

Govt. College for Girls, Nacholi, Faridabad
Revised Annual Duty List for Session 2025-26
w.e.f. 30.09.2025

Sl No.	Name of the Committee	Name of the Members
1.	College Council	Dr. Sushil Kumar Verma Dr. Seema Phogat Dr. Sonam Ms. MamtaBhardwaj Dr. RakeshKumar Dr. Kanta Devi
2.	Bursar	Dr.RakeshKumar
3	Staff Secretary Cum Social Secretary	Ms. Mamta Bhardwaj
4.	Dean of Commerce	Dr. RakeshKumar
5.	Dean of Arts	Dr. Sushil Kumar Verma
6	Dean of Computer Sc.	Dr. Seema Phogat
7	Academic Club	Dr. Sushil KumarVerma Dr. Seema Phogat Dr. Sonam Ms. MamtaBhardwaj Dr. Kanta Devi Dr. Bhumesh Mrs. Richa pandey
8	Anti-Sexual Harassment Committee & Internal Complaint Committee	Dr. Seema Phogat Dr. Sonam Ms.MamtaBhardwaj Dr. SushilKumarVerma Dr. Kanta Devi Mrs. Richa pandey Ms. Beeresh Rani – Advocate Dr. Sushil KumarVerma Dr. RakeshKumar
9	AICTE Committee	Dr. Sonam (Nodal Officer) Dr. Seema Phogat Ms.MamtaBhardwaj
10	Alumni Association	Dr. SushilKumarVerma Dr. Seema Phogat Dr. Sonam Ms. Mamta Bhardwaj Dr. RakeshKumar
11	Anti Ragging Committee	Dr. SushilKumarVerma Dr. Seema Phogat Dr. Sonam Ms. Mamta Bhardwaj Dr. Kanta Devi

12	API Verification	Dr. Sushil Kumar Verma Dr. Seema Phogat Dr. Sonam Ms. Mamta Bhardwaj Dr. Kanta
13	Attendance Shortage/ Absentee fine	Dr. Sushil Kumar Verma Dr. Sonam Dr. Rakesh kumar Dr. Bhumesb Mrs. Richa Pandey Dr. Sushma Rani
14	Bus Pass/ Transport facility	Dr. Sushil Kumar Verma Dr. Rakesh kumar Dr. Bhumesb Sh. Deepak Kumar
15	Biometric Attendance	Ms. Mamta Bhardwaj Sh. Satish
16	Building Committee	Dr. SushilKumarVerma Dr. Seema Phogat Dr. Sonam Ms.MamtaBhardwaj
17	Central Purchase Committee	Dr. Sushil Kumar Verma Dr. Seema Phogat Dr. Sonam Ms.MamtaBhardwaj Dr. Rakesh kumar
18	CCTV	Dr. Seema Phogat Dr. Sushma Rani Dr. Neelam Kaushik Sh. Satish
19	Class Tests, Assignments & Internal Assessment & Uni. Exam (Result)	Dr. Sushil Kumar Verma (Arts) Dr. Seema Phogat Dr. Sonam Ms.MamtaBhardwaj Dr. Bhumesb Ms. Richa Pandey Dr. Sushma Rani Sh. Satish
20	Class IV employees	Dr. SushilKumarVerma Ms. Mamta Bhardwaj Dr. Rakesh kumar Dr. Bhumesb
21	Campus Beautification	Dr. Sushil Kumar Verma Dr. Seema Phogat Dr. Bhumesb Ms. Richa Pandey
22	College Canteen	Dr. Sushil Kumar Verma Ms.MamtaBhardwaj Dr. Rakesh Kumar Dr. Bhumesb
23	College Magazine	Dr. Seema Phogat Dr. Sonam Dr. Kanta Devi

24	Complaint /Suggestion Box.	Dr. Sushil Kumar Verma Dr. Rakesh kumar Dr. Bhumesh
25	Court Cases (Legal)	Dr. Seema Phogat Dr. Rakesh kumar Dr. Bhumesh Mr. Satish
26	CM Announcement	Dr. Sushil Kumar Verma Ms.MamtaBhardwaj Dr. Rakesh kumar Dr. Bhumesh Sh. Satish
27	Decoration Committee	Dr. Seema Phogat Ms. Mamta Bhardwaj Dr. Sushma Rani Mr. Pavan Kumar
28	Discipline Committee	Dr. Sushil Kumar Verma Dr. Seema Phogat Dr. Sonam Ms. MamtaBhardwaj Dr. RakeshKumar Dr. Bhumesh
29	Electricity Committee	Dr. Sushil Kumar Verma Ms.MamtaBhardwaj Dr. Rakesh Kumar Sh. Bhumesh Sh. Satish
30	Earn While you Learn	Ms.MamtaBhardwaj Dr. Sushil Kumar Verma Dr. Rakesh Kumar Dr. Bhumesh Sh. Satish
31	ERP, LMS, Online ACR Committee	Ms. Mamta Bhardwaj Dr. Sonam Dr. Rakesh Kumar Dr. Seema Phogat Sh. Satish
32	ECO Club	Dr. Sushil Kumar Verma Dr. Sonam Ms.MamtaBhardwaj Dr. Rakesh Kumar Dr. Kanta Devi
33	Electoral Club	Dr. Sushil Kumar Verma Dr. Rakesh Kumar Ms. Mamta Bhardwaj Dr. Sushma Rani Sh. Deepak Kumar
34	EVS Co-ordinator	Dr. Sonam Dr. Neelam Kaushik Sh. Deepak Kumar
35	GEM Portal	Ms.MamtaBhardwaj Dr. Rakesh Kumar Sh. Satish

36	HKRN Employee Matters	Dr. Sushil Kumar Verma Sh. Satish
37	House Exam/ University Exam/ Internal Assessment/ Result Compilers	Dr. Sushil Kumar Verma Ms. Mamta Bhardwaj Dr. Rakesh Kumar Sh. Deepak
38	IQAC/ NAAC	Patron – Principal, Smt. Archana Verma Dr. Sushil Kumar Verma (Co-ordinator) Dr. Seema Phogat (Dy. Co-ordinator) Dr. Sonam Ms. Mamta Bhardwaj Dr. Rakesh Kumar Dr. Kanta Devi Dr. Sushma Rani Alumni – Ms. Khushbu Industrialist – Mr. Surender Kaushik Local Society – Mr. Sudhir Nagar, Ex. Sarpanch Nacholi. External Expert – Dr. Vineet Nagpal
39	Income Tax /TDS	Dr. Rakesh Kumar Dr. Bhumesb Sh. Satish
40	Internal Bill Verification/Audit Committee	Ms. Richa Pandey Dr. Sushil Kumar Verma Dr. Rakesh kumar Ms. Mamta Bhardwaj Dr. Bhumesb
41	Language Lab	Dr. Sushil Kumar Verma
42	Legal Literacy Cell	Dr. Sushil Kumar Verma Dr. Seema Phogat Dr. Sonam Dr. Rakesh kumar Ms. Mamta Bhardwaj Dr. Kanta Devi Dr. Paras Ram
43	Library	Dr. Kanta Devi Dr. Sushil Kr. Verma Dr. Sonam Ms. Poonam
44	Learner License Committee	Dr. Rakesh Kumar – Nodal Officer Dr. Bhumesb Sh. Deepak
45	Medical Bill Reimbursement	Dr. Rakesh Kumar Dr. Bhumesb Sh. Satish
46	National Service Scheme (NSS) & Advisory Committee	Ms. Mamta Bhardwaj (Programme Officer) Dr. Sushil Kr. Verma Dr. Sonam Dr. Rakesh Kumar Sh. Satish

47	NCORD	Dr. Sushil Kumar Verma Dr. Rakesh Kumar Sh. Bhumesb
48	New Education Policy (NEP)	Dr. Sonam Dr. Neelam Bhardwaj Ms. Mamta Bhardwaj Dr. Rakesh Kumar
49	N. T. F. (National Task Force)	Ms. Mamta Bhardwaj (Nodal Officer) Dr. Sushil Kr. Verma Dr. Rakesh Kumar
50	Out Sourcing Agency / Extension Lecturer Committee	Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Dr. Rakesh Kumar
51	Online Admission	Dr. Seema Phogat Ms. Mamta Bhardwaj Dr. Sushil Kumar Verma Dr. Sonam Dr. Rakesh Kumar Sh. Satish
52	Office Incharge	Dr. Sushil Kr. Verma Dr. Sonam
53	PM USHA	Dr. Sushil Kumar Verma Dr. Rakesh kumar Ms. Mamta Bhardwaj Sh. Satish
54	Printing of Certificates & Invitation Cards / Stationery	Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Dr. Rakesh Kumar Dr. Paras Ram
55	Prize Distribution	Ms. Mamta Bhardwaj Dr. Sonam Dr. Kanta Devi Dr. Bhumesb
56	Property Committee	Dr. Seema Phogat (In-charge) Dr. Sonam Ms. Richa Pandey Dr. Bhumesb Sh. Satish
57	Placement Cell	Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Dr. Rakesh Kumar Dr. Bhumesb Sh. Satish
58	Passport Committee	Dr. Rakesh Kumar Ms. Mamta Bhardwaj Dr. Sushil Kr. Verma Sh. Satish
59	Photography & Videography Committee	Dr. Sushil Kr. Verma Dr. Rakesh Kumar Dr. Bhumesb

60	Public Health, Cleanliness, sanitization	Dr. Sushil Kr. Verma Dr. Rakesh Kumar Ms. Mamta Bhardwaj Dr. Bhumesh
61	RR /CR and ABC ID	Ms. Mamta Bhardwaj Dr. Sushil Kr. Verma Dr. Rakesh Kumar Dr. Bhumesh Sh. Deepak Kumar
62	Refreshment Committee	Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Ms. Richa Pandey Dr. Bhumesh
63	Road Safety	Dr. Rakesh Kumar Dr. Sushil Kr. Verma Sh. Deepak
64	RTI	Principal-First Appellant Authority Dr. Sushil Kr. Verma SPIO Dr. Seema Phogat - APIO
65	SC/ BC Scholarship Committee	Dr. Sushil Kr. Verma (Nodal officer) Dr. Kanta Devi Sh. Manohar Lal
66	Samnidhan Hatya Diwas (Emergency)	Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Dr. Rakesh Kumar
67	Students' Grievances and Redressal Cell	Ms. Mamta Bhardwaj Dr. Sushil Kr. Verma Dr. Rakesh Kumar
68	Students' Mentor Committee	Dr. Sushil Kumar Verma (Arts) Dr. Seema Phogat Dr. Sonam Ms. MamtaBhardwaj Dr. Rakesh kumar Dr. Bhumesh Ms. Richa Pandey Dr. Neelam Dr. Sushma rani Dr. Kanta Devi
69	Smart Class Room	Dr. Sonam
70	Sports Board	Dr. SushilKumarVerma Dr. Sonam Ms. Mamta Bhardwaj Dr. Rakesh kumar
71	Tent	Dr. Sushil KumarVerma Dr. Rakesh kumar Sh. Bhumesh
72	Time-Table & Workload	Dr. Rakesh Kumar – B.Com. (Overall In-charge) Dr. Sushil KumarVerma – B.A. Ms. Mamta Bhardwaj- BCA

73	Tours and Leadership Camps	Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Dr. Rakesh Kumar Dr. Kanta Devi
74	UGC/ University/ Office Stationery	Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Dr. Rakesh Kumar Sh. Deepak
75	Youth Red Cross Club / Dispensary	Dr. Kanta Devi Ms. Richa Pandey Dr. Rakesh Kumar Sh. Deepak
76	Youth Festival Committee/ Cultural activities	Ms. Mamta – Contingent Incharge Dr. Sushil Kumar Verma - Contingent Incharge Dr. Seema Phogat Dr. Sonam Dr. Rakesh Kumar Dr. Kanta Devi Dr. Bhumesb Dr. Sushma Rani Dr. Neelam Bhardwaj Dr. Paras Ram
77	Yoga Club	Dr. Rakesh Kumar Dr. Sushil Kr. Verma Ms. Mamta Bhardwaj Sh. Deepak
78	Water / Electricity & Generator maintenance / Diesel	Dr. Sushil Kumar Verma Dr. Bhumesb Mr. Sumit Kumar
79	Women Cell	Dr. Sonam Ms. Mamta Bhardwaj Ms. Richa Pandey Dr. Kanta Devi
80	Web-site/ facebook, Media	Dr. Sonam Ms. Mamta Bhardwaj Dr. rakesh Kumar
81.	Web-Portal (Govt. & University), AISHE, All IT Modules, Portals, HRMS & MIS	Ms. Mamta Bhardwaj Dr. Rakesh Kumar Sh. Satish Sh. Deepak

Note:-First member is the convener of the committee


Principal
30/9/2025