

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

ANNUAL COMMITTEES FOR THE SESSION 2025-26

Order No. 13392

Dated: 04/8/25

1. College Council

- I. Principal/DDO
- II. Dr. Jyotsna Gulati
- III. Dr. Usha Yadav
- IV. Mr. Pawan Kumar
- V. Mr. Anoop
- VI. Dr. Surender
- VII. Mr. Pramod (Bursar), Special Invitee

2. College Bursar

- I. Mr. Pramod

3. IQAC

- I. Principal ()
- II. Ms. Jyotsna Gulati (9868672777)
- III. Dr. Usha Yadav (9813627819)
- IV. Mr. Pramod (9990257474)
- V. Mr. Pawan (9999063905)
- VI. Ms. Anita (9650100951)
- VII. Dr. Sarita (Alumni)
- VIII. Sh. Yeshpal (9728009573)
- IX. Sh. Shripal Chauhan (9315827188)
- X. Ms. Rekha (Student)
- XI. Mr. Divya (Student)

4. API

- I. Dr. Jyotsna Gulati
- II. Dr. Usha Yadav
- III. Mr. Pawan
- IV. Mr. Anoop
- V. Mr. Pramod
- VI. Ms. Pooja

5. Sports Board

- I. Principal/DDO
- II. Dr. Jyotsna Gulati
- III. Dr. Usha Yadav
- IV. Mr. Pawan Kumar
- V. Mr. Vijay Pal
- VI. Dr. Surender Kumar

6. Social Secretary & Conference Hall In-Charge

- I. Dr. Sarita
- II. Mr. Chankit

7. Staff Secretary

- I. Dr. Jyotsna Gulati

8. RTI

- I. Principal/DDO (FAA)
- II. Dr. Jyotsna Gulati (SPIO)
- III. Dr. Trilok Singh (APIO)
- IV. Mr. Amit (RTI Clerk)

9. Court Case Committee

- I. Mr. Pawan Kumar
- II. Dr. Surender Kumar
- III. Mr. Pradeep Kumar Sharma
- IV. Mr. Ashok Kumar
- V. Dr. Shobha Yadav
- VI. Mr. Pramod (Bursar)
- VII. Dr. Devika
- VIII. Dr. Sohan Singh
- IX. Mr. Amit (EC)

10. CM Window/ PM Window

- I. Dr. Jyotsna Gulati (Convenor)
- II. Mr. Pawan (Member)
- III. Dr. Surender Kumar (Member)

11. STP water ingression solution & HPHC Work

- I. Mr. Anoop (Convener)
- II. Dr. Premlata Yadav (Member)
- III. Mr. Preetam Nath

12. PWD/Building Construction, Repair & Maintenance/PHC

- I. Mr. Anoop (History) (Convener)
- II. Dr. Premlata Yadav (Member)
- III. Dr. Jai Singh (Member)
- IV. Mr. Chankit (Member)

13. Maintenance of Fire Fighting Equipment

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

14. Admission/ERP

- I. Dr. Surender Kumar (Nodal Officer)
- II. Mr. Ashok Kumar (Asstt. Nodal Officer)
- III. Dr. Trilok Singh

15. Samarth Portal

- I. Mr. Ashok Kumar
- II. Mr. Pramod
- III. University Clerk

16. Time Table Proctorial/ Section Formation/Tutorial Groups/Mentor-Mentee/PTM

- I. Ms. Anita (Convener)
- II. Dr. Premlata Yadav (Member)
- III. Dr. Sudesh (Member)
- IV. Dr. Rekha Kumari (Member)
- V. Dr. Titiksha (Member)
- VI. Dr. Ashutosh (Member)

17. Workload

- I. Dr. Arzoo (Convener)
- II. Dr. Shobha Yadav (Member)
- III. Dr. Trilok Singh (Member)
- IV. Dr. Sarita (Member)

18. NEP Implementation (VAC/SEC/AEC/MDC distribution)

- I. Mr. Pradeep Kumar Sharma
- II. Dr. Arzoo (Member)
- III. Dr. Trilok Singh (Member)
- IV. Ms. Sonu Kumari (Member)

18. NCC

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

19. NSS

- I. Mr. Vijay Pal (Programme Officer)
- II. Dr. Surender Kumar (Member)
- III. Ms. Pooja (Member)
- IV. Ms. Sonu Kumari
- V. Dr. Ashutosh (Member)
- VI. Mr. Amit (Clerk)

20. Edusat

- I. Dr. Arzoo (Convener)
- II. Ms. Preeti Sharma (Member)

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

- I. Dr. Jyotsna Gulati (Presiding Officer)
- II. Ms. Anita (Member)
- III. Mr. Pramod (Member)
- IV. Ms. Preeti Sharma (Member)
- V. Sh. Ishwar Singh (External Member)
- VI. Rekha (Student)
- VII. Divya (Student)

22. Discipline, Anti-Smoking/Anti-Drug Committee

- I. Dr. Jai Singh
- II. Mr. Preetam Nath
- III. Dr. Sohan Singh
- IV. Mr. Randhir Singh

23. UGC NPR/NAAC/RUSA/NIRF

- I. Ms. Anita (Convener)
- II. Dr. Surender Kumar (Member)
- III. Dr. Rekha Kumari (Member)

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

- I. Dr. Rekha Yadav (Convener)
- II. Dr. Sudesh (Member)
- III. Mr. Chankit (Member)
- IV. Dr. Titiksha Pareek (Member)

25. O.E. & All Printing work

- I. Ms. Rekha Yadav (Convener)
- II. Ms. Jyoti (Geography) (Member)
- III. Dr. Anoop Kumar Geography (Member)
- IV. Ms. Anita (Member)

26. Students suggestion Box Opening Committee

- I. Principal/DDO (Patron)
- II. Dr. Jyotsna Gulati (Convener)
- III. Ms. Pooja (Member)
- IV. Mr. Pawan Kumar

27. Cleanliness and Beautification of College Campus

- I. Mr. Pradeep Kumar (Convener)
- II. Mr. Vijay Pal (Member)
- III. Dr. Anoop Kumar (Member)
- IV. Dr. Sohan Singh (Member)

28. Cultural, & Talent Search

- I. Ms. Jyotsna Gulati (Convener)
- II. Dr. Ashutosh (Member)
- III. Dr. Neeraj Rana
- IV. Dr. Sarita (Member)

29. Day Celebration

- I. Dr. Ashutosh
- II. Dr. Hemlata
- III. Mr. Chankit

30. Electricity, Solar Panel & Water Supply

- I. Mr. Vijay Pal (Convener)
- II. Mr. Pawan Kumar (Member)
- III. Dr. Surender Kumar (Member)
- IV. Ms. Pooja (Member)
- V. Mr. Chankit (Member)
- VI. Dr. Hemlata (Member)

31. Maintenance of Electronic Equipment, Printers, CCTV & Wi-Fi Connections

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

32. Dilapidation works

- I. Mr. Vijay Pal (Convener)
- II. Ms. Rekha Yadav Physics (Member)
- III. Mr. Anoop (Member)

33. Wooden Properties

- I. Mr. Chankit
- II. Dr. Sohan Singh
- III. Ms. Sonu Kumari

34. Steel & Plastic Properties

- I. Mr. Preetam Nath
- II. Dr. Jai Singh
- III. Dr. Devika

35. Editorial Board & College Magazine

- I. Dr. Jyotsna Gulati
- II. Dr. Trilok Singh
- III. Dr. Ashutosh
- IV. Dr. Titiksha

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. Dr. Nisha (Member)

36. Refreshment/ Lunch

- I. Ms Jyoti Yadav (Geography) (Convener)
- II. Dr. Rekha Yadav
- III. Ms. Rekha Kumari
- IV. Ms. Sonu Kumari
- V. Ms. Nisha
- VI. Smt. Sudesh (Peon)

38. College Data Bank/AISHE & Website/Web portal/ Photo/Video Upload

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

39. MIS (Management Information System)

- I. Dr. Jyotsna Gulati
- II. Establishment Clerk

40. SC Scholarship

- I. Dr. Surender Kumar (Nodal Officer SC Scholarship)
- II. Ms. Hemlata
- III. University Seat Clerk

43. BC, Meritorious & Other Scholarship

- I. Ms. Rekha Yadav (Nodal Officer)
- II. Ms. Pooja (Member)
- III. Mr. Anoop (Member)
- IV. University Seat Clerk

44. Print Media/Press Note & Social Media

- I. Mr. Pawan
- II. Dr. Hemlata
- III. Dr. Sarita

45. Placement Cell

- I. Ms. Sudesh (Convener)
- II. Dr. Surender Kumar
- III. Dr. Premlata Yadav
- IV. Ms. Jyoti Geography (Member)
- V. Ms. Pooja (Member)

46. Earn while you learn

- I. Ms. Pooja (Convener)
- II. Dr. Surender Kumar (Member)
- III. Ms. Jyoti Geography (Member)
- IV. Dr. Neeraj Rana (Member)

47. Registrar (EVS & Computer Exam, RR & CR, Practical, Internal Assessment etc.

- I. Dr. Premlata Yadav (Convener)
- II. Mr. Pradeep Kumar Sharma (Member)
- III. Ms. Rekha Yadav (Member)
- IV. Dr. Titiksha (Member)
- V. Dr. Ashutosh (Member)
- VI. University Seat Clerk
- VII. Ms Preeti Sharma
- VIII. Dr. Randhir Singh

48. Red Cross/Red Ribbon/Blood Donation

- I. Dr. Premlata Yadav
- II. Mr. Chankit
- III. Ms. Devika (Member)

49. Health Hygiene and Sanitization

- I. Dr. Hemlata
- II. Sh. Preetam Nath
- III. Dr. Nisha

50. Bus/Train Student Pass

- I. Dr. Randhir Singh
- II. Ms. Deeksha Sahrma
- III. Mr. Bhoop Singh

51. Issuing Driving License

- I. Dr. Arzoo (Convener)
- II. Ms. Sonu Kumari (Member)
- III. Establishment Clerk

52. Educational Tour/Trip Boys

- I. Mr. Pawan Kumar (Convener)
- II. Mr. Preetam Nath (Member)
- III. Dr. Sohan Singh

53. Educational Tour/Trip Girls

- I. Dr. Jyotsna Gulati (Convener)
- II. Dr. Neeraj Rana (Member)
- III. Dr. Sarita (Member)
- IV. Ms. Nisha (Member)

54. Canteen Committee

- I. Mr. Anoop (History) (Convener)
- II. Dr. Sudesh
- III. Dr. Jai Singh
- IV. Dr. Randhir Singh

55. Parking/Cycle Stand

1. Dr. Trilok Singh (Convener)
2. Mr. Anoop Geography (Member)

56. Liaison Committee

- I. Mr. Anoop (History)
- II. Mr. Pramod
- III. Dr. Jai Singh

57. Extension Lecturers Related Matters like Attendance, eligibility, DHE Correspondences & Salary Processing

- I. Dr. Jyotsna Gulati (Convener)
- II. Dr. Usha Yadav (Member)
- III. Dr. Trilok Singh (Member)
- IV. Establishment Clerk

58. Legal Literacy Cell

- I. Dr. Titiksha Pareek (Convener)
- II. Dr. Neeraj Rana (Member)
- III. Dr. Rekha Kumari (Member)
- IV. Dr. Hemlata (Member)
- V. Ms. Sonu Kumari (Member)

59. Students Absentees

- I. Ms. Sonu (Convener)
- II. Dr. Ashutosh
- III. Smt Preeti Sharma (Member)
- IV. Dr. Randhir Singh (Member)
- V. University Seat Clerk

60. Library

- I. Ms. Anita (Convener)
- II. Dr. Shobha Yadav
- III. Ms. Pooja (Member)
- IV. Dr. Sarita (Member)
- V. Mr. Bhoop Singh (Member)
- VI. Ms. Deeksha (Member)

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

- I. Mr. Ashok Kumar (Convener)
- II. Dr. Trilok Singh (Member)
- III. Accounts Clerk
- IV. Establishment Clerk

62. Bio Metric Attendance Committee

- I. Mr. Ashok Kumar (Convener)
- II. Ms. Preeti Sharma (Member)
- III. Establishment Clerk

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)

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

- I. Dr. Anoop Kumar (Convener)
- II. Dr. Sohan Singh (Member)
- III. Dr. Hemlata (Member)

66. HRMS

- I. Mr. Ashok (Nodal Officer)
- II. Preeti Sharma (Updating employee's data)
- III. Establishment Clerk

67. High Level Purchase Committee

- I. Principal/DDO
- II. Dr. Jyotsna Gulati (Convener)
- III. Mr. Ashok Kumar (Gem-Portal In charge)
- IV. Dr. Usha Yadav (Member)
- V. Mr. Pramod (Member)

68. Income Tax Deduction related matters Committee

- I. Dr. Shobha Yadav (Convener)
- II. Mr. Pramod (Member)
- III. Mr. Pradeep Kumar Sharma (Member)
- IV. Ms. Sonu Kumari (Member)
- V. Accounts Clerk

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. Nisha (Member)

71. Road Safety

- I. Dr. Jai Singh (Convener)
- II. Mr. Preetam Nath (Member)
- III. Dr. Randhir Singh (Member)

72. Students Passport

- I. Dr. Sudesh (Convener)
- II. Dr. Rekha Yadav (Physics) (Member)
- III. Dr. Rekha Kumari (Member)

73. Rain water Harvesting/catch the rain

- I. Dr. Anoop Kumar (Convener)
- II. Mr. Preetam Nath (Member)
- III. Dr. Sarita (Member)

74. Yoga Club

- I. Dr. Devika (Convener)
- II. Dr. Hemlata
- III. Ms. Deeksha

75. Arrear Committee

- I. Mr. Pramod (Bursar)
- II. Ms. Shobha Yadav (Convener)
- III. Mr. Pradeep Kumar Sharma (Member)
- IV. Accounts Clerk (Accountant)

76. Alumni Committee

- I. Dr. Sarita
- II. Dr. Devika
- III. Dr. Trilok Singh

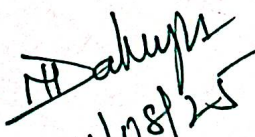
77. Anti Ragging Cell

- I. Dr. Ashutosh
- II. Mr. Chankit
- IV. Dr. Nisha

78. SC Cell

- I. Dr. Surender Kumar
- II. Mr. Pramod
- III. Mr. Ashok Kumar
- IV. Dr. Hemlata

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.


04/08/25
Principal
GOVT. COLLEGE, JATAULI
Haily Mandi (Gurgaon)