

1415
30/7/2020

ANNUAL DUTIES

SESSION 2020-21

Dr. Om Parkash, Principal, Govt. College, Faridabad

SR. NO.	NAME OF COMMITTEE	MEMBERS (Sarve/Sh./Smt./Dr.)
1.	Dean Science Faculty Dean Commerce Faculty Dean Arts Faculty	Dr. Narender Kumar Dr. Preeti Kapoor Dr. Anup Sangwan
2.	College Council (In addition to assisting the Principal in major internal decisions of the College, the Committee will also act as Grievances Redressal Cell (for students & Staff), Advisory Committee of Library, NSS & NCC, Sports, College Building, Repair, Earn While You Learn Committee, Advisory Committee of Women Cell, Committee for providing Fee Concession, Student-Aid Fund, Poor Boys Fund, Red Cross Fund and Reception of Guests etc.)	Smt. Savita Rani (Evening) Honorary Dr. Narender Kumar Dr. Anup Sangwan Sh. Raj Pal Dr. Neer Kanwal Smt. Meenakshi Bhardwaj Smt. Ruchira Khullar
3.	State Public Information Officer Asstt. State Public Information Officer	Smt. Savita Rani (Evening) Dr. Anshu Nayyar
4.	Anti Ragging and Grievances Redressal Committee / Anti Sexual Harassment (Female Employee) Review Committee Sexual Harassment for Girls Students Female Employee	Principal (Patron) Dr. Anup Sangwan (Convener) Sh. Raj Pal Dr. Neel Kanwal Smt. Meenakshi Bhardwaj Smt. Arun Lekha Smt. Monish Chaudhary Dr. Meenakshi Rawat Sh. Durgesh Gautam Sh. Pawan Kumar Ms. Anuradha Ms. Maryada Garg
5.	CM Announcement Committee	Sh. Raj Pal Dr. Bhupender Kumar
6.	NCC Army Wing	Dr. Rajender Kumar (Boys)
7.	NCC Naval Wing	Sh. Vimal Prakash (Boys) Smt. Veena (Girls)
8.	NSS Programme Officers Unit – I Unit – II	Dr. Rakesh Kumar Pathak Ms. Mona Ms. Deepika Hooda Ms. Kiran Devi Punia

		Sh. Bhagwan Das Sh. Durgesh Shama
9.	Bursar	Dr. Kamal Kumar
10.	Staff Secretary	Dr. Neer Kanwal
11.	Social Secretary	Smt. Tarun Arora Sh. Jorawar Singh
12.	EVS Coordinator (Regular Classes) Arts Commerce Science	Sh. Anoop Singh (Convener) Smt. Sabina Singh Smt. Preeti Kapoor Smt. Jyotshna Smt. Shalini Malhotra
13.	BBA Coordinator Incharge of Commerce & Management	Dr. Sunil Sharma Ms. Payal Sharma Ms. Urmila Pushkar
14.	(a) Incharge Railway Passes / Bus Passes	Dr. Sudesh Kumar Yadav Sh. Anurag Sh. Bhumesh Kaushik Ms. Deepa Manchanda
15.	Dispensary	Girls: Arun Lekha, Boys: Bhupender Kumar
16.	(a) Incharge SC Scholarships (b) Incharge BC (c) Incharge merit and other (Minority, Ex-Serviceman etc.) Scholarships and others	Sh. Vivekanand (Convener) Sh. Suresh Kumar Sh. Rajnish Ms. Tammana Dr. Bhupender Kumar (Convener) Dr. Shalini Sharma Ms. Mamta Sh. Vipin Dr. Supriya Dinodia (Convener) Dr. Shalini Malhotra Dr. Ruchika Arora
17.	University /UGC/ RUSA	Dr. Saroj Bala (Convener) Smt. Tarun Arora Smt. Preeti Kapoor Smt. Veena Dr. Madhusudan Goyal Ms. Sonika Ms. Ponam Goyal Ms. Shalini Tuli Ms. Anu Khanna Ms. Richa Goyal Ms. Jyoti (Commerce) Ms. Richa Goyal Ms. Deepika Gaur Ms. Sadhana Gupta
18.	College Time Table / Work Load / Compilation and Timetable	Dr. Leena Vashisth (Incharge) Smt. Veena (Commerce) Ms. Sonika (Arts)

		Sh. Jorawar Singh (Arts) Dr. Supriya Dinodia (Arts) Sh. Lalit Sharma (Science) Maths Ms. Parul Jain (Science)
19.	Book Bank / Library Committee	Smt. Meenakshi Bhardwaj Dr. Jyotsna Singh Sh. Praveen Kumar
20.	Earn While You Learn Scheme	Smt. Monisha Chaudhary Dr. Supriya Dinodia Dr. Sanjeev Adhana Dr. Vivekanand Ms. Renu Yadav Ms. Jyoti (English) Ms. Isha Bhatia
21.	Fee Concession	Sh. Raj Pal (Convener) Sh. Rakesh Commerce Ms. Kalpna (commerce) Sh. Vimal Parkash
22.	Placement Cell	Dr. Pratibha Chauhan (Incharge) Dr. Shaileshwar Kaushik Sh. Jorawar Singh Ms. Pooja Gaur Ms. Jagriti Dewan (1-3 Days) GCG BLB Ms. Parul Jain Dr. Sanjeev Kumar (GC Mohna) Sh. Giriraj Sh. Lalit Kumar Dr. Vivekanand Ms. Bhawna Arora (1-2) GC Hodal Deput. Ms. Lalit Chaudhary Ms. Parmila Chemistry Sh. Pawan Kumar Sh. Bhagirath Sh. Lalit Hindi Sh. Mnoj Kumar Sh. Surender Singh
23.	Blood Donation and Red Cross	Dr. Rakesh Pathak (Incharge) Dr. Sunila Sharma Dr. Pratibha Chauhan Sh. Vimal Prakash Gautam Ms. Shivani
24.	Web portal	Ms. Poonam Ahlawat (Convener) Sh. Ravinder Singh (GC Mohna) Ms. Sonika Ms. Ranjita Ms. Parul (CS)
25.	AIHES (All India Higher Education Survey)	Dr. Anshu Nayyar (Convener) Dinesh Joon Dr. Sabina Singh Dr. Kamla Chaudhary Dr. Sunil Sharma
26.	Sports Board	Dr. Anup Sangwan

		Sh. Rajpal Dr. Ruchira Khullar Sh. Vimal Prakash Dr. Pratibha Chauhan Sh. Jorawar Sh. Giriraj Sh. Praveen Kumar
27.	Hiking and Trekking / All India Tour and Leadership Camps College Tour Boys Girls	Dr. Anoop Singh Sangwan Dr. Pratibha Chauhan Dr. Rakesh Pathak (Convener) Sh. Giriraj Dr. Vivekanand Sh. Parveen Kumar Sh. Jorawar Singh Sh. Lalit Kumar (Maths) Sh. Sanjeev Kumar Sh. Vishal Singh Sh. Harvansh Sh. Pawan Kumar Sh. Rohit Sharma Dr. Partibha Chauhan (Convener) Ms. Shalini Tomar Ms. Jagriti Dewan Ms. Poonam Goyal Ms. Parul (CS) Ms. Sonika Ms. Sita Dagar Ms. Manju Rani Ms. Yogwati Parik
28.	Edusat Reception / Soft Skills/ Language Lab	Poonam Ahlawat (Coordinator) Dr. Neer Kanwal Dr. Anshu Nayyar Dr. Supriya Dinodia Ms. Bhavna Arora Ms. Praul Jain
29.	Women Cell	Dr. Neer Kanwal (Convener) Smt. Arun Lekha Smt. Tarun Arora Ms. Mona Ms. Pooja Gaur Smt. Deepika Kalon
30.	Discipline Duty	All H.O.Ds Dr. Saroj Bala Dr. Raj Pal Dr. Bhupender Kumar Dr. Pratibha Chauhan Sh. Ashok Ahlawat Sh. Giriraj Dr. Vivekanand Sh. Jorawar Singh

		<p>Ms. Shalini Tomar Dr.Poonam Goyal Sh. Lalit Kumar (Maths) Sh.Sanjeev Kumar Ms. Jagriti Dewan Sh.Praveen Kumar Ms. Bhawna Arora Sh. Pawan Kumar Ms. Neeraj Ms. Suman Malik Ms. Radha Yadhuvanshi Ms. Poonam (Hindi) Ms. Nisha (Hindi)</p>
31.	<p>Lecture Shortage Science</p> <p>Arts</p> <p>Commerce</p> <p>Maintenance of absentee slips and absentee fine register</p>	<p>Dr. Narender Kumar , Over all In Charge Dr. Rajesh Kumar,(Convener) Smt. Meenakshi Bhardwaj</p> <p>Dr. Saroj Bala (Incharge) Smt. Monisha Chaudhary</p> <p>Smt. Preeti Kapoor (Incharge) Dr. Sudesh Kumar Yadav Ms. Rajni Sh. Rakesh Ms. Kalpna Ms. Parul Jain Ms. Neharika</p> <p>Ms. Neharika Sh. Praveen Kumar</p>
32.	Science Exhibition	<p>Smt. Arun Lekha (Convener) Smt. Meenakshi Bhardwaj Dr. Kamla Chaudhary Smt. Promila Kajal Dr. Shalini Malhotra Ms. Jagriti Dewan Ms. Parul Jain Ms. Shalini Tomar Ms. Poonam Goyal Sh. Lalit Kumar (Maths) Ms. Bhawna Arora</p>
33.	Legal Cell (Court Cases)	<p>Smt. Preeti Kapoor (Convener) Dr. Sudesh Kumar Yadav Dr.Shaileshwar Kaushik Sh. Jorawar Singh Sh. Giriraj Dr. Vivekanand Sh. Ravinder Singh Sh. Anurag (Commerce) Sh. Ashok Ahlawat Sh. Arvind Kumar</p>

		Sh. Vishal Singh Sh. Vipin Sh. Harbansh Sh. Bhagwandas Sh. Abu Hurera
34.	Legal Literacy Cell	Dr. Supriya Dinodia (Convener) Dr. Anshu Nayyar, Dr. Pratibha Chauhan Sh. Praveen Kumar Sh. Rakesh Sh. Arvind Kumar Ms. Nidhi Sharma Ms. Renu Yadav Ms. Anita Yadav Ms. Devinder Singh
35.	Internal Quality Assurance Cell/	Dr. Neer Kanwal (Convener) Smt. Savita Dudeja Dr. Neelam Dahiya Smt. Preeti Kapoor Dr. Pratibha Chauhan Sh. Ashok Ahlawat Sh. Trilok Chand (Alumni) Sh. Devender Singh (Alumni) Sh. Gaurav Sh. Naveen (Student) Boys Sh. Akansha (Student) Girls
36.	API verification	Sh. Anup Sangwan Sh. Meenakshi Bhardwaj Dr. Dinesh Joon Sh. Rajesh Kumar Smt. Leena Vashisth Sh. Kamla Chaudhary
37.	Building Fund, New Construction /College Property/ Repair	Chairperson: Principal (Ex-Officio) Members: Dr. Dinesh Joon Sh. Vimal Parkash Sh. Giriraj Sh. Jorawar Sh. Arvind Kumar
38.	Printing and Publication Committee	Dr. Supriya Dinodia (Convener) Dr. Anshu Nayyar Ms. Neharika Sh. Praveen Kumar Sh. Lalit Hindi Sh. Kuldeep (Botany)
39.	Income Tax	Dr. Sunil Sharma (Convener) Smt. Savita Dudeja Smt. Preeti Kapoor Dr. Dinesh Joon Dr. Sudesh Kumr Yadav Ms. Shivani Ms. Veena

		Dr. Nidhi Garg
40.	P.R Public Relations	Dr. Pratibha Chauhan (Convener) Sh. Rakesh Sh. Giriraj Sh. Ashok Ahlawat Ms. Shruti Gola Ms. Preeti Sehrawat
41.	Administration and Supervision: A. Laboratory Staff	All H.O.D.s
42.	College Magazine	1. Editor in Chief: Dr. Anshu Nayyar 2. Editor English Section: Dr. Neer Kanwal 3. Editor Hindi Section: Dr. Pratibha Chauhan 4. Editor Sanskrit Section: Sh. Jorawar Singh 5. Editor Science Section: Dr. Madhusudan Goyal 6. Editor Planning Forum: Dr. Shalini Tuli Ms. Samvedna Ms Nisha Tewatia Ms. Sushma Rani (History) Ms. Poonam Malik (English) Ms. Ritu Sharma Ms. Jannat Khatri
43.	Annual Report Drafting Committee	Dr. Neer Kanwal Mani (Convener) Dr. Anshu Nayyar Dr. Rakesh Pathak Dr. Pratibha Chauhan Sh. Jorawar Sh. Giriraj Ms. Pooja Kumari Ms. Savita Rani (Maths)
44.	Decoration Committee	Ms. Monisha Chaudhary (Convener) Dr. Supriya Dinodia Dr. Anshu Nayyar Dr. Sabina Singh Dr. Upasana Sharma Smt. Renu Sardana Dr. Shalini Malhotra Dr. Ruchika Arora Dr. Kalpna Gupta Dr. Rajni Sharma Ms. Poonam Goyal Ms. Jagriti Dewan Ms. Shalni Tomar Ms. Parul Jain Ms. Sonika Ms. Parul

		Ms. Poonam Ms. Ranjita Ms. Vandana Ms. Rajni (Psy.) Ms. Shilpi Aggarwal
45.	Lunch and Tea Committee/ Refreshment Committee for Guests	Smt. Arun Lekha (Convener) Smt. Tarun Arora Dr. Pratibha Chauhan Dr. Shalini Sharma Ms. Sonika Ms. Poonam Ms. Ranjita Joon Ms. Sanjeev Kumary (Sociology) Ms. Abu Hurera
46.	Road Safety Club	Dr. Sudesh Kumar Yadav Dr. Rakesh Pathak Dr. Pratibha Chauhan Sh. SanjeevKumry (Sociology) Ms. Abu Hurera
47.	Stage Conduct	Dr. Neer Kanwal (Convener) Dr. Sunil Sharma Dr. Pratibha Chauhan Dr. Anshu Nayyar Dr. Rakesh Pathak Sh. Jorawar Singh Dr. Vivekanand Ms. Renu Yadav
48.	Mike Arrangement / Announcement System and Maintenance	Dr. Rajesh Kumar (Incharge) Dr. Bhupinder Kumar Dr. Shaileshwar Kaushik Sh. Ashok Ahlawat Sh. Devinder Singh
49.	Invitation Committee	Sh. Rajpal Singh (Convener) Dr. Anup Sangwan Dr.S.S. Gulia Dr. Pratibha Chauhan Dr. Vivekanand Sh. Jorawar Singh
50.	Shamiana & Seating Tent	Sh. Rajpal (Convener) Sh. Vimal Parkash Dr. Rajender Kumar Ms. Kalpna (Commerce) Sh. Neeraj Sh. Bhagirath Sh. Abu Hurera
51.	Water Supply in Functions /Water Management	Sh. Giri Raj (Convener) Dr. Shaileshwar Kaushik Dr. Pratibha Chauhan Sh Praveen Kumar Sh. Jorawar Singh Sh. Kuldeep Kumar Ms. Deepshikha

		Ms. Jyotika Dudeja Ms. Jannat Khatri
52.	Photography	Dr. Pratibha Chauhan Ms. Neharika Sh. Muthra Singh
53.	College Canteen & Cycle Stand	Dr. Sunil Sharma (Convener) Dr. Dinesh Joon Sh. Vimal Parkash Sh. Harvansh Sh. Vishal Singh Sh. Rohit Sharma
54.	Academic Prizes and Certificates	Dr. Pratibha Chauhan (Convener) Smt. Savita Dudeja (Evening) Dr. Upasana Sharma Ms. Priyanka Parashar Ms. Pooja Gaur Ms. Kalpna (Commerce) Smt. Veena Ms. Neharika Dr. Madhusudan Goyal Ms. Sonika Ms. Poonam (CS) Ms. Neenu Saini Ms. Rimpi Ms. Uma Shekhawat Ms. Jyoti Narwat
55.	Sports Prizes	Dr. Rajesh Kumar (Conv.) Dr. Jyotsna Singh Sh. Jorawar Singh Ms. Pooja Kumari
56.	Extra Curricular and Cultural Activities Committee (This Committee will function throughout the year for all competitions and Co-curricular Activities)	All H.O.D.s and Activity Incharges
57.	Internal Audit	Fee and Funds (Regular): Dr. Anoop Sangwan Dr. Neelam Dahiya Smt. Preeti Kapoor Smt. Monisha Chaudhary Dr. Sudesh Kumar Yadav Dr. Leena Sharma Dr. Nidhi Garg Dr. Shalini Sharma
58.	Smart Class Room	Ms. Ranjita Joon (Convener) Ms. Parul Jain Ms. Sonika Ms. Parul (CS) Ms. Poonam (CS) Sh. Ravinder Singh Sh. Lalit Kumar Maths Sh. Parveen Kumar

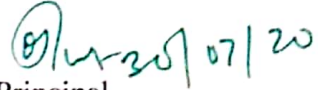
		Ms. Pooja Tanwar Ms. Neetu Malik Ms. Priyanka Naruka Ms. Seema Rani (CS)
59.	NAAC Data Compilation	Dr. Neer Kanwal (Convener) Smt. Preeti Kapoor Dr. Bhupender Kumar (Cultural Activities) Sh. Rakesh Pathak (NSS) Smt. Pooja Gaur (NSS) Dr. Rajender Kumar (NCC Army) Sh. Vimal Parkash (NCC NAVY) Smt. Savita Dudeja (Exam Branch) Smt. Saroj Bala (Office & Admin.) Dr. Leena Vashisth (Funds) Dr. Upasana Sharma Dr. Nidhi Garg Dr. Madhusudan Goyal Ms. Parul Jain Sh. Ravinder Singh
60.	Campus Maintenance and Cleanliness /Class IV	Sh. Vimal Parkash (Convener) Dr. Rajender Kumar Dr. Pratibha Chauhan Sh. Rakesh Sh. Arvind Kumar Ms. Chitra (Psy.) Ms. Nidhi Gupta Ms. Nidhi Sharma Sh. Avnish Kumar Jyoti Kumari (Commerce)
61.	Maintenance Committee of Equipments Maintenance and strengthening	All H.O.D.s
62.	Maintenance of sports ground	Sh. Vimal Parkash Sh. Jorawar Singh Sh. Praveen Kumar Sh. Arvind Kumar
63.	Biometric Attendance System	Dr. Neelam Dahiya (Nodal Officer) Ms. Ranjita Joon Dr. Rajni Sharma Dr. Ruchika Arora
64.	General Purchase, Purchase of Furniture, Library Books, Sports Equipments, Out of Fund And Grant, Other Purchase for Office	Dr. Anup Sangwan (Convener) Smt. Tarun Arora Dr. Sunil Sharma Dr. Rakesh Pathak Dr. Rajender Kumar Ms. Priyanka Parashar Ms. Parul (CS) Concerned HOD/Activity Incharge
65.	RO/ Water Cooler Repairing	Dr. Rajender Kumar Sh. Vimal Parkash Sh. Jorawar Singh

		Sh. Ashok Ahlawat Sh. Arvind Kumar
66.	CCTV Purchase/Maintenance	Dr. Neelam Dahiya (Convener) Dr. Supriya Dinodia Ms. Ranjita Joon Ms. Poonam (CS) Ms. Sonika
67.	Electricity /Tubewell	Sh. Rajesh Kumar (Convener) Sh. Sudesh Yadav Dr. Rakesh Pathak Sh. Vimal Prkash
68.	College Allumni	Principal (Patron) Dr. Ruchira Khullar (Convener) Dr. Neer Kanwal Mani Dr. Sunil Sharma Dr. Shaileshwar Kaushik Dr. Pratibha Chauhan Sh.Vimal Parkash Dr. Rajender Kumar Sh, Sanjeev Sh. Jorawar Singh Dr. Nidhi Garg Sh. Vishal Singh Sh. Harvansh Sh. Rohit Sharma Ms. Nisha Tewatia
69.	Eco Club	Principal (Patron) Dr. Bhupender Kumar Dr. Partibha Chauhan Sh. Vimal Parkash Dr. Rajender Kumar Sh. Chitra (Psy.) Ms. Shalu Hasiza Ms. Seema Duhan
70.	ONLINE ADMISSION	Dr. Neelam Dahiya (Nodal Officer) Ms. Sonika Ms. Ranjita Ms. Parul(CS) Ms. Poonam (CS) Dr. Ruchika Arora Dr. Rajni Sharma Dr. Kalpna Gupta
71.	Grievances & Redressal Committee	Dr. Saroj Bala (Convener) Dr. Anup Sangwan Dr. Neer Kanwal Dr. Kamla Chaudhary
72.	Pension Case Committee	Dr. Anup Singh Sangwan (Convener) Smt. Savita Dudeja Dr. Dinesh Joon Dr. Kamal Kumar
73.	Medical Bill	Smt. Arun Lekha (Convener)

		Dr. Sunil Sharma Smt. Shalini Sharma Dr. Leena Sharma
74.	Digital Learning	Ms. Ranjita Joon (Convener) Ms. Parul (CS) Ms. Poonam (CS) Dr. Ruchika Arora Dr. Rajni Sharma Dr. Kalpna Gupta
75.	Mentoring	Dr. Nidhi Garg (Convener) Ms. Pooja Gaur Ms. Kalpna (Commerce) Ms. Neharika Ms. Shivani Ms. Mona
76.	Gem Porta/GST	Dr. Leena Sharma (Convener) Dr. Neelam Dahiya Ms. Sonika Ms. Poonam
77.	College Property	Smt. Promila Kaja Ms. Priyanka Parashar Sh. Muthra Singh Sh. Jorawar Singh
78.	Student Union	Sh. Rajpal (Convener) Sh. Vimal Parkash Dr. Rajender Kumar Sh. Jorawar Singh Sh. Giri Raj Sh. Praveen Kumar Sh. Lalit Kumar Math
79.	Invertors/Battery /UPS Repair Biometric Repair	Dr. Rajesh Kumar (Convener) Ms. Ranjita Joon Sh. Bharat Raj Dr. Ruchika Arora Dr. Kalpna Gupta Dr. Rajni Sharma
80.	Committee for Contigent Work	Dr. Ruchira Khullar (Convener) Dr. Saroj Bala Smt Preeti Kapoor
81.	Cultural Committee	Dr. Bhupender Kumar (Convener) Dr. Neer Kanwal Dr. Sunil Sharma Dr. Meenakshi Rawat Dr. Nidhi Garg Ms. Tarun Music Dr. Anshu Nayyar Dr. Supriya Dinodia Ms. Nisha Tewatia Sh. Vishal Singh Ms. Charu Sharma Sh. Bhagirath

		Sh. Harvansh Sh. Ankit Kaushik Sh. Arvind Kumar Ms. Suman Joon Ms. Manisha Ms. Reenakshi Ms. Geeta Ms. Sangeeta Rani Ms. Shobha Ms. Jannat Khatri Ms. Suman Rani
82.	Alumni Cell	Dr. Ruchira Khullar Dr. Sunil Sharma Sh. Ankit Kaushik Sh. Vishal Singh Ms. Nisha Tewatia Sh. Harvansh
83.	Staff Arrears/Revision Pension Committee	Dr. Dinesh Joon Dr. Kamal Kumar Dr. Sunil Sharma Dr. Shalini Sharma

Date


 Principal
 Govt. College, Faridabad