

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

**ANNUAL DUTY LIST (2023-2024)**

**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. PRINCIPAL	Chairperson	
2. Dr. Anjali Mann	Member	
3. Dr. Asha	Member	
4. Dr. Neelam Hooda	Member	
5. Dr. Satya Parkash	Member	
6. Concerned Incharge	Member	

**2. Public Information Office**

1. PRINCIPAL	First Appellate Authority	
2. Dr. Neelam Hooda	SPIO	
3. Dr. Heena	Asstt. SPIO	
4. Mr. Anil Kumar	Assistant	

**3. Finance Committee**

1. Dr. Satya Parkash	Bursar	
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**4. University Works**

1. Sh. Mehar Singh	Registrar	
2. Dr. Subodh Rani	Dy. Registrar	
3. Dr. Pradeep Mann	Dy. Registrar	
Mr. Amit Kumar, Clerk		

**5. Internal Complaint Committee/Sexual harassment Committee**

1. PRINCIPAL	Presiding Officer	
2. Dr. Anjali Mann	Convener	
3. Dr. Asha	Member	
4. Dr. Neelam Hooda	Member	
5. Dr. Satya Prakash	Member	
6. Mrs. Usha Rani, Village Sarpanch	External member	

**6. Internal Quality Assurance Committee (IQAC)**

1. Principal	Chairperson	
2. Dr. Anjali Mann	Coordinator	
3. Dr. Asha	Member	
4. Dr. Deepika	Member	
5. Ms. Sonali	Member	
6. Mr. Maher Singh	Member	
7. Dr. Sunil Dhankhar	Member	
8. Retired Principal	Member	
9. SHO, Police Chowki Lakhan Majra	Member	
10. Sh. Balbir Rathi, social Activist	Member	
11. Current Student	Alumni	
12. Old student	Alumni	
13. Sarpanch, Lakhan Majra	Stake Holder	

**7. Students' Redressal Committee**

1. Dr. Anjali Mann	Convener	
2. Dr. Neelam Hooda	Member	
3. Dr. Satya Prakash	Member	

<b>8. National Assessment and Accreditation Council (NAAC)</b>		
1. Dr. Sunil Dhankhar	Coordinator	
2. Dr. Pradeep Siwach	Member	
3. Mrs. Indu	Member	
4. Dr. Mukesh Yadav	Member	
5. Sh. Jogender Singh	Member	
6. Ms. Pooja	Member	
7. Dr. Balram	Member	
8. Dr. Sunita	Member	
9. Dr. Kavita	Member	
<b>9. Building Committee</b>		
1. Mr. Vijender Kumar	Convener	
2. Dr. Naveen	Member	
3. Mr. Vinod Kumar (Roof)	Member	
4. Sh. Navinder Singh	Member	
<b>10. College Property Committee</b>		
1. Dr. Pradeep Siwach	Convener	
2. Dr. Manisha Bedi (Wooden Items)	Member	
3. Ms. Pooja (Wooden Items)	Member	
4. Dr. Sunita (Metal & Glass)	Member	
5. Mr. Suresh kumar (Metal & Glass)	Member	
<b>11. Documentation Committee</b>		
1. Dr. Suraksha	Convener	
2. Ms. Sonali	Staff Secretary	
3. Dr. Annu	Asstt. Secretary	
4. Dr. Sunita	Asstt. Secretary	
<b>12. SC/ST Cell</b>		
1. Sh. Mehar Singh	Registrar	
2. Dr. Mukesh Yadav	Member	
3. Dr. Soni	Member	
<b>13. Divyangjan Welfare Committee</b>		
1. Sh. Suresh Kumar	Convener	
2. Mrs. Monika Kaushik	Member	
3. Dr. Poonam, Ext. lecturer	Member	
<b>14. Central Purchase Committee</b>		
1. Dr. Sunil Dhankhar	Convener	
2. Dr. Naveen	Member	
3. Mr. Vijender	Member	
<b>15. Physical Stock Verification Committee</b>		
1. Mrs. Alka	Convenor	
2. Dr. Heena	Member	
3. Dr. Subodh Rani	Member	
<b>16. Youth Red Cross Society (YRC)/Red Ribbon Society</b>		
1. Dr. Kavita	Convener	
2. Mrs. Mukesh Yadav	Member	
3. Ms. Sunita	Member	
4. Mrs. Anjali (Ext. Lect.)	Member	
<b>17. Web Portal/ Broad Band maintenance/Biometric/CCTV</b>		
1. Dr. Pradeep Mann	Convener	
2. Dr. Heena	Member	
3. Mr. Jogender Singh	Member	
4. Dr. Balram	Member	

<b>18. RUSA</b>		
1. Mrs. Soni	Nodal Officer	
<b>19. National Service Scheme (N.S.S.)</b>		
1. Dr. Manisha Bedi	Unit-I (P.O.)	
2. Mrs. Monika Kaushik	Unit-II (P.O.)	
3. Dr. Seema Ahlawat, Ext. Lecturer	Member	
4. Mrs. Anjali, Ext. Lecturer	Member	
5. Sh. Rajender, Clerk	Unit-I	
6. Sh. Sandeep, Comp. Attendant	Unit-II	
<b>20. Placement Cell</b>		
1. Dr. Vinod Kumar	Convener	
2. Dr. Balram	Member	
3. Dr. Rakesh Kumar	Member	
4. Mrs. Seema Ahlawat (Ext. Lect.)	Member	
<b>21. Earn While You Learn</b>		
1. Dr. Deepika	Convener	
2. Mrs. Indu	Member	
3. Dr. Bhoomika	Member	
4. Dr. Seema Ahlawat, Ext. Lecturer	Member	
<b>22. Electricity &amp; Gen. Set Maintenance</b>		
1. Mr. Arun Kumar	Convener	
2. Sh. Jogender Singh	Member	
3. Dr. Balram	Member	
4. Sh. Navinder Singh	Member	
<b>23. Equal Opportunity Cell</b>		
1. PRINCIPAL	Chairperson	
2. Dr. Anjali Mann	Advisor	
3. Dr. Asha	Member	
4. Dr. Neelam Hooda	Member	
5. Dr. Satya Prakash	Member	
<b>24. Result and ACR Committee</b>		
1. Dr. Asha	Convener	
2. Dr. Deepika	Member	
3. Dr. Suraksha	Member	
4. Ms. Sonali	Member	
5. Mrs. Indu	Member	
6. Dr. Mukesh Yadav	Member	
<b>25. HRMS/MIS Portal</b>		
1. Dr. Asha	Convener	
2. Dr. Sunil Dhankhar	Member	
3. Sh. Anil kumar, Assistant		
<b>26. Auction Committee</b>		
1. Dr. Asha	Convener	
2. Ms. Sonali	Member	
3. Sh. Vijender Kumar	Member	
4. Mr. Anil Kumar	Assistant	
<b>27. IT Repair and Maintenance</b>		
1. Sh. Jogender Singh	Convener	
2. Mr. Arun Kumar	Member	
3. Dr. Balram	Member	
<b>28. Central Time Table &amp; Work Load Committee</b>		
1. Ms. Pooja	Convener	

2. Dr. Deepika	Member	
3. Dr. Naveen	Member	
4. Mr. Vijender	Member	
<b>29. Women Empowerment Cell/Gender Studies</b>		
1. Mrs. Alka	Convener	
2. Dr. Subodh Rani	Member	
3. Ms. Pooja	Member	
4. Dr. Poonam, Ext. lecturer	Member	
<b>30. Scholarship/Stipend Committee</b>		
1. Mrs. Soni	Nodal Officer	
2. Dr. Mukesh Yadav	Nodal Officer	
<b>31. Cultural &amp; Co-Curricular Society, Youth Festival &amp; Folk Festival (Drama/Poetry/Music/Dance/Hobby/Fine Art Club/Debate Committee/Performing Arts)</b>		
1. Dr. Annu	Convener	
2. Mr. Suresh Kumar (Music, Dance)	Member	
3. Dr. Bhumika (Fine Art Club & Performing Arts)	Member	
4. Dr. Mukesh Yadav (Drama, Debate)	Member	
5. Dr. Sunita (Poetry, Hobby)	Member	
<b>32. 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
	Dr. Balram	Member
	Dr. Poonam, Ext. Lect.	Member
<b>3. Social Science Society</b>	Dr. Mukesh Yadav	Convener
	Mrs. Alka	Member
	Mr. Mehar Singh	Member
	Dr. Rakesh Kumar	Member
	Dr. Kavita	Member
<b>4. Commerce Society</b>	Dr. Satya Parkash	Convener
	Dr. Deepika Kumari	Member
	Dr. Suraksha	Member
<b>5. Science Society</b>	Ms. Sonali	Convener
	Dr. Pradeep Siwach	Member
	Dr. Sunil Dhankhar	Member
	Dr. Naveen	Member
	Dr. Heena	Member
	Dr. Manisha Bedi	Member
<b>6. Geography Society</b>	Dr. Anuradha Nandal	Convener
	Mrs. Manisha	Member
	Dr. Subodh Rani	Member
	Ms. Pooja	Member
	Mr. Navinder	Member
	Mrs. Monika Kaushik	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	
	Dr. Pradeep Mann	Member	
	Mr. Vijender Singh	Member	
<b>33. Science Exhibition</b>			
1. Ms. Sonali		Convener	
2. Concerned HODs		Members	
<b>34. Road Safety &amp; Traffic Interpretation Centre/ Learner's License/Bus Pass</b>			
1. Sh. Navinder Singh		Convener	
2. Dr. Heena		Member	
3. Mrs. Monika		Member	
4. Sh. Suresh Kumar		Member	
5. Mrs. Anjali, Ext. Lect.		Member	
<b>35. Legal Literacy Cell &amp; Court cases/ Human Rights Club</b>			
1. Dr. Rakesh Kumar		Convener	
2. Dr. Sunil Dhankhar		Member	
3. Sh. Suresh Kumar		Member	
Mr. Amit, Clerk			
<b>36. Cleanliness Committee</b>			
1. Dr. Mukesh Yadav		Convener	
2. Mrs. Soni		Member	
3. Sh. Suresh Kumar		Member	
5. Dr. Kavita		Member	
<b>37. Beautification Committee/Eco Club/Environment Society</b>			
1. Dr. Anuradha		Convener	
3. Dr. Subodh Rani		Member	
4. Ms. Pooja		Member	
5. Sh. Navinder Singh		Member	
6. Ms. Sonali (Botanical Garden)		Member	
<b>38. Office Expenditure</b>			
1. Dr. Asha		Convener	
2. Dr. Deepika		Member	
3. Ms. Sonali		Member	
Mr. Anil Kumar		Assistant	
<b>39. Boards, Banner, Flex Banner &amp; Printing Committee</b>			
1. Dr. Pradeep Siwach		Convener	
2. Mrs. Indu		Member	
3. Dr. Balram		Member	
4. Mrs. Poonam, Ext. Lect.		Member	
<b>40. Seating &amp; Shamiyana Committee/ Sound/ Mic</b>			
1. Dr. Kavita		Convener	
2. Mrs. Soni		Member	
3. Dr. Rakesh Kumar		Member	
<b>41. Refreshment Committee</b>			
1. Mrs. Indu		Convener	
2. Dr. Deepika		Member	
3. Dr. Sunita		Member	
<b>42. Decoration Committee</b>			
1. Dr. Bhoomika		Convener	
2. Dr. Heena		Member	
3. Dr. Sunita		Member	
4. Mrs. Anjali, Ext. Lect.		Member	

<b>43. Drinking Water Arrangement Committee</b>		
1. Dr. Naveen	Convener	
2. Dr. Balram	Member	
3. Dr. Manisha Bedi, NSS POs I	Member	
4. Mrs. Monika Kaushik, NSS POs II	Member	
<b>44. Annual Prize Distribution/ Convocation Committee</b>		
1. Dr. Heena	Convener	
2. Dr. Subodh Rani	Member	
3. Ms. Pooja	Member	
4. Mrs. Manisha	Member	
5. Mrs. Anjali Ext. Lect.	Member	
6. Dr. Poonam Ext. Lect.	Member	
<b>45. Sports Committee/ Yoga Club</b>		
1. Mr. Mehar Singh	Convener	
2. Mrs. Alka	Member	
3. Sh. Jogender Singh	Member	
4. Dr. Sunita	Member	
<b>46. Library Committee</b>		
1. Mrs. Indu	Convener	
2. Dr. Vinod Kumar	Member	
3. Dr. Sunita	Member	
Mrs. Sushma, LA		
<b>47. Mentor-Mentee Committee</b>		
1. Dr. Pradeep Siwach	Convener	
2. Mrs. Manisha	Member	
3. Mrs. Kavita	Member	
<b>48. Press Media and Photography, Facebook page of college/Media Club</b>		
1. Dr. Annu	Convener	
2. Mrs. Soni	Member	
3. Dr. Pradeep Mann	Member	
4. Dr. Manisha Bedi	Member	
5. Mr. Balram	Member	
<b>49. Passport Committee</b>		
1. Mrs. Manisha	Nodal Officer	
2. Dr. Naveen	Member	
3. Dr. Rakesh Kumar	Member	
4. Mrs. Seema Ext. Lect.	Member	
<b>50. Income tax Committee</b>		
1. Dr. Neelam Hooda	Convener	
2. Dr. Deepika	Member	
3. Dr. Suraksha	Member	
4. Mr. Vijender	Member	
5. Dr. Pradeep Mann	Member	
<b>51. UGC /AISHE / NIRF/ NEP Implementation Committee</b>		
1. Dr. Pradeep Siwach	Nodal Officer	
2. Sh. Jogender Singh	Member	
3. Ms. Pooja	Member	
4. Dr. Sunita	Member	
<b>52. Tour Committee</b>		
1. Dr. Anuradha Nandal	Convener	
2. Ms. Pooja	Member	
3. Dr. Navinder	Member	
4. Ms. Sonali	Member	

<b>53. Disaster Management Club</b>		
1. Sh. Navinder Kumar	Convener	
2. Mrs. Manisha	Member	
3. Dr. Rakesh Kumar	Member	
<b>54. "Common Wheel" Society/ Social Out Reach Committee/ Sahyog</b>		
1. Sh. Suresh Kumar	Convener	
2. Sh. Vijender Kumar	Member	
3. Mrs. Manisha	Member	
<b>55. Annual Report Committee/ College Magazine Editorial board</b>		
1. Dr. Suraksha	Editor-in-chief	
2. Dr. Pradeep Siwach	Science Section	
3. Dr. Arun Kumar	English section	
4. Dr. Annu	Hindi Section	
5. Dr. Poonam, Ext. Lect.	Hindi Section	
6. Mrs. Anjali, Ext. Lect.	English section	
<b>56. Alumni Association</b>		
1. Dr. Neelam Hooda	Convener	
2. Mr. Arun Kumar	Member	
3. Mrs. Heena	Member	
<b>57. Admission Committee</b>		
1. Dr. Asha	Overall Incharge	
2. Sh. Jogender Singh	Nodal Officer	
<b>58. Electoral Club</b>		
1. Sh. Mehar Singh	Convener	
2. Dr. Rakesh Kumar	Member	
<b>59. Proctorial Duties</b>		
1. Mr. Vijender Kumar	Convener	
3. Mrs. Alka	Member	
4. Dr. Annu	Member	
<b>60. Discipline Committee</b>		
1. Dr. Balram	Convener	
2. Dr. Vinod Kumar	Member	
3. Mr. Vijender Kumar	Member	
4. Mr. Navinder Singh	Member	
5. Dr. Poonam, Ext. Lect.	Member	
6. Mrs. Anjali, Ext. Lect.	Member	
7. Dr. Seema Ahlawat (Ext. Lect.)	Member	
<b>61. Medical Bills Reimbursement Committee</b>		
1. Dr. Deepika	Convener	
2. Dr. Pradeep Siwach	Member	
3. Dr. Pradeep Mann	Member	
<b>62. HKRN and Apprentice Committee</b>		
1. Dr. Neelam Hooda	Convener	
2. Dr. Satya Prakash	Member	
3. Sh. Jogender Singh	Member	
4. Sh. Anil Kumar, Assistant		

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

**Principal  
GCW Lakhan Majra, Rohtak**