

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

(Committees/ General duties for the Session 2025-26)

Page No 01 to 10

Memo No 1103

Date: 22/07/2025

The following committees are hereby constituted for the session 2025-26 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 undersigned by 25-07-2025 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 for the session 2025-26.

## 1. College Council

Principal(Chairperson)

Dr. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram

Sh. Vikrant Mohan

## 2. College Sports Board

Principal (Chairperson)

Sh. Ravinder Kumar, (Asstt. Prof. of Phy. Education)

Sh. Rajendra Kumar

Dr. Vikrant Mohan

Sh. Deepak

Sh. Darshan Singh

## 3. Grievances Redressal and Complaints Committee to check sexual harassment (For women at work place & Students) & Anti-Ragging Cell

(Teaching, Non-Teaching and Students)

Sh. Rajendra Kumar (Convener)

Sh. Ravinder Kumar

Dr. Raja Ram

Sh.Sita Ram

Dr.Kirti Chaudhary

 22/07/25

**4. NSS Advisory Committee**

Principal (Chairperson)

Sh. Rajendra Kumar

Dr. Vikrant Mohan

Sh. Darshan Singh

Sh. Vijay Veer (Incharge Girls Unit)

Sh. Amit Kumar (Incharge Boys Unit)

**5. NAAC Accreditation & PRAYAS & NIRF**

Dr. Vikrant Mohan (Convener)

Sh. Rajesh Kumar

Sh. Amit Kumar

Sh. Deepak

Sh. Darshan Singh

**6. University Inspection and Affiliation**

Sh. Rajendra Kumar, Convener

Sh. Ravinder Kumar

Dr. Raja Ram

Sh. Vikrant Mohan

Sh. Sumit, Clerk

**7. Bursar**

Dr. Vikrant Mohan

**8. Internal Quality Assurance Cell (IQAC)**

Principal (Chairperson)

Dr. Vikrant Mohan (Convener)

Sh. Rajesh Kumar

Sh. Sita Ram

Sh. Deepak

Sh. Darshan Singh

Sh. Vinod Kumar

Sh. Bansi Lal, Vice Chairman Block Samiti

Sh. Rajesh Kumar, Saraswati Filling Station Bhattu

Miss. Anupma B.A.II (Student)

Sh. Chander Parkash (Alumni)

22/07/25

**9. RTI Act-2005, CM Window & Twitter etc.**

Sh. Rajendra Kumar (SPIO)

Dr. Raja Ram (ASPIO)

Sh. Sanjeev Kumar, Clerk will handle the RTI fee.

**10. RUSA & AISHE & UGC**

Dr. Raja Ram (Convener)

Sh. Vijay Kumar

Sh. Amit Kumar

Sh. Dalip Singh

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

Sh. Amit Kumar

Sh. Deepak

Sh. Darshan Singh

Sh. Anil

**12. Admission 2025-26 (All Classes)**

Dr. Rajendra Kumar, Nodal Officer

**13. University Work, Work Load, Time Table, Lecture Shortage / Remedial Coaching /EVS Classes & Exam.**

Sh. Rajendra Kumar (Registrar)

Dr. Vijay Kumar

Sh. Madan Lal Ext. Lect.

Sh. Sumit, U.C. (issue DMC, Degree and Result)

Sh. Dalip Singh, (C.I.)

Smt. Suman, (C.I.)

**14. Results Verification Committee**

Sh. Sita Ram (Convenor)

Sh. Vijay Veer

Sh. Dilsukh Ram (Ext. Lect.)

Sh. Madan Lal (Ext. Lect.)

Sh. Dalip Singh, (C.I.)

Smt. Suman, (C.I.)

**15. Senior Tutor/Chief Mentor**

Sh. Rajendra Kumar

**16. Absentee Slip and Fine**

Sh. Harish Kumar, Convener

Smt. Kanchan (L.A.)

**17. Tent Shamiana , Sound System and Photography**

Sh. Rajesh Kumar (Convener)



Sh. Amit Kumar

Sh. Vijay Veer 

Sh. Anil Kumar (Ext.lect.)

Sh. Dilsukh Ram (Ext.lect.)

**18. Discipline Committee**

Dr. Ravinder Kumar (Convener)

All Teaching Staff

**19. Media Invitation & Press Note**

Sh. Dilsukh Ram Ext. Lect.

**20. Disaster Management/ Waste Management and Cleanliness**

Sh. Vijay Kumar , (Nodal Officer)

Sh. Deepak 

Sh. Anil (Ext.lect.)

**21. HKRN & Outsourcing Agency Committee**

Sh. Ravinder Kumar (Convenor)

Dr. Rajaram

Sh. Rajesh Kumar

**22. Attestation of Examination Forms**

All regular Teaching faculty

**23. New Education Policy**

Dr. Raja Ram (Convener)

Sh. Rajesh Kumar

Sh. Vijay Kumar

**24. Court Cases**

Sh. Ravinder Kumar (Convenor)

Sh. Rajesh Kumar



Sh. Sanjeev

Sh. Sumit

**25. HRMS / MIS / Biometric/ERP**


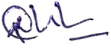


Sh. Vinod Kumar

Sh. Sanjeev

Sh. Sumit

Sh. Dalip Singh (C.I.)



- 26. College Magazine/ Wall Magazine and College Report Quarterly / Annual**  
**(Principal Patron)**  
 Dr. Raja Ram (Chief-Editor)  
 Sh. Vikrant Mohan (Commerce Section)  
 Sh. Vijay Kumar (Science Section)  
 Sh. Dilsukh Ram (Ext.lect.)  
 Sh. Harish Kumar (Ext.lect.)
- 27. NCC In-Charge**  
 Lt. Deepak, ANO   
 Dr. Kirti Chaudhary (Temporary Care taker for female cadets)  
 Sh. Sanjeev, Clerk
- 28. SC Scholarship and Labour Scholarship signatory Authority**  
 Dr. Vijay Kumar, Nodal Officer
- 29. PWD, Public Health Fund & works, First Aid & Water services / Water Cooler/RO**  
 Sh. Rajesh Kumar, In-Charge   
 Sh. Amit Kumar  
 Dr. Kirti (Ext.lect.)  
 Sh. Anil (Ext.lect.)  
 Sh. Harish Kumar, (Ext.lect.)
- 30. Electricity works, Generator, Diesel log book.**  
 Dr. Ravinder Kumar (Convenor)  
 Sh. Amit Kumar  
 Sh. Anil Kumar (Ext. Lect.)  
 Sh. Harish Kumar (Ext. Lect.)
- 31. Legal Literacy Cell**  
 Dr. Vijay Kumar (Convenor)  
 Sh. Anil Kumar (Ext.lect.)
- 32. Income Tax Committee / College TDS Return**  
 Dr. Rajaram (Convenor)  
 Dr. Vikrant Mohan  
 Sh. Rajesh Kumar   
 Sh. Sita Ram
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**33. Computer Lab / Smart Class Room / E-Content/ LMS/Web Portal / CMS**

Dr. Vijay Kumar, In-Charge

Sh. Vijay Veer *yjvsum 22/7/25*

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

Mrs Suman (C.I.)

**34. Internet / Lease Line/ Telephone/ Wi-Fi,**

Sh. Rajesh Kumar, In-Charge *RK*

Dr. Vijay Kumar

Sh. Anil Kumar (Ext.lect.)

Sh. Dalip Singh (C.I.)

Note : EC will be responsible for the payment of the bills within stipulated time.

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

Dr. Ravinder Kumar (Convenor)

Dr. Vijay Kumar

Sh. Madan Lal (Ext. Lect )

Sh. Dilsukh Ram (Ext. Lect )

**36. 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. Darshan Singh (Convenor) *CS*

Sh. Vijay Veer *yjvsum 22/7/25*

Sh. Harish Kumar (Ext.lect.)

**37. Placement Cell, Personality Development and Entrepreneurship Development Club.**

Sh. Vijay Veer (Convenor) *yjvsum 22/7/25*

Sh. Dilsukh Ram (Ext.lect.)

Sh. Anil (Ext.lect.)

**38. Canteen Committee / Refreshment**

Sh. Rajesh Kumar, Convenor *RK*

Sh. Darshan Singh *CS*

Sh. Vijay Veer *yjvsum 22/7/25*

Sh. Madan Lal (Ext. Lect.)

Dr. Kirti Chaudhary (Ext. Lect.)

**39. Earn While you Learn Scheme**

Dr. Raja Ram (Convenor)

Dr. Vijay Kumar

Sh. Vijay Veer *yjvsum 22/7/25*

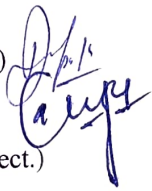
*22/07/25*

**40. College Alumni and PTA**

Dr. Raja Ram (Convenor)

Sh. Deepak 

Sh. Dilsukh Ram

**41. Campus Development, Hordings, Name Plates, Notice Boards, Fire Fighting Instruments, CCTV etc.**Sh. Deepak (Convenor) 

Sh. Darshan Singh

Sh. Dilsukh Ram (Ext.lect.)

**42. Educational Tours Boys and Girls**Sh. Darshan Singh 

Dr. Kirti Chaudhary

**43. BC Scholarship, Merit Scholarship & General Scholarships .**

Sh. Sita Ram (Convenor for BC Scholarship)

Sh. Amit Kumar (Convenor for Merit Scholarship &amp; General Scholarships )


Sh. Anil Kumar (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

**44. Issue of Character Certificate & Transfer Certificate and Migration Signatory Authority**

Sh. Sita Ram, (Arts)

Sh. Vijay Kumar (Science)

Sh. Rajesh Kumar (Commerce) **45. Bus Passes**

Sh. Sita Ram (Convenor)

Sh. Anil Kumar (Ext.lect.)

Sh. Satbir Singh, (Restorer Lib.)

**46. Equal Opportunity Cell for differently abled students**

Sh. Sita Ram, Nodal Officer



47. **NSS/ Swachh Bharat (SBIS) /**  
 Sh. Amit Kumar, Programme Officer (Boys Unit)  
 Sh. Vijay Veer, Programme Officer (Girls Unit) *yjnysm 22/7/25*  
 Sh. Sanjeev , Clerk (Boys Unit)  
 Sh. Sumit Kumar, Clerk (Girls Unit)  
 Sh. Nilesh Kumar (Peon Boys Unit)  
 Smt. Poonam (Peon Girls Unit)
48. **Red Ribbon Club/ YRC Club**  
 Sh. Vijay Kumar, Incharge
49. **Jal Shakti Abhiyan**  
 Sh. Darshan Singh, Nodal Officer *Caupr*
50. **Harit Haryana Abhiyan**  
 Sh. Darshan Singh, Nodal Officer *Caupr*
51. **EVS Fund & ECO Club**  
 Sh. Vijay Veer (Convener) *yjnysm 22/7/25*
52. **Swami Vivekanand Cell**  
 Sh. Darshan Singh, Nodal Officer *Caupr*
53. **CORONA Vaccine Programme**  
 Sh. Darshan Singh, Nodal Officer *Caupr*
54. **National Apprentice Promotion Scheme (NAPS)**  
 Sh. Rajesh Kumar (Convenor) *RK*  
 Dr. Vijay Kumar
55. **Cultural and Co-curricular Activities**  
 Dr. Rajaram (Convenor)  
 Sh. Rajesh Kumar  
 Sh. Amit Kumar  
 Sh. Deepak *Deepak*  
 Dr. Kirti (Ext.lect.)
56. **Staff Secretary**  
 Sh. Vikrant Mohan
57. **Property Committee including Furniture Repair, Building Repair, New Construction (College, Land and Trees)**  
 Dr. Ravinder Kumar (Convenor)  
 Sh. Deepak *Deepak*  
 Sh. Madan Lal (Ext. Lect.) *22/07/25*



**58. Nodal Officer SVEEP/ Electrol Club & Voter /Aadhar Cards etc.**

Sh. Rajendra Kumar , In-Charge

Sh. Anil (Ext.lect.)

**59. Passport Cell / Learner Driving Licence / Nature and Traffic Interpretation Centre**

Dr. Vijay Kumar, Nodal Officer

Sh. Anil Kumar (Ext. Lect.)

Sh. Harish Kumar (Ext. Lect.) Member

**60. Privar Pahchan Patra (PPP)**

Dr. Vijay Kumar, Nodal Officer

Dr. Kirti Chaudhary (Ext.lect.)

**61. Women Cell & Girls Common Room & Gender Sensitization Cell / Beti Bachao-Beti Padhao**

Sh. Darshan Singh

Sh. Vijay Veer

Dr. Kirti (Ext.lect.)

**62. Road Safety-Awareness Club and Cycle Stand Committee**

Sh. Amit kumar, Nodal Officer

Sh. Vijay Veer

Sh. Madan Lal (Ext.lect.)

Sh. Harish Kumar (Ext.lect.)

**63. Medical Reimbursement**

Dr. Raja Ram

Sh. Rajesh Kumar

**64. Anti Drug**

Dr. Rajaram

Sh. Vijay Veer

**65. Research Development Cell**

Dr. Raja Ram

Dr. Vikrant Mohan

Sh. Rajesh Kumar

*[Handwritten signature and date 22/07/25]*

**66. HOD Defence Studies**

Dr. Vikrant Mohan

**67. HOD Sanskrit**

Dr. Raja Ram

**68. Edusat**

Sh. Vijay Veer

*ymsur 22/7/25***69. Subject Societies**

Dr. Subhash (English )

Sh. Rajendra Kumar (Pol. Sc.)

Dr. Raja Ram (Hindi)

Dr. Vikrant Mohan (Commerce)

Dr. Vijay Kumar (Physics)

Sh. Sita Ram ( Economics)

Sh. Amit Kumar (Chemistry )

Sh. Deepak (Geography)

Sh. Vijay Veer (Pub. Adm.)

*D.L. ymsur 22/7/25*

Note:- Sh. Dalip Singh and Mrs. Suman (C.I.) will assist all committees in the matter of computer technical work.

Principal

Principal  
G.C. Bhattu Kalan  
Govt. College

Bhattu Kalan (Ftbd.)

*22/07/25*