



Government College for Women, Hisar

Annual Administrative Committees

(Session: 2026–27)

w.e.f. 01 July, 2026

Office of Principal, Govt. College for Women, Hisar

Notification

Annual Administrative Committees (Session: 2026–27)

Memo No. GCW/2026/ 640

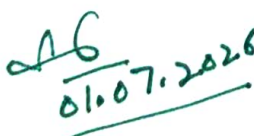
Dated: 01.07.2026

Sub: Constitution of Annual Administrative Committees for the Academic Session 2026–27

In supersession of all previous notifications/orders regarding the constitution of Annual Administrative Committees, the Annual Administrative Committees for the Academic Session 2026–27 are hereby constituted with effect from **01.07.2026** to ensure the smooth and efficient functioning of the College.

The following instructions shall be observed by all concerned:

1. The Committees shall prepare annual action plans, maintain proper records, conduct assigned activities, and submit reports/information to the Principal's Office and IQAC as and when required. All staff members shall extend full cooperation to the Committees in the discharge of their duties.
2. **As per the Policy Guidelines dated 04.03.2020 regarding the engagement of Extension Lecturers, Extension Faculty shall also perform all additional duties assigned to them at par with Regular Assistant Professors/Associate Professors. However, duties involving financial responsibilities shall not be assigned to them.**
3. All Heads of Departments shall function as Presidents of their respective Subject Societies. They shall constitute Society Committees as per DGHE guidelines, prepare an activity calendar for the entire academic session, and submit a consolidated report of activities to the IQAC after the completion of each semester.
4. All committee-related charge handover/takeover formalities, including the transfer of records, files, registers, documents, and other relevant materials, shall be completed by **15 July 2026**.
5. In case the Convener/Incharge of any Committee is on leave, under transfer, or otherwise unavailable to discharge his/her duties, the next senior-most member of the concerned Committee shall automatically act as Convener/Incharge and shall be responsible for carrying out all committee-related functions, including completion of formalities relating to quotations, tenders, and other associated matters.
6. Any negligence, delay, dereliction of duty, or non-compliance with the above instructions shall be viewed seriously.


Principal
Govt. College for Women,
Hisar

Annual Administrative Committees for Session: 2026-27 w.e.f.01/07/2026

1. College Council

Sh. Satish Singla	Principal /DDO/ Patron
Dr. Shashi Kala Yadav	Member
Dr. Harsha	Member
Dr. Satyender Yadav	Member
Sh. Amit Bansal	Member
Sh. Vipin Babbar	Member

2. Panel of Authorized Signatories on Behalf of the Principal for Signing Bonafide Certificates, Character Certificates, and Letters of Recommendation (LORs)

Prof. (Dr.) Shashi Kala Yadav	All BA Classes
Prof. (Dr.) Harsha	MA, B.Sc.-Physical Science & Life Science
Prof. (Dr.) Satyender Yadav	B.COM
Sh. Amit Bansal	BBA & M.COM
Sh. Vipin Babbar	BA Major in Geog & Major in Economics

3. RTI & Information Disclosure Committee

Principal	FAA (First Appellate Authority)
Dr. Shashi Kala Yadav	SPIO
Sh. Sunil Kaushik (Dy. Suptd)	ASPIO

4. Mentor Board, Freshers' Orientation & Parent-Teacher Meeting (PTM) Organizing Committee

Prof. (Dr.) Shashi Kala Yadav	Mentor-in-Chief
Prof. (Dr.) Harsha	Senior Mentor (Arts)
Sh. Amit Bansal	Senior Mentor (Science)
Dr. Rakesh-Commerce	Senior Mentor (Commerce & Management)
Mr. Yogesh Verma	To Assist

5. Finance Dealing Committee

Ms. Manju Lata	Bursar
Mr. Ravi Kumar	Grant & Salary Dealing
Ms. Sushila	Fund Dealing

6. Income Tax & TDS, Form-16, 26AS, 24Q, Property Return Compliance Committee

Dr. Anita Taneja	Convener
Ms. Manju Lata	Member
Ms. Heena Pahuja	Member
Dr. Vasundhra	Member
Ms. Shaina Tehria	Member
Mr. Ravi Kumar-Salary Dealing	To Assist

7. Panel of Staff Secretaries

Sh. Amit Bansal Dr. Vasundhra Dr. Priyanka	
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8. Stage Management & Stage Secretary Panel

Sh. Satbir-Incharge Ms. Shaina Tehria Dr. Karuna Bamel	Note: This Panel/Committee shall also be responsible for arranging and ensuring the availability of welcome and ceremonial items, including Ghee, Agar Batti, Maa Saraswati Portrait, Diya, flowers, garlands, and other items required for inauguration and ceremonial functions of the college.
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9. Staff Social Events & Ceremonial Management Committee

Mr. Mohinder Singh	Convener
Sh. Amit Bansal	Member -Secretary
Sh. Vipin Babbar	Member
Ms. Heena Pahuja	Member -Secretary
Sh. Anil Budania	Member
Dr. Kavita Kaswan	Member
Sh. Sunil Kaushik	Member

10. Institutional Development Plan (IDP) Cell

Dr. VS Beniwal	Convener
Dr. Anita Taneja	Member
Ms. Poonam Devi -Physics	Member
Dr. Kuldeep Singh	Member
Mr. Satish Pannu	Member
Ms. Shalu Mohan	Member

11. Time-Table, Workload & Proctorial Duties Committee

Dr. Pardeep Sharma	Convener
Dr. Vasundhra	Co-Convener
Ms. Suman -AP, Geography	Incharge: Room-wise Time Table
Mr. Rohit-AP, Geography	Incharge: Teacher -wise Time Table
Dr. Kavita Kaswan	Member
Ms. Sonal	Member
Ms. Parveen-Commerce	Member

12. Committee for Distribution of DMCs & Degrees

A: For BSC: Physical & Life SCIENCE • Dr. Priyanka-Incharge • Dr. Monika • Ms. Vandna-To Assist B: BBA, B.COM & M.COM • Ms. Parveen-Incharge • Mr. Gagan Bansal • Mr. Mukesh L.A-To Assist C: BA-Bachelor of Arts • Ms. Sonal-Incharge • Dr. Kamlesh • Ms. Deepa-L.A. To Assist • Ms. Ekta Sheoran • Ms. Ekta Chawla D: BA-Geog Hons & Eco Hons & MA • Ms. Mamta -Incharge • Ms. Rajni • Ms. Sushma-L.A. To Assist	
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13. National Service Scheme (NSS) Advisory Committee

Ms. Heena Pahuja	Nodal Officer
Ms. Nisha-AP, Geography	Programme Officer: Unit-1
Dr. Rakesh (Chemistry)	Member
Ms. Suman-Geog	Member
Dr. Kiran Bishnoi	Member
Mr. Satish Pannu	Member
Mr. Ravi Kumar	Clerk
Mr. Manoj	Peon
Ms. Sunita-AP, Hindi	Programme Officer: Unit-2
Mr. Rohit	Member
Dr. Suman Bansal	Member
Ms. Sonal	Member
Mr. Gagan Bansal	Member
Ms. Sushila	Clerk
Mr. Om Parkash	Peon

14. University Works: RR, CR, Examination Forms, Internal Assessment & other univ related works.

Dr. Satyender Yadav	Registrar
(a) Ms. Kavita Saini	Incharge: for Ist Half Strength of Class BA- students, Eco Hons, MA-Eng
Ms. Suman-AP, Geography	Member
Mr. Rohit	Member
Ms. Sonal	Member
(b) Ms. Sarika	Incharge- for 2nd Half Strength of Class BA, Geog Hons
Ms. Asha Sharma	Member
Dr. Kiran Bishnoi	Member
Ms. Mamta	Member
(c) Mr. Satish Pannu	Incharge: B.COM
Ms. Parveen-Commerce	Member
Mr. Gagan Bansal	Member
(d) Ms. Kirti	Incharge: M.COM, BBA
Ms. Anu Goel	Member
Mrs. Suman Bansal	Member
(e) Ms. Jyoti-Physics	Incharge-B.SC: Physical Science
Mr. Sushil Kumar	Member
Dr. Monika	Member
(f) Dr. Karuna Bamel	Incharge-B.SC: Life Science
Ms. Aditi-Physics	Member
Ms. Jyoti-Chemistry	Member
Ms. Ekta Chawla	Incharge-Internal Assessment download and Upload Work
Ms. Ekta Sheoran	Incharge-Internal Assessment download and Upload Work
Sh. Yogesh Verma	University Dealing
Ms. Ritu Bijla	To Assist

15. APAAR ID, Section Formation, Subject Change, Faculty Change Committee

Ms. Poonam Devi-AP, Physics	Incharge
Ms. Sunita Devi	Member
Dr. Monika	Member
Dr. Kamlesh	Member
Ms. Rajni	Member

16. Committee for Result Preparation & Result Verification for ACR Proforma

Dr. Manju Lata- (BA-I, II, III & Eco. Hons) • Ms. Sarika • Ms. Suman-AP,Geog • Ms. Sonal • Dr. Kamlesh • Mr. Anil Budania	Convener Member Member Member Member Member
Ms. Kavita Saini- (MA-I, II) & (BA Geog.Hons -I, II, III) • Dr. Kiran Bishnoi • Ms. Rajni • Ms. Mamta	Convener Member Member Member
Dr. Anita Taneja- (BCOM, BBA, M.COM) • Ms. Kirti Verma • Ms. Parveen • Ms. Anu Goyal	Convener Member Member Member
Ms. Poonam Devi: B.SC-Physical SC & Life SC • Dr. Karuna Bamel • Ms. Jyoti-Physics • Dr. Monika • Dr. Priyanka	Convener Member Member Member Member

17. Annual Prize Distribution & Certificate Preparation Committee

Mr. Vipin Babbar	Overall Supervision
Ms. Suman, AP-Geog.	Convener
Mr. Sarika	Member
Ms. Asha Sharma	Member
Dr. Jyoti-Chemistry	Member
Ms. Parveen-Commerce	Member
Dr. Monika-Physics	Member
Mr. Suman Bansal	Member
Ms. Ekta Chawla	Member
Mr. Sushil Kumar	Member

18. Bus Pass/ Driving License/ Passport/ Aadhar Card

Dr. Rakesh (Commerce)	Convener & Incharge Bus Pass
Ms. Sunita	Incharge, Pass Port
Ms. Suman Lata	Incharge, Driving License
Ms. Asha Sharma	Incharge, AADHAR CARD
Mr. Gagan Bansal	Member
Ms. Parveen	Member
Ms. Ekta Sheoran -Bus Pass work	To Assist
Ms. Ekta Chawla-Pass Port/DL	To Assist
Mr. Mukesh -LA	For Bus Pass to deal with GM Office

19. Hostel Administration & Management Committee

Dr. Anita Taneja	Overall Supervision & Monitoring
Ms. Sunita	Convener
Ms. Aditi	Hostel Warden
Ms. Poonam -Hindi	Dy-Warden-Member
Mr. Satbir	Member
Mr. Rohit	Member
Ms. Sonal	Member
Ms. Sushma-LA	To Assist
Ms. Deepa- LA	To Assist

20. Scholarship & Stipend

Ms. Manju Lata	Nodal Officer
Dr. Renu Sodhi-(SC Student)	Convener
Dr. Randhir Singh	Member
Dr. Rakesh Kumar (Chem)	Member
Ms. Shalu Mohan	Member-To Assist
Ms. Mamta	Member - To Assist
Dr. Shashikala Yadav	Nodal Officer
Ms. Poonam Devi-Physics: (BC Student)	Convener
Ms. Kavita Saini	Member
Ms. Nisha	Member
Ms. Kirti Verma	Member
Other Scholarships, PM Vidhalaxmi & Stipend	Convener
Ms. Suman Lata	Member
Ms. Sarika	Member
Ms. Asha Sharma	Member
Dr. Monika -Physics	To Assist
Ms. Ritu	

21.Sports Board

Principal	Patron
Mr. Mohinder Singh	Secretary
Dr. Mr. Hemant	President & Incharge
Dr. Rakesh Kumar-Chemistry	Member
Ms. Sunita	Member
Ms. Nisha	Member
Ms. Aditi-Physics	Member
Mr. Rohit	Member
Dr. Ramesh	Member
Ms. Kirti Verma	Member
Mr. Yogesh Verma	To Assist

22.Women Cell

Principal	Patron
Dr. Nutan Yadav	Overall Supervision
Ms. Shaina Tehria	Convener
Ms. Poonam-Hindi	Co-Convener
Ms. Sarika	Member
Ms. Suman- AP,Geog.	Member
MS Shalu Mohan	Member
Ms. Mamta	Member

23. Earn While You Learn Scheme

Dr. Shashi Kala Yadav	Convener
Dr. Vasundhra	Co-Convener
Ms. Jyoti-Chemistry	Member
Ms. Sarika	Member
Dr. Priyanka	Member
Mr. Anil Kumar	Member
Ms. Mamta	Member
Mr. Mukesh-lab Attendant	To Assist

24. EDC, Placement, Career Guidance, Personality Development and Counselling Cell

Dr. Vasundhra	Convener
Ms. Shaina Tehria	Member, (Incharge – EDC)
Dr. Anita-Physics	Member
Mr. Hemant	Member
Ms. Jyoti-Chemistry	Member
Sh. Harish Chander	Member
Ms. Anu Goel	Member
Mr. Gagan Bansal	Member
Ms. Suman Bansal	Member
Dr.Priyanka	Member

25.Environmental Studies, Rain Water Harvesting & Eco Club

Ms. Kavita Saini	Convener
Dr. Karuna Bamel	Co-Convener
Mr. Harish Chander	Member
Ms. Suman-Geog	Member
Mr. Rohit	Member
Ms. Asha Sharma	Member
Ms. Suman-Geog.	Member
Dr. Kiran Bishnoi	Member being Incharge -Eco Club

26. Bidding/Tendering the Contract of Hostel Mess, Canteen & Tuck Shop, Vita Booth etc. Committee

Mr. Mohinder Singh	Convener
Dr. Rakesh Kumar-Chemistry	Member
Sh. Hemant	Member
Sh. Satbir	Member
Ms. Aditi-Physics	Member - Hostel Warden
Mr. Ravi Kumar	To Assist

27. Apprenticeship Committee

Ms. Shaina Tehria	Convener
Ms. Sarika	Member
Ms. Jyoti-Chemistry	Member
Ms. Ekta Chawla	To Assist
Mr. Ravi Kumar	To Assist

28.College Website Updating Committee

Mr. Amit Bansal	Convener
Mr. Vipin Babbar	Member
Ms. Sarika	Member
Mr. Yogesh	To Assist

29.All Science related Events: Quiz, Debate, Essay Writing Competitions Organizing Committee

Dr. Karuna Bamel	Convener
Ms. Jyoti-Physics	Member
Dr. Priyanka-Chemistry	Member
Dr. Kavita -Physics	Member
Sh. Anil Budania	Member

30. Youth & Cultural Affairs Committee

Mr. Satbir Dr. Randhir Singh Ms. Heena Pahuja	Dean Co-Dean Co-Dean
A: Theatre Items: (One Act Play: Hindi/Sanskrit, Skit: Hindi & Hry, Mime & Mimicry, Sawang & Ritual)	Overall Supervision: Dr. Amit Kaushik
Dr. Amit Kaushik Ms. Poonam-Hindi Ms. Sunita-Hindi Mr. Rohit Ms. Suman Lata Mr. Satish Pannu Ms. Shalu Mohan	Convener Member Member Member Member Member Member
B: Literary Items (Elocution), (Poetry Recitation- Hindi, English, Sanskrit, Urdu, Haryanvi), (Debate, Quiz)	Overall Supervision: Dr. Karuna Bamel
Dr. Anita Physics-Elocution Dr. Amit Kaushik-Poetry-SKT Ms. Poonam -Poetry-Hindi Ms. Shalu Mohan -Poetry-Eng Dr. Suman Lata-Poetry -Hry & Urdu	Incharge Incharge Incharge Incharge Incharge
Dr. Karuna Bamel-Quiz &Debate Ms. Kirti Verma Ms. Aditi Ms. Sarika Ms. Jyoti-Chemistry	Convener Member Member Member Member
C: Fine Arts: (On the Spot Painting, Clay Modelling, Cartooning, Spot Photography, Installation, Mehendi, Rangoli, Collage, Poster Making etc.)	Overall Supervision: Dr. Shashi Kala Yadav
Dr. Shashi Kala Yadav Ms. Shaina Tehria Ms. Nisha Ms. Asha Sharma Dr. Monika-Physics Ms. Shalu Mohan Dr.Kamlesh	Convener Co-Convener Member Member Member Member

D. Music: SONG & DANCE	Overall Incharge: Mr. Satbir
(i) Group Song: (General-Indian, Haryanvi, Western)	
Ms. Poonam-Physics	Convener
Ms. Aditi Physics	Member
Dr. Anita -Physics	Member
Dr. Kavita Physics	Member
Ms. Ekta Chwala	To Assist
(ii) Folk Song: (Haryanvi- Solo, General-Solo)	Convener
Ms. Suman-Geog	Member
Ms. Asha Sharma	Member
Ms. Mamta	Member
Ms. Jyoti-Physics	
(iii) Light Indian Vocal Solo:	
Ms. Suman Bansal	Incharge
Ms. Anu Goel	Member
(E) Dances-Group & Solo (Group: General /Classical/& Haryanvi), (Solo Haryanvi)	Overall Incharge: Ms. Heena Pahuja
Dr. Vasundhra	Convener
Ms. Shaina Tehria	Member
Dr. Renu Sodhi	Member
Dr. Priyanka	Member
Dr. Kamlesh	Member
Dr. Kiran Bishnoi	Member
Mr. Sushil Kumar	Member

31.IT Equipment-(Internet, Printers, Photocopier, Smart Boards, PS, CCTV, PCs, Laptops etc. Repair & Maintenance Committee

Mr. Vipin Babbar	Convener
Ms. Sarika	Member
Ms. Jyoti-Physics	Member
Sh. Sunil Kaushik-D/S	Member

32. Cleanliness, Beautification & Parks Maintenance & Class-IV Employee Supervision Committee

Sh. Mohinder Singh	Convener
Ms. Suman-Hindi	Ground Floor
Ms. Jyoti-Physics	1 st Floor
Ms. Jyoti-Chemistry	2 nd Floor
Dr. Ramesh	Park-OPP-Teaching Block-left of Canteen Area
Sh. Anil Budania	Park-OPP-Teaching Block-Right of Canteen Area
Dr. Kamlesh	Area of Adm. Block Area with Park
Dr. Kiran Bishnoi	NSS Park
Ms. Anu Goel	Area behind Teaching Block
Mr. Sushil Kumar	Area behind Teaching Block

33. Laboratory Upgradation & Science Exhibition Committee

Dr. Satyender Kumar	Convener
Mr. Amit Bansal -Computer Lab	Member
Dr. Pardeep Sharma-Geography	Member
Dr. Rakesh -Chemistry	Member
Ms. Poonam Devi-Physics	Member
Dr. Randhir Singh -Psychology	Member
Dr. Karuna Bamel-Botany/Zoology	Member

34. Committee for Library, E-Resources & Reading Room Management

Dr. VS Beniwal	Convener
Dr. Rakesh-Commerce	Member
Ms. Poonam Devi-AP-Physics	Member
Dr. Kuldeep Singh	Member
Mr. Harish -Senior Librarian	Member
Dr. Jyoti-Physics	Member
Ms. Poonam-Hindi	Member

35. Committee for Court Cases, Legal Matters & Compliance

Dr. Satyender Yadav	Nodal Officer
Dr. Rakesh -Commerce	Convener
Dr. VS Beniwal	Co-Convener
Mr. Hemant	Member
Dr. Kavita Kawan	Member-Representative of Extension Faculty
Mr. Sunil Kaushik (Dy. Suptd.)	Member

36.College Magazine/ e-Magazine Editorial & Publication Board

Principal	Patron
Dr. Vasundhra	Editor-in-Chief
Dr. Amit Kaushik	Co-Editor -in-Chief &Section Editor-SKT
Ms. Poonam-Hindi	Hindi Section Editor
Ms. Shalu Mohan	English Section Editor
Sh. Vipin Babbar	News & Achievement Section
Mr. Satbir	Cultural Activity Section
	Student Editor-Sanskrit
	Student Editor-Hindi
	Student Editor-English
	Student Editor-Commerce
	Student Editor-Science

37.Centeral Committee for College Property Maintenance

Dr. Randhir Singh	Convener
Dr. Nutan Yadav	Member
Dr. Amit Kaushik	Member
Dr. Kuldeep Singh	Member
Ms. Suman Lata	Member
Ms. Jyoti-Chemistry	Member
Mr. Satish Pannu	Member-To Assist
Mr. Anil Kumar	Member-To Assist

38.Refreshment Management Committee of College Events

Mr. Mohinder Singh	Overall Supervision
Ms. Heena Pahuja	Convener
Dr. Renu Sodhi	Member
Ms. Suman-Geog	Member
Ms. Jyoti-Physics	Member
Ms. Kirti Verma	Member
Dr. Priyanka	Member
Mr. Om Parkash-Peon	To assist
Ms. Sushil-Peon	To assist
Ms. Vandna-Peon	To assist
Mr. Manoj-Peon	To assist

39. Committee for Electrical Works, Maintenance and Procurement (College & Hostel)

Mr. Satbir (A): Purchase, Repair and Maintenance: Routine work/issues of College & Hostel Electricity & Bill Handling Committee. Sh. Satbir Ms. Suman Lata Ap-Hindi Ms. Kavita Saini Ms. Aditi Ms. Sushila-Fund Clerk (B): Purchase, Repair, and Maintenance of Solar System AC, Refrigerator, Water Cooler, Desert Cooler, Dispenser, Inverter, Battery etc. Committee Dr. Amit Kaushik Dr. Kuldeep Singh Dr. Anita Taneja Sh. Gagan Bansal Mr. Mukesh-LA (C): Repair, Purchase and Maintenance of All Types of Electric, Motors, Submersible, Monoblock, Generator etc. Mr. Rohit Mr. Hemant Ms. Suman-Geog. Dr. Kiran Bishnoi Mr. Mukesh-LA will maintain Logbook of Generator.	Overall Supervision Convener Member Member Member-Hostel Warden To Assist Convener Member Member To Assist To assist Convener Member Member To Assist To Assist
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40. Committee For Water Supply, Public Health & Sanitation Works (College & Hostel)

Dr. Randhir Singh Mr. Satbir Ms. Asha Sharma Mr. Gagan Bansal Mr. Satish Pannu Dr. Ramesh	Convener Member Member To Assist To Assist To Assist
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41. IQAC, NAAC, NIRF & AISHE Coordination Committee

Principal	Chairman
Prof. (Dr.) Harsha	Coordinator
Mr. Vipin Babbar-Associate Professor	Member
Dr. Anita Taneja-Assistant Professor	Member
Dr. Vasundhra-Assistant Professor	Member
Dr. Rakesh Kumar-Assistant Professor, Chemistry	Member
Dr. Karuna Bamel-Assistant Professor	Member
Dr. Ramesh Kumar-Principal (Retd.)	External Member
Dr. Neelam Dahiya- Principal (Retd.)	External Member
Ms. Jagriti: B.Sc-II -Phy.Sc (Chemistry): CRN-1253010017	Student Representative of UG
Ms. Versha: M.COM.II CRN: 2252416002	Student Representative of PG
Mr. Yogesh Verma	To Assist

42. National Education Evaluation and Validation (NEEV) Portal Committee

Sr. No.	Name	Designation in Committee
1	Prof. (Dr.) Harsha	Nodal Officer
2	Dr. Kuldeep Singh	Incharge
3	Dr. Anita Taneja	Member
4	Ms. Poonam -Physics	Member
5	Ms. Sonal	Member
6	Sh. Yogesh Verma	Member

43. AICTE Portal Coordination& Compliance Committee

Sr. No.	Name	Designation in Committee
	Mr. Vipin Babbar	For Technical/IT Supervision
1	Dr. Vasundhra	Convener
2	Ms. Shaina Tehria	Member
3	Mr. Gagan Bansal	Member
4	Ms. Jyoti-Physics	Member
5	Ms. Jyoti-Chemistry	Member

44. Committee for Implementation of National Education Policy (NEP) 2020

Dr. Harsha	Nodal Officer & Incharge for TDC-II & III
Dr. Rakesh-Chemistry	Incharge-TDC-I
Dr. Kuldeep Singh	Member- TDC-I
Ms. Sonal	Member- TDC-I
Dr. Anita Taneja-Commerce	Incharge-BBA, BCOM, MCOM
Ms. Poonam Devi	Incharge-B. Sc-Physical Science
Dr. Karuna Bamel	Incharge -B. Sc-Life Science

45. Committee for Internship Coordination & Implementation

Chairperson	Principal
Mr. Vipin Babbar Sh. Amit Bansal	Coordinator-UG/PG Part-1 Coordinator-UG/PG Part-II
Dr. Manju Lata-Arts:(Ist Half of Total Admissions), Eco Hons & MA-Eng	Faculty Incharge : UG/PG Part-1&II
Dr. Pardeep Sharma-Arts:(2 nd Half of Total Admissions) & Geo.Hons	Faculty Incharge : UG Part-1&II
Sh. Poonam Devi: Physical & Life Sc Ms. Heena Pahuja: B.COM, M.COM &BBA	Faculty Incharge: UG Part-1&II Faculty Incharge: UG/PG Part-1&II

46. Arrangement of Tent, Sound & Music System, and Seating Arrangement Committee

Mr. Hemant	Convener
Dr. Amit Kaushik	Co-Convener
Dr. Kuldeep Singh	Member
Ms. Kavita Saini	Member
Ms. Sunita	Member
Mr. Rohit	Member
Dr. Rakesh (Chem)	Member

47. Decoration, Photography & Videography Committee

Dr. Shashikala Yadav	Overall Supervision-Decoration
Shaina Tehria	Convener
Ms. Suman-AP, Geog	Member
Ms. Sarika	Member
Dr. Kamlesh	Member
Dr. Priyanka	Member
Dr. Kiran Bishnoi	Member

48. Anti-Drug Awareness Committee

Dr. Randhir Singh	Convener
Dr. Renu Sodhi	Member
Ms. Nisha-NSS P/O Unit-I	Member
Ms. Sunita NSS P/O Unit-II	Member
Dr. Ramesh Kumar	Member

49. SC/ST Grievances Redressal Committee

Ms. Manju Lata	Convener
Mr. Hemant	Member
Sh. Satbir	Member
Ms. Rajni	Member

50. Committee for Students Well-being: Mental Health, Yoga & Psychological Counselling

Sr. No.	Name	Designation in Committee
1	Dr. Randhir Singh	Convener
2	Dr. Renu Sodhi	Co-Convener
3	Ms. Heena Pahuja	Incharge, Yoga
4	Dr. Rakesh Kumar	Member
5	Ms. Shaina Tehria	Member
6	Ms. Nisha	Member
7	Ms. Aditi	Member
8.	Ms. Poonam-AP, Hindi	Member
9.	Dr. Kavita-Physics	Member

51. Committee for Red Cross, Red Ribbon, First Aid and Health Check-up Activities

Dr. Randhir Singh	Overall Supervision
Dr. Renu Sodhi	Convener
Ms. Suman-Hindi	Member
Mr. Harish Chander	Member
Ms. Aditi-Physics	Member
Dr. Monika	Member
Dr. Ramesh	Member
Dr. Kamlesh	Member
Sh. Sushil Kumar	Member
Ms. Mamta	Member

52. Committee for Swachh Haryana Mission & Swachh Bharat Abhiyan

Dr. VS Beniwal	Convener
Ms. Sunita-NSS-P/O	Member
Ms. Nisha-NSS-P/O	Member
Dr. Kiran Bishnoi	Member
Ms. Parveen	Member

53. Wall Magazine Committee

Dr. Priyanka	Convener
Dr. Kamlesh	Member
Dr. Kavita-Physics	Member
Ms. Shalu Mohan	Member

54. Committee for Printing of Banners, Registers, Reports & Official Documents

Dr. Anita Taneja	Convener
Ms. Asha Sharma	Member
Mr. Ravi Kumar	Grant Dealing
Mr. Manoj	Store Incharge for issue record.

55. Central Committee for Auction & Disposal of All types of Unserviceable and Unrepairable Items

Dr. Rakesh -Commerce	Convener
Dr. Randhir Singh	Member
Ms. Heena Pahuja	Member
Dr. Renu Sodhi	Member
Ms. Asha Sharma	Member
Sh. Sunil Kaushik/S	Member

56. Purchase from OE Grant Committee

Ms. Shaina Tehria	Convener
Ms. Jyoti-Physics	Member
Ms. Sarika	Member
Mr. Sunil Kaushik	Member
Mr. Manoj-Peon	Incharge- Store

57. Committee for Service Matters of Contractual, Extension Lecturers, HKRN & OS Policy Employees

Dr. Satyender Kumar	Convener
Mr. Mohinder Singh	Co-Convener
Dr. Pardeep Sharma	Member
Ms. Manju Lata	Member
Ms. Suman Bansal	Representative Member of Extension Faculty
Mr. Sunil Kaushik- Deputy Superintendent	To Assist
Mr. Ravi Kumar-Salary Dealing	To Asssit

58. Committee for Attendance Verification of Contractual, Extension Lecturers, HKRN & OS Policy Employees

Dr. Satyender Yadav	Convener
Dr. Anita Taneja	Member
Ms. Poonam Devi-Physics	Member
Ms. Shaina Tehria	Member

59. HRMS, MIS & E-Office Portal Committee

Dr. Satyender Yadav	Nodal Officer
Sh. Amit Bansal	Member
Sh. Vipin Babbar	Member
Sh. Sunil Kaushik -Deputy Superintendent	Member

60. Committee for Educational Tours and Adventure Programs

Ms. Heena Pauja	Convener
Ms. Poonam -Hindi	Member
Ms. Aditi	Member
Mr. Rohit	Member
Ms. Suman Bansal	Member
Ms. Sonal	Member
Dr. Kamlesh	Member

61. Committee for RUSA and UGC Affairs

Dr. VS Beniwal	Convener
Dr. Rakesh-Commerce	Member
Dr. Kuldeep Singh	Member
Dr. Renu Sodhi	Member
Ms. Jyoti Chemistry	Member
Mr. Ravi -Grant Dealing	To assist

62. Institutional Collaboration & MoU Committee

Principal	Chairman
Dr. Harsha	Coordinator
Mr. Amit Bansal	Member
Dr. Nutan Yadav	Member
Dr. Anita Taneja	Member
Dr. Vasundhra	Member
Dr. Karuna Bamel	Member
Dr. Jyoti-Physics	Member

63. Intellectual Property Right & Research Cell

Dr. Harsha	Coordinator
Dr. Vasundhra	Member
Dr. Rakesh Kumar	Member
Dr. Priyanka	Member

64. Road Safety and Traffic Interpretation Cell

Ms. Sunita	Incharge
Ms. Nisha	Member
Ms. Rajni	Member
Mr. Sushil Kumar	Member

65. Electoral Club: SVEEP, Voter Card, PPP & other Election related Work

Ms. Sunita NSS P/O-II	Convener
Ms. Nisha NSS P/O-I	Co-Convener
Ms. Parveen Rani	Member
Ms. Rajni	Member
Dr. Kamlesh-Eng	Member
Ms. Ekta Chawla	To Assist

66. AEBAS (Biometric Attendance) & EDUSAT Monitoring Committee

Ms. Heena Pahuja	Convener
Ms. Anita-Physics	Member
Ms. Sarika	Member
Ms. Ritu (Steno)	To Assist

67. Physical Verification Committee for the Purchase of Rs. 10000 & more.

Sh. Vipin Babbar	Convener
Sh. Amit Bansal	Member
Dr. Rakesh Commerce	Member
Mr. Hemant	Member

68. GeM Portal, NIC Portal & Digital Information Management Committee

Mr. Kuldeep Singh	Convener
Dr. Rakesh Kumar	Member
Mr. Rohit	Member

69. E-Learning/ERP/LMS/Shiksha Setu

Mr. Amit Bansal	Convener
Sh. Vipin Babbar	Member
Ms. Anu Goel	Member

70. Parking & Cycle Stand Committee

Dr. Pardeep Sharma	Convener
Dr. Renu Sodhi	Co-Convener
Ms. Suman Lata	Member
Mr. Hemant	Member

71. Podcast Cell: "Campus Samvad"

Dr. Harsha	Coordinator
Sh. Vipin Babbar	Technical Coordinator
Dr. Vasundhra	Media Coordinator
Dr. Karuna Bamel	Member
Mr. Yogesh Verma	For Technical Assistance

72. Committee for Management and Maintenance of Staff Room

Mr. Anil Kumar	Incharge
Ms. Kirti Verm	Member
Dr. Kamlesh	Member

73. Committee for Annual Repair, Whitewashing, Painting, Civil Maintenance and other Works under Head: 2059 (PWD), Building & Dilapidation Fund

Dr. Rakesh -Commerce	Convener
Dr. Amit Kaushik	Co-Convener
Ms. Poonam Devi-Physics	Member
Dr. Kuldeep Singh	Member
Sh. Sunil Kaushik-D/S	

74. Committee for Planning, Infrastructure Development, PWD Coordination & Technical Works

Dr. Pardeep Sharma	Convener
Dr. VS Beniwal	Co-Convener
Mr. Rohit	Member
Ms. Suman Lata-AP, Hindi	Member
Sh. Sunil Kaushik-D/S	Member

75. Invitation & Guest Coordination Committee

Sr. No.	Name	Designation in Committee
1.	Ms. Poonam Devi-Physics	Overall Supervision
2.	Ms. Kirti	Convener
3.	Mr. Anil Kumar	Member
4.	Dr. Kiran Bishnoi	Member
5.	Ms. Mamta	Member
6.	Dr. Kamlesh	Member
7	Dr. Monika	Member

76. Samadhan Prakoshth- समाधान प्रकोष्ठ & CM Window related Complaints Committee

Prof. (Dr.) Shashi Kala Yadav	Nodal Officer
Prof. (Dr.) Satyender Yadav	Member
Mr. Mohinder Singh	Member
Dr. Rakesh-Commerce	Member
Sh. Sunil Kaushik-D/S	To Assist

77. Monitoring & Compliance Cell for Hon'ble CM /MP/MLA Announcements

Sr. No.	Name	Designation in Committee
1	Principal	Chairperson
2	Dr. Rakesh-Associate Professor of Commerce	Convener
3	Dr. Pardeep Sharma	Member
4	Dr. VS Beniwal	Member
5	Ms. Manju Lata: Bursar	Member
6	Sh. Sunil Kaushik: Deputy Superintendent	Member

78. Legal Literacy Cell

Sr. No.	Name	Designation in committee
1	Sh. Mohinder Singh	Convener
2	Dr. Randhir Singh	Member
3	Dr. Renu Sodhi	Member
4	Ms. Shaina Tehria	Member
5	Dr. Kamlesh	Member

79. Anti Ragging Committee

Sr. No.	Name	Designation in Committee
1	Principal	Chairperson
2	Ms. Manju Lata-Associate Professor	Convener
3	Dr. Pardeep Sharma-Assistant Professor	Member
4	Sh. Mohinder Singh-Assistant Professor	Member
5	Dr. Karuna Bamel	Member
6	Ms. Aditi: Hostel Warden	Member
7	Sh. Sunil Kaushik: Deputy Superintendent	Member
8	Sh. Rajesh Kumar, Sunder Nagar- Hisar M.NO. 98121-87960: Parent Representative	Member
9	Ms. Khushi: MA-II CRN: 2251629029	Member
10	Ms. Sharina BA -II CRN: 1240170243	Member
11	Ms. Ritu Bizla: Representative of Non-Teaching Staff	Member
12	Sh. Subhash: Local Media Representative-Dainik Jagran	Member
13	Dr. Anupma Gupta- Social Worker Representative	Member
14	SHO-Mahila Thana: Police Representative	Member

80. Anti Ragging Squad

Sr. No.	Name & Designation	Designation in Committee
1.	Dr. Pardeep Sharma	Convener
2.	Ms. Poonam-Hindi	Member
3.	Ms. Aditi-Hostel Warden	Member

81. Student Grievances Redressal Committee

Sr. No.	Name	Designation in Committee
1	Prof. (Dr.) Satyender Yadav	Chairperson
2	Sh. Amit Bansal: Associate Professor of Computer Sc.	Member
3	Dr. Pardeep Sharma Assistant Professor of Geography	Member
4	Sh. Mohinder Singh, Assistant Professor of History	Member
5	Dr. Renu Sodhi, Assistant Professor of Psychology	Member
6	Ms.Komal: BA -II CRN: 1250170151	As Special Invitee

82. Employee (Teaching and Non-Teaching Staff) Grievances Redressal Committee

Sr. No.	Name	Designation in Committee
1	Prof. (Dr.) Shashi Kala Yadav	Chairperson
2	Prof. (Dr.) Harsha	Convener
3	Sh. Vipin Babbar, Associate Professor	Member
4	Dr. Nutan Yadav, Associate Professor	Member
5	Sh. Mohinder Singh-Assistant Professor	Member
6	Dr. Randhir Singh-Assistant Professor	Member
7	Sh. Sunil Kaushik, Deputy Superintendent	Member- Office

83. Internal Complaints Committee (ICC)

Sr. No.	Name	Designation in Committee
1	Principal	Chairperson
2	Prof. (Dr.) Shashi Kala Yadav	Presiding Officer
3	Prof. (Dr.) Harsha	Member
4	Sh. Amit Bansal: Associate Professor	Member
5	Ms. Manju Lata: Associate Professor	Member
6	Sh. Mohinder Singh: Assistant Professor	Member
7	Dr. Anupma Gupta	External Member-NGO
8	Ms. Sushila-Clerk	Office Staff - Representative
9	Tina-B.COM.II: CRN:1250177059 NSS Volunteer	Nominated Student Representative as Special Invitee (without voting rights, whenever required)
10	Bhawna: MA-II : CRN: 2251629015	Nominated Student Representative as Special Invitee (without voting rights, whenever required)

84.Divyang Resource Centre (RC) Committee

Sr. No.	Name	Designation in Committee
1	Dr. Nutan Yadav	Coordinator
2	Ms. Kavita Saini	Member
3	Ms. Nisha, Assistant Professor of Geog- Alumni	Member
4	Ms. Sunita Devi-NSS P/O	Member
5	Sh. Sunil Kaushik	Member
6	Student Representative (Divyang, if available)	Member

85. Discipline Committee

Sr. No.	Name	Designation in Committee
1	Dr. Shashi Kala Yadav	Convener
2	Dr. Satyender Yadav	Co-Convener
3	Sh. Amit Bansal	Member
4	Ms. Aditi-Hostel Warden	Member
5	Ms. Heena Pahuja	Member
6	Dr. Rakesh Kumar-Incharge, Physical Education	Member
7	Ms. Suman -Hindi	Member
8	Ms. Kavita Saini	Member
9	Mr. Anil Budania	Member
10	Mr. Satish Pannu	Member
11	Ms. Rajni	Member
12	Dr. Ramesh	Member
13	Ms. Radha-BA-Final: CRN: 1240170240	Member-Student Representative
14	Ms. Saloni M.COM-Final: CRN: 2252416012	Member-Student Representative

86.. Annual Report Preparation & Publication Committee

Sr. No.	Name	Responsibility/Role/Incharge
1	Sh. Amit Bansal	Overall supervision, coordination, approval of content
2	Ms. Poonam-Hindi -Co-Convener	Assist the Convener and monitor progress
3	Dr. Anita Taneja-IQAC Member	Collection of Academic and Quality Assurance Data
4	Ms. Poonam Devi -Sciences	Compile departmental achievements
5	Ms. Sonal (Arts & Humanities)	Compile departmental achievements
6	Ms. Shaina Tehria (Commerce)	Compile departmental achievements
7	Mr. Satbir	Cultural, literary and youth festival activities
8	Dr. Rakesh -Chemistry	Sports achievements and events
9	Ms. Heena Pahuja	Extension and outreach activities
10	Mr. Jyoti -Physics	Library activities and achievements
11	Sh. Sunil Kaushik/Deputy Superintendent	Administrative and establishment data
12	Ms. Manju Lata-Bursar	Financial highlights, grants and infrastructure expenditure
13	Mr. Amit Bansal: IT/Website In-charge	Designing, formatting, digital publication and uploading
14	Mr. Vipin Babbar	Photographs, captions and documentation
15	a) Ms. Poonam-Hindi b) Dr. Amit Kaushik-Sanskrit c) Ms. Shalu Mohan-English	Language editing and final proofreading

87. Committee for Print Media, Social Media, Public Relations & Live Streaming of Official Events

Sr. No	Name of Faculty	Role
1	Sh. Vipin Babbar-Associate Professor	PRO-social media
2	Ms. Heena Pahuja-Assistant Professor	PRO-Print Media
3	Ms. Poonam-Assistant Professor in Hindi	Deputy PRO-Print Media
4	Ms. Seema-Restorer	For Record of College News.

88. Committee for Incumbency Board, Name Plates Official Signage, Direction Boards & all other official display boards.

Sr. No.	Name	Designation
1	Mr. Rohit- Assistant Professor of Geography	Convener
2	Ms. Jyoti: Assistant Professor of Physics	Member
3	Ms. Suman: Assistant Professor of Geography	Member
4	Sh. Sunil Kaushik: Deputy Superintendent (Establishment)	Overall, Incharge

89. Committee for Updating of Digital Signature Certificate (DSC)/Dongle of Principal/DDO

Sr. No.	Name	Designation in Committee
1.	Mr. Sunil Kaushik- Deputy Superintendent	Convener
2.	Mr. Ravi Kumar- Salary Dealing Assistant	Member
3.	Ms. Sushila - Fund Clerk	Member

90. Committee for Innovation, Entrepreneurship, Startup & Skill Development

Sr. No.	Name	Position
1	Principal	Chairperson
2	MS. Shaina Tehria	Coordinator
3	Dr. Shashi Kala Yadav	Head, Dept. of H.Sc
4	Mr. Amit Bansal	Head, Dept of Computer Sc.
5	Ms. Manju Lata	Head, Dept of Economics
6	Ms. Heena Pahuja	Innovation & Internship Activity-Member
7	Dr. Vasundhara	Coordinator, Placement Cell
8	Dr. Priyanka	Faculty of Chemistry
9	Dr. Kavita Kaswan	Faculty of Physics
10	Ms. Mamta	Faculty of Geography
11	Anju Kajla Commerce Graduate	Alumni Entrepreneur
12	Ms. Komal- BBA-II-CRN-1254241029	Student Coordinator
13	Mr. Raj Kumar	External Expert (Food, Bakery & Culinary Entrepreneurship)
14	Ms. Supriya- BBA-II-CRN-1254241010	Student Innovators/Startup Ambassadors

91.IIC-Institutional Innovation Council

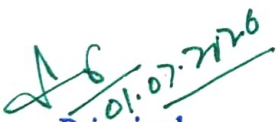
Sr. No.	IIC Committee Particulars	Email	Mobile No.	Designation	Designation in Committee
1	Dr. Rakesh	aitanrakesh2016@gmail.com	9467425746	Associate Prof. of Commerce	President
2	Dr. Anita Taneja	anitataneja63@yahoo.com	8607661037	Assistant Prof. of Commerce	Vice President
3	Ms. Heena Pahuja	hi.hpahuja@gmail.com	9813282715	Assistant Prof. of Commerce	Convener & Innovation Activity-Member
4	Sh.Vipin Babbar	Vipin. Babbar@gmail.com	9996001333	Associate Prof. of Computer Sc.	Incharge, Social Media
5	Dr. Vasundhra	sindhuvasundhra@gmail.com	8930847964	Assistant Prof. of Commerce	Internship Activity, Coordinator
6	Ms. Shaina Tehria	shainatehria@gmail.com	7015175447	Assistant Prof. of Commerce	Startup Activity Coordinator
7	Dr. Harsha	harshaarora2008@gmail.com	9996849861	Prof. of Mathematics	(i)IPR Activity Coordinator (ii)NIRF Coordinator
8	Dr. Satyender Yadav	skyadavgchisar@gmail.com	8059046307	Prof. of Chemistry	RD Cell Coordinator
9	Mr. Bharat Bhushan	trikha. bharat@gmail.com	9996994495	An entrepreneur, IT Professional & Skill Development Expert	External Expert / Industry & Innovation Mentor-(IT Sector)
10	Mr. Raj Kumar	royallive1111@gmail.com	95180-20732	An Entrepreneur, Professional Baker & Skill Development Expert	External Expert /Industry Mentor / Startup Practitioner - (Food & Bakery Sector)
11	Ms. Kavita Verma	kavitaverma09899@gmail.com	8307293116	Entrepreneur, Make-over & Beauty Parlour	External Expert /Industry Mentor / Startup Practitioner - (Beauty & Wellness Sector)
Sr. No.	Student's Name	Email	CLASS	CRN	Role Access
1	Ms. Komal	dhulkomal42@gmail.com	BBA-II	1254241029	(i) Student Convener (ii) Innovation Coordinator
2	Ms. Supriya	Rajputsupriya213@gmail.com	BBA-II	1254241010	(i)Startup Coordinator (ii) Internship Coordinator
3	Ms. Khushboo	Khushboosihag555@gmail.com	BBA-II	1254241003	(i)Social Media Coordinator (ii) IPR Coordinator
4	Ms. Aaysha	Aayshakherwal@gmail.com	BBA-II	1254241028	Member

Note: All concerned officials/committee members shall update the relevant records, registers, office files, online portals, and the College Website, wherever applicable, in accordance with the newly constituted committees. The necessary changes shall be completed promptly and compliance ensured.


Principal
Govt. College for Women,
GCW-Hisar
Hisar

Copy to:

- 1) Coordinator, IQAC
- 2) Coordinator, AICTE, IIC for Updating
- 3) Bursar
- 4) Registrar, University Works
- 5) Website Incharge – for uploading on the College website
- 6) Mentor-in-Chief
- 7) Deputy Superintendent for Office Record


Principal
Govt. College for Women,
GCW-Hisar
Hisar