Office of the Principal, Government College Aharwala (Bilaspur)

Office Order

No. 10420 **Dated: 02/04/2026**

Annual Duties List (2026-27)

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/deputation or get transferred, Deputy Convener will perform the duties as Convener/Incharge. Principal/DDO of the College will act as Chairperson/Overall Incharge of all Committees/Clubs/Cells/Societies.

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

4	**Internal Quality Assurance Cell (IQAC)**	
	Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Dr. Manisha Mr. Mukesh Kumar <u>*Special Invitees (IQAC)- External Members*</u> Mr. Jasbir Singh Mr. Pankush Khurana Sh. Gurdev Singh	Co-ordinator Dy. Co-ordinator Member Member Member (Office lncharge) Member Member Member
5	**RTI Committee**	
	Prof. (Dr.) Sarvjeet Kaur Mr. Karan Singh Mr. Amar Pal	First Appellate Authority SPIO (1-15 Days) SPIO (16th Day Onwards)
6	**Students' Grievance Redressal Committee (SGRC)**	
	Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Panjeta Dr. Manisha Ms. Anita Dr. Nandini Moudgil Ms. Namita Ms. Mansi	Convener Deputy Convener Member Member Member Member Student Member Student Member
7	**Internal Grievance Redressal Committee** *[As per directions by Social Justice Empowerment, Welfare of SCs & BCs and Antyodya (SEWA) Dept. Letter no. 30/01/2026 ISW dated 13/01/2026]*	
	Dr. Sarvjeet Kaur, Principal Mrs. Anita Dr. Balbir Kumar Mr. Amit Kumar Mrs. Chanchal Rani Mr. Mohinder Mr. Rakesh Kumar	Chairperson Member Member Member Member Member Member from NGO (Navjivan Foundation, Milk Khas)
8	**Students Welfare Club, Anti-Corruption, Vigilance Cell, Equal Opportunities Cell, General Administration, Internal Coordination**	
	Dr. Ramesh Kumar Ms. Aarti Arora Dr. Suman Panjeta Dr. Manisha Ms. Anita	Convener/Incharge Deputy Convener Member Member Member
9	**Building, Construction, Students Union Elections, CM Window/Announcements, General Purchase, GeM, PTM, Parent Interaction Committee, 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
10	**Medical Reimbursement, Income Tax, Loan & Advance, Salary, Treasury, Bills, GST, Filing of Return, LTC, HRA, GPF, NPS, GIS, Leave Encashment, Govt. Grants, Fee & Fund, Cash Books, Financial Audit, Stock Verification, Fine Arts Club, Students' Internship, Entrepreneurship Development Club**	
	Ms. Aarti Arora Ms. Anita Dr. Amit Kapoor	Convener/Incharge Deputy Convener Member

	Mr. Mohinder Ms. Mehak Singla Ms. Chanchal Rani Dr. Ajay Rattan Mr. Mukesh Kumar	Member Member Member Member Member
11	**Internal Complaints Committee, Anti-Sexual Harassment Cell**	
	Dr. Suman Panjeta Ms. Chanchal Rani Ms. Anita Dr. Nandini Moudgil Mr. Amit Kumar Mr. Amar Pal Dr. Chaman Lal Mrs. Jaswinder Kaur Ms. Kirti Rani Ms. Sarvjeet Kaur Mr. Dev Dutt Ms. Namita	Chairperson/Convener/Incharge Deputy Convener Member Member Member Member Member Member Member Student Member Student Member Student Member
12	**Educational Tours/Excursions (Girls), Printing, Prizes & Certificates, Drama Club and Literary Society, IPR Cell, Academic/Creative Writing Society, Research & Development Cell**	
	Dr. Suman Panjeta Dr. Manisha Dr. Amit Kapoor Mr. Karan Singh Mr. Amar Pal Dr. Mamta Ms. Anukriti Chauhan	Convener/Incharge Deputy Convener Member Member Member Member Member
13	**Timetable and Workload, Tutorial, Subject Combinations, Subject/Faculty Change**	
	Dr. Suman Panjeta Mr. Mohinder Dr. Amit Kapoor Ms. Chanchal Rani Mr. Amit Kumar Ms. Mehak Singla	Convener/Incharge Deputy Convener *(Arts Stream)* Member *(Science Stream)* Member *(Commerce Stream)* Member Member
14	**Women Cell, Gender Studies Society, Beti Bachao Beti Padao 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
15	**Electoral Literacy Club, Voter Cards, Aadhaar Card Seeding/Linking, Educational Tours/Excursions (Boys), NSP (National Scholarship Portal) Scholarships Verification**	
	Mr. Karan Singh Mr. Mohinder Ms. Anita Dr. Nandini Moudgil Dr. Mamta Dr. Satnam Singh	Convener/Incharge Deputy Convener Member Member Member Member
16	**Committee for Extension Lecturers, Documents Verification Committee,**	
	Mr. Mohinder Mr. Amar Pal	Convener/Incharge Deputy Convener

	Ms. Anita Ms. Mehak Singla Dr. Balbir Kumar Mr. Mukesh Kumar	Member Member Member Member
17	**Canteen, Library, ID Cards, Mentorship, Legal Literacy Cell/Club, Court Cases, Litigation Management System, Property, Assets/Land Management Portal, PRaYAAS, NIRF, Digit 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
18	**Office Expenses, Stationery Items, Red Cross, Red Ribbon Club, Blood Donation, Electric Generators, Solar System, Swami Vivekananda Youth Cell, Hospitality/Refreshment**	
	Mr. Amar Pal Mr. Shivam Gandhi Mr. Mangla Singh Ms. Anita Ms. Minakshi Dr. Mamta Dr. Satnam Singh	Convener/Incharge Deputy Convener Member Member Member Member Member
19	**UGC, Scholarships, SC/ST/BC Committee/Special Cell, Physical Verification of Purchases, RUSA, Institutional Development Plan (IDP), Earn While You Learn**	
	Ms. Anita Mr. Mohinder Mr. Karan Singh Dr. Balbir Kumar Dr. Ajay Rattan Dr. Satnam Singh Ms. Nisha Rani Mr. Mukesh Kumar	Convener/Incharge Deputy Convener Member Member Member Member Member Member
20	**HRMS, MIS, ERP, PFMS, LMS, AEBAS, AICTE, Academic Bank Credits, Computer & Electronic Resources, Institution Innovation Cell, NCC, E-Billing, Cashless Transaction, Mobile Apps/General Apps**	
	Mr. Amit Kumar Dr. Nandini Moudgil Ms. Anita Ms. Chanchal Rani Ms. Nisha Rani Dr. Ajay Rattan Dr. Satnam Singh Mr. Rajat Kumar Mr. Khemkaran	Convener/Incharge Deputy Convener Member Member Member Member Member Member Member
21	**Online Admissions, Outsourcing, HKRNL, NAAC, NEP, NEEV, AISHE, Administrative & Academic Audit, SHREYAS, ITI Apprenticeship/NAPS, Internet Lease Line, PM Vidhyalaxmi**	
	Dr. Amit Kapoor Dr. Balbir Kumar Mr. Amar Pal Ms. Mehak Singla Dr. Satnam Singh Mr. Mukesh Kumar	Convener/Incharge Deputy Convener Member Member Member Member *(Office Incharge)*

22	**Environmental Club, Human Rights Society, Nature Interpretation Center, Botanical Garden Setup, Innovative Practices Arts**	
	Mr. Mangla Singh Mr. Shivam Gandhi Mr.Amar Pal Ms. Chanchal Rani Dr. Ajay Rattan Ms. Nisha Rani Ms. Anukriti Chauhan	Convener/Incharge Deputy Convener Member Member Member Member Member
23	**NSS, Yoga Club, Maintenance of Ground, Government Surveys, CRID, PPP, Community Work Shramdaan, Tree Plantation**	
	Dr. Balbir Kumar Mr. Mohinder Dr. Amit Kapoor Dr. Satnam Singh Dr. Mamta Dr. Ajay Rattan Ms. Anukriti Chauhan Mr. Mukesh Kumar Mr. Pawan (to assist)	Convener/Incharge Deputy Convener Member Member Member Member Member Member Member
24	**Training & Placement Cell, Incubation Centre, Institute-Industry Interface Cell, Aatmanirbhar Bharat, Eco Club, Personality Development, Career Counselling and Students' Counselling Cell**	
	Ms. Chanchal Rani Mr. Mohinder Ms. Anita Mr. Amar Pal Ms. Mehak Singla Dr. Ajay Rattan Ms. Nisha Rani Mr. Rajat Kumar	Convener/Incharge Deputy Convener Member Member Member Member Member Member
	Note:- Training & Placement Officer shall constitute SLPC at their level.	
25	**Learning License, Innovative Practices (Commerce), Dilapidation, Public Health & Sanitation, Campus Beautification, Absentee, Fine, Lecture Shortage, NSO/Detain, Re-admission**	
	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)*	Convener/Incharge Deputy Convener Member Member Member Member Member Member Member
	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, NCORD, Anti Tobacco, Drug De-Addiction Club**	
	Dr. Nandini Moudgil Mr. Shivam Gandhi Ms. Chanchal Rani Ms. Minakshi Dr. Satnam Singh Ms. Nisha Rani Ms. Anukriti Chauhan	Convener/Incharge Deputy Convener Member Member Member Member Member
	Note:- Dr. Manisha to act as Co-ordinator for these Committees.	

27	**Sports, Discipline, Proctorial Board, Bus Pass & Transportation, EVS, Cleanliness Club**	
	Mr. Shivam Gandhi Mr. Karan Singh Mr. Balbir Kumar Ms. Mehak Singla Dr Ajay Rattan Ms. Pooja Sharma Mr. Pawan Kumar (to assist Bus Pass related work)	Convener/Incharge Deputy Convener Member Member Member Member
28	**University Works, End-Term Exams, IUMS College Statistics**	
	Dr Ajay Rattan Dr. Satnam Singh Ms. Anukriti Chauhan Ms. Minakshi Dr. Mamta Ms. Pooja Sharma Ms. Nisha Rani Mr. Mukesh Kumar Mr. Rajat Kumar Mr. Pawan Kumar *(to assist)*	Convener/Incharge Deputy Convener Member Member Member Member Member Member Member Member
	Note:- Dr. Amit Kapoor & Ms. Chanchal Rani to act as Co-ordinator for these Committees.	
29	**MYBharat Portal, Activities Register, Music Club, Internal Assessment (IUMS), Theory/Practical/Internship Awards (IUMS)**	
	Ms. Minakshi Dr. Ajay Rattan Dr. Satnam Singh Ms. Anukriti Dr. Mamta Ms. Pooja Sharma Mr. Mukesh Mr. Pawan (to assist)	Convener/Incharge Deputy Convener Member Member Member Member Member Member
	Note:- Dr. Amit Kapoor to act as Co-ordinator for these Committees	
30	**Results Tabulation, Hobby Club, Innovative Practices (Sciences)**	
	Ms. Nisha Rani Dr. Satnam Singh Ms. Pooja Sharma Ms. Minakshi Ms. Anukriti Chauhan Dr. Mamta	Convener/Incharge Deputy Convener Member Member Member Member
	Note:- Ms. Mehak Singla & Dr. Ajay Rattan to act as Co-ordinator for these Committees.	
31	**Invitation, Press, Media Club (Print & Electronic)**	
	Dr. Mamta Ms. Minakshi Dr. Ajay Rattan Ms. Nisha Rani	Convener/Incharge Deputy Convener Member Member
	Note:-Dr. Manisha to act as Co-ordinator for these Commiittees.	
32	**College Website Management, Lesson Plans, Boys Common Room Maintenance**	
	Dr. Ajay Rattan Dr. Satnam Singh Dr. Mamta	Convener/Incharge Deputy Convener Member
	Note:-Mr. Amit Kumar to act as Co-ordinator for these Committees.	
33	**e-Banner, Social Media, Multi Purpose Hall Maintenance, Adventure Club/Society**	
	Dr. Satnam Singh Dr. Ajay Rattan Ms. Minakshi	Convener/Incharge Deputy Convener Member

	Mr. Mukesh Kumar	Member
	Note:- Dr. Suman Panjeta to act as Co-ordinator for these Committees.	
34	**Alumni Association, Photography/Videography Club, Performing Arts Club, Maintenance of Parking Area, Girls Common Room Maintenance**	
	Ms. Anukriti Chauhan Ms. Minakshi Dr. Mamta Ms. Nisha Rani Dr. Ajay Rattan	Convener/Incharge Deputy Convener Member Member Member
	Note:- Ms. Mehak Singla to act as Co-ordinator for these Committees.	
35	**Decoration, Rain Water Harvesting, Road Safety Awareness Club, Traffic Interpretation Centre**	
	Ms. Pooja Shanna Dr. Ajay Rattan Dr. Mamta Ms. Nisha Rani Ms. Anukriti Chauhan	Convener/Incharge Deputy Convener Member Member Member
	Note:- Ms. Anita & Mr. Mohinder to act as Co-ordinator for these Committees.	
36	**Anti-Ragging Squad**	
	Mr. Shivam Gandhi Ms. Chanchal Rani Mr. Karan Singh Ms. Mehak Singla Dr. Ajay Rattan Ms. Anukriti Chauhan Mr. Rajesh Kumar Mr. Pankaj Batra Mr. Mahipal Mr. Mam Chand Mr. Mukesh Kumar Mr. Balvinder Kumar Mr. Jitender Kumar Ms. Samnit Maan Ms. Sarvjeet Kaur Ms. Deepika Mr. Deepak Ms. Kanika Ms. Sheetal Ms. Kajal Ms. Saloni	Convener/Incharge Deputy Convener Member Member Member (Record Keeper) Member Member - Representative of NGO Member- Local Media Parent, Member(B.Com-II) Parent, Member (B.A-I) Parent, Member (B.Sc-I) Parent, Member (BCA-I) Parent, Member (BCA-I) B.A-II Student, Member B.A-II Student, Member B.A-I Student, Member B.Com-II Student, Member B.Com-II Student, Member B.Com-II Student, Member BCA-II Student, Member BCA-II Student, Member

Societies/Clubs

Sr. No.	Name of Society	Staff Mentor
1.	**Literary Society** **Drama Club/Society**	Dr. Suman Panjeta Dr. Manisha Dr. Mamta
2.	**Gender Studies Society**	Dr. Manisha
3.	**Adventure Club/Society**	Dr. Satnam Singh
4.	**Eco Club**	Ms. Chanchal Rani
5.	**Red Ribbon Club**	Mr. Amar Pal
6.	**Fine Arts Club**	Ms. Aarti Arora
7.	**Yoga Club, NSS**	Dr. Balbir Kumar
8.	**Sports Club**	Mr. Shivam Gandhi
9.	**Mental Health and Wellness Club/Happy Mind Club**	Dr. Nandini Moudgil

10.	**Media Club**	Dr. Mamta
11.	**Photography Club**	Ms. Anukriti Chauhan
12.	**Music Club**	Ms. Minakshi
13.	**Debate Society**	Dr. Amit Kapoor
14.	**Performing Arts Club**	Ms. Anukriti Chauhan
15.	**Human Rights Society**	Mr. Karan Singh
16.	**Legal Literacy Club**	Mr. Mohinder
17.	**Academic Creative Writing**	Dr. Suman Panjeta
18.	**Hobby Club**	Ms. Nisha
19.	**Environment Club/Society**	Mr. Mangla Singh
	Subject Societies	**Incharge**
1.	**History Society**	Dr. Ramesh Kumar
2.	**Commerce Society**	Ms. Aarti Arora
3.	**English & Hindi Society**	Dr. Suman Panjeta
4.	**Sociology Society**	Mr. Amar Pal
5.	**Economics Society**	Ms. Anita
6.	**Computer Society**	Mr. Amit Kumar
7.	**Mathematics Society**	Mr. Mohinder
8.	**Public Administration Society**	Dr. Balbir Kumar
9.	**Political Science Society**	Mr. Mangla Singh
10.	**Psychology Society**	Dr. Nandini Moudgil
11.	**Music Society**	Ms. Minakshi
12.	**Chemistry Society**	Ms. Pooja Sharma
13.	**Physics Society**	Dr. Amit Kapoor
	Note:- The Conveners/lncharges/Mentor of each & every Club/Cell/Society must have at least five student office bearers in their respective Club/Cell/Society.	