

Govt College Sec- 9 Gurugram
Annual Duty List For the Session 2025-2026

Committee Name	Member Name (Dr/Mr/Ms)	Signature
1 College Council/ Reception Committee	Rajesh Kundu	OK
	Meenu Sharma	
	Mukesh Kumar	
	Meenakshi Dalal	adms
	Sandeep Yadav	Sum
	Vandana Dangi	
2 NAAC/Annual Audit Committee	Meenakshi Dalal (C)	OK
	Sandeep Yadav	Sum
	Vandana Dangi	
	Kaushal Phogat	Kaushal
	Lalita Gaur	Dani
	Bahadur Singh	
	Sanjay Katyal	
	Isha Kaushik	
	Sheela	
	Shubra Jain	
	Ritu Phogat	
	Renu Saini	
	Pooja Rani (Computer)	Rajani
	Meena	Kur
	Savita Yadav	Sum
3 IQAC	Dr Neelam Dahiya(Chair Person)	
	Meenakshi Dalal (Convener)	OK
	Meenu Sharma	
	Mukesh Kumar	adms
	Sandeep Yadav	Sum
	Sanjay Katyal	
	Vandana Dangi	
	Anjana Sharma	Anjana
	Lalita Gaur	Dani
	Mukesh Kumar- Deputy Supdt. of the Office	MK
4 College Burser	Mukesh Kumar	adms
5 Registrar/ University Affair /Internal Assesment	Sanjay Katyal (Convener)	
	Satish Yadav	
	Reshma Yadav	Reshma
	Kavita Yadav	Kavita
	Renu Saini	
	Shilpa Thakral	Shilpa
	Pooja Rani(Chemistry)	Pooja
	Deepak	Deepak
6 ICC	Meenu Sharma (Convener)	
	Kaushal Phogat	Kaushal
	Mukesh Kumar	adms
	Rakhi Soni	Rakhi
7 Grievance Redressal Cell	Rajesh kundu (C)	OK

	Meenakshi Dalal	
	Vandana Dangi	
	Lalita Gaur	
	Venu	
8 AISHE	Priyanka Balhara(Convener)	
	Monika Yadav	
	Lalita Yadav	
	Priya Sharma	
9 AICTE	Sanjay Katyal(Convener)	
	Pooja (CS Dept)	
	Nirupma	
10 NEP	Vandana Dangi(Convener)	
	Anjana Sharma	
	Venu	
	Reshma Yadav	
	Alka	
	Monika Yadav (Eco.)	
	Swati Bansal	
11 LMS Committee	Venu(Convener)	
	Sanjay Katyal	
	Renu Saini	
12 MIS Committee	Venu(Convener)	
	Seema	
	Hema	
	Devdutt	
13 Cultural Activity/ Youth Festival Committee	Surender Kumar(Convener)	
	Isha Kaushik	
	Lalita Gaur	
	Anjana Sharma	
	Pardeep Singh	
	Pooja Singh	
	Monika Sehrawat	
	Alka	
	Jyoti Rani	
	Latika Gauba	
	Kalyani	
	Vikas Bansal	
13 Carrier Guidance/ Placement Cell/ Entrepreneur Cell	Kaushal Phogat (Convener)	
	Satyam	
	Reena	
	Vandana Yadav	
	Monika Yadav	
	Brijesh Kumar	
	Meena Rani	
	Bhawana Yadav	
14 Sports Board	Rajesh Kundu (President)	
	Meenu Sharma	

	Meenakshi Dalal	ML
	Satish Yadav (Secretary)	CLP
	Mukesh Kumar	gms
	Sandeep Yadav	gms
	Vandana Dangi	gms
	Ajay Kumar	CLP
15 Time Table/ Workload	Ajay Kumar (Convener)	CLP
	Mukesh	CLP
	Harish Kumar	CLP
	Ravi Sheoran	Ravi
	Poonam Yadav	CLP
	Anita Nihaliya	CLP
	Nisha Rani	CLP
	Meenakshi	CLP
	Ritu Sharma	CLP
	Alka	CLP
	Parul Sharma	CLP
16 Research & Development Cell/ IPR	Vandana Dangi (Convener)	CLP
	Lalita Gaur	CLP
	Kaushal Phogat	CLP
17 Discipline Committee	Satish Yadav (Convener)	CLP
	Surender Kadian	CLP
	Ravi Kumar (BTM)	CLP
	Vijayveer	CLP
	Ravi Deshwal	CLP
	Swati Bansal	CLP
	Jyoti Rani	CLP
	Rajesh	CLP
18 Women Cell	Isha Kaushik (Convener)	CLP
	Monika Sehrawat	CLP
	Somi Devi	CLP
	Anita Nihaliya	CLP
	Ritu Phogat	CLP
	Poonam Yadav	CLP
19 Legal Literacy Cell/Literacy Cell	Mukesh (Convener)	CLP
	Reena	CLP
	Meenakshi	CLP
20 RTI	Sandeep Yadav (SPIO)	CLP
	Satish Yadav (APIO)	CLP
	Anita Nihaliya	CLP
	Bhawana Yadav	CLP
21 Legal Matters	Rajesh Kundu (Convener)	CLP
	Sandeep Yadav	CLP
	Satish Yadav	CLP
	Devdutt Sharma	CLP

22	Apprentice Cell	Ajay Kumar (Convener)	
		Isha Kaushik	
		Rajesh Kumar	
		Vikas Bansal	
		Devdutt Sharma	
23	College Magazine	Meenakshi Dalal- Chief Editor	
		Priyanka Balhara - Asst Editor	
		Kaushal Phogat - Commerce Section	
		Lalita Gaur - English Section	
		Anjana Sharma - Tourism Section	
		Pooja Singh- Arts Section	
		Meenu Mendiratta- Economics Section	
		Rakhi Soni- Science Section	
24	Scholarship Committee	SC Scholarship	
		Mukesh	
		Anuradha	
		BC Scholarship	
		Reshma Yadav	
		Nirupma	
		Merit/NSP Scholarship	
		Monika Sehwari	
		Mohita Sharma	
		Arun Yadav (Clerk For SC/BC Scholarship)	
25	PFMS	Mukesh Kumar (Bursar)	
		Harish Kumar (Checker)	
		Devdutt Sharma (Maker)	
26	Earn While You Learn	Mukesh Kumari (Convener)	
		Reena	
		Reshma Yadav	
		Kalyani	
		Latika Gaba	
		Mohita	
		Nisha Yadav (Maths)	
27	Anti Ragging	Meenu Sharma (Convener)	
		Shaily Soni	
		Ritu Sharma	
		Nisha Yadav	
28	Press and Media	Surender Kumar (Convener)	
		Lalita Gaur	
29	Alumni	Reena (Convener)	
		Anjana Sharma	
		Pooja Singh	
		Somi Devi	
		Kalyani	
		Ritu Sharma	
		Shubhra Jain	

30	GeM	Rakhi (Convener) Mukesh kumari Bahadur Singh	Rakhi Mukesh kumari
	Days Celebration and Record		
31	Maintenance of Events	Lalita Gaur (Convener) Meena Rani	Lalita Meena
32	Parivar Pehchan Patra	Mukesh (Convener) Meena Rani Latika Gauba Rajesh Kumar	Mukesh Meena Latika Rajesh
33	Eco Friendly/ Green Campus Committee	Isha Kaushik (Convener) Vijayveer Vikas Bansal Somi Devi Kanta Kavita Yadav	Isha Vijayveer Vikas Somi Kanta Kavita
34	Passport Committee	Mukesh Kumari (Convener) Satyam Mohita Sharma Meenu Mendiratta Nirupama	Mukesh Satyam Mohita Meenu Nirupama
35	CSR	Rajesh Kundu (Convener) Meenu Sharma Mukesh Kumar Sandeep Yadav Meenakshi dalal Satish Yadav	Rajesh Meenu Mukesh Sandeep Meenakshi Satish
36	Outsource Committee	Rajesh Kundu (Convener) Mukesh Kumar Sandeep Yadav Meenakshi dalal	Rajesh Mukesh Sandeep Meenakshi
37	Driving License	Ravi Sheoran (Convener) Swati Bansal Parul Sharma	Ravi Swati Parul
38	Soft Skills	All Members Of English Department	All Members
39	Income Tax/Property Return	Mukesh Kumar (Convener) Sandeep Yadav Vijayveer Anita Nihaliya	Mukesh Sandeep Vijayveer Anita

40	Building Fund Committee/ Dilapidation/ Civil Repair/ Upgradation/ PWD B & R	Satish Yadav (Convener)	Puh
		Ravi Sheoran	Ravi
		Ajay Kumar	MS
		Vijayveer	Vijayveer
		Vikas	Puh
41	Railway Pass/ Bus Pass	Pardeep Singh(BTMM) (Convener)	PB
		Brijesh Kumar	CA
		Vandana Yadav	CA
		Arun	
42	Certificate Writing Committee	Shilpa Thakral (Convener)	Shilpa
		Meenakshi	Meenakshi
		Shubhra Jain	Shubhra
43	Annual Report Preparation	Pooja Singh (Convener)	PB
		Surender Sharma	Sur
		Kavita Yadav	Kavita
44	RUSA	Surender Sharma (Convener)	Sur
		Pardeep Singh(BTMM)	PB
		Reena	Reena
		Shaili Soni	Shaili
45	Shamiyana/ Pandal /Sitting / Mike etc	Bahadur Singh(Convener)	
		Vijayveer (Mike)	Vijayveer
		Satish Yadav	Puh
46	Lunch Refreshment Committee		
	a. Principal Office	Pooja Singh(Convener)	PB
		Monika Yadav (ECO)	Monika
		Kavita Dua	Kavita
	b. Students	Monika Sehrawat(Convener)	Monika
		Reshma Yadav	Reshma
		Meenu Mendiratta	Meenu
		Ritu Phogat	Ritu
		Savita	Savita
47	NSS	Satyam (Girls)	Satyam
		Harish Kumar (Boys)	Harish
48	Banner/Printing	Bahadur Singh(Convener)	
		Satish Yadav	Puh
		Monika Yadav (Eco)	
		Jagdish Chand	
49	Photography	Rajesh Kumar(Convener)	Rajesh
		Brijesh Kumar	Brijesh
50	Property	Ajay Kumar (Wooden)	
		Pardeep Singh (Plastic)	PB
		Satish Yadav (Steel)	Puh

51	Staff and Social Secretary	Lalita Gaur - Staff Secretary Reshma Yadav- Social Secretary	<i>[Signature]</i>
52	Decoration Committee	Anjana Sharma (Convener) Reshma Yadav Monika Sehwat Alka Meena Rani Parul sharma Anuradha	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
53	Liaison with District Administration and HEC Office	Rajesh kundu (Convener) Satish Yadav Mukesh Kumar	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
54	Canteen Committee	Satish Yadav (Convener) Meenu sharma Harish Kumar Satyam Rajesh Kumar	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
55	Cleanliness/ Beautification		
	A-Block A	Shakuntala Kavita	<i>[Signature]</i>
	B- Computer Department & Lawn	Pooja Rani Renu Saini Seema	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
	C- Block B (Staff room & Class room)	Monika, Yadav (Eco.) Vandana Yadav	<i>[Signature]</i> <i>[Signature]</i>
	D- Block C (Arts, Lawn & Class room)	Poonam Kavita Yadav Brijesh,	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
	E- Science Block (Front & Back Lawn)	Kalyani Pooja Rani (Chem) Nisha (Maths) Mohita	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
	F- Multipurpose Hall & Ground	Surender Kumar Ravi Deshwal Vijayveer	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
	G-Commerce Block & Basket Ball Ground	Nisha Rani Meenakshi Latika Gauba KavitaDua	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
	H-Library, Canteen & Open Air Theater	Shilpa Thakral Anuradha	<i>[Signature]</i> <i>[Signature]</i>

		Swati Bansal	
		Priya Sharma	
56	Invitation Committee	Vandana Yadav(Convener)	
		Kavita Yadav	
		Ritu Phogat	
57	Prize Committee	Satyam Bhambhu (Convener)	
		Reena	
		Jyoti Rani	
		Shilpa Thakral	
58	Lecture Shortage	Sanjay Katyal(Convener)	
		Science- Alka, Renu Saini, Kalyani, Somi	
		Commerce- Priya Sharma, Shubhra Jain	
		Arts- Poonam Yadav, Mohita, Vandana Yadav	
59	Website Development	Monika(Convener)	
		Ritu Sharma	
		Kanta	
60	Educational Tour and Exceursion (boys and Girl)	Anjana Sharma(Convener)	
		Ravi Sheoran	
		Monika Sehrawat	

Sharma
Kavita
Ritu

Shilpa
Thakral

Alka
Renu Saini
Kalyani
Somi
Priya Sharma
Shubhra Jain
Poonam Yadav
Mohita
Vandana Yadav

Monika
Ritu
Kanta

Anjana
Ravi
Monika

	Bhawana Yadav	
	Vikas	10-1
Dispensary/Red Cross/Red Ribbon/ Blood Donation /Pulse Polio	Harish Kumar(Converier)	<u>10</u>
	Mukesh	Mukesh
	Monika Sehrawat	10
	Brijesh Kumar	10
	Savita	10
62 NCC	Boys Unit	
	Satish Yadav	10
	Ravi Deshwal	10
	Girls Unit	
	Reena	10
	Nisha Rani	10
63 Aadhar Card/ Voter Card	Surender Kadian(Convener)	
	Vikas	10-1
64 Solar Power Plant	Ravi Sheoran(Convener)	10
	Ravi Deshwal	10
	Vijayveer	10
65 High Level Purchase Committee	Rajesh Kundu (Convener)	10
	Mukesh Kumar	10
	Meenu Sharma	10
	All HODs and Activity Incharge as per Requirment	
66 Smart Classroom Committee	Venu (Convener)	
	Priyanka Balhara	10
	Kanta	10
	Vijayveer	10
	Savita	10
	Kavita Dua	10
	Kavita Yadav	10
67 Public health and hygiene	Surender Kumar(Convener)	10
	Bahadur Singh	10
	Rajesh Kumar	10
	Ravi Deshwal	10
	Meenu Mendiratta	10
68 SAF/Student Welfare Committee	Venu (Convener)	10
	Satyam Bhambhu	10
	Savita	10
	Ravi Deshwal	10
69 Electricity and Electric Repair	Ravi Sheoran(Convener)	10
	Pardeep Singh	10
	Jagdish Chand	10
	Brijesh	10
70 Library Committee	Dr. Satish Yadav(c) Sanjay Katyal(Convener)	10
	Isha Kaushik	10
	Pardeep Singh	10
	Ajay Kumar	10

		Shaili Soni	
		Meena Rani	
71	HRMS	Priyanka Balhara(Convener)	
		Kanta	
		Seema	
		Hema	
72	BioMetric Machines	Rakhi Soni (Convener)	
		Priyanka Balhara	
		Lalita Yadav	
		Pooja Rani (CS)	
		Sheela	
73	Anti smoking /Anti Drug	Rajesh Kumar (CS)(Convener)	
		Bhawna Yadav	
		Nirupma	
74	Hardware and Software Maintenance	Priyanka Balhara(Convener)	
		Venu	
		Sanjay Katyal	
		Rakhi Soni	
		Sheela	
		Lalita Yadav	
74	Road Safety and Traffic	Pardeep Singh(Convener)	
		Monika Sehwat	
		Bhawna Yadav	
		Anuradha	
		Sahili Soni	
		Kavita Dua	
75	Section Formation		
	Science	Mukesh Kumari, Kalyani, Somi Devi	
	Commerce	Kaushal Phogat, Anuradha	
	Arts	Meenu Sharma, Pooja Singh, Satyam, Vandana Yadav, Poonam Yadav	
	Computer Science	Lalita Yadav	
76	Stationery Committee	Harish Kumar(Convener)	
		Shilpa Thakral	
		Deepak Kumar	
77	Seminar Hall	Satyam(Convener)	
		Sheela	
		Jyoti Rani	
78	Extension Lecture Committee	Rajesh Kundu(Convener)	
		Meenakshi Dalal	
		Meenu Sharma	
		Sandeep Yadav	
79	CCTV/Networking	Rakhi Soni (Convener)	

	Priyanka Balhara	Priyanka Balhara
	Mukesh	Mukesh
	Sanjay Katyal	Sanjay Katyal
	Jyoti	Jyoti
	Parul Sharma	Parul Sharma
	Sheela	Sheela
	Pooja Rani (Chemistry)	Pooja Rani
	Arun	Arun
80 Cartridge Refilling	Vikas Bansal(Convener)	Vikas Bansal
	Pooja Rani(Chem)	Pooja Rani
	Kanta	Kanta
81 HKRN	Harish Kumar(Convener)	Harish Kumar
	Satyam	Satyam
	Nisha Yadav	Nisha Yadav
	Devdutt Sharma	Devdutt Sharma
82 Edusat	Pardeep Singh(Convener)	Pardeep Singh
	Ravi Deshwal	Ravi Deshwal
	Parul Sharma	Parul Sharma
83 E-Office Committee	Sanjay Katyal (Convener)	Sanjay Katyal
	Rajesh Kumar (CS)	Rajesh Kumar
	Lalita Yadav	Lalita Yadav
	Ritu Sharma	Ritu Sharma
	Nisha Yadav	Nisha Yadav
83 Proctorial Committee	Rajesh Kundu(Convener)	Rajesh Kundu
	Mukesh Kumar	Mukesh Kumar
	Shubhra Jain	Shubhra Jain
84 Mentor - Mentee Committee/ PTM	Vandana Dangi(Convener)	Vandana Dangi
	Rakhi Soni- Computer Science	Rakhi Soni
	Satyam-Arts	Satyam
	Kaushal Phogat- Commerce	Kaushal Phogat
	Mukesh Kumari- Science	Mukesh Kumari
	Anjana Sharma- BTM	Anjana Sharma
85 UGC	Lalita Gaur(Convener)	Lalita Gaur
	Monika Yadav (CS)	Monika Yadav
86 Social Protection Cell	Reena(Convener)	Reena
	Reshma Yadav	Reshma Yadav
	Bahadur Singh	Bahadur Singh
	Rajesh Kumar	Rajesh Kumar

Principal 03/07/25
Govt. Sec 9, Gurugram