

Same no & date.

OFFICE OF THE PRINCIPAL, GOVT. NATIONAL COLLEGE, SIRSA
LIST OF THE COMMITTEES FOR THE SESSION 2025-26

Memo No: 8336

- Revised -

Date: 21-07-2025

The following Annual Committees are hereby constituted for the session 2025-26 for the smooth functioning of the College. These committees will come into force with immediate effect. Ex-conveners/in-charges of various committees are requested to hand-over their charge (if any), to the new incumbent and get counter signature of the undersigned as early as possible.

1. New Committees may be constituted or changes in these committees may be done at any time as per the requirement.

2. All the Conveners of the committees must allocate/assign duties to their respective members. The members of various committees are directed to perform the duties assigned to them by the convener with sincerity.

The conveners/in-charges of various committees should note down the names of the faculty members associated with them. All concerned are directed to note down the duties as given below:-

Sr. No.	Committee Name	Convener & Members Name (Prof./Dr./Sh./Smt.)
1	College Council	(Principal/Chairperson) Harvinder Singh Satya Paul Preeti Monga Surinder Kumar Janak Raj
2	Academic Affairs & Implementation/suggestions of National Education Policy – 2020 (NEP)	Principal Harvinder Singh (Convener) Vivek Goyal Naveen Kumar Meet
3	ACR Collection & Checking of Results	Bharat Bhushan (Convener) Ramesh Soni Bablesh Jhorar Bharti Sharma Paramjeet Kaur Amandeep Rajdeep Kaur Anil Kumar (L.A. Chemistry)
4	Annual Prizes	Baldev Singh (Incharge, Sports Prizes, Cultural & Academic Prizes) Ramesh Soni Geeta Kumari Prianka (Hindi) Ajay Kumar (L.A.)

5	Annual Report/College Magazine Staff Editors	Dr Meet (Chief Editor and Annual Report) Karamjit Kaur (Co- Convener) Vivek Goyal (Editor Science Section) Manju Mehta & Poonam Setia (Editor General Awareness Section) Anita Maria (Editor Punjabi Section) Indra Jakhar (Economic Forum) Ashok Kumar & Satya Paul(Editor English Section) Prianka (Hindi) (Editor Hindi Section) Saroj(Hindi) (Editor News Section)
6	Anti-Drug & Anti Smoking Awareness Cell	Anita Maria (Convener) Sher Singh Ashok Kumar Lakhvir Singh Poonam Sethi (1 Student from B.Sc.)(1 Student from Arts)(1 Student from Commerce)
7	Anti Ragging Squad and Discipline	Principal (Chairperson) Baldev Singh (Convener) Surekha Ram Kumar Manju Ganda Meenu Bala Jaswant Singh Manish Kumar Lakhvir Singh Subhash Kumar(Geo) Saroj (Hindi) Dinesh Kumar
8	Apprentices	Preety Monga (Convener) Bharat Bhushan Vinod Bana, Clerk.
9	Attestation of Forms, Issuance of Character & Residence Certificates	Science Students Janak Raj Surekha Arts & PG Students Gurnam Singh Anita Maria Meet Commerce Students: Preety Monga Samriti Kamboj Gursimran Kaur (Clerk, For issuance of Residence and Character Certificates)
10	Bursar, PFMS/Online Banking	Surinder Kumar (Bursar)

11	Bus Pass	Jeet Ram Sharma (Convener) Navpreet Kaur All B.Com Shalini Arora BBA, PGDBA and M.Com Manish Kumar All B.Sc. Medical and PGDCA Kuldeep Kumar All B.Sc. Non-medical Sunil Kumar B.A. 1 st Year Ramesh Kumar B.A. 1 st Year Sanjeet Kumar Pol.Sc. B.A. 2 nd Year Lakhvir Singh B.A. 2 nd Year Dinesh Kumar B.A. 3 rd Year Jaswant Singh B.A. 3 rd Year Sita Ram All M.A.s Satpal -do- Mandeep Kaur BCA, PGDCA Sachin Kumar Hostel Superintendent Saroj Computer Instructor Vinod Bana Clerk Bharat Bhushan Clerk Gursewak Computer Work
12	Campus Beautification, Lawn Maintenance and Cleanliness	Vikas Nain (Convener) Vivek Goyal Smriti Kamboj Manju Ganda Subhash Chander Geo. Mohan Lal (Ground Floor Arts Block) Lakhvir Singh+Sita Ram (All Lawns & Parking area) Surekha + Sanjeev Kumar (Science Block) Baldev Singh + Lakhvinder (Mali) (Play Ground & Canteen Area) Raj Kumar Geo. (First Floor Arts Block) Jaswant (Commerce Block) Ramesh Kumar (Hindi) (PG Block) Satpal Verma + Dinesh Kumar (Library and Surroundings) Meenu Rani (Hostel Supdt.) (Girls Hostel)
13	Canteen & Refreshment	Sher Singh (Convener) Manju Mehta Rajdeep Kaur Mandeep Kaur (CS) Minakshi Shikha Sharma Kuldeep Kumar Sarita (L.A.)
14	Carbon Emission, Solar Power, HAREDA	Amandeep (Eco.) (Convenor) Meet (Member) Ashok Kumar (Convenor Electricity)
15	Centre for Academic Research and Internship Cell	Surinder Kumar (Convener) Meet Sakshi Mehta Indra Jakhar Amandeep

16	CM Window, Grievance Redressal & Monitoring System (GRMS), Social Media Grievances Complaint and CM Announcement	Ramesh Soni (Nodal Officer) Surinder Kumar
17	College Alumni Parents-Teachers Association Record of passed out students	Principal (Chairperson) Surinder Kumar (Convener) SatyaPaul Anita Maria Sher Singh Ashok Kumar Geeta Kumari
18	College Inspection and Affiliation with University and AICTE	Preety Monga (Convener) Bharat Bhushan (CDLU) Manjeet Kaur (AICTE Portal) Surinder Kumar (Bursar)
19	Conference/Multipurpose Hall	Ashok Kumar (Incharge) Jagdeep Singh Karamveer (MPH) Jitender Kumar (Comp. L.A.) (Conference Hall)
20	Counseling Cell	Gurnam Singh (Convener) Anita Maria
21	Court Cases	Satya Paul (Convener) Surinder Kumar Gurnam Singh Pardeep Kumar DS(O) Dharamvir Sharma JLA
22	Cultural & Co-Curricular Activities SPIC MACAY Drama Club Music Club (singing & instrument) Fine Arts club Literary Society/Club Performing Arts Club (Dance) Debate Society Hobby Club	Samriti Kamboj (Convener) Baldev Singh Seema Rani Sakshi Mehta Manju Ganda Anita Maria Karamjeet Kaur Manju Mehta Ramesh Soni Rajdeep Kaur Savita (EVS) Amandeep Kaur Saroj Bala Meenu Rani Rajkumari Navpreet Kaur Pawanveer Kaur Poonam Setia Karamveer Singh (Tabla Player) Shikha (Restorer)

23	Cycle/Scooter Stand	Ram Kumar (Eco.) (Convener) Raj Kumar (Maths) Mahavir (Peon) (Cycle/Scooter Stand & Incharge Sweepers)
24	Decoration	Manju Ganda (Convener) Anita Maria Manju Mehta Rajdeep Kaur Vandana Katoch Subhash Chander Sarita Rani Lakhvir Singh
25	Differently Abled Persons (Divyang Jan)	Manjeet Kaur (Convener) Paramjeet Kaur
26	Dilapidation Fund	Bharat Bhushan Janak Raj (Student Representative)
27	Driving License and Passport	Ram Kumar (Nodal Officer) Mandeep Kaur (Comp. Sc.) Jagdeep Singh Saroj (Comp. Inst.)
28	Earn While You Learn	Vivek Goyal (Convener) Veena Raheja Smriti Kamboj Anita Maria Sher Singh Geeta Kumari
29	Educational Tour	Jeet Ram Sharma (Convener) Ramesh Soni Indra Jakhar Karamjeet Kaur Bablesh Jhorar Karamveer Singh (Tabla Player)
30	Elections	Ram Kumar (Convenor)
31	Electricity Works (Maintenance, Purchase, New installation & Bills etc.)	Ashok Kumar (Incharge) Satya Paul for Repairing of Water Coolers/AC Kuldeep Kumar (Physics)(Generators/Inverter/UPS Repairing) Ramesh Kumar (Hindi) (Electricity Bills/Electricity Meters) Ajay Kamboj (L.A., Physics) will Assist the committee
32	Eligibility	Veena Raheja (Convener) Manju Mehta Minakshi Ramesh Soni Manish Kumar Geeta Kumari Savita Saroj (Computer Instructor)

33	English Language Lab and Common PG Lab	Meet (Convener) Amandeep Shobha Rani Neeru Bala Nisha (L.A.)
34	Exam Branch (University Exam Form, Exam Conduct & Result), Internal Assessment, Practical Awards etc. Degree, DMC Distribution ERP Portal & Online Admissions	Jeet Ram Sharma (Registrar) Bablesh Jhorar (Incharge University Affairs) Kuldeep Arora (Comp. Inst.) Rai Sahab (Clerk) Shikha (Restorer) Narender Kumar (Peon) Online Admission Cell Naveen Kumar (Nodal Officer) Kuldeep Arora (Comp. Inst.)
35	Extension Lecturers	Gurnam Singh (Convener) College Bursar (Surinder Kumar) Naveen Kumar HOD of concerned subject (as and when required) Shikha (Restorer) will assist the committee
36	General Purchase	Harvinder Singh (Convener) Satya Paul Preety Monga GEM Purchase Vivek Goyal Pardeep kumar DS(O) Saroj Kamboj (Comp. Instr.)
37	Health Centre and Red Ribbon Club & Disaster Management	Anita Maria (Convener & RRC) Ramesh Soni Meenu Rani (Hindi) Dinesh Kumar Poonam Sethi Sarita Rani
38	HKRN	Principal (Chairperson) Surinder Kumar (Bursar) Bablesh Jhorar Gursimran Kaur (Clerk)
39	Hostel	Karamjeet Kaur (Chief Warden Girls Hostel) Meenu Rani (Hindi) (Supdt.) Vinod Bana (Clerk)
40	HRMS	Pardeep Kumar, Deputy. Supdt. (Office) Sunil Kumar (Clerk)
41	Infrastructure for Drinking Water & Maintenance of overhead water tanks and Toilet Sanitization	Janak Raj (Convener) Lakhvir Singh Mohan Lal Sita Ram Mahavir (Peon) Satnam (Sweeper)

42	Internal Grievance Committee at work place for persons belonging to Scheduled Caste Community	Gurnam Singh (Convener) Ram Kumar (Eco.) Geeta Kumari
43	Internal Quality Assurance Cell (IQAC) NAAC Academic Audit India Ranking/NIRF/ etc./ Statistical Data Orientation/Refresher/FDP Courses, Sports Personal Achievements and Subject Societies Activities Record Nodal Officer of Institutional Development Plan	Principal (Patron) Surinder Kumar (Co-coordinator) Baldev Singh Meet Sakshi Mehta Indra Jakhar Geeta Kumari Amandeep Rajdeep Kaur Shalini Arora Pardeep Kumar (Deputy. Suptd.(O)) Saroj Vinayak, Comp. Inst. Kuldeep Arora, Comp. Inst. <u>Quality Assurance Cell</u> Principal (Chairperson) Dr Ashok Bhatia(Rtd. Principal GNC Sirsa) Dr. Prem Kamboj, (Rtd. Principal GNC Sirsa) Bhupinder Gupta (Industrialist) Surinder Kumar Setia, (Rtd. MD, SBI) Surinder Bhatia, Journalist Kartar Singh RTI Activist Shishpal Kamboj, Ex Zila President, BJP Adv. Gurdev Virk Smt. Suman Sharma, MC
44	Internal (Staff) Grievance Redressal Cell	Principal (Chairperson) Harvinder Singh Preety Monga Surinder Kumar Anita Maria Pardeep Kumar Deputy. Supdt.(Office)
45	International Affairs and Overseas Committee	Indra Jakhar (Convener) Manju Bala (Pol Sc.) Amandeep (Eco.) Anita Maria Bharat Bhushan Sharma,(Clerk)
46	Learning Management System (LMS)	Bharat Bhushan (Convener) Raj Kumari Mandeep Kaur (Comp. Sci.)
47	Legal Literacy Cell/Club Human Rights Society	Vikas Nain (Convener) Manju Mehta Ram Kumar Geeta Kumari Sita Ram Kuldeep Kumar Sarita Rani Poonam Sethi

48	Library Advisory Board	Principal (Chairperson) Harvinder Singh (Incharge & Member Secretary) Naveen Makkar Meet Anita Maria Kuldeep Arora Smt. Rachna Diwan, Rtd. Librarian (Special Invitee)
49	Library, Soul Software, I-Card & College Magazine Management	Sanjeet (Junior Librarian) Saroj Kamboj (Comp. Inst.) Sunil (Restorer)
50	Mike & Audio	Ramesh Kumar Soni (Convener) Karamveer Jitender Kumar will assist the committee
51	MIS Portal	Naveen Kumar (Nodal Officer) Rajni (Clerk)
52	MoU and Associated Activities	Surinder Kumar (Convener) Vivek Goyal Naveen Makkar Shalini Arora
53	Name Struck Off	Naveen Makkar (Convener) Manju Ganda Raj Kumari Mandeep Kaur Kuldeep Arora (Comp. Inst.) (Technical Team Member) Vinod Bana, Clerk (In case Sh. Vinod Bana is on leave then Smt. Rajni Kumari will do the needful).
54	Nature Interpretation ECO Club Environment Club Adventure Club	Vivek Goyal (Convener) Ramesh Soni
55	N.C.C., Mission Karamyogi and Ek Bharat Shreshth Bharat	Sher Singh (NCC Officer) Geeta Kumari Vinod Bana (Clerk)
56	NSS Advisory Board	Principal (Chairperson) Harvinder Singh Surinder Kumar Jeet Ram Anita Maria Naveen Kumar Sakshi Mehta
57	NSS Programme Officers and Swachh Bharat Summer Internship Scheme (SBIS) and Swachh Bharat Abhiyan	Ramesh Soni (Convener) Ashok Kumar Amandeep Indra Jakhar Bharti Sharma

		Bables Jhorar Vinod Bana (Clerk) Bharat Bhushan (Clerk) Narender (Peon) Lakhwinder (Mali)
58	Personality Development and Placement Cell & Wall Magazine	Vivek Goyal (Convener) Amandeep Manju Mehta Savita Ram Kishore (J.L.A.)
59	Prevention of Sexual Harassment and Internal Complaints Redressal Cell	Principal (Chairperson) Harvinder Singh (Convener) Preeti Monga Vivek Goyal Smriti Kamboj Veena Raheja Anita Maria Adv. Chander Kalan
60	Printing and Invitation	Satya Paul (Convener) Sher Singh
61	Professional Ethics and Code of Conduct Committee	Meet (Convener) Indra Jakhar Amandeep (Eco.)
62	Property Record	Janak Raj (Convener) Raj Kumar (Maths) Ram Kumar (Eco) Manjeet Kaur (Comp. Sci.) (Computerized record of property) Narender Singh (J.L.A.)
63	Public Relation, Media Club and Photography	Ramesh Soni (Convener) Anita Maria Lakhvir Singh Kuldeep Arora (Comp. Inst.)
64	PWD (B&R)/Public Health/ Sanitary fitting and repair and Building Maintenance	Baldev Singh (Convener) Sher Singh Subhash Chander Geo. Satpal Verma Jagdeep Singh Ajay Kamboj (L.A. Physics)
65	Repair Committee (Furniture/General repair/Paint/Aluminum Section/False Ceiling etc.)	Baldev Singh (Convener) Raj Kumar Sher Singh Lakhvir Singh Satpal Verma Subhash Chander Sanjeet Kumar Sunil Kumar Dinesh Kumar Jagdeep Singh Partap Singh (J.L.A) Lakhvinder Singh, Mali

66	Research Work Development Committee for English Department	Satya Paul (Convener) Ashok Kumar Manju Mehta
67	Road Safety Club	Principal (Chairperson) Ram Kumar Manjeet Kaur (Member Secretary) Sanjeev Kumar NSS Senior Volunteer Student Student Union Members
68	RTI	Harvinder Singh (SPIO) Satya Paul, ASPIO Ravinder Kumar (Lib. Attnd.)
69	RUSA & UGC Affairs	Vivek Goyal (Nodal Officer) Naveen Makkar Rakesh Jain
70	Scholarships and Stipend (SC/BC Cell) Equal Opportunity Cell	Gurnam Singh (Overall Incharge) SC Cell & Equal Opportunity Cell Ram Kumar, Eco. (Nodal Officer) Deepwali Devi BC Cell Sher Singh Meritorious Scholarship Manjeet Kaur Mandeep Kaur Sunil Kumar Minorities Scholarship/Freedom Fighter Dependent Geeta Kumari Ravinder Kumar (Lib. Att.)
71	Senior Tutor/ Mentorship	Gurnam Singh (Chief Mentor) Janak Raj (Mentor Science faculty) Preety Monga (Mentor Commerce faculty) Anita Maria (Mentor Arts faculty) Manju Mehta (Mentor M.A Classes.)
72	Sitting & Shamiana	Gurnam Singh (Convener) Satpal Jagdeep Singh Sanjeet Kumar (Pol. Sc.) Lakhvinder Singh (Mali)
73	Smart Class Room & Edusat, Networking, CCTVs	Naveen Kumar (Networking) Vivek Goyal (Smart Class Room) Ashok Kumar (CCTV) Jitender Kumar (L.A.)
74	Sports Board Sports Club Yoga Club	Principal (Chairperson) Surinder Kumar (Bursar) Baldev Singh (I/C Sports) Satya Paul Jeet Ram Naveen Kumar Amandeep Anita Maria

		Bablesh Jhorar Raj Kumari Mandeep Kaur Shikha Sharma Savita Subhash Chander Sunil Kumar Dinesh Kumar Ground Maintenance Lakhwinder under supervision of Dr. Baldev Singh Yoga Club Karamjit Kaur (Convener, Yoga Club) Minakshi (Member) Saroj Bala (Member) Neeru Bala (Member)
75	Staff Secretaries	Satya Paul (Staff Secretary) Sakshi Mehta (Social Secretary)
76	Stationery	Ramesh Soni (Convener) Ashok Kumar Bharat Sharma, Clerk will assist the committee.
77	Student Grievance Redressal Cell	Principal (Chairperson) Harvinder Singh Satya Paul Gurnam Singh Samriti Kamboj Anita Maria Incharge of Concerned Committee (Special Invitee) -----, Student M.A II Psychology
78	Students Indiscipline and Indecent Behaviour of Girls/Boys Students	Harvinder Singh (Convener) Samriti Kamboj Karamjeet Kaur
79	Subject Societies and Science Exhibition Academic/Creative Writing/Literacy Society	Vivek Goyal (Overall Incharge & Incharge Science Exhibition) Surekha + Bharti Sharma (Quiz & Essay Writing) Shikha Sharma + Pawanveer Kaur (Chemistry) Karamjeet Kaur + Deepwali (Hindi) Manju Bala + Sanjeet Kumar (Pol. Sci.) Meet + Shobha Rani (English) Minakshi + Vandana Katoch (Psychology) Subhash Chander + Raj Kumar (Geography) Vikas Nain + Mohan Lal (History) Indra Jakhar + Amandeep (Economics) Seema Rani + Karamveer (Music) Anita Maria + Lakhvir Singh (Punjabi) Jeet Ram Sharma (Pub. Add) Geeta Kumari + Navpreet Kaur (Commerce) Bablesh Jhorar + Raj Kumar (Maths) Bharti Sharma+Seema Rani (Physics) Janak Raj + Surekha (Botany) Ramesh Soni (Zoology) Manjeet Kaur + Mandeep Kaur (Computer Science)

80	Time Table, Work Load & Introduction of New Subjects	Naveen Makkar (Convener) Sakshi Mehta Amandeep (Eco.) Raj Kumari
81	Verification of Income Tax	Surinder Kumar (Convener) Veena Raheja Naveen Makkar Samriti Kamboj Rakesh Jain (Steno)
82	Vermicompost Committee	Janak Raj (Convener) Raj Kumar Geo Sanjeev Kumar
83	Website of College/Social Media (Facebook/YouTube etc)/CMS	Bharat Bhushan (Convener) Paramjeet Kaur Saroj Kamboj
84	Women Empowerment Cell & Beti Bachao Beti Padhao Abhiyan & Gender Champion & Gender Studies Society	Meet (Overall Incharge & Incharge Women Cell) Karamjeet Kaur (Incharge Beti Bachao, Beti Padhao) Rajdeep Kaur Manju Kamboj Paramjit Kaur Geeta Kumari Saroj Bala Shobha Rani Minakshi Vandana Katoch Neeru Bala Nisha (L.A.) Girls Common Rooms Geeta Kumari (Overall Incharge) Manjeet Kaur, Science Common Room Poonam Setia, Arts Common Room Sarita (LA, CSE)
85	Youth Red Cross	Principal (Chairperson) Ramesh Soni (Convener & Counselor Incharge, President Red Ribbon Club) Sher Singh (NCC Officer) Jeet Ram Sharma Meet (Incharge Women Cell) Secretary, District Red Cross Society


 Principal
 Govt. National College
 Sirsa (Hrv.)