

Office of the Principal Ch. Bansilal Govt. College for Women Tosham
Annual Committees for the session 2024-25

All the staff members are directed to note their duties and handover/takeover their charges accordingly.

1. COLLEGE COUNCIL AND RECEPTION COMMITTEE

Dr. Manjeet Singh Principal

1. Sh. Rajinder Singh
2. Sh. Raj Kumar
3. Sh. Virender Singh
4. Smt. Sushil
5. Smt. Neeru Batra

2. RTI COMMITTEE

Sh. Rajinder Singh (SPIO)

3. BURSAR

Sh. Vinod Kumar

4. 1. Staff Secretary: Sh. Jaipal

2. Social Secretary: Smt. Sushil

3. Senior Tutor/Proctor/Mentor: Sh. Ravi Kumar

Senior Tutor will perform the duties related to mentor groups and proctorial duties

5. COLLEGE DEVELOPMENT BOARD

Dr. Manjeet Singh (Mentor)

1. Sh. Rajinder Singh (Convener)
2. Sh. Raj Kumar
3. Smt. Neeru Batra
4. Sh. Virender Singh
5. Sh. Vinod Kumar

6. CENTRAL PURCHASE COMMITTEE

1. Sh. Ravi Kumar (Convener)
2. Sh. Raj Singh
3. Sh. Raj Kumar
4. Sh. Naveen Kumar
5. Sh. Amit Sehgal

7. PHYSICAL VERIFICATION COMMITTEE FOR PURCHASE ABOVE Rs. 10000/-

1. Sh. Pawan Kumar (Convener)
2. Sh. Parveen Kumar
3. Sh. Virender Singh
4. Sh. Kulwant/ Sh. Ravi kumar
5. Sh. Ashok Kumar

8. SPORTS BOARD

Dr. Manjeet Singh (Patron)

1. Sh. Virender Singh
2. Sh. Parveen Kumar
3. Smt. Meenakshi
4. Sh. Surjeet

9. INCOME TAX AND PROPERTY RETURN COMMITTEE

1. Sh. Pawan Kumar (Convener)
2. Smt. Meenakshi
3. Smt. Sushil
4. Sh. Surjeet Singh
5. Smt. Sarita

10. IQAC

1. Sh. Rajinder Singh (Co-ordinator)
2. Smt. Ruchika Bhateja
3. Sh. Raj Kumar
4. Sh. Ravi Kumar
5. Sh. Jaipal
6. Smt. Neeru Batra
7. Smt. Rekha Bai

11. ACADEMIC AND ADMINISTRATOR AUDIT COMMITTEE

1. Sh. Virender (Convener)
2. Sh. Raj Kumar
3. Sh. Ravi Kumar
4. Smt. Neeru Batra
5. Smt. Rekha Bai
6. Smt. Ruchi Sharma

12. ONLINE ADMISSION COMMITTEE

1. Sh. Rajinder Singh (Convener)
2. Smt. Poonam Sharma
3. Smt. Naresh Kumari

13. WOMEN CELL

1. Smt. Pooja (Convener)
2. Smt. Ruchi Sharma
3. Smt. Meenakshi
4. Smt. Sarita
5. Smt. Meenu
6. Smt. Taruna Yadav
7. Smt. Anuradha Sharma
8. Smt. Monika Jakhar
9. Smt. Kavita
10. Smt. Nisha

14. PLACEMENT CELL & GUIDANCE AND COUNSELLING CELL

1. Sh. Surjeet Singh (Convener) Sh. Rajinder Singh (Advisor)
2. Sh. Pawan Kumar
3. Sh. Shree Bhagwan
4. Sh. Surender

15. CULTURAL ACTIVITIES COMMITTEE

1. Smt. Sushil (Convener)
2. Sh. Jaipal
3. Smt. Taruna Yadav
4. Smt. Sarita
5. Smt. Meenu
6. Smt. Monika Jakhar
7. Smt. Renu Gupta
8. Smt. Nisha
9. Smt. Kavita

16. BUSS PASS COMMITTEE

1. Sh. Pardeep (Convener)
2. Sh. Mukesh
3. Sh. Omparkash (HKRN)

17. PRINTING COMMITTEE

1. Smt. Meenakshi (Convener)
2. Sh. Sonu
3. Smt. Nisha
4. Sh. Surender Kumar

18. N.S.S. UNIT

1. Smt. Anuradha Incharge Unit – I
2. Smt. Taruna Incharge Unit – II

NSS Advisory Committee

1. Smt. Meenakshi
2. Sh. Rajkumar

19. SC/BC STIPEND & SCHOLARSHIP AND OTHER SCHOLARSHIP

SC Scholarship	BC Scholarship	All Other Scholarship
Sh. Pardeep Kumar (Convener)	Sh. Jaipal (Convener)	Sh. Ravi Kumar (Convener)
Sh. Anil	Smt. Taruna Yadav	Sh. Surender
Sh. Naresh Kumar	Sh. Shri Krishan	Sh. Shri Krishan

20. TIME TABLE AND WORKLOAD COMMITTEE

Sh. Parveen Kumar (Convener)
 Sh. Jaipal (Co-Convener)
 Smt. Meenakshi (Co-Convener)

Arts

1. Smt. Anuradha Sharma (Convener)
2. Smt. Neeru Batra
3. Sh. Sonu
4. Smt. Sarita
5. Sh. Surjeet Singh
6. Sh. Shri Bhagwan
7. Smt. Monika Jakhar

Commerce

1. Smt. Ruchi Sharma (Convener)
2. Smt. Ruchika Bhateja
3. Smt. Renu Gupta

Science

1. Sh. Ashok Kumar (Convener)
2. Sh. Kulwant/ Sh. Pardeep
3. Sh. Raj Singh
4. Sh. Parveen Kumar
5. Sh. Amit Sehgal

21. EARN WHILE YOU LEARN COMMITTEE

1. Smt. Sarita (Convener)
2. Smt. Rekha Bai
3. Smt. Jyoti Bodwal

Sh. Rajinder Singh (Advisor)

22. FIRST-AID/HEALTH COMMITTEE

1. Smt. Taruna Yadav (Convener)
2. Smt. Renu Gupta
3. Ms. Nisha
4. Smt. Kanta Devi

23. LEGAL LITERACY CELL

1. Smt. Suman (Convener)
2. Sh. Ravi Kumar
3. Sh. Naveen Kumar
4. Ms. Nisha

24. RED RIBON & RED CROSS COMMITTEE

1. Smt. Jyoti Bodwal (Convener)
2. Smt. Monika Sheoran
3. Sh. Virender Khyalia
4. Sh. Shri Bhagwan

25. NAAC COMMITTEE

1. Smt. Ruchika Bhateja (Convener)
2. Sh. Surjeet Singh (Co-Convener)
3. Smt. Anuradha
4. Smt. Monika Sheoran
5. Smt. Sushil
6. Smt. Neeru Batra
7. Sh. Parveen Kumar
8. Sh. Pardeep
9. Smt. Sarita

Sh. Raj Kumar (Advisor)

26. CLEANLINESS & SANITATION COMMITTEE/ HEALTH AND WELLNESS

1. Smt. Suman (Convener)
2. Smt. Neha / Smt. Taruna Yadav
3. Smt. Sarita
4. Smt. Kavita

27. ANTI RAGGING COMMITTEE

1. Smt. Rekha Bai (Convener)
2. Sh. Ravi Kumar
3. Smt. Taruna Yadav
4. Smt. Neeru Batra
5. Sh. Jaipal

28. INTERNAL COMPLAINT & ANTI SEXUAL HARRASMENT COMMITTEE

1. Smt. Sushil (Convener)
2. Smt. Rekha Bai
3. Smt. Taruna Yadav
4. Smt. Neeru Batra
5. Sh. Jaipal

29. GRIEVANCE AND REDRESSAL COMMITTEE STAFF & STUDENTS

1. Sh. Jaipal (Convener)
2. Smt. Suman
3. Smt. Jyoti Bodwal
4. Smt. Renu Gupta

30. GRIEVANCE AND REDRESSAL COMMITTEE FOR COMPLAINTS OF CASTE BASED DISCRIMINATION RECEIVED FROM SC/ST/OBC STAFF & STUDENTS

1. Sh. Pawan Kumar (Convener)
2. Smt. Ruchi Sharma
3. Smt. Suman
4. Sh. Jaipal

31. COURT CASES COMMITTEE

1. Sh. Anil Kumar (Convener)
2. Sh. Pardeep Kumar
3. Sh. Sonu
4. Sh. Rambir Singh

32. SCIENCE EXHIBITION COMMITTEE

1. Smt. Meenu (Convener)
2. Smt. Rekha Bai (Co-Convener)
3. Smt. Monika Sheoran
4. Sh. Ashok Kumar
5. Sh. Anil Kumar
6. Sh. Surjeet Singh

33. COLLEGE CAMPUS BEAUTIFICATION & ECO CLUB COMMITTEE

1. Sh. Virender Singh (Convener)
2. Smt. Suman
3. Smt. Kavita
4. Sh. Shri Bhagwan
5. Sh. Satyawar (Lawn & Ground Attendant)

34. STATIONARY PURCHASE COMMITTEE

1. Sh. Ashok Kumar (Convener)
2. Sh. Surjeet Singh
3. Smt. Anuradha
4. Sh. Dheeraj Yadav

35. CELEBRATION OF DIFFERENT OCCASION COMMITTEE

1. Smt. Monika Sheoran (Convener)
2. Smt. Neeru Batra
3. Smt. Suman
4. Smt. Kavita
5. Ms. Nisha

36. PROPERTY INCHARGE COMMITTEE
STEEL & PLASTIC

1. Sh. Ashok Kumar (Convener)
2. Smt. Sarita
3. Sh. Pardeep Kumar

WOODEN

1. Sh. Sonu (Convener)
2. Sh. Pawan Kumar
3. Sh. Ravi Kumar

37. CHARACTER CERTIFICATE VERIFICATION COMMITTEE

1. Smt. Meenakshi (Commerce)
2. Sh. Ashok Kumar (Science)
3. Sh. Parveen Kumar (Science)
4. Smt. Sushil (Arts)
5. Sh. Ravi Kumar (Arts)

38. NOTICE BOARD MANAGEMENT/ WALL MAGAZINE / STUDENTS CORNER COMMITTEE

1. Sh. Naveen Kumar (Convener)
2. Sh. Rambir
3. Sh. Mukesh
4. Smt. Renu Gupta
5. Smt. Naresh Kumari
6. Sh. Naveen Kumar (Library Restorer HKRN)

39. COMMITTEE FOR ELECTRICAL PURCHASE, REPAIR, ELECTRICITY BILL PAYMENT, MAINTENANCE OF ELECTRIC GENERATOR & WATER COOLER SET

1. Sh. Raj Singh (Convener)
2. Sh. Raj kumar
3. Sh. Surjeet Singh
4. Sh. Sonu
5. Sh. Surender
6. Sh. Sunil (For Technical Support HKRN)

40. TENT & SHAMIYANA/MIKE & AUDIO SYSTEM COMMITTEE

1. Sh. Anil (Convener)
2. Smt. Jyoti Bodwal
3. Smt. Monika Sheoran
4. Sh. Surender Kumar
5. Sh. Virender Khyalia

41. RUSA/PM-RUSA

1. Sh. Ashok Kumar (Convener)
2. Smt. Pooja Rani
3. Sh. Amit Sehgal
4. Sh. Mukesh Kumar
5. Sh. Naveen Kumar
6. Sh. Virender Khyalia

42. ACADEMIC COMMITTEE/INTERNAL ASSESSMENT/PRACTICAL EXAM AWARDLIST COMMITTEE

Registrar: Sh. Jaipal

ARTS	COMMERCE/M.Com.
Sh. Virender Khyalia (Convener)	Smt. Renu Gupta (Convener)
Ms. Nisha	Smt. Nisha
Sh. Mukesh	Smt. Kavita
Sh. Shri Bhagwan	Smt. Monika Jakhar

SCIENCE	M. Sc. (Geography)	MA History
Sh. Surender (Convener)	Sh. Rambir (Convener)	Sh. Shri Bhagwan (Convener)
Smt. Kavita	Smt. Monika Jakhar	Smt. Renu Gupta
Sh. Rambir	Sh. Surender	Sh. Mukesh

43. VERIFICATION OF RESULT FOR ACR & MAINTAINANCE OF RECORD COMMITTEE

ARTS/M.A. History	COMMERCE (B.Com & M.Com)	SCIENCE	M.SC. GEOGRAPHY
1. Smt. Taruna Yadav (Convener)	1.Smt. Ruchika Bhateja (Convener)	1. Smt. Rekha Bai (Convener)	1.Sh. Anil(Convener)
2.Smt. Kavita	2.Smt. Meenakshi	2. Smt. Monika Sheoran	2.Sh. Rambir
3.Sh. Mukesh	3.Smt. Renu Gupta	3. Sh. Amit Sehgal	3 Sh. Virender Khyalia
4.Sh. Shri Bhagwan			
5. Ms. Nisha			

44. RR & CR COMMITTEE

Arts/ M.A. History

1. Smt. Neeru Batra (Convener)
2. Smt. Suman
3. Smt. Sarita
4. Sh. Pawan Kumar
5. Smt. Jyoti Bodwal
6. Sh. Shri Bhagwan

Commerce

1. Smt. Meenakshi (Convener)
2. Smt. Renu Gupta
3. Smt. Monika Jakhar

Science

1. Smt. Monika Sheoran (Convener)
2. Smt. Rekha Bai

M. Sc. Geography

1. Sh. Anil Kumar (Convener)
2. Smt. Meenu
3. Sh. Surrender
4. Smt. Monika Jakhar

45. ALUMNI COMMITTEE

1. Smt. Pooja (Convener)
2. Sh. Anil Kumar
3. Smt. Neeru Batra
4. Sh. Raj kumar
5. Sh. Surjeet Singh
6. Sh. Rambir

46. TOUR AND TRIP COMMITTEE

1. Smt. Neeru Batra (Convener)
2. Smt. Ruchi Sharma
3. Smt. Sushil
4. Sh. Virender Khyalia
5. Smt. Monika Jakhar
6. Smt. Kamla Devi
7. Smt. Kanta Devi

47. PRESS & PUBLICITY COMMITTEE

1. Sh. Raj Singh (Convener)
2. Sh. Vinod Kumar
3. Sh. Surrender Kumar

48. EXTENSION LECTURER/OUTSOURCEING/HKRN EMPLOYMENT COMMITTEE

1. Sh. Parveen (Convener)
2. Sh. Pawan Kumar
3. Sh. Raj Singh
4. Sh. Amit Sehgal

49. ROAD SAFETY COMMITTEE/ TRAFFIC INTERPRETATION CENTER

1. Sh. Virender Singh (Convener)
2. Smt. Suman
3. Smt. Meenu
4. Smt. Monika Jakhar
5. Sh. Rambir

50. ELECTROL ROLL / AADHAR CARD & OTHER GOVT. SCHEME COMMITTEE

1. Sh. Surjeet Singh (Convener/ Nodal Officer Election)
2. Sh. Rambir Singh
3. Sh. Mukesh Kumar
4. Sh. Virender Khyalia

51. REFRESHMENT/LUNCH COMMITTEE

1. Smt. Monika Sheoran (Convener)
2. Smt. Sushil
3. Smt. Jyoti Bodwal
4. Sh. Surender Kumar
5. Sh. Pawan Kumar
6. Smt. Pooja
7. Sh. Parveen Kumar
8. Smt. Ruchi Sharma
9. Sh. Surjeet Singh
10. Sh. Ravi Kumar
11. Smt. Meenu

52. DECORATION COMMITTEE

1. Smt. Sarita (Convener)
2. Smt. Neeru Batra
3. Smt. Suman
4. Sh. Virender Khyalia
5. Ms. Nisha
6. Smt. Monika Jakhar

53. SUBJECT CHANGE COMMITTEE

1. Smt. Meenu (Convener)
2. Sh. Ravi Kumar
3. Sh. Raj Singh
4. Sh. Parveen Kumar

54. ABSTENTEE SLIPS & FINE COMMITTEE

A) Arts

1. Sh. Surjeet Singh (Convener)
2. Sh. Pawan Kumar
3. Sh. Rambir
4. Sh. Mukesh
5. Sh. Virender Khyalia

B) Commerce

1. Smt. Ruchika Bhateja (Convener)
2. Smt. Ruchi Sharma
3. Smt. Renu Gupta

C) Science (Medical/Non Medical)

1. Smt. Rekha Bai (Convener)
2. Smt. Monika Sheoran
3. Sh. Pardeep Kumar

55. ANNUAL REPORT WRITING COMMITTEE

1. Smt. Anuradha Sharma (Convener)
2. Smt. Pooja Rani
3. Sh. Jaipal
4. Smt. Kavita
5. Smt. Taruna
6. Smt. Meenakshi
7. Smt. Monika Sheoran

56. PHOTOGRAPHY COMMITTEE

1. Sh. Sonu (Convener)
2. Sh. Surender Kumar
3. Sh. Shri Bhagwan
4. Sh. Virender Khyalia

57. SOLAR ENERGY CONCERNED COMMITTEE

1. Sh. Sonu (Convener)
2. Smt. Jyoti Bodwal
3. Sh. Raj Singh

58. DISCIPLINE COMMITTEE

1. Sh. Virender Singh (Convener)
2. All staff members

59. PASSPORT COMMITTEE

1. Sh. Naveen Kumar (Convener)
2. Sh. Mukesh Kumar
3. Sh. Virender Khyalia
4. Smt. Kavita
5. Ms. Nisha

60. E.V.S. EXAM COMMITTEE

1. Smt. Jyoti Bodwal (Convener)
2. Smt. Meenu Kumari
3. Sh. Amit Sehgal
4. Smt. Monika Jakhar
5. Sh. Virender Khyalia

61. SMART CLASS ROOM COMMITTEE

1. Sh. Raj Kumar (Convener)
2. Sh. Ashok Kumar
3. Sh. Parveen Kumar
4. Smt. Naresh Kumari

62. BIOMETRIC AND GEM PORTAL COMMITTEE

1. Sh. Naveen Kumar (Convener)
2. Smt. Sushil
3. Smt. Rekha Bai
4. Smt. Poonam Sharma

63. DRIVING LICENCE COMMITTEE

1. Sh. Amit Sehgal (Convener)
2. Sh. Rambir
3. Sh. Virender Khyalia
4. Smt. Kavita

64. SUBJECT SOCIETIES

SCIENCE SOCIETY	SOCIAL SCIENCE SOCIETY	COMMERCE SOCIETY	LANGUAGE SOCIETY
Sh. Parveen Kumar (Convener)	Smt. Sushil (Convener)	Smt. Ruchi Sharma (Convener)	Smt. Suman (Convener)
Sh. Ashok Kumar	Smt. Anuradha	Smt. Ruchika Bhateja	Sh. Jaipal
Smt. Sarita	Sh. Rambir	Smt. Meenakshi	Smt. Taruna Yadav

65. PHOTOCOPIER MACHINE, INTERNET CONNECTION

1. Sh. Raj Kumar (Convener)
2. Sh. Naveen Kumar (Co-Convener)
3. Smt. Neeru Batra
4. Smt. Pooja
5. Smt. Taruna Yadav

66. CCTV, COMPUTER AND PRINTER REPAIRING

1. Sh. Sonu (Convener)
 2. Smt. Neeru Batra Co-convener
 3. Smt. Naresh Kumari
- Sh. Vinender Singh (Physical Education) — Convener*

67. EDUSAT AND E-CONTENT COMMITTEE

1. Smt. Rekha Bai (Convener)
2. Sh. Pardeep
3. Smt. Poonam
4. Smt. Naresh Kumari

68. WEBSITE / HRMS / MIS / ERP / ONLINE TRANSFER

1. Sh. Rajinder Singh (Convener)
2. Smt. Poonam Sharma
3. Smt. Naresh Kumari

69. GEM/ LMS/ SHIKSHA SETU

1. Sh. Amit Sehgal
2. Sh. Virender Khyalia
3. Sh. Surender

70. IMPLEMENTATION OF NEP

1. Smt. Ruchi Sharma (Convener)
2. Sh. Jaipal
3. Sh. Parveen Kumar
4. Sh. Vinod Kumar
5. Sh. Virender Khyaliya

71. COMMITTEE FOR APPRENTICESHIP OF ITI STUDENTS

1. Sh. Surjeet Singh (Convener)
2. Sh. Ravi Kumar
3. Smt. Anuradha
4. Sh. Amit Sehgal

72. COLLEGE CANTEEN COMMITTEE

1. Sh. Raj Singh (Convener)
2. Sh. Ravi Kumar
3. Sh. Raj Kumar
4. Sh. Parveen Kumar

73. INTELLECTUAL PROPERTY CELL

1. Smt. Ruchi Sharma (Convener)
2. Sh. Anil Kumar
3. Smt. Rekha Bai

74. AISHE/PRAYAS/NIRF

1. Sh. Amit Sehgal (Convener/Nodal Officer)
2. Sh. Naveen Kumar
3. Sh. Virender Khyalia
4. Sh. Surender Kumar
5. Smt. Poonam Sharma

75. LIBRARY ADVISORY COMMITTEE

1. Sh. Sonu (Convener)
2. Smt. Meenakshi
3. Smt. Ruchi Sharma
4. Smt. Rekha Bai
5. Sh. Parveen Kumar

76. NODAL OFFICERS

1. NODAL OFFICER FOR DIVYANGJAN STUDENTS – Sh. Anil Kumar
2. NODAL OFFICER FOR NATURE INTERPRETATION CENTER- Smt. Meenu
3. NODAL OFFICER FOR SWAMI VIVEKANAND YOUTH CELL- Smt. Jyoti Bodwal
4. NODAL OFFICER FOR COVID-19 SITUATION IN COLLEGE - Sh. Anil Kumar
5. NODAL OFFICER FOR COLLEGE LIBRARY - Sh. Sonu
6. NODAL OFFICER FOR FAMILY ID/PPP OF STAFF & STUDENTS – Smt. Neeru Batra
7. NODAL OFFICER FOR TOBACCO FREE CAMPUS - Smt. Sushil
8. NODAL OFFICER FOR SOIL TESTING – Sh. Virender Singh
9. NODAL OFFICER FOR VIKSHIT BHARAT- Smt. Monika Sheoran


Principal
Ch. Bansilal Govt. College for Women, Tosham
Principal
Ch. Bansi Lal G.C.W
Tosham

77. Stock Verification Committee

1. Sh. Rajender Singh (Comp. Sc.)
2. Sh. Raj Kumar (Maths)
3. Sh. Ravi Kumar (Pol. Sc.)
4. Sh. Jaipal (Skt.)
5. Smt. Neeru Batra (English)



78. Building, Land Record and Assets Management Committee

1. Sh. Virender Singh - Convener
2. Sh. Raj Kumar - Member
3. Sh. Raj Singh - Member
4. Sh. Ravi Kumar - Member
5. Smt. Rekha Bai - Member



79. Anti Drug Committee / cell

1. Ms. Sushil — Convener
2. Sh. Virender Singh — Member
3. Ms. Monika — Member
4. Ms. Sarita — Member
5. Ms. Nisha — Member
6. Ms. Kavita — Member


Principal
Ch. Bansi Lal G.C.W.
Tosham (Bhiwani)

Office of The Principal Ch. Bansilal Govt. College For Women Tosham

Office Order

Memo No.- GCWT/2025/17091

Date:-15.05.2025

Internship Cell of the following staff members has been constituted w.e.f. 15/05/2025.

1. Dr. Ruchi Sharma (NEP Incharge) — *Convener*
2. Dr. Surjeet Singh (Placement Cell Incharge) — *Co-Convener*
3. Mr. Jaipal (University Affairs Incharge)
4. Dr. Rajinder Singh (IQAC Coordinator)
5. Dr. Praveen Kumar (Time Table & Workload Incharge)
6. All HOD's

[Signature]
Principal
Ch. Bansilal Govt. College
for Women Tosham (Bwn)