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| **OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN** **LAKHAN MAJRA (ROHTAK)****ANNUAL DUTY LIST (2021-2022)**The following committees have been constituted to assist the Principal in the day to day functioning and administration of college. |
| **1. College Council, Reception Committee& College Advisory Board (for all purpose)** |
| 1. Mrs. Anita Amani
 | Chairperson |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Mrs. Anju Kaushik
 | Member |  |
| 1. Dr. Satya Parkash
 | Member |  |
| 1. Dr. Neelam Hooda
 | Member |  |
| **2. Public Information Office** |
| (i) First Appellate Authority |  |  |
| (ii) SPIO |  Mrs. Ritu Hooda |  |
| **3. Bursar** |
| 1. Dr. Suraksha
 | Bursar |  |
| **4. Internal Quality Assurance Committee (IQAC)** |
| 1. Dr. Sunil Dhankhar
 | Convener |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Dr. Deepika Kumari
 | Member |  |
| 1. Dr. Meera
 | Member |  |
| 1. Ms. Sonali
 | Member |  |
| 1. Ms. Manisha
 | Member |  |
| 1. Mr. Balram
 | Member |  |
| 1. Mrs. Kavita
 | Member |  |
| 1. Ms. Anuradha Nandal
 | Member |  |
| 1. Mrs. Sarsij Siwach
 | Retd. Principal |  |
| 1. Dr. Kuldeep Singh
 | SMO, CHC Lakhan Majra |  |
| 1. Mr. Balbir Rathi
 | Social Activist |  |
| 1. Kareena
 | B.Sc 3rd year (3020220039) |  |
| 1. Priyanka
 | B.Sc 2nd year (120126015010)  |  |
| 1. **Building Committee**
 |
| 1. Mr. Arun Kumar
 | Convener |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Mrs. Anju Kaushik
 | Member |  |
| 1. Mr. Vinod Kumar
 | Member |  |
| 1. Ms. Sonali
 | Member |  |
| 1. **Staff Secretary**
 |
| 1. Mrs. Ritu Hooda
 | Staff Secretary |  |
| 1. **Staff Room In- Charge**
 |
| 1. Mr. Suresh Kumar
 | Convener |  |
| 1. **Central Purchase Committee ( Purchase at GEM)**
 |
| 1. Mr. Naveen
 | Convener |  |
| 1. Mrs. Anita Amani
 | Member |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Mrs. Anju Kaushik
 | Member |  |
| 9. **Physical Stock Verification Committee** |
| 1. Ms. Sonali
 | Convener |  |
| 1. Dr. Neelam Hooda
 | Member |  |
| 1. Mr. Vinod Kumar
 | Member |  |
| 10. **Youth Red Cross Society (YRC)** |
| 1. Ms. Bhoomika
 | Convener |  |
| 1. Mr. Vinod Kumar
 | Member |  |
| 1. Mrs. Alka
 | Member |  |
| 1. Mrs. Anjali (Ext. Lect.)
 | Member |  |
| 11. **Web Portal** |
| 1. Mrs. Anju Kaushik
 | Convener |  |
| 1. Dr. Pradeep Siwach
 | Member |  |
| 1. Mr. Pardeep (Comp. Inst.)
 | Member |  |
| **12. CCTV Committee** |
| 1. Dr. Rakesh Kumar
 | Convener |  |
| 1. Mr. Vinod Kumar
 | Member |  |
| 1. **Nodal Officer RUSA**
 |
| 1. Dr. Satya Parkash
 | Nodal Officer |  |
| 1. **First Aid & Dispensary**
 |
| 1. Ms. Pooja
 | Convener |  |
| 1. Mrs. Anjali (Ext. Lect.)
 | Member |  |
| 1. **NSS Officer**
 |
| 1. Mrs. Alka
 | Unit-I (P.O.) |  |
| 1. Mrs. Monika Kaushik
 | Unit - II (P.O) |  |
| 1. **Beti Bachao Beti Padhao (BBBP)**
 |
| 1. Ms. Sunita
 | Convener |  |
| 1. Mrs. Seema, Ext. Lect.
 | Member |  |
| 1. **Placement Cell**
 |
| 1. Dr. Rakesh Kumar
 | Convener |  |
| 1. Mr. Balram
 | Member |  |
| 1. Mr. Arun Kumar
 | Member |  |
| 1. Ms. Sunita
 | Member |  |
| 1. Mrs. Anjail (Ext. Lect.)
 | Member |  |
| 1. **In-Charge Earn While You Learn**
 |
| 1. Mrs. Kavita
 | Convener |  |
| 1. Mrs. Soni
 | Member |  |
| 1. Mrs. Annu
 | Member |  |
| 1. Mrs. Seema, Ext. Lect.
 | Member |  |
| 1. **In-Charge of Electricity & Maintenance of related Equipment**
 |
|  1. Mr. Vinod Kumar | Convener |  |
| 1. . Mr. Mehar Singh
 | Member |  |
| 1. Mr. Sandeep (Comp. Att.)
 | Member |  |
| 1. **Generator/Diesel**
 |
| 1. Mr. Balram
 | Convener |  |
| 1. Mr. Vinod Kumar
 | Member |  |
| 1. **University Affairs Committee**
 |
| 1. Registrar
2. Admission Form Detail
3. Registration
4. Exam Roll No. + Cut List
5. University Result & ACR
6. Record of Class Tests & Assignments
7. Internal Assessments
8. Annual Exam. of Computer
9. Annual Exam of EVS Offline & Online Work
10. Challan Generation of Re-Appear students
11. Fee Collection & Submission & any problem (All Online Work)
 | Dr. Satya Parkash (Registrar)Mrs. Soni (Member)Mrs. Annu (Member) |  |
|  |
| Ms. Anuradha (Member)Ms. Pooja (Member)Mrs. Seema,Ext. Lect. (Member) |  |
| Ms. Sunita (Member)Mrs. Anjali, Ext. Lect. (Member) |  |
| Dr. Poonam, Ext. Lecturer (Member) |  |
| Mr. Anil Kumar, Assistant (Member) Only fee work |  |
| Mr. Pardeep Kumar, Computer Instructor (Member) |  |
| Mr. Sandeep Kumar, CLA (Member) |  |
| 1. **UGC & NAAC Committee 2F, 12B Permanent Affiliation (M.D.U)**
 |
| 1. Dr. Neelam Hooda
 | Convener |  |
| 1. Dr. Surender Kumar
 | Member |  |
| 1. Mr. Naveen
 | Member |  |
| 1. Mrs. Heena
 | Member |  |
| 1. Mrs. Mukesh Yadav
 | Member |  |
| 1. Mr. Navinder Singh
 | Member |  |
| 1. Ms. Bhoomika
 | Member |  |
| 1. Ms. Sunita
 | Member |  |
| 1. **In-Charge Lab.**
 |
| 1. Computer Lab.
 | Mrs. Anju Kaushik |  |
| 1. Language Lab.
 | Mr. Suresh Kumar |  |
| 1. **Auction Committee**
 |
| 1. Mrs. Subodh Rani
 | Convener |  |
| 1. Mr. Arun Kumar
 | Member |  |
| 1. **College Grievance& Redressal, Suggestion Box,Anti-Tobacco & Alcohol Committee**
 |
| 1. Mrs. Anita Amani
 | Convener |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Dr. Neelam Hooda
 | Member |  |
| 1. Mrs. Heena
 | Member |  |
| 1. **Sexual Harassment Committee**
 |
| 1. Mrs. Ritu Hooda
 | Convener |  |
| 1. Mrs. Anita Amani
 | Member |  |
| 1. Dr. Suraksha
 | Member |  |
| 1. Mrs. Sarsij Siwach
 | NGO Member |  |
|  |  |  |
| 1. **Time Table & Work Load Committee**
 |
| 1. Mr. Mehar Singh
 | Convener |  |
|  2. Dr. Suraksha | Member |  |
|  3. Mr. Naveen | Member |  |
|  4. Dr. Rakesh Kumar | Member |  |
|  6. Dr. Poonam, Ext. Lect. | Member |  |
| 1. **In-Charge Women Cell & Girls Common Room**
 |
|  1. Mrs. Soni | Convener |  |
|  2. Mr. Navinder Singh  | Member |  |
|  3. Mr. Suresh Kumar | Member |  |
|  4. Mr. Vijender Singh | Member |  |
|  5. Ms. Sunita | Member |  |
| 1. **In-Charge SC/BC/ST & Other Scholarship/Stipend**
 |
| 1. Dr. Meera
 | Convener |  |
| 1. Ms. Bhoomika
 | Member |  |
| 1. **Cultural & Co-Curricular Society, Youth Festival & Folk Festival**
 |
| 1. Mr. Suresh Kumar
 | Convener |  |
| 1. Dr. Rakesh Kumar
 | Member (Contingent Head) |  |
| 1. Mr. Balram
 | Member |  |
| 1. Mrs. Kavita
 | Member |  |
| 1. Ms. Anuradha Nandal
 | Member |  |
| 1. Mr. Navinder Singh
 | Member |  |
| 1. Mrs. Deepika Kumari
 | Member |  |
| 1. Mrs. Manisha Bedi
 | Member |  |
| 1. **Subject Societies**
 |
| 1. **English Literary Society**
 | Mr. Arun Kumar (Convener) |  |
|  | Mr. Suresh Kumar (Member) |  |
|  | Ms. Sunita (Member) |  |
|  | Mrs. Soni (Member) |  |
|  | Mrs. Anjali, Ext. Lect. (Member) |  |
| 1. **Hindi Literary Society**
 | Mrs. Annu (Convener) |  |
|  | Mr. Balram (Member) |  |
|  | Dr. Poonam, Ext. Lect. (Member) |  |
| 1. **Social Science Society**
 | Mrs. Mukesh Yadav (Convener) |  |
|  | Dr. Alka (Member) |  |
|  | Mr. Mehar Singh (Member) |  |
|  | Dr. Rakesh Kumar (Member) |  |
|  | Mrs. Kavita (Member) |  |
| 1. **Commerce Society**
 | Dr. Satya Parkash (Convener) |  |
|  | Dr. Suraksha (Member) |  |
|  | Dr. Deepika Kumari (Member) |  |
|  | Dr. Meera (Member) |  |
| 1. **Science Society**
 | Ms. Sonali (Convener) |  |
|  | Mrs. Anju Kaushik (Member) |  |
|  | Dr. Pardeep Siwach (Member) |  |
|  | Dr. Surender Kumar (Member) |  |
|  | Mr. Naveen (Member) |  |
| 1. **Geography Society**
 | Ms. Pooja (Convener) |  |
|  | Mrs. Subodh Rani (Member) |  |
|  | Mrs. Monika Kaushik (Member) |  |
|  | Ms. Manisha (Member) |  |
| 1. **Home Science Society**
 | Mrs. Ritu Hooda (Convener) |  |
| 1. **Psychology Society**
 | Mr. Vinod Kumar (Convener) |  |
|  | Ms. Bhoomika (Member) |  |
| 1. **Mathematics Society**
 | Mr. Vijender Singh (Convener) |  |
|  | Dr. Neelam Hooda (Member) |  |
| 1. **State Level Science Exhibition**
 |
| All HOD of Science, Psychology, Computer Science and Geography |
| 1. **Road Safety & Awareness Club and Disaster Management Club**
 |
| 1. Ms. Anuradha Nandal
 | Convener |  |
| 1. Mrs. Mukesh Yadav
 | Member |  |
| 1. Mrs. Monika Kaushik
 | Member |  |
| 1. Mrs. Anjali, Ext. Lect.
 | Member |  |
| 1. **In-Charge Legal Literacy**
 |
| 1. Mr. Surender Kumar
 | Convener |  |
| 1. Mrs. Heena
 | Member |  |
| 1. Mr. Vijender Kumar
 | Member |  |
| 1. Mrs. Seema, Ext. Lect.
 | Member |  |
| 1. **Cleanliness & College Beautification Committee**
 |
| 1. Mr. Navinder Singh
 | Convener |  |
| 1. Dr. Meera
 | Member |  |
| 1. Mrs. Kavita
 | Member |  |
| 1. Mrs. Manisha Bedi
 | Member |  |
| 1. Ms. Anuradha Nandal
 | Member |  |
| 1. Mrs. Subodh Rani
 | Member |  |
| 1. Dr. Rakesh Kumar
 | Member |  |
| 1. Mrs. Seema, Ext. Lect.
 | Member |  |
| 1. **In-Charge College Property**
 |
| 1. Mr. Vijender Kumar
 | Convener |  |
| 1. Mr. Mehar Singh
 | Member |  |
| 1. Mrs. Manisha Bedi
 | Member |  |
| 1. **Office Stationary & Maintenance of Office**
 |
| 1. Mrs. Deepika Kumari
 | Convener |  |
| 1. Mr. Balram
 | Member |  |
| 1. Mr. Anil Kumar, Asstt.
 | Member |  |
| 1. **Preparation of Boards, Banner, Flex Banner & Printing Committee**
 |
| 1. Dr. Meera
 | Convener |  |
| 1. Mrs. Mukesh Yadav
 | Member |  |
| 1. Ms. Sunita
 | Member |  |
| 1. Mr. Navinder Singh
 | Member |  |
| 1. **Invitation Committee**
 |
| 1. Ms. Bhoomika
 | Convener |  |
| 1. **Seating, Tent, Mike, Shamiyana Committee**
 |
| 1. Dr. Pardeep Siwach
 | Convener |  |
| 1. Mr. Suresh Kumar
 | Member |  |
| 1. Mr. Naveen
 | Member |  |
| 1. Ms. Manisha
 | Member |  |
| 1. Mrs. Sushma, Clerk
 | Member |  |
| 1. **Refreshment Committee**
 |
| 1. Ms. Anuradha Nandal
 | Convener |  |
| 1. Mrs. Soni
 | Member |  |
| 1. Mrs. Monika Kaushik
 | Member |  |
| 1. Dr. Poonam, Ext. Lect.
 | Member |  |
| 1. **Decoration Committee**
 |
| 1. Ms. Bhoomika
 | Convener |  |
| 1. Ms. Pooja
 | Member |  |
| 1. Mrs. Anjali, Ext. Lect.
 | Member |  |
| 1. **Public Health: Water Coolers & Water Related Works/ Drinking Water**
 |
| 1. Mr. Naveen
 | Convener |  |
| 1. Mrs. Mukesh Yadav
 | Member |  |
| 1. Mrs. Monika Kaushik
 | Member |  |
| 1. **Annual Prize Distribution Committee**
 |
| 1. Mrs. Heena
 | Convener |  |
| 1. Mrs. Soni
 | Member |  |
| 1. Ms. Pooja
 | Member |  |
| 1. Mrs. Manisha Bedi
 | Member |  |
| 1. **Sports Committee**
 |
| 1. Dr. Pardeep Siwach
 | Convener |  |
| 1. Dr. Suraksha
 | Member |  |
| 1. Mr. Vijender Kumar
 | Member |  |
| 1. Mr. Arun Kumar
 | Member |  |
| 1. Ms. Sonali
 | Member |  |
| 1. Ms. Pooja
 | Member  |  |
| 1. **Annual Report Committee**
 |
| 1. Mrs. Annu
 | Convener |  |
| 1. Mrs. Soni
 | Member |  |
| 1. Mr. Suresh
 | Member |  |
| 1. Mr. Balram
 | Member |  |
| 1. Dr. Poonam, Ext. Lect.
 | Member |  |
| 1. **Library Committee**
 |
| 1. Mr. Navinder Singh
 | Convener |  |
| 1. Mrs. Heena
 | Member  |  |
| 1. Ms. Sunita
 | Member  |  |
| 1. Mrs. Sushma, LA
 | Member  |  |
| 1. **In-Charge Court Case**
 |
| 1. Mr. Surender Kumar
 | Convener |  |
| 1. Dr. Rakesh Kumar
 | Member |  |
| 1. Mrs. Sushma, LA
 | Member |  |
| 1. **Discipline Committee**
 |
| 1. Mrs. Manisha Bedi
 | Convener |  |
| 1. All Staff Members
 | Members |  |
| 1. **In-Charge Photography/Press Publicity and Public Relation Committee**
 |
| 1. Mrs. Anju Kaushik
 | Convener |  |
| 1. Mrs. Subodh Rani
 | Member |  |
| 1. Mrs. Annu
 | Member |  |
| 1. Dr. Poonam, Ext. Lect.
 | Member |  |
| 1. Mr. Sandeep, (C. Attd.)
 | Member |  |
| 1. **Stage Secretary**
 |
| 1. Dr. Pardeep Siwach
 | Convener |  |
| 1. Mr. Mehar Singh
 | Member |  |
| 1. Mr. Suresh Kumar
 | Member |  |
| 1. **In-Charge Bus Passes**
 |
| 1. Mr. Sandeep, C. Attd.
 | Convener |  |
| 1. **In-Charge Vote & Aadhar Card/Electoral Club/Passport**
 |
| 1. Ms. Manisha
 | Convener |  |
| 1. Mrs. Heena
 | Member |  |
| 1. Mr. Suresh Kumar
 | Member |  |
| 1. Mr. Arun Kumar
 | Member |  |
| 1. Mrs. Alka
 | Member  |  |
| 1. Mrs. Subodh Rani
 | Member |  |
| 1. Mrs. Soni
 | Member |  |
| 1. Mr. Anil Kumar, Asstt.
 | Member |  |
| 1. **Lecture Shortage Committee**
 |
| 1. Mr. Mehar Singh
 | Convener |  |
| 1. Mrs. Annu
 | Member |  |
| 1. **Checking of Income Tax Form**
 |
| 1. Dr. Sunil Dhankhar
 | Convener |  |
| 1. Dr. Deepika Kumari
 | Member |  |
| 1. Dr. Meera
 | Member |  |
| 1. Ms. Pooja
 | Member |  |
| 1. Mr. Anil Kumar, Asstt.
 | Member |  |
| 1. **All India Survey of Higher Education (A.I.S.H.E)**
 |
| 1. Ms. Pooja
 | Nodal Officer |  |
| 1. **Subject Change Committee**
 |
| 1. Dr. Deepika Kumari
 | Convener |  |
| 1. Dr. Meera
 | Member |  |
| 1. Mrs. Seema, Ext. Lect.
 | Member |  |
| 1. **Convocation Committee**
 |
| 1. Mrs. Mukesh Yadav
 | Convener |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Dr. Surender Kumar
 | Member |  |
| 1. Mr. Naveen
 | Member |  |
| 1. **Tour Committee**
 |
| 1. Mr. Suresh Kumar
 | Convener |  |
| 1. Mr. Navinder Singh
 | Member |  |
| 1. Mr. Mehar Singh
 | Member |  |
| 1. Mrs. Kavita
 | Member |  |
| 1. Mrs. Manisha Bedi
 | Member |  |
| 1. Ms. Sunita
 | Member |  |
| 1. **Result & ACR Committee**
 |
| 1. Dr. Neelam Hooda
 | Convener |  |
| 1. Dr. Suraksha
 | Member |  |
| 1. Dr. Pardeep Siwach
 | Member |  |
| 1. Mr. Vijender Kumar
 | Member |  |
| 1. **Proctorial & Mentorial Duties Committee**
 |
| 1. Mrs. Anita Amani
 | Convener |  |
| 1. Mr. Vijender Kumar
 | Member |  |
| 1. Dr. Sunil Dhankhar
 | Member |  |
| 1. **Sports Advisory Board**
 |
| 1. Mrs. Anita Amani
 | Convener |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Mrs. Anju Kaushik
 | Member |  |
| 1. Dr. Pardeep Siwach
 | Member |  |
| 1. Dr. Sunil Dhankhar
 | Member |  |
| 1. **Eco Club**
 |
| 1. Dr. Pardeep Siwach
 | Convener |  |
| 1. Ms. Anuradha Nandal
 | Member |  |
| 1. Ms. Sonali
 | Member |  |
| 1. **N.S.S Advisory Board**
 |
| 1. Mrs. Anita Amani
 | Convener |  |
| 1. Dr. Suraksha
 | Member |  |
| 1. Dr. Sunil Dhankhar
 | Member |  |
| 1. Mrs. Alka
 | Member |  |
| 1. Mrs. Monika Kaushik
 | Member |  |
| 1. **“Common Wheel” Society for Social Work**
 |
| 1. Mrs. Anita Amani
 | Convener |  |
| 1. Mrs. Ritu Hooda
 | Member |  |
| 1. Mrs. Anju Kaushik
 | Member |  |
| 1. Dr. Sunil Dhankhar
 | Member |  |
| 1. Dr. Deepika Kumari
 | Member  |  |
| 1. Ms. Sonali
 | 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**