

(SESSION 2024-25)

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR GIRLS
RANIA (SIRSA)

Memo no : GCGR/24/ 538

Dated : 08-07-2024


ANNUAL COMMITTEES FOR THE SESSION 2024-25


The following Committees are hereby constituted for the smooth functioning of the College for the session 2024-25. 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 up to 13-07-2024


The conveners/in-charges of various committees are required to note down the names of the faculty members associated with them. They are also required to invite fresh quotations (if required) up to 20-07-2024 for the work to be undertaken by them. All concerned to note please:-


1. **College Council**

Principal/Chairperson


1. Dr. Shatrujeet Singh 

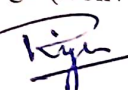
3. Dr. Ravinder Kumar (Staff Secretary) 

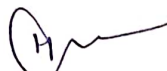
2. Dr. Manju Bala 

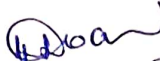
4. Sh. Raghuveer Singh (Bursar) 

2. **Senior Tutor /Mentor Ship Committee**

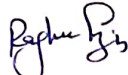
1. Dr. Shatrujeet Singh (Convener) 

3. Dr. Raj Kumar 

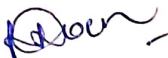
2. Dr. Manju Bala 

4. Dr. Ravinder Kumar 


3. **Bursar**

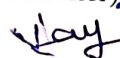
1. Sh. Raghuveer Singh 


4. **Staff Secretary**

1. Dr. Ravinder Kumar 

5. **Library Incharge**


1. Dr. Shatrujeet Singh (Convener) 

3. Sh. Vijay Kumar (L.A) 


2. Mr. Vikram Yadav 


6. **Library Advisory committee**

Principal / Chairperson

1. Dr. Shatrujeet Singh (Convener) 


2. Dr. Manju Bala 

4. Mr. Vikram Yadav 

5. Sh. Raghuveer Singh (Bursar) 

3. Dr. Ravinder Kumar 



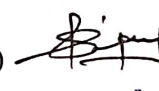









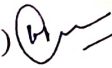




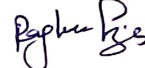





7. **General Purchase Committee**

1. Dr. Ravinder Kumar (Convener) 




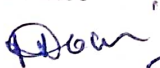


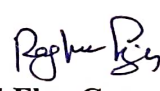


2. Dr. Raj Kumar 

3. Mr. Anil Kumar 





4. Mr. Sunil Kumar (Clerk) 

8. **College Time Table, Work Load & Introduction of New Subjects Committee**
 1. Mr. Vikram Yadav (Convener) 
 2. Dr. Sonia 
9. **Registrar Exam (University Exam / All type of work related to university / Internal Assessment):**
 1. Dr. Sanjay Kumar (Registrar) 
 2. Mr. Vikram Yadav 
 3. Mrs. Rajkumari (Internal Assessment) 
 4. Mr. Sunil Kumar (Clerk) 
10. **Committee to check sexual harassment**
 Principal/Chairperson
 1. Dr.. Sonia (Convener) 
 2. Smt. Raj Kumari 
 3. Sh. Raghuvveer Singh 
11. **Prize Committee:**
 1. Dr. Manju Bala (Convener) 
 2. Dr. Raj Kumar 
12. **Subject Societies Patrons**
 Dr. Shatrujeet Singh (History) 
 Dr. Manju Bala (Pol-Sci & Punjabi) 
 Dr. Ravinder Kumar (English) 
 Dr. Manoj Kumar (Chemistry) 
 Smt. Raj Kumari (Computer Science) 
 Mr. Vikram Yadav (Geography) 
 Sh. Raghuvveer Singh (Economic & Psychology) 
 Mrs. Kavita (Hindi) 
- Dr. Raj Kumar (Math) 
 Mr. Anil Kumar 
 Dr. Sanjay Kumar (Physics) 
 Dr. Sonia (Commerce) 

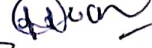
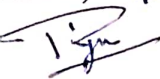


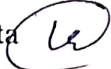

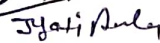
(Students are to be selected as President, Vice President, Secretary and Joint Secretary in each subject society. The selection may be involve Essay Writing / Speech or other contest. Each Subject Society will conduct at least 03 activities in every semester.

13. **Legal Literacy Cell / Committee**
 1. Dr. Sonia (Convener) 
 2. Mr. Vikram Yadav 
14. **Grievances redressal and complaints (teaching, non-teaching and students) committee**
 1. Dr. Shatrujeet Singh (Convener) 
 2. Dr. Ravinder Kumar 
 3. Smt. Raj Kumari 
 4. Dr. Sonia 
 5. Sh. Raghuvveer Singh 
15. **Printing, Invitation and Flex Committee**
 1. Mr. Anil Kumar (Convener) 
 2. Dr. Raj Kumar 

16. **Scholarships and Stipend Committee**

1. Mr. Vikram Yadav (Overall Incharge & all SC/ BC student) 
2. Mr. Anil Kumar (All type of state meritorious scholarship/Top Ten scholarship) 
5. Dr. Manoj Kumar (National Scholar Ship) 
6. Sh. Vijay Kumar (L.A.) 





17. **Building Maintenance / Public Health Work / Cleanliness/ Harit Haryana**

1. Dr. Ravinder Kumar (Building Maintenance) 
2. Dr. Raj Kumar (Public Health Work) 
3. Mr. Vikram Yadav (Cleanliness/ Campus Beautification/Harit Haryana) 
4. Dr. Sonia 
5. Smt. Kavita 
6. Mr. Vikas & Smt. Jyoti Bala (to assist)  

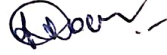




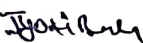
18. **College Property Committee**

1. Mr. Anil Kumar (Convener) 
2. Dr. Manoj Kumar 

19. **Electricity Works / Internet / CCTV Camera / Landline Telephone/ Electricity Bill etc.**

1. Mr. Anil Kumar (Convener) 
2. Dr. Manoj Kumar 
3. Mr. Vikram Yadav (Internet/CCTV/Phone) 
4. Mr. Sunil (Online payment) 

20. **Cultural & Co-Curricular Activities and MHRD Committee**

1. Dr. Ravinder Kumar (Convener) 
2. Smt. Raj Kumari 
3. Dr. Manoj Kumar 
4. Dr. Sonia 
5. Mrs. Kavita 
6. Smt. Jyoti Bala (to assist) 

21. **Beti Bachao Beti Padhao Abhiyan**

1. Dr. Manju Bala (Convener) 
2. Mrs. Kavita 

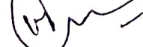
22. **Bus Pass Committee/Driving License/ Passport Committee**

1. Dr. Raj Kumar (Convener) 
2. Mr. Vikram Yadav 
3. Mr. Vijay Kumar (L.A.) 




23. **Women Cell**

1. Dr. Manju Bala (Convener) 
2. Mrs. Kavita 
3. Smt. Jyoti Bala (to assist) 

24. **Anti-Drug / Anti Smoking Committee**

1. Dr. Manju Bala (Convener) 
2. Dr. Manoj Kumar 

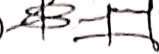
25. **Anti Ragging Committee / Anti Ragging Squad**

1. Dr. Shatrujeet Singh (Convener) 
2. Dr. Sonia 
3. Mrs. Raj Kumari 


26. **CM Window and Social Grievances Committee**
 1. Sh. Raghuveer Singh (Convener) *Raghuveer Singh*
 2. Mr. Vikram Yadav *VY*
 3. Mr. Vikas (Group-D) *Vikas*
28. **SPIO (RTI Committee)**
 Principal/Chairperson-First App. Authority
 1. Dr. Shatrujeet Singh - SPIO *Shatrujeet Singh*
 3. Sh. Vijay Kumar (to assist) *Vijay*
 2. Dr. Manoj Kumar - ASPIO *Manoj Kumar*
29. **ACR / H.R.M.S / M.I.S. / E.R.P./Admission Portal**
 1. Smt. Raj Kumari (Convener) *RK*
 3. Mr. Vikram Yadav *VY*
 2. Dr. Sanjay Kumar *Sanjay Kumar*
30. **Apprenticeship/ HKRN**
 1. Smt. Raj Kumari (Convener) *RK*
 3. Mr Vikas (to assit) *Vikas*
 2. Sh. Raghuveer singh *Raghuveer Singh*
31. **Red Ribbon Club / Red Cross Club / Yoga Club**
 1. Dr. Manoj Kumar (Convener) *Manoj Kumar*
 2. Mrs.Kavita (Yoga Club) *Kavita*
32. **Earn While You Learn Committee**
 1. Dr. Raj Kumar (Convener) *Raj Kumar*
 3. Sh. Vijay Kumar *Vijay*
 2. Dr. Manoj Kumar *Manoj Kumar*
33. **Press Representatives**
 1. Dr. Ravinder Kumar (Convener) *Ravinder Kumar*
 2. Mr. Anil Kumar (to maintain record) *Anil Kumar*
 3. Mr. Vikas (to assist) *Vikas*
34. **Road Safety Committee /Traffic Interpretation Club / Nature Interpretation/ Sadak Suraksha Abhiyaan :**
 1. Mr. Vikram Yadav (Nodal Officer) *VY*
 2. Mrs. Kavita *Kavita*
35. **AISHE Nodal Officer:**
 1. Dr. Sanjay Kumar *Sanjay Kumar*
 2. Smt. Raj Kumari *RK*
36. **Purchase of Stationary items**
 1. Dr. Raj Kumar (Convener) *Raj Kumar*
 3. Mr. Anil Kumar *Anil Kumar*
 2. Dr. Manoj Kumar *Manoj Kumar*
37. **Electoral Club/SVEEP**
 1. Dr. Manju Bala (Nodal Officer) *Manju Bala*
 3. Mr. Vikram Yadav *VY*
 2. Mr. Raghuveer Singh *Raghuveer Singh*

38. **IQAC / NEP-2020 / NAAC / RUSA / NIRF Committee**


Principal / Chairperson


1. Dr. Sanjay Kumar (Convener) 

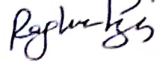
3. Dr. Sonia 

5. Mr. Vikram Yadav 


7. Mr. Sunil Kumar 


2. Dr. Manoj Kumar 

4. Smt. Raj Kumari 


6. Mr. Raghuveer Singh 


39. **Orientation/Refresher course/Seminar/Workshops/FDP and E-Content /LMS**

1. Dr. Manoj Kumar (Convener) 


2. Mr. Vikram Yadav 

40. **Refreshment Committee**

1. Dr. Manju Bala (Convener) 

2. Dr. Raj Kumar 

3. Mr. Anil Kumar 

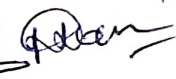
4. Mrs. Kavita 

42. **NSS Advisory Committee**


1. Principal/ Chairperson

2. Dr. Shatrujeet Singh 

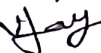
3. Dr. Manju Bala 

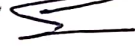
4. Dr. Ravinder Kumar 

43. **NSS Programme Officer**

1. Dr. Manoj Kumar (Convener & overall Incharge) 


2. Mrs. Kavita (NSS Programme Officer) 

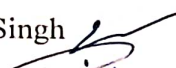
3. Mr. Vijay Kumar (Clerk NSS) 


Boys. DR Manoj Kumar 

44. **Sports Board:**


Principal/ Chairperson)


Dr. Manoj Kumar (Secretary) 


Dr. Shatrujeet Singh 


Dr. Raj Kumar 

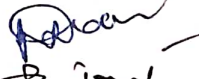
Mr. Anil Kumar 

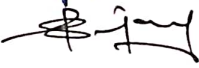
Smt. Raj Kumari 


Mr. Vikram Yadav 


Mrs. Kavita 

Dr. Manju Bala 

Dr. Ravinder Kumar 

Dr. Sanjay Kumar 


Dr. Sonia 


Sh. Raghuveer Singh 

Dr. Baldev Singh GNC. Sirsa (Special Invitee)


45. **Educational Tour Committee:**


1. Dr. Ravinder Kumar (Convener) 

2. Mrs. Raj Kumari 


3. Mr. Vikram Yadav 

48. **Science Exhibition and other Science Competition Committee:**


1. Dr. Manoj Kumar 


2. Dr. Sanjay Kumar 

3. Mr. Anil Kumar 

4. Mr. Vikram Yadav 


49. **COVID-19 Health and Hygiene/ First Aid and Safety Measures:**


1. Dr. Sonia (Convener) 

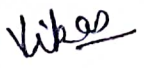
2. Mrs. Raj Kumari 

50

Court Case Committee:


1. Dr. Ravinder Kumar (Convener) 

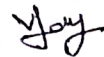
2. Mr. Vikram Yadav 


3. Mr. Vikas (Group-D) 


51

UGC/ University Affiliation Committee:

1. Mr. Vikram Yadav (Convener) 


3. Mr. Vijay Kumar (LA) 

2. Sh. Raghuvver Singh 


4. Mr. Sunil (Clerk) 

52.

Tent/Mike Sound System/ Seating Arrangement Committee:


1. Dr. Raj Kumar (Convener) 


3. Mr. Anil Kumar 


2. Mr. Vikram Yadav 

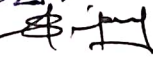
53.


Discipline Committee:


Dr. Shatrujeet Singh (Convener) 

Dr. Raj Kumar 

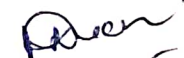
Mr. Anil Kumar 


Dr. Sanjay Kumar 

Dr. Sonia 

Sh. Raghuvver Singh 


Dr. Manju Bala 

Dr. Ravinder Kumar 

Dr. Manoj Kumar 


Smt. Raj Kumari 

Mr. Vikram Yadav 

Mrs. Kavita 

54.


Swami Vivekanand Youth Cell:


1. Dr. Sonia (Convener) 

2. Mr. Anil Kumar 

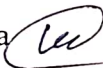
55.

Common Room Committee

1. Mrs. Manju Bala (Convener) 


3 Smt. Raj Kumari 


2. Dr. Sonia 


4. Mrs. Kavita 

57.

Parivaar Pehchan Patra (PPP) Committee

1. Dr. Raj Kumar (Convener) 

3. Mr. Sunil (Clerk) 

~~2. Mrs. Kavita~~ 

60.

College Magazine Committee


1. Dr. Ravinder Kumar (Convener) 

2. Dr. Manoj Kumar 

61.


Photography Committee

1. Mr. Anil Kumar 

2. Mr. Vikram Yadav 

62.

Placement Cell.

1. Dr. Sonia (Convener) 

2. Smt. Rajkumari 


63.

Biometric attendance Nodal Officer

1. Mr. Anil Kumar 

64.

Outsourcing/ / DC Rate / Group C and D Employees/ Extension Lecturer Committee:

1. Mr. Vikram Yadav (Convener) 

2. Dr. Manoj Kumar 

65. **HKRN Monthly Performance verification Committee**

1. Smt. Rajkumari (Convener) *flc* 2. Dr. Sanjay Kumar *Sanjay*
3. Sh. Raghuveer Singh *Raghu Singh*

67. **SC/ ST Cell**

- Principal /Chairperson
1. Dr. Ravinder Kumar (Convener) *Ravinder*
2. Mr. Anil Kumar *AA*
3. Smt. Rajkumari *flc*

68. **BC / OBC Cell :**

1. Dr. Rajkumar (Convener) *Rajkumar* 2. Mr. Anil Kumar *AA*
3. Mr. Vikram Yadav *Vy*

69. **GeM / Online Purchase :**

1. Dr. Sanjay Kumar (Convener) *Sanjay*
2. Smt. Rajkumari *flc*
3. Sh. Vikram Yadav *Vy*

For the smooth and fare functioning of their respective committees conveners and members are advised to extend full co-operation to one another for any lapse on its part, whole committee (not only the convener) will be answerable.

Copy To:

1. Bursar
2. Office In-charge
3. Bill Clerk/ Establishment Clerk/ Fund Clerk
4. Staff Circulation
5. Students Notice Board

Bhola
Principal *8/7/24*
Govt. College for Girls
Rania (Sirsa)