

Govt. College for Women, Karnal

Annual Duty List 2021-22

Note: The members of the committee must report to the concerned convener.

1. College Council

Dr. Sarita Kumar (Convener) *SK*
Mr. Suresh Kumar *SK*
Mr. Vikas Atri
Mr. Subhash Sharma *SS*
Dr. Anita Joon *AK*
Mr. Chaman Lal *CL*

2. Chief Mentor

Dr. Vipin Kumari (Convener) *VP*
Ms. Renu (Skt.)

3. Chief Proctor

Dr. Sarita Kumar (Convener) *SK*
Dr. Anita Joon

4. Bursar

Mr. Suresh Kumar *SK*

5. Staff Secretary

Mr. Vikas Atri

6. Office Work Incharge

Dr. Sarita Kumar (Convener) *SK*
Mr. Parshant Kumar *PK*
Mr. Sanjeev Kumar *SK*

7. Social Secretary

Dr. Neelam Rani

8. Invitation Committee

Mr. Karambir Singh (Convener) *KS*
Dr. Aarti Sharma *AS*
Ms. Monika Yadav

9. Magazine Editorial Board

Dr. Balwan Chahal (Chief Editor) (Convener) *BC*
Dr. Neelam Rani (Commerce)
Ms. Shiwali (Planning Forum) *SH*
Ms. Minakshi Sharma
Dr. Vidusha *VS*
Dr. Ekta Arora *EA*

10. Anti Sexual Harassment Committee

Dr. Sarita Kumar (Convener) *Sp*
Mr. Suresh Kumar *SL*
Dr. Anita Joon
Ms. Raj Rani (Dy. Sudpt.) *gachar*
President Student's Union (GCWK)

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

Dr. Vinod Sharma (Convener) *VS*
Mr. Ram Partap
Dr. Balwan Chahal
Mr. Ramesh Singh *BR*
Mr. Nishan Singh *NS*

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

Ms. Partha
Ms. Ambika
Ms. Mishra (Eng)

Dr. Vipin Kumari (Convener) *VP*
Mr. Sanjeev Kumar (Co-Convener) *SK*
Ms. Anuvarta (Co-Convener) *Anuvarta*
Dr. Urmila Sangwan *US*
Dr. Anil Kumar *AK*
Dr. Jiwan Jyoti *JJ*
Dr. Vidusha *V*
Ms. Vandana *Vandana*
Ms. Ekta *Ekta*
Ms. Seema (Chemistry) *Seema*
Ms. Shruti Tripathi
Ms. Renu (Skt.)
Mr. Nishan *NS*
Ms. Ritu
Ms. Neha
Ms. Gurleen Kaur
Mr. Virender Kumar (J.L.A.)
Mr. Sanjeev Kumar (Uni. Clerk)

**13. On Line Admissions
& Website Updation**

Mr. Bharat Chhabra (Nodal Officer) *BC*
Ms. Vinny
Ms. Priyanka
Ms. Aanchal
Computer Department (Computer Work)
Ms. Niharika *Niharika*

14. Results Calculation Committee

Dr. Rajesh Saini (Convener)
Dr. Gopal Krishan
Mr. Vinod Kumar *Vinod*
Dr. Manju Devi
Ms. Seema (Chemistry) *Seema*
Ms. Suman Choudhary
Ms. Manju Sharma
Ms. Niharika *Niharika*
Ms. Gurleen
Mr. Yogesh
Mr. Amit Goyal
Ms. Seema (Math) *Seema*
Ms. Simrandeep Kaur
Ms. Usha *Usha*
Ms. Nisha *Nisha*
Mr. Virender Kumar, J.L.A. (To provide the
Record of Results)
Mrs. Vibha Gupta *Vibha Gupta*

15. Time Table/Subject Change /Work Load Committee

Mr. Rajpal.

Ms. Bhonu Brijia.

Mr. Chaman Lal (Convener) *Chaman Lal*
Dr. Neelam Rani
Dr. Vipin Kumari *Vipin*
Dr. Balwan Chahal *BW*
Dr. Rajesh Saini
Ms. Shiwali *Shi*
Ms. Durgesh
Ms. Vandana *Vandana*
Mr. Sanjeev Kumar *Sanjeev*

16. Language Lab

Mr. Parshant Kumar (Convener) *Parshant*
Ms. Sumati
Ms. Monika Yadav
Ms. Shruti Tripathi
Ms. Nisha (English) *Nisha*

19. Science Exhibition

Mr. Vikas Atri (Convener)
Mr. Suresh jangra *Suresh*
Dr. Ekta Arora *Ekta*
Ms. Vandana *Vandana*
Mr. Nishan Singh *Nishan*
Ms. Puja Chawla *Puja*
Ms. Nisha
Ms. Manila *Manila*

**20. Grievances Cell/Anti Corruption
Cell**

Mr. Suresh Kumar (Convener) *SK*
Dr. Vivek Ranga *V.R.*
Dr. Neelam Rani
Ms. Shiwali *Sh*
Ms. Anju Bala
Ms. Raj Rani (Dy. Supdt.) *R.R.*

21. Anti Ragging

Mr. Anil Kumar

Dr. Vivek Ranga (Convener)
Dr. Meera Kashyap
Dr. Jiwan Jyoti *J.J.*
Mr. Rajesh Kumar (Hindi) *R.K.*
Ms. Vibha Gupta *V.G.*
Ms. Aruna
Ms. Akanksha *A.K.*

22. IQAC

Dr. Ramesh Kumar (Convener) *R.K.*
Dr. Meera Kashyap
Mr. Rajpal
Mr. Parshant *P.*
Dr. Rajesh Saini
Dr. Gopal Krishan
Ms. Vinny
Ms. Vandana *V.*
Ms. Nisha (English) *Nisha*
Mr. Nand Lal (Retired HES1, Social Worker)
Ms. Raj Rani (Dy. Supdt.) *R.R.*
Mr. Varinder Kumar (JLA)

23. Purchase Committee (For Govt. Grants)

Dr. Meera Kashyap (Convener)
Dr. Upender *U.*
Dr. Anita Joon
Mr. Bharat Chhabra *B.C.*
Note: Concerned H.O.D./Incharge will also
be the member and complete the paper work

24. Public Health Amenities

Mr. Kulwant Singh (Convener) *K.S.*
Mr. Ramesh Singh
Dr. Jiwan Jyoti *J.J.*
Dr. Manju Devi
Mr. Rajesh Kumar (Hindi) *R.K.*
Mr. Anil Kumar

25. Dispensary

Ms. Mamta (Convener)
Ms. Ekta Kansal
Ms. Ashu

26. Electricity & other allied works
& Generator

Mr. Manu Jyoti Gupta (Convener)
Mr. Rajesh Kumar (Hindi)
Mr. Karambir Singh (Generator)
Mr. Nishan Singh

27. Annual Report of the College
& publicity

Dr. Vidusha (Convener)

28. Cleanliness of College Campus

Dr. Upender (Convener)
Mr. Ramesh Singh (Play Ground)
Mr. Bharat Chhabra
Dr. Bharti
Dr. Vidusha
Dr. Jiwan Jyoti
Mr. Vinod Kumar
Dr. Manju Devi
Ms. Manju Sharma
Ms. Ekta Kansal
Ms. Nisha (English)
Mr. Rajesh Kumar (Hindi)
Mr. Anil Kumar

29. NCC

Dr. Anita Joon
Ms. Preeti (computer)

30. NSS

Ms. Anju (Unit-I)
Ms. Shruti Tripathi (Unit-II)

31. Scholarship

i) SC Scholarship

Mr. Rajpal (Nodal Officer)
Ms. Anuverta
Dr. Manju Devi
Ms. Vinny
Mr. Vinod Kumar

ii) BC Scholarship

iii) Merit Scholarship

Ms. Aruna.
Ms. Seema.
Ms. Bhani Priya.
Ms. Nisha (Convener)

32. Prize Committee

Ms. Suman (Commerce)

33. Auction Committee

34. Sports Board

35. College Beautification/Decoration
for functions

Ms. Suman (Commerce)

Mr. Suresh Jangra (Convener) *Yug*
Mr. Yogesh

Ms. Nisha Khanna (Convener) *NK*
Dr. Manju Devi
Ms. Niharika *Niharika*

Dr. Balwan Chahal (Convener) *BW*
Mr. Raj Pal
Mr. Kulwant Singh *K*
Mr. Suresh Jangra *MS. Arora*
Dr. Gopal Krishan
Dr. Ekta Arora *Ekta*
Ms. Durgesh
Ms. Vinny
Ms. Nisha (English) *Nisha*
Ms. Shruti Tripathi
Mr. Rajesh Kumar (Hindi) *RRS*

Mr. Subhash Sharma (Convener)
Dr. Ramesh Kumar *R*
Ms. Durgesh
Bursar (EX. Officio Member)
Sh. Virender Kumar (J.L.A)

Mr. Vikas Atri (Convener)
Mr. Subhash Sharma
Dr. Vivek Ranga
Dr. Upender *U*
Mr. Ramesh Singh

Ms. Mamta (Convener)
Dr. Meera Kashyap
Dr. Dimple
Ms. Sunita Sharma
Ms. Shiwali *SS*
Ms. Vinny
Ms. Ankita Mann *Ankita*
Ms. Manju Sharma
Ms. Ekta Kansal *Ekta*
Ms. Niharika *Niharika*
Ms. Harpreet Kaur

// Anshu Chughan

Anshu Chughan

**36. Refreshment Committee
& Drinking Water**

Ms. Durgesh (Convener)
Ms. Shruti Tripathi
Ms. Usha
Ms. Harpreet Kaur
Ms. Monika
Ms. Madhu

**37. Placement, Career Counseling Cell &
Personality Development**

Mr. Vikas Atri (Convener)
Dr. Neelam Rani
Ms. Nisha Khanna
Ms. Vinny
Mr. Sanjeev Kumar
Mr. Parshant kumar
Ms. Vandana
Ms. Shruti Tripathi
Dr. Ritu Narwal
Ms. Priyanka Kaushik (Computer Instructor)

38. Alumni Association Committee

Dr. Vidusha (Convener)
Dr. Ramesh Kumar
Mr. Ramesh Singh
Dr. Ekta Arora (Chemistry)
Ms. Vinny
Ms. Ankita Mann

39. (a) Red Cross Committee SAF & RKF

Ms. Suman Choudhary (Convener)
Ms. Ankita Mann
Ms. Aastha Chauhan
Ms. Seema (Chemistry)
Ms. Seema (Math)

39. (b) Red Ribbon

Dr. Dimpla (Convener)
Mr. Amit Goyal
Ms. Manila
Ms. Axma

40. Canteen Committee

Mr. Karambir Singh (Convener)
Mr. Suresh Jangra
Ms. Sunita Sharma
Dr. Bharti
Ms. Sumati

41. (a) Women Empowerment Cell,
GSCASH

Dr. Ekta Arora (Convener)
Ms. Ankita Mann
Ms. Manju Sharma
Ms. Aastha Chauhan
Ms. Shruti Tripathi
Mr. Harpreet
Ms. Ashu
Ms. Akanksha
Mr. Rajesh Kumar (Hindi)
Mr. Kuldeep

41. (b) Legal Literacy Cell

Ms. Shiwali (Convener)
Ms. Ekta Kansal
Ms. Durgesh
Ms. Bhanupriya

42. Cultural Activities and Literacy

Dr. Sarita Kumar (Convener)
Dr. Vivek Ranga
Dr. Sushila Sangwan
Dr. Meera Kashyap
Ms. Mamta
Dr. Vidusha
Dr. Manju Devi
Ms. Vinny
Dr. Jiwan Jyoti
Dr. Bharti
Ms. Anuvarta
Ms. Renu (Skt.)
Dr. Aarti Sharma

43. Literary Activities

Dr. Vidusha (Convener)

44. Printing, Stationary

Dr. Vinod Kumar Sharma (Convener)
Mr. Suresh Jangra
Ms. Sunita Sharma

45. EDUSAT

Ms. Suman (Physics) (Convener)
Ms. Seema (Chemistry)
Ms. Manila
Mr. Rajesh Kumar (L.A.)
Mr. Vikram Singh (L.A.)

46. Photography

Dr. Dimple (Convener)
Ms. Suman (Commerce)

7. Bus Pass

Dr. Deepak Sharma (Convener)
~~Mr. Sanjeev Kumar~~ *Ms Arma.*
Mr. Pala Ram (For official work)

48. Library Advisory Committee

Dr. Sarita Kumar (Convener) *[Signature]*
Dr. Vivek Ranga *[Signature]*
Dr. Gopal Krishan

49. Court Cases

Mr. Ram Pratap (Convener)
~~Dr. Gopal Krishan~~
Ms. Nisha Khanna
Ms. Vinny
Ms. Anuvarta *[Signature]*
Mr. Kuldeep.

50. R.T.I

Dr. Urmila Sangwan (SPIO) *[Signature]*
Dr. Neelam Rani

51. Property/Furniture/Stocks

Mr. Suresh Jangra (Furniture) *[Signature]*
Dr. Vinod Kumar Sharma (Except Furniture) *[Signature]*

52. Earn While You Learn

Mr. Chaman Lal (Convener) *[Signature]*
Ms. Shiwali *[Signature]*
Dr. Ekta Arora *[Signature]*
Ms. Vandana *[Signature]*
Ms. Ekta Kansal *[Signature]*
Ms. Anju

53. Tour & Excursion

Dr. Ramesh Kumar (convener)
Dr. Anita Joon (Convener)
Dr. Neelam Rani
Mr. Prashant
Mr. Anil Kumar.

54. Important Day Celebration

Dr. Ekta Arora (Convener) *[Signature]*
Ms. Manju Sharma (comp) *[Signature]*

55. (a) Nodal Officer Voter Cards

Mr. Rajesh Kumar (Hindi) (Convener) *[Signature]*

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

Dr. Meera Kashyap (Convener)
Ms. Puja Chawla
Mr. Yogesh

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

Mr. Ramesh Singh (Convener)
Ms. Meenakshi
Dr. Gopal Krishan
Mr. Amit Goyal
Dr. Ritu Narwal
Mr. Amit
Mr. Yogesh
Ms. Poonam

57. Engaging of Resource Persons
and Non Teaching Staff

Dr. Rajesh Saini (Convener)
Dr. Deepak Sharma
Dr. Ramesh Kumar
~~Dr. Gopal Krishan~~
Mr. Nishan Singh

58. Dilapidation Fund Committee
& RK Fund

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

59. UGC

Dr. Vinod Kumar Sharma (Convener)
Dr. Ramesh Kumar
Ms. Manju Sharma

60. NAAC Committee
& Prayaas

Mr. Vikas Atri (Convener)
Dr. Balwan Chahal
Ms. Manju Sharma

61. Lecture Details & Absentees

Mr. Manu Jyoti Gupta (Convener)
Dr. Bharti
Ms. Vandana
Ms. Vibha Gupta
Ms. Manila
Ms. Pooja (Comp. Sci.)

62. IT Solution

Mr. Bharat Chhabra (Convener) *TC*
Ms. Manju Sharma

63. ICC

Mr. Suresh Kumar (Commerce) (Convener) *SM*
Ms. Raman Malhotra (Advocate)
Ms. Raj Rani (Dy. Supdt.) *Raj Rani*
Mr. Pala Ram (L.A.)

64. Discipline Committee

Ms. Suman (Commerce)

Mr. Ramesh Singh (Convener)
Dr. Anita Joon
Dr. Dimple
Mr. Bharat Chhabra *TC*
Dr. Manju Devi
Ms. Manju Sharma
Ms. Ekta Kansal *Ekta*
Ms. Nisha (English) *Nisha*
Ms. Niharika *Niharika*
Mr. Amit Goyal
Mr. Yogesh
Ms. Madhu
Ms. Simrandeep Kaur

65. ECO Club

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

66. Cycle Stand Committee

Mr. Ramesh Singh (Convener)

67. Apprenticeship Scheme Incharge

Dr. Balwan Chahal (Convener) *BC*
Mr. Virender Kumar (J.L.A.)

68. RUSA

Dr. Vinod Kumar Sharma (Convener) *VS*
~~Mr. Sanjeev Kumar~~ *Mr. Manu*
Mr. Dharampal (L.A.) *Dharampal*

69. Road Safety Club

Dr. Upender (Convener) *Up*
NSS Officer - 1
NSS Officer - 2
Ms. Niharika *Niharika*
Student Representative

70. Driving License Committee

Dr. Gopal Krishan (Convener)
Ms. Nisha (Comp.) *Nisha*
Ms. Ekta (Comp.) *Ekta*
Ms. Akma.

71. Prevention of Caste Based Discrimination in the Institution

Ms. Mamta (Convener)
Dr. Ramesh Kumar (OBC) *Ramesh*
Dr. Gopal Krishan (OBC) *Gopal*
Mr. Rajpal (SC) *Rajpal*
Dr. Ekta Arora (GEN) *Ekta*

81. GEM

Dr. Deepak Sharma (Convener)
Dr. Neelam Rani
Mr. Sanjeev Kumar *Mr. Manu Jyoti Gupta*

82. Passport Committee

Ms. Suman choudhary
Mr. Manu Jyoti Gupta (Convener)
Ms. Suman Choudhary (Convener)
~~Mr. Sanjeev Kumar~~
Ms. Nisha (Comp.) *Nisha*
Ms. Pooja (Comp.)
Ms. Reenu Goyal (Comp.) *Reenu*
Ms. Harpreet Kaur
Ms. Ashu *Ashu*
Ms. Puja Chawla *Puja*
Mr. Rajesh (L.A.)

83. Health and Cleanliness

- Ms. Jyoti (con) *Jyoti*
- Mr. Rajesh (Hindi) Principal
- Ms. Suman (Comp.) Govt. College for Women,
Karnal