

OFFICE OF THE PRINCIPAL GOVT. COLLEGE, PALWAL [HARYANA]
ANNUAL DUTIES FOR SESSION 2025-2026
w.e.f. 01.07.2025

Sr. No.	Name of Committee	Members
1.	Bursar	Smt. Bandana Bhardwaj
2.	Admission (Nodal Officer)	Sh. Dilbag Singh
3.	AISHE Committee	1. Dr. Yogesh Kumar (C) 2. Sh. Manoj Kumar (Clerk) 3. Sh. Babu Lal (Clerk)
4.	Alumni Committee	1. Sh. Sher Singh (C) 2. Dr. Prakhar 3. Dr. Deepika
5.	Anti-Ragging Committee	1. Sh. Dilbag Singh (C) 2. Smt. Sarita 3. Dr. Deepika 4. Smt. Pinky
6.	Anti-Drug Awareness cell	1. Sh. Raju (Co-ordinator) 2. Sh. Sher Singh 3. Dr. Om Prakash 4. Deepak Saini, B.Com. 2 nd year 5. Dinesh Kumar, B.Sc. 3 rd year
7.	API Verification Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Yogesh Kumar
8.	Apprenticeship	1. Sh. Raju (C) 2. Dr. Yogesh Kumar 3. Dr. Deepika
9.	Attendance Shortage/ Absentee fine	1. Dr. Prakhar (C) 2. Smt. Pinky 3. Sh. Sher Singh 4. Sh. Manoj Kumar (Clerk) 5. Sh. Babu Lal (Clerk)
10.	Biometric Attendance Committee	1. Dr. Yogesh Kumar (C) 2. Smt. Pinky 3. Mr. Manoj Kumar (Clerk)
11.	Boys Tour	1. Sh. Dilbag Singh (C) 2. Dr. Sanjeev Kumar 3. Dr. Om Prakash 4. Dr. Prakhar
12.	Building & General Maintenance Committee	1. Dr. Prakhar (C) 2. Sh. Raju 3. Sh. Sher Singh
13.	Building Fund Committee	Principal (Chairman) College Council

14.	Campus Beautification and Development Committee	1. Dr. Sanjeev Kumar (C) 2. Dr. Anita Mishra 3. Smt. Sarita Devi
15.	CCTV Committee	1. Dr. Yogesh Kumar (C) 2. Dr. Om Prakash 3. Dr. Prakhar
16.	Central Purchase Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Yogesh Kumar 4. Dr. Anita Mishra
17.	Chemistry Lab	1. Smt. Sarita Devi (C) 2. Dr. Om Prakash 3. Dr. Anita Mishra
18.	Class IV Employees Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Om Prakash 4. Dr. Deepika
19.	CM Announcement/CM Window and Social Media Committee	1. Dr. Yogesh Kumar (C) 2. Smt. Bandana Bhardwaj 3. Sh. Sher Singh 4. Sh. Babu Lal (Clerk)
20.	College Canteen Committee	1. Dr. Anita Mishra (C) 2. Dr. Sanjeev Kumar 3. Dr. Prakhar
21.	College Council	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Anita Mishra
22.	Commerce Association	1. Smt. Pinky (C) 2. Smt. Nisha Rani
23.	Complaint/ Suggestion Box	1. Dr. Yogesh Kumar (C) 2. Dr. Sanjeev Kumar 3. Dr. Om Prakash
24.	Computer Lab	1. Smt. Sarita Devi (C) 2. Dr. Prakhar 3. Sh. Manish (Lab Attendant)
25.	College Magazine Committee	1. Sh. Dilbag Singh (Editor in Chief-cum-Convener) 2. Dr. Om Prakash 3. Sh. Raju
26.	Cultural Activities Committee	1. Smt. Bandana Bhardwaj (C) 2. Sh. Raju 3. Smt. Pinky 4. Dr. Anita Mishra 5. Dr. Deepika

27.	Discipline Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Yogesh Kumar 4. Dr. Om Prakash 5. Sh. Sher Singh 6. Dr. Prakhar 7. Mr. Raju 8. Dr. Sanjeev Kumar 9. Dr. Anita Mishra 10. Smt. Pinky 11. Smt. Sarita Devi 12. Smt. Deepika 13. Smt. Nisha Rani
28.	Driving License (Nodal Officer)	Sh. Sher Singh (C)
29.	Decoration Committee	1. Smt. Sarita Devi (C) 2. Dr. Anita Mishra 3. Smt. Nisha Rani 4. Smt. Pinky
30.	Earn While You Learn	1. Sh. Dilbag Singh (C) 2. Smt. Pinky 3. Smt. Nisha Rani 4. Dr. Prakhar
31.	Eco Club	1. Dr. Anita Mishra (C) 2. Sh. Dilbag Singh 3. Dr. Sanjeev Kumar
32.	Electoral Club	1. Sh. Raju (C) 2. Smt. Sarita Devi 3. Dr. Prakhar
33.	Extension Lecturers Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Anita Mishra 4. Dr. Yogesh Kumar
34.	GeM Committee	1. Dr. Tarun Saini, Principal-cum-Convener 2. Sh. Dilbag Singh (Buyer) 3. Smt. Bandana Bhardwaj (Payer)
35.	Geography Lab	1. Sh. Dilbag Singh (C) 2. Dr. Anita Mishra 3. Dr. Sanjeev Kumar
36.	Girls Tour	1. Smt. Bandana Bhardwaj (C) 2. Dr. Deepika 3. Smt. Sarita Devi
37.	HKRN Employees Matters Committees	1. Sh. Bandana Bhardwaj (C) 2. Sh. Dilbag Singh 3. Dr. Prakhar

38.	House Exams/University Exams/Internal Assessment/ Result Compilation	1. Sh. Dilbag Singh (Convener-cum- Registrar) 2. Dr. Deepika 3. Smt. Sarita Devi 4. Sh. Raju 5. Sh. Babu Lal (Clerk)
39.	HRMS/ MIS Committee	1. Dr. Yogesh Kumar (C) 2. Smt. Nisha Rani
40.	Income Tax Committee	1. Smt. Bandana Bhardwaj (C) 2. Sh. Dilbag Singh 3. Dr. Yogesh Kumar
41.	Internal Audit Committee	1. Smt. Bandana Bhardwaj (C) 2. Smt. Nisha Rani 3. Sh. Manoj Kumar (Fund Clerk) 4. Sh. Babu Lal (Accounts Clerk)
42.	Internal Complaint Committee-cum-Anti Sexual Harassment Committee	1. Smt. Bandana Bhardwaj(C) 2. Sh. Dilbag Singh 3. Dr. Shashi Mangla ((Retired Associate Professor) 4. Smt. Pinky 5. Dr. Anita Mishra
43.	Internal Quality Assurance Cell (IQAC)	Dr. Tarun Saini, Principal (Chairman) Sh. Dilbag Singh (Coordinator) Dr. Yogesh Kumar (Co-Coordinator) Administrative Office 1. Sh. Manoj Kumar (Clerk) 2. Sh. Babu Lal (Clerk) 3. Smt. Savita (Clerk) Faculty Members 1. Dr. Sanjeev Kumar 2. Smt. Bandana Bhardwaj 3. Smt. Pinky 4. Smt. Nisha Rani 5. Smt. Sarita 6. Sh. Raju Community Outreach Sources 1. Dr. Shashi Mangla (Retired Associate Professor) 2. (Industrialist) Student Deepandhu, B.Sc. 2nd year Alumni Ashok (Health Department, Haryana)
44.	Invitation and Refreshment Committee	1. Smt. Sarita Devi (C) 2. Dr. Deepika 3. Dr. Anita Mishra
45.	Language Lab	Dr. Deepika (C)

46.	Legal Cell/ Court Cases	1. Dr. Yogesh Kumar (C) 2. Sh. Sher Singh 3. Sh. Manoj Kumar (Clerk)
47.	Legal Literacy Cell	1. Sh. Raju (C) 2. Dr. Sanjeev Kumar 3. Sh. Sher Singh
48.	Library Committee	1. Sh. Dilbag Singh (C) 2. Dr. Anita Mishra 3. Dr. Om Prakash 4. Smt. Shobha
49.	Literary Association	1. Dr. Deepika (C) 2. Smt. Bandana Bhardwaj 3. Smt. Pinky
50.	Medical Bill Reimbursement Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Yogesh Kumar 4. Sh. Sher Singh
51.	My Bharat Portal	1. Dr. Yogesh Kumar (C) 2. Dr. Om Prakash 3. Smt. Nisha Rani 5. Sh. Manish, Lab Attendant
52.	N.S.S Advisory Committee	1. Smt. Pinky (C) 2. Smt. Sarita Devi 3. Dr. Sanjeev Kumar
53.	N.S.S Program Officer (Boys Unit)	Dr. Om Prakash (C)
54.	N.S.S Program Officer (Girls Unit)	Smt. Nisha Rani (C)
55.	NAAC Accreditation Committee	1. Sh. Dilbag Singh (Coordinator) 2. Smt. Nisha Rani (Deputy Coordinator) 3. Sh. Raju 4. Dr. Yogesh Kumar 5. Smt. Sarita Devi 6. Smt. Pinky 7. Dr. Anita Mishra 8. Sh. Sher Singh
56.	NAAC Advisory Committee	1. Smt. Bandana Bhardwaj (C) 2. Dr. Anita Mishra 3. Dr. Prakhar
57.	National Education Policy (NEP) Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Yogesh Kumar 4. Smt. Nisha Rani
58.	NCC Girls	Dr. Deepika (C)
59.	Nature Interpretation Centre (Nodal Officer)	Smt. Nisha Rani (C)

60.	NCC Committee	1. Dr. Deepika (CTO) 2. Smt. Bandana Bhardwaj 3. Smt. Sony
61.	NIRF	1. Dr. Yogesh Kumar, Nodal Officer 2. Dr. Om Prakash 3. Sh. Babu Lal, Clerk 4. Sh. Manoj Kumar, Clerk
62.	Office Incharge	Dr. Prakhar (C)
62.	Passport	Dr. Om Prakash, Nodal Officer
63.	Photography	1. Sh. Sher Singh (C) 2. Dr. Sanjeev Kumar 3. Smt. Sarita Devi
64.	Physics Lab	1. Dr. Om Prakash (C) 2. Dr. Yogesh Kumar
65.	Placement Cell	1. Sh. Dilbag Singh (C) 2. Dr. Anita Mishra 3. Dr. Deepika
66.	Printing and Stationary Committee	1. Dr. Prakhar (C) 2. Sh. Sher Singh 3. Dr. Deepika
67.	Prize Distribution	1. Dr. Anita Mishra (C) 2. Sh. Raju 3. Dr. Prakhar
68	Property	1. Smt. Bandana Bhardwaj(C) 2. Dr. Om Prakash 3. Dr. Deepika
69.	Public Health, Cleanliness and Sanitation Committee	1. Dr. Sanjeev Kumar (C) 2. Dr. Anita Mishra 3. Sh. Sher Singh 4. Smt. Sarita Devi
70.	Public Relations/News (Electronic & Print Media)	1. Dr. Anita Mishra (C) 2. Sh. Raju 3. Smt. Nisha Rani
71.	Road Safety Club	1. Sh. Raju (C) 2. Dr. Om Prakash 3. Dr. Deepika
72.	RTI Committee	1. First Appellate Authority-Dr. Tarun Saini, Principal 2. State Public Information Officer- Sh. Dilbag Singh 3. Assistant State Public Information Officer-Smt. Bandana Bhardwaj 4. Sh. Manoj Kumar (Clerk)
73.	Scholarship Committee	1. Sh. Dilbag Singh (C) 2. Dr. Sanjeev Kumar 3. Smt. Pinky

		4. Sh. Babu Lal (Clerk)
74.	SC Cell	1. Sh. Dilbag Singh (C) 2. Sh. Sher Singh 3. Dr. Sanjeev Kumar 4. Smt. Pinky
75.	Science Association	1. Dr. Om Prakash (C) 2. Dr. Yogesh Kumar 3. Smt. Sarita Devi
76.	Smart Classroom	1. Smt. Nisha Rani (C) 2. Dr. Yogesh Kumar 3. Dr. Prakhar
77.	Social Secretary & Staff Secretary	1. Dr. Yogesh Kumar 2. Smt. Pinky
78.	Sports Board	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Sh. Raju 4. Dr. Sanjeev Kumar
79.	Students Transport Facility/ Bus Pass	Sh. Sher Singh (Nodal Officer)
80.	Tent and Shamiyana Committee	1. Dr. Prakhar (C) 2. Dr. Om Prakash 3. Sh. Raju 4. Sh. Manoj Kumar (Clerk)
81.	Tree Plantation Committee	1. Dr. Om Prakash (C) 2. Dr. Prakhar 3. Sh. Sher Singh
82.	Traffic Interpretation Centre (Nodal Officer)	Dr. Sanjeev Kumar (C)
83.	UGC And University Affairs	1. Dr. Yogesh Bainsla (C) 2. Dr. Deepika 3. Dr. Anita Mishra 4. Sh. Babu Lal (Clerk)
84.	University Outreach Program	1. Dr. Om Prakash (C) 2. Sh. Raju 3. Dr. Sanjeev Kumar
85.	Water/ Electricity & Generator Maintenance / Diesel Committee	1. Dr. Prakhar (C) 2. Dr. Yogesh Kumar 3. Dr. Om Prakash
86.	Women Cell	1. Smt. Pinky (C) 2. Smt. Nisha Rani 3. Dr. Om Prakash
87.	Workload and Time Table Committee	1. Sh. Dilbag Singh (C) 2. Smt. Bandana Bhardwaj 3. Dr. Om Prakash 4. Smt. Pinky

88.	Website/ Facebook/ Media Committee	1. Dr. Yogesh Kumar (C) 2. Smt. Pinky 3. Sh. Manoj Kumar (Clerk)
89.	Yoga Club	1. Smt. Shobha (C) 2. Dr. Om Prakash 3. Smt. Nisha Rani
90.	Youth Red Cross Society/ Red Ribbon club	1. Sh. Raju (C) 2. Smt. Sarita Devi 3. Dr. Sanjeev Kumar

Note: - First member is convener of the committee.

Principal