

Office of Principal, Govt. College for Women, Hisar

(Annual Duties for Session 2022-23)

Memo No. GCW/2022/129

Dated:- 14-09-2022

1. COLLEGE COUNCIL

Dr. Asha Saharan	Principal / Patron
Dr. Eliza Kundu	Member
Dr. Neelam Dahiya	Member
Sh. Satish Singla	Member
Dr. Jagdeep Singh	Member
Dr. Shashi Kala Yadav	Member

2. RTI

Dr. Eliza Kundu	SPIO
Sh. R.N. Kajal	ASPIO

3. MENTOR BOARD

Dr. Eliza Kundu	Convener
Dr. Shashi Kala Yadav	Senior Mentor (Arts)
Dr. Harsha	Senior Mentor (Science)
Mr. Satish Singla	Senior Mentor (Commerce)
Dr. Neelam Dahiya	Senior Mentor (BA Geog Hons & MA Eng.)
Mr. Yogesh Verma	To Assist

4. BURSAR

Dr. Jagdeep Singh	Bursar
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5. STAFF SECRETARY

Ms. Vasundhra	Member
Ms. Shaina	Member

6. SOCIAL SECRETARY

Dr. Neelam Dahiya	Convener
Ms. Manju Lata	Member
Ms. Suman Bansal (Ext.)	Member

7. STAGE SECRETARY

Dr. Vijender Beniwal	Convener
Sh. Satbir	Member
Ms. Vasundhra	Member
Ms. Shaina Tehria	Member

8. HOSTEL COMMITTEE

Dr. Eliza Kundu	Advisory
Dr. Jagdeep Singh	Advisory
Ms. Bimla	Hostel Warden
Ms. Parveen Rani	Member
Ms. Kavita Saini	Member
Ms. Madhu Bala	Member
Ms. Aarju (Ext)	Member

9. BUILDING REPAIR AND MAINTENANCE COMMITTEE

Mr. Pardeep Sharma	Convener
Mr. Mohinder Singh	Member
Mr. Rakesh	Member
Mr. Amit Kaushik	Member
Sh. Anil Kumar (Ext.)	Member
Mr. Satish Pannu (Ext.)	Member
Mr. Ramesh (Ext.)	Member
Mr. Sanjay (Ext.)	Member

10. TIMETABLE, WORKLOAD AND PROCTORIAL DUTIES

Dr. Neelam Dahiya	Convener
Ms. Heena Pahuja	Member
Mr. Pardeep Sharma	Member
Ms. Anita Taneja	Member
Mr. Anil Kumar (Ext.)	Member
Ms. Renu Sheoran (Ext.)	Member

11. SECTION FORMATION / SUBJECT & FACULTY CHANGE

Ms. Madhu Bala	Convener
Ms. Suman Lata	Member
Ms. Sunita	Member
Ms. Rajni (Ext.)	Member
Ms. Mamta (Ext.)	Member

12. UNIVERSITY WORKS / EXAMS / INTERNAL ASSESSMENT

Dr. V.S. Beniwal	Registrar
Ms. Parveen Rani	Incharge Internal Assessment
Ms. Vasundhara	Member
Ms. Kirti Verma (Ext.)	Member
Ms. Anu Goyal (Ext.)	Member
Ms. Monika (Ext.)	Member
Dr. Priyanka (Ext.)	Member
Ms. Renu Sheoran (Ext.)	Member
Ms. Sonal (Ext.)	Member
Mr. Virender (Ext.)	Member
Mr. Dilawar Singh	To Assist
Mr. Yogesh Verma	To Assist

13. NSS Committee

Mr. Satish Singla	Advisor
Dr. Jagdeep Chahal	Advisor
Dr. Neelam Dahiya	Advisor
Dr. Vijender Beniwal	Advisor
Unit (1) Ms. Parveen Rani	Incharge
Ms. Rajni (Ext.)	Member
Ms. Kavita (Ext.)	Member
Mr. Sunil Kaushik (Dy. Subdt)	Glerk
Mr. Manoj, Tagels	Peon
Unit (2) Ms. Shalna Tehria	Incharge
Ms. Sunita	Member
Ms. Kamlesh (Ext.)	Member
Mr. Dilawar Singh	Clerk
Mr. Sukhvinder	Peon

14. RESULT VERIFICATION IN ACR PROFORMA

Dr. Shashi kala Yadav	Convener	<i>[Signature]</i>
Ms. Harsha	Member	<i>[Signature]</i>
Mr. Rakesh	Member	<i>[Signature]</i>
Ms. Poonam Soni	Member	<i>[Signature]</i>
Ms. Sonal (Ext.)	Member	<i>[Signature]</i>
Ms. Deepal (Ext.)	Member	<i>[Signature]</i>
Ms. Anu Goyal (Ext.)	Member	<i>[Signature]</i>
Mr. Anil Kumar (Ext.)	Member	<i>[Signature]</i>
Mr. Parveen Kumari (Ext.)	Member	<i>[Signature]</i>

15. BUS PASS/ PASSPORT / AADHAR CARD

Ms. Garima Maan (Convener)	Convener	<i>[Signature]</i>
Ms. Sunita Ms. Kirti Verma (Ext.)	Member	<i>[Signature]</i>
Mr. Anil Kumar (Ext.)	Member	<i>[Signature]</i>
Ms. Ekta Sheoran	Member	<i>[Signature]</i>
Mr. Virender Singh to Assist	To Assist	<i>[Signature]</i>

16. DRIVING LICENSE / VOTER CARD & PPP

Ms. Manju Lata	Convener	<i>[Signature]</i>
Ms. Suman Lata	Member	<i>[Signature]</i>
Ms. Suman Bansal (Ext.)	Member	<i>[Signature]</i>
Mr. Gagan (Ext.)	Member	<i>[Signature]</i>
Mr. Sushil Kumar (Ext.)	Member	<i>[Signature]</i>
Ms. Ekta Chawla	To Assist	<i>[Signature]</i>

17. SCHOLARSHIP & STIPEND

Ms. Bimla (SC Student)	Convener	<i>[Signature]</i>
Mr. Randhir Singh	Member	<i>[Signature]</i>
Ms. Suman Lata	Member	<i>[Signature]</i>
Ms. Shalu Mohan (Ext.)	Member	<i>[Signature]</i>
Ms. Mamta (Ext.)	Member	<i>[Signature]</i>
Ms. Rajni (Ext.)	Member	<i>[Signature]</i>
Dr. Shashi Kala Yadav (BC Student)	Convener	<i>[Signature]</i>
Dr. Nutan Yadav	Member	<i>[Signature]</i>
Ms. Kavita Saini	Member	<i>[Signature]</i>
Ms. Poonam Soni	Member	<i>[Signature]</i>
Ms. Anu Goyal (Ext.)	Member	<i>[Signature]</i>
OTHER SCHOLARSHIP & STIPEND		
Ms. Manju Lata	Convener	<i>[Signature]</i>
Ms. Rajni (Ext.)	Member	<i>[Signature]</i>
Ms. Komal Bansal (Ext.)	Member	<i>[Signature]</i>
Ms. Aarju (Ext.)	Member	<i>[Signature]</i>
Ms. Ritu	To Assist	<i>[Signature]</i>

Ritu 14/09/2022

18. SPORTS BOARD

Dr. Eliza Kundu	Convener
Mr. Mohinder Singh	Member
Mr. Satbir	Member
Dr. Randhir Singh	Member
Ms. Sonal (Ext.)	Member
Ms. Renu Sheoran (Ext.)	Member
Ms. Mamta (Ext.)	Member
Mr. Sushil (Ext.)	Member
Mr. Yogesh Verma	To Assist

19. WOMEN CELL

Dr. Asha Saharan	Patron
Ms. Heena Pahuja	Convener
Ms. Manju Lata	Member
Ms. Vasundhra	Member
Ms. Bimla Devi	Member
Ms. Sonal (Ext.)	Member
Ms. Shalu Mohan (Ext.)	Member
Ms. Kirti Verma (Ext.)	Member
Ms. Rajni (Ext.)	Member
Ms. Priyanka (Chem.) (Ext.)	Member
Ms. Aarju (Ext.)	Member
Ms. Mamta (Ext.)	Member

20. EARN WHILE YOU LEARN

Dr. Neelam Dahiya	Convener
Dr. Shashi Kala Yadav	Member
Ms. Sunita	Member
Ms. Poonam Devi	Member
Ms. Priyanka (Ext.)	Member
Ms. Renu Sheoran (Ext.)	Member
Mr. Anil Kumar (Ext.)	Member
Ms. Mamta (Ext.)	Member

21. PLACEMENT CELL & CAREER GUIDANCE & COUNSELLING CELL

Ms. Anita Taneja	Convener
Ms. Heena Pahuja	Incharge EDC
Ms. Vasundhra	Member
Ms. Shalu Mohan (Ext.)	Member
Mr. Gagan (Ext.)	Member
Ms. Mamta (Ext.)	Member
Mr. Satish Pannu (Ext.)	Member
Ms. Manisha (Ext.)	Member

22. ENVIRONMENTAL STUDIES

Ms. Parveen Rani (C)	Convener
Ms. Kavita Saini	Member
Mr. Rakesh Kumar	Member
Mr. Amit Kaushik	Member
Ms. Kiran (Ext.)	Member
Ms. Mamta (Ext.)	Member
Ms. Suman Bansal (Ext.)	Member

23. CULTURAL ACTIVITIES

Mr. Satbir All items of Music Vocal, Har. Orchestra, Inst., Orchestra etc.	Dean <i>Satbir</i>
Mr. Satbir Dances (General, Rasia, Classical, Haryanvi Group & Solo, Ritual)	Convener <i>Satbir</i>
Ms. Priyanka (Ext.) <i>P</i>	Convener <i>P</i>
Ms. Kamlesh (Ext.)	Member <i>P</i>
Ms. Mamta (Ext.) <i>Mamta</i>	Member <i>Mamta</i>
Ms. Shalu Mohan (Ext.) <i>Shalu</i>	Member <i>Shalu</i>
Theatre (Hindi Play, Mime, Mimicry, Mono Acting)	
Mr. Vipin Babbar	Convener <i>Vipin</i>
Ms. Poonam	Member <i>Poonam</i>
Ms. Suman Lata	Member <i>Suman Lata</i>
SKT Play	
Mr. Amit Kumar	Convener <i>Amit</i>
Ms. Geeta Devi (Ext.)	Member <i>Geeta</i>
Haryanvi Skit	
Ms. Madhu Bala	Convener <i>Madhu Bala</i>
Mr. Rakesh	Member <i>Rakesh</i>
Mr. Gagan (Ext.)	Convener <i>Gagan</i>
Literary Cell & Legal Literacy Cell	Member <i>Rakesh</i>
Dr. Nutan Yadav <i>Nutan</i>	Convener <i>Nutan</i>
Ms. Shalu Mohan <i>Shalu</i>	Member <i>Shalu</i>
Ms. Madhu Bala	Member <i>Madhu Bala</i>
Ms. Suman lata <i>Suman Lata</i>	Member <i>Suman Lata</i>
Ms. Geeta (Ext.)	Member <i>Geeta</i>
Mr. Sanjay (Ext.)	Member <i>Sanjay</i>
Fine Arts-(Rangoli, Collage, Poster Making etc.)	
Dr. Shashi Kala Yadav <i>Shashi</i>	Convener <i>Shashi</i>
Ms. Kavita (Ext.) <i>Kavita</i>	Member <i>Kavita</i>
Ms. Kirti Verma (Ext.)	Member <i>Kirti</i>
General Quiz	
Dr. Vijender Beniwal	Member <i>Vijender</i>
Ms. Priyanka (Ext.)	Member <i>Priyanka</i>
	Convener <i>P</i>
	Member <i>P</i>

24. COMMITTEE FOR CONTRACT OF MESS, CANTÉEN & TUCK SHOP

Mr. Satbir	Convener <i>Satbir</i>
Dr. Randhir Singh	Member <i>Randhir</i>
Dr. V.S. Beniwal	Member <i>V.S. Beniwal</i>
Ms. Madhu Bala	Member <i>Madhu Bala</i>
Ms. Sunita	Member <i>Sunita</i>
Ms. Suman lata	Member <i>Suman Lata</i>
Mr. R.N. Kajal	Member <i>R.N. Kajal</i>
	To Assist

25.

26. CLEANLINESS, BEAUTIFICATION & PARKS COMMITTEE

Dr. Eliza Kundu	Ground Floor, Canteen
Ms. Manju Lata	1 st Floor
Dr. Neelam Dahiya	2 nd Floor
Dr. Jgdeep Singh	Parks
Ms. Parveen Rani	Parks
Mr. Harish Chander	Library

27. WEBSITE UPDATE AND PORTAL

Mr. Amit Bansal	Convener
Ms. Vipin Babbar	Member
Ms. Heena	Member
Ms. Shaina	Member
Ms. Kavita (Ext)	Member
Ms. Renu Sheoran (Ext)	Member
Mr. Yogesh Verma	To Assist

28. COMPULSORY COMPUTER EDUCATION

Ms. Garima Maan	Convener
Mr. Vipin Babbar	Member
Mrs. Ekta Chawla	Member
Mrs. Ekta Sheoran	Member
Ms. Monika (Ext)	Member
Ms. Arti Kadiyan (Ext.)	Member
Mr. Yogesh Verma	To Assist

29. IT EQUIPMENT REPAIR & MAINTENANCE (CCTV, BIOMETRIC)

Mr. Vipin Babbar	Convener
Mr. Amit Bansal	Member
Ms. Garima Maan	Member
Mr. Anil Kumar (Ext)	Member

30. CONFERENCE ROOM

Dr. Jagdeep Singh	Convener
Dr. V.S. Beniwal	Member

31. EDUSAT & SMART CLASS

Ms. Madhu Bala	Convener
Dr. Nutan Yadav (Smart Class)	Member
Mr. Virender (Ext.)	Member
Ms. Aarti Kadian (Ext.)	Member
Ms. Monika (Ext)	Member
Sh. Yogesh Verma	To Assist

32. LAB UPGRADATION & SCIENCE EXHIBITION

Dr. Satyender Yadav	Convener
Mr. Pardeep Sharma	Member
Dr. Shashi Kala Yadav	Member
Dr. Randhir Singh	Member
Dr. Priyanka (Ext.)	Member
Mr. Virender (Ext.)	Member
Ms. Kavita (Ext.)	Member

33. LIBRARY ADVISORY COMMITTEE

Mr. Satish Singla	Convener
Dr. Jagdeep Singh (Special Invitee)	Member
Dr. Priyanka Singla	Member
Ms. Madhu Bala	Member
Mr. Harish (Senior Library)	Member

34. DECORATION

Dr. Shashi Kala Yadav	Convener
Ms. Sunita	Member
Ms. Suman Lata	Member
Ms. Kamlesh (Ext.)	Member
Ms. Komal (Ext.)	Member
Ms. Deepal (Ext.)	Member
Ms. Aarti Kadiyan (Ext.)	Member
Ms. Suman Bansal (Ext.)	Member
Ms. Kiran (Ext.)	Member

35. PUBLIC RELATION OFFICER & PHOTOGRAPHY

Ms. Vasundhra	Convener
Ms. Madhu Bala	Member
Ms. Sunita	Member
Ms. Kavita (Ext.)	Member
Ms. Shalu Mohan (Ext.)	Member
Mr. Yogesh Verma	To Assist

36. RUSA

Dr. V.S. Beniwal	Nodal Officer
Ms. Parveen Rani	Member
Dr. Randhir Singh	Member
Ms. Madhu Bala	Member
Ms. Aarju (Ext.)	Member
Ms. Kavita (Ext.)	Member
Mr. Sushil Kumar (Ext.)	Member

37. NAAC, NIRF, IQAC & AISHE

Ms. Harsha	Convener
Mr. Amit Bansal	Member
Mr. Vipin Babbar	Member
Ms. Heena Pahuja	Member
Ms. Vasundhra	Member

38. COLLEGE MAGAZINE

Mr. Vipin Babbar	Editor
Ms. Priyanka Singla (English)	Member
Ms. Madhu Bala (Hindi)	Member
Sh. Satish Singla (Commerce)	Member
Dr. Satyender Kumar (Science)	Member
Ms. Manju Lata (Social Science)	Member

39. WALL MAGAZINE

Ms. Priyanka Singla	Convener
Ms. Madhu Bala	Member
Ms. Sunita	Member
Ms. Geeta (Ext.)	Member
Ms. Shalu Mohan (Ext.)	Member

40. COLLEGE PROPERTY

Dr. Randhir Singh	Convener
Mr. Rakesh	Member
Mr. Satbir	Member
Mr. Amit Kaushik	Member
Mr. Ramesh Kumar (Ext)	Member
Mr. Satish Pannu (Ext)	Member
Mr. Anil Kumar (Ext.)	Member
Mr. Sanjay (Ext.)	Member
Sh. Shamsheer	To Assist

41. REFRESHMENT

Ms. Vasundhra	Convener
Ms. Shaina	Member
Ms. Kamlesh (Ext.)	Member
Ms. Renu Sheoran	Member

42. COURT CASES

Dr. Satyender Yadav	Convener
Dr. Nutan Yadav	Member
Mr. Vipin Babbar	Member
Mr. Satish Pannu (Ext)	Member
Mr. Sunil Kaushik	To Assist

43. INCOME TAX RETURN

Mr. Satish Singla	Convener
Mr. Amit Bansal	Member
Ms. Harsha	Member
Ms. Heena Pahuja	Member
Ms. Deepal (Ext.)	Member
Ms. Suman Bansal (Ext)	Member
Sh. Sunil Kaushik	To Assist for Record

44. ELECTRICITY REPAIR, GENERATOR & SOLAR ENERGY.

Mr. Satbir	Convener
Mr. Amit Kumar	Member
Dr. Randhir Singh	Member
Ms. Sunita	Member
Ms. Suman Lata	Member
Mr. Sushil Kumar (Ext.)	Member
Mr. Ramesh Kumar (Ext)	Member
Sh. Rajender LA	To Assist

45. WATER SUPPLY / PUBLIC HEALTH / TOILET ALL WORK OF SANITATION ITEMS.

Mr. Amit Kumar.	Convener
Dr. Randhir Singh	Member
Mr. Satbir	Member
Ms. Bimla Devi	Member
Mr. Rakesh Kumar	Member
Ms. Kavita Saini	Member
Mr. Sanjay (Ext)	Member
Ms. Kamlesh (Ext)	Member
Sh. R.N. Kajal to Assist	to Assist

46. GRIEVANCES REDRESSAL CELL / DIVGANG RC/ ANTI RAGGING ANTI SEXUAL HARASSMENT / INTERNAL COMPLAINT COMMITTEE

Dr. Eliza Kundu	Convener
Mr. Satish Singla	Member
Dr. Jagdeep Singh	Member
Ms. Kavita Saini	Member
Ms. Suman Lata	Member

47. SC/ST COMMITTEE

Mr. Satbir	Convener
Ms. Bimla Devi	Member
Ms. Renu Sodhi	Member

48. PSYCHOLOGICAL COUNSELLING CELL

Dr. Randhir Singh	Convener
Ms. Parveen Rani	Member
Ms. Bimla Devi	Member
Ms. Renu Sodhi	Member

49. REDCROSS, RED RIBBON & FIRST AID

Ms. Vasundhra	Convener
Ms. Shaina Tehria	Member
Dr. Randhir Singh (First AID)	Member
Ms. Kamlesh (Ext.)	Member
Mr. Anil Kumar (Ext.)	Member
Mr. Sushil Kumar (Ext.)	Member
Mr. Sanjay (Ext)	Member
Mr. Ramesh (Ext.)	Member
Ms. Monika (Ext)	Member

50. PRINTING & STATIONERY

Dr. Randhir Singh (Convener)	Convener
Mr. Satbir	Member
Ms. Renu Sodhi	Member
Ms. Madhu Bala	Member
Ms. Sunita	Member
Mr. Gagan	Member
Mr. Sukhwinder to Assist	To Assist

51. AUCTION / DISPOSAL

Mr. Rakesh	Convener
Mr. Pardeep Sharma	Member
Ms. Anita Taneja	Member
Dr. Randhir Singh	Member

52. ALUMNI ASSOCIATION

Dr. V.S. Beniwal (C)	Convener
Dr. Jagdeep Singh	Member
Dr. Nutan Yadav	Member
Ms. Parveen Chahal	Member
Ms. Vasundhara	Member
Mr. Satish Pannu (Ext.)	Member
Ms. Parveen (Ext.)	Member
Dr. Kavita (Ext.)	Member
Ms. Sonal (Ext.)	Member
Dr. Priyanka (Ext.)	Member
Mr. Ramesh Kumar (Ext.)	Member

53. INCHARGE OF SUBJECTS WITH AND WITHOUT REGULAR FACULTY (TO VERIFY THE SALARY AND OTHER BILLS)

Dr. Eliza Kundu	(Class III & IV)
Dr. Neelam Dahiya	(Ext. Faculty)

54. OE

Ms. Parveen	Convener
Mr. Pardeep Sharma	Member
Dr. V.S. Beniwal	Member
Ms. Kavita (Ext.)	Member

55. CLASS IV EMPLOYEES SUPERVISION

Dr. Eliza Kundu	Convener
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56. HRMS / MIS

Sh. Amit Bansal	Advisor
Sh. Sunil Kaushik (E-Salary Work & Upload Data)	Convener
Mrs. Ekta Chawla	Member
Mrs. Ekta Sheoran	Member
Ms. Ritu	To Assist

57. EXAMS OTHER THAN UNIVERSITY EXAMS.

Dr. Eliza Kundu	Incharge
Dr. Jagdeep Singh	Incharge
Sh. Sunil Kaushik	To Assist
Mr. Yogesh Verma	To Assist
Sh. Dilawar Singh	To Assist

58. STAFF ROOM INCHARGE

Mr. Anil Budania (Ext)	Convener
Ms. Parveen (Ext)	Member

59. E-LEARNING (ERP/LMS)

Mr. Amit Bansal	Convener
Mr. Vipin Babbar	Member
Ms. Heena Pahuja	Member
Ms. Kirti (Ext)	Member

60. APPRENTICESHIP

Mr. Satish Singla	Convener
Ms. Poonam Soni	Member
Ms. Anu Goyal (Ext)	Member
Ms. Suman Bansal (Ext)	Member
Ms. Kirti Verma (Ext)	Member
Mr. Ajay	To Assist

61. EXTENSION LECTURER ISSUES

Dr. Satyender Kumar	Convener
Mr. Satish Singla	Member
Dr. Neelam Dahiya	Member
Dr. Jagdeep Singh (Bursar)	Member
Dr. Nutan Yadav	Member
Mr. Mohinder Singh	Member
Mr. Satish Pannu (Ext.)	Member
Mr. Sunil Kaushik	Member

14/9/22

Principal
Govt. College for Women
Hisar

Copy to:-

1. Dr. Eliza Kundu
2. Dr. Jagdeep Singh (Bursar)
3. Mr. Amit Bansal
4. IQAC Incharge
5. Mr. Sunil Kaushik