Memo No : 3891 Date - 14/09/2026

OFFICE OF THE PRINCIPAL SMSL GOVT. COLLEGE JULANA

Annual Duties / Committees Session 2026-27 w.e.f. 07-09-2026

Sr. No.	Committee	Convenor (Dr./Sh./Smt)	Member (Dr./Sh./Smt)	Sign
1	Proctorial Board	Shamsher Singh	Vijender Kumar	
			Surender Kumar	
			Neeraj Dhania	
			Savita Rani	
2	Public Information Office	Shamsher Singh	First Appellate Auth.	
		Vijender Kumar (SPIO)	S.K. Chamar (APIO)	
			Sonu - Clerk	
3	College Council	Shamsher Singh	Vijender Kumar	
			Seema Dhanda	
			Surender Kumar	
			Neeraj Dhania	
4	Bursar	Neha Mittal		
5	Welcome & Reception Committee	Shamsher Singh	Vijender Kumar	
			Surender Kumar	
			Neeraj Dhania	
			Seema Dhanda	
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	Sitendar Malik	Mahipal	
			Sanjay Kumar Chamar	
			Sahil	
8	College Time Table Committee & Workload	Neha Mittal	Vijender Kumar	
			Surender Kumar	
			Nishu Gupta	
			Sahil	
9	NSS & Women Advisory Board	Shamsher Singh	Vijender Kumar	
			Surender Kumar	
			Seema Dhanda	
			Neha Mittal	
10	NSS Incharges	Nishu Gupta	Girls (Clerk- Sonia)	
		Sanjay Kumar Chamar	Boys (Clerk- Vijay)	

11	Tour Committee	Pardeep Nain (Boys)	Deepak	
			Sanjay Kumar	
			Vishwajit Singh	
			Priyanka	
			Nisha Rani	
12	S. C. Scholarship,SC/ST Welfare Committee, Minority Cell	Sanjay Kumar Chamar	Dilbag Singh	
			Mahipal	
13	B.C. & other Scholarship, OBC Cell	Dilbag Singh	Sanjay Kumar	
			Mahipal	
14	EDUSAT	Vinod Goyat	Sharvan	
			Nisha Rani	
15	Recruitment Board	Shamsher Singh	Vijender Kumar	
			Neha Mittal	
			Surender Kumar	
			Neeraj Dhania	
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 Dhania	
			Meena	
			Savita Rani	
			Sanjay kumar	
			Sahil	
19	IQAC (Dr. Shamsher Singh)	Vijender Kumar	Sahil	
			Sanjay Kumar	
			Nishu Gupta	
			Abhishek Sharma	
20	Subject & Faculty Change, Editional Board, SUF	Sitendar Malik	Deepak	
			Sahil	
21	AISHE,RKF, SAF and PM USHA	Priyanka	Meena,Sharvan	
22	Library Committee	Sahil	Vishwajit Singh	
			Sonia	

23	Priting & Stationery	Jitender Sharma	Sanjay Kumar	
			Mahipal	
24	Press, Publicity & Photography	Neeraj Dhania/Priyanka	Deepak	
25	Red Ribbon Club, Red Cross & College,Dispensary	Savita Rani	Mahipal	
			Meena	
26	OE Grant	Meena	Dilbag Singh	
			Abhishek Sharma	Abhi
27	Social & Stage Secretary	Neeraj Dhania/Deepak	Priyanka	Priyanka
			Nishu Gupta	
28	Cultural Committee	Sonia	Neeraj Dhania	
			Sahil	
			Mahipal	
			Nisha Rani	
29	Workshop/Science Exhibition/ Lab Augmentation	Sitendar Malik	Sahil, Abhishek(Phy),Sharvan	Abhi
30	NEP 2020, Internship	Deepak	Nishu Gupta	
			Abhishek Sharma	Abhi
			Vishwajit Singh	
			Sharvan	
			Nisha Rani	
31	[redacted], Result Verification for ACR House Exam	Sahil	Sanjay Kumar Chamar	
			Vishwajit Singh	
			Priyanka Goyal	Priyanka
32	Erp Portal/Admission	Nishu Gupta	Sharvan	
			Nisha Rani	
33	Annual Report Committee	Jitender Sharma	Mukesh Deshwal	
	Annual Prize Purchase/Distribution		Meena	
	Tea & Refreshment		Nisha Rani	
34	Sports Board	Shamsher Singh (Chairman)	Vijender Kumar	
			Surender Kumar	
			Seema Dhanda	
	Sports	Himanshu Sharma	Deepak	
			Mukesh Deshwal	
			Neeraj Dhania	
35	Stage & Seating Arrangement, Light & Sound System and other items	Mukesh Deshwal	Vishwajit Singh	
			Deepak	
			Sharvan	

36	Electricity Maintenance & Equipment,	Vinod Goyat	Sahil	
			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 Rani (Girls)		
40	Discipline	Deepak	All teaching &	
			Non Teaching Staff	
41	Purchase Committee	Abhishek Sharma	Deepak	
	GeM Purchase		Sahil	
42	Income Tax Return Verification	Priyanka	Sahil	
			Abhishek Sharma	Abhi
43	Beti Bachao Beti Padhao	Shamsher Singh	Neeraj Dhania/Priyanka	
	Sexual Harashment & Security Council		Sanjay Kumar	
	for Girls, Internal Complaint Committee		Meena	
	Grieviances- Redressel Cell		Deepak	
44	Women Cell, Girls Common Room	Neeraj Dhania/Priyanka	Savita Rani	
			Nishu Gupta	
			Nisha Rani	
45	Computer, IT, MIS & HRMS	Seema Dhanda	Vishwajit Singh	
			Sharvan	
			Nisha Rani	
46	Alumni Committee & All Stakeholder	Shamsher Singh	Patron	
	Feedback forum	Vishwajit Singh (Convenor)	Sahil	
			Dilbag Singh	
			Mahipal	
48	Celebration National Days	Himanshu Sharma	Deepak	
	National Integration, H.R. Development		Mahipal	
	and Management		Nisha Rani	
49	Court Case	Vijender Kumar	Sahil	
			Abhishek Sharma	Abhi
			Sanjay Kumar	
			Sharvan Kumar	
50	Online Shiksha Setu, LMS	Seema Dhanda	Abhishek Sharma	Abhi

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

			Sharwan	
64	Tutorial Groups,	Sanjay Kumar Chamar		
65	My Bharat Portal	Pardeep Nain	Mahipal	
			Jitender	
			Vinod Goyat	
66	Youth Affairs	Deepak	Vishwajit Singh	
			Mukesh Deshwal	
			Meena	
66	Name of Club/ Society	Incharge		
	Environment	Vinod Goyat		
	Academic writing	Sahil		
	Literary	Mahipal		
	NSS	Sanjay Kumar		
	Red Ribbon	Savita Rani		
	Subject Society	Meena		
	Fine Arts	Jitender Sharma		
	Yoga	Himanshu Sharma		
	Sports	Himanshu Sharma		
	Drama	Sonia		
	Media Club	Neeraj Dhania		
	Music	Priyanka		
	Debate	Meena		
	Human Rights	Savita Rani		
	Legal Literacy	Mukesh Deshwal		
	Performing Arts	Abhishek Sharma		
	Gender Studies	Neha Mittal		
	Poetry	Mahipal		
	Hobby Club	Deepak		

Principal
SMSL Govt. College
Julana