

FINAL

	DESH BANDHU GUPTA GOVT. COLLEGE PANIPAT	
	DUTY LIST 2025-2026	
	a) This Duty List Will be effective from 01/08/2025	
	b) Steps be initiated to invite quotations etc. where ever necessary.	
	DR. SUBHASH CHANDER JAGLAN : PRINCIPAL	
1	COLLEGE COUNCIL	
	RITU NEHRA	
	DALJEET SINGH	
	NARSINGH JANGRA	
	KANWAR PAL	
	NARESH DHANDA	
	DALBIR SINGH	
	SUNITA CHAND	
2	CHIEF PROCTOR /SENIOR TUTOR	
	RITU NEHRA	
	DALJEET SINGH	
3	SENIOR MENTOR	
	SUDHIR PUJARA	
4	STAFF &SOCIAL SECRETARY	
	SAVITA NAIN (STAFF SECRETARY)	
	DALBIR SINGH (SOCIAL SECRETARY)	
5	R.T.I.	
	RITU NEHRA (S.P.I.O.)	
	DALJEET SINGH	
	SEEMA SHARMA (STENO)	
6	BURSAR	
	SUNIL DUTT	
7	CHARACTER VERIFICATION & MISC	
	NARSINGH JANGRA	
8	INTERNAL QUALITY ASSURANCE CELL	
	RITU NEHRA	- COORDINATOR
	DALJEET SINGH	- SECRETARY
	NARSINGH JANGRA	- MEMBER
	KANWAR PAL	- MEMBER

	NARESH DHANDA	- MEMBER
	DALBIR SINGH	- MEMBER
	SUNITA CHAND	- MEMBER
	INDUSTRIALIST	- NAVNEET KUNDU
	MAYOR	- KOMAL SAINI
	PRESIDENT (ALUMNI)	-PREM VERMA
	HIGHER EDUCATION DEPTT.	-ASHOK KUMAR KUNDU
9	INTERNAL COMPLAINT COMMITTEE(ICC) (REDRESSAL OF GRIEVENCES OF STAFF, STUDENTS, CAST DISCRIMINATION AND SEXUAL HARRASSMENT)	
	SUBHASH CHANDER JAGLAN (PRINCIPAL)	
	RITU NEHRA	
	SNEH LATA	
	SUNITA CHAND	
	SHASHI KANTA	
	NARESH DHANDA	
	SUNIL DUTT	
10	SPORTS BOARD	
	DALJEET SINGH (CONVENER)	
	NARSINGH JANRA	
	SHIVAM DHAWAN	
	MONIKA	
	SANDEEP KUMAR	
	VEENA KUMARI	
11	ONLINE ADMISSION COMMITTEE	
	RITU NEHRA --- NODAL OFFICER	
	SUDHIR PUJARA	
	NEELAM SHARMA	
	JASVINDER	
12	N.S.S. (BOYS/GIRLS)/BLOOD DONATION	
	SHRI RAM SHARMA- P.O.	
	REENA	
	KAVITA JAIN	
	KAVITA TANEJA	

	SANDEEP KUMAR
	JYOTI RANI
	ARVIND
13	NSS ADVISORY COMMITTEE
	NARSINGH JANGRA
	NARESH DHANDA
	DALBIR SINGH
	SNEH LATA
14	CULTURAL COMMITTEE
	DIPTI GABA (CONVENER)
	SUMAN
	DINKAR SHARMA ADVISOR
	JYOTI RANI
	MONIKA
	KUSAM
	LAJPAT MALIK
	KAVITA TANEJA
15	WOMEN EMPOWERMENT CELL
	SAVITA NAIN (INCHARGE)
	DIPTI GABA
	KUSAM RANI
	REENA
16	COUNSELLING/PERSONALITY DEVELOPMENT PLACEMENT & GUIDANCE CELL/MOU/ACADEMIC LINKAGE
	SAVITA NAIN (CONVENER)
	VIVEK KUMAR
	SUMAN
	SANDEEP KUMAR
	JYOTI
	MONIKA
17	ACADEMIC CALANDER/SUBJECT SOCITIES &IMPORTANT DAYS CELEBRATION COMMITTEE
	SUMAN (CONVENER)

	SANDEEP KUMAR
	REENA
	VEENA KUMARI
18	LEGAL LITERACY & ADVISORY CELL
	DIPTI GABA (CONVENER)
	SANJU BALA
	KUSUM MALIK
	KAVITA JAIN
19	HELPING HEARTS COUNCELLING CELL/SAHYOG SAMITI
	SUNITA CHAND (CONVENER)
	SANDEEP KUMAR
20	RED CROSS,BLOOD DONATION CAMP, RED RIBBON CLUB & FIRST AID COMMITTEE/CMO/DC OFFICE
	DALJEET KUMAR- (CONVENER)
	SONIA
	BRIJESH BRAR
	JYOTI RANI
	TAKDEER SINGH
21	SCIENCE EXHIBITION / SCIENCE ACTIVITY
	SUNITA CHAND - CONVENER
	SHASHI KANTA
	VIVEK KUMAR (SCIENCE ACTIVITY)
	SEEMA
	ARVIND KUMAR
	JAI KUNWAR
22	ROAD SAFETY CLUB / TRAFFIC INTERPRETATION CENTER
	KANWAR PAL
	VIVEK KUMAR
	TAKDEER SINGH
	JAI KUNWAR
23	ENTREPRENURESHIP DEVELOPMENT CLUB
	SHIVAM DHAWAN- CO-ORDINATOR
	KAVITA JAIN

	HEMLATA MALIK
24	EARN WHILE YOU LEARN
	NARESH DHANDA (CONVENOR)
	SONIA
	BRIJESH BRAR
	VIVEK KUMAR
	LAJPAT MALIK
25	LIBRARY COMMITTEE
	SUMITRA VIJ
	SEEMA
	REENA
	KAVITA TANEJA
26	PARENTS ALUMNI MEET COMMITTEE/PTM
	SHASHI KANTA (CONVENER)
	SEEMA SINGH
	JAI KUNWAR
	REENA
	KAVITA TANEJA
27	TEA / LUNCH / REFRESHMENT
	SUMITRA VIJ (CONVENER)
	JYOTI RANI
	HEMLATA MALIK
	SANJU BALA
28	DECORATION COMMITTEE/FLAGS ETC.
	SUMITRA VIJ (CONVENER)
	KAVITA TANEJA
	KUSUM MALIK
	SANJU BALA
29	SEATING AND SHAMIANA / MIKE AND PHOTOGRAPHY
	DALBIR SINGH (CONVENER)
	DINKAR SHARMA
	LAJPAT MALIK
	TAKDEER SINGH

	JAGDISH KUMAR
	DEEPAK L.A
30	PRIZE COMMITTEE
	SONIA - (CONVENER)
	BRIJESH BRAR
	REENA
	HEMLATA MALIK
	KAVITA JAIN
	KUSUM MALIK
31	STAGE SECRETARY
	SAVITA NAIN
	DIPTI GABA
	SANDEEP
32	PRESS REPORTING/SOCIAL MEDIA CAMPAIGN (SMC) COMMITTEE
	REENA - PRESS- (CONVENER)
	VEENA KUMARI
	SANDEEP KUMAR
	SUNIL DUTT (SMC- CONVENER)
	JASVINDER SINGH
33	TIME TABLE / WORK LOAD/SUBJECT CHANGE ETC.
	NARESH DHANDA - (CONVENER)
	ARVIND KUMAR
	SUNIL DUTT
	VIVEK
	KUSUM MALIK
	SANDEEP KUMAR
34	PURCHASE COMMITTEE(GOVT. GRANT) /WRITE OFF/AUCTION COMMITTEE
	DALJEET SINGH (CONVENOR)
	SUNITA CHAND
	DALBIR SINGH
	SHASHI KANTA

	SUDHIR PUJARA
	SNEH LATA
	JASVINDER SINGH
35	UNIVERSITY WORK / RESULT & ASSESSMENT HOUSE EXAM (CLASS TEST & PROJECT WORK)
	SUDHIR PUJARA (CONVENER)
	SNEH LATA (REGISTRAR HOUSE EXAM)
	JYOTI RANI
	KAVITA TANEJA
	HEMLATA MALIK
	KAVITA JAIN
	KUSUM MALIK
	SANJU BALA
	VEENA KUMARI
36	SCHOLARSHIP/STIPEND ETC
	SUNITA CHAND - SC SCHOLARSHIP (CONVENER)
	MONIKA- SC SCHLORSHIP
	SHIVAM DHAWAN - MERIT SCHOLARSHIP
	SEEMA SINGH- BC SCHOLARSHIP (Commerce, Science & all P.G. Classes)
	REENA (B.A.1st, B.A. 2nd & B.A. 3rd)
	RACHNA - (- SC SCHOLARSHIP)
	RAVINDER -(BC- SCHLORSHIP & MERIT SCHOLARSHIP)
37	BUS PASS /DRIVING LICENSE /PASS PORT/SCOOTER/CYCLE STAND
	NARESH DHANDA (CONVENER)
	KANWAR PAL (BUS PASS BOYS)
	VIVEK KUMAR (BUS PASS GIRLS)
	LAJPAT MALIK(DRIVING LICENSE)
	VIVEK KUMAR (PASS PORT)

	SANDEEP KUMAR (Scooter/Cycle Stand)
38	FEE CONCESSION/RKFF/SAF/RCF
	RITU NEHRA
	DALJEET SINGH
	NARSINGH JANGRA
	SNEH LATA
39	CAMPUS CLEANLINESS / MAINTENANCE OF PRINCIPAL ROOM/STAFF ROOM/MPH. / STAFF TOILETS
	DALBIR SINGH (CONVENER)
	REENA
	KUSUM MALIK
	LAJPAT MALIK (1ST FLOOR)
	JYOTI RANI
	ARVIND KUMAR (2ND FLOOR)
40	LECTURE SHORTAGE & ABSENTEE INCHARGE
	SNEH LATA (CONVENER)
	MONIKA
	SANJU BALA
	RACHNA
41	DISASTER MANAGEMENT/FIRE FIGHTING/PM GATI SHAKTI
	SHASHI KANTA-CONVENER
	SANJU BALA
	MONIKA
	LAJPAT MALIK
42	EDUCATIONAL TOUR (BOYS/GIRLS)
	DALJEET SINGH (BOYS)
	NARESH DHANDA (GIRLS)
	DALBIR SINGH
	LAJPAT MALIK
	DIPTI GABA
	SANJU BALA

43	COLLEGE PROPERTY AND DILAPIDATION COMMITTEE
	DALJEET SINGH (ADVISOR)
	DALBIR SINGH(AF & DILAPIDATION FUND)
	SHRI RAM SHARMA-GOVT.PROPERTY I/C.
	ARVIND
	LAJPAT MALIK
	RAJENDER -PEON
	JITENDER
	DEEPAK SHARMA L.A
	PARIKSHIT- L.A
44	WATER AND ELECTRICITY/GEN SET
	DALJEET SINGH - CONVENER
	SHIVAM DHAWAN
	MONIKA
	LAJPAT MALIK
	JAI KUNWAR
	ARVIND
45	LAND ACQUISITION /BUILDING COMMITTEE/ WATER HARVESTING /SOLAR SYSTEM/PWD B&R
	NARESH DHANDA (CONVENER)
	DALBIR SINGH
	SHRI RAM SHARMA
	SUNIL DUTT
	DALJEET SINGH (ADVISOR)
46	ANTI RAGGING CELL / ANTI CORRUPTION/ANTI TOBACCO/DRUG COMMITTEE
	KANWAR PAL (CONVENER)
	SNEH LATA
	SUMITRA VIJ
	SUNIL DUTT
	DALJEET KUMAR
	VEENA KUMARI

	KUSUM MALIK
47	RESEARCH & DEVELOPMENT /INST. INNOVATION COUNCIL/AICTE APPROVAL/STARTUP/INCUBATOR/IPR
	NARSINGH JANGRA (CONVENER)
	SUDHIR PUJARA
	SUNIL DUTT
	DIPTI GABA
	DIMPLE
48	MIS/HRMS/ERP/PPP/ERP/LMS/CMS WEB PORTAL
	SAVITA NAIN(CONVENER) ERP
	DIPTI GABA (CONVENER) HRMS
	SUMAN (PPP)
	SHIVAM DHAWAN (MIS)
	MONIKA (LMS/CMS)
	NEELAM SHARMA (ERP/MIS)
	JASVINDER (LMS/CMS/HRMS)
49	WEB PORTAL OF HIGHER EDUCATION /COLLEGE WEBSITE
	RITU NEHRA CONVENER
	DALJEET SINGH
	NAR SINGH JANGRA
	SEEMA
	NEELAM SHARMA
50	SC CELL
	SHASHI KANTA (CONVENER)
	REENA
	TAKDEER SINGH
51	MAITREE CLUB/DIVYANGJAN COMMITTEE
	SUMAN (CONVENER)
	LAJPAT
	DINKAR SHARMA ADVISOR

52	ALL INDIA SURVEY OF HIGHER EDUCATION (AISHE)/IDP/NIRF/AAA
	SUMITRA VIJ - CONVENER
	SUMAN - CO-CONVENER
	KAVITA JAIN
	KAVITA TANEJA
	JAI KUNWAR
	NEELAM SHARMA
	JASWINDER (COMPUTER ATTENDANT)
	RAVINDER(L.A.)
53	NAAC/AQAR
	SHRI RAM SHARMA - CO-ORDINATOR
	KUSUM-(CONVENER -CRITIRIA 1)
	JAI KUNWAR (CONVENER -CRITIRIA 2)
	SEEMA -(CONVENER -CRITIRIA 3)
	SHREE RAM -(CONVENER -CRITIRIA 4)
	VIVEK KUMAR-(CONVENER -CRITIRIA 5)
	SAVITA NAIN-(CONVENER -CRITIRIA 6)
	SHIVAM DHAWAN-(CONVENER -CRITIRIA 7)
	MONIKA- (CONVENER- CRITERIA 8)
	SANJU- (CONVENER- CRITERIA 9)
	BRIJESH- (CONVENER- CRITERIA 10)
	RAVINDER LA
	DEEPAK SHARMA LA
54	RUSA /UGC WORKS/PM USHA
	SHRI RAM SHARMA (CONVENER)
	BRIJESH BARAR
	JAI KUNWAR
55	NEW EDUCATION POLICY
	SUDHIR PUJARA (CONVENER)
	VIVEK KUMAR
	SEEMA
	ARVIND

56	SMART CLASSROOMS/SWAYAM/MOOCs COMMITTEE
	SUMAN - CO-ORDINATOR
	SUNITA CHAND (ROOM NO. - 9&12)
	JAI KUNWAR (ROOM NO-109,110 &111)
	ARVIND (ROOM NO. 214)
57	ENGLISH LANGUAGE LAB / COMPUTER LAB /COMMERCE LAB AUGMENTATION
	NARSINGH JANGRA (CONVENER)
	SUDHIR PUJARA
	SUMITRA VIJ
	NEELAM SHARMA
	JASVINDER SINGH
58	BOTANICAL GARDEN COMMITTEE/GREEN AUDIT / ECO CLUB/BEAUTIFICATION & NATURE INTERPRETATION CENTER COMMITTEE
	DALJEET KUMAR(NODAL OFFICER HARIT ABHIYAN)
	SONIA
	BRIJESH BRAR
	MONIKA
	JAI KUNWAR (GREEN AUDIT)
	JYOTI
	TAKDEER SINGH
	VIRENDER KUMAR
59	UP-GRADATION OF PUBLIC LIBRARIES COMMITTEE
	SUMITRA VIJ - LIBRARY INCHARGE
	VIVEK KUMAR
	SHIVAM DHAWAN
60	COURT CASES/ CM WINDOWS
	VIVEK KUMAR (CONVENER)
	BRIJESH BRAR
	SHIVAM DHAWAN
	ARVIND
	SHRI RAM SHARMA (ADVISOR)

61	ENGAGING OF STAFF UNDER OUTSOURCING POLICY /HKRNL
	DALJEET SINGH CONVENER
	NARESH DHANDA
	NARSINGH (ADVISOR)
	SUNIL DUTT
	DALBIR SINGH
	SHRI RAM SHARMA
	ARVIND
	JASVINDER SINGH
62	EXTENSION LECTURER COMMITTEE / DOCUMENT VERIFICATION
	NARESH KUMAR -(CONVENER)
	SUNITA CHAND
	SNEH LATA
	SUMITRA VIJ
	SEEMA
63	CCTV CAMERAS / BIOMETRIC
	SHIVAM DHAWAN (CONVENER)
	DIPTI GABA
	JYOTI RANI
	JASVINDER SINGH
	SAVITA NAIN - ADVISOR
64	APPRENTICESHIP & VIDEO CONFERENCE ROOM/ IT CELL COMMITTEE/SMART CLASS ROOM (Repair)
	SHIVAM DHAWAN (CONVENER)
	ARVIND KUMAR
	JAI KUNWAR
	JASWINDER (COMPUTER ATTENDANT)
65	ANNUAL REPORT / PROSPECTUS / CODE OF CONDUCT/COLLEGE MAGAZINE
	BRIJESH BRAR (CONVENER)
	VEENA KUMARI

	SANDEEP KUMAR
66	INCOME TAX COMMITTEE
	SUNIL DUTT (CONVENER)
	SUMITRA VIJ
	SONIA
67	NODAL OFFICER FOR VOTE REGISTRATION/SVEEP/ELECTORAL AWARENESS
	DALBIR SINGH (CONVENER)
	JAI KUNWAR
	JYOTI RANI
	KAVITA TANEJA
68	DISCIPLINE COMMITTEE
	DALJEET SINGH (CONVENER)
	NARESH DHANDA
	SNEH LATA
	DALBIR SINGH
	SUNIL DUTT
	SUMITRA VIJ
	DALJEET KUMAR
	SHIVAM DHAWAN
	VEENA KUMARI
	SANDEEP KUMAR
	KAVITA
	SEEMA
	SAVITA NAIN
	REENA
	ARVIND
69	MEDICAL BILL COMMITTEE
	SUNIL DUTT
	SHASHI KANTA
	SUMAN
70	THOUGHT FOR DAY/UNNAT BHARAT ABHIYAN (UBA)

	BRIJESH BRAR (CONVENOR)
	VEENA KUMARI
	HEMLATA MALIK
	DALJEET KUMAR
	TAKDEER SINGH
	LAJPAT MALIK
71	WASTE MANAGEMENT/CHEMICAL WASTE/E-WASTE
	DALJEET SINGH (CONVENER)
	SUDHIR
	DALJEET KUMAR
	MONIKA
	NEELAM
	JASVINDER
72	COLLEGE CANTEEN COMMITTEE
	DALJEET SINGH (CONVENER)
	SHRI RAM SHARMA
	SUNIL DUTT (ADVISOR)
	DALBIR SINGH (MEMBER)
	SHIVAM DHAWAN
	JYOTI RANI
73	OFFICIAL CORRESPONDANCE
	NARSINGH JANGRA
	BRIJESH BRAR
	SANDEEP KUMAR
	VEENA
74	MEDITATION AND YOGA CLUB
	SAVITA NAIN
	SANDEEP KUMAR
	KAVITA JAIN
75	INTERNSHIP PROGRAM NEP
	NARSINGH JANGRA
	SUNITA CHAND
	SAVITA NAIN
	SONIA

MONIKA

Enrique
11/18/21