

# Govt. College for Women, Karnal

## Annual Duty List 2019-20

**Note: The members of the committee must report to the concerned convener.**

1. **College Council**
  - Dr. Sarita Kumar
  - Mr. Suresh Kumar
  - Mr. Vikas Atri
  - Mr. Naresh Dalal
  - Dr. Subash Sharma
2. **Chief Mentor**
  - Dr. Vipin Kumari
3. **Chief Proctor**
  - Dr. Sarita Kumar
  - Dr. Anita Joon
4. **Bursar**
  - Mr. Suresh Kumar
5. **Character Certificate Verification**
  - Dr. Sarita Kumar
6. **Staff Secretary**
  - Mr. Vikas Atri
7. **Office Work Incharge**
  - Dr. Sarita Kumar
  - Mr. Parshant Kumar
  - Mr. Sanjeev Kumar
8. **Social Secretary**
  - Dr. Neelam Rani
9. **Invitation Committee (For functions)**
  - Mr. Karambir Singh
  - Ms. Reena Rani
  - Dr. Aarti Sharma
  - Ms. Monika Yadav
10. **Magazine Editorial Board**
  - Mr. Balwan Singh Chahal (Chief Editor)
  - Dr. Neelam Rani (Commerce)
  - Dr. Minakshi Sharma
  - Mr. Anil Kumar (Punjabi)
  - Dr. Naveen Kumar (Hindi)
  - Dr. Shiwali (Planning Forum)
  - Ms. Vidusha (Sanskrit)
  - Dr. Ekta Arora

**22. IQAC**

Mr. Subhash Sharma  
Dr. Dimple  
Dr. Sushila Sangwan  
Dr. Deepak Sharma  
Dr. Raj Pal  
Dr. Rajesh  
Mr. Nand Lal (Retired HESI, Social Worker)  
Mrs. Raj Rani (Dy. Supdt.)  
Mr. Varinder Kumar, JLA

**23. Purchase Committee (For Govt. Grants)**

Mr. Vikas Atri  
Mr. Naresh Kumar  
Dr. Meera  
Dr. Upender  
**Note:** Concerned H.O.D./Incharge will also be the member and complete the paper work

**24. Public Health Amenities**

Mr. Anil Kumar  
Mr. Kulwant Singh (Convener)  
Mrs. Jiwan Jyoti  
Ms. Manju Devi  
Mr. Sohan Lal

**25. Dispensary**

Mrs. Mamta  
Ms. Ekta Kansal  
Ms. Ashu

**26. Electricity & other allied works**

Mr. Rajeev  
Mr. Sanjeev  
Mr. Shyam Sunder

**27. Generator**

Mr. Pardeep Kumar  
Mr. Nishan Singh

**28. Annual Report of the College**

Dr. Naveen Kumar ( Convener)  
Ms. Vidusha

**29. Cleanliness of College Campus**

Dr. Upender Kumar  
Sh. Ramesh Singh (Play Ground)  
Ms. Bharti  
Ms. Jiwan Jyoti  
Ms. Vidusha  
Mr. Vinod Kumar

Mrs. Ekta Kansal  
Dr. Sapna  
Dr. Punam Bagi

**72. ECO Club**

Geography Deptt. (Convener)  
Sports Deptt.  
NSS & NCC Units

**73. Cycle Stand Committee**

Sh. Ramesh Singh

**74. Site Updation**

Mr. Ram Partap  
Dr. Deepak  
Ms. Vandana  
Ms. Anuverta  
Ms. Jiwan Jyoti  
Mr. Pardeep Kumra  
Mrs. Ritu Narwal  
Assistance from Computer Department

**75. Online admission website updation**

Dr. Vikas Atri  
Ms. Vandana

**76. Apprenticeship Scheme Incharge**

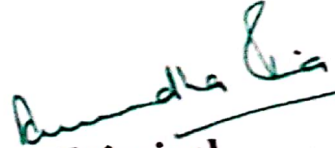
Dr. Ramesh Singh  
Mr. Shyam Sunder

**77. RUSA**

Dr. Vinod Sharma  
Mr. Ram Partap  
Dr. Sanjeev Kumar  
Sh. Dharampal

**78. Road Safety Club**

Dr. Upender (Convener)  
NSS Officer – 1  
NSS Officer – 2  
NSS Officer – 1  
Student Representative

  
Principal  
Govt. College for Women,  
Karnal