

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 Jhahhra

3. Grievances Redressal and Complaints

(Teaching, Non-Teaching and Students)

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram

Ms. Jyoti Jhahhra

4. NSS Advisory Committee

Principal (Chairperson)

Sh. Rajendra Kumar

Sh. Vikrant Mohan

Ms. Jyoti Jhahhra (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 Jhajhra

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 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.

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 Jhajhra work as Temporary Care taker to help in office work.
(Dr. Kirti Chaudhary in place of Ms. Jyoti Jhajhra 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 Jhajhra

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 Jhajhra

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 Jhajhra

Sh. Anil (Ext.lect.)

43. Earn While you Learn Scheme

Sh. Deepak (Convenor)

Sh. Darshan Singh

Ms. Jyoti Jhajhra

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 Jhahhra, 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 Jhahhra

62. Cultural and Co-curricular Activities

Sh. Rajesh Kumar (Convenor)

Sh. Deepak

Ms. Jyoti Jhahhra

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 Jhajhra
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 Jhajhra
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 Jhajhra (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