

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

Subject: Annual Staff duty list for the session 2026-27

Memo. No. **441**

Date: - 03/06/2026

The List of Various committees constituted for the session 2026-27. All the staff members are directed to note duties.

Sr. No.	Committee	Name of Convener & Members
1	♦ College Council	❖ (Principal) ❖ Dr. Neelam Rani ❖ Dr. Shweta ❖ Ms. Neetu Rani (Math) ❖ Ms. Manju Rani ❖ Ms. Suresh
2	♦ Chief Mentor	❖ Dr. Neelam Rani (Girls) ❖ Sh. Rambilas (Boys) ❖ All staff members will perform the discipline duties
3	♦ Bursar	❖ Sh. Rambilas
4	♦ Registrar & University work	❖ Dr. Diksha (Convener) ❖ Sh. Hardeep Singh ❖ Dr. Vikash Nain ❖ Mr. Anil (Clerk) ❖ Ms. Seema Rani
5	Internal Assessment Committee	❖ 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
6	♦ Staff Secretary	❖ Ms. Manju Rani (Math)
7	♦ Income-Tax & Property Return	❖ Dr Shweta (Convener) ❖ Sh. Pankaj Kumar ❖ Sh. Ashish Kumar ❖ Dr. Rahul
8	♦ Time-Table & Workload	❖ Ms. Manju Rani (Math)(Convener) ❖ Dr. Gourav ❖ Dr Diksha ❖ Dr. Sudesh ❖ Ms. Swati ❖ Mrs. Parul - For Assistance
9	♦ Section Formation & Subject Change	❖ Mr. Salender (Convener) ❖ Dr. Shalu ❖ Mr. Vikash Chander ❖ Dr. Rahul ❖ Mr. Sunil Kumar

10	♦ ICC/Anti Sexual / Harassment & Grievance Redressal Committee	❖ Dr. Neelam Rani (<i>Convener</i>) ❖ Ms. Neetu Rani (Math) ❖ Ms. Sonia (<i>Com. Sci.</i>) ❖ Dr Sonia (Phy. Edu.)
11	♦ Anti-Dugs / Anti Corruption / Anti Ragging Committee	❖ Sh. Raghu Mahender Singh (Convener) ❖ Dr. Jagdish Duhan ❖ Dr. Sushila Devi ❖ Mr. Manjan
12	♦ Youth & Cultural Affairs	❖ Ms. Neetu Rani (<i>Math</i>) » (<i>Advisor</i>) ❖ Ms. Pushpa (<i>Convener</i>) ❖ Ms. Manju Rani (History) ❖ Sh. Anil ❖ Dr Jagdish Duhan ❖ Mr. Manjan
13	♦ College Magazine / Wall Magazine / Photography	❖ Ms. Pushpa (<i>Convener</i>) ❖ Dr Diksha ❖ Sh. Ajay Kumar (Eng.) ❖ Dr Rahul
14	♦ Tent / Sound / Seating arrangement Committee	❖ Mr. Ritik (<i>Convener</i>) ❖ Dr Gourav ❖ Mr. Anil ❖ Dr. Vikash Nain ❖ Mr. Ashish ❖ Mr. Pankaj Kumar
15	♦ Building / Dilapidation / Property/ In-Charge Class IV (Watchman & Peon)	❖ Mr. Anil (<i>Convener</i>) ❖ Sh. Sunil Kumar ❖ Mr. Manjan
16	♦ Printing & Stationery	❖ Ms. Sukesh (<i>Convener</i>) ❖ Ms. Manju Rani (History) ❖ Dr. Sushila Devi
17	♦ Bus Pass	❖ Dr. Jagdish Duhan (For all kind of Correspondence) » B.A –I & II ❖ Mr. Vikash Chander » B.Sc. –I & II ❖ Dr. Sushila Devi » B.A-III & B.Sc.-III ❖ Sh. Manjan Singh » BBA , M.Com & PGDCA ❖ Mr. Sunil Kumar » All Commerce ❖ Sh. Subhash Chander (<i>L.A</i>) » For Assistance Bus Pass

18	♦ Scholarship	SC ► Sh. Manjan Singh(<i>Convener</i>) ► Sh. Sunil Kumar ► Dr. Rahul ❖ BC & Bhawan Nirman & Labour Scholarship ► Dr. Neetu (<i>Pol. Sci.</i>) (<i>Convener</i>) ► Sh. Raghu Mahender Singh ► Dr. Shalu ► Mrs. Seema Rani (<i>Com. Inst.</i>) » For Assistance ❖ NSP ► Dr. Jagdish Duhan (<i>Convener</i>) ► Dr. Sushila Devi ► Mr. Vikash Chander
19	♦ Youth Red Cross / Red Ribbon Club / Road Safety	❖ Ms. Swati (<i>Convener</i>) ❖ Ms. Rajni Bala ❖ Sh. Hardeep Singh ❖ Dr Sushila
20	♦ Women Cell	❖ Ms. Manju (History) (<i>Convener</i>) ❖ Dr. Shalu ❖ Dr. Sushila Devi ❖ Dr. Neetu (<i>Pol. Sci.</i>)
21	♦ Legal Literacy / Court Case	❖ Dr Gourav (<i>Convener</i>) ❖ Mr. Ritik ❖ Ms. Rajni Bala
22	♦ Placement & Personality Development Cell /Apprentice	❖ Dr. Shweta (Advisor) ❖ Ms. Swati (<i>Convener</i>) ❖ Dr Gourav ❖ Mr. Ajay (Eng) ❖ Mr. Sunil Kumar
23	♦ Earn While You Learn	❖ Dr Diksha (<i>Convener</i>) ❖ Sh. Hardeep Singh ❖ Dr. Vikas Nain
24	♦ RTI	❖ <i>Principal</i> » FAA ❖ Dr. Neelam Rani » SPIO ❖ Ms. Neetu Rani (Math) » ASPIO ❖ Sh. Sandeep Kumar » Assistant
25	♦ NAAC	❖ Ms. Manju (History) (<i>Convener</i>) ❖ Ms. Sonia (Com. Sci.) ❖ Mr. Vikas Chander ❖ Sh. Ajay Kumar ❖ Sh. Hardeep Singh
26	IQAC	❖ Ms. Sonia (Com. Sci.) (<i>Convener</i>) ❖ Ms. Rajni Bala ❖ Mr. Hardeep ❖ Dr Rahul

27	API Verification	❖ Mr. Sandeep (Convener) ❖ Dr Gourav ❖ Mr. Ritik
28	♦ RUSA /UGC	❖ Dr. Neelam Rani (<i>Convener</i>) ❖ Ms. Rajni Bala ❖ Ms. Swati
29	NIRF	❖ Dr Rahul (<i>Convener</i>) ❖ Mr. Ashish ❖ Mr. Pankaj
30	AISHE	❖ Mr. Vikash Chander (<i>Convener</i>) ❖ Dr Jagdish Duhan ❖ Mr. Manjan
31	♦ NSS	❖ Unit-I » Dr Sudesh (P.O.) » Mr. Salender » Dr Jagdish Duhan » Mr. Manjan ❖ Clerk » Sh. Devender (Clerk) ❖ Peon » Sh. Vikas Kumar ❖ Unit-II » Mrs. Indra Bishnoi (P.O) » Dr. Neetu (<i>Pol. Sci.</i>) » Dr Shalu » Dr Sushila ❖ Clerk » Sh. Devender (Clerk) ❖ Peon » Ms. Reena
32	♦ Sports Board	❖ Principal » Patron ❖ Dr Sonia (<i>Convener</i>) ❖ Mr. Ritik ❖ Dr. Vikas Nain ❖ Sh. Hardeep Singh ❖ Dr Shalu ❖ Dr Sushila ❖ Sh. Subhash Chander (<i>L.A</i>) » For Assistance
33	♦ Internet / IT	❖ Ms. Rajni Bala (<i>Convener</i>) ❖ Dr. Sonia (Phy. Edu.) ❖ Sh. Vikash Chander Tel. Bill ► Ms. Usha Rani
34	CCTV Camera	❖ Ms. Sonia (Com. Sci.) (Convener) ❖ Dr Diksha
35	Web Portal	❖ Ms. Seema Rani
36	AEBAS	❖ Ms. Sonia (Com. Sci.)(Convener) ❖ Mr. Vikash Chander ❖ Ms. Seema Rani (Com. Inst.) ❖ Sh. Subhash Chander (L.A)
37	♦ Electoral Club	❖ Mr. Manjan (<i>Convener</i>) ❖ Dr. Neetu (<i>Pol. Sci.</i>) ❖ Sh. Sunil Kumar

38	♦ Library Advisory Committee	❖ Mr. Ritik (<i>Convener</i>) ❖ Ms. Swati ❖ Dr. Rahul ❖ Mr. Sunil Kumar
39	♦ EVS / College Beautification / ECO Club / In-Charge Class IV Employee (Mali)	❖ Mr. Sandeep (<i>Convener</i>) ❖ Mr. Ritik ❖ Dr. Vikas Nain ❖ Mr. Ajay Kumar ❖ Mr. Hardeep Singh
40	♦ Educational Tour / Adventurous Program	❖ Mr. Sandeep (<i>Convener</i>) » (<i>Boys</i>) ▶ Sh. Pankaj Kumar ▶ Sh. Ashish Kumar ❖ Dr. Sonia (Phy. Edu.) (<i>Convener</i>) » (<i>Girls</i>) ▶ Dr. Sushila Devi ▶ Mrs. Indra Bishnoi
41	♦ Media In-Charge	❖ Sh. Ashish Kumar (<i>Convener</i>) ❖ Sh. Pankaj Kumar
42	♦ Bonafide Student /Character Certificate sign on behalf of <i>Principal</i>	❖ Ms. Sukesh » Arts Classes ❖ Dr. Neelam Rani » Science Classes ❖ Ms. Shweta » Commerce Classes
43	♦ HKRN / Contractual Employee	❖ Ms. Neetu (Math) (<i>Convener</i>) ❖ Dr. Diksha ❖ Mr. Vikash Chander ❖ Sh. Hardeep Singh ❖ Mrs. Seema Rani (<i>Com. Inst.</i>)
44	♦ Ext. Lecturer	❖ Dr Gourav (<i>Convener</i>) ❖ Ms. Manju (History) ❖ Dr Neetu (Pol. Sci.) ❖ Dr Sushila
45	♦ Physical Verification Committee (Purchase items above Rs. 10000/-)	❖ Dr Diksha (<i>Convener</i>) ❖ Ms. Manju (History) ❖ Ms. Sonia (Com. Sci.)

46	♦ Electricity / Generator	❖ Mr. Sandeep (<i>Convener</i>) ❖ Dr Gourav ❖ Sh. Ashish Kumar ❖ Sh. Pankaj Kumar ❖ Sh. Sunil Kumar (For carry Diesels) ❖ Sh. Virender (Watchman)
47	♦ Public Health / Water Supply / In-Charge Class-IV (Sweeper)	❖ Mr. Anil (<i>Convener</i>) ❖ Ms. Swati ❖ Ms. Pushpa ❖ Dr Jagdish Duhan
48	♦ Canteen & Refreshment Committee	❖ Dr. Shweta (<i>Convener</i>) ❖ Ms. Manju (History) ❖ Sh. Raghu Mahender Singh ❖ Sh. Salender
49	♦ Invitation & Decoration Committee	❖ Ms. Neetu Rani (<i>Math</i>) (<i>Convener</i>) ❖ Dr Diksha ❖ Sh. Ashish Kumar ❖ Sh. Ajay Kumar ❖ Sh. Pankaj Kumar
50	♦ Result Verification Committee	❖ Ms. Rajni Bala (<i>Convener</i>) ❖ Ms. Sukesh ❖ Dr. Diksha ❖ Mr. Ajay Kumar (Eng) ❖ Mr. Ashish
51	♦ NEP	❖ Ms. Sukesh (<i>Convener</i>) ❖ Ms. Manju Rani ❖ Mr. Sandeep ❖ Mr. Anil ❖ Ms. Sonia (Com. Sci.) ❖ Ms. Swati ❖ Dr Diksha ❖ Dr. Vikas Nain
52	NEEV	❖ Vikash Chander (<i>Convener</i>) ❖ Mr. Salender ❖ Mr. Hardeep
53	♦ HRMS / MIS	❖ Ms. Rajni Bala (<i>Convener</i>) ❖ Sh. Sandeep » Assistant
54	ERP Portal	❖ Ms. Sonia (Com. Sci) (<i>Convener</i>) ❖ Ms. Parul

55	♦ Name Struck Off / Re-Admission / Absentee / Lecture Shortage	❖ Mr. Salender (<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
56	♦ Office Expenses (Grants)	❖ Ms. Manju Rani (<i>Convener</i>) ❖ Sh. Sandeep Kumar – Assistant ❖ Sh. Devender – Clerk ❖ Sh. Anil Kumar - Clerk
57	♦ Internship Committee	❖ Dr. Shweta (<i>Convener</i>) ❖ Dr Gourav ❖ Dr Diksha ❖ Ms. Swati ❖ Dr. Jagdish Duhan ❖ Mr. Raghu Mahender
58	♦ CM Window	❖ Mr. Hardeep Singh (<i>Convener</i>) ❖ Mr. Ashish ❖ Mr. Pankaj ❖ Ms. Seema Rani

All the conveners/in-charges of the above said committees are hereby directed to hand over & take over their charges immediately.


Principal 03-06-26