

## ANNUAL DUTY LIST 2023-24

Dated 26-09-23

S. No.	Committees	Convenors, Co- Convenors and Members
1.	College Council	Mrs. Bhupinder Kaur Dr. Seema Singh Dr. Aprajita Mrs. Krishna Uppal Mrs. Vineeta Gupta Dr. Savita Rana Dr. Anita Hooda Dr. Rohtash Godara Mrs. Vandita Mr. Ram Mehar Mrs. Anju Malik Dr. Neelam Kumari(Non Voting)
2.	College Development Council	Dr. Seema Singh (C) Dr. Aprajita (CC) Mrs. Vineeta Gupta Dr. Savita Rana(NAAC) Mrs. Anju Jindal (Bursar) Mrs. Mamta Goyal (Placement Cell) Mr. B.G. Kapur (NIP) Mrs. Ritu (Computer Incharge) Dr. Khushboo (NIRF)
3.	Driving Licence	Mr. Kuldeep Singh Jaglan Ms. Himanshu
4.	RTI	Mrs. Bhupinder Kaur(SPIO) Dr. Seema Singh(ASPIO) Dr. Aprajita (ASPIO) Ms. Anu Chahal, RTI Clerk
5.	Senior Proctors/Senior Tutors	Dr. Seema Singh Mrs. Neelam Kumari Mrs. Amrit Sapra(TT)
6.	ACR Performance Checking, Result Verification ,Calculation of College Pass Percentage	Mrs. Anju Sharma (C) Dr. Archana ( CC) Mrs. Kompal Dr. Chitra Tanwar Mrs. Raj Bala Ms Saroj Rani Mr. Viney Mrs. Manjeet Kaur Mrs. Akanksha Rathee Mrs. Nisha

		Mrs. Shweta(C.S) Ms. Jyoti, Steno Typist(ACR login )
7.	Alumni Association	Mrs. Manju Sangwan (Convenor) Dr. Punam Mr. Vijay Mrs. Anju Jindal (Bursar)
8.	Academic Calendar and Annual Report	Mrs. Anju Malik (Convenor) Ms Gurpreet (CC) Ms Nisha Ms. Rashmi (Biotech) Mrs. Satbir Kaur
	For Computerization of Record:	Ms. Shweta (CS) Ms Saroj Jindal
9.	Annual Stock Verification	Mrs. Anju Malik (C) Mrs. Mamta Goyal(CC) Dr. Divija Dr. Sumita Chahal Mrs. Renu
10.	Physical Verification of New Purchases	HOD of Concerned Department 1. Dr. Sunita Chaudhary (C) 2. Ms. Rekha Punia(CC) 3. Mrs. Ritu 4. Dr. Tarana 5. Mr. Satish Kumar, Dy. Supdt.
11.	AISHE/PRAYAAAS/NIRF/ATA L Ranking	Dr. Khushboo ( Nodal officer) Ms. Pooja (Comp. Sc.) Ms. Shailja Kumari Mrs. Vandana Mrs. Ashu Aggarwal, Computer Instructor

12.	College Asset Management Committee	Mr. Naveen Kumar (C)
	<b>1. Furniture Committee including Classrooms, Labs, Departmental Offices</b>	
	Arts Block	Ms. Anita Hooda (C) Mrs Seema(English) Ms. Jyotsana Kaushik Ms. Anju Malik Ms. Preeti Jhanjhotra
	Science Block	Ms. Meenakshi Nirman (C) Mrs. Ankita Ms. Priyanka Mrs. Sumita Chahal
	Commerce Block	Mr. Varun Singh ( C ) Ms. Prachi Ms. Preeti Garg
	IT Block	Mr. Jagtar (C) Ms. Balwinder Kaur- Mr. Anurag Chahal
	Office & Admn Block	Mr. Satish, Deputy Supdt.(C) Mrs. Anu Mr. Sandeep , Clerk
	Seminar Hall	Mr. Deepak Sharma
	Staff Room	Dr. Savita Rana
	<b>2. Electrical Equipments</b>	Mrs. Krishan Uppal(C)
	Arts Block	Ms. Tarana (C) Ms. Renu Ms. Sheetal
	Science Block	Ms. Vidhi Mann (C) Mr. Parmod Ganghas Mr. Parvesh(Psy.)

	Commerce Block	Mrs. Savita (C) Ms. Alka Ms. Aditi Mongia
	H Block	Mrs. Kusum Rani (C) Ms. Shailja Kumari, Comp, Sc Mr. Parveen Kumar
	<b>3. College Building</b>	Dr. Jai Narain (C) Mr. Satish Kumar, Dy. Supdt.
	Multipurpose Hall	Mr. Hari Ram Kaushik(Convenor) Mr. Parvesh
	Library	Library Committee
	Hostel	Warden Mr. Amandeep Godara
	Sports Equipments, GYM, Grounds, Benches, Outside Area, Boys Room	Mr. Ram Mehar (C) Mr. Vijay Mr. Parveen Kumar
	<b>4. Digital Equipments</b>	Mr. Advitya Khurana (C) Mr. Anurag Chahal
	<b>5. Gardening</b>	Mrs. Neeraj (C) Dr. Shailja Kaushal
13.	Banner Printing	Mr. Deepak Kumar (Pub. Ad) (C) Mr. Parvesh(Psy.) Ms. Veena Jangra
14.	Bursars Fees and funds with Cash book Grants with Govt. Cash book Salaries with Govt. Cash book	Mrs. Anju Jindal Mr. Partap Mr. Naveen Sharma
15.	Bus Pass	
	Boys	Mr. Varun Singh ( C) Mr. Vijay (Hindi)(Commerce) Mr. Parvesh (Chem.) (Science) Mr. Vijay (Philosophy)( Arts) Mr. Rakesh Kumar, LA
	Girls	Dr. Sunita Chaudhary (C) Mrs. Kusum (Arts)

		Mrs. Kiran (Commerce) Ms. Rashmit (Biotech) Science Mr. Rampal, J.A
16.	Career Guidance, Placement Cell	Dr. Mamta Goel (C) Ms. Harpreet Kaur (CC) Sh. Advitya Khurana- JMC Mr. B.G. Kapur - Commerce Ms. Viney- Science Mr. Jagtar - Comp. Sc. Mrs. Balwinder Kaur
	Incubation Centre	Mrs. Vandita
	E-karma	Mrs. Kiran Ms. Pooja (Comm.)
17.	Celebration of Important Days and other extracurricular activities	Ms. Rinki (C) Dr. Neeraj Dr. Daisy Ms. Yamini Dr. Tarana
18.	Competitive Exams Committee (CEC)	Mr. Pramod (C) Mr. Deepak (Geo) Mrs. Aditi Mongia
19.	Cleanliness Committee	Mrs. Poonam Gill (C) Ms Veena Ms Rekha Punia Mrs. Akanksha Rathee Mr. Viney Kumar Mrs. Chitra Tanwar Mrs. Ritu
20.	CM Window, Grievance Redressal Cell and Protection from Violence against Women Cell and Sexual Harassment Cell	Dr. Seema Singh (C) Dr. Rohtash Godara Dr. Urvashi Chaudhary Dr. Jai Narain Mrs. Davinder Kaur
21.	Contract Committee/Extension lecturer Committee	Dr. Jitender (C) Mr. Subash Chander (CC) Mr. R.S. Godara (Court Cases) Dr. Karanesh Dr. Nayantara

22.	Court Cases	Mr. R.S. Godara (C) Dr. Rinki (CC) Mrs. Sandeep Kumar(Computer) Mr. Vidhi Mr. Parmod Mrs. Mallika Tiwari Ms. Manjeet Kaur Ms. Nayantara Mr. Anurag Chahal
	For office Assistance	Mr. Satish, Deputy Supdt. Mr. Dinesh, LA
23.	College Magazine – PANIP	Dr. Divija (Chief Editor) Mrs. Chitra Singh Mrs. Ankita Mrs. Nisha Ms Satbir Kaur Mrs. Shreyasi
24.	Counselling Cell	Mrs. Jyotsna (C) All Psychology faculty
25.	Cultural Activities	Dr. Seema Rani (C) Dr. Punam Rani (CC) Dr. Jitender Ms Harpreet Kaur Baweja Ms Kusum Rani Ms Anjela Ms. Gurpreet Kaur Ms. Mallika Tiwari Mrs. Ruby Dr. Tarana Ms Anshul Kapil Ms Satbir
	For Quiz	Mr Parmod Mr Deepak (Pub Ad)
26.	Decoration	Dr. Chitra Tanwar (C) Mrs. Sarita Bishnoi (CC) Dr. Tarana Mrs. Alka Mrs. Sheetal Ms. Shreyasi Mr. Vijay (Hindi)

27.	Disaster Management	Mrs. Sarita Bishnoi (C) Mr. Deepak (Geo) Ms. Preeti (Geo)
28.	Discipline, Anti Drugs and Anti- ragging	Dr. Jai Narain (C) Mrs. Karunesh (CC) Dr. Savita Rana Mrs. Anju Malik Dr. Urvashi Chaudhary Dr. Kuldeep Ranga Dr. Anita Hooda Mr. Varun Singh Dr. Punam Rani Dr. Anita Singh Dr. Archana Mr. B.G. Kapur Mr. Naveen Kumar Mr. Partap Singh Sh. Vijay Dr. Rakesh Pathak Mr. Parveen Dhanda Mr. Pankaj Hooda
29.	Dispensary, Youth Red Cross and Red Ribbon Club	Boys Dr. Rakesh Pathak (C) Mr. Parvesh Gupta  Girls Dr. Divija(C) Dr. Daisy Ms. Shreyasi
30.	Eco Club: Tree Plantation, Anti-polythene, Vehicle free and Vehicle Pool Day , College Beautification	Dr. Neeraj (C) Mr Viney Kumar Ms Vidhi Maan Ms Saroj Rani Mrs. Preeti Geo. Mr Parvesh Gupta Dr Shailja Kaushal Dr. Priyanka
31.	Earn While You Learn	Ms Davinder Kaur(C) Mrs. Anju Sharma(CC) Mrs. Nisha Ms Shweta Mr. Rakesh , J.L.A

32.	Educational & Trekking Tours	Boys	Mr. Hari Ram Kaushik (C) Mr. Subhash Chander(CC) Mr. Parvesh
		Girls	Dr. Smita. K (CC ) Ms. Gurpreet Kaur
33.	Anti-Encroachment Committee		Dr. Rohtash Godara (C) Mr. Ram Mehar Mr. Advitya Khurana Mr. Naveen Kumar Mr. Dinesh, LA
34.	Feedback Collection and Analysis Committee		Mrs. Davinder Kaur (C) Mrs. Akanksha Rathee(CC) Mr. Vijay (Hindi) Mr. Vijay (Philosophy) Mrs. Sheetal Mrs. Alka
35.	Hostel	Warden Supdt.	Mr. Naveen Sharma Mr. Amandeep Godara
		Advisory Council	Mrs. Vandita Sh. Partap Singh Sh. Parvesh(Psycho) Sh. Anil Pandey
		Girls Hostel	Dr Prem Lata
36.	IT Cell and E- Content		Mrs. Kompal (C)
	E waste, LMS, ERP Portal		Ms. Ritu, Ms. Shweta, Mr. Pankaj Hooda, Ms. Balwinder Kaur
	Online Admissions		Mrs. Kompal , Mr. Sandeep
	Smart class rooms. Use of ICT in Teaching		Mr. Anurag Chahal(C) Mrs. Shailja
	Biometric		Mr. Jagtar, Dinesh, LA and Mr. Deepak , LA
	Report Generation		Ms. Ritu (LA)
	GEM Portal and MIS		Sh. Jagtar, Ms. Jyoti



	Website and Portal	Mr. Sandeep, Mr. Rajnish Sood
	Edusat , PPP, CRID	Mrs. Manjeet Kaur
	Wifi, Leaseline, Computer Maintenance , EPABX , CCTV	Sh. Advitya Khurana (C) Mr. Naveen Kumar(C) Sh. Anurag Chahal Sh. Jagtar
37.	Income Tax and TDS Committee	Mrs. Krishna Uppal (C) Mr Varun Singh Yadav Ms Anju Jindal Dr. Mamta Goyal Mr B.G. Kapoor Mrs. Anju Sharma Mr Yashpal Mrs. Poonam Gill Mrs. Kiran Ms Prachi Goyal Ms Preeti Garg Ms Nisha Dr Khushboo Goyal Ms Pooja (Commerce Dept.) Ms Savita
38.	Invitation Committee	Mrs. Seema Rani (C) Mrs. Kompal Mrs Raj Bala Ms Balwinder Kaur
39.	IQAC and NAAC	Ms. Babita Verma (Chairperson) Dr. Savita Rana (Co-ordinator NAAC) Dr. Aprajita (Co-ordinator IQAC)
	For API Verification	Dr. Karunesh Dr. Seema Rani Dr. Jitender Kumar Mrs. Archana Dr. Neelam Kumari
	For AQAR/NAAC Criterion I	Ms. Vidhi (Incharge) Ms. Aditi Mongia Mrs. Himanshu
	Criterion II	Mrs. Saroj Rani (Incharge)

		Ms. Rashmi (Biotech) Ms. Pooja (Comp.)
	Criterion III	Mrs. Meenakshi Nirman (Incharge) Dr. Mallika Tiwari Mr. Rajnish Sood
	Criterion IV	Ms. Savita (Incharge) Ms. Pooja (Comm.) Ms. Vandana
	Criterion V	Ms. Renu(Incharge) Mrs. Shailja Kaushal 3. Mrs. Ashu Aggarwal
	Criterion VI	Mrs. Akanksha Rathee(Incharge) Mrs. Veena Jangra Mr. Pankaj Hooda
	Criterion VII	Ms. Gurpreet Kaur(Incharge) Mrs. Ankita Ms. Manisha Anand
40.	Language Lab	Mr. Jagbir, JLA Ms. Ashu Aggarwal and Mr. Anurag Chahal Ms Harpreet Kaur Baweja (C) Dr Mallika Tiwari Ms Veena
41.	Legal Literacy Cell	Dr. Archana (C) Mrs. Sumita Chahal Mrs. Rekha Punia Ms. Nayantara Mrs. Shweta Mrs. Ruby Mr. Anurag Chahal
42.	Library Committee	Ms Pooja (For Computerized Record) Mrs Savita Rana (C) Dr. Urvashi Chaudhary (CC) Dr. Jai Narain Ms Manju Sangwan Ms Rajbala

			Mrs. Neelam Rohilla Mrs. Sumita Chahal Mr Rajnish Sood Mrs. Shakuntla Mr Nirmal
43.	Mentor- Mentee Groups		Dr. Anita Singh, Psycho (C)
	Arts		Ms. Kiran( Comm.)
	Commerce		Mrs. Meenu Mittal
	Science		Mrs. Preeti (Geo.)
44.	NCC	Boys	Dr. Ram Mehar
		Girls	Ms. Yamini
45.	NSS P.O.	Boys	Sh. Anil Pandey
		Girls	Ms. Chitra Singh
46.	New Education Policy		Mr. B.G. Kapur(Nodal Officer)
			Mrs. Harpreet Kaur
			Mr. Viney
			Sh. Deepak (Geo.)
47.	On Line Admission		Mrs. Kompal
			Mr. Sandeep
			Mrs. Shweta
48.	Other Examinations		Mr. Sajjan Singh
			Sh. Jitender Kumar
49.	Parking	Teachers	Mr. Kuldeep Ranga
			Mr. B.G. Kapur
			Mr. Pankaj Hooda
		Students	Mr. Parmod
			Mr. Parvesh Kumar
			Mr. Parveen
50.	Pass Port		Mr. Shailja, Comp. Sc.
			Ms. Anshu Kapil
51.	Physically Handicapped/ Special Category		Ms. Meenu (Convenor)
			Mr. Sucha Singh
			Ms Prachi Goyal
			Ms Preeti (Commeree)
			Ms Manjeet
52.	Ph.D Degree Verification Committee		Dr. Urvashi Chaudhary(C)
			Dr. Jai Narain
			Dr. Sunita Chaudhary
			Dr. Chitra Tanwar
			Mr. Satish Kumar, Dy. Supdt.

53.	Principal Office Co-ordination liaison with Police, D.C office & DHEO, DHE office	Ms Vineeta Gupta Dr. Jitender
54.	Printing Committee; For Annual Quotations	Mrs. Savita (C) Mr. Deepak, Pub. Ad Mr. Deepak, Geo.
	For the Bills	Convenor/Incharge of the event/ Seminar, etc
55.	Public Relations and Photography	Mrs. Kusum Rani (C) Ms Shreyasi Mr. Deepak, LA
56.	Purchase Committee	Sh. Hari Ram Kaushik (C) Mrs Mamta Goel(CC) Sh. Varun Singh Yadav Mrs. Chitra Singh HOD of Concerned Department
57.	PWD, Electricity, Public Health Maintenance	Mrs. Anjela Gahalayan(All over Incharge)
	PWD	Mrs. Anjela Gahalayan (Convenor) Mr. Pramod (CC) Mrs. Akanksha Rathee
	Electricity	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 )
	Generator	Dr. Jai Narain
	Public Health	Mr. Partap Mr. Deepak (Pub. Ad.)
	Water Supply & Harvesting	Ms. Anjela Ms. Meenu
58.	Prize Committee (Academics, Sports, Cultural)	Dr. Punam Rani (Convenor) Mrs. Manju Sangwan (Co-Convenor) Mr. Vijay Mrs. Archana

		Mrs. Smita. K Ms. Nayantara Mrs. Renu (Psy.) Ms. Preeti Garg Ms. Prachi Mrs. Shailja (Botany) Mrs. Rashmi (Bio)
59.	Welfare Cell:  SC BC Minorities	Mrs. Meenakshi Nirman Mrs. Prem Lata Mrs. Davinder Kaur
60.	Swami Vivekanand Youth Club	Mrs. Kusum (C) Mrs. Veena Mrs. Rekha Punia
61.	Research and Development Cell	Dr. Vidhi Mann(C) Dr. Viney Dr. Nayantara
62.	RUSA	Mrs. Krishna Uppal (C) Mrs. Amrit Sapra (CC) Mrs. Anju Jindal (PFMS maker) Mr. Hari Ram Kaushik (PFMS checker) Mrs. Anshu Kapil
63.	Science Exhibition	Mrs. Meenakshi Nirman(C) Mrs. Saoj Ram (CC) HOD of all Science Subjects
64.	SC Scholarship BC Scholarship Other/Merit Scholarships	Ms Preeti Janjohtra (C) Dr Premlata Mrs. Jyotsna Kaushik
65.	Soil Testing	Mrs. Meenakshi Nirman Mr. Parvesh Gupta
66.	Shamiana and Sound System	Mr. Advitya Khurana (C) Mr. Bhup Singh Mr. Rakesh Pathak Mr. Parveen Kumar
67.	Sports Advisory Council	Dr Ram Mehar (C) Mr Partap Singh (CC) Mr Vijay Kumar Mr Parveen Dhanda
68.	Staff and Student Notice Board	Dr Sunita Chaudhary (C) Mrs. Sheetal Mr. Vijay (Philosophy)

		Mrs. Vineeta Gupta
69.	Staff Secretary	Mr. Rohtash Godara
70.	Staff Social Secretary	
71.	Stage Coordination Committee	Dr. Divija (C) Mrs. Harpreet Kaur (CC) Mr Anil Pandey Ms Mallika Tiwari
72.	Staff Room Maintenance	Dr. Savita Rana (C) Dr. Smita K. Mrs. Davinder Kaur
73.	Stray Animals Sterilization Cell	Dr. Ram Mehar (C)
74.	Student Redressal Committee	Dr. Urvashi Chaudhary (C) Mrs. Neelam Kumari Mr. Advitya Khurana Mr. Partap Mrs. Raj Bala
75.	SVEEP Committee/ Electoral Literary	Mr. Deepak, Poo. Ad (C) Ms. Alka
76.	Hospitality Committee	Mrs. Vandita(C) Mrs. Prem Lata Ms. Renu Mrs. Priyanka Mrs. Preeti, Geo. Mrs. Neelam Rohilla (C) Ms Amrit Sapra (CC) Ms Manju Sangwan Dr. Neeraj (Science) Ms Savita (Commerce) Ms. Balwinder Kaur
	Time Table	
	Section Formation Committee	Mrs. Manju Sangwan (C) Mrs. Rinki Ms. Ritu, LA
78.	Teachers Grievance Redressal Committee	Mrs. Bhupinder Kaur Dr. Seema Singh Dr. Aprajita Mrs. Krishna Uppal Mrs. Vineeta Gupta Mr. Rohtash Godara
79.	UGC Planning Board	Mrs. Babita Verma (Chairman) Dr. Karunesh(C) Dr. Neeraj

80.

University Works (including  
Registration and Form Filling  
Registration Return, Inspection  
of various courses by KUK and  
Character Certificates of the  
Students

Mrs. Ankita  
Dr. Khushboo  
Mrs. Saroj Jindal

Dr. Kuldeep Singh Ranga(C)  
Dr. Sajjan Singh Nain (CC)

Conduct of Examination

Mrs. Sarita Bishnoi (C)  
Mrs. Raj Bala (cc)  
Dr. Smita. K  
Mr. Jagtar

Nodal Centre for Exams  
Nodal Centre for Evaluation  
Internal Assessment

Dr. Jitender Kumar  
Dr. Sajjan Kumar  
Mrs. Anita Hooda (C)  
Mrs. Kusum (CC)  
Mrs. Shailja Kumari  
Ms. Preeti Garg  
Mrs. Ashu Aggarwal  
Mr. Rajnish Sood  
Mrs. Himanshu  
Mrs. Pooja (Comp.)  
Mrs. Manisha Anand  
Mrs. Saroj Jindal  
Mrs. Vandana  
Mrs. Satbir Kaur

Distribution of DMC

Mr. Aman Clerk  
Mr. Jippy

NSO / Lecture Shortage  
Committee  
Arts, Phy. Edu & J.M.C

Mr. Vijay (C)  
Mrs. Rinki (C)  
Dr. Smita. K

Commerce


Mrs. Kiran (C)  
Ms. Prachi

	Science	Ms. Saroj Rani Mrs. Ankita
	Tech. Assistance	Mrs. Manisha Anand
	Subject Change and Subject Combination seats Committee	Mrs. Vandita Mrs. Prem Lata Mrs. Jyotsna Kaushik
81.	Water Arrangement – Drinking Coolers, Purifiers	Mr. Bhoop Singh (C) Mrs. Prachi Goyal Mrs. Aditi Mongia Mr. Pankaj Hooda Mr Aman Godara
82	Women Studies and Development Cell	Mrs. Vandita (C) Mrs. Raj Bala Mrs. Jyotsana Ms. Meenu Mrs. Pooja(Comm.) Mrs. Shailja (Comp.Sc.) Mrs. Sheetal Mrs. Rekha Punia
83.	Work Load Assessment	Mrs. Neelam Kumari (C) Mrs. Anita Hooda Mrs. Anita Singh Mrs. Neelam Rohilla Mrs. Poonam Gill Mrs. Anita Singh (C) Mr. Bhup Singh Mrs. Chitra Singh 2 Students
84	Write off Committee and Action Committee	Sh. Bhup Singh(C) Mr. Deepak Geo(CC) Mr. Pankaj Hooda
85.	Road Safety/Traffic Club	Sh. Bhup Singh(C) Mr. Deepak Geo(CC) Mr. Pankaj Hooda
86.	Nodal officers	
	Socio Economic Survey	Mr. Subash Chander Ms. Manjeet
	CRID	Ms. Manjeet Kaur
	Anti Tobacco	Mrs. Seema Singh
	Grant by Sh. Gian Chand Gupta	Mr. Advitya Khurana



Grant by Sh. D.P. Vats	Mr. Parmod
Grant by Sh. Kartikey Sharma	Dr. Ram Mehar
Karamyogi	Dr. Sumita Chahal
Unnat Bharat Abhiyan	Dr. Rakesh Pathak
Rahgiri	Dr. Punam Rani

**Note: No request for change of committees will be entertained. Ensure smooth and complete handing over of charges.**

 26/09/2023  
Principal

Govt. PG College, Sec-1,  
Panchkula