



**S.M. GOVT. GIRLS COLLEGE SAFIDON (JIND)-126112**

**Phone: 01686-265122, email: gcwsafidon@yahoo.in**

**Memo No.-GCWS/2025/ 497**

**Dated:- 10/09/2025**

**List of the Annual Committee for the Session 2025-26**

The following Committees have been constituted for the smooth functioning of the college during the Session 2025-26. The below listed duties will come into force with immediate effect. All the concerned are directed to take over and hand over the charges immediately. The Convenor/Incharge of various activities shall note down the name of faculty members associated with them. They are also directed to call quotation immediately for the work to be undertaken by them.

**Name of Committee:-**

**Dr./Mr./Ms.**

**Signature**

**1 College Council :**

1. Principal (Chairman)
2. Sushmana (Secretary after 19/10/25)
3. Tejvir Saini (Secretary till 19/10/2025)
4. Vikas Lathar
5. Seema Gupta *Seema Gupta*

**2. Public Information Officer :**

1. Principal (First Appellate Authority)
2. Tejvir Saini (SPIO)

**3. Bursar :**

1. Tejvir Saini

**4. Staff Secretary/Social Secretary:**

1. Sushmana (Staff Secretary after 19/10/25)
2. Vikas Lathar (Staff Secretary up to 19/10/2025)

5. **Proctorial Board**

1. Vikas Lathar (Convenor)  
2. Seema Devi (Member) *Seema Devi*  
3. Tejvir Saini (Advisor / Ex Officio)

6. **RKFF & SAF Committee**

1. Vikas Lathar (Convenor)  
2. Tejvir Saini (Ex. Officio)  
3. Neelam Rani (Member) *Neelam*  
4. Seema Devi (Member) *Seema Devi*

7. **Central Purchase Committee/ Hiring of Required Services(Tent and Shamiyana and Sound System etc.)**

1. Sushmana (Convenor after 19/10/25)  
2. Vikas Lathar (Convenor up to 19/10/2025)  
3. Seema Gupta (Member) *Seema Gupta*  
4. Neha (Member)  
5. Neelam (Member) *Neelam*  
6. Seema Devi (Member) *Seema Devi*

8. **University Affair/Internal Assessment/EVS/ACR Committee**

1. Vikas Lathar (Convenor)  
2. Tejvir Saini (Member)  
3. Seema Devi (Member) *Seema Devi*  
4. MunishKumar (Member) *Munish*

9. **Building& Dilapidation Committee**

1. Principal (Chairman)  
2. Sushmana (Convenor after 19/10/25)  
3. Vikas Lathar (Convenor upto 19/10/2025)  
4. Seema Gupta (Member) *Seema Gupta*  
5. Seema Devi (Member) *Seema Devi*  
6. Pawan (Member)  
7. Munish (Member) *Munish*  
8. Sanjiv (Member) *Sanjiv*

**10. EWYL Committee/ Invitation and Hospitality Committee.**

- |               |            |        |
|---------------|------------|--------|
| 1. Neelam     | (Convenor) | Neelam |
| 2. Seema Devi | (Member)   | Seema  |
| 3. Savita     | (Member)   | Savita |
| 4. Geeta Goel | (Member)   |        |

**11. College Dispensary/ Red Cross Committee / Red Ribbon Club.**

- |               |            |         |
|---------------|------------|---------|
| 1. Savita     | (Convenor) | Savita  |
| 2. Geeta Goel | (Member)   |         |
| 3. Nirmala    | (Member)   | Nirmala |
| 4. Munish     | (Member)   | Munish  |

**12. Scholarship Committee.**

**SC Scholarship**

- |                |            |        |
|----------------|------------|--------|
| 1. Sushmana    | (Convenor) |        |
| 2. Nirmla      | (Member)   | Nirmla |
| 3. Pawan Kumar | (Member)   |        |

**BC Scholarship Incharge**

- |           |            |        |
|-----------|------------|--------|
| 1. Neha   | (Convenor) |        |
| 2. Sanjiv | (Member)   | Sanjiv |
| 3. Munish | (Member)   | Munish |

**Other than SC/BC Scholarship**

- |              |            |         |
|--------------|------------|---------|
| 1. Manjeet   | (Convenor) | Manjeet |
| 2. Indu Bala | (Member)   | Indu    |
| 3. Savita    | (Member)   | Savita  |

**13. Photography/ Tour and Travel/ News Publication Committee.**

- |                |            |             |
|----------------|------------|-------------|
| 1. Seema Gupta | (Convenor) | Seema Gupta |
| 2. Neelam Rani | (Member)   | Neelam      |
| 3. Savita      | (Member)   | Savita      |
| 4. Pawan       | (Member)   |             |
| 5. Indu Bala   | (Member)   | Indu        |

**14. NSS/Road safety Committee :**

- |                               |                   |               |
|-------------------------------|-------------------|---------------|
| 1. Seema Devi                 | (P.O. & Convenor) | <i>Seema</i>  |
| 2. Geeta                      | (Member)          |               |
| 3. Savita                     | (Member)          | <i>Savita</i> |
| 4. Munish                     | (Member)          | <i>Munish</i> |
| 5. Indu Bala(Road Safety N/O) | (Member)          | <i>Indu</i>   |

**15. Women Cell/ / Passport (Nodal Officer) Committee :**

- |                |                           |               |
|----------------|---------------------------|---------------|
| 1. Principal   | (Patron)                  |               |
| 2. Sushmana    | (Convenor after 19/10/25) |               |
| 4. Neha        | (Convenor upto 19/10/25 ) |               |
| 5. Neelam Rani | (Member)                  | <i>Neelam</i> |
| 6. Nirmla      | (Member)                  | <i>Nirmla</i> |
| 7. Savita      | (Member)                  | <i>Savita</i> |

**16. Anti Ragging**

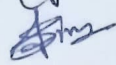
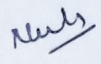
- |                 |                           |               |
|-----------------|---------------------------|---------------|
| 1. Sushmana     | (Convenor after 19/10/25) |               |
| 2. Seema Gupta  | (Convenor upto 19/10/25)  |               |
| 3. Tejvir Saini | (Member)                  |               |
| 4. Vikas Lathar | (Member)                  |               |
| 5. Neha         | (Member)                  |               |
| 6. Neelam       | (Member)                  | <i>Neelam</i> |
| 7. Seema Devi   | (Member)                  | <i>Seema</i>  |

**17. UGC/NAAC/IQAC/RUSA/AISHE Committee :**

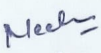
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|------------------|------------------------------|--------------------|
| 1. Principal     | (Chairman)                   |                    |
| 2. Sushmana      | (Coordinator after 19/10/25) |                    |
| 3. Tejvir Saini  | (Coordinator upto 19/10/25)  |                    |
| 4. Vikas Lathar  | (Member)                     |                    |
| 5. Seema Gupta   | (Member)                     | <i>Seema Gupta</i> |
| 6. Neha          | (Member)                     |                    |
| 7. Neelam        | (Member)                     | <i>Neelam</i>      |
| 8. Seema Devi    | (Member)                     | <i>Seema</i>       |
| 9. Poonam(Clerk) | (Member)                     |                    |

- |     |                  |                        |
|-----|------------------|------------------------|
| 10. | Sadhu Ram Bandhu | (Local Representative) |
| 11. | Sarvan Garg      | (Industrialist)        |
| 12. | Kuldeep Vats     | (Stakeholder)          |
| 13. | Gagandeep Kaur   | (Alumni)               |
| 14. | Tamanya          | (Student)              |

**18. Decoration and Lamp Lighting Committee**

- |    |            |                                                                                               |
|----|------------|-----------------------------------------------------------------------------------------------|
| 1. | Indu Bala  | (Convenor)  |
| 2. | Savita     | (Member)    |
| 3. | Geeta Goel | (Member)                                                                                      |
| 4. | Nirmla     | (Member)    |

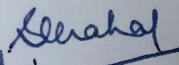
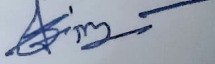
**19. Beautification/Cleanliness/Sanitation/EcoClubCommittee( Building, parks, surrounding )Harit-Unnat Haryana Abhiyan Committee.**

- |    |             |                                                                                              |
|----|-------------|----------------------------------------------------------------------------------------------|
| 1. | Sushmana    | (Convenor after 19/10/25)                                                                    |
| 2. | Seema Gupta | ( Convenor upto 19/10/25)                                                                    |
| 3. | Neha        | (Member)                                                                                     |
| 4. | Neelam      | (Member)   |
| 5. | Nirmala     | (Member)  |
| 6. | Pawan       | (Member)                                                                                     |
| 7. | Sanjiv      | (Member)  |
| 8. | Manjeet     | (Member)  |
| 9. | InduBala    | (Member)                                                                                     |

**20. Court Case/Audit Report Committee:**

- |    |               |                                                                                              |
|----|---------------|----------------------------------------------------------------------------------------------|
| 1. | Tejvir Saini  | (Convenor)                                                                                   |
| 2. | Vikas Lathar  | (Member)                                                                                     |
| 3. | Pawan         | (Member)                                                                                     |
| 4. | Sanjeev Kumar | (Member)  |

**21 Legal Literacy Cell/Voter Id**

- |    |            |                                                                                                 |
|----|------------|-------------------------------------------------------------------------------------------------|
| 1. | Seema Devi | (Convenor)  |
| 2. | Savita     | (Member)    |
| 3. | Geeta Goel | (Member)                                                                                        |

4. Munish

(Member)

*R*

5. Nirmla

(Member)

*Nirmla*

**22. Youth and Cultural Affairs Committee**

1. Principal

(Patron)

2. Neelam

(Convenor)

*Neelam*

3. Neha

(Member)

4. Savita

(Member)

*Savita*

5. Geeta Goel

(Member)

6. Munish

(Member)

*R*

7. Indu Bala

(Member)

*Indu*

8. Pawan

(Member)

**23. Placement cell/ Entrepreneurship Cell**

1. Vikas Lathar

(Convener)

2. Seema Gupta

(Member)

3. Seema Devi

(Member)

*Seema*

4. Nirmla

(Member)

*Nirmla*

5. Geeta Goel

(Member)

6. Indu Bala

(Member)

*Indu*

**24. Canteen / Lapsed Security/Printing & Stationary Committee.**

1. Vikas Lathar

(Convenor)

2. Seema Gupta

(Member)

3. Seema Devi

(Member)

*Seema*

4. Nirmla

(Member)

*Nirmla*

**25. Water/Electricity/Generator/maintenance and operation Committee**

1. Seema Gupta

(Convener)

2. Neha

(Member)

3. Pawan (Elect.)

(Member)

4. Munish (Water)

(Member)

*R*

5. Manjeet (Gen. Set)

(Member)

*Manjeet*

**26. Digital Infrastructure Committee (lab, Smart Classrooms, Auditorium):-**

- |                |                         |
|----------------|-------------------------|
| 1. Seema Gupta | (Convener)              |
| 2. Neha        | (Member)                |
| 3. Neelam      | (Member) <i>Neelam</i>  |
| 4. Manjeet     | (Member) <i>Manjeet</i> |
| 5. Sanjiv      | (Member) <i>Sanjiv</i>  |

**27. Bus Pass Committee**

- |             |                        |
|-------------|------------------------|
| 1. Neha     | (Convenor)             |
| 2. Neelam   | (Member) <i>Neelam</i> |
| 3. Jagmohan | (LA/Member)            |

**28. College Property Committee**

**Wooden Furniture**

- |           |                        |
|-----------|------------------------|
| 1. Neha   | (Convener)             |
| 2. Munish | (Member) <i>Munish</i> |

**Steel Furniture**

- |             |                         |
|-------------|-------------------------|
| 1. Sushmana | (Convener)              |
| 2. Pawan    | (Member)                |
| 3. Sanjeev  | (Member) <i>Sanjeev</i> |

**Misc. Furniture**

- |                |                           |
|----------------|---------------------------|
| 1. Seema Gupta | (Convener)                |
| 2. Indu Bala   | (Member) <i>Indu Bala</i> |

**29. Lecture Shortage /re-admission/ regular absentees/absentees slip/detention Committee**

- |              |                           |
|--------------|---------------------------|
| 1. Neha      | (Convenor)                |
| 2. Neelam    | (Member) <i>Neelam</i>    |
| 3. Pawan     | (Member)                  |
| 4. Indu Bala | (Member) <i>Indu Bala</i> |
| 5. Munish    | (Member) <i>Munish</i>    |

### **30. Student Feedback Committee**

- |             |                       |
|-------------|-----------------------|
| 1. Neha     | (Convener)            |
| 2. InduBala | (Member) <i>for</i>   |
| 3. Nirmala  | (Member) <i>neels</i> |

### **31. Student Welfare Committee**

- |                 |                        |
|-----------------|------------------------|
| 1. Tejvir Saini | (Convener)             |
| 2. Vikas Lathar | (Member)               |
| 3. Seema Devi   | (Member) <i>Shahaf</i> |

### **32. Income tax Committee**

- |                 |                      |
|-----------------|----------------------|
| 1. Vikas Lathar | (Convenor)           |
| 2. Tejvir Saini | (Ex. Officio)        |
| 3. Seema Gupta  | (Member)             |
| 4. Neelam       | (Member) <i>Neel</i> |

### **33. (Physical Verification of Newly Purchased Items and Stock Entry Verification**

#### **Committee:**

- |                 |                           |
|-----------------|---------------------------|
| 1. Sushmana     | (Convener after 19/10/25) |
| 2. Vikas Lathar | (Convener upto 19/10/25)  |
| 3. Neha         | (Member)                  |
| 4. Seema Gupta  | (Member)                  |
| 5. Neelam       | (Member) <i>neels</i>     |
| 6. Seema Devi   | (Member) <i>Shahaf</i>    |

Assist by Dy, Supdt., E.C, Bill Clerk & Fund Clerk.

### **34. Library / Book Bank Committee/Office expenditure and office incharge**

- |                 |                         |
|-----------------|-------------------------|
| 1. Principal    | (Patron)                |
| 2. Vikas Lathar | (Convenor)              |
| 3. Seema Gupta  | (Member)                |
| 4. Neelam       | (Member) <i>neels</i>   |
| 5. Seema Devi   | (Member) <i>Shahaf</i>  |
| 4. Sanjiv       | (Member) <i>for</i>     |
| 5. Manjeet      | (Member) <i>Manjeet</i> |

### 35. Write Off/Auction Committee

- |                 |                           |
|-----------------|---------------------------|
| 1. Sushmana     | (Convenor after 19/10/25) |
| 2. Vikas Lathar | (Convenor upto 19/10/25)  |
| 3. Seema Gupta  | (Member)                  |
| 4. Neha         | (Member)                  |
| 5. Neelam       | (Member) <i>Neelam</i>    |
| 6. Seema Devi   | (Member) <i>Seema</i>     |

### 36. Time Table & Workload Committee

- |                 |                          |
|-----------------|--------------------------|
| 1. Neelam       | (Convener) <i>Neelam</i> |
| 2. Neha         | (Member)                 |
| 3. Tejvir Saini | (Member)                 |

### 37. Faculty /Subject Change

- |                 |                        |
|-----------------|------------------------|
| 1. Tejvir Saini | (Convener)             |
| 2. Vikas Lathar | (Member)               |
| 3. Neelam       | (Member) <i>Neelam</i> |
| 4. Munish       | (Member) <i>Munish</i> |
| 5. Pawan        | (Member)               |
| 6. Nirmla       | (Member) <i>Nirmla</i> |
| 7. Indu Bala    | (Member) <i>Indu</i>   |
| 8. Sanjiv       | (Member) <i>Sanjiv</i> |

### 38. Sports Committee

- |                 |                                  |
|-----------------|----------------------------------|
| 1. Principal    | (Patron)                         |
| 2. Vikas Lathar | (Secretary)                      |
| 3. Neha         | (Incharge )                      |
| 4. Pawan Kumar  | (Badminton)                      |
| 6. Savita       | (Athletics) <i>Savita</i>        |
| 7. Nirmala      | (Kho-Kho, Kabaddi) <i>Nirmla</i> |
| 8. Sanjiv       | (Yoga/Chess) <i>Sanjiv</i>       |
| 9. InduBala     | (Table Tennis) <i>Indu</i>       |

### **39. NSS Advisory Committee**

- |    |              |                         |
|----|--------------|-------------------------|
| 1. | Principal    | (Patron)                |
| 2. | Tejvir Saini | (Secretary)             |
| 3. | Vikas Lathar | (Member)                |
| 4. | Seema Gupta  | (Member)                |
| 5. | Seema Devi   | (NSS PO) <i>Sushama</i> |

### **40. College Annual Report Committee.**

- |    |              |                             |
|----|--------------|-----------------------------|
| 1. | Sushmana     | (Convenor after 19/10/25)   |
| 2. | Tejvir Saini | (Advisor/Member/Ex.Officio) |
| 3. | Vikas Lathar | (Member)                    |
| 4. | Seema Devi   | (Member) <i>Sushama</i>     |
| 5. | Savita       | (Member) <i>Neelam</i>      |

### **41. Outsourcing Part -I & Part -II Committee/ Resource Persons (Extension Lect.) Committee.**

- |    |              |                           |
|----|--------------|---------------------------|
| 1. | Sushmana     | (Convenor after 19/10/25) |
| 2. | Vikas Lathar | (Convenor upto 19/10/25)  |
| 3. | Seema Gupta  | (Member)                  |
| 4. | Neha         | (Member)                  |
| 5. | Neelam       | (Member) <i>Neelam</i>    |

### **42. Staff -Stage Secretary Committee.**

- |    |              |                         |
|----|--------------|-------------------------|
| 1. | Tejvir Saini | (Convenor)              |
| 2. | Vikas Lathar | (Member)                |
| 3. | Seema Devi   | (Member) <i>Sushama</i> |
| 4. | Geeta Goel   | (Member)                |

### **43. Result Verification Committee :-**

- |    |             |                           |
|----|-------------|---------------------------|
| 1. | Sushmana    | (Convenor after 19/10/25) |
| 2. | Seema Gupta | (Member)                  |
| 3. | Neha        | (Member)                  |
| 4. | Neelam      | (Member) <i>Neelam</i>    |

44. ERP Updation/IDP/HRMS/CCTV/AEBAS/Website/Facebook Committee :-

1. Neha (Convenor)
2. Neelam (Member) *Neelam*
3. Manjeet (Member) *Manjeet*
4. Sanjiv (Member) *Sanjiv*

45. Alumni Association Committee :-

1. Vikas Lathar (Convenor)
2. Seema Gupta (Member)
3. Savita (Member) *Savita*
4. Geeta Goel (Member)

46. College Magazine Committee :-

1. Editor in Chief - Dr. Vikas Lathar
2. Sub. Editor - Ms. Neelam

47. Internal Complaints Committee(I.C.C) :-

1. Sushmana (Convener after 19/10/25)
2. Vikas Lathar (Member)
3. Seema Gupta (Convener upto 19/10/25)
4. Neelam Rani (Member) *Neelam*
5. Poonam(Clerk) (Member)
5. Manjeet(Clerk) (Member)
6. Shruti Bahadur Saini(ADA) (Outside Member)

48. My bharat Portal :-

1. Neha (Nodal Officer)
2. Seema Devi (NSS Incharge) *Seema*
3. Manjeet Singh(Clerk) (Member)

49. IPR Committee & Research Development Committee :-

1. Vikas Lathar Convener
2. Tejvir Member
3. Seema Devi Member *Seema*
4. Geeta Goel Member

50. Anti Smoking/Drugs Committee :-

1. Savita

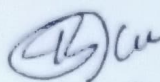
Convener

2. Indu Bala

Member

3. Nirmla

Member

  
Principal  
S. M. Govt. Girls College  
SMGGC, SAFIDON (Jind)  
(JIND)