

**OFFICE OF THE PRINCIPAL GOVT. COLLEGE JATAULI HAILY MANDI,  
GURUGRAM**

ANNUAL COMMITTEES FOR THE SESSION 2024-25

Order No.

Dated:

**1. College Council**

- I. Dr. Priyanka Batra
- II. Dr. Usha Yadav
- III. Ms. Jyotsna Gulati.
- IV. Ms. Premlata
- V. Dr. Trilok Singh (Extension Lecturers Representative)
- VI. Dr. Kavita Rani (Bursar), Special Invitee

**2. College Bursar**

- I. Dr. Kavita Rani

**3. IQAC**

- I. Shri Ghanshyam Dass – Principal (9013625724)
- II. Dr. Priyanka Batra (9818718996)
- III. Dr. Usha Yadav (9813627819)
- IV. Ms. Jyotsna Gulati (9868672777)
- V. Dr. Kavita Rani (9891485924)
- VI. Mr. Pramod (9990257474)
- VII. Mr. Ashok (8950901734)
- VIII. Sh. Yeshpal (9728009573)
- IX. Ms. Natasha Joon (9818149807)
- X. Sh. Shripal Chauhan (9315827188)
- XI. Mr. Lokesh Tanwar (Student) (9968987342)
- XII. Ms. Himanshi Chauhan (Student) (9050095401)

**4. API**

- I. Dr. Priyanka Batra

- II. Dr. Usha Yadav
- III. Ms. Jyotsna Gulati
- IV. Dr. Kavita Rani
- V. Ms. Pooja
- VI. Mr. Pramod
- VII. Mr. Ashok

#### **5. Sports Board**

- I. Dr. Priyanka Batra
- II. Mr. Vijaypal
- III. Dr. Usha Yadav
- IV. Ms. Jyotsna Gulati
- V. Dr. Kavita Rani

#### **6. Social Secretary & Conference Hall In-Charge**

- I. Ms. Jyotsna Gulati
- II. Mr. Chankit

#### **7. Staff Secretary**

- I. Dr. Priyanka Batra

#### **8. RTI**

- I. Dr. Priyanka Batra (SPIO)
- II. Mr. Pawan (APIO)
- III. Sh. Yashpal (Clerk)

#### **9. Court Case Committee/ LMS (Legal Management System)**

- I. Dr. Priyanka Batra
- II. Mr. Pramod
- III. Mr. Pawan
- IV. Mr. Ashok Kumar
- V. Mr. Pradeep Kumar Sharma
- VI. Dr. Kavita Rani

- VII. Dr. Shobha Yadav
- VIII. Dr. Trilok Singh
- IX. Dr. Sohan Singh
- X. Mr. Yeshpal (EC)

#### **10. CM Window/ PM Window**

- I. Dr. Priyanka Batra (Convenor)
- II. Dr. Pradeep Sharma (Member)
- III. Dr. Kavita Rani (Member)
- IV. Dr. Jai Singh (Member)
- V. Mr. Yeshpal (EC) (Member)

#### **11. STP water ingress solution & HPHC Work**

- I. Dr. Surender Kumar (Convener)
- II. Mr. Pramod (Member)
- III. Dr. Trilok Singh (Member)

#### **12. PWD/Building Construction, Repair & Maintenance**

- I. Mr. Pradeep Kumar Sharma
- II. Ms. Pooja (Member)
- III. Dr. Trilok Singh (Member)
- IV. Dr. Jai Singh
- V. Mr. Chankit (Member)

#### **13. Maintenance of Fire Fighting Equipment**

- I. Dr. Arzoo (Convener)
- II. Ms. Rekha Physics (Member)
- III. Dr. Premlata Yadav (Member)

#### **14. Gen-Set Maintenance and fuel**

- I. Mr. Anoop (History) (Convener)
- II. Mr. Pawan Kumar (Member)

- III. Dr. Trilok Singh (Member)
- IV. Dr. Anoop Kumar (Geography) (Member)
- V. Mr. Chankit (Member)
- VI. Mr. Vinod Kumar (Peon)

#### **15. Admission/ERP**

- I. Dr. Surender Kumar (Nodal Officer)
- II. Mr. Ashok Kumar (Astt. Nodal Officer)
- III. Dr. Trilok Singh
- IV. Ms. Mona
- V. Ms. Preeti Sharma
- VI. Mr. Randhir Singh

#### **16. Time Table/Section Formation/Mentor-Mentee**

- I. Dr. Premlata Yadav (Convener)
- II. Dr. Usha Yadav
- III. Dr. Shobha Yadav (Member)
- IV. Dr. Arzoo (Member)
- V. Dr. Surender (Member)
- VI. Mr. Pradeep Kumar Sharma (NEP Co-ordinator)
- VII. Dr. Trilok Singh (Member)
- VIII. Dr. Ashutosh (Member)
- IX. Mr. Yeshpal (EC)

#### **17. Workload / Tutorial Groups/ PTM**

- I. Dr. Shobha (Convener)
- II. Dr. Sarita (Member)
- III. Dr. Titiksha (Member)

#### **18. NCC**

- I. Mr. Pradeep Kumar Sharma (In Charge)
- II. Dr. Jai Singh
- III. Sh. Yeshpal (Clerk)

#### **19. NSS**

- I. Mr. Vijaypal (Programme Officer)
- II. Dr. Surender Kumar (Member)
- III. Ms. Mona (Clerk)

## **20. Edusat**

- I. Dr. Arzoo (Convener)
- II. Mr. Ashok Kumar (Member)
- III. Ms. Preeti Sharma (Member)

## **21. ICC (Internal Complaint Committee), Grievance Redressal & Anti Sexual Harassment Committee**

- I. Ms. Jyotsna Gulati (Presiding Officer)
- II. Dr. Kavita Rani (Member)
- III. Mr. Ashok Kumar (Member)
- IV. Ms. Preeti Sharma (Member)
- V. Sh. Ishwar Singh Mehlawat (External Member)
- VI. Ms. Himanshi (Student)
- VII. Ms. Yatika (Student)

## **22. Discipline/ Proctorial/ Anti-Smoking/Anti-Drug Committee**

- I. Mr. Anoop (History)( Convenor)
- II. Mr. Pramod Kumar
- III. Dr. Trilok Singh (Member)
- IV. Mr. Chankit (Member)
- V. Mr. Preetam Nath (Member)
- VI. Ms. Devika( Member)
- VII. Ms. Hemlata (Member)
- VIII. Dr. Randhir Singh (Member)

## **23. UGC NPR/NAAC/RUSA**

- I. Mr. Pramod Kumar (Convener)
- II. Dr. Surender Kumar (Member)

- III. Mr. Pawan Kumar (Member)
- IV. Dr. Rekha Kumari (Member)
- V. Dr. Sarita Kumari (Member)
- VI. Dr. Randhir Singh (Member)
- VII. Mr. Yeshpal (EC)
- VIII. Ms. Paramjeet Kaur (Accountant)
- IX. Mr. Anil (University Seat)

#### **24. Seating, Shamiana, Decoration, Mike & Photography of College Function**

- I. Dr. Sudesh (Convener)
- II. Ms. Jyoti Yadav (Geography) (Member)
- III. Mr. Vijaypal (Member)
- IV. Dr. Sohan Singh (Member)
- V. Mr. Chankit (Member)
- VI. Dr. Sarita (Member)
- VII. Ms Sonu Kumari (Member)

#### **25. Printing (all types of printing work)**

- I. Ms. Jyoti (Geography) (Member)
- II. Ms. Rekha Yadav (Convener)
- III. Dr. Anoop Kumar Geography (Member)
- IV. Mr. Chankit (Member)
- V. Dr. Hemlata (Member)
- VI. Ms. Nisha (Member)

#### **26. Students Grievance Cell and Students suggestion Box Opening Committee**

- I. Shri Ghanshyam Dass (Patron)
- II. Ms. Pooja (Convener)
- III. Ms. Jyotsna Gulati
- IV. Dr. Surender Kumar (Member)
- V. Dr. Kavita Rani (Member)

#### **27. Cleanliness and Beautification of College Campus**

- I. Mr. Pawan Kumar (Convener)

- II. Mr. Vijay Pal (Member)
- III. Dr. Trilok Singh (Member)
- IV. Dr. Hemlata (Member)
- V. Dr. Titiksha (Member)
- VI. Dr. Sohan Singh (Member)
- VII. Mr. Preetam Nath (Member)

## **28. Cultural, Talent Search, Day Celebration, Academic & Other Functions**

- I. Ms. Jyotsna Gulati (Convener)
- II. Dr. Ashutosh (Member)
- III. Dr. Titiksha (Member)
- IV. Dr. Sarita (Member)
- V. Dr. Anoop Kumar (Geography) (Member)

## **29. Electricity, Solar Panel & Water Supply**

- I. Mr. Anoop Kumar (History) (Convener)
- II. Mr. Pawan Kumar (Member)
- III. Ms. Jyoti Geography (Member)
- IV. Ms. Pooja (Member)
- V. Dr. Trilok Singh (Member)
- VI. Mr. Chankit (Member)
- VII. Ms. Devika (Member)

## **30. Maintenance of internet Connection, Mobile Networking, AC maintenance**

- I. Dr. Arzoo (Convenor)
- II. Mr. Ashok (Member)
- III. Dr. Trilok Singh (Member)
- IV. Dr. Randhir Singh (Member)

## **31. Dilapidation works**

- I. Dr. Surender Kumar (Convener)
- II. Ms. Rekha Yadav Physics (Member)
- III. Mr. Pramod Kumar (Member)
- IV. Mr. Vijaypal (Member)

### **32. Contingency (O.E.)**

- I. Ms. Jyoti Yadav (Geography) (Convener)
- II. Dr. Sudesh (Member)
- III. Ms. Sonu Kumari (Member)
- IV. Sh. Yashpal (Member)

### **33. College Properties (Wooden, Plastic & Steel)**

- I. Mr. Anoop ( History) (Convener)
- II. Mr. Pawan Kumar (Member)
- III. Mr. Chankit (Member)
- IV. Mr. Preetam Nath (Member)
- V. Mr. Anoop Geography (Member)
- VI. Dr. Sohan Singh

### **34. Editorial Board & College Magazine**

- I. Dr. Trilok Singh
- II. Dr. Ashutosh
- III. Dr. Titiksha
- IV. Ms. Nisha

### **35. Women Cell**

- I. Dr. Shobha Yadav
- II. Ms Rekha Yadav (Member)
- III. Ms. Pooja (Member)
- IV. Dr. Titiksha (Member)
- V. Dr. Rekha Kumari (Member)
- VI. Ms. Devika (Member)

### **36. Refreshment/ Lunch (Students and Guests) & Prize Committee**

- I. Ms Jyoti Yadav (Geography) (Convener)



- II. Dr. Sudesh
- III. Dr. Shobha Yadav
- IV. Ms. Pooja
- V. Ms. Rekha Kumari
- VI. Ms. Sonu Kumari
- VII. Ms. Nisha
- VIII. Dr. Sarita Yadav
- IX. Smt. Sudesh (Peon)

### **37. CRID SURVEY**

- I. Mr. Pradeep Kumar Sharma (Convener)
- II. Sh. Ashok Kumar (Member)
- III. Dr. Arzoo (Member)
- IV. Dr. Randhir Singh (Member)
- V. Ms. Preeti Sharma (Member)

### **38. AISHE/ Maintenance of College Website/ smart rooms/ CCTV/Computer Printers**

- I. Mr. Ashok Kumar (Convener)
- II. Dr. Surender Kumar (Member)
- III. Dr. Arzoo (Member)
- IV. Dr. Trilok Singh
- V. Dr. Randhir
- VI. Ms. Mona

### **39. MIS (Management Information System)**

- I. Shri Ghanshyam Dass (Principal)
- II. Dr. Usha Yadav
- III. Ms. Jyotsna Gulati
- IV. Mr. Yeshpal (EC)

### **41. LMS (Learning Management System) & Shiksha Setu**

- I. Mr. Ashok Kumar (Nodal Officer for data updating work)
- II. Dr. Titiksha (Member)
- III. Dr. Randhir Singh (Member)
- IV. Ms. Preeti Sharma (Member)

#### **42. SC Scholarship**

- I. Dr. Surender Kumar (Nodal Officer SC Scholarship)
- II. Dr. Arzoo (Member)
- III. Ms. Hemlata
- IV. Ms. Paramjeet Kaur (Clerk)

#### **43. BC, Meritorious & Other Scholarship**

- I. Ms. Pooja (Nodal Officer)
- II. Ms. Rekha Yadav (Member)
- III. Mr. Vijay Pal (Member)
- IV. Ms Paramjeet Kaur (Clerk)

#### **44. Print Media & Social Media**

- I. Mr. Pawan Kumar (Convener)
- II. Mr. Ashok Kumar (Member)
- III. Dr. Trilok Singh (Member)
- IV. Dr. Ashutosh (Member)
- V. Dr. Hemlata (Member)

#### **45. Placement Cell**

- I. Ms. Sudesh (Convener)
- II. Ms. Pooja (Member)
- III. Ms. Jyoti Geography (Member)
- IV. Mr. Pawan Kumar (Member)
- V. Dr. Hemlata (Member)

#### **46. Earn while you learn**

- I. Ms. Pooja (Convener)
- II. Ms. Jyoti Geography (Member)
- III. Mr. Ashok Kumar (Member)

IV. Dr. Sohan Singh (Member)

V. Ms. Mona

**47. House Exam Registrar (EVS & Computer Exam, All university work, Practical & Internal Assessment work including new courses affiliation work)**

I. Mr. Pramod (Convener)

II. Mr. Ashok (Member)

III. Ms. Rekha Yadav (Member)

IV. Ms. Pooja Yadav (Member)

V. Ms. Mona

VI. Ms Preeti Sharma

VII. Dr. Randhir Singh

**48. Red Cross/Red Ribbon/Blood Donation**

I. Mr. Usha Yadav (Convener)

II. Mr. Pawan Kumar (Member)

III. Mr. Pramod (Member)

IV. Dr. Ashutosh (Member)

V. Ms. Devika (Member)

**49. Health Hygiene and Sanitization**

I. Mr. Pawan Kumar (Convener)

II. Mr. Chankit

III. Dr. Hemlata

IV. Sh. Preetam Nath

**50. Bus/Train Student Pass**

I. Dr. Surender Kumar (Convener)

II. Mr. Pawan Kumar (Member)

III. Mr. Anoop Kumar (Member)

IV. Ms. Preeti Sharma (Member)

V. Mr. Bhoop Singh (Assistant)

**51. Issuing Driving License**

I. Dr. Arzoo (Convener)

- II. Dr. Surender Kumar (Member)
- III. Sh. Yeshpal (EC)

#### **52. Educational Tour/Trip Boys**

- I. Mr. Pradeep Kumar Sharma (Convener)
- II. Dr. Jai Singh (Member)
- III. Dr. Trilok Singh (Member)
- IV. Dr. Sohan Singh (Member)
- V. Naresh Kumar (Peon)

#### **53. Educational Tour/Trip Girls**

- I. Ms. Jyotsna Gulati (Convener)
- II. Ms. Rekha Yadav (Physics) (Member)
- III. Ms. Jyoti (Geography) (Member)
- IV. Ms. Rekha Kumari (Member)
- V. Ms. Nisha (Member)

#### **54. Canteen Committee**

- I. Dr. Usha Yadav (Convener)
- II. Ms Jyotsna Gulati (Member)
- III. Mr. Pradeep Kumar Sharma (Member)
- IV. Dr. Sudesh (Member)
- V. Dr. Trilok Singh (Member)
- VI. Dr. Jai Singh (Member)

#### **55. Parking/Cycle Stand**

- 1. Mr. Preetam Nath (Convener)
- 2. Dr. Jai Singh (Member)
- 3. Mr. Chankit (Member)
- 4. Mr. Anoop Geography (Member)

#### **56. Liaison Committee**

- I. Mr. Anoop (History)

- II. Dr. Arzoo
- III. Dr. Jai Singh
- IV. Dr. Randhir Singh

#### **57. Extension Lecturers Related Matters like Attendance, eligibility, DHE**

##### **Correspondences & Salary Processing**

- I. Dr. Usha Yadav (Convenor)
- II. Ms. Jyotsna Gulati
- III. Mr. Pramod
- IV. Dr. Arzoo (Member)
- V. Dr. Trilok Singh (Member)
- VI. Mr. Yeshpal (EC)

#### **58. Legal Literacy Cell**

- I. Ms. Jyoti (Geography) (Convener)
- II. Mr. Vijaypal (Member)
- III. Mr. Pawan (Member)
- IV. Ms. Sudesh (Member)
- V. Mr. Preetam Nath (Member)

#### **59. Students Absentees**

- I. Ms. Pooja (Convener)
- II. Dr. Sudesh (Member)
- III. Smt Preeti Sharma (Member)
- IV. Dr. Randhir Singh (Member)
- V. Ms. Mona (Member)

#### **60. Library**

- I. Mr. Pradeep Kumar Sharma (Convener)
- II. Dr. Arzoo (Member)
- III. Ms. Jyoti (Geography) (Member)
- IV. Mr. Pawan Kumar (Member)
- V. Dr. Jai Singh (Member)
- VI. Mr. Bhoop Singh (Member)

VII. Ms. Mona (Member)

**61. HKRN & Part-II Employees Attendance & Salary processing committee**

- I. Shri Ghanshyam Dass (Patron)
- II. Mr. Ashok Kumar (Convener)
- III. Dr. Trilok Singh (Member)
- IV. Ms. Paramjeet Kaur (A.C)
- V. Mr. Yeshpal (Member)

**62. Bio Metric Attendance Committee**

- I. Shri Ghanshyam Dass (Patron)
- II. Dr. Surender (Member)
- III. Mr. Ashok Kumar (Member)
- IV. Ms. Arzoo (Member)
- V. Ms. Preeti Sharma (Member)

**63. Divyang Cell**

- I. Mr. Anoop History (Convener)
- II. Dr. Randhir Singh (Member)

**64. Family ID/Parivar Pehchaan Patra (PPP)**

- I. Ms. Preeti Sharma (Convener)
- II. Dr. Randhir Singh (Member )
- III. Ms. Mona (Member)

**65. Disaster Management/Eco Club & Maintenance of Botanical Garden**

- I. Ms. Jyoti (Geography) (Convener)
- II. Mr. Pradeep Kumar Sharma (Member)
- III. Mr. Vijaypal (Member)
- IV. Dr. Jai Singh (Member)

- V. Dr. Anoop Kumar (Geography) (Member)

#### **66. HRMS**

- I. Shri Ghanshyam Dass (Patron)
- II. Preeti Sharma (Nodal for updating of all employee's data)
- III. Dr. Arzoo (Convener)
- IV. Mr. Ashok Kumar (Member)
- V. Dr. Kavita Rani (Member)
- VI. Dr. Trilok Singh (Member)
- VII. Sh. Yeshpal (Member)

#### **67. High Level Purchase Committee**

- I. Dr. Priyanka Batra (Convener)
- II. Mr. Ashok Kumar (Gem-Portal In charge)
- III. Dr. Usha Yadav (Member)
- IV. Ms. Jyotsna Gulati (Member)
- V. Dr. Kavita Rani (Member)

#### **68. Income Tax Deduction related matters Committee**

- I. Dr. Shobha Yadav (Convener)
- II. Ms Jyotsna Gulati (Member)
- III. Mr. Pramod (Member)
- IV. Mr. Ashok Kumar (Member)
- V. Dr. Kavita Rani (Member)
- VI. Mr. Pradeep Kumar Sharma (Member)
- VII. Smt. Paramjeet Kaur (Accountant)

### **69. Language Lab**

- I. Mr. Pawan Kumar
- II. Randhir Singh

### **70. Digital Lounge Committee**

- I. Dr. Arzoo (Convener)
- II. Mr. Ashok Kumar (Member)
- III. Dr. Surender
- IV. Dr. Anoop Kumar Geography (Member)

### **71. Road Safety**

- I. Mr. Pramod (Convener)
- II. Mr. Anoop (History) (Member)
- III. Mr. Preetam Nath (Member)
- IV. Dr. Sohan Singh (Member)

### **72. Students Passport**

- I. Mr. Ashok Kumar (Convener)
- II. Dr. Rekha Yadav (Physics) (Member)
- III. Dr. Sudesh (Member)
- IV. Ms. Nisha (Member)
- V. Ms. Devika (Member)

### **73. Rain water Harvesting/catch the rain**

- I. Dr. Trilok Singh (Convener)
- II. Dr. Jai Singh (Member)
- III. Mr. Chankit (Member)



- IV. Mr. Preetam Nath (Member)
- V. Dr. Anoop Kumar Geography (Member)

#### **74. Yoga Club**

- I. Dr. Anoop Kumar (Geography) (Convener)
- II. Mr. Preetam Nath
- III. Dr. Hemlata
- IV. Ms. Devika

#### **75. Arrear Committee**

- I. Mr. Pramod (Convener)
- II. Ms. Shobha Yadav (Member)
- III. Dr. Sudesh (Member)
- IV. Mr. Anoop History (Member)
- V. Mr. Pradeep Kumar Sharma (Member)
- VI. Ms. Paramjeet Kaur (Accountant)

#### **76. Alumni Committee**

- I. Mr. Pramod Kumar
- II. Dr. Surender Kumar
- III. Dr. Hemlata
- IV. Ms. Sonu Kumari
- V. Mr. Randhir

#### **77. Anti Ragging Cell**

- I. Dr. Priyanka Batra (Convener)
- II. Dr. Usha Yadav (Member)
- III. Mr. Anoop (History) (Member)
- IV. Mr. Pawan Kumar (Member)
- V. Dr. Jai Singh (Member)

## **78. SC/ST Cell**

- I. Mr. Pawan Kumar
2. Dr. Surender Kumar
3. Dr. Arzoo
4. Mr. Ashok Kumar

Note: All the conveners & members are directed to take over handover charges properly regarding pervious work done in that particular committee and maintain the proper record w.e.f.