

6.2.1

Govt. College for Women, Karnal

Supplementary Duty List 2017-18

All the Newly Selected Lecturers and qualified Extension Lecturers are directed to note their annual duties and report to the convener of the committee immediately.

- 1. College Council
 - Dr. Anuradha Punia
 - Dr. Giani Devi
 - Dr. Ved Vati
 - Mr. Suresh Kumar *SM*
 - Mr. Vikas Atri

- 2. Activities Incharges
 - Dr. Ved Vati
 - Dr. Neelam Rani

- 3. Senior Tutor
 - Dr. Anuradha Punia

- 4. Chief Proctor
 - Dr. Giani Devi

- 5. Bursar
 - Mr. Suresh Kumar

- 6. Character Certificate Verification
 - Dr. Giani Devi

- 7. Staff Secretary
 - Mr. Vikas Atri

- 8. Office Work Incharge
 - Dr. Anuradha Punia

- 9. Social Secretary
 - Dr. Neetu Verma *NS*

- 10. Invitation Committee (For functions)
 - Mr. Karambir Singh

- 11. Magazine Editorial Board
 - Mr. Jitender Mor (Chief Editor)
 - ✓ Ms. Vidusha (Skt.) *विदुषा*
 - Dr. Kanta Malik (Planning Forum)
 - Mr. Naresh Kumar (Science Section)
 - Dr. Balwan Singh Chahal (Eng.) *BS*
 - Dr. Neelam Rani (Commerce)
 - Dr. Naveen Kumar (Hindi)
 - Mr. Anil Kumar (Punjabi)

12. Construction Committee /
Maintenance of Building/PWD Works

- Mr. Naresh Kumar (Convener)
- Dr. Vinod Chahal
- Dr. Vinod Sharma *W*
- Dr. Anita Joon
- Mr. Parveen Kumar (Asstt.)
- Mr. Kulvinder Singh *W*

13. University Work (Admission,
Registration Return, Exam Forms
& Conduct of Exams,
Assessment Work Etc.

- Mr. Subhash Sharma (Convener)
- Mr. Raj Pal
- Mr. Karambir Singh
- Mr. Kulwant Singh
- Mr. Anil Kumar
- Mrs. Sushma Sharma
- Mrs. Vibha Goyal
- Ms. Jivan Jyoti *W*
- Mr. Arun Kumar (Clerk)

14. On Line Admissions:

- Dr. Ramesh Kumar (Convener) (2016-17)
- HOD C. Sc. Deptt. (Computer Work)

15. Results Calculation Committee

- Mr. Satbir Singh (Convener)
- Mr. Manisha
- Mrs. Sunita Sharma
- Mrs. Vibha Goyal
- Ms. Shivanshi
- Ms. Swati Mann
- Ms. Poonam Sharma (Maths)
- Ms. Gurleen *G Kaur*
- Mr. Virender (To provide the Record of DMCs)

16. Time Table/Subject Change/Work
Load Committee

- Sh. Naresh Kumar (Convener)
- Dr. Neelam Rani
- Dr. Deepak Sharma
- Mr. Chaman Lal
- HOD C. Sc Deptt.
- Mr. Jitender Mor

17. Language Lab

Anurata Anurata

18. Science Exhibition

- Mr. Vikas Atri (Convener)
- Mr. Naresh Kumar (Chem. & Physics)
- Mr. Suresh jangra (Geog)
- Dr. Punam Devi Bagi (Psycho)
- HOD C. Sc. Deptt. (C.SC)

19. Grievances Cell/Anti Ragging
Committee/Anti Corruption Cell

- Dr. Neelam Rani (Convener)
- Dr. Punam Bagi
- Mr. Jitender Mor
- Mrs. Raj Rani (Dy. Supdt.)

20. IQAC

Mr. Naresh Kumar (Convener)
Mr. Chaman Lal
Dr. Neelam Rani
Mr. Ram Pratap *sk. J. Atal Moh*
Mr. Kanishk Gupta (Industrialist Liberty Group Karnal)
Mrs. Raj Rani (Dy. Supdt.)
Ms. Pratibha (Student)
Ms. Kiran (Student M.Sc- Geog.)
Mr. Virander Kumar, JLA

21. Purchase Committee (For Govt. Grants)

Mr. Vikas Atri (Convener)
Mr. Naresh Kumar
Dr. Ved Vati
Mr. Chaman Lal
Note: Concerned H.O.D./Incharge will also be the member and complete the paper work

22. Public Health Amenities

Mr. Kulwant Singh (Convener) ✓

Mr. Anil Kumar ✓

Ms. Jiwan Jyoti *Pincus* ✓

Ms. Manju Devi *Manju* ✓

Mr. Pardeep ✓

Mrs. Mamta ✓

Dr. Neetu Verma ✓

23. Dispensary

24. Electricity

Dr. Balwan Singh Chahal (Convener) *BV*

Dr. Deepak Sharma (Generator & other allied works)

Mr. Pardeep Kumar *Pardeep Kumar*

Mr. Nishan Singh *Nishan Singh*

Mr. Anil Koyal *Mr Anil Koyal*

25. Annual Report of the College

~~Dr. Balwan Singh Chahal (Convener)~~

Dr. Naveen Kumar *Convener*

MS vidusha *MS vidusha*

26. Beautification & Cleanliness of College Campus

Mrs. Meera Kashyap (NSS) (Convener) ✓

Dr. Neetu Verma ✓

Mrs. Mamta (In the College Campus) ✓

Sh. Ramesh Singh (Play Ground)

Ms. Jiwan Jyoti *Pincus*

Ms. Manju Devi *Manju*

Ms. Vidusha *MS Vidusha*

MS Bharti *Bharti*

27. NCC

Dr. Anita Joon (NCC)

28. NSS

Mrs. Meera Kashyap (NSS) (Convener) ✓

Ms. Vidusha (NSS)

Ms Simran

Ms Harpreet (Beautification)

29. Scholarship

Vogesh Komar

Mr. Rajpal (Nodal Officer)

Dr. Hans Raj

Ms. Manisha

Mrs. Sunita Sharma

✓ Ms. Shivanshi Sharma

✓ Ms. Anuverta

✓ Ms. Vinny

Mr. Pardeep Kumar (for Record & Computer work)

30. Prize Committee

Prize

Dr. Balwan Singh Chahal (Convener)

Sh. Kulwant Singh

Sh. Raj Pal

Sh. Suresh Kumar Jangra

Mrs. Sunita Sharma

Dr. Hans Raj

✓ Mrs. Sushma Sharma

✓ Ms. Shivanshi Sharma

✓ Ms. Simrandeep Kaur

✓ Mr. Rajesh Kumar

Mr. Amitoyal

Dr. Anuradha Punia (Convener)

Mr. Subhash Sharma

Dr. Vinod Chahal

Mr. Satbir Singh

Bursar (EX. Officio Member)

Sh. Virender Kumar, J.L.A

31. Auction Committee

Sh. Vikas Atri (Convener)

Sh. Naresh Kumar

Dr. Balwan Singh Chahal

Dr. Vinod Chahal

Sh. Jitender Mor

Sh. Ramesh Singh

32. Sports Board

33. College Beautification/Decoration
for functions

Mrs Vinne

Mrs. Meera Kashyap (Convener)

Ms. Manisha

Dr. Dimple

Mrs. Sunita Sharma

✓ Ms. Harpreet Kaur

34. Refreshment Committee

Dr. Punam Bagi (Convener)

Ms. Manisha

Mrs. Mamta

✓ Ms. Shivanshi Sharma

✓ Ms. Harpreet Kaur

35. Placement, Career Counseling Cell
Personality Development,

Sh. Vikas Atri (Convener)

Dr. Neelam Rani

Sh. Jitender Mor
Dr. Ramesh Kumar
HOD C. Sc. Deptt.

✓ Ms. Vinny *Vinny*

✓ Ms. Shivanshi Sharma *Shivanshi*

Mrs. Priyanka Kaushik (Computer Instructor) for
Computer Work

36. Alumini Association Committee

Dr. Anuradha Punia (Convener)

Dr. Vivek Ranga

Dr. Punam Bagi

Dr. Ramesh Kumar

✓ Ms. Kavita

37. Red Cross Committee SAF & RKF

Ms. Manisha (Convener)

Dr. Balwan Singh Chahal *Ms Bharti*

38. Canteen Committee

Sh. Karambir Singh (Convener)

Sh. Suresh Jangra

Mrs. Sunita Sharma

39. Women Empowerment Cell,
GSCASH & Legal Literacy Cell

Dr. Punam Bagi (Convener)

Dr. Anita-Joon

Dr. Naveen Kumar

Mrs. Meera Kashyap

Dr. Neetu Verma ✓

One Student Representative

40. Cultural Activities and Literacy

Dr. Vivek Ranga (Convener)

Dr. Hans Raj

Dr. Balwan Singh Chahal *Dr*

Dr. Dimple

Sh. Suresh Jangra *Ms Bharti*

Dr. Neetu Verma ✓ *Bharti*

Mrs. Meera Kashyap

✓ Ms. Vinny *Vinny*

✓ Ms. Jivan Jyoti *Jivan Jyoti*

(a) Music items

Dr. Vivek Ranga (Convener)

Dr. Hans Raj

Dr. Neetu Verma ✓

Mrs. Meera Kashyap *Ms Bharti*

(b) Hindi One Act Play

Dr. Giani Devi *Bharti*

Sh. Suresh Jangra

(c) Dance

Dr. Neetu Verma *N*
Dr. Dimple

(d) Drama (Sanskrit)

Dr. Anuradha Punia

(e) Skit

Dr. Ved Vati
Dr. Balwan Singh Chahal *BS*

(f) Mimicry/Mime

Dr. Kanta Malik
Dr. Punam Devi Bagi

(g) Debate and Declamation

Dr. Naveen Kumar

(h) Fine Arts/Painting/Rangoli

Mrs. Mamta *M*

41. Literary Activities

Dr. Balwan Singh Chahal

Dr. Naveen Kumar

NS vidushi

42. Quiz Contest

Sh. Naresh Kumar (Convener)

Sh. Kulwant Singh

Dr. Ram Pratap

Dr. Deepak Sharma

HOD Computer Sc Deptt.

MS vidushi

43. Printing, Stationary &
Printing of I Cards

Dr. Vinod Sharma *V*

Sh. Suresh Jangra

Sh. Jai Bhagwan (JLA)

44. EDUSAT

Sh. Karambir Singh

Sh. Vikram Singh

45. Photography

Dr. Dimple

46. Blood Donation Activities

NCC Unit

NSS Unit

Sports Unit

47. Red Ribbon Club

2 Ms. Anuverta *Anuverta*

1 Dr. Dimple

48. Bus Pass

Dr. Deepak Sharma

Sh. Raj Pal

Sh. Vikram Singh (For official work)

49. Library Advisory Committee

Dr. Ved Vati

Sh. Naresh Kumar

Dr. Kanta Malik

Sh. Jitender Mor

Sh. Satbir Singh

50. Publicity

Dr. Naveen Kumar

51. Court Cases

Dr. Ram Pratap
Dr. Balwan Singh Chahal
Sh. Jai Bhagwan

Br

52. R.T.I

Dr. Anuradha Punia (SPIO)
Dr. Giani Devi (APIO)
Mrs. Raj Madan

53. Property/Furniture/Stocks

Sh. Suresh Kumar Jangra (Furniture)
Dr. Vinod Sharma (Except Furniture)

Br

54. Earn While You Learn

Dr. Kanta Malik (Convener)
Mrs. Sushma Sharma
Mr. Satbir Singh
Mrs. Vibha Goyal

55. Tour & Excursion

Sh. Naresh Kumar (Convener)
Dr. Anita Joon
Dr. Neelam Rani
Sh. Jitender Mor

56. Important Day Celebration

Dr. Ved Vati (Convener)
Dr. Naveen Kumar

57. (a) Nodal Officer Voter Cards

Dr. Naveen Kumar

(b) College Ambassador Awareness
Programme for Use of Right of Vote
& Voter I.D. Cards

Dr. Naveen Kumar (Convener)
Mrs. Meera Kashyap
Mrs. Sunita Sharma
Ms. Poonam Sharma (Commerce)
Ms. Kavita

Ms. Pooja Chandra
Mr. Yogesh

58. Shamiana/AV Club/Mika/Seating
arrangement for various functions.

Sh. Ramesh Singh (Convener)

Dr. Hans Raj

Sh. Anil Kumar

Sh. Pardeep Kumar

Sh. Kulvinder Singh

Ms. Ritu Narwal

Mrs. Meenakshi

Sh. Naresh Kumar

Dr. Deepak Sharma

Sh. Chaman Lal

Dr. Ramesh Kumar

Sh. Rajesh Kumar

Sh. Nishan Singh

Ms Poojan (Com)
Ms Kavita

Mr. Anil
Mr. Yogesh
Mr. Sumit

59. Engaging of Resource Persons
and Non Teaching Staff

Trish

60. Dilapidation Fund Committee

Sh. Chaman Lal (Convener) *BS*
Dr. Balwan Singh Chahal
Dr. Dimple
One Student Representative

61. UGC & Add-On-Courses

Dr. Vinod Sharma (Convener) *W*
Sh. Suresh Kumar Jangra
Sh. Satbir Singh

62. NAAC Committee

Sh. Vikas Atri (Convener) *BS*
Dr. Balwan Singh Chahal
Dr. Punam Bagi
Dr. Ramesh Kummar

63. Lecture Details & Absentees

Sh. R.P. Kaushik (Convener)
Sh. Suresh Kumar Jangra
Ms. Manisha
Mrs. Sunita Sharma
Mrs. Vibha Goyal
✓ Ms. Priyanaka Sandhu
✓ Ms. Manila
✓ Ms. Poonam Rani

Mrs Pooja chandra
Mr Pardeep

Phy Chem
to test answer

Manila Sandhu
Chahal

64. NSS Advisory Committee

Dr. Giani Devi
Sh. Jitender Mor
Dr. Vinod Chahal

Mr Naruh Daler

65. Drinking Water Committee

Sh. Kulwant Singh (Convener)
Mrs. Mamta
Dr. Neetu Verma

66. IT Solution

Mr. Vikas Atri (Convener)
Mr. Ram Pratap
HOD C..Sc Deptt.
Ms. Usha

67. ICC

Sh. Vikas Atri (Convener)
Dr. Ved Vati
Dr. Punam Bagi
Mr. Suresh Kumar
Mrs. Raj Madan (Deputy Supdt.)
Mr. Jai Bhagwan (JLA)
Ms. Raman Malhotra (Advocate)

68. Discipline Committee

Dr. Vinod Chahal (Convener)
Mr. Ramesh Singh
Dr. Kanta Malik

Mrs Mayu - Manju

Mr Sandeep

Mr Amit Goyal (PC)

Mr yojan

69. ECO Club

70. Cycle Stand Committee

71. Site updation/maintenance

Assistance
Computer Dept.

12/10/17

Mr Amit Goyal

Mr yojan

Language Lab

Passport Preparation
Committee

Dr. Anita Joon

Dr. Dimple

Dr. Punam Bagi

Mr. Sohan Lal (Sd) ul

Ms. Madhu Rathor

Ms. Simrandeep Kaur ~~Fateekumar~~

Geography Deptt. (Convener)

Sports Deptt.

NSS & NCC Units

Dr. Vivek Ranga

Sh. Ramesh Singh

1. Dr. Ramesh Kumar

2. Ms Anvita

3. Mrs Jeevan Tyoti

4. Mr Sandeep ~~Fateekumar~~

Principal

Govt. College for Women,
Karnal

7/9/17

Sports Activities (PC)

Sports Activities

Mr Rhyam Sunder

1. Mr Sandeep

2. Mr Rhyam Sunder Singh

3. Dr. Doga chowla