

OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE MAHENDERGARH

ANNUAL DUTY LIST OF FACULTY MEMBERS

Memo No. EC/2025/2447

Dated : - 08.09.2025

The following duties are assigned to the Staff Members for the smooth conduct of different activities of the college for the session 2025-26. These duties will come into force with immediate effect.

Ex-Conveners/In-charges are requested to hand-over/reciprocate their charges, if any, to the new incumbents & get countersignature of the undersigned within 7 days positively.

The Conveners/In-charges of various committees should note down the names of the faculty members associated with them. They are also required to invite fresh quotations for the work to be undertaken by them immediately.

COLLEGE COUNCIL

CHAIRPERSON: Prof. (Dr.) Puran Prabha, Principal
Members Mr. Vijay Yadav
Dr. Baljit Singh
Prof. (Dr.) Shamsher Singh
Dr. Ashok Kumar
Dr. Renu Yadav

1. Senior Tutor/Mentor : Dr. Baljit Singh
2. College Bursar : Dr. Neetu Sharma
3. Staff Secretary : Mr. Jitender Kumar
4. Dean Arts : Dr. Baljit Singh
5. Dean Science : Mr. Vijay Yadav
6. Dean Commerce : Dr. Neetu Sharma
7. N.C.C. Officer : Capt. (Prof.) Dr. Shamsher Singh
8. Incharge, Sports : Prof. (Dr.) Shamsher Singh
9. RTI

Principal, FAA
Mr. Vijay Yadav, SPIO
Mr. Ravinder, ASPIO
Mr. Jitender Kumar, OSD to FAA
Mr. Vijay Pal, Clerk to FAA

10. I.Q.A.C.

Chairman: Principal
Coordinator: Mr. Vijay Yadav
Members: Dr. Baljit Singh
Prof. (Dr.) Shamsher Singh
Dr. Ashok Kumar
Dr. Renu Yadav

11. **NAAC & UGC**
 Dr. Neetu Sharma, Coordinator
 Mr. Vijay Yadav
 Dr. Renu Yadav
 Dr. Ashok Kumar
 Dr. Somveer
 Mr. Jitender Kumar
 Mr. Vikas
 Dr. Pavita Yadav
 Mr. Heera Singh
 Dr. Parmit Kumari
 Mr. Vinod Kumar
 Mr. Inderjeet
 Mr. Deepak Kumar Saini
12. **R.U.S.A.**
 Dr. Jitender Singh, Nodal Officer
 Dr. Shamsher Singh, Member
 Dr. Ashok Kumar, Member
 Dr. Somveer Member
 Mr. Ravinder, Clerk
13. **COLLEGE TIME TABLE, WORKLOAD AND INTRODUCTION OF NEW COURSE/SUBJECTS, LECTURE SHORTAGE OF STUDENTS**
 Mr. Vikas, Converner
 Mr. Vijay Yadav
 Dr. Neetu Sharma
 Mr. Pradhuman Singh
 Mr. Vinod Kumar
 Dr. Anand Kumar
 Mr. Inderjeet
14. **LEGAL CELL & COURT CASES**
 Dr. Ashok Kumar, Convener
 Mr. Jitender Kumar
 Dr. Jitender Singh
 Dr. Vikas Gupta
 Mr. Vinod Kumar
 Dr. Anand Kumar
 Mr. Mukesh Kumar, Clerk (Establishment)
 Mr. Shiv Kumar, Clerk (Accounts)
15. **REGISTRAR/UNIVERSITY WORKS/RESULTS/RR/CR/FEE/ COURSE & SUBJECT CHANGE ETC.**
 Dr. Baljit Singh, Registrar
 Mr. Heera Singh, Deputy Registrar
 Mr. Inderjeet
 Dr. Sudhir Kumar
 Mr. Ravinder, C.I.
 Mr. Ishwar Yadav, Instructor English Language Lab.
 Mr. Deepak Kumar, CLA
 Mr. Vinod Kumar
 Mr. Sombeer, Clerk
 Mr. Kirti Swaroop, C.I.
16. **ONLINE ADMISSION, COLLEGE WEB-PORTAL & ONLINE TEACHING/IT CELL**
 Mr. Vijay Yadav, Nodal Officer
 Mr. Jitender Kumar, Assistant Nodal Officer
 Mr. Inderjeet, Incharge, Web-Portal
 Mr. Vinod Kumar
 Mr. Kirti Swaroop, C.I.
 Mr. Ravinder, C.I.
 Mr. Ishwar Yadav, English Language Lab. Instructor
 Mr. Deepak Kumar, Computer Lab. Attendant.
17. **CHARACTER CERTIFICATE AND ATTESTATION OF DOCUMENTS**
 1. Dr. Baljit Singh 2. Dr. Pavita Yadav
18. **PPP/BUS PASS/PASSPORT/VOTER CARD/DRIVING LICENSE COMMITTEE**
 Mr. Heera Singh, Convener-BUS PASS/PASSPORT/VOTER CARD/ DRIVING LICENSE
 Dr. Shamsher Singh, Convener-PPP
 Mr. Vinod Kumar for online works
 Mr. Ishwar Yadav, English Language Lab. Instructor
 Mr. Rahul Yadav, JLA will assist.
 Mr. Deepak Kumar, Computer Lab. Attendant

19. **SCHOLARSHIP, STIPEND & S.A.F. COMMITTEE**
 Dr. Jitender Singh, Nodal Officer
 Dr. Renu Yadav
 Ms. Mukesh Kumari
 Mr. Sombeer, Clerk
 Mr. Rahul Yadav, JLA will assist
20. **EDUCATIONAL TOUR COMMITTEE**
 Mr. Jitender Kumar, Convener
 Dr. Shamsher Singh
 Dr. Pavita Yadav
 Dr. Vikas Gupta
21. **FEE CONCESSION & RED CROSS GRANT**
 Mr. Jitender Kumar, Convener
 Dr. Pavita Yadav
 Mr. Vikas
 Dr. Manju Kumari
 Dr. Sandeep Kumari
 Ms. Amita Kumari
22. **SEATING & SHAMIANA COMMITTEE**
 Dr. Shamsher Singh, Convener
 Dr. Ashok Kumar
 Mr. Vikas
 Mr. Ajay Pal
 Dr. Ravinder Kumar
23. **COLLEGE CULTURAL & CO-CURRICULAR ACTIVITIES COMMITTEE**
 Dr. Pavita Yadav, Coordinator
 Dr. Baljit Singh
 Dr. Anita Yadav
 Dr. Vijaya Bai
 Dr. Kusum Lata
 Dr. Ritu Rani
 Dr. Somveer
 Dr. Parmit Kumari
 Dr. Anup Kumari
 Dr. Pinki
 Ms. Pooja Rani
 Dr. Anju Kumari
24. **MIKE, LIGHT, AUDIO-VISUAL, PHOTOGRAPHY**
 Dr. Somveer, Convener
 Dr. Ashok Kumar
 Dr. Vikas Gupta
 Dr. Vijaya Bai
 Mr. Rahul Yadav, JLA
 Mr. Deepak Kumar, CLA
 Mr. Sunil Kumar (For Photography)
25. **ELECTRICITY, SOLAR, GENERATOR & DRINKING WATER ARRANGEMENT/RO ETC.**
- | <u>NEW ARTS BLOCK</u> | <u>NEW SCIENCE BLOCK</u> | <u>OLD BUILDING</u> |
|---|----------------------------|------------------------------|
| Prof. (Dr.) Somveer, Overall Incharge, Electricity, Solar, Generator | | |
| Prof. (Dr.) Shamsher Singh, Overall Incharge, Drinking Water Arrangement/RO | | |
| Mr. Vikas, Incharge | Mr. Heera Singh, Incharge | Dr. Jitender Singh, Incharge |
| Mr. Ajay Pal | Dr. Arun Bharat | Mr. Pradhuman Singh |
| Mr. Ishwar Yadav | Dr. Ashok Kumar (Physics) | Mr. Vinod Kumar |
| Mr. Deepak Kumar (CLA) | Mr. Deepak Kumar (Physics) | Mr. Inderjeet |
| Mr. Ramesh Kumar, LA | Mr. Rahul Yadav, JLA | Mr. Dharmender, LA |
| Mr. Rakesh Saini, Mali | Mr. Surender, Sweeper | Mr. Ajay Kumar, Peon |
26. **SMART CLASS ROOM & SDMH/C.C.T.V. CAMERAS/AEBAS**
 Mr. Heera Singh, Nodal Officer
 Dr. Jitender Singh
 Mr. Inderjeet
 Mr. Ishwar Yadav
 Dr. Ashok Kumar (English)
 Mr. Vinod Kumar
 Mr. Kirti Swaroop, C.I.
 Mr. Deepak Saini, Comp. Lab. Attendant
27. **COLLEGE PROPERTY-BUILDING/LAND/TREES/FURNITURE ETC. COMMITTEE**
 Dr. Ashok Kumar, Incharge
 Dr. Renu Yadav
 Dr. Sudhir Kumar
 Mr. Dharmender, L.A.
 Dr. Jitender Singh
 Mr. Rahul Yadav, J.L.A.
 Mr. Ajay Kumar, Peon

28. **PRINTING OF CERTIFICATES CARDS/BANNERS ETC. & INVITATION COMMITTEE**
 Dr. Jitender Singh, Convener
 Dr. Ashok Kumar
 Mr. Heera Singh
 Mr. Inderjeet
 Mr. Kirti Swaroop
29. **TRAFFIC INTERPRETATION CENTRE & ROAD SAFETY CLUB**
 Dr. Jitender Singh, Nodal Officer
 Dr. Parmit Kumari
 Dr. Sudhir Kumar
 Dr. Ashok Kumar (Physics)
 Dr. Somveer
 Dr. Mukesh Kumari
 Dr. Reenu Yadav
 Dr. Vijaya Bai
30. **PRIZE PURCHASE & DISTRIBUTION COMMITTEE**
 Dr. Baljit Singh, Convener
 Dr. Shamsheer Singh
 Ms. Mukesh Kumari
 Dr. Reenu Yadav
 Mr. Jitender Kumar
 Dr. Ashwani
 Mr. Ajay Pal
31. **REFRESHMENT, TEA AND LUNCH COMMITTEE**
 Mr. Heera Singh, Convener
 Dr. Jitender Singh
 Ms. Mukesh Kumari
 Mr. Deepak Kumar, CLA
 Mr. Daya Ram, LA
32. **COLLEGE DISPENSARY/RED CROSS SOCIETY/YOUTH RED CROSS/RED RIBBON CLUB**
 Dr. Pavita Yadav, Convener
 Mr. Jitender Kumar
 Mr. Arun Bharat
 Mr. Gajanand, JLA
 Mr. Vikas
 Mr. Vikash Gupta
 Mr. Dharmender
33. **BUILDING FUND/PWD (B&R)/PUBLIC HEALTH & DILAPIDATION/FIRE SAFETY COMMITTEE**
 Dr. Baljit Singh, Convener
 Dr. Shamsheer Singh
 Mr. Jitender Kumar
 Mr. Mukesh Kumar (Establishment Clerk)
34. **COLLEGE CAMPUS CLEANLINESS/BEAUTIFICATION/DECORATION/LAWNS & GARDENS/
SANITATION/HOUSE KEEPING ETC.**
- | <u>New Arts & New Science Block with Lawns</u> | <u>Old Building with Lawns</u> |
|--|--------------------------------|
| Dr. Parmit Kumari, Convener | Dr. Somveer, Convener |
| Mr. Heera Singh | Dr. Renu Yadav |
| Ms. Mukesh Kumari | Mr. Vinod Kumar |
| Dr. Arun Bharat | Ms. Pooja Rani |
| Mr. Deepak Kumar (Physics) | Mr. Pradhuman Singh |
| Dr. Anju Kumari | Dr. Kusum Lata |
| Mr. Ishwar Yadav | Dr. Anup Kumari |
| Dr. Anita Yadav | Dr. Reenu Yadav |
35. **COMPULSORY COMPUTER EDUCATION & COMPUTER FUND**
 Mr. Jitender Kumar, Convener
 Mr. Vikas
 Mr. Ravinder Kumar, C.I.
 Mr. Deepak Kumar, CLA
 Ms. Mukesh Kumari
 Mr. Kirti Swaroop, C.I.
 Mr. Ishwar Yadav
36. **WOMEN STUDIES & DEVELOPMENT CELL**
 Dr. Pavita Yadav, Incharge
 Mrs. Parmit Kumari
 Dr. Anita Yadav
 Dr. Ritu Rani
 Dr. Pinki
 Dr. Vijaya Bai
 Dr. Anup Kumari
 Dr. Anju Kumari
 Dr. Reenu Yadav
 Ms Babil, Peon

37. **RADHA KRISHNA FUND & COLLEGE DEVELOPMENT FUND COMMITTEE**
 Mr. Vikas
 Ms. Mukesh Kumari Dr. Sandeep Kumari
 Dr. Manju Kumari Mrs. Amita Kumari
38. **HRMS DATA/MIS. DATA/AISHE/NIRF/HKRN COMMITTEE**
 Mr. Vijay Yadav, Nodal Officer
 Mr. Heera Singh, Assistant Nodal Officer
 Mr. Vikas
 Mr. Ravinder, MIS/HKRN
 Mr. Mukesh Kumar (EC)
 Mr. Shiv Kumar, Clerk-HRMS
 Mr. Deepak Kumar, CLA (AISHE/NIRF)
39. **CAREER GUIDANCE BUREAU & PLACEMENT CELL AND APPRENTICESHIP**
 Dr. Renu Yadav, Incharge
 Dr. Parmit Kumari
 Ms. Mukesh Kumari
 Dr. Vikas Gupta
 Dr. Anup Kumari
 Dr. Anju Kumari
 Dr. Ashok Kumar (Physics)
40. **ANTI-SEXUAL HARASSMENT COMMITTEE**
 Dr. Renu Yadav, Convener
 Dr. Baljit Singh
 Dr. Pavita Yadav
 Dr. Neetu Sharma
 Mrs. Parmit Kumari
 Mr. Shiv Kumar, Clerk
 Two Girl Students and Legal Advisor/NGO Representative
41. **LIBRARY/BOOK BANK ADVISORY COMMITTEE**
 Dr. Ashok Kumar, Incharge Library
 Dr. Neetu Sharma—Bursar (Financial Advisor)
 Dr. Somveer, Member
 Dr. Renu Yadav, Member
 Mrs. Pooja Rani (Commerce)
 Mr. Rakesh Kumar, Library Attendant
42. **GRIEVANCES REDRESSAL CELL/INTERNAL COMPLAINT COMMITTEE (STUDENT & STAFF)**
 Mr. Vijay Yadav, Convener
 Dr. Baljit Singh
 Mr. Jitender Kumar
 Dr. Shamsher Singh
 Dr. Pavita Yadav
 Mrs. Parmit Kumari
43. **COLLEGE SPORTS BOARD**
CHAIRMAN— Principal
Member Secretary—Dr. Shamsher Singh,
Members- Mr. Vijay Yadav Dr. Baljit Singh
 Dr. Somveer Dr. Renu Yadav
 Mr. Jitender Kumar Dr. Pavita Yadav
 Mr. Mukesh Kumar, Clerk
44. **CO-ORDINATORS—SUBJECT SOCIETIES**
 Mr. Vijay Yadav—Science Society and Exhibition
 Dr. Baljit Singh—Social Science Society
 Dr. Jitender Singh—Commerce/BCA
45. **PREVENTION OF CASTE BASED DISCRIMINATION COMMITTEE**
 Dr. Baljit Singh, Associate Professor (Chairperson)
 Mr. Vikas, Assistant Professor (Member)
 Dr. Pavita Yadav, Assistant Professor (Member)
 Dr. Jitender Singh, Assistant Professor (Member)
 Dr. Parmit Kumari, Assistant Professor (Member)

46. **STAGE AND PRESS SECRETARY**
 Dr. Baljit Singh
 Mr. Jitender Kumar
 Dr. Pavita Yadav
 Dr. Ashwani—PRO
 Mr. Shankar—APRO
 Mr. Inderjeet, For updating on web-portal & online record
 Dr. Vikas Gupta—Photography
 Mr. Sunil Kumar--Photography
 Mr. Rakesh Kumar, Library Attendant--For Newspaper cuttings
47. **EARN WHILE YOU LEARN**
 Dr. Baljit Singh, Convener
 Mr. Jitender Kumar
 Dr. Ashok Kumar
 Mr. Vikas
 Mr. Rakesh Kumar, Library Attendant
 Mr. Ishwar Yadav
48. **NSS ADVISORY COMMITTEE & PROGRAMME OFFICERS**
 Prof. (Dr.) Shamsher Singh, Chief Advisor
 Dr. Pavita Yadav, Advisor
 Dr. Baljit Singh, NSS PO Unit-I (Boys)
 Mr. Jitender Kumar, NSS PO Unit-II (Boys)
 Dr. Parmit Kumari, NSS PO Unit-III (Girls)
 Mr. Kirti Swaroop, CI NSS Clerk Unit-I
 Mr. Ravinder, CI NSS Clerk Unit-II
 Mr. Mukesh Kumar, NSS Clerk Unit-III
 Mr. Rakesh Saini, Peon Unit-I
 Mr. Duli Chand, Peon Unit-II
 Ms Babil, Peon Unit-III
49. **ANTI-CORRUPTION/RAGGING/DRUG/SMOKING AWARENESS CELL**
 Mr. Jitender Kumar, Convener
 Dr. Baljit Singh
 Mr. Vikas
 Dr. Pavita Yadav
 Dr. Vikas Gupta
50. **COLLEGE CANTEEN COMMITTEE**
 Dr. Shamsher Singh, Convener
 Dr. Baljit Singh
 Dr. Ashok Kumar, (English)
 Dr. Anand Kumar
51. **DISCIPLINE COMMITTEE (FOR ALL PURPOSES)**
- | | |
|------------------------------|--------------------|
| Dr. Shamsher Singh, Chairman | Dr. Somveer |
| Dr. Baljit Singh | Mr. Heera Singh |
| Dr. Renu Yadav | Dr. Mukesh Kumari |
| Mr. Jitender Kumar | Dr. Sudhir Kumar |
| Mr. Vikas | Dr. Ravinder Kumar |
| Dr. Kusum Lata | Dr. Ashwani |
| Dr. Anand Kumar | Dr. Vijaya Bai |
| Dr. Anita Yadav | Mr. Ajay Pal |
52. **BLACK BOARD, NOTICE BOARD & SEATING ARRANGEMENT IN THE CLASSROOMS**
 Dr. Jitender Singh, Convener
 Ms. Parmit Kumari
 Dr. Ravinder Kumar
 Mr. Deepak Kumar (Physics)
53. **NEP-2020/EDUSAT/SHIKSHA SETU/PraYAAS/SWAYAM/ETC.**
 Mr. Vikas, Nodal Officer
 Mr. Vijay Yadav
 Dr. Ashwani Yadav
 Dr. Sandeep Kumari
 Dr. Manju Kumari
 Ms. Pooja Rani

63. **ALUMNI ASSOCIATION**
Prof. (Dr.) Shamsher Singh, Convener
Dr. Baljit Singh Mr. Jitender Kumar
Dr. Ravinder Kumar Mr. Ajay Pal
64. **CM & PM WINDOW**
Mr. Jitender Kumar, Nodal Officer
Dr. Somveer
Dr. Pavita Yadav
Mr. Vijay Pal, JLA
Mr. Mukesh Kumar, Clerk
65. **STUDENT GRIVANCE REDRESSAL COMMITTEE (SGRC)**
Mr. Vijay Yadav, Chairperson
Dr. Baljit Singh, Associate Professor (Member)
Dr. Shamsher Singh, Professor (Member)
Mr. Jitender Kumar, Assistant Professor (Member)
Dr. Pavita Yadav, Assistant Professor (Member)
Dr. Parmit Kumari, Assistant Professor (Member)
Two Students (Special Invitee)
66. **INTECTUALL PROPERTY RIGHTS (IPR) COMMITTEE**
Mr. Jitender Kumar, Convener
Dr. Ashwani Yadav
Dr. Vikas Gupta
67. **INDUSTRY-ACADEMIA PARTNERSHIP & MUKHYAMANTRI YUVA KAUSHAL SAMMAN YOGNA/INTERNSHIP**
Dr. Parmit Kumari, Nodal Officer
Dr. Somveer, Professor of Hindi
Dr. Ashok Kumar, Associate Prfoessor of English
Dr. Jitender Singh, Assistant Professor of Commerce
Mr. Heera Singh, Assistant Professor of Chemistry
68. **CONSTRUCTION WORK MONITORING COMMITTEE**
Dr. Ashok Kumar, Convener
Prof. (Dr.) Shamsher Singh
Dr. Baljit Singh
Dr. Renu Yadav
Prof. (Dr.) Somveer
69. **EXTENSION/GUEST LECTURERS RELATED ALL PURPOSE COMMITTEE**
Dr. Baljit Singh, Convener
Dr. Ashok Kumar
Mr. Jitender Kumar
Dr. Pavita Yadav
Mr. Vijay Pal, JLA
Mr. Mukesh Kumar, Clerk
70. **DISASTER MANAGEMENT CELL**
Prof. (Dr.) Shamsher Singh, Convener
Prof. (Dr.) Somveer
Dr. Pavita Yadav
Dr. Parmit Kumari

Principal,
Government College,
Mahendergarh.