

GOVERNMENT COLLEGE, BHERIAN (PEHOWA)

Annual Duty List (2025-26) w.e.f. 21/07/2025

Memo. Mo.

Dated:

Sr. No.	Name of Committee	Members	Signature
1.	College Council	Principal (Sh. Subhash Chander Sharma) Dr. Sushil Kumar Dr. Kuldeep Singh Dr. Dinesh Yadav Dr. Jagir Singh Mrs. Geeta Rani (Commerce) Mr. Jasbir Jaglyan (Bursar)	
2.	Chief Tutor/Chief Proctor	Dr. Sushil Kumar (C) Dr. Kuldeep Singh Dr. Dinesh Yadav Dr. Jagir Singh Mrs. Geeta Rani, Commerce	
3.	College Bursar	Mr. Jasbir Jaglyan	
4.	Staff Grievances/ Students Grievance Redressal and Feedback Cell	Dr. Jagir Singh (C) Mr. Jagmohan Singh Dr. Kuldeep Singh Mrs. Geeta Rani, Commerce Dr. Monika Sharma	
5.	Anti-Sexual Harassment of Women	Dr. Monika Sharma (C) Dr. Jagir Singh Mrs. Geeta Rani, Commerce Mr. Mukesh Kumar Mrs. Savita Dahiya	
6.	Central Purchase (M&S and other big purchases)	Dr. Sushil Kumar (C) Dr. Jagir Singh Dr. Kuldeep Singh Dr. Geeta Rani, Maths Mr. Amit Dr. Ravinder Singh	
7.	O.E. Grant	Ms. Savita Dahiya (C) Dr. Deepak Kumar Mr. Rinku	
8.	Construction, Repair and Maintenance/CM Announcement/Land Issues	Dr. Sushil Kumar (C) Dr. Ravinder Singh Mr. Jagmohan Singh Dr. Lalit	

Sr. No.	Name of Committee	Members	Signature
9.	Univ. Affairs/Assignment/Internal Assessment	Mr. Rinku(C)	
		Dr. Deepak Kumar	
		Mr. Amit	
		Mr. Mandeep Kumar	
		Mrs. Alka	
		Mr. Balvinder Singh (Clerk)To Assist	
10.	Right to Information	First Appellant Authority: Sh. Subhash Chander Sharma, Principal	
		SPIO: Dr. Sushil Kumar	
		Addl. SPIO: Dr. Kuldeep Singh	
		To be assisted by: Mr. Kuljeet Singh (Steno/Typist)	
11.	Public Relations	Mr. Jitender (C)	
		Dr. Ravinder Singh	
		Mr. Amit	
12.	Earn While You Learn	Mr. Shyam Sunder (C)	
		Dr. Dinesh Kumar	
		Dr. Geeta Rani, Maths	
		Mr. Mandeep Kumar	
13.	Alumni Association Matters	Dr. Jagir Singh(C)	
		Mr. Sohan Lal	
		Mr. Jagmohan Singh	
		Mrs. Savita Dahiya	
		Dr. Parshant Kumar	
		Ms. Swati	
14.	Liaison with the Parents of the Students/PTM	Dr. Kuldeep Singh (C)	
		Mr. Jagmohan Singh	
		Mr. Jasbir Jaglyan	
		Mr. Jitender	
		Mr. Mandeep Kumar	
15.	Youth Red Cross/Red Ribbon/First Aid	Mr. Jitender (C)	
		Mr. Jagmohan Singh	
		Dr. Parshant Kumar	
		Mrs. Alka	
16.	Canteen	Mr. Jagmohan Singh(C)	
		Mr. Rinku	
		Mr. Amit	
		Mrs. Swati	

Sr. No.	Name of Committee	Members	Signature
17.	Time Table & Work Load	Dr. Geeta Rani, Maths (C) Mr. Jasbir Jaglyan Dr. Prerna	
18.	Scholarships	Dr. Jagir Singh (C)	
	a) <u>SC Scholarship</u>	Mr. Mukesh Kumar Mr. Jitender Assist by Mr. Pawan Kumar (LA)	
	b) <u>BC Scholarship</u>	Mr. Sohan Lal (C) Dr. Deepak Kumar Dr. Monika Sharma Assist by Mr. Jogi Ram (LA)	
	c) <u>Merit/ Misc. Scholarships</u>	Dr. Prerna (C) Mrs. Swati Assist by Mr. Ravi Saini (LA)	
19.	Printing	Dr. Monika Sharma (C) Dr. Sushil Kumar Mr. Rinku	
20.	Hospitality	Mrs. Alka (C) Mr. Sohan Lal Dr. Monika Sharma	
21.	Cycle Stand	Dr. Dinesh Kumar (C) Mr. Shyam Sunder Mr. Jagmohan Singh	
22.	Electricity	Mr. Mukesh Kumar (C) Dr. Deepak Kumar Mr. Jitender	
23.	Water & Sanitation (Cleanliness)	Mr. Mukesh Kumar (C) Mr. Vikramjeet Mann Mr. Mandeep Kumar Mrs. Swati	
24.	Court Cases/Legal Literacy Cell	Dr. Parshant Kumar(C) Dr. Ravinder Singh Mr. Vikramjeet Mann	
25.	Transport Facilities and Bus Passes for the Students	Mr. Mandeep Kumar (C) Mr. Sohan Lal Mr. Jitender To Assist by Mr. Jogi Ram, Mr. Ravinder	
26.	Tent/Sound/Seating & Photography	Mr. Mandeep Kumar (C) Mr. Vikramjeet Mann Mr. Sohan Lal Mr. Rinku	

Sr. No.	Name of Committee	Members	Signature
27.	Decoration	Mrs. Alka (C) Mr. Amit Mrs. Savita Dahiya Mrs. Swati	
28.	Annual Report	Dr. Monika Sharma (C) Dr. Lalit Dr. Deepak Kumar	
29.	Property	Dr. Deepak Kumar (C) Mr. Vikramjeet Mann (CD- Convent) Dr. Dinesh Yadav Mr. Jagmohan Singh	
30.	Women Cell/Dispensary/Health Awareness	Mrs. Geeta Rani, Commerce (C) Dr. Jagir Singh Dr. Prerna Mrs. Savita Dahiya Dr. Monika Sharma	
31.	Absentees record/Lecture Shortage/ Name Struck off /Subject Change	Mr. Rinku (C) Mr. Amit Mrs. Alka Mr. Mandeep Kumar	
32.	N.S.S. & N.S.S. Advisory Committee	Mr. Amit (Programme Officer) Mr. Mukesh Kumar Mr. Rinku Dr. Monika Sharma Sh. Ashok Kumar, Sarpanch, Bherian Mafi, BA 3 rd year Purusharth, BA 2 nd year	
33.	Voters Matters	Mr. Rinku (C) Mr. Amit Mr. Sohan Lal Dr. Monika Sharma	
34.	Placement /Personality Development Cell/ Student Counselling Cell/ Entrepreneurship Club	Dr. Ravinder Singh (C) Mrs. Geeta Rani, Commerce Dr. Parshant Kumar Mr. Mukesh Kumar Mr. Jitender Manpreet B.Sc 3rd Year Roll No.1230310008 Surjeeto B.A 3rd Year, Roll No. 1230306020	

Sr. No.	Name of Committee	Members	Signature
35.	Staff Secretary	Dr. Parshant Kumar	
36.	Social Secretary	Dr. Deepak Kumar	
37.	Tours	Dr. Kuldeep Singh (C) (Boys)	
		Mrs. Savita Dahiya (C) (Girls)	
		Mr. Jagmohan Singh	
		Mr. Mukesh Kumar	
		Dr. Geeta Rani Math	
		Mrs. Alka	
		Mrs. Swati	
38.	Editorial Board (College Magazine)	Patron: Sh. Subhash Chander Sharma, Principal	
		Chief Editor: Dr. Monika Sharma	
		Staff Editor, Social Science Section: Dr. Sushil Kumar	
		Staff Editor, Science Section: Dr. Perna	
		Staff Editor: Hindi Section: Dr. Deepak Kumar	
		Staff Editor, Commerce Section: Mr. Sohan Lal	
		Staff Editor: Punjabi Section: Mr. Jagmohan Singh	
		Staff Editor, English Section: Dr. Parshant Kumar	
39.	Library Committee	Dr. Parshant Kumar(C)	
		Mrs. Geeta Rani, Commerce	
		Dr. Jagir Singh	
		Dr. Ravinder Singh	
		Dr. Lalit	
		Ms. Alka	
40.	UGC/ RUSA	Dr. Geeta Rani Maths (C)	
		Mr. Shyam Sunder	
		Mrs. Alka	
41.	Website/ Social Media Club	Dr. Lalit(C)	
		Dr. Perna	
		Mr. Jitender	
		Assist by Mr. Ravi Saini	
42.	Youth Welfare & Cultural	Dr. Kuldeep Singh (C)	
		Mrs. Geeta Rani, Commerce	
		Mr. Mukesh Kumar	
		Dr. Parshant Kumar	
		Dr. Perna	
		Dr. Monika Sharma	
		Mrs. Swati	

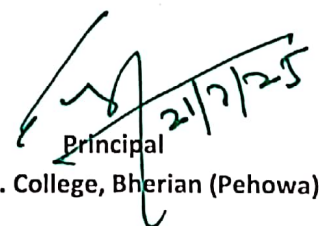
Sr. No.	Name of Committee	Members	Signature
43.	Maintenance of Electronic Equipment	Mr. Sohan Lal (C)	
		Mrs. Geeta Rani, Commerce	
		Dr. Lalit	
		Mr. Jitender	
44.	Audit Related Matters and Income Tax verification	Mr. Jasbir Jaglyan (Bursar) (C)	
		Mr. Sohan Lal	
		Mrs. Geeta Rani, Commerce	
		Mr. Vikramjeet Mann	
45.	Discipline, and Anti-Ragging	Dr. Kuldeep Singh (C)	
		Dr. Dinesh Kumar	
		Dr. Jagir Singh	
		Mrs. Geeta Rani, Commerce	
		Dr. Ravinder Singh	
		Mr. Mukesh Kumar	
		Mr. Shyam Sunder	
		Dr. Geeta Rani, Maths	
46.	Computer Labs	Mr. Sohan Lal (C)	
		Mrs. Geeta Rani, Commerce	
		Mr. Mandeep Kumar	
		Mrs. Swati	
47.	Write-off/ Weeding Off Old Records and Auction	Mr. Jagmohan Singh (C)	
		Mrs. Geeta Rani, Commerce	
		Dr. Dinesh Yadav	
		Dr. Geeta Rani Math	
		Mr. Mandeep Kumar	
48.	Sports Board	Patron: Sh. Subhash Chander Sharma, Principal	
		Dr. Dinesh Yadav (C)	
		Mr. Vikramjeet Mann	
		Dr. Ravinder Singh	
		Mr. Shyam Sunder	
		Mr. Sohan Lal	
		Dr. Geeta Rani, Maths	
		Mr. Jitender	
		Dr. Monika Sharma	
49.	Biometric Attendance Related Matters	Mrs. Savita Dahiya (C)	
		Mr. Vikramjeet Mann	

Sr. No.	Name of Committee	Members	Signature
50.	Internal Quality Assurance Cell/ API Scrutiny	Dr. Sushil Kumar (C)	
		Dr. Lalit, Co-convenor	
		Mr. Vikramjeet Mann	
		Dr. Ravinder Singh (NAAC Coordinator)	
		Dr. Parshant Kumar	
		Dr. Perna	
		Ms. Alka	
		Sh. Jagan Singh, Multani Steel Industries, Pehowa	
		Sh. Ashok Kumar, Sarpanch, Village Bherian	
		Sh. Rajesh K. Saini, Retd. Principal GCG Kalayat cum DHEO Kaithal	
		Dr. Gagandeep Kaur, Principal GCG Pawal cum DHEO, Kurukshetra	
		Dr. Major Singh Khehra, Ex-Principal Guru Nanak Khalsa College Karnal	
		Mr. Jasbir Jaglyan (Bursar)	
		Mrs. Renu (Office Clerk)	
		Ms. Kavita, Alumni	
		Pooja. BA 3 rd year	
		Shivani Saini, B.Com 3 rd year	
51.	Prizes/Certificate Writing	Dr. Perna (C)	
		Dr. Lalit	
		Mrs. Swati	
52.	Outsourced/HKRNL Employees Matters	Dr. Perna (C)	
		Mr. Rinku	
		Dr. Lalit	
53.	Extension Lecturer and Contractual Employees Matters	Dr. Parshant Kumar (C)	
		Dr. Dinesh Yadav	
		Mr. Shyam Sunder	
54.	Mentor Groups	Mr. Jasbir Jaglyan (C)	
		Mr. Jitender	
		Dr. Geeta Rani Maths	
		Mr. Mandeep Kumar	
55.	Language Lab	Mr. Mukesh Kumar (C)	
		Dr. Kuldeep Singh	
		Dr. Monika Sharma	
56.	Apprentices Matters	Mr. Jitender (C)	
		Dr. Parshant Kumar	
		Mr. Mukesh Kumar	

Sr. No.	Name of Committee	Members	Signature
57.	HRMS Matters/MIS	Mr. Vikramjeet Mann (C) Mr. Amit Dr. Lalit	
58.	Beautification and Cleanliness Monitoring of College Campus	Ms. Alka (C) Dr. Dinesh Yadav Mr. Shyam Sunder Dr. Parshant Kumar Mrs. Swati	
59.	Smart Class Room	Dr. Geeta Rani Math (C) Mr. Jasbir Jaglyan Mr. Mandeep Kumar	
60.	Celebrations of days	Mr. Shyam Sunder (C) Mr. Jagmohan Singh Mrs. Alka Mrs. Swati	
61.	ECO Club/EVS/Nature Interpretation Centre	Mr. Jitender(C) Dr. Sushil Kumar Mr. Mandeep Kumar	
62.	GEM Portal	Dr. Lalit (C) Mr. Vikramjeet Mann, Co-convener Dr. Sushil Kumar (Consignee) Dr. Jagir Singh (Buyer) Mr. Jasbir Jaglyan, Bursar (Paying Authority)	
63.	AISHE	Mr. Vikramjeet Mann(C) Mr. Jasbir Jaglyan Dr. Prerna Mrs. Savita Dahiya Mr. Ravi Saini (LA)	
64.	Annual Result Tabulation and Verification Committee	Mr. Mandeep Kumar (C) Mrs. Geeta Rani, Comm. (Arts Department) Mr. Sohan Lal (Arts Department) Mr. Vikramjeet Mann (Arts Department) Dr. Deepak Kumar (Science Department) Mr. Jitender (Science Department) Ms. Alka (Commerce Department) Mrs. Savita Dahiya (Commerce Department) Mrs. Swati (Commerce Department)	
65.	ERP Maintenance Committee	Dr. Lalit (C) Dr. Prerna Mr. Jasbir Jaglyan	

Sr. No.	Name of Committee	Members	Signature
66.	Sehyog Smiti for Welfare of students and employees welfare	Dr. Monika Sharma(C)	
		Mrs. Geeta Rani Commerce	
		Mr. Sohan Lal	
		Dr. Preei Chhokkar	
		Dr. Deepak Kumar	
67.	Subject Societies & Literacy Society	Dr. Deepak Kumar(C)	
		Mr. Jagmohan Singh	
		Dr. Parshant Kumar	
		Mrs. Savita Dahiya	
68.	Passport and Driving License Committee	Mr. Shyam Sunder (C)	
		Dr. Jagir Singh	
		Dr. Dinesh Yadav	
69.	Transportation Interpretation Centre (Road Safety Club)	Mrs. Alka (C)	
		Mr. Amit	
		Dr. Parshant Kumar	
		Mr. Rinku	
		Ms. Swati	
70.	Internal Complaint Committee	Mrs. Geeta Rani, Commerce (Convener)	
		Dr. Jagir Singh	
		Dr. Sushil Kumar	
		Dr. Monika Sharma	
		Mrs. Renu Devi (Non-Teaching)	
		Mrs. Seema Rani (Non-Teaching)	
		Mr. Ramandeep Saini, Advocate	
		Harnoor Kaur, B.Com 3 rd year	
		Manpreet Kaur, B.Sc. 3 rd year	
71.	Grievances Committee for SC/ST Cell	Mafi, BA 3 rd year	
		Dr. Jagir Singh (Convener)	
		Dr. Kuldeep Singh	
		Dr. Deepak Kumar	
		Mrs. Alka	
72.	Grievances Committee for BC/OBC	Mr. Sohan Lal (Convener)	
		Dr. Deepak Kumar	
		Dr. Dinesh Kumar	
		Dr. Prerna	
		Mr. Amit	
73.	NEP Implementation	Dr. Geeta Rani Math (C)	
		Dr. Ravinder Singh	
		Mr. Mukesh Kumar	
		Mr. Mandeep Kumar	
		Mrs. Swati	

Sr. No.	Name of Committee	Members	Signature
74.	NAAC	Dr. Ravinder Singh (Coordinator) Dr. Geeta Rani Math (Co-Coordinator) Mrs. Alka Dr. Prerna Mr. Jagmohan Singh Dr. Lalit	
75.	Annual Confidential Report	Dr. Lalit (C) Dr. Sushil Kumar	
77.	Intellectual Property Right Cell	Mr. Sohan Lal (C) Ms. Savita Dahiya Mr. Vikramjeet Mann	
78.	Research and Development Cell	Dr. Parshant Kumar (C) Ms. Alka Dr. Deepak Kumar	
81.	Minority Grievances Redressal and Welfare Cell	Mr. Jagmohan Singh (C) Mr. Vikramjeet Mann Mr. Mukesh Kumar Mrs. Geeta Rani (Commerce)	
82.	Anti-Drug Awareness Cell/ Yoga Club	Dr. Dinesh Kumar Mr. Shyam Sunder Mr. Jitender Ravi Kumar, BA 2 nd Yashpreet BA 2 nd	
83.	Internship Committee	Dr. Ravinder Singh (C) Dr. Jagir Singh (Arts) Teacher Incharge Mr. Sohan Lal (Commerce) Teacher Incharge Mr. Jasbir Jaglyan (Science) Teacher Incharge	
84.	Equal Opportunity Cell and Socio Economically Disadvantage Group Cell	Dr. Deepak Kumar Mr. Rinku Mrs. Savita Dahiya Mr. Jitender	


 Principal
 Govt. College, Bherian (Pehowa)