

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

ANNUAL DUTY LIST

(Session 2025-2026)

Memo No. 6881

Date: 04/07/2025

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	Student Activity Coordinator	W
	Dr. Anjali Maan	Registrar	huv
	Dr. Asha	IQAC Coordinator	Ph
	Dr. Neelam	Infrastructure Development Coordinator	leela
	Dr. Satya Parkash	Bursar	Pr
	Concerned Incharges	Member	
2.Public Information Office	PRINCIPAL	First Appellate Authority	
	Mrs. Anita Amani	SPIO	H
	Dr. Naveen	ASPIO	me
	Mr. Pardeep	Comp. Inst.	
3. Admission Committee	Dr. Anjali Maan	Overall Incharge UG	huv
	Dr. Asha	Overall Incharge PG	huv
	Sh. Jogender Singh	Nodal Officer	huv
4.Internal Complaint Committee/Sexual harassment Committee/College Complaint Committee	PRINCIPAL	Presiding Officer	
	Mrs. Anita Amani	Convener	huv
	Dr. Anjali Maan	Member	huv
	Dr. Bhoomika	Member	huv
	Dr. Kavita	Women Cell Incharge	huv
	Ms. Pooja	Legal Literacy Cell Incharge	huv
	Mrs. Usha Rani, Sarpanch	External member	huv
5. Court Cases	Dr. Pradeep Siwach (Rakesh)	Convener	huv
	Dr. Naveen	Member	huv
	Dr. Rakesh Kumar	Member	huv
6. Equal Opportunity Cell	Dr. Neelam Hooda	Convener	huv
	Dr. Satya Prakash	Member	huv
	Dr. Subodh	Member	huv
7. HKRN/ Extension Lecturer/ Apprentice Committee	Dr. Asha	Convener	huv
	Dr. Sunil Dhankhar	Member	huv
	Dr. Pradeep Siwach	Member	huv
	Sh. Jogender Singh	Member	huv
8. Ph.D. Verification committee	Dr. Anjali Maan	Convener	huv
	Dr. Asha	Member	huv
	Dr. Pradeep Siwach	Member	huv
	Dr. Anuradha Nandal	Member	huv

9. Students' Redressal Committee	Dr. Suraksha	Convener	Suraksha
	Mrs. Indu	Member	Indu
	Sh. Arun Kumar	Member	Arun
10. Placement Cell / Career Counseling and Guidance Cell <i>1. Mr. Anita Amarnath</i>	Sh. Vinod Kumar <i>(Placement)</i>	Convener	Vinod
	Sh. Vijender Kumar	Member	Vijender
	Dr. Balram	Member	Balram
	Mrs. Seema, Ext. Lect.	Member	Seema
	Dr. Sunita	Convener	Sunita
11. Mentor- Mentee Club <i>2. Dr. Bhadrak</i>	Ms. Hemlata	Member	Hemlata
	Sh. Vinod Kumar	Member	Vinod
	Dr. Annu	Convener	Annu
12. Proctorial Duties	Dr. Alka	Member	Alka
	Sh. Vijender Kumar	Member	Vijender
	Dr. Satya Prakash	Convener	Satya
13. Alumni Association	Dr. Suraksha	Member	Suraksha
	Dr. Sunita	Member	Sunita
	Dr. Rakesh Kumar	Convener	Rakesh
14. Discipline Committee	Sh. Vinod Kumar	Member	Vinod
	Sh. Jogender Singh	Member	Jogender
	Sh. Navinder Singh	Member	Navinder
	Dr. Poonam, Ext. Lect.	Member	Poonam
	Dr. Anjali, Ext. Lect.	Member	Anjali
	Mrs. Seema, Ext. Lect.	Member	Seema
	Dr. Asha	Overall Incharge	Asha
15. Result and ACR	Dr. Suraksha	Convener	Suraksha
	Ms. Sonali	Member	Sonali
	Mrs. Indu	Member	Indu
	Dr. Mukesh Yadav	Member	Mukesh
	Registrar	Dr. Anjali Maan	Anjali
16. University Works	RR/CR work	Dr. Mukesh Yadav	Mukesh
	Sessional / Practical awards work	Dr. Heena	Heena
		Dr. Deepika	Deepika
	Absentee	Dr. Balram	Balram
		Dr. Poonam (Ext. Lect.)	Poonam
		Dr. Anjali (Ext. Lect.)	Anjali
	Annual Function	Dr. Kavita	Kavita
		Dr. Arun Kumar	Arun
		Dr. Rakesh Kumar	Rakesh
	Convocation Committee	Dr. Annu	Annu
		Ms. Pooja	Pooja
		Dr. Manisha	Manisha
	Prize, Medal and Certificates	Dr. Subodh Rani	Subodh
		Ms. Hemlata	Hemlata
		Dr. Anuradha Nandal	Anuradha

7. IQAC and NAAC Committee	Dr. Asha	Coordinator	<i>[Signature]</i>
	Ms. Sonali	Co-Coordinator	<i>[Signature]</i>
	Ms. Hemlata	(AISHE/NIRF)	<i>[Signature]</i>
		Matrix 1	<i>[Signature]</i>
	Dr. Sunil Dhankhar	Matrix 2	<i>[Signature]</i>
	Mrs. Indu	Matrix 3	<i>[Signature]</i>
	Dr. Pradeep Siwach (NEP)	Matrix 4	<i>[Signature]</i>
	Dr. Sunita	Matrix 5	<i>[Signature]</i>
	Dr. Suraksha	Matrix 6	<i>[Signature]</i>
	Dr. Deepika	Matrix 7	<i>[Signature]</i>
	Retired Principal	Member	
	SHO, Lakhan Majra	Member	
	Sh. Balbir Rathi	Social Activist	
	Parul, Alumni	Stakeholder	
	Khushbu, Alumni	Stakeholder	
	Sh. Rajesh Jain, Industrialist	Stakeholder	
	Sarpanch, Lakhan Majra	Stakeholder	
	Mrs. Suman, Parent	Stakeholder	
18. ERP	Dr. Sunil Dhankhar	Convener	<i>[Signature]</i>
	Sh. Anil Kumar	Assistant	<i>[Signature]</i>
19. Building Committee	Sh. Vijender Kumar	Convener	<i>[Signature]</i>
	Dr. Naveen	Member	<i>[Signature]</i>
	Sh. Vinod Kumar	Member	<i>[Signature]</i>
20. College Property Committee	Dr. Neelam	Convener	<i>[Signature]</i>
	Dr. Manisha Bedi	Wooden Items	<i>[Signature]</i>
	Dr. Anuradha Nandal	Metal & Glass	<i>[Signature]</i>
21. Cleanliness Committee	Dr. Neelam Hooda	Convener	<i>[Signature]</i>
	Dr. Rakesh Kumar	Member	<i>[Signature]</i>
	Dr. Poonam, Ext. Lect.	Member	<i>[Signature]</i>
	Mrs. Seema, Ext. Lect.	Member	<i>[Signature]</i>
	Mrs. Anjali, Ext. Lect.	Member	<i>[Signature]</i>
22. Time Table and Workload Committee	Dr. Sunil Dhankhar	Science	<i>[Signature]</i>
	Dr. Deepika	Commerce	<i>[Signature]</i>
	Mrs. Indu	Arts	<i>[Signature]</i>
23. Scholarship and Stipend/ SC/ST Cell	Mrs. Mukesh Yadav	Member	<i>[Signature]</i>
	Dr. Sunita	Member	<i>[Signature]</i>
24. Divyang Jan Welfare Committee	Mrs. Anita Amani	Convener	<i>[Signature]</i>
	Dr. Anjali, Ext. Lect.	Member	<i>[Signature]</i>
	Dr. Poonam, Ext. Lect.	Member	<i>[Signature]</i>
25. Central Purchase Committee	Dr. Sunil Dhankhar	Convener	<i>[Signature]</i>
	Dr. Naveen	Member	<i>[Signature]</i>
	Dr. Suraksha	Member	<i>[Signature]</i>
26. Physical Stock Verification Committee	Dr. Anuradha Nandal	Convenor	<i>[Signature]</i>
	Dr. Heena	Member	<i>[Signature]</i>
	Dr. Subodh Rani	Member	<i>[Signature]</i>

27. Youth Red Cross Society (YRC) and Red Ribbon Society <i>Anti-drugs/Anti-Tobacco Committee</i>	Dr. Neelam Hooda	Convener	<i>deek</i>
	Dr. Deepika	Member	<i>Deepika</i>
	Mrs. Indu <i>Sh. Jogender Singh</i>	Member	<i>Indu</i>
	Sh. Jogender Singh	Convener	<i>Sh. Jogender Singh</i>
28. IT Related Works/ Broad Band	Dr. Heena	Member	<i>Heena</i>
	Dr. Kavita	Member	<i>Kavita</i>
	Dr. Pradeep Siwach	Member	<i>Pradeep Siwach</i>
	Dr. Sunil Dhankhar	Member	<i>Sunil Dhankhar</i>
29. Biometric/CCTV/ Smart Boards	Sh. Anil Kumar	Member	<i>Anil Kumar</i>
	Dr. Manisha Bedi	Unit-I (P.O.)	<i>Manisha Bedi</i>
	Mrs. Monika Kaushik	Unit-II (P.O.)	<i>Monika Kaushik</i>
	Sh. Sukhbir	Unit-I	<i>Sukhbir</i>
30. National Service Scheme (N.S.S.)	Sh. Sandeep	Unit-II	<i>Sandeep</i>
	Dr. Sunita	Nodal Officer	<i>Sunita</i>
	Dr. Anjali, Ext. Lect.	Member	<i>Anjali</i>
	Dr. Deepika	Convener	<i>Deepika</i>
31. RUSA	Mrs. Indu	Member	<i>Indu</i>
	Dr. Bhoomika	Member	<i>Bhoomika</i>
	Sh. Arun Kumar	Convener	<i>Arun Kumar</i>
	Sh. Jogender Singh	Member	<i>Jogender Singh</i>
32. Earn While You Learn	Dr. Balram	Member	<i>Balram</i>
	Dr. Asha	Convener	<i>Asha</i>
	Dr. Sunil Dhankhar	Member	<i>Sunil Dhankhar</i>
	Sh. Anil Kumar	Assistant	<i>Anil Kumar</i>
33. Electricity & Gen. Set Maintenance	Ms. Pooja	Convener	<i>Pooja</i>
	Dr. Naveen	Member	<i>Naveen</i>
	Sh. Vinod Kumar	Member	<i>Vinod Kumar</i>
	Dr. Kavita	Convener	<i>Kavita</i>
34. HRMS/MIS Portal	Dr. Subodh Rani	Member	<i>Subodh Rani</i>
	Dr. Sunita	Member	<i>Sunita</i>
	Dr. Alka	Convener	<i>Alka</i>
	Dr. Hemlata	Co- Convener	<i>Hemlata</i>
35. Auction Committee	Literary		
	Sh. Arun Kumar	Member	<i>Arun Kumar</i>
	Dr. Annu	Member	<i>Annu</i>
	Dr. Balram	Member	<i>Balram</i>
	Dr. Sunita	Member	<i>Sunita</i>
	Fine Arts		
	Dr. Bhoomika	Member	<i>Bhoomika</i>
	Dr. Deepika	Member	<i>Deepika</i>
	Ms. Sonali	Member	<i>Sonali</i>
	Mrs. Indu	Member	<i>Indu</i>
36. Women Empowerment Cell/Gender Studies			
37. Cultural & Co-Curricular Society, Youth Festival & Folk Festival			

	Cultural		
	Dr. Anuradha Nandal	Member	A m K A S P P P
	Dr. Mukesh Yadav	Member	
	Sh. Vinod Kumar	Member	
	Dr. Sunita	Member	
	Mrs. Seema	Member	
	Mrs. Anjali, Ext. Lect.	Member	
	Dr. Poonam, Ext. Lect.	Member	
38. Subject Societies			
a) Social Science Society	Mrs. Mukesh Yadav	Convener	A m K
	Dr. Rakesh Kumar	Member	
	Dr. Kavita	Member	
b) Commerce and Economics Society	Dr. Satya Parkash	Convener	A m K A S P P P
	Dr. Deepika Kumari	Member	
	Dr. Suraksha	Member	
	Mrs. Alka	Member	
c) Science Society	Mrs. Sonali	Convener	A m K A S P P P
	Mrs. Anita Amani	Member	
	Dr. Anjali Maan	Member	
	Dr. Pradeep Siwach	Member	
	Dr. Sunil Dhankhar	Member	
	Dr. Naveen	Member	
	Dr. Heena	Member	
	Dr. Manisha Bedi	Member	
	Sh. Jogender Singh	Member	
d) Home Science Society	Dr. Asha	Convener	A m K
	Mrs. Indu	Member	
e) Geography Society	Mrs. Monika Kaushik	Convener	A m K A S P P P
	Dr. Anuradha	Member	
	Ms. Hemlata	Member	
	Dr. Subodh Rani	Member	
	Ms. Pooja	Member	
	Sh. Navinder	Member	
f) Psychology Society	Dr. Bhoomika	Convener	A m K
	Sh. Vinod Kumar	Member	
g) Mathematics Society	Dr. Neelam Hooda	Convener	A m K
	Sh. Vijender Khushal	Member	
h) Science Exhibition	Ms. Sonali	Convener	A m K
	Concerned HODs	Members	
39. Road Safety & Traffic Interpretation Centre/ Learner's License/Bus Pass/Passport	Dr. Rakesh Kumar (Pardip)	Convener	A m K A S P P P
	Sh. Jogender Singh	Member	
	Mrs. Seema, Ext. Lect.	Member	
	Mrs. Anjali, Ext. Lect.	Member	
40. Legal Literacy Cell and Human Rights Club and Anti Ragging Club	Ms. Pooja	Convener	A m K
	Dr. Balram	Member	
	Sh. Arun Kumar	Member	

41. Eco Club/ Beautification Committee/Environment Society	Sh. Navinder Singh	Convener	✓
	Sh. Jogender Singh	Member	✓
	Ms. Hemlata	Member	✓
	Dr. Balram	Member	✓
	Ms. Sonali (Botanical Garden)	Member	✓
42. Office Expenditure	Dr. Asha	Convener	✓
	Ms. Sonali	Member	✓
	Mrs. Indu	Member	✓
	Sh. Anil Kumar	Assistant	✓
43. Printing Committee	Sh. Arun Kumar	Convener	✓
	Dr. Pradeep Siwach	Member	✓
	Dr. Annu	Member	✓
44. Tent & Shamiyana Committee/ Sound/ Mic System arrangement	Dr. Heena	Convener	✓
	Dr. Rakesh Kumar	Member	✓
	Mrs. Seema	Member	✓
	Mrs. Anjali, Ext. Lect.	Member	✓
45. Refreshment Committee	Mrs. Indu	Convener	✓
	Mrs. Sonali	Member	✓
	Dr. Deepika	Member	✓
46. Decoration Committee/ Notice Boards/ Thought of the day	Dr. Bhoomika	Convener	✓
	Dr. Sunita	Member	✓
	Dr. Poonam, Ext. Lect.	Member	✓
	Dr. Anjali, Ext. Lect.	Member	✓
47. Drinking Water Arrangement Committee	Dr. Naveen	Convener	✓
	Dr. Manisha Bedi	NSS PO I	✓
	Mrs. Monika Kaushik	NSS PO II	✓
48. Sports Committee/ Yoga Club	Sh. Jogender Singh	Convener	✓
	Dr. Pradeep Siwach	Member	✓
	Dr. Manisha Bedi	Member	✓
	Mrs. Indu	Member	✓
	Dr. Anjali, Ext. Lect.	Member	✓
49. Library Committee	Sh. Navinder Singh	Convener	✓
	Dr. Heena	Member	✓
	Dr. Mukesh Yadav	Member	✓
	Mrs. Seema, Ext. Lect.	Member	✓
	Sh. Sukhbir	Lab Attendant	✓
50. Press Media and Photography, Facebook page of college/Media Club/ College Website	Dr. Suraksha	Convener	✓
	Dr. Heena	Member	✓
	Dr. Annu	Member	✓
	Dr. Sunita	Member	✓
51. Income tax Committee	Dr. Deepika	Convener	✓
	Dr. Neelam Hooda	Member	✓
	Sh. Vijender	Member	✓
52. Tour Committee	Mrs. Sonali	Convener	✓
	Sh. Navinder Singh	Member	✓
	Mrs. Seema, Ext. Lect.	Member	✓

2. Disaster Management Club	Dr. Heena	Convener	
	Dr. Rakesh Kumar	Member	
54. Common Weal/ Social Out Reach/ Sahyog Committee	Dr. Alka	Convener	
	Dr. Rakesh Kumar	Member	
	Dr. Vijender Kumar	Member	
55. College Magazine Editorial board	Dr. Pradeep Siwach	Convener	
	Dr. Heena	Member	
	Dr. Naveen	Member	
	Sh. Arun Kumar	Member	
	Dr. Balram	Member	
56. Annual Report Committee	Dr. Suraksha	Editor-in-chief	
	Dr. Heena	Science Section	
	Dr. Anuradha Nandal	Hindi section	
	Dr. Sunita	English Section	
	Dr. Poonam, Ext. Lect.	Hindi Section	
	Mrs. Anjali, Ext. Lect.	English section	
57. Important Days Celebration Club	Ms. Hemlata	Convener	
	Dr. Subodh	Member	
	Dr. Rakesh Kumar	Member	
58. Gati Shakti	Ms. Pooja	Nodal Officer	
	Sh. Vijender Kumar	Member	
	Sh. Vinod Kumar	Member	
59. Electoral Club	Dr. Naveen	Convener	
	Sh. Arun Kumar	Member	
	Dr. Mukesh Yadav	Member	
60. Medical Bills Reimbursement Committee	Dr. Sunil Dhankhar	Convener	
	Dr. Pradeep Siwach	Member	
	Sh. Navinder 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.

Indu Sharma
04.07.25
Principal
Govt. College for Women
Lakhan Majra (Rohtak)