

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

- Dr. Bajinder Singh  
Ms. Raj Rani  
President Student's Union (GCWK)
- 13. 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
- 14. 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)
- 15. On Line Admissions**
- Mr. Vikas Atri (Nodal Officer)  
Ms. Vinny  
Dr. Sapna Khudia  
Ms. Priyanka  
Ms. Aanchal  
CS. Deptt. (Computer Work)
- 16. Results Calculation Committee**
- Mr. Ram Pratap( Convener)  
Ms. Sunita Sharma  
Dr. Rajesh Saini  
Dr. Gopal Krishan  
Dr. Manju Devi  
Ms. Seema  
Ms. Suman Choudhary  
Ms. Manju Sharma  
Ms. Gurleen  
Mr. Yogesh  
Dr. Amit Goyal  
Ms. Simrandeep Kaur  
Ms. Usha  
Mr. Virender (To provide the Record of DMCs)
- 17. Time Table/Subject Change/Work  
Load Committee**
- Mr. Naresh Kumar (Convener)  
Dr. Neelam Rani  
Ms. Vipin Kumari  
Dr. Punam Bagi  
Ms. Durgesh  
Mr. Nishan Singh  
Ms. Puja Chawla  
Ms. Ritu Narwal

- 18. Language Lab** Mr. Parshant Kumar (Convener)  
Mr. Shyam Sunder  
Ms. Sumati  
Ms. Monika Yadav
- 19. Science Exhibition** Mr. Vikas Atri (Convener)  
Mr. Suresh jangra (Geog)  
Dr. Punam Bagi (Psycho)  
Dr. Rajeev Kumar ( Physics)  
Dr. Ekta Arora  
Ms. Vandana  
Mr. Nishan Singh  
Dr. Puja Chawla  
Ms. Manila  
Ms. Nisha
- 20. Grievances Cell/ Anti Corruption Cell** Mr. Suresh Kumar (Convener)  
Dr. Vivek Ranga  
Dr. Neelam Rani  
Dr. Punam Bagi  
Ms. Shiwali  
Ms. Raj Rani (Dy. Supdt.)
- 21. Anti Ragging** Dr. Vivek Ranga(Convener)  
Dr. Meera  
Ms. Jivan Jyoti  
Mr. Rajesh Kumar  
Ms. Vibha Gupta  
Ms. Akanksha
- 22. IQAC** Mr. Subhash Sharma (Convener)  
Mr. Raj Pal  
Dr. Deepak Sharma  
Dr. Dimple  
Dr. Sushila Sangwan  
Mr. Kanishk Gupta (Industrialist Liberty Group Karnal)  
Ms. Raj Rani (Dy. Supdt.)  
Mr. Virender Kumar (JLA)
- 23. Purchase Committee (For Govt. Grants)** Mr. Vikas Atri (Convener)  
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. Kulwant Singh (Convener)  
Mr. Anil Kumar  
Mr. Ramesh Singh

	Ms. Jiwan Jyoti Dr. Manju Devi Mr. Sohan Lal
<b>25. Dispensary</b>	Ms. Mamta (Convener) Ms. Ekta Kansal Ms. Ashu
<b>26. Electricity &amp; other Allied Works</b>	Dr. Rajeev Kumar(Convener) Mr. Sanjeev Kumar Mr. Shyam Sunder
<b>27. Generator Sets</b>	Mr. Pardeep Kumar (Convener) Mr. Nishan Singh
<b>28. Annual Report of the College</b>	Dr. Naveen Kumar ( Convener) Dr. Vidusha
<b>29. Cleanliness of College Campus</b>	Dr. Upender Kumar(Convener) Dr. Vidusha (College campus) Mr. Ramesh Singh (Play Ground) Ms. Jiwan Jyoti Dr. Bharti Dr. Manju Devi Ms. Harneet Ms. Manju Sharma Ms. Reena Rani Ms. Ekta Kansal Dr. Sapna Khudia Mr. Sohan Lal Mr. Rajesh Kumar
<b>30. NCC</b>	Dr. Anita Joon (NCC)
<b>31. NSS</b>	Dr. Vidusha(Unit-I) Ms. Manju devi(Unit –II) Ms. Jiwan Jyoti Ms. Anuverta Ms. Suman Ms. Axma Sharma
<b>32. Scholarship</b>	
i. SC Scholarship	Mr. Rajpal (Convener) Ms. Vinny Ms. Anuverta Mr. Vinod Kumar Devi. Manju Devi
ii. BC Scholarship	Mr. Suresh Jangra(Convener) Dr. Rajeev Kumar

- Mr. Pardeep Kumar  
Mr. Yogesh
- iii. Merit Scholarship
- Ms. Sushila Sangwan(Convener)  
Mr. Sanjeev Kumar
- 33. Prize Committee**
- Dr. Balwan Singh Chahal(Convener)  
Mr. Suresh Kumar Jangra  
Mr. Kulwant Singh  
h. Raj Pal  
Mr. Pardeep Kumar  
Dr. Gopal Krishan  
Ms. Harneet  
Dr. Ekta Arora  
Ms. Durgesh  
Dr. Gurleen Kaur  
Ms. Usha  
Ms. Pooja Sharma
- 34. Auction Committee**
- Mr. Subhash Sharma (Convener)  
Mr. Ramesh Kumar  
Ms. Duregesh  
Bursar (EX. Officio Member)  
Mr. Virender Kumar (JLA)
- 35. Sports Board**
- Mr. Vikas Atri (Convener)  
Mr. Naresh Kumar  
Dr. Vivek Ranga  
Mr. Upender Singh  
Mr. Ramesh Singh
- 36. College Beautification/ Decoration for functions**
- Ms. Mamta (Convener)  
Ms. Manisha  
Ms. Shiwani  
Ms. Shiwali  
Ms. Meera  
Ms. Vinny  
Ms. Harneet  
Ms. Ankita Mann  
Ms. Harpreet Kaur  
Ms. Manju Sharma  
Ms. Ekta Kansal  
Ms. Simarandeep Kaur  
Ms. Ashu
- 37. Refreshment Committee**
- Ms. Mamta (Convener)  
Ms. Durgesh  
Ms. Suman Chaudhary  
Ms. Harpreet Kaur  
Ms. Monika Yadav

- Ms. Madhu
- 38. Placement, Career Counseling Cell Personality Development**
- Mr. Vikas Atri (Convener)  
Dr. Neelam Rani  
Ms. Vinny  
Mr. Sanjeev Kumar  
Mr. Parshant kumar  
Ms. Vandana  
Ms. Nisha  
Ms. Manila  
Mr. Yogesh  
Ms. Priyanka Kaushik (Computer Instructor)
- 39. Alumni Association Committee**
- Dr. Punam Bagi (Convener)  
Dr. Naveen Batra  
Dr. Ramesh Singh  
Ms. Ankita Mann  
Dr. Ekta Arora  
Ms. Reena  
Ms. Amarjeet Kaur  
Ms. Harpreet Kaur  
Ms. Vibha Gupta  
Ms. Preeti
- 40. Red Cross Committee**
- Ms. Manisha (Convener)  
Ms. Ankita Mann  
Ms. Seema (Chemistry)
- 41. Canteen Committee**
- Mr. Karambir Singh (Convener)  
Mr. Suresh Jangra  
Ms. Sunita Sharma  
Dr. Bharti  
Ms. Sumati  
Ms. Reena Rani
- 42. Women Empowerment Cell, Gender Sensitization & Legal Literacy Cell**
- Ms. Shiwali (Convener)  
Dr. Ekta Arora  
Ms. Ankita Mann  
Mr. Parshant Kumar  
Ms. Madhu  
Ms. Seema (Mathematics)  
Ms. Akanksha  
Ms. Neha Arora  
Ms. Suman(Commerce)  
One Student Representative
- 43. Cultural Activities**
- Ms. Sarita Kumar (Convener)  
Dr. Vivek Ranga  
Dr. Sushila Sangwan  
Dr. Meera Kashyap

	Dr. Bharati Ms. Vinny Ms. Jivan Jyoti
<b>(a) Music Items</b>	Dr. Vivek Ranga Dr. Meera Kashyap Dr. Bharti
<b>(b) Hindi One Act Play</b>	Dr. Pooja Chawla Ms. Monika Yadav
<b>(c) Dance</b>	Ms. Shivani Ms. Shiwali
<b>(d) Drama (Sanskrit)</b>	Dr. Vidusha Dr. Arti Sharma Ms. Madhu Rathore
<b>(e) Skit</b>	Dr. Manju Devi Ms. Durgesh
<b>(f) Mimicry/Mime</b>	Ms. Sumati Ms. Ekta Kansal
<b>(g) Debate and Declamation</b>	Dr. Naveen Kumar Dr. Sushila Sangwan
<b>(h) Fine Arts/Painting/Rangoli</b>	Ms. Mamta Ms. Harpreet
<b>44. Literary Activities</b>	Dr. Naveen Kumar (Convener) Dr. Vidusha
<b>45. Quiz Contest</b>	Mr. Naresh Kumar (Convener) Dr. Ram Pratap Dr. Vipin Kumari Ms. Anuverta Dr. Rajiv
<b>46. Printing, Stationary</b>	Dr. Vinod Sharma (Convener) Mr. Suresh Jangra Mr. Shyam Sunder
<b>47. EDUSAT</b>	Mr. Sanjeev Kumar Mr. Vikram Singh (LA)
<b>48. Photography</b>	Dr. Vipin Kumari (Convener) Ms. Suman Ms. Aruna

- 49. Blood Donation Activities** NCC Unit  
NSS Unit  
Sports Unit
- 50. Red Ribon Club** Dr. Dimple (Convener)  
Mr. Pardeep Kumar  
Mr. Sohan Lal
- 51. Bus Pass** Dr. Deepak Sharma(Convener)  
Dr. Rajiv Kumar  
Mr.Pala Ram (For official work)
- 52. Library Advisory Committee** Dr. Sarita Kumar(Convener)  
Mr. Naresh Kumar  
Dr. Vivek Ranga  
Dr. Shivani Kaushik  
Dr. Meera  
Mr. Gopal Krishan
- 53. Publicity** Dr. Naveen Kumar(convener)  
Ms. Shivani (Eco.)
- 54. Court Cases** Dr. Ram Pratap (convener)  
Mr. Upender  
Mr. Shyam Sunder
- 55. R.T.I.** Dr. Sarita Kumar (SPIO)  
Dr. Vipin Kumari
- 56. Property/Furniture/Stocks** Mr. Ram Pratap (Furniture)  
Dr. Vinod Sharma (Except Furniture)
- 57. Earn While You Learn** Dr. Punam Bagi (Convener)  
Ms. Shiwali  
Dr. Ekta Arora  
Ms. Reena  
Ms. Ekta Kansal  
Ms. Anuradha
- 58. Tour & Excursion** Mr.Naresh Kumar (Convener)  
Dr. Anita Joon  
Dr. Neelam Rani  
Dr. Punam Bagi  
Mr. Upender
- 59. Important Day Celebration** Dr. Naveen Kumar (Convener)  
Ms. Shiwani Kaushik  
Dr. Ekta Arora  
Ms. Poonam sharma



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| <b>60. Nodal Officer Voter Cards<br/>College Ambassador Awareness<br/>Program for Use of Right of Vote<br/>&amp; Voter I.D. Cards</b> | Dr. Naveen Kumar<br>Dr. Meera Kashyap<br>Dr. Pooja Chawla<br>Mr. Yogesh  |
| <b>61. Shamiania /AV Club /Mike/<br/>Seating Arrangement for various<br/>functions</b>  | Mr. Ramesh Singh (convener)<br>Dr. Gopal Krishan<br>Mr. Pardeep Kumar<br>Mr. Amit Goyal<br>Ms. Ritu Narwal<br>Mr. Yogesh<br>Ms. Poonam Sharma<br>Mr. Sohan Lal   |
| <b>62. Engaging of Resource Persons<br/>and Non-Teaching Staff</b>  | Mr. Naresh Kumar(convener)<br>Dr. Ramesh Kumar<br>Dr. Deepak Sharma<br>Mr. Rajesh Saini<br>Dr. Gopal Krishan<br>Dr. Amit Goyal   |
| <b>63. Dilapidation Fund Committee<br/>&amp; RK Fund</b>  | Mr. Ramesh Singh(Convener)<br>Ms. Vinny<br>Dr. Amit Goyal<br>Mr. Yogesh<br>One Student Representative  |
| <b>64. UGC &amp; RUSA</b>   | Dr. Vinod Sharma (Convener)<br>Mr. Sanjeev Kumar<br>Ms. Manju Sharma<br>Dr. Sapna khudia   |
| <b>65. NAAC Committee &amp; Prayaas</b>   | Mr. Vikas Atri (Convener)<br>Dr. Meenakshi Sharma<br>Dr. Punam Bagi<br>Ms. Shivani Kaushik<br>Ms. Jiwan Jyoti<br>Dr. Sapna Khudia  |
| <b>66. Lecture Details &amp; Absentees</b>  | Dr. Vinod Sharma(convener)<br>Ms. Sunita Sharma<br>Dr. Bharti<br>Ms. Anuverta<br>Ms. Suman Chaudhary<br>Ms. Vandana<br>Mr. Rajesh Kumar<br>Mr. Sohan Lal<br>Ms. Poonam Sharma<br>Ms. Manila<br>Ms. Reenu Goyal |

- 67. NSS Advisory Committee** Mr. Naresh Kumar(convener)  
Dr. Vivek Ranga  
Dr. Meera Kashyap  
Mr. Ramesh Singh
- 68. Drinking Water Committee** Ms. Manisha (Convener)  
Mr. Shyam Sunder  
Dr. Kuldeep Dahiya  
Ms. Reenu Goel
- 69. I T Solution** Mr. Ram Pratap (Convener)  
Dr. Deepak Sharma  
Ms. Vandana  
Ms. Reena
- 70. ICC** Mr. Suresh Kumar (Convener)  
Mr. Subhash Sharma  
Dr. Anita Joon  
Dr. Poonam Bagi  
Ms. Raj Madam (Deputy Supdt.)  
Mr. Pala Ram  
Ms. Raman Malhotra (Advocate)
- 71. Discipline Committee** Dr. Upender (Convener)  
Mr. Ramesh Singh  
Dr. Dimple  
Mr. Shyam Sunder  
Ms. Anuverta  
Ms. Seema(Chemistry)  
Dr. Amit Goyal  
Dr. Kuldeep Dahiya  
Ms. Neha Arora  
Ms. Axma Sharma
- 72. ECO Club** Geography Deptt. (Convener)  
Sports Deptt.  
NSS & NCC Units
- 73. Cycle Stand Committee** Mr.. Ramesh Singh(Convener)  
Mr. Ramesh Kumar
- 74. Website Updation** Ms. Vandana (Convener)  
Dr. Sapna Khudia  
Ms. Reena  
Ms. Anuradha(Maths)
- 75. Apprenticeship Scheme Incharge** Dr. Balwan Singh Chahal(Convener)  
Mr. Shyam Sunder
- 76. HRMS & e-salary Committee** Mr. Parshant Kumar

**77. Road Safety Club**

Dr. Sanjeev Kumar  
Ms. Priyanka  
Ms. Aanchal  
Mr. Pardeep Kumar, Clerk  
Mr. Vikram Singh, LA  
Dr. Upender (Convener)  
NSS Officer – 1  
NSS Officer – 2  
NSS Officer – 1  
Student Representative

Principal  
Government College for Women,  
Karnal