

# Office of the Principal Govt. College Bhattu Kalan (Fatehabad)

(Committees/General duties for the Session 2023-24)

Memo No GCBK/23/ 11/6

Date: 09-8-2023

The following committees are hereby constituted for the session 2023-24 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 12.08.2023 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 2023-24.

## 1 College Council

Principal (Chairperson)

Sh. Rajendra Kumar

Dr. Ravinder Kumar

Dr. Raja Ram, Member

Sh. Vikrant Mohan (Staff Secretary) Vikrant  
09/8/23

Dr. Rekha Rani

## 2 College Sports Board

Principal (Chairperson)

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

Sh. Rajendra Kumar

Sh. Deepak

Sh. Darshan Singh

**3 Grievances Redressal and Complaints**

(Teaching/Non-Teaching/Students/Gen/SC/ST/OBC)

Sh. Rajendra Kumar (Convenor)

Dr. Ravinder Kumar 

Dr. Rekha Rani

Sh. Sita Ram

**4 NSS Advisory Committee**

Principal (Chairperson)

Sh. Rajendra Kumar


Dr. Raja Ram

Sh. Vikrant Mohan 

Dr. Rekha Rani ( Incharge Girls Unit)

Sh. Amit Kumar ( Incharge Boys Unit)

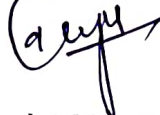
**5 NAAC Accreditation & PRAYAS**

Sh. Vikrant Mohan (Convenor) 

Sh. Rajesh Kumar

Sh. Deepak

Sh. Amit Kumar

Sh. Darshan Singh 

**6 University Inspection and Affiliation**

Sh. Rajendra Kumar, Convener

Dr. Ravinder Kumar 

Dr. Raja Ram

Dr. Rekha Rani

7 **Bursar**

Sh. Sita Ram (Registrar Room)

8 **UGC**

Sh. Vikrant Mohan (Convenor) *Vikrant*

Dr. Rekha Rani

Sh. Sita Ram

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

Principal (Chairperson)

Sh. Vikrant Mohan (Convenor) *Vikrant*

Sh. Rajesh Kumar

Dr. Rekha Rani

Sh. Sita Ram

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)**

Sh. Amit Kumar (Convenor)

Sh. Deepak

Sh. Darshan *Deepak*

13. **Admission 2023-24 (All Classes)**

Sh. Vikrant Mohan, Nodal Officer *Vikrant*

14. **Work Load/Time Table**  
 Sh. Rajendra Kumar (Convenor)  
 Sh. Vikrant Mohan *Vikrant*  
 Dr. Vijay Kumar  
 Sh. Madan Lal (Ext. Lect.)
15. **University Work /EVS Classes & Exam. Lecture Shortage**  
 Dr. Raja Ram (Registrar)  
 Sh. Rajesh Kumar  
 Sh. Amit Kumar  
 Sh. Sumit, University Clerk  
 Sh. Dalip Singh (Computer Instructor)  
 Smt. Suman, (C.I.)
16. **Results Verification Committee**  
 Sh. Rajesh Kumar (Convenor)  
 Sh. Sita Ram  
 Sh. Dilsukh Ram (Ext. Lect.)  
 Sh. Madan Lal (Ext. Lect.)
17. **EDP Cell/ DUF (CDLU) and Internal Assessment**  
 Dr. Raja Ram (Registrar & Convenor)  
 Dr. Vijay Kumar  
 Sh. Dilsukh Ram (Ext. Lect.)  
 Sh. Sumit, (Univ. Clerk)  
 Sh. Dalip Singh, (C.I.)  
 Smt. Suman, (C.I.)
18. **Senior Tutor/Chief Mentor**  
 Sh. Rajendra Kumar
19. **Absentee Slip and Fine, Lib Book Fine**  
 Sh. Harish Kumar, Convener  
 Sh. Vikash Kumar, LA to make the list and to collect the fine  
 Sh. Satbir Singh

**20. Tent/Shamiana, Sound System, Refreshment and Photography**

Sh. Rajesh Kumar (Convenor)

Sh. Amit Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dilsukh Ram (Ext.lect.)

**21. Discipline Committee**

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.)

Smt. Suman, (C.I.)

**22. Media & Invitation**

Dr. Raja Ram (Convenor)

Sh. Dilsukh Ram

**23. Disaster Management**

Dr. Ravinder Kumar, (Nodal Officer)

Sh. Deepak

Sh. Anil (Ext.lect.)

**24. IIKRN /Outsourcing Agency Committee**

Dr. Ravinder Kumar (Convenor)

Sh. Vikrant Mohan

Sh. Rajesh Kumar

**25. Attestation of Examination Forms**

All regular teaching faculty

**26. New Education Policy**

Dr. Raja Ram (Convenor)

Sh. Vikrant Mohan

Sh. Vijay Kumar

27. **Court Cases**  
Sh. Rajendra Kumar (Convenor)  
Sh. Rajesh Kumar  
Sh. Sanjeev, Clerk (to assist)  
Sh. Sumit, Clerk
28. **HRMS/MIS/DU**  
Dr. Raja Ram (Convenor)  
Sh. Rajesh Kumar  
Sh. Dalip Singh (C.I.)  
Establishment and bill Clerk
29. **EDUSAT**  
Dr. Raja Ram, In-Charge
30. **College Magazine and College Report Quarterly / Annual**  
**(Principal Patron)**  
Dr. Raja Ram (Chief-Editor)  
Sh. Vikrant Mohan (Commerce Section) *vikrant*  
Dr. Vijay Kumar (Science Section)  
Sh. Dilsukh Ram (Ext.lect.)  
Sh. Harish Kumar (Ext.lect.)
31. **Wall Magazine**  
Dr. Vijay Kumar  
Sh. Anil (Ext. Lect.)  
Sh. Harish Kumar (Ext. Lect.)
32. **NCC In-Charge**  
Sh. Deepak, C.T.O.  
Sh. Anil Kumar will work as Temporary Care taker for male cadets as long as Sh Deepak is on ANO Training  
Dr. Kirti Chaudhary work as Temporary Care taker for female cadets  
Sh. Sanjeev, Clerk
33. **SC Scholarship and Labour Scholarship Signatory Authority**  
Dr. Vijay Kumar, Nodal Officer



Sh. Vikash Kumar , L.A.

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

Sh. Rajesh Kumar, In-Charge

Sh. Darshan Singh

Sh. Anil (Ext.lect.)

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

Sh. Rajendra Kumar (Convenor)

Sh. Anil Kumar (Ext. Lect.)

Sh. Harish Kumar (Ext.Lect.)

**36. Legal Literacy Cell**

Dr. Vijay Kumar (Convenor)

Dr. Rekha Rani

Sh. Anil Kumar (Ext.lect.)

**37. Income Tax Committee**

Sh. Vikrant Mohan (Convenor) *Vikrant*

Sh. Rajesh Kumar

Sh. Sita Ram

**38. Computer Lab**

Sh. Vikrant Mohan, In-Charge *Vikrant*

Dr. Vijay Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

Smt. Suman (C.I.)

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

Sh. Rajesh Kumar (Convenor)

Dr. Vijay Kumar

Sh. Anil Kumar

Smt. Suman (C.I.)

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

Sh. Rajesh Kumar. In-Charge


Dr. Vijay Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

Note: E.C. will be responsible for the payment of bills within stipulated time.

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


Dr. Ravinder Kumar (Convenor) 

Dr. Vijay Kumar


Sh. Madan Lal

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

Sh. Darshan Singh 

Sh. Harish Kumar (Ext.lect.)

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


Sh. Darshan Singh (Convenor) 

Sh. Dilsukh Ram (Ext.lect.)

Sh. Anil (Ext.lect.)

44. **Canteen Committee/Refreshment**

Sh. Deepak. Convenor

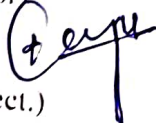
Sh. Darshan Singh 

Sh. Madan Lal

Dr. Kirti Chaudhary (Ext.lect.)

45. **Earn While you Learn Scheme**

Sh. Deepak (Convenor)

Sh. Darshan Singh 

Sh. Madan Lal (Ext.lect.)

46. **College Alumni and PTA**

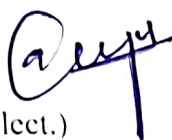


Dr. Raja Ram. (Convenor)

Sh. Deepak

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)

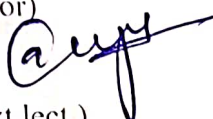


**47. Campus Development, Hordings, Name Plates, Notice Boards, Fire Fighting Instruments, CCTV etc.**

Sh. Deepak (Convenor)

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)



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

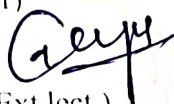
Principal (Patron)

Dr. Rekha Rani

Sh. Deepak (Convenor)

Sh. Darshan Singh

Dr. Kirti Chaudary (Ext.lect.)



**49. Educational Tours**

Sh. Deepak (Convenor)

Sh. Darshan Singh

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

Sh. Rajesh Kumar Commerce Faculty

Sh. Vikash Kumar I.A

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/Swachh Bharat (SBIS)**  
Sh. Amit Kumar, 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. **Jal Shakti Abhiyan**  
Sh. Darshan Singh, Nodal Officer
57. **Harit Haryana Abhiyan**  
Sh. Darshan Singh, Nodal Officer
58. **YRC Club**  
Sh. Darshan Singh (Convenor)  
Sh. Anil Kumar (Ext.lect.)
59. **EVS Fund & ECO Club**  
Sh. Darshan Singh (Convener)  
Sh. Madan Lal (Ext.lect.)
60. **Swami Vivekanand Cell**  
Sh. Darshan Singh, Nodal Officer
61. **CORONA Advisory Programme**  
Sh. Darshan Singh, Nodal Officer
62. **Cultural and Co-curricular Activities**  
Sh. Rajendra Kumar (Convenor)

*Arup*

*Arup*

*Arup*

*Arup*

*Arup*

*Arup*

Sh. Rajesh Kumar

Dr. Rekha Rani

Sh. Deepak

Sh. Amit Kumar

Dr. Kirti (Ext.lect.)

**63. Staff Secretary**

Sh. Vikrant Mohan *Vikrant*

**64. Property Committee including Furniture , Building , old repair and new Construction etc. (College, Land and Trees)**

Dr. Ravinder Kumar (Convenor) *Rme*

Sh. Deepak

Sh. Madan Lal (Ext. Lect.)

**65. Entrepreneurship Development Club.**

Sh. Rajesh Kumar (Faculty Coordinator)

Dr. Vijay Kumar

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

Sh. Rajesh Kumar. In-Charge

Sh. Anil (Ext.lect.)

**67. Passport Cell**

Dr. Vijay Kumar, Nodal Officer

Sh. Anil Kumar (Ext. Lect.)

**68. Learner Driving Licence.**

Sh. Rajesh Kumar, Nodal Officer

Sh. Dilsukh Ram (Ext.lect.)

**69. Nature and Traffic Interpretation Centre**

Sh. Rajesh Kumar, Nodal Officer


Sh. Harish Kumar (Ext. Lect.) Member

**70. Pravar Pahchan Patra (PPP)**

Dr. Rekha Rani (Nodal Officer)

Sh. Rajesh Kumar

Dr. Kirti Chaudhary (Ext.lect.)

71. **Women Cell & Girls Common Room**  
Dr. Rekha Rani (Convenor)  
Dr. Vijay Kumar  
Sh. Deepak  
Dr. Kirti (Ext.lect.)
72. **Road Safety-Awareness Club and Cycle Stand Committee**  
Sh. Rajesh Kumar, Nodal Officer  
Dr. Vijay Kumar  
Sh. Madan Lal (Ext.lect.)  
Sh. Harish Kumar (Ext.lect.)
73. **Committee to check sexual harassment (For womens at work place & Students)**  
Dr. Rekha Rani (Convenor)  
Dr. Kirti (Ext.lect.)  
Mrs. Sushila (Joint Secretary, NGO Chetna Samiti Vide letter No. GCBK/21/1136 Dated 02-01-2021)
74. **Beti Bachao-Beti Padhao**  
Dr. Rekha Rani  
Dr. Kirti (Ext.lect.)
75. **Medical Reimbursement**  
Dr. Raja Ram  
Sh. Vikrant Mohan *vikrant*  
Dr. Rekha Rani
76. **Migration Signatory Authority**  
Dr. Rekha Rani  
Dr. Vijay Kumar (Student Verification)  
Sh. Darshan Singh (Student Verification)
77. **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)

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



## 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) *Vikrant Mohan*

## 2. College Sports Board

Principal (Chairperson)

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

Sh. Rajendra Kumar

Sh. Amit Kumar

Sh. Deepak

Ms. Jyoti Bhajhra

## 3. Grievances Redressal and Complaints

(Teaching, Non-Teaching and Students)

Sh. Rajendra Kumar (Convenor)

Dr. Ravinder Kumar

Ms. Jyoti Bhajhra

## 4. NSS Advisory Committee

Principal (Chairperson)

X 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) *Vikrant Mohan*

Sh. Rajesh Kumar *Rajesh*

Sh. Deepak *Deepak*

Ms. Jyoti Jhajhra *Jyoti*

Sh. Amit Kumar *Amit*

6. University Inspection and Affiliation

Sh. Rajendra Kumar, Convener *Rajendra*

Dr. Ravinder Kumar *Ravinder*

Dr. Raja Ram *Raja Ram*

Dr. Rekha Rani *Rekha*

7. Bursar

Sh. Rajendra Kumar (Registrar Room) *Rajendra*

8. UGC

✓ Dr. Subhash (Convenor) *Subhash*

Sh. Vikrant Mohan *Vikrant Mohan*

Dr. Rekha Rani *Rekha*

Sh. Sita Ram

9. Internal Quality Assurance Cell (IQAC)

Principal (Chairperson)

✓ Dr. Subhash (Convenor) *Subhash*

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Rajesh Kumar *Rajesh*

Sh. Sita Ram

Sh. Manoj Gujjar, Panch & Chairmen Naya Swera Naya 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) *Rajendra*

Sh. Amit Kumar (ASPIO) *Amit*

Sh. Sanjeev, Clerk will handle the RTI fee.


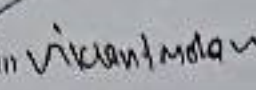

11. RUSA & AISHE

Dr. Raja Ram (Convenor) *Raja Ram*


Dr. Vijay Kumar *Vijay*

Sh. Amit Kumar *Amit*


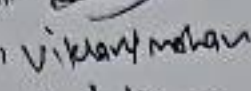
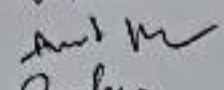
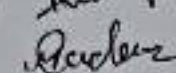
12. General Purchase Committee & GEM Portal (Except Library Purchase only)

- x Dr. Subhash   
Sh. Vikrant Mohan   
Sh. Deepak 


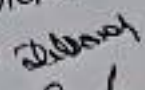
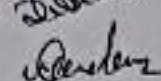
13. Admission 2022-23 (All Classes)

Dr. Raja Ram, Nodal Officer 


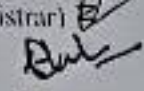
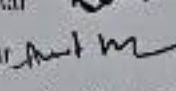
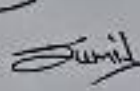
14. Work Load/Time Table

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

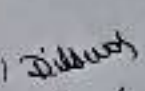
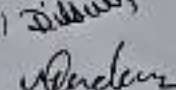
15. Lecture Shortage Committee

Dr. Rekha Rani (Convenor)   
Sh. Dilsakh 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. Dilsakh 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. Dilsakh 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, Convenor  
 Sh. Vikash Kumar, L.A. 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 C. Convenor

x

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 (Commeree Section)

Dr. Vijay Kumar (Science Section)

Sh. Dilsukh Ram (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

32. Wall Magazine

Ms. Jyoti Bhajhra

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, I.A.

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



Sh. Rajesh Kumar, In-Charge

Sh. Darshan Singh

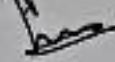


Sh. Anil (Ext.lect.)

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

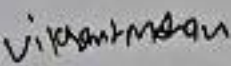
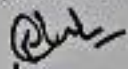




Dr. Vijay Kumar (Convenor)   
Sh. Anil Kumar (Ext. Lect.)   
Sh. Harish Kumar (Ext. Lect.)

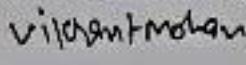


37. Legal Literacy Cell

Dr. Vijay Kumar (Convenor)   
Dr. Rekha Rani   
Sh. Anil Kumar (Ext. Lect.) 

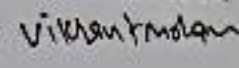
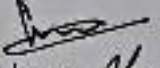

38. Income Tax Committee

Sh. Vikrant Mohan (Convenor)   
Sh. Rajesh Kumar   
Dr. Rekha Rani   
Sh. Sita Ram  
Ms. Jyoti Bhajhra 


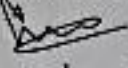
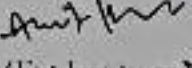
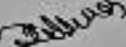
39. Computer Lab / Smart Class Room / E-Content/ LMS/Web Portal / ERP / CMS

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.)


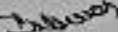
41. Printing, Repair of Printers & Photocopiers

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 Li Subscription & For Purchase Use GEM Portal or Govt. Approved agency)

Dr. Ravinder Kumar (Convenor)   
Sh. Sita Ram  
Ms. Jyoti Bhajhra   
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 Bhajhra

Dr. Kirti Chaudhary (Ext.lect.)

45. Earn While you Learn Scheme

Sh. Deepak (Convenor)

Sh. Darshan Singh

Ms. Jyoti Bhajhra

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

X 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. Anil 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, Clerk (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. Anil 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) *[Signature]*  
 Ms. Jyoti Jhajhra *[Signature]*
64. Cultural and Co-curricular Activities  
 Ms. Jyoti Jhajhra (Convenor) *[Signature]*  
 Sh. Deepak *[Signature]*  
 Sh. Amit Kumar *[Signature]*  
 Dr. Kirti (Ext.lect.) *[Signature]*
65. Staff Secretary  
 Sh. Vikrant Mohan *[Signature]*
66. Property Committee including Furniture Repair, Building Repair, New Construction (College, Land and Trees)  
 Dr. Ravinder Kumar (Convenor) *[Signature]*  
 Sh. Amit Kumar *[Signature]*  
 Sh. Madan Lal (Ext. Lect.) *[Signature]*
67. Entrepreneurship Development Club.  
 Sh. Rajesh Kumar (Faculty Coordinator) *[Signature]*  
 Ms. Jyoti Jhajhra *[Signature]*  
 Dr. Vijay Kumar *[Signature]*
68. Nodal Officer Election Deptt. & Voter/Aadhar Cards etc.  
 Sh. Amit Kumar, In-Charge *[Signature]*  
 Sh. Anil (Ext.lect.)
69. Passport Cell  
 Dr. Vijay Kumar, Nodal Officer *[Signature]*  
 Sh. Anil Kumar (Ext. Lect.) *[Signature]*
70. Learner Driving Licence.  
 Sh. Amit Kumar, Nodal Officer *[Signature]*  
 Sh. Dilsukh Ram (Ext.lect.) *[Signature]*
71. Nature and Traffic Interpretation Centre  
 Sh. Amit Kumar, Nodal Officer *[Signature]*  
 Sh. Harish Kumar (Ext. Lect.) Member
72. Pravar Pahchan Patra (PPP)  
 Dr. Rekha Rani (Nodal Officer) *[Signature]*  
 Dr. Vijay Kumar *[Signature]*  
 Dr. Kirti Chaudhary (Ext.lect.) *[Signature]*
73. Women Cell & Girls Common Room  
 Ms. Jyoti Jhajhra *[Signature]*

- Dr. Kirti (Ext.lect.) *KS*
74. Road Safety-Awareness Club and Cycle Stand Committee  
 Sh. Amit Kumar, Nodal Officer *Amit*  
 Dr. Vijay Kumar *Vijay*  
 Sh. Madan Lal (Ext.lect.) *Madan*  
 Sh. Harish Kumar (Ext.lect.)
75. Committee to check sexual harassment (For womens at work place & Students)  
 Dr. Rekha Rani (Convenor) *Rekha*  
 Ms. Jyoti Jhajhria *Jyoti*  
 Dr. Kirti (Ext.lect.) *KS*  
 Mrs. Sushila (Joint Secretary, NGO Chetna Samiti Vide letter No. GCBK/21/1136 Dated 02-01-2021)
76. Beti Bachao-Beti Padhao  
 Ms. Jyoti Jhajhria *Jyoti*  
 Dr. Kirti (Ext.lect.) *KS*
77. Medical Reimbursement  
 Dr. Raja Ram *Raja*  
 Sh. Vikrant Mohan *Vikrant*  
 Dr. Rekha Rani
78. Migration Signatory Authority  
 Dr. Rekha Rani *Rekha*  
 Dr. Vijay Kumar (Student Verification) *Vijay*  
 Sh. Amit Kumar (Student Verification) *Amit*
79. Subject Societies  
 X Dr. Subhash (English) *Subhash*  
 Sh. Rajendra Kumar (Pol. Science) *Rajendra*  
 Dr. Raja Ram (Hindi) *Raja*  
 Sh. Rajesh Kumar (Commerce) *Rajesh*  
 Dr. Rekha Rani (Maths) *Rekha*  
 Dr. Vijay Kumar (Physics) *Vijay*  
 Sh. Sita Ram (Economics) *Sita*  
 Sh. Amit Kumar (Chemistry) *Amit*  
 Sh. Deepak (Geography) *Deepak*
80. English Language Lab.  
 ✓ Dr. Subhash (Room No 23) *Subhash*

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

*Devi Singh*  
 Principal  
 Government College  
 Bhattu Kalan (Fatehabad)



सेवा में

प्राचार्य

राजकीय महाविद्यालय, भटू, कला।

विषय:-

चार्ज देने बारे।

उपरोक्त विषय पर आपके पत्र क्रमांक 418 दिनांक 20.03.2023 के संदर्भ में निम्न चार्ज निम्नलिखित को दिया जाता है।

Sr. No	Charge	Hand over	Signature
1	Sports	Sh. Amit Kumar	Amit Kumar 20/3/23
2	Tent Samiyana, Sound System, Refreshment & Photography	Sh. Rajesh Kumar	Rajesh Kumar
3	Disaster Management	Sh. Deepak	
4	Outsourcing, HKRN	Sh. Vikrant Mohan	Vikrant 20/3/23
5	Printing Repair of Printer & Photocopier	Dr. Vijay Kumar	Vijay Kumar 20/3/2023
6	Library Committee	Sh. Sita Ram	Sita Ram 20/03/23
7	Property Committee, Furniture Repair & Building	Sh. Amit Kumar	Amit Kumar 20/3/23
8	General Purchase Committee	Sh. Darsan	Darsan 20/03/2023

Seen  
20/3/23

Ruma 20/3/23  
डॉ० रविन्द्र कुमार  
असिस्टेंट प्रोफेसर शारीरिक शिक्षा



**GOVERNMENT COLLEGE BHATTU KALAN**  
AFFILIATED TO CHAUDHARY DEVI LAL UNIVERSITY, SIRSA  
Near Railway Station Adampur Road, Bhattu Kalan (Fatehabad)

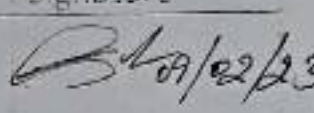

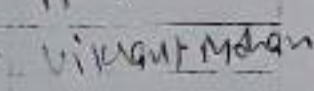
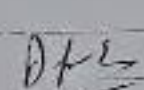
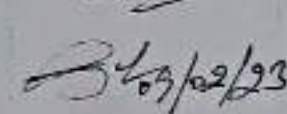
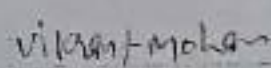
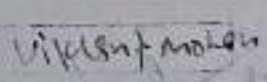
E-MAIL: gcbhattu@gmail.com  
Website: gcbhattu.edu.in  
Tel: 01667-252219

कर्मचारी आदेश

बाकी क्रमांक GCBK/23/189  
दिनांक 09.02.2023

विषय :- चार्ज लेने बारे।

उपरोक्त विषय के संदर्भ में डा० सुभाष, प्रध्यापक को प्राचार्य के रूप में अतिरिक्त चार्ज दिया गया है इसलिए डा० सुभाष, प्रध्यापक को General Duties for the session 2022-23 में मिले चार्ज को निम्न प्रध्यापक को दिए जाते हैं। अतः तुरंत प्रभाव से इन्हारी अपने चार्ज डा० सुभाष, प्राचार्य से आज दिनांक 09.02.2023 को लें।

Sr. No.	Name of Charge	Charge to be handed over	Signature
1	RTI, CM WINDOW & TWITTER, CM Grievance	Sh. Rajendra Kumar, SPO & Convener	
2	Purchase Committee	Sh. Ravinder Kumar, Convener Sh. Darshan Singh, Member Mrs. Jyoti Jhajhra, Member	
3	IQAC	Sh. Vikrant Mohan, Convener	
4	New Education Policy 2020	Dr. Raja Ram, Convener	
5	Educational Tour	Sh. Deepak, Convener	
6	College Council	Principal, Chairperson Sh. Rajendra Kumar Dr. Raja Ram Sh. Ravinder Kumar Sh. Vikrant Mohan, Staff Sec.	 
7	NSS Advisory Committee	Dr. Ravinder Kumar, Member	
8	UGC	Sh. Vikrant Mohan, Convener	

Principal  
GCBK Bhattu Kalan  
Bhattu Kalan (Ftbd.)

**Office of the Principal Govt. College Bhattu Kalan (Fatehabad)**  
**(Revised Committees/ General duties for the Session 2021-22)** **Memo No GCBK/21/**

**Date: 27/08/21**

The following committees are hereby constituted for the session 2021-22 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 10.08.2021 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 2021-22.

**1. College Council**

Principal (Chairperson)

Dr. Subhash

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram, Member

Sh. Rajesh Kumar (Staff Secretary)

Special Invitees: Bursar, Registrar, NCC & NSS Officer, Incharge Women Cell

**2. College Sports Board**

Principal (Chairperson)

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

Sh. Rajendra Kumar

Sh. Amit Kumar

Sh. Deepak

Ms. Jyoti Jhaghra

**3. Grievances Redressal and Complaints**

(Teaching, Non-Teaching and Students)

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram

Ms. Jyoti Jhaghra

**4. NSS Advisory Committee**

Principal (Chairperson)

Sh. Rajendra Kumar

Sh. Vikrant Mohan

Ms. Jyoti Jhaghra (Incharge Girls Unit)

Sh. Darshan Singh (Incharge Boys Unit)

**5. NAAC Accreditation & PRAYAS**

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram  
Sh. Vikrant Mohan  
Sh. Deepak  
Ms. Jyoti Jhahhra

**6. University Inspection and Affiliation**

Dr. Subhash, Convener  
Sh. Rajendra Kumar  
Sh. Ravinder Kumar  
Dr. Raja Ram  
Sh. Vikrant Mohan

**7. Bursar**

Dr. Subhash

**8. UGC**

Dr. Subhash (Convenor)  
Sh. Rajendra Kumar  
Sh. Ravinder Kumar  
Dr. Raja Ram  
Sh. Vikrant Mohan  
Sh. Sita Ram

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

Principal (Chairperson)  
Dr. Subhash (Convenor)  
Sh. Rajendra Kumar  
Sh. Ravinder Kumar  
Dr. Raja Ram  
Sh. Vikrant Mohan  
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.**

Dr. Subhash (SPIO)  
Sh. Amit Kumar (ASPIO)  
Sh. Rajvir Singh, Clerk will handle the RTI fee.

**11. RUSA & AISHE**

Dr. Subhash (Convenor)  
Sh. Ravinder Kumar  
Dr. Raja Ram  
Sh. Vijay Kumar

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

Sh. Rajendra Kumar  
Sh. Ravinder Kumar  
Sh. Vikrant Mohan

Sh. Vijay Kumar

**13. Admission 2021-22 (All Classes)**

Sh. Rajendra Kumar, Nodal Officer

**14. Time Table/Work Load/, Lecture Shortage/EVS Classes & Exam.**

Sh. Rajendra Kumar (Registrar & Convenor)

Sh. Rajesh Kumar

Sh. Amit Kumar

Sh. Sita Ram

Sh. Dilsukh Ram (Ext. Lect.)

Sh. Madan Lal (Ext. Lect.)

Sh. Vikash Kumar, U.C.

Sh. Dalip Singh, (C.I.)

Smt. Suman, (C.I.)

(Sh. Rajesh Kumar is not the member in the committee vide letter No. GCBK/21/2126 dt. 09/08/21)

**15. University Work, Results Verification**

Sh. Rajendra Kumar (Registrar & Convenor)

Sh. Rajesh Kumar

Sh. Amit Kumar

Sh. Sita Ram

Sh. Dilsukh Ram (Ext. Lect.)

Sh. Madan Lal (Ext. Lect.)

Sh. Vikash Kumar, U.C.

Sh. Dalip Singh, (C.I.)

Smt. Suman, (C.I.)

(Sh. Rajesh Kumar is not the member in the committee vide letter No. GCBK/21/2126 dt. 09/08/21)

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

Sh. Rajendra Kumar (Registrar & Convenor)

Sh. Rajesh Kumar

Sh. Amit Kumar

Sh. Sita Ram

Sh. Dilsukh Ram (Ext. Lect.)

Sh. Madan Lal (Ext. Lect.)

Sh. Vikash Kumar, U.C.

Sh. Dalip Singh, (C.I.)

Smt. Suman, (C.I.)

(Sh. Rajesh Kumar is not the member in the committee vide letter No. GCBK/21/2126 dt. 09/08/21)

**17. Senior Tutor/Chief Mentor**

Sh. Rajendra Kumar

**18. Absentee Slip and Fine**

Sh. Rajendra Kumar, Convener

Sh. Rajkumar LA to make the list and to collect the fine



## **19. Tent/Shamiana, Sound System, Refreshment and Photography**

Sh. Ravinder Kumar (Convenor)

Sh. Rajesh Kumar

Sh. Amit Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dilsukh Ram (Ext.lect.)

## **20. Discipline Committee**

Sh. Ravinder Kumar (Convenor)

Sh. Vijay Kumar

Sh. Deepak

Ms. Jyoti Jhajhra

Sh. Darshan Singh

Sh. Anil (Ext.lect.)

Dr. Kirti Chaudhary (Ext.lect.)

Sh. Madan Lal (Ext.lect.)

## **21. Media & Invitation**

Sh. Ravinder Kumar (Convenor)

Dr. Raja Ram

Sh. Deepak

## **22. Disaster Management**

Sh. Ravinder Kumar, (Nodal Officer)

Sh. Deepak

Sh. Anil (Ext.lect.)

## **23. Outsourcing Agency Committee**

Sh. Ravinder Kumar (Convenor)

Dr. Raja Ram

Sh. Vikrant Mohan

Sh. Rajesh Kumar

## **24. Attestation of Examination Forms**

Sh. Ravinder Kumar, Arts Classes

Dr. Raja Ram, Commerce & Science Classes

## **25. New Education Policy**

Sh. Ravinder Kumar (Convenor)

Dr. Raja Ram

Sh. Anil (Ext.lect.)

## **26. Court Cases**

Dr. Raja Ram (Convenor)

Sh. Rajesh Kumar

Sh. Rajvir Singh (to assist)

## **27. HRMS/MIS**

Dr. Raja Ram (Convenor)

Sh. Vikrant Mohan  
Sh. Rajesh Kumar  
Sh. Dalip Singh (C.I.)

## **28. EDUSAT**

Dr. Raja Ram, In-Charge  
Sh. Darshan Singh  
Sh. Anil Kumar (Ext.lect.)

## **29. College Magazine and College Report Quarterly / Annual**

Dr. Raja Ram (Chief-Editor)  
Dr. Subhash (English Section)  
Sh. Vikrant Mohan (Commerce Section)  
Sh. Vijay Kumar (Science Section)  
Sh. Dilsukh Ram (Ext.lect.)  
Sh. Harish Kumar (Ext.lect.)

## **30. Wall Magazine**

Dr. Raja Ram  
Sh. Vikrant Mohan  
Sh. Vijay Kumar  
Sh. Anil (Ext. Lect.)  
Sh. Harish Kumar (Ext. Lect.)

## **31. NCC In-Charge**

Lt. Dinesh Kumar  
Sh. Anil, (Ext.lect.) and Ms. Jyoti Jhahra work as Temporary Care taker to help in office work.  
(Dr. Kirti Chaudhary in place of Ms. Jyoti Jhahra vide letter No. GCBK/21/2126 dt. 09/08/21)

## **32. SC Scholarship**

Sh. Vijay Kumar, Nodal Officer  
Sh. Jagmesh, L.A.

## **33. Health Fund, First Aid & to insure the quality of Drinking Water/ R.O.**

Sh. Vijay Kumar, In-Charge  
Dr. Kirti (Ext.lect.)  
Sh. Anil (Ext.lect.)  
Sh. Harish Kumar, (Ext.lect.)

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

Sh. Vijay Kumar (Convenor)  
Sh. Amit Kumar  
Sh. Harish Kumar (Ext.Lect.)  
(Sh. Ravinder Kumar will guide the committee vide letter No. GCBK/21/2126 dt. 09/08/21)  
(Sh. Deepak in place of Sh. Vijay Kumar vide letter No. GCBK/21/2139 dt. 12/08/21)

## **35. Legal Literacy Cell**

Sh. Vijay Kumar (Convenor)  
Sh. Sita Ram

Sh. Anil Kumar (Ext.lect.)

**36. Income Tax Committee**

Sh. Vikrant Mohan (Convenor)

Sh. Rajesh Kumar

Sh. Sita Ram

Ms. Jyoti Jhaghra

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

Sh. Vikrant Mohan, In-Charge

Sh. Vijay Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

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

Sh. Vikrant Mohan, In-Charge

Sh. Vijay Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

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

Sh. Vikrant Mohan (Convenor)

Sh. Vijay Kumar

Sh. Amit Kumar

Sh. Dilsukh Ram (Ext.lect.)

**40. 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)**

Sh. Vikrant Mohan (Convenor)

Sh. Sita Ram

Ms. Jyoti Jhaghra

Sh. Harish Kumar (Ext.lect.)

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

Sh. Vikrant Mohan (Convenor)

Sh. Deepak

Sh. Dilsukh Ram (Ext.lect.)

(Sh. Deepak in place of Sh. Vikrant Mohan vide letter No. GCBK/21/2126 dt. 09/08/21)

**42. Canteen Committee**

Sh. Deepak, Convenor

Sh. Darshan Singh

Ms. Jyoti Jhaghra

Sh. Anil (Ext.lect.)

**43. Earn While you Learn Scheme**

Sh. Deepak (Convenor)

Sh. Darshan Singh

Ms. Jyoti Jhaghra

#### **44. College Alumni and PTA**

Principal (Chairperson)

Sh. Deepak, (Convenor)

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)

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

Sh. Deepak (Convenor)

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)

Sh. Madan Lal (Ext.lect.)

Sh. Anil Kumar (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

Sh. Ravinder Kumar will monitor the work of development in the campus

#### **46. Anti-Ragging Cell**

Principal (Patron)

Sh. Deepak (Convenor)

Sh. Darshan Singh

Ms. Jyoti Jhajhra

Sh. Dilsukh Ram (Ext.lect.)

#### **47. Educational Tours**

Sh. Deepak (Convenor)

Sh. Darshan Singh

Dr. Kirti Chaudhary (Ext. Lect.)

Dr. Subhash will guide the above said committee for tour programme.

#### **48. 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.)

#### **49. Issue of Character Certificate & Transfer Certificate**

Sh. Sita Ram, Incharge

Sh. Dalip Singh, C.I.

Sh. Vikash LA

#### **50. Bus Passes**

Sh. Sita Ram (Convenor)

Sh. Anil Kumar (Ext.lect.)

Sh. Vikash LA

(Sh. Satbir Singh, Restorer in place of Sh. Vikash LA vide letter No. GCBK/21/2126 dt. 09/08/21)

#### **51. Equal Opportunity Cell for differently abled students**

Sh. Sita Ram, Nodal Officer



## **52. NSS**

Sh. Darshan Singh, Programme Officer (Boys Unit)  
Ms. Jyoti Jhaghra, Programme Officer (Girls Unit)  
Sh. Vinod Kumar, Assistant (Girls Unit)  
Sh. Rajvir Singh, Clerk (Boys Unit)  
Sh. Nilesh Kumar (Peon Boys Unit)  
Sh. Hazari Lal (Peon Girls Unit)

## **53. Red Ribbon Club**

Sh. Darshan Singh, Incharge

## **54. Swachh Bharat (SBIS)**

Sh. Darshan Singh, Nodal Officer

## **55. Jal Shakti Abhiyan**

Sh. Darshan Singh, Nodal Officer

## **56. Harit Haryana Abhiyan**

Sh. Darshan Singh, Nodal Officer

## **57. YRC Club**

Sh. Darshan Singh (Convenor)  
Sh. Anil Kumar (Ext.lect.)

## **58. EVS Fund & ECO Club**

Sh. Darshan Singh (Convener)

## **59. Swami Vivekanand Cell**

Sh. Darshan Singh, Nodal Officer

## **60. CORONA Vaccine Programme**

Sh. Darshan Singh, Nodal Officer

## **61. National Apprentice Promotion Scheme (NAPS)**

Sh. Rajesh Kumar (Convenor)  
Ms. Jyoti Jhaghra

## **62. Cultural and Co-curricular Activities**

Sh. Rajesh Kumar (Convenor)  
Sh. Deepak  
Ms. Jyoti Jhaghra  
Sh. Madan Lal (Ext.lect.)  
Dr. Kirti (Ext.lect.)  
Sh. Anil (Ext.lect.)  
(Sh. Ravinder Kumar in place of Sh. Rajesh Kumar vide letter No. GCBK/21/2126 dt. 09/08/21)

## **63. Staff Secretary**

Sh. Rajesh Kumar

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

Sh. Rajesh Kumar (Convenor)  
Sh. Amit Kumar  
Sh. Deepak  
Sh. Madan Lal (Ext. Lect.)  
Sh. Ravinder Kumar to monitor the work of property committee

**65. PWD, Public Health Works & Water Services**

Sh. Rajesh Kumar (Convenor)  
Sh. Vijay Kumar  
Sh. Deepak  
Sh. Madan Lal (Ext. Lect.)  
Sh. Ravinder Kumar to monitor the work of property committee

**66. Entrepreneurship Development Club.**

Sh. Rajesh Kumar (Faculty Coordinator)  
Ms. Jyoti Jhahhra  
Sh. Vijay Kumar

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

Sh. Amit Kumar, In-Charge  
Sh. Anil (Ext.lect.)

**68. Passport Cell**

Sh. Amit Kumar, Nodal Officer  
Sh. Anil Kumar (Ext. Lect.)

**69. Learner Driving Licence.**

Sh. Amit Kumar, Nodal Officer  
Sh. Dilsukh Ram (Ext.lect.)

**70. Nature and Traffic Interpretation Centre**

Sh. Amit Kumar, Nodal Officer  
Sh. Harish Kumar (Ext. Lect.) Member

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

Sh. Amit Kumar (Nodal Officer)  
Dr. Kirti Chaudhary (Ext.lect.)

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

Ms. Jyoti Jhahhra  
Dr. Kirti (Ext.lect.)

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

Sh. Amit Kumar, Nodal Officer  
Sh. Vijay Kumar  
Sh. Madan Lal (Ext.lect.)  
Sh. Harish Kumar (Ext.lect.)

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

Ms. Jyoti Jhahhra (Convenor)

Dr. Kirti (Ext.lect.)

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

**75. Beti Bachao-Beti Padhao**

Ms. Jyoti Jhahra

Dr. Kirti (Ext.lect.)

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

GC BK/ 20/584

# Office of the Principal Govt. College Bhattu Kalan (Fatehabad)

(Committees/ General duties for the Session 2020-21)

Date: -13 August, 2020

The following committees are hereby constituted for the session 2020-21 for the smooth functioning of the college. These annual committees will come into force with immediate effect. Ex-Conveners/In charges of various committees are requested to handover their charge if any, to the new incumbent.

The Conveners/In charges of various committees should note down the names of the faculty members associated with them. They are also required to invite fresh quotations if required immediately for the work to be undertaken by them.

## 1. College Council

Principal (Chairperson)

Sh. Dinesh Kumar *Shy 13/8/20*

Dr. Subhash (Member Secretary) *h*

Sh. Rajendra Kumar *Shy 13/08/2020*

Sh. Ravinder Kumar *Rmk 13/8/20*

Sh. Rajesh Kumar (Staff Secretary) *Shy*

## 2. General Purchase Committee & GEM Portal

Dr. Subhash (Convenor) *h*

Sh. Rajendra Kumar *Shy 13/8/2020*

Sh. Rajesh Kumar *Shy*

Sh. Darshan Singh *Shy*

## 3. College Sports Board

Principal (Chairperson)

Sh. Dinesh Kumar *Shy 13/8/2020*

Sh. Rajendra Kumar *Shy 13/08/2020*

Sh. Ravinder Kumar *Rmk 13/8/20*

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Deepak *Deepak*

Ms. Jyoti Jhajhra *Jyoti*

## 4. NAAC Accreditation & PRAYAS

Dr. Subhash (Convenor) *h*

Sh. Rajendra Kumar *Shy*

Sh. Ravinder Kumar *Rmk 13/8/20*

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Rajesh Kumar *Shy*

Ms. Jyoti Jhajhra *Jyoti*

Sh. Darshan Singh *Shy*



**5. RUSA & AISHE**

Dr. Subhash (Convenor)

Sh. Ravinder Kumar

Sh. Vijay Kumar

**6. Earn While you Learn Scheme**

Ms. Jyoti Jhajhra (Convenor)

Sh. Sita Ram

Mrs. Monika

Sh. Deepak

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

Sh. Dinesh Kumar (SPIO)

Sh. Rajendra Kumar (ASPIO)

Smt. Satya Kumari Dy. Supdt. will handle the RTI fee.

**8. Internal Quality Assurance Cell**

Principal (Chairperson)

Sh. Dinesh Kumar (Convenor)

Dr. Subhash

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Sh. Vikrant Mohan

Sh. Rajesh Kumar

**9. NSS Advisory Committee**

Principal (Chairperson)

Sh. Dinesh Kumar

Sh. Rajendra Kumar

Sh. Vikrant Mohan

Mrs. Monika

Dr. Rekha Rani (Incharge Girls Unit)

Sh. Darshan Singh (Incharge Boys Unit)

**10. Anti-Ragging Cell**

Principal (Patron)

Sh. Vikrant Mohan (Convenor)

Dr. Rakha Rani

Sh. Vijay Kumar

Sh. Deepak

Sh. Darshan Singh

Ms. Jyoti Jhajhra

## Grievances Redressal and Complaints

(Teaching, Non-Teaching and Students)

Sh. Dinesh Kumar (Convenor) *dy 13/8/20*

Dr. Subhash *h*

Sh. Rajendra Kumar *Sh*

Sh. Darshan Singh *dy*

Dr. Rekha Rani

### 12. Senior Tutor/Chief Mentor

Sh. Dinesh Kumar *dy 13/8/20*

### 13. Bursar

Sh. Dinesh Kumar *dy 13/8/20*

### 14. Staff Secretary

Dr. Subhash *h*

### 15. NCC In-Charge (Boys)

Lt. Dinesh Kumar *dy 13/8/20*

### 16. Placement Cell, Personality Development and Remedial Coaching

Ms. Jyoti Jhajhra (Convenor) *Jyoti*

Sh. Darshan Singh *dy*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

### 17. Women Cell

Mrs. Monika, In-Charge

Dr. Rekha Rani

Ms. Jyoti Jhajhra *Jyoti*

Dr. Kirti (Ext.lect.) *Kirti*

### 18. Computer Lab/Smart Class Room/ Web Portal/ERP/CMS/LMS/Internet/Telephone/ Wi-Fi, Biometric/ E-Content.

Sh. Darshan Singh, In-Charge *dy*

Sh. Rajesh Kumar *Rajesh*

Sh. Anil Kumar (Ext.lect.) *Anil*

### 19. UGC

Dr. Subhash *h*

Sh. Rajendra Kumar *Sh*

Sh. Ravinder Kumar *Ravinder*

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Rajesh Kumar *Rajesh*

Sh. Sita Ram

## 20. Road Safety-Awareness Club and Cycle Stand Committee

Sh. Ravinder Kumar, Nodal Officer *Ravinder Kumar* 12/8/20

Sh. Vijay Kumar *Vijay Kumar*

Sh. Madan Lal (Ext.lect.)

Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

## 21. Beti Bachao-Beti Padhao

Dr. Rekha Rani

Ms. Jyoti Jhajhra *Jyoti*

Dr. Kirti (Ext.lect.) *Kirti*

## 22. Legal Literacy Cell

Sh. Vikrant Mohan (Convenor) *Vikrant Mohan*

Sh. Sita Ram

Sh. Anil Kumar (Ext.lect.) *Anil Kumar*

## 23. Court Cases

Sh. Dinesh Kumar (Convenor) *Dinesh Kumar* 13/8/20

Sh. Rajesh Kumar *Rajesh Kumar*

## 24. Nodal Officer Election Deptt. & Voter/Aadhar Cards etc.

Sh. Vijay Kumar, In-Charge *Vijay Kumar*

Sh. Anil (Ext.lect.) *Anil*

## 25. Bus Passes

Sh. Sita Ram (Convenor)

Sh. Anil Kumar (Ext.lect.) *Anil Kumar*

Sh. Satbir Singh, Restorer (Outsourcing) *Satbir Singh*

## 26. Edu. Set

Sh. Rajesh Kumar, In-Charge *Rajesh Kumar*

Sh. Darshan Singh *Darshan Singh*

Sh. Anil Kumar (Ext.lect.) *Anil Kumar*

## 27. Time Table/Work Load/University Work, Results Verification, Lecture Shortage/EVS

Sh. Rajendra Kumar (Registrar & Convenor)

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Rajesh Kumar *Rajesh Kumar*

Sh. Vijay Kumar *Vijay Kumar*

## 28. SC Scholarship

Sh. Vijay Kumar, Nodal Officer *Vijay Kumar*

Dr. Rekha Rani, Member

Sh. Jagmesh, L.A. *Jagmesh*

### BC Scholarship, Merit Scholarship & General Scholarships

Sh. Sita Ram (Convenor)

Sh. Anil Kumar (Ext.lect.) *Anil*

Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

Sh. Satbir Singh, Restorer (Outsourcing) *Satbir*

### 30. Library Committee

Sh. Sita Ram (Convenor)

Mrs. Monika

Sh. Deepak *Deepak*

Ms. Jyoti Jhahhra *Jyoti*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

### 31. Tent/Shamiana, Sound System, Refreshment and Photography

Sh. Ravinder Kumar (Convenor) *Ravinder* 13/8/20

Sh. Darshan Singh *Darshan*

Sh. Anil Kumar (Ext.lect.) *Anil*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

Sh. Madan Lal (Ext.lect.)

### 32. Media & Invitation

Sh. Ravinder Kumar (Convenor) 13/8/20

Sh. Rajesh Kumar *Rajesh*

Sh. Deepak *Deepak*

### 33. Cultural and Co-curricular Activities

Sh. Rajendra Kumar (Convenor) *Rajendra*

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Darshan Singh *Darshan*

Ms. Jyoti Jhahhra *Jyoti*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

Dr. Kirti (Ext.lect.) *Kirti*

### 34. Canteen Committee

Sh. Deepak, Convenor *Deepak*

Ms. Jyoti Jhahhra *Jyoti*

Sh. Anil (Ext.lect.) *Anil*

### 35. Committee to check sexual harassment

Mrs. Monika (Convenor)

Dr. Rekha Rani

Ms. Jyoti Jhahhra *Jyoti*

Sh. Darshan Singh *Darshan*

Dr. Kirti (Ext.lect.) *Kirti*

Sh. Anil (Ext.lect.) *Anil*

### 36. Educational Tours

Sh. Dinesh Kumar (Convenor) *du 13/8/20*  
Dr. Subhash  
Sh. Ravinder Kumar *Rmk 13/8/20*  
Sh. Deepak *Deepak 13/8/20*  
Dr. Rekha Rani  
Ms. Jyoti Jhahra *Jyoti*

### 37. Attestation of Examination Forms

Dr. Subhash, Arts *Dr. Subhash*  
Sh. Ravinder Kumar, Arts *Rmk 13/8/20*  
Sh. Deepak, Arts *Deepak 13/8/20*  
Sh. Vikrant Mohan, Commerce *Vikrant Mohan*  
Sh. Rajesh Kumar, Commerce *Rajesh*  
Sh. Vijay Kumar, Science *Vijay*  
Mrs. Monika, Science

### 38. College Magazine

Sh. Dinesh Kumar (Chief-Editor) *du 13/8/20*  
Dr. Subhash *Dr. Subhash*  
Dr. Rakha Rani  
Sh. Vikrant Mohan (Commerce Section) *Vikrant Mohan*  
Sh. Vijay Kumar (Science Section) *Vijay*  
Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*  
Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

### 39. Printing, Repair of Printers & Photocopiers

Sh. Rajesh Kumar (Convenor) *Rajesh*  
Sh. Darshan Singh *Darshan*  
Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

### 40. Electricity works, Repair and Generator

Sh. Ravinder Kumar (Convenor) *Rmk 13/8/20*  
Sh. Rajesh Kumar *Rajesh*  
Sh. Deepak *Deepak 13/8/20*  
Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

### 41. Health Fund & First Aid

Sh. Ravinder Kumar, In-Charge *Rmk 13/8/20*  
Dr. Kirti (Ext.lect.) *Kirti*  
Sh. Anil (Ext.lect.) *Anil*



## 42. Eco. Club.

Sh. Deepak, (Convenor) *Deepak*  
Sh. Darshan Singh *Darshan*  
Sh. Madan Lal (Ext.lect.)

## 43. Campus Development, Hordings, Name Plates, Notice Boards, Fire Fighting Instruments, CCTV etc.

Sh. Deepak (Convenor) *Deepak*  
Sh. Darshan Singh *Darshan*  
Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*  
Sh. Madan Lal (Ext.lect.)  
Sh. Anil Kumar (Ext.lect.) *Anil*  
Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

## 44. Property Committee including Furniture Repair, Building Repair, PWD, Public Health Works & Water Services

Dr. Subhash (Convenor) *Subhash*  
Sh. Ravinder Kumar *Ravinder*  
Sh. Vijay Kumar *Vijay*  
Sh. Deepak *Deepak*  
Sh. Madan Lal (Ext. Lect.)

## 45. YRC Club

Sh. Dinesh Kumar (Convenor) *13/8/20*  
Sh. Deepak *Deepak*  
Sh. Anil Kumar (Ext.lect.) *Anil*

## 46. College Alumni and PTA

Principal (Chairperson)  
Sh. Dinesh Kumar (Convenor)  
Sh. Rajendra Kumar *Rajendra*  
Sh. Deepak *Deepak*  
Sh. Darshan Singh *Darshan*  
Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

## 47. Discipline Committee

Sh. Dinesh Kumar (Convenor) *13/8/20*  
Dr. Subhash *Subhash*  
Sh. Rajendra Kumar *Rajendra*  
Sh. Ravinder Kumar *Ravinder*  
Sh. Vikrant Mohan *Vikrant Mohan*  
Sh. Vijay Kumar *Vijay*  
Sh. Deepak *Deepak*  
Mrs. Monika  
Ms. Jyoti Jhajhra *Jyoti*  
Sh. Anil (Ext.lect.) *Anil*

**48. Income Tax Committee**

Sh. Vikrant Mohan (Convenor) *Vikrant Mohan*

Sh. Rajesh Kumar *Rajesh*

Sh. Sita Ram

Ms. Jyoti Jhajhra *Jyoti*

**49. NSS, Red Ribbon, Swachh Bharat (SBIS), Swachhta, Harit Haryana Abhiyan & Abhiyan etc.**

Sh. Darshan Singh, Programme Officer (Boys Unit) *Darshan*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

Dr Rekha Rani, Programme Officer (Girls Unit)

Dr. Kirti (Ext.lect.) *Kirti*

Sh. Vinod Kumar, Assistant (Girls Unit) *Vinod Kumar*

Sh. Rajvir Singh, Clerk (Boys Unit) *Rajvir*

Sh. Nilesh Kumar (Peon Boys Unit) *Nilesh*

Sh. Hazari Lal (Peon Girls Unit)

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

Sh. Rajesh Kumar (Nodal Officer) *Rajesh*

Sh. Darshan Singh *Darshan*

Sh. Rajvir Singh, U.C. *Rajvir*

Sh. Dalip Singh, (C.I.) *Dalip*

Smt. Suman, (C.I.) *Suman*

**51. Entrepreneurship Development Club.**

Sh. Vikrant Mohan (Faculty Coordinator) *Vikrant Mohan*

Sh. Rajesh Kumar *Rajesh*

Ms. Jyoti Jhajhra *Jyoti*

Sh. Vijay Kumar *Vijay*

Sh. Darshan Singh *Darshan*

**52. Disaster Management**

Sh. Ravinder Kumar, (Nodal Officer) *Ravinder*

Sh. Deepak *Deepak*

Sh. Anil (Ext.lect.) *Anil*

**53. Passport Cell**

Sh. Ravinder Kumar, Nodal Officer *Ravinder*

Mrs. Monika

Sh. Dalip Singh (C.I.) *Dalip*

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

Sh. Rajesh Kumar (Convenor) *Rajesh*

Sh. Vijay Kumar *Vijay*

**55. Outsourcing Agency Committee**

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Rajesh Kumar

**56. HRMS/MIS**

Sh. Rajesh Kumar (Convenor)

Sh. Darshan Singh

Sh. Dalip Singh (C.I.)

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

Sh. Sita Ram

**58. Character Certificate Issue**

Sh. Dinesh Kumar, Incharge

Sh. Satbir Singh, Restorer (Outsourcing)

**59. Learner Driving Licence.**

Sh. Rajendra Kumar, Nodal Officer

Sh. Anil Kumar (Ext.lect.)

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

*mhandu*  
13.05.2020  
Principal

G.C. Bhattu Kalan