

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, MATANHAIL (JHAJJAR)**

Office Order: GCM/2025/ 2236

Dated: 25/7/2025

**ANNUAL DUTY LIST (2025-26)**

The following committees have been constituted to assist the principal in the day-to-day functioning and administration of the college. These duties come into force with immediate effect. Ex-conveners/ officers in charge, if any are requested to hand over their charge to the new incumbents within a week and report to and get counter signatures of the undersigned.

The conveners/ Officers in charge of the committees should note down the names of the members and assistants associated with them. They are also advised to invite fresh quotations for the items of work to be undertaken by them throughout the year immediately.

**Special Note:**

1. No spot quotation will be managed unless it is pertinent in view of the situation, with prior permission from the principal. In case of the emergency situation, the on-the-spot quotations shall be called under the supervision of the Principal.

2. Quotation inviting process must be completed as early as possible.

**1. College Council:**

- |  |             |
|--|-------------|
| 1. Prof. (Dr.) Satvir Singh, Principal | : Chairman  |
| 2. Dr. Devender Singh                  | : Secretary |
| 3. Dr. Sandeep Kumar                   | : Member    |
| 4. Dr. Priyanka Yadav                  | : Member    |
| 5. Smt. Sonu Rani                      | : Member    |

**2. Reception Committee/ College Advisory Board:**

- |                       |             |
|-----------------------|-------------|
| 1. Dr. Devender Singh | : Secretary |
| 2. Dr. Sandeep Kumar  | : Member    |
| 3. Dr. Priyanka Yadav | : Member    |
| 4. Smt. Sonu Rani     | : Member    |

**3. College Bursar:** Sh. Naveen Kumar Punia

**4. RTI**

- |                                   |                           |
|-----------------------------------|---------------------------|
| 1. S.P.I.O.                       | : Dr. Priyanka Yadav      |
| 2. A.S.P.I.O.                     | : Sh. Rajbir Singh Jakhar |
| 3. Sh. Ramesh Chander, Dy. Supdt. |                           |

Satvir





**5. Social Affairs Committee:**

1. Smt. Pinki Rani
2. Smt. Ompati

**6. Internal Quality & Assessment Cell/ API Assessment Committee:**

1. Prof. (Dr.) Satvir Singh, Principal : Chairperson
2. Dr. Devender Singh : Convener
3. Dr. Priyanka Yadav : Member
4. Dr. Rakesh Kumar : Member
5. Dr. Annu : Member
6. Sh. Naveen Kumar Punia : Member
7. Sh. Naresh Kumar, Assistant : Record Keeper
8. Sh. Jai Bhagwan (Industrialist) Representative
9. Sh. Pankaj, Alumni
10. Student Representative

**7. N.S.S. :** Smt. Pinki Rani - Programme Officer

**8. Incharge Sports Activities :** Dr. Manjeet Singh

**9. UGC Affairs Statistical Data, New Education Policy 2020, Standard Data govt. of Haryana Committee:**

1. Dr. Manjeet Singh
2. Sh. Rajbir Singh Jakhar

**10. NAAC, NIRF, PM USHA Committee:**

1. Dr. Devender Singh : Convener
2. Dr. Priyanka Yadav : Member
3. Dr. Shree Om : Member
4. Dr. Manjeet Singh : Member

**11. Property Incharge:**

1. Dr. Rakesh Kumar : Electric Items and Steel Items
2. Ms. Diksha : Wooden Furniture
3. Sh. Rajbir Singh Jakhar : Electrical Items

*Satvir*



**12. University Work & Internal Assessment / House Examination:**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1. Smt. Sonu Rani                 | : Registrar                     |
| 2. Dr. Shree Om                   | : Deputy Registrar              |
| 3. Sh. Surender Kumar, Instructor | : RR/CR, Internal Assessment    |
| 4. Sh. Naresh Kumar , Assistant   | : Challan Submission, R.K. Fund |
| 5. Sh. Sikender , LA              | : DMC , Answer Sheet, Result    |

**13. Time- Table Incharge/ Workload Committee:**

- |                           |            |
|---------------------------|------------|
| 1. Smt. Sonu Rani         | : Convener |
| 2. Ms. Diksha             | : Member   |
| 3. Sh. Naveen Kumar Punia | : Member   |

**14. Sports Board :**

- |                      |                               |
|----------------------|-------------------------------|
| 1. Principal         | : Chairman                    |
| 2. Dr. Sandeep Kumar | : Member                      |
| 3. Dr. Manjeet Singh | : In charge Sports Activities |
| 4. Sh. Balram        | : Member                      |
| 5. Smt. Sonu Rani    | : Member                      |

**15. Mentoring & Proctorial Duty :**

- |                       |            |
|-----------------------|------------|
| 1. Dr. Devender Singh | : Convener |
| 2. Dr. Rakesh Kumar   | : Member   |
| 3. Smt. Ompati        | : Member   |

**16. Earn While You Learn:**

- |                     |            |
|---------------------|------------|
| 1. Smt. Sonu Rani   | : Convener |
| 2. Smt. Pinki Rani  | : Member   |
| 3. Dr. Rakesh Kumar | : Member   |

**17. Building Dilapidation & Development Committee:**

- |                      |             |
|----------------------|-------------|
| 1. Dr. Sandeep Kumar | : In charge |
| 2. Dr. Shree Om      | : Member    |
| 3. Sh. Balram        | : Member    |
| 4. Dr. Rakesh Kumar  | : Member    |

**18. Women Development & Studies Cell:**

- |                |            |
|----------------|------------|
| 1. Dr. Annu    | : Convener |
| 2. Ms. Diksha  | : Member   |
| 3. Smt. Sushma | : Member   |

*Sahni*





**19. Lect. Shortage & Lesson plan committee:**

- |                     |            |
|---------------------|------------|
| 1. Smt. Pinki Rani  | : Convener |
| 2. Dr. Rakesh Kumar | : Member   |
| 3. Dr. Annu         | : Member   |

**20. Prize Committee:**

- |                           |            |
|---------------------------|------------|
| 1. Smt. Sonu Rani         | : Convener |
| 2. Smt. Ompati            | : Member   |
| 3. Sh. Naveen Kumar Punia | : Member   |

**21. Cultural and youth Festival, Day celebration committee:**

- |                    |            |
|--------------------|------------|
| 1. Smt. Ompati     | : Convener |
| 2. Dr. Shree Om    | : Member   |
| 3. Smt. Pinki Rani | : Member   |
| 4. Sh. Balram      | : Member   |
| 5. Smt. Sushma     | : Member   |

**22. Refreshment Committee:**

- |                    |            |
|--------------------|------------|
| 1. Smt. Pinki Rani | : Convener |
| 2. Sh. Niraj kumar | : Member   |
| 3. Smt. Sushma     | : Member   |

**23. Income Tax Calculation, College Tax Quarterly Updation Committee:**

- |                                 |            |
|---------------------------------|------------|
| 1. Sh. Naveen Kumar Punia       | : Convener |
| 2. Ms. Diksha                   | : Member   |
| 3. Sh. Rajbir Singh Jakhar      | : Member   |
| 4. Sh. Naresh Kumar , Assistant | : Member   |

**24. Decoration Committee:**

- |                    |            |
|--------------------|------------|
| 1. Smt. Ompati     | : Convener |
| 2. Smt. Pinki Rani | : Member   |
| 3. Smt. Sushma     | : Member   |

**25. Apprenticeship Committee, COPA :**

- |                       |                                  |
|-----------------------|----------------------------------|
| 1. Dr. Shree Om       | : Incharge                       |
| 2. Dr. Sandeep Kumar  | : Member                         |
| 3. Dr. Priyanka Yadav | : Member                         |
| 4. Sh. Surender Kumar | : Computer Instructor, to assist |

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**26. Editorial Board :**

- |                       |   |
|-----------------------|---|
| 1. Principal          | : Patron                                |
| 2. Dr. Shree Om       | : Chief-Editor & Editor English Section |
| 3. Smt. Ompati        | : Co-Editor & Editor Hindi Section      |
| 4. Dr. Sandeep Kumar  | : Editor Science Section                |
| 5. Dr. Priyanka Yadav | : Editor Commerce Section               |

**27. Grievances Cell, Anti Ragging & Anti sexual Harassment Committee:**

- |  |                |
|--|----------------|
| 1. Prof. (Dr.) Satvir Singh, Principal | : Chairperson  |
| 2. Dr. Priyanka Yadav                  | : Convener     |
| 3. Dr. Annu                            | : Member       |
| 4. Smt. Pinki Rani                     | : Member       |
| 5. Ms. Diksha                          | : Member       |
| 6. Sh. Rajbir Singh Jakhar             | : Member       |
| 7. Sh. Krishan Suhag                   | : Sr. Advocate |

**28. Internal Complaint Committee (ICC):**

- |                             |            |
|-----------------------------|------------|
| 1. Dr. Priyanka Yadav       | : Convener |
| 2. Dr. Annu                 | : Member   |
| 3. Ms. Diksha               | : Member   |
| 4. Smt. Ompati              | : Member   |
| 5. Shri Rajbir Singh Jakhar | : Member   |

**29. Shamiana/ Seating & Mike Arrangement:**

- |                           |            |
|---------------------------|------------|
| 1. Dr. Rakesh Kumar       | : Convener |
| 2. Smt. Ompati            | : Member   |
| 3. Sh. Rakesh Kumar Saini | : Member   |

**30. Photography Committee:**

- |                           |            |
|---------------------------|------------|
| 1. Ms. Diksha             | : Convener |
| 2. Sh. Rakesh Kumar Saini | : Member   |
| 3. Smt. Sushma            | : Member   |

**31. Legal Matters / Court Case / CM Window & District Level Meeting (College Building/Agricultural Land & other legal matters:**

- |                            |            |
|----------------------------|------------|
| 1. Dr. Shree Om            | : Convener |
| 2. Sh. Naveen Kumar Punia  | : Member   |
| 3. Sh. Rajbir Singh Jakhar | : Member   |

*Satvir*



**32. Electricity / Generator Set & Inverter:**

- |                            |            |
|----------------------------|------------|
| 1. Sh. Rajbir Singh Jakhar | : Convener |
| 2. Sh. Rakesh Saini        | : Member   |
| 3. Sh. Neeraj kumar        | : Member   |

**33. EVS Affairs:**

- |                     |            |
|---------------------|------------|
| 1. Sh. Rakesh Kumar | : Convener |
| 2. Smt. Sushma      | : Member   |

**34. Computer Lab Committee:**

- |                               |                       |
|-------------------------------|-----------------------|
| 1. Smt. Sonu Rani             | : Incharge            |
| 2. Sh. Surender Kumar         | : Computer Instructor |
| 3. Sh. Parvender, Computer LA |                       |

**35. Red Ribbon / Red Cross / First Aid / Road Safety club & Health Fund:**

- |                    |            |
|--------------------|------------|
| 1. Sh. Balram      | : Convener |
| 2. Smt. Pinki Rani | : Member   |
| 3. Dr. Annu        | : Member   |
| 4. Smt. Ompati     | : Member   |
| 5. Ms. Diksha      | : Member   |

**36. Press Note/ Publicity and Public Relation Committee:**

- |                           |            |
|---------------------------|------------|
| 1. Smt. Ompati            | : Convener |
| 2. Sh. Neeraj kumar       | : Member   |
| 3. Sh. Rakesh Kumar Saini | : Member   |

**37. Scholarship and Stipend Schemes:****In charge**

- |  |                           |
|--|---------------------------|
| 1. Consolidated stipend and free books<br>Scheme for SC Students | : Dr. Shree Om            |
| 2. Post Matric Scholarship Scheme for<br>BC Students             | : Smt. Sonu Rani          |
| 3. Haryana State Merit Scholarship Scheme<br>To U.G. Girls       | : Smt. Pinki Rani         |
| 4. Haryana State Meritorious Incentive Scheme                    | : Ms. Diksha              |
| 5. National Scholarship Scheme & any other<br>Scheme (if any)    | : Sh. Rajbir Singh Jakhar |

Saini



**38. Maintenance, Beautification & Sanitation of College Campus:**

- |                           |            |
|---------------------------|------------|
| 1. Dr. Rakesh Kumar       | : Convener |
| 2. Smt. Pinki Rani        | : Member   |
| 3. Sh. Rakesh Kumar Saini | : Member   |
| 4. Sh. Somvir Singh       | : Group D  |

**39. Water Arrangement Committee (RO, Water Cooler):**

- |                     |            |
|---------------------|------------|
| 1. Dr. Rakesh Kumar | : Convener |
| 2. Dr. Manjit Singh | : Member   |
| 3. Sh. Balram       | : Member   |

Assisted by Somvir singh/ Naveen kumar/ Sanjeev Peon

**40. Alumni Association Cell:**

- |                       |            |
|-----------------------|------------|
| 1. Dr. Priyanka Yadav | : Convener |
| 2. Smt. Sonu Rani     | : Member   |
| 3. Dr. Shree Om       | : Member   |
| 4. Dr. Manjeet Singh  | : Member   |

**41. AEBAS / Internet & CCTV Camera Committee:**

- |                            |            |
|----------------------------|------------|
| 1. Dr. Sandeep Kumar       | : Convener |
| 2. Sh. Balram              | : Member   |
| 3. Smt. Pinki Rani         | : Member   |
| 4. Sh. Rajbir Singh Jakhar | : Member   |

**42. Tour Committee (Girls):**

- |                           |            |
|---------------------------|------------|
| 1. Ms. Diksha             | : Convener |
| 2. Dr. Annu               | : Member   |
| 3. Sh. Naveen Kumar Punia | : Member   |
| 4. Smt. Sushma            | : Member   |

**43. Tour Committee (Boys):**

- |                     |            |
|---------------------|------------|
| 1. Sh. Balram       | : Convener |
| 2. Dr. Rakesh Kumar | : Member   |
| 3. Sh. Rakesh Saini | : Member   |

**44. Placement Cell Career Guidance Counseling & Eco Club:**

- |                       |            |
|-----------------------|------------|
| 1. Dr. Priyanka Yadav | : Convener |
| 2. Smt. Pinki Rani    | : Member   |
| 3. Dr. Manjeet Singh  | : Member   |

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**45. Library :**

- |                            |            |
|----------------------------|------------|
| 1. Sh. Rajbir Singh Jakhar | : Convener |
| 2. Dr. Priyanka Yadav      | : Member   |
| 3. Smt. Pinki Rani         | : Member   |
| 4. Sh. Niraj kumar         | : Member   |

**46. Laboratory Augmentation Grant & Science Exhibition Grant & Science Society:**

- |                       |            |
|-----------------------|------------|
| 1. Dr. Devender Singh | : Convener |
| 2. Dr. Sandeep Kumar  | : Member   |
| 3. Smt. Pinki Rani    | : Member   |
| 4. Dr. Annu           | : Member   |

**47. Arts Society:**

- |                           |            |
|---------------------------|------------|
| 1. Dr. Shree Om           | : Convener |
| 2. Smt. Ompati            | : Member   |
| 3. Sh. Naveen Kumar Punia | : Member   |

**48. Commerce Society:**

- |                            |            |
|----------------------------|------------|
| 1. Dr. Priyanka Yadav      | : Convener |
| 2. Smt. Sonu Rani          | : Member   |
| 3. Sh. Rajbir Singh Jakhar | : Member   |

**49. N.S.S. Advisory Committee:**

- |                        |                         |
|------------------------|-------------------------|
| 1. Principal           | : Chairman              |
| 2. Dr. Denvender Singh | : Secretary             |
| 3. Smt. Pinki Rani     | : NSS Programme Officer |
| 4. Smt. Sonu Rani      | : Member                |
| 5. Sh. Neeraj kumar    | : Member                |

**50.**

**Portal**

**Nodal Officer**

- |                                      |                               |
|--------------------------------------|-------------------------------|
| 1. College Web Portal, ERP & PRAYASS | : Dr. Manjeet Singh           |
| 2. HRMS                              | : Sh. Naveen Kumar Punia      |
| 3. AISHE                             | : Dr. Priyanka Yadav          |
| 4. MIS & NOC                         | : Smt. Sonu Rani              |
| 5. GEM                               | : Dr. Devender Singh          |
| 6. LMS                               | : Dr. Rakesh Kumar            |
| 7. Shiksha Setu App                  | : Dr. Annu                    |
| 8. Sh. Surender Kumar                | : Comp. Instructor, to assist |

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9. Sh. Parvender

: Computer Lab Attendant, to assist

**51. Bus Pass Committee:**

1. Sh. Balram

: Convener

2. Sh. Rakesh Kumar Saini

: Member

3. Sh. Parvender

: Computer Lab Attendant, to assist

**52. Central Purchase/ Tender inviting Committee:**

1. Dr. Devender Singh

: Convener

2. Dr. Sandeep Kumar

: Member

3. Dr. Priyanka Yadav

: Member

4. Sh. Rajbir Singh Jakhar

: Member

**53. D.C. Rate/ Employees under outsourcing policy/ Group D Employees Committee:**

1. Dr. Manjeet Singh

: Convener

2. Sh. Balram

: Member

3. Dr. Rakesh Kumar

: Member

4. Sh. Naresh Kumar

: Assistant, to assist

**54. Result Verification Committee:**

1. Dr. Annu

: Convener

2. Ms. Diksha

: Member

3. Sh. Naveen Kumar Punia

: Member

4. Sh. Rajbir Singh Jakhar

: Member

5. Sh. Surender

: Computer instructor, to assist

**55. Stage Secretary:**

1. Dr. Shree Om

2. Dr. Priyanka

**56. Committee for Printing of Office items:**

1. Ms. Diksha

: Convener

2. Dr. Annu

: Member

3. Sh. Naveen Kumar Punia

: Member

4. Sh. Naresh Kumar, Assistant

: To Assist

**57. College Research Cell:**

1. Dr. Manjeet Singh

: Convener

2. Dr. Rakesh Kumar

: Member

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**58. Library Advisory Committee:**

- |                                      |                    |
|--------------------------------------|--------------------|
| 1. Principal                         | : Chairman         |
| 2. Sh. Rajbir Singh Jakhar           | : Library Incharge |
| 3. Dr. Devender Singh                | : Science          |
| 4. Dr. Shree Om                      | : Arts             |
| 5. Smt. Sonu Rani                    | : Commerce         |
| 6. Student Representative (Arts)     |                    |
| 7. Student Representative (Science)  |                    |
| 8. Student Representative (Commerce) |                    |

**59. Out Reach Programme Advisory Committee:**

- |   |                         |
|---|-------------------------|
| 1. Principal                                  | : Chairman              |
| 2. Smt. Pinki Rani                            | : NSS Programme Officer |
| 3. Sh. Balram                                 | : YRC Incharge          |
| 4. To Sarpanch (To be nominated by Principal) |                         |
| 5. Five Students ( -do-) (3+1+1)              |                         |
| 6. Two Representative of NGO (-do-)           |                         |

**60. Student Passport & Driving License Committee:**

- |  |            |
|--|------------|
| 1. Sh. Balram                            | : Convener |
| 2. Smt. Sonu Rani                        | : Member   |
| 3. Sh. Rajbir Singh Jakhar               | : Member   |
| 4. Smt. Sushma                           | : Member   |
| 5. Sh. Ramesh Chander, Dy. Supdt.        | : Member   |
| 6. Sh. Parvender, Computer Lab Attendant | : Member   |

**61. Tobacco Free Educational Cell:**

- |                           |            |
|---------------------------|------------|
| 1. Dr. Rakesh Kumar       | : Convener |
| 2. Sh. Rakesh Kumar Saini | : Member   |
| 3. Sh. Niraj Kumar        | : Member   |

**62. College Calendar/ Compilation of Proposed Annual Plan of Activities:**

- |                           |            |
|---------------------------|------------|
| 1. Ms. Diksha             | : Convener |
| 2. Dr. Annu               | : Member   |
| 3. Sh. Naveen Kumar Punia | : Member   |

**63. Online Admission Nodal Officer:**

Dr. Sandeep Kumar



**64. Committee for Internship of College students under NEP 2020**

- |   |                                   |
|---|-----------------------------------|
| 1. Prof. (Dr.) Satvir Singh (Principal) | : College Nodal Officer           |
| 2. Dr. Priyanka Yadav                   | : Deputy Nodal Officer (Commerce) |
| 3. Smt. Sonu Rani                       | : Supervisor (Commerce)           |
| 4. Dr. Sandeep Kumar                    | : Deputy Nodal Officer (Science)  |
| 5. Smt. Pinki Rani                      | : Supervisor (Science)            |
| 6. Dr. Shree Om                         | : Deputy Nodal Officer (Arts)     |
| 7. Dr. Rakesh Kumar                     | : Supervisor (Arts)               |
| 8. Dr. Annu                             | : Supervisor (Arts)               |
| 9. Smt. Ompati                          | : Supervisor (Arts)               |
| 10. Sh. Rajbir Singh Jakhar             | : Supervisor (Arts)               |

**65. Committee for Differently abled Students & Equal Opportunities Cell :**

- |                           |            |
|---------------------------|------------|
| 1. Dr. Shree Om           | : Convener |
| 2. Dr. Rakesh Kumar       | : Member   |
| 3. Dr. Annu               | : Member   |
| 4. Sh. Naveen Kumar Punia | : Member   |

**66. Traffic Interpretation Centre Setup:**

- |                     |            |
|---------------------|------------|
| 1. Sh. Balram       | : Convener |
| 2. Dr. Rakesh Kumar | : Member   |

**67. Nature Interpretation Centre Setup:**

- |                           |            |
|---------------------------|------------|
| 1. Smt. Sonu Rani         | : Convener |
| 2. Dr. Annu               | : Member   |
| 3. Sh. Rakesh Kumar Saini | : Member   |

**68. SC Cell:**

- |                     |            |
|---------------------|------------|
| 1. Dr. Shree Om     | : Convener |
| 2. Smt. Pinki Rani  | : Member   |
| 3. Dr. Rakesh Kumar | : Member   |

**69. Discipline Core Committee:**

- |                    |            |
|--------------------|------------|
| 1. Dr. Shree Om    | : Convener |
| 2. Smt. Ompati     | : Member   |
| 3. Sh. Niraj kumar | : Member   |

*Suhini*



**70. Student Legal Literacy Cell:**

1. Sh. Balram
2. Dr. Rakesh Kumar
3. Dr. Annu
4. Sh. Niraj kumar

: Convener  
: Member  
: Member  
: Member

**71. CRID ( Socio Economic Survery):**

1. Sh. Balram
2. Smt. Sushma
3. Sh. Parvender, CLA

: Co- Ordinator  
:Member

**72. Lesson Plan Odd & Even Semester**

1. Smt. Pinki Rani
2. Dr. Annu

: Convener  
: Member

*Satish*  
**Principal**  
**GOVT. COLLEGE**  
Matanhail (Jhajjar)