

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

ANNUAL DUTY LIST (2024-2025)

Date: 12/07/2024

Memo No. 5208

The following committees have been constituted to assist the Principal in day-to-day functioning and administration of college with immediate effect:

1.College Council, Reception Committee & College Advisory Board (for all purpose)	PRINCIPAL	Chairperson	
	Mrs. Anita Amani	Member	
	Dr. Anjali Mann	Member	
	Dr. Asha	Member	
	Dr. Neelam Hooda	Member	
	Dr. Satya Parkash	As Bursar	
2.Public Information Office	Concerned Incharge	Member	
	PRINCIPAL	First Appellate Authority	
	Mrs. Anita Amani	SPIO	
	Dr. Naveen	ASPIO	
3. Finance Gommittee .	Sh. Anil Kumar	Assistant	
4.Court Cases	Dr. Satya Parkash	Bursar	
	Dr. Satya Parkash	Convener	
	Dr. Naveen	Member	
5. Registrar	Sh. Vinod Kumar	Member	
	Dr. Anjali Maan		
6. Deputy Registrar	Dr. Mehar Singh		
7. Admission Committee	Dr. Satya Prakash	Overall Incharge	
	Sh. Jogender Singh	Nodal Officer	
8. Staff Secretary	Ms. Sonali		
9. Internal Complaint Committee/Sexual harassment Committee/College Complaint Committee	PRINCIPAL	Presiding Officer	
	Mrs. Anita Amani	Convener	
	Dr. Anjali Maan	Member	
	Dr. Neelam	Member	
	Dr. Kavita	Member	
	Dr. Rakesh Kumar	Member	
	Mrs. Usha Rani, Sarpanch	External member	
Student Related Work			
10. Equal Opportunity Cell	Dr. Anjali Maan	Convener	
	Dr. Asha	Member	
	Dr. Neelam Hooda	Member	
	Dr. Satya Prakash	Member	
11.Students' Redressal Committee	Mrs. Anita Amani	Convener	
	Dr. Satya Prakash	Member	
	Sh. Navinder Singh	Member	
12. Placement Cell	Sh. Vinod Kumar	Convener	
	Sh. Vijender Kumar	Member	
	Dr. Balram	Member	
	Mrs. Seema, Ext. Lect.	Member	

13. Mentor- Mentee Club	Dr. Pradeep Siwach	Convener	Dr. Pradeep Siwach
	Mrs. Manisha	Member	Dr. Pradeep Siwach
	Sh. Suresh Kumar	Member	Dr. Pradeep Siwach
14. Proctorial Duties	Mrs. Alka	Convener	Dr. Pradeep Siwach
	Dr. Annu	Member	Dr. Pradeep Siwach
	Sh. Vijender Kumar	Member	Dr. Pradeep Siwach
15. Alumni Association	Dr. Suraksha	Convener	Dr. Pradeep Siwach
	Dr. Sunita	Member	Dr. Pradeep Siwach
	Dr. Anuradha Nandal	Member	Dr. Pradeep Siwach
16. Discipline Committee	Dr. Rakesh Kumar	Convener	Dr. Pradeep Siwach
	Sh. Vinod Kumar	Member	Dr. Pradeep Siwach
	Dr. Anuradha Nandal	Member	Dr. Pradeep Siwach
	Sh. Navinder Singh	Member	Dr. Pradeep Siwach
	Dr. Poonam, Ext. Lect.	Member	Dr. Pradeep Siwach
	Mrs. Anjali, Ext. Lect.	Member	Dr. Pradeep Siwach
	Mrs. Seema, Ext. Lect.	Member	Dr. Pradeep Siwach

University Related Work

17. Result and ACR	Dr. Suraksha	Convener	Dr. Pradeep Siwach
	Ms. Sonali	Member	Dr. Pradeep Siwach
	Mrs. Indu	Member	Dr. Pradeep Siwach
	Mrs. Mukesh Yadav	Member	Dr. Pradeep Siwach
18. Absentee	Dr. Balram	Convener	Dr. Pradeep Siwach
	Sh. Jogender	Member	Dr. Pradeep Siwach
19. ERP	Dr. Sunil Dhankhar	Convener	Dr. Pradeep Siwach
	Sh. Anil Kumar	Assistant	Dr. Pradeep Siwach
20. Annual Function Committee	Dr. Kavita	Convener	Dr. Pradeep Siwach
	Sh. Arun Kumar	Member	Dr. Pradeep Siwach
	Dr. Rakesh	Member	Dr. Pradeep Siwach
21. Convocation Committee	Mrs. Mukesh Yadav	Member	Dr. Pradeep Siwach
	Dr. Annu	Member	Dr. Pradeep Siwach
	Dr. Kavita	Member	Dr. Pradeep Siwach
22. Prize, Medals and Certificates	Dr. Subodh Rani	Convener	Dr. Pradeep Siwach
	Mrs. Manisha	Member	Dr. Pradeep Siwach
	Dr. Anuradha Nandal	Member	Dr. Pradeep Siwach

Quality Assurance Related Work

23. IQAC and NAAC Committee	Dr. Asha	Coordinator	Dr. Pradeep Siwach
	Ms. Sonali	Co-Coordinator	Dr. Pradeep Siwach
	Ms. Pooja (AISHE/NIRF)	Matrix 1	Dr. Pradeep Siwach
	Sh. Jogender Singh	Matrix 2	Dr. Pradeep Siwach
	Mrs. Indu	Matrix 3	Dr. Pradeep Siwach
	Dr. Pradeep Siwach (NEP)	Matrix 4	Dr. Pradeep Siwach
	Dr. Bhoomika	Matrix 5	Dr. Pradeep Siwach
	Dr. Suraksha	Matrix 6	Dr. Pradeep Siwach
	Dr. Deepika	Matrix 7	Dr. Pradeep Siwach
	Retired Principal	Member	Dr. Pradeep Siwach
	SHO, Lakhan Majra	Member	Dr. Pradeep Siwach
	Sh. Balbir Rathi	Social Activist	Dr. Pradeep Siwach

	Parul, Alumni	Stakeholder	
	Khushbu, Alumni	Stakeholder	
	Sh. Rajesh Jain, Industrialist	Stakeholder	
	Sarpanch, Lakhan Majra	Stakeholder	
	Sh. Rajpal Singh, Parent	Stakeholder	
Infrastructure Related Work			
24. Building Committee	Sh. Vijender Kumar	Convener	Vijender
	Dr. Naveen	Member	Naveen
	Sh. Vinod Kumar (Roof)	Member	Vinod
	Sh. Navinder Singh	Member	Navinder
25. College Property Committee	Dr. Neelam	Convener	Neelam
	Dr. Manisha Bedi	Wooden Items	Manisha
	Dr. Anuradha Nandal	Wooden Items	Anuradha
	Dr. Sunita	Metal & Glass	Sunita
	Sh. Suresh Kumar	Metal & Glass	Suresh
26. Campus Hygiene Maintenance/ Cleanliness Committee	Mrs. Soni	Convener	Soni
	Sh. Navinder Singh	Member	Navinder
	Dr. Rakesh Kumar	Member	Rakesh
	Dr. Poonam, Ext. Lect.	Member	Poonam
	Mrs. Seema, Ext. Lect.	Member	Seema
	Mrs. Anjali, Ext. Lect.	Member	Anjali
27. Time Table and Workload Committee	Dr. Pradeep Maan	Convener	Pradeep
	Dr. Sunil Dhankhar (Workload)	Science	Sunil
	Dr. Deepika	Commerce	Deepika
	Ms. Pooja	Arts	Pooja
28. SC/ST Cell, Scholarship (SC/ST/BC/Merit) and Stipend	Ms. Pooja	Merit	Pooja
	Mrs. Mukesh Yadav	Member	Mukesh
	Mrs. Soni	Member	Soni
29. Divyang Jan Welfare Committee	Sh. Suresh Kumar	Convener	Suresh
	Mrs. Monika Kaushik	Member	Monika
	Dr. Poonam, Ext. lecturer	Member	Poonam
30. Central Purchase Committee	Dr. Sunil Dhankhar	Convener	Sunil
	Dr. Naveen	Member	Naveen
	Dr. Pradeep Maan	Member	Pradeep
31. Physical Stock Verification Committee	Mrs. Alka	Convenor	Alka
	Dr. Heena <i>on leave</i>	Member	Heena
	Ms. Pooja <i>H. Naveen</i>	Member	Pooja
32. Youth Red Cross Society (YRC) and Red Ribbon Society	Dr. Bhoomika	Convener	Bhoomika
	Dr. Deepika	Member	Deepika
	Mrs. Indu	Member	Indu
33. IT Related Works/ Web Portal/ Broad Band maintenance	Sh. Jogender	Convener	Jogender
	Dr. Pradeep Siwach	Member	Pradeep
	Mrs. Heena	Member	Heena
34. Biometric/CCTV/ Smart Boards Maintenance	Dr. Pradeep Maan	Convener	Pradeep
	Dr. Sunil Dhankhar	Member	Sunil
	Dr. Balram	Member	Balram
35. National Service Scheme (N.S.S.)	Dr. Manisha Bedi	Unit-I (P.O.)	Manisha
	Mrs. Monika Kaushik	Unit-II (P.O.)	Monika
	Sh. Surrender	Unit-I	Surrender
	Sh. Sandeep	Unit-II	Sandeep
36. RUSA	Dr. Sunita	Nodal Officer	Sunita

		Dr. Poonam, Ext. Lect.	Member	Poonam
37. Earn While You Learn		Dr. Deepika	Convener	Deepika
		Mrs. Indu	Member	Indu
		Dr. Bhoomika	Member	Bhoomika
38. Electricity & Gen. Set Maintenance/ Energy Audit/Solar		Sh. Arun Kumar	Convener	Arun
		Mrs. Heena	Member	Heena
		Dr. Balram	Member	Balram
39. HRMS/MIS Portal		Dr. Asha	Convener	Asha
		Dr. Sunil Dhankhar	Member	Sunil
		Sh. Anil Kumar	Assistant	Anil
40. Auction Committee		Dr. Sunil Dhankhar	Convener	Sunil
		Dr. Pradeep Maan	Member	Pradeep
		Sh. Vijender Kumar	Member	Vijender
		Sh. Anil Kumar	Assistant	Anil
41. Women Empowerment Cell/Gender Studies		Dr. Kavita	Convener	Kavita
		Dr. Subodh Rani	Member	Subodh
		Dr. Sunita	Member	Sunita
42. Cultural & Co- Curricular Society, Youth Festival & Folk Festival		Mrs. Manisha	Convener	Manisha
		Dr. Subodh Rani	Co- Convener	Subodh
	Literary	Dr. Pradeep Siwach	Member	Pradeep
		Sh. Arun Kumar	Member	Arun
		Sh. Suresh Kumar	Member	Suresh
		Dr. Annu	Member	Annu
		Dr. Balram	Member	Balram
		Mrs. Soni	Member	Soni
	Fine Arts	Dr. Sunita	Member	Sunita
		Mrs. Bhoomika	Member	Bhoomika
		Dr. Deepika	Member	Deepika
		Ms. Sonali	Member	Sonali
		Mrs. Indu	Member	Indu
	Cultural	Dr. Anuradha Nandal	Member	Anuradha
		Mrs. Mukesh Yadav	Member	Mukesh
		Mrs. Seema	Member	Seema
		Mrs. Anjali, Ext. Lect.	Member	Anjali
		Dr. Poonam, Ext. Lect.	Member	Poonam
43. Subject Societies				
a) Social Science Society		Mrs. Mukesh Yadav	Convener	Mukesh
		Dr. Mehar Singh	Member	Mehar
		Dr. Rakesh Kumar	Member	Rakesh
		Dr. Kavita	Member	Kavita
b) Commerce and Economics Society		Dr. Satya Parkash	Convener	Satya
		Dr. Deepika Kumari	Member	Deepika
		Dr. Suraksha	Member	Suraksha
		Mrs. Alka	Member	Alka
c) Science Society		Ms. Sonali	Convener	Sonali
		Mrs. Anita Amani	Member	Anita
		Dr. Anjali Maan	Member	Anjali
		Dr. Pradeep Siwach	Member	Pradeep
		Dr. Sunil Dhankhar	Member	Sunil
		Dr. Naveen	Member	Naveen
		Dr. Heena	Member	Heena
		Dr. Manisha Bedi	Member	Manisha
	Sh. Jogender Singh	Member	Jogender	

d) Home Science Society	Dr. Asha	Convener	
	Mrs. Indu	Member	
e) Geography Society	Mrs. Monika Kaushik	Convener	
	Dr. Anuradha	Member	
	Mrs. Manisha	Member	
	Dr. Subodh Rani	Member	
	Ms. Pooja	Member	
	Sh. Navinder	Member	
f) Psychology Society	Dr. Bhoomika	Convener	
	Sh. Vinod Kumar	Member	
g) Mathematics Society	Dr. Neelam Hooda	Convener	
	Dr. Pradeep Maan	Member	
	Sh. Vijender Singh	Member	
h) Science Exhibition	Ms. Sonali	Convener	
	Concerned HODs	Members	
44. Road Safety & Traffic Interpretation Centre/ Learner's License/Bus Pass/Passport	Sh. Navinder Singh	Convener	
	Mrs. Alka	Member	
	Mrs. Manisha	Member	
	Mrs. Anjali, Ext. Lect.	Member	
45. Legal Literacy Cell and Human Rights Club	Dr. Rakesh Kumar	Convener	
	Dr. Mehar Singh	Member	
	Dr. Annu	Member	
46. Beautification Committee/Eco Club/Environment Society/ Green Campus	Dr. Anuradha Nandal	Convener	
	Dr. Mehar Singh	Member	
	Sh. Jogender Singh	Member	
	Dr. Pradeep Maan	Member	
	Ms. Sonali (Botanical Garden)	Member	
47. Office Expenditure	Dr. Asha	Convener	
	Ms. Sonali	Member	
	Mrs. Indu	Member	
	Sh. Anil Kumar	Assistant	
48. Printing, Flex and Banner Committee	Sh. Suresh Kumar	Convener	
	Sh. Arun Kumar	Member	
	Sh. Navinder Singh	Member	
	Dr. Annu	Member	
49. Tent & Shamiyana Committee/ Sound/ Mic	Dr. Mehar Singh	Convener	
	Mrs. Soni	Member	
	Dr. Rakesh Kumar	Member	
50. Refreshment Committee	Mrs. Indu	Convener	
	Ms. Sonali	Member	
	Ms. Pooja	Member	
51. Decoration Committee/ Notice Boards/ Thought of the day	Dr. Bhoomika	Convener	
	Dr. Deepika	Member	
	Mrs. Alka	Member	
	Mrs. Mukesh Yadav	Member	
	Mrs. Anjali, Ext. Lect.	Member	
52. Drinking Water Arrangement Committee	Dr. Naveen	Convener	
	Dr. Manisha Bedi	NSS PO I	
	Mrs. Monika Kaushik	NSS PO II	
53. Sports Committee/ Yoga Club	Sh. Jogender Singh	Convener	
	Dr. Mehar Singh	Member	
	Mrs. Manisha	Member	

54. Library Committee	Mrs. Heena	Convener	
	Mrs. Mukesh	Member	
	Ms. Pooja	Member	
	Mrs. Seema, Ext. Lect.	Member	
	Sh. Surender	Lab Attendant	
55. Press, Media and Photograghy, Facebook, Media Club	Dr. Suraksha	Convener	
	Dr. Manisha Bedi	Member	
	Dr. Sunita	Member	
56. Income tax Committee	Dr. Neelam Hooda	Convener	
	Dr. Deepika	Member	
	Sh. Vijender	Member	
	Dr. Pradeep Maan	Member	
57. Tour Committee	Dr. Annu	Convener	
	Ms. Sonali	Member	
	Sh. Navinder Singh	Member	
58. Disaster Management Club	Dr. Pradeep Siwach	Convener	
	Mrs. Manisha	Member	
	Dr. Rakesh Kumar	Member	
59. Common Weal Society/ Social Out Reach Committee/ Sahyog committee	Dr. Alka	Convener	
	Dr. Rakesh Kumar	Member	
	Dr. Balram	Member	
60. College Magazine Editorial board	Sh. Suresh Kumar	Editor-in-chief	
	Dr. Pradeep Siwach	Science	
	Sh. Arun Kumar	English	
	Dr. Deepika	Commerce	
	Dr. Annu	Hindi	
61. Annual Report Committee	Dr. Suraksha	Editor-in-chief	
	Ms. Sonali	Science Section	
	Dr. Sunita	English Section	
	Dr. Poonam, Ext. Lect.	Hindi Section	
62. Important Days Celebration Club	Dr. Mehar Singh	Member	
	Dr. Subodh Rani	Member	
	Dr. Rakesh Kumar	Member	
63. Gati Shakti	Ms. Pooja	Convener	
	Sh. Vinod Kumar	Nodal Officer	
	Sh. Navinder Singh	Member	
64. Electoral/ Voter Club	Dr. Naveen	Convener	
	Sh. Arun Kumar	Member	
65. Medical Bills Reimbursement Committee	Dr. Deepika	Convener	
	Dr. Pradeep Siwach	Member	
	Dr. Pradeep Maan	Member	
66. HKRN and Apprentice Committee	Dr. Neelam Hooda	Convener	
	Dr. Satya Prakash	Member	
	Sh. Jogender Singh	Member	

Note: In addition to above duties, any other work can be assigned by the Principal as and when required in the best interest of institution.

Principal
Govt. College for Women
GCW Lakhna Majra, Rohtak