

Government College Birohar (Jhajjar)

Annual Duty List

for the Session 2025-26

1. College Council

- i. Principal
- ii. Dr. Amardeep *AP 15/7/25*
- iii. Dr. Surender Singh *SS*
- iv. Dr. Rashmi *RS 16/7/25*
- v. Mr. Sunil Kumar *SK*
- vi. Dr. Shivani *SV*
- vii. Dr. Narender Singh *NS*
- viii. Bursar *Nisha*

2. Reception

- i. Dr. Amardeep *AP 15/7/25*
- ii. Dr. Surender Singh *SS*
- iii. Dr. Rashmi *RS 16/7/25*

3. Proctor in Chief, Senior Tutor & Mentor

Group

- i. Dr. Rashmi *RS 16/7/25*
- ii. Dr. Saveen *SV*
- iii. Mr. Jitender *JP*

4. Bursar Committee

- i. Mrs. Nisha Rani *Nisha*
- ii. Mr. Jagdish Kumar, Assistant *Jagdish*

5. R.T.I.

- i. Dr. Surender Singh (SPIO) *SS*
- ii. Mr. Jagdish Kumar, Asstt(APIO/Clerk) *Jagdish*

6. HRMS & MIS Incharge

- i. Dr. Amardeep *AP 15/7/25*
- ii. Mr. Pawan Kumar *Pawan Kumar*
- iii. Mr. Jagdish Kumar, Assistant *Jagdish*

7. University Affairs Committee

- i. Dr. Saveen (Registrar) *SV*
- ii. Ms. Sunita (Dy. Registrar) *Sunita*
- iii. Mr. Jagdish Kumar, Assistant *Jagdish*
- iv. Mr. Pawan Kumar (C.I.) *Pawan*
- v. Mr. Ramjeet *Ramjeet*

8. IOAC Committee

- i. Dr. Amardeep *AP*
- ii. Dr. Surender Singh *SS*
- iii. Dr. Rashmi *RS 16/7/25*

- iv. Mr. Sunil Kumar *SK*
- v. Dr. Shivani *SV*
- vi. Dr. Saveen *SV*

9. Library Committee

- i. Mr. Pawan Kumar (Geo.) *Pawan Kumar*
- ii. Mrs. Manju Kumari *Manju*
- iii. Dr. Reena *Reena*
- iv. Mrs. Meena *Meena 16/07/25*

10. UGC & NEP COMMITTEE

- i. Dr. Surender Singh (Incharge) *SS*
- ii. Mr. Sunil Kumar *SK*
- iii. Dr. Shivani *SV*
- iv. Mrs. Nisha Rani *Nisha*
- v. Mr. Ombir *Ombir*
- vi. Mr. Rajesh Kumar *Rajesh*
- vii. Mr. Jagdish Kumar, Assistant *Jagdish*
- viii. Mr. Manjit, Clerk *Manjit*

11. NAAC & IDP COMMITTEE

- i. Dr. Surender Singh (Incharge) *SS*
- ii. Mr. Sunil Kumar *SK*
- iii. Dr. Shivani *SV*
- iv. Mrs. Nisha Rani *Nisha*
- v. Dr. Narender Singh *NS*
- vi. Mr. Ombir *Ombir*
- vii. Mr. Rajesh Kumar *Rajesh*
- viii. Mr. Pawan Kumar (Geo.) *Pawan Kumar*

12. CCTV, BSNL Lease Line, Internet & Bio

Metric

- i. Dr. ~~Saveen~~ *Dr. Parvita Devi Parvita* (Incharge)
- ii. Mr. Pawan Kumar (C.I.) *Pawan*

13. IT Cell, LMS & Portal (DGHE)

- i. Mr. Sunil Kumar (Incharge) *SK*
- ii. Mr. Pawan Kumar (C.I.) *Pawan*
- iii. Mr. Ramjeet *Ramjeet*

14. College Website

- i. Mr. Pawan Kumar *Pawan Kumar*
- ii. Mr. Pawan Kumar (C.I.) *Pawan*

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iii. Mr. Ramjeet

15. Cultural Committee

- i. Dr. Rashmi
- ii. Dr. ~~Shivani~~ Monika
- iii. Dr. Ajay Kumar
- iv. Dr. Jai Parkash Sharma
- v. Dr. Seetu Singh
- vi. Mr. Mirnal

16. Printing Committee

- i. Ms. Sunita (Incharge)
- ii. Mr. Pawan Kumar
- iii. Dr. Reena
- iv. Dr. Rajpal

17. Refreshment Committee

- i. Dr. Shivani
- ii. Dr. Pavitra Devi
- iii. Mr. Mirnal
- iv. Mrs. Manju Kumari
- v. Dr. Jai Parkash Sharma
- vi. Dr. Monika

18. Alumni Committee

- i. Mr. Jitender
- ii. Dr. Ajay Kumar
- iii. Mr. Ajay Singh

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

- i. Dr. Narender Singh
- ii. Smt. Manju Kumari
- iii. Dr. Rajpal
- iv. Dr. Reena

20. Photography Committee

- i. Mr. Jitender (Incharge)
- ii. Dr. Ajay Kumar
- iii. Dr. Seetu Singh

21. Tent & Sound Committee

- i. Mr. Ombir (Incharge)
- ii. Mr. Saveen
- iii. Mr. Pardeep Kumar (Geo.)
- iv. Mr. Mirnal

22. Prize Committee

- i. Dr. Pavitra Devi
- ii. Smt. Manju Kumari
- iii. Dr. Reena
- iv. Dr. Seetu Singh

23. Decoration Committee

- i. Dr. Shivani (Convener)
- ii. Dr. Pavitra Devi
- iii. Dr. Seetu Singh
- iv. Dr. Reena

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

- i. Dr. Shivani
- ii. Mr. Ramjeet (Clerk)
- iii. Smt. Priyanka (Peon)

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

- i. Dr. Saveen
- ii. Mr. Manjit (Clerk)
- iii. Mr. Nitin (Peon)

24. Boys Tour Committee

- i. Mr. Ombir (Incharge)
- ii. Mr. Saveen
- iii. Mr. Pardeep Kumar
- iv. Dr. Rajpal Gulia

25. Girls Tour Committee

- i. Dr. Pavitra (Incharge)
- ii. Dr. Shivani
- iii. Mr. Rajesh Kumar
- iv. Dr. Seetu Singh
- v. Smt. Manju Kumari

26. Bus Pass Committee

- i. Dr. Saveen (In-charge, Boys)
- ii. Dr. Pavitra Devi (In-charge, Girls)
- iii. Mr. Pawan Kumar (C.I.)

27. Family ID (PPP) Incharge

- i. Dr. Surender Singh
- ii. Ms. Sunita
- iii. Mrs. Manju Kumari

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28. Learning License Committee

- i. Mr. Sunil Kumar (In-charge) *Sunil Kumar*
- ii. Mr. Pardeep Kumar *Pardeep Kumar*
- iii. Dr. Reena *Reena*
- iv. Mr. Pawan Kumar (CI) *Pawan Kumar*

29. Passport

- i. Mr. Pawan Kumar *Pawan Kumar*
- ii. Mr. Ajay Singh *Ajay Singh*
- iii. Mr. Pawan Kumar (C.I.) *Pawan Kumar*

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

- i. Dr. Amardeep *Amardeep*
- ii. Dr. Surender Singh *Surender Singh*
- iii. Dr. Rashmi *Rashmi*
- iv. Mr. Sunil Kumar *Sunil Kumar*
- v. Dr. Narender Singh *Narender Singh*

31. Building Repair & Maintenance

Committee

- i. Mr. Rajesh Kumar *Rajesh Kumar*
- ii. Dr. Pavitra Devi *Pavitra Devi*
- iii. Dr. Ajay Kumar *Ajay Kumar*
- iv. Dr. Jai Parkash Sharma *Jai Parkash Sharma*

32. Water Supply & Electricity Committee

- i. Dr. Narender Singh (Incharge) *Narender Singh*
- ii. Mr. Mirnal *Mirnal*
- iii. Dr. Rajpal *Rajpal*
- iv. Dr. Jai Parkash Sharma *Jai Parkash Sharma*

33. EVS / Eco. Club / Water Harvesting/

Nature care

- i. Mr. Pardeep Kumar *Pardeep Kumar*
- ii. Dr. Rajpal *Rajpal*
- iii. Dr. Jai Parkash Sharma *Jai Parkash Sharma*
- iv. Mrs. Manju Kumari *Manju Kumari*

34. Beautification & Sanitation Committee

- i. Mr. Rajesh Kumar (Incharge) *Rajesh Kumar*
- ii. Dr. Shivani *Shivani*
- iii. Dr. Ajay Kumar *Ajay Kumar*
- iv. Mr. Pardeep Kumar *Pardeep Kumar*
- Dr. Monika *Dr. Monika*

v. Dr. Seetu Singh *Seetu Singh*

vi. Dr. Reena *Reena*

35. Central Purchase Committee

- i. Dr. Surender Singh *Surender Singh*
- ii. Dr. Rashmi *Rashmi*
- iii. Mr. Sunil Kumar *Sunil Kumar*
- iv. Dr. Shivani *Shivani*
- v. Dr. Narender Singh *Narender Singh*

36. Earn While You Learn Committee

- i. Ms. Sunita *Sunita*
- ii. Mr. Ombir *Ombir*
- iii. Mr. Pawan Kumar *Pawan Kumar*
- iv. Dr. Saveen *Saveen*

37. SC Scholarship & Equality Cell

- i. Dr. Surender Singh (Incharge) *Surender Singh*
- ii. Dr. Amardeep *Amardeep*
- iii. Dr. Narender Singh *Narender Singh*
- iv. Mr. Pawan Kumar *Pawan Kumar*
- v. Dr. Reena *Reena*
- vi. Mr. Manjit, Clerk *Manjit*

38. BC Scholarship Committee

- i. Mr. Jitender *Jitender*
- ii. Mr. Pardeep Kumar *Pardeep Kumar*
- iii. Mr. Jagdish Kumar, Assistant *Jagdish Kumar*

39. State Meritorious & Other Under

Graduate Scholarship Committee

- i. Dr. Pavitra Devi *Pavitra Devi*
- ii. Mr. Mirnal *Mirnal*
- iii. Dr. Reena *Reena*
- iv. Dr. Seetu Singh *Seetu Singh*
- v. Mr. Jagdish Kumar *Jagdish Kumar*
- vi. Dr. Monika *Dr. Monika*

40. Legal Literacy Cell/Court Case & CM

Window

- i. Mr. Rajesh Kumar *Rajesh Kumar*
- ii. Mr. Ombir *Ombir*
- iii. Dr. Saveen *Saveen*
- iv. Mr. Pardeep Kumar *Pardeep Kumar*

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v. Mr. Ramjeet, (CLA) *Rajit*

41. Sports Board

- Dr. Narender Singh (In-charge) *Caner*
- Dr. Pavitra Devi *Pavitra Devi*
- Dr. Ajay Kumar *A*
- Mr. Ajay Singh *ju*
- Dr. Reena *Reena*
- Dr. Seetu Singh *Seetu Singh*

42. Language Lab Committee

- Dr. Surender Singh (Incharge) *Surender Singh*
- Dr. Pavitra Devi *Pavitra Devi*
- Mr. Pawan Kumar (CI) *Pawan Kumar*

43. Women Cell

- Dr. Rashmi *Rashmi*
- Mrs. Manju Kumari *Manju*
- Dr. Seetu Singh *Seetu Singh*
- Dr. Reena *Reena*
- Dr. Monika *Monika*

44. Eduset & Smart Classes in-charge

- Mr. Ombir *Ombir*
- Dr. Jai Parkash Sharma *Jai Parkash*
- Mr. Pardeep Kumar *Pardeep Kumar*
- Mr. Pawan Kumar (CI) *Pawan Kumar*

45. Property Incharge

- Mr. Rajesh Kumar *Rajesh Kumar*
- Dr. Ajay Kumar *Ajay Kumar*
- Dr. Jai Parkash Sharma *Jai Parkash*
- Dr. Seetu Singh *Seetu Singh*

47. Extension Lecturer Committee

- Dr. Rashmi *Rashmi*
- Dr. Shivani *Shivani*
- Dr. Narender Singh *Caner*
- Dr. Pavitra Devi *Pavitra Devi*

48. Group -IV & HKRN Employee Committee

- Dr. Narender Singh (Convener) *Caner*
- Ms. Sunita *Sunita*
- Mr. Pawan Kumar *Pawan Kumar*
- Mr. Jagdish Kumar, Assistant *Jagdish Kumar*

49. Annual/ Activity Report Committee

- Ms. Sunita *Sunita*
- Dr. Rajpal *Rajpal*
- Mr. Ajay Singh *ju*
- Dr. Seetu Singh *Seetu Singh*

50. College Record Maintain Committee

- Mr. Jagdish Kumar, Assistant *Jagdish Kumar*
- Mr. Manjit, Clerk *Manjit*
- Mr. Ramjeet, CLA *Ramjeet*

51. AISHE & RUSA Committee

- Dr. Amardeep *Amardeep*
- Mr. Pawan Kumar *Pawan Kumar*
- Mr. Pawan Kumar (CI) *Pawan Kumar*

52. Sexual Harassment & Grievance

Committee

- Dr. Pavitra Devi *Pavitra Devi*
- Dr. Shivani *Shivani*
- Mrs. Nisha Rani *Nisha Rani*
- Ms. Sunita *Sunita*

53. Anti Ragging & Personality Development

Committee

- Dr. Amardeep *Amardeep*
- Dr. Surender Singh *Surender Singh*
- Dr. Rashmi *Rashmi*
- Dr. Shivani *Shivani*

54. Time Table, Workload & Faculty/Subject

Change Committee

- Dr. Narender Singh *Caner*
- Dr. Shivani *Shivani*
- Ms. Sunita *Sunita*
- Mr. Ombir *Ombir*
- Dr. Saveen *Saveen*

55. College Social Media Portal

- Mr. Jitender *Jitender*
- Dr. Ajay Kumar *Ajay Kumar*
- Mr. Ajay Singh *ju*

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56. Income Tax Committee

- Ms. Sunita *Sunita*
- Mr. Sunil Kumar *Sunil*
- Dr. Shivani *Shivani*
- Mrs. Nisha Rani *Nisha*
- Mr. Mirnal *Mirnal*

57. Social Staff Secretary

- Dr. Rashmi *Rashmi*

58. Voter Aadhar Card

- Dr. Rajpal Gulia *Rajpal*
- Dr. Ajay Kumar *Ajay*
- Dr. Monika *Monika*

59. Electoral Literacy Cell

- Dr. Saveen *Saveen*
- Mr. Ombir *Ombir*
- Mr. Ajay Singh *Ajay*

60. Placement cell

- Mr. Pawan Kumar *Pawan Kumar*
- Dr. Narender Singh *Narender*
- Dr. Saveen *Saveen*
- Dr. Reena *Reena*

61. Result Verification

- Mr. Sunil Kumar *Sunil*
- Dr. Narender Singh *Narender*
- Mr. Pawan Kumar *Pawan Kumar*
- Dr. Saveen *Saveen*

- Mrs. Manju Kumari *Manju*

62. Vikshit/My Bharat & PMGSY

- Dr. Shivani *Shivani*
- Mr. Rajesh Kumar *Rajesh*
- Dr. Pavitra Devi *Pavitra Devi*
- Ms. Sunita *Sunita*
- Mr. Ombir *Ombir*
- Mrs. Manju Kumari *Manju*
- Dr. Jai Parkash Sharma *Jai Parkash*

63. ITI Apprentice Committee

- Mr. Ombir *Ombir*
- Mr. Rajesh Kumar *Rajesh*

- Dr. Saveen *Saveen*

- Mr. Jagdish Kumar, Assistant *Jagdish*

64. GeM Committee

- Mr. Sunil Kumar *Sunil*
- Dr. Shivani *Shivani*
- Mr. Rajesh Kumar *Rajesh*
- Dr. Saveen *Saveen*
- Mr. Ombir *Ombir*

65. Tobacco Committee

- Principal, Chairperson
- Dr. Narender Singh (In-charge) *Narender*
- Ms. Sunita *Sunita*
- Dr. Saveen *Saveen*
- Dr. Ajay Kumar *Ajay*
- Mr. Ajay Singh *Ajay*
- Mr. Pawan Kumar, C.I. *Pawan*

66. Road Safety

- Mr. Ombir *Ombir*
- Dr. Saveen *Saveen*
- Mr. Rajesh Kumar *Rajesh*
- Mr. Pardeep Kumar *Pardeep*

67. Subject Society

- Dr. Amardeep (History) *Amardeep*
- Dr. Surender Singh (English) *Surender*
- Dr. Rashmi (Sociology) *Rashmi*
- Mr. Sunil Kumar (Commerce & Eco.) *Sunil*
- Mrs. Nisha Rani (Maths) *Nisha*
- Dr. Shivani (Chemistry, Medical) *Shivani*
- Dr. Pavitra Devi (Hindi) *Pavitra Devi*
- Mr. Rajesh Kumar (Physics) *Rajesh*
- Mr. Ombir (Geog.) *Ombir*
- Dr. Saveen (Pol. Science) *Saveen*

68. Discipline Committee

- All Teaching Staff Member

69. Degree

- Mr. Neeraj Kumar *Neeraj*

Government College Birohar (Jhajjar)

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for the Session 2025-26

70. DMC

- i. Smt. A. Meena Meena
Smt. Gayatri Gayatri

71. Medical Reimbursement Committee

- i. Dr. Surender Singh
ii. Dr. Rashmi
iii. Mr. Sunil Kumar
iv. Dr. Shivani
v. Dr. Narender Singh
vi. Mr. Jagdish Kumar

72. Yoga Club

1. Ms. Sunita
2. Pawan Kumar
3. Sh. Pradeep Kumar
4. Sh. Pawan Kumar (C.I.)

15/07/2025

73. Grievance Redressal Cell

1. Principal
2. Dr. Amardeep (Liaison officer)
3. Dr. Surender Singh
4. Dr. Rashmi
5. Mr. Sunil Kumar
6. Dr. Shivani
7. Mrs. Nisha Rani
8. Dr. Narender Singh

Principal
GOVT. COLLEGE
Birohar (Jhajjar)
15/7/25