

Govt. College for Women, Karnal

Annual Duty List 2020-21

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
Ms. Seema
Ms. Suman Choudhary
Ms. Manju Sharma
Ms. Gurleen
Mr. Yogesh

Mr. Amit Goyal
Ms. Seema
Ms. Simrandeep Kaur
Ms. Usha
Mr. Virender (To provide the Record of DMCs)
Mrs. Anuradha
Ms. Nisha
Ms. Niharik

16. Time Table/Subject Change/Work Load Committee Sh. Naresh Kumar (Convener)
Dr. Neelam Rani
Ms. Vipin Kumari
Dr. Poonam Bagi
Ms. Durgesh
Sh. Chaman Lal

17. Language Lab Mr. Parshant Kumar
Mr. Shyam Sunder
Ms. Sumati
Ms. Monika Yadav
Ms. Shruti Tripathi
Ms. Nisha (English)

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. Akanksha

22. IQAC

Mr. Subhash Sharma
Dr. Dimple
Dr. Sushila Sangwan
Dr. Deepak Sharma
Dr. Raj Pal
Dr. Rajesh
Mr. Nand Lal (Retired HES1, 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
Ms. Anita Joon
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. Jiwani Jyoti
Ms. Manju Devi
Mr. Sohan Lal
Sh. Rmesh Singh
Sh. Rajesh Kumar

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

22. IQAC

Mr. Subhash Sharma
Dr. Dimple
Dr. Sushila Sangwan
Dr. Deepak Sharma
Dr. Raj Pal
Dr. Rajesh
Mr. Nand Lal (Retired HES1, 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
Ms. Anita Joon
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
Sh. Rmesh Singh
Sh. Rajesh Kumar

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
Ms. Harneet
Ms. Manju Sharma
Ms. Reena Rani
Ms. Ekta Kansal
~~Dr. Sapna~~
~~Mr. Sohan Lal~~
Mr. Rajesh Kumar
Ms. Nisha (English)

30. NCC

Dr. Anita Joon (NCC)

31. NSS

Ms. Manju Ranga
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
Mr. Vinod Kumar
Ms. Vinny

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
Sh. 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. Shruti Tripathi
Ms. Vinny
Ms. Nisha (English)

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 (Convenor)
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. Niharika
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. Shruti 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. Shruti Tripathi

39. Alumni Association Committee

Ms. Shiwani
Dr. Naveen Batra
Dr. Ramesh Singh
Ms. Ankita Mann
Ms. Shiwali
Mrs. Ekta (Chemistry)
Ms. Reena
Ms. Harpreet Kaur
Ms. Vinny

40. Red Cross Committee SAF & RKF

~~Ms. Manisha~~
Ms. Ankita Mann
Ms. Seema

*Ms. Meenakshi
Ms. Anitha
Ms. Bharti*

41. Canteen Committee

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

**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

Ms. Niharika
One Student Representative

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
Ms. 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

Dr. Arti Sharma
Ms. Madhu Rathore

(e) Skit

Ms. Manju Devi
Ms. Durgesh

(f) Mimicry/Mime

Dr. Sumati

(g) Debate and Declamation

Dr. Naveen Kumar

(h) Fine Arts/Painting/Rangoli

i) Mrs. Mamta ii) Mrs. Harpreet

44. Literary Activities

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. Sunita 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 Ribbon 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

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. Shamiana/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
Mr. Sohan Lal
Ms. Vandana

67. NSS Advisory Committee

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. I T Solution

Mr. Vikas Atri
Mr. Ram Pratap
Ms. Vandana (HOD C..Sc Deptt.)
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
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
Ms. Niharika
Ms. Nisha (Eng)
Ms. Manjeet

72. ECO Club

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

73. Cycle Stand Committee

Sh. Ramesh Singh

74. Site Updation

Ms. Vandana
Ms. Reena
Dr. Sapna
Ms. Anuradha

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

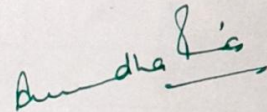
Dr. Upender (Convenor)
NSS Officer – 1
NSS Officer – 2
NSS Officer – 1
Ms. Niharika
Student Representative

79. Driving License Committee

Dr. Gopal Krishan
Ms. Nisha (Comp.)

80. Prevention of Caste Based Discrimination in the Institution

Sh. Ramesh Kumar (OBC)
Sh. Rajpal (SC)
Ms. Ekta Arora (GEN)
Ms. Mamta (SC)
Ms. Sapna (OBC)



**Principal
Govt. College for Women,
Karnal**