

Government College, Chhachhrauli

District Yamuna Nagar, Haryana-135103

(Affiliated to Kurukshetra University Kurukshetra, Recognized under Section 2(f) & 12(B) of the UGC Act, 1956 & Accredited with B+ Grade by NAAC)

Website: <http://gcchhachhrauli.ac.in>

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OFFICE ORDER

No: 9427

Dated: 01/07/2026

All the Staff Members are directed to note their duties in the **Revised Annual Duty List** notified vide this office order no. 9426 dated 01/07/2026 and posted in the official WhatsApp group of the College "Administration GCC".


Principal
Government College, Chhachhrauli
(Yamuna Nagar)
Govt. College Chhachhrauli
Yamuna Nagar
01/07/26

Govt. College, Chhachhrauli (Yamuna Nagar)

**Revised Duty List
w.e.f
01.07.2026**


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Office of the Principal, Govt. College, Chhachhrauli**Order****No. 9426****Dated: 01.07.2026****Revised Duty List**

Keeping in view the CAS promotions, shortage of staff and all round growth/learning/development of each & every faculty member, duties have been assigned irrespective of the seniority of the employee. In case, Convener of the Committee is on leave/transferred, Next Member will perform the duties as Convener.

Sr. No.	Committees/Clubs/Cells	
1	Senior Tutors, Chief Mentors Bursar (Funds), Bursar (District Library) Bursar (Govt. Grants) Office Registrar IQAC/NAAC Coordinator Internship Coordinator Staff Secretary Meeting Secretary Stage Secretary Social Secretary	
		Mr. Pawan Kumar Prof (Dr) Sanjeev Kumar Mr. Ashok Bansal Ms. Pratibha Dr. Neha Saini Dr. Vishal Verma Ms. Rajni Goel Mr. Ashok Bansal Dr. Ruchika Wadhwa Ms. Pratibha Dr. Ruchika Wadhwa Ms. Vikesh Bala
2	College Council, Advisory Council	
	Prof (Dr) Sunil Taneja/ Principal Mr. Pawan Kumar Prof (Dr) Sanjeev Kumar Mr. Ashok Bansal Mr. Satbir Singh Dr. Indu Bala Mr. Vinod Sharma Ms. Pratibha	Chairperson Convener Co-Convener Member Member Member Member Member
3	Advisory Board (NSS/Cultural/Sports/EWYL/Women Cell/Placement Cell etc)	
	Mr. Pawan Kumar Prof (Dr) Sanjeev Kumar Mr. Ashok Bansal Dr. Indu Bala	Convener Member Member Member
4	RTI Committee	
	Prof (Dr) Sunil Taneja Dr. Indu Bala Mr. Gaurav Kumar	First Appellate Authority SPIO ASPIO / Clerk
5	Students' Grievance Redressal Committee (SGRC)	
	Prof (Dr) Sanjeev Kumar Mr. Ashok Bansal Dr. Indu Bala Mr. Vinod Sharma Ms. Pratibha	Convener Member Member Member Member


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	Ms. Meenu Rani Student Members	Member To be decided by Committee & Record be Maintained
6	Anti-Corruption, Equal Opportunities Cell, PTM	
	Mr. Pawan Kumar	Convener
	Prof (Dr) Sanjeev Kumar	Member
	Mr. Satbir Singh	Member
	Dr. Indu Bala	Member
7	Coordination, General Purchase, Special Discretionary Grants, Anti-Ragging Squad, Grievance Redressal Cell, Vigilance Cell	
	Prof (Dr) Sanjeev Kumar	Convener
	Mr. Satbir Singh	Co-Convener
	Dr. Indu Bala	Member
	Dr. Lakhvinder Singh	Member
	Dr. Balvinder Singh	Member
	Dr. Vishal Verma	Member
	Mr. Parveen Kumar	Member
8	IQAC/NAAC	
	Prof (Dr) Sunil Taneja/ Principal	Chairperson
	Dr. Vishal Verma	Coordinator
	Dr. Ruchika Wadhwa	Co-Coordinator
	Mr. Rajbir	Member
	Dr. Priyanka	Member
	Dr. Neha Saini	Member
	Mr. Parveen Kumar	Member
	Mr. Gaurav Kumar	Member
	Student Members (Two)	Nominee from Students to be decided by Committee & Record be Maintained
	External Members - Special Invitees	
	Mr. Gulshan Arora	Nominee from Local Society (Community Representative)
	Mr. Mayur Singla	Nominee from Industry - Industrialist
	Alumni Members (Two)	Nominee from Alumni to be decided by Committee & Record be Maintained
	Chief Coordinators/Advisors to IQAC/NAAC	
	Mr. Pawan Kumar	
	Dr. Sanjeev Kumar	
	Mr. Ashok Bansal	
	Mr. Satbir Singh	
	Ms. Pratibha	
	Note:- Promotion Cases within domain of IQAC will be handled by the Chief Coordinators/Advisors in coordination with above committee members.	

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9	Model Sanskriti College, PRaYAAS, Administrative & Academic Audit, MoU	
	Dr. Vishal Verma	<i>Coordinator/Nodal Officer</i>
	Dr. Ruchika Wadhwa	<i>Co-Coordinator</i>
	Mr. Rajbir	<i>Member</i>
	Dr. Priyanka	<i>Member</i>
	Dr. Neha Saini	<i>Member</i>
	Mr. Shivam	<i>Member</i>
	Mr. Parveen Kumar	<i>Member</i>
	Mr. Gaurav Kumar	<i>Member</i>
10	General Administration, Students' Welfare Club, Stock Verification, Fee & Funds, Loans, Advances, GST, Filing of GST Return, Funds Cash Books, Financial Audit, Language Lab	
	Mr. Ashok Bansal	<i>Coordinator</i>
	Ms. Rajni Goel	<i>Member</i>
	Dr. Ruchika Wadhwa	<i>Member</i>
	Dr. Neha Saini	<i>Member</i>
	Mr. Gaurav Kumar	<i>Member</i>
	Mr. Anil Kumar	<i>Member</i>
11	Electricity, Solar Power Plant, Electric Resources Management, Maintenance of Generators, Energy Audit Committee, FDP/PDP Committee, Issuance of Charcater Certificates, Documents Attestation	
	Mr. Satbir Singh	<i>Convener</i>
	Dr. Indu Bala	<i>Member</i>
	Mr. Vinod Sharma	<i>Member</i>
	Dr. Mukul Sharma	<i>Member</i>
	Mr. Parveen Kumar	<i>Member</i>
	Mr. Krishan Lal to assist	
12	Internal Complaints Committee (ICC), Anti-Sexual Harassment Cell	
	Dr. Indu Bala	<i>Presiding Officer/Convener/Incharge</i>
	Mr. Satbir Singh	<i>Member - Teaching Staff</i>
	Ms. Pratibha	<i>Member - Teaching Staff</i>
	Ms. Rajni Goel	<i>Member - Teaching Staff</i>
	Ms. Seema	<i>Member - Teaching Staff</i>
	Ms. Panita Devi	<i>Member - Non-teaching Staff</i>
	Ms. Sunita Jhangra	<i>Member - Non-teaching Staff</i>
	Student Members	<i>To be decided by Committee & Record be Maintained</i>
	Dr. Sonia Sharma (Women Academician)	<i>External Member</i>
	Dr. Shweta Rathi (Women Counselor)	<i>External Member</i>
	Ms. Alka Garg (Social Worker)	<i>External Member</i>


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13	Competitive Examination Cell, Innovation Cell, Passport Cell, Dilapidation, Spoken Tutorial	
	Dr. Indu Bala	<i>Convener</i>
	Mr. Satbir Singh	<i>Member</i>
	Ms. Swati	<i>Member</i>
	Ms. Himshikha Pathak	<i>Member</i>
	Mr. Amarpreet Singh	<i>Member</i>
	Dr. Bhawna Sharma	<i>Member</i>
14	Medical Reimbursement Committee	
	Dr. Indu Bala	<i>Convener</i>
	Ms. Rajni Goel	<i>Member</i>
	Ms. Seema	<i>Member</i>
	Dr. Sandeep Kumar	<i>Member</i>
	Ms. Panita Devi	<i>Member</i>
15	HKRN, Contractual, Outsourcing	
	Mr. Vinod Sharma	<i>Convener (Nodal Officer-HKRN)</i>
	Dr. Priyanka	<i>Member</i>
	Dr. Balvinder Singh	<i>Member</i>
	Ms. Sujata Rani	<i>Member</i>
	Dr. Neha Saini	<i>Member</i>
	Mr. Parveen Kumar	<i>Member</i>
	Mr. Gaurav Kumar	<i>Member</i>
	Ms. Panita Devi	<i>Member</i>
16	University Works, IUMS, Printing, Court Cases, Litigation Management System, Convocation, College/Students Statistics, MOI, LOR, Back Log, Academics Verification	
	Mr. Vinod Sharma	<i>Convener</i>
	Dr. Vishal Verma	<i>Member</i>
	Ms. Sujata Rani	<i>Member</i>
	Ms. Himshikha Pathak	<i>Member</i>
	Mr. Shivam	<i>Member</i>
	Dr. Navneet Garg	<i>Member</i>
	Dr. Mukul Sharma	<i>Member</i>
	Mr. Parveen Kumar	<i>Member</i>
	Ms. Priya Rani	<i>Member</i>
	Mr. Krishan Lal and Mr. Ashwani Kumar to assist	
	Mr. Vinod Sharma shall be overall incharge of all works within domain of University viz. RR/Share of Funds, ABC IDs, Examination Forms, Internal Assessment, Practials, Affiliation/Inspections & Examinations etc. Sub-Committess have been constituted for facilitation purpose only.	


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17	Gymnasium	Mr. Vinod Sharma <i>Convener</i> Ms. Sujata Rani <i>Co-Convener</i> Dr. Daleep Kumar <i>Member</i> Ms. Himshikha Pathak <i>Member</i> Ms. Kiran <i>Member</i> Mr. Ravinder Kumar <i>Member</i> Ms. Renu Bala <i>Member</i> Ms. Manju Dahiya <i>Member</i> Dr. Sandeep Kumar <i>Member</i> Mr. Amarpreet Singh <i>Member</i> Mr. Sanjeev Kumar & Mr. Manish to assist
18	Govt. Grants, Salary Bills, Treasury Bills, Income Tax, Filing of Quarterly/Annual/GST Returns, LTC, HRA, GPF, NPS, GIS, Leave Encashment, Govt. Cash Books, Entrepreneurship Development Cell, Skill Development Cell, Startups	Ms. Pratibha <i>Convener</i> Dr. Ruchika Wadhwa <i>Member</i> Ms. Seema <i>Member</i> Dr. Neha Saini <i>Member</i> Dr. Vishal Verma <i>Member</i> Ms. Panita Devi <i>Member</i> <i>Note:- Mr. Ashok Bansal to act as Coordinator for these Committees. In case of non-availability of one bursar, another bursar shall perform his/her duty as bursar.</i>
19	College Library, District Library, National Education Policy (NEP), MOOCs, Training, Internship, National Task Force, Drug De-Addiction Club, Prarhari Club, Anti Tobacco, Blood/Organ Donation Committee, Red Cross, Red Ribbon Club, NEEV, NDLI	Ms. Rajni Goel <i>Convener (Nodal Officer-NTF)</i> Mr. Rajbir <i>Member</i> Ms. Swati <i>Member</i> Mr. Kiran <i>Member</i> Mr. Dinesh Prakash <i>Member</i> Dr. Bhawna Sharma <i>Member</i> Mr. Parveen Kumar <i>Member</i> Ms. Priya Rani <i>Member</i> Ms. Sunita Jhangra <i>Member</i> <i>Note:- Ms. Rajni Goel & Mr. Rajbir to act as YRC Counsellors/Nodal Officers for Girls & Boys respectively.</i>
20	Augumentation of Labs, Science Exhibition, Building, Construction, Assets Management Portal, Learning Management System	Mr. Lakhvinder Singh <i>Convener</i> Ms. Sujata Rani <i>Member</i> Ms. Meenu Rani <i>Member</i> Ms. Swati <i>Member</i> Ms. Himshikha Pathak <i>Member</i> Mr. Dinesh Parkash <i>Member</i> Dr. Navneet Garg <i>Member</i>



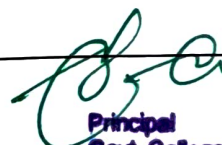
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	Dr. Mukul Sharma Mr. Parveen Kumar <i>Note:- Dr. Sanjeev Kumar to act as Coordinator for this Committees. For Science Exhibition, Ms. Sujata Rani will act as Convener.</i>	<i>Member</i> <i>Member</i>
21	Anti-Ragging Committee	
	Mr. Lakhvinder Singh Dr. Vishal Verma Dr. Balvinder Singh Ms. Swati Dr. Dinesh Parkash Ms. Priya Rani Mr. Gaurav Kumar SHO Chhachhrauli Ms. Alka Garg Mr. Sukhwinder Kashyap Four Parent Members Four Student Members	<i>Convener</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>External Member - Police</i> <i>External Member - Social Representative</i> <i>External Member- Local Media</i> <i>To be decided by Committee & Record be Maintained</i> <i>To be decided by Committee & Record be Maintained</i>
22	Discipline Committee, Proctorial Committee	
	Mr. Vinod Sharma Dr. Balvinder Singh Dr. Indu Bala Ms. Sujata Rani, ANO Dr. Daleep Kumar Mr. Rajbir Ms. Deepika Vaish, NSS PO Dr. Mukul Sharma Dr. Manju <i>Note:- Besides above staff members, it shall be the responsibility of entire staff to ensure the maintainence of discipline in the College.</i>	<i>Chief Proctors/Conveners</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i>
23	Sports Club, Yoga Club, Driving License	
	Dr. Balvinder Singh Ms. Deepika Vaish Mr. Vinod Sharma Dr. Daleep Kumar Ms. Shalu Dr. Sandeep Kumar Dr. Bhawna Sharma	<i>Convener</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i>
24	Cultural, Tent & Shamiyana, Sound Arrangement, Seating Arrangement in Functions	
	Dr. Lalit Kumar Ms. Seema Ms. Meenu Rani	<i>Convener</i> <i>Member</i> <i>Member</i>


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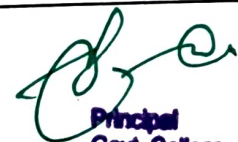
	Dr. Daleep Kumar	Member
	Ms. Himshikha Pathak	Member
	Ms. Swati	Member
	Mr. Ravinder Kumar	Member
	Dr. Renu Bala	Member
	Dr. Ritu	Member
	Dr. Navneet Garg	Member
	Dr. Mukul Sharma	Member
	Ms. Sukhwinder Kaur	Member
	Mr. Parveen Kumar	Member
25	Women Cell, Gender Studies Society	
	Ms. Seema	Convener
	Ms. Meenu Rani	Member
	Ms. Vikesh Bala	Member
	Ms. Swati	Member
	Ms. Manju Dahiya	Member
	Dr. Bhawna Sharma	Member
	Mr. Parveen Kumar	Member
26	Time Table, Workload, Tutorial, Proctorial, Subject Combinations and Subject/Faculty Change	
	Dr. Ruchika Wadhwa	Convener
	Mr. Lakhvinder Singh	Member
	Ms. Meenu Rani	Member
	Mr. Parveen Kumar	Member
27	NIRF, UGC, RUSA, Research & Development Cell, IPR Cell, College Activities Record, Annual Report, News Letter, Placement Cell, Personality Development, Career Counseling, Institutional Development Plan (IDP)	
	Dr. Ruchika Wadhwa	Convener (Nodal Officer-NIRF, TPO)
	Dr. Vishal Verma	Co-Convener
	Ms. Meenu Rani	Member
	Mr. Shivam	Member
	Ms. Shalu	Member
	Mr. Dinesh Parkash	Member
	Dr. Mukul Sharma	Member
	Dr. Navneet Garg	Member
	Note:- Ms. Pratibha to act as Coordinator for these Committees	
28	Bus Passes, Road Safety Awareness Club, Public Health, Sanitation, Safe Drinking Water, Alumni Meet	
	Ms. Mamta Verma	Convener
	Ms. Vikesh Bala	Member
	Ms. Deepika Vaish	Member
	Mr. Ravinder Kumar	Member
	Mr. Dinesh Parkash	Member
	Mr. Amarpreet Singh	Member
	Mr. Ashwani Kumar	Member



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29	NCC, College Magazine, Green Audit Committee	
	Ms. Sujata Rani	<i>Convener (ANO-NCC)</i>
	Dr. Lalit Kumar	<i>Member (CTO-NCC during leave period of ANO)</i>
	Mr. Rajbir	<i>Member</i>
	Ms. Himshikha Pathak	<i>Member</i>
	Ms. Manju Dahiya	<i>Member</i>
	Ms. Sukhwinder Kaur	<i>Member</i>
	Ms. Komal	<i>Member</i>
	Mr. Gaurav Kumar	<i>NCC Clerk</i>
30	College Beautification, Cleanliness Club, Language Lab, Educational Tours/Excursions	
	Mr. Rajbir	<i>Convener</i>
	Mr. Ravinder Kumar	<i>Member</i>
	Ms. Deepika Vaish	<i>Member</i>
	Ms. Swati	
	Mr. Dinesh Parkash	<i>Member</i>
	Mr. Amarpreet Singh	<i>Member</i>
	Dr. Navneet Garg	<i>Member</i>
	Dr. Sandeep Kumar	<i>Member</i>
31	SC/ST/BC/Minority Cell, Soil Testing	
	Mr. Satbir Singh	<i>Nodal Officer</i>
	Ms. Meenu Rani	<i>Convener</i>
	Dr. Mamta Verma	<i>Member</i>
	Ms. Swati	<i>Member</i>
	Dr. Sandeep Kumar	<i>Member</i>
32	Earn While You Learn, AISHE, NAPS, AICTE, Institution's Innovation Council, Physical Verification of Goods	
	Dr. Priyanka	<i>Convener (Nodal Officer-NAPS, AISHE)</i>
	Dr. Neha Saini	<i>Member</i>
	Ms. Deepika Vaish	<i>Member</i>
	Dr. Dinesh Parkash	<i>Member</i>
	Dr. Navneet Garg	<i>Member</i>
	Ms. Priya Rani	<i>Member</i>
33	College Property, Disposal/Auction of Goods	
	Mr. Rajbir	<i>Convener</i>
	Ms. Mamta Verma	<i>Member</i>
	Mr. Lakhvinder Singh	<i>Member</i>
	Dr. Priyanka	<i>Member</i>
	Dr. Sandeep Kumar	<i>Member</i>
	Dr. Mukul Sharma	<i>Member</i>
	Mr. Amarpreet Singh	<i>Member</i>
	Ms. Priya Rani	<i>Member</i>
34	Extension Lecturers Committee	
	Dr. Neha Saini	<i>Convener</i>
	Dr. Priyanka	<i>Member</i>


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	Mr. Rajbir <i>Member</i> Ms. Deepika Vaish <i>Member</i> Mr. Gaurav Kumar <i>Member</i> Ms. Panita Devi <i>Member</i> <i>Note:- Mr. Ashok Bansal & Mr. Satbir Singh to act as Coordinators for these Committees.</i>
35	Office Expenses, Stationery Items, Model Online Transfer Policy, HRMS, MIS, ERP, Documents Verification Committee
	Dr. Neha Saini <i>Convener (Nodal Officer-HRMS, MIS, ERP, MOTP)</i> Dr. Priyanka <i>Member</i> Ms. Deepika Vaish <i>Member</i> Mr. Parveen Kumar <i>Member</i> Ms. Priya Rani <i>Member</i> Mr. Gaurav Kumar <i>Member</i> Ms. Panita Devi <i>Member</i>
36	Scholarships/Stipends Committee - College Level, Aadhaar Card Seeding, NSP, SARAL Portal
	Ms. Meenu Rani <i>Nodal Officer/INO</i> Mr. Rajbir <i>Member</i> <u>SC Scholarships/Stipends & Aadhaar Card Seeding</u> Ms. Swati <i>Convener</i> Mr. Ravinder Kumar <i>Member</i> Dr. Renu Bala <i>Member</i> Mr. Dinesh Parkash <i>Member</i> Ms. Manju Dahiya <i>Member</i> Ms. Sukhwinder Kaur <i>Member</i> <u>BC Scholarships/Stipends & Aadhaar Card Seeding</u> Ms. Mamta Verma <i>Convener</i> Ms. Shalu <i>Member</i> Ms. Kiran <i>Member</i> Dr. Sandeep Kumar <i>Member</i> Ms. Komal <i>Member</i> Ms. Priya Rani <i>Member</i> <u>Meritorious/University/Minorities/PH/BPL/ RKFF/Divyang/Freedom Fighter Scholarships/Aadhaar Card Seeding</u> Dr. Neha Saini <i>Convener</i> Ms. Deepika Vaish <i>Member</i> Dr. Shruti <i>Member</i> Mr. Parveen Kumar <i>Member</i> Mr. Gaurav Kumar <i>Member</i>
37	Centralized Scholarships/Stipends Committee - DHEO Level
	Ms. Meenu Rani <i>Nodal Officer/INO</i> Mr. Rajbir <i>Member</i> Ms. Mamta Verma <i>Member</i> Dr. Neha Saini <i>Member</i>



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	Ms. Deepika Vaish	Member
	Ms. Swati	Member
	Mr. Ravinder Kumar	Member
	Ms. Kiran	Member
	Ms. Shalu	Member
	Dr. Renu Bala	Member
	Mr. Dinesh Parkash	Member
	Ms. Manju Dahiya	Member
	Ms. Sukhwinder Kaur	Member
	Dr. Sandeep Kumar	Member
	Ms. Komal	Member
	Mr. Parveen Kumar	Member
	Ms. Priya Rani	Member
38	Electronic Resources Management (ERM), GeM Portal, E-Waste Management, Canteen	
	Dr. Vishal Verma	Convener
	Dr. Lakhvinder Singh	Member
	Dr. Priyanka	Member
	Dr. Neha Saini	Member
	Mr. Shivam	Member
	Ms. Shalu	Member
	Dr. Dinesh Parkash	Member
	Mr. Parveen Kumar	Member
	Mr. Gaurav Kumar	Member
39	NSS, Community Works, Unnat Bharat Abhyan Committee, Socio-Economic Survey, Youth Affairs	
	Ms. Deepika Vaish	Convener (NSS PO)
	Ms. Swati	Member
	Mr. Ravinder Kumar	Member
	Ms. Kiran	Member
	Mr. Dinesh Parkash	Member
	Dr. Navneet Garg	Member
	Dr. Mukul Sharma	Member
	Ms. Manju Dahiya	Member
	Dr. Ritu	Member
	Dr. Bhawna Sharma	Member
	Ms. Panita Devi	NSS Clerk
	<i>Note:- Mr. Rajbir to act as Coordinator for these Committees</i>	
40	Hospitality and Refreshment	
	Ms. Vikesh Bala	Convener
	Ms. Manju Dahiya	Member
	Dr. Mukul Sharma	Member
	Dr. Bhawna harma	Member
	Mr. Parveen Kumar	Member
	Ms. Priya Rani	Member



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41	Liaisoning with District Administration/Sub-Divisional Administration/DHEO, CM Window, CM Announcements, CP Gram, Samadhan Shivir	
	Dr. Indu Bala Ms. Rajni Goel Dr. Lakhvinder Singh Dr. Lalit Kumar Dr. Ruchika Wadhwa Dr. Vishal Verma Mr. Parveen Kumar Mr. Gaurav Kumar	Liaison Officers
42	Legal Literacy Cell, Eco Club, Botanical Garden	
	Ms. Swati Ms. Himshikha Pathak Dr. Sandeep Kumar Dr. Navneet Garg Ms. Komal Mr. Gaurav Kumar	Convener Member Member Member Member Member
	<i>Note:- Dr. Ruchika Wadhwa to act as Coordinator for these Committees.</i>	
43	Important Days Celebration, Institutional Ethical Committee, Innovative Practices (Sciences)	
	Ms. Himshikha Pathak Dr. Daleep Kumar Ms. Swati Dr. Renu Bala Dr. Ritu	Convener Member Member Member Member
	<i>Note:- Dr. Indu Bala to act as Coordinator for these Committees.</i>	
44	Innovative Practices (Tourism & Travel Management)	
	Dr. Daleep Kumar Dr. Mukul Sharma Dr. Bhawna Sharma Ms. Komal	Convener Member Member Member
45	Hobby Club, Performing Arts Club	
	Dr. Renu Bala Dr. Ritu Sharma Dr. Navneet Garg Dr. Mukul Sharma	Convener Member Member Member
	<i>Note:- Dr. Lalit Kumar to act as Coordinator for these Committees</i>	
46	College Website Management, Lesson Plans, e-Banners, University Practicals, YouTube Channel	
	Mr. Dinesh Parkash Mr. Amarpreet Singh Dr. Navneet Garg	Convener Member Member
	<i>Note:- Dr. Vishal Verma to act as Coordinator for these Committees</i>	
47	Press & Media, Public Relations Committee	
	Ms. Manju Dahiya	Convener

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	Mr. Parveen Kumar Dr. Mukul Sharma <i>Note:- Ms. Vikesh Bala to act as Coordinator for these Committees</i>	Member Member
48	Beti Bachao Beti Padhao Club	
	Ms. Komal Dr. Shruti Ms. Paramjeet Kaur Mr. Dinesh Prakash Ms. Sukhwinder Kaur <i>Note:- Ms. Seema & Ms. Meenu Rani to act as Coordinator for these Committees</i>	Convener Member Member Member Member
49	Absentee Slips, Fine Checking, Lecture Shortage, Name Struck off, Letter Dispatch to Parents and Re-Admission	
	Dr. Shruti Ms. Komal Dr. Mukul Sharma Ms. Manju Dahiya Dr. Sandeep Kumar <i>Note:- Dr. Neha Saini to act as Coordinators for these Committees</i>	Convener Member Member Member Member
50	University Results Tabulation, Activities Register, MYBharat Portal	
	Dr. Navneet Garg Ms. Sukhwinder Kaur Mr. Dinesh Parkash Dr. Paramjeet Kaur Mr. Ashwani Kumar to assist <i>Note:- Mr. Vinod Sharma, Ms. Deepika Vaish & Dr. Ruchika Wadhwa to act as Coordinators for these Committees</i>	Convener Member Member Member
51	Creative Writing	
	Dr. Ritu Dr. Manju Dahiya Dr. Renu Bala <i>Note:- Mr. Ashok Bansal to act as Coordinator for these Committees</i>	Convener Member Member
52	University Internal Assessment, Invitation, Kitchen Garden	
	Dr. Mukul Sharma Dr. Sandeep Kumar Ms. Komal Mr. Krishan Lal to assist <i>Note:- Mr. Vinod Sharma to act as Coordinator for these Committees</i>	Convener Member Member
53	Cyber Awareness Cell, Decoration, Prizes, Certificates Writing	
	Dr. Bhawna Sharma Ms. Komal Dr. Renu Bala <i>Note:- Ms. Seema & Ms. Meenu Rani to act as Coordinators for these Committees</i>	Convener Member Member
54	Audio-Visual Aids, Live Telecast of Events, IT Equipment Maintenance, Professional Networks viz LinkedIn	


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	Mr. Amarpreet Singh Mr. Dinesh Parkash Dr. Navneet Garg Dr. Mukul Sharma Ms. Shruti <i>Note:- Dr. Vishal Verma to act as Coordinator for these Committees</i>	<i>Convener</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i>
55	Electoral Literacy Club, Voter Cards, Census	
	Ms. Sukhvinder Kaur Dr. Ritu Ms. Manju Dahiya Mr. Parveen Kumar Ms. Priya Rani <i>Note:- Mr. Satbir Singh, Ms. Rajni Goel & Dr. Neha Saini to act as Coordinator for these Committees</i>	<i>Convener</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i>
56	Rain Water Harvesting, Cycle/Motor Cycle Parking Stand	
	Dr. Sandeep Kumar Dr. Shruti Ms. Komal Mr. Krishan Lal <i>Note:- Dr. Balvinder Singh & Ms. Meenu Rani to act as Coordinator for these Committees</i>	<i>Convener</i> <i>Member</i> <i>Member</i> <i>Member</i>
57	Innovative Practices (Commerce & Management)	
	Dr. Paramjeet Kaur Ms. Priya Rani Ms. Komal <i>Note:- Dr. Ruchika Wadhwa to act as Coordinators for these Committees</i>	<i>Convener</i> <i>Member</i> <i>Member</i>
58	Lawns Maintenance, Gardening	
	Mr. Parveen Kumar Dr. Mukul Sharma Dr. Sandeep Kumar <i>Note:- Ms. Pratibha to act as Coordinators for these Committees</i>	<i>Convener</i> <i>Member</i> <i>Member</i>
59	AEBAS/Biometrics, Social Media, Dispensary, Pandemic Control, Disaster Management, Academic Bank of Credits (ABC IDs), e-Billing, Photography, Videography, IT Cell	
	Mr. Parveen Kumar Ms. Priya Rani Dr. Sandeep Kumar Mr. Gaurav Kumar Ms. Panita Devi <i>Note:- Ms. Rajni Goel & Dr. Vishal Verma to act as Coordinators for these Committees</i>	<i>Convener (Nodal Officer-AEBAS, Social Media Coordinator)</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i>
60	Online Admissions, University Examination Forms	
	Ms. Priya Rani Mr. Parveen Kumar Mr. Dinesh Parkash	<i>Convener (Nodal Officer - Online Admissions)</i> <i>Member</i> <i>Member</i>


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Dr. Bhawna Sharma

Member

Note:- Dr. Vishal Verma to act as Coordinator for these Committees

61 Societies/Clubs

<u>Name of the Society/ Club</u>	<u>Staff Mentor(s)</u>
Human Rights Society	Mr. Satbir Singh
Music Club	Dr. Lalit Kumar
Drama Club	Ms. Seema
Adventure Club	Ms. Deepika Vaish
Fine Arts Club	Ms. Meenu Rani
Media Club	Ms. Vikesh Bala
Literary Society	Mr. Rajbir
Debate Society	Dr. Ruchika Wadhwa
<u>Subject Societies</u>	
History Society	Dr. Sanjeev Kumar
Political Science Society	Mr. Satbir Singh
English Society	Mr. Rajbir
Hindi Society	Ms. Vikesh Bala
Punjabi Society	Dr. Renu Bala
Physics Society	Ms. Himshikha Pathak
Chemistry Society	Ms. Meenu Rani
Botany Society	Ms. Swati
Zoology Society	Ms. Sujata Rani
Computer Society	Mr. Lakhvinder Singh
Mathematics Society	Dr. Indu Bala
Commerce Society	Ms. Pratibha
Economics Society	Ms. Rajni Goel
Music Society	Dr. Lalit Kumar
Sociology Society	Mr. Amar Pal
Tourism & Travel Management	Dr. Daleep Kumar
SITM Society	Ms. Pratibha Mr. Lakhvinder Singh

Note:- The Mentor of each Society/Club will enroll five students in his/her respective Society/Club.

62 Venue/Maintenance Incharges

Mr. Vinod Sharma	New Building - Ground Floor & Gymnasium
Dr. Indu Bala	New Building - 1st Floor
Ms. Sujata Rani	New Building - 2nd Floor & Zoology Lab
Dr. Priyanka	New Building - 3rd Floor
Mr. Rajbir	Old Building - Ground Floor, Multi Purpose Hall
Dr. Lalit Kumar	Old Building - 1st Floor
Dr. Daleep Kumar	
Dr. Ritu	Top floor corridors - Old building
Dr. Bhawna Sharma	
Dr. Balvinder Singh	Playground

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Ms. Pratibha Dr. Neha Saini	General Office
Mr. Satbir Singh Ms. Manju Dahiya	Canteen
Dr. Ruchika Wadhwa	Placement Cell
Ms. Rajni Goel	Library
Mr. Lakhvinder Singh	Computer Lab - 3rd Floor
Dr. Navneet Garg	Computer Lab - 2nd Floor
Dr. Priyanka	ER Lab - 1st Floor
Ms. Himshikha Pathak	Physics Lab-1 & Dark Room
Dr. Shruti Bhardwaj	Physics Lab-2
Ms. Meenu Rani	Chemistry Labs
Ms. Swati Ms. Komal	Botany Lab, Botanical Garden, Museum
Dr. Lalit Kumar	Music Lab
Mr. Dinesh Parkash Dr. Navneet Garg	Seminar Hall
Mr. Amarpreet Singh	Conference Room
Dr. Vishal Verma	Virtual Classroom - 3rd Floor
Ms. Mamta Verma	Drinking Water Venues
Ms. Deepika Vaish Dr. Mukul Sharma	Flower Pots
Dr. Paramjeet Kaur	Notice Boards - Old Building
Dr. Sandeep Kumar	Notice Boards - New Building
Dr. Renu Bala	Notice Boards - Open Area
Ms. Seema	Women Cell
Ms. Vikesh Bala Ms. Manju Dahiya	Girls Common Room
Dr. Mukul Sharma Dr. Sandeep Kumar	Kitchen Garden
Dr. Mukul Sharma	Electricity/Generator Rooms
Ms. Sukhvinder Kaur Dr. Paramjeet Kaur Dr. Ritu	Staff Room
Mr. Parveen Kumar	Principal Office, Computer Labs-II Old Building
Ms. Priya Rani	Smart Class Room (LT-II), Computer Labs-I Old Building


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