



Letter No: GCD/2025/965

Dated: 23/07/2025

(ANNUAL COMMITTEES FOR THE ACADEMIC SESSION 2025-26)

In Continuation to this office letter no. 949 dated 19.07.2025, the revised duty list is issued after modifications in the previous list and the following committees are hereby constituted for the Academic Session 2025-26 for the smooth functioning of the College. These annual Committees will come into force with immediate effect. Conveners/In-charges of various committees are requested to hand-over their charge, if any, to the new incumbent and get counter signature of the undersigned as early as possible.

The convener/ In-charge of various committees should note down the names of the faculty members associated with them. They are also required to invite fresh quotations (if required) immediately for the work to be undertaken by them. All concerned to note please:-

1. College Council

Principal/Chairperson
Sh. Dilraj Singh
Dr. Pradeep Bishnoi
Dr. Bharti Brar
Dr. Usha Bhati
Dr. Manjeet Kumar

2. Bursar

Dr. Pardeep Bishnoi

3. Staff Secretaries

Dr. Shano Devi (Staff Secretary)
Dr. Manjeet Kumar (Social Secretary)

4. R.T.I. Committee

Principal/Chairperson –First Appellate Authority
Sh. Dilraj Singh –SPIO
Sh. Sunil Verma – ASPIO
Sh. Parmanand (RTI Clerk)

5. Chief Mentors

Sh. Dilraj Singh (Boys)
Dr. Bharti Brar (Girls)

6. ACR and Result Verification Committee

Dr. Manjeet Kumar
Sh. Sunil Kumar (English)
Sh. Naresh Kumar
Sh. Gurlal Singh

7. Alumni Association & Parents-Teachers Meet

Principal/Chairperson
Sh. Dilraj Singh
Dr. Sunil Kumar Joshi
Sh. Inderjeet singh
Sh. Gurlal Singh

8. Anti Ragging Committee

Sh. Dilraj Singh
Dr. Manjeet Kumar
Sh. Gurlal Singh
Two student representatives

9. AEBAS (Aadhar Enabled Biometric Attendance System)

Dr. Jyoti Yadav
Sh. Virender Kumar (Computer Instructor)

10. Anti Smoking /Anti Drug Committee

Sh. Naresh
Sh. Sunil (English)
Sh. Pinder Kumar (LA) will assist the committee

11. Annual Report Committee

Dr. Shano Devi
Sh. Naresh Kumar
Sh. Bajrang Lal (Restorer)

12. Attestation of University Forms, Issuance of Character & Residence Certificate

__For Arts Faculty__:

Sh. Dilraj Singh & Dr. Jyoti Yadav	B.A.-III & M.A.
Dr. Anju Bala & Dr. Shano Devi	B.A.-II
Dr. Anjali Sachdeva & Dr. Sunil Kumar Joshi	B.A.-I

__For Science Faculty__:

Dr. Pradeep Bishnoi
Dr. Manjeet Kumar

__For Commerce Faculty__:

Dr. Bharti Brar
Dr. Usha Bhati

13. AISHE

Dr. Pardeep Kaswan
Sh. Dalip Bhambhu
Sh. Virender Kumar (Computer Instructor)

14. Bus Pass committee/CRID:

Dr. Anjali Sachdeva
Sh. Gurlal Singh
Sh. Virender Kumar (Bus Pass Clerk)
Sh. Pinder Kumar (to assist)

15. Competitive Exam Nodal Officer

Dr. Surender Kumar

Note: All the incharges of various committee will commission their respective duties as per requirement for smooth conduct of such exams.

16. Campus Beautification and Lawn Maintenance

Dr. Pradeep Kaswan
Sh. Inderjeet Singh

17. Cleanliness, health and Decoration Committee

Dr. Anjali Sachdeva (Convener)
Dr. Archana Grover
Dr. Beant Kaur
Sh. Gurlal Singh
Sh. Naresh Kumar

18. C.C.T.V. Camera Committee

Dr. Sunil Verma
Sh. Inderjeet Singh
Sh. Daleep Bhambhu (Clerk)

19. Construction/Repairing Work of College and B&R Committee

Dr. Surender Pal
Dr. Sunil Kumar Joshi
Sh. Inderjeet Singh

20. Court Case & C.M. Window Committee

Dr. Surender Pal
Sh. Virender Kumar

21. Cultural & Co-curricular Activities Committee

Dr. Shano Devi
Sh. Gurlal Singh
Sh. Inderjeet Singh
Sh. Naresh Kumar
Sh. Sunil (English)
Dr. Archana Grover
Dr. Beant Kaur

22. Differently Abled Persons Committee

Dr. Archana Grover
Sh. Virender Kumar

23. Discipline Committee

Dr. Dilraj Singh (Convener)
Dr. Sunil Kumar Joshi (Co-convener)
All members of the teaching staff

24. Earn While You Learn Scheme Committee

Dr. Anjali Sachdeva
Sh. Inderjeet Singh
Sh. Sudesh Kumar (clerk)

25. EDUSAT & Gyan Jyoti Project & Smart Classroom Committee

Dr. Jyoti Yadav
Sh. Gurlal

26. Electricity Committee

Dr. Sunil Verma
Sh. Gurlal Singh
Sh. Sawan Kumar, LA

27. Extension Lecturers Record Maintenance Committee

Dr. Bharti Brar
Dr. Sunil Verma
Sh. Rakesh Kumar, Assistant (Salary)
Sh. Parmanand, LA (Attendance)

28. ERP Updation Committee

Dr. Surender Pal (Complaint and Grievance)
Dr. Pradeep Bishnoi (Fee Management)
Dr. Rajpal Verma (Scholarship)
Dr. Sunil Kumar Joshi (Placement Cell)
Dr. Usha Bhati (Asset Management)
Dr. Pradeep Kaswan (Online Admission)

Sh. Sudesh Kumar (HRMS)

Sh. Virender Kumar (C.I.)

Note: Sh. Virender Kumar will upload the data on the ERP portal and all the concerned incharges will provide the data to him and ensure the timely upload.

29. Election Nodal Officer

Sh. Sunil Kumar (English)

Dr. Archana Grover

Dr. Beant Kaur

Sh. Rakesh Kumar (Assistant)

30. Eco Club / EVS Committee

Dr. Surender Pal (Nodal Officer)

Sh. Naresh Kumar

Sh. Sunil Kumar (English)

31. GEM Portal

Dr. Manjeet Kumar (Nodal Officer)

Sh. Virender Kumar (Computer Instructor)

32. Grievance Redressal for the Students in Higher Education Institution committee

Principal/Chairperson

Sh. Dilraj Singh

Dr. Bharti Brar

Dr. Usha Bhati

Sh. Banti (Student BA-III Roll No. 1230037002)

33. Grievances Redressal regarding Sexual Harassment Committee (ICC)

Dr. Usha Bhati (Chairperson)

Sh. Dilraj Singh (Member)

Dr. Pradeep Bishnoi (Member)

Dr. Bharti Brar (Member)

Dr. Anju Bala (Member Secretary)

Ms. Archana (Student BA-III Roll No. 1230037106)

34. Human Resource Management System (HRMS) Committee

Sh. Sudesh Kumar (Clerk)

35. HKRN

Dr. Usha Bhati

Sh. Rakesh Kumar, Assistant

Internship Committee:

Principal will be the Chairperson

Dr. Manjeet Kumar (Coordinator)

Dr. Jaswinder Singh (Co-coordinator)

36. Internal Quality Assurance Cell (IQAC)

Dr. Usha Bhati (In-charge)

Dr. Manjeet Kumar

Dr. Anju Bala

Dr. Jyoti Yadav

Sh. Jaswinder Singh

Sh. Sandeep Kalsi (Industry Expert)

Sh. Inderdeet Singh (as Alumni member)

Sh. Sudesh Kumar, Clerk

37. Incharge Political Science-

Dr. Archana Grover, Dr. Beant Kaur

38. Income Tax Verification Committee

Dr. Bharti Brar
Dr. Usha Bhati
Dr. Manjeet Kumar

39. Incharge Psychology - Dr. Shanno Devi

40. Legal Literacy Cell

Dr. Shano Devi
Sh. Naresh Kumar

41. Library Committee

Principal/Chairperson
Dr. Manjeet Kumar, Convener
Dr. Anju Bala
Sh. Bajrang Lal (Restorer)

42. Mike, Tent & Seating Arrangement Committee

Dr. Surender Pal
Sh. Inderjeet Singh
Sh. Sunil Kumar (English)
Sh. Naresh Kumar

43. MIS

Sh. Sudesh Kumar (clerk)

44. MoU Committee

Principal/Chairperson
Dr. Anju Bala (Women Cell)
Dr. Sunil Kumar Joshi (Placement Cell)
Dr. Pradeep Kaswan (NSS)

45. NEP 2020 Committee

Dr. Manjeet Kumar
Dr. Jaswinder Singh

46. NIRF Committee

Dr. Bharti Brar
Dr. Jyoti Yadav

47. NAPS Committee (National Apprenticeship Promotion Scheme)

Dr. Sunil Kumar Joshi
Smt. Amarjeet Kaur (C.L.A)

48. NSS

Dr. Pradeep Kaswan (Program Officer)
Sh. Rakesh Kumar (N.S.S. Clerk)
Sh. Sheela Kumar (N.S.S. Peon)

NSS Advisory committee

Principal & College Council Members

49. Office Coordinator

Sh. Rakesh Kumar (Assistant)

50. Parking/Cycle Stand Committee

Sh. Sunil Kumar (English)
Sh. Gurlal Singh

51. Printing and Flex Board Committee

Dr. Sunil Kumar Joshi
Sh. Gurlal Singh
Sh. Sunil (English)

52. Passport Committee/Issuance of Learner DL

Dr. Jyoti Yadav (passport)
Dr. Anjali Sachdeva (DL)
Sh. Inderjeet Singh (passport)
Smt. Amarjeet Kaur (DL)

53. Placement Cell & Personality Development Committee

Dr. Sunil Kumar Joshi
Dr. Beant Kaur

54. Prevention of Caste Based Discrimination

Dr. Rajpal Verma
Sh. Sunil Kumar (English)

55. Property Committee

Dr. Usha Bhati
Sh. Inderjeet Singh
Sh. Sheela will assist the committee

56. Purchase Committee

Sh. Dilraj Singh
Dr. Bharti Brar
Dr. Usha Bhati
Dr. Manjeet Kumar (GEM)
& In-charge of the concerned Departments

57. Public Relation/Media Committee

Sh. Naresh Kumar
Sh. Sunil Kumar (English)
Sh. Bajrang Lal (Restorer)

58. Refreshment Committee

Dr. Sunil Kumar Joshi
Dr. Archana Grover
Dr. Beant Kaur
Sh. Gurlal Singh

59. Red Cross Committee

Dr. Anju Bala
Sh. Gurlal Singh
Dr. Beant Kaur

60. Red Ribbon Club

Dr. Anju Bala
Sh. Indereet Singh
Dr. Beant Kaur

61. Intellectual Property Right Cell and Incubation Centre

Dr. Jyoti Yadav
Dr. Archana

62. Research & Development Committee

Dr. Manjeet Singh
Dr. Pradeep Kaswan
Dr. Jyoti Yadav

63. Road Safety Committee

Dr. Sunil Verma
Sh. Gurlal Singh

64. RUSA

Dr. Manjeet Kumar

65. Scholarships and Stipend Committee (S.C./B.C./Merit and others), Fee Concession & SAF Committee

Dr. Rajpal Verma (Convener)

Dr. Jyoti Yadav

Sh. Daleep Bhambhu (Clerk)

Sh. Virender Kumar (Computer Instructor)

66. Science Exhibition Committee

Dr. Rajpal Verma

67. Stationery Purchase Committee

Sh. Sunil Verma

Smt. Amarjeet Kaur (for record keeping)

68. Sports Activities Committee

Dr. Sunil Kumar Joshi

Dr. Anjali Sachdeva (incharge of Prizes of Sports activities)

Dr. Jyoti Yadav

Sh. Inderjeet Singh

Sh. Gurlal Singh

Sh. Parmanand LA (as Sports Clerk)

Sh. Sanjeev Wadhwa (To Assist)

Note: detailed duty list will be issued at the time of annual athletic meet / sports event.

College Sports Board:

Principal/Chairperson

Dr. Sunil Kumar Joshi (Sports Secretary)

Sh. Dilraj Singh

Dr. Pradeep Bishnoi

Dr. Anjali Sachdeva

Dr. Jyoti Yadav

69. Subject Societies

All the heads will be incharge of their respective subject and will ensure the activities.

70. Time Table with Proctorial duties, Work load Committee

Dr. Manjeet Kumar

Dr. Rajpal Verma

Dr. Pradeep Kaswan

Sh. Virender Kumar (Computer Instructor)

71. Tour Committee

Dr. Manjeet Kumar (Boys)

Dr. Pradeep Kaswan (Boys)

Dr. Anju Bala (Girls)

Dr. Shano Devi (Girls)

Note: Any staff member can be deputed to accompany the tour as per requirement.

72. University Works Committee (University Registration Return, University Exam Forms, University Exams, Lecture Shortage, Name struck off and DUF)

Sh. Jaswinder Singh (Registrar)

Dr. Sunil Verma (Physics)

Dr. Archana (Arts)

Dr. Beant Kaur (Arts)

Sh. Virender Kumar (Computer Instructor) and Smt. Amarjeet Kaur (C.L.A.)

73. University Affiliation and U.G.C. Affairs Committee

Dr. Rajpal Verma
Sh. Jaswinder Singh
Sh. Virender (Computer Instructor)

74. Internet Connection and Web Portal Maintenance Committee

Dr. Jyoti Yadav
Sh. Virender Kumar (Computer Instructor)

75. Wall Magazine

Dr. Shanno Devi (Chief Editor)
Sh. Naresh Kumar (Editor Hindi Section)
Dr. Beant Kaur (Editor Punjabi Section)
Dr. Archana Grover (Editor English Section)

76. Women Cell/Beti Bachao Beti Padhao Abhiyan

Dr. Anju Bala
Dr. Archana Grover
Dr. Beant Kaur
Sh. Naresh Kumar

Note: Duties can be changed at any time by the Principal.

Copy To:

1. Bursar
2. Office-in-charge
3. Bill Clerk
4. Fund Clerk
5. Establishment Clerk
6. IQAC In-charge
7. Staff Circulation
8. Students Notice Board

Dated: 23.07.2025

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Principal**