

Office of Principal, Govt. College for Women, Hisar

(Annual Duties for Session 2021-22) w.e.f – September 1st, 2021

Memo No. GCW/2021/4141

Dated:- 28-08-2021

1. COLLEGE COUNCIL

Dr. Asha Saharan	Principal / Patron
Sh. S.S. Dhanda	Member
Dr. Eliza Kundu	Member
Dr. Neelam Dahiya	Member
Dr. Anju Chaudhary	Member
Sh. Satish Singla	Member

2. RTI

Sh. S.S Dhanda	SPIO
Sh. R.N. Kajal	ASPIO

3. MENTOR BOARD

Dr. Eliza Kundu	Convener
Dr. Anju Choudhary	Senior Mentor (Arts)
Dr. Satyender Kumar	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. Renu Sodhi	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

Ms. Bimla – Hostel Warden	Convener
Ms. Parveen Rani	Member
Ms. Kavita Saini	Member
Mr. Satbir	Member
Ms. Kamlesh (Ext)	Member
Ms. Aarju (Ext)	Member

9. OUT SOURCING AND ON CONTRACT SERVICES

Sh. S.S Dhanda	Convener
Dr. Vijender Beniwal	Member
Ms. Parveen Rani	Member
Ms. Kiran Bishoni (Ext.)	Member

10. 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

11. 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

12. SECTION FORMATION /SUBJECT & FACULTY CHANGE

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

13. UNIVERSITY WORKS / EXAMS / INTERNAL ASSESSMENT

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

14. NSS Committee

Mr. Satish Singla	Advisor
Dr. Jagdeep Chahal	Advisor
Dr. Neelam Dahiya	Advisor
NSS	
Unit (1) Ms. Parveen Rani (In-Charge)	Incharge
Mr. Sanjay (Ext.)	Member
Ms. Kavita (Ext.)	Member
Mr. Sunil Kaushik	Clerk
Mr. Manoj,	Peon
Unit (2) Ms. Shaina Tehria(In-Charge)	Incharge
Ms. Sunita	Member
Ms. Kamlesh (Ext.)	Member
Mr. Dilawar Singh	Clerk
Mr. Sukhvinder	Peon

15. RESULT VERIFICATION IN ACR PROFORMA

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

16. BUS PASS/ DRIVING LICENSE / PASSPORT / AADHAR CARD & VOTER CARD

Ms. Garima Maan	Convener
Ms. Suman Lata	Member
Ms. Sunita	Member
Ms. Kirti Verma (Ext.)	Member
Ms. Suman Bansal (Ext)	Member
Mr. Gagan (Ext)	Member
Mr. Sushil Kumar (Ext.)	Member
Mr. Anil Kumar (Ext.)	Member
Mr. Shamshar Singh	To Assist
Ms. Ekta Chawla	To Assist
Ms. Ekta Sheoran	To Assist

17. SCHOLARSHIP & STIPEND

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

18. PRIZE COMMITTEE

Mr. Satish Singla	Convener
Dr. Nutan Yadav	Member
Ms. Sunita	Member
Ms. Suman Lata	Member
Mr. Ramesh (Ext)	Member
Mr. Anil Kumar (Ext)	Member
Ms. Geeta (Ext.)	Member

19. SPORTS BOARD

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

20. WOMEN CELL

Dr. Asha Saharan (Patron)	Patron
Ms. Madhu Bala	Convener
Ms. Vasundhra	Member
Ms. Heena Pahuja	Member
Ms. Suman Lata	Member
Ms. Sunita	Member
Ms. Bimla Devi	Member
Ms. Shalu Mohan (Ext.)	Member
Ms. Kirti Verma (Ext.)	Member
Ms. Aarju (Ext.)	Member
Mr. Sanjay (Ext.)	Member

21. EARN WHILE YOU LEARN

Ms. Neelam Dahiya	Convener
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

22. PLACEMENT CELL & CAREER GUIDANCE & COUNSELLING CELL

Ms. Anita Taneja	Convener
Ms. Heena Pahuja	Inchare EDC
Dr. Shashi Kala Yadav	Member
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

23. ENVIRONMENTAL STUDIES

Mr. Pardeep Sharma	Convener
Ms. Parveen Rani	Member
Ms. Kavita Saini	Member
Ms. Kiran (Ext.)	Member
Ms. Mamta (Ext.)	Member
Ms. Suman Bansal (Ext.)	Member

24. CULTURAL ACTIVITIES

Mr. Satbir	Dean
All items of Music Vocal, Har. Orchestra, Inst., West. Inst., Orchestra etc.	
Mr. Satbir	Convener
(West. Items)	
Ms. Madhu Bala	Convener
Ms. Kavita (Ext.)	Member
Dances (General, Rasia, Classical, Haryanvi Group & Solo, Ritual)	
Ms. Sunita	Convener
Ms. Bimla	Member
Mr. Ramesh Kumar (Ext.)	Member
Ms. Manisha (Ext.)	Member
Ms. Shalu Mohan (Ext)	Member
Theatre (Hindi Play, Mime, Mimicry, Mono Acting)	
Mr. Vipin Babbar	Convener
Ms. Poonam	Member
Ms. Suman Lata	Member
SKT Play	
Mr. Amit Kumar	Convener
Ms. Geeta Devi (Ext)	Member
Haryanvi Skit	
Ms. Madhu Bala	Convener
Ms. Mamta (Geog) (Ext.)	Member
Mr. Gagan (Ext.)	Member
Literary Cell & Legal Literacy Cell	
Dr. Nutan Yadav	Convener
Ms. Shalu Mohan	Member
Ms. Madhu Bala	Member
Ms. Suman lata	Member
Ms. Geeta (Ext.)	Member
Mr. Sanjay (Ext.)	Member
Fine Arts-(Rangoli, Collage, Poster Making etc.)	
Dr. Shashi Kala Yadav	Convener

Ms. Kavita (Ext.)	Member
Ms. Kirti Verma (Ext)	Member
General Quiz	
Dr. Vijender Beniwal	Convener
Mr. Mohinder Singh	Member
Ms. Priyanka (Ext.)	Member

25. COMMITTEE FOR MESS CONTRACTOR OF GIRLS' HOSTEL.

Sh. S.S. Dhanda	Convener
Mr. Satbir	Member
Dr. V.S. Beniwal	Member
Ms. Aarju (Ext.)	Member
Ms. Parveen Kumari (Ext.)	Member

26. COMMITTEE FOR CONTRACT OF CANTEEN & TUCK SHOP

Ms. Parveen Rani	Convener
Dr. Randhir Singh	Member
Ms. Sunita	Member
Mr. Mamta (Ext.)	Member
Mr. Virender (Ext.)	Member
Ms. Aarti Kadiyan (Ext.)	Member

27. CLEANLINESS TEACHING / OUTSIDE BLOCK & BEAUTIFICATION COMMITTEE

Ms. Kamlesh (Ext.)	Ground Floor
Ms. Renu Sheoran (Ext)	1 st Floor
Ms. Mamta (Ext.)	2 nd Floor
OUTSIDE TEACHING BLOCK & PARKS	
Ms. Parveen	Convener
Mr. Pardeep Sharma	Member (Other Parks)
Mr. Ramesh Kumar	Member (NCC Parks & Canteen)
Ms. Kiran (Ext)	Member (Other Parks)

28. 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

29. 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

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

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

31. CONFERENCE ROOM

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

32. EDUSAT & SMART CLASS

Ms. Heena Pahuja	Convener
Ms. Renu Sodhi (Smart Class)	Member
Mr. Virender (Ext.)	Member
Ms. Aarti Kadian (Ext.)	Member
Ms. Monika (Ext)	Member
Sh. Yogesh Verma	To Assist

33. 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

34. LIBRARY / IDENTITY CARD

Dr. Anju Chaudhary	Convener
Mr. Satish Singla	Member
Dr. Satyender Yadav	Member
Ms. Poonam Soni	Member
Ms. Deepal (Ext.)	Member
Ms. Manisha (Ext.)	Member

35. 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

36. TENT, SOUND & SEATING ARRANGEMENT

Mr. Mohinder Singh	Convener
Mr. Satbir	Member
Ms. Sunita	Member
Mr. Ramesh (Ext)	Member
Sh. Anil Kumar (Ext.)	Member
Mr. Virender Singh (Ext.)	Member

37. 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

38. RUSA

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

39. NAAC, NIRF, IQAC & AISHE

Ms. Harsha	Convener
Mr. Amit Bansal	Member
Mr. Vipin Babbar	Member
Ms. Heena Pahuja	Member
Ms. Vasundhra	Member
Mr. Sunil Kaushik	To Assist

40. COLLEGE MAGAZINE

Mr. Vipin Babbar	Editor
Dr. Nutan Yadav (English)	Member
Ms. Madhu Bala (Hindi)	Member
Sh. Satish Singla (Commerce)	Member
Dr. Satyender Yadav (Science)	Member
Mr. Mohinder Singh (Social Science)	Member
WALL MAGAZINE	
Ms. Suman Lata	Convener
Ms. Kamlesh (Ext)	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Komal Bansal (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
Mr. Sanjay (Ext.)	Member
Sh. Shamsheer	to Assist

42. REFRESHMENT

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

43. COURT CASES

Dr. Anju Chaudhary	Convener
Dr. Satyender Yadav	Member
Dr. Shashi Kala Yadav	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
Ms. Deepal (Ext.)	Member
Ms. Suman Bansal (Ext)	Member
Sh. Sunil Kaushik	To Assist for Record

45. ELECTRICITY REPAIR, GENERATOR & SOLAR ENERGY.

Mr. Satbir	Convener
Mr. Amit Kumar	Member
Dr. Randhir Singh	Member
Mr. Sushil Kumar (Ext.)	Member
Mr. Ramesh Kumar (Ext)	Member

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

Mr. Mohinder Singh	Convener
Mr. Rakesh Kumar	Member
Mr. Amit Kumar	Member
Mr. Sushil Kumar (Ext)	Member
Ms. Geeta (Ext.)	Member
Mr. Sanjay (Ext)	Member
Ms. Sonal (Ext.)	Member
Ms. Kirti Verma (Ext.)	Member
Mr. R.N. Kajal	to Assist

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

Dr. Eliza Kundu	Convener
Sh. S.S. Dhanda	Member
Dr. Jagdeep Singh	Member
Ms. Harsha	Member
Mr. Satbir	Member
Ms. Kavita Saini	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. 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. Aarju (Ext)	Member
Ms. Monika (Ext)	Member

51. PRINTING & STATIONERY

Dr. Satyender Yadav	Convener
Ms. Bimla Devi	Member
Ms. Poonam Soni	Member
Ms. Suman	Member

52. AUCTION / DISPOSAL

Mr. Rakesh	Convener
Mr. Pardeep Sharma	Member
Dr. Randhir Singh	Member
Mr. Satish Pannu (Ext)	Member
Mr. Sanjay (Ext)	Member

53. ALUMNI ASSOCIATION

Ms. Anita	Convener
Mr. Vipin Babbar	Member
Ms. Heena Pahuja	Member
Dr. Randhir Singh	Member
Ms. Poonam Soni	Member
Ms. Shaina	Member
Ms. Kavita (Ext)	Member
Ms. Shalu Mohan (Ext)	Member
Ms. Geeta (Ext)	Member

54. 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)

55. OE

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

56. CLASS IV EMPLOYEES SUPERVISION

Sh. S.S. Dhanda	Convener
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57. DISCIPLINE COMMITTEE

Dr. Eliza Kundu	Convener
Mr. Satish Singla	Member
Dr. Satyender Yadav	Member
Dr. Nutan Yadav	Member
Mr. Mohinder Singh	Member
Mr. Amit Kumar	Member
Ms. Priyanaka (Ext.)	Member
Ms. Kirti Verma (Ext.)	Member
Mr. Gagan (Ext.)	Member
Mr. Virender (Ext.)	Member
Ms. Geeta (Ext.)	Member
Ms. Mamta (Ext.)	Member
Ms. Parveen Kumari (Ext.)	Member
Ms. Deepal (Ext.)	Member
Mr. Sanjay (Ext.)	Member
Mr. Anil Kumar (Ext)	Member
Ms. Kiran (Ext)	Member

58. 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

59. EXAMS OTHER THAN UNIVERSITY EXAMS.

Sh. S.S. Dhanda	Convener
Dr. Jagdeep Singh	Member
Ms. Parveen	Member
Sh. Sunil Kaushik	To Assist
Sh. Yogesh Verma	To Assist

60. STAFF ROOM INCHARGE

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

61. E-LEARNING (ERP//LMS)

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

62. 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

63. EK BHARAT SHRESTA BHARAT

Ms. Heena Pahuja	Convener
Ms. Shaina	Member
Ms. Bimla Devi	Member
Ms. Rajni (Ext.)	Member
Ms. Aarju (Ext.)	Member
Ms. Kiran (Ext.)	Member

64. EXTENSION LECTURER ISSUES

Dr. Anju Chaudhary	Convener
Mr. Satish Singla	Member
Dr. Shashi Kala Yadav	Member
Dr. Jagdeep Singh (Bursar)	Member
Mr. Mohinder Singh	Member
Ms. Bimla Devi	Member
Mr. Satish Pannu (Ext.)	Member
Mr. Sunil Kaushik	Member

-Sd-

Principal

Govt. College for Women

Hisar

Copy to:-

1. Sh. S.S. Dhanda
2. Dr. Jagdeep Singh (Bursar)
3. Mr. Amit Bansal
4. IQAC Incharge
5. Mr. Sunil Kaushik