

Sat Jinda Kalyana (PG) College , Kalanaur Rohtak

1. Grievance Redressal Committee (GRC)/ Internal Committee (IC)

Sr. no	Name	Designation	Contact number
1	Dr. Naresh Kumar Dua	Chairperson	9812172616
2.	Dr. Shalini Sharma	Convener	9466282040
3.	Dr. Gurvinder Singh	Member	9416521541
4	Dr. Mamta Rani	Member	9466570316
5.	Sh. M.S. Sharma	Member	9996055215

2. Student Grievance Redressal Committee (SGRC)

Sr. no	Name	Designation	Contact number
1	Dr. Naresh Kumar Dua	Chairperson	9812172616
2.	Dr. Shalini Sharma	Convener	9466282040
3.	Dr. Gurvinder Singh	Member	9416521541
4	Dr. Mamta Rani	Member	9466570316
5.	Sh. M.S. Sharma	Member	9996055215

3. Anti Ragging Committee (ARC)

Sr. no	Name	Designation	Contact number
1.	Dr. Vikas Kaumar	Convener	9992061268
2.	Dr. Deepa Juneja	Member	9896058523
3.	Dr. Satish Narwal	Member	9467070815
4.	Dr. Umesh Kumar	Member	9017251831
5.	Dr. Suman	Member	9215801113
6.	Dr. Harish Chander	Member	8708866122
7.	Dr. Payal Gulati	Member	7404137989
8.	Dr. Rajkumar Vats	Member	9466832496
9.	Dr. Krishan Kumar	Member	9255105287
10.	Dr. Chetna	Member	9467681224
11.	Dr. Laxmi	Member	9306628824
12.	Dr. Reetu Sharma	Member	7015092832

4. SC/ST Committee

Sr. no	Name	Designation	Contact number
1.	Dr. Mamta Rani	Convener	9466570316
2.	Dr. Gurvinder Singh	Member	9416521541
3.	Dr. Payal Gulati	Member	7404137989
4.	Dr. Reetu Sharma	Member	7015092832
5.	Dr. Shivender	Member	9034403897

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)
Annual Duties (2026-2027)
Dated : 03.07.2026

The duties mentioned against each faculty members shall come into force w.e.f. 04.07.2026
 Convener/Incharges of various committees/cells are requested to note down the name of faculty
 members associated with them. Ex-Convener/Incharges are directed to hand over the charges,
 if any, to new incumbents by 11.07.2026 under intimation to the undersigned

1	A.S.P.I.O	10	Anti Ragging Squad/Discipline Committee
	1 Dr. Vikas Kumar 2 Sh. M.S.Sharma		1 Dr. Vikas Kumar (Convener) 2 Dr. Deepa Juneja 3 Dr. Satrish Narwal 4 Dr. Umesh Kumar 5 Dr. Suman 6 Dr. Harish Chander 7 Dr. Payal Gulati 8 Sh. Raj Kumar Vats 9 Dr. Krishan Kumar 10 Dr. Chetna 11 Mrs. Laxmi 12 Dr. Reetu Sharma
2	Academic & Administrative Audit Committee		
	1 Dr. Shalini Sharma (Convener) 2 Dr. Gurvinder Singh 3 Dr. Mamta Rani		
3	Add-on-Courses		
	1 Dr. Poonam Adhlakha 2 Dr. Manasa Rai 3 Dr. Payal Gulati 4 Mrs. Laxmi		
4	Admissions	11	Attendance Monitoring Committee
	1 Dr. Gurvinder Singh (Nodal Officer) 2 Dr. Manasa Rai (Co. Nodal Officer) 3 Sh. Sanjay Khitha, Dy. Supdt. 4 Sh. Naresh Kumar, Clerk		1 Dr. Vikas Kumar 2 Dr. Harish Chander
5	AISHE Cell	12	Auditorium (Sound System, Digital Screen Lights etc)
	1 Dr. Gurvinder Singh (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Payal Gulati 4 Mrs. Vanditta 5 Mrs. Kanika 6 Sh. Sanjay Khitha 7 Sh. Hemant		1 Dr. Harish Chander (Convener) 2 Mrs. Laxmi 4 Dr. Vanditta 5 Dr. Kanika 6 Sh. Hemant 7 Sh. Jagdeep
6	Alumni Cell	13	Biometrics Attendance
	1 Dr. Umesh Kumar (Convener) 2 Dr. Suman 4 Dr. Payal Gulati 5 Sh. Raj Kumar Vats 6 Dr. Krishan Kumar 7 Dr. Reetu Sharma 8 Sh. Sanjay Khitha		1 Dr. Harish Chander 2 Dr. Payal Gulati 3 Sh. Hemant
7	Apex Committee for Anti Ragging	14	Building Committee & Beautification of Campus
	1 Dr. N.K.Dua, Principal 2 Mrs. Urnil Dalal, Member 3 Dr. Shalini Sharma, Member Secretary 4 Sh. Sanjay Khitha, Member		1 Dr. Satish Narwal (Convener/Estate Officer) 2 Dr. Suman 4 Dr. Harish Chander 5 Dr. Krishan Kumar 6 Sh. Hemant, Clerk
8	Anti Sexual Harassment Committee	15	Bursar
	1 Dr. Shalini Sharma (Convener) 2 Dr. Gurvinder Singh 3 Dr. Deepa Juneja 4 Dr. Poonam Adhlakha 5 Dr. Umesh Kumar		Dr. Gurvinder Singh
9	AICTE Approval Process	16	Canteen Committee
	1 Dr. Gurvinder Singh (Convener) 2 Mrs. Laxmi 3 Mrs. Vandita 4 Mrs. Kanika 5 Sh. Sanjay Khitha		1 Dr. Satish Narwal 2 Dr. Harish Chander
		17	Campus Cleanliness
			1 Dr. Krishan Kumar 2 Sh. M.S. Sharma
		18	Chief Mentor
			Dr. Shalini Sharma
		19	Code of Conduct Committee
			1 Dr. N.K.Dua (Chairperson) 2 Dr. Shalini Sharma (Convener) 3 Dr. Gurvinder Singh 4 Dr. Manasa Rai

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[Signature]



20	College Council	28	Environmental Club
	1 Dr. N.K.Dua (Chairperson) 2 Mrs. Urmil Dalal (Co-Ordinator) 3 Dr. Shalini Sharma 4 Dr. Gurvinder Singh 5 Dr. Mamta Rani		1 Mrs. Urmil Dalal (Convener) 2 Dr. Deepa Juneja 3 Dr. Suman 4 Dr. Reetu Sharma
21	College Dispensary/First Aid	29	Equal Opprtunity Cell & Committee for differently abled students
	1 Dr.Suman 2 Dr. Payal Gulati		1 Dr. Payal Gulati (Convener) 2 Dr. Chetna
22	College Magazine Committee	30	Fee Concession Committee
	1 Dr. Vikas Kumar (Chief Editor)/Hindi 2 Dr. Deepa Juneja, Editor Planning Form 3 Dr. Poonam Adhlakha, Editor-Science 4 Dr. Manasa Rai, Editor-English 5 Dr. Umesh Kumar, Editor-Sanskrit		1 Dr. Mamta Rani 2 Dr. Poonam Adhlakha
23	Cultural & Youth Festival	31	Grievances Redressal Cell/ Interl Complaint Committee
	Dr. Manasa Rai (Convener) Dr. Umesh Kumar (Co-Convener)		1 Dr. N.K.Dua (Chairperson) 2 Dr. Shalini Sharma (Convener) 3 Dr. Gurvinder Singh 4 Dr. Mamta Rani 5 Sh. M.S.Sharma
	1 Dr. Manasa Rai (Elocution, Poetry English)	32	Guidance and Counselling Cell
	2 Dr. Mamta Rani } Debate Hindi 3 Dr. Vikas Kumar }		Dr. Chetna
	4 Dr. Satish Narwal } (Skit/Mime) 5 Dr. Harish Chander }	33	Hospitality Committtee
	6 Dr. Mamta Rani (Poetry Haryanvi) 7 Dr. Vikas Kumar (Poetry Hindi & Urdu)		1 Dr. Poonam Adhlakha (Convener) 2 Dr. Umesh Kumar 3 Dr. Payal Gulati 4 Dr. Chetna 5 Dr. Reetu Sharma 6 Mrs. Komal
	8 Dr. Mamta Rani } 9 Dr. Deepa Juneja } Quiz 10 Dr. Payal Gulati }	34	House Exam Cell
	11 Dr. Umesh Kumar (Shalokacharan/ Declamation-Skt., Play Skt)		1 Dr. Umesh Kumar (Convener) 2 Dr. Payal Gulati
	12 Dr. Gurvinder Singh (Punjabi Poetry)	35	Incharges Smart Class Rooms
	13 Dr. Manasa Rai } Mahendi, Rangoli 14 Dr. Suman }		1 Dr. Gurvinder Singh 2 Mrs. Laxmi
	15 Dr. Payal Gulati } Best out of 16 Dr. Reetu Sharma } waste	36	Income Tax Calculation Committee
24	Decoration Committee		1 Dr. Harish Chander 2 Dr. Payal Gulati
	1 Dr. Mamta Rani (Convener) 2 Dr. Suman 3 Mrs. Laxmi 4 Dr. Neeraj Aneja	37	IQAC /NIRF
25	Drug Awareness Cell/Anti Drug Cell		1 Dr. N.K.Dua (Chairperson) 2 Mrs. Urmil Dalal 3 Dr. Shalini Sharma (Co-Ordinator) 4 Dr. Gurvinder Singh 5 Dr. Mamta Rani 6 Dr. Poonam Adhlakha 7 Dr. Manasa Rai 8 Dr. Umesh Kumar 9 Sh. Sanjay Khitha
	1 Dr. Satish Narwal, Convener 2 Dr. Suman 3 Dr. Harish Chander 4 Dr. Chetna	38	Legal Literacy Cell
26	Earn While You Learn		1 Dr. Vikas Kumar (Convener) 2 Dr. Harish Chander 3 Dr. Reetu Sharma
	1 Dr. Suman (Convener) 2 Dr. Payal Gulati 3 Dr. Chetna	39	Lesson Plan Review Committee
27	Employment/Placement/Information Cell/ Entrepreneurship Development Club (EDC)		1 Dr. Shalini Sharma 2 Dr. Gurvinder Singh
	1 Dr. Poonam Adhlakha (Convener) 2 Dr. Harish Chander 3 Dr. Payal Gulati 4 Dr. Reetu Sharma 5 Mrs. Laxmi		

40	Library Advisory & Book-Bank Committee 1 Dr. Deepa Juneja (Convener) 2 Dr. Harish Chander 3 Sh. Raj Kumar Vats 4 Dr. Chetna	54	Road Safety Club 1 Dr. Deepa Juneja (Incharge) 2 Dr. Satish Narwal 3 Dr. Suman 4 Dr. Payal Gulati
41	Memento/Prizes Committee 1 Dr. Deepa Juneja (Convener) 2 Dr. Payal Gulati 3 Dr. Krishan Kumar 4 Dr. Chetna 5 Mrs. Laxmi	55	RUSA/UGC Committee 1 Dr. Gurvinder Singh (Convener) 2 Dr. Mamta Rani 3 Dr. Poonam Adhlakha 4 Sh. M.S.Sharma
42	NCC Officer 1 Dr. Vikas Kumar (ANO) 2 Dr. Deepa Juneja (Care Taker Girls)	56	SC/ST & Minority Cell 1 Dr. Mamta Rani (Convener) 2 Dr. Gurvinder Singh 3 Dr. Payal Gulati 4 Dr. Reetu Sharma 5 Dr. Shivender
43	NODAL Officer PRAN Dr. Deepa Juneja	57	SC/BC and other Scholarship 1 Dr. Mamta Rani (Nodal Officer) 2 Dr. Suman 3 Dr. Harish Chander 4 Dr. Chetna
44	NODAL Officer NEP Dr. Shalini Sharma	58	Shamiana & Seating Arrangement Committee/Sound 1 Dr. Satish Narwal (Convener) 2 Dr. Harish Chander 3 Dr. Krishan Kumar 4 Sh. Hemant, Clerk
45	NODAL Officer NTF Dr. Umesh Kumar	59	Sports Board 1 Dr. N.K.Dua (Chairperson) 2 Dr. Deepa Juneja 3 Dr. Poonam Adhlakha 4 Dr. Satish Narwal 5 Dr. Krishan Kumar (Secretary)
46	NSS Officers Dr. Umesh Kumar (Boys Unit-I) Dr. Manasa Rai (Girls Unit-II)	60	Stage Secretary 1 Dr. Shalini Sharma (Convener) 2 Dr. Manasa Rai 3 Dr. Umesh Kumar
47	NSS Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Poonam Adhlakha 3 Dr. Satish Narwal 4 Dr. Suman	61	Time Table Committee (UG) 1 Dr. Satish Narwal 2 Dr. Manasa Rai 3 Mrs. Laxmi
48	Photography 1 Dr. Poonam Adhlakha (Convener) 2 Dr. Chetna	62	Time Table Committee (PG) 1 Mrs. Urmil Dalal 2 Dr. Reetu Sharma
49	P.T.M. 1 Dr. Umesh Kumar (Convener) 2 Dr. Suman 3 Dr. Payal Gulati 4 Dr. Chetna	63	University Outreach Programme 1 Dr. Mamta Rani 2 Dr. Harish Chander Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Vikas Kumar (ANO) 4 Dr. Satish Narwal (YRC Counsellor) 5 Dr. Manasa Rai (NSS Officer Girls) 6 Dr. Umesh Kumar (NSS Officer Boys)
50	Planning Board 1 Dr. N.K.Dua (Chairperson) 2 Dr. Shalini Sharma (Convener) 3 Dr. Gurvinder Singh 4 Dr. Mamta Rani	64	University Works Incharge/ABC ID 1 Dr. Manasa Rai 2 Dr. Umesh Kumar 3 Sh. Raj Kumar Vats 4 Mrs. Laxmi 5 Ms. Swati
51	Press/Media Committee 1 Dr. Deepa Juneja 2 Dr. Suman 3 Sh. Raj Kumar Vats 4 Sh. Naresh Kumar, Clerk		
52	Printing/Brochure Committee 1 Dr. Mamta Rani (Convener) 2 Dr. Umesh Kumar 3 Dr. Chetna		
53	Purchase Committee 1 Dr. Mamta Rani (Convener) 2 Dr. Suman 3 Dr. Chetna 4 Sh. Sanjay Khitha		
54	Result Verification Committee 1 Dr. Deepa Juneja (Convener) 3 Dr. Poonam Adhlakha 4 Dr. Harish Chander		

65	Voter Awareness Cell	68	Yoga Club
	1 Dr. Harish Chander (Convenor)		1 Dr. Krishan Kumar
	2 Dr. Suman		2 Sh. Raj Kumar Vats
66	Website Management	69	Youth Red Cross & Red Ribbon Club
	1 Dr. Manasa Rai		Dr. Satish Narwal (Counselor)
	2 Mrs. Laxmi		Advisory Committee
	3 Mrs. Vanditta		1 Dr. N.K.Dua (Chairperson)
67	Women Cell		2 Dr. Shalini Sharma
	1 Dr.Suman (Convener)		3 Dr. Deepa Juneja
	2 Dr. Payal Gulati		4 Dr. Harish Chander
	3 Dr. Chetna		


(Dr. N.K.Dua)
Principal