



Shaheed Dalbir Singh Govt. College Kharkhoda (Sonepat)

Annual Duties Implemented w.e.f. 23.07.2025 till further orders

S. No.	Name of Committee	Name of Conveners and Members Sh./Smt./Dr./Ms	Signature
1	College Development Council, Reception/College Advisory Board	1 Kiran Saroha	
		2 Dinesh Kumar	
		3 Yogesh Bajwan	
		4 Geeta Sharma	
		5 Vinod Malik	
		6 Yogender Singh	
2	Chief Proctor	1 Dinesh Kumar	
		2 Yogesh Bajwan	
3	S.P.I.O./RTH in - Charge CM Grievance	1 Kiran Saroha	
		2 Dinesh Kumar	
4	Bursar	1 Mandeep Kumari	
5	Central Purchase Committee	1 Kiran Saroha	
		2 Dinesh Kumar	
		3 Yogesh Bajwan	
		4 Geeta Sharma	
		5 Vinod Malik	
		6 Yogender Singh	
6	IQAC / NAAC	1 Tarana Negi, Principal of HEl (Chairperson)	
		2 Vinod Malik (Co-ordinator)	
		3 Geeta Sharma, Asstt. Prof. (Member)	
		4 Yogender Singh, Asstt. Prof. (Member)	
		5 Madhulata, Asstt. Prof. (Member)	
		6 Neera, Asstt. Prof. (Member)	
		7 Rekha, Asstt. Prof. (Member)	
		8 Kirsi Khatri, Asstt. Prof. (Member)	
		9 Beena Rani, Asstt. Prof. (Member)	
		10 Balram Verma, Clerk (Admin. Member)	



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7	Library	1 Kirti Khatri	
		2 Yogender Singh	
		3 Beena Rani	
8	N.S.S. In-Charge	1 Madhulata (Unit-1) (Incharge)	
		2 Jagbir Singh (Co-Incharge)	
9	Registrar	1 Rajneesh Kumari	
10	Controller of Examination	1 Yogender Singh	
11	(i) Feeding of Admission form in to computer	1 Raveena Pawar	
		2 Rajesh Kumar	
		3 Parvish	
	(ii) Registration of Students	1 Parvish	
	(iii) List of admitted students to HODs	1 Beena Rani	
		2 Rajesh Kumar	
	(iv) Calculation of absentees and calculation of fine	1 Jagbir Singh	
		2 Ravi Kumar	
	(v) Preparation of Record of Lecture shortage and Attendance	1 Neera	
		2 Sandeep	
	(vi) Collection of Record of Class tests/ Internal Assignments/EVS	1 Jagbir Singh	
		2 Anita Rana	
	(vii) Result Verification committee	1 Kiran Saroha	
		2 Dinesh Kumar	
		3 Yogesh Bajwan	
		4 Yogender Singh	
		5 Balram Verma	
		6 Ritu Devi	
		7 Parvish	



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12	Advisory Board Sports Board YRC/NSS/Library	1 Dinesh Kumar	
		2 Kiran Saroha	
		3 Yogesh Bajwan	
		4 Geeta Sharma	
13	Alumni Committee	1 Sangita Kumari	
		2 Jagbir Singh	
14	Annual Report News Paper Editorial, Photography	1 Beena Rani	
		2 Neera	
		3 Anita Rana	
15	Anti Ragging, Anti Corruption Cell, Redressal of Grievances, Suggestion Box Committee	1 Kiran Saroha	
		2 Dinesh Kumar	
		3 Yogesh Bajwan	
		4 Geeta Sharma	
		5 Madhulata	
16	Decoration Sitting Arrangement	1 Neera	
		2 Rekha/Suman Rani	
		3 Madhulata	
17	Bus Pass Committee	1 Sangita Kumari	
		2 Ravi Kumar/Sudhir to Assist	
18	Canteen Committee	1 Dinesh Kumar	
		2 Yogender.Singh	
		3 Rajneesh Kumari	
19	CCTV IT Module Biometric Portal Smart Class Room Computer Lab Committee	1 Rekha	
		2 Yogender Singh	
		3 Rajesh Kumar (Technical Help)	
		4 Parvish (Technical Help)	
20	Court Cases	1 Vinod Malik	
		2 Yogender Singh	



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21	Cultural Committee	1 Geeta Sharma (Convener)	
		2 Yogender Singh (Co-Convener)	
		3 Kiran Saroha	
		4 Yogesh Bajwan	
		5 Madhulata	
		6 Sangita Kumari	
22	Discipline Committee	1 Yogesh Bajwan	
		2 Vinod Malik	
		3 Yogender Singh	
		4 Jagbir Singh	
		5 Anita Rana	
		6 Suman Rani	
23	Earn While You Learn	1 Raveena Pawar	
		2 Yogender Singh	
		3 Jagbir Singh	
24	Electricity, Generator, Solar and Sound Committee	1 Vinod Malik	
		2 Jagbir Singh	
		3 Rajesh Kumar	
25	Health and Hygiene, Medical, Dispensary, First Aid and Water Management Committee	1 Yogender Singh	
		2 Vinod Malik	
		3 Jagbir Singh	
26	Legal Literacy Cell	1 Neera	
		2 Vinod Malik	
		3 Madhulata	
27	Mentor Groups Incharge	1 Kiran Saroha	



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28	Message and Information to Students Committee	1 Mandeep Kumari	
		2 Anita Rana	
		3 Suman Rani	
		4 Parvish	
29	Outsourcing Committee	1 Kiran Saroha	
		2 Dinesh Kumar	
		3 Yogender Singh	
30	Placement Cell / Career Counseling & Development	1 Yogender Singh	
		2 Madhulata	
		3 Rekha	
31	Printing of certificate/ invitation card/ dispatch/preparation of flax committee, Annual Prize, All certificate	1 Rajneesh Kumari	
		2 Rekha	
		3 Suman Rani	
32	Prize distribution committee Merit Certificate	1 Beena Rani	
		2 Sangita Kumari	
		3 Madhulata	
		4 Rinu Devi (Technical Help)	
33	Property Wooden, Steel and Electronics	1 Neera	
		2 Vinod Malik	
		3 Anita Rana	
		4 Suman Rani	
34	Refreshment committee	1 Rekha	
		2 Neera/ Anita Rana	
		3 Beena Rani	



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35	Tent/Stage committee	1	Dinesh Kumar	
		2	Vinod Malik	
		3	Geeta Sharmna	
36	Scholarship committee	1	Yogesh Bajwan	
		2	Dinesh Kumar	
		3	Neera	
37	Timetable and workload committee	1	Mandeep Kumari	
		2	Madhulata	
		3	Sangita Kumari	
38	Tours committee	1	Geeta Sharma (Girls)	
		2	Yogender Singh (Boys)	
39	Web Portals AISHE EDUSET/NIRF/MIS LMS/ HRMS/Shaksham SHIKSHA SETU	1	Vinod Malik (Nodal Officer AISHE only)	
		2	Kirti Khatri (Nodal Officer)	
		3	Rajesh Kumar	
		4	Parvish	
40	Women Cell Beti Bachao Beti Padhao	1	Sangita Kumari	
		2	Neera	
		3	Beena Rani	
		4	Anita Rana	
41	Youth Red Cross & Red Ribbon Club Committee	1	Rekha	
		2	Neera	
		3	Jagbir Singh/ Suman Rani	



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42	Internal Complaints Committee (Sexual Harassment on workplace Committee)	1 Tarana Negri, Principal of HII (Chairperson)	
		2 Kiran Saroha, Presiding Officer	
		3 Dinesh Kumar	
		4 Yogesh Bajwan	
		5 Geeta Sharma	
		6 Sumit Kaushik (Adv.) (Legal Affairs)	
		7 Sumita (NGO Nominee)	
		8 Mohit, MA (History)	
		9 Jyoti, MA (Psychology)	
43	Passport Committee & Other Related Activity	1 Jagbir Singh	
		2 Yogesh Bajwan	
44	Road Safety Club, Traffic Interpretation, Nature Interpretation Centre Driving Licence (Learner)	1 Yogesh Bajwan	
		2 Madhulata	
		3 Jagbir Singh	
45	Sports Committee	1 Dinesh Kumar	
		2 Yogender Singh	
		3 Rajneesh Kumari	
		4 Sangita Kumari	
46	Differently abled Committee	1 Yogesh Bajwan	
		2 Mandeep Kumari	
47	Outreach Programme	1 Kiran Saroha	
		2 Geeta Sharma	
		3 Sangita Kumari	
48	Research Development Committee	1 Yogender Singh	
		2 Beena Rani	
		3 Neera	



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49	Anti Smoking Anti Tobacco NARCO Committee	1 Beena Rani	
		2 Sangita Kumari	
		3 Suman Rani	
50	Eco Club/EVS Green Campus/Water Harvesting/Disaster Management Committee	1 Jagbir Singh	
		2 Sangita kumari	
		3 Anita Rana	
51	Donation & Social Services	1 Jagbir Singh	
		2 Yogender Singh	
		3 Mandeep Kumari	
52	Income Tax	1 Madhulata	
		2 Mandeep Kumari	
		3 Suman Rani	
53	College Magazine Committee	1 Rajneesh Kumari	
		2 Yogesh Bajwan	
		3 Rekha	
		4 Beena Rani	
54	Public Relation Officer	1 Geeta Sharma	
		2 Yogender Singh	
55	Building/ Dilapitation Fund Committee	1 Dinesh Kumar	
		2 Yogesh Bajwan	
		3 Geeta Sharma	
56	Counselling Cell	1 Geeta Sharma	
		2 Rekha	
57	Office Expenditure (OE)	1 Yogesh Bajwan	
		2 Jagbir Singh	
		3 Madhulata	



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	4 Rajneesh Kumari	
58 New Education Policy (NEP - 2020)	1 Rajneesh Kumari	
	2 Yogender Singh	
	3 Yogesh Bajwan	
	4 Neera	
59 Disposal Of Old Items Articles/Equipment	1 Jagbir Singh	
	2 Dinesh Kumar	
	3 Yogender Singh	
	4 Madhulata	
	5 Rajneesh Kumari	
60 Intellectual Property Right Committee	1 Madhulata	
	2 Sangita Kumari	
61 Special Day Celebration	1 Rekha	
	2 Neera	
	3 Yogesh Bajwan	
62 SC/ST Cell	1 Dinesh Kumar	
	2 Suman Rani	
	3 Neera	
63 My Bharat Portal	1 Maduhlata	
	2 Jagibir Singh	
	3 Anita Rana	