**GOVERNMENT COLLEGE, BHERIAN (PEHOWA)**

**Revised Annual Duty List (2022-23) w.e.f. 23.11.2022**

**1. College Council**

* **Principal (Sh. Rajesh Kumar Saini)**
* **Dr. Sushil Kumar**
* **Dr. Sukhbir Singh**
* **Dr Kuldeep Singh**
* **Dr. Jagir Singh**

**2. Chief Tutor/Chief Proctor**

* **Dr. Sushil Kumar (C)**
* **Dr. Sukhbir Singh**
* **Dr. Kuldeep Singh**
* **Dr. Jagir Singh**
* **Mrs. Geeta Rani, Commerce**

**3. College Bursar**

* **Mr. Jasbir Jaglyan**

**4. Students Grievance Redressal and Feedback Cell**

* **Mr. Jagmohan Singh (C)**
* **Dr. Kuldeep Singh**
* **Mrs. Geeta Rani, Commerce**
* **Dr. Parhsant Kumar**
* **Mrs. Swati**

**5. Staff Grievances and Redressal Committee**

* **Dr. Jagir Singh (C)**
* **Dr. Sushil Kumar**
* **Dr. Kuldeep Singh**
* **Dr. Dinesh Yadav**
* **Mrs. Geeta Rani, Commerce**
* **Mr. Shyam Sunder**
* **Dr. Monika Sharma**

**6. Anti-Sexual Harassment of Women**

* **Dr. Monika Shama (C)**
* **Dr. Jagir Singh**
* **Mrs. Geeta Rani, Commerce**
* **Mr. Mukesh Kumar**
* **Mrs. Savita Dhaiya**
* **Mrs. Alka**
* **Mrs. Geeta Rani (Math)**

**7. Central Purchase (M&S and other big purchases)**

* + **Dr. Jagir Singh (C)**
  + **Dr. Kuldeep Singh**
  + **Ms. Geeta Rani, Commerce**
  + **Dr. Ravinder Singh**
  + **Dr. Parshant Kumar**

**8. O.E. Grant**

* **Mrs. Savita Dahiya (C)**
* **Dr. Deepak Kumar**
* **Mr. Rinku**

**9. Construction, Repair and Maintenance/CM Announcement**

* + **Dr. Sushil Kumar (C)**
  + **Dr. Sukhbir Singh**
  + **Dr. Ravinder Singh**
  + **Mr. Jagmohan Singh**
  + **Mr. Lalit**

**10. Univ. Affairs/Assignment/Internal Assessment**

* **Mr. Rinku (C)**
* **Dr. Deepak Kumar**
* **Mr. Lalit**
* **Mr. Jitender**
* **Mr. Mandeep Kumar (Commerce)**
* **Dr. Monika Sharma**
* **Mrs. Alka**
* **Mr. Balvinder Singh (Clerk)To Assist**

**11. Right to Information**

* **First Appellant Authority: Sh. Rajesh Kumar Saini, Principal**
* **SPIO: Dr. Sushil Kumar**
* **Addl. SPIO: Dr. Sukhbir Singh**

**To be assisted by:**

* **Mr. Kuljeet Singh (Steno/Typist)**

**12. Public Relations**

* + **Dr. Ravinder Singh (C)**
  + **Dr. Jagir Singh**
  + **Mr. Jitender**

**13. Earn While You Learn**

* + **Dr. Dinesh Yadav (C)**
  + **Mrs. Geeta Rani, Commerce**
  + **Dr. Ravinder Singh**
  + **Mr. Rinku**
  + **Mrs. Swati**

**14. Alumni Association Matters**

* + **Dr. Jagir Singh (C)**
  + **Sh. Jagmohan Singh**
  + **Mrs. Savita Dahiya**

**15. Liaison with the Parents of the Students**

* **Dr. Sukhbir Singh (C)**
* **Mr. Jagmohan Singh**
* **Sh. Jabir Jaglyan**
* **Mr. Rinku**
* **Mr. Mandeep Kumar**

**16. Red Cross/Red Ribbon/First Aid**

* + **Dr. Kuldeep Singh (C)**
  + **Mr. Jagmohan Singh**
  + **Dr. Parshant Kumar**
  + **Mr. Rinku**
  + **Mr. Jitender**
  + **Mrs. Alka**

**17. Canteen**

* + **Mr. Jagmohan Singh (C)**
  + **Dr. Kuldeep Singh**
  + **Mrs. Geeta Rani, Commerce**
  + **Mr. Jasbir Jaglyan**

**18. Time Table & Work Load**

* **Mrs. Geeta Rani, Maths (Convener)**
* **Ms. Geeta (Commerce)**
* **Ms. Prerna (Science)**

**19. Scholarships**

**(1) SC Scholarship**

* + **Dr. Jagir Singh (C )**
  + **Mr. Mukesh Kumar**
  + **Mr. Jitender**

**(2) BC Scholarship**

* + **Mr. Vikramjeet Mann (C)**
  + **Dr. Deepak Kumar**

**(3) Merit/ Misc. Scholarships**

* + **Ms. Prerna (C)**
  + **Dr. Preeti Chhokkar**

**20. Printing**

* **Mr. Jitender (C)**
* **Mr. Rinku**
* **Dr. Deepak Kumar**

**21. Hospitality**

* **Dr. Preeti Chhokkar (C)**
* **Mr. Vikramjeet Mann**
* **Dr. Monika Sharma**

**22. Cycle Stand**

* **Mr. Jagmohan Singh (C)**
* **Dr. Jagir Singh**
* **Sh. Shyam Sunder**
* **Mr. Rinku**
* **Mr. Jitender**

**23. Electricity**

* **Sh. Shyam Sunder (C)**
* **Dr. Deepak Kumar**
* **Mr. Jitender**

**24. Water & Sanitation (Cleanliness)**

* **Mr. Mandeep Kumar (C)**
* **Mr. Vikramjeet Mann**
* **Mrs. Swati**

**25. Court Cases/Legal Literacy Cell**

* + **Dr. Parshant Kumar (C)**
  + **Dr. Dinesh Yadav**
  + **Mr. Shyam Sunder**
  + **Mr. Rinku**

**26. Transport Facilities and Bus Passes for the Students**

* **Mr. Mandeep Kumar (C)**
* **Mr. Sohan Lal**
* **Mr. Jitender**
* **Mr. Jaspal Singh to Assist**

**27. Tent/Sound/Seating & Photography**

* **Mr. Mandeep Kumar (C)**
* **Mr. Vikramjeet Mann**
* **Mr. Sohan Lal**
* **Mr. Rinku**
* **Mrs. Alka**

**28. Decoration**

* **Mrs. Savita Dahiya (C)**
* **Ms. Prerna**
* **Mr. Jitender**
* **Mrs. Swati**

**29. Annual Report**

* **Dr. Monika Sharma (C)**
* **Mr. Lalit**
* **Dr. Deepak Kumar**

**30. Property**

* **Dr. Deepak Kumar (C)**
* **Dr. Dinesh Yadav**
* **Mr. Jagmohan Singh**

**31. Women Cell**

* **Mrs. Geeta Rani, Commerce (C)**
* **Dr. Jagir Singh**
* **Mrs. Savita Dahiya**
* **Dr. Monika Sharma**
* **Mrs. Alka**
* **Ms Geeta Rani (Math)**

**32. Absentees record/Lecture Shortage/ Name Struck off /Subject Change**

* **Mr. Jitender (C)**
* **Dr. Dinesh Yadav**
* **Sh. Shyam Sunder**
* **Sh. Mukesh Kumar**

**33. N.S.S.**

* **Mr. Mukesh Kumar (Programme Officer)**

**34. NSS Advisory Committee**

* **Dr. Kuldeep Kumar (C)**
* **Dr. Ravinder Singh**
* **Mr. Jagmohan Singh**
* **Dr. Parshant Kumar**
* **Mr. Sohan Lal**

**35. Voters Matters**

* **Mr. Rinku (C)**
* **Dr. Dinesh Yadav**
* **Dr. Ravinder Singh**
* **Ms. Prerna**
* **Mr. Jitender**
* **Dr. Monika Sharma**

**36. Placement /Personality Development Cell**

* **Dr. Ravinder Singh (C)**
* **Dr. Jagir Singh**
* **Dr. Parsant Kumar**
* **Sh. Mukesh Kumar**
* **Dr. Monika Sharma**
* **Mrs. Alka**
* **Ms. Geeta Rani (Math)**

**37. Staff Secretary**

* **Dr. Ravinder Singh**

**38.Social Secretary**

* **Dr. Deepak Kumar**

**39. Educational Tours (Boys)**

* **Dr. Kuldeep Singh (C)**
* **Dr. Jagir Singh**
* **Dr. Ravinder Singh**
* **Mr. Jagmohan Singh**
* **Mr. Mukesh Kumar**

**40. Educational Tours (Girls)**

* **Mrs. Savita Dahiya (C)**
* **Dr. Preeti Chhokkar**
* **Dr. Monika Sharma**
* **Mrs. Alka**
* **Ms. Geeta Rani (Math)**

**41. Editorial Board (College Magazine)**

* **Patron: Sh. Rajesh Kumar Saini, Principal**
* **Chief Editor: Dr. Jagir Singh**
* **Staff Editor, Social Science Section: Dr. Sukhbir Singh**
* **Staff Editor, Science Section: Ms. Prerna**
* **Staff Editor: Hindi Section: Dr. Deepak Kumar**
* **Staff Editor, Commerce Section: Sh. Sohan Lal**
* **Staff Editor: Punjabi Section: Sh. Jagmohan Singh**
* **Staff Editor, English Section: Mr. Parshant Kumar**

**42. Library Committee**

* + **Dr. Parshant Kumar (C)**
  + **Mrs. Geeta Rani, Commerce**
  + **Dr. Ravinder Singh**
  + **Mrs. Swati**

**43. UGC/ NAAC/ RUSA/ NPE**

* **Dr. Ravinder Singh (C)**
* **Dr. Sushil Kumar**
* **Dr. Jagir Singh**
* **Dr. Prashant Kumar**
* **Mr. Vikramjeet Mann**
* **Mr. Sohan Lal**
* **Mrs. Alka**
* **Ms. Geeta Rani (Math)**

**44. Website/ Social Media**

* + **Sh. Lalit (C)**
  + **Mr. Jitender**
  + **Mrs. Swati**

**45. Youth Welfare & Cultural**

* **Dr. Kuldeep Singh (C)**
* **Dr. Jagir Singh**
* **Sh. Jagmohan Singh**
* **Mr. Mukesh Kumar**
* **Dr. Parsant Kumar**
* **Ms. Prerna**
* **Dr. Monika Sharma**

**46. Maintenance of Electronic Equipment**

* **Mr. Sohan Lal (C)**
* **Mrs. Geeta Rani (Commerce Lab)**
* **Sh. Mukesh Kumar**
* **Mr. Lalit**
* **Mr. Jitender**

**47. Audit Related Matters**

* + **Mr. Jasbir Jaglyan (Bursar) (C)**
* **Mrs. Geeta Rani, Commerce**
* **Mr. Vikramjeet Mann**
* **Mrs. Alka**

**48. Sports Board**

* **Patron: Sh. Rajesh Kumar Saini, Principal**
* **Dr. Dinesh Yadav (C)**
* **Dr. Sushil Kumar**
* **Dr. Sukhbir Singh**
* **Dr. Ravinder Singh**
* **Mrs. Savita Dahiya**
* **Mr. Sohan Lal**
* **Dr. Monika Sharma**

**49. Discipline, and Anti-Ragging**

* **Dr. Dinesh Yadav (C)**
* **Dr. Kuldeep Singh**
* **Sh. Mukesh Kumar**
* **Dr. Preeti Chhokkar**
* **Mrs. Savita Dahiya**
* **Mr. Jitender**

**50. Computer Labs**

* **Mr. Sohan Lal (C)**
* **Mr. Lalit**
* **Mrs. Swati**

**51. Dilapidation**

* + **Dr. Jagir Singh (C)**
  + **Dr. Parshant Kumar**
  + **Mr. Shayam Sunder**
  + **Mrs. Alka**
  + **Student Representative (B.A)**
  + **Student Representative (B. Com)**
  + **Student Representative (B.Sc.)**

**52. Write-off/ Weeding Off Old Records and Auction**

* + **Mrs. Geeta Rani, Commerce (C)**
  + **Dr. Sukhbir Singh**
  + **Mr. Jasbir Jaglyan**
  + **Mr. Mandeep Kumar**

**53. Character Verification**

* **Dr. Sukhbir Singh (Arts)**
* **Sh. Sohan Lal (Commerce)**
* **Ms. Prerna (Science)**

**54. Internal Quality Assurance Cell/ API Scrutiny**

* **Dr. Sukhbir Singh (C)**
* **Dr. Sushil Kumar**
* **Dr. Kuldeep Singh**
* **Dr. Jagir Singh**
* **Dr. Parshant Kumar**
* **Ms. Prerna**
* **Mr. Lalit**
* **Mr. Pardeep Kumar Industrialist MD Sainsons Paper Pvt. Ltd. Bakhli**
* **Smt. Pooja Sharma, Ex-Sarpanch, Village Bherian**
* **Sh. Aakash, Member Panchayat Bherian**
* **Anjali & Pranav Sharma- B.Sc. Students**
* **Rajat & Sanjna - B.Com Students**
* **Dheeraj & Jannat -Arts students**

**55. Students Aid Fund**

* + **Sh. Jagmohan Singh (C)**
  + **Dr. Dinesh Yadav**
  + **Dr. Parshant Kumar**
  + **Mrs. Swati**

**56. Biometric Attendance Related Matters**

* **Mrs. Savita Dahiya (C)**
* **Mr. Vikramjeet Mann**
* **Mr. Sohan Lal**
* **Mrs. Alka**

**57. Prizes/Certificate Writing**

* + **Ms. Prerna (C)**
  + **Mr. Jagmohan Singh**
  + **Mr. Vikramjeet Mann**
  + **Mrs. Savita Dahiya**

**58. Income Tax Verification**

* + **Mr. Jaglyan (Bursar) (C)**
* **Mrs. Geeta Rani, Commerce**
* **Mr. Vikramjeet Mann**
* **Mrs. Alka**

**59. Outsourced/HKRNL Employees Matters**

* **Dr. Sukhbir Singh (C)**
* **Dr. Sushil Kumar**
* **Mr. Rinku**
* **Mr. Mandeep Kumar**

**60. Extension Lecturer and Contractual Employees Matters**

* **Dr. Parshant Kumar (C)**
* **Dr. Kuldeep Singh**
* **Dr. Dinesh Yadav**
* **Mr. Shyam Sunder**
* **Mr. Lalit**

**61. Mentor Groups**

* **Mrs. Geeta Rani, Commerce (C)**
* **Dr. Jagir Singh**
* **Mr. Jasbir Jaglyan**
* **Mr. Jitender**
* **Mrs. Alka**

**62. Language Lab**

* **Dr. Monika Sharma (C)**
* **Dr. Kuldeep Singh**
* **Sh. Mukesh Kumar**

**63. Apprentices Matters**

* **Dr. Prashant Kumar (C)**
* **Sh. Mukesh Kumar**
* **Dr. Deepak Kumar**
* **Mr. Mandeep Kumar**

**64. HRMS Matters/MIS**

* + **Mr. Vikramjeet Mann (C)**
  + **Mr. Sohan Lal**
  + **Mrs. Alka**
  + **Ms. Geeta Rani (Math)**

**65. Beautification of College Campus.**

* + **Mrs. Alka (C)**
  + **Sh. Mukesh Kumar**
  + **Mrs. Savita Dahiya**
  + **Mr. Jitender**

**66. Smart Class Room**

* **Ms. Geeta Rani Math (C)**
* **Mr. Mandeep Kumar**

**67. Celebrations of days**

* **Sh. Mukesh Kumar (C)**
* **Dr. Parshant Kumar**
* **Mr. Jagmohan**
* **Dr. Deepak Kumar**
* **Mrs. Alka**
* **Mrs. Swati**

**68. ECO Club and EVS**

* **Mr. Jitender(C)**
* **Dr. Ravinder Singh**
* **Dr. Monika Sharma**
* **Mr. Mandeep Kumar**

**69. Students Counseling Cell**

* **Dr. Ravinder Singh(C)**
* **Dr. Parshant Kumar**
* **Mr. Lalit**
* **Mrs. Alka**

**70. GEM Portal**

* **Sh. Vikramjeet Mann (C)**
* **Sh. Mandeep Kumar**
* **Mr. Lalit**

**71. Entrepreneurship Club**

* + **Mrs. Alka (C)**
  + **Dr. Monika Sharma**
  + **Mr. Mandeep Kumar**
  + **Mr. Jitender**
  + **Anjali & Pranav Sharma- B.Sc. Students**
  + **Rajat & Sanjna - B.Com Students**
  + **Dheeraj & Jannat -Arts students**

**72. AISHE**

* + **Dr. Preeti Chhokkar (C)**
  + **Mr. Vikramjeet Mann**
  + **Ms. Prerna**
  + **Mr. Ravi Saini**

**73. Annual Result Tabulation and Verification Committee**

* + **Mr. Lalit (Arts Department Convener)**
  + **Ms. Prerna (Commerce Department)**
  + **Dr. Preeti Chhokkar (Arts Department)**
  + **Mr. Vikramjeet Mann (Science Department)**

**74. ERP Maintenance Committee**

* **Mr. Lalit (Nodal Officer)**
* **Placement Cell Module- Dr. Ravinder Singh**
* **HOD Modules Arts Dept. – Mr. Mukesh Kumar**

**HOD Module Commerce Block- Ms. Geeta Rani, Commerce**

**HOD Modules Science Block- Ms. Prerna**

* **Asset Management Module- Dr. Deepak Kumar**

**75. Value added Skill based/knowledge enhancing courses**

* **Dr. Monika Sharma (Arts) (C)**
* **Mr. Shyam Sunder (Arts)**
* **Ms. Prerna (Science) (C)**
* **Mrs. Geeta (Commerce) (C)**
* **Sh. Mukesh Kumar (Languages)**

**76. Remedial Coaching Classes**

* + **Dr. Parshant Kumar (English) (C)**
  + **Dr. Jagir Singh (Hindi)**
  + **Mr. Viramjeet Mann (Commerce)**
  + **Mr. Jitender (Social Sciences)**
  + **Mrs. Swati (Science)**

**77. Sehyog Smiti for Welfare of students and employees welfare**

* + **Dr. Monika Sharma (C)**
  + **Dr. Deepak Kumar**
  + **Dr. Dinesh Yadav**
  + **Mrs. Alka**

**78. Subject Societies & Literacy Society**

* + **Dr. Deepak Kumar (C)**
  + **Mr. Jagmohan Singh**
  + **Dr. Parshant Kumar**
  + **Mrs. Savita Dahiya**

**79. Land Issues of College**

* **Dr. Sushil Kumar (C)**
* **Mr. Jasbir Jaglyan (Bursar)**
* **Sh. Vikramjeet Mann**
* **Mr. Lalit**

**80. College Data Management System**

* **Mrs. Alka (C)**
* **Dr. Preeti Chhokkar**
* **Mrs. Savita Dahiya (Science)**
* **Dr. Monika Sharma (Arts)**
* **Mr. Mandeep Kumar (Commerce)**

**81. Passport Committee**

* **Mr. Shyam Sunder (C)**
* **Dr. Jagir Singh**
* **Dr. Dinesh Yadav**

**82. Driving License Committee**

* **Ms. Prerna (C)**
* **Mr. Rinku**
* **Dr. Preeti Chhokkar**
* **Mrs. Swati**

**83. Nature Interpretation Centre**

* **Dr. Sushil Kumar (C)**
* **Dr. Deepak Kumar**
* **Mr. Jitender**

**84. Transportation Interpretation Centre**

* **Mrs. Alka (C)**
* **Dr. Jagir Singh**
* **Dr. Ravinder Singh**

**85. Internal Complaint Committee**

* **Sh. Rajesh Kumar Saini (Patron)**
* **Mrs. Geeta rani, Commerce (Convener)**
* **Dr. Sushil Kumar**
* **Dr. Sukhbir Singh**
* **Dr. Monika Sharma**
* **Dr. Preeti Chhokkar**
* **Ms. Prerna**
* **Mrs. Alka**
* **Advocate ………………………………………………………..**
* **Anjali B.Sc. II Student**
* **Pranav Sharma B.Sc. II Student**

**86. Grievances Committee for SC/ST**

* **Dr. Jagir Singh (Convener)**
* **Dr. Kuldeep Singh**
* **Dr. Deepak Kumar**
* **Mrs. Alka**

**87. Grievances Committee for BC/OBC**

* **Dr. Sukhbir Singh (Convener)**
* **Dr. Sushil Kumar**
* **Dr. Preeti Chhokkar**
* **Mr. Rinku**
* **Mr. Lalit**

**Principal**

**Govt. College Bherian (Pehowa)**