Science Classes	
		Sh.Rajender, JLA All PG& UG Comm.	
32	O.E./StationaryPurchase& Printing Committee	Mrs. Reenu (Convener)	
		Sh.Sohanu Ram	
33	Placement Cell & Entrepreneurship Development Club	Dr. Jaivinder	
		Dr.Anil	
		Sh.Rajiv	
34	SAF & RKF Committee	Dr.Jaivinder	
		Sh.Balvinder (Ex.Offic.)	
		Sh.Sohanu Ram	
35	Science Exhibition Committee	Mrs. Reenu (Convener)	
		Sh.Balvinder Singh	

		Smt.Kirti	
		Smt.Nisha	
		Smt.JyotiKanwal	
		Dr.ManjeetKaur	
		Smt.Seema	
		Dr.Anil	
36	Tour and Travel Committee	Dr. Jaivinder(Convener)	
		Dr.Ashok	
		Sh.Sandeep Dhillon	
		Dr.Jasbir	
		Sh.Vikas Bansal	
		Sh.Sohanu Ram	
37	Seating, Shmiana&Sound System	Dr.Jaivinder	
		Dr.ParveenSharma	
		Dr.Shanker	
		Sh.Rajiv	
		Sh.Rakesh, L.A.	
38	Earn While You Learn Committee	Dr.Sarla Sehrawat	
		Smt.Reenu	
		Smt.Kirti	
		Sh.Pankaj	
39	Nature Interpretation Centre/ Harit Haryana Abhiyan/EcoClub&Campus Beautification	Dr.Jaivinder(Nodal Officer) (NSS PO)	
		Smt.Reenu(NSS PO)	
		Smt.Jyoti Kanwal	
		Dr.Manjeet Kaur	
		Smt.Nisha	
		Dr.Anil	
		Sh.Rajender, JLA	
40	Bus Pass Committee	Dr. Anil (Convenor)	
		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	Dr. Ashok	
		Sh. Sohanu Ram	
		Sh. Surender, L.A.	
43	Women Cell	Principal (Patron)	
		Smt. Reenu (Convener)	
		Smt. Poonam	
		Smt. Kirti	
		Smt. Jyoti Kanwal	
		Smt. Sarabjeet Kaur	
		Smt. Seema	
		Smt. Manju	
		Dr. Manjeet Kaur	
44	Lab Development & Equipment/Apparatus Purchase Committee	Mrs. Reenu (Convener)	
		Sh. Balvinder (Bursar)	
45	Student Welfare and Incentive Committee	Dr. Rajesh (convener)	
		Smt. Manju SC, ST	
		Smt. Seema BC	
		Sh. Pankaj, L.A. (SC Scholarship)	
		Sh. Deepak, L.A.	
		Dr. Sheel (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 /WebSite/Facebook	Dr. Jaivinder (Convener)	
		Dr. Ashok	
		Sh. Dharmender	
		Smt. Kirti (ERP Updation)	

		Dr.Ruchi Bhardwaj (AEBAS)	
		Smt.Monika Devi (MIS, AEBAS)	
		Sh.Vikas Bansal (WebSite And Facebook, AEBAS)	
		Sh. Dharmender (CCTV) Sh. Sohanu Ram (AEBAS)	
48	Decoration Committee	Dr.Jaivinder	
		Smt.Sanyogita	
		Smt.Seema	
		Smt.Sarabjeet Kaur	
		Smt. Poonam	
49	Refreshment Committee	Dr.Jaivinder	
		Smt.Reenu	
		Smt.SarabjeetKaur	
		Dr.Parveen	
50	PhysicalVerification/Write off/Auction Committee	Smt.Reenu	
		Sh.Sohanu Ram	
51	Invitation/Photography/VideoGraphy	Dr.Jaivinder	
		Sh.Dharmender	
		Sh.AjayParkash	
52	Canteen Committee	Dr.Jaivinder	
		Sh.Sohanu Ram	
53	Fee Concession Committee	Dr.Sarla Sehrawat	
		Sh.BalvinderSingh (Ex.Offcio.)	
		Sh.Dharmender	
54	Stage Secretaries	Dr.Jaivinder	
		Smt.Jyoti Kanwal	
		Dr.Ruchi Bhardwaj	
55	EDUSAT Committee	Smt.Kirti	
56	Staff Room Maintenance Committee	Dr.Jaivinder	
		Dr.Sheel	
		Dr.SunilDevi	

57	Girls Common Room Maintenance Committee	Smt.Reenu	
		Smt.ManjuDevi	
		Smt.SarabjeetKaur	
		Smt.Bhawna	
58	CourtCasesCommittee	Sh.BalvinderSingh, Bursar	
		Sh.AjayPrakash	
		Sh.Sunil,J.L.A.	
		Sh.Arun	
59	CollegePropertyCommittee	Dr.Jaivinder (Convener)	
		Smt.Reenu	
		Sh.Rakesh, LA	
60	AISHE Committee	Smt Jyoti Kanwal (Nodal Officer)	
		Dr. Shanker	
		Sh.Rajiv	
		Dr.RuchiBhardwaj	
61	Time Table, Workload, SubjectChange&Section Formation Committee	Smt.Nisha (Convener)	
		Sh.Rajiv	
		Smt.Sanyogita	
		Dr.Sheel	
62	ImportantDaysCelebration Committee	Dr.Jaivinder NSS	
		Smt.Reenu NSS	
		Dr. Ashok NCC	
63	Traffic Interpretation Centre/RedCross/Blood Donation/Red Ribbon Club/Road Safety / Dispensary- First Aid Committee	Dr.Jaivinder	
		Smt.Reenu	
		Dr.Anil	
		Smt.Sanyogita	
		Smt.Anju	
		Smt.Seema	
		Sh.SandeepSingh	
64	Legal Awareness Cell	Sh.AnilKumar	
		Smt.Reenu	
		Dr. Rajesh	

		Sh.AjayParkash	
		Sh.SandeepSingh	
65	ParkingStand/CycleStand Committee	Dr.SarlaSehrawat	
		Dr.SunilDevi	
		Dr.JasbirSingh	
		Sh.Sunil,J.L.A.	
		Sh.Surender,L.A.	
66	Income Tax Calculation& Related Works Committee	Dr.Parveen (Convener)	
		Smt. Bhawna	
		Sh.Rajiv	
		Sh.Deepak	
		Sh.Dharmender	
67	Anti Ragging Cell,Anti Smoking and Discipline Committee	Dr. Anil (Convener)	
		Sh. Sandeep	
		Dr.Shanker	
		Smt. Manju	
		Dr.Rajesh	
		Smt. Poonam	
		Sh.Deepak	
68	Result Verification Committee (ForACR's)		
		Sh.Rajiv (Convener)	
		Sh.Deepak	
		Smt.Bhawna	
69	Alumni Committee	Dr. Jaivinder	
		Sh.Balvinder Singh (Ex. Offico)	
		Dr.Parveen	
		Mrs. Manju	
		Sh.Rajiv	
		Sh.Sohanu Ram	
70	PressNote/PROCommittee	Dr.Jaivinder (PRO)	
		Dr.RuchiBhardwaj	
		Dr.RajeshKumar	
71	HRMS/MIS/HKRN Portal Committee	Dr.Ashok (HRMS)	
		Smt.Monika Kundu (MIS)	
		Sh.Vikas Bansal (HKRN)	
		Sh.Sohanu Ram	

72	Sports Committee	Smt.Reenu (Convener)	
		Dr.JasbirSingh	
		Dr.Ashok	
		Dr.Anil	
		Dr.SunilDevi	
		Smt.Bhawna	
		Sh.Sandeep Singh	
		Sh. Sohanu Ram	
		Sh.Vijender	
73	Students Union Advisory Committee	Dr. Jasbir (Convener)	
		Smt.Jyoti Kanwal	
		Dr.Ashok	
74	Internal Complaint Committee/AntiSexual Harassment Cell	Dr.Sarla Sehrawat	
		Dr. Jaivinder	
		Smt.Reenu	
		Sh. Balvinder Singh	
		Smt.Manju (Special invitee)	
75	Grievances and Redressal Cell	Sh.SohanuRam	
		Principal (Patron)	
		Dr.Sarla Sehrawat	
		Sh.Balvinder Singh	
76	Annual Report	Sh.Sohanu Ram	
		Dr.Jaivinder	
		Sh.Deepak	
		Sh.Rajiv	
		Dr.Rajesh	
77	My BharatPortal	Dr.Shanker	
		Dr. Ashok	
		Dr.Jaivinder	
		Mrs.Reenu	
78	NEP	Mr. Vikas Bansal	
		Dr. Parveen	
		Dr. Rajiv	
79	Internship Coordinator	Sh.Balvinder Singh	
		Dr. Parveen	
		Dr. Rajiv	

- 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.

Principal
Govt. College
Safidon