

OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOMEN MAHENDERGARH

Memo No.446

Dated : - 05.07.2025

ANNUAL DUTY LIST OF FACULTY MEMBERS

The following duties are assigned to the Staff Members for the smooth conduct of different activities of the college for the session 2025-26. These duties will come into force with immediate effect.

Ex-Conveners/In-charges are requested to hand-over/reciprocate their charges, if any, to the new incumbents & get countersignature of the undersigned within 7 days positively.

The Conveners/In-charges of various committees should note down the names of the faculty members associated with them. They are also required to invite fresh quotations for the work to be undertaken by them immediately.

COLLEGE COUNCIL

CHAIRPERSON: SH. MAHENDER SINGH

Members

Smt. Kavita Rani

Dr. Makhan Singh

Dr. Mahesh Singh

Sh. Bijender Kumar

Dr. Kiran

1. Senior Tutor/Mentor : Smt. Kavita Rani
2. College Bursar : Sh. Arun Kumar
3. Staff Secretary : Dr. Mahesh Singh
4. Dean Arts : Smt. Kavita Rani
5. Dean Science : Dr. Makhan Singh
6. Dean Commerce : Sh. Rakesh Kumar
7. Incharge, Sports : Sh. Bijender Kumar
8. First Appellate Authority : Sh. Mahender Singh
9. RTI

Smt. Kavita Rani, SPIO

Sh. Naveen Kumar, ASPIO

Smt. Tarun Lata OSD to FAA

10. NAAC & UGC

Sh. Mahesh Singh, Coordinator

Sh. Devender Kumar

Sh. Arun Kumar

Sh. Bharat Kumar Soni

Sh. Naveen Kumar

Sh. Ved Prakash

Sh. Rupesh Kumar

11. ALUMNAE ASSOCIATION

Sh. Devender, Convener

Smt. Kavita Rani

Dr. Kiran

Smt. Poonam, Geog.

12. R.U.S.A.

Sh. Rakesh Kumar, Nodal Officer
Sh. Naveen Kumar, Member
Sh. Devender Kumar, Member

Rakesh
Naveen
Dev

13. SC CELL/Grievance Committee

Sh. Parveen Saroha, Convener
Dr. Makhan Singh, Member
Sh. Naveen Kumar, Member
Dr. Kiran, Member
Sh. Virender Singh, JLA

Parveen
Makhan
Naveen
Kiran
Virender

14. I.Q.A.C.

Chairman: Sh. Mahender Singh, Principal
Coordinator: Dr. Mahesh Singh
Members: Smt. Kavita Rani
Dr. Makhan Singh
Dr. Kiran
Dr. Bijender Kumar

Mahender
Mahesh
Kavita
Makhan
Kiran
Bijender

15. COLLEGE TIME TABLE, WORKLOAD AND INTRODUCTION OF NEW SUBJECTS, LECTURE SHORTAGE OF STUDENTS

Dr. Mahesh Singh, Convener
Sh. Bijender Kumar
Sh. Devender Kumar
Sh. Rakesh Kumar

Mahesh
Bijender
Devender
Rakesh

16. LEGAL CELL & COURT CASES

Sh. Makhan Singh, Convener
Sh. Bijender Kumar
Mrs. Tarun Lata (Establishment Clerk)
Mr. Rupesh Kumar (For Typing/Computer Work) Litigation Management System

Makhan
Bijender

Rupesh

17. REGISTRAR/UNIVERSITY WORKS/RESULTS/RR/CR/FEE/START OF NEW COURSE/SUBJECT

Sh. Naveen, Registrar
Sh. Devender Kumar, Deputy Registrar
Dr. Makhan Singh
Dr. Ravindra (Maths)
Smt. Mukesh Kumari
Sh. Kanwar Singh, J.L.A.
Sh. Pradeep Sharma
Sh. Sanjay Siwach
Sh. Rupesh Kumar

Naveen
Devender
Makhan
Ravindra
Mukesh
Kanwar
Pradeep
Sanjay
Rupesh

18. ONLINE ADMISSION, COLLEGE WEB-PORTAL

Dr. Makhan Singh, Nodal Officer
Sh. Basant Kumar
Sh. Ved Prakash
Sh. Pradeep Sharma
Sh. Sanjay Siwach
Sh. Rupesh Kumar

Makhan
Basant
Ved
Pradeep
Sanjay
Rupesh

19. CHARACTER CERTIFICATE AND ATTESTATION OF DOCUMENTS

Smt. Kavita Rani For Arts Classes (U.G.)
Dr. Mahesh Singh For (All P.G.)
Dr. Makhan Singh For Science Classes
Sh. Rakesh Kumar For Commerce Classes

Kavita
Mahesh
Makhan
Rakesh

20. SCHOLARSHIP, STIPEND & S.A.F. COMMITTEE
 Sh. Parveen Saroha, Nodal Officer, SAF, Scholarship & Stipend for SC students
 Sh. Parveen Kumar, (History) (Member for S.C. Committee)
 Sh. Subh Ram, (Hindi) (Member for S.C. Committee)
 Sh. Virender Kumar, (J.L.A.) For S.C. Students
 Smt. Sharmila, Nodal Officer, Scholarship & Stipend for BC students
 Smt. Manju, Geography (Member for B.C. Committee)
 Smt. Poonam, Geography (Member for B.C. Committee)
 Sh. Rupesh Kumar, (C.L.A.) For B.C. Students

21. EDUCATIONAL TOUR COMMITTEE
 Dr. Kiran, Convener
 Sh. Bijender Kumar
 Sh. Rakesh Sharma
 Mrs. Jyoti Sharma (Commerce)
 Mrs. Sunita Yadav

22. NATURE INTERPRETATION CENTRE / ECO CLUB
 Sh. Bharat Kumar Soni, Convener
 Sh. Naveen Kumar,
 Mrs. Manju Yadav
 Mrs. Poonam Yadav

23. PPP COMMITTEE
 Sh. Basant Kumar, Convener
 Sh. Praveen Kumar
 Sh. Pawan Veer
 Sh. Ved Parkash
 Sh. Virender Kumar, Chemistry

24. SEATING & SHAMIANA COMMITTEE
 Sh. Rakesh Sharma, Convener
 Dr. Kiran
 Sh. Parveen Saroha
 Dr. Sunita Yadav, English
 Smt. Jyoti Sharma (Hindi)

25. COLLEGE CULTURAL & CO-CURRICULAR ACTIVITIES COMMITTEE
 Dr. Kiran, Coordinator
 Smt. Kavita Rani
 Sh. Devender Kumar
 Smt. Sharmila
 Smt. Jyoti Sharma (Commerce)
 Sh. Ajit Bedi
 Sh. Chhote Lal

26. MIKE, LIGHT, AUDIO-VISUAL, PHOTOGRAPHY
 Sh. Rakesh Kumar, Convener
 Sh. Parveen Siroha
 Sh. Naveen Kumar
 Sh. Praveen Kumar
 Mrs. Jyoti Sharma (Hindi)
 Mr. Jogender, will assist the committee.

27. FURNITURE COMMITTEE
 Sh. Bharat Soni Incharge (Steel & Wood)
 Sh. Rakesh Kumar
 Dr. Pawanveer
 Sh. Dayanand, Peon

28. PRINTING OF CERTIFICATES/CARDS/BANNERS ETC. & INVITATION COMMITTEE

Sh. Bijender Kumar, Convener
Sh. Rakesh Kumar
Sh. Devender Kumar
Dr. Ashok Yadav
Sh. Rupesh Kumar

29. TRAFFIC INTERPRETATION CENTRE & ROAD SAFETY CLUB

Sh. Naveen Kumar, Nodal Officer
Sh. Parveen Saroha
Sh. Praveen Kumar
Smt. Poonam
Smt. Manju

30. PRIZE PURCHASE & DISTRIBUTION COMMITTEE

Sh. B.K. Soni, Convener
Sh. Parveen Saroha
Sh. Rakesh Kumar
Dr. Avinash
Dr. Ravindra

31. REFRESHMENT, TEA AND LUNCH COMMITTEE

Sh. Parveen Saroha, Convener
Sh. Bijender Kumar
Dr. Kiran
Mrs. Jyoti Sharma (Commerce)
Mrs. Poonam Yadav

32. COLLEGE DISPENSARY/RED CROSS SOCIETY/YOUTH RED CROSS/RED RIBBON CLUB

Dr. Devender Kumar, Convener
Sh. Parveen Saroha
Sh. Naveen
Mrs. Sharmila
Mrs. Manju Yadav

33. COLLEGE PROPERTY--BUILDING/LAND/TREES ETC. BUILDING FUND & PWD (B&R) AND PUBLIC HEALTH/DILAPIDATION COMMITTEE

Dr. Makhan Singh, Convener
Mrs. Kavita Rani
Sh. Mahesh Singh
Sh. Naveen Kumar
Sh. Tarun Lata, Clerk

34. COLLEGE CAMPUS BEAUTIFICATION, LAWNS & GARDENS DECORATION AND EVS FUND

Sh. Bharat Kumar Soni, Convener
Sh. Makhan Singh
Sh. Devender Kumar
Mrs. Manju Yadav
Mrs. Jyoti Sharma (Commerce)
Sh. Om Parkash Dy. Supdt.

35. WOMEN STUDIES & DEVELOPMENT CELL

Mrs. Kavita Rani, Incharge
Dr. Kiran
Mrs. Jyoti Sharma (Hindi)
Mrs. Jyoti Sharma
Mrs. Sharmila
Dr. Ravindra
Mrs. Poonam Yadav
Dr. Sunita
Ms. Sneha

36. COMPULSORY COMPUTER EDUCATION & COMPUTER FUND
 Sh. Parveen Saroha, Convener
 Sh. Devender Kumar
 Sh. Pradeep Sharma, C.I.
 Sh. Sanjay Siwach, C.I.
 Mr. Rupesh Kumar
37. RADHA KRISHNA FUND & COLLEGE DEVELOPMENT FUND COMMITTEE
 Sh. Bijender Kumar
 Dr. Kiran
 Sh. Subash
 Sh. Basant Kumar
 Sh. Virender Kumar
38. ANTI-SEXUAL HARASSMENT COMMITTEE
 Mrs. Kavita Rani, Chairperson
 Dr. Makhan Singh
 Dr. Kiran
 Ms. Jyoti (Commerce)
 Ms. Jyoti (Hindi)
 Mrs. Tarun Lata, Clerk
 Two Students
 One Legal Advisor/Member of NGO
39. HRMS/ HKRN DATA / M.I.S. DATA
 Sh. Bijender Kumar, Nodal Officer
 Sh. Arun Kumar
 Sh. Dinesh, Assistant
 Sh. Ved Prakash
 Smt. Tarun Lata
 Sh. Rupesh Kumar
40. CAREER GUIDANCE BUREAU AND PLACEMENT CELL
 Sh. Bijender Kumar, Incharge
 Sh. Bharat Kumar Soni
 Mrs. Ravindra
 Dr. Jyoti Sharma
41. STUDENT GRIEVANCE COMMITTEE
 Mrs. Kavita Rani, Convener
 Dr. Makhan Singh
 Dr. Mahesh Singh
 Dr. Kiran
 Sh. Bijender Kumar
 Mrs. Mukesh Kumari, Clerk
42. LIBRARY/BOOK BANK ADVISORY COMMITTEE
 Sh. Bharat Kumar, Convener
 Sh. Arun Kumar—Bursar (Financial Advisor)
 Sh. Naveen Kumar
 Sh. Devender Kumar
 Dr. Kiran
 Dr. Bijender Kumar
 Sh. Akshay, LA
43. GRIEVANCES REDRESSAL CELL/INTERNAL COMPLAINT COMMITTEE/CM & PM WINDOW
 Dr. Mahesh Singh, Nodal Officer
 Mrs. Kavita Rani
 Sh. Devender Kumar
 Smt. Tarun Lata, Clerk

44. COLLEGE SPORTS BOARD

CHAIRMAN—Sh. Mahender Singh, Principal

Member Secretary—Sh. Bijender Kumar

Members- Smt. Kavita Rani

Dr. Makhan Singh

Dr. Mahesh Singh

Sh. Praveen Siroha

Dr. Kiran

45. C.C.T.V. CAMERAS/AEBAS (Bio-Metric Machines)

Sh. Arun Kumar, Nodal Officer (Incharge)

Sh. Parveen Saroha

Sh. Ved Prakash

Sh. Basant Kumar

Sh. Pradeep Kumar (C.I.)

Sh. Sanjay (C.I.)

Sh. Om Prakash, Clerk

Sh. Rupesh Kumar, Comp. Lab. Attendant

46. CO-ORDINATORS—SUBJECT SOCIETIES

Smt. Kavita Rani—Social Science Society

Dr. Makhan Singh—Science Society and Exhibition

Sh. Rakesh Kumar—Commerce

47. STUDENTS ATTENDANCE / ABSENTEE RECORD

Sh.. Om Parkash, Clerk

Sh. Kanwar Singh, J.L.A.

Smt. Mukesh Kumari, Clerk

Mr. Pardeep

Mr. Sanjay Siwach

48. EARN WHILE YOU LEARN

Dr. Mahesh Singh, Convener

Sh. Arun Kumar

Dr. Kiran

Mr. Bijender Kumar

Smt. Jyoti (Commerce)

Sh. Kanwar Singh JLA

49. DRINKING WATER ARRANGEMENT COMMITTEE

Dr. Kiran, Convener

Sh. Bijender Kumar

Dr. Ashok Kumar

Sh. Subash

Smt. Sneha, Peon

50. NSS ADVISORY COMMITTEE & PROGRAMME OFFICERS

Smt. Kavita Rani, Advisor

Dr. Makhan Singh, Advisor

Dr. Mahesh Singh, Advisor

Sh. Arun Kumar, Financial Advisor

Dr. Kiran, NSS PO Unit-I

Sh. Naveen Kumar, NSS PO Unit-II

Sh. Om Prakash, Dy. Supdt. (Official Advisor)

Mr. Om Prakash, Clerk shall act as NSS Clerk for units-I

Sh. Kanwar Singh, JLA shall act as Clerk for unit-II.

Sh. Ram Bilash, Peon Unit-I

Sh. Jogender Singh, Peon Unit-II

51. ANTI-CORRUPTION CELL/ANTI RAGGING & ANTI SMOKING
 Dr. Makhan Singh, Convener
 Mrs. Kavita Rani
 Dr. Kiran
 Sh. Devender Kumar
52. ELECTRICITY, SOLAR, GENERATOR COMMITTEE
 Sh. Rakesh Sharma, Convener
 Sh. Devender Kumar
 Dr. Ashok Kumar
 Sh. Praveen Kumar
 Sh. Subhash, L.A.
 Sh. Jogender, Peon
53. SANITATION COMMITTEE
 Sh. Devender Kumar, Convener
 Smt. Kavita Rani
 Sh. Parveen Kumar, History
 Mrs. Sharmila
 Dr. Ravindra
 Sh. Ram Bilash, Sweeper
 Smt. Vinod Devi
54. DISCIPLINE COMMITTEE (FOR ALL PURPOSES)
 Sh. Mahender Singh Chairman
 Dr. Makhan Singh, Convener
 Smt. Kavita Rani
 Dr. Kiran
 Sh. Arun Kumar
 Sh. Naveen Kumar
 Dr. Pawanveer
 Dr. Ashok Kumar
 Mrs. Sharmila
 Sh. Om Prakash, Dy. Supdt.
55. NEP-2020/EDUSAT/SHIKSHA SETU/PRAYAAS/ LMS/ SMART CLASS ROOM ETC.
 Dr. Mahesh Singh, Nodal Officer (NEP)
 Sh. Rakesh Kumar (SHIKSHA SETU)
 Sh. Parveen Saroha (Smart Class Room)
 Sh. Bharat Soni (PRAYAAS)
 Sh. Arun Kumar (LMS)
 Sh. Rupesh Kumar
56. AISHE/NIRF
 Sh. Naveen Kumar, Nodal Officer
 Sh. Parveen Saroha
 Mrs. Poonam
 Sh. Avinash Yadav
 Sh. Rupesh Kumar
57. BUS PASS/VOTER CARD COMMITTEE
 Sh. Bharat Kumar Soni, (Bus Pass) Incharge
 Sh. Naveen Kumar (Voter Card)
 Sh. Subhash, LA
 Sh. Dinesh, Peon
 Kumar
58. MAJOR PURCHASE COMMITTEE
 Dr. Mahesh Singh, Incharge
 Mrs. Kavita Rani
 Dr. Makhan Singh
 Sh. Bijender Kumar
 Sh. Bharat Kumar Soni

59. AUCTION COMMITTEE
 Sh. Devender Kumar
 Sh. Bharat Kumar
 Sh. Bijender Kumar
 Sh. Chhote Lal
 Sh. Praveen Kumar
60. PASSPORT/DRIVING LICENSE COMMITTEE
 Sh. Bharat Kumar Soni, Convener Passport
 Sh. Naveen Kumar, Convener Driving License
 Dr. Sunita, English
 Mrs. Jyoti Sharma (Commerce)
 Sh. Pradeep Sharma, C.I.
 Sh. Sanjay Siwach, C.I.
61. GEM COMMITTEE
 Sh. Mahender Singh, Principal (Primary User)
 Sh. Bijender Kumar (Buyer)
 Sh. Arun Kumar, BURSAR/Finance Officer
 Sh. Bharat Kumar (Consignee)
 Convenor of the concerned activity shall act as Member
62. RAIN WATER HARVESTING SYSTEM/ MINI-SOIL TESTING
 Sh. Bharat Kumar Soni, Convener
 Sh. Naveen Kumar,
 Mrs. Manju Yadav
 Mrs. Poonam Yadav
 Mrs. Ravindra Yadav
63. CODE OF CONDUCT & ETHICS COMMITTEE
 Smt. Kavita Rani,
 Dr. Makhan Singh
 Dr. Kiran
 Mr. Bijender Kumar
 Smt. Tarun Lata Clerk
 Two Student
64. COMMITTEE FOR ENGAGEMENT OF APPRENTICES
 Sh. Naveen Kumar, Nodal Officer
 Sh. Rakesh kumar
 Sh. Devender Kumar
65. COMMITTEE FOR CELEBRATIONS OF HAR GHAR TIRANGA PROGRAMME
 Dr. Kiran,
 Sh. Naveen Kumar,
 Dr. Jyoti Sharma (Commerce)
 Dr. Pawanveer
 Dr. Parveen Kumar
66. E-MAGAZINE/E-BULLETIN/E. JOURNALS COMMITTEE
 Sh. Bharat Kumar Soni, Convener
 Mrs. Kavita Rani
 Dr. Makhan Singh
 Prof. (Dr.) Mahesh Singh
67. STAGE AND PRESS SECRETARY/PRESS NOTE
 Smt. Kavita Rani
 Smt. Kiran
 Mrs. Sharmila
 Mrs. Jyoti (Hindi)
 Mrs. Jyoti Sharma (Commerce)
 Mr. Rupesh Kumar (For Typing Work)

68.

IPR COMMITTEE

Dr. Makhan Singh
Sh. Devender Kumar
Sh Parveen Saroha

Makhan Singh

69.

COLLEGE CANTEEN

Prof(Dr) Mahesh Singh
Smt. ~~Kiran~~
Dr. ~~Naveen Kumar~~
Sh. Rakesh Kumar
Sh. Om Prakash, Clerk

Rakesh

[Signature]
Principal,
Govt. College for Women,
Mahendergarh.

कार्यालय प्राचार्य राजकीय महिला महाविद्यालय महेन्द्रगढ
यादी कमांक 683

दिनांक 21.08.2025

कार्यालय आदेश

इस महाविद्यालय आदेश कमांक 446 दिनांक 05.07.2025 व 679 दिनांक 21.08.2025 की निरन्तरता में सत्र 2025-2026 में लगाई गई सहायक / एसोसियेट प्रोफेसरो की वार्षिक ड्यूटी में उनके अनुरोध पर कुछ बदलाव किया जाता है।

1. 25. COLLEGE CULTURAL & CO-CURRICULAR ACTIVITIES COMMITTEE
Dr. Mithlesh, Convener *Mithlesh*
22.08.2025
2. 35. WOMEN STUDIES & DEVELOPMENT CELL
Dr. Mithlesh, Convener *Mithlesh*
22.08.2025
3. NSS Unit-II
Smt. Kavita Rani, Programme Officer Unit-II *22/08/25*

डा० मिथलेश, सहायक प्रोफेसर अग्रेजी को आदेशित है कि WOMEN STUDIES & DEVELOPMENT CELL का चार्ज श्रीमती कविता रानी, एसोसियेट प्रोफेसर से व COLLEGE CULTURAL & CO-CURRICULAR ACTIVITIES COMMITTEE का चार्ज श्रीमती किरण, सहायक प्रोफेसर संस्कृत से प्राप्त कर अधोहस्ताक्षरी को अवगत करवाये। *22/08/25*

श्रीमती कविता रानी, एसोसियेट प्रोफेसर अर्थशास्त्र को आदेशित है कि श्री नवीन कुमार, सहायक प्रोफेसर/प्रोग्राम अधिकारी एन०एस०एस०-यूनिट-2 से चार्ज प्राप्त कर अधोहस्ताक्षरी को अवगत करवाये। *22/08/25*

Noted by
22/08/25

प्राचार्य,
राजकीय महिला महाविद्यालय,
महेन्द्रगढ।

कार्यालय प्राचार्य राजकीय महिला महाविद्यालय महेन्द्रगढ़
यादी क्रमांक 679

दिनांक 21.08.2025

कार्यालय आदेश

इस महाविद्यालय आदेश क्रमांक 446 दिनांक 05.07.2025 की निरन्तरता में सत्र 2025-2026 में लगाई गई सहायक / एसोसियेट प्रोफेसरो की वार्षिक ड्यूटी में कुछ बदलाव किया जाता है तथा महाविद्यालय में नये ज्वॉइन/रिलीव किये गये प्राध्यापको की ड्यूटी कन्वीनर/सदस्य के रूप में सत्र 2025-2026 के लिए लगाई/हटाई जाती है

1. College Bursar
Prof. (Dr.) Mahesh Singh
2. 10. NAAC & UGC
Dr. Sudesh Yadav, Member
36. COMPULSORY COMPUTER EDUCATION & COMPUTER FUND
Dr. Sudesh Yadav, Convener
38. ANTI-SEXUAL HARASSMENT COMMITTEE
Dr. Sudesh Yadav, Member
39. HRMS/ HKRN DATA / M.I.S. DATA
Dr. Sudesh Yadav, Nodal Officer
43. GRIEVANCES REDRESSAL CELL/INTERNAL COMPLAINT COMMITTEE/CM & PM WINDOW
Dr. Sudesh Yadav, Member
45. C.C.T.V. CAMERAS/AEBAS (Bio-Metric Machines)
Dr. Sudesh Yadav, Nodal Officer (Incharge)
48. EARN WHILE YOU LEARN
Dr. Sudesh Yadav, Member
51. ANTI-CORRUPTION CELL/ANTI RAGGING & ANTI SMOKING
Dr. Sudesh Yadav, Member
54. DISCIPLINE COMMITTEE (FOR ALL PURPOSES)
Dr. Sudesh Yadav, Member
3. NSS Unit-II
Dr. Mithlesh, Programme Officer Unit-II
32. COLLEGE DISPENSARY/RED CROSS SOCIETY/YOUTH RED CROSS/RED RIBBON CLUB
Dr. Mithlesh, Member
35. WOMEN STUDIES & DEVELOPMENT CELL
Dr. Mithlesh, Member

डा० सुदेश यादव, सहायक प्रोफेसर कम्प्यूटर साइंस को आदेश दिये जाते हैं कि COMPULSORY COMPUTER EDUCATION & COMPUTER FUND श्री प्रवीन सरोहा, सहायक प्रोफेसर से C.C.T.V. CAMERAS/AEBAS (Bio-Metric Machines) श्री अरुण कुमार, सहायक प्रोफेसर से HRMS/ HKRN DATA / M.I.S. DATA श्री बिजेन्द्र सिंह, सहायक प्रोफेसर से प्राप्त कर अधोहस्ताक्षरी को अवगत करवायें।

डा० मिथलेश, सहायक प्रोफेसर अग्रेजी को आदेशित है कि श्री नवीन कुमार, सहायक प्रोफेसर/प्रोग्राम अधिकारी एन०एस०एस०-यूनिट-2 से चार्ज प्राप्त कर अधोहस्ताक्षरी को अवगत करवायें।

Principal,
Govt. College for Women,
Mahendergarh.

Govt. College for Women,
Mahendergarh.

2