

Office of the Principal, Govt. College Kheri Chopta (Hisar)

Annual duties for the Session 2025-26

Memo. No. : GCKC/2025/2590

Dated : 19/07/2025

No.	Sr.	Committee	Key Person	Members
1		College Council & Reception Committee	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwash Sh. Muthra Singh Mrs. Vidya Wati
2		RTI	Principal: First Appellate Authority	Sh. Dharam Singh :SPIO Sh. Deva Singh : ASPIO
3		Mandatory Disclosure of RTI Act.	Sh. Dharam Singh : Convener	Sh. Ram Niwash Sh. Muthra Singh Sh. Dinesh Sh. Deva Singh, Asstt. Sh. Roopesh Kumar, Clerk Sh. Manesh Mohan, Clerk Sh. Manish (Apprentice)
4		Library Advisory Committee	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwash Sh. Muthra Singh Sh. Subhash
5		NSS Advisory Committee	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwash Sh. Muthra Singh Ms. Vidya Wati
6		Sports Board	Principal : Patron	Sh. Dharam Singh Sh. Ram Niwash Sh. Muthra Singh Sh. Anil
7		Parent Teacher Interaction Committee	Sh. Dharam Singh : Sr. Mentor	All Teaching Staff Members
8		College Bursar	Sh. Ram Niwash	
9		HRMS	Sh. Ram Niwash : Convener	Sh. Dinesh Sh. Roopesh Kumar, Clerk
10		IQAC	Principal : Chairperson Sh. Dharam Singh : Coordinator Sh. Ram Niwash : Member Sh. Muthra Singh : Member Ms. Vidya Wati : Member Dr. Rajneesh Bahl, Retd. Principal, GCG, Ugalan (Member – Administrative Officer) Dr. Ram Pratap, Principal, The E5 College for Women, Garhi, Hansi (Member Administrative Officer) Sh. Anil Kumar S/o Sh. Mahender Singh, VPO- Sotha (Member Local Society) Ms. Priya, M.Sc. II (Geography), Roll No. 2242706002 (Member Student) Ms. Monia D/o Sh. Sanjay, VPO- Biana Khera (Member Alumni) Sh. Parveen Kumar S/o Sh. Narender Kumar, VPO-Haibatpur (Member Industrialist)	



11	Internal Complaint Committee	Dr. Jyoti Sheoran : Chair Person G.C. Jind	Ms. Yogita (Mediator Advocate, ADR Jind) : Legal Advisor Ms. Vidya Wati Ms. Poonam Mr. Manesh Mohan, Clerk Ms. Maina Bai, LA Ms. Sunayana, M.Sc.II Geo. (Roll No. 2242706004) Ms. Seema, M.Sc. II Geo. (Roll No. 2242706005)
12	Anti Eve-Teasing & Psychological Counseling Cell	Ms. Poonam : Convener	Ms. Vidya Wati Ms. Bimla Devi Sh. Subhash
13	NAAC	Sh. Dharam Singh : Advisor Sh. Anil : Convener,	Sh. Dinesh Sh. Ram Niwash Sh. Muthra Singh Ms. Vidya Wati Mr. BimlaDevi Dr. Krishan Kumar Sh. Rahul Ms. Renu Sh. Ravi, LA
14	General Proposals and Purchase/GEM	Principal : Chairman Sh. Dharam Singh : Convener	Sh. Muthra Singh Ms. Vidya Wati Sh. Anup Singh I/C of Concerned purchase
15	Canteen Contract & Quality Checking	Ms. Bimla Devi : Convener	Sh. Bahadur Mr. Dinesh Sh. Subhash
16	HKRN and Out sourcing /Apprentices	Mr. Dinesh : Convener	Mr. Muthra Singh Dr. Krishan Kumar Sh. Deva Singh, Asstt
17	Library & I card	Sh. Subhash: Convener	Sh. Anup Singh Ms. Bimla Devi Sh. Bahadur Ms. Renu Sh. Deva Singh, Asstt.
18	Staff Secretary	Ms. Vidya wati	
19	Social Secretary	Sh. Subhash	Dr. Krishan Kumar
20	Stage Secretary	Dr. Krishan Kumar	Ms. Poonam
21	Scholarship	<b>Sh. Dharam Singh :</b> Sanskrit  <b>Sh. Subhash :</b> SC Scholarship, BPL, Bhawan Nirman and Labour Board Scholar Ship	Sh. Deva Singh, Asstt.



		<b>Sh. Dinesh :</b> National Scholarship  <b>Sh. Bahadur :</b> BC & State Scholarship, Meritorious Scholar Ship	
22	Time Table/Work Load/ Section Formation/ Subject Change/ Proctorial Duties	Sh. Anup Singh : Convener	Mr. Rahul (Arts) Mr. Bijender Singh (Commerce) Ms. Renu (P.G. Classes) Ms. Nirmala, Apprentice
23	University Works (Registration, Examination form and other correspondence with university)	Sh. Muthra Singh : Convener	Dr. Krishan Kumar Mr. Bijender Singh Ms. Renu Sh. Manesh Mohan, Clerk Ms. Maina Bai, LA
24	NEP -2020	Sh. Muthra Singh : Convener	Sh. Ram Niwash Sh. Dinesh Ms. Vidya Wati Sh. Manesh Mohan
25	Internal Assessment	Sh. Bijender Singh : Convener	Sh. Rahul Sh. Ravi, LA
26	University Result Verification & Ph. D. Verification	Sh. Anup Singh : Convener	Sh. Subhash Sh. Munish Kumar Ms. Maina Bai, LA
27	API Verification Committee	Principal: Chairperson Sh. Muthra Singh: Convener	Ms. Vidya Wati, Dr. Krishan Kumar Mr. Munish
28	Bus Pass , Pass Port, Driving License	Sh. Bahadur Singh : Convener	Dr. Krishan Kumar Sh. Bijender Singh Sh. Deva Singh, Asstt.
29	Issue of Character Certificate	Sh. Dharam Singh (Boys) Ms. Vidya Wati (Girls)	Sh. Karambir Singh, JLA
30	Beautification of Landscape/Eco Club/EVS/Nature Interpretation Cell	Sh. Anil : Convener	Sh. Anup Singh Sh. Munish Kumar
31	Cultural Activities	Dr. Krishan Kumar : Convener	Sh. Anil Ms. Bimla Devi Ms. Vidya wati Mr. Dinesh Sh. Bahadur Ms. Renu Ms. Nirmala (Apprentice) Ms. Jyoti (Apprentice)
32	NSS/Red Cross/Red Ribbon/First Aid	Ms. Vidya Wati : Programme Officer	Sh. Anil Sh. Dinesh Sh. Rahul Ms. Renu Sh. Manesh Mohan, Clerk Sh. Shamsheer, Peon Ms. Promila Ms. Nirmala (Apprentice)



33	My Bharat Portal	Ms. Renu : Nodal Officer	Ms. Vidya Wati
34	Placement, Career Guidance and Counseling Cell	Sh.. Anil : Convener	Ms. Bimla Devi Sh. Bahadur
35	Internship Cell	Coordinator : Sh. Dinesh Faculty Incharge: Sh. Ram Niwash - Commerce Sh. Muthra Singh - Arts Sh. Anup Singh - Science	Teacher Supervisor : All teaching staff members
36	Women Cell & Girls Common Room	Ms. Poonam: Convenor	Ms. Bimla Sh. Munish Kumar Ms. Sonia, Peon
37	Equal Opportunity Cell, Caste Based Discrimination Committee & SC/ST cell,	Sh. Muthra Singh : Convener	Ms. Vidya wati Sh. Munish Kumar Sh. Roopesh Kumar Ms. Monoka, M.Sc. II Geo. (Roll No. 2242706014) Ms. Shweta, B.A. IInd (Roll No. 1240161004)
38	Students Grievance Redressal Committee & Anti Ragging Cell Ms. Smriti, B.A. III Roll No. 12301610059 (Member Student) Anti Corruption cell, CM window,	Principal : Chairperson	Sh. Dharam Singh Sh. Ram Niwash Sh. Muthra Singh Ms. Vidya Wati
39	Sports	Sh. Anil : Convener	Ms. Poonam Sh. Dinesh Ms. Vidya Wati Sh. Bahadur Ms. Renu All Group D employees
40	Earn While You Learn	Ms. Bimla Devi : Convener	Dr. Krishan Kumar Sh. Munish Kumar Sh. Deva Singh
41	Printing	Dr. Krishan Kumar : Convener	Sh. Munish Sh. Subhash Ms. Renu
42	Annual Report/College Magazine/Wall Magazine	Ms. Bimla Devi : Convener	Ms. Poonam Sh. Munish Sh. Subhash Ms. Renu
43	Absentee slips record, Absentee fine calculation, Lecture Shortage, NSO and Readmission	Sh. Rahul : Convener	Sh. Bijender Singh Sh. Karambir Singh, JLA Sh. Ravi, LA
44	Tent Samiyana/Sound/Photography/Video Graphy	Sh. Munish Kumar: Convener	Ms. Poonam Sh. Anil Sh. Manjeet, Peon Sh. Shamsher, Peon



45	Media Coordinator	Sh Rahul : Convener	Ms. Vidya Wati Sh. Dinesh
46	Invitation, Decoration & Refreshment	Ms. Renu : Convener	Ms. Poonam Ms. Maina Bai, LA Sh. Manjeet, Peon Ms. Jyoti (Apprentice)
47	Educational Tour Committee(Boys)	Sh. Munish : Convener	Sh. Subhash Dr. Krishan Kumar Sh. Bahadur
48	Income Tax Assessment & Return/ Property Return	Sh. Ram Niwash : Convener	Ms. Bimla Devi Sh. Subhash
49	Extension Lecturer and Court Cases	Ms. Poonam : Convener	Sh. Anup Singh Sh. Munish Kumar
50	Legal Literacy Cell	Sh. Bahadur : Convener	Sh. Muthra Singh Ms. Bimla Devi
51	Swacchh Haryana Mission : Beautification/ Cleanliness of College Campus/ and Public Health	Ms. Bimla Devi : Convener	Sh. Anup Singh Ms. Poonam
52	Electricity/ Solar Energy and Electrical items/ Property (Furniture) PWD (B&R): Civil & Electrical	Sh. Dharam Singh : Convener	Dr. Krishan Kumar Sh. Anup Singh Sh. Deva Singh, Clerk
53	Office Expenses, Stationary & Liaison Officer	Sh. Subhash : Convener	Sh. Dinesh Sh. Munish Kumar Sh. Deva Singh, Asstt Sh. Roopesh Kumar, Clerk
54	AEBAS/Web Portal/ MIS/Broad Band Connection	Sh. Dinesh : Convener	Dr. Krishan Kumar Ms. Bimla Devi Sh. Roopesh, Clerk
55	SVEEP Activities & Voter Cards/ Adhaar Card/PPP	Sh. Anup Singh: Nodal Officer	Ms. Poonam Sh. Rahul Sh. Deva Singh, Asstt
56	Disaster Management	Sh. Bijender Singh: Convener	Sh. Anup Singh Ms. Poonam
57	Discipline Committee	Sh. Ram Niwash: Convener	Sh. Muthra Singh Ms. Anup Singh Ms. Poonam
58	IPR Cell/ Research & Development Cell/Training	Dr. Krishan Kumar : Convener	Ms. Poonam Sh. Bijender Singh
59	Yoga Club	Ms. Vidya Wati : Convener	Sh. Anil Sh. Bahadur Ms. Renu Ms. Jyoti Ms. Nirmala



60	Alumni Association	Sh. Bahadur : Convener	Sh. Anil Sh. Dinesh Ms. Bimla Devi Sh. Ravi, LA
61	Annual Prize Distribution/Convocation	Sh. Anil : Convener	Sh. Muthra Singh Sh. Subhash Sh. Anup Singh Ms. Maina Bai ( Lib. Att.)
62	Traffic Interpretation Cell	Sh. Munish : Convener	Ms. Poonam Sh. Bhadur
63	Physical Verification/ Right Off/ Auction	Sh. Munish: Convener	Sh. Anil Sh. Subhash
64	UGC/RUSA	Sh. Anil: Convener	Sh. Bahadur Ms. Bimla Devi
65	IT Equipment Maintenance/ CCTV/ Smart Class Room	Sh. Dinesh : Convener	Sh. Anup Singh Sh. Bahadur Sh. Ravi, LA
66	Drug Prevention Cell (Anti Drug & Anti Smoking Cell)	Ms. Poonam : Convener	Dr. Krishan Kumar Sh. Anil Sh. Bahadur Mr. Ajay , B.A. II (Roll No. 1240161001) Mr. Vikas, B.A. II (Roll No. 1240161085) Ms. Jyoti, B.A. II (Roll No. 1240161139)
67	AISHE/NIRF/LMS	Sh. Rahul : Convener	Sh. Bijender Singh Ms. Nirmala (Apprentice)
68	University Answer Sheet	Sh. Karambir, JLA	Sh. Manesh Mohan
69	Building Maintenance Committee	Sh. Dharam Singh: Convener	Sh. Anup Singh Sh. Subhash Mr. Rahul

#### Remarks

1. The Conveners/In-Charges shall note down the names of faculty members attached with them. In case, convener/In-charge is on leave or transferred then member at Sr. No. 1 will automatically act as convener/In-Charge of that Committee till further order.
2. All the financial activities should be performed in consultation with the Bursar.
3. The College Bursar will ensure that the dues/funds collected are deposited in relevant bank accounts and are remitted to the university well in time.
4. For any kind of lapse/delay in any kind of assigned work all the members of the committee will be held equally responsible.
5. All the staff members are advised to work as team members in good spirit.
6. Any committee constituted earlier by this office and not included in this list will perform its duties as per the previous order.

Principal,  
Govt. College,  
Kheri Chopta (Hisar)

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