

**OFFICE ORDER**Order No. **928**Dated: **02-9-2026****Constitution of Co-Curricular, Extra-Curricular and Student Development Committee**

In order to promote the overall development of students and to ensure systematic planning, coordination and conduct of co-curricular, extra-curricular, cultural, literary, creative, social-awareness and other student-development activities in the Institute, the following **Co-Curricular, Extra-Curricular and Student Development Committee** is hereby constituted with immediate effect:

S. No.	Cell	Coordinators	Major Activities / Responsibilities
1	Women Cell	1. Ms. Bhawna, Senior Lecturer in Applied Science 2. Ms. Anita, Lecturer in Applied Science	Women empowerment, gender sensitisation, POSH-related activities and other activities concerning the welfare and development of girl students
2	Cultural Cell	1. Ms. Kajal, Lecturer in Applied Science 2. Ms. Poonam, Lecturer in Applied Science	Youth Festival, dance, drama, music, skit and other cultural activities
3	Creative Arts Cell	1. Ms. Seema, Lecturer in Computer Engineering 2. Ms. Kavita, Lab Instructor in Computer Engineering	Rangoli, poster making, painting and other creative and artistic activities
4	Literary Cell	1. Ms. Priya, Lecturer in Applied Science 2. Ms. Sapana, Lecturer in Applied Science	Essay writing, story writing, debate, speech, poetry and other literary activities
5	Health and Social Awareness Cell	1. Sh. Rahul, Lecturer in Electrical Engineering 2. Sh. Sombir, Guest Faculty in Mechanical Engineering	Anti-drug awareness, health and social awareness, environmental awareness, SVEEP and other awareness activities
6	Rally and Pledge Cell	1. Sh. Amit, Caretaker, NCC 2. Sh. Sumit, NSS Programme Officer	Rallies, pledges, awareness campaigns and activities involving mass participation of students
7	Other Government Programmes Cell (Not covered under Sr. No. 1 to 6)	1. Ms. Sunita, Guest Faculty, Civil Engineering 2. Ms. Chetna, Guest Faculty, Civil Engineering	AICTE programmes and other programmes/activities directed by the Government, Department or other competent authorities



Overall Coordinator

Ms. Bhawna, Senior Lecturer in Applied Science, shall be the **Overall Coordinator of the Co-Curricular, Extra-Curricular and Student Development Committee** and shall coordinate the functioning of all the Cells constituted above.

Responsibilities of the Committee

1. The Committee shall prepare an annual/monthly activity plan covering various co-curricular, extra-curricular and student-development activities.
2. The concerned Cell Coordinators shall plan, coordinate and conduct activities assigned to their respective Cells in consultation with the Overall Coordinator.
3. All activities shall be conducted systematically with active participation of students and in coordination with the concerned HODs/officials.
4. The Committee shall maintain proper records of all activities, including notices, participation details, photographs, reports, certificates and other relevant documents.
5. The Committee shall coordinate and facilitate participation of students in Youth Festivals, competitions, awareness campaigns and other activities organised by the Department, AICTE, HSBTE and other competent authorities.
6. The Committee shall ensure that all activities are conducted in accordance with the instructions, guidelines and directions issued by the Government, Department and other competent authorities from time to time.
7. The Overall Coordinator shall ensure effective coordination among all the Cells and shall submit periodic reports of activities conducted to the undersigned.
8. The Committee/concerned Cell may be assigned any other activity relating to student welfare, development, awareness or institutional programmes from time to time.
9. The Cell Coordinators shall ensure maximum and meaningful participation of students in the activities assigned to them and shall encourage students to participate in inter-institutional, district, state and national-level events, wherever applicable.

The above Committee shall function with immediate effect until further orders.

Principal
GGNJ Government Polytechnic, Jhajjar
Haryana

Endst No. 3958

Date: 02-09-2026

A copy of the above is forwarded to the following for information, necessary action and coordination.

- ✓ 1. All concerned Cell Coordinators. (Through Email)
- ✓ 2. All Heads of Departments. (Through Email)
- ✓ 3. NSS Programme Officer and NCC Caretaker. (Through Email)
- ✓ 4. Institute Notice Board for information of all concerned.
- ✓ 5. O/I Institute Website, for uploading the Office Order on the Institute website.

Principal
GGNJ Government Polytechnic, Jhajjar

02/9/26