

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)

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

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 (Convener) *vikrantmohan*

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 (Convener) *Subhash*

Sh. Vikrant Mohan *vikrantmohan*

Dr. Rekha Rani *Rekha*

Sh. Sita Ram

9. Internal Quality Assurance Cell (IQAC)

Principal (Chairperson)

✓ Dr. Subhash (Convener) *Subhash*

Sh. Vikrant Mohan *vikrantmohan*

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 (Convener) *Raja Ram*

Dr. Vijay Kumar *Vijay*

Sh. Amit Kumar *Amit*

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

- x Dr. Subhash *Dr. Subhash*
Sh. Vikrant Mohan *Vikrant Mohan*
Sh. Deepak *Deepak*
13. Admission 2022-23 (All Classes)
Dr. Raja Ram, Nodal Officer *Dr. Raja Ram*
14. Work Load/Time Table
Sh. Rajendra Kumar *Rajendra Kumar*
Sh. Vikrant Mohan *Vikrant Mohan*
Sh. Amit Kumar *Amit Kumar*
Sh. Madan Lal *Madan Lal*
15. Lecture Shortage Committee
Dr. Rekha Rani (Convenor) *Dr. Rekha Rani*
Sh. Dilsukh Ram (Ext. Lect.) *Dilsukh Ram*
Sh. Madan Lal (Ext. Lect.) *Madan Lal*
16. University Work (EVS Classes & Exam)
Dr. Raja Ram (Registrar) *Dr. Raja Ram*
Sh. Rajesh Kumar *Rajesh Kumar*
Sh. Amit Kumar *Amit Kumar*
Sh. Sumit, University Clerk *Sumit*
Sh. Dalip Singh (Computer Instructor)
17. Results Verification Committee
Sh. Sita Ram (Convenor)
Sh. Dilsukh Ram (Ext. Lect.) *Dilsukh Ram*
Sh. Madan Lal (Ext. Lect.) *Madan Lal*
Sh. Dalip Singh, (C.I.)
Smt. Suman, (C.I.)
18. EDP Cell/ DUF (CDL.U) and Internal Assessment
Dr. Raja Ram (Registrar & Convenor) *Dr. Raja Ram*
Sh. Rajesh Kumar *Rajesh Kumar*
Sh. Amit Kumar *Amit Kumar*
Sh. Sita Ram
Sh. Dilsukh Ram (Ext. Lect.) *Dilsukh Ram*
Sh. Sumit, (Univ. Clerk) *Sumit*
Sh. Dalip Singh, (C.I.)
Smt. Suman, (C.I.)
19. Senior Tutor/Chief Mentor
Sh. Rajendra Kumar *Rajendra Kumar*

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

Dr. Raja Ram *[Signature]*

28. Court Cases

- Dr. Raja Ram (Convenor) *[Signature]*
- Sh. Rajesh Kumar *[Signature]*
- Sh. Sanjeev (to assist)

29. HRMS/MIS

- Dr. Raja Ram (Convenor) *[Signature]*
- Sh. Rajesh Kumar *[Signature]*
- Sh. Dalip Singh (C.I.)

30. EDUSAT

- Dr. Raja Ram, In-Charge *[Signature]*
- Sh. Anil Kumar (Ext.lect.) *[Signature]*

31. College Magazine and College Report Quarterly / Annual
(Principal Patron)

- Dr. Raja Ram (Chief-Editor) *[Signature]*
- Sh. Vikrant Mohan (Commeree Section) *Vikrant Mohan*
- Dr. Vijay Kumar (Science Section) *[Signature]*
- Sh. Dilsukh Ram (Ext.lect.) *[Signature]*
- Sh. Harish Kumar (Ext.lect.)

32. Wall Magazine

- Ms. Jyoti Jhujhru *[Signature]*
- Dr. Vijay Kumar *[Signature]*
- Sh. Anil (Ext. Lect.)
- Sh. Harish Kumar (Ext. Lect.)

33. NCC In-Charge

- Sh. Deepak, C.T.O. *[Signature]*
- Dr. Kirti Chaudhary work as Temporary Care taker for female cadets *[Signature]*
- Sh. Sanjeev, Clerk

34. SC Scholarship and Labour Scholarship Signatory Authority

- Dr. Vijay Kumar, Nodal Officer *[Signature]*
- Sh. Vikash Kumar, I.A. *[Signature]*

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

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

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

Dr. Vijay Kumar (Convenor) *[Signature]*
Sh. Anil Kumar (Ext. Lect.) *[Signature]*
Sh. Harish Kumar (Ext. Lect.)

37. **Legal Literacy Cell**
Dr. Vijay Kumar (Convenor) *[Signature]*
Dr. Rekha Rani *[Signature]*
Sh. Anil Kumar (Ext. Lect.) *[Signature]*

38. **Income Tax Committee**
Sh. Vikrant Mohan (Convenor) *[Signature]*
Sh. Rajesh Kumar *[Signature]*
Dr. Rekha Rani *[Signature]*
Sh. Sita Ram
Ms. Jyoti Bhajhra *[Signature]*

39. **Computer Lab / Smart Class Room / E-Content/ LMS/Web Portal / ERP / CMS**
Sh. Vikrant Mohan, In-Charge *[Signature]*
Dr. Vijay Kumar *[Signature]*
Sh. Anil Kumar (Ext. Lect.) *[Signature]*
Sh. Dalip Singh (C.I.)

40. **Internet / Lease Line/ Telephone/ Wi-Fi, Biometric**
Sh. Vikrant Mohan, In-Charge *[Signature]*
Dr. Vijay Kumar *[Signature]*
Sh. Anil Kumar (Ext. Lect.) *[Signature]*
Sh. Dalip Singh (C.I.)

41. **Printing, Repair of Printers & Photocopiers**
Dr. Ravinder Kumar (Convenor) *[Signature]*
Dr. Vijay Kumar *[Signature]*
Sh. Amit Kumar *[Signature]*
Sh. Dilsukh Ram (Ext. Lect.) *[Signature]*

42. **Library Committee (For Every work related to Library including Purchase for Library also, N.L. Subscription & For Purchase Use GEM Portal or Govt. Approved agency)**
Dr. Ravinder Kumar (Convenor) *[Signature]*
Sh. Sita Ram
Ms. Jyoti Bhajhra *[Signature]*
Sh. Harish Kumar (Ext. Lect.)

43. **Placement Cell, Personality Development and Remedial Coaching**
Sh. Deepak (Convenor) *[Signature]*
Sh. Dilsukh Ram (Ext. Lect.) *[Signature]*

44. Canteen Committee/Refreshment

Sh. Deepak, Convenor

Sh. Darshan Singh

Ms. Jyoti Bhajbra

Dr. Kirti Chaudhary (Ext.lect.)

45. Earn While you Learn Scheme

Sh. Deepak (Convenor)

Sh. Darshan Singh

Ms. Jyoti Bhajbra

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. Amit Kumar, Science Faculty

Ms. Jyoti Jhajhra, Commerce Faculty *Jyoti*

Sh. Vikash LA *Vikash*

52. Bus Passes

Sh. Sita Ram (Convenor)

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

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) *Darshan*

Dr. Rekha Rani, Programme Officer (Girls Unit) *Rekha*

Sh. Sanjeev, Clerk (Boys Unit) *Sanjeev*

Sh. Sumit ^{clerk} (Girls Unit) *Sumit*

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

Sh. Hazari Lal (Peon Girls Unit)

55. Red Ribbon Club

Dr. Vijay Kumar, Incharge *Vijay*

56. Swachh Bharat (SBIS)

Sh. Darshan Singh, Nodal Officer *Darshan*

57. Jal Shakti Abhiyan

Sh. Darshan Singh, Nodal Officer *Darshan*

58. Harit Haryana Abhiyan

Sh. Amit Kumar, Nodal Officer *Amit K.*

59. YRC Club

Sh. Rajesh Kumar (Convenor) *Rajesh*

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

60. EVS Fund & ECO Club

Sh. Darshan Singh (Convener) *Darshan*

Sh. Madan Lal (Ext.lect.) *Madan Lal*

61. Swami Vivekanand Cell

Sh. Darshan Singh, Nodal Officer *Darshan*

62. CORONA Vaccine Programme

Sh. Darshan Singh, Nodal Officer *Darshan*

Dr. Vijay Kumar *Vijay*

63. National Apprentice Promotion Scheme (NAPS)

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

- 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 Jhajhra *Jyoti*
 Dr. Kirti (Ext.lect.) *KS*
 Mrs. Sushila (Joint Secretary, NGO Chitra Samiti Vide letter No. GCBK/21/1136 Dated 02-01-2021)
76. Beti Bachao-Beti Padhao
 Ms. Jyoti Jhajhra *Jyoti*
 Dr. Kirti (Ext.lect.) *KS*
77. Medical Reimbursement
 Dr. Raja Ram *Raja*
 Sh. Vikrant Mohan *Vikrant Mohan*
 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.

Deep Singh
 Principal
 Government College
 Bhattu Kalan (Fatehabad)

सेवा में

प्राचार्य

राजकीय महाविद्यालय, भटू, कला।

विषय:-

घाज 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, Furnitur Repair & Building	Sh. Amit Kumar	Amit Kumar 20/3/23
8	General Purchase Committee	Sh. Darsan	Darsan 20/03/2023

Seena
20/3/23

Ruma
20/3/23

डॉ० रविन्द कुमार

असिस्टेंट प्रोफेसर शारीरिक शिक्षा



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

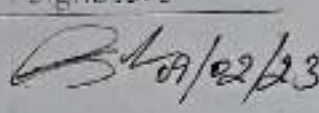

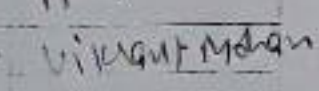
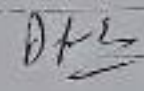
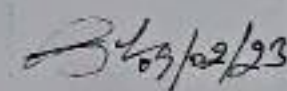
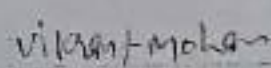
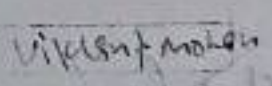
E-MAIL: gcbhattu@gmail.com
Website: gcbhattu.edu.in
Tel: 01667-252219

कार्यलय आदेश

बाटी क्रमांक C/CBK/23/189
दिनांक 09.02.2023

विषय :- चार्ज लेने बारे।

उपरोक्त विषय के सर्वा में डा० सुभाष, प्रध्यापक को प्रचार्य 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, प्रचार्य 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, SP/O & 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
G.C.B.K. College
Bhattu Kalan (Ftd.)