

Office of the Principal, Govt. College Barwala (Hisar)

Subject : Revised Staff duty list for the session 2025-26

Memo. No. 1393

Date : 27/10/2025

The List of Various committees constituted for the session 2025-26. All the staff members are directed to note duties.

Sr. No.	Committee	Name of Convener & Members
1	♦ College Council	❖ Dr. Satyapal Singh (Principal) ❖ Dr. Neelam Rani ❖ Sh. Anup Singh ❖ Dr. Rekha Rani ❖ Dr. Shweta ❖ Ms. Manju Rani
2	♦ Chief Mentor	❖ Dr. Neelam Rani (Girls) ❖ Sh. Rambilas (Boys) ❖ All staff members will perform the discipline duties
3	♦ Bursar	❖ Sh. Anup Singh
4	♦ Registrar & University work	❖ Dr. Rekha Rani (Convener) ❖ Dr. Vikas Nain » B.A –III ❖ Dr. Neetu » B.A –II ❖ Sh. Salender » B.A –I ❖ Sh. Hardeep Singh » All Science & PGDCA ❖ Dr. Rahul » B.Com-I , II & III ❖ Sh. Ashish Kumar » M.Com-I , II & BBA ❖ Sh. Anil Kumar » University Clerk ❖ Sh. Ajay (L.A) » For Assistance
5	♦ Staff Secretary	❖ Ms. Sukesh
6	♦ Income-Tax & Property Return	❖ Mrs. Pinki Devi (Convener) ❖ Sh. Pankaj Kumar ❖ Sh. Ashish Kumar ❖ Mrs. Indra Bishnoi
7	♦ Time-Table & Workload	❖ Ms. Manju (Convener) ❖ Dr. Rahul ❖ Dr. Vikas Nain ❖ Sh. Vikash Chander ❖ Sh. Manjan Singh ❖ Sh. Ashish Kumar ❖ Mrs. Parul - For Assistance

8	♦ Section Formation & Subject Change	❖ Ms. Neetu Rani (<i>Math</i>) ❖ Dr. Neetu (<i>Pol. Sci.</i>) ❖ Mrs. Indra Bishnoi ❖ Dr. Rahul
9	♦ ICC/Anti Sexual / Harassment & Grievance Redressal Committee	❖ Dr. Satyapal Singh - Patron ❖ Dr. Neelam Rani (<i>Convener</i>) ❖ Ms. Neetu Rani ❖ Ms. Deepika (<i>Com. Sci.</i>) ❖ Sh. Rambilas ❖ Sh. Salender
10	♦ Anti-Dugs / Anti Corruption / Anti Ragging Committee	❖ Sh. Raghu Mahender Singh (<i>Convener</i>) ❖ Dr. Vikas Nain ❖ Dr. Jagdish Duhan ❖ Dr. Sushila Devi
11	♦ Youth & Cultural Affairs	❖ Ms. Neetu Rani (<i>Math</i>) » Dean ❖ Sh. Salender » Co- Dean ❖ Dr. Sushila Devi ❖ Dr. Shalu ❖ Sh. Raghu Mahender Singh ❖ Dr. Rahul ❖ Indra Bishnoi
12	♦ Subject Society	❖ All HoD's will be the president of their respective subject society
13	♦ College Magazine / Wall Magazine / Prospectus / Photography	❖ Sh. Rambilas (For Finance Work) ❖ Sh. Pankaj Kumar (<i>Convener</i>) ❖ Sh. Ashish Kumar
14	♦ Tent / Sound / Seating arrangement Committee	❖ Sh. Rambilas (<i>Convener</i>) ❖ Sh. Salender ❖ Dr. Jagdish Duhan ❖ Sh. Hardeep Singh ❖ Sh. Pankaj Kumar

15	♦ Building / Dilapidation / Property	❖ Ms. Sukesh (For Finance Work) ❖ Sh. Sunil Kumar (<i>Convener</i>) ❖ Sh. Raghu Mahender Singh ❖ Dr. Shalu ❖ Mrs. Indra Bishnoi ❖ Sh. Vikash Chander
16	♦ Printing & Stationery	❖ Ms. Sukesh (<i>Convener</i>) ❖ Ms. Manju Rani ❖ Dr. Sushila Devi ❖ Dr. Vikas Nain
17	♦ Bus Pass / Driving Licence / Passport	❖ Dr. Jagdish Duhan » B.A –I & II ❖ Sh. Hardeep Singh » B.Sc. –I & II ❖ Dr. Sushila Devi » B.A-III & B.Sc.-III ❖ Sh. Manjan Singh » BBA , M.Com & PGDCA ❖ Mrs. Indra Bishnoi » All Commerce ❖ Sh. Shamsher Singh (<i>L.A</i>) » For Assistance DL/Passport ❖ Sh. Subhash Chander (<i>L.A</i>) » For Assistance Bus Pass
18	♦ Scholarship	❖ SC ► Sh. Rambilas (<i>Convener</i>) ► Dr. Rahul ► Sh. Sunil Kumar ► Sh. Manjan Singh ❖ BC & Bhawan Nirman & Labour Scholarship ► Dr. Neetu (<i>Pol. Sci.</i>) (<i>Convener</i>) ► Sh. Vikash Chander ► Sh. Raghu Mahender Singh ► Mrs. Indra Bishnoi ► Mrs. Seema Rani (<i>Com. Inst.</i>) » For Assistance ❖ NSP ► Ms. Sukesh (<i>Convener</i>) ► Dr. Vikas Nain ► Dr. Jagdish Duhan ► Dr. Sushila Devi
19	♦ Youth Red Cross / Red Ribbon Club / Road Safety	❖ Dr. Neelam Rani ► For Finance ❖ Sh. Hardeep Singh (<i>Convener</i>) ❖ Sh. Sunil Kumar ❖ Mrs. Indra Bishnoi

20	♦ General Purchase Committee (<i>Grants & Funds</i>)	❖ Dr. Neelam Rani (<i>Convener</i>) ❖ Dr. Shweta ❖ Ms. Sukesh ❖ Dr. Rekha Rani ❖ Sh. Rambilas
21	♦ Women Cell	❖ Ms. Neetu Rani (<i>Math</i>) (<i>Convener</i>) ❖ Ms. Manju Rani (For Financial Work) ❖ Dr. Shalu ❖ Dr. Sushila Devi ❖ Dr. Neetu (<i>Pol. Sci.</i>) ❖ Ms. Rekha (<i>Peon</i>)
22	♦ Legal Literacy / Court Case	❖ Sh. Rambilas (<i>Convener</i>) ❖ Dr. Jagdish Duhan ❖ Sh. Raghu Mahender Singh ❖ Sh. Ajay Kumar ❖ Sh. Amit Kumar » For Assistance
23	♦ Placement & Personality Development Cell /Apprentice	❖ Dr. Shweta (<i>Convener</i>) ❖ Sh. Vikash Chander ❖ Sh. Manjan Singh ❖ Sh. Salender
24	♦ Earn While You Learn	❖ Ms. Manju Rani (<i>Convener</i>) ❖ Sh. Hardeep Singh ❖ Dr. Vikas Nain
25	♦ RTI	❖ <i>Principal</i> » FAA ❖ Dr. Neelam Rani » SPIO ❖ Dr. Rekha Rani » ASPIO ❖ Sh. Sandeep Kumar » <i>Assistant</i>
26	♦ NAAC / IQAC / API Verification	❖ Sh. Anup Singh (<i>Convener</i>) ❖ Ms. Neetu Rani (<i>Math</i>) ❖ Ms. Sukesh ❖ Sh. Ajay Kumar ❖ Dr. Shalu ❖ Sh. Hardeep Singh
27	♦ RUSA /UGC / NIRF / AISHE	❖ Dr. Neelam Rani (<i>Convener</i>) ❖ Dr. Sushila Devi ❖ Ms. Sukesh ❖ Sh. Salender ❖ Dr. Rahul ❖ Dr. Jagdish Duhan

28	♦ NSS	❖ <i>Unit-I P.O</i> » Sh. Rambilas » Dr. Vikas Nain ❖ <i>Clerk</i> » Sh. Devender Lohan ❖ <i>Peon</i> » Sh. Vikas Kumar ❖ <i>Unit-II P.O</i> » Mrs. Indra Bishnoi » Dr. Neetu (<i>Pol. Sci.</i>) ❖ <i>Clerk</i> » Sh. Devender Lohan ❖ <i>Peon</i> » Ms. Reena
29	♦ Sports Board	❖ <i>Principal</i> » Patron ❖ Sh. Raghu Mahender Singh (<i>Convener</i>) ❖ Dr. Shweta (<i>For Financial Work</i>) ❖ Dr. Neelam Rani ❖ Sh. Anup Singh ❖ Dr. Vikas Nain ❖ Sh. Salender ❖ Sh. Sunil Kumar ❖ Sh. Hardeep Singh ❖ Sh. Raghu Mahender Singh ❖ Sh. Subhash Chander (<i>L.A</i>) » For Assistance
30	♦ Internet / IT /CCTV Camera / Web Portal	❖ Dr. Shalu (<i>Convener</i>) ❖ Ms. Sukesh » (For Finance) ❖ Sh. Vikash Chander ❖ Ms. Parul <i>Tel. Bill</i> ► Ms. Usha Rani
31	♦ Electoral Club	❖ Sh. Salender (<i>Convener</i>) ❖ Dr. Neetu (<i>Pol. Sci.</i>) ❖ Sh. Ajay Kumar ❖ Sh. Sunil Kumar
32	♦ Library Advisory Committee	❖ <i>Principal</i> » Patron ❖ Ms. Sukesh (<i>Convener</i>) ❖ Dr. Neelam Rani ❖ Sh. Anup Singh ❖ Dr. Rahul ❖ Sh. Vikas Chander ❖ Dr. Jagdish Duhan
33	♦ EVS / College Beautification / ECO Club / In- Charge Class IV Employee	❖ Ms. Manju Rani (<i>Finance</i>) ❖ Dr. Shalu (<i>Convener</i>) ❖ Dr. Vikas Nain ❖ Sh. Raghu Mahender Singh ❖ Sh. Salender ❖ Sh. Ajay Kumar

34	♦ Educational Tour / Adventurous Program	❖ Sh. Rambilas (<i>Convener</i>) » (<i>Boys</i>) ▶ Sh. Pankaj Kumar ▶ Sh. Ashish Kumar ❖ Dr. Neelam Rani (<i>Convener</i>) » (<i>Girls</i>) ▶ Dr. Sushila Devi ▶ Mrs. Indra Bishnoi
35	♦ Media In-Charge	❖ Sh. Ashish Kumar (<i>Convener</i>) ❖ Sh. Pankaj Kumar ❖ Sh. Manjan Singh
36	♦ Bonafide Student /Character Certificate sign on behalf of <i>Principal</i>	❖ Sh. Anup Singh » Arts Classes ❖ Dr. Neelam Rani » Science Classes ❖ Ms. Shweta » Commerce Classes
37	♦ HKRN / Contractual Employee	❖ Ms. Rekha Rani (<i>Convener</i>) ❖ Sh. Manjan Singh ❖ Sh. Vikash Chander ❖ Sh. Hardeep Singh ❖ Mrs. Seema Rani (<i>Com. Inst.</i>)
38	♦ Ext. Lecturer	❖ Ms. Manju Rani (<i>Convener</i>) ❖ Sh. Rambilas ❖ Dr. Shweta
39	♦ AEBAS / LMS	❖ Ms. Sukesh » (For Finance) ❖ Sh. Vikas Chander (<i>Convener</i>) ❖ Sh. Sunil Kumar ❖ Dr. Rahul ❖ Mrs. Seema Rani (<i>Com. Inst.</i>) ❖ Sh. Subhash Chander (<i>L.A</i>)
40	♦ Alumni Committee	❖ Dr. Jagdish Duhan (<i>Convener</i>) ❖ Sh. Raghu Mahender Singh ❖ Dr. Sushila Devi ❖ Sh. Hardeep Singh ❖ Mrs. Indra Bishnoi
41	♦ Physical Verification Committee (Purchase items above Rs. 10000/-)	❖ Dr. Shweta ❖ Ms. Manju Rani ❖ Ms. Sukesh ❖ Sh. Rambilas

42	♦ Electricity / Generator	❖ Ms. Rekha Rani (<i>Convener</i>) ❖ Ms. Neetu Rani (<i>Math</i>) ❖ Sh. Pankaj Kumar ❖ Sh. Ashish Kumar ❖ Sh. Naresh (<i>Mali</i>) ❖ Sh. Virender (<i>Chowkidar</i>)
43	♦ Public Health / Water Supply / Cycle Stand	❖ Sh. Rambilas (<i>Convener</i>) ❖ Dr. Jagdish Duhan ❖ Sh. Manjan Singh ❖ Dr. Vikas Nain ❖ Sh. Sunil Kumar ❖ Ms. Rekha (<i>Peon</i>)
44	♦ Canteen & Refreshment Committee	❖ Dr. Shweta (<i>Convener</i>) ❖ Sh. Hardeep Singh ❖ Sh. Raghu Mahender Singh ❖ Sh. Salender ❖ Dr. Shalu ❖ Dr. Sushila Devi ❖ Ms. Reena (<i>Peon</i>)
45	♦ Invitation & Decoration Committee	❖ Ms. Neetu Rani (<i>Math</i>) (<i>Convener</i>) ❖ Sh. Ashish Kumar ❖ Sh. Ajay Kumar ❖ Sh. Pankaj Kumar ❖ Sh. Salender
46	♦ Result Verification Committee	❖ Sh. Salender (<i>Convener</i>) ❖ Sh. Raghu Mahender Singh ❖ Dr. Jagdish Duhan ❖ Sh. Manjan Singh ❖ Dr. Neetu (<i>Pol. Sci.</i>) ❖ Dr. Sushila Devi
47	♦ NEP	❖ Ms. Sukesh (<i>Convener</i>) ❖ Ms. Manju Rani ❖ Dr. Vikas Nain ❖ Sh. Vikas Chander ❖ Ms. Indra Bishnoi
48	♦ HRMS / MIS / ERP Portal	❖ Dr. Shalu (<i>Convener</i>) ❖ Mrs. Seema Rani (<i>Com. Inst.</i>) ❖ Ms. Parul ❖ Sh. Sandeep » Assistant

49	♦ Name Struck Off / Re-Admission / Absentee / Lecture Shortage	❖ Ms. Sukesh (<i>Convener</i>) ❖ Ms. Usha Rani » Absentee - All Science ❖ Ms. Anita rani » Absentee – All Commerce ❖ Sh. Shamsheer Singh » Absentee – All Arts Classes ❖ Sh. Amit Kumar » Absentee - PGDCA,M.Com,BBA
50	♦ Office Expenses (Grants)	❖ Ms. Manju Rani (<i>Convener</i>) ❖ Sh. Sandeep Kumar – <i>Assistant</i> ❖ Sh. Devender – <i>Clerk</i> ❖ Sh. Anil Kumar - <i>Clerk</i>
51	♦ Internship Committee	❖ Dr. Shweta (<i>Convener</i>) ❖ Dr. Neelam Rani ❖ Ms. Manju Rani ❖ Ms. Sukesh
52	♦ CM Window	❖ Sh. Hardeep Singh (<i>Convener</i>) ❖ Sh. Raghu Mahender Singh ❖ Sh. Jagdish Duhan ❖ Sh. Vikas Nain ❖ Ms. Seema Rani

All the conveners/in-charges of the above said committees are hereby directed to hand over & take over their charges (if any) seen by the undersigned by 31/10/2025.


27.10.25
Principal