

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, JULANA (JIND)

Annual Duties List session 2022-23 w.e.f.2022

S. No.	Committee	Convenor	Member	Sign
1	Proctorial Board	Dr. Yashpal Singh	Chief Proctor	
			Jagbir Singh	
			Surender Kumar	
			Jyoti Rani	
2	Public Information Office	Dr. Yashpal Singh	First Appellate Auth.	
			Jagbir Singh	S.P.I.O.
3	College Council	Dr. Yashpal Singh	Chairman	
			Jagbir Singh	
			Vijender Kumar	
			Jyoti Rani	
			Neha Mittal	
			Neeraj Dhanias	
			Abhishek Sharma	
	Surender Kumar (Special Invite)			
4	Bursar	Neha Mittal		
5	Welcome & Reception committee	Dr. Yashpal Singh	Jagbir Singh	
			Vijender Kumar	
			Neha Mittal	
			Sonia	
6	Tutorial Groups ,(Grieviances-Redressel Cell), Guidance & Placement	Sonia	Jyoti Rani	
			Meena	
			Mahipal	
7	Anti Corruption & Anti Ragging Cell, Anti Smoking Cell	Neha Mittal	Sahil	
8	College Time-table Committee	Nishu Gupta	Jyoti Rani	
			Sahil	
9	NSS & Women Advisory Board	Dr. Yashpal Singh	Patron	
			Jagbir Singh	
			Neeraj Dhanias	
			Surender Kumar	
10	N.S.S. Incharges, Aadhar Card & Voter Card	Meena	(Girls)	
			Mukesh Deshwal	(Boys)
			Sonu Unit-I&II	Clerk
11	Tour Committee	Vijender Kumar	Mukesh Deshwal	
			Sonia	
			Nishu Gupta	
			Abhishek	
12	S.C. Cell Incharge, Scholarship SC SC/ST Welfare committee, Minority Cell,	Sanjay Kumar	Neeraj Dhanias	
			Mahipal	
13	B.C. & other Scholarship Incharge, OBC	Dilbag Singh	Mukesh Deshwal	

	Cell		
14	EDUSAT Incharge	Mukesh Deshwal	Chand Singh
15	Recruitment Board	Dr. Yashpal Singh	Jagbir Singh
			Surender Kumar
			Nishu Gupta
16	Earn While You Learn	Neeraj Dhanial	Narender
17	Property Incharge,	Vijender Kumar	Deepak
	Dilapidation Committee		Vishwajit Singh
	Assett. Mgmt, Repair & Maintainence Committee		
	of Furniture & other Items		
18	NAAC	Surender Kumar	Vijender Kumar
	Dr. Yashpal Singh - Chairman	Convenor	Jyoti Rani
			Sahil
			Sanjay Kumar
			Nishu Gupta
			Neeraj Dhanial
			Vishwajit Singh
			Abhishek Sharma
19	IQAC	Surender Kumar	Jagbir Singh
			Sahil
			Sanjay Kumar
			Nishu Gupta
			Abhishek Sharma
20	Subject & Faculty Change,	Meena	Dilbag Singh
	Name Struck Off, Editorial Board		Mahipal
	R.K.F., AISHE& S.A.F., Fee Concession Committee		
21	Library Committee	Sahil	Jyoti Rani
			Neeraj Dhanial
22	Printing & Stationery Committee	Deepak	Dilbag Singh
			Narender Singh
23	Press, Publicity & Photography	Neeraj Dhanial	Meena
	Red Ribbon Club , Red Cross & College Dispensary		Nishu Gupta
			Usha Rani
24	O.E. Grant	Dilbag Singh	Nishu Gupta
25	Social & Stage Secretary	Meena	Jyoti Rani
			Neeraj Dhanial
			Narender Singh
26	Cultural Committee	Deepak	Jyoti Rani
			Neeraj Dhanial
			Narender Singh
			Mahipal

27	Workshop/Exhibition Committee, NEP 2020	Deepak	Mukesh	
			Neeraj Dhania	
			Narender Singh	
28	Result for A.C.R. Registrar	Sanjay Kumar	Dilbag Singh	
			Abhishek Sharma	
			Narender Singh	
29	Annual Report Committee, Annual Prize Purchase/Distribution, Tea & Refreshment Committee	Jyoti Rani	Meena	
			Deepak	
			Usha Rani	
			Narender	
30	Sports Board	Dr. Yashpal Singh	Patron	
			Jagbir Singh	
			Vijender Kumar	
			Vishwajit Singh (Incharge)	
31	Stage and seating Arrangement, Light & Sound System and other items	Vishwajit	Mukesh Deshwal	
			Dilbag Singh	
			Abhishek Sharma	
32	I) Electricity, Water, Sanitation, II) Building Maintenance, Cleaniness, Beautification, Decoration & Eco Club	Vijender Kumar	Vishwajit Singh	
			Deepak	
			Dilbag Singh	
			Mahipal	
33	Bus Pass Incharge	Mukesh Deshwal	(Arts Classes)	
		Meena	(Science & Commerce)	
			Amit (L.A)	
34	Discipline Committee	Jagbir Singh	Vijender Kumar	
			Neeraj Dhania	
			Surender Kumar	
			Deepak	
			Vishwajit Singh	
			Narender Singh	
			Usha Rani	
35	Purchase Committee (M & S) and GeM Purchase Committee	Vijender Kumar	Neeraj Dhania	
			Sahil	
			Sonia	
36	Science Exhibition Committee	Sahil	Vijender Kumar	
			Meena	
			Sharvan Kumar	
			Abhishek Sharma	
			Nishu Gupta	
37	Income Tax Return Verification Committee	Surender Kumar	Jyoti Rani	
			Sahil	
			Nishu Gupta	
38	Beti Bachao Beti Padhao, Sexual Harassment, & Security Council for Girls, Internal Complaint Committee	Dr. Yashpal Singh	Patron	
		Jyoti Rani	Convenor	
			Jagbir Singh	
			Neha Mittal	

			Surender Kumar	
			Neeraj Dhania	
39	Women Cell, Girls Common Room	Jyoti Rani	Neha Mittal	
			Usha Rani	
40	Computer & I.T. Incharge, HRMS	Vishwajit	Nisha Rani	
			Sharvan Kumar	
41	Student Union Election and Fund,	Dr. Yashpal Singh	Patron	
	Student Feedback & Alumni	Vijender - Convenor	Sahil	
	Student - Sonu Lather		Neeraj Dhania	
			Jyoti Rani	
42	Girls Common Room, Staff Room,	Sonia	Meena	
	Cycle Stand Committee		Saroj Bala	
43	Celebration Important National	Dr. Yashpal Singh	Jagbir Singh	
	Days & National Integration		Mukesh	
	Committee		Nishu Gupta	
			Usha Rani	
44	Court Case	Surender Kumar	Vishwajit Singh	
			Sahil	
			Narender Singh	
			Sharvan Kumar	
45	Passport (Nodal Officer)	Sonia	Sharvan Kumar	
			Nisha Rani	
46	Driving License (Nodal Officer)	Vishwajit	Sharvan Kumar	
			Nisha Rani	
47	Online Shiksha Setu/LMS/Workload (Nodal Officer)	Nishu Gupta	Nisha Rani	
48	Online Admission (Nodal Officer)	Nishu Gupta	Sharvan Kumar	
			Abhishek Sharma	
49	Disaster Mgt. Cell & Covid (Nodal Officer)	Mukesh Deshwal	Dilbag Singh	
			Mahipal	
50	PH Welfare Committee (Nodal Officer)	Dilbag Singh	Mukesh Deshwal	
			Vishwajit Singh	
			Abhishek Sharma	
51	Traffic Awareness Club, Road Safety (Nodal Officer)	Sahil		
52	Purchase Verification	Surender Kumar	Nishu Gupta	