



**P.K.S., GOVERNMENT COLLEGE KANINA (MAHENDERGARH)**

**पी.के.एस., राजकीय महाविद्यालय कनीना (महेन्द्रगढ़)**

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Memo No. **PKSGCK/2025/1808**

Dated : **24.07.2025**

The following committees are hereby constituted for the smooth functioning of the college with immediate effect for the session 2025-26. The members of the staff are requested to take their charges immediately & perform their duties sincerely in consultation with the undersigned.

### **1. COLLEGE COUNCIL COMMITTEE**

- |  |   |
|--|---|
| <b>1. Dr. Vinod Kumar</b>                  | <b>(Principal, DDO) as Chairperson.</b> |
| 2. Dr. Kanta Yadav, Professor              | (Member)                                |
| 3. Smt. Bharati Yadav, Associate Professor | (Member)                                |
| 4. Dr. Hariom, Assistant Professor         | (Member)                                |
| 5. Sh. Sandeep Kumar, Assistant Professor  | (Member)                                |

In addition to Assisting the Principal in Major internal decision of the college, the college council committee will also act as Grievances Redressal Cell (for students and staff). Advisory Committee of Library & NSS. Advisory Committee of Women Cell, Committee for providing Fee Concession, Student-Aid Fund. Red Cross Fund and reception of guests etc.

### **2. NODAL OFFICER OF ONLINE ADMISSIONS 2025-26**

- |                                    |                 |
|------------------------------------|-----------------|
| 1. Dr. Hariom, Assistant Professor | (Nodal Officer) |
| 2. Mr. Anil Kumar, Clerk           | (OLAC)          |

### **3. NODAL OFFICER OF AEBAS/BIOMETRICS**

- |                           |   |
|---------------------------|---|
| <b>1. Dr. Vinod Kumar</b> | <b>(Principal, DDO) as Chairperson.</b> |
| 2. Smt. Pooja, Clerk      | (Incharge Biometrics)                   |
| 3. Mr. Anil Kumar, Clerk  | (Technical Support)                     |

### **4. COLLEGE BURSAR**

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|------------------------------------|----------|
| 1. Sh. Mahesh, Assistant Professor | (Bursar) |
|------------------------------------|----------|

## **5. STAFF SECRETARY**

1. Dr. Hariom, Assistant Professor

## **6. STATE PUBLIC INFORMATION OFFICER (SPIO)**

1. Dr. Vinod Kumar (Principal, DDO) as FAA.
2. Dr. Kanta Yadav, Professor (SPIO)
3. Smt. Bharati Yadav, Associate Professor (ASPIO)
4. Sh. Deepak/Pooja/Anil Kumar, Clerk (As per required information)

## **7. INTERNAL QUALITY ASSURANCE CELL (IQAC)**

1. Dr. Vinod Kumar (Principal, DDO) as Chairperson.
2. Dr. Kanta Yadav, Professor (Coordinator)
3. Dr. Hariom, Assistant Professor (Member)
4. Smt. Bharati Yadav, Associate Professor (Member)

## **8. GEM. FUND & PURCHASE COMMITTEE**

1. Dr. Vinod Kumar (Principal, DDO) as Primary User.
2. Mrs. Kusum, Assistant Professor, (Purchase Officer-1)
3. Sh. Ajay Prakash, Assistant Professor, (Purchase Officer-2)
3. Sh. Mahesh Kumar, Assistant Professor (Bursar)
4. Dr. Hariom, Assistant Professor (Consignee)
5. Smt. Bharati Yadav, Associate Professor (Consignee)

## **9. DISCIPLINE COMMITTEE**

1. Sh. Ashok Kumar (Convener)
2. Sh. Ajay Prakash, Extension Lecturerr (Member)
3. Sh. Yatender, Extension Lecturerr (Member)
4. Sh. Ravinder, Extension Lecturerr (Member)
5. Smt. Anita, Extension Lecturerr (Member)
6. Smt. Satyawati, Extension Lecturerr (Member)
7. Ms. Neenu, Extension Lecturerr (Member)

## **10. SENIOR TUTOR/INCHARGE PROCTORIAL DUTIES (CHIEF PROCTOR)**

1. Dr. Kanta Yadav, Professor (Senior Tutor/Chief Proctor)
2. Smt. Bharati Yadav, Associate Professor (Member)

### **11. DEAN/NODAL OFFICER ARTS**

1. Dr. Kanta Yadav, Professor

### **12. DEAN/NODAL OFFICER SCIENCE**

1. Smt. Bharati Yadav, Associate Professor

### **13. DEAN/NODAL OFFICER COMMERCE**

1. Sh. Mahesh Kumar, Assistant Professor

### **14. WORKLOAD & TIME TABLE COMMITTEE**

1. Smt. Bharati Yadav, Associate Professor (Convener)
2. Dr. Kanta Yadav, Professor (Member)
3. Sh. Mahesh Kumar, Assistant Professor (Member)

### **15. REGISTRAR HOUSE EXAM & INTERNAL ASSESSMENT**

1. Dr. Hariom, Assistant Professor (Registrar) RR/CR/MTE/IA/PR AWARDS
2. Ms. Kusum, Assistant Professor (ALL Result Record)
3. Mr. Anil Kumar, Clerk (Member)

### **16. NEWS PAPER INFORMATION**

1. Dr. Hariom, Assistant Professor (Convener)
2. Dr. Kanta Yadav, Professor (Member)
3. Sh. Deepak Kumar, Clerk (Member)

### **17. UGC/ACADEMIC MATTERS/NEW SUBJECTS/VOCATIONAL COURSES ETC. ACADEMIC MATTER VOCATIONAL, REMEDIAL COURSE AND EXTENSION ACTIVITIES) : UNIVERSITY MATTERS**

1. Dr. Kanta Yadav, Professor (Convener)
2. Smt. Bharati Yadav, Associate Professor (Member)

### **18. PLACEMENT, CAREER GUIDANCE & PERSONALITY DEVELOPMENT CELL**

1. Sh. Sandeep Kumar, Assistant Professor (Convener)
2. Dr. Hariom, Assistant Professor (Member)
3. Sh. Mahesh Kumar, Assistant Professor (Member)

### **19. COMPUTER LABS**

1. Dr. Hariom, Assistant Professor (Incharge)
2. Sh. Abhilash, Sharma, CLA (On Deputation)
3. Mr. Arvind, Peon (Computer LAB-I & LAB-II)



## **20. SMART CLASS ROOMS INCHARGE**

- |   |           |
|---|-----------|
| 1. Sh. Rahul, Extension Lecturer          | (Room-06) |
| 2. Ms. Jyoti, Extension Lecturer          | (Room-32) |
| 3. Sh. Ravinder Kumar, Extension Lecturer | (Room-31) |

## **21. LANGUAGE LAB ENGLISH**

- |                                     |                        |
|-------------------------------------|------------------------|
| 1. Sh. Yatender, Extension Lecturer | (Incharge)             |
| 2. Mr. Arvind, Peon                 | (Language LAB ENGLISH) |

## **22. NAAC/IQAC/AISHE/IDP**

- |  |                                  |
|--|----------------------------------|
| 1. Dr. Vinod Kumar NAAC- Convener          | (Principal, DDO) as Chairperson. |
| 2. Dr. Kanta Yadav, Professor              | (IQAC-Convener)                  |
| 3. Smt. Bharati Yadav, Associate Professor | (AISHE-Convener)                 |
| 4. Mrs. Kusum, Assistant Professor         | (IDP-Convener)                   |
| 6. Ms. Neenu, Extension Lecturer           | (Academic Audit - Convener)      |
| 7. Sh. Ravinder Kumar, Extension Lecturer  | (Alumni-Convener)                |
| 8. Sh. Ajay Prakash, Extension Lecturer    | (Member)                         |
| 9. Ms. Manju Bala, Commerce E.L.           | (Member)                         |
| 10. Ms. Nisha, Chemistry E.L.              | (Member)                         |

## **23. PUBLIC HEALTH WORKS / PWD / R.O. SYSTEM / DILAPIDATION**

- |  |            |
|--|------------|
| 1. Sh. Pradeep Kumar, Extension Lecturer | (Convener) |
| 2. Sh. Ajay Prakash Kumar, E.L.          | (Member)   |
| 3. Sh. Rakesh Kumar, Extension Lecturer  | (Member)   |

## **24. SHAMIYANA, SEATING, MIKE AND TENT ARRANGEMENT**

- |   |            |
|---|------------|
| 1. Sh. Sandeep Kumar, Assistant Professor | (Convener) |
| 2. Sh. Ajay Prakash, Extension Lecturer   | (Member)   |
| 3. Sh. Somveer, Extension Lecturer        | (Member)   |

## **25. FUND AND GRANT, NEW CONSTRUCTION AND REPAIR OF COLLEGE BUILDING**

- |   |            |
|---|------------|
| 1. Dr. Hariom, Assistant Professor        | (Convener) |
| 2. Sh. Sandeep Kumar, Assistant Professor | (Member)   |
| 3. Smt. Kusum, Assistant Professor        | (Member)   |
| 4. Sh. Mahesh Kumar. Assistant Professor  | (Member)   |

## **26. LIBRARY ADVISORY / PURCHASE COMMITTEE**

- |  |            |
|--|------------|
| 1. Smt. Kusum, Assistant Professor         | (Convener) |
| 2. Sh. Yatender, Extension Lecturer        | (Member)   |
| 3. Sh. Sandeep Extension Lecturer          | (Member)   |
| 4. Smt. Satyawati Eng., Extension Lecturer | (Member)   |

## **27. ELECTRICITY FITTING AND REPAIR / GENERATOR**

- |   |            |
|---|------------|
| 1. Sh. Sandeep Kumar, Assistant Professor | (Convener) |
| 2. Sh. Ajay Prakash, Extension Lecturer   | (Member)   |
| 3. Sh. Somveer, Extension Lecturer        | (Member)   |
| 3. Sh. Balraj, Extension Lecturer         | (Member)   |

## **28. DECORATION COMMITTEE**

- |                                      |            |
|--------------------------------------|------------|
| 1. Ms. Maju Bala, Extension Lecturer | (Convener) |
| 2. Ms. Nanita, Extension Lecturer    | (Member)   |
| 3. Ms. Manisha, Extension Lecturer   | (Member)   |

## **29. PRINTING OF COLLEGE MAGAZINE / E-CARD**

- |  |            |
|--|------------|
| 1. Sh. Yatender, Extension Lecturer      | (Convener) |
| 2. Smt. Manju Lata, Extension Lecturer   | (Member)   |
| 3. Smt. Bhagwati Bai, Extension Lecturer | (Member)   |
| 4. Sh. Sandeep, Extension Lecturer       | (Member)   |
| 5. Sh. Kailash, Restorer                 | (Member)   |

## **30. SPORTS BOARD / COMMITTEE**

- |   |                                  |
|---|----------------------------------|
| 1. Dr. Vinod Kumar                      | (Principal, DDO) as Chairperson. |
| 2. Sh. Ashok Kumar, Assistant Professor | (Convener)                       |
| 3. Sh. Yatender, Extension Lecturer     | (Member)                         |
| 5. Sh. Sandeep Extension Lecturer       | (Member)                         |
| 5. Ms. Asha, Extension Lecturer         | (Member)                         |

## **31. MAINTENANCE OF GIRLS COMMON ROOM / CLEANLINESS OF WASH ROOM / GIRLS VATIKA**

- |   |            |
|---|------------|
| 1. Smt. Anita Yadav, Extension Lecturer | (Convener) |
| 2. Sh. Deepak Kuamr, L.A.               | (Member)   |
| 3. Sh. Anil Kumar, L.A.                 | (Member)   |

### **32. BUS PASS COMMITTEE**

- |   |                         |
|---|-------------------------|
| 1. Smt. Anita Yadav, Extension Lecturer | (Convener)              |
| 2. Sh. Chetan                           | (Member Boys Bus Pass)  |
| 3. Smt. Meena Sharma                    | (Member Girls Bus Pass) |

### **33. WOMEN DEVELOPMENT & STUDIES CELL / BETI BACHAO BETI PADHAO**

- |   |            |
|---|------------|
| 1. Smt. Sapna Yadav, Extension Lecturer | (Convener) |
| 2. Smt. Priyanka, Extension Lecturer    | (Member)   |
| 3. Smt. Jyoti, Extension Lecturer       | (Member)   |

### **34. COLLEGE PROPERTY COMMITTEE/BUILDING**

- |   |                       |
|---|-----------------------|
| 1. Sh. Balraj, Extension Lecturer             | (Humanities Convener) |
| 2. Smt. Anju Bala, Extension Lecturer, Hindi  | (Member)              |
| 3. Smt. Manju Bala, Extension Lecturer, Hindi | (Member)              |
| 4. Ms. Nanita Devi, Extension Lecturer        | (Commerce - Convener) |
| 5. Ms. Manisha, Extension Lecturer            | (Member)              |
| 6. Sh. Ravinder, Extension Lecturer           | (Science - Convener)  |
| 7. Smt. Sapna Yadav, Extension Lecturer       | (Member)              |
| 8. Smt. Preety, Extension Lecturer            | (Member)              |

### **35. NSS (National Service Scheme) AND ADVISORY BOARD**

- |  |                                       |
|--|---------------------------------------|
| 1. Dr. Vinod Kumar                         | (Principal, DDO) as Chairperson.      |
| 2. Dr. Hariom, Assistant Professor         | (Chief Executive Officer of Advisory) |
| 3. Smt. Bharati yadav, Associate Professor | (Member)                              |
| 4. Sandeep, Assistant Professor            | (Chief Executive Officer of Advisory) |
| 5. Sh. Ajay Prakash, Extension Lecturer    | (P.O. Boys Unit-I)                    |
| 6. Ms. Asha, Extension Lecturer            | (P.O. Girls Unit-II)                  |
| 7. Mr. Anil Kumar, Clerk                   | (Member)                              |

### **36. CO-CURRICULAR / CULTURAL ACTIVITIES / YOUTH FESTIVAL**

- |   |            |
|---|------------|
| 1. Smt. Sapna Yadav, Extension Lecturer | (Convener) |
| 2. Ms. Neenum, Extension Lecturer       | (Member)   |
| 3. Smt. Jyoti, Extension Lecturer       | (Member)   |
| 4. Smt. Sunita, Extension Lecturer      | (Member)   |



### **37. COMMITTEE FOR COMPLAINTS OF GIRLS / SEXUAL HARASSMENT / GRIEVANCES / ANTI-RAGGING**

- |  |                |
|--|----------------|
| 1. Dr. Kanta Yadav, Professor              | (Arts Faculty) |
| 2. Smt. Bharati Yadav, Associate Professor | (Member)       |
| 3. Dr. Hariom, Assistant Professor         | (Member)       |

### **38. TEA / REFRESHMENT / WATER ARRANGEMENT COMMITTEE**

- |   |            |
|---|------------|
| 1. Sh. Sandeep, Extension Lecturer      | (Convener) |
| 2. Sh. Balraj Singh, Extension Lecturer | (Member)   |
| 3. Sh. Somveer, Extension Lecturer      | (Member)   |
| 4. Sh. Ravinder, Extension Lecturer     | (Member)   |

### **39. COLLEGE WEBSITE MANAGEMENT & INTERNET / WIFI**

- |   |            |
|---|------------|
| 1. Ms. Neenu, Extension Lecturer          | (Convener) |
| 2. Sh. Ravinder Singh, Extension Lecturer | (Member)   |
| 3. Sh. Rahul, Extension Lecturer          | (Member)   |
| 4. Sh. Rakesh, Extension Lecturer         | (Member)   |
| 5. Mr. Anil Kumar, Clerk                  | (Member)   |

### **40. LEGAL CELL / COURT CASES / LAW AWARENESS CELL**

- |                                      |                               |
|--------------------------------------|-------------------------------|
| 1. Dr. Hariom, Assistant Professor   | (Convener)                    |
| 2. Sh. Sandeep, Assistant Professor  | (Member)                      |
| 3. Sh. Deepak Kumar/Pooja/Anil Kumar | (As per required information) |

### **41. EDUCATIONAL TOUR / TRIPS**

- |  |            |
|--|------------|
| 1. Sh. Sandeep, Assistant Professor      | (Convener) |
| 2. Sh. Mahesh Kumar, Assistant Professor | (Member)   |
| 3. Sh. Ashok Kumar, Assistant Professor  | (Member)   |
| 4. Smt. Kusum, Assistant Professor       | (Member)   |

### **42. HEALTH / MEDICAL / RED CROSS / RED RIBBON (YRC) / DISPENSARY**

- |                                     |            |
|-------------------------------------|------------|
| 1. Smt. Kusum, Assistant Professor  | (Convener) |
| 2. Sh. Yatender, Extension Lecturer | (Member)   |
| 3. Sh. Sapna, Extension Lecturer    | (Member)   |

#### **43. ABSENTEE SLIP RECORD**

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|------------------------------------|-----------------------------|
| 1. Dr. Hariom, Assistant Professor | (Registrar H.E.)            |
| 2. Mr. Anil Kumar, Clerk           | (Member)                    |
| 3. Sh. Deepak Kumar, L.A           | (Arts absentee prepare)     |
| 4. Sh. Chhote Lal, L.A             | (Commerce absentee prepare) |
| 5. Mr. Anil Kumar, L.A             | (Science absentee prepare)  |

#### **44. VOTER ID CARD, PASSPORT & DRIVING LICENCE ETC.**

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|-------------------------------------|------------|
| 1. Sh. Sandeep, Assistant Professor | (Convener) |
| 2. Sh. Somveer, Extension Lecturer  | (Member)   |
| 3. Sh. Rakesh, Extension Lecturer   | (Member)   |

#### **45. ROAD SAFETY CLUB**

- |   |            |
|---|------------|
| 1. Sh. Ashok Kumar, Assistant Professor | (Convener) |
| 2. Sh. Usha, Extension Lecturer         | (Member)   |
| 3. Sh. Manju, Extension Lecturer        | (Member)   |
| 4. Sh. Manju, Extension Lecturer        | (Member)   |
| 4. Smt. Satyawati, E.L. English         | (Member)   |

#### **46. CAMPUS BEAUTIFICATION / CLEANLINESS OF DRINKING WATER TANK / SANITATION**

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|--------------------------------------|------------|
| 1. Smt. Kusum, Assistant Professor   | (Convener) |
| 2. Ms. Maju Bala, Extension Lecturer | (Member)   |
| 3. Ms. Nanita, Extension Lecturer    | (Member)   |
| 4. Ms. Manisha, Extension Lecturer   | (Member)   |

#### **47. EARN WHILE YOU LEARN**

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|--------------------------------------|------------|
| 1. Dr. Hariom, Assistant Professor   | (Convener) |
| 2. Ms. Maju Bala, Extension Lecturer | (Member)   |
| 3. Ms. Nanita, Extension Lecturer    | (Member)   |
| 4. Ms. Manisha, Extension Lecturer   | (Member)   |
| 5. Smt. Satyawati, E.L. History      | (Member)   |

#### **48. SC/BC Students Welfare Scheme / Scholarship / National Scholarship**

- |  |                                |
|--|--------------------------------|
| 1. Sh. Mahesh Kumar, Assistant Professor | (SC Schemes Convener)          |
| 2. Smt. Kusum, Assistant Professor       | (BC & Others Schemes Convener) |
| 3. Smt. Pooja, Clerk                     | (Scholarship Clerk)            |



#### **49. NCC Officer & Clerk**

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|---|-------------|
| 1. Sh. Ashok Kumar, Assistant Professor | (ANO)       |
| 2. Sh. Deepak Kumar, Clerk              | (NCC Clerk) |

#### **50. HRMS / PFMS / MIS / GEM-Portal**

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|--|-----------------|
| 1. Sh. Mahesh Kumar, Assistant Professor | (Nodal Officer) |
| 2. Sh. Deepak, Clerk                     | (Member)        |
| 3. Smt. Pooja, Clerk                     | (Member)        |

#### **51. Equal Opportunity Cell**

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|---|---|
| <b>1. Dr. Vinod Kumar</b>                 | <b>(Principal, DDO) as Chairperson.</b> |
| 2. Sh. Mahesh Kumar, Assistant Professor  | (Convener)                              |
| 3. Sh. Sandeep Kumar, Assistant Professor | (Member)                                |
| 4. Dr. Kanta, Professor                   | (Member)                                |

#### **52. Anti Discrimination Cell**

- |  |   |
|--|---|
| <b>1. Dr. Vinod Kumar</b>                | <b>(Principal, DDO) as Chairperson.</b> |
| 2. Dr. Kanta, Professor                  | (Convener)                              |
| 3. Sh. Mahesh Kumar, Assistant Professor | (Member)                                |

#### **53. Drug Awareness Cell**


- |  |            |
|--|------------|
| 1. Smt. Kusum, Assistant Professor       | (Convener) |
| 2. Sh. Mahesh Kumar, Assistant Professor | (Member)   |
| 3. Ms. Satywati History, E.L.            | (Member)   |
| 4. Sh. Hariom, Assistant Professor       | (Member)   |

#### **54. College Land Matters**

- |  |            |
|--|------------|
| 1. Sh. Hariom, Assistant Professor       | (Convener) |
| 2. Smt. Kusum, Assistant Professor       | (Convener) |
| 3. Sh. Mahesh Kumar, Assistant Professor | (Member)   |

#### **55. ISSUANCE OF DMCS/DEGREES/CHARACTER CERTIFICATE**

- |  |
|--|
| 1. Sh. Kailash, Restore                    |
| 2. Sh. Praveen, Library Attendant-I        |
| 3. Sh. Chetan Sharma, Library Attendant-II |

  
Principal,  
Government College,  
Kanina.