

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

(Revised Committees/ General duties for the Session 2020-21)

Date: 03/02/2021

The following committees (Revised) are hereby constituted for the session 2020-21 for the smooth functioning of the college. These annual committees will come into force with immediate effect. Ex-Conveners/In charges of various committees are requested to handover their charge if any, to the new incumbent.

The Conveners/In charges of various committees should note down the names of the faculty members associated with them. This Revision of Committee came in to existence because of new DDO and transfer of some faculty members.

**1. College Council**

Principal (Chairperson)

Dr. Subhash (Member Secretary)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram, Member

Sh. Rajesh Kumar (Staff Secretary)

03/02/2021

**2. General Purchase Committee & GEM Portal**

Sh. Rajendra Kumar

Sh. Vikrant Mohan Vikrant

Sh. Rajesh Kumar

Sh. Darshan Singh

04/02/21

**3. College Sports Board**

Principal (Chairperson)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Sh. Vikrant Mohan Vikrant

Sh. Deepak

Ms. Jyoti Jhajhra

**4. NAAC Accreditation & PRAYAS**

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Dr. Raja Ram

Sh. Vikrant Mohan Vikrant

Sh. Rajesh Kumar

Ms. Jyoti Jhajhra

Sh. Darshan Singh

04/02/21

5. RUSA & AISHE

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Sh. Vijay Kumar

6. Earn While you Learn Scheme

Ms. Jyoti Jhajhra (Convenor)

Sh. Sita Ram

Sh. Deepak

7. RTI Act-2005, CM Window & Twitter etc.

Dr. Subhash (SPIO)

Sh. Rajendra Kumar (ASPIO)

Smt. Satya Kumari Dy. Supdt. will handle the RTI fee.

8. Internal Quality Assurance Cell

Principal (Chairperson)

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Sh. Vikrant Mohan

Sh. Rajesh Kumar

9. NSS Advisory Committee

Principal (Chairperson)

Sh. Rajendra Kumar

Sh. Vikrant Mohan

Dr. Rekha Rani (Incharge Girls Unit)

Sh. Darshan Singh (Incharge Boys Unit)

10. Anti-Ragging Cell

Principal (Patron)

Sh. Vikrant Mohan (Convenor)

Dr. Rekha Rani

Sh. Vijay Kumar

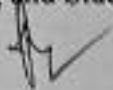
Sh. Deepak

Sh. Darshan Singh

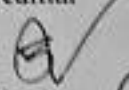
Ms. Jyoti Jhajhra

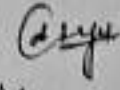
## 11. Grievances Redressal and Complaints


(Teaching, Non-Teaching and Students)

Dr. Subhash (Convenor) 

Sh. Rajendra Kumar

Dr. Raja Ram 


Sh. Darshan Singh 

Dr. Rekha Rani 


## 12. Senior Tutor/Chief Mentor

Sh. Rajendra Kumar

## 13. Bursar

Dr. Subhash 

## 14. Staff Secretary


Dr. Subhash 


## 15. NCC In-Charge

Lt. Dinesh Kumar

## 16. Placement Cell, Personality Development and Remedial Coaching


Ms. Jyoti Jhajhra (Convenor)

Sh. Darshan Singh 

Sh. Dilsukh Ram (Ext.lect.) 

## 17. Women Cell

Ms. Jyoti Jhajhra

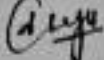
Dr. Rekha Rani 

Ms. Jyoti Jhajhra

Dr. Kirti (Ext.lect.)

## 18. Computer Lab/Smart Class Room/ Web Portal/ERP/CMS/LMS/Internet/Telephone/ Wi-Fi, Biometric/


E-Content.

Sh. Darshan Singh, In-Charge 

Sh. Rajesh Kumar

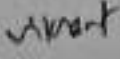
Sh. Anil Kumar (Ext.lect.)

## 19. UGC

Dr. Subhash 

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Sh. Vikrant Mohan 

Sh. Rajesh Kumar

Sh. Sita Ram

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

Sh. Amit Kumar, Nodal Officer *Amit Kumar*

Sh. Vijay Kumar

Sh. Madan Lal (Ext.lect.)

Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

**21. Beti Bachao-Beti Padhao**

Dr. Rekha Rani *Rekha*

Ms. Jyoti Jhajhra

Dr. Kirti (Ext.lect.)

**22. Legal Literacy Cell**

Sh. Vikrant Mohan (Convenor) *Vikrant*

Sh. Sita Ram

Sh. Anil Kumar (Ext.lect.) *Anil*

**23. Court Cases**

Dr. Raja Ram (Convenor) *Raja Ram*

Sh. Rajesh Kumar

**24. Nodal Officer Election Deptt. & Voter/Aadhar Cards etc.**

Sh. Vijay Kumar, In-Charge

Sh. Anil (Ext.lect.) *Anil*

**25. Bus Passes**

Sh. Sita Ram (Convenor)

Sh. Anil Kumar (Ext.lect.) *Anil*

Sh. Satbir Singh, Restorer (Outsourcing)

**26. Edu. Set**

Sh. Rajesh Kumar, In-Charge

Sh. Darshan Singh *Darshan Singh*

Sh. Anil Kumar (Ext.lect.) *Anil*

**27. Time Table/Work Load/University Work, Results Verification, Lecture Shortage/EVS**

Sh. Rajendra Kumar (Registrar & Convenor)

Sh. Vikrant Mohan *Vikrant*

Sh. Rajesh Kumar

Sh. Vijay Kumar

Sh. Dilsukh Ram (Ext. Lect.) *Dilsukh Ram*

Sh. Madan Lal (Ext. Lect.)

## 8. SC Scholarship

Sh. Vijay Kumar, Nodal Officer

Dr. Rekha Rani, Member *Rekha*

Sh. Jagmesh, L.A.

## 29. BC Scholarship, Merit Scholarship & General Scholarships

Sh. Sita Ram (Convenor for BC Scholarship)

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

Sh. Anil Kumar (Ext.lect.) *Anil*

Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

Sh. Satbir Singh, Restorer (Outsourcing)

## 30. Library Committee

Sh. Sita Ram (Convenor)

Sh. Deepak

Ms. Jyoti Jhajhra

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

## 31. Tent/Shamiana, Sound System, Refreshment and Photography

Sh. Ravinder Kumar (Convenor)

Sh. Darshan Singh *Darshan*

Sh. Anil Kumar (Ext.lect.) *Anil*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

Sh. Madan Lal (Ext.lect.)

## 32. Media & Invitation

Sh. Ravinder Kumar (Convenor)

Sh. Rajesh Kumar

Sh. Deepak

## 33. Cultural and Co-curricular Activities

Sh. Rajendra Kumar (Convenor)

Sh. Vikrant Mohan *Vikrant*

Sh. Darshan Singh *Darshan*

Ms. Jyoti Jhajhra

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

Dr. Kirti (Ext.lect.)

## 34. Canteen Committee

Sh. Deepak, Convenor

Ms. Jyoti Jhajhra

Sh. Anil (Ext.lect.) *Anil*



**35. Committee to check sexual harassment**

Dr. Rekha Rani (Convenor) *Rekha*

Ms. Jyoti Jhajhra

Sh. Darshan Singh *Darshan*

Dr. Kirti (Ext.lect.)

Sh. Anil (Ext.lect.) *Anil*

**36. Educational Tours**

Dr. Subhash (Convenor)

Sh. Ravinder Kumar

Sh. Deepak

Dr. Rekha Rani *Rekha*

Ms. Jyoti Jhajhra

**37. Attestation of Examination Forms**

Sh. Ravinder Kumar, Arts

Dr. Raja Ram, Arts *Raja Ram*

Sh. Deepak, Arts

Sh. Vikrant Mohan, Commerce *Vikrant*

Sh. Rajesh Kumar, Commerce

Sh. Vijay Kumar, Science

Sh. Amit Kumar, Science *Amit Kumar*

**38. College Magazine**

Dr. Raja Ram (Chief-Editor) *Raja Ram*

Dr. Rekha Rani *Rekha*

Sh. Vikrant Mohan (Commerce Section) *Vikrant*

Sh. Vijay Kumar (Science Section)

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

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

Sh. Rajesh Kumar (Convenor)

Sh. Darshan Singh *Darshan*

Sh. Amit Kumar *Amit Kumar*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

**40. Electricity works, Repair and Generator**

Sh. Ravinder Kumar (Convenor)

Sh. Rajesh Kumar

Sh. Deepak

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

**1. Health Fund & First Aid**

Sh. Deepak, In-Charge

Sh. Darshan Singh *Devs*

Dr. Kirti (Ext.lect.)

Sh. Anil (Ext.lect.) *Anil*

**42. Eco. Club.**

Sh. Deepak, (Convenor)

Sh. Darshan Singh *Devs*

Sh. Madan Lal (Ext.lect.)

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

Sh. Deepak (Convenor)

Sh. Darshan Singh *Devs*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

Sh. Madan Lal (Ext.lect.)

Sh. Anil Kumar (Ext.lect.) *Anil*

Sh. Harish Kumar (Ext.lect.) *Harish Kumar*

**44. Property Committee including Furniture Repair, Building Repair, PWD, Public Health Works & Water Services**

Sh. Amit Kumar (Convenor) *Amit Kumar*

Sh. Vijay Kumar

Sh. Deepak

Sh. Madan Lal (Ext. Lect.)

**45. YRC Club**

Sh. Vikrant Mohan (Convenor) *Vikrant*

Sh. Deepak

Sh. Anil Kumar (Ext.lect.) *Anil*

**46. College Alumni and PTA**

Principal (Chairperson)

Dr. Raja Ram (Convenor) *Raja Ram*

Sh. Deepak

Sh. Darshan Singh *Devs*

Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*

**47. Discipline Committee**

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Sh. Ravinder Kumar

Sh. Vikrant Mohan *Vikrant*

Sh. Vijay Kumar

Sh. Deepak

Ms. Jyoti Jhajhra  
Sh. Anil (Ext.lect.) *Anil*

**48. Income Tax Committee**

Sh. Vikrant Mohan (Convenor) *Vikrant*  
Sh. Rajesh Kumar  
Sh. Sita Ram  
Ms. Jyoti Jhajhra

**49. NSS, Red Ribbon, Swachh Bharat (SBIS), Swachhta, Harit Haryana Abhiyan & Jal Shakti**

Abhiyan etc.

Sh. Darshan Singh, Programme Officer (Boys Unit) *Darshan*  
Sh. Dilsukh Ram (Ext.lect.) *Dilsukh*  
Dr. Rekha Rani, Programme Officer (Girls Unit) *Rekha*  
Dr. Kirti (Ext.lect.)  
Sh. Vinod Kumar, Assistant (Girls Unit)  
Sh. Rajvir Singh, Clerk (Boys Unit)  
Sh. Nilesh Kumar (Peon Boys Unit) *Nilesh*  
Sh. Hazari Lal (Peon Girls Unit)

**50. EDP Cell/ DUF (CDLU) and Internal Assessment**

Sh. Rajesh Kumar (Nodal Officer)  
Sh. Darshan Singh *Darshan*  
Sh. Rajvir Singh, U.C.  
Sh. Dalip Singh, (C.I.) *Dalip*  
Smt. Suman, (C.I.) *Suman*

**51. Entrepreneurship Development Club.**

Sh. Vikrant Mohan (Faculty Coordinator) *Vikrant*  
Sh. Rajesh Kumar  
Ms. Jyoti Jhajhra  
Sh. Vijay Kumar  
Sh. Darshan Singh *Darshan*

**52. Disaster Management**

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

**53. Passport Cell**

Sh. Amit Kumar, Nodal Officer *Amit Kumar*  
Sh. Anil Kumar (Ext. Lect.) *Anil*  
Sh. Dalip Singh (C.I.) *Dalip*



54. National Apprentice Promotion Scheme (NAPS)

Sh. Rajesh Kumar (Convenor)

Sh. Vijay Kumar

55. Outsourcing Agency Committee

Dr. Subhash (Convenor)

Sh. Rajendra Kumar

Dr. Raja Ram

Sh. Rajesh Kumar

56. HRMS/MIS

Dr. Raja Ram (Convenor)

Sh. Darshan Singh

Sh. Dalip Singh (C.I.)

57. Equal Opportunity Cell for differently abled students

Sh. Sita Ram

58. Character Certificate Issue

Sh. Sita Ram, Incharge

Sh. Satbir Singh, Restorer (Outsourcing)

59. Learner Driving Licence.

Sh. Amit Kumar, Nodal Officer

Sh. Anil Kumar (Ext.lect.)

60. Nature and Traffic Interpretation Centre

Dr. Raja Ram, Nodal Officer

Sh. Harish Kumar (Ext. Lect.) Member

61. Swami Vivekanand Cell

Sh. Darshan Singh, Nodal Officer

Sh. Dilsukh Ram (Ext. Lect.) Member

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

03/02/21

Principal  
G.C. Bhattu Kalan  
03/02/21