

**OFFICE OF THE PRINCIPAL, GOVT. NATIONAL COLLEGE, SIRSA**  
**LIST OF THE COMMITTEES FOR THE SESSION 2022-23**

**Memo No:** 8262

**Date:** 20/8/22

The following Committees are hereby constituted for the session 2022-23 for the smooth functioning of the College. These annual committees will come into force with immediate effect. Ex-conveners/in-charges of various committees are requested to hand-over their charge (if any), to the new incumbent and get counter signature of the undersigned as early as possible.

1. New Committees may be constituted or changes in these committees may be done at any time as per the requirement.

2. All the Conveners of the committees may allocate or assign the duties to their respective members.

The conveners/in-charges of various committees should note down the names of the faculty members associated with them. All concerned are directed to note down the duties as give below and put their signature:-

<b>Sr. No.</b>	<b>Committee Name</b>	<b>Convener &amp; Members Name (Prof./Dr./Sh./Smt.)</b>
1	<b>College Council</b>	<b>Sandeep Goyal (Principal/Chairperson)</b> Harpal Singh B.S. Bhola Harjinder Singh Sajjan Kumar Sunita Rani (Eng.) Vikram Bansal
2	<b>ACR Collection &amp; Checking of Results</b>	Harjinder Singh (Convener) Bharat Bhushan Bablesh Ramesh Soni Bharti Sharma Paramjeet Kaur Rajdeep Kaur Amandeep Anil Kumar (L.A., Chemistry)
3	<b>Academic Affairs</b>	Vikas Nain (Convener) Meet Veena Raheja (Special Invitee)
4	<b>Academic Audit</b>	Vikas Nain Vivek Goyal Naveen Makkar Sakshi Mehta
5	<b>All India Survey of Higher Education</b>	Vivek Goyal (Nodal Officer) Kuldeep Arora
6	<b>Annual Report/College Magazine Staff Editors</b>	Satya Paul (Chief Editor and Annual Report) Karamjeet Kaur (Editor Hindi Section) Vivek Goyal (Editor Science Section) Manju Mehta (Editor General Awareness Section) Meet (Editor English Section) Harvinder Kaur (Editor Punjabi Section) Avinash Kamboj (Editor News Section) Rajdeep Kaur (Economic Forum)

7	<b>Anti Ragging / Anti Ragging Squad</b>	(Principal, Chairperson) Harjinder Singh Sunita Rani (Eng.) Anudeep Parul Kumar Satpal Verma Shalini Arora Meenu (Commerce)
8	<b>Anti Smoking</b>	Rakesh Maria (Convener) Lakhvir Singh
9	<b>Anti-Drug Society</b>	Harpal Singh (Convener) Gurnam Singh Jeet Ram Sharma Meet Sher Singh Jagdeep Singh
10	<b>Annual Prizes</b>	Amar Chand (Convener) Baldev Singh (All Sports Prizes) Rakesh Maria (Academic Prizes) Ramesh Soni (Cultural Prizes) Geeta Kumari Pooja Rani (Maths) Prianka (Hindi) Sarita Rani (Physics) Zile Singh (L.A.)
11	<b>Apprentices</b>	Preety Monga (Convener) Bharat Bhushan Sukhvinder Kaur, Clerk.
12	<b>Attestation of Forms, Issuance of Character &amp; Residence Certificates</b>	<b>Science Students</b> Janak Raj Vivek Goyal <b>Arts &amp; PG Students</b> Harpal Singh Avinash Kamboj <b>Commerce Students:</b> Khajan Singh Krishan Gopal <b>Evening Shift</b> Rakesh Maria Gursimran Kaur (Clerk, For issuance of Residence and Character Certificate)
13	<b>Beti Bachao, Beti Padhao Abhiyan</b>	Sakshi Mehta (Convener) Samriti Kamboj Bablesh Jhorar Rajdeep Kaur Shikha Sharma Sunita Rani (Math) Shikha Sharma Sunita Poonam Sethi Ambika
14	<b>Bursar, PFMS/Online Banking</b>	Surinder Kumar (Bursar)

15	<b>Bus Pass</b>	B.S. Bhola (Convener) Amandeep Kaur (for MA Students) Sunita Sukhija (for Commerce Students) Navpreet Kaur (for Commerce Students) Subhash Chander (for BA Students) Sanjeet Kumar (for BA Students) Sunil Kumar (for BA Students) Udham Dass (for BA Students) Manish Kumar (for Science Students) Kuldeep Kumar, Phy (for Science Students) Sunil Kumar, Clerk to Assist the committee.
16	<b>Campus Beautification, Lawn Maintenance and Cleanliness</b>	Sajjan Kumar (Convener) Rakesh Maria Sita Ram + Parvesh Jain (Front Lawn & Parking area) Surekha + Sanjeev Kumar+Manoj Kumar (Science Block) Baldev Singh + Udham Dass+Jaiveer (Mali)+Lakhvinder (Mali) (Play Ground & Canteen Area) Satya Paul + Mandeep Kaur (Eng.) (Ground Floor Arts Block) Sandeep Kumar (Pol. Sc.) + Raj Kumar (First Floor Arts Block) Manju Ganda + Shalini Arora (Commerce Block) Amandeep, Eco. + Ramesh Kumar (Hindi) (PG Block) Karamjeet Kaur + Satpal Verma (Library and Surroundings) Meenu Rani (Hostel Supdt.) (Girls Hostel)
17	<b>Canteen &amp; Refreshment</b>	Rakesh Maria (Convener) Sher Singh Manju Ganda Manju Mehta Rajdeep Kaur Pooja Sharma Vandna Katoch Minakshi Sandhya Lalit Kumar (L.A.)
18	<b>CM Window, Grievance Redressal &amp; Monitoring System (GRMS) and Social Media Grievances Complaint</b>	B.S. Bhola (Nodal Officer) Harjinder Singh Satya Paul Surinder Kumar Deputy Supt. will assist the committee
19	<b>College Alumni Parents-Teachers Association Record of passed out students</b>	(Principal/Chairperson) Harjinder Singh (Convener) Satya Paul Surinder Kumar Sher Singh Geeta Kumari Anudeep
20	<b>College Educational Tour</b>	Satya Paul (Convener) Rakesh Maria Jeet Ram Sharma Indra Jakhar Karamjeet Kaur Karamveer Singh (Tabla Player)
21	<b>College Health Centre and Covid-19</b>	Satya Paul (Convener) Parul (Chem.) Mandeep Kaur (Eng.) Meenu Rani (Hindi) Parveen Kumar (Pharmacist)

22	<b>College Inspection</b>	Vikram Bansal (Convener) Avinash Kamboj Naveen Makkar Surender Kumar (Bursar)
23	<b>College Sports Board</b>	(Principal / Chairperson) Surinder Kumar (Bursar) Baldev Singh (I/C Sports) Harjinder Singh Satya Paul Krishan Gopal Sandeep Kumar (Hindi) Jagdeep Singh Mandeep Kaur (Eng.) Sunil Kumar (Hindi) Ambika <b>Ground Maintenance</b> Jaibir, Lakhwinder under supervision of Dr. Baldev Singh
24	<b>College Time Table, Work Load &amp; Introduction of New Subjects</b>	Veena Raheja (Convener) Naveen Makkar Sher Singh Saroj Vinayak (Comp. Instt.)
25	<b>Collegiate Student Grievance Redressal</b>	(Principal, Chairperson) B.S. Bhola Harjinder Singh Sunita Rani (Eng.) Samriti Kamboj Incharge of Concerned Committee (Special Invitee) Raman Kumar, Student M.A II. History
26	<b>Court Cases</b>	Harjinder Singh (Convener) Gurnam Singh Vikas Nain Smt. Shikha (Library Restorer)
27	<b>Cultural &amp; Co-Curricular Activities</b>	Samriti Kamboj (Convener) Sunita Rani Harvinder Kaur Seema Manju Mehta Karamjeet Kaur Bablesh Jhorar Anita Maria Sakshi Mehta Manju Ganda Ramesh Soni Ashok Kumar Rajdeep Kaur Anudeep Amandeep Kaur Navpreet Kaur Pawanveer Kaur Mandeep Kaur (Comp. Sc.) Rajkumari Karamveer Singh (Tabla Player)
28	<b>Cycle/Scooter Stand</b>	Ram Kumar (Eco.) (Convener) Sandeep Kumar (Pol. Sci.) Manju Mehta

		Gobind Goyat Navpreet Kaur Baldev Singh (Peon)
29	<b>Decoration</b>	Sajjan Kumar (Convener) Manju Ganda Samriti Kamboj Sakshi Mehta Rajdeep Kaur Anchal Subhash Chander Jagdeep Singh Naveen Bhatti (Library Attendant)
30	<b>Degrees and DMC Distribution Committee</b>	Krishan Gopal (Convener) Navpreet Kaur Gursewak Singh, L.A. (List of other non-teaching staff will be supplied separately)
31	<b>DHE/ACS/DC Office Directions/Letters</b>	B.S. Bhola Rakesh Jain Ramesh Kumar (DHEO Clerk)
32	<b>Dilapidation Fund</b>	Sajjan Kumar Khajan Singh ..... (Student Representative)
33	<b>Discipline</b>	Krishan Gopal (Convener) Harvinder Kaur (Co-convener) Baldev Singh Seema Surekha Janak Raj Ram Kumar (Eco.) Amandeep Singh (Eco.) Sunita Sukhija Sandeep Kumar (Pol. Sci.) Sandeep Kumar (Hindi) Karamjeet Kaur Jagdeep Singh
34	<b>Differently Abled Persons (Divyang Jan)</b>	Harjinder Singh (Convener) Anita Maria Sunita Rani Manjeet Kaur (Comp. Sci.)
35	<b>Driving License</b>	Ashok Kumar (Nodal Officer) Mandeep Kaur, CSE Kuldeep Arora, Inst.
36	<b>Earn While you Learn</b>	Bharat Bhushan (Convener) Manju Ganda Bablesh Sher Singh
36-A	<b>Election Committee</b>	Khajan Singh (Convener) Ram Kumar
37	<b>Electricity Works (Maintenance, Purchase, New installation &amp; Bills etc.)</b>	Ashok Kumar (Incharge) Sandeep (Hindi) for Repairing work of Water Coolers/AC Manish Kumar (Generators/Inverter/UPS Repairing) Parul Kumar (Electricity Bills/Electricity Meters) Manoj Kumar (Phy.) Anil Kumar (L.A., Physics) will Assist the committee

38	<b>Eligibility &amp; Registration and Return</b>	Avinash Kamboj (Convener) Vivek Goyal Manju Mehta Bharti Sharma Geeta Rani Amandeep (Eco.) Paramjeet Kaur Karamjeet Kaur (Saroj & Kuldeep Arora will assist) Gursewak Singh will assist (maintain Hardcopy of R.R. of 5 Years)
39	<b>English Language Lab</b>	Meet (Convener) Ashok Kumar Poonam Setia Nisha, L.A.
40	<b>EVS and Nature Interpretation</b>	Vivek Goyal Harkrishan Subhash Chander
41	<b>Exam Branch (University Exam Form, Exam Conduct &amp; Result), Internal Assessment, Practical Awards etc.</b>	Avinash Kamboj (Registrar) Vivek Goyal Mandeep Kaur (B.Com. Classes) Rajkumari (B.Sc. Classes) Saroj Vinayak (B.A. Classes) Kuldeep Arora (PG Classes) Gursewak Singh L.A. Vinod Bana Clerk
42	<b>Extension Lecturers</b>	Harjinder Singh (Convener) Sajjan Kumar Sunita Rani (Eng.) College Bursar (Surinder Kumar) HOD of concerned subject Shikha (Lib. Restorer) will assist the committee
43	<b>Furniture/General repair/Paint/Aluminum Section/False Ceiling etc.</b>	B.S. Bhola (Convener) (Construction Work) Harjinder Singh (Metal Works) Baldev Singh (Wood Works) Sanjeet Kumar Sunil Kumar (Hindi) Udham Dass Satpal Verma L.A From Geography
44	<b>GEM Purchase</b>	Vivek Goyal (Convener) Amandeep (Eco.)
45	<b>General Purchase</b>	B.S. Bhola (Convener) Harjinder Singh Sajjan Kumar Sunita Rani (Eng.) Vikram Bansal Vivek Goyal
46	<b>Gender Champion</b>	(Principal, Chairperson) Preety Monga (Convener) Gurnam Singh Bharti Sharma Harvinder Kaur Diksha Shikha (Lib. Restorer)

47	<b>Girls Common Room</b>	Preety Monga (Convener) Paramjeet Kaur Jasba Rimpi Rajvinder Kaur Nitika Sarita, L.A. (Science Block Girls Common Room) Maina Devi, Lib. Att. (Arts Block Girls Common Room)
48	<b>Hostel</b>	Harvinder Kaur (Chief Warden Girls Hostel) Meenu Rani (Hindi) (Supdt.) Banta Singh Bhola (Special Invitee) Vinod Bana (Clerk)
49	<b>HRMS Portal</b>	Pardeep Giri
50	<b>Internal (Staff) Grievance Redressal</b>	(Principal, Chairperson) B.S. Bhola Harjinder Singh Sunita Rani (Eng.) Harvinder Kaur Surinder Kumar Pardeep Kumar (Assistant)
51	<b>Internal Grievance Committee at work place for persons belonging to Scheduled Caste Community</b>	B.S. Bhola (Convener) Gurnam Singh Seema Rani
52	<b>Internal Quality Assurance Cell (IQAC) NAAC Orientation/Refresher/FDP Courses Personal Achievements and Subject Societies Activities Record</b>	Principal (Patron) Vikas Nain (Convener) Vivek Goyal (Co-convener) Naveen Makkar (Co-convener) Samriti Kamboj Sakshi Mehta Sunita Sukhija Amandeep Rajdeep Kaur Parul Kumar Shalini Arora Sarita Rani Lalit Kumar, L.A. Saroj Vinayak, Comp. Inst. Kuldeep Arora, Comp. Inst. <b><u>Quality Assurance Cell</u></b> (Principal / Chairperson) Sh. Mahinder Pardeep (Principal, GCG, Rania) Dr. Rajesh Mehta (Principal, G.C.W., Ratia) Sh. Ram Kumar Jangra, Principal, GCW, Sirsa Sh. Sanjeev Jain, Advocate, Sirsa Sh. Bhupender Gupta (Bhupendra Gas Service, Sirsa) Sh. Chander Sekhar Mehta (126, Multani Colony, Sirsa) Sh. Anil Dumra (33, C-Block, Sirsa) Ms. Harvinder Kaur (M.A. 2nd year History)
53	<b>Infrastructure for Drinking Water</b>	Harpal Singh (Convener) Janak Raj Sandeep Kumar (Hindi) Sita Ram Subhash Chander Satpal Verma

54	<b>Implementation/ suggestions of National Education Policy – 2020</b>	Principal (Convener) Harjinder Singh Vivek Goyal Samriti Kamboj Veena Raheja
55	<b>Legal Literacy Cell</b>	Vikas Nain (Convener) Sandeep Kumar (Pol. Sci.) Sita Ram Gobind Goyat Kuldeep Kumar
56	<b>Learning Management System (LMS)</b>	Bharat Bhushan (Convener) Rajkumari Mandeep Kaur
57	<b>Library Advisory Board</b>	(Principal/Chairperson) Vikram Bansal (Member Secretary) B.S.Bhola Naveen Makkar Vivek Goyal Kuldeep Arora Smt. Rachna Diwan, Rtd. Librarian (Special Invitee)
58	<b>Mike &amp; Audio</b>	Ramesh Soni (Convener) Harkrishan Manoj Kumar Jitender Kumar will assist the committee
59	<b>MIS and Passport</b>	Vikram Bansal (Pass Port and MIS) Paramjeet Kaur (MIS) Rajkumari (Passport)
60	<b>MoU and Associated Activities</b>	Sajjan Kumar (Convener) Satya Paul Naveen Makkar
61	<b>N.C.C. and Ek Bharat Shresht Bharat</b>	Sher Singh (NCC Officer) Geeta Kumari Vinod Bana (Clerk)
62	<b>Name Struck Off</b>	Naveen Makkar (Convener) (Other members will be notified separately) Vinod Bana (Clerk)
63	<b>NSS Programme Officers and Swachh Bharat Summer Internship Scheme (SBIS) and Swachh Bharat Abhiyan</b>	Jeet Ram Sharma (Convener) Ramesh Soni Amandeep Singh (Eco.) Bablesh Sunita Sukhija Sandeep Kumar (Hindi)
64	<b>NSS Advisory Board</b>	Principal/Chairperson Sajjan Kumar Surinder Kumar Krishan Gopal
65	<b>Online Admissions Nodal Officer and CMS/ERP Portal Incharge</b>	Avinash Kamboj (Incharge) Vivek Goyal (Nodal Officer) Saroj Bala to assist the committee
66	<b>Outsourcing Employee</b>	Principal / Chairperson B.S. Bhola Surinder Kumar (Bursar) Gursimran (Clerk)
67	<b>Overseas Study</b>	Indra Jakhar (Convener) Sunita Sukhija Gursewak Singh to Assist



68	<b>Personality Development and Placement Cell &amp; Wall Magazine</b>	Vivek Goyal (Convener) Sakshi Mehta Veena Raheja Amandeep (Eco.) Suresh Kumar (L.A.)
69	<b>Printing and Invitation</b>	Harjinder Singh (Convener) Sajjan Kumar Sunita Rani Sher Singh Anita Maria
70	<b>Property (Building, Land &amp; Tree Records)</b>	Khajan Singh (Convener) Rakesh Maria Amandeep Singh (Eco.) Paramjeet Kaur & Manjeet Kaur (Comp. Sci.) (Computerized record of property) Rinku Kumar (L.A.)
71	<b>Professional Ethics and Code of Conduct Committee</b>	Meet (Convener) Indra Jakhar Sher Singh Amandeep (Eco.)
72	<b>PWD (B&amp;R)/Public Health/ Sanitary fitting and repair</b>	Satya Paul (Convener) Ramesh Soni Ashok Kumar Sher Singh Govind Goyat Manoj Physics Anil Kumar (L.A. Physics)
73	<b>Public Relation and Photography</b>	Avinash Kamboj (Convener) Vivek Goyal
74	<b>Red Ribbon Club</b>	Ramesh Soni (President) Sher Singh (Secretary)
75	<b>Road Safety Club</b>	Principal/Chairperson Vikram Bansal (President) Manjeet Kaur (Member Secretary) Sanjeev Kumar NSS senior Volunteer Student Student Union Members
76	<b>RTI</b>	Harpal Singh (SPIO) B.S. Bhola (ASPIO) Parmanand, Lab. Att. will assist the committee
77	<b>RUSA &amp; UGC Affairs</b>	Vivek Goyal (Nodal Officer) Naveen Makkar Rakesh Jain
78	<b>Scholarships and Stipend (SC/BC Cell)</b>	Sajjan Kumar (Overall Incharge) Gurnam Singh (Nodal Officer) SC Cell Ram Kumar, Eco. Sher Singh BC Cell Sunita Sukhija (Convener) <b>Meritorious Scholarship</b> Paramjeet Kaur Manjeet Kaur Sunil Kumar (Hindi) <b>Minorities Scholarship/Freedom Fighter Dependent</b> Geeta Rani Ravinder Kumar will assist the whole committee from Library
79	<b>Seminar/Multipurpose Hall</b>	Satya Paul (Incharge) Yogesh Kumar (Lib. Att.) Jitender Kumar (Computer L.A.)

80	<b>Senior Tutor/ Mentorship</b>	Gurnam Singh (Chief Mentor) Janak Raj (Mentor Science faculty) Khajan Singh (Mentor Commerce faculty) Harjinder Singh (Mentor Arts faculty) Surinder Kumar (Mentor M.A Classes.) Rakesh Maria (Mentor Eve Classes)
81	<b>Sexual Harassment of Women and Internal Complaints Redressal</b>	(Principal / Chairperson) Sunita Rani (Eng.) (Convener) Preety Monga Gurnam Singh Harvinder Kaur Samriti Kamboj Anudeep Deep Gagneja (Ex. ASMO, Sirsa) Dy. Supdt. / Incharge will assist the committee
82	<b>Sitting &amp; Shamiana</b>	Avinash Kamboj (Convener) Gurnam Singh Sandeep Kumar (Hindi) Sanjeet Kumar (Pol. Sc.) Jaiveer (Mali)
83	<b>Smart Class Room &amp; Edusat, Networking, CCTVs</b>	Naveen Makkar (CCTV & Networking) Vivek Goyal (Smart Class Room) Pawan Kumar (L.A.)
84	<b>Staff Secretaries</b>	Avinash Kamboj (Staff Secretary) Vivek Goyal (Social Secretary)
85	<b>Stationary</b>	Ramesh Soni ( Convener) Ashok Kumar Vinod Bana will assist the committee.
86	<b>Subject Societies and Science Exhibition</b>	Gurnam Singh (Overall Incharge, Science Exhibition) Vivek Goyal (Quiz & Essay Writing) Parul + Pawanveer Kaur (Chemistry) Karamjeet Kaur + Deepwali (Hindi) Sandeep Kumar + Sanjeet Kumar (Pol. Sci.) Meet + Shobha Rani (English) Jagdeep Singh + Vandana Katoch (Psychology) Amar Chand + Raj Kumar (Geography) Vikas Nain + Mohan Lal (History) Indra Jakhar (Economics) Seema Rani + Karamveer (Music) Harvinder Kaur + Lakhvir Singh (Punjabi) Jeet Ram Sharma + Rakesh Maria (Pub. Add) Manju Ganda + Navpreet Kaur (Commerce) Bables + Kiran (Maths) Bharti Shsarma+Seema Rani (Physics) Surekha + Manjeet Kaur (Botany) Ramesh Soni + Harkrishan (Zoology)
87	<b>Over Head Water Tanks and Toilets Sanitization</b>	Harpal Singh (Convener) Parveen (Dispenser) Mahavir (Peon) Sonu (Peon) Desh Raj (Peon) Matapher (Peon)
88	<b>Value Added Courses</b>	Vikram Bansal (Convener) Naveen Makkar (Co-convener) Bharat Bhushan Sakshi Mehta Manju Ganda Paramjeet Kaur Kuldeep Arora

89	<b>Verification of Income Tax</b>	Surinder Kumar (Convener) Veena Rani Naveen Makkar Samriti Kamboj Rakesh Jain
90	<b>Website of College/Social Media (Facebook/ Twitter/YouTube etc)/CMS</b>	Naveen Makkar (Convener) (.edu) Vivek Goyal (.com & Social Media) Kuldeep Arora
91	<b>Women Empowerment Cell</b>	Meet (Convener) Harvinder Kaur Sakshi Mehta Manju Ganda Rajdeep Kaur Karamjeet Kaur Anudeep Saroj Bala Pooja Rani Shukla Devi (L.A.)
92	<b>Youth Red Cross</b>	Principal (Chairperson) Satya Paul (Convener) Gurnam Singh (Counselor Incharge) Sher Singh (NCC Officer) Jeet Ram Sharma (NSS Officer) Ramesh Soni (President Red Ribbon Club) Meet (Incharge Women Cell) Secretary, District Red Cross Society Parveen Kumar (Pharmacist)

  
**Principal**  
**Principal**  
**Govt. National College**  
**Srora**