

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

(Committees/ General duties for the Session 2024-25)

Memo No 976

Date: 18/07/2024

The following committees are hereby constituted for the session 2024-25 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 20-07-2024 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 2024-25.

**1. College Council**

Principal (Chairperson)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram, Member

Sh. Vikrant Mohan (Staff Secretary)

**2. College Sports Board**

Principal (Chairperson)

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

Sh. Rajendra Kumar

Sh. Deepak

Sh. Darshan Singh

**3. Grievances Redressal and Complaints Committee to check sexual harassment (For women at work place & Students) & Anti-Ragging Cell**

(Teaching, Non-Teaching and Students)

Sh. Rajendra Kumar (Convenor)

Sh. Ravinder Kumar

Dr. Raja Ram

Sh.Sita Ram

Dr.Kirti Chaudhary

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4. **NSS Advisory Committee**  
Principal (Chairperson)  
Sh. Rajendra Kumar  
Dr. Raja Ram  
Sh. Darshan Singh  
Sh. Vijay Veer (Incharge Girls Unit)  
Sh. Amit Kumar (Incharge Boys Unit)
5. **NAAC Accreditation & PRAYAS & NIRF**  
Dr. Vikrant Mohan (Convenor)  
Sh. Rajesh Kumar  
Sh. Amit Kumar  
Sh. Deepak  
Sh. Darshan Singh
6. **University Inspection and Affiliation**  
Sh. Rajendra Kumar, Convener  
Sh. Ravinder Kumar  
Dr. Raja Ram  
Sh. Vikrant Mohan  
Sh. Sumit, Clerk
7. **Bursar**  
Dr. Raja Ram
8. **Internal Quality Assurance Cell (IQAC)**  
Principal (Chairperson)  
Dr. Vikrant Mohan (Convenor)  
Sh. Rajesh Kumar  
Sh. Sita Ram  
Sh. Deepak  
Sh. Darshan Singh  
Sh. Vinod Kumar  
Sh. Bansi Lal, Vice Chairman Block Samiti  
Sh. Rajesh Kumar, Saraswati Filling Station Bhattu  
Miss. Manmohini (Student)  
Sh. Chander Parkash (Alumni)

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- 9. RTI Act-2005, CM Window & Twitter etc.**  
 Sh. Rajendra Kumar (SPIO)  
 Sh. Amit Kumar (ASPIO)  
 Sh. Sanjeev Kumar , Clerk will handle the RTI fee.
- 10. RUSA & AISHE & UGC**  
 Dr. Raja Ram (Convenor)  
 Sh. Vijay Kumar  
 Sh.Amit Kumar  
 Sh.Dalip Singh
- 11. General Purchase Committee & GEM Portal (Except Library Purchase only)**  
 Sh. Amit Kumar  
 Sh.Deepak  
 Sh.Darshan Singh
- 12. Admission 2024-25 (All Classes)**  
 Dr.Raja Ram , Nodal Officer
- 13. University Work, Work Load, Time Table, Lecture Shortage / Remedial Coaching /EVS Classes & Exam.**  
 Sh. Rajendra Kumar (Registrar)  
 Dr. Vikrant Mohan  
 Dr.Vijay Kumar  
 Sh.Madan Lal Ext. Lect.  
 Sh. Sumit , U.C. (issue DMC, Degree and Result)  
 Sh. Dalip Singh, (C.I.)  
 Smt. Suman, (C.I.)
- 14. Results Verification Committee**  
 Sh. Sita Ram (Convenor)  
 Sh.Vijay Veer  
 Sh. Dilsukh Ram (Ext. Lect.)  
 Sh. Madan Lal (Ext. Lect.)  
 Sh. Dalip Singh, (C.I.)  
 Smt. Suman, (C.I.)
- 15. Senior Tutor/Chief Mentor**  
 Sh. Rajendra Kumar
- 16. Absentee Slip and Fine**  
 Sh. Harish Kumar, Convener  
 Sh. Vikash Kumar to make the list and to collect the fine

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- 17. Tent Shamiana , Sound System and Photography**  
Sh. Rajesh Kumar (Convenor)  
Sh. Amit Kumar  
Sh. Vijay Veer  
Sh. Anil Kumar (Ext.lect.)  
Sh. Dilsukh Ram (Ext.lect.)
- 18. Discipline Committee**  
Dr. Ravinder Kumar (Convenor)  
All Teaching Staff
- 19. Media Invitation & Press Note**  
Sh. Dilsukh Ram Ext. Lect.
- 20. Disaster Management/ Waste Management and Cleanliness**  
Sh. Vijay Kumar , (Nodal Officer)  
Sh. Deepak  
Sh. Anil (Ext.lect.)
- 21. HKRN & Outsourcing Agency Committee**  
Sh. Ravinder Kumar (Convenor)  
Sh. Vikrant Mohan  
Sh. Rajesh Kumar
- 22. Attestation of Examination Forms**  
All regular Teaching faculty
- 23. New Education Policy / EDUSAT**  
Dr. Raja Ram (Convenor)  
Sh. Vikrant Mohan  
Sh. Vijay Kumar
- 24. Court Cases**  
Sh. Ravinder Kumar (Convenor)  
Sh. Rajesh Kumar  
Sh. Sanjeev  
Sh. Sumit
- 25. HRMS / MIS / Biometric/ERP**  
Sh. Vinod Kumar  
Sh. Sanjeev  
Sh. Sumit  
Sh. Dalip Singh (C.I.)

- 26. College Magazine/ Wall Magazine and College Report Quarterly / Annual  
(Principal Patron)**  
Dr. Raja Ram (Chief-Editor)  
Sh. Vikrant Mohan (Commerce Section)  
Sh. Vijay Kumar (Science Section)  
Sh. Dilsukh Ram (Ext.lect.)  
Sh. Harish Kumar (Ext.lect.)
- 27. NCC In-Charge**  
Lt. Deepak, ANO  
Dr. Kirti Chaudhary work as Temporary Care taker for female cadets
- 28. SC Scholarship and Labour Scholarship signatory Authority**  
Dr. Vijay Kumar, Nodal Officer  
Sh. Vikas Kumar, L.A.
- 29. PWD, Public Health Fund & works, First Aid & Water services / Water Cooler/RO**  
Sh. Rajesh Kumar, In-Charge  
Sh. Darshan Singh  
Dr. Kirti (Ext.lect.)  
Sh. Anil (Ext.lect.)  
Sh. Harish Kumar, (Ext.lect.)
- 30. Electricity works, Generator, Diesel log book.**  
Sh. Deepak (Convenor)  
Sh. Darshan Singh  
Sh. Anil Kumar (Ext. Lect.)  
Sh. Harish Kumar (Ext. Lect.)
- 31. Legal Literacy Cell**  
Sh. Vijay Kumar (Convenor)  
Sh. Anil Kumar (Ext.lect.)
- 32. Income Tax Committee / College TDS Return**  
Sh. Vikrant Mohan (Convenor)  
Sh. Rajesh Kumar  
Sh. Sita Ram

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- 33. Computer Lab / Smart Class Room / E-Content/ LMS/Web Portal / CMS**  
 Sh. Vikrant Mohan, In-Charge  
 Sh. Vijay Kumar  
 Sh. Anil Kumar (Ext.lect.)  
 Sh.Dalip Singh (C.I.)  
 Mrs Suman (C.I.)
- 34. Internet / Lease Line/ Telephone/ Wi-Fi,**  
 Sh. Rajesh Kumar, In-Charge  
 Dr. Vijay Kumar  
 Sh. Anil Kumar (Ext.lect.)  
 Sh.Dalip Singh (C.I.)  
 Note : EC will be responsible for the payment of the bills within stipulated time.
- 35. Printing, Repair of Printers & Photocopiers**  
 Dr. Ravinder Kumar(Convenor)  
 Dr. Vijay Kumar  
 Sh. Madan Lal (Ext. Lect )  
 Sh. Dilsukh Ram (Ext. Lect )
- 36. 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.)
- 37. Placement Cell, Personality Development and Entrepreneurship Development Club.**  
 Sh. Vijay Veer (Convenor)  
 Sh. Dilsukh Ram (Ext.lect.)  
 Sh. Anil (Ext.lect.)
- 38. Canteen Committee / Refreshment**  
 Sh. Rajesh Kumar, Convenor  
 Sh. Darshan Singh  
 Sh.Vijay Veer  
 Sh. Madan Lal (Ext. Lect.)  
 Dr. Kirti Chaudhary (Ext. Lect.)
- 39. Earn While you Learn Scheme**  
 Dr.Raja Ram (Convenor)  
 Dr.Vijay Kumar  
 Sh.Vijay Veer

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40. **College Alumni and PTA**  
Dr. Raja Ram (Convenor)  
Sh. Deepak  
Sh. Darshan Singh  
Sh. Dilsukh Ram (Ext.lect.)
41. **Campus Development, Hordings, Name Plates, Notice Boards, Fire Fighting Instruments, CCTV etc.**  
Sh. Deepak (Convenor)  
Sh. Darshan Singh  
Sh. Dilsukh Ram (Ext.lect.)
42. **Educational Tours Boys and Girls**  
Sh. Deepak (Convenor)  
Sh. Darshan Singh  
Dr. Kirti Chaudhary
43. **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.)
44. **Issue of Character Certificate & Transfer Certificate and Migration Signatory Authority**  
Sh. Sita Ram, (Arts)  
Sh. Vijay Kumar (Science)  
Sh. Rajesh Kumar (Commerce)  
Sh. Vikash LA
45. **Bus Passes**  
Sh. Sita Ram (Convenor)  
Sh. Anil Kumar (Ext.lect.)  
Sh. Satbir Singh, (Restorer Lib.)
46. **Equal Opportunity Cell for differently abled students**  
Sh. Sita Ram, Nodal Officer

- 47. NSS/ Swachh Bharat (SBIS) /**  
Sh. Amit Kumar, Programme Officer (Boys Unit)  
Sh. Vijay Veer, Programme Officer (Girls Unit)  
Sh. Sanjeev , Clerk (Boys Unit)  
Sh. Sumit Kumar, Clerk (Girls Unit)  
Sh. Nilesh Kumar (Peon Boys Unit)  
Sh. Hazari Lal (Peon Girls Unit)
- 48. Red Ribbon Club/ YRC Club**  
Sh. Vijay Kumar, Incharge
- 49. Jal Shakti Abhiyan**  
Sh. Darshan Singh, Nodal Officer
- 50. Harit Haryana Abhiyan**  
Sh. Darshan Singh, Nodal Officer
- 51. EVS Fund & ECO Club**  
Sh. Vijay Veer (Convener)
- 52. Swami Vivekanand Cell**  
Sh. Darshan Singh, Nodal Officer
- 53. CORONA Vaccine Programme**  
Sh. Darshan Singh, Nodal Officer
- 54. National Apprentice Promotion Scheme (NAPS)**  
Sh. Rajesh Kumar (Convenor)  
Dr. Vijay Kumar
- 55. Cultural and Co-curricular Activities**  
Sh. Rajendra Kumar (Convenor)  
Sh. Rajesh Kumar  
Sh. Amit Kumar  
Sh. Deepak  
Dr. Kirti (Ext.lect.)
- 56. Staff Secretary**  
Sh. Vikrant Mohan
- 57. Property Committee including Furniture Repair, Building Repair, New Construction (College, Land and Trees)**  
Dr. Ravinder Kumar (Convenor)  
Sh. Deepak  
Sh. Madan Lal (Ext. Lect.)

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**58. Nodal Officer SVEEP/ Electrol Club & Voter /Aadhar Cards etc.**

Sh. Rajendra Kumar , In-Charge

Sh. Anil (Ext.lect.)

**59. Passport Cell / Learner Driving Licence / Nature and Traffic Interpretation Centre**

Dr. Vijay Kumar, Nodal Officer

Sh. Anil Kumar (Ext. Lect.)

Sh. Harish Kumar (Ext. Lect.) Member

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

Dr. Vijay Kumar, Nodal Officer

Dr. Kirti Chaudhary (Ext.lect.)

**61. Women Cell & Girls Common Room & Gender Sensitization Cell / Beti Bachao-Beti****Padhao**

Sh. Darshan Singh

Sh. Vijay Veer

Dr. Kirti (Ext.lect.)

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

Sh. Darshan Singh, Nodal Officer

Dr. Vijay Kumar

Sh. Madan Lal (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

**63. Medical Reimbursement**

Dr. Raja Ram

Sh. Vikrant Mohan

**64. Anti Drug**

Sh. Darshan Singh

Sh. Vijay Veer

**65. Research Development Cell**

Dr. Raja Ram

Dr. Vikrant Mohan

Sh. Rajesh Kumar

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**66. HOD Defence Studies**

Dr. Vikrant Mohan

**67. HOD Sanskrit**

Dr. Raja Ram

**68. Subject Societies**

Dr. Subhash (English )

Sh. Rajendra Kumar (Pol. Sc.)

Dr. Raja Ram (Hindi)

Sh. Rajesh Kumar (Commerce )

Dr. Vijay Kumar (Physics)

Sh. Sita Ram (Economics)

Sh. Amit Kumar (Chemistry )

Sh. Deepak (Geography)

Sh. Vijay Veer (Pub. Adm.)

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

  
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