

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, BAWANI KHERA

(Annual Duty List- 2025-26)

Memo. No. 2025/518

Dated: 05-07-25

1. College Council, Reception and Development Board

i	Mr. Parveen Kumar	Principal/ Patron	Pam
ii	Dr. Raman Kumar	Member	Ran
iii	Mr. Amit Khirbat	Member	A
iv	Ms. Nisha	Member	Nisha
v	Mr. Amit Kumar	Member	Amit

2.

SPIO	Dr. Raman Kumar	Ran
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Bursar	Dr. Raman Kumar	Ran
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4.

Staff Secretary Social Secretary	Mr. Amit Kumar	Amit
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5.

Conference Hall Incharge Staff Room Incharge	Dr. Raman Kumar	Ran
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6. University Affairs Committee

i	Registrar (Fee & Affiliation)	Dr. Pawan Kumar	Pawan
ii	Exam Affairs	Dr. Sachin Kumar	Sachin
iii	CR & RR	Dr. Sumit Chauhan	Sumit Chauhan
iv	Result Verification	Mr. Mukesh	Mukesh
v	Internal & Practical Awards	Mr. Rakesh	Rakesh
vi	Lecture Shortage	Dr. Monika	Monika
vii	University Clerk	Mr. Dilraj	Dilraj

7. Court Cases

i	Dr. Sumit Chauhan	Convener	Sumit Chauhan
ii	Dr. Sachin	Member	Sachin
iii	Mr. Amit Kumar	Member	Amit

8. Central Purchase Committee

i	Sh. Parveen Kumar	Convener	Pam
ii	Mr. Amit Khirbat	Member	A
iii	Ms. Sonika	Member	Sonika
iv	Mr. Mukesh	Member	Mukesh

9. Discipline Committee

i	Dr. Monika	Convener	
ii	Dr. Neena Kumari	Member	Neena Kumari
iii	Mr. Hemant	Member	Hmt
iv	Mr. Rakesh Kumar	Member	Rakesh

10. Women Cell

i	Ms. Meenu	Convener	Meenu
ii	Ms. Nisha	Member	Nisha
iii	Ms. Suman	Member	Suman
iv	Dr. Neena Kumari	Member	Neena Kumari
v	Ms. Sonam	Member	Sonam

11. Placement and Internship Cell

i.	Ms. Sonika	Convener	Sonika
ii.	Ms. Mithlesh	Member	Mithlesh
iii	Ms. Nisha	Member	Nisha
iv.	Mr. Hemant	Member	Hmt

12. Cultural Committee

i	Ms. Neena	Convener	Neena Kumari
ii	Ms. Nisha	Member	Nisha
iii	Ms. Suman	Member	Suman
iv	Ms. Sonam	Member	Sonam
v	Ms. Monika (Ext. Lect.)	Member	

13. Water Arrangement Committee

i	Mr. Surender Kumar	Convener	Suman
ii	Dr. Pawan	Member	Pawan
iii	Dr. Sunil Kumar	Member	Sunil
iv	Mr. Rakesh (Ext. Lect.)	Member	Rakesh

14. Photography, Press & Publicity Committee

i	Mr. Rakesh Kumar	Convener	Rakesh
ii	Mr. Parveen Kumar	Member	Parveen
iii	Ms. Suman	Member	Suman
iv	Mr. Amit Kumar	Member	Amit

15. Seating, Tent, Mike & Shamiyana

i	Mr. Amit Kumar	Convener	Amit
ii	Dr. Sachin	Member	Sachin
iii	Mr. Sunil Kumar	Member	Sunil
iv	Mr. Rakesh	Member	Rakesh

16. Time-Table & Workload Committee

i	Mr. Amit Kumar	Convener	(3) 22/05/21
ii	Mr. Parveen Kumar	Member	Pam
iii	Dr. Raman Kumar	Member	Mr. Nisha
iv	Ms. Nisha	Member	Mr. Hemant
v	Mr. Hemant	Member	

17. Refreshment Committee

i	Ms. Sonika	Convener	
ii	Dr. Mithlesh	Member	
iii	Dr. Sumit Chauhan	Member	Sumit Chauhan
iv	Dr. Monika	Member	

18. Earn While You Learn Committee

i	Mr. Amit Khirbat	Convener	
ii	Dr. Mithlesh	Member	
iii	Mr. Parveen Kumar	Member	Pam
iv	Mr. Rakesh(Ext. Lect.)	Member	

19. College Property Incharges

i	Ms. Sonam	Wooden	Sonam
ii	Mr. Mukesh	Steel	Mukesh
iii	Dr. Sachin	Electrical	Sachin
iv	Mr. Amit Khirbat	Electronics	Amit

20. Electricity/Generator Committee/ Electronics Repairing

i	Dr. Sumit Chauhan	Convener	Sumit
ii	Mr. Surender Kumar	Member	Surender
iii	Dr. Sachin	Member	Sachin

21. Biometric & CCTV Camera Committee

i	Mr. Hemant	Convener	Hemant
ii	Mr. Amit Khirbat	Member	Amit
iii	Ms. Meenu	Member	Meenu
iv	Ms. Mamta (Comp. Inst)	Member	Mamta
v	Mr. Kashyap (Com. L.A)	Member	Kashyap

22. Building Repairing Committee

i	Mr. Surender Kumar	Convener	Surender
ii	Dr. Pawan Kumar	Member	Pawan
iii	Dr. Sunil Kumar	Member	Sunil

23. EVS and Eco Club

i	Mr. Mukesh	Convener	Mukesh
ii	Mr. Amit Kumar	Member	Amit
iii	Dr. Raman	Member	Raman
iv	Ms. Rakesh (Ext. Lect.)	Member	Rakesh

24. Internal Quality Assurance Cell

i	Dr. Raman Kumar	Convener	✓
ii	Mr. Parveen Kumar	Member	Parv
iii	Mr. Amit Khirbat	Member	A
iv	Ms. Nisha	Member	Nisha

25. Medical, First Aid, Red Ribbon Club & Red Cross Committee

i.	Ms. Sonika	Convener	Sonika
ii.	Dr. Mithlesh	Member	M
iii.	Dr. Monika (Ext. Lect.)	Member	

26. College Grievances & Complaint Committee

i	Ms. Nisha	Convener	Nisha
ii	Dr. Raman	Member	Ram
iii	Mr. Parveen Kumar	Member	Parv
iv	Dr. Pawan	Member	P

27. Sexual Harassment & Anti Ragging Committee at work place

i	Dr. Neena	Convener	Neena Kumari
ii	Ms. Sonika	Member	Sonika
iii	Ms. Suman	Member	Suman
iv	Ms Mithlesh	Member	M
v	Mr. Amit Khirbat	Member	A

28. Bus Pass Committee

i	Dr. Sunil Sharma (B.A. 3 rd)	Convener	Sunil
ii	Mr. Rakesh (B.A. 2 nd)	Member	R
iii	Ms. Monika (B.A. 1 st)	Member	M
iv	Ms. Sonam (B.Com)	Member	Sonam
v	Dr. Sumit Chauhan (B. Sc.)	Member	Sumit

29. Sports Board

i.	Dr. Mithlesh	Convener	M
ii.	Ms. Sonika	Co convener	Sonika
iii.	Dr. Neena Kumari	Member	Neena Kumari
iv.	Dr. Sunil Kumar	Member	

30. College Beautification & Decoration Committee

i	Mr. Amit Khirbat	Convener	A
ii	Dr. Sunil	Outside in campus	Sunil
iii	Ms. Suman	Third Floor	Suman
vi	Ms. Sonika & Dr. Mithlesh	Second Floor	Sonika & M
v	Ms. Meenu & Ms. Monika	First Floor	Meenu & M
vi	Ms. Sonam & Dr. Neena	Ground Floor	Sonam & Neena

31. Library Advisory Committee

i.	Ms. Nisha	Convener	Nisha
ii.	Mr. Mukesh	Member	Mr.
iii.	Ms. Sonika	Member	Sonika
iv.	Ms. Meenu	Lib. Restorer	Meenu

32. UGC & NAAC

i.	Ms. Sonam	Convener	Sonam
ii.	Dr. Sumit Chauhan	Member	Sumit
iii.	Mr. Hemant	Member	Hemant
iv.	Ms. Mamta	Member	Mamta
v.	Mr. Kasyap	Member	Kasyap

33. RUSA

i.	Mr. Mukesh	Convener	Mukesh
ii.	Dr. Pawan	Member	Pawan
iii.	Mr. Amit Khirbat	Member	Amit Khirbat
iv.	Mr. Amit Kumar	Member	Amit Kumar

34. Prize Purchase & Distribution Committee

i.	Mr. Surender	Convener	Surender
ii.	Dr. Sachin	Member	Sachin
iii.	Dr. Monika (Ext. Lect.)	Member	Monika

35. NSS Advisory Committee

	Mr. Parveen Kumar	Advisor	Parveen
i.	Ms. Suman	Convener	Suman
ii.	Dr. Neena	Co convener	Neena
iii.	Ms. Sonam	Member	Sonam
iv.	Ms. Nisha	Member	Nisha
v.	Mr. Rakesh (Ext. Lect.)	Member	Rakesh
vi.	Ms. Monika (Ext. Lect.)	Member	Monika

36. Vehicle Stand

i.	Ms. Monika (Ext. Lect.)	Convener	Monika
ii.	Dr. Sunil Kumar	Member	Sunil
iii.	Ms. Rakesh (Ext. Lect.)	Member	Rakesh

37. OBC, SC/ST and Minority Cell

i.	Mr. Hemant Kumar	SC Convener	Hemant
ii.	Ms. Sonika	BC Convener	Sonika
iii.	Mr. Surender Kumar	Member	Surender
iv.	Ms. Neena	Member	Neena

38 Legal Literacy Cell

i.	Ms. Nisha	Convener	Nisha
ii.	Ms. Neena	Member	Neena Kumar
iii.	Ms. Monika (Ext. Lec.)	Member	

39 SC/BC & Others Scholarship (Nodal Officer)

i.	Mr. Hemant	SC Scholarship	Ht
ii.	Mr. Sachin Kumar	BC Scholarship & Others Scholarship	Sachin
iii.	Mr. Mukesh	National Scholarship	Mu

40 Income Tax Calculation, TDS & Quarterly Report Committee

i.	Dr. Raman	Convener	Raman
ii.	Ms. Nisha	Member	Nisha
iii.	Dr. Sachin Kumar	Member	Sachin
iv.	Mr. Kashyap	Member	Bu

41 Alumni Meet Committee

i.	Mr. Rakesh	Convener	Rakesh
ii.	Ms. Meenu	Member	Meenu
iii.	Mr. Hemant	Member	Ht
iv.	Ms. Suman	Member	Suman

42 HKRN/Out Source Committee

i.	Ms. Suman	Convener	Suman
ii.	Mr. Amit Khirbat	Member	Amit
iii.	Dr. Raman	Member	Raman
iv.	Mr. Parveen Kumar	Member	Parvee

43 Office Expenses (OE) Committee

i.	Ms. Sonam	Convener	Sonam
ii.	Ms. Meenu	Member	Meenu
iii.	Mr. Mukesh	Member	Mu
iv.	Mr. Kashyap (Com. L.A.)	Member	Bu

44 Treasury Committee

i.	Mr. Surender Kumar	C.T.O.	Surender
ii.	Dr. Sunil Kumar	C.T.O.	Sunil
iii.	Mr. Sampat Singh	Member	Sampat
iv.	Mr. Kashyap	Member	Bu

45 Printing Committee

i.	Ms. Suman	Convener	Suman
ii.	Ms. Meenu	Member	Meenu
iii.	Dr. Neena	Member	Neena Kumar
iv.	Mr. Mukesh	Member	Mu

46. College Profile & Land Record Committee

i.	Dr. Pawan Kumar	Convener	
ii.	Mr. Surender Kumar	Member	
iii.	Dr. Sachin	Member	

47. Apprenticeship Committee

i.	Mr. Amit Khirbat	Convener	
ii.	Mr. Hemant	Member	
iii.	Mr. Parveen Kumar	Member	
iv.	Ms. Mamta	Member	

48. Tour & Travel Committee

i.	Ms. Neena Kumari	Convener	
ii.	Ms. Sonam	Member	
iii.	Mr. Parveen Kumar	Member	
iv.	Mr. Mukesh	Member	

49. Annual Magazine & Annual Report Committee

i.	Dr. Sunil Kumar	Chief Editor	
ii.	Dr. Monika	Editor	
iii.	Ms. Mithlesh (English)	Member	
iv.	Dr. Sonika (Social Science)	Member	
v.	Ms Nisha (Commerce)	Member	
vi.	Dr. Pawan (Science)	Member	

50. GEM Committee

i.	Dr. Raman	Convener	
ii.	Dr. Sachin	Member	
iii.	Ms. Mamta	Member	

51. Extension Lecture Affair Committee

i.	Dr. Raman	Convener	
ii.	Mr. Amit Khirbat	Member	
iii.	Dr. Neena	Member	
iv.	Mr. Parveen Kumar	Member	

52. Arrear Committee

i.	Dr. Raman	Convener	
ii.	Ms. Nisha	Member	
iii.	Ms. Sonam	Member	
iv.	Mr. Kashyap	Member	

53. College Canteen & Vita Booth Committee

i.	Dr. Mithlesh	Convener	
ii.	Mr. Mukesh	Member	
iii.	Dr. Pawan	Member	
iv.	Dr. Sumit Chauhan	Member	

54. BSNL Lease Line/ Internet Committee

i.	Mr. Amit Khirbat	Convener	
ii.	Ms. Meenu	Member	
iii.	Mr. Hemant	Member	
iv.	Mr. Kashap	Member	

55. Subject Societies

i.	Science Dr. Sumit Chauhan Ms. Suman	Convener Member	
ii.	Social Science Mr. Amit Kumar Mr. Surender	Convener Member	
iii.	Language Dr. Sunil Kumar Ms. Mithlesh	Convener Member	
iv.	Commerce Ms. Nisha	Convener	

56 Language Club

i.	Dr. Sunil	President	
ii.	Dr. Monika	Co President	
iii.	Ms. Mithlesh	Secretary	
iv.	Dr. Raman	Treasurer	

Nodal Officers:

HRMS and MIS- Sh. Amit Kumar

NEP- Sh. Amit Kumar

ERP/ Web Portal- Ms. Meenu

NIRF- Ms. Sonam

IDP- Dr. Pawan Kumar

AISHE- Mr. Amit Khirbat

Road Safety- Dr. Sunil Kumar

Passport and Driving License- Mr. Surender

Drug Awareness, Voter ID & Election Affairs- Mr. Rakesh

Parveen 05/11/25
Principal
GCW Bawani Khera
Principal
Govt. College For Women
Bawani Khera (Bhiwani)

Office Work Distribution

i	Mr. Sampat Singh (Clerk)	Bill Clerk-Treasury Work and Financial Work National Scholarship, NSS Clerk, Result ^{HRMS & MIS}	<i>Sampat</i>
ii	Mr. Dilraj (Clerk)	DMC Collection & Distribution, Passport and Driving License, SC Scholarship Work, B.A /B.Com/B.Sc 3 rd Year: CR, Internal Assessment, Practical Awards & Exam Forms	<i>Dilraj</i>
iii	Ms. Kavita (Clerk)	Diary & Dispatch, College Email, DGHE Notice All Staff Attendance Register & Leave Record	<i>Kavita</i>
iv	Mr. Kashyap (Computer L.A)	Financial Work, ERP, ^{HSP} BC Scholarship, Service Book Record, RTI Assistance, PGDCA-RR & Internal Assessment, Practical Awards & Exam Forms, ^{M.A. Political}	<i>Kashyap</i>
v	Ms. Mamta (Computer Instructor)	RR, College Portal/ Web Portal./ Shiksha Setu / LMS , E-Gem Portal, Stock Verification, Apprentice, M.A.-RR, CR, Internal Assessment, Practical Awards & Exam Forms, ^{HSP}	<i>Mamta</i>
vi	Mr. Parveen (L. A. Geography)	EVS Award, Absentee, Electrical & Water Work M.Sc.- RR & Internal Assessment, Practical Awards & Exam Forms,	<i>Parveen</i>
vii	Ms. Pooja (L.A 1-3 Comp Sec & 4-6 Psychology)	B.A/B.Com/B.Sc 2 nd Year: CR & Internal Assessment, Practical Awards & Exam Forms , Other Scholarship	<i>Pooja</i>
viii	Ms. Sheela (L.A 1-3 Chemistry, 4-6 Physics)	B.A /B.Com/B.Sc 1 st : Year RR & Internal Assessment, Practical Awards & Exam Forms, Bus Pass Work	<i>Sheela</i>
ix	Ms. Meenu (Library Restorer)	All library Work, I.D. Card Distribution, Uploading of Lesson Plan. Bus Pass Distribution.	<i>Meenu</i>

Parveen 05/07/25
 Principal
 CCW, Bawani Khara
 Principal
 Govt. College For Women
 Bawani Khara (Bhiwani)