

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 *dk* 13/8/20

Dr. Subhash (Member Secretary) *h*

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

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

Sh. Rajesh Kumar (Staff Secretary) *RK*

2. General Purchase Committee & GEM Portal

Dr. Subhash (Convenor) *h*

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

Sh. Rajesh Kumar *RK*

Sh. Darshan Singh *DS*

3. College Sports Board

Principal (Chairperson)

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

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

Sh. Ravinder Kumar *RK* 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 *RK*

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

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Rajesh Kumar *RK*

Ms. Jyoti Jhajhra *Jyoti*

Sh. Darshan Singh *DS*

5. RUSA & AISHE

Dr. Subhash (Convenor) *[Signature]*

Sh. Ravinder Kumar *[Signature]*

Sh. Vijay Kumar *[Signature]*

6. Earn While you Learn Scheme

Ms. Jyoti Jhajhra (Convenor) *[Signature]*

Sh. Sita Ram

Mrs. Monika

Sh. Deepak *[Signature]*

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

Sh. Dinesh Kumar (SPIO) *[Signature]* 13/8/20

Sh. Rajendra Kumar (ASPIO) *[Signature]*

Smt. Satya Kumari Dy. Supdt. will handle the RTI fee. *[Signature]*

8. Internal Quality Assurance Cell

Principal (Chairperson)

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

Dr. Subhash *[Signature]*

Sh. Rajendra Kumar *[Signature]*

Sh. Ravinder Kumar *[Signature]* 13/8/20

Sh. Vikrant Mohan *[Signature]*

Sh. Rajesh Kumar *[Signature]*

9. NSS Advisory Committee

Principal (Chairperson)

Sh. Dinesh Kumar *[Signature]* 13/8/20

Sh. Rajendra Kumar *[Signature]*

Sh. Vikrant Mohan *[Signature]*

Mrs. Monika

Dr. Rekha Rani (Incharge Girls Unit)

Sh. Darshan Singh (Incharge Boys Unit) *[Signature]*

10. Anti-Ragging Cell

Principal (Patron)

Sh. Vikrant Mohan (Convenor) *[Signature]*

Dr. Rakha Rani

Sh. Vijay Kumar *[Signature]*

Sh. Deepak *[Signature]*

Sh. Darshan Singh *[Signature]*

Ms. Jyoti Jhajhra *[Signature]*

Grievances Redressal and Complaints

(Teaching, Non-Teaching and Students)

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

Dr. Subhash *[Signature]*

Sh. Rajendra Kumar *[Signature]*

Sh. Darshan Singh *[Signature]*

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 *[Signature]*

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 *[Signature]*

Sh. Dilsukh Ram (Ext.lect.) *[Signature]*

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 *[Signature]*

Sh. Rajesh Kumar *[Signature]*

Sh. Anil Kumar (Ext.lect.) *[Signature]*

19. UGC

Dr. Subhash *[Signature]*

Sh. Rajendra Kumar *[Signature]*

Sh. Ravinder Kumar *[Signature]*

Sh. Vikrant Mohan *Vikrant Mohan*

Sh. Rajesh Kumar *[Signature]*

Sh. Sita Ram

20. Road Safety-Awareness Club and Cycle Stand Committee

Sh. Ravinder Kumar, Nodal Officer *Ravinder*
21/8/20
Sh. Vijay Kumar *Vijay*
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*

23. Court Cases

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

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

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

25. Bus Passes

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

26. Edu. Set

Sh. Rajesh Kumar, In-Charge *Rajesh*
Sh. Darshan Singh *Darshan*
Sh. Anil Kumar (Ext.lect.) *Anil*

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*
Sh. Vijay Kumar *Vijay*

28. SC Scholarship

Sh. Vijay Kumar, Nodal Officer *Vijay*
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 Jhajhra *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 Jhajhra *Jyoti*

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

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

34. Canteen Committee

Sh. Deepak, Convenor *Deepak*

Ms. Jyoti Jhajhra *Jyoti*

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

35. Committee to check sexual harassment

Mrs. Monika (Convenor)

Dr. Rekha Rani

Ms. Jyoti Jhajhra *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 *[Signature]*
Sh. Ravinder Kumar *RMK 13/8/20*
Sh. Deepak *Deepak 13/8/20*
Dr. Rekha Rani
Ms. Jyoti Jhajhra *Jyoti*

37. Attestation of Examination Forms

Dr. Subhash, Arts *[Signature]*
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 *[Signature]*
Sh. Vijay Kumar, Science *[Signature]*
Mrs. Monika, Science

38. College Magazine

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

39. Printing, Repair of Printers & Photocopiers

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

40. Electricity works, Repair and Generator

Sh. Ravinder Kumar (Convenor) *RMK 13/8/20*
Sh. Rajesh Kumar *[Signature]*
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.) *[Signature]*
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) *Dinesh* 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) *Dinesh* 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*

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.

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13.05.2020

Principal

G.C. Bhattu Kalan