

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

(Committees/General duties for the Session 2023-24)

Memo No GCBK/23/ 1116

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

Dr. Raja Ram, Member

Sh. Vikrant Mohan (Staff Secretary)

Dr. Rekha Rani



Vikrant  
09/8/23

## 2 College Sports Board

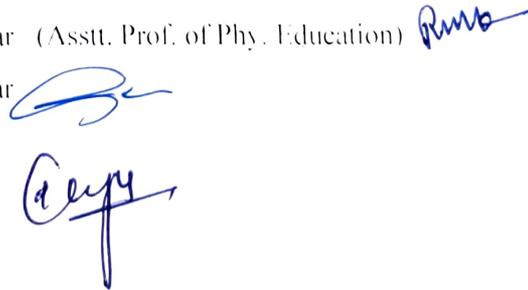
Principal (Chairperson)

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

Sh. Rajendra Kumar

Sh. Deepak

Sh. Darshan Singh



**3 Grievances Redressal and Complaints**

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

Sh. Rajendra Kumar (Convenor) 

Dr. Ravinder Kumar 

Dr. Rekha Rani 

Sh. Sita Ram 

**4 NSS Advisory Committee**

Principal (Chairperson)

Sh. Rajendra Kumar 

Dr. Raja Ram 

Sh. Vikrant Mohan 

Dr. Rekha Rani ( Incharge Girls Unit) 

Sh. Amit Kumar ( Incharge Boys Unit) 

**5 NAAC Accreditation & PRAYAS**

Sh. Vikrant Mohan (Convenor) 

Sh. Rajesh Kumar 

Sh. Deepak

Sh. Amit Kumar 

Sh. Darshan Singh 

**6 University Inspection and Affiliation**

Sh. Rajendra Kumar, Convener 

Dr. Ravinder Kumar 

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

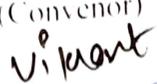


13. **Admission 2023-24 (All Classes)**

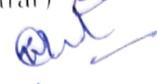
Sh. Vikrant Mohan, Nodal Officer

*Vikrant*

14. **Work Load/Time Table**

Sh. Rajendra Kumar (Convenor)   
Sh. Vikrant Mohan   
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 

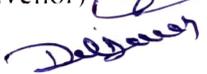
20. **Tent/Shamiana, Sound System, Refreshment and Photography**

Sh. Rajesh Kumar (Convenor)   
Sh. Amit Kumar   
Sh. Anil Kumar (Ext.lect.)   
Sh. Dilsukh Ram (Ext.lect.) 

21. **Discipline Committee**

Sh. Darshan Singh   
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.) 

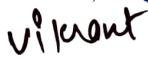
22. **Media & Invitation**

Dr. Raja Ram (Convenor)   
Sh. Dilsukh Ram 

23. **Disaster Management**

Dr. Ravinder Kumar, (Nodal Officer)   
Sh. Deepak  
Sh. Anil (Ext.lect.) 

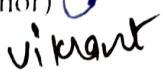
24. **HKRN /Outsourcing Agency Committee**

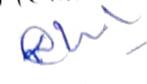
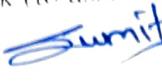
Dr. Ravinder Kumar (Convenor)   
Sh. Vikrant Mohan   
Sh. Rajesh Kumar 

25. **Attestation of Examination Forms**

All regular teaching faculty

26. **New Education Policy**

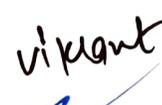
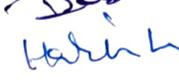
Dr. Raja Ram (Convenor)   
Sh. Vikrant Mohan   
Sh. Vijay Kumar 

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 

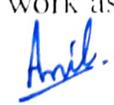
30. **College Magazine and College Report Quarterly / Annual**  
**(Principal Patron)**

- Dr. Raja Ram (Chief-Editor)   
Sh. Vikrant Mohan (Commerce Section)   
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 ~~Deepak~~ 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, L.A. 

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

Sh. Rajesh Kumar, In-Charge 

Sh. Darshan Singh 

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.) 

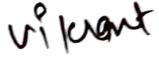
36. **Legal Literacy Cell**

Dr. Vijay Kumar (Convenor) 

Dr. Rekha Rani 

Sh. Anil Kumar (Ext.lect.) 

37. **Income Tax Committee**

Sh. Vikrant Mohan (Convenor) 

Sh. Rajesh Kumar 

Sh. Sita Ram 

38. **Computer Lab**

Sh. Vikrant Mohan, In-Charge 

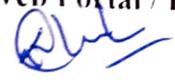
Dr. Vijay Kumar 

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: I.C. will be responsible for the payment of bills within stipulated time.

**41. Printing, Repair of Printers & Photocopiers**

Dr. Ravinder Kumar (Convenor) 

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,**

**\*) 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.) 

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

Sh. Darshan Singh (Convenor) 

Sh. Dilsukh Ram (Ext.lect.) 

Sh. Anil (Ext.lect.) 

**44. Canteen Committee/Refreshment**

Sh. Deepak, Convenor

Sh. Darshan Singh 

Sh. Madan Lal 

Dr. Kirti Chaudhary (Ext.lect.) 

**45. Earn While you Learn Scheme**

Sh. Deepak (Convenor)

Sh. Darshan Singh 

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) 

- Sh. Rajesh Kumar *Rajesh*  
Dr. Rekha Rani *Rekha*  
Sh. Deepak  
Sh. Amit Kumar *Amit*  
Dr. Kirti (Ext.lect.) *Kirti*
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) *Ravinder*  
Sh. Deepak  
Sh. Madan Lal (Ext. Lect.) *Madan Lal*
65. **Entrepreneurship Development Club.**  
Sh. Rajesh Kumar (Faculty Coordinator) *Rajesh*  
Dr. Vijay Kumar *Vijay*
66. **Nodal Officer Election Deptt. & Voter/Aadhar Cards etc.**  
Sh. Rajesh Kumar, In-Charge *Rajesh*  
Sh. Anil (Ext.lect.) *Anil*
67. **Passport Cell**  
Dr. Vijay Kumar, Nodal Officer *Vijay*  
Sh. Anil Kumar (Ext. Lect.) *Anil*
68. **Learner Driving Licience.**  
Sh. Rajesh Kumar, Nodal Officer *Rajesh*  
Sh. Dilsukh Ram (Ext.lect.) *Dilsukh Ram*
69. **Nature and Traffic Interpretation Centre**  
Sh. Rajesh Kumar, Nodal Officer *Rajesh*  
Sh. Harish Kumar (Ext. Lect.) Member *Harish*
70. **Privar Pahchan Patra (PPP)**  
Dr. Rekha Rani (Nodal Officer) *Rekha*  
Sh. Rajesh Kumar *Rajesh*  
Dr. Kirti Chaudhary (Ext.lect.) *Kirti*

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 

Dr. Rekha Rani 

76. **Migration Signatory Authority**

Dr. Rekha Rani 

Dr. Vijay Kumar (Student Verification) 

Sh. Darshan Singh (Student Verification) 

77. **Subject Societies**

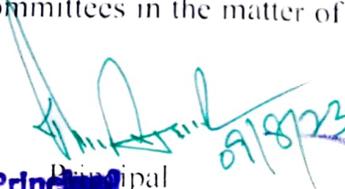
Dr. Subhash (English)

Sh. Rajendra Kumar (Pol. Science) 

Dr. Raja Ram (Hindi) 

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  
Govt. College  
Shattu Kalan  
Fatehabad  
Shattu Kalan (Fatehabad)