

Govt. College, Bahu, Distt. Jhajjar (Hry.)

Annual Committee

(Session 2020-21)

w.e.f. 04-08-2020

The following committees have been constituted to assist the Principal in the day to day functioning and administration of the college during the session 2020-21. These duties come into force with immediate effect. All teachers/staff members are directed to perform their duties sincerely and efficiently for smooth functioning of college. All department heads are directed to prepare activity record register for their activities due to the UGC/NAAC purposes.

Sr. No.	Charges	Name of In-Charges / Nodal officer/	Designation
1	Senior Tutor/ Chief Mentor/ Chief Proctor	Dr Sunil Kumar	Asstt. Prof.
2	RTI: SPIO	Dr Sunil Kumar	Asstt. Prof.
3	Bursar	Dr Sunil Kumar	Asstt. Prof.
4	Sports In Charge	Dr Mohan Kumar	Asstt. Prof.
5	Property (other than Electric Items)	Dr Sukhvir Singh	Asstt. Prof.
6	Property (Electric Items) Electricity, Solar and Generator In charge	Sh. Kulbir Singh	Asstt. Prof.
7	Women Cell	Ms. Reena	Asstt. Prof.
8	NSS, Swachh Bharat Mission, EWYL	Ms. Reena	PO/ Asstt. Prof
9	Placement, Entrepreneurship & Allied Activities	Dr. Mohan Kumar	Asstt. Prof.
10	Treasury Messengers	Sh. Kulbir Singh	Asstt. Prof.
		Sh. Sunil Kumar	Clerk (on Deputation)
11	Library	Dr. Pankaj	Asstt. Prof.
12	Office, Office Staff/ Outsourcing Staff In Charge	Sh. Kulbir Singh	Asstt. Prof.
13	Bus Pass, Bus Routes In Charge	Sh. Sunil Kumar	Ext. Lect.
14	Voter id, election matter etc. In Charge	Dr. Chander Bhan	Ext. Lect.
15	Legal Literacy, Passport etc. In Charge	Dr. Ravinder Singh	Ext. Lect.
16	Absentees Record, Lesson Plans	Ms. Suchitra	Ext. Lect.
17	Road Safety, Driving License	Ms. Sangeeta	Ext. Lect.

18. College Council/ Reception Committee:

(i)	Dr Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	Asstt. Prof.	Member
(iv)	Dr. Sukhvir Singh	Asstt. Prof.	Member
(v)	Sh. Narender Kumar	Asstt. Prof.	Member

19. Time Table, Workload and Subject Change Committee:

(i)	Dr. Pankaj	Asstt. Prof.	Convener
(ii)	Sh. Mohan Kumar	Asstt. Prof.	Member
(iii)	Dr. Sukhbir Singh	Asstt. Prof.	Member
(iv)	Sh. Narender Kumar	Asstt. Prof.	Member

20. I Q A Committee:

(i)	Dr Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	Asstt. Prof.	Member
(iv)	Dr. Sukhvir Singh	Asstt. Prof.	Member
(v)	Sh. Kulbir Singh	Asstt. Prof.	Member

21. UGC Affiliation & NAAC Accreditation Committee:

(i)	Dr. Pankaj	Asstt. Prof.	Convener
(ii)	Dr. Sunil Kumar	Asstt. Prof.	Member
(iii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iv)	Sh. Narender Kumar	Asstt. Prof.	Member
(v)	Sh. Aditya Goyal	Asstt. Prof.	Member

22. Sports Board:

(i)	Dr Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	Asstt. Prof.	Member
(iv)	Dr. Sukhvir Singh	Asstt. Prof.	Member
(v)	Sh. Sunil Kumar	Ext. Lect.	Member

23. NSS Advisory Board:

(i)	Dr Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	NSS PO & Asstt. Prof	Member
(iv)	Dr. Sukhbir Singh	Asstt. Prof.	Member

24. Central Purchase Committee/ GeM :

(ii)	Dr. Mohan Kumar	Asstt. Prof.	Convener
(iii)	Ms. Reena	Asstt. Prof.	Member
(iii)	Dr. Sukhvir Singh	Asstt. Prof.	Member
(iv)	Sh. Kulbir Singh	Asstt. Prof.	Member
(v)	Dr. Pankaj	Asstt. Prof.	Member
(vi)	Sh. Aditya Goyal	Asstt. Prof.	Member

25. Sexual Harassment and Anti Ragging Committee:

(i)	Dr Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	Asstt. Prof.	Member
(iv)	Dr. Sukhbir Singh	Asstt. Prof.	Member
(v)	Sh. Narender Kumar	Asstt. Prof.	Member
(vi)	Ms. Monika	Ext. Lect.	Member

26. Grievances and CM cell matter Committee:

(i)	Dr Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	Asstt. Prof.	Member
(iv)	Dr. Sukhbir Singh	Asstt. Prof.	Member
(v)	Dr. Pankaj	Asstt. Prof.	Member
(vi)	Ms. Sangeeta	Ext. Lect.	Member

27. Eco-Club:

(i)	Sh. Narender Kumar	Asstt. Prof.	Member
(ii)	Dr. Pankaj	Asstt. Prof.	Member
(iii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iv)	Ms. Rekha	Ext. Lect.	Member

28. Red Cross & Health Committee and Committee to assist for the students with disabilities:

(i)	Sh. Aditya Goyal	Asstt. Prof.	Convener
(ii)	Sh. Sunil Kumar	Ext. Lect.	Member
(iii)	Ms. Rekha	Ext. Lect.	Member

29. Discipline Core Committee (including All Staff) :

(i)	Dr Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	Asstt. Prof.	Member
(iv)	Dr. Sukhbir Singh	Asstt. Prof.	Member
(v)	Sh. Kulbir Singh	Asstt. Prof.	Member

30. Smart Labs (Smart Lab/ Computer Lab/ Lab) In-Charges

(i)	<i>Smart Computer Room-LT R-8, EDUSAT, Inverter In Charge</i>	Sh. Aditya Goyal	Asstt. Prof.
(ii)	<i>Geography Lab-I</i>	Dr. Pankaj	Asstt. Prof.
(iii)	<i>Smart Computer Room -Geo Lab- II, Inverter In Charge</i>		
(iv)	<i>Smart Lab- (Podium), In Charge</i>	Dr Sunil Kumar	Asstt. Prof.
(v)	<i>Computer Lab, In Charge</i>	Dr. Mohan Kumar	Asstt. Prof.
(vi)	<i>Eng. Language lab, In Charge</i>	Dr. Ravinder Singh	Ext. Lect.

31. IT Cell (UGC/ NAAC, RUSA, LMS, AEBAS, Internet AISHE-RUSA..... etc.. Incharges)

(i)	Dr. Pankaj	Asstt. Prof.	NAAC, MIS
(ii)	Dr. Sunil Kumar	Asstt. Prof.	e-salary, HRMS-Checker
(iii)	Dr. Mohan Kumar	Asstt. Prof.	AISHE, RUSA, UGC
(iv)	Sh. Aditya Goyal	Asstt. Prof.	AEBAS, Internet, Edusat HRMS-Maker
(v)	Sh. Narender Kumar	Asstt. Prof.	LMS, College Web Portal ERP & CMS

32. Building Maintenance, Building Extension & Dilapidation work and Canteen Committee:

(i)	Dr. Mohan Kumar	Asstt. Prof.	Convener
(ii)	Ms. Reena	Asstt. Prof.	Member
(iii)	Dr. Sukhvir Singh	Asstt. Prof.	Member
(iv)	Sh. Kulbir Singh	Asstt. Prof.	Member

33. Educational Tour Committee:

(i)	Dr. Mohan kumar	Asstt. Prof.	Convener
(ii)	Ms. Reena	Asstt. Prof.	Member
(iii)	Dr. Sukhvir Singh	Asstt. Prof.	Member
(iv)	Sh. Kulbir Singh	Asstt. Prof.	Member
(v)	Ms. Monika	Ext. Lect.	Member

34. Campus Beautification, Painting and Greenery Committee:

(i)	Sh. Aditya Goyal	Asstt. Prof.	Convener
(ii)	Ms. Rekha	Ext. Lect.	Member
(iii)	Ms. Suchitra	Ext. Lect.	Member
(iv)	Dr. Chander Bhan	Ext. Lect.	Member

35. Cultural / Youth Festivals/ Day Celebration etc. committee

(i)	Dr. Sukhbir Singh	Asstt. Prof.	Convener
(ii)	Sh. Aditya Goyal	Asstt. Prof.	Member
(iii)	Dr. Pankaj	Asstt. Prof.	Member
(iv)	Ms. Sangeeta	Ext. Lect.	Member
(v)	Sh. Sunil Kumar	Ext. Lect.	Member
(vi)	Ms. Suchitra	Ext. Lect.	Member

36. Income Tax Calculation, College Tax Quarterly updation committee:

(i)	Dr. Mohan Kumar	Asstt. Prof.	Convener
(ii)	Dr Sunil Kumar	Asstt. Prof.	Member
(iii)	Dr. Sukhvir Singh	Asstt. Prof.	Member
(iv)	Ms. Reena	Asstt. Prof.	Member

37. Printing, Certificate writing and Invitation, Refreshment Committee:

(i)	Sh. Narender Kumar	Asstt. Prof.	Convener
(ii)	Sh. Sunil Kumar	Ext. Lect.	Member
(iii)	Ms. Rekha	Ext. Lect.	Member
(iv)	Ms. Suchitra	Ext. Lect.	Member

38. Seating Arrangements, Tent, Sound and Stage Committee:

(i)	Sh. Kulbir Singh	Asstt. Prof.	Convener
(ii)	Sh. Narender Kumar	Asstt. Prof.	Member
(iii)	Dr. Chander Bhan	Ext. Lect.	Member
(iv)	Dr. Ravinder Singh	Ext. Lect.	Member
(v)	Ms. Rekha	Ext. Lect.	Member

39. Office Maintenance Committee (due to the non availability of sufficient office staff)

(i)	Sh. Kulbir Singh	Asstt. Prof.	Convener	Sanctioning of work
(ii)	Ms. Monika	Ext. Lect.	Member	Correspondence work
(iii)	Sh. Sunil Kumar	Clerk (on Deputation)	Member	Accounts, Cash Book, Day book, Service Book, E.mail, Internet work, (all Office Work overall in-charge) Comp. work
(iv)	Sh. Nishu Kumar	Clerk (on o/s Policy)	Member	SC/BC Stipend/ Scholarship, Diary Dispatch, DMC, all Record keeping & Comp. work
(v)	Ms. Lata	Peon	Member	Leaves, Computer/ Internet work, E.mail, Character & other Certificates, Comp. work

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

(i)	Dr. Sukhbir Singh	Asstt. Prof.	RR/CR, RK Fund	Convener
(ii)	Sh. Aditya Goyal	Asstt. Prof.	Univ. Answer Sheets, Exams	Member
(iii)	Ms. Rekha	Ext. Lect.	DMC	Member
(iv)	Sh. Sunil Kumar	Ext. Lect.	Results	Member
(v)	Ms. Sangeeta	Ext. Lect.	Admission & other Forms	Member

41. Sanitation, R.O./Coolers & Water Arrangements Committee:

(i)	Dr. Sukhbir Singh	Asstt. Prof.	Convener
(ii)	Sh. Kulbir Singh	Asstt. Prof.	Member
(iii)	Sh. Chander Bhan	Ext. Lect.	Member
(iv)	Sh. Sunil Kumar	Ext. Lect.	Member

42. Court Matters:LMS Committee and Legal Literacy Cell:

(i)	Dr. Sunil Kumar	Asstt. Prof.	Member
(ii)	Sh. Narender Kumar	Asstt. Prof.	Member
(iii)	Dr. Ravinder Singh	Ext. Lect.	Convener

43. Press, Social Media and other Media Committee:

(i)	Ms. Monika	Ext. Lect.	Press News, Newsletter / e-Magazine	Convener
(ii)	Ms. Sangeeta	Ext. Lect.	Social Media	Member
(iii)	Sh. Sunil Kumar	Clerk	YouTube etc.	Member

44. AG and other Audit Committee:

(i)	Dr. Sunil Kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Ext. Lect.	Member
(iii)	Ms. Reena	Ext. Lect.	Member

45. Library Committee/ Library advisory board:

(i)	Dr. Pankaj	Asstt. Prof.	Convener
(ii)	Sh. Narender Kumar	Asstt. Prof.	Member
(iii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iv)	Dr. Ravinder Singh	Ext. Lect.	Member

46. Ext. Lecturer In-Charges/HOD:

(i)	Dr. Mohan	Commerce	Asstt. Prof.	Convener
(ii)	Dr. Sukhvir Singh	English	Asstt. Prof.	Member
(iii)	Ms. Reena	Pol. Science	Asstt. Prof.	Member
(iv)	Dr. Pankaj	Geography	Asstt. Prof.	Member

47. SC/BC/ Minority Welfare Cell and Scholarship/ Stipend Committee:

(i)	Sh. Narender Kumar	Asstt. Prof.	Nodal officer SC Stipend and Scholarship	Convener
(ii)	Sh. Aditya Goyal	Asstt. Prof.	Nodal officer BC/ other Stipend and Scholarship	Member
(iii)	Ms. Rekha	Ext. Lect.	To Assist BC & others	Member
(iv)	Ms. Monika	Ext. Lect.	To Assist SC	Member
(v)	Sh. Nishu Kumar	Clerk (on o/s policy)	To Assist	Filing

48. Alumni meet Cell:

(i)	Dr. Sunil kumar	Asstt. Prof.	Convener
(ii)	Dr. Mohan Kumar	Asstt. Prof.	Member
(iii)	Ms. Reena	Asstt. Prof.	Member
(iv)	Dr. Pankaj	Asstt. Prof.	Member

49. Subject Society:

(i)	Dr. Sukhvir Singh	Asstt. Prof.	Languages
(ii)	Sh. Narender Kumar	Asstt. Prof.	Social Sciences
(iii)	Dr. Mohan Kumar	Asstt. Prof.	Commerce

(Dr. Mukesh Kumar)
Principal
(Officiating)
Govt. College, Bahu (Jhajjar)