

Govt. College Alewa



*ANNUAL
DUTY
LIST
2025-26*

GOVT.COLLEGE, ALEWA (JIND)

Annual Duty List

The staff members are hereby assigned the following duties w.e.f. 04.11.2025 (Session2025-26)

1. College Council		
Sr. No.	Role	Name (Sh./Dr./Ms.) &Department
1	Principal	Munish Kumar
2	Member Secretary	Sunita Duggal, Botany
3	Member	Nidhi Gupta, Economics
4	-do-	Sunet Rani, Pub Admn.
5	-do-	Neelam Rani, Commerce
6	-do-	Vaishali Devi, Commerce
7	-do-	Gorav Bansal, Commerce

2. Bursar

1	Bursar	Nidhi Gupta,Economics
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3. Public Information Office

1	1 st Appellate Authority	Munish Kumar,Principal
2	S.P.I.O	Sunita Duggal,Botany
5	Clerk	Sagar,Clerk

4. Staff & Social Secretary

1	Staff & Social Secretary	Usha, English
		Meenu, Hindi

5. Mentor Committee

1	Chief Mentor	Nidhi, Economics
2	Assistant Chief Mentor	Soniya, Commerce

6. Library Committee

1	Convener	Gorav Bansal, Commerce
2	Member	Rajesh Kumar, Geography
3	-do-	Pardeep, Sociology
4	-do-	Rahul, Comp. Sci.
5	-do-	Meenu, Hindi

7. Internal Quality Assurance Cell

1	Chairperson	Munish Kumar, Principal
2	Coordinator	Gorav Bansal, Commerce
4	Member Cum NAAC-Coordinator	Sunet Rani, Pub. Adm.
6	Member	Amardeep, English
7	-do-	Chand Ram, Geography
8	-do-	Manjeet, Physics
9	-do-	Seema Kashyap, Chemistry
10	-do-	Sonu, Mathematics
11	-do-	Pardeep, Sociology
12	-do-	Parveen, Math

7A. API Verification

1	Convener	Neelam, Commerce
2	Member	Vaishal, Commerce
3	-do-	Dinesh, Hindi
4	-do-	Manoj Redhu, Math

7B. AISHE

1	Nodal Officer	Meenu, Hindi
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7C. NIRF

1	In charge	Vaishali, Commerce
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7D. College Website/Face book etc.

1	In charge	Rahul Hooda, Comp. sci.
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7E. Administrative Representative

1	Administrative Representative	Smt. Sunita Duggal
2	-do-	Smt. Nidhi Gupta

3	-do-	Sh. Keshav, Assistant
7F.AlumniRepresentative		
1	Alumni Representative	Poonam Karl,
7G.LocalSociety Nominee		
1	Local Society Nominee	1. Dr. O. P. Gupta, Retd. Principal, GCW, Pillukhera 2. Sh. Vinod Dulganch, Sarpanch
7H. Industrialist		
1	Industrialist	Ankit Chahal C/o Taj Plaza Hotel
7I.ParentsNominee		
1	Parents Nominee	
7J. Students Nominee		
1	Students Nominee	Bharti, B.com –II Roll no.: 1240062007

8. EVS/SEC /VAC/MDC Committee

1	In charge	Usha
2	Member	Seema Kashyap
3	-do-	Chand Ram
4	-do-	Sonu Kumar

9. Scholarship Committee

A. S.C. Scholarship		
1	Convener	Chand Ram, Geography
2	Member	Sonia, Commerce
B. Other Scholarship (PH, ESM, FF, Meritorious Scholarship)		
1	Convener	Parveen, Mathematics
C. BCSScholarship		
1	Convener	Sonu, Mathematics

10. Eco Club& Beautification Committee

1	Convener	Rajesh Kumar, Geography
2	Member	Meenu Rani, Hindi
3	-do-	Vaishali Commerce
4	-do-	Pradeep, Sociology
5	-do-	Sonu, Math

11. Proctorial Committee

1	Chief Proctor	Sunet Rani, Pub. Admn.
2	Assistant Proctor	Manjeet Singh, Physics

12. Character Certificate Committee

1	All Science Classes	Sunita Duggal
2	All Arts Classes	Sunet Rani
3	All Commerce Classes	Neelam Rani

13. Student Union Fund Committee, R.K.F.F& S.A.F Committee

1	Convener	Gorav Bansal
2	Financial Advisor	Nidhi Gupta, Bursar
3	Member	Rahul Hooda
4	-do-	Meenu Rani

14. Building Fund Committee

1	Chairman	Munish Kumar, Principal
2	Member Secretary	Sunita Duggal
3	Convener	Sunet Rani
4	Bursar	Nidhi Gupta

15. College Dispensary /Red Cross /Disaster Management/Red Ribbon Club

1	Convener	Dinesh, Hindi
2	Member	Amardeep, English
3	-do-	Pardeep, Sociology
4	-do-	Meenu, Hindi
5	-do-	Manoj Redhu, Mathematics (NSS PO)

16. Youth & Cultural Affairs Committee

1	Patron	Munish Kumar, Principal
2	Convener	Neelam, Commerce
3	Member	Vaishali, Commerce
4	-do-	Soniya, Commerce
5	-do-	Seema Kashyap, Chemistry
6	-do-	Usha, English
7	-do-	Sonu, Mathematics
8	-do-	Pardeep, Sociology

17. College Building, Maintenance, Repair & Writing Boards Committee

1	Convenor	Parveen
2	Member	Manjeet
3	-do-	Pardeep
4	-do-	Rajesh
5	-do-	Meenu
6	Financial Advisor	Nidhi Gupta
7		

18. College E-Magazine/ Annual Report Committee

1	Editor-in-Chief	Meenu, Hindi
2	Member	Amardeep, English
3	-do-	Usha, English
4	-do-	Dinesh, Hindi

19. University/House Examination Branch

1	Registrar	Amardeep Punia
2	Member	Manoj
3	-do-	Manjeet
4	-do-	Vaishali
5	-do-	Soniya
6	-do-	Meenu
7	-do-	Pardeep
8	University Clerk	Sonveer, L.A
9	Assistant	Vikas, L.A.

20. Time Table, Workload and Subject Change Committee

1	Convener	Sonu, Mathematics
2	Member	Manoj Redhu, Mathematics
3	-do-	Neelam, Commerce
4	-do-	Seema Kashyap, Chemistry

21. Fee Concession Committee

1	Convener	Gorav Bansal
2	Bursar	Nidhi Gupta
3	Member	Soniya

22. Central Purchase Committee

1	Convener	Sunet Rani, Pub Adm.
2	Member	Gorav Bansal, Commerce
3	-do-	Rajesh Kumar, Geography
4	-do-	Usha, English
5	Financial Advisor	Nidhi Gupta, Bursar
6	Clerk	Sagar

23. GeM Committee

1	Principal	Munish Kumar, Principal
2	Consignee	Rahul Hooda
3	Bursar	Nidhi Gupta, Economics
4	Incharge/Buyer	Seema Kashyap, Chemistry
5	Member	Parveen, Mathematics
6	-do-	Keshav, Assistant

24. College Property

1	Convener	Parveen Kumar
2	Member	Rajesh
3	-do-	Soniya
4	-do-	Seema Kashyap
5	-do-	Manjeet

25. Book Bank Committee

1	Convener	Sunet Rani
2	I/C Library	Gorav Bansal
3	Member	Vaishali
4	-do-	Neelam Rani
5	-do-	Amit Lohan, Library Restorer
6	Financial Advisor	Nidhi Gupta
7	Student Member	
8	-do-	

26. Cycle Stand Committee

1	Convener	Sonu
2	Member	Neelam Rani
3	-do-	Meenu Rani
4	Supporting staff	Monia

27. Subject Societies

A. Literary Society		
1	Convener	Usha, English
2	Member	Amardeep, English
3	-do-	Dinesh, Hindi
4	-do-	Meenu, Hindi
B. Social Science Society		
1	Convener	Sunet Rani, Pub. Adm.
2	Member	Nidhi Gupta, Economics
3	-do-	Pardeep, Sociology
C. Commerce Society		
1	Convener	Neelam, Commerce
2	Member	Vaishali, Commerce
3	-do-	Gorav Bansal, Commerce
4	-do-	Soniya, Commerce
D. Science Society		
1	Convener	Manjeet Singh, Physics
2	Member	Seema Kashyap, Chemistry
3	-do-	Rahul Hooda, Comp. Sci.
4	-do-	Rajesh Kumar, Geography
5	-do-	Sonu, Mathematics

28. Decoration, Bouquets and Garlands Committee

1	Convener	Usha, English
2	Member	Neelam, Commerce
3	-do-	Vaishali, Commerce
4	-do-	Meenu, Hindi

29. Celebration of Important National Days and National Integration Council

1	Patron	Munish Kumar, Principal
2	Convener	Sunet Rani, Pub. Adm.
3	Member	Pardeep, Sociology
4	-do-	Chand Ram
5	NSS PO	Manoj Redhu

30. Seating Arrangement Committee

1	Convener	Manjeet
2	Co-convener	Chand Ram
3	-do-	Rajesh Kumar
4	-do-	All Group D employees

31. Invitation Committee

1	Convener	Nidhi Gupta
2	Member	Gourav Bansal
3	-do-	Dinesh Kumar

32. Stationary & Printing, Flex /Banner/Board Committee

1	Convener	Amardeep
2	Member	Manjeet Singh
3	-do-	Rahul Hooda

33. Canteen/Vita Booth Committee

1	Convener	ChandRam
2	Member	Vaishali
3	-do-	Manoj
4	-do-	Pardeep

34. Stage Management Committee

1	Convener	Amardeep
2	Member	Usha

35. NSS

1	P.O.NSS Unit	Manoj Redhu
2	Clerk NSS Unit	Sagar

36. Health and Outreach Committee

(Blood Donation, Pulse Polio, De-Worming, Immunization Programme, TB Patients Adoption etc.)

1	Patron	Munish Kumar
2	Convener	Sunet Rani
3	Red-Cross I/C	Dinesh
6	NSS PO	Manoj Redhu
8	Member	Neelam Rani
9	Financial Advisor	Nidhi Gupta

37. Educational Tour Committee

1	Convener	Gorav Bansal
2	Member	Neelam Rani
3	-do-	Rajesh Kumar
4	-do-	Usha
5	-do-	Meenu

38. Legal Awareness Cell

1	Convener	Pardeep
2	Member	Rahul Hooda
3	-do-	Amardeep

39. Court Cases Committee

1	Convener	Gorav Bansal
2	Member	Manjeet Singh
3	-do-	Keshav (Assistant)

40. C.M.Window/Jan Sanvad/others CM Grievance & C.M. Announcements Committee

1	C.M. Grievance (Nodal Officer)	Sunita Duggal
2	C.M. Announcements	Rajesh Kumar
3	Office staff	Keshav, Assistant

41. NEP Committee

1	Convener	Usha
2	Member	Manjeet Singh
3	-do-	Soniya
4	-do-	Neelam Rani
5	-do-	Seema Kashyap
6	-do-	Parveen

42. Training and Placement Cell

1	Convener	Seema Kashyap
2	Member	Vaishali
3	-do-	Chand Ram
4	-do-	Dinesh Kumar
5	-do-	Meenu Rani

43. Prize, Trophies & Shields Purchase Committee

1	Convener	Sonu
2	Member	Rajesh Kumar
3	-do-	Manoj Redhu
4	-do-	Soniya
5	-do-	Usha

44. Internship Committee

1	Coordinator	Nidhi Gupta, Economics
2	Teacher In charge, Science	Manjeet, Physics
3	Teacher In charge, Arts	Sunet Rani, Pub. Adm.
4	Teacher In charge, Commerce	Neelam Rani, Commerce

45. Staff Room Committee

1	Convener	Neelam Rani
2	Member	Sonu
3	-do-	Meenu
4	-do-	Soniya

46. Advisory Board Women Development Cell

1	Patron	Munish Kumar
2	Convener	Sunita Duggal
3	Member	Nidhi Gupta, Bursar
4	-do-	Gorav Bansal, Coordinator, IQAC
5	-do-	Neelam Rani

47. Student Grievance Redressal Cell

1	Convener	Sunita Duggal
2	Member	Gorav Bansal
3	-do-	Chand Ram
4	-do-	Seema Kashyap
5	Student Representative	

48. Sports Board

1	President-Cum-Patron	Munish Kumar, Principal
2	Convener	Pardeep
3	Member	Manjeet Singh
4	-do-	Sonu
5	-do-	Meenu rani
6	Financial Advisor	Nidhi Gupta

49. NSS Advisory Board

1	Patron	Munish Kumar, Principal
2	Secretary	Manoj Redhu, NSS PO
3	Member	Sunita Duggal
4	-do-	Gorav Bansal, Coordinator IQAC
5	-do-	Manjeet Singh, Ex – NSS PO
6	-do-	Chand Ram, Ex- NSS PO
7	-do-	Nidhi Gupta, Bursar

50. Public Relation Committee (Press note/ Press release)

1	Convener	Usha
2	Member	Seema Kashyap
3	-do-	Chand Ram

51. Earn While You Learn Scheme

1	Convener	Vaishali (Convener)
2	Member	Neelam Rani
3	-do-	Sonu
4	-do-	Chandram

52. Alumni Association Committee

1	Convener	Seema Kashyap
2		
3		
4		
5		

53. Dilapidation Committee

1	Convener	Manjeet
2	Member	Pardeep
3	-do-	Rajesh
4	-do-	Soniya

54. Tent, Photography, Mike and Sound Committee

1	Convener	Sonu
2	Member	Manjeet Singh
3	-do-	Dinesh Kumar
4	-do-	Parveen

55. Anti-Ragging Committee

1	Convener	Pardeep
2	Member	Usha
3	-do-	Parveen

56. Employees Welfare and Grievance/ Anti- Corruption Cell

1	Patron	Munish Kumar,Principal
2	Convener	Nidhi Gupta
3	Member	Sunet Rani
4	-do-	Gorav Bansal
5	-do-	Chand Ram
6	Office Staff	Keshav, Assistant

57. Language Lab Committee

1	Convener	Usha
2	Member	Amardeep
3	-do-	Meenu

58. Absentee/Detention Committee

1	Convener	Neelam Rani
2	Member	Soniya
3	-do-	Sanjay LA
4	Supporting Staff	Kapil, Peon

59. U.G.C. Committee

1	Nodal officer	Gorav Bansal
2	Member	Dinesh Kumar
3	-do-	Keshav
6	Comp. Asst. UGC	Sagar

60. Anti-Smoking, Anti-Alcohol & Anti-Drugs Committee

1	Convener	Chandram
2	Member	Amardeep
3	-do-	Pardeep
4	-do-	Vaishali

61. Bus Pass Committee

1	Convener	Dinesh Kumar
2	Member	Soniya
3	-do-	Meenu Rani
4	-do-	Seema Kashyap
5	Supporting staff	Vikas, L. A.
6	Supporting staff	Moniya, Peon

62. Tea & Refreshment Committee

1	Convener	Vaishali
2	Member	Neelam Rani
3	-do-	Gourav Bansal
4	Supporting staff	Renu, Peon
5	-do-	Anita, Peon
6	-do-	Kapil, Peon

63. Internal Complaint Committee

1	Presiding officer	Sunita Duggal
2	Member	Nidhi Gupta
3	-do-	Rahul Hooda
4	-do-	Keshav
5	-do-	Anita
6	-do-	Yogita Bhardwaj, Member, NGO from Jind
Student Members		
1	Mukta Singh Rana, B.sc 3 rd year, Rollno. 1230069001	
2	Priyanka, B.A. 2 nd year, Rollno. 1240047010	
3	Mafi, B.com 3 rd year, Rollno. 1230062042	

64. Smart Class Room Committee

1	Convener	Seema Kashyap
2	Member	Rahul Hooda
3	-do-	Dinesh Kumar
4	-do-	Sarita, L.A.

65. Telephone/Electricity Bills and Biometric Setup Committee

1	Supervisor	Nidhi Gupta
2	Biometric Attendance Setup	Rahul Hooda
3	Telephone Bills	Sagar
4	Electricity Bills	Sonveer

66. Electrical& Solar Power backup Fittings,Generator Safety&Maintenance Committee

1	Convener	Manjeet Singh
2	Member	Soniya
3	-do-	Sonu
4	-do-	Rajesh
5	-do-	Amardeep
6	-do-	Amit, Library Restorer
7	-do-	Sanjay L.A.

67. Outsourcing/HKRNLCommittee

1	Convener	Sunita Duggal, Botany
2	Member	Nidhi Gupta (Bursar)
3	-do-	Sonu
4	-do-	Rajesh Kumar
5	-do-	Chandram
6	Office Staff	Keshav

68. Women Cell Committee

1	Convener	Sunet Rani
2	Member	Soniya
3	-do-	Neelam Rani
4	-do-	Usha
5	-do-	Manoj Redhu
6	-do-	Meenu Rani.
7	-do-	Sarita LA

69. Cooling and Water Infrastructure Maintenance Committee

1	Convener	Dinesh Kumar
2	-do-	Chandram
3	-do-	Usha
4	-do-	Pardeep
5	-do-	Sanjay LA
6	Supporting staff	Kapil, Peon

70. Library Advisory Committee

1	Patron	Munish Kumar, Principal
2	Convener	Sunita Duggal
3	Bursar	Nidhi Gupta
4	-do-	Sunet Rani
5	-do-	Vaishali
6	-do-	Dinesh Kumar

71. Online Admissions Committee

1	Nodal officer	Rahul Hooda
2	Asst.to Nodal	Vaishali Hooda

72. Youth Red Cross (Executive Committee)

1	Chairman	Munish Kumar
2	Convener	Sunita Duggal
3	NSS P.O	Manoj Redhu
4	Secretary of District Red cross, Jind	Ravi Hooda
5	I/C Women Cell	Sunet Rani
6	I/C YRC & Red ribbon Club	Dinesh
7	Students Nominee	
8	-do-	

73. Road Safety Committee/ Traffic Interpretation Centre

1	Convener	Dinesh Kumar
2	NSS PO	Manoj
3	Member	Meenu
4	-do-	Rajesh

74. CCTV Surveillance and Photostat Machine/Printer Maintenance Committee

1	Convener	Rahul Hooda
2	Member	Neelam
3	-do-	Usha
4	Supporting Staff	Balinder, Peon

75. HRMS Portal

1	In charge	Nidhi Gupta, Economics
2	Member	Keshav, Assistant

76. Entrepreneurship Development Club

1	Coordinator	Vaishali Devi
2	Member (Placement Cell, Incharge)	Seema Kashyap
3	Member	Neelam Rani
4	-do-	Sonu
5	Student Member	
6	-do-	
7	-do-	

77. Passport Committee

1	Nodal officer	Sonu
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78. Student Advisory Board

1	Chairperson	Munish Kumar
2	Convener	Sunita Duggal
3	Bursar	Nidhi Gupta
4	Member	Sunet Rani
5	-do-	Gourav Bansal
6	-do-	Manoj Redhu

79. Learner driving License Committee

1	Nodal officer	Parveen
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80. Viksit Bharat/Unnat Bharat/My Bharat Committee

1	Nodal officer(My Bharat)	Vaishali
2	Nodal Officer(Unnat Bharat)	Manoj Redhu
3	Nodal Officer(Viksit Bharat)	Dinesh Kumar/Meeenu Rani

81. Ph.D Verification Committee

1	Convener	Sunita Duggal
2	Member	Nidhi Gupta
3	-do-	Usha
4	-do-	Sonu
5	-do-	Rahul Hooda
6	-do-	Seema Kashyap
7	-do-	Keshav, Assistant

82. MIS Portal

1	In charge	Soniya, Commerce
2	Member	Rahul Hooda, Comp. Sci.

83. Apprenticeship Committee

1	Convener	Rajesh Kumar
2	Member	Amardeep
3	-do-	Seema Kashyap

84. CRID and Socio-Economic Survey Committee

1	Nodal Officer	Chand Ram
2	NSS-P.O	Manoj Redhu
3	RC-IC	Dinesh Kumar
4	Member	Meenu Rani

85. Online Transfer Policy Committee

1	Nodal Officer	Nidhi Gupta
2	Assistant-Nodal Officer	Rahul Hooda
5	Office Staff	Keshav

86. Electoral Literacy Club

1	Nodal Officer	Manoj Kumar
2	Member	Rajesh Kumar
5	Member	Soniya
6	Student Member	
7	-do-	
8	-do-	

87. SC Grievances Redressal Cell

1	Convener	Sunita Duggal
2	Member	Nidhi Gupta
3	-do-	Soniya
4	-do-	Chand Ram
5	-do-	Manoj Redhu

88. MOU Committee

1	Coordinator	Sunita Duggal
2	In charge	Nidhi Gupta
3	Sport-IC	Pardeep
4	Women Celli/C	Sunet Rani
5	IQAC Coordinator/ Library I/C	Gorav Bansal
6	NSS-PO	Manoj Redhu
8	Cultural In charge	Neelam Rani
10	Placement Cell-IC	Seema Kashyap

89. Institutional Development Plan (IDP) Committee

1	Convener	Gorav Bansal, Coordinator IQAC
2	Member	Sunet Rani, NAAC Coordinator
3	-do-	Vaishali Devi
4	-do-	Rahul Hooda

90. Research & Development Cell

1	Chairperson	Munish Kumar, Principal
2	In charge	Gorav Bansal
3	Member	Neelam Rani
4	-do-	Manjeet Singh
5	-do-	Rahul Hooda

91. OE Grant Committee

1	Convener	Usha
2	Member	Vaishali
3	-do-	Seema Kashyap
4	-do-	Rajesh
5	Office Staff	Keshav, Assistant
6	-do-	Sarita L.A.

92. RUSA/PM Usha Committee

1	Nodal Officer	Gourav Bansal
2	Member	Rajesh
3	-do-	Parveen
4	Financial Advisor	Nidhi Gupta
5	Office staff	Sonveer

93. E-Auction & E-Tender Committee

1	In charge/Buyer	Sunet Rani
2	Bursar	Nidhi Gupta
3	Member	Gourav Bansal
4	-do-	Seema Kashyap
5	Office Staff	Keshav
6	-do-	Sagar

94. Sewerage Treatment Plant & Rain Harvesting Committee

1	In charge	Pardeep
2	Member	Soniya
3	-do-	Manoj
4	-do-	Sonu, Mathematics

95. College Land Committee

1	In charge	Amardeep
2	Member	Manoj Redhu

96. Hostel Maintenance Committee

1	In charge	Rajesh Kumar
2	Member	Meenu Rani
3	-do-	Amardeep

97. Cleanliness Committee

1	In charge	Soniya
2	Member	Chand Ram
3	-do-	Usha
4	-do-	Pardeep

98. National Task Force Committee

1	Nodal officer	Pardeep
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99. Equal Opportunity Cell (For SC/ST& OBC Community students)

1	Chairperson	Munish Kumar, Principal
2	Convener	Nidhi Gupta
3	Member	Sunita Duggal, I/C ICC
4	Member	Gorav Bansal, Coordinator, IQAC
5	Member Secretary	Keshav, Assistant
6	Students Representative	
7	-do-	

100. Committee for Emotional Well being of Students

1	In charge	Pardeep
2	Member	Seema Kashyap
3	-do-	Parveen

Note:

1. All the Concerned In charges/ Conveners are directed to take/hand over the charges within 05 working days from the date of notification of this order.
2. Concerned In charges are directed to call for Annual quotations within a week (if not called earlier).