

**Office of the Principal, Govt. College for Women, Lakhan Majra, Rohtak**

**ANNUAL DUTY LIST (2022-2023)**

**(Updated)**

**Memo No.**

**Date:**

The following committees have been constituted to assist the Principal in the day to day functioning and administration of college with immediate effect.

**1. College Council, Reception Committee & College Advisory Board (for all purpose)**

1. Mrs. Anita Amani	Chairperson	
2. Dr. Asha	Member	
3. Dr. Neelam Hooda	Member	
4. Dr. Satya Parkash	Member	

**2. Public Information Office**

1. Principal	First Appellate Authority	
2. Mrs. Anita Amani	SPIO	
3. Mr. Pardeep	Comp. Instructor	

**3. Bursar**

1. Dr. Satya Parkash	Bursar	
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**4. Internal Quality Assurance Committee (IQAC)**

1. Mrs. Anita Amani	Chairperson	
2. Dr. Sunil Dhankhar	Coordinator	
3. Ms. Sonali	Member	
4. Dr. Deepika	Member	
5. Mrs. Indu	Member	
6. Mr. Navinder	Member	
7. Mrs. Kavita	Member	
8. Dr. Balram	Member	
9. Mr. Mehar Singh	Member	
10. Mrs. Manisha	Member	
11. Mrs. Anuradha	Member	
12. Sh. Bhupinder Singh	Retd. Principal	
13. SMO, CHC Lakhan Majra		
14. Mr. Balbir Rathi	Social Activist	
15. Ms. Garima	Alumni	
16. Ms. Anuradha	Alumni	
17. Sh. Vinod Kumar	Stake Holder (Parents)	

**5. National Assessment and Accreditation Council (NAAC)**

1. Dr. Neelam Hooda	Coordinator	
2. Mrs. Anuradha Nandal	Member	
3. Dr. Pradeep Kumar	Member	
4. Dr. Bhumika	Member	

**6. Building Committee**

1. Mr. Arun Kumar	Convener	
2. Mr. Vinod Kumar	Member	
3. Dr. Naveen	Member	

<b>7. Staff/Social Secretary</b>		
1. Mr. Suresh Kumar	Staff Secretary	
2. Mrs. Mukesh Yadav	Assistant Secretary	
<b>8. Central Purchase Committee</b>		
1. Mr. Naveen	Convener	
2. Dr. Sunil Dhankhar	Member	
3. Mr. Vijender	Member	
<b>9. Physical Stock Verification Committee</b>		
1. Mrs. Soni	Convener	
2. Dr. Subodh Rani	Member	
3. Mrs. Heena	Member	
<b>10. Youth Red Cross Society (YRC)</b>		
1. Dr. Kavita	Convener	
2. Mrs. Mukesh Yadav	Member	
3. Dr. Sunita	Member	
4. Mrs. Anjali (Ext. Lect.)	Member	
<b>11. Web Portal</b>		
1. Dr. Pradeep Siwach	Convener	
2. Mrs. Mukesh Yadav	Member	
3. Mr. Pardeep (Comp. Inst.)	Member	
<b>12. CCTV Committee</b>		
1. Dr. Rakesh Kumar	Convener	
2. Mrs. Manisha Bedi	Member	
<b>13. RUSA</b>		
1. Mrs. Soni	Nodal Officer	
<b>14. NSS Officer</b>		
1. Mrs. Alka	Unit-I (P.O.)	
2. Mrs. Annu	Unit - II (P.O.)	
<b>15. Placement Cell</b>		
1. Mr. Vinod Kumar	Convenor	
2. Mr. Balram	Member	
3. Dr. Sunita	Member	
4. Mrs. Seema Ahlawat (Ext. Lect.)	Member	
<b>16. Earn While You Learn</b>		
1. Mrs. Anita Amani	Convener	
2. Dr. Asha	Member	
3. Dr. Neelam Hooda	Member	
4. Mrs. Indu	Member	
5. Mrs. Manisha Bedi	Member	
6. Mrs. Soni	Member	
7. Mrs. Seema Ahlawat, Ext. Lect.	Member	
<b>17. Electricity &amp; Gen. Set Maintenance</b>		
1. Mr. Arun Kumar	Convener	
2. Mr. Balram	Member	
3. Mr. Navinder	Member	
4. Mr. Sandeep (Comp. Assistant)	Member	
<b>18. University Affairs Committee</b>		
1. Dr. Bhoomika Dahiya	Registrar	
2. Mrs. Mukesh Yadav	Member	
3. Mr. Vijender Kumar	Member	
4. Dr. Subodh Rani	Member	
5. Ms. Pooja	Member	
6. Dr. Sunita	Member	

7. Mrs. Seema Ahlawat, Extn. Lect.	Member	
8. Mrs. Anjali, Extn. Lect.	Member	
9. Dr. Poonam, Extn. Lect.	Member	
10. Mr. Anil, Assistant	Member	
11. Mr. Amit, Clerk	Member	
12. Mr. Pardeep Kumar, Computer Inst.	Member	
13. Mr. Sandeep, Comp. Lab. Attendant	Member	
<b>19.Result and ACR Committee</b>		
1. Dr. Asha	Convenor	
2. Dr. Neelam Hooda	Member	
3. Dr. Suraksha	Member	
4. Ms. Sonali	Member	
5. Dr. Deepika	Member	
6. Mrs. Indu	Member	
7. Mrs. Heena	Member	
8. Mr. Mehar Singh	Member	
9. Mrs. Mukesh Yadav	Member	
10. Mr. Arun Kumar	Member	
11. Mr. Vijender	Member	
12. Mrs. Soni	Member	
13. Mr. Amit, Clerk	Member	
<b>20.In-Charge Lab.</b>		
1. Dr. Sunil Dhankhar	Computer	
2. Mr. Suresh Kumar	English Language	
<b>21.Auction Committee</b>		
1. Dr. Asha	Convener	
2. Mr. Vinod Kumar	Member	
3. Mrs. Kavita	Member	
4. Mr. Anil Kumar	Assistant	
<b>22.College Grievance &amp; Redressal, Checking Sexual Harassment</b>		
1. Mrs. Anita Amani	Convenor	
2. Dr. Asha	Member	
3. Dr. Neelam Hooda	Member	
4. Dr. S.P. Kirar	Member	
<b>23.Time Table &amp; Work Load Committee</b>		
1. Ms. Pooja	Convener	
2. Dr. Deepika	Member	
3. Dr. Naveen	Member	
4. Mr. Vijender	Member	
<b>24.Women Empowerment Cell</b>		
1. Dr. Deepika	Convener	
2. Mrs. Indu	Member	
3. Dr. Subodh Rani	Member	
4. Dr. Annu	Member	
<b>25.SC/ST/BC &amp; Other Scholarship/Stipend</b>		
1. Mrs. Manisha Bedi	Nodal Officer	
2. Ms. Mukesh Yadav	Nodal Officer	
<b>26.Cultural &amp; Co-Curricular Society, Youth Festival &amp; Folk Festival</b>		
1. Mr. Suresh Kumar	Convener	
2. Mrs. Manisha Bedi	Member	
3. Ms. Manisha	Member	
4. Dr. Sunita	Member	

<b>27. Subject Societies</b>		
<b>1. English Literary Society</b>	Mr. Arun Kumar (Convener)	
	Mr. Suresh Kumar (Member)	
	Mrs. Soni (Member)	
	Dr. Sunita (Member)	
	Mrs. Anjali, Ext. Lect. (Member)	
<b>2. Hindi Literary Society</b>	Dr. Annu (Convener)	
	Mr. Balram (Member)	
	Dr. Poonam, Ext. Lect. (Member)	
<b>3. Social Science Society</b>	Mr. Mehar Singh (Convener)	
	Dr. Alka (Member)	
	Mrs. Mukesh Yadav (Member)	
	Dr. Rakesh Kumar (Member)	
	Mrs. Kavita (Member)	
<b>4. Commerce Society</b>	Dr. Satya Parkash (Convener)	
	Dr. Suraksha (Member)	
	Dr. Deepika Kumari (Member)	
<b>5. Science Society</b>	Ms. Sonali (Convener)	
	Dr. Pradeep Siwach (Member)	
	Dr. Sunil Dhankhar (Member)	
	Mrs. Heena (Member)	
	Mrs. Manisha Bedi (Member)	
	Dr. Naveen (Member)	
<b>6. Geography Society</b>	Ms. Pooja (Convener)	
	Ms. Manisha (Member)	
	Mrs. Anuradha (Member)	
	Dr. Subodh Rani (Member)	
	Mr. Navinder (Member)	
<b>7. Home Science Society</b>	Dr. Asha (Convener)	
	Mrs. Indu (Member)	
<b>8. Psychology Society</b>	Dr. Bhoomika (Convener)	
	Mr. Vinod Kumar (Member)	
<b>9. Mathematics Society</b>	Dr. Neelam Hooda (Convener)	
	Mr. Vijender Singh (Member)	
<b>28. Science Exhibition</b>		
1. Ms. Sonali	Convener	
2. Mr. Vinod Kumar	Member	
3. Dr. Subodh Rani	Member	
4. Concerned HODs	Member	
<b>29. Road Safety &amp; Traffic Interpretation Centre/ Learner's License</b>		
1. Dr. Suraksha	Convener	
2. Mrs. Soni	Member	
3. Mrs. Anjali, Ext. Lect.	Member	
<b>30. Legal Literacy Cell &amp; Court cases</b>		
1. Mr. Rakesh Kumar	Convener	
2. Dr. Balram	Member	
3. Dr. Pradeep Kumar	Member	
4. Mr. Suresh Kumar	Member	
<b>31. Cleanliness &amp; Beautification Committee</b>		
1. Dr. Asha	Convener	
2. Dr. Deepika	Member	
3. Ms. Sonali	Member	
4. Mrs. Indu	Member	
5. Dr. Kavita	Member	

<b>32.College Property</b>		
1. Mr. Vijender Kumar	Convener	
2. Mr. Vinod Kumar	Member	
<b>33.Office Expenditure</b>		
1. Dr. Asha	Convener	
2. Dr. Deepika	Member	
3. Mr. Anil Kumar	Assistant	
<b>34.Boards, Banner, Flex Banner &amp; Printing Committee</b>		
1. Dr. Surkaksha	Convener	
2. Mr. Navinder	Member	
3. Mrs.Soni	Member	
4. Mrs. Anuradha Nandal	Member	
5. Mrs. Poonam, Ext. Lect.	Member	
<b>35.Seating &amp;Shamiyana Committee/ Sound/ Mic.</b>		
1. Mrs. Kavita	Convener	
2. Mrs. Soni	Member	
3. Mr. Surender, LA	Member	
<b>36.Refreshment Committee</b>		
1. Mrs. Indu	Convener	
2. Dr. Annu	Member	
3. Dr. Bhoomika		
4. Dr. Poonam Ext. Lect.	Member	
<b>37.Decoration Committee</b>		
1. Mrs. Anuradha Nandal	Convener	
2. Mrs. Heena	Member	
3. Mrs. Sunita	Member	
4. Mrs. Anjali, Ext. Lect.	Member	
<b>38.Drinking Water Arrangement Committee</b>		
1. Dr. Naveen	Convener	
2. Mr. Balram	Member	
3. Mrs. Alka	Member	
4. Dr. Annu	Member	
<b>39.Annual Prize Distribution Committee</b>		
1. Mrs. Heena	Convener	
2. Mr. Vinod Kumar	Member	
3. Mrs. Manisha	Member	
4. Ms. Pooja	Member	
5. Dr. Sunita	Member	
<b>40.Sports Committee</b>		
1. Mr. Mehar Singh	Convener	
2. Dr. Suraksha	Member	
3. Dr. Sunil Dhankhar	Member	
4. Mr. Vijender Kumar	Member	
5. Mrs. Anuradha Nandal	Member	
<b>41.Annual Report Committee</b>		
1. Mrs. Subodh Rani	Convener	
2. Dr. Annu	Member	
3. Dr. Poonam, Ext. Lect.	Member	
4. Mr. Rajender Singh, Clerk	Member	
<b>42.Library Committee</b>		
1. Mrs. Heena	Convener	
2. Mrs. Seema, Ext. Lect.	Member	
3. Mrs. Sushma, LA	Member	

<b>43. Mentor-Mentee Committee</b>		
1. Dr. Pradeep Siwach	Convener	
2. Mr. Suresh	Member	
3. Mrs. Manisha Bedi	Member	
4. Mrs. Kavita	Member	
<b>44. Press Media and Photography, Facebook page of college</b>		
1. Mr. Balram	Convener	
2. Mrs. Soni	Member	
3. Dr. Poonam, Ext. Lect.	Member	
4. Mr. Amit Kumar	Clerk	
<b>45. Stage Secretary</b>		
1. Mr. Suresh Kumar	Convener	
2. Mrs. Heena	Member	
<b>46. Bus/Railways Passes</b>		
1. Mr. Navinder	Convener	
2. Mr. Mehar Singh	Member	
3. Mr. Sandeep, L.A.	Member	
<b>47. Passport Committee</b>		
1. Ms. Manisha	Nodal Officer	
2. Mr. Naveen	Member	
3. Mr. Rakesh Kumar	Member	
4. Mrs. Seema Ext. Lect.	Member	
5. Mr. Anil Kumar, Assistant	Member	
<b>48. Income tax Committee</b>		
1. Dr. S.P. Kirar	Convener	
2. Dr. Suraksha	Member	
3. Dr. Deepika	Member	
4. Dr. Sunil Dhankhar	Member	
5. Mr. Anil Kumar, Assistant	Member	
<b>49. All India Survey of Higher Education (A.I.S.H.E)</b>		
1. Ms. Pooja	Nodal Officer	
<b>50. Convocation Committee</b>		
1. Mrs. Anuradha Nandal	Convener	
2. Ms. Pooja	Member	
3. Dr. Rakesh kumar	Member	
4. Mrs. Manisha (Geo)	Member	
5. Mrs. Anjali Ext. Lect.	Member	
6. Dr. Poonam Ext. Lect.		
<b>51. Tour Committee</b>		
1. Ms. Sonali	Convener	
2. Dr. Deepika	Member	
3. Mr. Vijender	Member	
<b>52. Sports Advisory Board/Library Advisory Committee</b>		
1. Mrs. Anita Amani	Convener	
2. Dr. Asha	Member	
3. Dr. Neelam Hooda	Member	
4. Dr. Satya Parkash	Member	
5. Dr. Mehar Singh	Member	
<b>53. Disaster Management Club</b>		
1. Dr. Naveen Kumar	Convener	
2. Mr. Rakesh Kumar	Member	
3. Mrs. Manisha (Geo)	Member	
4. Dr. Kavita	Member	

<b>54. Eco Club</b>		
1. Dr. Pradeep Kumar	Convener	
2. Ms. Anuradha Nandal	Member	
3. Dr. Naveen	Member	
<b>55. N.S.S. Advisory Board</b>		
1. Mrs. Anita Amani	Convener	
2. Dr. Asha	Member	
3. Dr. Neelam Hooda	Member	
4. Dr. Satya Parkash	Member	
5. Mrs. Alka Unit-1 P.O.	Member	
6. Dr. Annu Unit- 2 P.O.	Member	
<b>56. "Common Wheel" Society for Social Work</b>		
1. Dr. Sunita	Convener	
2. Mr. Navinder	Member	
<b>57. College Magazine Editorial board</b>		
1. Dr. S.P. Kirar	Editor-in-chief	
2. Mr. Arun Kumar	English Section	
3. Mr. Balram	Hindi Section	
4. Ms. Sonali	Science Section	
5. Dr. Poonam, Ext. Lect.	Hindi Section	
6. Mrs. Anjali, Ext. Lect.	English Section	
<b>58. Alumni Association</b>		
1. Dr. Deepika	Convener	
2. Mr. Arun Kumar	Member	
3. Mr. Mehar Singh	Member	
4. Mr. Navinder	Member	
<b>59. Overall Admission Incharge</b>		
1. Mrs. Anita Amani	Overall Incharge	
2. Dr. S.P. Kirar	Nodal Officer	
<b>60. Electoral Club</b>		
1. Mr. Navinder	Convener	
2. Mr. Mehar Singh	Member	
3. Ms. Pooja	Member	
4. Mrs. Kavita	Member	
<b>61. Proctorial Duty &amp; Discipline Committee</b>		
1. Mr. Vijender Kumar	Convener	
2. Mrs. Soni	Member	
3. Mrs. Alka	Member	
4. Dr. Annu	Member	
<b>62. Medical Bills Reimbursement Committee</b>		
1. Dr. Suraksha	Convener	
2. Mr. Naveen	Member	
3. Dr. Subodh Rani	Member	
4. Mrs. Manisha Bedi	Member	
<b>63. H.K.R.N. Committee</b>		
5. Mrs. Anita Amani	Convener	
6. Dr. S.P. Kirar	Member	
7. Dr. Pradeep Siwach	Member	

**Note: In addition to above duties, any other work can be assigned by the Principal as and when required.**

**Principal  
GCW Lakhan Majra Rohtak**