|  |  |  |  |  |  |  |
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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**