

**OFFICE OF THE PRINCIPAL SMSL GOVT. COLLEGE JULANA**

Annual Duties / Committees Session 2025-26 w.e.f. 15/09/2025

Sr. No.	Committee	Convenor (Dr./Sh./Smt)	Member (Dr./Sh./Smt)	Sign
1	Proctorial Board	Dr. Shamsher Singh	Vijender Kumar Surender Kumar Neeraj Dhanias Savita	
2	Public Information Office	Dr. Shamsher Singh Vijender Kumar	First Appellate Auth. SPIO (Sonu-Clerk) Sanjay Kumar	
3	College Council	Dr. Shamsher Singh	Vijender Kumar Surender Kumar Neha Mittal Neeraj Dhanias Savita	
4	Bursar	Neha Mittal		
5	Welcome & Reception Committee	Dr. Shamsher Singh	Vijender Kumar Surender Kumar Neeraj Dhanias Savita	
6	Guidance & Placement Cell, Passport	Sonia	Dilbag Singh Abhishek Sharma Mahipal Sharvan Nisha Rani	
7	Anti Corruption & Anti Ragging Cell, Anti Smoking Cell, Transgender Person	Sanjay Kumar	Mahipal Sahil	
8	College Time Table Committee & Workload	Neha Mittal	Vijender Kumar Surender Kumar Sahil	
9	NSS & Women Advisory Board	Dr. Shamsher Singh	Vijender Kumar Surender Kumar Savita Neha Mittal Savita Rani	
10	NSS Incharges	Nishu Gupta, Nisha Rani Sanjay Kumar	Girls (Clerk- Sonia ) Boys ( Clerk- Vijay)	



Sr. No.	Committee	Convenor (Dr./Sh./Smt)	Member (Dr./Sh./Smt)	Sign
11	Tour Committee	Savita (Girls) Abhishek Sharma (Boys)	Deepak	
			Sanjay Kumar	
			Vishwajit Singh	
			Nisha Rani	
12	S. C. Scholarship, SC/ST Welfare Committee, Minority Cell	Sanjay Kumar	Dilbag Singh	
			Mahipal	
13	B.C. & other Scholarship, OBC Cell	Dilbag Singh	Sanjay Kumar	
			Mahipal	
14	EDUSAT	Abhishek Sharma	Sharvan	
			Nisha Rani	
15	Recruitment Board	Dr. Shamsher Singh	Vijender Kumar	
			Neha Mittal	
			Surender Kumar	
			Neeraj Dhanias	
16	Earn While You Learn	Meena	Nishu Gupta	
			Mahipal	
17	Property Incharge	Surender Kumar	Mukesh Deshwal	
			Vishwajit Singh	
			Mahipal	
			Nisha Rani	
18	NAAC	Abhishek Sharma	Nishu Gupta	
			Neha Mittal	
			Neeraj Dhanias	
			Meena	
			Savita	
			Sanjay kumar	
			Sahil	
19	IQAC (Dr. Shamsher Singh)	Vijender Kumar	Sahil	
			Sanjay Kumar	
			Nishu Gupta	
			Abhishek Sharma	
20	Subject & Faculty Change, Editorial Board, SUF	Meena	Deepak	
			Sahil	
21	AISHE, RKF, SAF and PM USHA	Dilbag Singh	Meena, Sharvan	
22	Library Committee	Sahil	Vishwajit Singh	
			Sonia	



Sr. No.	Committee	Convenor (Dr./Sh./Smt)	Member (Dr./Sh./Smt)	Sign
23	Priting & Stationery	Dilbag Singh	Sanjay Kumar Mahipal	
24	Press, Publicity & Photography	Neeraj Dhania	Deepak	
25	Red Ribbon Club, Red Cross & College, Dispensary	Savita	Mahipal Meena	
26	OE Grant	Meena	Dilbag Singh Abhishek Sharma	
27	Social & Stage Secretary	Deepak	Neeraj Dhania Nishu Gupta	
28	Cultural Committee	Sonia	Neeraj Dhania Sahil Mahipal Nisha Rani	
29	Workshop/Science Exhibition/ Lab Augmentation	Dilbag Singh	Sahil, Abhishek(Phy), Sharvan	
30	NEP 2020, Internship	Deepak	Nishu Gupta Abhishek Sharma Vishwajit Singh Sharvan Nisha Rani	
31	Registrar, Result Verification for ACR	Sahil	Mahipal Sanjay Kumar Vishwajit Singh	
32	Erp Portal	Nishu Gupta	Sharvan Nisha Rani	
33	Annual Report Committee Annual Prize Purchase/Distribution Tea & Refreshment	Savita Rani	Mukesh Deshwal Meena Nisha Rani	
34	Sports Board Incharge Sports	Dr. Shamsher Singh (Chairman) Vishwajit Singh	Vijender Kumar Surender Kumar Deepak Mukesh Deshwal Neeraj Dhania	
35	Stage & Seating Arrangement, Light & Sound System and other items	Meena	Vishwajit Singh Deepak Sharvan	
36	Electricity Maintenance & Equipment,	Surender Kumar	Sahil	



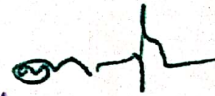
Sr. No.	Committee	Convenor (Dr./Sh./Smt)	Member (Dr./Sh./Smt)	Sign
			Mahipal	
			Sharvan	
37	Water & Sanitation, Building Maintanance	Mukesh Deshwal	Meena	
			Nishu Gpta	
38	Beautification, Decoration & Eco Club	Meena	Deepak	
	Dilapidation Committee, Assett. Mgmt		Mukesh Deshwal	
39	Bus Pass	Mukesh Deshwal (Boys)	Parvesh (L.A)	
		Savita (Girls)		
40	Discipline	Deepak	All teaching & Non Teaching Staff	
41	Purchase Committee	Abhishek Sharma	Deepak	
	GeM Purchase, Angmentation of Labs		Sahil	
42	Income Tax Return Verification	Surender Kumar	Sahil	
			Abhishek Sharma	
43	Beti Bachao Beti Padhao	Dr. Shamsher Singh	Neeraj Dhania	
	Sexual Harashment & Security Council for Girls, Internal Complaint Committee		Sanjay Kumar	
	Grieviances- Redressel Cell		Meena	
			Deepak	
44	Women Cell, Girls Common Room	Neeraj Dhania	Savita	
			Nishu Gupta	
			Nisha Rani	
45	Computer, IT & HRMS	Deepak	Vishwajit Singh	
			Sharvan	
			Nisha Rani	
46	Alumni Committee & All Stakeholder Feedback forum	Dr. Shamsher Singh	Patron	
		Vishwajit Singh (Convenor)	Sahil	
			Dilbag Singh	
			Mahipal	
48	Celebration National Days	Mukesh Deshwal	Deepak	
	National Integration, H.R. Development and Management		Mahipal	
			Nisha Rani	
49	Court Case	Vijender Kumar	Sahil	
			Abhishek Sharma	
			Sanjay Kumar	
			Sharvan Kumar	
50	Online Shiksha Setu, LMS	Surender Kumar	Abhishek Sharma	



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51	Online Admission	Nishu Gupta	Nisha Rani Sharvan Kumar Nisha Rani	
52	Disaster Management Cell & Covid-19	Dilbag Singh	Mukesh Deshwal	
53	Aadhar Card, Voter Card and Election Related Work	Mukesh Deshwal	Saroj LA Nisha Rani	
54	PH Welfare Committee	Dilbag Singh	Vishwajit Singh Mahipal	
55	Traffic Interpretation & Awareness Club Nature Interpretation, Road Safety & Driving License	Vishwajit Singh	Sharvan Nisha Rani Dilbag Singh	
56	Purchase Verification	Surender Kumar	Nishu Gupta Abhishek Sharma	
57	Medical Bill Committee	Neha Mittal	Nishu Gupta Abhishek Sharma	
58	SC Cell/ Special Cell	Vijender Kumar Neeraj Dhanias Sanjay Kumar Sandeep LA Sandeep Sweeper	Co-ordinator Asstt. Co-ordinator  DEO Peon	
59	HKRNL	VijenderKumar	Neha Mittal Rupesh Kumar Sonia Steno Sharvan Kumar	
60	Mental Health	Neeraj Dhanias	Vishwajit Singh Meena	
61	MOU s	Neha Mittal	Vishwajit Singh Deepak Savita Meena Mukesh Deshwal	
62	Entrepreneurship Club	Sonia	Savita Meena Mukesh Deshwal	
63	IDP	Dilbag Singh	Abhishek Sharma Sahil	



Sr. No.	Committee	Convenor (Dr./Sh./Smt)	Member (Dr./Sh./Smt)	Sign
			Sharwan	
64	Tutorial Groups,	Sanjay Kumar		
65	Name of Club/ Society	Incharge		
	Environment	Deepak		
	Academic writing	Sahil		
	Literary	Mahipal		
	NSS	Sanjay Kumar		
	Red Ribbon	Savita		
	Subject Society	Sahil		
	Fine Arts	Sonia		
	Yoga	Vishwajit Singh		
	Sports	Vishwajit Singh		
	Drama	Sonia		
	Media Club	Neeraj Dhania		
	Music	Sonia		
	Debate	Meena		
	Human Rights	Mukesh Deshwal		
	Legal Literacy	Mukesh Deshwal		
	Performing Arts	Abhishek Sharma		
	Gender Studies	Neha Mittal		
	Poetry	Mahipal		
	Hobby Club	Deepak		

  
 Principal  
 SMSL Govt College  
 Julana