

OFFICE OF THE PRINCIPAL GOVT. COLLEGE SAFIDON (JIND)



LIST OF COMMITTEES FOR SESSION: 2023-2024

Order No.GCS/2023/3286

Dated: 12/09/2023

The following committees have been constituted for the smooth functioning of the college during the current Session with effect from 12/09/2023. All concerned are requested to takeover and handover the charges immediately. The conveners/in-charges of various activities shall note down the names of faculty members associated with them. They are requested to call fresh quotations immediately if not done before for the work to be undertaken by them. This list is not final and it is subject to change from time to time with respect to administrative exigencies. The charge of a Committee must be handed over and taken over within two days of the issuance of orders and need based change in future.

Sr. No.	Name of Committee	Name of the A/P	Signature
1	College Council	Principal (Chairperson)	
		Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh (Ex. Officio.)	
2	State Public Information Officer	Dr. Pradeep Kumar	
	ASPIO	Sh. Balvinder, Steno	

3	Chief Mentor	Dr. Hari Om	
		Smt. Monika	
4	Chief Proctor	Dr. Hari Om	
		Smt. Nisha Rani	
5	SVEEP Committee	Dr. Jaivinder (Nodal Officer)	
		Sh. Nafe Singh	
		Dr. Rajesh	
		Sh. Dharmender	
6	College Bursar	Sh. Balvinder Singh	
7	Staff Secretary	Sh. Nafe Singh	
8	Social Secretary	Sh. Pardeep Maan	
9	GeM Portal	Principal (Chairperson)	
		Sh. Pardeep Maan (Convener)	
		Smt. Reenu Devi	
		Sh. Balvinder Singh (Bursar)	
10	Student Passport/ Driving Licenses	Sh. Pardeep Maan (Nodal Officer)	
		Smt. Monika	
		Dr. Ruchi Bhardwaj	
		Sh. Pankaj, L.A.	
11	Nodal Officer ACR Online Module	Sh. Pardeep Maan	
12	Nodal Officer for NAAC	Dr. Pradeep Kumar	
13	Nodal Officer for NIRF	Dr. Anju Rani Sharma	
14	Nodal Officer for Online Admission	Sh. Pardeep Maan	
		Smt. Kirti	
15	Nodal Officer for Apprentice and Saksham Yuva Rojgar	Sh. Nafe Singh	
		Smt. Reenu	
		Dr. Jasbir Punia	

		Smt. Bhawna	
		Sh. Deepak (L.A.)	
16	Cultural Affair & Youth Welfare Committee	Dr. Anju Rani Sharma	
		Smt. Manita	
		Smt. Sarabjeet Kaur	
		Dr. Sunil Devi	
		Smt. Manju Devi	
		Dr. Sheel	
		Smt. Jyoti Kanwal	
		Smt. Bhawna	
17	UGC Affair Committee	Dr. Pradeep Kumar	
		Dr. Anju Rani Sharma	
		Smt. Manita	
18	Infrastructure Maintenance / Dilapidation (PWD -B&R)/ Water Supply (Public Health) and House Allotment Committee	Dr. Hari Om	
		Dr. Jaivinder (Public Health)	
		Sh. Rajiv	
		Dr. Rajesh	
		Sh. Pankaj (L.A.)	
19	Electricity Committee	Sh. Nafe Singh	
		Dr. Jaivinder	
		Smt. Manita (Commerce Block)	
		Smt. Reenu (Science Block)	
		Sh. Sandeep Singh (New Arts Block)	
		Dr. Parveen, Arts Block	
		Sh. Deepak, L.A, Science Block	
		Sh. Naveen, (L.A.) (Lib. And New Arts Block)	

		Sh. Pankaj, L.A. (Commerce)	
		Sh. Vinod Kumar, (L.A.) Arts Block	
		Watchmen (on duty)	
20	University Affairs Committee	Dr. Jaivinder (Registrar)	
		Smt. Manita	
		Dr. Parveen	
		Sh. Rajiv	
		Sh. Deepak	
		Dr. Sunil Devi (1 st)	
		Smt. Sarbjeet Kaur (1 st)	
		Smt. Manju	
		Sh. Dharmender (2 nd , 3 rd)	
		Dr. Manjeet Kaur (Med.)	
		Smt. Seema (Non-Med.)	
		Smt. Kirti (Computer Sc.)	
		Sh. Anil Kumar	
		Sh. Deepak LA (Arts)	
		Sh. Pankaj LA	
		Smt. Monika (Science)	
		Dr. Ruchi Bhardwaj (Commerce)	
21	Lecture Shortage, Absentee Slip, Fine Checking, Re-admission Monitoring Committee	Dr. Sarla Sehrawat	
		Sh. Surrender L.A. (BA.I)	
		Sh. Amit T/P (B.A. II&III)	
		Sh. Rakesh Garg, LA-All Science Classes	
		Sh. Rajender, JLA -All PG & UG Comm.	

22	O.E./Stationary Purchase & Printing Committee	Sh. Nafe Singh	
		Smt. Manita	
		Smt. Reenu Devi	
		Sh. Balvinder, Steno	
23	Nodal Officer for PRAYAS	Dr. Pradeep Kumar	
24	Library In-charge	Dr. Pradeep Kumar	
		Dr. Anju Rani Sharma	
		Smt. Manita	
		Smt. Sunita	
25	Placement Cell & Entrepreneurship Development Club	Sh. Pardeep Maan	
		Smt. Reenu	
		Smt. Kirti	
		Sh. Rajiv	
26	SAF & RKF Committee	Dr. Jaivinder	
		Smt. Manita	
		Sh. Balvinder Singh (Ex. Offic.)	
		Sh. Balvinder, Steno	
27	Science Exhibition Committee	Dr. Hari Om (Geography)	
		Smt. Reenu (Science)	
		Sh. Pardeep Maan	
		Smt. Nisha	
		Smt. Jyoti Kanwal	
		Dr. Manjeet Kaur	
		Smt. Seema	
		Dr. Anil	
28	Tour and Travel Committee	Sh. Nafe Singh (Boys)	
		Dr. Sarla Sehrawat (Girls)	

		Smt. Manita	
		Dr. Ashok	
		Sh. Sandeep Dhillon	
		Dr. Jasbir	
		Sh. Vikas Bansal	
		Sh. Preetam	
29	Seating, Shmiana & Sound System	Dr. Jaivinder	
		Dr. Parveen Sharma	
		Dr. Shanker	
		Sh. Rajiv	
		Sh. Dharmender	
		Sh. Rakesh, L.A.	
30	Earn While You Learn Committee	Dr. Sarla Sehrawat	
		Smt. Manita	
		Smt. Reenu	
		Dr. Ruchi Bhardwaj	
		Sh. Balvinder, Steno	
31	Nature Interpretation Centre/ Harit Haryana Abhiyan /Eco Club & Campus Beautification	Dr. Jaivinder (Nodal Officer) (NSS PO)	
		Smt. Reenu (NSS PO)	
		Sh. Pardeep Maan (NCC)	
		Smt. Jyoti Kanwal	
		Dr. Manjeet Kaur	
		Smt. Nisha	
		Dr. Anil	
		Sh. Rajender, JLA	
32	Research and Development Cell	Dr. Pradeep Kumar	
		Dr. Hari Om	

		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
33	Bus Pass Committee	Smt. Manita	
		Sh. Rajiv	
		Dr. Rajesh	
		Sh. Deepak, L.A.	
		Sh. Rakesh, L.A.	
34	NSS	Dr. Jaivinder (Boys Unit)	
		Smt. Reenu (Girls Unit)	
		Sh. Anil (Peon)	
		Sh. Vijender (Peon)	
35	NCC	Sh. Pardeep Maan	
		Sh. Preetam	
		Sh. Surender, L.A.	
36	Women Cell	Principal (Patron)	
		Smt. Manita (Convener)	
		Smt. Reenu	
		Smt. Sanyogita	
		Smt. Jyoti Kanwal	
		Smt. Sarabjeet Kaur	
		Dr. Sunil Devi	
		Smt. Manju	
		Dr. Manjeet Kaur	
37	Lab Development & Equipment/Apparatus Purchase Committee	Dr. Hari Om (Geography)	
		Smt. Reenu (Sci.)	
		Sh. Pardeep Maan (C.S.)	

38	Student Welfare and Incentive Committee	Smt. Manita (SC Scholarship)	
		Dr. Rajesh	
		Smt. Bhawna	
		Sh. Pankaj, L.A. (SC Scholarship)	
		Smt. Reenu (BC Scholarship)	
		Sh. Dharmender	
		Dr. Anil	
		Sh. Deepak, L.A.	
		Smt. Reenu (Merit Scholarship, LIG/ BPL/ Freedom Fighter and Others)	
39	Prize Committee	Dr. Sarla Sehrawat (Convener)	
		Dr. Jasbir Punia	
		Smt. Sanyogita	
		Sh. Deepak Kumar	
		Sh. Preetam	
40	ERP Updation/ CCTV/ AEBAS/ Web Site/ Facebook	Sh. Pardeep Maan	
		Smt. Kirti (ERP Updation)	
		Dr. Ashok (CCTV)	
		Dr. Ruchi Bhardwaj (AEBAS)	
		Sh. Vikas Bansal (Web Site/ Facebook)	
41	Grants Funds Observation/ College Bank Accounts Monitoring Cell	Dr. Pradeep Kumar	
		Sh. Balwinder Singh, Bursar	
		Sh. Preetam	
		Sh. Balvinder, Steno	

Committees for Miscellaneous Work

42	Decoration Committee	Dr. Jaivinder	
		Smt. Manita	
		Smt. Reenu	
		Smt. Sanyogita	
		Smt. Seema	
		Smt. Sarabjeet Kaur	
		Smt. Anju	
43	Refreshment Committee	Dr. Jaivinder	
		Smt. Manita	
		Smt. Reenu	
		Smt. Sarabjeet Kaur	
		Dr. Parveen	
44	Physical Verification/Write off/Auction Committee	Dr. Hari Om	
		Dr. Anju Rani Sharma	
		Smt. Manita	
		Smt. Reenu	
		Sh. Preetam	
45	Invitation/Photography/Video Graphy	Dr. Jaivinder	
		Sh. Dharmender	
		Sh. Ajay Parkash	
46	Canteen Committee	Dr. Hari Om	
		Smt. Reenu	
		Sh. Pardeep Maan	
		Sh. Balvinder, Steno	
47	Editor In Chief	Dr. Pradeep Kumar	
	Sub. Editor	Dr. Ashok Sindhu	

	Humanities (Editor)	Dr. Sarla Sehrawat	
	Hindi (Editor)	Dr. Sheel	
	English (Editor)	Dr. Sunil Devi	
	Science (Editor)	Smt. Reenu Devi	
	Commerce (Editor)	Smt. Manita	
	Sanskrit (Editor)	Dr. Jaivinder	
	Punjabi (Editor)	Sh. Balvinder Singh	
	Music (Editor)	Dr. Anju Rani Sharma	
	Subject Societies	Dr. Shankar	
	News Section	Smt. Kirti	
48	Fee Concession Committee	Dr. Sarla Sehrawat	
		Sh. Balvinder Singh (Ex.Offcio.)	
		Smt. Manita	
		Sh. Preetam	
49	Reception Committee	Sh. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
50	NSS Advisory Committee	Principal (Patron)	
		Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh (Ex. Offcio.)	
51	Stage Secretaries	Dr. Jaivinder	
		Smt. Jyoti Kanwal	
		Dr. Ruchi Bhardwaj	

52	EDUSAT Committee	Smt. Manita	
		Smt. Kirti	
53	Staff Room Maintenance Committee	Dr. Anju Rani Sharma	
		Dr. Sheel	
		Smt. Nisha	
		Dr. Shankar	
		Dr. Anil	
54	Girls Common Room Maintenance Committee	Smt. Manita	
		Smt. Reenu	
		Dr. Sunil Devi	
		Smt. Sarabjeet Kaur	
		Smt. Bhawna	
55	Court Cases Committee	Sh. Balvinder Singh, Bursar	
		Sh. Ajay Prakash	
		Sh. Sunil, J.L.A.	
		Sh. Balvinder, Steno	
56	College Property Committee	Dr. Jaivinder (Convener)	
		Smt. Reenu	
		Smt. Manita	
57	AISHE Committee	Smt. Manita (Nodal Officer)	
		Dr. Parveen	
		Sh. Rajiv	
		Sh. Preetam (To Assist)	
58	Time Table, Workload, Subject Change & Section Formation Committee	Dr. Hari Om (Convener)	
		Smt. Reenu	
		Dr. Parveen	
		Sh. Rajiv	

		Smt. Nisha	
		Dr. Sheel	
59	Important Days Celebration Committee	Dr. Jaivinder	
		Smt. Reenu	
60	Sports Board	Principal (PATRON)	
		Dr. Sarla Sehrawat (Secretary)	
		Dr. Pradeep Kumar	
		Dr. Hari Om	
		Sh. Nafe Singh	
61	Internal Quality Assurance Cell (IQAC)	Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh	
		Stake Holder	
		Stake Holder	
		Students' Repetitive	
		Students' Repetitive	
62	Traffic Interpretation Centre /Red Cross/Blood Donation/Red Ribbon Club/Road Safety / Dispensary-First Aid Committee	Dr. Jaivinder	
		Smt. Reenu	
		Dr. Anil	
		Smt. Sanyogita	
		Smt. Anju	
		Smt. Seema	
		Sh. Sandeep Singh	
		Sh. Anil Kumar	

63	Legal Awareness Cell	Smt. Reenu	
		Sh. Dharmender	
		Sh. Ajay Parkash	
		Sh. Sandeep Singh	
64	Parking Stand/Cycle Stand Committee	Dr. Sarla Sehrawat	
		Dr. Sunil Devi	
		Dr. Jasbir Singh	
		Sh. Sunil, J.L.A.	
		Sh. Surender, L.A.	
65	Income Tax Calculation & Related Works Committee	Smt. Manita	
		Dr. Parveen	
		Sh. Rajiv	
		Sh. Deepak	
		Sh. Balwinder, Steno	
66	Anti Ragging Cell, Anti Smoking and Discipline Committee	Dr. Sarla Sehrawat	
		Sh. Pardeep Maan	
		Dr. Jasbir Singh	
		Smt. Bhawna	
		Sh. Chand Singh	
		Sh. Anil	
67	Result Verification Committee (For ACR's)	Smt. Manita	
		Dr. Parveen	
		Sh. Rajiv	
		Sh. Deepak	
68	Alumni Committee	Sh. Nafe Singh	
		Sh. Pardeep Maan	
		Sh. Balvinder Singh (Ex. Offico)	

		Dr. Parveen	
		Sh. Rajiv	
		Sh. Balvinder, Steno	
69	Press Note/ PRO Committee	Dr. Jaivinder (PRO)	
		Dr. Ruchi Bhardwaj	
		Dr. Rajesh Kumar	
70	HRMS/ MIS/ HKRN/ Saksham Yuva Portal Committee	Sh. Nafe Singh (Convener)	
		Sh. Pardeep Maan	
		Dr. Ashok (HRMS)	
		Smt. Monika Kundu (MIS)	
		Sh. Vikas Bansal (HKRN)	
		Sh. Preetam (Estb.Cl.)	
		Sh. Balvinder, Steno	
71	Sports Committee	Dr. Sarla Sehrawat (Convener)	
		Sh. Nafe Singh	
		Dr. Jasbir Singh	
		Dr. Ashok	
		Dr. Sunil Devi	
		Smt. Bhawna	
		Sh. Sandeep Singh	
		Sh. Dharmender	
		Sh. Anil Kumar	
72	Students Union Advisory Committee	Dr. Jaivinder	
		Smt. Jyoti Kanwal	
		Dr. Jasbir Singh	
		Sh. Dharmender	

73	Internal Complaint Committee/ Anti Sexual Harassment Cell	Dr. Sarla Sehrawat	
		Smt. Reenu	
		Sh. Nafe Singh	
		Smt. Shalini Gupta (Legal Advisor)	
		Sh. Balvinder, Steno	
		Ms. Annu, M.A. Hindi (R.No. 221067154038)	
		Ms. Kajal, M.A.I	
		Mr. Sagar, M.A. I (R.No. 2231816003)	
		Mrs. Manita (Special Invitee)	
74	Grievances and Redressal Cell	Principal (Patron)	
		Dr. Pradeep Kumar	
		Dr. Hari Om	
		Dr. Sarla Sehrawat	
		Dr. Anju Rani Sharma	
		Sh. Balvinder Singh	
		Sh. Preetam	
75	Annual Report	Dr. Jaivinder	
		Sh. Nafe Singh	
		Dr. Parveen Sharma	

		Sh. Rajiv	
		Dr. Rajesh	
		Sh. Dharmender	
		Dr. Shanker	

- In case of retirement/transfer/deputation, the next senior member of the committee will work as convener.
- No Extension Lecturer will sign on any finance related documents/bills in the capacity as the members of their respective committees.


PRINCIPAL
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 Govt. College Safidon