

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

11. Anti Sexual Harassment Committee

Dr. Sarita Kumar
Mr. Suresh Kumar
Mr. Naresh Dalal
Dr. Anita Joon
Dr. Punam Bagi
Mrs. Raj Rani
President Student's Union (GCWK)

**12. Construction Committee /
Maintenance of Building/PWD Works**

Mr. Naresh Kumar
Mr. Ram Partap
Dr. Balwan Chahal
Dr. Vinod Sharma
Mr. Ramesh Singh
Mr. Nishan Singh

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

Mr. Ramesh Kumar (Convener)
Mr. Raj Pal
Mr. Karambir Singh
Mr. Anil Kumar
Mr. Kulwant Singh
Ms. Jivan Jyoti
Mr. Joginder Singh (Clerk)

14. On Line Admissions:

Mr. Vikas Atri (Nodal Officer)
Ms. Vinny
Dr. Sapna Khudia
Ms. Priyanka
Ms. Aanchal
C. Sc. Deptt. (Computer Work)
Ms. Niharika .

15. Results Calculation Committee

Mr. Ram Pratap
Dr. Rajesh Saini (Convener) / C.Sc. Deptt.
Mr. Gopal Krishan
Mr. Vinod Kumar
Ms. Manju Devi *Manju*
Ms. Seema
Ms. Suman Choudhary
Ms. Manju Sharma
Ms. Gurleen
Mr. Yogesh
Mr. Amit Goyal

*12 Sept 2019 NISHA Anandha Rao Ms. Anandha .
Ms. Niharika .*

Ms. Seema
Ms. Simrandeep Kaur
Ms. Usha
Mr. Virender (To provide the Record of DMCs)

16. Time Table/Subject Change/Work Load Committee

Sh. Naresh Kumar (Convener)
Dr. Neelam Rani
Ms. Vipin Kumari *Sh. Charman Lal.*
Dr. Poonam Bagi
Ms. Durgesh

17. Language Lab

Mr. Parshant Kumar
Mr. Shyam Sunder
Ms. Sumati
Ms. Monika Yadav *Ms. Shrutti Tripathi
Ms. Nisha (Eng)*

19. Science Exhibition

Mr. Vikas Atri (Convener)
Mr. Suresh jangra (Geog)
Dr. Punam Devi Bagi (Psycho)
Mr. Rajeev Kumar (Physics)
Dr. Ekta Arora
Ms. Vandana
Mr. Nishan Singh
Dr. Puja Chawla
Ms. Nisha
Ms. Manila

20. Grievances Cell/Anti Corruption Cell

Mr. Suresh Kumar
Dr. Vivek Ranga
Dr. Neelam Rani
Dr. Punam Bagi
Mrs. Shiwali
Mrs. Raj Rani (Dy. Supdt.)

Ms. Anju Bala.

21. Anti Ragging

Dr. Vivek Ranga
Ms. Meera
Ms. Jiwan Jyoti
Mr. Rajesh Kumar
Ms. Vibha Gupta
Ms. Aruna
Ms. Akansha

22. IQAC

Mr. Subhash Sharma
Dr. Raj Pal
Dr. Deepak Sharma
Dr. Dimple *D*

Dr. Sushila Sangwan
Mr. Kanishk Gupta (Industrialist Liberty Group Karnal)
Mrs. Raj Rani (Dy. Supdt.)
Mr. Varinder Kumar, JLA

23. Purchase Committee (For Govt. Grants) *and Funds* .
1. Ms. Anita Joon.

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) - Sh. Ramesh Singh (Physical)
✕ Mrs. Jiwan Jyoti
Ms. Manju Devi ~~Manjy~~ - Sh. Rajesh Kumar.
✕ 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
Ms. Manju Devi ~~Manjy~~
Ms. Harneet
Ms. Manju Sharma
Ms. Reena Rani
Ms. Ekta Kansal
Dr. Sapna
Mr. Sohan Lal
Ms. Nishu

Mr. Rajesh Kumar

30. NCC

Dr. Anita Joon (NCC)

31. NSS

~~Mrs. Manita~~

Ms. Manjula Kango

~~Ms. Vidusha~~

Ms. Anju

Ms. Jiwan Jyoti

Ms. Anuverta

Ms. Suman

Ms. Axma Sharma

32. Scholarship

i) SC Scholarship

Mr. Rajpal (Nodal Officer)

Mr. Rajpal

Ms. Anuverta

Mrs. Manju Manja

Ms. Vinny

Mr. Vinod Kumar

ii) BC Scholarship

Mr. Suresh Jangra

Mr. Rajeev Kumar

Mr. Pardeep Kumar

Mr. Yogesh

iii) Merit Scholarship

Mrs. Sushila Sangwan

Mr. Sanjeev Kumar

Ms. Niharika

33. Prize Committee

Dr. Balwan Singh Chahal

h. Raj Pal

Sh. Kulwant Singh

Sh. Suresh Kumar Jangra

Sh. Pardeep Kumar

Dr. Gopal Krishan

Ms. Harneet

Mrs. Ekta Arora

Ms. Durgesh

Ms. Shivanshi Sharma

Mr. Rajesh Kumar

Mr. Kulvinder Singh

Ms. Shanti Toipathi
Ms. Vinny (convene)
Ms. Niharika

34. Auction Committee

Mr. Subhash Sharma (Convener)

Mr. Ramesh Kumar

Ms. Duregesh

Bursar (EX. Officio Member)

Sh. Virender Kumar, J.L.A

35. Sports Board

Sh. Vikas Atri
Sh. Naresh Kumar
Dr. Vivek Ranga
Mr. Upender Singh
Sh. Ramesh Singh

36. College Beautification/Decoration
for functions

Ms. Mamta (Convener)
Mrs. Meera Kashyap
Mrs. Vinni
Dr. Dimple
Ms. Harneet
Ms. Ankita Mann
Ms. Harpreet Kaur
Ms. Manju Sharma
Ms. Shiwani
Ms. Shiwali
Ms. Ekta Kansal

Ms. Nikalika.
Ms. Sunita Sharma.
Ms. Vinny.

37. Refreshment Committee

Mr. Pardeep Kumar (Convener)
Ms. Durgesh ✓
Ms. Namita
Ms. Suman
Mrs. Mamta
~~Ms. Shivanshi Sharma~~
Ms. Harpreet Kaur ✓
Ms. Monika (Monika)
Ms. Madhu (Hindi)

Ms. Sunita Sharma.
Ms. Shouti Tripathi.

38. Placement, Career Counseling Cell
Personality Development

Sh. Vikas Atri (Convener)
Dr. Neelam Rani
Ms. Vandana
Mr. Pardeep
Mr. Sanjeev
Mr. Parshant
Mrs. Priyanka Kaushik (Computer Instructor)
Ms. Reetu Narwal
Ms. Vinni
Ms. Shivanshi Sharma

Ms. Shouti Tripathi.

39. Alumini Association Committee

~~Dr. Punam Bagi~~
Dr. Naveen Batra
Dr. Ramesh Singh
Ms. Ankita Mann
Ms. Shiwali
Mrs. Ekta (Chemistry)
Ms. Reena

Ms. Shiwani
Ms. Vinny

Ms. Harpreet Kaur

40. Red Cross Committee SAF & RKF

Ms. Manisha
Ms. Ankita Mann
Ms. Seema ,
Ms. Bharti

41. Canteen Committee

Sh. Karambir Singh
Sh. Suresh Jangra
Dr. Bharti
Ms. Sumati
Mrs. Reena Rani

Ms. Sunita Sharma

42. Women Empowerment Cell,
GSCASH & Legal Literacy Cell

Mrs. Shiwali (Convener)
Ms. Shiwani
Dr. Naveen Kumar
Ms. Ankita Mann
Mrs. Ekta Arora
Dr. Subhash Sharma
Mr. Parshant Kumar
One Student Representative

Ms. Niharika

43. Cultural Activities and Literacy

Mrs. Sarita Kumar
Dr. Vivek Ranga
Mr. Pardeep Kumar
Dr. Sushila Sangwan
Mrs. Meera Kashyap
Ms. Vinni
Ms. Jiwan Jyoti
As. Bharti

Ms. Manjeet

(a) Music items

Ms. Bharti
Dr. Vivek Ranga
Mrs. Meera Kashyap

(b) Hindi One Act Play

Dr. Pooja Chawla

(c) Dance

Ms. Harneet Kaur

(d) Drama (Sanskrit)

Ms. Vidusha

- (e) Skit
Dr. Arti Sharma
Ms. Madhu Rathore
- (f) Mimicry/Mime
Ms. Manju Devi
Ms. Durgesh
- (g) Debate and Declamation
Dr. Sumati
- (h) Fine Arts/Painting/Rangoli
Dr. Naveen Kumar
44. Literary Activities
i) Mrs. Mamta ii) Mrs. Harpreet
Dr. Naveen Kumar
Ms. Vidusha
45. Quiz Contest
Sh. Naresh Kumar (Convener)
Dr. Vipin Kumari
Ms. Anuverta
Dr. Ram Pratap
Dr. Deepak Sharma
Ms. Manju Sharma
Ms. Reena Rani
Ms. Ekta Kansal
Dr. Sapna
HOD Computer Sc Deptt.
Ms. Vidusha
46. Printing, Stationary
Dr. Vinod Sharma
Sh. Suresh Jangra
Mr. Shyam Sunder
Ms. Smita Sharma
47. EDUSAT
Sh. Sanjeev Kumar
Sh. Vikram Singh
48. Photography
Dr. Vipin Kumari
49. Blood Donation Activities
NCC Unit
NSS Unit
Sports Unit
50. Red Ribon Club
Dr. Dimple
Mr. Pardeep Kumar
51. Bus Pass
Dr. Deepak Sharma
Sh. Sanjeev Kumar
Sh. Pala Ram (For official work)
52. Library Advisory Committee

- Dr. Sarita Kumar
Sh. Naresh Kumar
Dr. Vivek Ranga
Sh. Gopal Krishan
Dr. Shiwani Kaushik
Sh. Satbir Singh
- 53. Publicity**
Dr. Naveen Kumar
Ms. Shiwani (Eco.)
- 54. Court Cases**
Dr. Ram Pratap
Mr. Parshant Kumar
Mr. Gopal Krishan
Sh. Sham Sunder
- 55. R.T.I**
Dr. Sarita Kumar (SPIO)
Dr. Vipin Kumari
- 56. Property/Furniture/Stocks**
Sh. Suresh Kumar Jangra (Furniture)
Dr. Vinod Sharma (Except Furniture)
- 57. Earn While You Learn**
Dr. Punam Bagi (Convener)
Mrs. Ekta (Chem.)
Mrs. Reena
Ms. Ekta Kansal
Ms. Shiwali
ms. Anuradha
Ms. Anuradha
- 58. Tour & Excursion**
Sh. Naresh Kumar
Dr. Anita Joon
Dr. Neelam Rani
Dr. Punam Bagi
- 59. Important Day Celebration**
Dr. Vipin Kumari (Convener)
Ms. Shiwani Kaushik
Dr. Ekta Arora
Dr. Naveen Kumar
- 60. (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
Mrs. Meera Kashyap
Ms. Pooja Chawla
Mr. Yogesh
- 61. Shamiania/AV Club/Mika/Seating arrangement for various functions.**
Sh. Ramesh Singh
Dr. Gopal Krishan
Sh. Anil Kumar

Sh. Pardeep Kumar
Mr. Amit Goyal
Ms. Ritu Narwal
Mrs. Meenakshi
Mr. Amit
Mr. Yogesh
Ms. Poonam
Mr. Ravinder
Mr. Sohan Lal

**62. Engaging of Resource Persons
and Non Teaching Staff**

Sh. Naresh Kumar
Dr. Deepak Sharma
Sh. Rajesh Saini
Dr. Ramesh Kumar
Sh. Gopal Krishan
Sh. Nishan Singh

Sh. Chaman Lal

**63. Dilapidation Fund Committee
& RK Fund**

Sh. Ramesh Kumar (Convener)
Dr. Balwan Singh Chahal
Mr. Pardeep Kumar
Ms. Vinny
Mr. Yogesh
One Student Representative

64. UGC

Dr. Vinod Sharma (Convener)
Mrs. Manju Sharma
Dr. Sapna

**65. NAAC Committee
& Prayaas**

Sh. Vikas Atri (Convener)
Dr. Balwan Singh Chahal
Dr. Punam Bagi
Dr. Ramesh Kumar
Mrs. Manju Sharma
Dr. Sapna

66. Lecture Details & Absentees

Sh. Suresh Kumar Jangra
Ms. Manisha
Mrs. Sunita Sharma
Mrs. Vibha Goyal
Ms. Priyanka Sandhu
Ms. Manila
Ms. Poonam Rani
Ms. Pooja
Mr. Pardeep
Dr. Bharti
Mr. Ravinder

Ms Vandana

67. NSS Advisory Committee
Mr. Sohan Lal
Mr. Naresh Dalal
Dr. Vivek Ranga
Dr. Meera Kashyap
Mr. Ramesh Singh
68. Drinking Water Committee
Ms. Ekta Arora (Convener)
Ms. Durgesh
Ms. Suman Chaudhary
Ms. Usha *Ms. Manjeet*
69. IT Solution
Mr. Vikas Atri
Mr. Ram Pratap
HOD C..Sc Deptt. — *Ms Vandana*
Mrs. Manju Sharma
Dr. Sapna
70. ICC
Sh. Vikas Atri
Dr. Ved Vati
Dr. Punam Bagi
Mr. Suresh Kumar
Mrs. Raj Madam (Deputy Supdt.)
Mr. Pala Ram
Ms. Raman Malhotra (Advocate)
Ms. Shiwali
71. Discipline Committee
Dr. Vinod Chahal *Ms. Niharika*
Mr. Ramesh Singh
Dr. Kanta Malik
Dr. Anita Joon
Dr. Dimple
Mr. Sohan Lal
Mr. Madhu Rathor
Ms. Simrandeep Kaur
Mrs. Manju
Mr. Pardeep
Mr. Amit Goyal
Mr. Yogesh
Mr. Shyam Sunder English
Mrs. Manju Sharma
Mrs. Reena Rani
Mrs. Ekta Kansal
Dr. Sapna
~~Dr. Punam Bagi~~ *Ms. Manjeet*
NISHA
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 (Convenor)
NSS Officer - 1
NSS Officer - 2
NSS Officer - 1
Student Representative

79. Legal Librarian - Ms. Niharika

80. Driving Licence Committee

81. Prevention of caste based Discrimination in the institution

1. Sh. Raj Pal. (S.C.)
2. Ms. Ekta Aroora. (Gen)
3. Ms. Manita. (S.C.)
4. Ms. Sabina. (O.B.C.)
5. Sh. Ramesh Kumar (O.B.C.)

1. Dr. Gopal Krishna (Gen)
2. Ms. Nisha.

(Signature)

Principal
Govt. College for Women,
Karnal