

OFFICE OF THE PRINCIPAL GOVT. COLLEGE KHARKHARA (REWARI)

OFFICE ORDER

Memo no: GCK/2543/25

Dated: 01/07/2025

Committee List for session 2025-26

The following members of the staff are assigned the duties in various committees mentioned below for the session 2025-26 to be effective from 1 st July. If there is any change in the previous duties of any staff member, the concerned will handover/ take over the charge as soon as possible.

Sr. no. Name of the Associate/ Assistant professor and duties assigned as:

1 College Council and Reception Committee

- 1 Dr. Sidhanshu 
- 2 Dr. Hariparkash 
- 3 Dr. Ramniwas 
- 4 Dr. Sushila Lamba 

2 SPIO (RTI)

Dr. Sidhanshu 

3 ASPIO

Dr. Hariparkash 

4 Bursar

Dr. Ramniwas 

5 IQAC

- 1 Dr. Sidhanshu 
- 2 Dr. Ramniwas 

- 3 Dr. Manoj Kumar 
4. Sh. Satyender Singh 

5 High Power Purchase Committee/ GEM/ Auction of unuseable articles

- 1 Dr Sidhanshu
- 2 Dr Hariparkash
- 3 Dr Ramniwas
- 4 Sh. Satyender Singh

6 Staff Secretary

Smt. Ekta Rani

7 College Website

1 Smt. Sharmila

8 Nodal Officer Online Admission (Admission Committee already made) / ERP/NEP.

1 Dr. Manu Kumar

9 Registration Return / Internal Assessment/ Result / CR

- 1 Sh. Satyender Singh (Registrar)
- 2 Dr Pradeep Kumar (Deputy Registrar)
- 3 Sh. Rahul Kumar (University Work)

Arts

1 Smt. Rajshri

2 Smt. Sarita

3 Sh. Khushiram

Commerce

1 Smt. Sweety

2 Smt. Shilpa Bhatia (Result)

3 Dr. Sarita

4 Smt. Sharmila Devi

Science

Dr. Manu Kumar

M. Ch. 18/07/25

- 1 Dr. Kavita ...
- 2 Smt. Sharmila
- 3 Miss. Kajal

10 FTR Committee

- 1 Dr. Manu Kumar
- 2 Sh. Satyender Singh
- 3 Dr. Ramniwas
- 4 Sh. Rahul Singh

10 Time Tale and Workload

- 1 Sh. Satyender Singh (C)
- 2 Dr. Pradeep Kumar (Arts)
- 3 Dr. Kavita (Sci.)
- 4 Dr. Sarita (Com.)

11 Scholarship SC

- 1 Sh. Manu Kumar (C)
- 2 Mr. Jaswant

12 Scholarship BC and others

- 1 Dr. Sushil Kumar (C)
- 2 Sh. Khusiram

13 Property and Building Committee/Chairs, Table, Water Arrangement committee

- 1 Dr. Hariparkash ©
- 2 Dr. Sushil Kumar
- 3 Sh. Deepak Kumar
- 4 Sh. Sushil Kumar (Peon)
- 5 Mr. Satbir Singh

14 Cultural Committee

1 Mrs Manya Bhola

2 Dr. Bharat Bhushan

Quota 8/7/25
TR
1/7/25

15 NSS (Boys)

• 1 Sh. Deepak kumar (PO)

2 Shr. Jaswant Singh

3 Mr. Satbir

q. Deepak Kumar

16 NSS (Girls)

1 Dr. Kavita (PO)

• 2 Smt. Sharmila

3 Miss Kajal

sh. Sonu. → Sonu.

17 Electricity

1 Sh. Deepak kumar

2 Sh. Sushil kumar (Peon) -Ground Floor

• 3 Sh. Sonu Kumar Second Floor

4 Sh. Khusiram - First Floor

18 Printing , Invitation and press

1 Dr Manu kumar

2 Dr. Bharat Bhusan

3 Dr. Pradeep Kumar

4 Sh. Khusiram

TR
1/7/25
TR
1/7/25

19 Seating arrangement /Tent/ Photography

1 Dr. Hariparkash ©

2 Sh. Satyender Singh

3 Dr. Mahesh Kumar

• 4 Sh. Satbir Singh

TR
1/7/25
TR
1/7/25

20 Carrier Guidance and Placement Cell

- 1 Mrs. Ekta © Ekta
- 2 Sh. Deepak Kumar Deepak Kumar
- 3 Dr. Sarita (Com) Sarita
4. Dr. Meenakshi - Mch. 18/7/25

21 Eco/ Environmental Club

- 1 Mrs. Rajshree (NO) Raj
- 2 Mrs. Kavita Kavita
- 3 Dr. Sarita (com) Sarita

22 Discipline Committee

Dr. Hariparkash (c)

All proctorial duty in charges (period wise)

- (1) Dr. Manu Kumar.
- (2) Dr. Sarita (c)
- (3) Dr. Pradeep Kumar.
- (4) Sh. Satyendra Singh

25 ICC/ Sexual Harshment /Students Grievances Cell

- 1 Dr. Sidhanshu
- 2 Dr. Hariparkash
- 3 Dr. Ramniwas
- 4 Dr Sushila Lamba

26 Women Cell

- 1 Dr Sushila Lamba
- 2 Smt Ekta Rani Ekta
- 3 Smt. Manya Bhola
- 4 Miss Kajal (Peon) Kajal

Quota 8/7/25

27 Earn While You Learn

- 1 Smt. Ekta Rani Ekta
- 2 Dr. Sushila Lamba
- 3 Dr Sarita (com) Sarita
4. Dr. Meenakshi: Mch. 18/7/25

28

All Types of mails

1 Dr Sidhanshu

2 Sh. Anil kumar

29

Statistical Information of District Level/Higher Education Level

1 Dr. Sarita (com)-Higher Education Level

2 Smt. Sweety – District Level

30

Computer Lab.

1 Dr. Mahesh Kumar (Financial Sanction)

2 Smt. Sharmila (Incharge of all computers and other articles of lab.)

3 Mr. Rahul (IA)

31

Red Cross and Red Ribbon / Drug deaddiction club

1 Miss Jyoti Gupta

2 Dr Bharat Bhushan

3 Dr. Pradeep Kumar

4 Miss Kajal (Peon)

32

Library Committee

1 Smt. Manya Bhol (c)

2 Smt. Shilpa Bhatia

3 Dr. Sarita (com)

4 Mrs Sweety

5 Sh Khusiram

6 Sh. Sushil (Peon)

33

Legal Literacy Cell / Court Cases/NAPS

1 Dr. Mahesh Kumar (Court Cases)

2 Smt Shilpa Bhatia (others)

34 Refreshment Committee

- 1 Mrs. Ekta *Ekta*
- 2 Mrs. Sharmila *Sharmila*
- 3 Mrs. Jyoti (Peon) *Jyoti*

35 Bus passes/Passport

- 1 Dr Mahesh Kumar (Passport). *mm*
- 2 Mrs Sweety (Bus Pass) *sweety*
- 3 Sh. Rahul Kumar *Rahul*

36 Ext. Faculty Committee

- 1 Dr Sidhanshu *Sidhanshu*
- 2 Dr. Manu kumar(Sci.) *Manu*
- 3 Dr. Ramniwas (Com.) *Ramniwas*
- 4 Dr. Sushila Lamba (Arts) *Sushila*

37 Office Record of outsource policy part II Employees

- 1 Dr Ramniwas *Ramniwas*

38 H K R N

- 1 Sh. Satyender Sing *Satyender Sing*
- 3 Sh. Anil Kumar(Official Help) *Anil Kumar*

38 12 B /2F UGC Committee/NAAC

- 1 Dr. Sidhanshu *Sidhanshu*
- 2 Dr Ramniwas *Ramniwas*
- 3 Dr. Manu Kumar *Manu*
- 4 Dr Bharat Bhushan *Bharat Bhushan*
1/7/25

39 Sports Board

Principal

- 1 Dr. Hariparkash (C) *Hariparkash*

2 Dr. Sidhanshu

3 Dr. Ramniwas

4 Dr. Manu Kumar

5 Sh. Sedyenda Singh

40

Smart Class Room /Seminar Hall

1 Dr Sarita © - Seminar Hall

2 Dr Sarita (H) - Smart Class Room

41

Mentors Club/groups (Every Fortnight there will be mentor class)

1 Smt Shilpa (Com)

2 Dr. Sarita (Hindi)

3 Dr.Kavita (Science)

43

HRMS/MIS/ACR/E-Billing

1 Dr.Ramniwas

2 Sh. Anil Kumar

44

IT MODULE/LMS/Mobile app/ Lease line

Dr Bharat Bhushan (IT MODULE/Mobile app/ Lease line)

Dr. Pradeep Kumar (LMS)

45

Road Safety/Driving Licence

1 Smt. Shilpa (Road Safety)

2 Dr. Sarita © (Driving Licence)

• 3 Sh. Khusiram

46

RUSA/ PRAYAS

1 Dr. Mahesh Kumar

2 Dr. Sushil Kumar

3 Dr. Pradeep Kumar

4 Smt. Sharmila

47 Cleanliness Committee

1 Dr. Hariparkash

2 Dr. Kavita

3 Dr. Sarita (H)

4 Smt. Rajshri

5 Smt. Shilpa Bhatia

6 Dr. Sarita (com)

7 Smt. Sharmila

48 Health Fund (Purchasing and maintaining the sanitary/cleanliness articles)

1 Smt. Ekta Rani

2 Sh. Deepak Kumar

3 Smt. Jyoti (Peon)

49 OE committee

1 Miss Jyoti Gupta (only for purchasing and financial work)

2 Dr. Bharat Bhushan

3 Sh. Deepak Kumar

4 Sh. Jaswant Kumar (For storing and maintaining the distribution record of OE articles)

5 Sh. Sushil Kumar (Peon)- Generator

50 Sports ground maintenance / Sports Activities

1 Dr. Hariparkash

2 Sh. Deepak Kumar

• 3 Sh. Sonu Kumar ->

• 4 Sh. Satbir

51 Electron /SVEEP/ Voter related committee

- 1 Dr Sushil Kumar *Dr*
- 2 Dr. Kavita *Kavita*
- 2 Miss Kajal (Peon) *Kajal*

52 NSS Advisory Committee

- 1 Dr Sidhanshu *S*
- 2 Dr Sushila Lamba *S*
- 3 Miss Jyoti Gupta *J*
- ✓ 4 Sh. ~~Manu~~ Kumar *Deepak Kumar*

53 SC/BC/OBC/Grievance Cell

- 1 Sh. Deepak Kumar *Deepak Kumar*
- 2 Dr. Sushil Kumar *Dr*
- 3 Dr. Sarita (H) *Sarita*

54 College Magazine Committee

- 1 Smt. Manya Bhola (Chief Editor) *Manya 8/7/25*
- 2 Dr Mahesh Kumar (English Section) *Manya*
- 3 Dr Sarita (H) Hindi Section *Sarita*
- 4 Smt. Rajshri -- General Section *Rajshri*
- 5 Dr Bharat Bhushan *Dr 11/7/25*

55 Alumni Committee

- 1 Smt. Rajshri *Rajshri*
- 2 Smt. Shilpa Bhatia *Shilpa*
- 3 Dr. Kavita *Kavita*
- 4 Sh. Khusiram

56 Young Journalism cell/Social Media

- 1 Dr Sushila Lamba *S*

2 Smt. Manya Bhola

3 Dr. Bharat Bhusan

57 Traffic Interpretation Center

1 Smt. Sweety

2 Sh. Jaswant Kumar

58 Tabacco Free Education Institution/ De-addiction

1 Dr. Sushila Lamba

2 Dr Sarita (H)

3 Dr. Sushil Kumar

4 Sh. Rahul Kumar

59 Decoration Committee

1 Smt. Manya Bhola

2 Smt. Smt. Shilpa

3 Smt. Jyoti (Peon)

4 Miss Kajal (Peon)

60 Biometric / Jio Connection

1 Dr Bharat Bhusan

2 Smt. Sharmila Devi

3 Sh. Rahul Kumar

61 CCTV/ Camera

1 Dr. Bharat Bhusan

2 Dr. Pradeep Kumar

3 Sh. Satbir

62 Solar Power

1 Dr. Kavita

2 Dr Pradeep Kumar

3 Smt. Shilpa

63 Rain Water Harvesting

8/7/25

17/7/25

8/7/25

17/7/25

17/7/25

17/7/25

17/7/25

18/07/25

1 Dr Hariparkash

2 Dr. Pradeep Kumar

64 ~~NIRF~~ X.

1 Sh. Satyender Singh

2 Mrs Ekta Rani (Com)

3 Dr Mahesh Kumar (Arts)

4 Dr. Kavita (Sci.)

65 Construction / Maintenance Building Committee

1 Dr. Ramniwas ©

2 Dr. Sidhanshu

3 Dr. Hariparkash

4 Sh. Satyender Singh

66 Lecture Shortage

1 Dr. Pradeep Kumar

2 Dr. Sarita. Hindi (Arts)

3 Mrs. Shilpa (com)

4 Dr. Kavita (Sci)

67 TA/DA Committee

1 Dr. Ramniwas

2 Dr Sidhanshu

3 Sh. Satyender Singh

68 IPR Committee

1 ~~Dr. Ramniwas~~

2 Dr. Mahesh Kumar

3 Mrs Sweety

Dr

Dr

X.

Ekta

Mur

Kavita

Dr

Sidhanshu

Dr

S. S. Singh

Dr

Sarita

Shilpa

Kavita

Dr

Sidhanshu

S. S. Singh

Dr. Meenukshi

M. Ch 18/07/25

Dr. Meenukshi

Mur

Sweety

69 Feedback Analysis Committee

1 Dr Manu Kumar

2 Dr. Sarita (com)

3 Dr Sarita (H)

4 Dr. Kavita

70 University Grievance Cell

1 Dr Manu Kumar

2 Dr Pradeep Kumar

3 Sh. Rahul

71 Student Progression Committee

1 Dr Sarita -Arts

2 Dr. Sarita (com)

3 Dr. Kavita -Sci

72 Equal Opportunity Cell

Dr. Sidhanshu

Dr. Ramniwas

Dr. Hariparkash

73 Annual Report preparation committee

1 Dr Mahesh Kumar

2 Smt. Manya

3 Smt. Sharmila (Computer work)

74 IDP (Institutional Development Plan) committee

1 Dr. Manu Kumar

2 Dr Bharat Bhushan

3 Dr. Pradeep Kumar

4. Dr. Meenakshi

75 TDS/24Q/26AS

1 Dr Ramniwas

2 Smt. Ekta Rani

3 Sh. Anil Kumar

76 AISHE

1 Dr. Sushil Kumar

2 Dr. Pradeep Kumar

3 Sh. Rahul

77 Anti ragging Committee

1 Dr. Hariparkash

2 Dr. Manu Kumar

3 Dr. Sushila Lamba

4 Smt. Ekta Rani

78 Social Science Society

1 Dr. Sidhanshu

2 Dr. Sushil Kumar

3 Dr. Sarita (h)

79 C.V. Raman Science Club

1 Sh. Satyender Singh

2 Dr. Manu Kumar

3 Dr. Kavita Yadav

80 Swachh Bharat Mission

1 Miss. Jyoti Gupta

2 Dr. Sarita

3 Smt. Sweety

81. Education Tour. (Girls)

(1) Miss Jyoti Gupta

(2) Mr. Rajshu.

(3) Mr. Shilpa. Bhatia

82. Education Tour. (Boys)

(1) Dr. Sushil Kumar

(2) Dr. Manu Kumar

(3) Dr. Pradeep Kumar

84. Internship Committee

(1) Dr. Sidhanshu

(2) Dr. Ramnagar

(3) Sh. Satyender Singh

(4) Dr. Manu Kumar

Principal
Govt. College, Kharkhara
(Rewari)

01/07/25
10/7/25

Office Of The Principal Govt. College Kharkhara, Dist . Rewari

Committee List for clerical/ Account/ Official Work

Memo no.--*5CK/2544/25*

Date:-----*6/07/25*

1 Accounts Clerk

1 Sh. Anil Kumar *A*

2. EC and Fund Clerk

1 Sh. Jaswant *Singh* ~~Kumar~~ *in*

3 All Types of Mails

Sh. Anil Kumar *A*

Sh. Jaswant *Singh* *in*

4 University Clerk

Sh. Rahul Kumar *RS*

5. HKRN Salary Bill Incharge

1 Sh. Khushiram *Vin*

6 Leave Record Maintenance

1 Sh. Jaswant *Singh* ~~Kumar~~ *in*

7. Movement Register and Biometric Register

1 Sh. Sushil Kumar (Peon) *Sushil Kumar*

8 Blank Forms of Leave, Financial Sanction, TA forms,

1 Miss Kajal (Peon)

4 Dispatch Register/ Diary Register

1 Sh. Jaswant Singh

10 College News Cutting Pasting Register

1 Sh. Khushiram

11. Generator Incharge

1 Sh. Sushil Kumar


Principal
Govt. College, Kharkhara
(Rewari)
20/07/25