

Government College, Chhachhrauli (Yamuna Nagar)

Annual Duties 2025-26

Office Order No: GCC/2025/6870

Dated: 14/07/2025

1. College Council/Advisory Council

Dr. Sanjeev Kumar, Principal

Chairperson

Mr. Ashok Bansal

Convener

Mr. Satbir Singh

Member

Dr. Indu Bala

Member

Mr. Vinod Sharma

Member

Ms. Pratibha

Member

2. Senior Tutor, Chief Mentor, Bursar, Staff Secretary

Mr. Ashok Bansal

3. Social Secretary

Ms. Vikesh Bala

4. Right to Information Act (RTI) Committee

Dr. Indu Bala

SPIO

Mr. Lakhvinder Singh

ASPIO

Mr. Gaurav Kumar

Clerk

5. Office Administration

Dr. Neha Saini

Office Registrar

Ms. Deepika Vaish

Member

Ms. Vikesh Bala

Member

Dr. Sandeep Kumar

Member

Mr. Gaurav Kumar

Fund Clerk

Ms. Panita Devi

Est. Clerk, Govt. Grants


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Principal
Government College
Chhachhrauli (YNR.)

6. General Purchase, Disposal & Utilization of Special Discretionary Grants

Mr. Satbir Singh	Convener
Dr. Indu Bala	Member
Mr. Vinod Sharma	Member
Ms. Pratibha	Member
Mr. Lakhvinder Singh	Member

7. National Education Policy – 2020 & Internship

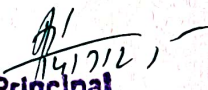
Ms. Rajni Goel	Nodal Officer
Dr. Ruchika Wadhwa	Member
Dr. Vishal Verma	Member

8. Internal Quality Assurance Cell (IQAC)

Dr. Sanjeev Kumar, Principal	Chairperson
Mr. Ashok Bansal	Convener/Co-ordinator
Mr. Satbir Singh	Member
Dr. Indu Bala	Member
Dr. Vishal Verma	Member
Dr. Ruchika Wadhwa	Member
Dr. Neha Saini	Member
Sh. Gulshan Arora	Social Worker
Ms. Baljit Kaur	Retired Person
	Student

9. NAAC, UGC, RUSA & PRAYAAS

Dr. Sanjeev Kumar, Principal	Chairperson
Dr. Vishal Verma	Convener/Co-ordinator
Dr. Ruchika Wadhwa	Co-Convener/Co-Coordinator
Mr. Rajbir	Member
Ms. Mamta Verma	Member
Dr. Priyanka	Member
Dr. Neha Saini	Member
Ms. Seema	Member
Ms. Meenu Rani	Member


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10. AISHE

Dr. Priyanka	Convener
Dr. Neha Saini	Co-Convener
Dr. Navneet Garg	Member
Ms. Priya Rani	Member

11. Institutional Development Plan (IDP), NIRF, Research & Development/Innovation Cell

Dr. Ruchika Wadhwa	Convener/Co-ordinator
Ms. Meenu Rani	Member
Dr. Neha Saini	Member

12. HRMS Portal, MIS Portal

Dr. Neha Saini	Nodal officer
Ms. Meenu Rani	Member
Dr. Shruti	Member
Mr. Parveen Kumar	Member
Ms. Panita Devi	Office Clerk

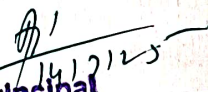
13. GeM Portal, AEBAS Portal

Mr. Lakhvinder Singh	Nodal Officer
Dr. Vishal Verma	Convener
Mr. Gaurav Kumar	Member

- **Work in co-ordination with Purchase Committee**

14. College Website Management

Mr. Lakhvinder Singh	Convener
Mr. Dinesh Prakash	Member
Mr. Amarpreet Singh	Member


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15. Electronic Resource Management

Dr. Vishal Verma	Convener
Dr. Priyanka	Member
Ms. Meenu Rani	Member
Ms. Deepika Vaish	Member
Dr. Sandeep Kumar	Member

16. Management of Online Admission Process/LMS/ERP

Dr. Vishal Verma	Nodal Officer
Mr. Parveen Kumar	Member
Ms. Priya Rani	Member

17. Internal Complaints Committee/Anti-Sexual Harassment Cell


Dr. Indu Bala	Convener
Ms. Pratibha	Member
Ms. Rajni Goel	Member
Ms. Seema (In-charge, Women Empowerment Cell)	Member
Mr. Satbir Singh	(Senior Male Member)
Ms. Panita Devi	Non-Teaching Member

18. Grievance Redressal Cell, Anti-Corruption & Anti-Ragging Cell /CM Window/ CP Gram etc

Mr. Satbir Singh	Convener
Dr. Indu Bala	Member
Mr. Vinod Sharma	Member
Dr. Balvinder Singh	Member
Ms. Seema	Member
Mr. Gaurav Kumar	Member

19. Chief Proctor & Convener –Discipline Committee

Dr. Balvinder Singh	Chief Proctor & Convener
Dr. Lalit Kumar	Co-Convener
Mr. Rajbir	Co-Convener
Entire Staff as members of the committee	


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20. Building, Construction, CM Announcements and Assets Management Portal/ Roof top Solar Power Plant

Mr. Lakhvinder Singh	Convener
Dr. Vishal Verma	Member
Mr. Dinesh Prakash	Member
Dr. Navneet Garg	Member

21. College Property

Mr. Rajbir (Wooden & Misc. Items)	Overall Convener
Ms. Manju	
Dr. Sandeep Kumar	

Dr. Priyanka (IT Related)	Convener
Dr. Navneet Garg	
Mr. Amarpreet Singh	

Ms. Mamta Verma (Steel & Iron Related)	Convener
Ms. Meenu Rani	
Dr. Mukul Sharma	

22. Dilapidation Fund

Dr. ndu Bala	Convener
Ms. Meenu Rani	Member
Ms. Vikesh Bala	Member

23. Building Fund Committee

Mr. Satbir Singh	Convener
Dr. Indu Bala	Member
Ms. Meenu Rani	Member
Dr. Mukul Sharma	Member
Mr. Parveen Kumar	Member

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24. Public Health, Sanitation and Drinking Water Arrangement

Ms. Mamta Verma	Convener
Ms. Vikesh Bala	Member
Ms. Deepika Vaish	Member
Mr. Dinesh Parkash	Member
Mr. Amarpreet Singh	Member

25. Decoration and College Beautification

Ms. Seema	Convener
Mr. Meenu Rani	Member
Dr. Mukul Sharma	Member
Dr. Sandeep Kumar	Member

26. Gardening and Cleanliness of College Campus

Mr. Rajbir	Convener
Ms. Vikesh Bala	Member
Ms. Deepika Vaish	Member
Mr. Amarpreet Singh	Member
Dr. Paramjeet Kaur	Member
Ms. Manju	Member

27. University Affairs, Internal Assessment, EVS & House Examination/Annual Prize Distribution & Convocation Function/Statistical Data

Mr. Vinod Sharma	Convener
Dr. Vishal Verma	Co-Convener
Dr. Navneet Garg	Member
Dr. Mukul Sharma	Member
Dr. Ritu	Member
Mr. Parveen Kumar	Member
Ms. Priya Rani	Member
Mr. Anil Kumar	
Mr. Krishan Lal	
Mr. Ashwani Kumar	


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28. Cultural, Literary, Fine Arts, Co-Curricular and Extra-curricular Activities

Dr. Lalit Kumar	Convener
Ms. Seema	Co-Convener
Ms. Meenu Rani	Member
Dr. Renu Bala	Member
Dr. Navneet Garg	Member
Dr. Mukul Sharma	Member
Ms. Sukhvinder Kaur	Member

29. Legal Literacy Cell

Dr. Ruchika Wadhwa	Convener
Ms. Meenu Rani	Member
Dr. Ritu	Member
Ms. Manju	Member
Ms. Sukhvinder Kaur	Member
Ms. Komal	Member

30. Court Cases

Mr. Vinod Sharma	Convener
Dr. Lalit Kumar	Member
Mr. Parveen Kumar	Member

31. Scholarships /Stipends and Aadhaar Card Seeding/SARAL Portal


Ms. Meenu Rani	Nodal Officer/Overall Convener
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SC-Scholarships Cell/Stipends and Aadhaar Card Seeding

Ms. Meenu Rani	Convener
Dr. Renu Bala	Member
Mr. Dinesh Prakash	Member
Ms. Sukhvinder Kaur	Member

BC-Scholarships Cell/Stipends and Aadhaar Card Seeding

Ms. Mamta Verma	Convener
Ms. Vikesh Bala	Member
Dr. Sandeep Kumar	Member
Ms. Komal	Member
Ms. Priya Rani	Member


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Meritorious/University/Minorities/PH/BPL/RKFF/Divyang/Freedom Fighter & Other Scholarships Cell/Stipends and Aadhaar Card Seeding

Dr. Neha Saini	Convener
Ms. Deepika Vaish	Member
Dr. Shruti	Member
Ms. Panita Devi	Clerk

32. Educational Tours/Excursions


Dr. Balvinder Singh	Convener
Mr. Rajbir	Member
Ms. Meenu Rani	Member
Dr. Ritu	Member
Dr. Mukul Sharma	Member
Mr. Parveen Kumar	Member

33. Annual Magazine - Editorial Board & its Printing

Ms. Pratibha	Editor-in-Chief
Mr. Rajbir	Editor - English Section
Ms. Seema	Editor - Women Cell
Dr. Ruchika Wadhwa	Editor - Commerce Section
Ms. Meenu Rani	Editor - Science Section
Ms. Vikesh Bala	Editor - Hindi Section
Dr. Renu Bala	Editor - Punjabi Section
Ms. Sukhvinder Kaur	Editor-Social Sciences Section

34. Women Empowerment Cell & Beti Bachao Beti Padhao Club

Ms. Seema	Convener
Ms. Deepika Vaish	Member
Ms. Meenu Rani	Member
Ms. Manju	Member
Ms. Sukhvinder Kaur	Member


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Advisory Board

Mr. Ashok Bansal

Dr. Indu Bala

Ms. Pratibha

35. Personality Development, Career Counseling, Placement and Entrepreneurship Development Cell

Ms. Pratibha

Convener

Dr. Ruchika Wadhwa

Co-Convener

Ms. Seema

Member

Ms. Meenu Rani

Member

Dr. Renu Bala

Member

Dr. Navneet Garg

Member

Mr. Amarpreet Singh

Member

Ms. Komal

Member

36. Monitoring of Extension Lecturers

Mr. Ashok Bansal

Convener

Mr. Satbir Singh

Member

Ms. Pratibha

Member

Ms. Rajni Goel

Member

Mr. Gaurav Kumar

Clerk

Ms Panita Devi

Clerk

37. Monitoring of Outsourcing, Contractual & HKRN Employees

Mr. Vinod Sharma

Convener

Dr. Balvinder Singh

Member

Dr. Priyanka

Member

Mr. Parveen Kumar

Member

14/12/21
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Government College
Chahachrauli (Y.N.R.)

Advisory Board

Mr. Ashok Bansal

Dr. Indu Bala

Ms. Pratibha

35. Personality Development, Career Counseling, Placement and Entrepreneurship Development Cell

Ms. Pratibha

Convener

Dr. Ruchika Wadhwa

Co-Convener

Ms. Seema

Member

Ms. Meenu Rani

Member

Dr. Renu Bala

Member

Dr. Navneet Garg

Member

Mr. Amarpreet Singh

Member

Ms. Komal

Member

36. Monitoring of Extension Lecturers

Mr. Ashok Bansal

Convener

Mr. Satbir Singh

Member

Ms. Pratibha

Member

Ms. Rajni Goel

Member

Mr. Gaurav Kumar

Clerk

Ms Panita Devi

Clerk

37. Monitoring of Outsourcing, Contractual & HKRN Employees

Mr. Vinod Sharma

Convener

Dr. Balvinder Singh

Member

Dr. Priyanka

Member

Mr. Parveen Kumar

Member

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38. Bus Passes

Ms. Mamta Verma	Convener
Mr. Dinesh Prakash	Member
Mr. Amarpreet Singh	Member
Mr. Ashwani Kumar	

39. Driving License / Passports Cell

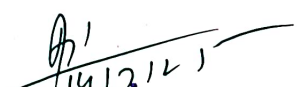
Mr. Lakhvinder Singh	Convener/Nodal Officer
Dr. Priyanka	Member
Mr. Dinesh Prakash	Member
Mr. Amarpreet Singh	Member
Dr. Renu Bala	Member
Dr. Bhawna Sharma	Member
Mr. Ashwani Kumar	

40. Voter Cards and Electoral Rolls

Mr. Satbir Singh	Nodal Officer/ Convener
Dr. Ritu	Co-Convener
Ms. Sukhvinder Kaur	Member
Dr. Paramjeet Kaur	Member
Dr. Sandeep Kumar	Member

41. Earn While You Learn

Ms. Rajni Goel	Convener
Ms. Meenu Rani	Member
Ms. Deepika Vaish	Member
Dr Navneet Garg	Member


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42. Printing (All Types of Printing)

Mr. Vinod Sharma	Convener
Dr. Lalit Kumar	Member
Dr. Vishal Verma	Member
Mr. Parveen Kumar	Member

43. Time Table, Workload, Subject Combinations and Subject/Faculty Change

Dr. Ruchika Wadhwa	Convener
Mr. Lakhvinder Singh	Member
Ms. Meenu Rani	Member
Mr. Parveen Kumar	Member

44. Annual Results Tabulation

Ms. Deepika Vaish	Convener
Mr. Dinesh Parkash	Member
Dr. Navneet Garg	Member
Dr. Mukul Sharma	Member
Dr. Paramjeet Kaur	Member
Ms. Manju	Member
Dr. Ritu	Member
Dr. Bhawna Sharma	Member

45. Public Relations, Press, Invitation & Photography/ Videography

Ms. Vikesh Bala	Convener
Ms. Deepika Vaish	Member
Ms. Meenu Rani	Member
Ms. Manju	Member
Dr. Navneet Garg	Member
Dr. Mukul Sharma	Member
Ms. Priya Rani	Member


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46. Tent, Shamiyana, Sound System and Seating Arrangement

Dr. Lalit Kumar	Convener
Dr. Balvinder Singh	Member
Ms. Seema	Member
Mr. Rajbir	Member
Ms. Sukhvinder Kaur	Member
Dr. Navneet Garg	Member

47. Hospitality and Refreshment

Ms. Vikesh Bala	Convener
Dr. Mukul Sharma	Member
Dr. Ritu	Member
Ms. Priya Rani	Member

48. Issuance of Certificates (Character Certificate, Bonafide, MOI, LOR, Back Log etc.)

Mr. Vinod Sharma	Convener and Principal Authority
Dr. Vishal Verma	Co-convener
Mr. Anil Kumar & Mr. Krishan Lal	Certificate Preparation

49. Library

Ms. Rajni Goel	Convener
Mr. Rajbir	Member
Ms. Deepika Vaish	Member
Mr. Dinesh Parkash	Member
Mr. Amarpreet Singh	Member
Ms. Sunita Jhangra	Restorer
Mr. Sachin Kumar	Library Attendant

50. Upgradation of Laboratories and Management of Science Exhibition

Mr. Lakhvinder Singh	Convener
Ms. Meenu Rani	Member
Dr. Neha Saini	Member
Dr. Shruti	Member
Mr. Parveen Kumar	Member


 Principal
 Government College
 Chhachhrauli (Y.N.R.)

Blood /Organ Donation Committee

Dr. Balvinder Singh

Convener

Dr. Mukul Sharma

Member

Mr. Parveen Kumar

Member

NSS,NCC,YRC Units, Sports Club & Students' Welfare Club shall co-ordinate

51. YRC, RED CROSS, RED RIBBON, Pandemic Control, Dispensary, First Aid, Tobacco Control

Dr. Balvinder Singh

I/C Boys

Ms. Rajni Goel

I/C Girls

52. NSS/Community Works

Dr. Lalit Kumar

Programme Officer

Dr. Ruchika wadhwa

Member

Dr. Mukul Sharma

Member

Dr. Ritu Sharma

Member

Ms. Sukhvinder Kaur

Member

Ms. Panita Devi

Clerk

N.S.S. Advisory Board

Mr. Ashok Bansal

Mr. Satbir Singh

Mr. Rajbir

53. N.C.C.

Ms. Rajni Goel

Care Taker

Ms. Seema

Member

Mr. Rajbir

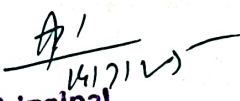
Member

Ms. Priya Rani

Member

Mr. Gaurav Kumar

Clerk


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54. NAPS

Dr. Priyanka	Convener/Nodal Officer
Dr. Neha Saini	Member
Ms. Vikesh Bala	Member
Ms. Panita Devi	Member

55. Electricity and Maintenance of Generators

Dr. Balvinder Singh	Convener
Ms. Meenu Rani	Member
Ms. Deepika Vaish	Member
Dr. Mukul Sharma	Member
Dr. Sandeep Kumar	Member

56. Canteen


Mr. Satbir Singh	Convener
Dr. Balvinder Singh	Member
Dr. Vishal Verma	Member

57. Supervision/Monitoring of Cycle/Motor Cycle Parking Stand

Dr. Balvinder Singh	Convener
Ms. Deepika Vaish	Member
Mr. Amarpreet Singh	Member
Mr. Krishan Lal	

58. Absentee Slips, Fine Checking, Lecture Shortage, Name Struck off, Letter Dispatch to Parents and Re-Admission

Ms. Deepika Vaish	Convener
Mr. Dinesh Parkash	Member
Ms. Renu Bala	Member
Dr. Ritu	Member
Ms. Manju	Member
Ms. Priya Rani	Member


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59. Important Days Celebration

Ms. Seema	Convener
Ms. Vikesh Bala	Member
Dr. Ritu	Member
Dr. Paramjeet Kaur	Member
Dr. Bhawna Sharma	Member
Ms. Komal	Member

60. Alumni Meet

Ms. Mamta Verma	Convener
Mr. Dinesh Parkash	Member
Dr. Renu Bala	Member
Mr. Amarpreet Singh	Member
Dr. Bhawna Sharma	Member

61. Salary Bills, TAX/Quarterly Returns etc.

Mr. Ashok Bansal (Bursar)	Convener
Ms. Pratibha	Member
Ms. Seema	Member
Dr. Ruchika Wadhwa	Member
Ms. Panita Devi	Clerk

62. Physical Verification of Quantity and Quality of Goods

Dr. Priyanka	Convener
Mr. Rajbir	Member
Ms. Meenu Rani	Member
Ms. Deepika Vaish	Member
Ms. Vikesh Bala	Member

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63. Sports, Students' Welfare Club

Dr. Balvinder Singh

Convener

Mr. Vinod Sharma

Member

Mr. Rajbir

Member

Ms. Meenu Rani

Member

Ms. Vikesh Bala

Member

64. Eco Club

Ms. Meenu Rani

Convener

Dr. Lalit Kumar

Member

Dr. Shruti

Member

Ms. Komal

Member

65. Road Safety Awareness Club

Ms Mamta Verma

Convener

Ms. Deepika Vaish

Member

Ms. Vikesh Bala

Member

Mr. Dinesh Prakash

Member

Mr. Amarpreet Singh

Member

66. Language Lab & Soft Skills

Mr. Ashok Bansal

Convener

Mr. Rajbir

Member

Ms. Vikesh Bala

Member

Dr. Renu Bala

Member

Dr. Ritu

Member

67. AICTE Committee

Dr. Priyanka

Convener

Mr. Dinesh Prakash

Member

Dr. Navneet Garg

Member

Dr. Bhawna Sharma

Member

Principal
Government College
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68. Subject Societies

Mr. Vinod Sharma	- Commerce	Convener
Ms. Rajni Goel	- Social Sciences	Convener
Dr. Indu Bala	- Sciences	Convener
Mr. Rajbir	- English	Convener
Ms. Vikesh Bala	- Hindi	Convener
Dr. Renu Bala	- Punjabi	Convener

Note : All other teachers of the subjects/streams will be the members of the societies

69. Checking/Verification of Medical Bills

Dr. Indu Bala	Convener
Ms. Rajni Goel	Member
Ms. Seema	Member
Ms. Panita Devi	Clerk

70. Incharges of Special Venues

1. Dr. Balvinder Singh	Gymnasium
2. Ms. Rajni Goel	Library
3. Ms. Priya Rani	Smart Class Room (LT2)
4. Dr. Vishal Verma	Virtual Theatre
5. Dr. Neha Saini	E.R. Lab
6. Mr. Dinesh Parkash	Seminar Hall
7. Mr. Amarpreet Singh	Conference Room
8. Dr. Mukul Sharma	Auditorium
9. Ms. Sukhwinder Kaur	Staff Room
10. Dr. Paramjeet Kaur	Notice Boards
11. Dr. Renu Bala	Wall Magazine

All the conveners are hereby directed to distribute equal work to the members of their respective committees & comply with each and every order given by the Chair

Principal
Govt. College
Chhachhrauli (YN)