

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

Office Order: GCM/2026/ 848

Dated: 10/7/2026

ANNUAL DUTY LIST (2026-27)

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.

1. College Council:

1. Dr. Devender Singh
2. Dr. Sandeep Kumar
3. Dr. Priyanka Yadav
4. Smt. Sonu Rani *Sonu R*

2. Reception Committee/ College Advisory Board:

1. Dr. Devender Singh
2. Dr. Sandeep Kumar
3. Dr. Priyanka Yadav
4. Smt. Sonu Rani *Sonu R*
5. Dr. Suman Bhatti

3. College Bursar: Dr. Priyanka Yadav

4. RTI

1. S.P.I.O. : Dr. Devender Singh
2. A.S.P.I.O. : Dr. Sandeep Kumar
3. Sh. Ramesh Chander, Dy. Supdt. *Rh*

5. Social Affairs Committee:

1. Mrs. Pinki Rani *Pinki Rani*
2. Mrs. Ompati *Ompati*
3. Mrs. Sakshi
4. Mr. Kapil Gupta

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

1. Dr. Devender Singh : Convener
2. Dr. Sandeep Kumar : Member
3. Dr. Suman Bhatti : Member
3. Dr. Rakesh Kumar : Member *Rakesh*
4. Dr. Annu : Member
5. Dr. Manjeet Singh : Member *Manjeet Singh*
6. Sh. Naresh Kumar, Assistant Record Keeper
7. Sh. Jai Bhagwan (Industrialist) Representative
8. Students-Sh. Pankaj, Alumni
9. Parents
7. N.S.S.: Smt. Pinki Rani - Programme Officer *Pinki Rani*

8. Incharge Sports Activities: Dr. Manjeet Singh

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

1. Dr. Manjeet Singh: Convener *Manjeet Singh*
2. Sh. Rajbir Singh Jakhar : Member
3. Mr. Rishabh Goel : Member
4. Mr. Anand Kumar : Member

10. NAAC, NIRF, PM USHA Committee:

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

11. Property Incharge:

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

12. University Work & Internal Assessment / House Examination:

1. Dr. Shree Om : Registrar *Shree Om*
2. Mr. Kapil Gupta : 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 *Sikender*

13. Time- Table Incharge/ Workload Committee:

1. Sh. Naveen Kumar Punia : Convener
2. Smt Sonu Rani: Member *Sonu R*
3. Ms. Diksha: Member
4. Rajbir Singh Jakhar : Member
5. Dr. Suman Bhatti

14. Sports Board:

1. Dr. Sandeep Kumar: Member 1
2. Dr. Manjeet Singh: In charge Sports Activities *Manjeet Singh*
3. Sh. Balram: Member *Balram*
4. Mr. Virender: Member

15. Mentoring & Proctorial Duty:

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

16. Earn While You Learn:

1. Sh. Naveen Kumar Punia: Convener
2. Smt. Pinki Rani: Member *Pinki Rani*
3. Smt. Sakshi: Member
4. Smt. Shiwani: Member
5. Mr. Virender: Member
6. Dr. Suman Bhatti

17. Building Dilapidation & Development Committee:

1. Dr. Sandeep Kumar: In charge
2. Dr. Shree Om: Member *Shree Om*
3. Sh. Balram: Member *Balram*
4. Dr. Rakesh Kumar: Member *Rakesh*
5. Mr. Kapil Gupta: Member

18. Women Development & Studies Cell:

1. Dr. Annu: Convener
2. Ms. Diksha: Member
3. Smt. Sushma: Member *Sushma*
4. Mrs. Shivani: Member
5. Dr. Suman Bhatti: Member

19. Lect. Shortage & Lesson plan committee:

1. Smt. Pinki Rani: Convener *Pinki Rani*
2. Dr. Rakesh Kumar: Member *Rakesh*
3. Dr. Annu: Member
4. Mr. Anand Kumar: Member

20. Prize Committee:

1. Smt. Ompati: Convener *Ompati*
2. Sh. Naveen Kumar Punia: Member
3. Mr. Kapil Gupta: Member

21. Cultural and youth Festival, Day celebration committee:

1. Smt. Ompati: Convener *Ompati*
2. Dr. Shree Om: Member *Shree Om*
3. Smt. Pinki Rani: Member *Pinki Rani*
4. Sh. Balram: Member *Balram*
5. Smt. Sushma: Member *Sushma*
6. Mr. Rishabh: Member

22. Refreshment Committee:

1. Smt. Pinki Rani: Convener *Pinki Rani*
2. Sh. Niraj kumar: Member
3. Smt. Sushma: Member *Sushma*
4. Mr. Anand Kumar: Member

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

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

24. Decoration Committee:

1. Smt. Ompati: Convener *Ompati*
2. Smt. Pinki Rani: Member *Pinki Rani*
3. Smt. Sushma: Member *Sushma*
4. Mr. Rishabh: Member
5. Dr. Suman Bhatti

25. Apprenticeship Committee COPA:

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

26. Editorial Board:

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

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

1. Dr. Priyanka Yadav: Convener
2. Dr. Annu: Member
3. Smt. Pinki Rani: Member *Pinki Rani*
4. Ms. Diksha: Member
5. Sh. Rajbir Singh Jakhar: Member
6. Mrs. Shivani: Member
7. Sh. Krishan Suhag: Sr. Advocate

28. Internal Complaint Committee (ICC):

1. Dr. Priyanka Yadav: Convener
2. Mrs. Sonu Rani: Member *Sonu Rani*
3. Dr. Rakesh Kumar: Member *Rakesh*
4. Smt. Pinki: Member *Pinki Rani*
5. Smt. Ompati: Member *Ompati*
6. Ms. Diksha: Member
7. Shri Rajbir Singh Jakhar: Member

29. Shamiana/ Seating & Mike Arrangement:

1. Dr. Rakesh Kumar: Convener *Rakesh*
2. Smt. Ompati: Member *Ompati*
3. Sh. Rakesh Kumar Saini: Member *Rakesh*
4. Mr. Rishabh: Member

30. Photography Committee:

1. Ms. Diksha: Convener
2. Sh. Rakesh Kumar Saini: Member *Rakesh*
3. Smt. Sushma: Member *Sushma*
4. Mr. Anand Kumar: Member

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

1. Dr. Shree Om: Convener *Dr.*
2. Sh. Naveen Kumar Punia: Member
3. Sh. Rajbir Singh Jakhar: Member
4. Mr. Rishabh: Member

32. Electricity / Generator Set & Inverter:

1. Sh. Rajbir Singh Jakhar: Convener
2. Sh. Rakesh Saini: Member *Rakesh*
3. Sh. Neeraj kumar: Member
4. Mr. Anand Kumar: Member

33. EVS Affairs:

1. Sh. Rakesh Saini: Convener *Rakesh*
2. Smt. Sushma: Member *Sushma*

34. Computer Lab Committee:

1. Smt. Sonu Rani: Incharge *Sonu Rani*
2. Sh. Rajbir Singh Jakhar
3. Sh. Surender Kumar: Computer Instructor
4. Sh. Parvender, Computer L.A

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

1. Sh. Balram: Convener *Balram*
2. Smt. Pinki Rani: Member *Pinki Rani*
3. Mr. Diksha: Member *Diksha*
4. Smt. Ompati: Member
5. Mr. Kapil Gupta: Member
6. Smt. Shiwani: Member

36. Press Note/ Publicity and Public Relation Committee:

1. Smt. Ompati: Convener *Ompati*
2. Sh. Neeraj kumar: Member
3. Sh. Rakesh Kumar Saini: Member *Rakesh*
4. Mr. Virender: Member

37. Scholarship and Stipend Schemes: In charge

1. Consolidated stipend and free books Scheme for SC Students: Dr. Shree Om *Dr.*
2. Post Matric Scholarship Scheme for BC Students: Smt. Sonu Rani *Sonu Rani*
3. Haryana State Merit Scholarship Scheme To U.G. Girls: Smt. Pinki Rani *Pinki Rani*
4. Haryana State Meritorious Incentive Scheme: Ms. Diksha

5. National Scholarship Scheme & any other Scheme (if any): Sh. Rajbir Singh Jakhar

38. Maintenance, Beautification & Sanitation of College Campus:

1. Dr. Rakesh Kumar: Convener *Rakesh*
2. Smt. Pinki Rani: Member *Pinki Rani*
3. Sh. Rakesh Kumar Saini: Member *Rakesh*
4. Mrs. Sakshi: Member
5. Sh. Somvir Singh: Group D

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

1. Dr. Rakesh Kumar: Convener *Rakesh*
 2. Dr. Manjeet Singh: Member *Manjeet Singh*
 3. Sh. Balram: Member *Balram*
 4. Mr. Anand Kumar: Member
- Assisted by Somvir singh/ Naveen kumar/ Sanjeev Peon

40. Alumni Association Cell:

1. Dr. Priyanka Yadav: Convener
2. Smt. Sonu Rani: Member *Sonu Rani*
3. Dr. Shree Om: Member *Dr.*
4. Dr. Manjeet Singh: Member *Manjeet Singh*
5. Mr. Kapil Gupta: Member

41. AEBAS / Internet & CCTV Camera Committee:

1. Dr. Sandeep Kumar: Convener
2. Sh. Balram: Member *Balram*
3. Smt. Pinki Rani: Member *Pinki Rani*
4. Sh. Rajbir Singh Jakhar: Member
5. Mrs. Sakshi: Member

42. Tour Committee (Girls):

1. Ms. Diksha: Convener
2. Dr. Annu: Member
3. Sh. Naveen Kumar Punia: Member
4. Mrs. Sakshi: Member
5. Smt. Sushma: Member *Sushma*
6. Dr. Suman Bhatti

43. Tour Committee (Boys):

1. Sh. Balram: Convener *Balram*
2. Dr. Rakesh Kumar: Member *Rakesh*
3. Sh. Rakesh Saini: Member *Rakesh*
4. Mr. Kapil Gupta: Member
5. Sh. Virender : Member

44. Placement Cell Career Guidance Counseling:

1. Mrs. Sonu Rani: Convener *Sonu Rani*
2. Dr. Manjeet Singh: Member *Manjeet Singh*
3. Sh. Rajbir Singh Jakhar: Member
4. Mr Anand Kumar: Member
5. Sh. Virender : Member

45. Library:

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

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

1. Dr. Sandeep Kumar: Convener
2. Smt. Pinki Rani: Member
3. Dr. Annu: Member
4. Mr. Risabh: Member
5. Dr. Suman Bhatti

*Pinki Rani***47. Arts Society:**

1. Dr. Shree Om: Convener
2. Smt. Ompati: Member
3. Sh. Naveen Kumar Punia: Member
4. Mr. Virender: Member

*Shree Om***48. Commerce Society:**

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

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

1. Dr. Devender Singh: Secretary
2. Smt. Pinki Rani: NSS Programme Officer
3. Mrs. Shivani: Member
4. Sh. Neeraj kumar: Member

*Pinki Rani***50. Portal Nodal Officer****1. College Web Portal, ERP & PRAYASS :**

Dr. Manjeet Singh

2. HRMS

Sh. Naveen Kumar Punia

3. AISHE

: Mrs. Sakshi

4. MIS & NOC

: Smt. Sonu Rani

5. GEM

: Dr. Devender Singh

6. LMS

: Mrs. Shivani

7. Shiksha Setu App

: Dr. Annu

8. Sh. Surender Kumar

Comp. instructor, to assist

9. Sh. Parvender

Computer Lab Attendant, to assist

10.**51. Bus Pass Committee:**

1. Sh. Balram: Convener
2. Sh. Rakesh Kumar Saini: Member

*Balram**Rakesh***3. Mr. Anand Kumar: Member**

4. 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. Mr. Anand Kumar: Member
4. Sh. Naresh Kumar: Assistant, to assist

*Manjeet Singh**Balram***54. Result Verification Committee:**

1. Sh. Balram : Convener
2. Dr. Annu: Member
3. Dr. Suman Bhatti: Member
4. Ms. Diksha: Member
5. Sh. Naveen Kumar Punia: Member
6. Sh. Rajbir Singh Jakhar: Member
7. Mrs. Shivani: Member
8. Sh. Surender: Computer instructor, to assist

*Balram***55. Stage Secretary:**

1. Dr. Shree Om

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

1. Ms. Diksha: Convener
2. Dr. Annu: Member
3. Sh. Naveen Kumar Punia: Member
4. Mr. Risabh: Member
5. Sh. Naresh Kumar, Assistant: To Assist

57. College Research Cell

1. Dr. Manjeet Singh: Convener
2. Dr. Rakesh Kumar: Member
3. Mrs. Shivani: Member
4. Mr. Virender: Member
5. Mr. Kapil Gupta: Member

*Manjeet Singh**Rakesh***58. Library Advisory Committee:**

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

*Shree Om**Sonu Rani***59. Out Reach Programme Advisory Committee:**

1. Smt. Pinki Rani: NSS Programme Officer
2. Sh. Balram: YRC Incharge

*Pinki Rani**Balram**W*

3. To Sarpanch (To be nominated by Principal)
4. Five Students (-do-) (3+1+1)
5. Two Representative of NGO (-do-)

60. Student Passport & Driving License Committee:

1. Sh. Balram: Convener *Balram*
2. Mrs. Sakshi: Member
3. Mrs. Shivani: Member
4. Mr. Anand Kumar: Member
5. Sh. Ramesh Chander, Dy. Supdt.: Member *Rh*
6. Sh. Parvender, Computer Lab Attendant : Member

61. Tobacco Free Educational Cell:

1. Dr. Rakesh Kumar: Convener *Rakesh*
2. Sh. Rakesh Kumar Saini: Member *Rakesh*
3. Sh. Niraj kumar: Member
4. Mr. Kapil Gupta: Member

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

1. Ms. Diksha: Convener *oh*
2. Mrs. Ompati: Member
3. Sh. Naveen Kumar Punia: Member
4. Mr. Virender: Member

63. Online Admission Nodal Officer:
Dr. Sandeep Kumar

64. Committee for Internship of College students under NEP 2020

1. Dr. Priyanka Yadav: Deputy Nodal Officer (Commerce)
2. Smt. Sonu Rani: Supervisor (Commerce) *Sonur*
3. Dr. Sandeep Kumar: Deputy Nodal Officer (Science)
4. Smt. Pinki Rani: Supervisor (Science) *Pinki Rani*
5. Dr. Shree Om: Deputy Nodal Officer (Arts) *Shree Om*
6. Dr. Rakesh Kumar: Supervisor (Arts) *Rakesh*
7. Dr. Annu: Supervisor (Arts) *oh*
8. Smt. Ompati: Supervisor (Arts)
9. Sh. Rajbir Singh Jakhar: Supervisor (Arts)

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

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

75. Mental Health Committee:

1. Sh. Balram *Balram*
2. Smt. Ompati *oh*
3. Sh. Rajbir Singh Jakhar

5. Mr. Virender: Member

66. Traffic Interpretation Centre Setup:

1. Sh. Balram: Convener *Balram*
2. Dr. Rakesh Kumar: Member *Rakesh*
3. Mr. Virender: Member
4. Mr Kapil Gupta: Member

67. Nature Interpretation Centre Setup:

1. Smt. Sakshi: Convener
2. Dr. Annu: Member
3. Sh. Rakesh Kumar Saini: Member *Rakesh*
4. Mrs. Shivani: Member

68. SC Cell:

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

69. Discipline Core Committee:

1. Dr. Shree Om: Convener *Shree Om*
2. Smt. Ompati: Member
3. Sh. Niraj kumar: Member
4. Mr. Rishabh: Member

70. Student Legal Literacy Cell:

1. Sh. Balram: Convener *Balram*
2. Dr. Rakesh Kumar: Member *Rakesh*
3. Dr. Annu: Member
4. Sh. Niraj kumar: Member
5. Mrs. Sakshi: Member

71. CRID (Socio Economic Survery):

1. Sh. Virender: Co- Ordinator
2. Smt. Sushma: Member *Sushma*
3. Mr. Rishab: Member
4. Sh. Parvender, CLA

72. Lesson Plan Odd & Even Semester :

1. Smt. Pinki Rani: Convener *Pinki Rani*
2. Dr. Annu: Member
3. Mrs. Shivani: Member
4. Mr. Risabh: Member

73. Staff Secretary: Ms. Priyanka Yadav

74. Eco Club:

1. Mrs. Shakshi: Convener
2. Mrs. Shushma: Member *Sushma*
3. Mr. Virender: Member

Principal
Principal
GOVT. COLLEGE
Mafatpur (Jhajjar)
(Jhajjar)