

Office of Principal, Govt. College for Women, Hisar
(Annual Duties for Session 2020-21) (Regular and Extension Faculty)
w.e.f – Feb 1st, 2021

- 1. COLLEGE COUNCIL**
Sh. S.S. Dhanda
Dr. Eliza Kundu
Dr. Neelam Dahiya
Dr. Anju Chaudhary
Sh. Satish Singla
- 2. RTI**
Sh. S.S. Dhanda, SPIO
Dr. Vijender Beniwal, ASPIO
- 3. MENTOR BOARD**
Dr. Eliza Kundu (C)
Dr. Anju Choudhary (BA Arts)
Dr. Satyender Kumar (Science)
Mr. Satish Singla (Commerce)
Dr. Neelam Dahiya (MA & Geog. Hons)
- 4. BURSAR**
Mr. Anil Kumar
- 5. STAFF SECRETARY**
Dr. Anju Chaudhary
Dr. Shashi Kala Yadav
- 6. SOCIAL SECRETARY**
Dr. Shashi Kala Yadav
Ms. Parveen Rani
Ms. Suman Bansal (Ext.)
- 7. STAGE SECRETARY**
Dr. Vijender Beniwal
Sh. Satbir
Ms. Vasundhra
Ms. Shaina Tehria
Ms. Kamlesh (Ext.)
- 8. Hostel Committee**
Ms. Bimla – Hostel Warden
Ms. Nitika
Ms. Parveen Rani
Ms. Kavita Saini
Mr. Satbir
Ms. Aarju (Ext)
- 9. OUT SOURCING AND ON CONTRACT SERVICES**
Sh. S.S Dhanda (C)
Dr. Anju Chaudhary
Sh. Anil Kumar
Dr. Vijender Beniwal
Ms. Parveen Rani
Ms. Kiran Bishoni (Ext.)
- 10. CONSTRUCTION & MAINTENANCE**
Dr. Eliza Kundu (C)
Mr. Mohinder Singh
Sh. Vipin Babbar
Sh. Anil Kumar (Ext)
Mr. Satish Pannu (Ext.)
Mr. Ramesh (Ext.)
Mr. Sanjay (Ext.)
Technical Expert JE/SDO/Xen from
PWD, B&R
- 11. TIMETABLE, WORKLOAD AND PROCTORIAL DUTIES**
Dr. Neelam Dahiya (C)
Ms. Heena Pahuja
Mr. Pardeep Sharma
Ms. Anita Taneja
Mr. Anil Kumar (Ext)
Ms. Renu Sheoran (Ext)

12. SECTION FORMATION /SUBJECT & FACULTY CHANGE

Ms. Madhu Bala (C)
 Ms. Suman Lata
 Ms. Vasundhra
 Ms. Shalu Mohan (Ext.)
 Ms. Rajni (Ext.)
 Ms. Mamta (Ext.)

13. BUILDING FUND

Dr. Jagdeep Chahal (C)
 Ms. Nitika
 Dr. Vijender Singh Beniwal
 Sh. Bhupinder Singh (Retd.)
 Sh. Ishwar Singh Retd. XEN (B&R)
 Sh. Anil Mani (MC)
 Sh. Ajay Kumar (Fund Clerk)

14. UNIVERSITY WORKS / EXAMS / INTERNAL ASSESSMENT

Dr. Jagdeep Singh (Registrar)
 Dr. V.S. Beniwal
 Ms. Parveen Rani
 Ms. Vasundhra (University Examination forms Supervision)
 Ms. Shaina (DMC Supervision)
 Dr. Priyanka (Ext)
 Ms. Sonal (Ext)
 Mr. Virender (Ext)
 Mr. Satish Panu (Ext)
 Mr. Yogesh Verma (University Works BA, BA Geog Hons & MA)
 Mr. Keshav Kumar (University Works B.Com & B.Sc)

15. Advisory Committee

Mr. Satish Singla
 Dr. Jagdeep Chahal
 Sh. Anil Kumar
 Dr. V.S. Beniwal

NSS

Unit (1) Ms. Parveen Rani (In-Charge)

Mr. Sanjay (Ext.)

Ms. Kavita (Ext.)

Mr. Sunil Kaushik

Mr. Manoj, Peon

Unit (2) Ms. Shaina Tehria (In-Charge)

Ms. Sunita

Ms. Kiran (Ext.)

Mr. Ajay Kumar

Mr. Sukhvinder, Peon

16. RESULT VERIFICATION IN ACR

PROFORMA

Dr. Shashi kala Yadav (C)

Ms. Vasundhra

Ms. Shaina Tehria

Ms. Sonal (Ext.)

Ms. Deepal (Ext.)

Ms. Anu Goyal (Ext.)

Mr. Anil Kumar (Ext.)

Mr. Parveen Kumari (Ext.)

17. BUS PASS/ DRIVING LICENSE /

PASSPORT / AADHAR CARD & VOTER CARD

Mr. Pardeep Sharma (C)

Ms. Suman Lata

Ms. Sunita (Arts)

Ms. Shallu Mohan (Ext.) (Arts)

Mr. Gagan (Ext) (Commerce)

Mr. Sushil Kumar (Ext.) (Science)

Mr. Shamshar Singh (LA)

Ms. Ekta Chawla to Assist

Ms. Ekta Sheoran to Assist

18. SCHOLARSHIP & STIPEND

Ms. Bimla (SC Student)

Mr. Randhir Singh

Ms. Mamta (Ext.)

Ms. Shalu Mohan (Ext.)

Ms. Rajni (Ext.)

SCHOLARSHIP & STIPEND

Dr. Shashi Kala Yadav (BC Student)

Dr. Nutan Yadav

Ms. Kavita Saini

Ms. Kirti (Ext.)

Ms. Anu Goyal (Ext.)

OTHER SCHOLARSHIP & STIPEND

Ms. Bhanu Priya (C)

Dr. Priyanka (Ext)

Ms. Komal Bansal (Ext.)

Ms. Aarju (Ext.)

(Merit, FF, BPL, PH, Ex-Serviceman,
Minorities) and Prizes

Ms. Ritu to Assist

19. Prize Committee

Dr. Eliza Kundu (C)

Mr. Satish Singla

Mr. Pardeep Sharma

Mr. Anil Kumar (Ext)

Ms. Geeta (Ext.)

Ms. Sonal (Ext.)

20. SPORTS BOARD

Dr. Eliza Kundu (C)

Mr. Mohinder Singh

Mr. Satbir

Mr. Randhir Singh

Ms. Renu Sheoran (Ext.)

Ms. Mamta (Ext.)

Mr. Gagan (Ext.)

21. WOMEN CELL

Ms. Asha Saharan (Patron)

Ms. Madhu Bala (C)

Ms. Vasundhra

Ms. Heena Pahuja

Ms. Suman Lata

Ms. Sunita

Ms. Rajni (Ext.)

Ms. Kamlesh (Ext.)

Ms. Deepal (Ext.)

Ms. Sonal (Ext.)

Mr. Sanjay (Ext.)

22. EARN WHILE YOU LEARN

Ms. Nitika (C)

Ms. Shaina

Ms. Poonam Devi

Mr. Anil Kumar (Ext.)

Ms. Mamta (Ext.)

Ms. Kamlesh (Ext.)

23. PLACEMENT CELL & CAREER

GUIDANCE & COUNSELING CELL

Ms. Anita Taneja (C)

Ms. Heena Pahuja (FDC) (C)

Dr. Nutan Yadav

Mr. Vipin Babbar

Mr. Pardeep Sharma

Ms. Vasundhra

Ms. Priyanka (Ext.)

Mr. Gagan (Ext.)

Mr. Ramesh (Ext.)

Ms. Anu Goyal (Ext.)

Ms. Kirti Verma (Ext.)

24. BIOMETRIC

Ms. Heena Pahuja (C)

Ms. Bhanu Priya

Dr. Priyanka (Ext.)

Mr. Yogesh Verma to Assist

25. ENVIRONMENTAL STUDIES

Dr. Jagdeep Singh (C)

Ms. Parveen Rani

Ms. Kavita Saini

Ms. Kiran (Ext.)

Ms. Mamta (Ext.)

Ms. Suman Bansal (Ext.)

26. ALL INDIA HIGHER EDUCATION**SURVEY**

Mr. Vipin Babbar (Nodal Officer)

Mr. Amit Bansal

Mr. Anil Kumar

Ms. Ekta Sheoran

27. CULTURAL ACTIVITIES

Dr. Anju Chaudhary (Dean)

Mr. Satbir (Co-Dean)

A. All items of Music Vocal, Har.**Orchestra, Inst., West. Inst.,****Orchestra etc.****Mr. Satbir (C)**

(West. Items)

Ms. Madhu Bala

Ms. Kavita (Ext.)

B. Dances (General, Rasia,**Classical, Haryanvi Group &****Solo, Ritual)****Ms. Sunita (C)**

Mr. Ramesh Kumar (Ext.)

Ms. Manisha (Ext.)

Ms. Shalu Mohan (Ext)

C. Theatre (Hindi Play, Mime,**Mimicry, Mono Acting)****Mr. Vipin Babbar (C)**

Ms. Poonam

Ms. Suman Lata

D. SKT Play**Ms. Geeta Devi (Ext)****E. Haryanvi Skit****Ms. Madhu Bala (C)**

Ms. Mamta (Geog) (Ext.)

Mr. Gagan (Ext.)

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LITERACY CELL**

Ms. Nitika (C)

Ms. Madhu Bala

Ms. Suman lata

Ms. Geeta (Ext.)

Mr. Sanjay (Ext.)

**G. Incharge Fine Arts-(Rangoli,
Collage, Poster Making etc.)****Dr. Shashi Kala Yadav (C)**

Ms. Kavita (Ext.)

Ms. Kirti Verma (Ext)

Ms. Sonal (Ext)

H. General Quiz**Dr. Vijender Beniwal (C)**

Mr. Mohinder Singh

Ms. Priyanka (Ext.)

**28. COMMITTEE FOR MESS CONTRACTOR
OF GIRLS' HOSTEL.**

Sh. S.S. Dhanda (C)

Dr. Anju Chaudhary

Mr. Anil Kumar

Dr. Priyanka (Ext.)

Ms. Aarju (Ext.)

Ms. Parveen Kumari (Ext.)

**29. COMMITTEE FOR CONTRACT OF
CANTEEN & TUCK SHOP**

Dr. Jagdeep Singh (C)

Ms. Parveen Rani

Dr. Randhir Singh

Mr. Mamta (Ext.)

Mr. Virender (Ext.)

Ms. Aarti Kadiyan (Ext.)

**30. CLEANLINESS & BEAUTIFICATION
COMMITTEE INSIDE TEACHING BLOCK**

Ms. Kamlesh (Ext.) (Ground Floor)

Ms. Renu Sheoran (Ext) (1st Floor)

Ms. Mamta (Ext.) (2nd Floor)

OUTSIDE TEACHING BLOCK & PARKS

Ms. Parveen

Ms. Kiran (Ext)

Mr. Anil Kumar (Ext.)

31. EDUCATIONAL TOURS

Dr. Nutan Yadav (C)

Mr. Anil Kumar

Ms. Heena Pahuja

Dr. Vijender Beniwal

Ms. Shaina Tehria

Ms. Kavita Rani (Ext.)

Ms. Kiran (Ext.)

32. WEBSITE UPDATE AND PORTAL

Mr. Amit Bansal (C)

Dr. Nutan Yadav

Ms. Vipin Babbar

Mr. Anil Kumar

Ms. Bhanu Priya

Ms. Renu Sheoran (Ext)

Mr. Yogesh Verma to Assist

33. COMPULSORY COMPUTER

EDUCATION

Mr. Amit Bansal (C)

Mr. Vipin Babbar

Ms. Bhanu Priya

Mrs. Ekta Chawla

Mrs. Ekta Sheoran

Ms. Monika (Ext)

Ms. Arti Kadiyan (Ext.)

Mr. Yogesh Verma

**34. IT EQUIPMENT REPAIR
& MAINTENANCE (CCTV and Inter
Com)**

Mr. Vipin Babbar (C)

Mr. Amit Bansal

Ms. Shaina

35. EDUSAT & SMART CLASS

Ms. Heena Pahuja (C)

Ms. Bhanu Priya (Smart Class) (C)

Mr. Sushil Kumar (Ext.)

Ms. Renu Sheoran (Ext.)

Sh. Yogesh Verma

**36. LAB UPGRADATION & SCIENCE
EXHIBITION**

Dr. Jagdeep Singh (C)

Dr. Satyender Kumar

Mr. Amit Bansal

Dr. Shashi Kala Yadav

Ms. Parveen Rani

Dr. Priyanka (Ext.)

Mr. Virender (Ext.)

Ms. Kavita (Ext.)

Mr. Ramesh (Ext.)

37. LIBRARY / IDENTITY CARD

Dr. Anju Chaudhary (C)

Mr. Satish Singla

Mr. Vipin Babbar

Mr. Pardeep Sharma

Ms. Heena Pahuja

Ms. Suman Lata

Ms. Deepal (Ext.)

Ms. Sonal (Ext.)

38. DECORATION

Dr. Anju Chaudhary (C)
Dr. Shashi Kala Yadav
Ms. Sunita
Ms. Kirti (Ext.)
Ms. Komal (Ext.)
Ms. Manisha (Ext.)
Ms. Shalu Mohan (Ext.)
Ms. Aarti Kadiyan (Ext.)
Ms. Kalmesh (Ext.)
Ms. Sonal (Ext.)

39. INVITATION

Dr. Nutan Yadav (C)
Mr. Satbir
Ms. Sonal (Ext.)
Ms. Rajni (Ext.)
Ms. Renu Sheoran (Ext.)
Ms. Suman Bansal (Ext.)
Ms. Parveen (Ext.)

40. TENT, SOUND & SEATING ARRANGEMENT

Mr. Mohinder Singh (C)
Mr. Satbir
Ms. Sunita
Sh. Anil Kumar (Ext.)
Ms. Rajni (Ext.)

41. PUBLIC RELATION OFFICER & PHOTOGRAPHY

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Ms. Madhu Bala
Ms. Vasundhra
Ms. Sunita
Ms. Kavita (Ext.)
Ms. Parveen Kumari (Ext.)
Mr. Yogesh Verma to Assist

42. RUSA

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

43. NAAC, NIRF & IQAC

Mr. Satish Singla (Coordinator)
Ms. Anita Taneja (Dy. Coordinator)
Dr. Neelam Dahiya
Dr. Satyender Kumar
Mr. Amit Bansal
Mr. Vipin Babbar
Mr. Anil Kumar
Ms. Heena Pahuja
Dr. V.S. Beniwal
Ms. Parveen Rani
Ms. Vasundhra
Mr. Sunil Kaushik
Mr. Kashav (Clerk)

44. COLLEGE MAGAZINE

Dr. V.S. Beniwal (Editor)
Ms. Nitika Rani (English)
Ms. Madhu Bala (Hindi)
Sh. Satish Singla (Commerce)
Mr. Anil Kumar (Science)
Mr. Mohinder Singh (Social Science)

WALL MAGAZINE

Ms. Nitika Rani (C)
Ms. Shalu Mohan (Ext.)
Ms. Komal Bansal (Ext.)

45. COLLEGE PROPERTY

Dr. Randhir Singh (C)
Dr. Satyender Kumar
Mr. Satbir
Ms. Bhanu Priya
Mr. Ramesh Kumar (Ext)
Mr. Satish Pannu (Ext)
Mr. Anil Kumar (Ext.)
Mr. Sanjay (Ext.)
Ms. Anu Goyal (Ext.)
Sh. Shamsher to Assist

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Ms. Vasundhra
Ms. Shaina
Ms. Kamlesh (Ext.)
Ms. Deepal (Ext)
Mr. Satish Pannu (Ext)
Mr. Anil (Ext)

47. COURT CASES

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Dr. Randhir Singh
Mr. Satish Pannu (Ext)
Mr. Anil Kumar (Ext)
Mr. Ramesh Kumar (Ext.)
Mr. Sunil Kaushik to Assist

48. INCOME TAX RETURN

Mr. Satish Singla (C)
Mr. Amit Bansal
Ms. Anita Taneja
Ms. Heena Pahuja
Ms. Renu Sheoran (Ext.)
Ms. Deepal (Ext.)
Ms. Arti Kadian (Ext.)
Sh. Sunil Kaushik to Assist for Record

49. ELECTRICITY REPAIR ETC.

Mr. Satbir (C)
Mr. Pardeep Sharma
Dr. Randhir Singh
Mr. Ramesh Kumar (Ext)

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

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Sh. Pardeep Sharma
Ms. Geeta (Ext.)
Mr. Ramesh (Ext)
Mr. Sanjay (Ext)
Ms. Suman Bansal (Ext.)
Ms. Kirti Verma (Ext.)
Mr. R.N. Kajal to Assist

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

Dr. Anju Chaudhary (C)
Sh. S.S. Dhanda
Dr. Nutan Yadav
Ms. Nitika
Mr. Anil Kumar
Ms. Anita Taneja
Mr. Satbir

**52. REDCROSS & RED RIBBON &
FIRST AID**

Ms. Vasundhra (C)
Ms. Shaina Tehria
Dr. Randhir Singh (First AID)
Ms. Shalu Mohan (Ext.)
Ms. Kamlesh (Ext.)
Ms. Kavita (Ext)
Mr. Sushil Kumar (Ext.)
Mr. Ramesh (Ext.)

53. PRINTING

Mr. Satbir (C)
Mr. Vipin Babbar
Dr. Randhir Singh
Ms. Bimla
Mr. Satish Pannu (Ext)
Mr. Anil (Ext)

54. AUCTION / DISPOSAL

Mr. Pardeep Sharma (C)
 Dr. Randhir Singh
 Mr. Mohinder Singh
 Ms. Kavita Saini
 Ms. Rajni (Ext.)

55. ALUMNI ASSOCIATION

Dr. Vijender Singh Beniwal (C)
 Sh. S.S. Dhanda
 Dr. Jagdeep Singh
 Dr. Nutan Yadav
 Mr. Anil Kumar
 Ms. Parveen Rani
 Ms. Vasundhra
 Ms. Parveen (Ext.)
 Ms. Kavita (Ext.)
 Mr. Sanjay (Ext.)

56. Incharge of Subjects with and without Regular Faculty

(to verify the salary and other bills)

Mr. S.S. Dhanda (Ext. Faculty)
 Dr. Neelam Dahiya (Class III & IV)

57. Stationery I/C & OE

Mr. Satbir (C)
 Ms. Parveen
 Mr. Pardeep Sharma
 Mr. Randhir Singh
 Ms. Manisha (Ext.)
 Mr. Ajay to Assist

58. Class IV Employees Supervision

Sh. S.S. Dhanda (C)

59. SOFT SKILL AND LANGUAGE LAB

Ms. Nitika (C)
 Mr. Vipin Babbar
 Ms. Madhu Bala
 Mr. Gagan (Ext.)

60. (Students Aid Fund) SAF Committee

Dr. Eliza Kundu (C)
 Dr. Neelam Dahiya
 Mr. Satish Singla
 Ms. Monika (Ext.)

61. Discipline Committee

Dr. Eliza Kundu (C)
 Sh. Satish Singla
 Dr. Nutan Yadav
 Mr. Pardeep Sharma
 Ms. Heena Pahuja
 Ms. Priyanaka (Ext.)
 Ms. Kirti Verma (Ext.)
 Ms. Kamlesh (Ext.)
 Mr. Gagan (Ext.)
 Mr. Virender (Ext.)
 Mr. Ramesh (Ext.)
 Ms. Geeta (Ext.)
 Ms. Poonam Saini (Ext.)
 Ms. Mamta (Ext.)
 Ms. Parveen Kumari (Ext.)
 Ms. Deepal (Ext.)
 Mr. Sanjay (Ext.)

62. HRMS / MIS

Sh. Amit Bansal (Advisor Online Work)
 Sh. Sunil Kaushik (E-Salary Work & Upload Data) (C)
 Mrs. Ekta Chawla to Assist
 Mrs. Ekta Sheoran to Assist
 Ms. Ritu to Assist

63. EXAMS OTHER THAN UNIVERSITY EXAMS.

Sh. S.S. Dhanda (C)
 Dr. Jagdeep Singh
 Mr. Anil Kumar
 Sh. Sunil Kaushik to Assist
 Sh. Yogesh Verma to Assist

64. Staff Room Incharge

Ms. Madhu Bala (C)
Ms. Bimla
Ms. Sunita
Mr. Gagan (Ext.)

65. ERP Module

Mr. Amit Bansal (Nodal Officer)
Mr. Vipin Babbar
Mr. Anil Kumar
Ms. Bhanu Priya
Ms. Ekta Sheoran
Ms. Ekta Chawla
All HOD's

66. E-Learning

Mr. Amit Bansal (C)
Mr. Vipin Babbar
Dr. Nutan yadav
Mr. Anil Kumar

67. APPRENTICESHIP

Ms. Anita Taneja (C)
Mr. Yogesh Verma to Assist

68. EK BHARAT SHRESTA BHARAT

Ms. Heena Pahuja (C)
Ms. Shaina
Ms. Rajni (Ext.)
Ms. Aarju (Ext.)

69. Extension Lecturer Issues

Dr. Neelam Dahiya (C)
Mr. Satish Singla
Mr. Vipin Babbar
Mr. Anil Kumar (Bursar)
Mr. Mohinder Singh
Ms. Heena Pahuja
Mr. Satish Pannu (Ext.)
Mr. Sunil Kaushik

70. DIGITAL SIGNATURE

Dr. Neelam Dahiya (C)
Mr. Vipin Babbar
Mr. Satbir
Mr. Sunil Kaushik

Psychological

71. PSYCHOLOGY, COUNSELING CELL

Dr. Randhir Singh (C)
Ms. Vasundhara
Mr. Ramesh Kumar (Ext.)

72. Physical Verification Committee

To verify the Purchase of on & above
Rs. 10000/-

Dr. Jagdeep Singh (C)
Dr. Satyender Yadav
Ms. Heena Pahuja



-Sd-
Principal
Govt. College for Women
Hisar

- Copy to 1. Sh. S.S. Dhanda
2. Mr. Anil Kumar (Bursar)
3. Mr. Amit Bansal
4. IQAC
5. Mr. Sunil Kaushik
6. Mr. Yogesh Verma