

Office of Principal, Govt. College for Women, Hisar

(Annual Duties for Session 2023-24)

Memo No. GCW/2023/2126

Dated:- 18-09-2023

1. COLLEGE COUNCIL

Sh. S.S. Dhanda	Principal / Patron
Dr. Eliza Kundu	Member
Dr. Neelam Dahiya	Member
Sh. Satish Singla	Member
Dr. Shashi Kala Yadav	Member
Dr. Neelam Kumari	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. Neelam Kumari	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

Ms. Manju Lata	Bursar
----------------	--------

5. STAFF SECRETARY

Ms. Vasundhra	Member
Ms. Shaina	Member

6. SOCIAL SECRETARY

Dr. Priyanka Singla	Convener
Ms. Sunita	Member
Mr. Satish Pannu (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. V.S. Beniwal	Advisory
Ms. Bimla	Hostel Worden
Ms. Kavita Saini	Member
Ms. Geta Devi (Ext)	Member
Ms. Mamta (Ext)	Member
Ms. Aarju (Ext)	Member

9. BUILDING REPAIR AND MAINTENANCE COMMITTEE

Mr. Pardeep Sharma	Convener
Mr. Mohinder Singh	Member
Mr. Amit Kaushik	Member
Sh. Anil Kumar (Ext)	Member
Mr. Satish Pannu (Ext)	Member
Mr. Ramesh (Ext)	Member
Ms. Anu Goyal (Ext)	Member

10. TIMETABLE, WORKLOAD AND PROCTORIAL DUTIES

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

11. SECTION FORMATION /SUBJECT & FACULTY CHANGE

Ms. Madhu Bala	Convener
Ms. Parveen Rani	Member
Ms. Sunita	Member
Ms. Ekta Chawla	Member
Ms. Ekta Sheoran	Member
Ms. Kamlesh (Ext)	Member
Ms. Aarju (Ext)	Member
Ms. Mamta (Ext)	Member

12. UNIVERSITY WORKS / EXAMS / INTERNAL ASSESSMENT

Dr. V.S. Beniwal	Registrar
Ms. Vasundhra	Incharge Internal Assessment
Ms. Parveen Rani	Member
Mr. Satish Pannu (Ext)	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. Neelam Rani	Advisor
Ms. Parveen Rani	Advisor
Dr. Vijender Beniwal	Advisor
Unit (1) Ms. Heena Pahuja	Incharge
Ms. Aarju (Ext)	Member
Ms. Renu Sheoran (Ext)	Member
Mr. Satish Pannu	Member
Mr. Ajay Kumar	Clerk
Mr. Manoj,	Peon
Unit (2) Ms. Shaina Tehria	Incharge
Ms. Sunita	Member
Ms. Kamlesh (Ext)	Member
Ms. Suman Bansal	Member
Ms. Aarti	Member
Mr. Anil Kumar	Member
Mr. Dilawar Singh	Clerk
Mr. Sukhvinder	Peon

14. RESULT VERIFICATION IN ACR PROFORMA

Dr. Shashi kala Yadav	Convener
Ms. Harsha	Member
Ms. Garima Maan	Member
Ms. Poonam Soni	Member
Ms. Sonal (Ext)	Member
Ms. Anu Goyal (Ext)	Member
Mr. Anil Kumar (Ext)	Member
Mr. Parveen Kumari (Ext)	Member

15. BUS PASS/ PASSPORT / AADHAR CARD

Mr. Rakesh (Convener)	Convener
Ms. Sunita	Member
Ms. Kirti Verma (Ext)	Member
Mr. Anil Kumar (Ext)	Member
Mr. Gagan (Ext)	Member
Ms. Ekta Sheoran	Member
Mr. Rajender Singh to Assist	To Assist

16. DRIVING LICENSE / VOTER CARD & PPP

Ms. Nutan Yadav	Convener
Ms. Suman Lata	Member
Ms. Suman Bansal (Ext)	Member
Mr. Gagan (Ext)	Member
Mr. Sushil Kumar (Ext)	Member
Ms. Ekta Chawla	To Assist

17. SCHOLARSHIP & STIPEND

Ms. Bimla (SC Student)	Convener
Mr. Randhir Singh	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Mamta (Ext)	Member
Ms. Rajni (Ext)	Member
Dr. Shashi Kala Yadav (BC Student)	Convener
Ms. Kavita Saini	Member
Ms. Poonam Soni	Member
Ms. Anu Goyal (Ext)	Member
Ms. Kirti Verma (Ext)	Member
OTHER SCHOLARSHIP & STIPEND	
Ms. Renu Sodhi	Convener
Mr. Mohinder Singh	Member
Dr. Pardeep Sharma	Member
Ms. Rajni (Ext)	Member
Ms. Komal Bansal (Ext)	Member
Ms. Ritu	To Assist

18. SPORTS BOARD

Dr. Eliza Kundu	Convener
Mr. Mohinder Singh	Member
Mr. Satbir	Member
Ms. Suman Lata	Member
Ms. Bimla Devi	Member
Ms. Renu Sodhi	Member
Ms. Sonal (Ext)	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Rajni (Ext)	Member
Mr. Geeta (Ext)	Member
Mr. Yogesh Verma	To Assist

19. WOMEN CELL

Sh. S.S. Dhanda	Patron
Dr. Eliza Kundu	Advisory
Dr. Neelam Kumari	Convener
Dr. V.S. Beniwal	Member
Ms. Vasundhra	Member
Ms. Bimla Devi	Member
Ms. Sunita	Member
Ms. Aarju (Ext)	Member
Ms. Kavita (Ext)	Member
Mr. Satish Pannu (Ext)	Member

20. EARN WHILE YOU LEARN

Dr. Neelam Dahiya	Convener
Dr. Nutan Yadav	Member
Dr. Priyanka Singla	Member
Ms. Poonam Devi	Member
Ms. Priyanka (Ext)	Member
Ms. Renu Sheoran (Ext)	Member
Mr. Anil Kumar (Ext)	Member
Ms. Mamta (Ext)	Member
Mr. Harish Chander (Sr. Library)	Member

21. PLACEMENT CELL & CAREER GUIDANCE & COUNSELLING CELL

Ms. Vasundhra	Convener
Ms. Shaina	Incharge EDC
Mr. Rakesh	Member
Ms. Shalu Mohan (Ext)	Member
Mr. Gagan (Ext)	Member
Ms. Mamta (Ext)	Member
Mr. Sushil (Ext)	Member
Ms. Manisha (Ext)	Member
Mr. Harish Chander (Sr. Library)	Member

22. ENVIRONMENTAL STUDIES

Ms. Kavita Saini (Financial)	Financial
Ms. Kiran Bishnoi (Ext) (C)	Convener
Ms. Bimla Devi	Member
Ms. Madhu Bala	Member
Ms. Mamta (Ext)	Member
Mr. Satish Pannu (Ext)	Member
Ms. Priyanka (Ext)	Member
Ms. Suman Bansal (Ext)	Member
Mr. Gagan (Ext)	Member

23. CULTURAL ACTIVITIES

Mr. Satbir	Dean
Dr. Neelam Kumari	Co-Dean
All items of Music Vocal, Har. Orchestra, Inst., Orchestra etc.	
Ms. Sunita	Convener
Ms. Ekta Chawla	Member
Ms. Kamlesh (Ext)	Member
Mr. Sushil Kumar (Ext)	Member
Ms. Suman Bansal (Ext)	Member
Dances (Haryanvi Group)	
Mr. Rakesh	Convener
Ms. Heena Pahuja	Co-Convener
Ms. Priyanka (Ext)	Member
Ms. Mamta (Ext)	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Renu Sheoran (Ext)	Member
Ms. Kiran Bishnoi (Ext)	Member

Dances (General, Rasia, Classical, Solo, Ritual)	
Mr. Rakesh	Convener
Ms. Heena Pahuja	Co-Convener
Ms. Shaina	Member
Ms. Vasundhra	Member
Mr. Anil Kumar (Ext)	Member
Mr. Virender (Ext)	Member
Ms. Anu Goyal (Ext)	Member
Ms. Geeta Devi (Ext)	Member
Ms. Monika (Ext)	Member
Theatre (Hindi Play, Mime, Mimicry, Mono Acting)	
Mr. Vipin Babbar	Convener
Ms. Renu Sodhi	Member
Ms. Bimla Devi	Member
Ms. Manisha (Ext)	Member
SKT Play	
Mr. Amit Kumar	Convener
Ms. Geeta Devi (Ext)	Member
Ms. Aarti (Ext)	Member
Ms. Monika (Ext)	Member
Ms. Ekta Sheoran	Member
Haryanvi Skit	
Ms. Madhu Bala	Convener
Dr. Randhir Singh	Member
Ms. Suman Lata	Member
Mr. Ramesh (Ext)	Member
Literary Cell & Legal Literacy Cell	
Dr. Nutan Yadav	Convener
Mr. Mohinder Singh	Member
Ms. Madhu Bala	Member
Ms. Suman Lata	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Geeta (Ext)	Member
Fine Arts-(Rangoli, Collage, Poster Making etc.)	
Dr. Shashi Kala Yadav	Convener
Ms. Kavita (Ext)	Member
Ms. Kirti Verma (Ext)	Member
Ms. Parveen (Ext)	Member
Ms. Anu Goyal (Ext)	Member
General Quiz	
Dr. Vijender Beniwal	Convener
Ms. Vasundhra	Member
Ms. Priyanka (Ext)	Member
Mr. Virender (Ext)	Member
Ms. Sonal (Ext)	Member

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

Mr. Rakesh	Convener
Dr. V.S. Beniwal	Member
Ms. Vasundhra	Member
Ms. Sunita	Member
Mr. Satish Pannu (Ext)	Member
Mr. R.N. Kajal	To Assist

25. CLEANLINESS, BEAUTIFICATION & PARKS COMMITTEE

Dr. Eliza Kundu	Ground Floor, Canteen
Dr. Neelam Kumari	1 st Floor
Dr. Neelam Dahiya	2 nd Floor
Ms. Anita Taneja	Parks
Ms. Parveen Rani	Parks
Mr. Harish Chander	Library

26. WEBSITE UPDATE AND PORTAL

Mr. Amit Bansal	Convener
Ms. Garima Mann	Member
Ms. Heena Pahuja	Member
Ms. Shaina	Member
Ms. Kavita (Ext)	Member
Ms. Renu Sheoran (Ext)	Member
Mr. Yogesh Verma	to Assist

27. 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

28. IT EQUIPMENT REPAIR & MAINTENANCE (CCTV)

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

29. BIOMETRIC

Ms. Heena Pahuja	Convener
Ms. Ekta Sheoran	Member
Ms. Ekta Chawla	Member
Mr. R.N. Kajal	Member

30. CONFERENCE ROOM

Dr. V.S. Beniwal	Convener
Ms. Vasundhra	Member
Mr. Satish Pannu (Ext)	Member

31. EDUSAT & SMART CLASS

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

32. LAB UPGRADATION & SCIENCE EXHIBITION

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

33. LIBRARY ADVISORY COMMITTEE

Dr. Eliza Kundu
Dr. Neelam Kumari
Ms. Manju Lata (Special Invitee)
Dr. Priyanka Singla
Dr. V.S. Beniwal
Ms. Parveen Rani
Mr. Harish (Senior Library)

34. DECORATION

Dr. Shashi Kala Yadav	Convener
Ms. Sunita	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Kamlesh (Ext)	Member
Ms. Komal (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, AISHE

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

38. IQAC

Mr. Satish Singla	Convener
Dr. Satyender Yadav	Member
Dr. Pardeep Sharma	Member
Mr. Mohinder Singh	Member
Ms. Parveen Rani	Member
Ms. Vasundhra	Member

39. COLLEGE MAGAZINE

Dr. V.S. Beniwal	Editor
Ms. Vasudhra	Co-editor
Ms. Priyanka Singla (English)	Member
Ms. Madhu Bala (Hindi)	Member
Ms. Heena Pahuaja (Commerce)	Member
Ms. Parveen Rani (Science)	Member
Mr. Satbir (Social Science)	Member

40. WALL MAGAZINE

Ms. Priyanka Singla	Convener
Ms. Anita Taneja	Member
Ms. Sunita	Member
Ms. Geeta (Ext)	Member
Mr. Virender (Ext)	Member
Ms. Shalu Mohan (Ext)	Member

41. 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

42. REFRESHMENT

Ms. Parveen Rani	Convener
Ms. Shaina	Member
Ms. Bimla Devi	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Kamlesh (Ext)	Member
Ms. Renu Sheoran (Ext)	Member

43. COURT CASES

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

44. INCOME TAX RETURN

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

45. ELECTRICITY REPAIR, GENERATOR & SOLAR ENERGY.

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

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

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

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

Dr. Eliza Kundu	Convener
Dr. Neelam Dahiya	Member
Mr. Satish Singla	Member
Dr. Neelam Kumari	Member
Mr. Rakesh	Member
Dr. V.S. Beniwal	Member
Ms. Kavita Saini	Member
Ms. Bimla Devi	Member
Ms. Renu Sodhi	Member

48. SC/ST COMMITTEE

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

49. PSYCHOLOGICAL COUNSELLING CELL

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

50. REDCROSS, RED RIBBON & FIRST AID

Ms. Anita Taneja	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. Ramesh (Ext)	Member
Ms. Monika (Ext)	Member
Mr. Harish Chander (Sr. Library)	Member

51. PRINTING & STATIONERY

Mr. Amit Kumar	Convener
Mr. Satbir	Member
Ms. Madhu Bala	Member
Ms. Sunita	Member
Ms. Sonal (Ext)	Member
Mr. Gagan (Ext)	Member
Mr. Sukhwinder to Assist	To Assist

52. AUCTION / DISPOSAL

Mr. Pardeep Sharma	Convener
Ms. Anita Taneja	Member
Dr. Randhir Singh	Member
Ms. Renu Sodhi	Member
Mr. Ramesh Kumar (Ext)	Member

53. ALUMNI ASSOCIATION

Dr. V.S. Beniwal (C)	Convener
Ms. Sunita	Member
Ms. Parveen Chahal	Member
Ms. Vasundhra	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

54. 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)

55. OE

Dr. V.S. Beniwal	Convener
Mr. Pardeep Sharma	Member
Ms. Madhu Bala	Member
Ms. Sonal (Ext)	Member
Ms. Kavita (Ext)	Member

56. CLASS IV EMPLOYEES SUPERVISION

Dr. Eliza Kundu	Convener
-----------------	----------

57. 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

58. EXAMS OTHER THAN UNIVERSITY EXAMS.

Dr. Eliza Kundu	Incharge
Dr. V.S. Beniwal	Incharge
Mr. Satish Pannu (Ext)	Member
Sh. Sunil Kaushik	To Assist
Mr. Yogesh Verma	To Assist
Sh. Dilawar Singh	To Assist

59. STAFF ROOM INCHARGE

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

60. E-LEARNING (ERP/LMS)

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

61. APPRENTICESHIP

Ms. Parveen Rani	Convener
Dr. V.S. Beniwal	Member
Ms. Anita Taneja	Member
Ms. Anu Goyal (Ext)	Member
Ms. Suman Bansal (Ext)	Member
Ms. Kirti Verma (Ext)	Member
Ms. Ekta Chawla	To Assist

62. EXTENSION LECTURER ISSUES

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

63. TENT, SOUND SYSTEM & SEATING ARRANGEMENT


Dr. Neelam Kumari	Convener
Ms. Parveen Rani	Co- Convener
Ms. Anita Taneja	Member
Mr. Mohinder Singh	Member
Dr. Pardeep Sharma	Member
Ms. Parveen Rani	Member
Ms. Madhu Bala	Member
Mr. Ramesh (Ext)	Member
Mr. Virender (Ext)	Member
Mr. Satish Pannu (Ext)	Member
Ms. Aarti (Ext)	Member
Ms. Manisha Kumari (Ext)	Member

64. CYCLE STAND

Dr. Pardeep Sharma	Convener
Dr. Eliza Kundu	Advisory
Mr. Rakesh	Member
Mr. Amit Kumar	Member
Ms. Renu Sodhi	Member
Ms. Suman Lata	Member

65. EDUCATION TOUR

Dr. V.S. Beniwal	Convener
Ms. Vasundhra	Member
Mr. Amit Kumar	Member
Ms. Sunita	Member


 Principal
 Govt. College for Women
 Hisar

Copy to:-

1. Dr. Eliza Kundu
2. Ms. Manju Lata (Bursar)
3. Mr. Amit Bansal
4. IQAC Incharge
5. Mr. Sunil Kaushik
6. Mr. Yogesh Verma