

# 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 *Rme*

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) *Rme*

Sh. Rajendra Kumar

Sh. Deepak

Sh. Darshan Singh *Deepak*

**3 Grievances Redressal and Complaints**

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

Sh. Rajendra Kumar (Convenor)

Dr. Ravinder Kumar *Rmk*

Dr. Rekha Rani

Sh. Sita Ram

**4 NSS Advisory Committee**

Principal (Chairperson)

Sh. Rajendra Kumar

Dr. Raja Ram

Sh. Vikrant Mohan *Vikrant*

Dr. Rekha Rani ( Incharge Girls Unit)

Sh. Amit Kumar ( Incharge Boys Unit)

**5 NAAC Accreditation & PRAYAS**

Sh. Vikrant Mohan (Convenor) *Vikrant*

Sh. Rajesh Kumar

Sh. Deepak

Sh. Amit Kumar

Sh. Darshan Singh *Darshan*

**6 University Inspection and Affiliation**

Sh. Rajendra Kumar, Convener

Dr. Ravinder Kumar *Rmk*

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 *Arup*

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) *Rme*

Sh. Deepak

Sh. Anil (Ext.lect.)

24. **HKRN /Outsourcing Agency Committee**

Dr. Ravinder Kumar (Convenor) *Rme*

Sh. Vikrant Mohan *Vikrant*

Sh. Rajesh Kumar

25. **Attestation of Examination Forms**

All regular teaching faculty

26. **New Education Policy**

Dr. Raja Ram (Convenor)

Sh. Vikrant Mohan *Vikrant*

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 . I..A.

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

Sh. Rajesh Kumar. In-Charge

Sh. Darshan Singh *Dasg*

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) *RMC*

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) *RMC*

Sh. Sita Ram

Sh. Darshan Singh *Deepak*

Sh. Harish Kumar (Ext.lect.)

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

Sh. Darshan Singh (Convenor) *Deepak*

Sh. Dilsukh Ram (Ext.lect.)

Sh. Anil (Ext.lect.)

44. **Canteen Committee/Refreshment**

Sh. Deepak. Convenor

Sh. Darshan Singh *Deepak*

Sh. Madan Lal

Dr. Kirti Chaudhary (Ext.lect.)

45. **Earn While you Learn Scheme**

Sh. Deepak (Convenor)

Sh. Darshan Singh *Deepak*

Sh. Madan Lal (Ext.lect.)

46. **College Alumni and PTA**

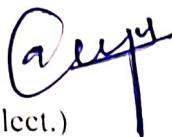


Dr. Raja Ram. (Convenor)

Sh. Deepak

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)

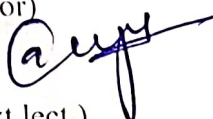


**47. Campus Development, Hordings, Name Plates, Notice Boards, Fire Fighting Instruments, CCTV etc.**

Sh. Deepak (Convenor)

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)



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

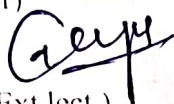
Principal (Patron)

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)

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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. Privar 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)
- Recd*

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