# GOVT. COLLEGE FOR GIRLS, BAWAL (REWARI)

Annual Administrative Committee 2025-2026

Principal	Dr. Mamta Gupta (DDO) w.e.f
SPIO	Sh. Rajesh kumar Gupta (Associate Professor Chemistr Smt. Rekha Devi (Assistant Professor) Rekla Oe
Bursar	Sh. Rajesh kumar Gupta (Associate Professor Chemistr
Staff Secretary:	
1. IOAC (Internal Quali	ty Assessment Cell)
	Chairperson
Sh. Rajesh kumar Gupta	(Coordinator), (Associate Professor Chemistry)
Smt. Rekha Devi	(Assistant Professor Economics), Rechipmen
Dr. Dalip Kumar	(Assistant Professor Hindi)
Sh. Mahesh Kumar	(Assistant Professor Commerce)
Smt. Poonam Devi	(Assistant Professor Political Science)
2. College Council:	
Sh. Rajesh kumar Gu	pta Gupta (Convenor)—— (Associate Professor Chemistry)
Smt. Rekha Devi	(Assistant Professor Economics) Rekly Den
	(Assistant Professor Commerce)
	(Assistant Professor Hindi)
Smt. Poonam Devi	(Assistant Professor Political Science) Ponum
3. Registrar/ University 1	ncharge/ Affairs/Examination/Subject Affiliation/Fee
Continuation and Former	a ada
Dr. Dalip Kumar(Con	venor). (Assistant Professor Hindi)
Smt. Rekha Devi	(Assistant Professor Economics) Reklape
Sh. Mahesh Kumar	(Assistant Professor Commerce) (ukuma
Sh. Devender kaushik Ur	niversity Clerk Devendan

4. Time Table & work Load: Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry) Smt. Rekha Devi----(Assistant Professor Economics) Rethered Sh. Mahesh Kumar----(Assistant Professor Commerce) 5. Computer Lab/IT, Photostat, Fax & CCTV:-Sh. Mahesh Kumar (Convenor) (Assistant Professor Commerce) Smt. Rekha Devi---(Assistant Professor Economics) Retts Devi Dr. Dalip Kumar----(Assistant Professor Hindi) 6. Placement & Training Cell Dr. Dalip Kumar (Convener) (Assistant Professor Hindi) Smt. Rekha Devi---- (Assistant Professor Economics) Smt. Poonam Devi---- Assistant Professor Political Science) Sh. Mahesh Kumar----(Assistant Professor Commerce) Smt. Anita----(Extension Lecturer History) 7. UGC/NAAC Sh. Rajesh kumar Gupta Gupta (Convener)--- (Associate Professor Chemistry) Sh. Mahesh Kumar----(Assistant Professor Commerce) Dr. Dalip Kumar-----(Assistant Professor Hindi) Smt. Poonam Devi---- Assistant Professor Political Science) From Smt. Rekha Devi---- (Assistant Professor Economics) Rekhy Devi

8. Cultural Activities

Dr. Dalip Kumar (Convener) ----- (Assistant Professor Hindi)

Smt. Rekha Devi----- (Assistant Professor Economics) Rekha Devi----- (Assistant Professor Political Science)

Smt. Poonam Devi---- (Assistant Professor Commerce)

Sh. Mahesh Kumar--- (Assistant Professor Commerce)

Smt. Anita---- (Extension Lecturer History)

9. <u>Tent (sitting arrangement, Mike etc.)</u>	
Smt. Rekha DeviConvenor, (Assistant Professor Economics) folds Sh. Mahesh Kumar(Assistant Professor Commerce) Dr. Dalip Kumar(Assistant Professor Hindi)	de.
10. Beautification, Decoration	
Smt. Rekha DeviConvenor, (Assistant Professor Economics) Rekh	De
Sh. Mahesh Kumar (Assistant Professor Commerce) (Ukumg	
Dr. Dalip Kumar (Assistant Professor Hindi)	
11: Guidance Counselling	
Sh. Rajesh kumar Gupta, Convenor, (Associate Professor Chemistry)	
Sh. Mahesh Kumar, (Assistant Professor Commerce) Dr. Dalip Kumar, (Assistant Professor Hindi)	
12. Annual report	
Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)	_
Smt. Rekha DeviConvenor, (Assistant Professor Economics) Lette A	0
Sh. Mahesh Kumar(Assistant Professor Commerce)	7
Sh. Mahesh Kumar(Assistant Professor Commerce) Dr. Dalip Kumar(Assistant Professor Hindi)	
The state of the s	
13 Women Cell:	,
Smt. Rekha DeviConvenor, (Assistant Professor Economics) Rether	<u>a</u>
Sh. Manesh Kumar(Assistant Professor Commerce)	
Dr. Dalip Kumar(Assistant Professor Hindi)	
Smt. Anita(Extension Lecturer History)	
14. Electricity & Generator, Repair and Maintenance	
Dr. Dalip Kumar Convenor, (Assistant Professor Hindi)	
Smt. Poonam Devi (Assistant Professor Political Science) forms Smt. Rekha Devi (Assistant Professor Economics) Refly be	
Smt. Anita(Extension Lecturer History)	
that's	

Water Arrangment & Plumbing works Repair and maintenance

Smt. Poonam Devi---- (Assistant Professor Political Science) Smt. Rekha Devi-----(Assistant Professor Economics) Rekly

Smt. Anita----(Extension Lecturer History)

Sh. Mahesh Kumar---- Convenor, (Assistant Professor Commerce)

19. Library  Smt. Rekha DeviConvenor, (Assistant Professor Economics) felly per Dr. Dalip Kumar(Assistant Professor Hindi) for Sh. Mahesh Kumar(Assistant Professor Commerce)  Smt. Anita(Extension Lecturer History)  Sh. Vinod Kumar (Jr. Libraraian)
20. <u>Discipline</u> Sh. Rajesh kumar Gupta-Convenor (Associate Professor Chemistry) Smt. Rekha Devi(Assistant Professor Economics) folks Oers Sh. Mahesh Kumar(Assistant Professor Commerce) Dr. Dalip Kumar(Assistant Professor Hindi) Smt. Poonam Devi(Assistant Professor Political Science)
21. Sports Board  Sh. Mahesh Kumar—Convenor, (Assistant Professor Commerce)  Smt. Rekha Devi—(Assistant Professor Economics) Felch Devi  Dr. Dalip Kumar—(Assistant Professor Hindi)  Smt. Poonam Devi—(Assistant Professor Political Science)  Sh. Gulson Vashist—(HKRN)  Sh. Ravinder —(Library Attendant)
22. Environment & Eco club/ Tree Plantation  Smt. Poonam Devi (Convenor- (Assistant Professor Political Science), Smt. Rekha Devi(Assistant Professor Economics) Pekha Devi Sh. Mahesh Kumar(Assistant Professor Commerce) Dr. Dalip Kumar(Assistant Professor Hindi) Smt. Anita Extension Lecturer History)

23. Contingency:

Sh. Hansraj (Assistant) (

Sh. Charan Singh (Clerk) ah

24. Subject Change:-

Dr.Dalip Kumar (Convenor), (Assistant Professor Hindi)

Sh. Mahesh Kumar, (Assistant Professor Commerce)

THE REAL PROPERTY.

Sh. Devender Kaushik (University Clerk) Devender

Smt. Anita---- Extension Lecturer History)

25. Property & Dilapidation/PWD/Building Fund

Sh. Rajesh Kumar Gupta (Convenor)- (Associate Professor Chemistry)

Smt. Poonam Devi---- (Assistant Professor Political Science)

Smt. Rekha Devi--- (Assistant Professor Economics) Rely Den

Dr. Dalip Kumar----(Assistant Professor Hindi)

Sh. Mahesh Kumar, (Assistant Professor Commerce)

Smt. Anita----- Extension Lecturer History)

Red Cross, Cleaniness, first Aid & Blood Donation:-/ Drug addiction/Red Ribbon

Smt. Poonam Devi--- Convenor)- (Assistant Professor Political Science) Port

Sh. Mahesh Kumar\_(Assistant Professor Commerce)

Smt. Rekha Devi--- (Assistant Professor Economics)

Dr. Dalip Kumar----(Assistant Professor Hindi)

Smt. Anita---- Extension Lecturer History)

27. Earn While You Learn:-

Smt. Poonam Devi--- Convenor, (Assistant Professor Political Science)

Dr. Dalip Kumar--- (Assistant Professor Hindi)

Smt. Anita----- Extension Lecturer History

	28. NSS Advisory committee
	Smt. Poonam Devi (Convenor- (Assistant Professor Political Science) for
	Sh. Mahesh Kumar(Assistant Professor Commerce)
	Smt. Anita Extension Lecturer History Anita  sh. charan Singh Anita  feon su. Dinesh kuman Sinsh kusak
	from su. Americ Kumas - mosh kurak
	29. Science Exhibition & Lab Up gradation
	Sh. Rajesh kumar Gupta-Convenor (Associate Professor Chemistry)
	Smt. Rekha Devi(Assistant Professor Economics) Relch Devi
	Sh. Mahesh Kumar(Assistant Professor Commerce) (Wayng
	Smt. Anita Extension Lecturer History
4	Sh. Pammi (LA)
	Admission of B.A./ B.Com./ B.Sc. 1, II, III
	Sh. Rajesh kumar Gupta-Nodal, (Associate Professor Chemistry)
	Smt. Rekha Devi—Convenor. (Arts), (Assistant Professor Economics) Rekh Pey
	Sh. Mahesh Kumar Convenor, (Assistant Professor Commerce)
	Dr. Dalip Kumar (Assistant Professor Hindi), (Member)
	Smt. Poonam DeviConvenor (B.Sc) (Assistant Professor Political Science Conven
	Smt. Anita Extension Lecturer History (Member)
	AM()
	31 Passport & Driving licence & Bus Pass
	Sh. Mahesh Kumar (Convenor)- Assistant Professor Commerce Wkuma
	Dr. Dalip Kumar (Assistant Professor Hindi
	Smt. Poonam Devi (Assistant Professor Political Science)
	Smt. Anita Extension Lecturer History)
	Sh. Pammi (Clerical work for Passport)
	Sh. Gulson Vashist (Clerical work for Driving Licence)
	32 Outsource /HKRN
	Sh. Rajesh kumar Gupta-Convenor (Associate Professor Chemistry)
	Sh. Mahesh Kumar(Assistant Professor Commerce) ( Lukuma
	Dr. Dalip Kumar(Assistant Professor Hindi)
	Cont. Do angra Davi (Againtant Bunfaggar Balitical Colored)
	Smi. Foonam Devi(Assistant Frojessor Fottical Science)

30.

33 Traffic Interpreetion/Road safety

Smt. Rekha Devi(Convenor)---(Assistant Professor Economics) Release

Sh. Mahesh Kumar---(Assistant Professor Commerce)

Dr. Dalip Kumar----(Assistant Professor Hindi)

Line

34 Biomatric Attendance

Dr. Dalip Kumar-(convenor)-(Assistant Professor Hindi)

Smt. Rekha Devi --- (Assistant Professor Economics) Rekha De

Sh. Mahesh Kumar--- (Assistant Professor Commerce)

Sh. Gulson Vashist (Library HKRN Restorer)

35. Office Incharge

Sh. Hansraj (Establisment)---Assistant

Sh. Charan Singh(Accounts)---Clerk Onem

Sh Devender kaushik (University clerk) Devender

36. **GEM** 

Smt. Rekha Devi(Convenor)---(Assistant Professor Economics) Rethy Den

Sh. Mahesh Kumar---(Assistant Professor Commerce)

Dr. Dalip Kumar----(Assistant Professor Hindi)

Smt. Poonam Devi---(Assistant Professor Political Science

Sh. Gulson Vashist (library Restorer HKRN)

CINC

37. HRMS

1. Sh. Rajesh kumar Gupta Gupta (Checker)

2. Sh. Pammi (Maker)

38. Suggestion box

Smt. Rekha Devi (Convenor)---(Assistant Professor Economics) Rekha Devi

Smt. Poonam Devi--- (Assistant Professor Political Science)

Smt. Anita---- Extension Lecturer History)

forms

College Magazine and Printing work Sh. Mahesh Kumar (Convenor) - Assistant Professor Commerce) Sh. Mahesh Kumar---(Assistant Professor Commerce) Dr. Dalip Kumar---(Assistant Professor Hindi) Smi. Poonam Devi---(Assistant Professor Political Science 40. Office Expenses:-Dr. Dalip Kumar (Convenor)-Assistant Professor Hindi) Smt. Rekha Devi---- (Assistant Professor Economics) Rekly De Sh. Mahesh Kumar\_ Assistant Professor Commerce) Lukuma Smt. Poonam Devi--- (Assistant Professor Political Science Yoga Club 41. Smt. Poonam Devi---Convenor (Assistant Professor Political Science) Smt. Rekha Devi---- (Assistant Professor Economics) Relchy Pen' Smt. Anita----- Extension Lecturer History) 42. Election Nodal Officer: Dr. Dalip Kumar (Convenor)-Assistant Professor Hindi) Sh. Mahesh Kumar - Assistant Professor Commerce) Smt. Anita---- Extension Lecturer History 43. SGRC Grievance Cell: Smt. Rekha Devi (Convenor) --- (Assistant Professor Economics) Rethe Devi Sh. Mahesh Kumar---(Assistant Professor Commerce) MKHMO Dr. Dalip Kumar----(Assistant Professor Hindi) Smt. Anita---- Extension Lecturer History) Ms. Kashish B.A- III Ms. Pooja B.A- III 43. Alumni Meet: Dr. Dalip Kumar (Convenor)-Assistant Professor Hindi 💋 Smt. Poonam Devi--- (Assistant Professor Political Science Smt. Anita---- Extension Lecturer History

#### 44. Mentor Mentee Cell:-

Smt. Rekha Devi (Convenor) -- (Assistant Professor Economics) Rekha Devi Sh. Mahesh Kumar--- (Assistant Professor Commerce) Smt. Anita---- Extension Lecturer History

45. Internship:Dr. Mamta Gupta----Director (Principal)
Sh. Rajesh kumar Gupta-Coordinator (Associate Professor Chemistry)
Teacher Incharge: 1. Smt. Rekha Devi--- (Assistant Professor Economics)
Sh. Mahesh Kumar - Assistant Professor Commerce)
Dr. Dalip Kumar----)-Assistant Professor Hindi Form. Poonam Devi--- (Assistant Professor Political Science Form. Anita------ Extension Lecturer History

46 Social Protection Cell:
Smt. Rekha Devi (Convenor) --- (Assistant Professor Economics)
Sh. Mahesh Kumar - Assistant Professor Commerce)
Smt. Poonam Devi--- (Assistant Professor Political Science
Smt. Anita------ Extension Lecturer History

47 Equal opportunity Cell:Smt. Rekha Devi(Convenor)---(Assistant Professor Economics) Kelch Pen
Smt. Poonam Devi---(Assistant Professor Political Science)
Dr. Dalip Kumar--- (Assistant Professor Hindi)
Smt. Anita----- Extension Lecturer History

#### 48. UGC/NAAC

Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)
Smt. Rekha Devi------(Assistant Professor Economics)
Sh. Mahesh Kumar---(Assistant Professor Commerce)
Dr. Dalip Kumar--- (Assistant Professor Hindi)
Smt. Poonam Devi--- (Assistant Professor Political Science
Smt. Anita----- Extension Lecturer History

#### 49. AISHE:-

Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)
Smt. Rekha Devi----(Assistant Professor Economics)
Sh. Mahesh Kumar----(Assistant Professor Commerce)
Dr. Dalip Kumar--- (Assistant Professor Hindi)

### 50. NIRF:-

Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)
Smt. Rekha Devi-----(Assistant Professor Economics) Rector DeviSh. Mahesh Kumar----(Assistant Professor Commerce)
Dr. Dalip Kumar--- (Assistant Professor Hindi)

### 51. IDP:-

Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)
Smt. Rekha Devi-----(Assistant Professor Economics) Lekky per
Sh. Mahesh Kumar----(Assistant Professor Commerce)
Smt. Poonam Devi--- (Assistant Professor Political Science
Dr. Dalip Kumar--- (Assistant Professor Hindi)
Smt. Anita----- Extension Lecturer History

#### 52. Website:-

Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)

Smt. Rekha Devi-----(Assistant Professor Economics) felly Devi

Smt. Poonam Devi--- (Assistant Professor Political Science

Dr. Dalip Kumar--- (Assistant Professor Hindi)

## 53. MIS:-

Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)
Sh. Mahesh Kumar----(Assistant Professor Commerce)
Dr. Dalip Kumar--- (Assistant Professor Hindi)
Smt. Poonam Devi--- (Assistant Professor Political Science

### 54. ERP:-

Sh. Mahesh Kumar---- (Assistant Professor Commerce)
Smt. Poonam Devi--- (Assistant Professor Political Science

#### 55. COURT CASE:-

Sh. Mahesh Kumar---- Convenor, (Assistant Professor Commerce)
Smt. Rekha Devi-----(Assistant Professor Economics)
Smt. Poonam Devi--- (Assistant Professor Political Science
Smt. Anita----- Extension Lecturer History

56. Website:
Sh. Rajesh kumar Gupta- (Convenor) (Associate Professor Chemistry)

Smt. Rekha Devi------(Assistant Professor Economics)

Smt. Poonam Devi--- (Assistant Professor Political Science

Smt. Anita----- Extension Lecturer History

57. Socio Economically Disadvantage groups cell:
Smt. Rekha Devi(Convenor)--- (Assistant Professor Economics)

Sh. Mahesh Kumar---- (Assistant Professor Commerce)

Dr. Dalip Kumar--- (Assistant Professor Hindi)

Smt. Poonam Devi--- (Assistant Professor Political Science)

58. Typing and computer Assistance for Portal work Sh. Pammi (LA)

Sh. Gulson Vashist

Principal 4 07 2025

# GOVT. COLLEGE FOR GIRLS, BAWAL (REWARI)

Annual Administrative Committee 2025-2026

Revised List w.el. 19-112025

# 1. IOAC (Internal Quality Assessment Cell)

## 2. College Council:

Dr. Mamta Gupta .................(Associate Professor of English)
Sh. Rajesh Kumar ............(Associate Professor Chemistry)
Smt. Rekha Devi-------(Assistant Professor Economics)
Sh. Mahesh Kumar------ (Assistant Professor Commerce)
Dr. Dalip Kumar------- (Assistant Professor Hindi)
Smt. Poonam Devi------(Assistant Professor Political Science)

# 3. <u>Registrar/University Incharge/Affairs/Examination/Subject Affiliation/Fee</u> <u>Continuation and Forms etc.</u>

Dr. Dalip Kumar(Convenor)

Smt. Rekha Devi-----(Assistant Professor Economics)

Sh. Mahesh Kumar----(Assistant Professor Commerce)

Sh. Devender kaushik University Clerk

Principal
Govf. College for Girls, Bawal

Smt. Rekha Devi-----(Assistant Professor Economics) Smt. Anita-----(Extension Lecturer History)

## Water:-

Sh. Mahesh Kumar---- Convenor, (Assistant Professor Commerce)
Smt. Poonam Devi----- (Assistant Professor Political Science)
Smt. Rekha Devi-----(Assistant Professor Economics)
Smt. Anita-----(Extension Lecturer History)

# 15. Absentee fine & Lecture Shortage

Smt. Anita----- Convenor-(Extension Lecturer History)
Dr. Dalip Kumar-----(Assistant Professor Hindi)
Smt. Poonam Devi---- (Assistant Professor Political Science)
Sh. Pammi (LA)

# 16. Legal Literacy Cell/Court Case

Sh. Mahesh Kumar----- (Convenor), Assistant Professor Commerce)
Smt. Poonam Devi----- (Assistant Professor Political Science)
Smt. Anita-----(Extension Lecturer History)

# 17. Scholarship (SC)..... Smt. Rekha Devi

BC& Others-----Smt. Poonam Devi Scholarship Clerk-----Sh. Pammi (LA)

# 18. ICC for Students Grievance / Icc sexual harassment Grievance cell/Equal Opportunity Cell

Dr. Mamta Gupta... ... ... (Associate Professor of English) Convenor





Smt. Poonam Devi----- (Assistant Professor Political Science)
Dr. Dalip Kumar-----(Assistant Professor Hindi)
Smt. Poonam Devi----- (Assistant Professor Political Science)
Ms. Khushi ---- B.A IInd Year

## 19. Library

Smt. Rekha Devi------Convenor, (Assistant Professor Economics)
Dr. Dalip Kumar-----(Assistant Professor Hindi)
Sh. Mahesh Kumar----(Assistant Professor Commerce)
Smt. Anita-----(Extension Lecturer History)
Sh. Vinod Kumar----(Extension Lecturer History)

## 20. Discipline

Sh. Rajesh Kumar-Convenor (Associate Professor Chemistry)
Smt. Rekha Devi---(Assistant Professor Economics)

Sh. Mahesh Kumar---(Assistant Professor Commerce)

Dr. Dalip Kumar---(Assistant Professor Hindi)

Smt. Poonam Devi---(Assistant Professor Political Science)

## 21. Sports Board

∨Dr. Mamta Gupta...... (Associate Professor of English)

Sh. Mahesh Kumar----Convenor, (Assistant Professor Commerce)

Smt. Rekha Devi----(Assistant Professor Economics)

Dr. Dalip Kumar---(Assistant Professor Hindi)

Smt. Poonam Devi---(Assistant Professor Political Science)

Sh. Gulson Vashist----(HKRN)

Sh. Ravinder --- (Library Attendant)

# 22. Environment & Eco club/ Tree Plantation

Smt. Poonam Devi (Convenor- (Assistant Professor Political Science)

Smt. Rekha Devi----(Assistant Professor Economics)



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