

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR GIRLS, DATTA (HISAR)

Annual duties for the Session 2025-26

Memo. No.: GCGD/2025/303

Dated: 16/07/2025

Sr. No.	Committee	Key Person	Members
1	College Council & Reception Committee	Principal: Chairperson	Dr. Ved Bhushan Mr. Suresh Kumar Mr. Balwant Kumar Mr. Sandeep Kumar
2	RTI/Mandatory Disclosure of RTI Act.	Dr. Ved Bhushan: SPIO Mr. Sombir: ASPIO	Mr. Balwant Kumar Ms. Ravita Rani Mr. Jagdish Sharma, Clerk Mr. Sukhvinder, Clerk
3	Library Advisory Committee	Principal: Chairperson	Dr. Ved Bhushan Mr. Suresh Kumar Mr. Balwant Kumar
4	NSS Advisory Committee	Principal: Chairperson	Dr. Ved Bhushan Mr. Suresh Kumar Mr. Balwant Kumar Ms. Parveen Rani
5	Sports Board	Principal: Patron	Dr. Ved Bhushan Mr. Suresh Kumar Mr. Balwant Kumar Mr. Sandeep Kumar
6	Parent Teacher Interaction Committee	Dr. Ved Bhushan: Senior Mentor	All Teaching Staff Members
7	College Bursar	Ms. Ravita Rani	
8	HRMS	Ms. Ravita Rani: Advisor	Mr. Sombir, Asstt. Mr. Jagdish Sharma, Clerk
9	IQAC	Principal: Chairperson Mr. Balwant Kumar: Coordinator Dr. Ved Bhushan: Member Mr. Suresh Kumar: Member Ms. Ravita Rani: Member Dr. Rajneesh Bahl, Retd. Principal, GCG, Ugalan (Member - Administrative Officer) Dr. Ram Pratap, The E5 College for Women, Garhi, Hansi (Member - Administrative Officer) Mr. Jaldeep, V.P.O. Datta, Teh. Hansi (Hisar) (Member - Local Society) Mr. Sonu Jaglan, V.P.O. Datta, Teh. Hansi (Hisar) (Member - Industrialist) Ms. Priya D/o Mr. Sukhbir, V.P.O. Majod, Teh. Hansi (Hisar) (Member - Alumni) Ms. Annu D/o Rammehar, B.A. III, Roll No. 1231282029 (Member - Student)	

10	Internal Complaint Committee	Dr. Jyoti Sheoran:Chair Person G.C. Jind	Ms. Yogita (Mediator Advocate, ADR Jind): Legal Advisor Ms. Parveen Rani Ms. Ravita Rani Mr. Sombir, Asstt Ms. Kiran Bala, Lib. Att. Ms. Prity, B.A..III (Roll No.1231282012) Ms. Anisha, B.A. III (Roll No. 1231282042)
11	Anti Eve-Teasing & Psychological Counseling Cell	Ms. Ravit Rani: Convenor	Parveen Rani Dr. Ved Bhushan
12	NAAC	Dr. Ved Bhushan: Convenor	Mr. Suresh Kumar Mr. Balwant Kumar Mr. Sandeep Kumar Ms. Parveen Rani Mr. Kapil, Restorer
13	General Proposals and Purchase/GEM	Principal: Chairman Dr. Ved Bhushan: Convenor	Mr. Suresh Kumar Mr. Balwant Kumar Mr. Sandeep Kumar
14	HKRN and Out sourcing	Mr. Balwant Kumar: Convenor	Mr. Suresh Kumar Ms. Parveen Rani Mr. Jagdish Sharma, Clerk
15	Library Maintenance & I card	Mr. Deepak Kumar: Convenor	Mr. Kapil, Restorer Ms. Kiran Bala, Lib. Attendant
16	Staff Secretary, Stage Secretary & Social Secretary	Dr. Ved Bhushan: Convenor	Ms. Ravita Rani
17	Scholarship	Ms. Parveen Rani: Sanskrit, BPL, Bhawan, Nirman and Labour Board Scholar Ship) Mr. Balwant Kumar: BC Scholarship, Grand Children of Freedom Fighter Scholarship, Minority Scholarship Mr. Sandeep Kumar: SC Scholarship National Scholarship State Scholarship & Meritorious Scholarship	Mr. Jai Kumar Mr. Sukhvinder, Clerk Mr. Kapil, Restorer
18	NEP-2020, Time Table/Work Load/ Section Formation/ Subject Change/ Proctorial Duties/ Discipline	Ms. Ravita Rani: Convenor	Mr. Suresh Kumar Ms. Parveen Rani Mr. Sukhvinder, Clerk

	University Works (Registration, Examination form, Internal Assessment, University result verification and other correspondence with university)	Ms. Ravita Rani: Convenor	Dr. Ved Bhushan Mr. Deepak, Junior Librarian Mr. Sukhvinder, Clerk
20	Ph. D. Verification	Mr. Suresh Kumar: Convenor	Dr. Ved Bhushan Mr. Balwant Kumar
21	API Verification Committee	Principal: Chairman Dr. Ved Bhushan: Convenor	Mr. Suresh Kumar Mr. Balwant Kumar Mr. Sombir, Asstt.
22	Bus Pass, Pass Port, Driving license	Mr. Deepak Kumar: Convenor	Mr. Sukhvinder Singh, Clerk
23	Issue of Character Certificate	Mr. Balwant Kumar: Convenor	Dr. Ved Bhushan Mr. Sukhvinder, Clerk
24	Beautification of Landscape/Eco Club/EVS/Nature Interpretation Cell	Mr. Sandeep Kumar: Convenor	Mr. Suresh Kumar Mr. Subash Chand, JLA
25	Cultural Activities	Mr. Suresh Kumar : Convenor	Mr. Sandeep Kumar Dr. Ved Bhushan Ms. Parveen Rani Mr. Subash Chand, JLA Ms. Kiran Bala, L.A.
26	NSS/Red Cross/Red Ribbon/First Aid/ My Bharat Portal	Ms. Parveen Rani: Programme Officer	Ms. Ravita Rani Dr. Ved Bhushan Mr. Suresh Kumar Mr. Sandeep Kumar Mr. Jagdish Sharma, Clerk Ms. Kiran Bala, LA Mr. Sumit, Peon
27	Placement, Career Guidance & Counselling Cell	Mr. Suresh Kumar: Convenor	Dr. Ved Bhushan Mr. Balwant Kumar Mr. Jai Kumar, L.A.
28	Women Cell & Girls Common Room	Ms. Parveen Rani: Convenor	Mr. Suresh Kumar Mr. Sandeep Kumar Mr. Jagdish Sharma, Clerk Ms. Kiran Bala, L.A. Ms. Priti, Peon
29	Internship Cell	Principal: Chairman Dr. Ved Bhushan: Coordinator and Faculty Incharge	Teacher Supervisor: All teaching staff members

30	Equal Opportunity Cell, Caste Based Discrimination Committee & SC/ST cell,	Mr. Sandeep Kumar: Convenor	Dr. Ved Bhushan Ms. Ravita Rani Mr. Sombir, Asstt Ms. Sneha, BA-II (Roll No. 1241282056) Ms. Sonam, BA-II (Roll No. 1241282011)
31	Students Grievance Redressal Committee & Anti Ragging Cell Ms. Mannu, BA-III, Roll No. 1231282021 (Member – student) Anti-Corruption cell, CM window	Principal: Chairperson	Dr. Ved Bhushan Mr. Suresh Kumar Mr. Balwant Kumar Ms. Parveen Rani
32	Sports	Mr. Sandeep Kumar: Convenor	Dr. Ved Bhushan Ms. Parveen Rani Mr. Kapil , Restorer Mr. Jai Kumar, L.A. All Peons
33	Earn While You Learn	Ms. Parveen Rani: Convenor	Dr. Ved Bhushan Mr. Sandeep Kumar Mr. Jagdish Sharma, Clerk
34	Annual Report/College Magazine/Wall Magazine	Mr. Suresh Kumar: Convenor	Ms. Parveen Rani Ms. Ravita Rani Mr. Kapil, Restorer
35	Absentee slips record, Absentee fine calculation, Lecture Shortage, NSO and Readmission	Mr. Sandeep Kumar: Convenor	Mr. Suresh Kumar Mr. Subash Chand, JLA
36	Tent-Samiyana/ Sound/ Photography/ Videography/Media Coordinator	Mr. Sandeep: Convenor	Mr. Suresh Kumar Dr. Ved Bhushan Mr. Jai Kumar, L.A.
37	Property (Furniture)	Mr. Suresh Kumar : Convenor	Mr. Sandeep Kumar Dr. Ved Bhushan Mr. Jai Kumar, JLA
38	Invitation, Decoration & Refreshment	Mr. Suresh Kumar: Convenor	Ms. Ravita Mr. Sandeep Kumar Ms. Kiran Bala, LA Ms. Arju, Peon
39	Educational Tour Committee (Girls)	Ms. Parveen Rani: Convenor	Mr. Balwant Kumar Mr. Sandeep Kumar Ms. Kiran Bala, L.A.
40	Income Tax Assessment & Return/ Property Return	Ms. Ravita Rani: Convenor	Mr. Balwant Kumar Mr. Jagdish Sharma, Clerk

41	Court Cases	Mr. Balwant Kumar: Convenor	Ms. Ravita Rani Mr. Sombir, Asstt
42	Legal Literacy Cell	Mr. Sandeep Kumar: Convenor	Dr. Ved Bhushan Mr. Suresh Kumar
43	Swacchh Haryana Mission, Beautification / Cleanliness of College Campus and Public Health	Mr. Suresh Kumar : Convenor	Mr. Parveen Rani Mr. Balwant Kumar Mr. Kapil, Restorer
44	Solar Energy/ Electricity and Electrical items	Mr. Suresh Kumar : Convenor	Mr. Balwant Kumar Ms. Parveen Rani Mr. Jagdish Sharma
45	Office Expenses & (Stationary & Printing) Liaison Officer	Dr. Ved Bhushan : Convenor	Mr. Sandeep Kumar Mr. Balwant Kumar Mr. Jagdish Sharma Mr. Sombir, Asstt
46	AEBAS/Broad Band Connection	Mr. Balwant Kumar: Advisor Mr. Deepak Kumar: Convenor	Mr. Jai Kumar, L.A.
47	Website/ ERP & MIS	Mr. Balwant Kumar: Convenor	Ms. Ravita Rani Mr. Subash Chand, JLA Mr. Deepak, Junior Librarian Mr. Jai Kumar, LA
48	SVEEP Activities & Voter Cards/ Adhaar Card/PPP	Mr. Sandeep Kumar: Nodal Officer	Ms. Parveen Rani Mr. Kapil, Restorer Ms. Kiran Bala
49	Disaster Management	Ms. Ravita Rani: Convenor	Ms. Parveen Rani Mr. Balwant Kumar
50	IPR Cell/ Research & Development Cell/Training	Dr. Ved Bhushan: Convenor	Mr. Sandeep Kumar Ms. Parveen Rani
51	Yoga Club	Ms. Parveen Rani : Convenor	Ms. Ravita Rani Ms. Kiran Bala, L.A.
52	Alumni Association	Ms. Ravita Rani: Convenor	Dr. Ved Bhushan Mr. Kapil, Restorer
53	Annual Prize Distribution/Convocation	Dr. Ved Bhushan: Convenor	Ms. Ravita Rani Mr. Sukhvinder, Clerk
54	Traffic Interpretation Cell	Mr. Sandeep Kumar: Convenor	Mr. Kapil, Restorer
55	Physical Verification	Committee will be constituted as and when required	
56	Right Off/ Auction	Mr. Suresh Kumar: Convenor	Mr. Balwant Kumar Ms. Parveen Rani
57	UGC/RUSA	Mr. Balwant Kumar: Convenor	Ms. Ravita Rani Mr. Sukhvinder, Clerk

58	IT Equipment Maintenance/ CCTV	Mr. Balwant Kumar: Convenor	Ms. Parveen Rani Dr. Ved Bhushan Mr. Jai Kumar, LA
59	Smart Class Room	Dr. Ved Bhushan	Ms. Parveen Rani Mr. Balwant Kumar
60	Drug Prevention Cell (Anti- Drug & Anti-Smoking Cell)	Ms. Parveen Rani : Convenor	Mr. Balwant Kumar Ms. Kiran, L.A.
61	AISHE/NIRF/LMS	Mr. Deepak Kumar: Convenor	Mr. Kapil, Restorer
62	University Answer Sheet	Mr. Sukhvinder, Clerk	
63	Building Maintenance Committee & Monitoring New Building Construction	Mr. Balwant Kumar: Convenor	Mr. Sandeep Kumar Mr. Suresh Kumar Mr, Jagdish Sharma, Clerk
64	ACR Collection	Mr. Sombir, Asstt	

Remarks:

1. The Convenors/In-Charges shall note down the names of faculty members attached with them. In case, Convenor/In-charge is on leave or transferred then member at Sr. No. 1 will automatically act as Convenor/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.

Principal,
Govt. College for Girls,
pDatta (Hisar)