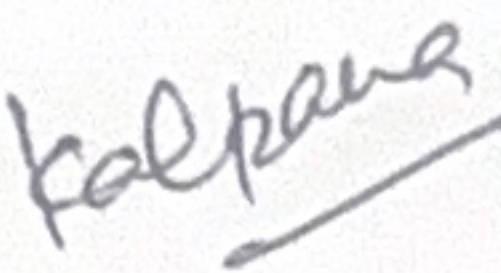
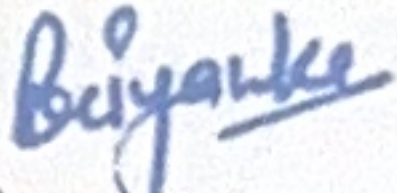


Govt. College Barwala, Panchkula
Revised Annual Duties List (Session 2023-24) w.e.f. 01.07.2024

No.	Date:
1. College Council-	Dr. Vinay Yadav Ms. Kompal Aggarwal Dr. Harvandna  Dr. Nisha Raj Ms. Rohini
2. Chief Proctor-	Dr. Harvandna 
3. College Bursar-	Dr. Harvandna 
4. Staff Secretary-	Dr. Kalpana Hooda 
5. Social Secretary-	Dr. Shubha
6. Absentee/ NSO/ Lecture Shortage	Ms. Priyanka (Commerce & Science)  Mr. Arman (Arts & Computer Science) Ms. Jasvinder Kaur (L.L.I.)
7. Alumni Association-	Dr. Mamta Rani Ms. Aman Dr. Nisha Raj
8. Annual Report/Magazine-	Mr. Arman (C) Dr. Anoop Kumar (CC) Dr. Veenu Saini Ms. Jasvinder Kaur (LLI)
9. Anti Ragging/Grievances/ICC & Sexual Harassment Committee	Dr. Vinay Yadav Dr. Harvandna  Dr. Anoop Kumar Mr. Neeraj Rohilla Members to be added (3 students & 1 NGO)
10. Building Maintenance & Public Health	Dr. Vinay Yadav (C) (Electricity) Mr. Arman (All Labs & Rooms, GYM) Dr. Ranbir Singh (Water Arrangement) Ms. Aman (Maintenance of Washrooms) Ms. Kompal Aggarwal (Auditorium, Principal Office) Mr. Pardeep Kumar (LA) (Canteen, Roof of Building) Mr. Sanjeev Kumar (Mali) (To Assist All)
11. Bus Pass-	Mr. Arman (C) Ms. Shahina (CI)
12. Canteen & Outsourcing/HKRN/ National Apprenticeship Promotion Scheme (NAPS) Committee	Ms. Sandhya (C)  Ms. Aman Dr. Rakesh Kumar Ms. Shahina (CI)



**13. CCTV/Camera/Telephone/Internet/
ERP/ Website/Feedback**

Dr. Namrata Jain (Bio-Metric Attendance, CCT
Telephone/Electronics/ERP)
Ms. Seema Grewal (Website Maintenance & Social
Mr. Naveen (C.A) (To assist Dr. Namrata)
Ms. Shahina (To assist Ms. Seema)

14. Cleanliness Committee-

Ms. Aman (C)
Ms. Sandhya *Sandhya*
Ms. Seema Grewal
Ms. Priyanka *Priyanka*
All Mali, Sweepers

15. Court Case Committee-

Dr. Rakesh Kumar (C)
Dr. Ranbir Singh

16. Crid Data Updation-

Mr. Pardeep Kumar
Mr. Krishan Kumar (LA) *K*
Mr. Naveen (CA)

17. CSR Funding Committee-

Dr. Vinay Yadav (C)
Dr. Harvandna *H*
Dr. Nisha Raj
Dr. Rakesh Kumar

**18. Cultural Committee-
(Talent Search, Preparing Students /teams
for Youth Festival , Ratnavali & Other
Cultural Competition)**

Dr. Ranbir Singh (C)
Mr. Neeraj Rohilla
Dr. Shubha
Ms. Rubi Mangla

19. Day Celebration-

Ms. Rohini (C)
Ms. Priyanka *Priyanka*
Ms. Ankur (CI)

20. Discipline Committee

Dr. Harvandna (C) *H*
Dr. Anoop Kumar
Dr. Namrata Jain
All LA's

**21. Dispensary &
Counseling Cell**

Dr. Shubha
Ms. Priyanka *Priyanka*
Ms. Jasvir Kaur, LA

22. Earn while you learn-

Dr. Namrata Jain (C)
Dr. Veenu Saini
Dr. Mamta Rani
Ms. Ankur (CI)

23. Educational Tour -

Mr. Arman (Boys)
Dr. Anoop Kumar (Boys)
Dr. Namrata Jain (Girls)
Ms. Jasvir Kaur, LA

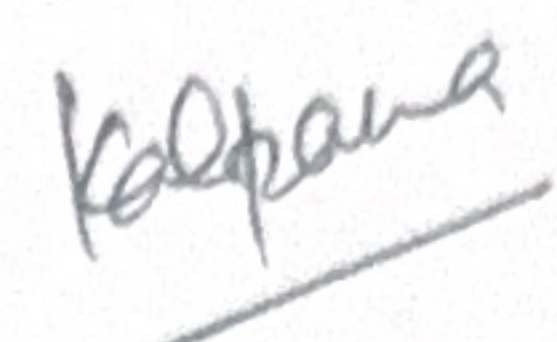
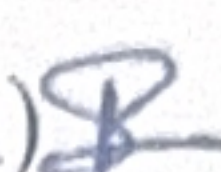
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Event Management Committee-

Concerned Dept.
Bursar 
Dept. LA (wherever applicable)
Ms. Shahina for Projector Installation
Mr. Naveen (Computer Attendant)
Sweepers
Peons

25. EVS & ECO Club-

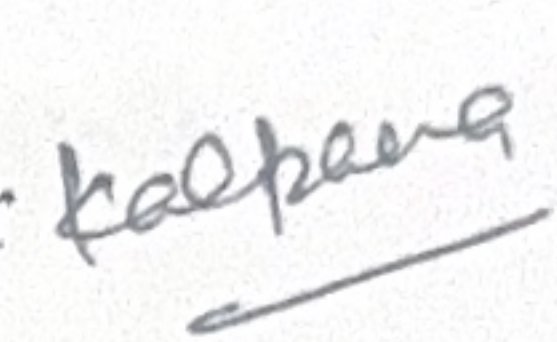
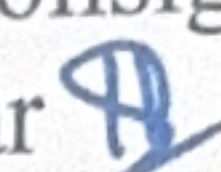
(Land skipping, Solid Liquid & e-waste
Management, Tobacco & Polythene Free
Institution making, conservation of
Resources

Dr. Kalpana Hooda (C) 
Dr. Aparna Sharma
Dr. Shubha
NSS PO's
YRC Incharge
Mr. Krishan Kumar (LA) 

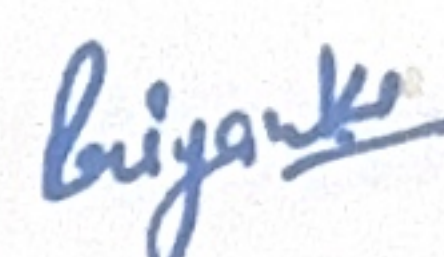
26. Feedback Committee -

Ms. Rubi Mangla (C)
Dr. Veenu Saini
Dr. Anju Dhull
Ms. Jasvinder Kaur (LLI)

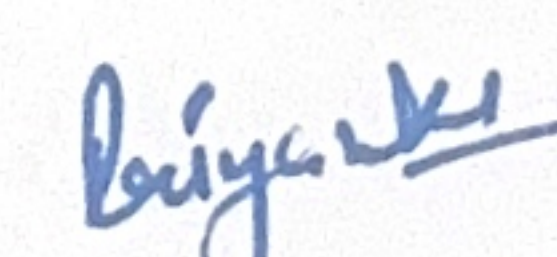
27. GeM Committee-

Dr. Neeraj Rohilla - Buyer
Dr. Kalpana Hooda - Buyer 
Mr. Parveen - Consignee
Ms. Seema Grewal - Consignee
Dr. Harvandna - Bursar 
Concerned HOD/ Committee Convener

28. GYM-

Mr. Arman (Boys)
Ms. Priyanka (Girls) 

29. Hospitality/Refreshment Committee-

Ms. Priyanka (C) 
Dr. Aparna Sharma
Dr. Shubha
Ms. Jasvir Kaur (LA)

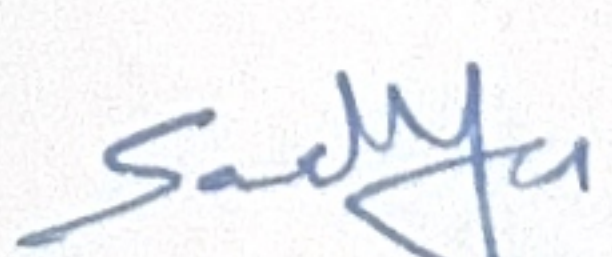
30. HRMS/MIS Data Updation-

Ms. Seema Grewal (C)
Ms. Shahina (CI)
Mr. Deepak Kumar, Clerk

31. Income Tax-

Ms. Rubi Mangla (C)
Dr. Kalpana Hooda
Ms. Aman

32. Incubation Centre-

Ms. Sandhya (C) 
Ms. Seema Grewal
Mr. Parveen
Mr. Naveen (CA)

U

33. Internship Cell-

Ms. Rubi Mangla (Internship Coordinator)
Dr. Shubha (Internship Supervisor)
Dr. Rakesh Kumar (Science)
Dr. Ranbir Singh (Arts)
Mr. Neeraj (Computer Science)
Dr. Kalpana Hooda (Commerce)

34. IQAC/NAAC-

Dr. Nisha Raj (Overall Convenor)
Ms. Rohini (Convenor- IQAC)
Dr. Rakesh Kumar
Mr. Neeraj
Ms. Sandhya *Sandhya*
Ms. Aman
Dr. Veenu Saini
Dr. Aparna Sharma
Ms. Ankur (CI)
Ms. Jasvinder (LLI)

35. Learner's License & Passport Committee

Dr. Aparna Sharma (Learner License) (C)
Ms. Seema Grewal (Passport) (C)
Ms. Shahina (CI)

36. Legal Literacy Cell-

Dr. Namrata Jain (C)
Dr. Veenu Saini
Ms. Jasvir kaur (LA)

37. Library Advisory Committee-

Dr. Aparna Sharma (C)
Dr. Vinay Yadav
Dr. Harvandna-Bursar *H*
Dr. Nisha Raj
Members of Library Committee

38. Library Committee-

Dr. Aparna Sharma
Dr. Ranbir Singh
Mr. Pardeep (LA)

39. Mentor-Mentee-

Dr. Nisha Raj (C)
Mr. Parveen
Ms. Rubi Mangla
Dr. Rakesh Kumar

40. NCC- Boys

Dr. Ranbir Singh
Mr. Krishan Kumar, LA *K*

41. NEP

Dr. Rakesh Kumar (C)
Ms. Shahina

42. NSS Advisory Committee-

Dr. Vinay Yadav
Dr. Harvandna-Bursar *H*
Dr. Nisha Raj
Dr. Anoop Kumar (PO)
Dr. Anju Dhull (PO)

42

NSS- Boys

Dr. Anoop Kumar (PO)
Mr. Naveen (C.A)
Mr. Baljinder Singh (Mali)

44. NSS- Girls-

Dr. Anju Dhull (PO)
Ms. Jasvir Kaur, L.A
Mr. Sanjeev (Mali)

45. Online Admission Committee-
& Online Prospectus

Mr. Neeraj Rohilla (C)
Mr. Arman
Dr. Mamta Rani
Ms. Seema Grewal

46. Personality Development,
Soft Skill & Language Lab

Mr. Arman (C)
Ms. Priyanka *Priyanka*
Ms. Jasvinder (LLI)

47. Placement & Counseling Cell
Entrepreneur Development Committee -

Ms. Rubi Mangla (C)
Dr. Mamta Rani
Dr. Shubha
Dr. Neeraj Rohilla
Dr. Ranbir Singh
Mr. Naveen (CA)

48. Press Note (PRO) -

Mr. Arman (C)
Ms. Priyanka *Priyanka*
Mr. Naveen (CA)

49. Printing Committee-

Mr. Arman
Ms. Aman
Dr. Mamta Rani

50. Property Incharge -

Ms. Aman (C)
Dr. Mamta Rani
Ms. Seema Grewal
Mr. Rajiv, Mali

51. Red Cross/YRC/Red Ribbon Club-

Dr. Anoop Kumar (C)
Dr. Namrata Jain
Ms. Aman

52. Research & Development
& Intellectual Property Rights-

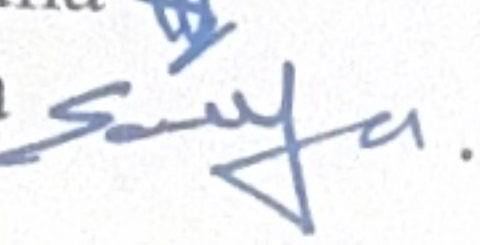
Dr. Nisha Raj (C)
Ms. Priyanka *Priyanka*
Ms. Rubi Mangla
Ms. Shahina (CI)

53. Result Verification-

Ms. Rohini Singla (C)
Ms. Sandhya *Sandhya*
Ms. Rubi Mangla

54. Road Safety Committee-

Dr. Anoop Kumar (C)
Dr. Anju Dhull

55. RTI-
Dr. Vinay Yadav (SPIO)
Dr. Harvandna (APIO) 
Mr. Deepak Kumar (Clerk)
56. PMUSHA/UGC/AISHE-
Dr. Rakesh Kumar (C)
Mr. Neeraj Rohilla
Dr. Aparna Sharma
Ms. Jasvinder (LLI)
57. Purchase Committee-
Dr. Rakesh Kumar (C)
Ms. Rohini
Dr. Shubha
58. Scholar Ship (SC, BC)
& Meritorious) -
Dr. Nisha Raj (Overall Convener & SC Scholarship)
Dr. Namarta Jain (Meritorious)
Ms. Aman (BC)
Ms. Jasvir Kaur, L.A (BC)
Ms. Jasvinder Kaur (LLI) (SC)
59. Science Board-
Dr. Rakesh (C)
Dr. Nisha Raj (CC)
Dr. Shubha
Ms. Kompal Aggarwal
Dr. Veenu Saini
60. Social Outreach Club-
Dr. Shubha (C)
Dr. Aparna Sharma
61. Sports Board-
Mr. Parveen (C)
Dr. Harvandna 
Ms. Sandhya 
62. Stock Verification
Committee-
Dr. Namrata Jain (C)
Dr. Veenu Saini
Mr. Pardeep Kumar
63. Subject Societies -
Concerned HODs
64. Time Table / Workload/
Chief Proctor-
Dr. Kompal Aggarwal (Convener & Comp. Sci. Incharge)
Dr. Anoop Kumar (Science)
Ms. Aman (Arts)
Dr. Mamta Rani (Commerce)
Ms. Jasvinder Kaur (LLI) (To Assist)
65. University Works/Exam forms
& Internal Assessment
Mr. Parveen (C)
Ms. Aman
Mr. Arman
Dr. Veenu Saini (Internal Assesment)
Dr. Shubha
Mr. Mohit, Clerk
- 

Women Cell-

Dr. Kalpana Hooda (C) Kalpana
Ms. Seema Grewal
Ms. Priyanka Priyanka
Ms. Ankur (CI)

67. Yoga Club-

Dr. Shubha (Girls)
Dr. Anoop (Boys)

Umesh
Principal
Govt. College Barwala (Pkl)