

GOVT. COLLEGE SAMPLA (ROHTAK)

Annual Duties for the Session 2025-26

Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
1	College Council & Reception Committee Development Board	Principal	Chairman	
		Dr. Ankita	Member	
		Sh. Pawan Kumar	Member	
		Dr. Hardeep Singh	Member	
		Dr. Deepak Lathwal	Member	
		Ms. Nidhi (Secretary)	Member	
2	U.G.C / NAAC	Dr. Ankita	Convenor	
		Sh. Pawan Kumar	Member	
		Dr. Hardeep Singh	Member	
		Ms. Preeti Ishtkan	Member	
		Dr. Asha Rani	Member	
		Sh. Suresh Kumar	Member	
3	Prize Committee	Sh. Pawan Kumar	Convenor	
		Sh. Ashok Kumar	Member	
		Dr. Asha Rani	Member	
		Mr. Anil (Ext. Lect) Geog	Member	
		Ms. Preeti Chhilar (Ext. Lect) Comm.	Member	
4	Office Incharge	Dr. Ankita	Convenor	
		Sh. Pawan kumar	Member	
		Sh. Anand Singh	Clerk	
		Sh. Pawan Kumar	Clerk	
5	Character Certificate	Dr. Ankita	Convenor	
		Sh. Pawan Kumar	Clerk	
6	Library Advisory Committee	Dr. Ankita	Convenor	
		Ms Preeti Ishtkan	Member	
		Sh. Pawan Kumar	Member	
		Ms. Nidhi	Member	
		Sh. Ashok Kumar	Member	
		Dr. Jaipal	Member	
		Dr. Deepak Lathwal	Member Secretary being library In-Charge	
7	Tutorial & Proctorial	Dr. Ankita	Convenor	
		Sh. Pawan Kumar	Member	
8	SPIO (RTI)	Dr. Ankita	SPIO	
		Sh. Pawan Kumar (ASPIO)	ASPIO	
		Dr. Hardeep Singh (ASPIO)	ASPIO	
		Sh. Pawan Kumar	Clerk	
9	Printing of Magazine Publication / Flex / Banner & I.Card etc.	Sh. Ashok Kumar	Convenor	
		Sh. Suresh Kumar	Member	
		Ms. Mantal Devi (Ext. Lect)	Member	
		Ms. Preeti Chhilar	Member	
10	Bursar	Dr. Ankita	Member	
10	Bursar	Dr. Suman Devi	Bursar	
11	Library In-Charge	Dr. Deepak Lathwal	In-Charge	
		Sh. Pawan Kumar (Clerk)	Clerk	
12	Computer In charge	Dr. Jaipal	Convenor	
		Ms. Nidhi	Member	
		Sh. Nitin Dalal	Computer Instructor	

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13	Press Report	Dr. Deepak Lathwal (English Only)	Convenor	Dupak
		Sh. Suresh Kumar	Member	
		Ms. Mantal (Ext. Lect.) Hindi	Member	
14	Refreshment	Dr. Hardeep Singh	Convenor	
		Dr. Ankita	Member	
		Dr. Asha Rani	Member	
		Ms. Preeti (Ext. Lect.) Geo	Member	
		Mr. Anil (Ext. Lect.) Geog	Member	
		Ms. Preeti Chhilar (Ext. Lect) Commerce	Member	
		Smt. Meena	Peon	
15	Decoration Committee	Ms Nidhi	Convenor	
		Ms. Mantal (Ext. Lect.)	Member	
		Ms. Partibha (Ext. Lect)	Member	
		Ms. Preeti (Ext. Lect.) Geo	Member	
		Smt. Meena	Peon	
16	Youth Red Cross & Red Ribbon Club / SAF / First Aid	Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Ms. Neeraj	Member	
17	Road Safety	Dr. Deepak Lathwal	Nodal Officer	Dupak
18	Discipline Committee	Sh. Ashok Kumar	(Outside)	
		Dr. Ankita (Ext. Lect) Comm.	(Outside)	
		Ms Mantal Devi (Ext. Lect)	(Outside)	
		Dr. Jaipal	(Ground Floor including Multipurpose Hall)	
		Ms. Preeti (Ext. Lect) Geog	(Ground Floor including Multipurpose Hall)	
		Dr. Deepak Lathwal	(First Floor and Roof)	
		Dr. Suman Devi	(Commerce Deptt.)	
		Ms. Preeti shtkan	(Commerce Deptt.)	
		Ms. Partibha (Ext. Lect)	(Girls Common Room and Library)	
		Mr. Anil (Ext. Lect)	(First Floor)	
19	Anti Raging Cell	Ms Preeti Chhillar (Ext. Lect)	(First Floor)	
		Sh. Pawan Kumar	Convenor	
		Dr. Jaipal	Member	
		Dr. Ankita	Member	
20	HRMS, MIS Portal, ERP	Ms Nidhi	Member	
		Sh. Nitin Dalal	To update web portal HRMS and MIS daily	
		Sh. Anand Kumar	(To Assist Mr Nitin HRMS and MIS Updation)	

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Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
21	Registrar-University Affairs	Dr. Hardeep Singh	Convenor	Dr. Hardeep Singh
		Ms. Preeti Ishtkan	Member	Preeti
		Sh. Suresh Kumar	Member	Suresh
		Sh. Pawan Kumar	Clerk	Pawan
22	Cleanliness & Sanitation Water Arrangement, Health & Hygenic	Sh. Suresh Kumar	Convenor	Suresh
		Mr. Anil (Ext. Lect) Kumar (Outside)	Member	Anil
		Ms. Partibha (Ext. Lect) (Ground Floor)	Member	Partibha
		Dr. Ankita (First Floor and Top Floor)	Member	Ankita
23	Electricity	Sh. Suresh Kumar	Convenor	Suresh
		Sh. Pawan Kumar	Clerk	Pawan
		Sh. Birbal	Member	Birbal
24	College Property	Sh. Ashok Kumar	Covenor	Ashok
		Dr. Deepak Lathwal	Member	Deepak
		Dr. Jaipal	Member	Jaipal
25	Educational Tour	Dr. Deepak Lathwal	Convener	Deepak
		Sh. Ashok Kumar (Boys)	Member	Ashok
		Ms. Asha Rani (Girls)	Member	Asha
		Sh. Anil	Member	Anil
		Ms Preeti Chhillar	Member	Preeti
		Dr. Ankita	Member	Ankita
26	Time Table & Work Load/ Subject Change	Dr. Ankita	Convenor	Ankita
		Dr. Asha Rani	Member	Asha
		Dr. Suman Devi	Member	Suman
		Sh. Anand	Clerk	Anand
27	Income Tax	Dr. Ankita	Convenor	Ankita
		Dr. Jaipal	Member	Jaipal
		Ms. Preeti Ishtkan	Member	Preeti
		Dr. Suman Devi	Member	Suman
28	Repair of Furniture minor repairs in building toilet etc.	Sh. Suresh	Convenor	Suresh
		Sh. Ashok Kumar	Member	Ashok
		Ms. Preeti Ishtkan	Member	Preeti
29	SC/BC Cell/ Scholarship	Sh. Pawan Kumar--	Convenor	Pawan
		Ms. Preeti Ishtkan	Member	Preeti
		Sh. Anand	Clerk	Anand
30	Anti Sexual Harassment & Grievance cell / Internal Complaint Committee	Ms. Nidhi	Convenor	Nidhi
		Sh. Pawan Kumar	Member	Pawan
		Dr. Hardeep singh	Member	Hardeep
		Ms. Preeti	Member	Preeti
		Dr. Asha Rani	Member	Asha
		Ms. Mantal. Devi (Ext. Lect)	Member	Mantal
31	Sports	Dr. Jaipal	In-Charge	Jaipal

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Sr. No.	Name of Committee	Name of Principal/Associate/Assistant Professor	Convenor/Member	Sign
32	Building Committee	Sh. Pawan Kumar	Convenor	B
		Dr. Ankita	Member	Dr.
		Dr. Hardeep Singh	Member	Dr. Hardeep Singh
		Sh. Ashok Kumar	member	AS
		Sh. Suresh Kumar	Member	B
33	Staff Secretary & Social Secretary	Ms. Nidhi	Convenor	Nidhi
		Dr. Asha	Member	Asha
34	Sports Board	Sh. Pawan Kumar	Convenor	B
		Dr. Deepak Lathwal	Member	Deepak
		Dr. Ankita	Member	Dr.
		Sh. Ashok Kumar	Member	AS
		Dr. Jaipal	Secretary being sports in-charge	
		Ms. Nidhi	Member	Nidhi
		Ms. Asha Rani	Member	Nidhi Asha
35	EVS	Ms. Nidhi	Convenor	Nidhi
		Ms. Neeraj (Ext. Lect)	Member	Neeraj
		Ms. Preeti (Ext. Lect.)	Member	Preeti
36	Cultural Activities	Dr. Deepak Lathwal	Convenor	Deepak
		Sh. Hardeep Singh (English)	Literary	Dr. Hardeep Singh
		Sh. Suresh Kumar (Hindi)	Literary	Dr. Suresh Kumar
		Ms. Preeti Ishtkan	Fine Art	Preeti
		Ms. Pratibha	Theater	Pratibha
		Ms. Neeraj (Ext. Lect)	Dance	Neeraj
		Dr. Ankita (Ext. Lect)	Music	Ankita
37	Women Cell and Girls Common Room	Dr. Asha Rani	Convenor	Asha
		Dr. Ankita	Member	Dr.
		Ms. Preeti Ishtkan	Member	Preeti
		Ms. Mantal Devi (Ext. Lect)	Member	Mantal Devi
		Ms. Pratibha (Ext. Lect)	Member	Pratibha
		Dr. Ankita (Ext. Lect)	Member	Ankita
38	Placement Cell & Internship Cell	Ms. Preeti Ishtkan	Convenor	Preeti
		Dr. Asha Rani	Member	Asha
		Dr. Deepak Lathwal	Member	Deepak
		Mr. Anil (Ext. Lect)	Member	Anil
39	Earn While You Learn	Dr. Hardeep Singh	Convenor	Dr. Hardeep Singh
		Ms. Preeti Ishtkan	Member	Preeti
		Ms. Asha Rani	Member	Asha
		Sh. Suresh Kumar	Member	Suresh
40	Legal & Court Case	Dr. Ankita	Convenor (Except his own court case)	Dr.
		Dr. Deepak Lathwal	Member	Deepak
		Dr. Jaipal	Member	Jaipal
		Sh. Pawan Kumar	Clerk	
		Sh. Nitin	Computer Instructor	Nitin
41	Extension Lecturer In-charge	Dr. Ankita	Convenor	Dr.
		Sh. Suresh Kumar	Member	Suresh
		Sh. Pawan Kumar	Member	Pawan
		Ms. Nidhi	Member	Nidhi
42	Bus Pass/ Rail Pass	Dr. Jaipal	Convenor	Jaipal
		Sh. Nitin (Computer Instructor)	Member	Nitin

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43	NCC	Sh. Suresh Kumar	Convenor	
44	Tent, Samiyana & Seating Arrangement	Sh. Pawan Kumar	Convenor	
		Dr. Hardeep Singh	Member	
		Ms. Preeti Ishtkan	Member	
		Sh. Ashok Kumar	Member	
45	Sr. Tutor/Mentor	Dr. Ankita	Convenor	
		Sh. Pawan Kumar	Member	
		Dr. Hardeep Singh	Member	
46	Absentee & fine Committee	Sh. Ashok Kumar	Convenor	
		Dr. Jaipal	B.A-I	
		Mr. Anil (Ext. Lect)	- do -	
		Dr. Deepak Lathwal	B.A.II	
		Ms Preeti (Ext. Lect) Geo	- do -	
		Ms. Nidhi	B.A.-III	
		Ms Partibha (Ext. Lect)	- do -	
		Ms. Preeti Ishtkan	B.Com & M.Com	
		Dr. Ankita (Ext. Lect)	- do -	
		Sh. Nitin Kumar	Computer Instructor	
47	Important Day Celebration Committee	Sh. Pawan	Clerk	
		Ms. Nidhi	Convenor	
		Dr. Suman Devi	Member	
		Ms. Preeti Chhillar (Ext. Lect)	Member	
		Smt. Mantal Devi (Ext. Lect)	Member	
48	Anti -Tobacco Prohibition/ Anti Smoking Committee	Ms. Neeraj (Ext. Lect)	Member	
		Dr. Deepak Lathwal	Convenor	
49	Campus Beautification	Sh. Jaipal	Member	
		Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Sh. Ashok Kumar	Member	
		Sh. Suresh Kumar	Member	
		Mr. Anil (Ext. Lect)	Member	
50	NSS/ Adviosry Committee	Ms. Preeti Chhillar (Ext. Lect)	Member	
		Sh. Pawan Kumar	Convenor	
		Dr. Ankita	Member	
		Ms Nidhi	Member	
		Sh. Deepak Lathwal	Programme Officer	
		Mr. Anil (Ext. Lect)	Member	
51	Social Media Management /Facebook/ College Website / LMS/ Internet /Email	Smt. Meena	Peon	
		Dr. Asha Rani	Convenor	
		Sh. Suresh Kumar	Member	
		Sh. Nitin Dalal	Computer Instructor	
		Dr. Preeti Chhillar	Member	
52	Alumni Association	Sh. Pawan	Clerk	
		Dr. Deepak Lathwal	Convenor	
		Dr. Jaipal	Member	
		Mr. Anil (Ext. Lect)	Member	
		Sh. Pawan Kumar	Clerk	

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53	Photography	Dr. Deepak Lathwal	Convenor	Deepak
		Dr. Jaipal	Member	
		Sh. Nitin	Member	
54	Subject Societies	Dr. Ankita	Convenor	Ankita
		Dr. Hardeep Rathee	In-Charge (English)	Hardeep
		Sh. Suresh Kumar	In-Charge (Hindi)	Suresh
		Sh. Ashok Kumar	In-Charge (Mathematics)	Ashok
		Sh. Pawan Kumar	In-Charge (History)	Pawan
		Ms. Pratibha	In-Charge (Pol. Science)	Pratibha
		Ms. Nidhi	In-Charge (Geography)	Nidhi
55	Entrepreneurship Club	Dr. Suman Devi	In-Charge (Commerce)	Suman
		Sh. Pawan Kumar	Convenor	Pawan
		Ms. Nidhi	Member	Nidhi
56	Nodal Officer Apprenticeship	Ms. Preeti Ishtkan (Placement cell)	Member	Preeti
		Dr. Hardeep Singh	Convenor	Hardeep
		Sh. Pawan Kumar	Clerk	
57	Nodal Officer Election Duty	Dr. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	
58	Rain water Harvesting and Waste	Dr. Deepak Lathwal	Convenor	Deepak
		Mr. Anil (Ext. Lect)	Member	Anil
		Ms. Preeti (Ext. Lect) Geo	Member	Preeti
59	Licence (Driving)	Dr. Jaipal	Convenor	
		Sh. Pawan Kumar	Clerk	
60	Passport (Incharge)	Dr. Hardeep Singh	Convenor	Hardeep
		Sh. Pawan Kumar	Clerk	
		Sh. Nitin Dalal	Member	
61	Election Voter Cards	Dr. Jaipal	Convenor	
		Sh. Nitin Dalal	Computer Instructor	
62	IQAC	Dr. Ankita	Convenor	Ankita
		Sh. Pawan Kumar	Member	Pawan
		Dr. Hardeep Singh	Member	Hardeep
		Sh. Pankaj Gupta (Industrialist)	Member	
		Sh. Parveen Kumar (Alumni)	Member	
63	O.E Committee	Sh. Madhu Kant (Social Worker)	Member	
		Sh. Ashok Kumar	Convenor	Ashok
		Ms. Preeti Ishtkan	Member	Preeti
64	University Outreach Programme	Sh. Suresh Kumar	Member	Suresh
		Dr. Deepak Lathwal	Convenor	Deepak
		Dr. Jaipal	Member	
		Sh. Ashok Kumar	Member	Ashok
		Dr. Asha Rani	Member	Asha
65	Stage Secretary	Dr. Ankita, Ext Lect.	Member	Ankita
66	IPR Cell	Dr. Deepak Lathwal	Convenor	Deepak
		Ms. Nidhi	Member	Nidhi
		Dr. Asha Rani	Convenor	Asha
		Sh. Suresh Kumar	Member	Suresh
66	IPR Cell	Ms. Suman Devi	Member	Suman

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67	YOGA CLUB	Dr. Jaipal	Nodal	
		Dr. Suman Devi	Member	Suman
		Dr. Deepak Lathwal	Member	Deepak
		MS. Neeraj	Member	Neeraj
68	College Magazine	Dr. Hardeep Singh	Chief Editor	Hardeep
		Sh. Suresh	Editor	Suresh
		Ms. Preeti Ishtkan	Editor	Preeti
		Dr. Pratibha	Editor	Pratibha
		Dr. Deepak Lathwal	Member	Deepak
		Ms. Neeraj	Member	Neeraj
69	GEM Portal	Dr. Ankita	Nodal Officer	Ankita
		Sh. Anand Singh	Clerk	Anand
70	Equal oppprtunity Cell / Socio - Economically Disadvantaged Groups Cell	Sh. Pawan Kumar	Convenor	Pawan
		Dr. Hardeep Singh	Member	Hardeep
		Ms. Preeti Ishtkan	Member	Preeti
71	Students Grievance redressal Committee	Sh. Pawan Kumar	Convenor	Pawan
		Dr. Ankita	Member	Ankita
		Dr. Hardeep Singh	Member	Hardeep
		Mr. Paras (BA 2nd Student)	Member	Paras

Principal
Govt College Sampla

All the convenors/incharges are directed to handover/takeover all the charges concerned if required under intimation to undersigned within three days from the date of issue of these orders