



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

ANNUAL DUTY LIST (2023-2024)

Date: 01/7/23

Memo No. 2038 (6)

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) / Code of Conduct

1. PRINCIPAL	Chairperson	
2. Dr. Anjali Maan	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 / College Complaint Committee

1. PRINCIPAL	Presiding Officer	
2. Dr. Anjali Maan	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 Maan	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	

8. National Assessment and Accreditation Council (NAAC)

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	

9. Building Committee

1. Mr. Vijender Kumar	Convener	
2. Dr. Naveen	Member	
3. Mr. Vinod Kumar (Roof)	Member	
4. Sh. Navinder Singh	Member	

10. College Property Committee

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	

11. Documentation Committee

1. Dr. Suraksha	Convener	
2. Ms. Sonali	Staff Secretary	
3. Dr. Annu	Asstt. Secretary	
4. Dr. Sunita	Asstt. Secretary	

12. SC/ST Cell

1. Sh. Mehar Singh	Registrar	
2. Dr. Mukesh Yadav	Member	
3. Dr. Soni	Member	

13. Divyangjan Welfare Committee

1. Sh. Suresh Kumar	Convener	
2. Mrs. Monika Kaushik	Member	
3. Dr. Poonam, Ext. lecturer	Member	

14. Central Purchase Committee

1. Dr. Sunil Dhankhar	Convener	
2. Dr. Naveen	Member	
3. Mr. Vijender	Member	

15. Physical Stock Verification Committee

1. Mrs. Alka	Convenor	
2. Dr. Heena	Member	
3. Dr. Subodh Rani	Member	
4. Pooja	Member	
5. Naveen	Member	

16. Youth Red Cross Society (YRC)/Red Ribbon Society

1. Dr. Kavita	Convener	
2. Mrs. Mukesh Yadav	Member	
3. Ms. Sunita	Member	
4. Mrs. Anjali (Ext. Lect.)	Member	

17. Web Portal/ Broad Band maintenance/Biometric/CCTV Smart Boards

1. Dr. Pradeep Mann	Convener	
2. Dr. Heena	Member	
3. Mr. Jogender Singh	Member	
4. Dr. Balram	Member	

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

2. Dr. Deepika	Member	Deepika
3. Dr. Naveen	Member	Naveen
4. Mr. Vijender	Member	Vijender
29. Women Empowerment Cell/Gender Studies		
1. Mrs. Alka	Convener	Alka
2. Dr. Subodh Rani	Member	Subodh
3. Ms. Pooja	Member	Pooja
4. Dr. Poonam, Ext. lecturer	Member	Poonam
30. Scholarship/Stipend Committee		
1. Mrs. Soni	Nodal Officer	Soni
2. Dr. Mukesh Yadav	Nodal Officer	Mukesh
31. Cultural & Co-Curricular Society, Youth Festival & Folk Festival (Drama/Poetry/Music/Dance/Hobby/Fine Art Club/Debate Committee/Performing Arts)		
1. Dr. Annu	Convener	Annu
2. Mr. Suresh Kumar (Music, Dance)	Member	Suresh
3. Dr. Bhumika (Fine Art Club & Performing Arts)	Member	Bhumika
4. Dr. Mukesh Yadav (Drama, Debate)	Member	Mukesh
5. Dr. Sunita (Poetry, Hobby)	Member	Sunita
32. 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
	Dr. Balram	Member
	Dr. Poonam, Ext. Lect.	Member
3. Social Science Society	Dr. Mukesh Yadav	Convener
	Mrs. Alka	Member
	Mr. Mehar Singh	Member
	Dr. Rakesh Kumar	Member
	Dr. Kavita	Member
4. Commerce Society	Dr. Satya Parkash	Convener
	Dr. Deepika Kumari	Member
	Dr. Suraksha	Member
5. Science Society	Ms. Sonali	Convener
	Dr. Pradeep Siwach	Member
	Dr. Sunil Dhankhar	Member
	Dr. Naveen	Member
	Dr. Heena	Member
	Dr. Manisha Bedi	Member
6. Geography Society	Dr. Anuradha Nandal	Convener
	Mrs. Manisha	Member
	Dr. Subodh Rani	Member
	Ms. Pooja	Member
	Mr. Navinder	Member
	Mrs. Monika Kaushik	Member
7. Home Science Society	Dr. Asha	Convener
	Mrs. Indu	Member

8. Psychology Society	Dr. Bhoomika	Convener	B
	Mr. Vinod Kumar	Member	
9. Mathematics Society	Dr. Neelam Hooda	Convener	Neelam
	Dr. Pradeep Mann	Member	
	Mr. Vijender Singh	Member	
33. Science Exhibition		Convener	N
1. Ms. Sonali		Members	
2. Concerned HODs			
34. Road Safety & Traffic Interpretation Centre/ Learner's License/Bus Pass		Convener	A
1. Sh. Navinder Singh		Member	
2. Dr. Heena		Member	Nilesh
3. Mrs. Monika		Member	
4. Sh. Suresh Kumar		Member	
5. Mrs. Anjali, Ext. Lect.			
35. Legal Literacy Cell & Court cases/ Human Rights Club		Convener	R
1. Dr. Rakesh Kumar		Member	
2. Dr. Sunil Dhankhar		Member	Rakesh
3. Sh. Suresh Kumar			
Mr. Amit, Clerk			
36. Cleanliness Committee		Convener	A
1. Dr. Mukesh Yadav		Member	
2. Mrs. Soni		Member	Soni
3. Sh. Suresh Kumar		Member	
5. Dr. Kavita			
37. Beautification Committee/Eco Club/Environment Society / Social out reach Committee		Convener	Soni
1. Dr. Anuradha		Member	
3. Dr. Subodh Rani		Member	Subodh
4. Ms. Pooja		Member	
5. Sh. Navinder Singh		Member	N.
6. Ms. Sonali (Botanical Garden)			
38. Office Expenditure		Convener	Nilesh
1. Dr. Asha		Member	
2. Dr. Deepika		Member	Nilesh
3. Ms. Sonali		Assistant	
Mr. Anil Kumar			
39. Boards, Banner, Flex Banner & Printing Committee		Convener	Dr. Balram
1. Dr. Pradeep Siwach Dr. Balram		Member	
2. Mrs. Indu		Member	Indu
3. Dr. Balram		Member	
4. Mrs. Poonam, Ext. Lect.			
40. Seating & Shamiyana Committee/ Sound/ Mic		Convener	Kavita
1. Dr. Kavita		Member	
2. Mrs. Soni		Member	Soni
3. Dr. Rakesh Kumar			
41. Refreshment Committee		Convener	Indu
1. Mrs. Indu		Member	
2. Dr. Deepika		Member	Deepika
3. Dr. Sunita			
42. Decoration Committee		Convener	B
1. Dr. Bhoomika		Member	
2. Dr. Heena		Member	Heena
3. Dr. Sunita		Member	
4. Mrs. Anjali, Ext. Lect.			

43. Drinking Water Arrangement Committee

1. Dr. Naveen	Convener	
2. Dr. Balram	Member	
3. Dr. Manisha Bedi, NSS POs I	Member	
4. Mrs. Monika Kaushik, NSS POs II	Member	

Mr. Balram
Mrs. Monika Kaushik
Dr. Manisha Bedi

44. Annual Prize Distribution/ Convocation Committee

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	

Dr. Heena
Dr. Subodh Rani
Ms. Pooja
Mrs. Manisha
Mrs. Anjali Ext. Lect.
Dr. Poonam Ext. Lect.

45. Sports Committee/ Yoga Club

1. Mr. Mehar Singh	Convener	
2. Mrs. Alka	Member	
3. Sh. Jogender Singh	Member	
4. Dr. Sunita	Member	

Mr. Mehar Singh
Mrs. Alka
Sh. Jogender Singh
Dr. Sunita

46. Library Committee

1. Mrs. Indu	Convener	
2. Dr. Vinod Kumar	Member	
3. Dr. Sunita	Member	
Mrs. Sushma, LA		

Ms. Deepika

Mrs. Indu
Dr. Vinod Kumar
Dr. Sunita
Mrs. Sushma, LA

47. Mentor-Mentee Committee

1. Dr. Pradeep Siwach	Convener	
2. Mrs. Manisha	Member	
3. Mrs. Kavita	Member	

Dr. Pradeep Siwach
Mrs. Manisha
Mrs. Kavita

48. Press Media and Photography, Facebook page of college/Media Club

1. Dr. Annu	Convener	
2. Mrs. Soni	Member	
3. Dr. Pradeep Mann	Member	
4. Dr. Manisha Bedi	Member	
5. Mr. Balram	Member	

Dr. Annu
Mrs. Soni
Dr. Pradeep Mann
Dr. Manisha Bedi
Mr. Balram

49. Passport Committee

1. Mrs. Manisha	Nodal Officer	
2. Dr. Naveen	Member	
3. Dr. Rakesh Kumar	Member	
4. Mrs. Seema Ext. Lect.	Member	

Mrs. Manisha
Dr. Naveen
Dr. Rakesh Kumar
Mrs. Seema Ext. Lect.

50. Income tax Committee

1. Dr. Neelam Hooda	Convener	
2. Dr. Deepika	Member	
3. Dr. Suraksha	Member	
4. Mr. Vijender	Member	
5. Dr. Pradeep Mann	Member	

Dr. Neelam Hooda
Dr. Deepika
Dr. Suraksha
Mr. Vijender
Dr. Pradeep Mann

51. UGC /AISHE/ NIRF/ NEP Implementation Committee

1. Dr. Pradeep Siwach	Nodal Officer	
2. Sh. Jogender Singh	Member	
3. Ms. Pooja	Member	
4. Dr. Sunita	Member	

Dr. Pradeep Siwach
Sh. Jogender Singh
Ms. Pooja
Dr. Sunita

52. Tour Committee

1. Dr. Anuradha Nandal	Convener	
2. Ms. Pooja	Member	
3. Dr. Navinder	Member	
4. Ms. Sonali	Member	

Dr. Anuradha Nandal
Ms. Pooja
Dr. Navinder
Ms. Sonali

53. Disaster Management Club

1. Sh. Navinder Kumar	Convener	
2. Mrs. Manisha	Member	
3. Dr. Rakesh Kumar	Member	

54. "Common Wheel" Society / Social Out Reach Committee / Sahyog

1. Sh. Suresh Kumar	Convener	
2. Sh. Vijender Kumar	Member	
3. Mrs. Manisha	Member	

55. Annual Report Committee / College Magazine Editorial board

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	

56. Alumni Association

1. Dr. Neelam Hooda	Convener	
2. Mr. Arun Kumar	Member	
3. Mrs. Heena	Member	

57. Admission Committee

1. Dr. Asha	Overall Incharge	
2. Sh. Jogender Singh	Nodal Officer	

58. Electoral Club

1. Sh. Mehar Singh	Convener	
2. Dr. Rakesh Kumar	Member	

59. Proctorial Duties

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

60. Discipline Committee

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	

61. Medical Bills Reimbursement Committee

1. Dr. Deepika	Convener	
2. Dr. Pradeep Siwach	Member	
3. Dr. Pradeep Mann	Member	

62. HKRN and Apprentice Committee | Extension Staff Member

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 21.7.22

GCW Lakhan Majra, Rohtak