


ANNUAL DUTY LIST 2022-23

S. No.	Committees	Convenors, Co- Convenors and Members
1.	College Council	Mr Devender Singh Lamba Mrs. Meenakshi Singh Dr. Shailja Chhabra Mrs. Anuradha Gandhi Dr. Narender Siwach Mrs. Bhupinder Kaur Dr. Seema Singh Dr. Aprajita Mrs. Krishna Uppal Mrs. Vineeta Gupta Dr. Neelam Kumari(Non Voting) Dr. Priti Nath (non voting) Mr. Subash (non voting)
2.	College Development Council	1. Mr. D.S. Lamba(C) 2. Dr. Aprajita(CC) 3. Mrs. Bhupinder Kaur 4. Mrs. Vineeta Gupta-IQAC 5. Mr. Subash 6. Mrs. Anju Jindal-Bursar 7. Mr. Advitya Khurana- Skill Development 8. Mrs. Mamta Goyal- Placement 9. Mr. B.G. Kapur-NEP 10. Mr. Jagtar 11. Dr. Khushboo - NIRF
3.	Driving Licence	Mr. Partap Ms. Himanshu
4.	RTI	Mr Devender Singh Lamba(SPIO) Mrs. Meenakshi(ASPIO) Ms. Anu Chahal, RTI Clerk
5.	Senior Proctors	Mrs. Meenakshi Singh Dr. Shailja Chhabra Mrs. Amrit Sapra
6.	Senior Tutors	Mr. Devender Singh Lamba(Arts) Mrs. Anuradha Gandhi (Science) Mrs. Krishna Uppal (Commerce)
7.	ACR Performance Checking	Mrs. Anju Sharma (Convenor) Ms. Raj Bala(C Result Verification) Mr. Naveen Maths Dr. Archana


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		Mr. Anil Pandey Ms Saroj Rani Mr Viney Mr Parvesh Gupta Mrs. Manjeet Kaur Ms. Jyoti, Steno Typist(ACR login)
8.	Academic Calender	Mrs. Karunesh(Convenor) Ms. Priyanka Ms. Sheetal Ms. Rekha Mrs. Saroj Jindal
9.	Auditorium	Mr. Subash (Convenor) Mr. Parvesh, (Psycho.)
10.	Alumni Association	Mr. Advitya Khurana (Convenor) Dr. Punam Mr. Vijay Dr. Rashmi(English) Dr. Divija Mr. Varun Ms. Pooja(Commerce) Ms. Nisha Ms. Preeti Garg Ms. Meenu Mrs. Balwinder
11.	Annual Report, Progress Report of Subject Societies, Clubs and Personal Achievements	Mrs. Anju Malik (Convenor) Ms Gurpreet (Arts) Ms Nisha(Commerce) Ms Meenu (Sciences) Mr Parmod (Other Activities) For Computerization of Record: Ms Manisha Anand Ms Saroj Jindal
12.	Annual Stock Verification and	Mrs. Anju Malik (Convenor) Mrs. Mamta Goyal(Co- Convenor) Mrs. Manju Sangwan Mrs. Sumita Chahal Mr. Deepak, Pub. Ad HOD of Concerned Department
13.	Anti Tobacco Committee	Dr. D.S. Lamba (Nodal Officer)
14.	Physical Verification of New Purchases	1. Mrs. Sunita Chaudhary(Convenor) 2. Mrs. RinkiCo-Convenor) 3. Mrs. Ritu 4. Dr. Tarana

		4. Ms. Rekha Punia
15.	AISHE/NIRF/ATAL Ranking	Dr. Aprajita(Convenor) Ms. Khushboo (Nodal officer) Mrs. Manjeet (Comp.)
16.	College Asset Management Committee 1.Furniture Committee including Classrooms, Labs, Departmental Offices a) Arts Block b) Science Block c) Commerce Block d) IT Block e) Office Admn Block, Seminar Hall and Staff Room 2. Electrical Equipments Arts Block	Overall Convenor-Dr. Narender Siwach Ms. Anita Hooda- Convenor Mrs Seema(English)- Member Ms. Jyotsana Kaushik- Member Ms. Anju Malik- Member Ms. Preeti Jhanjhotra Ms. Meenakshi Nirman- Convenor Mrs. Ankita – Member Ms. Priyanka- Member Mrs. Sumita Chahal- Member Mr. Varun Singh Convenor Ms. Prachi - Member Ms. Preeti Garg- Member Mr. Jagtar (Convenor) Ms. Balwinder Kaur- Member Mr. Ashu Aggarwal- Member Mr. Satish, Deputy Supdt.(Convenor) Mrs. Neena- Member Mr. Sandeep, Clerk-Member Mr. Deepak Sharma- member Ms. Aprajita- Convenor Ms. Tarana- Member

		Mr. Randeep Fine Arts- Member
	Science Block	Ms. Vidhi Mann- Convenor Mr. Parmod Ganghas- Member Mr. Parvesh(Psycho)- Member
	Commerce Block	Mrs. Krishna Uppal- Convneor Mr. B.G. Kapur-Member Ms. Poonam Gill- Member Mr. Naveen Jangra-Convenor
	IT Block	Ms. Kusum Rani- Member Ms. Shailja Kumari, Comp, Sc.- Member
	3.College Building and Multipurpose Hall	Mr. Subash(Convenor) Ms. Anuradha Gandhi- Member Mr. Bhup Singh- Member
	4. Sports Equipments, GYM, Grounds, Benches, Outside Area, Boys Room	Mr. Ram Mehar- Convenor Mr. Vijay- Member Mr. Parveen Dhanda- Member
	5. Library and Electrical Equipments	Ms. Seema Singh- Convenor(Convenor) Ms. Shakuntla – Member
	6. Digital Equipments	Mr. Advitya Khurana- Convenor Mr. Anurag Chahal- Member
	7. Hostel	Mr. Naveen Sharma-Convenor Mr. Amandeep Godara-Member
	8. Gardening	Mr. Neeraj(Convenor) Dr. Shailja Kaushal(Member)
17.	Azadi Ka Amrut Mahotsav	Dr. Priti Nath Dr. Jitender Arya
18.	Banner Printing	Mr. Deepak Kumar (Pub. Ad) (Convenor) Mr. Viney Mr. Parvesh(Psy.)
19.	Bursar	1. Mrs. Anju Jindal Fees and funds with Cash book 2. Mr. Partap Grants with Govt. Cash book 3. Mr. Yashpal Salaries with Govt. Cash book

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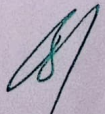
20.	Bus Pass	<p>Boys: Mr. Bhup Singh Balhara C Mr. B.G. Kapur-Comm. Mr. Parvesh, (Chem.)- Sc. Mr. Deepak (Pub. Ad.)- Arts Mr. Rakesh Kumar, LA</p> <p>Girls: Dr. Premlata C Mrs. Kusum-Arts. Mrs. Kiran -Comm Ms. Meenu-Sc. Mr. Rampal, JLA</p>
21.	Calculation of College Pass Percentage B. A. B.Com. Science B.M.C., B.C.A., PG Diploma M.A. M.Com	<p>Mrs. Raj Bala(C)</p> <p>Ms Kusum Ms Prachi Ms Meenu Ms Anshu Kapil Ms Nayantara Ms Pooja (Comm)</p>
22.	Career Guidance, Placement Cell and E- Karma	<p>Dr. Mamta Goel(C) Mrs. Manju Sangwan(Co- Convenor) Mrs. Balwinder Kaur</p> <p>Arts & JMC Sh. Naveen Kumar (C) Mr. Randeep Singh Commerce: Ms. Kiran(C) Ms. Alka Ms. Aditi Mongia</p> <p>Science: Ms. Viney (C) Mr. Parvesh Gupta</p>
23.	Celebration of Important Days	<p>Ms. Rinki (C) Ms. Preeti Jhanjhotra Sh. Deepak, Geo Dr. Tarana</p>
24.	Competitive Exams Committee (CEC)	<p>Mr. Deepak, Pub Ad. - C Mr. Deepak, C. S Mr. Pramod, Psy.</p>

25.	Cleanliness Committee	Mr Subash (Convenor) Sh. Bhoop Singh Balhara (Co- Convenor) Mrs. Poonam Gill Ms. Seema Rani Ms Rekha Punia Mrs. Akanksha Rathee Ms. Renu Mr. Viney Kumar Mrs. Chitra Tanwar Mrs. Ritu
26.	CM Window, Grievance Redressal Cell and Protection Cell: From Violence against Women and Sexual Harassment	Mrs. Bhupinder Kaur (Convenor) Dr. Prem Lata Mrs. Rashmi (English) Mrs. Davinder Kaur Sh. Randeep Singh
27.	Contract Committee/Extension lecturer Committee	Mr. Subash (Convenor) Mrs. Meenakshi Singh (Co-Convenor) Mr. Bhup Singh Balhara Dr. Jitender Mr. R.S. Godara
28.	Court Cases	Convenor: Mr. R.S. Godara Co- Convenor: Dr. Aprajita Members: Mr. Anurag Chahal Mr. Naveen Kumar Mrs. Sandeep Kumar (Computer) Mr. Vidhi Mrs. Sumita Chahal Mr. Parmod Mr. Parvesh (Psy) Mrs. Mallika Tiwari Ms. Manjeet Kaur Ms. Nayantara Mr. Satish, Deputy Supdt. (For office Assistance) Mr. Dinesh, LA
29.	College Magazine – PANIP	Dr Jitender Kumar (Chief Editor) Mrs. Chitra Singh (Hindi Section) Ms. Raj Bala (Science Section) Ms Harpreet Kaur Baweja (English Section) Mrs. Savita (Commerce Section) Mr. Anil Pandey (News Section)

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nor)

		Ms Satbir Kaur (Panjabi Section)
30.	Counselling Cell	Dr Sajjan Kumar (Convenor) All Psychology faculty
31.	Cultural Activities	Dr. Jitender (C) Dr. Seema Rani (Co-Convenor) Dr. Punam Rani Dr Tarana Ms Harpreet Kaur Baweja Ms Kusum Rani Ms Anjela Ms Anshul Kapil Ms Satbir Ms . Chitra Singh Ms. Gurpreet Kaur Ms. Mallika Tiwari Ms. Manjeet Mr. Randeep (Fine Arts) For Quiz: Mr Parmod Mr Deepak (Pub Ad)
32.	Day Care Centre	Dr Archana (Convenor) Mrs. Kiran Ms. Khushboo
33.	Decoration	Dr Devender Singh Lamba (Convenor) Ms. Rinki(CC) Mrs. Sarita Bishnoi Ms. Nayantara Dr. Tarana Mrs. Satbir Mrs. Shreyasi Mr. Parveen Dhanda
34.	Disaster Management	Ms. Seema Singh Mrs. Sarita Bishnoi Mr. Deepak , Geo
35.	Discipline and Anti- ragging	Dr Jai Narain (Overall Incharge) Mr. Ram Mehar (Co- Convenor) Mr. Kuldeep Ranga Mrs. Seema Singh Dr. Sajjan Singh Nain Dr. Punam Rani Mrs. Sarita Bishnoi Mrs. Karunesh


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		<p>Mrs. Archana Sh. Vijay Ms. Nayanatara Mrs. Kusum Mrs. Kiran Mr. Partap Singh Mr. Parveen Dhanda Mr. Pankaj Hooda</p>
36.	Dispensary and Youth Red Cross	<p>Dr. Rakesh Pathak (Boys) Mr. Parveen Dhanda Mrs. Seema Rani(Girls) Mrs. Ankita</p>
37.	Eco Club: Tree Plantation, Anti-polythene, Vehicle free and Vehicle Pool Day and College Beautification	<p>Dr Neeraj (Convenor) Dr. Rakesh Pathak(NSS) Mrs. Akanksha(NSS) Mr Viney Kumar Ms Vidhi Maan Ms Saroj Rani Mr Parvesh Gupta Dr Shailja Kaushal Mr Aman (Hostel Supdt.)</p>
	Green Belt & Community Plantation	<p>Dr. Narender Siwach(C)</p>
38.	Earn While You Learn	<p>Ms Davinder Kaur(Convenor) Mrs. Anju Sharma(Co-Convenor) Ms Manjeet Mr. Rakesh , LA</p>
39.	Educational & Trekking Tours	<p>Mr. Parvesh(Psy.) (Convenor) Mr. Parvesh Gupta Ms. Gurpreet Kaur Ms. Mallika Tiwari & Concerned Department.</p>
40.	Anti-Encroachment Committee	<p>Dr. Narender Siwach (Convenor) Dr. Subash Dr. Rohtash Godara Dr. Naveen Kumar Mr. Anvir</p>
41.	Feedback Collection and Analysis Committee	<p>Mrs. Davinder Kaur (Convenor) Mrs. Raj Bala(CC) Ms. Gurpreet Ms Himanshu</p>

Ms Vandana
Ms. Satbir
Mrs. Alka

42. Hostel
Warden
Supdt.
Advisory Council

Mr. Naveen Sharma
Mr. Amandeep Godara
Sh. Bhup Singh
Sh. Partap Singh
Sh. Parvesh(Psycho)
Sh. Anil Pandey

Girls Hostel

Dr Prem lata

43. IT Cell

E waste, LMS

ERP Portal , E- Content

Online Admissions

Smart class rooms, Use of ICT in Teaching

Biometric

GEM Portal and MIS

Website and Portal

Edusat , PPP, Unnat Bharat Abhiyan,

Wifi, Leaseline, Computer Maintenance , EPABX

Mrs.
Kompal

Mrs. Kompal, Mr. Pankaj Hooda

Ms. Ritu

Mr. Yashpal ,Mr. Sandeep

Ms. Shailja

Mr. Jagtar(C)
Mr. Sandeep
For Technical Support: Mr. Dinesh and Mr. Deepak
Report Generation: Ms. Ritu (LA)

Sh. Jagtar, Ms. Jyoti

Mr. Sandeep, Mr. Rajnish Sood

Mr. Deepak (Comp.)(Nodal Officer)
Ms. Manjeet, Ms. Balwinder Kaur

Sh. Advitya Khurana (C)
Mr. Naveen Kumar(CC)
Sh. Anurag Chahal
Sh. Jagtar

		Mr. Naveen Kumar(Cc) Mrs. Ritu Mr. Parveen Dhanda
45.	Income Tax and TDS Committee	Mrs. Krishna Uppal (Convenor) Mr Varun Singh Yadav Ms Anju Jindal Mr B. G. Kapoor Mrs. Anju Sharma Mr Yashpal Mrs. Poonam Gill Ms Prachi Goyal Ms Preeti Garg Ms Nisha Dr Khushboo Goyal Ms Pooja (Commerce Dept.) Ms Savita
46.	Institutional Innovation Council President Vice President Convenor Innovation Activity Coordinator Startup Activity Coordinator Intership- Coordinator Intellectual Property rights(IPR) Coordinator Social Media Coordinator Member(ARRIIA Coordinator)/Member (NIRF Coordinator) IP Expert/Patent Expert Startup/Alumni Entrepreneur Industry Representative FI/Bank Incubator Centre Member	Dr. Vidhi Maan Dr. Chitra Tanwar Ms. Tanushree Incubator Incharge) Ms. Jyotsna Kaushik Ms. Mallika Tiwari Ms. Meenu Mittal Mrs. Neeraj Mr. Sandeep Comp. Sc. Dr. Khushboo Goel Ms. Nisha Pannu Ms. Shreya Pandey Mr. Vineet Khurana Mr. Vishal Punia, Manager, SBI, Sec-5, Panchkula Shiksha Sachdeva Mr. Naveen Kumar Ms. Prachi
47.	Internal Academic Audit	IQAC Team
48.	Invitation Committee	Mr. Devender Singh Lamba(Convenor) Ms Rashmi English Ms Balwinder Kaur Dr. Divija Kumari
49.	IQAC and NAAC	Ms. Babita Verma (Chairperson)

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Dr. Aprajita(Co-ordinator NAAC)
Ms. Vineeta Gupta (Co-ordinator IQAC)

For API Verification:

Dr. Aprajita
Dr. Jitender Kumar
Mrs. Archana
Dr. Karunesh
Dr. Neelam Kumari
Dr. Seema Rani

For AQAR/NAAC:

Criterion I

1. Ms. Vidhi (C)
2. Ms. Aditi Mongia
3. Mrs. Himanshu

Criterion II

1. Dr. Sunita Chaudahry(Incharge)
2. Mrs. Kiran
3. Ms. Pooja (Comp.)

Criterion III

1. Dr. Archana(Incharge)
2. Dr. Mallika Tiwari
3. Mr. Rajnish Sood

Criterion IV

Ms. Savita (Commerce)
Ms. Pooja (Comm.)
Ms. Vandana

Criterion V

Dr. Karunesh(Incharge)
Mrs. Shailja Kaushal
Mrs. Ashu Aggarwal

Criterion VI


1. Mrs. Neelam Kumari(Incharge)
2. Mrs. Veena Jangra
3. Mr. Pankaj Hooda

Criterion VII

1. Dr. Seema Rani (Incharge)
2. Ms. Preeti Jhanjhotra
3. Ms. Manisha Anand

Ms Meenakshi, Computer Lab attendant

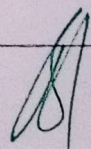
50.	Language Lab	Ms Harpreet Kaur Baweja (Convenor) Dr. Divija(Co-Convenor) Ms. Mallika Tiwari
51.	Lecture Shortage & NSO	Overall Incharge: Mrs. Anita Singh Arts: Mrs. Anita Singh (C) Dr. Smita. K


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		Commerce: Mrs. Kiran (C) Ms. Meenu Mittal Science: Mrs. Ankita Ms. Preeti Jhanjhotra BCA, PGDCA, B.P.Ed , BMC and PGDJMC. Mrs. Kompal (C) Mrs. Kusum
52.	Legal Literacy Cell	Mrs. Manju Sangwan (Convenor) Ms Poonam Gill (Co-Convenor) Ms. Rashmi Sharma Ms. Nayantara Ms Aditi Mongia Ms Pooja (For Computerized Record)
53.	Library Advisory and Quality Assurance Cell	Mrs Seema Singh (Convenor) Mrs Savita Rana (Co-Convenor) Ms Manju Sangwan Ms Rajbala Mrs Amrit Sapra Dr Tarana Mr Rajnish Sood Ms Rashmi Shankla Mr Nirmal
54.	Mentor- Mentee Groups Arts. Commerce Science	Dr. Vandita Sharma (Convenor) Mr. Deepak (Geography.) Ms. Pooja (Comm.) Dr. Vidhi Mann
55.	Motivational Team for Admission	Mrs. Sumita Chahal (Convenor) Mr. Parvesh (Chemsitry) Ms. Pooja (Computer) Mr. Rajnish Sood Mrs. Priyanka Ms. Aditi Mongia Ms. Rashmi, Shankla Mrs. Saroj jindal Ms. Shreyasi Ms. Himanshu Ms. Vandana Chauhan Mrs. Manisha Anand Ms. Satbir Kaur Mr. Pankaj Hooda Mr. Parveen Kumar Mrs. Shailja Kaushal

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		Mrs. Rekha Rani Ms. Sheetal Ms. Alka
56.	NCC	Ms. Yamini (Girls) Dr. Ram Mehar (Boys) Mr. Anvir (Boys and Girls)
57.	NSS Programme Officer DHAKAR	Sh. Rakesh Pathak (Boys Unit-I) Mr. Parmod(Boys Unit-III) Mrs. Akanksha (Girls Unit- II) Mrs. Veena Jangra
58.	New Education Policy	Mr. B.G. Kapur(Nodal Officer) Sh. Deepak (Geo.)
59.	On Line Admission	Attached separately
60.	Other Examinations	Mr. Subash Sh. Jitender Kumar
61.	Parking Teachers Students	Mr. Devender Singh Lamba (teachers) Dr. Narender Siwach(Students)
62.	Parivar Pehchan Patra	Mr. Deepak Comp. Sc. (Nodal Officer)
63.	Pass Port	Mr. Shailja, Comp. Sc. Ms. Anshu Kapil
64.	Physically Handicapped/ Special Category	Mr Yashpal (Convenor) Mr. Sucha Singh Ms Meenu Ms Prachi Goyal Ms Preeti (Commerce) Ms Manjeet
65.	Ph.D Degree Verification Committee	Dr. Anita Hooda (Convenor) Dr. Sajjan Singh (Cc) Dr. Aprajita Dr. Seema Singh Dr. Jai Narain Dr. Prem Lata Dr. Sarita Bishnoi Mrs. Neena Rani, Clerk
66.	Principal Office Co-ordination liaison with Police, D.C office & DHEO, DHE office	Ms Vineeta Gupta Dr. Jitender Ms. Gurpreet Kaur
67.	Printing Committee	For Annual Quotations: Sh. Sajjan Kumar (Convenor) Mrs. Priti Nath


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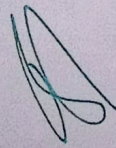
		Mr Anil Kumar Pandey For the Bills: Convenor/Incharge of the event/ Seminar,
68.	Public Relations and Photography Facebook, Twitter & You Tube: Photography: Press Note:	Mr Naveen Kumar Mr Anurag Ms Meenakshi Mr Anil Kumar Pandey Mr. Deepak, LA Anil Kumar Pandey Ms Shreyasi
69.	Purchase Committee	Sh. Hari Ram Kaushik (Convenor) Mrs Mamta Goel(Co- Cc)) Sh. Varun Singh Yadav Mr. Deepak(Pub. Ad) HOD of Concerned Department
70.	PWD, Electricity, Public Health Maintenance PWD Electricity Generator Public Health Water Supply & Harvesting	Mrs. Anuradha Gandhi(All over Incharge) Mrs. Anjela Gahalayan (Convenor) Mr. Pramod (CC) Mrs. Vidhi Mann Mrs Krishna Uppal (Commerce Block) Ms. Amrit Sapra (Arts & Science Block) Ms. Saroj Rani (Admn. And IT Block, Canteen & College Campus) Mr. Varun Singh Yadav(Auditorium, Library, Hostel, Solar System & metering) Dr. Jai Narain Mrs. Seema Rani(English) Mr. Kuldeep Ranga Mrs. Preeti Jhanjhotra Mr. Deepak (Pub. Ad.) Ms. Anjela Ms. Meenu

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etc	Prize Committee (Academics, Sports, Cultural)	Mrs. Manju Sangwan (Convenor) Mrs. Sumita Chahal (Co-Convenor) Mr. Vijay Mrs. Archana Mrs. Smita. K Ms. Nayantara Dr. Punam Rani Mrs. Renu (Psy.) Ms. Preeti Garg Ms. Prachi
72.	Welfare Cell: All over Incharge: SC BC Minorities	Mrs. Prem Lata Mrs. Chitra Tanwar Mrs. Prem Lata Mrs. Davinder Kaur
73.	Swami Vivekanand Youth Club	Mrs. Karunesh (Convenor) Mr. Hari Ram Kaushik Dr. Divija Mrs. Sumita Chahal Mr Parmod
74.	Red Ribbon Club (RRC)	Sh. Rakesh Pathak (NSS Boys Unit-I) Mr. Parmod (NSS Boys Unit-III) Mrs. Akanksha (Girls Unit- II) Mrs. Veena Jangra Dr. Ram Mehar (NCC Boys) Ms. Yamini (NCC Girls)
75.	Research and Development Cell	Dr. RS. Godara Mrs. Chitra Tanwar Dr. Viney Dr. Nayantara
76.	RUSA	Mrs. Krishna Uppal (Convenor) Mrs. Amrit Sapra (Co-Convenor) Mrs. Anju Jindal (PFMS maker) Mr. Hari Ram Kaushik (PFMS checker) Mr. Deepak Kumar (Computer Dept.)
77.	Science Exhibition	Mrs. Bhupinder Kaur (C) Mrs. Anuradha Gandhi (Cc) HOD of all Science Subjects.

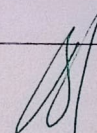

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78.	SC Scholarship	Ms Meenakshi Nirman(Nodal officer) Ms PreetiJanjotra, Mrs. Rekha and Mr. Sahil
	BC Scholarship	Dr Premlata, Ms Kusum
	Other/Merit Scholarships	Mrs. Jyotsna Kaushik, Ms. Kiran
79.	Soil Testing	Mrs. Meenakshi Nirman
80.	Skill development	Mrs. Poonam Gill (C) Ms. Ritu (Cc) Mr. Advitya Khurana
81.	Shamiana and Sound System	Mr Subash (Convenor) Dr Ram Mehar Mr Vijay Mr. Parveen Dhanda
82.	Sports Advisory Council	Dr Narender Siwach (Convenor) Dr Ram Mehar (Co-Convenor) Mr Partap Singh Mr Vijay Kumar Mr Parveen Dhanda
83.	Staff and Student Notice Board	Dr.Preeti Nath (Convenor) Dr Sunita Chaudhary Mrs. Rekha Mrs. Sheetal Ms. Jyoti (For typing)
84.	Staff Secretary	Dr. Shailja Chhabra (staff Secretary) Ms. Nisha
85.	Staff Social Secretary	Mr Subash Dr. Jai Narain
86.	Stage Coordination Committee	Ms. Harpreet Kaur (Convenor) Mr Advitya Khurana (Co- Convenor) Mr Anil Pandey Ms Mallika Tiwari
87.	Stationery Committee	Mrs. Sunita Chaudhary(Convenor) Ms Rinki (CC) Mrs. Renu Mr. Sandeep, Clerk
88.	Staff Room Maintenance	Mrs. Sumita Chahal Mrs. Preeti Jhanjotra


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l officer)
and Mr. Sahil

89.	Sanitization Committee/Fogging	Dr. Jai Narain(C) Dr. Rakesh Pathak Mr Parvesh(Chemistry)
90.	Start-up Incubation Centre	Dr. Chitra Tanwar (Convenor) Ms. Nisha
91.	Stray Animals Sterilization Cell	Dr. Narender Siwach Mrs Sarita Bishnoi
92.	Student Redressal Committee	Mr. D.S. Lamba(C) Dr. Seema Singh (CC) Mrs. Neelam Kumari Mr. Advitya Khurana Mr. Partap Mrs. Raj Bala Mr. Deepak(Comp. Sc.)
93.	SVEEP Committee/ Electoral Literary	Dr. Savita Rana (Convenor) Dr. Priti Nath Mr. Deepak, Pub. Ad
94.	Hospitality Committee	Mrs. Vandita(Convenor) Mrs. Prem Lata Ms. Renu Mrs. Sumita Chahal Mrs. Priyanka Ms. Rekha Punia
95.	Time Table	Mrs. Neelam Rohilla (Convenor) Ms Amrit Sapra (Co-Convenor) Mrs. Bhupinder Kaur Ms Manju Sangwan Ms Savita (Commerce) Ms Gurpreet Ms. Balwinder Kaur Mrs. Savita Rana(C) Ms. Ritu, LA
96.	Section Formation Committee Teachers Grievance Redressal Committee	Dr. D.S. Lamba Mrs. Meenakshi Singh Dr. Shailja Chhabra Mr. Subash
97.	UGC Planning Board	Mrs. Babita Verma (Chairman) Mr. Hari Ram Kaushik (Convenor) Members: Mrs. Ankita


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Students:-

Convenor: Dr. Kuldeep Singh Ranga

Co- Convenor: Dr. Sajjan Singh Nain

Member: Mrs. Sarita Bishnoi

(ii) Filling of Examination Forms

Dr. Punam Rani(Convenor)

Mrs. Bhupinder Kaur(Co-Convenor)

Mrs. Savita Commerce

Mr Deepak(Com. Sc.)

Ms. Anshu Kapil

Ms. Manisha Anand

(iii) Conduct of Examination

Dr. Shailja Chhabra-Convenor

Mr. Partap singh

Mr. Viney Kumar

Mr. Jagtar

Dr. Prem Lata

Mrs. Vandita

(iv) Internal Assessment

Mrs. Savita Rana (Convenor)

Mrs. Anita Hooda (Co-Convenor)

Mrs. Ritu

Mrs. Kusum

Mrs. Shailja

Mrs. Kiran

Mrs. Ashu Aggarwal

Mrs. Meenakshi

Mr. Rajnish Sood

Mrs. Himanshu

Mrs. Pooja (Comp.)

Mrs. Manisha Anand

Mrs. Saroj Jindal

Mrs. Vandana

Incharge Nodal Centre- Sh. Jitender

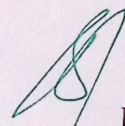
(V) Distribution of DMC

Mr. Aman Clerk

		<p>Mr. Jippy</p> <p>(Vi) NSO Committee / Lecture Shortage Committee Overall Incharge: Mrs. Anita Singh Arts: Mrs. Anita Singh (C) Dr. Smita. K Commerce: Mrs. Kiran (C) Ms. Meenu Mittal Science: Mrs. Ankita Ms. Preeti Jhanjhotra BCA, PGDCA, B.P.Ed , BMC and PGDJMC: Mrs. Kompal (C) Mrs. Kusum Mrs. Anita Singh(Convenor) Mrs. Kompal(Co-Convenor) Mrs. Kiran Mrs. Ankita</p> <p>(viii) Subject Change and subject combination seats Committee Dr. Devender Singh Lamba Mrs. Prem Lata Mrs. Vandita Sh. Yashpal</p>
99.	Water Arrangement – Drinking Coolers, Purifiers	Mr Varun Yadav (Convenor) Mr. Naveen Kumar Dr Smita K. Mr Aman Godara
100.	Women Studies and Development Cell	Mrs. Vandita Convenor) Mrs. Rashmi Sharma(Cc) Mrs. Jyotsana Ms. Meenu Mrs. Kusum Mrs. Shailja (Comp.Sc.) Mrs. Sheetal Mrs. Rekha Punia Male Representatives: Dr Jai Narain Mr Deepak Kumar (Pub. Ad.)
101.	Work Load Assessment	Mrs. Anita Hooda(Convenor) Mrs. Anita Singh Mrs. Poonam Gill Mrs. Raj Bala
102.	Write off Committee and Auction Committee	Mr Subash Mr. B.S. Balhara

		Ms Poonam Gill Mr. Deepak (Geography) 2 Students
103.	Road Safety/Traffic Club	Sh. Bhup Singh Balhara(Convenor) Mr. Deepak(Geography)(Co-Convenor) Mrs. Smita. K
104.	Youth Red Cross	Mr. Rakesh Pathak(Boys) and Mr. Parmod Mrs. Akanksha (Girls) Mrs. Veena Jangra.

Note: No request for change of committees will be entertained. *Smooth and Complete hand over should be ensured.*



21/12/2022

Principal

**Government Postgraduate College
Sector-1, Panchkula**