

Office of the Principal, SMRJ Govt. College, Siwani (Bhiwani)

Letter No.: 96/26/5596

Date: 05/05/26

Staff Duty List for the Session 2025-26 (Revised)

Following are the lists of various committees constituted for the academic session 2025-26. All the concerned teaching and non-teaching staff members are hereby directed to note their duties, and hand over or take over their charges accordingly.

Sr. No.	Committee	Members	Designation	Signature
1.	College Council	Prof. Bhup Singh Dr. Ranjeet Singh Dr. Kartik Arora Mr. Suresh Lamba Mrs. Shakuntla (Commerce) Dr. Meenaxi Mrs. Sunena	Chairman Coordinator Member Member Member Member (Special Invitee) Member (Special Invitee)	
2.	Committee for Proctorship and discipline	Dr. Ranjeet Singh Dr. Meenaxi All teaching and non-teaching staff members	Proctor Additional Proctor Members	
3.	Chief Mentor and other mentors	Dr. Kartik Arora All teaching staff members as mentors of different groups of students	Chief Mentor Members	
4.	Bursar	Mrs. Sunena Miss Varsha	Bursar/ Financial Officer Financial Clerk	
5.	Registrar	Mrs. Shakuntla, Commerce Mr. Kapil Singh Mr. Parveen Kumar Mrs. Geeta Rani Mr. Satpal Kumar Dr. Vinod Kumar Dr. Sujata Mrs. Neelam Rani Dr. Sunita Rani Mrs. Yesu	Registrar Deputy Registrar In-charge (Science) In-charge (All PG) In-charge (Geo. Hons.) In-charge (BA I) In-charge (BA I) In-charge (BA II) In-charge (BA III) In-charge (Commerce)	

		Mr. Vijaypal Mr. Amit Mr. Shishram	University Clerk Assistant Assistant	
6.	Staff Secretary & Social Secretary	Mr. Devilal Mr. Rahul	Staff Secretary Social Secretary	
7.	Income Tax and Property Returns	Smt. Yeshu Mrs. Shakuntla Mrs. Sunena Mr. Kapil Miss Varsha	Convener Member (Financial Advisor) Member Assistant	
8.	Committee for Time Table, Workload and Section Formation	Mr. Suresh Lamba Mr. Rahul Mrs. Yeshu Mr. Parveen Kumar Mr. Pardeep Kumar Mr. Vijay, Lib. Att.	Convener Member Member Member Member Assistant	
9.	Committee for Migration, Subject Change, Lecture Shortage, Absentee	Mr. Suresh Lamba Dr. Vinod Kumar Dr. Mukesh Kumar Dr. Sunita Rani Mr. Vijay Pal	Convener Member Member Member Assistant	
10.	Name Struck Off & Re-admission Committee	Mrs. Shakuntla, Comm. Mr. Kapil Singh Mr. Parveen Kumar Mr. Vijay Pal	Convener Member Member Assistant	
11.	Internal Complaint Committee (Teaching and Non-Teaching)	Prof. Bhup Singh Dr. Ranjeet Singh Dr. Kartik Arora Mrs. Suman Devi Mr. Kapil Singh Mr. Naveen Dr. Sanjay Dr. Sunita Rani Mr. Vijender Miss Varsha	Chairman Convener Member Member Member Member Member Member Member Member	
12.	Anti- Sexual Harassment Committee	Prof. Bhup Singh Dr. Meenaxi	Chairman Convener	

		Dr. Kartik Arora Mrs. Geeta Rani Mr. Rahul Dr. Vinod Kumar Dr. Sunita Rani Miss Varsha	Member Member Member Member Member Member	
13.	Grievance Redressal Cell for Students	Prof. Bhup Singh Dr. Ranjeet Singh Dr. Kartik Arora Mr. Suresh Lamba Mrs. Shakuntla, Commerce Dr. Meenaxi Mrs. Geeta Rani Mr. Sachin	Chairman Convener Member Member Member Member Member Member	
14.	Anti-Ragging Cell	Prof. Bhup Singh Dr. Meenaxi Mr. Devilal Mr. Naveen Dr. Sanjay Mr. Kapil Singh Mr. Pardeep Kumar	Chairman Convener Member Member Member Member Member	
15.	Anti-Smoking & Anti-Drug Committee	Dr. Sanjay Mr. Naveen Mr. Rahul Dr. Sunita Rani Mr. Mahipal Singh Mr. Vijeder	Convener Member Member Member Member Member	
16.	Youth and Cultural Affairs Cell	Mrs. Neelam Rani Mr. Satpal Mrs. Geeta Rani Mr. Pardeep Kumar Dr. Krishan Kumar Dr. Sujata Mr. Mahipal	Convener Co-convener Member Member Member Member Member	
17.	Subject Society	All HODs as the President of the concerned subject society		

18.	Decoration and Refreshment Committee for All Functions	Dr. Sujata Mr. Parveen Dr. Sunita Rani Mrs. Neelam Rani Dr. Shakuntala Devi, Hist. Mr. Mahipal	Convener Member Member Member Member Member	
19.	Canteen Committee	Mr. Satpal Mr. Rahul Mr. Parveen Kumar Mr. Sachin Dr. Shakuntala Devi, Hist.	Convener Member Member Member Member	
20.	Committee for Tent, Mike and Photography	Mr. Krishan Kumar Dr. Satpal Kumar Dr. Mukesh Kumar Mr. Mahipal	Convener Member Member Member	
21.	Building, College Property, and Cycle Stand	Mr. Mahipal Singh Dr. Krishan Kumar Dr. Mukesh Kumar Mr. Vijender Mr. Amit Mr. Shish Ram	Convener Member Member Member (Est. Office) Member Assistant	
22.	Water, Electricity, and Public Health Work	Mr. Mahipal Singh Dr. Krishan Kumar Dr. Sunita Rani Mr. Anil Sangwan, LA Mr. Naresh Kumar, LA	Convener Member Member (Gen. Set On-Off) Assistant Assistant	
23.	Printing and Stationery	Mr. Parveen Kumar Mr. Rahul Mrs. Yeshu Mr. Sachin	Convener Member Member Member	
24.	Scholarship of All Kinds	Mrs. Geeta Rani Mr. Sachin Dr. Mukesh Kumar Dr. Vinod Kumar Dr. Shakuntala Devi, Hist.	Convener (Overall) In-Charge (SC) Member In-Charge (BC) Member	

		Dr. Krishan Kumar Mr. Anoop	In-Charge (Other) Assistant	
25	Sports Board	Prof. Bhup Singh Mr. Pardeep Kumar Dr. Ranjeet Singh Dr. Kartik Arora Mr. Suresh Lamba Mrs. Yeshu Mr. Satpal Kumar Mrs. Sunena Dr. Krishan Kumar Mr. Mahipal Singh Mr. Anil Sangwan, LA Mr. Naresh Kumar, LA Mrs. Seema Rani, LA	Chairman/President Secretary Member Member Member Member Member Member Member Member Assistant Assistant Assistant	
26	HRMS & MIS	Dr. Mukesh Kumar Mr. Sachin Mr. Vijender Mr. Amit Mr. Vijay Kumar	Convener Co-convener Member (Official Record Provider) Member Assistant	
27	IT Cell, , Smart Classes, and Internet	Dr. Mukesh Kumar Mr. Mahipal Singh Mr. Amit Mr. Anoop	Convener Member Member Assistant	
28	CCTV Camera Committee	Dr. Mukesh Kumar Mr. Mahipal Singh Mr. Amit Mr. Anoop	Convener Member Member Assistant	
29	Computer and Printer Repair Committee	Dr. Mukesh Kumar Mr. Vijender Mr. Amit Mr. Anoop	Convener Member Member Assistant	
30	Electoral Club	Dr. Vinod Kumar Mr. Rahul Dr. Krishan Kumar Mr. Pardeep Kumar Mrs. Suman Devi	Convener Member Member Member Member	

31.	Library Committee	Dr. Sanjay Mr. Suresh Lamba Mrs. Shakuntla, Com. Mr. Kapil Singh Mr. Parveen Kumar Mr. Naveen Mrs. Suman Devi	Convener Member Member Member Member Member Member	
32.	Eco Club, EVS, and College Beautification	Mr. Suresh Lamba Dr. Vinod Kumar Mr. Satpal Kumar Mr. Pardeep Kumar Mr. Sachin	Convener Member Member Member Member	
33.	HKRN, Extension, and Contractual Employee Committee	Mrs. Suman Devi Dr. Meenaxi Dr. Sanjay Mr. Devilal Mr. Parveen Kumar Mr. Amit Mr. Vijender	Convener Member Member Member Member Member Assistant	
34.	Apprentice Committee	Mrs. Yeshu Mrs. Sunita Rani Miss Varsha Mr. Anoop	Convener Member Member Assistant	
35.	Committee for Educational and Adventurous Tours	Dr. Vinod Kumar Dr. Mukesh Kumar Dr. Krishan Kumar Mrs. Suman Devi Dr. Sunita Rani Mrs. Neelam Rani	Convener (Boys) Member Member Convener (Girls) Member Member	
36.	News and Media Committee	Dr. Meenaxi Mr. Rahul Mr. Mahipal Singh	Coordinator Co-cordinator Media Spokesperson	
37.	Attestation Committee (Students)	Dr. Kartik Arora Mr. Suresh Lamba	In-charge (PG/BA Hons./BSc/BCom) In-charge (BA)	

38.	Committee for Bus Pass, Driving License, and Passport	Mrs. Geeta Rani Dr. Krishan Kumar Dr. Shakuntala Devi, His. Mr. Vijay, Lib. Att. Mr. Shish Ram	Convener Member Member Assistant Assistant	
39.	Youth Red Cross (YRC) &	Mr. Satpal Kumar Mr. Pardeep Kumar Dr. Krishan Kumar Dr. Sujata	Convener Member Member Member	
40.	Red Ribbon Club (RRC)	Dr. Shakuntala Devi, His. Dr. Sujata Mrs. Neelam Rani	Convener Member Member	
41.	Road Safety Club	Mr. Sachin Dr. Shakuntala Devi, Hist. Dr. Krishan Kumar Mrs. Neelam Rani	Convener Member Member Member	
42.	Committee for Purchase, Auction, and Write Off (Fund and Grant)	Prof. Bhup Singh Dr. Katik Arora Mr. Suresh Lamba Dr. Meenaxi Mrs. Neelam Rani Mr. Mahipal Singh Mr. Vijender	Chairman Convener Member Member Member Member Member	
43.	Women Cell	Dr. Meenaxi Mrs. Yeshu Dr. Sujata Mrs. Neelam Rani Dr. Shakuntala Devi, His. Dr. Krishan Kumar	Convener Member Member Member Member Member	
44.	Legal Literacy Cell and Court Cases Committee	Mr. Naveen Mr. Kapil Singh Mr. Rahul Dr. Sanjay Mr. Vijender	Convener Member Member Member Member	
45.	Personality Development and Placement Cell	Mr. Naveen Mr. Devilal Dr. Geeta Rani	Coordinator Member Member	

		Mrs. Sunena Mr. Pardeep Kumar Mr. Sachin	Member Member Member	
46.	Committee for Earn While You Learn Scheme	Mr. Pardeep Kumar Mr. Sachin Mrs. Suman Devi Mrs. Neelam Rani	Convener Member Member Member	
47.	Cell for RTI and CM Window	Prof. Bhup Singh Dr. Ranjeet Singh Dr. Meenaxi Mrs. Yeshu Mr. Rahul Mr. Vijender Singh	First Appellate Authority SPIO ASPIO Member Member Assistant	
48.	Committee for UGC and NAAC	As constituted vide this office Letter No. GCS/25/4468, dated 08.11.2025 (Copy Attached)		
49.	Internal Quality Assurance Cell (IQAC)	As constituted vide this office Letter No. GCS/25/4392, dated 27.10.2025 (Copy attached)		
50.	Research and Development Cell	As constituted vide this office Letter No. GCS/25/4467, dated 27.10.2025 (Copy attached)		
51.	All India Survey on Higher Education (AISHE) Cell	Mr. Parveen Kumar Mr. Devilal Mrs. Suman Devi Mrs. Sunena Dr. Vinod Kumar Dr. Sunita Rani	Nodal Officer Member Member Member Member Member	
52.	National Institutional Ranking Framework (NIRF) Cell	Mr. Kapil Singh Mr. Devilal Mrs. Yeshu Mr. Parveen Kumar Mr. Rahul Mrs. Suman Devi	Nodal Officer Member Member Member Member	

53.	Committee for PM-USHA (RUSA)	Mr. Rahul Mr. Naveen Dr. Sanjay Mr. Mahipal Singh Miss Varsha	Nodal Officer Member Member Member Member	
54.	National Service Scheme (NSS)	Mr. Rahul Dr. Sunita Rani Miss Varsha Miss Banita Mr. Shish Ram	PO (Unit I) PO (Unit II) Clerk Peon Peon	
55.	NSS Advisory Committee	Dr. Kartik Arora Mr. Suresh Lamba Mrs. Shakuntla, Commerce Mrs. Yeshu Mr. Rahul	Convener Member Member Member Member	
56.	Committee for NEEV	Dr. Sanjay Mr. Kapil Singh Mrs. Sunena Mr. Devilal Mr. Naveen Mr. Parveen Kumar Mr. Vijender Miss Banita	Nodal Officer Member Member Member Member Member Member Assistant	
57.	Committee for Wi Fi, College Website, and Biometric Attendance	Dr. Mukesh Kumar Mr. Amit Mr. Vijaypal Mr. Anoop	Convener Member Member Assistant	
58.	Alumni Committee	Mr. Naveen Mr. Devilal Mr. Sachin Dr. Mukesh Kumar Dr. Sunita Rani Mr. Mahipal Singh	Convener Member Member Member Member Member	
59.	Physical Verification Committee (Purchase Items above Rs. 10000/-)	Mrs. Yeshu Mr. Parveen Kumar Mr. Rahul Mr. Mahipal	Convener Member Member Member	

		Mrs. Neelam Rani, Lib.	Assistant
60.	Committee for OE Grant	Mr. Vijender Singh Miss Varsha Mr. Vijay Pal	Convener Member Member
61.	Results Analysis and Verification Committee	Dr. Kartik Arora Mrs. Shakuntla, Com. All PG HoDs for their departments for PG Classes Mr. Rahul (BA I) Mr. Naveen Mrs. Suman Devi (BA II & III) Dr. Sunita Rani Mrs. Neelam Rani Mrs. Yeshu (B.Com.) Mr. Kapil Singh Mr. Parveen Kumar Mr. Sachin Mr. Satpal (Geo. Hons.) Dr. Mukesh Kumar	Convener Co-convener In-Charge Member In-Charge Member Member In-Charge Member In-Charge Member In-Charge Member
62.	Committee for Swachchha Bharat Abhiyan	Dr. Vinod Kumar Mr. Devilal Dr. Shakuntala Devi, Hist. Mr. Mahipal Singh	Nodal Officer Member Member Member
63.	Cleanliness Committee	Mr. Mahipal Singh Dr. Krishan Kumar Mrs. Shakuntala, Hist.	Convener Member Member
64.	Waste Management Committee	Dr. Kartik Arora Mr. Suresh Lamba Mr. Satpal Mr. Amit	Convener Member Member Assistant
65.	Internship Cell	As constituted vide this	

		office letter No. GCS/26/5223, dated 25.04.2026 (Copy attached)		
66.	Committee for NEP 2020	Mrs. Shakuntla, Commerce Dr. Sanjay All HODs	Coordinator Co-coordinator Member	
67.	Computer and IT Education Committee	Dr. Mukesh Kumar Mr. Rahul Dr. Sunita Rani Mr. Amit Mr. Anoop	Coordinator Member Member Member Assistant	
68.	Committee for Language Lab and Soft Skills	Mr. Devilal Mr. Naveen Dr. Sunita Rani Dr. Sujata	Convener Member Member Member	
69.	Important Day Celebration Committee (In collaboration with concerned Dept./Cell)	Dr. Kartik Arora Dr. Meenaxi Mr. Satpal Mrs. Yeshu Mr. Parveen Dr. Krishan Kumar Dr. Shakuntala Devi, Hist.	Convener Member Member Member Member Member Member	
70.	Committee for Record of Prizes and Trophies	Mr. Kapil Singh Mrs. Yeshu Dr. Sunita Rani Mr. Vijay, Lib. Att.	Convener Member Member Assistant	
71.	Committee for College Magazine, Annual Reports, and Newsletters	Mr. Devilal Mrs. Suman Devi (Hindi) Mr. Naveen (English) Mrs. Sunena (Commerce) Dr. Sanjay (Library) Dr. Vinod Kumar (Social Science) Mr. Parveen Kumar (Science) Mr. Pardeep Kumar (Sports) Mrs. Neelam Rani (Cultural)	Chief Editor Member Member Member Member Member Member Member Member	
72.	Committee for Invitation, Dispatch and Certificate	Mrs. Geeta Rani Mr. Sachin	Convener Member	

	Writing	Dr. Sujata Mrs. Neelam Rani	Member Member	
73.	Committee for New Appointment/ Transfer/ Resource Person Document Verification	Dr. Ranjeet Singh Dr. Kartik Arora Mr. Suresh Lamba Mr. Naveen Dr. Vinod Kumar Mrs. Sunena Mr. Vijender	Convener Member Member Member Member Member (Special Invitee) Assistant	
74.	Medical Dispensary Committee	Mr. Satpal Mr. Sachin Dr. Sunita Rani Mrs. Seema Rani	Convener Member Member Assistant	
75.	National Task Force for Mental Health	Dr. Vinod Kumar Mr. Pardeep Kumar Dr. Sujata	Nodal Officer Member Member	
76.	Modal Online Transfer Committee	Dr. Kartik Arora Mr. Vijender Mr. Amit	Nodal Officer In-Charge, Non-Teaching Assistant	
77.	Admission Cell for 2026-27	As constituted vide this office Order No. GCS/26/5467, dated 20.04.2026 (Copy attached)		

Note: All conveners/in-charges of the above said committees are hereby directed to hand over or take over their concerned charges (if any), duly signed by the Principal by 12.05.2026 positively.


(Prof. Bhup Singh)
Principal