

**Office of the Principal Govt. College Bhattu Kalan (Fatehabad)****(Committees/ General duties for the Session 2022-23)****Memo No GCBK/22/3934****Date: 22.08.2022**

The following committees are hereby constituted for the session 2022-23 for the smooth functioning of the college. These annual committees will come into force with immediate effect. Ex-Conveners/In charges are supposed to handover their charges if any, by the new incumbent and get the counter signature of the undersign by 17.08.2022 positively.

The Conveners/In charges of various activities should note down the names of the faculty members associated with them. They are also requested to call fresh quotations immediately for the work to be undertaken by them during the session 2022-23.

**1. College Council**

Principal (Chairperson)

Dr. Subhash

Sh. Rajendra Kumar

Dr. Raja Ram, Member

Sh. Vikrant Mohan (Staff Secretary)

**2. College Sports Board**

Principal (Chairperson)

Dr. Ravinder Kumar (Asstt. Prof. of Phy. Education)

Sh. Rajendra Kumar

Sh. Amit Kumar

Sh. Deepak

Ms. Jyoti Jhjhra

**3. Grievances Redressal and Complaints**

(Teaching, Non-Teaching and Students)

Sh. Rajendra Kumar (Convenor)

Dr. Ravinder Kumar

Ms. Jyoti Jhjhra

**4. NSS Advisory Committee**

Principal (Chairperson)

Dr. Subhash

Sh. Rajendra Kumar

Dr. Raja Ram

Sh. Vikrant Mohan

Dr. Rekha Rani (Incharge Girls Unit)

Sh. Darshan Singh (Incharge Boys Unit)

**5. NAAC Accreditation & PRAYAS**

Sh. Vikrant Mohan (Convenor)

Sh. Rajesh Kumar

Sh. Deepak

Ms. Jyoti Jhjhra

Sh. Amit Kumar

**6. University Inspection and Affiliation**

Sh. Rajendra Kumar, Convener

Dr. Ravinder Kumar

Dr. Raja Ram

Dr. Rekha Rani

**7. Bursar**

Sh. Rajendra Kumar (Registrar Room)

**8. UGC**

Dr. Subhash (Convenor)

Sh. Vikrant Mohan

Dr. Rekha Rani

Sh. Sita Ram

**9. Internal Quality Assurance Cell (IQAC)**

Principal (Chairperson)

Dr. Subhash (Convenor)

Sh. Vikrant Mohan

Sh. Rajesh Kumar

Sh. Sita Ram

Sh. Manoj Gujjar, Panch & Chairmen Naya Swera Nayi Ummid (GCBK/21/2161 dt. 17/08/21)

Sh. Gopal Bansal, Chairmen Khushi Ek Ummid (GCBK/21/2162 dt. 17/08/21)

**10. RTI Act-2005, CM Window & Twitter etc.**

Sh. Rajendra Kumar (SPIO)

Sh. Amit Kumar (ASPIO)

Sh. Sanjeev, Clerk will handle the RTI fee.

**11. RUSA & AISHE**

Dr. Raja Ram (Convenor)

Dr. Vijay Kumar

Sh. Amit Kumar

**12. General Purchase Committee & GEM Portal (Except Library Purchase only)**

Dr. Subhash  
Sh. Vikrant Mohan  
Sh. Deepak

**13. Admission 2022-23 (All Classes)**

Dr. Raja Ram, Nodal Officer

**14. Work Load/Time Table**

Sh. Rajendra Kumar  
Sh. Vikrant Mohan  
Sh. Amit Kumar  
Sh. Madan Lal

**15. Lecture Shortage Committee**

Dr. Rekha Rani (Convenor)  
Sh. Dilsukh Ram (Ext. Lect.)  
Sh. Madan Lal (Ext. Lect.)

**16. University Work /EVS Classes & Exam.**

Dr. Raja Ram (Registrar)  
Sh. Rajesh Kumar  
Sh. Amit Kumar  
Sh. Sumit, University Clerk  
Sh. Dalip Singh (Computer Instructor)

**17. Results Verification Committee**

Sh. Sita Ram (Convenor)  
Sh. Dilsukh Ram (Ext. Lect.)  
Sh. Madan Lal (Ext. Lect.)  
Sh. Dalip Singh, (C.I.)  
Smt. Suman, (C.I.)

**18. EDP Cell/ DUF (CDLU) and Internal Assessment**

Dr. Raja Ram (Registrar & Convenor)  
Sh. Rajesh Kumar  
Sh. Amit Kumar  
Sh. Sita Ram  
Sh. Dilsukh Ram (Ext. Lect.)  
Sh. Sumit, (Univ. Clerk)  
Sh. Dalip Singh, (C.I.)  
Smt. Suman, (C.I.)

**19. Senior Tutor/Chief Mentor**

Sh. Rajendra Kumar

- 20. Absentee Slip and Fine**  
Sh. Harish Kumar, Convener  
Sh. Vikash Kumar, LA to make the list and to collect the fine
- 21. Tent/Shamiana, Sound System, Refreshment and Photography**  
Dr. Ravinder Kumar (Convenor)  
Sh. Rajesh Kumar  
Sh. Amit Kumar  
Sh. Anil Kumar (Ext.lect.)  
Sh. Dilsukh Ram (Ext.lect.)
- 22. Discipline Committee**  
Dr. Ravinder Kumar (Convenor)  
Dr. Rekha Rani  
Sh. Vijay Kumar  
Sh. Deepak  
Ms. Jyoti Jhajhra  
Sh. Darshan Singh  
Sh. Dilsukh Ram (Ext. Lect.)  
Sh. Harish Kumar (Ext. Lect.)  
Sh. Anil (Ext.lect.)  
Dr. Kirti Chaudhary (Ext.lect.)  
Sh. Madan Lal (Ext.lect.)
- 23. Media & Invitation**  
Dr. Raja Ram (Convenor)  
Sh. Dilsukh Ram
- 24. Disaster Management**  
Dr. Ravinder Kumar, (Nodal Officer)  
Sh. Deepak  
Sh. Anil (Ext.lect.)
- 25. Outsourcing Agency/ HKRN Committee**  
Dr. Ravinder Kumar (Convenor)  
Sh. Vikrant Mohan  
Sh. Rajesh Kumar
- 26. Attestation of Examination Forms**  
All regular teaching faculty
- 27. New Education Policy**  
Dr. Subhash (Convenor)

Dr. Raja Ram

**28. Court Cases**

Dr. Raja Ram (Convenor)

Sh. Rajesh Kumar

Sh. Sanjeev (to assist)

**29. HRMS/MIS**

Dr. Raja Ram (Convenor)

Sh. Rajesh Kumar

Sh. Dalip Singh (C.I.)

**30. EDUSAT**

Dr. Raja Ram, In-Charge

Sh. Anil Kumar (Ext.lect.)

**31. College Magazine and College Report Quarterly / Annual**

**(Principal Patron)**

Dr. Raja Ram (Chief-Editor)

Sh. Vikrant Mohan (Commerce Section)

Dr. Vijay Kumar (Science Section)

Sh. Dilsukh Ram (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

**32. Wall Magazine**

Ms. Jyoti Jhahhra

Dr. Vijay Kumar

Sh. Anil (Ext. Lect.)

Sh. Harish Kumar (Ext. Lect.)

**33. NCC In-Charge**

Sh. Deepak, C.T.O.

Dr. Kirti Chaudhary work as Temporary Care taker for female cadets

Sh. Sanjeev, Clerk

**34. SC Scholarship and Labour Scholarship Signatory Authority**

Dr. Vijay Kumar, Nodal Officer

Sh. Vikash Kumar , L.A.

**35. PWD, Public Health Fund & works, First Aid & Water services.**

Sh. Rajesh Kumar, In-Charge

Sh. Darshan Singh

Sh. Anil (Ext.lect.)

**36. Electricity works, Repair of Water Cooler and Generator, Diesel log book.**

Dr. Vijay Kumar (Convenor)

Sh. Anil Kumar (Ext. Lect.)

Sh. Harish Kumar (Ext.Lect.)

**37. Legal Literacy Cell**

Dr. Vijay Kumar (Convenor)

Dr. Rekha Rani

Sh. Anil Kumar (Ext.lect.)

**38. Income Tax Committee**

Sh. Vikrant Mohan (Convenor)

Sh. Rajesh Kumar

Dr. Rekha Rani

Sh. Sita Ram

Ms. Jyoti Jhajhra

**39. Computer Lab / Smart Class Room / E-Content/ LMS/Web Portal / ERP / CMS**

Sh. Vikrant Mohan, In-Charge

Dr. Vijay Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

**40. Internet / Lease Line/ Telephone/ Wi-Fi, Biometric**

Sh. Vikrant Mohan, In-Charge

Dr. Vijay Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

**41. Printing, Repair of Printers & Photocopiers**

Dr. Ravinder Kumar (Convenor)

Dr. Vijay Kumar

Sh. Amit Kumar

Sh. Dilsukh Ram (Ext.lect.)

**42. Library Committee (For Every work related to Library including Purchase for Library also, N List Subscription & For Purchase Use GEM Portal or Govt. Approved agency)**

Dr. Ravinder Kumar (Convenor)

Sh. Sita Ram

Ms. Jyoti Jhajhra

Sh. Harish Kumar (Ext.lect.)

**43. Placement Cell, Personality Development and Remedial Coaching**

Sh. Deepak (Convenor)

Sh. Dilsukh Ram (Ext.lect.)

**44. Canteen Committee/Refreshment**

Sh. Deepak, Convenor

Sh. Darshan Singh

Ms. Jyoti Jhahra

Dr. Kirti Chaudhary (Ext.lect.)

**45. Earn While you Learn Scheme**

Sh. Deepak (Convenor)

Sh. Darshan Singh

Ms. Jyoti Jhahra

**46. College Alumni and PTA**

Sh. Rajendra Kumar, (Convenor)

Dr. Raja Ram

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)

**47. Campus Development, Hordings, Name Plates, Notice Boards, Fire Fighting Instruments, CCTV etc.**

Sh. Deepak (Convenor)

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)

**48. Anti-Ragging Cell/ sexual harassment**

Principal (Patron)

Dr. Rekha Rani

Sh. Deepak (Convenor)

Sh. Darshan Singh

**49. Educational Tours**

Dr. Subhash (Convenor)

Sh. Deepak

Dr. Rekha Rani

**50. BC Scholarship, Merit Scholarship & General Scholarships**

Sh. Sita Ram (Convenor for BC Scholarship)

Sh. Amit Kumar ((Convenor for Merit Scholarship & General Scholarships )

Sh. Anil Kumar (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

**51. Issue of Character Certificate , Transfer Certificate & Signatory Authority**

Dr. Raja Ram, Arts Faculty

Sh. Sita Ram, Arts Faculty

Sh. Amit Kumar, Science Faculty  
Ms. Jyoti Jhajhra, Commerce Faculty  
Sh. Vikash LA

**52. Bus Passes**

Sh. Sita Ram (Convenor)  
Sh. Anil Kumar (Ext.lect.)  
Sh. Satbir Singh, (Restorer Lib.)

**53. Equal Opportunity Cell for differently abled students**

Sh. Sita Ram, Nodal Officer

**54. NSS**

Sh. Darshan Singh, Programme Officer (Boys Unit)  
Dr. Rekha Rani, Programme Officer (Girls Unit)  
Sh. Sanjeev, Clerk (Boys Unit)  
Sh. Sumit, L.A. (Girls Unit)  
Sh. Nilesh Kumar (Peon Boys Unit)  
Sh. Hazari Lal (Peon Girls Unit)

**55. Red Ribbon Club**

Dr. Vijay Kumar, Incharge

**56. Swachh Bharat (SBIS)**

Sh. Darshan Singh, Nodal Officer

**57. Jal Shakti Abhiyan**

Sh. Darshan Singh, Nodal Officer

**58. Harit Haryana Abhiyan**

Sh. Amit Kumar, Nodal Officer

**59. YRC Club**

Sh. Rajesh Kumar (Convenor)  
Sh. Anil Kumar (Ext.lect.)

**60. EVS Fund & ECO Club**

Sh. Darshan Singh (Convener)  
Sh. Madan Lal (Ext.lect.)

**61. Swami Vivekanand Cell**

Sh. Darshan Singh, Nodal Officer

**62. CORONA Vaccine Programme**

Sh. Darshan Singh, Nodal Officer  
Dr. Vijay Kumar

**63. National Apprentice Promotion Scheme (NAPS)**



Sh. Rajesh Kumar (Convenor)

Ms. Jyoti Jhajhra

**64. Cultural and Co-curricular Activities**

Ms. Jyoti Jhajhra (Convenor)

Sh. Deepak

Sh. Amit Kumar

Dr. Kirti (Ext.lect.)

**65. Staff Secretary**

Sh. Vikrant Mohan

**66. Property Committee including Furniture Repair, Building Repair, New Construction (College, Land and Trees)**

Dr. Ravinder Kumar (Convenor)

Sh. Amit Kumar

Sh. Madan Lal (Ext. Lect.)

**67. Entrepreneurship Development Club.**

Sh. Rajesh Kumar (Faculty Coordinator)

Ms. Jyoti Jhajhra

Dr. Vijay Kumar

**68. Nodal Officer Election Deptt. & Voter/Aadhar Cards etc.**

Sh. Amit Kumar, In-Charge

Sh. Anil (Ext.lect.)

**69. Passport Cell**

Dr. Vijay Kumar, Nodal Officer

Sh. Anil Kumar (Ext. Lect.)

**70. Learner Driving Licence.**

Sh. Amit Kumar, Nodal Officer

Sh. Dilsukh Ram (Ext.lect.)

**71. Nature and Traffic Interpretation Centre**

Sh. Amit Kumar, Nodal Officer

Sh. Harish Kumar (Ext. Lect.) Member

**72. Privar Pahchan Patra (PPP)**

Dr. Rekha Rani (Nodal Officer)

Dr. Viajy Kumar

Dr. Kirti Chaudhary (Ext.lect.)

**73. Women Cell & Girls Common Room**

Ms. Jyoti Jhajhra

Dr. Kirti (Ext.lect.)

**74. Road Safety-Awareness Club and Cycle Stand Committee**

Sh. Amit Kumar, Nodal Officer

Dr. Vijay Kumar

Sh. Madan Lal (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

**75. Committee to check sexual harassment (For womens at work place & Students)**

Dr. Rekha Rani (Convenor)

Ms. Jyoti Jhajhra

Dr. Kirti (Ext.lect.)

Mrs. Sushila (Joint Secretary, NGO Chetna Samiti Vide letter No. GCBK/21/1136 Dated 02-01-2021)

**76. Beti Bachao-Beti Padhao**

Ms. Jyoti Jhajhra

Dr. Kirti (Ext.lect.)

**77. Medical Reimbursement**

Dr. Raja Ram

Sh. Vikrant Mohan

Dr. Rekha Rani

**78. Migration Signatory Authority**

Dr. Rekha Rani

Dr. Vijay Kumar (Student Verification)

Sh. Amit Kumar (Student Verification)

**79. Subject Societies**

Dr. Subhash (English)

Sh. Rajendra Kumar (Pol. Science)

Dr. Raja Ram (Hindi)

Sh. Rajesh Kumar (Commerce)

Dr. Rekha Rani (Maths)

Dr. Vijay Kumar (Physics)

Sh. Sita Ram (Economics)

Sh. Amit Kumar (Chemistry)

Sh. Deepak (Geography)

**80. English Language Lab.**

Dr. Subhash (Room No 23)

Note:- Sh. Dalip Singh and Mrs. Suman (C.I.) will assist all committees in the matter of computer technical help/ work.

Principal

G.C. Bhattu Kalan