

GOVERNMENT COLLEGE FOR WOMEN KARNAL



Committee List for the Session 2025-26

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Sr. No.	Committees
1	<u>AISHE/LMS & ERP</u>
2	<u>Alumni Association Committee</u>
3	<u>Anti-Corruption Cell & Anti-Sexual Harassment Committee</u>
4	<u>Anti-Ragging & Anti-Drug Committee</u>
5	<u>Auction Committee</u>
6	<u>Biometric Maintenance</u>
7	<u>Bursar</u>
8	<u>Bus Pass and Driving License</u>
9	<u>Canteen Committee</u>
10	<u>Car Parking</u>
11	<u>CCTV Committee</u>
12	<u>Chief Mentor</u>
13	<u>Chief Proctor</u>
14	<u>Cleanliness & Beautification of the College Campus</u>
15	<u>Coffee Table Book</u>
16	<u>College Council</u>
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20	<u>Coordination Committee for Programs in Room No. 17</u>
21	<u>Court Cases</u>
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27	<u>Dispensary & First Aid</u>
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75	Road Safety Club
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95	Yoga Club

GOVERNMENT COLLEGE FOR WOMEN, KARNAL
ANNUAL DUTY LIST 2025-26

Note: 1. This duty list will be effective with immediate effect.
2. The charge of the concerned committee be taken immediately.
3. Comment of Committee Convener may be considered in ACR of committee members.

Sr. No.	Committee	Name		Signature
1.	College Council	Dr. Balbir Singh Dr. Upender Singh Dr. Meenakshi Sharma Mr Ram Pratap Ms. Mamta	Convener	
2.	Chief Mentor	Dr. Neelam Rani Dr. Ritu Hooda	Convener	
3.	Chief Proctor	Dr. Balbir Singh		
4.	Bursar	Dr. Sanjeev Kumar		
5.	Staff Secretary	Dr. Deepak Sharma		
6.	Office Administrative and Finance Committee	Dr. Deepak Sharma Dr. Sanjeev Kumar Ms. Manju Sharma Mr. Sushil Kumar Mr. Sandeep Kumar Ms. Sonia Ms. Vishakha	(Admin. Work) (Finance Work)	
7.	Social Secretary	Dr. Vipin Kumari		

8.	Magazine Editorial Board	Dr. Meenakshi Sharma	Chief Editor	
		Dr. Shiwali (News Section & Activites)		
		Dr. Anil Kumar (Hindi)		
		Dr. Vidusha (Skt.)		
		Ms. Anuverta (Commerce)		
		Ms Sumati (English Section)		
		Dr Durgesh(Science Section)		
9.	Monthly News Paper Committee	Dr. Anil Kumar	Convener	
		Dr. Rajesh (Hindi)		
		Dr. Monika Yadav		
		Dr Madhu Rathore		
10.	Construction/Maintenance of Building/PWD Works /Revenue & Dilapidation	Dr. Upender Singh	Convener	
		Mr. Ramesh Singh		
		Dr. Vinod Kumar		

		Dr. Rajesh (Hindi)		
		Mr. Kuldeep Dahiya		
		Ms. Reenu Goel		
11.	University Works (Admissions, RR, Examination Forms, Conduct of Exams etc.)	Dr. Parshant Kumar	Convener	
		Ms. Vinny		
		Ms. Aastha		
		Ms. Seema		
		Mr. Rajan		
		Mr. Rajesh, L.A.		
12	Reappear & Remedial Classes Committee	Dr. Dimple	Convener	
		Mr. Manu Jyoti Gupta		
		Dr. Vidusha		
		Ms. Sumati		
		Ms. Shruti Tripathi		
13.	Result Verification & Calculation Committee	Dr. Rajesh Saini	B.A. & BA (Hons.)	
		Dr. Vibha Gupta	B.A. & BA (Hons.)	
		Mr. Rajpal	B.Com. & BBA	
		Dr. Gurleen	B.Com. & BBA	
		Ms. Sunita Sharma	B.Sc. & BCA	
		Dr. Renu (Skt.)	B.Sc. & BCA	
		Dr. Baljinder Saini	P.G.	
		Ms. Shivanshi	P.G.	
14.	Printing & Stationary	Ms. Sunita Sharma	Convener	
		Ms. Meenakshi (Eco.)		
		Dr. Aarti Sharma		
15.	Time Table/Subject Change/Work Load	Mr. Bharat Chhabra	Convener	
		Ms. Manju Sharma		
		Dr. Jiwan Jyoti		
		Ms. Vinny		
		Ms. Bhanupriya		
		Mr. Nishan Singh		
		Dr. Amit Goyal		
		Dr. Usha		
16.	Data Repository Committee	Dr. Rajesh Saini	Convener	
		Ms. Manju Sharma		
		Ms. Ekta Kansal		
		Ms. Shruti Tripathi		
		Ms. Seema		
		Dr. Deepal		
		Ms. Nisha (Comp. Sci.)		
		Dr. Neha Arora		
		Dr. Akanksha		
		Ms. Preeti		
		Ms. Priyanka		
		Ms. Anchal		
17.	Science Exhibition	Mr. Rampartap	Convener	

		Mr. Bharat Chhabra		
		Dr. Ekta Arora		
		Ms. Suman Chaudhary		
		Ms. Simrandeep Kaur		
18.	Grievance Redressal / National Task Force Committee	Dr. Vipin Kumari	Convener	
		Dr. Neetu Verma		
		Dr. Ramesh Kumar		
		Dr. Ekta Arora		
19.	Anti-Ragging & Anti-Drug Committee	Dr. Anjana Rani	Convener	
		Dr. Renu (Skt.)		
		Dr. Aarti Sharma		
20.	Purchase Committee (For Govt. Grants)	Dr. Neelam Rani	Convener	
		Dr. Balbir Singh		
		Dr. Meenakshi Sharma		
		Dr. Deepak Sharma		
		Dr. Ramesh Kumar		
		(Convener of items concerned)		
21.	Auction Committee	Dr. Balwan Chahal	Convener	
		Mr. Manu Jyoti Gupta		
		Dr. Gopal Krishan		
		Ms. Nisha Khanna		
22.	NAAC, IQAC & PRAYAAS	Dr. Neelam Rani	Convener	
		Dr. Shiwali		
		Dr. Anjana		
		Ms. Vandana		
		Dr. Niharika		
		Ms. Srishti Ranga		
		Ms. Shivanshi		
		Ms. Aastha Chauhan		
		Dr. Gurleen Kaur		
		Dr. Akanksha		
		Ms. Aruna		
		Ms. Renu Bala Gupta	Mayor (KNL)	
		Ms. Sachin	DDA	
		Alumni President		
		Student Representative		
23.	Public Health & Drinking Water	Mr. Kulwant Singh	Convener	
		Mr. Rajpal		
		Ms. Sumati		
		Dr. Akanksha		
		Mr. Nishan Singh		
		Mr. Sanjay		
		Dr. Jaswinder		
		Ms. Ashu		

24.	Dispensary / First Aid/Health and Hygiene	Dr. Niharika	Convener	
		Ms. Meenakshi (Eco,)		
		Mr. Nishan Singh		
25.	Electricity & Solar Electricity	Dr. Ramesh Kumar	Convener	
		Dr. Anil Kumar (Solar Elect.)		
		Ms. Vinny		
		Dr. Vinod Kumar		
		Dr. Jaswinder		
		Mr. Kuldeep Dahiya		
		Mr. Vikram L.A.		
		Mr. Dharampal L.A.		
26.	Press, Photography & Annual Report	Dr. Anil Kumar	Convener	
		Dr. Renu (Skt.)		
		Ms. Madhu Rathore		
27.	Cleanliness & Beautification of the college campus	Dr. Hansraj	Convener	
		Dr. Vidusha		
		Dr. Jiwan Jyoti		
		Ms. Sumati		
		Ms. Shruti Tripathi		
		Mr. Sanjay		
		Mr. Nishan Singh		
		Dr. Amit Goyal		
		Dr. Jaswinder		
28.	NCC	Dr. Neetu Verma	Incharge	
		Ms. Preeti		
29.	NSS/Village Adoption Program	Dr. Jiwan Jyoti (Unit-1) Ms Ankita Maan(Unit-2)	Convener Convener	
		Dr. Meenakshi Sharma	Advisor	
		Dr. Deepak Sharma	Advisor	
		Ms. Srishti Ranga	Advisor	
30.	Scholarship (SC)	Mr. Rajpal	Convener	
		Ms. Sumati	B.A. & BA(Hons)	
		Dr. Vinod Kumar	B.Com & BBA	
		Ms. Suman	B.Sc. & BCA	
		Ms. Shrishti	All PG Classes	
31.	Scholarship (BC)	Dr. Balbir Singh	Convener	
		Dr. Sushila Sangwan	All PG Classes	
		Dr. Nisha Balyan	B.A. & BA(Hons)	
		Ms. Simrandeep Kaur	B.A. & BA(Hons)	
		Ms. Anuverta	B.Com & BBA	
		Ms. Ritu Hooda	B.Com & BBA	
		Ms. Pooja Sharma	B.Sc. & BCA	
		Ms. Priyanka	B.Sc. & BCA	
32.	Scholarship (Merit)			
	National Scholarship Portal	Dr Niharika	Convener	

	Haryana State Merit Scholarship schemes	Ms. Reenu Goyal	Computer Related work	
	1. State Merit Scholarship to UG Girls	Ms Nisha Khanna Ms Manila		
	2. State Merit Scholarship to UG/PG students	Ms. Shivanshi Ms. Reenu		
	3. Haryana State Meritorious Incentive Schemes(University Merit	Ms. Poonam Sharma	BCom, BBA, MA(Eng, Hindi)	
		Dr Puja Chawla	BSc, BCA, MSc (Comp, Geography)	
		Ms. Nisha Khanna	MCom	
		Ms. Manila	BA(Arts and Hons)	
	4. Haryana State Meritorious Incentive Scheme (CBSE)	Ms. Manila		
33.	Prize Distribution Committee	Dr. Dimple	Convener	
		Ms. Seema		
		Ms. Madhu Rathore		
		Ms. Aruna		
34.	Sports Board	Dr Balbir Singh	Convener	
		Dr. Upender Singh		
		Dr. Meenakshi Sharma		
		Dr. Deepak Sharma		
		Mr. Ramesh Singh		
		Dr. Neetu Verma		
35.	Decoration Committee	Dr. Shiwali	Convener	
		Dr. Anjana		
		Ms. Niharika		
		Ms. Srishti Ranga		
		Ms. Harpreet Kaur		
		Ms. Ashu		
		Dr. Monika Yadav		
36.	Refreshment & Hospitality	Ms. Vinny	Convener	
		Dr Neetu Verma	Advisor	
		Ms. Srishti Ranga		
		Dr. Ritu Narwal		
		Dr. Jiwan Jyoti		
		Ms. Anuverta		
		Dr. Monika Yadav		
		Ms. Simrandeep Kaur		
		Ms. Ashu		
		Ms. Aruna		
37.	Placement, Career Counselling Cell	Dr. Gopal Krishan	Convener	
		Ms. Shivanshi		
		Ms. Alpana		
		Dr. Amit Goyal		
		Ms. Pooja Sharma		
		Dr. Ritu Narwal		

		Dr. Gurleen Kaur		
		Ms. Ritu Hooda		
38.	Alumni Association Committee	Dr. Vipin Kumari	Convener	
		Ms. Mamta		
		Dr. Deepak Sharma		
		Dr. Ramesh Kumar		
		Ms. Harpreet Kaur		
		Dr. Neha Arora		
39.	Staff Room	Dr. Dimple	Incharge	
		Ms Deepal		
40.	Girl's Common Room	Dr. Ekta Arora	Incharge	
		Dr. Deepal		
41.	Canteen Committee	Ms. Mamta	Convener	
		Mr. Kulwant Singh		
		Dr. Ramesh Kumar		
		Ms. Harpreet Kaur		
		Ms. Preeti		
42.	Red Cross, Red Ribbon, SAF & RKF Committee	Ms. Suman Chaudhary	Convener	
		Dr. Durgesh		
		Ms. Ankita Mann		
43.	Legal Literacy Cell	Dr. Shiwali	Convener	
		Ms. Nisha Khanna		
		Ms. Ritu Hooda		
		Ms. Pooja Sharma		
44.	Women Empowerment Cell	Dr. Ekta Arora	Convener	
		Dr. Suman Chaudhary	Training/Workshop & Grant for same	
		Dr. Nisha Baliyan	Training/Workshop & Grant for same	
		Ms. Manila	Training/Workshop & Grant for same	
		Dr. Aarti Sharma	Training/Workshop & Grant for same	
		Dr. Durgesh	Competition/Lectures & Grant for same	
		Ms. Shruti Tripathi	Competition/Lectures & Grant for same	
		Ms. Puja Chawla	Competition/Lectures & Grant for same	
		Dr. Gurleen Kaur	Competition/Lectures & Grant for same	
45.	Cultural Activities	Dr. Baljinder Saini	Convener	
		Dr. Neetu Verma		
		Dr. Anjana Rani		
		Dr. Hansraj		
		Ms. Vinny		
		Ms. Srishti Ranga		
		Mr. Nishan Singh		
		Dr. Jaswinder		

46.	Literary Activities	Dr. Shiwali	Convener	
		Dr. Anil Kumar		
		Ms. Sumati		
		Ms. Shivanshi		
		Dr. Renu (Skt.)		
		Dr Madhu Rathore		
47.	Library Committee	Ms. Mamta	Convener	
		Dr. Gopal Krishan		
		Dr. Monika Yadav		
		Ms. Suman		
		Ms. Manila		
		Ms. Poonam Sharma		
48.	Court Cases	Mr. Rampartap	Convener	
		Dr. Balwan Singh		
		Dr. Rajesh Kumar (Hindi)		
49.	RTI	Dr. Meenakshi Sharma	Convener	
		Ms. Suman Chaudhary		
		Ms. Niharika		
		Mr. Sushil Kumar (Admin. Clerk)		
		Mr Sandeep (RTI Clerk)		
50.	Property/Furniture/Stocks and maintenance	Dr. Balwan Singh	Convener	
		Dr. Baljinder Saini		
		Ms. Vandana	ERP	
		Mr. Sanjay		
		Mr. Kuldeep Dahiya		
		Dr. Rajesh Kumar (Hindi)		
51.	Tour & Excursion	Ms. Srishti Ranga	Convener	
		Dr Nisha Baliyan		
		Mr. Nishan Singh		
52.	Coordination Committee for Programs in Room No. 17	Dr. Neetu Verma		
		Dr. Shiwali		
		Dr. Anjana Rani		
		Dr. Hansraj		
		Dr. Suman Chaudhary		
		Dr. Ekta Arora		
		Ms. Manju Sharma		
		Ms. Bhanupriya		
		Ms. Aastha Chauhan		
		Ms. Anuverta		
		Dr. Durgesh		
		Dr. Nisha Baliyan		
		Ms. Srishti Ranga		
		Ms. Ekta Kansal		
		Ms. Niharika		
		Dr. Gurleen Kaur		
		Mr. Nishan Singh		
		Ms. Harpreet Kaur		

		Dr. Jaswinder		
		Ms. Pooja Sharma		
		Ms. Aruna		
		Ms. Meenakshi (Eco.)		
		Mr. Sanjay		
		Dr. Ritu Narwal		
53.	Shamiana/ Sound System/Seating Arrangement for Functions	Mr. Ramesh Singh	Convener	
		Dr. Nisha Baliyan	Billing	
		Dr. Jaswinder		
		Mr. Sanjay		
54.	Outsourcing Policy, HKRN & Apprenticeship	Dr. Rajesh Saini	Convener	
		Dr. Ekta Kansal		
		Dr. Vinod Kumar		
55.	Lecture Details & Absentees	Ms. Nisha Khanna	Convener	
		Ms. Seema Saini (Arts)		
		Ms. Suman (Commerce)		
		Ms. Manila (Science)		
56.	Internal Complaints Board	Dr. Neelam Turan	Convener	
		Dr. Neetu Verma	NCC Incharge	
		Dr. Baljinder Saini	Cultural Incharge	
		Dr. Jiwan Jyoti	NSS Incharge	
		Dr. Ekta Arora	Women Cell Incharge	
		Dr. Hansraj		
57.	Cycle/Activa/Bike Stand Committee	Ms. Shruti Tripathi	Convener	
		Dr. Aarti Sharma		
		Mr. Kuldeep Dahiya		
58.	Car Parking	Mr. Ramesh Singh	Convener	
		Dr. Amit Goyal		
		Dr. Renu (Skt.)		
59.	Discipline Committee	Dr. Upender Singh	Convener	
		Mr. Rampartap		
		Dr. Baljinder Saini		
		Dr. Sushila Sangwan		
		Ms. Ashu		
60.	Anti-Corruption Cell & Anti-Sexual Harassment Committee	Ms. Vinny	Convener	
		Dr. Pooja Chawla		
		Ms. Meenakshi (Eco.)		
61.	RUSA	Dr. Deepak Sharma	Convener	
		Mr. Bharat Chhabra		
		Dr. Ritu Narwal		
		Mr. Sandeep Singh, Assistant		
62.	Road Safety Club	Dr. Vinod Kumar	Convener	
		NSS Officer-Unit-1		
		NSS Officer-Unit-2		

		One Student Representative		
63.	GeM	Mr. Bharat Chhabra	Convener	
		Dr. Durgesh		
		Ms. Bhanupriya		
64.	District Library	Dr. Rajesh Saini	Convener	
		Dr. Gopal Krishan		
		Dr. Vibha Gupta		
		Ms. Suman		
65.	Competitive Exams	Dr. Sanjeev Kumar	Convener	
		Dr. Suman Chaudhary		
66.	Extension Lecturer Committee	Dr. Gopal Krishan	Convener	
		Ms. Ankita Maan		
		Ms. Anuverta		
		Dr. Niharika		
		Ms. Vishakha (Office Work)		
67.	Earn While You Learn	Ms. Anuverta	Convener	
		Ms. Aanchal		
		Ms. Simrandeep Kaur		
68.	RDC and UGC	Dr. Ramesh Kumar	Convener	
		Dr. Deepak Sharma	Advisor	
		Dr. Ekta Arora		
		Dr. Vidusha		
		Dr. Ritu Narwal		
		Dr. Usha		
69.	NEP-2020/HEI/IDP	Ms. Aastha Chauhan	Convener	
		Ms. Ankita Maan		
		Ms. Seema Saini		
		Dr. Deepal		
		Ms. Manila		
70.	College Website, Facebook and YouTube Channel	Ms. Ekta Kansal	Convener	
		Ms. Preeti		
		Dr. Akanksha		
		Ms. Priyanka		
		Ms. Aanchal		
71.	Biometric Maintenance	Mr. Manu Jyoti Gupta	Convener	
		Ms. Vandana		
72.	MIS	Ms. Bhanupriya	Convener	
		Ms. Vishakha (Office)		
73.	AISHE/LMS & ERP	Ms. Vandana		
		Ms. Reenu Goel		
		Ms. Aanchal		
		Ms. Priyanka		
		Ms. Vishakha (Office)		
74.	Passport and Voter ID	Ms. Shivanshi	Convener	
		Ms. Pooja Sharma		
		Ms. Nisha (Comp. Deptt.)		
		Ms. Puja Chawla		

75.	EDUSAT/Smart Classroom/AV Club/Mike	Ms. Vandana	Convener	
		Dr. Neha Arora		
		Ms. Poonam Sharma		
		Dr. Akanksha		
76.	IT Solutions	Mr. Manu Jyoti Gupta	Convener	
		Ms. Ekta Kansal	Printer	
		Dr. Usha	UPS	
		Dr. Neha Arora		
77.	Internal Assessment/Theory & Practical Awards	Dr. Anil Kumar	Convener	
		Ms. Shruti Tripathi		
		Ms. Nisha Khanna		
		Dr Rajesh (Hindi)		
		Ms. Preeti		
		Ms. Nisha (Comp. Sc.)		
		Dr. Usha		
		Dr. Deepal		
		Dr. Aarti Sharma		
		Ms. Priyanka		
78.	On Line Admissions	Dr. Vipin Kumari		
		Ms. Ekta Kansal		
		Ms. Vandana		
79.	Bus Pass and Driving License	Dr. Sushila Sangwan	Convener	
		Ms Nisha(Comp Sci.)		
		Dr. Neha Arora		
		Ms. Reenu Goel		
		Ms. Priyanka		
		Mr. Ajay Chhokar		
80.	SC Cell	Ms. Mamta	Convener	
		Ms. Srishti Ranga		
81.	Mentor-Mentee	Dr. Vipin Kumari	Convener	
		Dr. Meenakshi Sharma		
		Dr. Dimple		
		Dr. Baljinder Saini		
		Dr. Shiwali		
		Ms. Sunita Sharma		
		Dr. Durgesh		
82.	Internship Committee	Dr. Balbir Singh	Coordinator	
		Dr. Sushila Sangwan	Co-Coordinator	
		Dr Balwan Chahal	Teacher incharge Arts	
		Ms. Sumati	Teacher incharge Arts	
		Dr Neelam Turan	Teacher incharge Commerce	
		Dr Ramesh Kumar	Teacher incharge Management	
		Dr Ekta Arora	Teacher incharge Science	
		Dr Suman Chaudhary	Teacher incharge Science	

		Dr Bharat Chhabra	Teacher incharge Computer Science	
83	CCTV Committee	Dr. Balbir Singh	Convener	
		Dr. Sushila Sangwan		
		Dr. Usha		
		Mr. Vikram (L.A.)		
		Mr. Dharampal (L.A.)		
84.	ECO and Hygiene Club	Dr. Balbir Singh	Convener	
		Sports Deptt.		
		NSS & NCC Units		
85.	Music Club	Dr. Anjana Rani	Convener	
		Dr. Hansraj		
		Dr. Jaswinder		
		Dr. Baljinder Saini	Advisor	
		Dr. Deepak Sharma	Advisor	
		Dr. Neetu Verma	Advisor	
86.	Home Science Club	Ms. Mamta	Convener	
		Ms. Harpreet Kaur		
		Ms. Madhu Rathore		
		Ms. Suman, L.A.		
87.	Yoga Club	Dr. Balbir Singh	Convener	
		Dr. Amit Goyal		
		Ms. Ashu		
88.	Sports Club	Dr. Balbir Singh	Convener	
		Dr. Upender		
		Mr. Ramesh Singh		
		Dr Gopal Krishan		
		Dr Amit		
89.	EVS Committee	Dr. Hansraj	Convener	
		Mr. Nishan Singh		
		Ms. Simrandeep		
90.	Physical Verification Committee (Only Items Purchased)	Dr. Meenakshi Sharma	Convener	
		Dr. Deepak Sharma		
		Dr. Ramesh Kumar		
		Dr. Sanjeev Kumar		
91.	Seminar Room (New Building)	Dr. Deepak Sharma	Convener	
		Ms. Manju Sharma		
		Ms. Simrandeep Kaur		
92.	Shakha Ground Committee	Dr. Balbir Singh	Convener	
		Mr. Ramesh Singh		
		Dr. Hansraj		
		Mr. Nishan Singh		
93.	DMC/Degree Distribution Committee	Dr. Parshant Kumar	Convener	
		Dr. Vibha Gupta		
		Ms. Suman		
		Ms. Poonam Sharma		

		Ms. Meenakshi		
		Mr. Ajay Chhokar (L.A.)		
		Mr. Rajesh (L.A.)		
94.	Coffee Table Book	Ms. Alpana	Convener	
		Dr. Monika Yadav		
95.	Important Day Celebration Committee	Dr. Vipin Kumari	Convener	
		Dr Shiwali		
		Ms. Nisha (Comp. Sci.)		

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