



Govt. College, Aharwala (Bilaspur)

Annual Duty List (Revised)

w.e.f

04.09.2025


Principal 04/09/25
Govt. College Aharwala (Bilaspur)


Office of the Principal, Govt. College, Aharwala (Bilaspur)**Office Order****No. 9389****Dated: 04.09.2025****Annual Duty List (Revised)**

Keeping in view the CAS promotions, shortage of staff and all round growth/learning/development of each & every faculty member, duties have been assigned irrespective of the seniority of the employee. In case, Convener/Incharge of the Committee is on leave/transferred, Deputy Convener will perform the duties as Convener/Incharge. Principal of the College will act as Chairperson of all Committees/Clubs/Cells/Societies.

Sr. No.	Committees/Clubs/Cells	
1	<p>Senior Tutor, Student Welfare Officer, R&D Officer IQAC Co-ordinator, Chief Proctor College Bursar, Staff Secretary, Internship Co-ordinator Co-ordinator (Activities Register) Nodal Officer (Women Cell), Nodal Officer (EWYL) Nodal Officer (Electoral Literacy Club), SPIO Office Registrar, Nodal Officer (SVYC), SPIO Nodal Officer (PRaYAAS, NIRF) Nodal Officer (Scholarships & SC/BC Special Cell, IDP), UGC Co-ordinator Nodal Officer (Online Admissions, MIS, ERP, HRMS, AEBAS), AICTE Co-ordinator, Stage Secretary, NCC Care Taker Officer NAAC Coordinator, Nodal Officer (HKRN, AISHE, NAPS) Nodal Officer (Eco Club) Training and Placement Officer, Stage Secretary Nodal Officer (Bus Pass), Stage Secretary NSS Programme Officer Nodal Officer (National Task Force, Mental Health and Wellness Club)</p>	<p>Prof. (Dr.) Sunil Taneja Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Panjeta Dr. Manisha Mr. Karan Singh Mr. Amar Pal Mr. Mohinder Ms. Anita Mr. Amit Kumar Dr. Amit Kapoor Mr. Mangla Singh Ms. Chanchal Rani Ms. Mehak Singla Dr. Balbir Kumar Dr. Nandini Moudgil</p>
2	College Council, Advisory Board	
	<p>Prof. (Dr.) Sarvjeet Kaur (Principal) Prof. (Dr.) Sunil Taneja Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Panjeta Dr. Manisha</p>	<p>Chairperson Convener Deputy Convener Member Member Member</p>
3	Board of Members for ICC	
	<p>Prof. (Dr.) Sarvjeet Kaur (Principal) Prof. (Dr.) Sunil Taneja Dr. Ramesh Kumar Ms. Aarti Arora Dr. Manisha Dr. Balbir Kumar</p>	<p>Chairperson / Convener Senior Tutor Convener - Proctorial Board Senior Most Lady Teacher Convener - Women Cell NSS PO, Convener - Sports</p>

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4	RTI Committee	Prof. (Dr.) Sarveet Kaur Mr. Karan Singh Mr. Amar Pal	First Appellate Authority SPIO (1-15 Days) SPIO (Day 16th onwards)	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
5	Students' Grievance Redressal Committee (SGRC)	Prof. (Dr.) Sunil Taneja Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Panjeta Dr. Manisha Ms. Anita Dr. Nandini Moudgil Ms. Simran Mr. Ishu Ms. Prachi	Chairperson/Convener Deputy Convener Member Member Member Member Member B.A-II Student, Member B.Com-II Student, Member BCA-II Student, Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
6	Research & Development Cell, Students Welfare Club, Anti-Corruption, Vigilance Cell, Equal Opportunities Cell, Anti-Ragging Squad, General Administration, Internal Coordination	Prof. (Dr.) Sunil Taneja Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Panjeta Dr. Manisha Ms. Anita Dr. Amit Kapoor	Convener / Incharge Deputy Convener Member Member Member Member Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
7	Internal Quality Assurance Cell (IQAC)	Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Panjeta Dr. Manisha Mr. Mohinder Mr. Mukesh Kumar Special Invitees (IQAC)- External Members Mr. Narender Kumar Mr. Pankush Khurana Sh. Gurdev Singh	Coordinator/Director Deputy Coordinator Member Member Member Member (Office Incharge) Member Member Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
8	Building, Construction, Students Union Elections, CM Window/Announcements, Discipline, General Purchase, GeM, PTM, Parent Interaction Committee, Yoga Club, Proctorial Board, Health, Dispensary, First Aid	Dr. Ramesh Kumar Ms. Aarti Arora Dr. Amit Kapoor Ms. Anita Ms. Mehak Singla Mr. Mukesh Kumar	Convener / Incharge Deputy Convener Member Member Member Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>

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9	Medical Reimbursement, Income Tax, Loans & Advances, Salary, Treasury, Bills, GST, Filing of Returns, LTC, HRA, GPF, NPS, GIS, Leave Encashment, Govt. Grants, Fee & Funds, Cash Books, Financial Audit, Stock Verification, Fine Arts Club, Students' Internship, Entrepreneurship Development Club	
	Ms. Aarti Arora	<i>Convener / Incharge</i>
	Ms. Anita	<i>Deputy Convener</i>
	Dr. Amit Kapoor	<i>Member</i> <i>Amitt</i>
	Mr. Mohinder	<i>Member</i>
	Ms. Mehak Singla	<i>Member</i> <i>Mehak</i>
	Ms. Chanchal Rani	<i>Member</i>
	Dr. Ajay Rattan	<i>Member</i>
	Mr. Mukesh Kumar	<i>Member</i> <i>ms</i>
10	Internal Complaints Committee, Anti-Sexual Harassment Cell	
	Dr. Suman Panjeta	<i>Chairperson/Convener/Incharge</i>
	Ms. Chanchal Rani	<i>Deputy Convener</i>
	Ms. Anita	<i>Member</i>
	Dr. Nandini Moudgil	<i>Member</i> <i>Nandini</i>
	Mr. Amit Kumar	<i>Member</i> <i>Amitt</i>
	Mr. Amar Pal	<i>Member</i> <i>AP</i>
	Dr. Amandeep Makkar	<i>Member (Women Academician) from Arya Girls College, Ambala Cantt</i>
	Dr. Shweta Rathi	<i>Member (Women Counsellor) from CHC Bilaspur</i>
	Ms. Kirti Rani	<i>Member (Sarpanch, Bilaspur)</i>
	Ms. Simran	<i>B.A-II Student, Member</i>
	Mr. Ishu	<i>B.Com-II Student, Member</i>
11	Educational Tours/Excursions (Girls), Printing, Prizes & Certificates, Drama Club and Literary Society, IPR Cell, Academic/Creative Writing Society	
	Dr. Suman Panjeta	<i>Convener / Incharge</i> <i>Uy</i>
	Dr. Nandini Moudgil	<i>Deputy Convener</i> <i>Nandini</i>
	Dr. Manisha	<i>Member</i> <i>Manisha</i>
	Dr. Amit Kapoor	<i>Member</i> <i>Amitt</i>
	Mr. Karan Singh	<i>Member</i> <i>Karan</i>
	Mr. Amar Pal	<i>Member</i> <i>AP</i>
	Dr. Mamta	<i>Member</i> <i>Mamta</i>
	Ms. Anukriti Chauhan	<i>Member</i>
	Mr. Mukesh Kumar	<i>Member</i> <i>ms</i>
12	Timetable and Workload, Tutorial, Proctorial, Subject Combinations, Subject/Faculty Change	
	Dr. Suman Panjeta	<i>Convener / Overall Incharge</i> <i>Uy</i>
	Mr. Mohinder	<i>Deputy Convener</i>
	Dr. Amit Kapoor	<i>Member</i> <i>Amitt</i>
	Ms. Chanchal Rani	<i>Member</i>
	Ms. Mehak Singla	<i>Member</i> <i>Mehak</i>
	Mr. Amit Kumar	<i>Member</i> <i>Amitt</i>
	<i>Note:- Ms. Aarti Arora to act as Co-ordinator for these Committees.</i>	
		<i>Arts Stream</i> <i>Science Stream</i> <i>Commerce Stream</i>

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13	Women Cell, Earn While You Learn, Gender Studies Society, Beti Bachao Beti Padhao Club, Cycle/Parking Stand, Disaster Management, College Magazine, Newsletter	
	Dr. Manisha Dr. Suman Panjeta Mr. Amar Pal Ms. Chanchal Rani Dr. Nandini Moudgil Dr. Mamta Ms. Minakshi Dr. Satnam Singh	Convener / Incharge Deputy Convener Member Member Member Member Member Member
14	Anti Tobacco, Drug De-Addiction Club, Electoral Literacy Club, Voter Cards, Aadhaar Card Seeding/Linking	
	Mr. Karan Singh Mr. Mohinder Ms. Anita Dr. Nandini Moudgil Dr. Mamta Dr. Satnam Singh	Convener / Incharge Deputy Convener Member Member Member Member
15	Committee for Extension Lecturers, Documents Verification Committee	
	Mr. Mohinder Mr. Amar Pal Ms. Anita Ms. Mehak Singla Dr. Balbir Kumar Mr. Mukesh Kumar	Convener / Incharge Deputy Convener Member Member Member Member
16	Canteen, Library, ID Cards, Mentorship, Legal Literacy Cell/Club, Court Cases, Litigation Management System, Property, Assets/Land Management Portal, PRaYAAS, NIRF, Digital Library, Tent, Shamiana, Sound, Seating Arrangement	
	Mr. Mohinder Dr. Balbir Kumar Mr. Karan Singh Mr. Amit Kumar Ms. Pooja Sharma Ms. Minakshi Dr. Ajay Rattan	Convener / Incharge Deputy Convener Member Member Member Member Member
17	Office Expenses, Stationery Items, Red Cross, Red Ribbon Club, Blood Donation, Electricity, Generators, Solar System, Swami Vivekananda Youth Cell, Hospitality/Refreshment, Educational Tours/Excursions (Boys)	
	Mr. Amar Pal Mr. Balbir Kumar Mr. Mangla Singh Ms. Anita Ms. Minakshi Dr. Mamta Dr. Satnam Singh	Convener / Incharge Deputy Convener Member Member Member Member Member

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18	UGC, Scholarships, SC/ST/BC Committee/Special Cell, Physical Verification of Purchases, RUSA, Institutional Development Plan (IDP)
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Ms. Anita	Convener / Incharge
Mr. Mohinder	Deputy Convener
Mr. Karan Singh	Member <i>Karan Singh</i>
Dr. Balbir Kumar	Member <i>Balbir Kumar</i>
Dr. Ajay Rattan	Member
Dr. Satnam Singh	Member <i>Satnam Singh</i>
Ms. Nisha Rani	Member
Mr. Mukesh Kumar	Member <i>Mukesh Kumar</i>

19	Anti-Ragging Committee
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Mr. Amit Kumar	Convener / Incharge <i>Amit Kumar</i>
Ms. Chanchal Rani	Deputy Convener
Mr. Karan Singh	Member <i>Karan Singh</i>
Ms. Mehak Singla	Member <i>Mehak</i>
Dr. Ajay Rattan	Member (Record Keeper)
Ms. Anukriti Chauhan	Member
Mr. Mukesh Kumar	Member <i>Mukesh Kumar</i>
SHO Bilaspur	Member
Mr. Rajesh Kumar	Member - Representative of NGO
Mr. M.L.Sharma	Member- Local Media
Mr. Mahipal	Parent, Member (B.Com-II)
Mr. Mam Chand	Parent, Member (B.A-I)
Mr. Mukesh Kumar	Parent, Member (B.Sc-I)
Mr. Balvinder Kumar	Parent, Member (BCA-I)
Mr. Jitender Kumar	Parent, Member (BCA-I)
Ms. Simran	B.A-II Student, Member
Ms. Payal	B.A-II Student, Member
Ms. Sarvjeet Kaur	B.A-I Student, Member
Mr. Ishu	B.Com-II Student, Member
Ms. Bhumika	B.Com-II Student, Member
Ms. Sheetal	B.Com-I Student, Member
Ms. Prachi	BCA-II Student, Member
Ms. Kajal	BCA-I Student, Member
Ms. Saloni	BCA-I Student, Member

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20	Online Admissions, HRMS, MIS, ERP, PFMS, LMS, AEBAS, AICTE, Academic Bank of Credits, Institution Innovation Cell, NCC, E-Billing, Cashless Transactions, Mobile Apps/General Apps	
	Mr. Amit Kumar	Convener / Incharge <i>Amit</i>
	Dr. Nandini Moudgil	Deputy Convener <i>Nandini</i>
	Ms. Anita	Member
	Ms. Chanchal Rani	Member
	Ms. Mehak Singla	Member <i>Mehak</i>
	Ms. Nisha Rani	Member
	Dr. Ajay Rattan	Member
	Dr. Satnam Singh	Member <i>Satnam</i>
	Mr. Rajat Kumar	Member
	Mr. Khemkaran	Member
21	Outsourcing, HKRN, NAAC, Administrative & Academic Audit, AISHE, NEP, SHREYAS, NAPS, Computer & Electronic Resources, Internet Lease Line	
	Dr. Amit Kapoor	Convener / Incharge <i>Amit</i>
	Dr. Balbir Kumar	Deputy Convener <i>Balbir</i>
	Ms. Mehak Singla	Member <i>Mehak</i>
	Mr. Amar Pal	Member <i>Amar</i>
	Dr. Satnam Singh	Member <i>Satnam</i>
	Mr. Mukesh Kumar	Member (Office Incharge) <i>Mukesh</i>
22	Eco Club, Human Rights Society, Nature Interpretation Center, Botanical Garden Setup, Innovative Practices (Arts)	
	Mr. Mangla Singh	Convener / Incharge <i>Mangla</i>
	Mr. Amit Kumar	Deputy Convener <i>Amit</i>
	Mr. Amar Pal	Member <i>Amar</i>
	Ms. Chanchal Rani	Member
	Dr. Ajay Rattan	Member
	Ms. Nisha Rani	Member
	Ms. Anukriti Chauhan	Member
23	NSS, Sports, Maintenance of Ground, Government Surveys, CRID, PPP, Community Works, Shramdaan, Tree Plantation	
	Dr. Balbir Kumar	Convener / Incharge <i>Balbir</i>
	Mr. Mohinder	Deputy Convener
	Mr. Amit Kumar	Member <i>Amit</i>
	Mr. Karan Singh	Member <i>Karan</i>
	Dr. Satnam Singh	Member <i>Satnam</i>
	Dr. Mamta	Member <i>Mamta</i>
	Dr. Ajay Rattan	Member
	Ms. Anukriti Chauhan	Member
	Mr. Mukesh Kumar	Member <i>Mukesh</i>

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24	Training & Placement Cell, Incubation Centre, Institution-Industry Interface Cell, Aatmanirbhar Bharat, Personality Development, Career Counselling, Students Counselling Cell, Absentee, Fine, Lecture Shortage, NSO/Detain, Re-admission	
	Ms. Chanchal Rani Mr. Mohinder Ms. Anita Mr. Amar Pal Ms. Mehak Singla Dr. Ajay Rattan Ms. Nisha Rani Mr. Rajat Kumar	<i>Convener / Incharge</i> <i>Deputy Convener</i> <i>Member</i> <i>Member</i> <i>AM</i> <i>Member</i> <i>Mehak</i> <i>Member</i> <i>Member</i> <i>Member</i>
	Note:- Training & Placement Officer shall constitute SLPC at their level.	
25	Transportation, Learning License, Bus Pass, Innovative Practices (Commerce), Dilapidation, EVS, Environment Club, Public Health & Sanitation, Cleanliness, Campus Beautification	
	Ms. Mehak Singla Ms. Chanchal Rani Ms. Anita Mr. Karan Singh Dr. Amit Kapoor Dr. Ajay Rattan Mr. Rajat Kumar Mr. Khemkaran Mr. Pawan to assist	<i>Convener / Incharge</i> <i>Mehak</i> <i>Deputy Convener</i> <i>Member</i> <i>Member</i> <i>Karan</i> <i>Member</i> <i>Amr</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Member</i>
	Note:- Dr. Suman Panjeta to act as Co-ordinator for these Committees.	
26	Cultural Activities, Important Days Celebrations, Mental Health and Wellness Club, Passport Cell	
	Dr. Nandini Moudgil Mr. Amit Kumar Mr. Amar Pal Ms. Chanchal Rani Ms. Minakshi Dr. Satnam Singh Ms. Nisha Rani Ms. Anukriti Chauhan	<i>Convener / Incharge</i> <i>Nandini</i> <i>Deputy Convener</i> <i>Amr</i> <i>Member</i> <i>AM</i> <i>Member</i> <i>Member</i> <i>Member</i> <i>Satnam</i> <i>Member</i> <i>Member</i>
	Note:- Dr. Mainsha & Dr. Suman Panjeta to act as Co-ordinator for these Committees.	

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27	University Works, End-Term Exams, IUMS, College Statistics	
	Dr. Ajay Rattan	Convener / Incharge
	Dr. Satnam Singh	Deputy Convener
	Ms. Anukriti Chauhan	Member
	Ms. Minakshi	Member
	Dr. Mamta	Member
	Ms. Pooja Sharma	Member
	Ms. Nisha Rani	Member
	Mr. Mukesh Kumar	Member
	Mr. Rajat Kumar	Member
	Mr. Pawan to assist	Member
	Note:- Dr. Amit Kapoor, Mr. Amar Pal & Ms. Chanchal Rani to act as Co-ordinator for these Committees.	
28	MYBharat Portal, Activities Register, Music Club, Internal Assessment (IUMS), Theory/Practical/Internship Awards (IUMS)	
	Ms. Minakshi	Convener/Incharge/ Nodal Officer
	Dr. Satnam Singh	Deputy Convener
	Dr. Mamta	Member
	Dr. Ajay Rattan	Member
	Note:- Dr. Suman Panjeta & Dr. Amit Kapoor to act as Co-ordinator for these Committees.	
29	Results Tabulation, Hobby Club, Innovative Practices (Sciences)	
	Ms. Nisha Rani	Convener / Incharge
	Dr. Satnam Singh	Deputy Convener
	Ms. Pooja Sharma	Member
	Ms. Minakshi	Member
	Ms. Anukriti Chauhan	Member
	Dr. Mamta	Member
	Note:- Ms. Mehak Singla & Dr. Ajay Rattan to act as Co-ordinator for these Committees.	
30	Invitation, Press, Media Club (Print & Electronic)	
	Dr. Mamta	Convener / Incharge
	Ms. Minakshi	Deputy Convener
	Dr. Ajay Rattan	Member
	Ms. Nisha Rani	Member
	Note:- Dr. Manisha to act as Co-ordinator for these Committees.	

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31	College Website Management, Lesson Plans, Boys Common Room Maintenance	
	Dr. Ajay Rattan	Convener / Incharge
	Dr. Satnam Singh	Deputy Convener
	Dr. Mamta	Member
	Note:- Mr. Amit Kumar to act as Co-ordinator for these Committees.	
32	e-Banners, Social Media, Multi Purpose Hall Maintenance, Adventure Club/Society	
	Dr. Satnam Singh	Convener / Incharge
	Dr. Ajay Rattan	Deputy Convener
	Ms. Minakshi	Member
	Mr. Mukesh Kumar	Member
	Note:- Dr. Suman Panjeta to act as Co-ordinator for these Committees.	
33	Alumni Association, Photography/Videography Club, Performing Arts Club, Maintenance of Parking Area, Girls Common Room Maintenance	
	Ms. Anukriti Chauhan	Convener / Incharge
	Ms. Minakshi	Deputy Convener
	Dr. Mamta	Member
	Ms. Nisha Rani	Member
	Dr. Ajay Rattan	Member
	Note:- Ms. Mehak Singla to act as Co-ordinator for these Committees.	
34	Decoration, Rain Water Harvesting, Road Safety Awareness Club, Traffic Interpretation Centre	
	Ms. Pooja Sharma	Convener / Incharge
	Dr. Ajay Rattan	Deputy Convener
	Dr. Mamta	Member
	Ms. Nisha Rani	Member
	Ms. Anukriti Chauhan	Member
	Note:- Ms. Anita & Mr. Mohinder to act as Co-ordinator for these Committees.	
35	Societies/Clubs	
	Name of the Society/ Club	Staff Mentor
	Literary Society	Dr. Suman Panjeta
	Drama Club/Society	Dr. Manisha
		Dr. Mamta
	Gender Studies Society	Dr. Manisha
	Adventure Club/Society	Dr. Satnam Singh
	Performing Arts Club	Ms. Anukriti Chauhan
	Red Ribbon Club	Mr. Amar Pal
	Fine Arts Club	Ms. Aarti Arora
	Yoga Club	Dr. Ramesh Kumar
	Sports Club, NSS Club	Dr. Balbir Kumar
	Media Club	Dr. Mamta
	Music Club	Ms. Minakshi
	Debate Society	Dr. Amit Kapoor
	Human Rights Society	Mr. Karan Singh

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Legal Literacy Club	Mr. Mohinder
Academic/Creative Writing Society	Dr. Suman Panjeta <i>vy</i>
Hobby Club	Ms. Nisha Rani
Eco Club	Mr. Mangla Singh <i>FA</i>
Subject Societies	
Computer Society	Prof. (Dr.) Sunil Taneja <i>Se</i>
History Society	Dr. Ramesh Kumar <i>Q</i>
Commerce Society	Ms. Aarti Arora
English & Hindi Society	Dr. Suman Panjeta <i>vy</i>
Botany & Zoology Society	Dr. Manisha <i>Q</i>
Physics Society	Mr. Amit Kumar <i>Amitt</i>
Chemistry Society	Dr. Amit Kapoor <i>Amitt</i>
Mathematics Society	Mr. Mohinder
Sociology Society	Mr. Amar Pal <i>Am</i>
Economics Society	Ms. Anita
Political Science Society	Mr. Mangla Singh <i>FA</i>
Public Administration Society	Dr. Balbir Kumar <i>Balbir</i>
Psychology Society	Dr. Nandini Moudgil <i>Nandini</i>

Note:- The Mentor of each Society/Club will enroll five students in his/her respective Society/Club.

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