

Govt. College, Bahu (Jhajjar)
Annual Committee and Work Distribution
Session (2025-26)

Memo No. 923

ANNUAL DUTY LIST(2025-26)










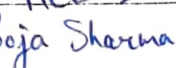
Dated: 01/07/2025

The following committees have been constituted to assist the Principal in the day to day functioning and administration of the college. These duties come into force with immediate effect. Ex-Conveners/Officers, in Charge, if any are requested to hand over their charge to the new incumbents within a week and report to and get counter signatures of the undersigned.

The conveners/Officers in charge of the committees should note down the names of the members and assistants/associated with them. They are also directed to invite fresh quotations for the items of work to be undertaken by them throughout the year immediately.

Special Note:

1. No spot quotation will be managed unless it is pertinent in view of the situation, with prior permission from the Principal. In case of the emergency situation, the situation, the on the spot quotations shall be called under the supervision of the Principal.
2. Quotation inviting process must be completed as early as possible.

Sr. No.	Charges	Name	Designation	Signature
1	Administrative Officer/DDO	Dr. Sunil Kumar	Asst. Prof.	
2	Senior Tutor/Chief Mentor/Chief Proctor/SPIO	Dr. Mohan Kumar	Asst. Prof.	
3	Registrar	Dr. Sukhvir Singh	Asst. Prof.	
4	Bursar	Dr. Pankaj	Asst. Prof.	
5	Placement, Entrepreneurship and Allied activities Incharge	Dr. Mohan Kumar	Asst. Prof.	
6	Sports Incharge/	Sh. Kulbir	Asst. Prof.	
6	Office/Office Staff/Outsourcing Staff/Electricity and Electricity Items Incharge	Sh. Kulbir Singh	Asst. Prof.	
7	Steel & Wooden Furniture and other Properties items (except electricity items)	Dr. Sukhvir Singh	Asst. Prof.	
8	Women Cell	Dr. Reena	Asst. Prof.	
9	NSS, Sawachh Bharat Mission, EWYL/Outreach Programme	Ms. Pooja	Asst. Prof.	

	Coordinator/Yoga			
10	Bus Pass, Bus Routes	Sh. Sunil Kalkal		Sunil K.
11	Absentee Record	Ms. Monika	Ext. Lect.	Monika
12	Lesson Plans and Its Record	Dr. Ravinder Singh		Ravinder Singh
13	Library Incharge	Dr. Reena	Asst. Prof.	Reena
14	Treasury Messenger	Sh. Sunil Kumar	Clerk	Sunil
		Sh. Jagdeep	L.A.	Jagdeep Kumar
15	Geography Lab Record Maintain	Sh. Jagdeep	L.A.	Jagdeep Kumar

1. College Council/College Reception Committee

- Dr. Sunil Kumar, DDO
- Dr. Mohan Kumar
- Dr. Reena
- Dr. Sukhvir Singh

(Chairman)
(Secretary)
(Member)
(Member)

2. Time Table, Work load and subject change committee

- Dr. Sukhvir Singh
- Dr. Mohan Kumar
- Dr. Pankaj
- Sh. Narender Kumar

(Convener)
(Member)
(Member)
(Member)

3. IQAC

- Dr. Sunil Kumar
- Dr. Mohan Kumar
- Dr. Reena
- Dr. Sukhvir Singh

(Chairperson)
(Convener)
(Member)
(Member)

4. UGC/NAAC/AISHE//RUSA/NEP

I	Dr. Mohan Kumar	Asst. Prof.	Convener	
ii	Dr. Reena	Asst. Prof.	Member	
ii	Dr. Sukhvir Singh	Asst. Prof.	Member	

5. HRMS, Biometric Attendance/E-Salary Committee:

i	Dr. Pankaj	Asst. Prof.	Convener	
ii	Sh. Narender Kumar	Asst. Prof.	Member	
ii	Ms. Sangeeta	Extension Lecture	Member	

6. Sports Board:

i	Dr. Sunil Kumar	Asst. Prof.	Chairperson	
ii	Dr. Mohan Kumar	Asst. Prof.	Convener	
ii	Dr. Reena	Asst. Prof.	Member	

iv	Dr. Sukhvir Singh	Asst. Prof.	Member	07/07
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7. NSS Advisory Board:

i	Dr. Sunil Kumar	Asst. Prof.	Chairperson	Sh. Sunil Kumar
ii	Dr. Mohan Kumar	Asst. Prof.	Convener	Mohan Kumar
iii	Dr. Reena	Asst. Prof.	Member	Reena
iv	Ms. Pooja Sharma	Asst. Prof.	Member	Pooja Sharma

8. Central Purchase Committee/GeM:

I	Dr. Mohan Kumar	Asst. Prof.	Convener	Mohan Kumar
ii	Dr. Reena	Asst. Prof.	Member	Reena
ii	Dr. Sukhvir Singh	Asst. Prof.	Member	07/07

9. Sexual Harassment and Anti Ragging Committee:

I	Dr. Reena	Asst. Prof.	Convener	Reena
ii	Ms. Pooja Sharma	Asst. Prof.	Member	Pooja Sharma
iii	Ms. Sangeeta	Ext. Lect.	Member	Sangeeta

10. Grievances and CM Window Committee:

I	Dr. Mohan Kumar	Asst. Prof.	Convener	Mohan Kumar
ii	Dr. Sukhvir Singh	Asst. Prof.	Member	07/07
iii	Dr. Pankaj	Asst. Prof.	Member	Pankaj

11. Road Safety Club/Driving License/Passport:

i	Dr. Reena	Asst. Prof.	Member for Taking Financial Approval	Reena
ii	Dr. Ravinder Singh	Ext. Lect.	Convener for Passport and Member for other work	Ravinder Singh
	Sh. Sunil Kumar	Ext. Lect.	Convener for Driving License and Member for other work	Sunil Kumar
iii	Ms. Sangeeta	Ext. Lect.	Member	Sangeeta

12. Eco Club:

I	Dr. Pankaj	Asst. Prof.	Convener	Pankaj
ii	Dr. Ravinder	Ext. Lect.	Member	Ravinder
iii	Ms. Rekha Bai	Ext. Lect.	Member	Rekha Bai

13. Red Cross/Anti Drugs, Self Defense & Student welfare Committee:

I	Dr. Reena	Asst. Prof.	Convener	Reena
ii	Sh. Sunil Kumar	Ext. Lect.	Member	Sunil Kumar
iii	Ms. Rekha Bai	Ext. Lect.	Member	Rekha Bai
iv	Ms. Monika	Ext. Lect.	Member	Monika

14. Discipline Core Committee:

I	Dr. Sunil Kumar	Asst. Prof.	Chairperson	
ii	Dr. Mohan Kumar	Asst. Prof.	Convener	
ii	Dr. Reena	Asst. Prof.	Member	
iv	Dr. Sukhvir Singh	Asst. Prof.	Member	

15. Smart Classrooms/Labs:

Smart Computer Room-LT R-8	Sh. Narender Kumar	Asst. Prof.	
Geography Lab-I Smart Computer Room Geo Lab-II Overall Inverter Incharge	Ms Pooja	Asst. Prof.	
Smart Lab -(Podium), Incharge Computer Lab Incharge	Sh. Sunil Kumar	Ext. Lect.	
Language Lab Incharge	Dr. Ravinder Singh	Ext. Lect.	
Classes of Compulsory Computer Studies	Ms. Monika	Ext. Lect.	

16. MIS, Internet, LMS, College Web Portal/Website/ERP & CMS/CCTV:

i	Sh. Narender Kumar	Asst. Prof.	Convener	
ii	Dr. Pankaj	Asst. Prof.	Member	
ii	Ms. Monika	Ext. Lect.	Member	

17. Building Maintenance, Building Extension/Cycle/Car Parking Stand& Dilapidation Work and Canteen Committee:

i	Dr. Kulbir Singh	Asst. Prof.	Convener	
ii	Dr. Ravinder	Ext. Lect.	Member	
iii	Sh. Sunil Kalkal	Ext. Lect.	Member	

18. Educational Tour Committee:

i	Sh. Sunil Kalkal	Asst. Prof.	Convener	
ii	Sh. Kulbir Singh	Asst. Prof.	Memberfor Taking Financial Approval	
iii	Ms. Rekha Bai	Ext. Lect.	Member	
iv	Dr. Suchitra	Ext. Lect.	Member	

19. Campus Beautification, Painting and Greenery Committee:

i	Ms. Pooja Sharma	Asst. Prof.	Convener	
ii	Ms. Rekha Bai	Ext. Lect.	Member	
iii	Sh. Sunil Kumar	Clerk	Member	

20. Cultural/Youth Festival/ Day Celebration etc. Committee:

i	Dr. Reena	Asst. Prof.	Convener	Reena
ii	Sh. Sunil Kumar	Ext. Lect.	Member	Sunil K.
iii	Dr. Ravinder Singh	Ext. Lect.	Member	Ravinder
iv	Ms. Sangeeta	Ext. Lect.	Member	Sangeeta
v	Ms. Monika	Ext. Lect.	Member	Monika

21. Income Tax Calculation, College Tax Quarterly updation Committee:

i	Dr. Mohan Kumar	Asst. Prof.	Convener	Mohan
ii	Dr. Reena	Asst. Prof.	Member	Reena
iii	Dr. Pankaj	Asst. Prof.	Member	Pankaj

22. Printing, Certificate writing and Invitation Committee:

i	Sh. Narender Kumar	Asst. Prof.	Convener	Narender
ii	Sh. Sunil Kumar	Ext. Lect.	Member	Sunil K.
iii	Ms. Rekha Bai	Ext. Lect.	Member	Rekha
iv	Dr. Suchitra	Ext. Lect.	Member	Suchitra

23. Seating Arrangement, Tent & Sound , Light and Stage Committee:

i	Sh. Kulbir Singh	Asst. Prof.	Convener	Kulbir
ii	Sh. Narender Kumar	Asst. Prof.	Member	Narender
iii	Dr. Ravinder Singh	Ext. Lect.	Member	Ravinder
iv	Ms. Rekha Bai	Ext. Lect.	Member	Rekha

24. Office, Maintenance Committee(due to the non-availability of sufficient office staff)

i	Sh. Kulbir Singh	Asst. Prof.	Convener	Sanctioning of work	Kulbir
ii	Sh. Narender Kumar	Asst. Prof.	Member	Email, Internet Work	Narender
iii	Dr. Pankaj	Asst. Prof.	Member	Financial Maintenance	Pankaj
iv	Ms. Monika	Ext. Lect	Member	Correspondence Work and Press News Publicity/Social Media	Monika
v	Sh. Sunil Kumar	Clerk	Member	Service Book, Email, Internet Work(all office work overall Incharge) Computer Work, Financial	Sunil

				Maintenance/ Cash Book, Day Book	
vi	Sh. Nishu Kumar Sh. Jagdeep Kumar	Peon (on O/S Policy) L.A.	Member	SC/BC Stipend/Scholarship, Diary, Dispatch, DMC, All record keeping accounts, Cash Book / Day Book (for help), Leave Record	Nishu Jagdeep Kumar Jagdeep Kumar
vii	Sh. Jagdeep Kumar Sh. Sunil	L.A. Clerk	Member	Treasury related work	Jagdeep Kumar
viii	Ms. Lata	Peon	Member	Department Portal Order, Computer Typing and Printing/Letter Drafting /Internet work, email/gmail, Character and other certificates	Lata

25. Univ. Affairs, RR/CR, Exams, Univ. Answer Sheets, Result, DMC, RK Fund etc.
Committee:

i	Dr. Sukhvir Singh	Asst. Prof.	Convener for RR/CR, R.K. Fund, DMC, Result Preparation, Conduct of Examination	Sfor
ii	Dr. Pankaj	Asst. Prof.	Univ. Answer Sheets, Conduct of Examination.	PB f
iii	Ms. Rekha Bai	Ext. Lect.	Member for RR/CR, R.K. Fund, DMC, Result preparation	Rekha
iv	Sh. Sunil Kumar	Ext. Lect.	Member for RR/CR, R.K. Fund, DMC, Result preparation	Sunil K.
v	Dr. Suchitra	Ext. Lect.	Member for RR/CR, R.K. Fund, DMC, Result preparation	Suchitra
vi	Ms. Sangeeta	Ext. Lect.	Member for RR/CR, R.K. Fund, DMC, Result preparation	Sangeeta
vii	Ms. Monika	Ext. Lect.	Member for RR/CR, R.K. Fund, DMC, Result preparation	Monika
vii	Sh. Sunil	Clerk	Member for RR/CR, R.K. Fund, DMC, Result preparation, Record Keeping	Sunil
viii	Sh. Jagdeep	LA	Member for RR/CR, R.K. Fund, DMC, Result preparation, Record Keeping	Jagdeep Kumar
ix	Smt. Lata	Peon	Member for RR/CR, R.K. Fund,	Lata

			DMC, Result preparation, Record Keeping	
x	Sh. Nishu	Peon	Member for RR/CR, R.K. Fund, DMC, Result preparation, Record Keeping	Nishu

26. Sanitation R.O/Coolers and Water Arrangements Committee:

i	Ms. Pooja Sharma	Asst. Prof.	Convener	Pooja Sharma
ii	Sh. Kulbir Singh	Asst. Prof.	Member	
iii	Sh. Sunil Kumar	Ext. Lect.	Member	Sunil Kumar
iv	Dr. Suchitra	Ext. Lect.	Member	Suchitra

27. Court Matters Committee:

i	Sh. Narender Kumar	Asst. Prof.	Convener/Nodal Officer	Narender Kumar
ii	Dr. Reena	Asst. Prof.	Member	Reena
ii	Dr. Ravinder Singh	Ext. Lect.	Member	Ravinder Singh

28. AG and other Audit Works Committee:

i	Dr. Pankaj	Asst. Prof.	Convener	Pankaj
ii	Ms. Reena	Asst. Prof.	Member	Reena
iii	Sh. Sunil Kumar	Clerk	Member	Sunil Kumar

29. Library Committee/Library Advisory Board:

i	Dr. Reena	Asst. Prof.	Convener	Reena
ii	Ms. Pooja	Asst. Prof.	Member	Pooja Sharma
iii	Sh. Narender Kumar	Asst. Prof.		Narender Kumar
iv	Dr. Ravinder Singh	Ext. Lect.	Member	Ravinder Singh
v	Dr. Suchitra	Ext. Lect.	Member	Suchitra

30. Ext. Lect. In-chareges/HOD:

i	Dr. Mohan Kumar	Commerce	Asst. Prof.	Convener	Mohan Kumar
ii	Dr. Sukhvir Singh	English	Asst. Prof.	Member	Sukhvir Singh
iii	Ms. Pooja Sharma	Geography	Asst. Prof.	Member	Pooja Sharma

31. Scholarship and Stipend Schemes Committee:

i	Sh. Narender Kumar	Asst. Prof.	SC Scholarship and Stipend, Convener SC Cell, Scholarship Scheme concerned with Persons with Special Needs (Disability), Convener SC Cell,	Incharge	Narender Kumar
	Ms. Monika			Member	Monika

			Haryana State Merit Scholarship Schemes for UG Girls Students, National Scholarship Scheme, Minority Scholarship Scheme, Convener Minority Cell, Convener Equal Opportunity Cell		
			Haryana State Meritorious Incentive Scheme, Convener Persons with Special Needs (Disability) Cell		
ii	Ms. Sangeeta	Asst. Prof.	Post Metric Scholarship Schemes for UG Girls Students (BC), Convener BC Cell	Incharge	<i>[Signature]</i>

Note: A teacher who is Convener of one cell, will also work as a member of above-mentioned other cells

32. Alumni Cell:

i	Sh. Kulbir Singh	Asst. Prof.	Convener	<i>[Signature]</i>
ii	Dr. Pankaj	Asst. Prof.	Member	<i>[Signature]</i>
iii	Dr. Ravinder Singh	Ext. Lect.	Member	<i>[Signature]</i>
iv	Sh. Sunil Kalkal	Ext. Lect.	Member	<i>[Signature]</i>

33. Subject Society:

i	Dr. Sukhvir Singh	Asst. Prof.	Convener	<i>[Signature]</i>
ii	Dr. Sunil Kumar	Asst. Prof.	Member	<i>[Signature]</i>
iii	Dr. Mohan Kumar	Asst. Prof.	Member	<i>[Signature]</i>

34. Tobacco Free Educational Institutions:

i	Ms. Pooja	Asst. Prof.	Convener	<i>Pooja Sharma</i>
ii	Ms. Monika	Ext. Lect.	Member	<i>Monika</i>
iii	Ms. Sangeeta	Ext. Lect.	Member	<i>[Signature]</i>

35. Apprentice Committee:

i	Sh. Narender Kumar	Asst. Prof.	Incharge of Engagement of Apprentice	<i>[Signature]</i>
ii	Ms. Pooja Sharma	Asst. Prof.	Member	<i>Pooja Sharma</i>
iii	Dr. Ravinder Singh	Ext. Lect.	Member	<i>[Signature]</i>

36. Parivar Pahchaan Patra Cell:

i	Sh. Narender Kumar	Asst. Prof.	Convener	<i>[Signature]</i>
ii	Ms. Monika	Ext. Lect.	Member	<i>Monika</i>

iii	Ms. Sangeeta	Ext. Lect.	Member	<i>[Signature]</i>
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37. Students Grievances Redressal Committee:

ii	Dr. Mohan Kumar	Asst. Prof.	Convener	<i>[Signature]</i>
iii	Dr. Pankaj	Asst. Prof.	Member	<i>[Signature]</i>
iv	Sh. Sunil Kumar	Clerk		<i>[Signature]</i>

38. Academic and Administrative Audit Committee:

i	Dr. Mohan Kumar	Asst. Prof.	Convener	<i>[Signature]</i>
ii	Dr. Reena	Asst. Prof.	Member	<i>[Signature]</i>
iii	Dr. Sukhvir Singh	Asst. Prof.	Member	<i>[Signature]</i>
i	Sh. Sunil Kumar	Clerk	Member	<i>[Signature]</i>

39. SawachhBharat/Haryana Mission Committee:

i	Ms. Pooja Sharma	Asst. Prof.	Convener	<i>[Signature]</i>
iii	Sh. Sunil Kumar	Ext. Lect.	Member	<i>[Signature]</i>
iv	Ms. Rekha Bai	Ext. Lect.	Member	<i>[Signature]</i>
v	Dr. Suchitra	Ext. Lect.	Member	<i>[Signature]</i>
vi	Sh. Sunil Kumar	Clerk	Member	<i>[Signature]</i>

40. Voter Id/Election Matters/Legal Literacy Incharge

i	Dr. Ravinder Singh	Asst. Prof.	Convener	<i>[Signature]</i>
ii	Sh. Sunil Kumar	Ext. Lect.	Member	<i>[Signature]</i>
iii	Ms. Rekha Bai	Ext. Lect.	Member	<i>[Signature]</i>
iv	Sh. Sunil Kumar	Clerk	Member	<i>[Signature]</i>

41. Research Development Committee

i	Dr. Pankaj	Asst. Prof.	Convener	<i>[Signature]</i>
ii	Dr. Ravinder Singh	Ext. Lect.	Member	<i>[Signature]</i>
iii	Dr. Suchitra	Ext. Lect.	Member	<i>[Signature]</i>

42. Lectures Deficiency and Condoning Committee

i	Dr. Sukhbir	Asst. Prof.	Convener as Registrar	<i>[Signature]</i>
ii	Dr. Reena	Asst. Prof.	Member	<i>[Signature]</i>
	Dr. Pankaj	Asst. Prof.	Member	<i>[Signature]</i>
iii	Sh. Narender Kumar	Asst. Prof.	Member	<i>[Signature]</i>
iv	Ms. Monika	Ext. Lect.	Member	<i>[Signature]</i>

43. Women Cell Committee:

i	Dr. Reena	Asst. Prof.	Convener	<i>[Signature]</i>
ii	Dr. Suchitra	Ext. Lect.	Member	<i>[Signature]</i>
iii	Ms. Sangeeta	Ext. Lect.	Member	<i>[Signature]</i>

iv	Ms. Rekha	Ext. Lect.	Member	<i>Rekha</i>
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44. Electricity Work Committee Committee:

i	Sh. Kulbir Singh	Asst. Prof.	Overall Incharge	Convener/	<i>Kulbir</i>
ii	Sh. Sunil Kalkal	Ext. Lect.	For Support Solar System	Member	<i>Sunil Kalkal</i>
iii	Ms. Monika	Ext. Lect.	For Support Generator	Member	<i>Monika</i>

45. NSS Sporting Staff

i	Sh. Sunil	Clerk	<i>Sunil</i>
ii	Sh. Nishu	Peon	<i>Nishu</i>

glms
Principal
GOVT. COLLEGE, BAHU
Government College, Bahu, Jhajjar
Distt. Jhajjar (Hry.)

Copy to:

1. Office Record
2. IQAC

glms
Principal
GOVT. COLLEGE, BAHU
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