

CHHAJU RAM MEMORIAL JAT COLLEGE, HISAR

Dated: 19/08/2026

ANNUAL DUTY LIST FOR THE SESSION 2026-27

All the members of staff are requested to note-down the duties and act accordingly.

College Advisory Council:

Dr. Surender Kumar Bajia, Chairperson
Dr. Mahesh Kumar, Member Secretary
Smt. Harsh Lekha
Dr. Rakesh
Smt. Meena Kumari
Dr. Krishan Lal
Dr. Neha Dangi

College Staff Council:

Dr. Surender Kumar Bajia, Chairperson
Dr. Chetna, Staff Secretary
All Members of Teaching Staff

Alumni Association Monitoring Cell:

Dr. Surender Kumar Bajia, Chairperson
Dr. Mahesh Kumar, Co-ordinator
Dr. Rakesh
Dr. Saroj Malik
Dr. Rajpal Singh
Dr. Sunil Kumar
Dr. Parvinder
Mr. Ramesh Kumar, Acc. Clerk
Mr. Kuldeep Singh, Clerk

Estate Committee:

Dr. Rajpal Singh, E.O.
Mr. Kuldeep Singh, Clerk
Sh. Krishan Prasad, Peon

***Establishment Cell (ACR, CAS,
PERSONAL FILES, DGHE/GJUST
CORRESPONDENCE):***

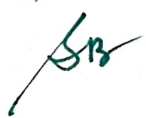
Dr. Sunil Kumar, Convener
Dr. Chetna
Dr. Monika
Ms. Aruna Rani, Dy. Supdt.
Mr. Ramesh Chander, Acc. Clerk

***NIRF (National Institutional
Ranking Framework):***

Dr. Surender Kumar Bajia, Patron
Dr. Parvinder, Nodal Officer
Dr. Chetna
Dr. Sushil Bajaj
Dr. Rekha Rani

Discipline Committee:

Dr. Mahesh Kumar, Convener
Dr. Rakesh
Dr. Suresh Kumar
Dr. Saroj Malik
Dr. Bimla Lathar
Dr. Rajpal Singh
Dr. Parvinder
Dr. Chetna
Dr. Monika
Dr. Karam Singh
Dr. Sushil Bajaj
Dr. Rekha Rani



Library Committee:

Dr. Sunil Kumar, Incharge
Dr. Suman Rani
Dr. Parvinder
Dr. Rakesh Sharma
Mr. Surender Singh, Lib. Attendant

***Anti-sexual Harassment Committee/
Internal Committee (IC):***

Smt. Meena Kumari, Convener
Dr. Suman Rani
Dr. Neha Dangi
Dr. Chetna
Dr. Monika
Dr. Sushil Bajaj
Dr. Rakesh Sharma
Smt. Kamlesh Bhatia (NGO, Hamara Pyar Hisar)
Ms. Poonam Chahal (Legal Consultant)
Mr. Kuldeep Singh (Clerk)
Ms. Renu (L.A.)

House Examination Committee:

Dr. Sunil Kumar, Convener
Dr. Suman Rani
Dr. Neha Dangi
Dr. Sushil Bajaj

***IQAC/NAAC & Institutional
Development Plan (IDP) Committee:***

Dr. Sunil Kumar, Co-ordinator
Dr. Suman Rani, Asstt. Co-ordinator
Dr. Parvinder
Dr. Neha Dangi
Dr. Chetna
Dr. Monika
Dr. Karam Singh
Dr. Sushil Bajaj
Dr. Rakesh Sharma
Dr. Rekha Rani
Prof. Rakesh Behmani (Expert)
Sh. S.S. Dhillon (Stake Holder)
Ms. Aruna Rani (Admn. Staff)
Student Representative

***Media & Public Relations:***

Dr. Parvinder, PRO
Dr. Neha Dangi
Dr. Rakesh Sharma

UGC/RUSA/AISHE Cell:

Smt. Meena Kumari, Co-ordinator
Dr. Sunil Kumar
Dr. Suman Rani
Dr. Monika
Dr. Sushil Bajaj
Dr. Rakesh Sharma

Red Cross & Red Ribbon Club:

Dr. Rajpal Singh, Convener/Councillor
Dr. Sunil Kumar
Dr. Suman Rani
Dr. Karam Singh

Court Cases Committee:

Dr. Sandeep Singh, Convener
Dr. Rakesh Sharma
Ms. Aruna Rani, Dy. Supdt.

College Magazine Committee:

Smt. Harshlekha (Editor-in-Chief)
Dr. Rakesh (Hindi Section)
Dr. Suman Rani (English Section)
Dr. Parvinder (News Section)
Dr. Monika (Science Section)
Dr. Sushil Bajaj (Annual Reports Section)

Grievance Redressal Cell:

Dr. Rakesh, Convener
Dr. Rajpal Singh
Dr. Chetna
Dr. Rakesh Sharma
Dr. Rekha Rani

Cultural Committee:

Dr. Krishan Lal, Co-ordinator
Dr. Bimla Lathar, Co-coordinator
Dr. Rajpal Singh
Dr. Sandeep Singh
Dr. Sunil Kumar
Dr. Suman Rani
Dr. Parvinder
Dr. Neha Dangi
Dr. Chetna
Dr. Monika
Dr. Karam Singh
Dr. Rakesh Sharma
Dr. Rekha Rani

Time Table, Workload, Section Formation & Stream/Subject Change Committee:

Smt. Meena Kumari, Convener
Dr. Krishan Lal
Dr. Chetna

RTI Cell:

President, JES, Hisar – First Appellate Authority
Principal – S.P.I.O.
Dr. Sandeep Singh, A.S.P.I.O.
Mr. Kuldeep Singh, Clerk

Research Council:

Dr. Suresh Kumar, Convener
Dr. Saroj Malik
Dr. Bimla Lathar
Dr. Sunil Kumar
Dr. Neha Dangi
Dr. Karam Singh
Dr. Sushil Bajaj

SVEEP & Election Data:

Dr. Rakesh Sharma, Incharge

***Career Guidance & Placement Cell:***

Dr. Parvinder, Convener
Dr. Chetna
Dr. Sushil Bajaj
Dr. Rakesh Sharma

Teacher-Parent Interaction Cell:

Dr. Mahesh Kumar, Convener
Dr. Rakesh
Dr. Krishan Lal
Dr. Rajpal Singh
Dr. Sandeep Singh
Dr. Chetna
Dr. Monika

Academic Council & Board of Studies:

Dr. Surender Kumar Bajia, Chairperson
Dr. Mahesh Kumar
Smt. Harsh Lekha
Dr. Rakesh
Smt. Meena Kumari
Dr. Krishan Lal
Dr. Suresh Kumar
Dr. Saroj Malik
Dr. Rajpal Singh
Dr. Sandeep Singh
Dr. Sunil Kumar
Dr. Parvinder
Dr. Neha Dangi
Dr. Chetna
Dr. Monika
Dr. Rakesh Sharma

Fee Concession Committee:

Dr. Mahesh Kumar, Convener
Dr. Rakesh
Dr. Krishan Lal
Dr. Rajpal Singh
Dr. Chetna

***Women Cell &
Girls Common Room Committee:***

Smt. Harsh Lekha, Convener
Dr. Chetna
Dr. Monika
Dr. Rekha Rani

Electronic Equipments Committee

*(Maintenance of Computers, Printers, UPS,
Internet, CCTV, Bio-Metric, Photostat Machine):*

Dr. Krishan Lal, Convener
Dr. Chetna
Dr. Rakesh Sharma
Ms. Aruna Rani, Dy. Supdt.
Mr. Ramesh Chander, Acc. Clerk
Mr. Kuldeep Singh, Clerk

Central Stock-Verification Committee:

Dr. Rakesh, Convener
Dr. Rajpal Singh
Dr. Sandeep Singh
Dr. Sunil Kumar

Scholarship/Stipends Committee:

Smt. Harsh Lekha, Convener
Dr. Saroj Malik
Dr. Sunil Kumar
Dr. Suman Rani
Smt. Santosh Duhan, Clerk

Central Purchase Committee:

Dr. Rajpal Singh, Convener
Dr. Suman Rani
Dr. Parvinder
Dr. Karam Singh
Dr. Rekha Rani



Stationary Committee:

Dr. Rajpal Singh, Convener
Dr. Karam Singh
Dr. Rakesh Sharma
Ms. Aruna Rani, Dy. Supdt.
Mr. Ramesh Chander, Acc. Clerk

***Attestation/Character Certificate etc.
Committee:***

Dr. Rakesh, All PG Courses
Dr. Saroj Malik, Humanities
Dr. Sunil Kumar, Sciences
Dr. Neha Dangi, Commerce

National Cadet Corps (NCC):

Dr. Rakesh, Incharge Air Wing
Dr. Saroj Malik, Incharge Army Wing (Girls)
Dr. Suresh Kumar, Incharge Army Wing (Boys)
Ms. Neelam Rani, Clerk

University Results Committee:

Smt. Meena Kumari, Convener
Dr. Krishan Lal
Dr. Suman Rani
Dr. Rakesh Sharma
Dr. Sushil Bajaj

Road Safety Club:

Dr. Rajpal Singh, Convener
Dr. Sandeep Singh
Dr. Karam Singh

Web-Cell Committee:

Dr. Parvinder, Incharge, Social Media
Dr. Sushil Bajaj, Incharge, YouTube Channel
Dr. Rakesh Sharma, Incharge, College Websi

Building Works Committee

(Repair & Renovation):

Dr. Rakesh, Convener
Dr. Krishan Lal
Dr. Rajpal Singh
Dr. Sandeep Singh
Dr. Parvinder
Dr. Karam Singh
Smt. Santosh Duhan, Clerk
Sh. Bhavani Singh, Class IV

Mentor-Mentee Cell:

Dr. Suman Rani, Chief Mentor
Dr. Parvinder, Senior Mentor
Dr. Neha Dangi, Senior Mentor
Dr. Chetna, Senior Mentor
Dr. Karam Singh, Senior Mentor
Dr. Sushil Bajaj, Senior Mentor
Dr. Rakesh Sharma, Senior Mentor

Auction/Dispose Off Committee:

Dr. Rakesh, Convener
Dr. Suresh Kumar
Dr. Rajpal Singh
Dr. Sandeep Singh
Dr. Parvinder
Dr. Karam Singh
Sh. Vijay Kumar, Clerk
Sh. Ram Tilak, Peon

Online Fee Monitoring Committee:

Dr. Monika, Convener
Sh. Ramesh Chander, Acc. Clerk
Ms. Khusboo, Clerk

Bus Pass Committee:

Dr. Saroj Malik, Convener
Dr. Chetna, Commerce
Dr. Monika, Sciences
Dr. Karam Singh, Arts
Mr. Vijay Kumar



Anti-ragging & Psychological Counselling Cell:

Dr. Rakesh, Convener
Dr. Parvinder
Dr. Neha Dangi
Dr. Monika

Bursar:

Dr. Sushil Bajaj

Cleanliness & Sanitation Committee:

Dr. Krishan Lal, Convener
Dr. Sunil Kumar
Dr. Bimla Lathar
Dr. Parvinder
Dr. Neha Dangi

University Works Committee

(R.R., C.R., Exam. Forms etc.):

Dr. Suresh Kumar, Convener

Arts:

Dr. Karam Singh
Concerned Clerk

Commerce:

Dr. Sushil Bajaj
Concerned Clerk

Science:

Dr. Sunil Kumar
Concerned Clerk

ECO Club:

Dr. Sunil Kumar, Convener
Dr. Monika
Dr. Karam Singh
Sh. Raghunath, Mali

Income Tax & Returns Committee:

Dr. Neha Dangi, Convener
Dr. Monika
Dr. Sushil Bajaj

Legal Literacy Cell:

Dr. Sandeep Singh, Convener
Dr. Chetna
Dr. Monika
Dr. Rekha Rani

***Anti-Drug Cell & Nasha Mukh
Bharat Abhiyan (NMBA):***

Dr. Rajpal Singh, Convener
Dr. Karam Singh
Dr. Rakesh Sharma

***Equal Opportunities Cell
(Social Equity, Inclusivity, Needs of
Differently-Able Persons):***

Dr. Monika, Convener
Dr. Karam Singh
Dr. Rakesh Sharma

***New Education Policy
Implementation Committee:***

Dr. Mahesh Kumar, Convener
Dr. Sunil Kumar
Dr. Parvinder
Dr. Monika
Dr. Sushil Bajaj

Internship Cell:

Dr. Suresh Kumar, Co-ordinator
Dr. Sunil Kumar, Incharge Science Faculty
Dr. Parvinder, Incharge Arts Faculty
Dr. Sushil Bajaj, Incharge Commerce Faculty
Sh. Kuldeep Singh, Clerk

C.M. Window:

Dr. Sandeep Singh, Incharge

Girls Hostel Committee:

Smt. Harsh Lekha, Warden
Dr. Saroj Malik
Dr. Rajpal Singh
Dr. Suman Rani
Dr. Rekha Rani
Smt. Neelam Rani, Clerk

Canteen Committee:

Dr. Krishan Lal, Convener
Dr. Sunil Kumar
Dr. Parvinder
Dr. Neha Dangi

Cycle Stand/Parking Committee:

Dr. Karam Singh, Convener
Dr. Sushil Bajaj
Dr. Rakesh Sharma

***Memorandum of Understanding
(MoU) Committee:***

Dr. Monika, Convener
Dr. Sushil Bajaj
Dr. Rakesh Sharma

Water Management Committee:

Dr. Rajpal Singh, Convener
Dr. Sunil Kumar
Dr. Chetna
Dr. Rekha Rani
Sh. Vijay Kumar, Clerk

***Electricity, Generator & Solar
System Management Committee:***

Dr. Krishan Lal, Convener
Dr. Suresh Kumar
Dr. Neha Dangi
Dr. Monika
Dr. Rakesh Sharma
Smt. Santosh Duhan, Clerk



Institution's Innovation Council:

Dr. Surender Kumar Bajia, President
Dr. Sunil Kumar, Convener
Dr. Parvinder, Innovation Activity Co-ordinator
Dr. Chetna, Internship Activity Co-ordinator
Dr. Monika, IPR Activity Co-ordinator
Dr. Sushil Bajaj, Startup Activity Co-ordinator
Dr. Rakesh Sharma, Social Media Co-ordinator

National Service Scheme Cell:

A : NSS Advisory Committee

Chairperson, Principal
Smt. Harsh Lekha, Convener
Dr. Rakesh
Dr. Parvinder
All Three Programme Officers along with
One Student from each Unit

B : NSS Units

Dr. Monika, P.O. Unit III (Girls)
Dr. Karam Singh, P.O. Unit I
Dr. Rakesh Sharma, P.O. Unit I
Sh. Vijay Kumar, Clerk
Sh. Kuldeep Singh, Clerk
Ms. Renu, Clerk (Girls)
Mr. Bhavani Singh, Peon

Student Progression Record Committee:

Dr. Suman Rani, Convener
Dr. Sushil Bajaj
Dr. Rakesh Sharma
Ms. Neelam, Clerk
Ms. Renu, Clerk

Health/Medical Aid Committee:

Dr. Sunil Kumar, Convener
Dr. Suman Rani
Dr. Chetna
Dr. Rekha Rani

RISE- Personality & Professional Development Club

Dr. Chetna, Co-ordinator
Dr. Monika, Activity Co-ordinator
Dr. Sushil Bajaj, Activity Co-ordinator
Dr. Karam Singh, Activity Co-ordinator

Photography/Videography Committee:

Dr. Chetna, Convener
Dr. Monika
Dr. Rakesh Sharma
Dr. Rekha Rani

Proctorial Board:

Dr. Mahesh Kumar, Chief Proctor
Dr. Rakesh, Proctor
Dr. Sunil Kumar
Dr. Chetna
Dr. Rekha Rani

Sports Board:

Dr. Surender Kumar Bajia, Chairman
Dr. Mahesh Kumar, President
Dr. Rajpal Singh, Secretary
Dr. Parvinder
Dr. Karam Singh
Dr. Rakesh Sharma

Copy is forwarded to the following for information:

Bursar
Dy. Supdt.
Accounts Clerk
Website Incharge


PRINCIPAL 19/8/26