

Office of The Principal Govt. College, Alewa (Jind)



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Ph. No. : 01681-239500

Annual Committee for Session 2023-24 (Revised)

Sr. No.	Committee	Convener	Signature
		Dr./Mr./Ms.	
1	College Council	Sh. Ramesh Kumar(Convenor)	
		Mrs. Sunita Duggal	
		Dr. Sandeep Sharma	
		Mrs. Nidhi Gupta	
		Dr. Sunet Rani	
2	Proctorial/ Mentor Group	Sh. Ramesh Kumar (Convenor)	
		Mrs. Sunita Duggal	
		Dr. Sunet Rani	
3	Public Information Office (SPIO)	Sh. Ramsh Kumar(Convenor)	
	(ASPIO)	Sh. Narender	
4	Bursar	Mrs. Nidhi Gupta	
5	Grievances & Redressal Cell /Anti Corruption Cell / Internal Complaint Committee	Sh. Ramesh Kumar (Convenor)	
		Mrs. Sunita Duggal	
		Dr. Sandeep Sharma	
		Mrs. Nidhi Gupta	
		Dr. Sunet Rani	
		Dr. Sonu	
6	Anti Ragging Committee	Mrs. Nidhi Gupta(Convenor)	
		Dr. Manjeet Singh	
7	Anti Tobacco Cell	Mrs. Suman Khatak (Convenor)	
		Dr. Manjeet Singh	
		Sh. Pardeep	
8	College Time-table Committee/ Subject Change	Dr. Manoj Kumar (Convenor)	
		Dr. Sonu	
		Dr. Neelam Rani	
		Ms.Seema Kashyap	
9	Women Cell	Dr. Sunet Rani (Convenor)	
		Mrs. Soniya	
		Dr. Manoj	
		Sh.Amardeep	
		Mrs.Suman Khatak	
10	Women cell Advisory Board	Sh. Ramesh Kumar(Convenor)	
		Mrs. Sunita Duggal	

		Sh. Sandeep Sharma	
		Mrs. Nidhi Gupta (Bursar)	
11	N.S.S. Incharge	Sh. Chandram (Convenor)	
		Sh. Narender (Clerk) ✓	
12	N.S.S. Advisory Board	Dr. Manjeet Singh (Convenor)	
		Dr. Sunet Rani	
		Mrs. Nidhi Gupta (Bursar)	
		Dr. Neelam	
13	Placement Cell	Ms.Seema Kashyapv (Convenor)	
		Mrs. Soniya	
		Dr. Sonu	
14	S.C. Cell Incharge	Mrs. Soniya (Convenor)	
		Mrs. Suman Khatak (Co-Convenor)	
		Sh.Narender (Clerk) ✓	
15	Other Scholarship Incharge	Dr. Neelam Rani	
16	B.C. Scholarship Incharge	Dr. Sonu	
17	EDUSAT Incharge	Dr. Rahul Hooda	
18	Outsourcing Services Committee	Sh. Ramesh Kumar (Convenor)	
		Mrs. Sunita Duggal	
		Dr. Sandeep Sharma	
		Mrs. Nidhi Gupta (Bursar)	
		Mrs. Vaishali	
		Sh. Narender (Clerk) ✓	
19	Earn While You Learn	Dr. Sandeep Sharma (Convenor)	
		Sh.Ramesh Kumar	
		Smt.Sunita Duggal	
		Dr.Neelam Rani	
		Dr. Sonu	
		Sh.Chandram	
20	Wooden Items	Dr. Sunet Rani	
21	Steel & Misc. Items	Dr. Sunet Rani	
22	Central Stock Register Incharge	Mrs. Nidhi Gupta	
23	Electronics & Electrical Items ,LED	Dr. Manjeet Singh	
24	I.T. Items including CCTV	Dr. Rahul Hooda	
25	Bathroom Fittings, Fire	Dr.Manoj	
26	Property Dilapidation Committee	Dr. Sunet Rani (Convenor)	
		Sh. Rajesh	
		Mrs. Soniya	
27	Tour Committee	Sh. Ramesh Kumar (Convener)	
		Dr. Neelam Rani	
		Ms. Seema Kashyap	
		Dr.Manjeet Singh	
		Dr. Usha	
		Sh. Amardeep	
28	Library Committee	Sh. Ramesh Kumar (Convenor)	
		Dr. Sandeep Sharma	
		Dr. Manoj Kumar	
		Dr.Sonu	

Printing & Stationery Committee
(Including Flex of College Functions)

Sh. Amardeep
Mrs. Suman Khatak
Sh. Amardeep (Convenor)

30 Press, Publicity & Photography

Dr. Manjeet Singh
Mrs. Suman Khatak
Dr. Usha (Convenor)
Sh. Amardeep

31 O.E. Grant

Mrs. Suman Khatak
Dr. Usha (Convenor)
Mrs. Vaishali
Dr. Manoj
Sh. Rajesh

32 Social Secretary

Sh. Narender (Clerk) ✓

33 Stage Secretary

Mrs. Vaishali
Dr. Usha (Convenor)
Sh. Chandram

34 Cultural Committee

Dr. Neelam Rani (Convenor)
Dr. Sunet Rani
Mrs. Soniya
Dr. Sonu
Dr. Manoj Kumar
Mrs. Suman Khatak
Sh. Pardeep

35 Science Committee

Mrs. Sunita Duggal (Convenor)
Dr. Manjeet Singh
Ms. Seema kashyap
Dr. Rahul Hooda
Sh. Chandram

36 Legal Literacy Cell

Sh. Pardeep (Convenor)
Dr. Rahul Hooda
Sh. Amardeep

37 Registrar

Mr. Amardeep (Convenor)
Dr. Neelam Rani
Dr. Manjeet Singh

Mrs. Soniya

Dr. Usha

Mr. Rajesh

Sh. Abhishek (University Clerk) ✓

38 Annual Report Committee

Mrs. Suman Khatak (Convenor)

39 Sports Board

Sh. Pardeep (Convenor)
Dr. Manjeet Singh

Dr. Sonu

Mrs. Soniya

40 Sports Advisory Board

Sh. Ramesh Kumar (Convenor)
Smt. Sunita Duggal

		Sh. Sandeep Sharma	
		Mrs. Nidhi Gupta (Bursar)	
41	Tea & Refreshment Committee	Sh. Rajesh (Convenor)	
		Mrs. Vaishali	
		Dr. Neelam Rani	
		Ms. Seema Kashyap	
42	Bus Pass Incharge	Dr. Sonu (Convenor)	
		Dr. Sunet Rani	
		Ms Seema Kashyap	
43	Red Ribbon, Red Cross Society & College Dispensary	Dr. Manoj (Convenor)	
		Dr. Neelam Rani	
		Sh. Pardeep	
44	Beautification Committee & Eco Club	Sh. Rajesh (Convenor)	
		Mrs. Vaishali	
		Dr. Neelam Rani	
		Sh. Pardeep	
45	Decoration Committee	Dr. Usha (Convenor)	
		Mrs. Vaishali	
		Mrs. Suman Khatak	
46	Purchase Committee (M & S)	Dr. Neelam Rani (Convenor)	
		Dr. Sunet Rani	
		Dr. Manjeet Singh Singh	
		Concerned Incharge	
47	Income Tax Return Verification Committee	Mrs. Vaishali (Convenor)	
		Dr. Neelam Rani	
		Mrs. Soniya	
48	Solar Panel & Electricity Bill	Dr. Manjeet Singh (Convenor)	
		Sh. Amardeep	
49	College Inspection Committee	Mrs. Nidhi Gupta (Convenor)	
		Mrs. Vaishali	
		Dr. Rahul Hooda	
50	API Verification	Sh. Sandeep Sharma (Convenor)	
		Dr. Sunet Rani	
		Dr. Neelam	
		Dr. Rahul Hooda	
51	Alumni Committee	Ms. Seema Kashyap (Convenor)	
		Dr. Sandeep Sharma	
		Dr. Manoj	
		Mrs. Soniya	
		Mrs. Suman Khatak	
		Sh. Rajesh	
52	Student Union Fund Committee / RKF / SAF	Mrs. Nidhi Gupta (Convenor)	
		Dr. Rahul Hooda	
		Mrs. Suman Khatak	

Celebration Important National Days & National Integration Committee

		Dr. Usha (Convenor)	
		Sh. Amardeep	
		Mrs. Soniya (Convenor)	
		Dr. Sandeep Sharma (Co-Convenor)	
		Dr. Sunet Rani	
		Sh. Chandram	
55	Online Admission	Sh. Pardeep	
56	EVS Incharge	Dr. Rahul Hooda	
57	Biometric Committee	Smt. Sunita Duggal	
		Mrs. Nidhi Gupta (Convenor)	
58	MIS Incharge/ Online ACR	Dr. Rahul Hooda	
		Mrs. Soniya (Convenor)	
59	HRMS Incharge	Sh. Pardeep (Co- Convenor)	
		Mrs. Nidhi Gupta	
60	College Portal/ ERP /LMS	Dr. Rahul Hooda	
61	Apprentice	Sh. Rajesh (Convenor)	
		Dr. Rahul Hooda	
		Sh. Amardeep	
62	Govt. Land	Sh. Amardeep (Convenor)	
		Dr. Manoj	
63	Court Case Committee	Dr. Manjeet Singh (Convenor)	
		Dr. Sonu	
		Sh. Amardeep	
64	Computer & I.T. Repair/ Purchase	Dr. Rahul Hooda (Convenor)	
		Dr. Neelam	
		Dr. Usha	
65	Electronic/ Electrical Repair/ Purchase	Dr. Manjeet Singh (Convenor)	
		Mrs. Soniya	
		Dr. Sonu	
		Sh. Rajesh	
66	Water & Sanitation Repair/ Purchase	Dr. Manoj Kumar (Convenor)	
		Dr. Sunet Rani	
		Sh. Amardeep	
67	Misc. Repair/ Purchase (White Board, Name Plate, Office etc.)	Ms. Seema Kashyap (Convenor)	
		Mrs. Vaishali	
		Sh. Chandram	
68	Social Science Society	Sh. Ramesh Kumar (Convenor)	
		Mrs. Nidhi Gupta	

		Dr. Sunet Rani	
69	Traffic Interpretation Centre	Sh. Chandram(Convenor)	
		Dr. Manoj	
		Mrs. Madhu Bala	
		Mr. Rajesh	
70	Nature Interpretation Centre	Ms. Seema Kashyap	
71	Vivekanand Cell	Sh. Pardeep	
72	Ek Bharat Swachh Bharat	Sh. Chandram (Convenor)	
		Dr.Sonu	
		Dr.Manjeet Singh	
		Mrs. Nidhi Gupta	
73	Passport	Dr. Sonu (Convenor)	
		Dr. Neelam Rani	
74	Driving License/ Voter ID Card / Aadhar Card	Sh. Pardeep (Convenor)	
		Dr. Manoj	
		Sh. Rajnish (L.A.)	
75	EDC Club	Mrs. Vaishali (Convenor)	
		Ms. Seema Kashyap(Placement Cell In-charge)	
		Dr. Neelam Rani	
		Dr.Usha	
76	GEM		
	Primary User	Mrs. Veena Kumari	
	Buyers	Ms. Seema Kashyap	
	Consignee	Dr. Rahul Hooda	
	Paying Authority	Mrs. Nidhi Gupta	
77	Discipline Committee	Sh. Ramesh Kumar (Convener)	
		Mrs. Sunita Duggal	
		Dr. Sandeep Sharma	
		Dr. Sunet	
		Mrs. Vaishali	
		Dr.Neelam Rani	
		Dr. Manjeet Singh	
		Dr.Manoj	
		Dr.Sonu	
		Sh. Amardeep	
78	NAAC	Mrs. Sunita Duggal (Convenor)	
		Dr. Sunet	
		Dr. Neelam	
		Dr. Manjeet	

		Dr. Manoj
		Ms. Seema Kashyap
		Dr. Rahul Hooda
		Mr. Rajesh
79	IQAC	Dr. Madhubala
		Dr. Sandeep Sharma (Co- Convenor)
		Sh. Ramesh Kumar
		Smt. Sunita (NAAC Incharge)
		Dr. Sunet
		Dr. Neelam Rani
		Dr. Rahul Hooda
		Dr. Manoj
		Mr. Chandram
		Dr. Usha
		Smt. Nidhi Gupta (Bursar)
80	PPP Committee	Dr. Rahul Hooda (Convenor)
		Mrs. Vaishali
		Ms. Seema Kashyap
		Dr. Usha
		Sh. Amardeep
81	Cleanliness & Sanitization Committee	Sh. Chandram (Convenor)
		Dr. Sunet
		Dr. Usha
		Sh. Pardeep
82	Extension Lecture Document Verification board	Mrs. Sunita Duggal (Convenor)
		Dr. Sandeep Sharma
		Dr. Sunet
		Dr. Manoj
83	Saksham Yuva Yojna Incharge	Sh. Pardeep
84	Building / Maintenance Committee	Sh. Ramesh Kumar (Convenor)
		Smt. Sunita Duggal

		Dr. Sandeep Sharma	
		Dr. Manjeet Singh	
85	Item Verification	Dr. Sandeep Sharma (Convenor)	
		Dr. Sonu	
		Sh. Amardeep	
86	Editorial Board	Dr. Usha (Convenor)	
		Mrs. Vaishali	
		Dr. Manjeet Singh	
		Sh. Amardeep	
		Smt. Suman Khatak	
87	Cycle Stand Committee	Dr. Sandeep Sharma (Convener)	
		Dr. Manoj	
		Dr. Manjeet Singh	
		Sh. Rajnish (L.A.) ✓	
88	College Website Incharge	Dr. Rahul Hooda	
89	Yoga Committe	Mrs. Madhu Bala	
		Mr. Pardeep	
90	NSS working Committee	Sh. Chandram (Convener)	
		Mrs. Soniya	
		Dr. Manoj	
91	Hostel Incharge	Sh. Rajesh	
92	NEP-2020 Committee	Dr. Sandeep Sharma (Convener)	
		Dr. Manjeet Singh	
		Mrs. Soniya	
		Dr. Usha	
93	STP & Rain Harvesting Committe	Mr. Pardeep (Convenor)	
		Mrs. Soniya	
		Dr. Manoj	
		Mr. Amardeep	
94	IPR Committee	Dr. Sandeep Sharma	
		Dr. Rahul Hooda	
		Dr. Usha	

	Research & Development Cell	Dr. Manjeet Singh	
		Dr. Neelam Rani	
96	Drug Awareness Campaign	Dr. Madhu Bala	
		Dr. Manoj (Convenor)	
		Sh. Amardeep	
		Sh. Pardeep	
97	Document verification Committee	Smt. Vaishali	
		Sh. Ramesh Kumar	
		Smt. Sunita Duggal	
		Dr. Sandeep Sharma	
		Mrs. Nidhi Gupta	
98	SC Cell	Dr. Sunet Rani	
		Smt. Sunita Duggal	
		Mrs. Suman Khatak	
		Sh. Chandram	
99	Ek Ashra (Distress Call Center)	Smt. Soniya	
		Dr. Sunet Rani	
		Dr. Neelam	


 Principal
 Govt. College
 Alewa

Office of the Principal Govt. College Alewa (Jind)

Office Order

Memo No: GCA/2025/3208

Date: 26-03-2025.

The following committees are constituted with immediate effect.

Sr. No.	Committee	Convener (Mrs. /Smt./Dr. /Sh. /Ms.)	Signature
1	Proctorial/ Mentor Group	Sunita Duggal (Convener)	Sunita
		Sunet Rani	Sunet
2	State Public Information Office (SPIO)	Sunita Duggal	Sunita
	(ASPIO)	Sagar Chhabbra (Clerk)	Sagar
3	Grievances & Redressal Cell /Anti-Corruption Cell	Sunita Duggal (Convener)	Sunita
		Sandeep Sharma	Nidhi
		Nidhi Gupta	Nidhi
		Sunet Rani	Sunet
		Sonu	Sonu
4	Earn While You Learn	Vaishali (Convener)	Vaishali
		Neelam Rani	Neelam
		Sonu	Sonu
		Chandram	Chandram
	Guidance cell of EWYL	Sunita Duggal	Sunita
		Sandeep Sharma	Sandeep
5	Library Committee	Sandeep Sharma (Convener)	Sandeep
		Vaishali	Vaishali
		Manoj Kumar	Manoj
		Sonu	Sonu
		Suman Khatak	Suman
6	Outsourcing Services Committee	Sandeep Sharma (Convener)	Sandeep
		Nidhi Gupta (Bursar)	Nidhi
		Soniya	Soniya
		Keshav	Keshav
7	Tour Committee	Manjeet Singh (Convener)	Manjeet
		Neelam Rani	Neelam
		Seema Kashyap	Seema
		Usha	Usha
		Amardeep	Amardeep
		Rajesh Kumar	Rajesh
8	Youth Red Cross Cell, Red Ribbon Cell & Anti-Drug Cell	Madhu Bala (Convener)	Madhu
		Manoj	Manoj
		Amardeep	Amardeep
		Pardeep	Pardeep
		Meenu	Meenu
9	Building/ Maintenance Committee	Sunita Duggal	Sunita
		Sandep Sharma	Sandep
		Manjeet Singh	Manjeet
		Manoj	Manoj
		Usha	Usha
10	Social Secretary	Chandram	Chandram

All the conveners are hereby directed to take over the charges from previous conveners immediately.

Principal
Govt. College Alewa