



GOVT. COLLEGE FOR GIRLS, UNHANNI

Distt. Mahendergarh (Haryana)

Affiliated to Indira Gandhi University, Meerpur – Rewari

("A" Grade by PRaYAAS)

www.gcgunhani.ac.in

gcgunhani@gmail.com

Ref. No.:- GCGU/2025/405

Dated :- 18/08/2025

Office Order

The following committees are hereby constituted for the smooth functioning of the activities/Duty in college for the session 2025-26. All the concerned Incharge (s) are directed to take over/handover the charge up to 20.08.2025.

1. College council - 1. Dr.Sudhir Kumar 2.Dr.Seema Devi 3. Smt. Neetu Kumari
2. Senior Tutor – 1. Dr.Sudhir Kumar
3. High court/CM Window/ Lokayukta /ASPIO/ Legal matter court case - 1.Sh. Harpal Singh
2. Monu Yadav
4. SPIO - 1. Dr.Sudhir Kumar
5. Election Nodal/ Incharge 1. Sh. Harpal Singh
6. Staff Secretary - 1.Dr.Seema Devi
7. Registrar/ Result- 1.Dr.kavita 2. Sh. Ramkishan
8. Uni. Reletited Works & Assessment - 1. Dr.Kavita 2. Sh. Ramkishan
9. Bursar- 1.Dr.Sudhir Kumar
10. Placement Cell - 1. Dr.Kavita 2.Dr.Ankita

11. NSS Unit 1 Girls -

1. Mrs.Seema 2. Sh. Ramkishan 3.Sh. Neeraj

12. NSS Unit 2 Girls -

1. Smt.Neetu Kumari 2. Sh.Ramkishan 3. Sh. Rampal

13. Women Cell/Girls Common Room - 1. Dr.Ankita

14. Time Table Workload – 1. Dr.SudhirKumar 2. Sh. Samesh Chand 3. Smt. Neetu Kumari

15. SC/St Cell - 1.Sh. Anil Kumar

16. Sports / Sports Board - 1. Dr.Sudhir Kumar 2.Sh. Harpal Singh 3.Dr.Ankita

17. Youth Festival/Cultural Activities - 1. Dr.Seema Devi 2.Dr.Ankita 3. Sh.Anil kumar

18. Ten/Shamiana/Mike -1. Sh. Samesh Chand 2. Sh. Anil Kumar 3. Sh. Rajesh Kumar 4.Sh. Dinesh Kumar

19. Refreshment - 1. Sh. Samesh Chand 2.Sh. Anil Kumar

20. Science Scholarship - 1. Sh. Dinesh Kumar 2.Dr.Ankita

21. B.C Scholarship - 1. Sh. Harpal Singh 2. Sh. Ramkishan

22. SC/ST Cell/SC Scholarship - 1. Sh. Anil Kumar 2. Sh. Ramkishan

23. S.A.F./Fee Concession/Students Welfare – 1 Dr.Sudhir Kumar 2. Smt. Neetu Kumari 3. Sh. Samesh Chand

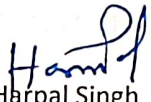
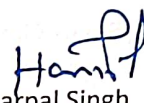
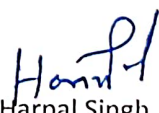
24. Subject Change – 1. Dr.Sudhir Kumar 2. Sh. Anil Kumar

25. Red Cross/Red Ribbon Club/YRC - 1. Sh. Dinesh Kumar

26. Health, Sanitation cleanliness& Drinking Water – 1.ShDinesh Kumar 2. Sh. Anil Kumar 3. Sh. Neeraj

27. Campus Beatification - 1. Dr. Seema Devi 2. Mrs. Seema 3. Smt. Sushma Yadav 4. Dr. Ankita
28. Printing - 1. Sh. Anil Kumar 2. Sh. Harpal Singh 3. Sh. Dinesh Kumar
29. Attestation of University form/character certify/ MIS - 1. Dr. Sudhir Kumar
30. EDUSAT - 1. Sh. Harpal Singh
31. Language Lab - 1. Dr. Sudhir Kumar
32. All Office Computer/Printer - 1. Sh. Monu Yadav
33. Commerce Computer Lab - 1. Smt. Neetu Kumari 2. Dr. Kavita
34. All type of Computer work (including salary & other bill, College Account- 1. Sh. Monu Yadav
35. University Admission - 1. Sh. Ramkishan
36. Electricity /Generator/Maintenance of Log-Book - 1. Sh. Rajesh Kumar 2. Sh. Rampal
37. Central Purchase Committee - 1. Dr. Seema Devi 2. Smt. Neetu Kumari 3. Sh. Samesh Chand
38. Income Tax/TDS - 1. Dr. Sudhir Kumar 2. Smt. Neetu Kumari 3. Mrs. Seema 4. Dr. Kavita
39. Environment Studies - 1. Dr. Ankita 2. Sh. Samesh Chand 3. Sh. Dinesh Kumar 4. Dr. Satyaparkash
40. Stage Secretary - 1. Dr. Sudhir Kumar 2. Smt. Sushma Yadav
41. Earn While You Learn - 1. Dr. Sudhir Kumar 2. Sh. Samesh Chand 3. Smt. Neetu Kumari 4. Sh. Monu Yadav

42. Grievance/Anti-Corruption Cell - 1. Dr.Sudhir Kumar 2.Dr.SeemaDevi 3. Smt. Neetu Kumari
43. Prevention of sexual Harassment Cell - 1. Smt. Sushma Yadav 2. Dr.Ankita 3. Mrs. Seema
44. Legal Literacy Cell - 1. Sh. Harpal Singh
45. Discipline Committee - 1. Sh. Dinesh Kumar 2. Dr. Kavita 3. Dr.Ankita 4. Sh. Anil Kumar
46. Anti-Ragging - 1. Smt. Sushma Yadav 2. Mrs. Seema
47. Internal Quality Assessment Cell (IQAC) - 1. Dr.Sudhir Kumar 2.Dr.Seema Devi 3. Smt. Neetu Kumari
48. UGC - 1. Dr.Sudhir Kumar 2.Smt. Neetu Kumari 3. Sh. Dinesh Kumar 4. Dr. kavita
49. Civil Work Including Mentantion College Land - 1. Sh. Samesh Chand 2.Smt. SushmaYadav 3. Sh. Anil Kumar
50. NAAC Committee - 1..Sh. Rajesh Kumar 2.Dr.Seema Devi 3. Dr. Kavita 4. Sh. Dinesh Kumar
5.Sh. Harpal Singh 6.Dr.Ankita 7.Sh. Samesh Chand 8.Mrs.SushmaYadav
51. Matter related to DC Rate Employee/HKRNL - 1. Dr.Seema Devi 2.Sh. Samesh Chand 3.Sh. Anil Kumar
52. Press Note/Press Spokesman - 1. Dr.Seema Devi 2. Sh. Anil Kumar
53. Tour (Girls) - 1. Dr. Ankita 2.Mrs. Seema 3.Sh. Anil Kumar 4. Dr. Kavita
54. Nodal Officer, AISHE - 1. Dr. Kavita
55. Bus Pass Incharge - 1. Sh. Anil Kumar 2. Sh. Karamveer
56. Sports Incharge - 1. Mrs.SushmaYadav
57. Social Secretary - 1. Sh. Rajesh Kumar

58. NSS Advisory Committee - 1. Dr.SudhirKumar 2. Sh. Samesh Chand 3.Dr.Seema Devi
59. HRMS/MIS - 1. Dr.Sudhir Kumar 2. Sh. Monu Yadav
60. College website & AEBAS - 1.. Mrs.SushmaYadav 
61. Passport - 1. Sh. Harpal Singh 
62. Driving License - 1. Sh. Anil Kumar
63. Wooden & Still Property - 1. Sh. Anil Kumar 2. Sh. Harpal Singh 
64. Electricity Property - 1. Sh. Rajesh Kumar 2.Sh.Rampal
65. Library Incharge 1. Sh. Anil Kumar 2. Sh. Gajraj
66. First AID Committee - 1. Mrs. Seema 2. Dr. kavita
67. Science Exhibition Committee - 1. Sh.Samesh Chand 2.Dr.Ankita 3. Sh.Dinesh Kumar
68. Library Book Purchase Committee 1. Sh. Samesh Chand 2. Sh. Anil Kumar 3. Dr.Kavita
69. Disable Person Committee – 1. Sh. Samesh Chand
70. Plantation – 1. Dr.Ankita 2.Sh. Dinesh Kumar 3. Sh.Harpal Singh 
71. New Course 1. Dr.Sudhir kumar 2.Dr.Ankita
72. Monitoring of Plantation/Lawn- 1. Dr Sudhir Kumar 2. Sh. Dinesh Kumar 3.Sh. Harpal Singh 
- 73.NEP- 1. Sh. Rajesh Kumar 2. Dr. kavita 3. Sh. Dinesh Kumar

74. Convocation/Annual Function/Aluminium- 1. Dr. Sudhir Kumar 2. Sh. Rajesh Kumar

75. Magazine -1. Dr. Seema Devi 2. Sh. Anil Kumar

76. Online Admission//ERP- 1. Dr. Kavita 2. Sh. Ramkishan

77. Result Verification – 1. Dr. Kavita 2. Sh. Ramkishan

78. CCTV/Telephone /TV/Smart Class - 1. Mrs. Sushma Yadav 2. Dr. Ankita 3. Sh. Monu Yadav

79. Lease Line- 1. Dr. Ankita 2. Sh. Monu Yadav

80. Apprenticeship - 1. Smt. Neetu Kumari 2. Dr. Kavita 3. Sh. Monu Yadav

81. Voter ID

1. Sh. Harpal Singh

82. Aayushman Bharat

1. Sh. Harpal Singh

83. Road Safety

1. Sh. Dinesh Kumar

84. Anti Drug-

1. Sh. Rajesh Kumar

Principal
Govt. College For Girls
Unhani (Mahendergarh)