

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

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

(Updated)

Memo No. 1122

Date: 17/11/2022

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. Smt. Asha Malik, Principal	Chairperson
2. Mrs. Anita Amani	Member
3. Dr. Asha	Member
4. Dr. Neelam Hooda	Member
5. Dr. Satya Parkash	Member

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**2. Public Information Office**

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

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**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 LakhanMajra	
14. Mr. Balbir Rathi	Social Activist
15. Garima	Alumni
16. Anuradha	Alumni
17. Sh. Vinod Kumar	Stake Holder (Parents)

*[Handwritten signatures]*

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

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

*[Handwritten signatures]*

**6. Building Committee / Repair / maintenance**

1. <del>Mr. Arun Kumar</del> Naveen Kumar	Convener
2. Mr. Vinod Kumar Pradeep many -	Member
3. Mr. Naveen construction	Member

*[Handwritten signatures]*

**7. Staff/Social Secretary**

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



Mrs. Seema Ahlawat, Extn. Lect.	Member	
Mrs. Anjali, Extn. Lect.	Member	
Dr. Poonam, Extn. Lect.	Member	
Mr. Anil, Assistant	Member	
Mr. Amit, Clerk	Member	
Mr. Pardeep Kumar, Computer Inst.	Member	
Mr. Sandeep, Comp. Lab. Attendant	Member	

**19. Result and ACR Committee**

Dr. Asha	Convener	
Dr. Neelam Hooda	Member	
Dr. Suraksha	Member	
Ms. Sonali	Member	
Dr. Deepika	Member	
Mrs. Indu	Member	
Mrs. Heena	Member	
Mr. Mehar Singh	Member	
Mrs. Mukesh Yadav	Member	
Mr. Arun Kumar	Member	
Mr. Vijender	Member	
Mrs. Soni	Member	
Mr. Amit, Clerk	Member	

**20. In-Charge Lab.**

Dr. Sunil Dhankhar	Computer	
Mr. Suresh Kumar	English Language	

**21. Auction Committee**

Dr. Asha	Convener	
Mr. Vinod Kumar	Member	
Mrs. Kavita	Member	
Mr. Anil Kumar	Assistant	

**22. College Grievance & Redressal, Checking Sexual Harassment**

Mrs. Anita Amani	Convener	
Dr. Asha	Member	
Dr. Neelam Hooda	Member	
Dr. S.P. Kirar	Member	

**23. Time Table & Work Load Committee**

Ms. Pooja	Convener	
Dr. Deepika	Member	
Dr. Naveen	Member	
Mr. Vijender	Member	

**24. Women Empowerment Cell**

Dr. Deepika	Convener	
Mrs. Indu	Member	
Dr. Subodh Rani	Member	
Dr. Annu	Member	

**25. SC/ST/BC & Other Scholarship/Stipend**

Mrs. Manisha Bedi	Nodal Officer	
Ms. Mukesh Yadav	Nodal Officer	

**26. Cultural & Co-Curricular Society, Youth Festival & Folk Festival**

Mr. Suresh Kumar	Convener	
	Member	
	Member	

## 27. Subject Societies

1. English Literary Society	Mr. Arun Kumar (Convener)	
	Mr. Suresh Kumar (Member)	
	Mrs. Soni (Member)	
	Dr. Sunita (Member)	
	Mrs. Anjali, Ext. Lect. (Member)	
2. Hindi Literary Society	Dr. Annu (Convener)	
	Mr. Balram (Member)	
	Dr. Poonam, Ext. Lect. (Member)	
3. Social Science Society	Mr. Mehar Singh (Convener)	
	Dr. Alka (Member)	
	Mrs. Mukesh Yadav (Member)	
	Dr. Rakesh Kumar (Member)	
4. Commerce Society	Dr. Satya Parkash (Convener)	
	Dr. Suraksha (Member)	
	Dr. Deepika Kumari (Member)	
5. Science Society	Ms. Sonali (Convener)	
	Dr. Pradeep Siwach (Member)	
	Dr. Sunil Dhankhar (Member)	
	Mrs. Heena (Member)	
	Mrs. Manisha Bedi (Member)	
	Dr. Naveen (Member)	
6. Geography Society	Ms. Pooja (Convener)	
	Ms. Manisha (Member)	
	Mrs. Anuradha (Member)	
	Dr. Subodh Rani (Member)	
	Mr. Navinder (Member)	
7. Home Science Society	Dr. Asha (Convener)	
	Mrs. Indu (Member)	
8. Psychology Society	Dr. Bhoomika (Convener)	
	Mr. Vinod Kumar (Member)	
9. Mathematics Society	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	

6. Mr. Jogender Kumar

7. Dr. Pradeep Mann



Sunita - Metal

Manisha Bedi - Wooden

Pooja - Glass

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

<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 <i>Mrs. Mukesh Yadav</i>	Member	
<b>46. Bus/Railways Passes / Learner License</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	



**54. Eco Club**

1. Dr. Pradeep Kumar	Convener	
2. Ms. Anuradha Nandal	Member	
3. Dr. Naveen	Member	

**55. N.S.S. Advisory Board**

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	

**56. "Common Wheel" Society for Social Work**

1. Dr. Sunita	Convener	
2. Mr. Navinder	Member	

**57. College Magazine Editorial board**

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	

**58. Alumni Association**

1. Dr. Deepika	Convener	
2. Mr. Arun Kumar	Member	
3. Mr. Mehar Singh	Member	
4. Mr. Navinder	Member	

**59. Overall Admission Incharge**

1. Mrs. Anita Amani	Overall Incharge	
2. Dr. S.P. Kirar	Nodal Officer	

**60. Electoral Club**

1. Mr. Navinder	Convener	
2. Mr. Mehar Singh	Member	
3. Ms. Pooja	Member	
4. Mrs. Kavita	Member	

**61. Proctorial Duty & Discipline Committee**

1. Mr. Vijender Kumar	Convener	
2. Mrs. Soni	Member	
3. Mrs. Alka	Member	
4. Dr. Annu	Member	

**62. Medical Bills Reimbursement Committee**

1. Dr. Suraksha	Convener	
2. Mr. Naveen	Member	
3. Dr. Subodh Rani	Member	
4. Mrs. Manisha Bedi	Member	

**63. H.K.R.N. Committee**

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  
Govt. College for Women  
Lakhan Majra (Rohtak)  
Principal  
GCW Lakhan Majra Rohtak