

GOVERNMENT COLLEGE FOR WOMEN, KARNAL
ANNUAL DUTY LIST 2022-23

NOTE: The members of the committee must report to the concerned convener

1	College Council		
		Dr. Subhash Sharma	Convener
		Dr. Anita Joon	
		Mr. Chaman Lal	
		Dr. Vivek Ranga	
		Dr. Urmila Sangwan	
2	Chief Mentor	Dr. Urmila Sangwan	Convener
		Mrs. Renu	
3	Chief Proctor	Dr. Subhash Sharma	Convener
		Dr. Anita Joon	
4	Bursar	Mr. Sanjeev Kumar	
5	Staff secretary	Dr. Subhash Sharma	
6	Office Work Incharge	Dr. Subhash Sharma	Convener
		Mr. Sanjeev Kumar	
		Mr. Sandeep Singh	
7	Social Secretary	Dr. Neelam Rani	
8	Invitation Committee	Mr. Anil Kumar	Convener
		Ms. Shruti Tripathi	
		Dr. Arti Sharma	
		Ms. Moinka Yadav	
9	Magazine Editorial Board	Dr. Balwan Chahal (Chief Editor)	Convener
		Dr. Neelam Rani (Commerce)	
		Ms. Shiwali (Planning Forum)	
		Ms. Minakshi Sharma	
		Dr. Vidusha	
		Dr. Ekta Arora, Ms Anju (Hindi)	
10	Anti Sexual Harassment Committee	Dr. Anita Joon	Convener
		Mr. Chaman Lal	
		Dr. Urmila Sangwan	
		Dr. Anjana	
		Dr. Ekta Arora	
		Ms. Sristhi	
		Ms. Usha	
11	Construction Committee/ Maintenance of Building/PWD Works	Dr. Vinod Sharma	Convener
		Dr. Upender Kumar	
		Mr. Ram Partap	
		Dr. Balwan Chahal	
		Dr. Ramesh Singh	
		Mr. Nishan Singh	

12	University Work (Admission, RR, Exam Forms, Conduct of Exams)	Dr. Vipin Kumari	Convener
		Sh. Prashant Kumar	
		Ms. Anuverta	
		Ms. Ekta Kansal	
		Dr. Ritu Narwal	
		Ms. Aastha Chauhan	
		Ms. Ankita Mann	
		Ms. Nisha (Eng.)	
		Mr. Nishan Singh	
		Ms. Aruna	
		Ms. Pooja	
		Mr. Rajan Sharma (Clerk)	
13	Internal Assesment/Theroy & Practical Award	1. Dr. Anjana	Convener
		2. Dr. Anil Kumar	Co-convener
		3. Dr. Jiwan Jyoti	
		4. Ms. Sumati	
		5. Mr. Rajesh Kumar (Hindi)	
		6. Ms. Monika Yadav	
		7. Ms. Gurleen Kaur	
14	On Line Admissions & Website Updation	Mr. Bharat Chhabra	Convener
		Mr. Manu Jyoti Gupta	
		Ms. Bhanu Priya	
		Ms. Vinny	
		Ms. Simrandeep Kaur	
		Ms. Priyanka	
		Ms. Aanchal	
		Ms. Pooja	
15	Result Calculation Committee	Dr. Rajesh Kumar Saini	Convener
		Dr. Gopal Krishan	
		Mr. Vinod Kumar	
		Ms. Suman Choudhary	
		Ms. Manju Sharma	
		Ms. Niharika	
		Ms. Gurleen	
		Mr. Amit Goyal	
		Dr. Vibha Gupta	
		Ms. Seema (Maths)	
		Ms. Simrandeep Kaur	
		Ms. Usha	
		Ms. Nisha	
16	Printing, Stationary	Ms. Sunita Sharma	Convener
		Mr. Suresh Jangra	
		Ms. Pooja Chawla	

10/11/20

17	Time Table/Subject Change/Work Load	Mr. Chaman Lal	Convener
		Dr. Neelam Rani	
		Ms. Viipin	
		Mr. Rajpal	
		Ms. Manju Sharma	
		Ms. Bhanu Priya, Ms. Niharika	
18	Language Lab	Dr. Dimple	Convener
		Mr. Parshant Kumar	
		Ms. Sumati	
		Ms. Shruti Tripathi	
		Ms. Nisha	
19	Science Exhibition	Sh. Suresh Jangra	Convener
		Dr. Ekta Arora	
		Ms. Vandana	
		Ms. Usha	
		Mr. Nishan Singh	
		Ms. Pooja Chawla	
		Ms. Nisha	
		Ms. Manila	
		Ms. Aakanksha	
20	Grievances Cell/ Anti Corruption Cell	Dr. Vivek Ranga	Convener
		Dr. Upender Kumar	
		Dr. Neelam	
		Dr. Vinod Sharma	
		Mr. Bharat Chhabra	
		Mr. Parshant Kumar	
		Dr. Manju Devi	
		Ms. Anju Bala	
21	Anti Ragging Committee	Dr. Anita Joon	Convener
		Dr. Vivek Ranga	
		Dr. Vipin Kumari	
		Dr. Jiwan Jyoti	
		Ms. Poonam Sharma	
		Dr. Vibha Gupta	
		Ms. Aruna	
		Ms. Aakanksha	
22	IQAC	Dr. Ramesh Kumar	Convener
		Mr. Rajpal	
		Dr. Anjana	
		Dr. Rajesh Kumar Saini	
		Mr. Parshant Kumar	
		Dr. Gopal Krishan	
		Ms. Vinny	
		Dr. Ekta Arora	
		Ms. Vandana	
		Ms. Nisha (Eng.)	
		Mrs. Renu Bala Gupta (Mayor)	
		Mr. Kuldeep Beniwal (DGHE)	
		Alumini President	
		Dr. Rajesh Saini (Proposed)	

23	Purchase (For Govt. Grants) & Auction Committee	Dr. Subhash Sharma	Convener
		Dr. Anita Joon	
		Dr. Vinod Sharma	
		Dr. Neelam Rani	
		Dr. Balbir Singh	
		Dr. Deepak Sharma + Convener of concerned item	
		Mr. Sanjeev Kumar (Bursar)	
24	Public Health Amenities	Mr. Kulwant Singh	Convener
		Mr. Rajpal	
		Dr. Jiwan Jyoti	
		Dr. Manju Devi	
		Dr. Anil Kumar	
		Ms. Poonam Sharma	
25	Dispensary	Ms. Mamta	Convener
		Ms. Ekta Kansal	
		Ms. Ankita Mann	
		Ms. Vibha Gupta	
		Ms. Ashu	
26	Electricity & Other Allied Works & Generator	Dr. Deepak Sharma	Convener
		Mr. Rajesh Kumar (Hindi)	
		Dr. Balbir Singh (Generator)	
		Mr. Nishan Singh	
		Mr. Pala Ram (J.L.A.)	
27	Annual Report of the College & Publicity	Dr. Anil Kumar	Convener
		Dr. Vidusha	
		Ms. Sumati	
		Dr. Ekta Arora	
28	Cleanliness of College Campus	Dr. Upender Kumar	Convener
		Mr. Ramesh Singh	
		Dr. Anjana	
		Dr. Manju Devi	
		Ms. Renu	
		Dr. Jiwan Jyoti	
		Ms. Ekta Kansal	
		Dr. Kuldeep Kumar	
		Dr. Amit Goyal	
		Ms. Nisha (Eng)	
		Mr. Rajesh Kumar (Hindi)	
		Ms. Reenu	
		Dr. Ritu Narwal	
		Mr. Aneep (Jr. Lib)	
29	NCC	Dr. Anita Joon	Convener
		Ms. Preeti	
30	NSS	Ms. Anju Bala	Advisor
		Ms. Srishti	Unit-1
		Dr. Vidusha	Advisor
		Ms. Shruti Tripathi	Unit-2

31	Scholarship		
	1. SC Scholarship	Mr. Rajpal	Convener
		Ms. Anuverta	
		Dr. Manju Devi	
		Ms. Vinny	
		Mr. Vinod Kumar (G.C Nigdhu)	
		Ms. Pooja	
		Ms. Reenu	
	2. BC Scholarship	Mr. Suresh Jangra	Convener
		Ms. Ashu	
		Ms. Simrandeep Kaur	
		Dr. Kuldeep Kumar	
		Ms. Preeti	
	3. Merit Scholarship	Dr. Sushila Sangwan	Convener
		Ms. Nisha Khanna	
		Ms. Shiwali	
		Ms. Niharika	
		Ms. Nisha (Eng)	
		Mr. Nishan Singh	
		Ms. Aruna	
32	Prize Committee	Dr. Balwan Chahal	Convener
		Mr. Rajpal	
		Mr. Kulwant Singh	
		Dr. Sushila Sangwan	
		Ms. Anju Bala	
		Mr. Vinod Kumar	
		Ms. Durgesh	
		Ms. Sristhi	
		Ms. Nisha (Eng)	
		Ms. Ankita Mann	
		Ms. Axma	
		Ms. Madhu	
		Ms. Suman	
		Ms. Pooja Chawla	
		Dr. Ritu Narwal	
33	Sports Board	Dr. Subhash Sharma	Convener
		Dr. Vivek Ranga	
		Dr. Balbir Singh	
		Dr. Upender Kumar	
		Mr. Ramesh Singh	
34	Literary Activities	Dr. Vidusha	Convener
		Ms. Anju Bala	
		Ms. Sumati	

35	College Beautification/ Decoration for Functions	Ms. Mamta	Convener
		Ms. Sunita Sharma	
		Ms. Shiwali	
		Ms. Vinny	
		Ms. Niharika	
		Ms. Aastha Chauhan	
		Ms. Nisha (Eng)	
		Ms. Srithi	
		Ms. Seema (Maths)	
		Ms. Harpreet Kaur	
		Ms. Monika Yadav	
		Ms. Madhu	
		Ms. Suman	
36	Refreshment Committee & Drinking Water	Dr. Baljinder Saini	Convener
		Ms. Shruti Tripathi	
		Ms. Usha	
		Ms. Harpreet Kaur	
		Ms. Monika Yadav	
		Ms. Madhu	
37	Placement, Career Counseling Cell & Personality Development	Dr. Neelam Rani	Convener
		Dr. Dimple	
		Ms. Nisha Khanna	
		Ms. Vinny	
		Mr. Prashant Kumar	
		Ms. Vandana	
		Ms. Sumati	
		Dr. Ritu Narwal.	
38	Alumni Association Committee	Dr. Sushila Sangwan	Convener
		Dr. Vidusha	
		Dr. Ramesh Kumar	
		Mr. Ramesh Singh	
		Mr. Prashant Kumar	
		Ms. Shiwali	
		Dr. Ekta Arora	
		Ms. Vinny	
		Ms. Durgesh	
		Ms. Pooja Chawla	
39	Canteen Committee	Mr. Suresh Jangra	Convener
		Ms. Sunita Sharma	
		Ms. Anuverta	
		Ms. Sumati	
		Ms. Harpreet Kaur	

40	1. Red Cross, SAF & RKF Committee	Ms. Suman Choudhary	Convener			
		Ms. Ankita Mann				
		Ms. Aastha Chauhan				
		Ms. Seema (Maths)				
		Dr. Ritu Narwal				
2. Red Ribbon		Dr. Dimple	Convener			
		Ms. Manila				
		Ms. Axma				
		Ms. Poonam Sharma				
		Ms. Gurleen				
		Ms. Simrandeep Kaur				
41	1. Women Empowerment Cell, GSCASH <i>Gender Sensitization</i>	Dr. Ekta Arora	Convener			
		Ms. Anuverta				
		Ms. Bhanu Priya				
		Ms. Aastha Chauhan				
		Ms. Shruti Tripathi				
		Ms. Harpreet Kaur				
		Ms. Ashu				
		Ms. Poonam Sharma				
		Dr. Kuldeep Kumar				
		Dr. Arti Sharma				
		Dr. Ritu Narwal				
		Ms. Neha Arora				
		Ms. Pooja Chawla				
		Ms. Madhu				
		Sh. Rajesh Kumar, Ext. Lec. Hindi				
		2. Legal Literacy Cell			Ms. Shiwali	Convener
					Ms. Ekta Kansal	
					Ms. Durgesh	
					Ms. Bhanu Priya	
Ms. Nisha Khanna						
Ms. Sristhi						
Ms. Monika Yadav						
Ms. Renu						
42	Cultural Activities and Literacy	Dr. Vivek Ranga	Convener			
		Dr. Anjana				
		Dr. Baljinder Saini				
		Ms. Mamta				
		Dr. Vidusha				
		Ms. Niharika				
		Dr. Jiwan Jyoti				
		Ms. Anuverta				
		Ms. Renu				
		Dr. Arti Sharma				
		Dr. Vibha Gupta				
		Ms. Aruna				
		Ms. Suman				

43	Edusat/ Smart Classroom/ AV Club/ Mike	Mr. Suresh Jangra	Convener
		Ms. Suman Choudhary	
		Ms. Seema (Maths)	
		Ms. Manila	
		Ms. Neha Arora	
		Ms. Reenu Goyal	
		Mr. Sanjeev Kumar (LA)	
		Mr. Vikram (LA)	
44	Photography	Dr. Dimple	Convener
		Dr. Upender Kumar	
		Ms. Suman (Commerce)	
45	Bus Pass	Dr. Deepak Sharma	Convener
		Ms. Preeti	
		Mr. Pala Ram (J.L.A.)	
46	Library Advisory Committee	Dr. Subhash Sharma	Convener
		Dr. Vivek Ranga	
		Dr. Vipin Kumari	
		Dr. Gopal Krishan	
47	Court Cases	Mr. Ram Partap	Convener
		Mr. Prashant Kumar	
		Mr. Vinod Kumar	
		Dr. Kuldeep Kumar	
48	RTI	Dr. Urmila Sangwan	SPIO
		Dr. Balbir Singh	
		Sh. Sandeep Singh, Clerk	
49	Property/ Furniture/ Stocks	Sh. Chaman Lal	Convener
		Mr. Suresh Jangra	
		Dr. Vinod Sharma	
		Sh. Amit Goyal, Sh. Kuldeep	
		Ms. Anchal, Ms. Priyanka	
50	Tour & Excursion	Dr. Minakshi Sharma	Convener
		Dr. Baljinder Saini	
		Mr. Prashant Kumar	
		Dr. Anil Kumar	
		Dr. Rajesh Kumar (Ex. Lec. Hindi)	
		Mr. Nishan Singh	
51	Important Day Celebration	Dr. Minakshi Sharma	Convener
		Dr. Dimple	
		Dr. Baljinder Saini	
		Mr. Kulwant Singh	
		Ms Aastha Chauhan	
		Dr. Anil Kumar	
		Dr. Jiwan Jyoti	
		Ms. Axma	

52	Nodal Officer Voter Cards	Dr. Vipin Kumari	Convener
		Mr. Rajesh Kumar (Hindi)	
		Ms. Axma	
		Ms. Aruna	
		Ms. Neha Arora	
		MS. Aanchal	
53	Shamiania/ Seating Arrangement for functions	Dr. Balbir Singh	Convener
		Mr. Ramesh Singh	
		Ms. Nisha Khanna	
		Dr. Ritu Narwal	
		Mr. Amit Goyal	
		Ms. Poonam Sharma	
54	Outsourcing Policy & HKRN	Dr. Rajesh Kumar Saini	Convener
		Ms. Reenu Goyal	
55	Dilapidation Committee	Mr. Ramesh Singh	Convener
		Dr. Balwan Chahal	
		Mr. Kulwant Singh	
		Ms. Sristhi	
		Dr. Amit Goyal	
		One Student Representative	
56	UGC	Dr. Vinod Sharma	Convener
		Dr. Deepak Sharma	
		Dr. Ramesh Kumar	
		Dr. Sunita Sharma	
		Sh. Prashant Kumar	
57	NAAC Committee & Prayaas	Sh. Bharat Chhabra	Co-convener
		Sh. Prashant	
		Ms. Shiwali	
		Ms. Manju Sharma	
		Ms. Ekta Arora, Ms. Shruti	
		Ms. Ankita Mann	
		Ms. Vinny	
		Ms. Bhanu Priya	
		Mr. Sanjeev Kumar, L.A.	
58	Lecture Details & Absentees	Mr. Manu Jyoti Gupta	Convener
		Dr. Neetu Verma	
		Ms. Vandana	
		Dr. Vibha Gupta	
		Ms. Manila	
		Ms. Pooja	
		Ms. Monika Yadav	
		Ms. Gurleen	
		Ms. Aruna	
59	IT Solution	Dr. Manu Jyoti	Convener
		Ms Nisha	
		Ms. Bhanu Priya	
		Ms. Pooja Sharma	

60	Internal Complaints Committee	Dr. Anita Joon,	Convener
		Dr. Urmila Sangwan	
		Dr. Deepak Sharma	
		Dr. Vipin Kumari	
		Dr. Vinod Sharma	
61	ECO Club	Mr. Ram Partap	Convener
		Sports Deptt.	
		NSS & NCC Units	
62	Cycle Stand Committee	Dr. Balbir Singh	Convener
		Mr. Rajesh Kumar (Hindi)	
		Dr. Kuldeep Kumar	
		Ms. Harpeet Kaur	
		Ms. Ashu	
		Ms. Suman	
63	Discipline Committee	Mr. Ramesh Singh	Convener
		Dr. Upender Kumar	
		Dr. Sushila Sangwan	
		Dr. Gopal Krishan	
		Ms. Nisha Khanna	
		Ms. Gurleen	
		Ms. Sumati	
		Ms. Ankita Mann	
		Ms. Manila	
		Ms. Simrandeep Kaur	
64	Apprenticeship Scheme	Dr. Balwan Chahal	Convener
		Mr. Kulwant Singh	
		Mr. Vinod Kumar	
		Ms. Mamta	
65	RUSA	Dr. Vinod Sharma	Convener
		Sh. Prashant Kumar	
		Mr. Manu Jyoti Gupta	
		Ms. Niharika	
		Ms. Suman Choudhary	
		Dr. Jiwan Jyoti	
		Sh. Sandeep Singh, Clerk	
66	Road Safety Club	Dr. Upender Kumar	Convener
		NSS Officer-Unit-I	
		NSS Officer-Unit-II	
		Ms. Niharika	
		One Student Representative	

DM

67	Driving Licence Committee	Dr. Gopal Krishan	Convener
		Ms. Nisha	
		Ms. Usha	
		Ms. Axma	
		Ms Aanchal (Data Operator)	
		Mrs. Sonia (Clerk)	
68	Prevention of Caste Based Discrimination in the Institution	Mr. Rajpal	Convener
		Dr. Ramesh Kumar	
		Ms. Mamta	
		Dr. Gopal Krishan	
69	GEM	Dr. Deepak Sharma	Convener
		Dr. Neelam Rani	
		Mr. Bharat Chhabra	
		Dr. Rajesh Kumar Saini	
70	Passport Committee	Mr. Manu Jyoti Gupta	Convener
		Ms. Nisha	
		Ms Priyanka	
		Ms. Reenu Goyal	
		Ms. Ashu	
		Ms. Pooja Chawla	
		Ms. Suman	
		Sh. Sanjeev Kumar, L.A.	
71	District Library	Dr. Rajesh Kumar Saini	Convener
		Dr. Gopal Krishan	
72	Health and Cleanliness	Dr. Sunita Sharma	Convener
		Dr. Manju Devi	
		Ms. Anju Bala	
		Ms. Ankita Mann	
		Mr. Rajesh Kumar (Hindi)	
		Ms. Suman Lata (JLA)	
73	HRMS	Ms. Ekta Kansal	Convener
		Sh. Prashant Kumar	
		Ms. Nisha	
		Ms. Priyanka	
		Ms. Anchal	
74	MIS	Ms. Bhanu Priya	Convener
		Ms. Usha	
		Ms. Pooja	
75	AISHE	Ms. Manju Sharma	Convener
		Ms. Neha Arora	
		Ms. Aakanksha	
		Ms. Preeti	

76	Examinations Other than University Exam	Dr. Vivek Ranga	Convener
		Dr. Neelam Rani	
		Sh. Suresh Jangra	
		Dr. Balbir Singh	
		Mr. Prashant Kumar	
		Mr. Sanjeev Kumar (Bursar)	
77	Extension Lecturer Committee	Dr. Sushila Sangwan	Convener
		Sh. Suresh Jangra	
		Dr. Vinod Sharma	
		Ms. Anuverta	
		Ms. Sumati	
		Ms. Manju Sharma	
78	Nature and Traffic Interpretation Centre	Ms. Durgesh	Convener
		Ms. Sumati	
		Ms. Poonam Sharma	
		Mr. Nishan Singh	
79	Earn While You Learn	Mr. Chaman Lal	Convener
		Ms Ekta Arora	
		Ms Ankita Mann,	
		Ms. Niharika,	
		Dr. Gopal Krishan	
		Ms. Anju Bala,	
		Ms Harpreet	
80	Principle Office Incharge	Ms. Vipin	Convener
		Ms. Ekta Arora	
		Ms. Harpreet kaur	
		Ms. Seema (Maths)	
81	Staff Room Incharge	Dr. Minakshi Sharma	Convener
		Ms. Sunita Sharma	
		Dr. Neetu Verma, Ms. Renu	
		Ms. Simrendeeep Kaur	
82	Girls Common Room Incharge	Ms. Suman Choudhary	Convener
		Ms. Anuverta	
		Ms. Aastha	
		Ms. Axma	
83	Lunch Committee	Mr. Chaman Lal	Convener
		Mr. Kulwant Singh	
		Ms. Durgesh	
		Ms. Harpreet Kaur	

84	Anti Tabacco and Anti Drug Committee	Mr. Balbir Singh	Convener
		Ms Durgesh	
		Ms Ashu	
		Dr. Arti	
85	College website, facebook and youtube Channel Updation		
		Ms. Preeti	
		Ms. Akansha	
		Ms. Pooja	
86	Biometric Maintenance		
		Ms. Anchal	
		Ms. Priyanka	
87	Research Development Committee		
		Dr. Vinod Sharma	Convener
		Dr. Deepak Sharma	
		Dr. Ramesh Kumar	
		Dr. Balwan Chahal	
		Dr. Ekta Arora	
		Sh. Prashant Kumar	
88	NEP Committee		
		Sh. Ram Pratap	Convener
		Dr. Deepak Sharma	
		Dr. Vipin	
		Dr. Sushila Sangwan	
		Dr. Anjana	
		Dr. Manju Sharma	
		Ms. Suman Choudhary	
		Ms. Durgesh	
		Ms. Aastha Chouhan	
89	PPP- HSHEC, Village Adoption Program		
		Dr. Anita Joon	Convener
		NCC Unit	
		NSS Unit-2	
	Dept. of Physical Education	Mr. Nishan Singh	

NAW
6.1.2023

Principal
Govt. College For Women
Karnal