

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

ANNUAL COMMITTEES FOR THE SESSION 2025-26

Order No.: 14046

Date: 27/01/2026

1. College Council

- I. Principal / DDO
- II. Mr. Pawan Kumar
- III. Dr. Surender Kumar
- IV. Mr. Pramod (Bursar) – Special Invitee
- V. Dr. Sudesh
- VI. Dr. Shobha Yadav
- VII. Ms. Anita Devi

2. College Bursar

- I. Mr. Pramod

3. IQAC

- I. Principal
- II. Dr. Surender Kumar
- III. Mr. Pawan
- IV. Ms. Anita Devi
- V. Dr. Sarita (Alumni)
- VI. Sh. Yeshpal
- VII. Sh. Rajender Gupta
- VIII. Ms. Rekha (Student)
- IX. Mr. Divya (Student)

4. API Committee

- I. Dr. Jyotsna Gulati
- II. Dr. Surender Kumar
- III. Mr. Pawan Kumar
- IV. Mr. Pramod
- V. Dr. Sudesh
- VI. Ms. Pooja
- VII. Dr. Shobha Yadav

5. Sports Board

- I. Principal / DDO
- II. Ms. Simran
- III. Mr. Pawan Kumar
- IV. Mr. Vijay Pal
- V. Dr. Surender Kumar

6. Social Secretary & Conference Hall In-Charge

- I. Mr. Chankit (Social Secretary)
- II. Dr. Randhir Singh (Conference Hall In-Charge)

7. Staff Secretary

- I. Ms. Anita Devi

8. RTI

- I. Principal / DDO (FAA)
- II. Dr. Surender Kumar (SPIO)
- III. Mr. Pradeep Kumar Sharma (APIO)
- IV. Mr. Yashpal (RTI Clerk)

9. Court Case Committee

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

10. CM Window / PM Window/Other Complaints

- I. Dr. Surender Kumar (Convener)
- II. Mr. Pawan Kumar
- III. Mr. Pradeep Kumar Sharma
- IV. Mr. Yashpal (EC)

11. STP Water Ingression Solution & Liaison Committee (PWD/PHC/HPHC etc.)

- I. Mr. Anoop (Convener)
- II. Dr. Rekha Yadav
- III. Mr. Pritam
- IV. Ms. Yogesh
- V. Mr. Yashpal

12. Maintenance of Fire Fighting Equipment

- I. Dr. Rekha Yadav (Convener)
- II. Ms. Sonu Kumari
- III. Dr. Nisha Singh

13. Admission / ERP

- I. Dr. Surender Kumar (Nodal Officer)
- II. Mr. Ashok Kumar (Asst. Nodal Officer)

14. Samarth Portal

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

15. Time Table / Proctorial / Section Formation / Tutorial Groups / Mentor-Mentee / PTM/Workload/NEP

- I. Ms. Anita (Convener)
- II. Dr. Shobha Yadav
- III. Dr. Sudesh
- IV. Mr. Pradeep Kumar Sharma
- V. Dr. Rekha Kumari
- VI. Dr. Sudesh
- VII. Dr. Ashutosh

16. NCC

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

17. NSS

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

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

- I. Dr. Sudesh (Presiding Officer)
- II. Mr. Pramod
- III. Ms. Pooja Yadav
- IV. Ms. Preeti Sharma
- V. Adv. Sh. Krishan (External Member)
- VI. Rekha (Student)
- VII. Divya (Student)

19. Discipline & Anti-Smoking / Anti-Drug Committee

- I. Ms. Simran
- II. Mr. Pritam Nath
- III. Dr. Jai Singh
- IV. Dr. Sohan Singh
- V. Dr. Randhir Singh

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

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

21. O.E. & All Printing Work

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

22. Students Suggestion Box Opening Committee

- I. Principal / DDO (Patron)
- II. Mr. Pawan Kumar (Convener)
- III. Ms. Pooja

23. Cleanliness & Beautification of College Campus

- I. Ms. Simran
- II. Mr. Pradeep Kumar Sharma
- III. Dr. Ashutosh
- IV. Mr. Chankit

24. Cultural & Talent Search

- I. Ms. Jyoti Yadav (Convener)
- II. Dr. Ashutosh
- III. Ms. Devika
- IV. Dr. Sarita

25. Day Celebration

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

26. Electricity, Solar Panel & Water Supply

- I. Mr. Anoop (Convener)
- II. Dr. Rekha Yadav
- III. Dr. Anoop (Geo)
- IV. Dr. Randhir Singh
- V. Ms. Devika

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

- I. Mr. Ashok Kumar (Convener)
- II. Ms. Vijay Pal
- III. Dr. Randhir Singh
- IV. Mr. Chankit

28. Dilapidation Works

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

29. Wooden, Steel and Plastic Properties

- I. Dr. Anoop (Geo)
- II. Mr. Chankit
- III. Dr. Sohan Singh
- IV. Ms. Devika
- V. Ms. Sonu Kumari

30. Editorial Board & College Magazine

- I. Ms. Simran
- II. Mr. Pawan Kumar
- III. Dr. Ashutosh
- IV. Dr. Titiksha

31. Women Cell

- I. Dr. Shobha Yadav
- II. Ms. Rekha Yadav
- III. Ms. Pooja
- IV. Dr. Titiksha
- V. Dr. Rekha Kumari
- VI. Dr. Nisha

32. Refreshment / Lunch

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

33. College Data Bank / AISHE / Website / Web Portal / Photo-Video Upload

- I. Mr. Ashok Kumar (Convener)
- II. Ms. Preeti Sharma
- III. Ms. Saroj

34. MIS (Management Information System)

- I. Dr. Jyotsna Gulati
- II. Dr. Surender Kumar
- III. Establishment Clerk

35. SC Scholarship

- I. Ms. Simran (Nodal Officer)
- II. Dr. Hemlata
- III. University Seat Clerk

36. BC, Meritorious & Other Scholarship

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

37. Print Media / Press Note & Social Media

- I. Mr. Pawan
- II. Dr. Jai Singh
- III. Dr. Hemlata
- IV. Dr. Sarita

38. Placement Cell

- I. Ms. Anita Devi (Convener)
- II. Dr. Sudesh
- III. Ms. Jyoti (Geography)
- IV. Ms. Pooja

39. Earn While You Learn

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

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

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

41. Red Cross / Red Ribbon / Blood Donation

- I. Mr. Pawan Kumar
- II. Mr. Chankit
- III. Ms. Devika

42. Health Hygiene & Sanitization

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

43. Bus /Train Student Pass

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

44. Issuing Driving License

- I. Dr. Randhir Singh
- II. Ms. Sonu Kumari
- III. Establishment Clerk

45. Educational Tour / Trip (Boys)

- I. Mr. Pawan Kumar (Convener)
- II. Mr. Pritam Nath
- III. Dr. Sohan Singh
- IV. Dr. Randhir Singh

46. Educational Tour / Trip (Girls)

- I. Dr. Sudesh (Convener)
- II. Dr. Neeraj Rana
- III. Dr. Sarita
- IV. Ms. Nisha

47. Canteen Committee

- I. Mr. Vijay Pal (Convener)
- II. Dr. Sudesh
- III. Dr. Jai Singh
- IV. Dr. Randhir Singh

48. Parking / Cycle Stand

- I. Mr. Pritam Nath (Convener)
- II. Dr. Anoop (Geography)
- III. Dr. Trilok Singh

49. Extension Lecturers Related Matters (Attendance, Eligibility, DHE Correspondence & Salary Processing)

- I. Dr. Surender Kumar (Convener)
- II. Mr. Pramod
- III. Mr. Vijay Pal
- IV. Establishment Clerk

50. Legal Literacy Cell

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

51. Students Absentees

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

52. Library

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

53. HKRN & Part-II Employees Attendance & Salary Committee

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

54. Biometric Attendance Committee

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

55. Divyang Cell

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

56. Family ID / Parivar Pehchan Patra (PPP)

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

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

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

58. HRMS

- I. Mr. Ashok Kumar (Nodal Officer)
- II. Ms. Preeti Sharma
- III. Establishment Clerk

59. High Level Purchase Committee

- I. Principal / DDO
- II. Mr. Pawan Kumar (Convener)
- III. Mr. Ashok Kumar (GeM Portal In-charge)
- IV. Mr. Pramod

60. Income Tax Deduction Related Matters Committee

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

61. Language Lab

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

62. Digital Lounge Committee

- I. Mr. Ashok Kumar (Convener)
- II. Dr. Nisha
- III. Ms. Sonu

63. Road Safety

- I. Mr. Pritam Nath (Convener)
- II. Dr. Randhir Singh
- III. Dr. Trilok Singh

64. Students Passport

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

65. Rain Water Harvesting / Catch the Rain

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

66. Yoga Club

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

67. Arrear Committee

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

68. Alumni Committee

- I. Dr. Sarita
- II. Dr. Devika
- III. Dr. Ashutosh

69. Anti-Ragging Cell

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

70. Stray Dog and Monkey

- I. Dr. Anoop (Geo)
- II. Dr. Sarita
- III. Dr. Hemlata

71. SC Cell

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

NOTE: All the conveners and members are directed to take over and hand over charges properly regarding previous work done in the concerned committee and maintain proper records.

Signature
23/11/26
Principal

Govt. College Jatauli Haily Mandi
Gurugram