

OFFICE OF THE PRINCIPAL GOVT. COLLEGE BHAINSWAL KALAN (SONIPAT)

Annual Duties implemented w.e.f. 01/07/2024 to June 2025 (2024-2025) till further orders

Sr. No.

1. College Council/ / Code of Conduct
  - (a) Dr. Sushil Dutt (Convener)
  - (b) Sh. Ashwani Kumar
  - (c) Dr. Manjeet Singh
  - (d) Sh. Pardeep Kumar
  - (e) Smt. Namita Rani
2. IQAC
  - (a) Dr. Sushil Dutt (Convener)
  - (b) Sh. Ashwani Kumar
  - (c) Dr. Manjeet Singh
  - (d) Sh. Pardeep Kumar
  - (e) Smt. Namita Rani
  - (f) Mrs. Anju (Alumani)
3. SPIO
  - (a) Sh. Ashwani Kumar
  - (b) Sh. Rinku, Clerk
4. Bursar/ Staff Secretary Dr. Manjeet Singh
5. Placement Cell
  - (a) Sh. Ashwani Kumar (Convener)
  - (b) Dr. Sushil Dutt
  - (c) Sh. Pardeep Kumar
  - (d) Smt. Namita Rani
6. Women Cell:-
  - (a) Smt. Namita Rani (Convener)
  - (b) Sh. Ashwani Kumar
  - (c) Dr. Sushil Dutt
  - (d) Sh. Pardeep Kumar
7. Important Day Celebration
  - (a) Sh. Ashwani Kumar (Convener)
  - (b) Dr. Sushil Dutt
  - (c) Sh. Pardeep Kumar
  - (d) Smt. Namita Rani
8. Reimbursement of Medical Bills.
  - (a) Sh. Ashwani Kumar (Convener)
  - (b) Dr. Sushil Dutt (Member)
  - (c) Smt. Namita Rani (Member)
9. Bus Pass
  - (a) Sh. Ashwani Kumar (Convener)
  - (b) Sh. Rinku, Clerk

*Manjeet*  
(Dr. Manjeet Singh)

*Sushil Dutt*  
(Ashwani Kumar)

*Rinku*  
(Rinku Clerk)

*Pardeep Kumar*  
(PARDEEP KUMAR)

*Namita*  
(Namita Rani)

10. College Sports Board

- (a) Sh. Suraj Parkash Yadav (Patron)
- (b) Dr. Sushul Dutt (President) *Sushul*
- (c) Sh. Ashwani Kumar (Secretary)
- (d) Dr. Manjeet Singh (Bursar)

11. Sports Committee

- (a) Dr. Sushil Dutt *Sushil*
- (b) Sh. Ashwani Kumar
- (c) Sh. Pardeep Kumar
- (d) Mrs. Namita Rani

12. Time Table In charge / Work Load / Subject Change etc.

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh

13. Red Cross/ Red Ribbon Club/ Dispensary Committee

- (a) Dr. Sushil Dutt *Sushil*
- (b) Sh. Ashwani Kumar
- (c) Sh. Pardeep Kumar
- (d) Mrs. Namita Rani

14. Results / Internal Assessment/ Lecture Shortage and all other University related duties

- a) Dr. Sushil Dutt *Sushil*
- b) Sh. Ashwani Kumar
- c) Dr. Manjeet Singh
- d) Sh. Pardeep Kumar
- e) Smt. Namita Rani
- f) Sh. Lalit Kumar, Clerk

15. Cultural Activities

- (a) Sh. Ashwani Kumar
- (b) Sh. Sushil Dutt *Sushil*
- (c) Sh. Manjeet Singh
- (d) Sh. Pardeep Kumar
- (e) Smt. Namita Rani
- (f) Sh. Rinku Clerk

16. Scholarships

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh
- (c) Sh. Rinku, Clerk

17. College Magazine

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh
- (c) Sh. Rinku, Clerk

18. Earn While You Learn

- (a) Sh. Ashwani Kumar
- (b) Sh. Pardeep Kumar
- (c) Smt. Namita Rani
- (d) Sh. Lalit Kumar, Clerk

*Manjeet*

(Dr. Manjeet Singh)

*Sushil Dutt*

(Ashwani Kumar)

*Rinku*

(Rinku Clerk)

*Pardeep Kumar*

(PARDEEP KUMAR)

*Lalit*

(Lalit Kumar)

*Namita*  
(NAMITA RANI)

19. Water / Electricity Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh (Bursar)
- (c) Sh. Rinku, Clerk

20. Students Character Certificate Verification and University form Attestation

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh (Bursar)
- (c) Sh. Lalit Kumar, Clerk

21. Legal Literacy Cell

- (a) Sh. Ashwani Kumar
- (b) Dr. Sushil Dutt
- (c) Sh. Pardeep Kumar
- (d) Smt. Namita Rani

22. Tour Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Sushil Dutt
- (c) Sh. Pardeep Kumar
- (d) Smt. Namita Rani

23. Redressal of Grievances Cell

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh
- (c) Smt. Namita Rani

24. Internal Complaint Committee for Cases of Sexual Harassment at Work Place

- (a) Smt. Namita Rani
- (b) Sh. Ashwani Kumar
- (c) Dr. Manjeet Singh

25. Printing and Invitation

- (a) Sh. Pardeep Kumar
- (b) Sh. Ashwani Kumar
- (c) Dr. Sushil Dutt

26. Annual Prize Distribution Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh
- (c) Sh. Pardeep Kumar

27. Central Purchase Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Sushil Dutt
- (c) Sh. Pardeep Kumar
- (d) H.O.D Concerned

28. Shamiana / Seating Arrangement Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Sushil Dutt
- (c) Sh. Pardeep Kumar

*Manjeet Singh*  
(Dr. Manjeet Singh)

*Ashwani Kumar*  
(Ashwani Kumar)

*Rinku*  
(Rinku Clerk)

*Pardeep Kumar*  
(PARDEEP KUMAR)

*Lalit Kumar*  
(Lalit Kumar)

*Namita Rani*  
(NAMITA RANI)

29. Decoration Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Sushil Dutt
- (c) Sh. Pardeep Kumar

30. Discipline / Security

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh
- (c) Dr. Sushil Dutt
- (d) Sh. Pardeep Kumar
- (e) Daytime Chokidar

31. College Property

- (a) Sh. Ashwani Kumar
- (b) Sh. Lalit Kumar, Clerk

32. Tea / Refreshment Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Sushil Dutt
- (c) Sh. Pardeep Kumar
- (d) Mrs. Namita Rani

33. Activity Calendar and Annual Report

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh
- (c) Dr. Sushil Dutt

34. Purchase Committee for office

- (a) Sh. Ashwani Kumar
- (b) Sh. Pardeep Kumar
- (c) Sh. Lalit Kumar, Clerk

35. Liaison with District Administration

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh

36. Library Committee

- (a) Sh. Pardeep Kumar
- (b) Sh. Ashwani Kumar
- (c) Dr. Sushil Dutt
- (d) Smt. Namita Rani

37. Publicity & Photography

- (a) Dr. Manjeet Singh
- (b) Sh. Ashwani Kumar

38. Tobacco Prohibition Committee

- (a) Sh. Ashwani Kumar
- (b) Dr. Manjeet Singh

39. Anti-Ragging Committee

- (a) Smt. Namita Rani
- (b) Sh. Ashwani Kumar
- (c) Dr. Sushil Dutt

*Namita*  
(NAMITA RANI)

*Pardeep Kumar*  
(PARDEEP KUMAR)

*Manjeet Singh*  
(Dr. Manjeet Singh)

*Sushil Dutt*  
(Ashwani Kumar)

*Lalit Kumar*  
(Lalit Kumar)

40. All India Higher Education Survey  
 (a) Dr. Manjeet Singh  
 (b) Sh. Lalit Kumar, Clerk
41. Web Portal of Higher Education Haryana / College Website / Online Admission  
 (a) Dr. Manjeet Singh  
 (b) Sh. Ashwani Kumar  
 (c) Sh. Lalit Kumar, Clerk
42. New Education Policy Committee/RUSA  
 (a) Dr. Manjeet Singh  
 (b) Sh. Ashwani Kumar  
 (c) Sh. Pardeep Kumar
43. Disaster Management Committee  
 (a) Sh. Ashwani Kumar  
 (b) Dr. Manjeet Singh  
 (c) Sh. Pardeep Kumar
44. Road Safety/Traffic Interpretation Centre  
 (a) Sh. Ashwani Kumar  
 (b) Dr. Manjeet Singh (Nodal Officer)  
 (c) Sh. Pardeep Kumar
45. Committee for Outsourcing Service Part I, II & HKRN  
 (a) Dr. Manjeet Singh (Nodal Officer)  
 (b) Sh. Ashwani Kuma  
 (c) Smt. Namita Rani
46. Nodal Officer:-  
 1. Passport/Driving License - Dr. Manjeet Singh  
 2. HRMS /Training Deptt. - Dr. Manjeet Singh  
 3. Socio Economic Survey/PPP - Dr. Manjeet Singh  
 4. Clerk - Rinku
47. Extension Lecture Work Committee  
 1. Sh. Ashwani Kumar  
 2. Dr. Manjeet Singh  
 3. Sh. Pardeep Kumar
48. SC/ST Cell Committee  
 1. Dr. Manjeet Singh  
 2. Smt. Namita Rani  
 3. Sh. Pardeep Kumar
49. Stock Verification/Internal Audit Committee  
 1. Dr. Sushil Dutt  
 2. Sh. Ashwani Kumar  
 3. Dr. Manjeet Singh  
 4. Sh. Pardeep Kumar

*Namita*  
 (NAMITA RANI)

*Pardeep Kumar*  
 (PARDEEP KUMAR)

*Manjeet Singh*  
 (Dr. Manjeet Singh) *Ashwani Kumar*  
 (Ashwani Kumar)

*Rinku*  
 (Rinku Clerk) *Lalit Kumar*  
 (Lalit Kumar)

50. Yoga Club

1. Dr. Sushil Dutt
2. Sh. Ashwani Kumar
3. Dr. Manjeet Singh
4. Sh. Pardeep Kumar

51. ECO Club/ Nature Interpretation Cell/Electoral Club

1. Sh. Ashwani Kumar
2. Dr. Manjeet Singh
3. Sh. Pardeep Kumar

*Manjeet*  
(Dr. Manjeet Singh)

*Pardeep Kumar*  
(PARDEEP KUMAR)

*Ashwani Kumar*  
*Namita*  
(NAMITARANI)

*Sushil Dutt*

*Manjeet*  
16/07/2024  
Principal  
Govt. College Bhainswal Kalan  
(Sonapat)  
Bhainswal Kalan (Sonipat)