

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

ANNUAL DUTY LIST

(Session 2026-2027)

Memo No. 8162

Date: 06/07/26

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 Maan	Member	
	Dr. Asha	Member	
	Dr. Neelam	Member	
	Dr. Satya Prakash	Member	
	Concerned Incharges	Member	
2. Public Information Office	PRINCIPAL	First Appellate Authority	
	Dr. Satya Prakash	SPIO	
	Dr. Naveen	ASPIO	
3. College Proctor / Senior Tutor	Mrs. Anita Amani	Proctor	
4. Registrar / Dy. Registrar	Dr. Anjali Maan	Registrar	
	Dr. Neelam	Dy. Registrar	
5. Administrative Assistants	Dr. Asha	Principal Secretary	
	Mrs. Sonali	Staff Secretary	
6. Bursar	Dr. Suraksha	Bursar	
7. Admission Committee	Dr. Anjali Maan	Overall Incharge UG	
	Dr. Asha	Overall Incharge PG	
	Sh. Jogender Singh	Nodal Officer	
8. IQAC and NAAC Committee	Dr. Asha	Coordinator	
	Mrs. Sonali	Co-Coordinator	
	Dr. Pradeep Siwach (NEP & NEEV)	Matrix 1	
	Dr. Pradeep Maan	Matrix 2	
	Mrs. Indu	Matrix 3	
	Dr. Sunil Dhankhar	Matrix 4	
	Dr. Praveen Punia	Matrix 5	
	Dr. Suraksha	Matrix 6	
	Dr. Deepika	Matrix 7	
	Retired Principal	Member	
	SHO, Lakhan Majra	Member	
	Sh. Balbir Rathi	Social Activist	
	Parul, Alumni	Stakeholder	
	Khushbu, Alumni	Stakeholder	
	Industrialist	Stakeholder	
	Sarpanch, Lakhan Majra	Stakeholder	
	Mrs. Suman, Parent	Stakeholder	
9. University Works	Dr. Anjali Maan	Registrar	
	Dr. Neelam	Deputy Registrar	
	Dr. Deepika	Member	
	Sh. Arun Kumar	Member	
	Dr. Mukesh Yadav	Member	
	Dr. Naveen	Member	
	Dr. Subodh Rani	Member	
	Dr. Heena	Member	

	Dr. Balram	Member	Balram
	Mrs. Hemlata	Member	Hemlata
	Dr. Sumit RANI	Member	Sumit
	Dr. Anlaji Ext.	Member	Anlaji
10. HKRN/ Extension Lecturer/ Apprentice Committee / Tender Committee	Dr. Satyaprakash	Convener	Satyaprakash
	Sh. Vinod Kumar	Member	Vinod
	Sh. Vijender Kumar	Member	Vijender
	Sh. Jogender Singh	Member	Jogender
	Dr. Rakesh Kumar	Member	Rakesh Kumar
11. HRMS/MIS Portal/ ERP/College Website	Dr. Sunil Dhankhar	Convener	Sunil
	Mrs. Sonali	Member	Sonali
	Dr. Praveen Punia	Member	Praveen
12. Internal Complaint Committee/Sexual harassment Committee/College Complaint Committee	Principal	Presiding Officer	Principal
	Mrs. Anita Amani	Convener	Anita
	Dr. Anjali Maan	Member	Anjali
	Dr. Alka	Member	Alka
	Dr. Kavita	Women Cell Incharge	Kavita
	Sh. Vinod Kumar	Legal Literacy Cell Incharge	Vinod
	Mrs. Usha Rani, Sarpanch	External member	Usha Rani
13. Court Cases	Dr. Balram	Convener	Balram
	Dr. Rakesh Kumar	Member	Rakesh
	Dr. Pradeep Siwach	Member	Pradeep
14. Equal Opportunity Cell	Dr. Neelam Hooda	Convener	Neelam
	Dr. Satya Prakash	Member	Satya
	Dr. Subodh Rani	Member	Subodh
15. Time Table and Workload Committee	Dr. Pradeep Maan	Overall Incharge	Pradeep
	Dr. Sunil Dhankhar	Science	Sunil
	Dr. Deepika	Commerce	Deepika
	Mrs. Indu	Arts	Indu
16. Ph.D. Verification committee	Dr. Asha	Convener	Asha
	Dr. Deepika	Member	Deepika
	Dr. Pradeep Siwach	Member	Pradeep
17. Students' Redressal Committee	Mrs. Anita Amani	Convener	Anita
	Sh. Arun Kumar	Member	Arun
	Dr. Annu	Member	Annu
18. Divyang Jan Welfare Committee	Mrs. Anita Amani	Convener	Anita
	Dr. Annu	Member	Annu
	Dr. Poonam, Ext. Lect.	Member	Poonam
19. Scholarship and Stipend/ SC/ST Cell	Dr. Mukesh Yadav	Convener	Mukesh
	Dr. Sunita	Member	Sunita
	Sh. Parveen Punia	Member	Parveen
20. Central Purchase Committee	Dr. Pradeep Maan	Convener	Pradeep
	Dr. Sunil Dhankhar	Member	Sunil
	Dr. Alka	Member	Alka
21. Office Expenditure	Mrs. Anita Amani	Convener	Anita
	Dr. Asha	Member	Asha
	Dr. Pradeep Maan	Member	Pradeep
22. Library Committee	Sh. Navinder Singh	Convener	Navinder
	Mrs. Hemlata	Member	Hemlata

		Dr. Heena	Member	CCL
		Dr. Manisha Bedi	Member	(M)
		Mrs. Seema, Ext. Lect.	Member	
23.	Building and Infrastructure Committee	Dr. Naveen	Convener	me
		Sh. Vijender Kumar	Member	(M) VJ
		Dr. Manisha Bedi	Member	
24.	College Property Committee	Sh. Vinod Kumar	Convener	
		Mrs. Hemlata	Member	
		Sh. Jogender Singh	Member	
25.	Computer and IT Works	Sh. Jogender Singh	Convener	
		Dr. Pradeep Siwach	Member	
		Dr. Kavita	Member	
26.	Broadband/CCTV/ Biometrics/Smart Board	Dr. Pradeep Maan	Convener	
		Dr. Sunil Dhankhar	Member	
		Dr. Praveen Punia	Member	
27.	Electricity & Gen. Set Maintenance	Sh. Vijender Kumar	Convener	
		Sh. Jogender Singh	Member	
		Dr. Balram	Member	
28.	Medical Bills Reimbursement Committee	Dr. Pradeep Maan	Convener	
		Mrs. Sonali	Member	
		Sh. Navinder Singh	Member	
29.	Auction Committee	Ms. Pooja	Convener	
		Dr. Naveen	Member	
		Sh. Vinod Kumar	Member	
30.	Proctorial Duties	Dr. Alka	Convener	
		Dr. Annu	Member	
		Sh. Vijender Kumar	Member	
31.	Result Committee	Mrs. Sonali	Convener	
		Dr. Deepika	Member	
		Mrs. Indu	Member	
		Sh. Vijender Kumar	Member	
		Dr. Kavita	Member	
32.	Internship Committee	Dr. Pradeep Siwach	Convener	
		Dr. Arun Kumar	Member	
		Dr. Mukesh Yadav	Member	
33.	Placement Cell	Dr. Naveen	Convener	
		Mr. Vinod Kumar	Member	
		Sh. Vijender Kumar	Convener	
		Dr. Sunita	Member	
		Mrs. Seema, Ext. Lect.	Member	
34.	Career Counselling and Guidance cell/NTF	Dr. Bhoomika	Convener	
		Sh. Vinod Kumar	Member	
35.	National Service Scheme (N.S.S.)	Dr. Madhubala Manisha	Unit-I (P.O.)	
		Dr. Baljeet Kaur	Unit-II (P.O.)	
36.	Youth Red Cross Society (YRC) and Red Ribbon Society/ Anti-drugs and Anti-tobacco Committee	Sh. Jogender Singh	Convener	
		Dr. Subodh Rani	Member	
		Dr. Sumit RANI	Member	
37.	Women Empowerment Cell/ Gender Studies	Dr. Kavita	Convener	
		Dr. Manisha Bedi	Member	

38	Earn While You Learn	Dr. Sunita	Member	
		Mrs. Indu	Convener	
		Dr. Bhoomika	Member	
		Dr. Deepika	Member	
34	Legal Literacy Cell and Human Rights Club/ Anti-Ragging Club	Sh. Vinod Kumar	Convener	
		Dr. Balram	Member	
		Mrs. Hemlata	Member	
40	Mentor-Mentee Club	Ms. Hemlata	Convener	
		Sh. Vinod Kumar	Member	
		Mr. Parveen Punia	Member	
41	Road Safety & Traffic Interpretation Centre/ Learner's License/Passport	Dr. Rakesh Kumar	Convener	
		Sh. Jogender Singh	Member	
		Mrs. Anjali, Ext. Lect.	Member	
42	Eco Club and Environment Society	Dr. Pradeep Maan	Convener	
		Sh. Vijender Kumar	Member	
		Sh. Navinder Singh	Member	
		Mrs. Sonali	Member	
		Ms. Pooja	Member	
43	Absentee/ Name struck off committee	Dr. Balram	Convener	
		Dr. Poonam (Ext. Lect.)	Member	
		Dr. Anjali (Ext. Lect.)	Member	
44	Cleanliness Committee	Dr. Rakesh Kumar	Convener	
		Dr. Sumit RANI	Member	
		Dr. Poonam, Ext. Lect.	Member	
		Mrs. Seema, Ext. Lect.	Member	
		Mrs. Anjali, Ext. Lect.	Member	
45	Beautification Committee	Dr. Anuradha Nandal	Convener	
		Mrs. Sonali	Member	
		Dr. Baljeet Kaur	Member	
46	Physical Stock Verification Committee	Dr. Anuradha Nandal	Convenor	
		Dr. Heena	Member	
		Dr. Subodh Rani	Member	
47	RUSA	Dr. Sunita	Nodal Officer	
		Dr. Anjali, Ext. Lect.	Member	
48	AISHE/ NIRF/ IDP Committee	Ms. Pooja	Convenor	
		Dr. Baljeet Kaur	Member	
		Sh. Jogender Singh	Member	
49	Important Days Celebration Club	Dr. Sachin Dalal	Convener	
		Dr. Rakesh Kumar	Member	
		Dr. Subodh Rani	Member	
50	Cultural & Co-Curricular Society, Youth Festival & Folk Festival/Literary Society	Dr. Alka	Convener	
		Dr. Madhubala	Co-Convener	
		Literary		
		Sh. Arun Kumar	Member	
		Dr. Balram	Member	
		Dr. Annu	Member	
		Dr. Baljeet Kaur	Member	
		Dr. Sunita	Member	
		Dr. Madhubala	Member	
		Dr. Sumit RANI	Member	

Mrs. Anjali, Ext. Lect.	Member	AB
Dr. Poonam, Ext. Lect.	Member	Poonam
Fine Arts		
Dr. Bhoomika	Member	Bhoomika
Dr. Kavita	Member	Kavita
Dr. Sumit RANI	Member	Sumit
Mrs. Indu	Member	Indu
Cultural		
Dr. Manisha Bedi	Member	Manisha
Ms. Pooja	Member	Pooja
Sh. Vinod Kumar	Member	Vinod
Dr. Sunita	Member	Sunita
Mrs. Seema	Member	Seema
Mrs. Anjali, Ext. Lect.	Member	Anjali
Dr. Poonam, Ext. Lect.	Member	Poonam

51. Subject Societies

a) Social Science Society	Mrs. Mukesh Yadav	Convener	Mukesh
	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
	Dr. Alka	member	Alka
	Mrs. Seema Ahlawat	Member	Seema
c) Science Society	Mrs. Anita Amani	Dean of Sciences	Anita
	Dr. Anjali Maan	Coordinator	Anjali
	Mrs. Sonali	Conference	Sonali
	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
	Dr. Praveen Punia	Member	Praveen
d) Home Science Society	Dr. Asha	Convener	Asha
	Mrs. Indu	Member	Indu
e) Geography Society	Dr. Anuradha	Member	Anuradha
	Ms. Hemlata	Member	Hemlata
	Dr. Subodh Rani	Member	Subodh
	Ms. Pooja	Member	Pooja
	Sh. Navinder	Member	Navinder
f) Psychology Society	Dr. Bhoomika	Convener	Bhoomika
	Sh. Vinod Kumar	Member	Vinod
g) Mathematics Society	Dr. Neelam Hooda	Convener	Neelam
	Sh. Vijender Singh	Member	Vijender
h) Science Exhibition	Dr. Manisha Bedi	Convener	Manisha
	Concerned HODs	Members	HODs
Sports Committee/ Yoga Club	Dr. Sachin Dalal	Convener	Sachin

52.	Annual Function and Prize Distribution Committee	Sh. Jogender Singh	Member	Int
		Dr. Pradeep Siwach	Member	Pradeep
		Dr. Manisha Bedi	Member	Manisha
		Dr. Anjali, Ext. Lect.	Member	AS
53.	Convocation Committee	Dr. Subodh Rani	Convener	Subodh
		Dr. Anuradha Nandal	Member	✓ 20
		Dr. Heena	Member	CCL
		Dr. Mukesh Yadav	Convener	AS
54.	Alumni Association	Dr. Annu	Member	AS
		Ms. Pooja	Member	AS
		Dr. Satya Prakash	Convener	AS
		Dr. Sunita	Member	AS
55.	College Magazine Editorial board	Dr. Sachin Dalal	Member	AS
		Dr. Pradeep Siwach	Editor-in-chief	Pradeep
		Dr. Bhoomika	Member	AS
		Sh. Arun Kumar	Member	AS
56.	Annual Report Committee	Dr. Baljeet Kaur	Member	AS
		Mrs. Seema Ahlawat (Ext)	Member	AS
		Dr. Sumit RANI	Convener	AS
		Dr. Anuradha Nandal	Member	AS
57.	Printing Committee	Dr. Sunita	Member	AS
		Dr. Pradeep Siwach	Convener	Pradeep
		Dr. Alka	Member	Alka
		Dr. Rakesh Kumar	Member	AS
58.	Tent & Shamiyana Committee/ Sound/ Mic System	Dr. Sachin Dalal	Convener	AS
		Mrs. Anjali, Ext. Lect.	Member	AS
		Dr. Deepika	Member	AS
		Mrs. Indu	Member	AS
59.	Refreshment Committee	Mrs. Seema, Ext. Lect.	Member	AS
		Dr. Bhoomika	Convener	AS
		Dr. Deepika	Member	AS
		Dr. Sumit RANI	Member	AS
60.	Decoration Committee/ Notice Boards/ Thought of the day	Dr. Poonam, Ext. Lect.	Member	AS
		Dr. Anjali, Ext. Lect.	Member	AS
		Mrs. Indu	Convener	AS
		Dr. Deepika	Member	AS
61.	College Canteen Committee	Sh. Vijender	Member	AS
		Dr. Pradeep Siwach	Convener	Pradeep
		Dr. Heena	Member	CCL
		Sh. Navinder	Member	AS
62.	Bus pass	Sh. Arun Kumar	Convener	AS
		Dr. Madhubala	NSS PO I	AS
		Dr. Baljeet Kaur	NSS PO II	AS
		Dr. Suraksha	Convener	AS
63.	Drinking Water Arrangement Committee	Dr. Heena	Member	CCL
		Dr. Baljeet Kaur	Member	AS
		Dr. Sunita	Member	AS
		Dr. Suraksha	Convener	AS
64.	Press Media and Photography, Facebook page of college/Media Club	Dr. Heena	Member	CCL
		Dr. Baljeet Kaur	Member	AS
		Dr. Sunita	Member	AS
		Dr. Suraksha	Convener	AS

65.	Income tax Committee	Dr. Sachin Dalal	Member	<i>[Signature]</i>
		Dr. Neelam Hooda	Convener	<i>[Signature]</i>
		Dr. Satyaprakash	Member	<i>[Signature]</i>
		Sh. Vijender <i>Kumar</i>	Member	<i>[Signature]</i>
		Dr. Naveen	Member	<i>[Signature]</i>
66.	Tour Committee	Dr. Manisha Bedi	Convener	<i>[Signature]</i>
		Sh. Navinder	Member	<i>[Signature]</i>
		Ms. Pooja	Member	<i>[Signature]</i>
67.	Disaster Management Club	Dr. Heena	Convener.	<i>[Signature]</i> CCL
		Dr. Rakesh Kumar	Member	<i>[Signature]</i>
		Ms. Pooja	Member	<i>[Signature]</i>
68.	Common Weal/ Social Out Reach/Gati Shakti Committee	Dr. Parveen Punia	Convener	<i>[Signature]</i>
		Dr. Alka	Member	<i>[Signature]</i>
		Dr. Vijender Kumar	Member	<i>[Signature]</i>
69.	Electoral Club	Dr. Naveen	Convener	<i>[Signature]</i>
		Sh. Arun Kumar	Member	<i>[Signature]</i>
		Dr. Mukesh Yadav	Member	<i>[Signature]</i>
70.	Discipline Committee	Dr. Sachin Dalal	Convener	<i>[Signature]</i>
		Sh. Vinod Kumar	Member	<i>[Signature]</i>
		Sh. Jogender Singh	Member	<i>[Signature]</i>
		Sh. Navinder Singh	Member	<i>[Signature]</i>
		Dr. Poonam, Ext. Lect.	Member	<i>[Signature]</i>
		Dr. Anjali, Ext. Lect.	Member	<i>[Signature]</i>
		Mrs. Seema, Ext. Lect.	Member	<i>[Signature]</i>

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.

[Signature]
Principal
Govt. College for Women
Lakhan Majra (Rohtak)
06.07.26