

Government College Birohar (Jhajjar)
Annual Duty List of Session 2024-25

Memo No GCB/24/480

1. College Council

- i. Principal
- ii. Dr. Anita Rani
- iii. Dr. Amardeep
- iv. Dr. Surender Singh
- v. Bursar

2. Reception

- i. Dr. Anita Rani
- ii. Dr. Amardeep
- iii. Dr. Rashmi

3. Proctor in Chief, Senior Tutor & Mentor Group

- i. Dr. Anita Rani
- ii. Dr. Saveen
- iii. Mr. Manjit, Clerk

4. Bursar Committee

- i. Smt. Nisha Rani
- ii. Sh. Jagdish Kumar, Assistant

5. R.T.I.

- i. Dr. Amardeep (SPIO)
- ii. Sh. Jagdish Kumar, Assistant (APIO/Clerk)

6. HRMS & MIS Incharge

- i. Dr. Amardeep
- ii. Sh. Jagdish Kumar, Assistant

7. University Affairs Committee

1. Dr. Saveen (Registrar)
2. Ms. Sunita (Dy. Registrar)
3. Sh. Jagdish Kumar, Assistant
4. Sh. Pawan Kumar (C.I.)

8. IOAC Committee

1. Dr. Anita Rani
2. Dr. Amardeep
3. Dr. Surender Singh
4. Dr. Saveen

9. Library Committee

- i. Sh. Pawan Kumar (Geo.)
- ii. Dr. Shivani
- iii. Sh. Jitender
- iv. Sh. Mirnal

10. UGC / NAAC/NEP COMMITTEE

- i. Dr. Surender Singh (Incharge)
- ii. Dr. Amardeep

1. Dr. Shivani
2. Smt. Nisha Rani
3. Sh. Ombir

4. Sh. Pawan Kumar (Geo.)
5. Sh. Rajesh Kumar
6. Sh. Jagdish Kumar, Assistant
7. Sh. Manjit, Clerk

11. CCTV, BSNL Lease Line, Internet & Bio Metric

1. Dr. Shivani (Incharge)
2. Sh. Pawan Kumar (C.I.)

12. IT Cell, LMS & College Website & Portal (DGHE)

1. Sh. Ombir (Incharge)
2. Sh. Pawan Kumar (C.I.)
3. Sh. Ramjeet

13. Cultural Committee

1. Dr. Rashmi
2. Dr. Shivani
3. Sh. Pawan Kumar (Geo.)
4. Dr. Monika
5. Smt. Manju Kumari

Yoga Club :

1. Ms. Sunita
2. Dr. Navender
3. Sh. Pawan Kumar Geo.
4. Sh. Pawan Computer Instructor

Government College Birohar (Jhajjar)
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Printing Committee

Ms. Sunita (Incharge)

Sh. Jitender

3. Dr. Monika

4. Dr. Rajpal Gulia

15. Refreshment Committee

1. Dr. Shivani (Incharge)

2. Ms. Pavitra Devi

3. Ms. Monika

4. Mrs. Manju Kumari

16. Alumni Committee

1. Sh. Rajesh Kumar (Chem.)

2. Dr. Anita Rani

3. Dr. Ajay Kumar

17. Youth Red Cross (YRC) & Red Ribbon Club

1. Dr. Amardeep (Incharge)

2. Dr. Narender Singh

3. Smt. Manju Kumari

4. Dr. Reena

18. Photography Committee

1. Sh. Jitender (Incharge)

2. Sh. Pardeep Kumar (Geo.)

19. Tent & Sound Committee

1. Sh. Ombir (Incharge)

2. Sh. Saveen

3. Sh. Mirnal

4. Sh. Pardeep Kumar (Geo.)

20. Prize Committee

1. Dr. Shivani (Convener)

2. Ms. Sunita

3. Smt. Manju Kumari

4. Dr. Monika

21. Decoration Committee

1. Smt. Shivani (Convener)

2. Ms. Pavitra

3. Dr. Seetu Singh

4. Dr. Reena

22. N.S.S. Incharge (Girls)

1. Ms. Sunita

2. Sh. Ramjeet (Clerk)

3. Smt. Priyanka (Peon)

23. N.S.S. Incharge (Boys)

1. Sh. Saveen

2. Sh. Manjit (Clerk)

3. Sh. Nitin (Peon)

24. Tour Committee

(Boys tour Incharge)

1. Sh. Pawan Kumar (Geo.) (Incharge)

2. Sh. Ombir

3. Sh. Saveen

4. Sh. Pardeep Kumar (Geo.)

(Girls tour Incharge)

1. Ms. Pavitra (Incharge)

2. Sh. Rajesh Kumar (Chem.)

3. Ms. Monika

4. Smt. Manju Kumari

25. Bus Pass Committee

1. Sh. Saveen (In-charge, Boys)

2. Ms. Pavitra Devi (In-charge, Girls)

3. Sh. Pawan Kumar (C.I.)

26. Learning License Committee

1. Dr. Saveen (In-charge)

2. Sh. Pardeep Kumar

3. Dr. Reena

Government College Birohar (Jhajjar)

Annual Duty List of Session 2024-25

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Sh. Rajesh Kumar (Chemistry) @

Sh. Ajay Singh (Boys) su

3. Sh. Pawan Kumar (C.I.) (Girls) V

28. Family ID (PPP) Incharge

1. Dr. Surender Singh

2. Ms. Sunita Sunita

3. Mrs. Manju Kumari Manju

29. N.S.S. Advisory (Boys & Girls) Committee

1. Dr. Anita Rani Anita

2. Dr. Amardeep AP

3. Dr. Surender Singh SGT

30. Building Repair & Maintenance Committee

1. Sh. Rajesh Kumar (Chemistry) (Convener) @

2. Dr. Rashmi @ 02/09/24

3. Dr. Ajay Kumar - A

4. Dr. Jai Parkash Sharma Jai Parkash

31. Water Supply & Electricity Committee

1. Dr. Narender Singh (Incharge) @ narender

2. Sh. Minal @ Minal

3. Dr. Rajpal Gulia Rajpal

4. Dr. Jai Parkash Sharma Jai Parkash

32. Eco. Club / Water Harvesting / Nature care

1. Sh. Ombir (Incharge) Ombir

2. Sh. Pawan Kumar (Geo.) Pawan Kumar

3. Sh. Pardeep Kumar Pardeep Kumar

33. College Campus Beautification Committee

1. Sh. Rajesh Kumar (Incharge) @

2. Dr. Ajay Kumar A

3. Sh. Pardeep Kumar Pardeep Kumar

4. Dr. Seetu Singh Seetu Singh

5. Dr. Reena Reena

34. Central Purchase Committee

1. Dr. Amardeep (Convener) AP

2. Dr. Surender Singh SGT

3. Ms. Shivani Shivani

4. Sh. Rajesh Kumar @

35. Sanitation Committee

1) Sh. Rajesh Kumar (Convener) @

2) Sh. Pawan Kumar (Geo.) Pawan Kumar

3) Dr. Reena Reena

4) Smt. Manju Kumari Manju

5) Dr. Seetu Singh Seetu Singh

36. Earn While You Learn Committee

1. Ms. Sunita Sunita

2. Dr. Surender Singh SGT

3. Sh. Ombir Ombir

4. Sh. Saveen @

37. SC Scholarship Committee

1. Dr. Surender Singh (Incharge) SGT

2. Sh. Pawan Kumar (Geo.) Pawan Kumar

38. BC Students Committee

1. Sh. Jitender Jitender

2. Sh. Jagdish Kumar, Assistant Jagdish Kumar

39. State Meritorious & Other

Under Graduate Scholarship Committee

1. Dr. Rashmi (In-charge) @ 02/09/24

2. Mr. Minal Minal

3. Dr. Reena Reena

4. Dr. Seetu Singh Seetu Singh

40. Legal Literacy Cell/Court Case & CM Window

1. Dr. Surender Singh (Incharge) SGT

2. Dr. Narender Singh

3. Sh. Pawan Kumar (Geo.) Pawan Kumar

41. Sports Board

1. Dr. Anita Rani - Patron in Chief Anita

2. Dr. Narender Singh (In-charge) @ narender

3. Ms. Pavitra Devi Pavitra Devi

4. Dr. Ajay Kumar - A

5. Mr. Ajay Singh su

Government College Birohar (Jhajjar)
Annual Duty List of Session 2024-25

Language Lab Committee

1. Dr. Surender Singh (Incharge) *[Signature]*
2. Ms. Pavitra Devi *[Signature]*

43. Women Cell

1. Ms. Pavitra Devi (Incharge) *[Signature]*
2. Ms. Sunita *[Signature]*
3. Dr. Seetu Singh *[Signature]*
4. Ms. Monika *[Signature]*

44. EVS Incharge

1. Sh. Ombir (Incharge) *[Signature]*
2. Sh. Pardeep Kumar *[Signature]*

45. Eduset & Smart Classes In-charge

1. Sh. Pawan Kumar (Geo.) *[Signature]*
2. Dr. J.P. Sharma *[Signature]*

46. Property Incharge

1. Sh. Rajesh Kumar *[Signature]*
2. Dr. Ajay Kumar *[Signature]*
3. Dr. Jai Parkash Sharma *[Signature]*
4. Dr. Seetu Singh *[Signature]*

47. Extension Lecturer Committee

1. Dr. Amardeep *[Signature]*
2. Dr. Surender Singh *[Signature]*
3. Dr. Shivani *[Signature]*
4. Dr. Narender Singh *[Signature]*

48. Group -IV Employee Committee

1. Dr. Narender Singh (Convener) *[Signature]*
2. Ms. Sunita *[Signature]*
3. Sh. Pawan Kumar (Geo.) *[Signature]*
4. Dr. Jai Parkash Sharma *[Signature]*

49. Annual/ Activity Report Committee

1. Dr. Shivani (Convener) *[Signature]*
2. Ms. Sunita *[Signature]*
3. Dr. Seetu Singh *[Signature]*
4. Dr. Reena *[Signature]*

50. College Record Maintain Committee

1. Sh. Jagdish Kumar *[Signature]*
2. Sh. Manjit (Clerk) *[Signature]*
3. Sh. Pawan Kumar (C.I.) *[Signature]*
4. Sh. Ramjeet *[Signature]*

51. AISHE & RUSA Committee

1. Dr. Amardeep *[Signature]*
2. Sh. Jitender *[Signature]*
3. Sh. Mirnal *[Signature]*

52. Sexual Harassment & Grivance Committee

1. Dr. Anita Rani *[Signature]*
2. Dr. Shivani *[Signature]*
3. Smt. Nisha Rani *[Signature]*
4. Ms. Sunita *[Signature]*

53. Anti Ragging & Personality Development Committee

1. Dr. Anita Rani *[Signature]*
2. Dr. Amardeep *[Signature]*
3. Dr. Surender Singh *[Signature]*

54. Time Table, Workload &

Faculty /Subject change Committee

1. Dr. Amardeep (Incharge) *[Signature]*
2. Dr. Narender Singh
3. Smt. Shivani *[Signature]*
4. Ms. Sunita *[Signature]*
5. Sh. Ombir *[Signature]*
6. Dr. Saveen *[Signature]*

55. College Social Media Portal

1. Sh. Jitender *[Signature]*
2. Sh. Ramjeet *[Signature]*

56. Income Tax Committee

1. Ms. Sunita *[Signature]*
2. Dr. Shivani *[Signature]*
3. Sh. Mirnal *[Signature]*
4. Dr. Reena *[Signature]*
5. Dr. Monika *[Signature]*

Government College Birohar (Jhajjar)

Annual Duty List of Session 2024-25

Staff Secretary

Dr. Saveen

8. Voter Aadhar Card

1. Dr. Anita Rani

2. Dr. Rajpal Gulia

59. Electoral Literacy Cell

1. Dr. Anita Rani

2. Sh. Ombir

3. Sh. Ajay Singh

60. Placement cell

1. Dr. Amardeep

2. Sh. Pawan Kumar (Geo.)

3. Dr. Narendra Singh

61. Result Verification

1. Dr. Surender Singh

2. Sh. Rajesh Kumar

3. Sh. Ombir

4. Sh. Saveen

62. CRID/ Socio Economic Survey

1. Ms. Sunita

2. Dr. Saveen

63. ITI Apprentice Committee

1. Sh. Ombir

2. Sh. Rajesh Kumar

3. Sh. Saveen

4. Sh. Jagdish Kumar, Assistant

64. GeM Committee

1. Dr. Surender Singh

2. Dr. Shivani

3. Dr. Saveen

4. Sh. Ombir

65. Tobacco Committee

1. Principal, Chairperson

2. Dr. Narendra Singh (In-charge)

3. Ms. Sunita

4. Dr. Saveen

5. Dr. Ajay Kumar

6. Dr. Ajay Singh

7. Sh. Pawan Kumar, C.I.

66. Road Safety

1. Sh. Ombir

2. Dr. Saveen

3. Sh. Rajesh Kumar

4. Sh. Pardeep Kumar

67. Subject Society

1. Dr. Anita Rani (Pol. Sci.)

2. Dr. Amardeep (History)

3. Dr. Surender Singh (English)

4. Smt. Rashmi (Sociology)

5. Ms. Sunita (Commerce & Eco.)

6. Smt. Nisha Rani (Maths)

7. Smt. Shivani (Chemistry)

8. Ms. Pavitra (Hindi)

9. Sh. Rajesh Kumar (Physics)

10. Sh. Ombir (Geog.)

68. Discipline Committee

1. All Teaching Staff Member

69. Degree

1. Sh. Pawan Kumar (C.I.)

70. DMC

1. Mrs. Meena (L.A.)

71. Name Struck off Committee

1. Dr. Amardeep, M.A.

2. Dr. Surender Singh, Arts

3. Dr. Shivani, Non-Medical

4. Mr. Rajesh Kumar, Medical

5. Ms. Sunita, Commerce

Principal
Govt. College
Birohar (Jhajjar)

Jagdish Kumar