



# Baba Fateh Singh Ji Govt. College Assandh (Karnal)

Add: VPO Jai Singh Pura (Assandh)-132039, 9896918669

Website: [www.bfsjgca.ac.in](http://www.bfsjgca.ac.in)

Email: [gcassandh@gmail.com](mailto:gcassandh@gmail.com)



## RIGHT TO INFORMATION ACT-2005

Prof. (Dr.) NEELAM TURAN, PRINCIPAL, BABA FATEH SINGH JI GOVT COLLEGE ASSANDH

KARNAL (Haryana)

You have right to ask any information from us. You are most welcome.

Particulars of Organization

Power and Duties of Officers/Employees

Rules, Regulations for discharge of functions

Directory of officers/ Employees

Other Useful Information

Procedure for Decision Making

List of Boards, Councils, Committees and Other Local Bodies

Details of consultative Committees and other Bodies

Statement of Categories

Execution of subsidy programme. Particulars of recipients of concessions. Permits. Information available in an electronic form. Facilities

available for obtaining information Particulars

of PIOs

Norms for discharge of functions

Disclaimer. The information made available on this portal is as provided by the Government

Organization concerned.

**National Informatics Centre is not responsible for the contents of this information.**



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## MANUAL – 1

### # FUNCTIONS OF OFFICE OF THE BABA FATEH SINGH JI GOVT COLLEGE, ASSANDH (KARNAL):-

This College work under the Department of Higher Education Haryana, Panchkula. The main function of this organization to provide the Higher Education to the students in different stream like BA, B.Com, M.A History and M.Sc. Geography in the rural area of Assandh. The module of the work purely based on student interest and under the guidelines of Higher Authorities. There is no interference of any private institutional authority.

This college provide the Degrees to the passed student under the affiliation of Kurukshetra University, Kurukshetra. All the work related to Student registration, Examination and Migration handled by the KUK. Certified copies of other information are immediately supplied to the public on demand immediately. A separate record has been maintained for receipt and disposal of applications under Right to Information Act, 2005. The information is supplied within the time frame fixed under the provisions of the Act. The following officers have been designated as State Public Information Officer and Assistant Public Information Officer for this purpose.

| Sr. No | Staff or Faculty | Deputed/Designation | Contact     |
|--------|------------------|---------------------|-------------|
| 1.     | Mr. Anil Kumar   | SPIO                | 86070-81242 |
| 2.     | Mr. Balwinder    | ASPIO               | 98134-16143 |
| 3.     | Ms. Saroj Bala   | APIO                | 72066-66906 |
| 4.     | Ms. Ekta Rohilla | Clerk               | 95180-82275 |



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## # Organizational Structure Diagram

| BRANCHES/CELL/COMMITTEE      | WORK  | Concerned Faculty/Staff |
|------------------------------|---|-------------------------|
| Establishment Branch         | This branch mainly deal all the work related with staff, recruitment, records, API, ACR, Increments, Allowances etc.  | Ms. Saroj Bala          |
| Financial Branch             | This branch mainly deal all the work related Staff Salary Bill, Uses of Grants, Funds, Fee, Collection and Demand of Student funds, Treasury work etc.  | Mr. Balwinder           |
| University Branch            | This branch mainly deal all the work related Student Registration, Examination forms filling, Fee Submission of Examination Fee, Examination Conduct, Award and Assessment Submission and handling the different issues related with University work etc. | Ms. Heena               |
| College Council              | This branch mainly deal all the work and issue with any amendment add urgent work of the college.   | Mr. Rohtash             |
| IQAC                         | This branch mainly deal all the work related with the assessment work of College, Different literary society activities etc.  | Mr. Rohtash             |
| Internal Complaint Committee | This branch mainly deal all the work related with any complaint regarding sexual harassment and eve teasing etc.  | Mr. Rohtash             |
| Other Cells                  | This branch mainly deal all the work related with Women Cell, Placement Cell, Legal Cell, Court Case Cell etc.  | Concerned Faculty       |
| Scholarships                 | This branch mainly deal all the work related with different types of scholarships like SC, BC National Scholarships   | Mr. Anil Kumar          |
| Admission                    | This branch mainly deal all the work related with admission in college under the guidelines of  | Mr. Rohtash             |



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## MANUAL – 2

Following is the list of committees for various activities for the academic session 2025-26 w.e.f. 22.08.2025 to till further orders. All the conveners of the committees are requested to chalk out their annual plans to initiate necessary steps e.g. inviting quotations, tenders, implementation of Govt. Policy etc. The directions/orders of the conveners which stand at Sr.No. 1, are to be obeyed by the members. All concerned may please note:

| Sr. no | Name of Committee  | Name of Teachers  | Signature |
|--------|--|---|-----------|
| 1.     | College Council  | 1.Mr. Rohtash<br>2. Mrs. Heena<br>3.Ms. Meena Rani<br>4.Mr. Malkhan Singh<br>5.Mr. Anil Kumar<br>6.Mr. Sanjeev Kumar  |           |
| 2.     | Internal Quality Assurance Cell                                      | 1. Prof. Dr. Neelam Turan, Principal,<br>Chairperson<br>2. Mr. Rohtash<br>3. Ms. Heena<br>4. Ms. Meena Rani<br>5. Mr. Malkhan Singh<br>6. Mr. Anil Kumar<br>7. Mr. Sanjeev Kumar<br>8. Mr. Anwar<br>9.Mr. Saurabh |           |
| 3.     | NAAC   | 1. Ms. Heena(Convener)<br>2. Dr. Sanjeev(Co-Convener)<br>3. Mr. Anil Kumar<br>4. Ms. Meena Rani<br>5. Mr. Saurabh<br>6. Mr. Anwar   |           |
| 4.     | Internal Complaint Committee<br>(Sexual Harassment at work<br>Place) | 1. Mr. Rohtash(Chair Person)<br>2. Ms. Heena<br>3. Ms. Meena<br>4. Mr. Saurabh  |           |



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|     |                                    |   |  |
|-----|------------------------------------|---|--|
| 5.  | Discipline Committee               | <ol style="list-style-type: none"><li>1. Mr. Rohtash (Convener)</li><li>2. Ms. Heena</li><li>3. Ms. Meena</li><li>4. Mr. Anil Kumar</li><li>5. Mr. Malkhan Singh</li><li>6. Dr. Sanjeev Kumar</li><li>7. Dr. Sandeep</li><li>8. Mr. Sahib Singh</li><li>9. Mr. Vikram</li><li>10. Mr. Saurabh</li><li>11. Ms. Urmila</li><li>12. Ms. Amrit Kaur</li><li>13. Ms. Nisha Rani</li><li>14. Mr. Parveen (LA)</li><li>15. Mr. Sohan Lal</li></ol>   |  |
| 6.  | College Bursar                     | Mr. Rohtash   |  |
| 7.  | RTI Committee                      | <ol style="list-style-type: none"><li>1. Mr. Anil Kumar (SPIO)</li><li>2. Mr. Balwinder (ASPIO)</li><li>3. Ms. Saroj Bala (APIO)</li></ol>  |  |
| 8.  | Staff Secretary                    | Ms. Heena   |  |
| 9.  | Social Secretary                   | <ol style="list-style-type: none"><li>1. Mr. Anwar</li><li>2. Ms. Amrit Kaur</li><li>3. Ms. Urmila</li><li>4. Dr. Sandeep Kumar</li></ol>   |  |
| 10. | NSS                                | <ol style="list-style-type: none"><li>1. Ms. Meena Rani (NSS Officer)</li><li>2. Dr. Sanjeev Kumar (Advisor)</li><li>3. Mr. Vikram</li><li>4. Mr. Sahib Singh</li><li>5. Ms. Urmila</li><li>6. Mr. Parveen (LA)</li></ol>   |  |
| 11. | Time Table and Work Load Committee | <p><b>Arts /Commerce Time Table :-</b></p> <ol style="list-style-type: none"><li>1. Mrs. Heena (Convener)</li><li>2. Dr. Sandeep Kumar</li><li>3. Mr. Vikram</li><li>4. Mr. Sahib Singh</li></ol> <p><b>PG/Geography Honours Time Table:</b></p> <ol style="list-style-type: none"><li>a) Mr. Anil Kumar (Convener)</li><li>b) Mr. Saurabh</li><li>c) Mr. Anwar</li></ol> <p><b>Workload:-</b></p> <ol style="list-style-type: none"><li>1. Mr. Rohtash (Advisor)</li><li>2. Mr. Saurabh</li><li>3. Mr. Anwar</li></ol> |  |



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|-----|---|---|--|
|     |   | 4. Mrs. Harprit Kaur  |  |
| 12. | RUSA Committee  | 1. Mr. Rohtash<br>2. Ms. Heena<br>3. Mr. Anil Kumar<br>4. Dr. Sanjeev Kumar<br>5. Mr. Saurabh<br>6. Ms. Harprit Kaur                        |  |
| 13. | API Verification  | 1. Mr. Rohtash<br>2. Ms. Meena Rani<br>3. Mr. Anil Kumar<br>4. Dr. Sanjeev Kumar  |  |
| 14. | University Cell / Examination<br>Cell /Annual Result<br>Verification/ Internal<br>Assessment / House<br><br>Exam Committee/RR/Affiliation | 1. Ms. Heena(Convener)<br>2. Mr. Jagmohan Singh(Co-convener)<br>3. Mrs. Urmila<br>4. Mr. Vikram<br>5. Ms. Harprit Kaur                      |  |
| 15. | Women Cell  | 1. Ms. Heena (Convener)<br>2. Ms. Urmila<br>3. Ms. Amrit Kaur<br>4. Ms. Nisha Rani<br>5. Ms. Harpreet Kaur                                  |  |
| 16. | Cultural Committee  | 1. Ms. Heena (Convener)<br>2. Mr. Sahib Singh (Co-Convener)<br>3. Mr. Sandeep Kumar<br>4. Mr. Vikram<br>5. Mr. Saurabh<br>6. Ms. Amrit Kaur |  |
| 17. | Skill Development Cell  | 1. Ms. Heena(Convener)<br>2. Ms. Nisha Rani (Co-Convener)<br>3. Mr. Sahib Singh<br>4. Mr. Vikram<br>5. Ms. Amrit Kaur                       |  |
| 18. | Placement Cell  | 1. Dr. Sanjeev Kumar (Convener)<br>2. Mrs. Heena (Co-Convener)<br>3. Mr. Sahib Singh<br>4. Ms. Urmila<br>5. Ms. Nisha Rani                  |  |
| 19. | Celebration of Days Committee   | 1. Mr. Sahib Singh(Convener)<br>2. Mrs. Urmila (Co-Convener)<br>3. Mr. Vikram<br>4. Ms. Amrit Kaur  |  |
| 20. | Printing and Stationary<br>Committee  | 1. Mr. Anil Kumar(Convener)<br>2. Dr. Sanjeev Kumar(Co-Convener)<br>3. Mr. Jagmohan Singh<br>4. Ms. Urmila                                  |  |



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|-----|--|--|--|
| 21. | Court Cases Cell   | 1. Mr. Anil Kumar(Convener)<br>2. Mr. Saurabh(Co-Convener)<br>3. Mr. Vikram<br>4. Ms. Amrit Kaur                                     |  |
| 22. | Tent /Shamiyana & Sound Committee  | 1. Mr. Malkhan Singh (Convener)<br>2. Mr. Sahib Singh<br>3. Mr. Anwar<br>4. Mr. Vikram<br>5. Ms. Urmila                              |  |
| 23. | Building Works/ Construction, Property & Asset Management Portal                       | 1. Mr. Malkhan Singh (Convener)<br>2. Dr. Sanjeev Kumar<br>3. Dr. Sandeep Kumar<br>4. Mr. Sahib Singh<br>5. Mr. Balwinder, Assistant |  |
| 24. | Beautification And Cleanliness Committee   | 1. Ms. Heena (Convener)<br>2. Mr. Anil Kumar<br>3. Mr. Sahib Singh<br>4. Ms. Urmila<br>5. Ms. Amrit Kaur                             |  |
| 25. | Scholarship Committee SC/ST and other Meritorious Scholarship                          | 1. Mr. Sanjeev Kumar<br>2. Mr. Balwinder, Assistant  |  |
| 26. | Scholarship Committee BC   | 1. Mr. Sahib Singh<br>2. Ms. Urmila  |  |
| 27. | Committee for recruitment of Resource Persons & Contractual Employees Class III & IV   | 1. Mr. Rohtash<br>2. Mr. Anil Kumar<br>3. Mr. Balwinder, Assistant<br>4. Ms. Harpreet Kaur   |  |
| 28. | Dispensary / Red Cross/Red Ribbon Committee /Aids Awareness Committee & Health Society | 1. Dr. Sanjeev (Convener)<br>2. Ms. Meena<br>3. Ms. Amrit Kaur<br>4. Dr. Sandeep<br>5. Ms. Urmila                                    |  |
| 29. | Earn While You Learn Committee   | 1. Ms. Meena Rani<br>2. Mr. Vikram<br>3. Ms. Nisha Rani  |  |
| 30. | Canteen Contract / Vita Booth Committee  | 1. Mr. Malkhan Singh<br>2. Dr. Sanjeev Kumar<br>3. Mr. Sahib Singh<br>4. Dr. Sandeep<br>5. Mr. Vikram                                |  |
| 31. | College Magazine Committee   | 1. Mr. Rohtash<br>2. Dr. Sandeep Kumar   |  |



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|     |  | 3. Ms. Amrit Kaur<br>4. Mr. Husan Singh   |  |
| 32. | Library Supervision & Grant Utilization Committee          | 1. Dr. Sanjeev Kumar (Convenor)<br>2. Mr. Husan Singh<br>3. Mr. Vikram<br>4. Ms. Urmila   |  |
| 33. | Name struck off Committee                                  | 1. Mr. Rohtash<br>2. Ms. Heena<br>3. Mr. Malkhan Singh<br>4. Mr. Anil Kumar<br>5. Mr. Sanjeev Kumar   |  |
| 34. | Press Release / Photography Committee                      | 1. Dr. Sandeep Kumar (Convener)<br>2. Mr. Anwar<br>3. Mr. Sahib Singh<br>4. Mrs. Urmila   |  |
| 35. | Electricity Committee                                      | 1. Mr. Anil(Convener)<br>2. Mr. Malkhan Singh<br>3. Mr. Sanjeev<br>4. Mr. Parveen (LA)  |  |
| 36. | Board and Banner /Notice Board/ Smart Class Room Committee | 1. Dr. Sanjeev Kumar (Convener Board and Banner).<br>2. Mr. Saurabh(Convener Smart class room).<br>3. Mr. Anwar<br>4. Ms. Nisha Rani<br>5. Ms. Harprit Kaur   |  |
| 37. | Refreshment Committee                                      | 1. Ms. Heena(Convener)<br>2. Ms. Meena<br>3. Ms. Urmila<br>4. Mr. Anwar<br>5. Mr. Sahib Singh<br>6. Mr. Bajrang(LA)<br>7. Mrs. Nirmala Devi(Peon)   |  |
| 38. | College Tours (Boys/Girls) Committee                       | 1. Mr. Rohtash (Convener)<br>2. Dr. Sanjeev Kumar<br>3. Mr. Anwar<br>4. Mrs. Heena<br>5. Mrs. Meena Rani<br>6. Mrs. Amrit Kaur<br>7. Mr. Saurabh<br>8. Mr. Balwinder, Assistant<br>9. Mr. Parveen(LA) |  |
| 39. | Alumni Committee   | 1. Mr. Rohtash (Advisor)<br>2. Mr. Saurabh (Convener)<br>3. Mr. Jagmohan Singh<br>4. Mr. Anil Kumar   |  |



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|     |  | <ol style="list-style-type: none"><li>5. Mr. Vikram</li><li>6. Mr. Sahib Singh</li><li>7. Ms. Nisha Rani</li><li>8. Ms. Harprit Kaur</li></ol>   |  |
| 40. | Income Tax Committee   | <ol style="list-style-type: none"><li>1. Ms. Meena Rani (Convener)</li><li>2. Ms. Heena</li><li>3. Mr. Balwinder, Assistant</li><li>4. Mr. Sahib Singh</li><li>5. Ms. Urmila</li></ol>                                       |  |
| 41. | Public Health / Sanitation/<br>Maintenance of Water Purifier<br>Committee                              | <ol style="list-style-type: none"><li>1. Mr. Malkhan Singh(Convener)</li><li>2. Mr. Sandeep Kumar(Co-Convener)</li><li>3. Mr. Anwar</li><li>4. Dr. Saurabh</li><li>5. Mr. Sahib Singh</li></ol>                              |  |
| 42. | Bus Pass Committee   | <ol style="list-style-type: none"><li>1. Mr. Sahib Singh(Convener)</li><li>2. Mr. Anwar</li><li>3. Mr. Vikarm</li><li>4. Mr. Parveen(LA)</li></ol>   |  |
| 43. | Absentee Fine Slip Checking<br>Committee   | <ol style="list-style-type: none"><li>1. Ms. Urmila(Convener)</li><li>2. Mr. Vikram</li><li>3. Mr. Husan Singh</li><li>4. Mr. Bajrang</li></ol>  |  |
| 44. | Sports Committee   | <ol style="list-style-type: none"><li>1. Mr. Jagmohan Singh(Convener)</li><li>2. Mr. Saurabh</li><li>3. Mr. Sahib Singh</li><li>4. Mr. Vikram</li><li>5. Ms. Amrit Kaur</li><li>6. Ms. Urmila</li></ol>                      |  |
| 45. | Attestation of Document<br>Committee/ Issue of Character<br>Certificate on behalf of<br>Principal Cell | <ol style="list-style-type: none"><li>1. Mr. Rohtash( ConvenerArts)</li><li>2. Mr. Anil Kumar</li><li>3. Dr. Sanjeev</li><li>4. Ms. Heena (Convener<br/>Commerce)</li><li>5. Ms. Meena</li><li>6. Ms. Harprit Kaur</li></ol> |  |
| 46. | Centralized Purchase and<br>Purchase Verification<br>Committee<br>(M & S Grant)                        | <ol style="list-style-type: none"><li>1. Ms. Heena(Convener)</li><li>2. Ms. Meena Rani</li><li>3. Mr. Anil Kumar</li><li>4. Dr. Sanjeev Kumar</li><li>5. Mr. Malkhan Singh</li></ol>   |  |
| 47. | Language Lab Committee   | <ol style="list-style-type: none"><li>1. Mrs. Amrit Kaur (Convener)</li><li>2. Dr. Sandeep Kumar</li><li>3. Mr. Anwar</li><li>4. Ms. Nisha Rani</li></ol>  |  |



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|     |  | 5. Ms. Harpreet Kaur  |  |
| 48. | Chief Tutor/ Chief Mentor Cell   | 1. Mr. Rohtash(Arts Convener)<br>2. Mr. Saurabh (Mentor)<br>3. Ms. Heena(Commerce Convener)<br>4. Mr. Sahib Singh<br>5. Dr. Sandeep<br>6. Mr. Vikram            |  |
| 49. | Web Portal/HRMS/MIS Committee  | 1. Dr. Sanjeev( Convener)<br>2. Ms. Meena<br>3. Mr. Balwinder, Assistant<br>4. Ms. Nisha Rani<br>5. Ms. Harpreet Kaur   |  |
| 50. | Subject Society /Gender Sensitization Committee                                  | 1. Mr. Rohtash (Over all In Charge)<br>2. Dr. Sanjeev (Arts Society)<br>3. Ms. Meena (Commerce Society)<br>4. Mr. Sahib Singh<br>5. Mr. Anwar<br>6. Mr. Saurabh |  |
| 51. | Biometric, Internet, Edusat, Intercom, Computer and CCTV Maintenance Cell        | 1. Mr. Sanjeev(Convener)<br>2. Mr. Saurabh (Advisor)<br>3. Mr. Anwar<br>4. Ms. Nisha Rani<br>5. Mr. Balwinder , Assistant<br>6. Ms. Harpreet Kaur               |  |
| 52. | Disaster Management Committee  | 1. Mr. Malkhan Singh (Convener)<br>2. Ms. Meena Rani<br>3. Dr. Sanjeev<br>4. Mr. Sahib Singh<br>5. Mr. Vikram   |  |
| 53. | Gem Portal   | 1. Mr. Rohtash(Convener)<br>2. Mrs. Heena, Buyer<br>3. Mr. Anil Kumar<br>4. Dr. Sanjeev<br>5. Ms. Nisha Rani  |  |
| 54. | Decoration & Deep Prajjwal Committee   | 1. Ms. Urmila (Convener)<br>2. Ms. Amrit Kaur<br>3. Ms. Nisha Rani<br>4. Mr. Bajrang  |  |
| 55. | Digital Learning / Shiksha Setu /Drishti /Suparti /Shreyas /Spoken Tutorial Cell | 1. Mr. Saurabh(Convener)<br>2. Mr. Anwar<br>3. Ms. Nisha Rani<br>4. Ms. Harpreet Kaur   |  |



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| 56. | Dilapidation Committee  | <ol style="list-style-type: none"><li>1. Mr. Malkhan Singh (Convener)</li><li>2. Dr. Sandeep</li><li>3. Mr. Sahib Singh</li><li>4. Mr. Vikram</li><li>5. Ms. Urmila</li></ol>                                     |  |
| 57. | Driving License Committee   | <ol style="list-style-type: none"><li>1. Mr. Sahib Singh (Convener)</li><li>2. Ms. Nisha Rani</li></ol>   |  |
| 58. | Subject Change Committee  | <ol style="list-style-type: none"><li>1. Mr. Rohtash (Convener)</li><li>2. Mr. Saurabh</li><li>3. Ms. Urmila</li><li>4. Ms. Harpreet Kaur</li></ol>   |  |
| 59. | All India Survey for Higher Education (AISHE)/IDP(Institutional Development Plan) | <ol style="list-style-type: none"><li>1. Ms. Heena ( Convener )</li><li>2. Mrs. Urmila</li><li>3. Ms. Nisha Rani</li><li>4. Ms. Harpreet Kaur</li><li>5. Mr. Husan Singh</li></ol>                                |  |
| 60. | National Institute Ranking Framework (NIRF)                                       | <ol style="list-style-type: none"><li>1. Mrs. Heena(Convener)</li><li>2. Mr. Anwar</li><li>3. Ms. Urmila</li><li>4. Ms. Nisha Rani</li><li>5. Ms. Harpreet Kaur</li></ol>   |  |
| 61. | Research Development Cell   | <ol style="list-style-type: none"><li>1. Dr. Sanjeev Kumar</li><li>2. Mr. Jagmohan Singh</li><li>3. Dr. Sandeep Kumar</li><li>4. Ms. Urmila</li><li>5. Ms. Amrit Kaur</li></ol>                                   |  |
| 62. | Grievance Redressal Committee for Non Teaching Staff [Teaching Staff & Students   | <ol style="list-style-type: none"><li>1. Mr. Rohtash</li><li>2. Ms. Meena</li><li>3. Mr. Anil Kumar</li><li>4. Mr. Malkhan Singh</li><li>5. Mr. Saurabh</li><li>6. Mr. Anwar</li><li>7. Mrs. Amrit Kaur</li></ol> |  |



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|-----|---|--|--|
| 63. | Passport committee                                  | <ol style="list-style-type: none"><li>1. Dr. Sandeep(Convener)</li><li>2. Mr. Sahib Singh</li><li>3. Mr. Vikram</li><li>4. Ms. Nisha Rani</li><li>5. Mr. Balwinder, Assistant</li></ol>  |  |
| 64. | Invitation and Identity Card<br>Printing Committee  | <ol style="list-style-type: none"><li>1. Mr. Saurabh(Convener)</li><li>2. Mr. Anil Kumar (Billing Advisor)</li><li>3. Mr. Sahib Singh</li><li>4. Mr. Vikram</li><li>5. Ms. Urmila</li><li>6. Ms. Amrit Kaur</li><li>7. Mr. Bajrang</li></ol> |  |
| 65. | Prizes , Gowns , Convocation<br>& Degrees Committee | <ol style="list-style-type: none"><li>1. Mr. Anil Kumar (Convener)</li><li>2. Mr. Saurabh</li><li>3. Dr. Sandeep</li><li>4. Mr. Anwar</li><li>5. Mr. Sahib Singh</li><li>6. Ms. Urmila</li><li>7. Ms. Harpreet Kaur</li></ol>                |  |
| 66. | MoU related Committee                               | <ol style="list-style-type: none"><li>1. Mr. Rohtash</li><li>2. Mr. Saurabh</li><li>3. Mr. Anwar</li><li>4. Mrs. Harprit Kaur</li></ol>  |  |



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Website: [www.bfsjgca.ac.in](http://www.bfsjgca.ac.in)

Email: [gcassandh@gmail.com](mailto:gcassandh@gmail.com)



|     |  |   |  |
|-----|--|---|--|
| 67. | COTPA<br><br>(The Cigarette and other tobacco products)<br><br>Prohibition of advertisement and drug abuse | 1. Mr. Malkhan Singh(Convener)<br>2. Dr. Sandeep<br>3. Mr. Sahib Singh<br>4. Ms. Amrit kaur<br>5. Mr. Husan Singh   |  |
| 68. | Admission Committee  | <b>Arts Faculty:</b><br>5. Mr. Rohtash (Over All Incharge Art faculty)<br>6. Mr. Anil Kumar<br>7. Mr. Saurabh (Admission Portal)<br>8. Mr. Anwar<br><b>Commerce Faculty:</b><br>a)Ms. Heena(Dean Commerce)<br>b)Ms. Meena<br>c)Mr. Sahib Singh<br>d)Mr. Vikram<br>e)Ms. Urmila<br><b>Challan Generation / Fee Record:-</b><br>1.Ms. Nisha Rani<br>2. Mr. Balwinder, Assistant |  |
| 69. | Anti Ragging   | 1. Dr. Sanjeev Kumar (Convenor)<br>2. Ms. Heena<br>3. Ms. Meena<br>4. Mr. Sahib Singh<br>5. Mr. Vikram<br>6. Ms. Urmila   |  |
| 70. | SC Cell for Teachers and Students Greivences   | 1. Mr. Rohtash(Convener)<br>2. Mr. Anil Kumar<br>3. Dr. Sanjeev<br>4. Mr. Malkhan Singh<br>5. Ms. Meena<br>6. Ms. Amrit Kaur  |  |



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|-----|--|---|--|
| 71. | Proctorial Duty Allocation Committee                                       | <ol style="list-style-type: none"><li>1. Mr. Rohtash (Advisor)</li><li>2. Mr. Saurabh(Convener)</li><li>3. Mr. Sahib Singh</li><li>4. Mr. Anwar</li></ol>                   |  |
| 72. | Swachhta Abhiyan Committee   | <ol style="list-style-type: none"><li>1. Mr. Sahib Singh (Convener)</li><li>2. Mr. Vikram</li><li>3. Mrs. Urmila</li><li>4. Mrs. Nisha Rani</li></ol>                       |  |
| 73. | Traffic Interpretation Club  | <ol style="list-style-type: none"><li>1.Mr. JagmohanSingh<br/>(Nodal Officer)</li><li>2.Mr. Malkhan Singh</li><li>3.Mr. Sahib Singh</li><li>4. Mr. Vikram</li></ol>         |  |
| 74. | Nature Interpretation Club<br>[Environment Awareness Society and Eco Club) | <ol style="list-style-type: none"><li>1.Mr. Anil Kumar (Nodal Officer)</li><li>2. Mr. Anwar</li><li>3.Mr. Saurabh</li><li>4. Ms. Urmila</li><li>5.Mr. Parveen(LA)</li></ol> |  |
| 75. | Literary Society   | <ol style="list-style-type: none"><li>1. Mr. Jagmohan Singh(Convener)</li><li>2. Mr. Malkhan Singh</li><li>3. Dr. Sandeep</li><li>4. Ms. Amrit Kaur</li></ol>               |  |
| 76. | Yoga Club  | <ol style="list-style-type: none"><li>1. Ms. Urmila (Convener)</li><li>2. Mr. Vikram</li><li>3. Ms. Nisha Rani</li><li>4. Mrs. Amrit Kaur</li></ol>                         |  |



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|     |                            |   |  |
|-----|----------------------------|---|--|
| 77. | Legal Literacy Club        | <ol style="list-style-type: none"><li>1. Mr. Anil Kumar(Convener)</li><li>2. Dr. Sanjeev</li><li>3. Mr. Malkhan Singh</li><li>4. Mr. Anwar</li><li>5. Ms. Nisha Rani</li><li>6. Ms. Harpreet Kaur</li></ol> |  |
| 78. | Gender Sensitization Club  | <ol style="list-style-type: none"><li>1. Ms. Heena(Convener)</li><li>2. Ms. Meena</li><li>3. Dr. Sanjeev</li><li>4. Mr. Saurabh</li><li>5. Ms. Amrit Kaur</li><li>6. Ms. Urmila</li></ol>                   |  |
| 79. | NEP 2020 related committee | <ol style="list-style-type: none"><li>1. Mr. Rohtash (Advisor)</li><li>2. Mr. Saurabh (Convener)</li><li>3. Mr. Anwar</li><li>4. Mrs. Amrit Kaur</li></ol>  |  |
| 80. | Internship Committee       | <ol style="list-style-type: none"><li>1. Mr. Rohtash (Chair Person)</li><li>2. Mrs. Heena (Co-ordinator)</li><li>3. Mr. Saurabh</li><li>4. All teaching staff members.</li></ol>                            |  |



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## MANUAL – 3

**Name of the Principal:-Prof. (Dr.) Neelam Turan Contact No.:-9416742391.**

| Sr. No. | Name of the Teacher(s) | Designation            | Mobile No. |
|---------|------------------------|------------------------|------------|
| 1       | Rohtash                | History                | 9896918669 |
| 2       | Anil Kumar             | Geography              | 8607081242 |
| 3       | Heena                  | Commerce               | 9671883276 |
| 4       | Meena Rani             | Commerce               | 8930318961 |
| 5       | Malkhan Singh          | Pol. Sc.               | 9050553065 |
| 6       | Saurabh                | Geography              | 8744002131 |
| 7       | Anwar                  | Geography              | 9992651300 |
| 8       | Dr. Sandeep Kumar      | Hindi                  | 9467321084 |
| 9       | Sahib Singh            | Commerce               | 9671860316 |
| 10      | Vikram                 | Maths                  | 9728241610 |
| 11      | Amrit Kaur             | English                | 9466435743 |
| 12      | Urmila                 | Maths                  | 9466641930 |
| 13      | Nisha Rani             | Computer Instructor    | 8685855142 |
| 14      | Saroj Bala             | Dy. Supdt.             | 7206666906 |
| 15      | Balwinder              | Assistant              | 9813416143 |
| 16      | Ekta Rohilla           | Clerk                  | 9518082275 |
| 17      | Harpreet kaur          | Computer Lab Attendant | 7496800468 |
| 18      | Parveen battan         | Lab Attendant          | 7404629399 |
| 19      | Husaansingh            | Library restorer       | 9996046486 |