

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

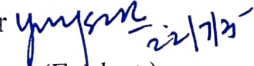
Smt. Kanchan (L.A.)

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)

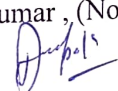
All Teaching Staff

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.)



(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



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*

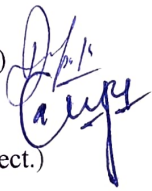
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40. College Alumni and PTA

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 GirlsSh. 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 & 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) *yjysm 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 *Caup*
50. **Harit Haryana Abhiyan**
 Sh. Darshan Singh, Nodal Officer *Caup*
51. **EVS Fund & ECO Club**
 Sh. Vijay Veer (Convener) *yjysm 22/7/25*
52. **Swami Vivekanand Cell**
 Sh. Darshan Singh, Nodal Officer *Caup*
53. **CORONA Vaccine Programme**
 Sh. Darshan Singh, Nodal Officer *Caup*
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.)

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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.)

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63. Medical Reimbursement

Dr. Raja Ram

Sh. Rajesh Kumar

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64. Anti Drug

Dr. Rajaram

Sh. Vijay Veer

[Signature]
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65. Research Development Cell

Dr. Raja Ram

Dr. Vikrant Mohan

Sh. Rajesh Kumar

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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. P. H. ymsur 22/7/25

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

22/07/25
Principal
G.C. Bhattu Kalan
Govt. College
Bhattu Kalan (Ftd.)