



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, NARNAUL

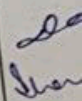



LIST OF VARIOUS COMMITTEES

DATE: 13-10-2020

The following Committees are constituted for session 2020-21. These annual duties will come in force with immediate effect. Ex-conveners / Incharges are requested to hand over their charges if any, to the new incumbents and get counter signature of the undersigned as early as possible.

The conveners / Incharges of the various committees should note down the name of the faculty members associated with them. They are also required to invite fresh quotations for the work to be undertaken by them immediately. All Concerned may note please.

S.N	Name of the Staff member	Designation		Sign
1	College Council :- Sh. Gian Chand Dr. Puran Prabha Smt. Sushma Yadav Dr. R.P. Yadav Dr. Yashpal	Assoc. Prof. ----do---- ----do---- ----do---- ----do----		 
2	Senior Tutor & Chief proctor Dr. Puran Prabha	Assoc. Prof		
3	College Bursar Dr. R.P. Singh (Financial Adviser)	Assoc. Prof		
4	Checking of Income Tax statement & Property return Committee Dr. R.P. Singh Dr. Kavita Sh. Karan Singh	Assoc. Prof, Asstt. Prof, ----do----	(Convener) Member Member	
5	Staff/Stage Secretary Smt. Sharmila Yadav	Asstt. Prof.		
6	Social Secretary Dr. R.P. Singh	Assoc. Prof.		
7	Reception Committee (All members of the College Council & Students Volunteers			
8	College Time -Table / Work Load & Introduction of New subjects Smt. Sharmila Yadav (Convenor) Sh. Sohan Singh Dr. Mamta Siddharth Dr. Kavita Sh. Sandeep (Physics)	Asstt. Prof. Asstt. Prof. Asstt. Prof. ----do---- Ext. Lec.	Convener (Time Table) & Introduction of new Subject Member Member Member	

				Signa
9	<u>House Examination & University works Committee</u> Dr.Yashpal Dr.Dalip Singh Smt. Sharmila Yadav Sh.Sunil Kumar Sh.Praveen Gupta Sh. Subhash Saini Sh. Satvir Singh Yadav	Assoc. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Ext. Lec. Ext. Lec. Assistant	Registrar Deputy Registrar Result, ACR performa & Lecture shortage Uni. return Internal Assessment Eligibility & Exam form to assist the Committee	
10	<u>NAAC / AISHE / UGC Affairs</u> Sh.Sohan Singh (Nodal Officer) Dr. Aliya S. Khan Sh. Satvir Singh Yadav	Asstt.Prof. Asstt. Prof. Assistant	Convener, Nodal Officer- correspondence & Grant UGC Accounts	
11	<u>Co-ordinators Subject Society & Wall Magazine</u> Dr. Puran Prabha Dr. Anita Tanwar Dr.Dalip Singh Dr.Kavita Smt. Priyanka Yadav Smt. Sharmila Smt. Samta Smt. Lalita Smt.Rinku Devi	Asso. Prof. Asso. Prof. Asstt. Prof. ---do--- ---do--- ---do--- Ext. Lect. ---do--- ---do---	Science History, Pol.Sci. Sociology Geography Commerce Home Sc. & Psychology English literary Society Maths Society Sanskrit,Hindi Parishad	
12	<u>College Magazine Committee</u> Dr. Aliya S. Khan Smt. Sharmila Yadav Smt. Rinku Devi Dr. Kavita	Asstt. Prof. Asstt. Prof. Extn. Lect. Asstt. Prof.	Editor in Chief Editor in English Section Editor in Hindi Section Editor in Planning Forum	
13	<u>Annual Report Committee</u> Dr. Anju Rani Dr. Mamta Sidharth Sh. Sohan Lal	Asstt. Prof. Asstt. Prof. T.W.I.	Convener Member Member	
14	<u>Seating & Shamiana , Mike & Light Committee</u> Dr. Dalip Singh Sh. Karan Singh	Asstt. Prof. Asstt. Prof.	Convener Member	
15	<u>Prize Purchase & Distribution Committee</u> Dr. Yashpal Dr. Aliya S. Khan Dr.Ashwini Kumar	Asso. Prof. Asstt. Prof. Cont. Lect.	Convener Member Member	

16	<u>Canteen Committee</u> Dr. Yashpal Smt. Sharmila Yadav Smt. Suman Yadav	Assoc. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	Signa <i>[Signature]</i>
17	<u>Stationary Printing & Invitation Committee</u> Dr. Anita Tanwar Smt. Suman Yadav Smt. Bimla Devi Dr. Jyoti Yadav	Assoc. Prof. Asstt. Prof. L.A. Ext. Lect.	Prospectus & Annual report Incharge General Printing Will Assist the Committee	
18	<u>Tea / Refreshment Committee</u> Dr. Mamta Siddharth Sh. Sohan Lal	Asstt. Prof. T.W.I.	Convener Member	
19	<u>College Cultural and Co-Curricular Activities Committee</u> Dr. Sharmila Yadav Dr. Dalip Singh Smt. Suman Yadav Dr. Kavita Kumari Sh. Omparkash Smt. Manisha Saini Dr. Neelam (English) Sh. R.N. Chandella	Asstt. Prof. ---do-- ---do-- ---do-- ---do-- Ext. Lect. Ext. Lect. Assco. Prof Retd.	Co-ordinator Assistant Co-ordinator Theatre Fine Arts Dance Section Music All Literary Section Adviser	
20	<u>Campus Beautification & Cleanliness Committee</u> Dr. Mamta Sidharth Smt. Sharmila Yadav Dr. Ashwani Kumar Ms. Deepika Rana	Asstt. Prof. Asstt. Prof. Lecturer Ext. Lect.	Convener Member Member Member	
21	<u>Decoration Committee</u> Smt. Priyanka Yadav Smt. Shweta Smt. Radhika	Asstt. Prof. Ext. Lect. ---do---	Convener Member Member	
22	<u>College Property Committee</u> Dr. Karan Singh Sh. Omprakash Sh. Vijay Singh	Asstt. Prof. ---do--- Peon	Steel Furniture Wooden Furniture & Misc. Furniture will assist the Committee	
23	<u>College Building Minor work & Repair Committee</u> Dr. Yashpal Dr. Anita Tanwar Smt. Anju Rani Sh. Satvir Singh	Assoc. Prof. ---do- Asstt. Prof. Assistant	Convener Building Fund Member Member Member	

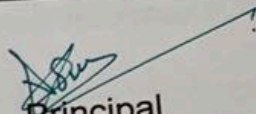
24	<u>Bus Pass Committee</u> Dr. Yash Pal Sh. Naresh Kumar	Assoc. Prof. Ext. Lect.	Convener
25	<u>Electricity (Maint, purchase and Bill etc.) Water supply works & Invertors Maintenance Committee</u> Sh. Omparkash Sh. Sohan Lal Sh. Sandeep Yadav (Chemistry)	Asstt. Prof. T.W.I Ext. Lect.	Convener Member Member
26	<u>EDUSAT Committee</u> Dr.Kavita Sh. Sohan Lal	Asstt. Prof. T.W.I.	Incharge Member
27	<u>Library Advisory Committee</u> Dr. Yashpal Dr. Anita Tanwar Smt. Anju Rani	Assoc. Prof. ---do--- Asstt. Prof.	Secretary Member Member
28	<u>Earn While You Learn/ Student Welfare Committee</u> Dr.Mamta Sidharth Smt. Sharmila Yadav Smt. Suman Yadav Sh. Satvir Singh	Asstt. Prof. --do-- ---do-- Assistant	Convener Member Member Member
29	<u>Educational Tour Committee</u> Smt. Sharmila Yadav Dr. Kavita Dr. Neelam (English) Dr. Poonam (English)	Asstt. Prof. Asstt. Prof. Ext. Lect. Ext.Lect.	Convener Member Member Member
30	<u>N.S.S. Programme Officers</u> Smt. Anju Rani Dr. Mamta Siddharth Smt. Suman Yadav	Asstt. Prof. ----do---- ----do----	Unit No- III Unit No- I Unit No- II
31	<u>NSS Advisory Committee</u> Smt. Sharmila Yadav Smt. Priyanka Yadav Sh. Sohan Singh	Asstt. Prof. ----do-- ----do--	Convener Member Member
32	<u>N.C.C. OFFICER</u> Smt. Priyanka Yadav	Asstt. Prof.	Incharge
33	<u>Incharge Women Studies & personality Development</u> Dr. Kavita	Asstt. Prof.	Convener
34	<u>Placement Cell</u> Sh.Sohan Singh Sh.Karan Singh	Asstt. Prof. ----do---	Convener Member

35	<u>Grievance Redressal Cell & Complaints (Teaching & Non-Teaching Staff .</u> Smt. Sushma Yadav Dr. R.P.Yadav Dr. R.P. Singh	Assoc. Prof. ---do- ---do---	Convener Member Member
36	<u>College Sports Board</u> Ms.Suman Yadav Smt.Shweta Smt. Subhlata Dr. Raman Singh Dr. Geeta Yadav Smt. Mandeep Yadav	Asstt.Prof. Extension Lect. ---do--- ---do--- ---do--- ---do---	Secretary (Incharge SportsStore),Badminton Kabbadi Kho-Kho / Base Ball Athletic Events/ Archery Foot Ball/ VolleyBall
37	<u>General purchase Committee</u> Dr.Yashpal Dr. Anita Tanwar Smt. Anju Rani	Assoc. Prof. ---do--- ---do---	Convener Member Member
38	<u>Incharge R.K. Fund, SAF, College Dev. & Red Cross</u> Dr. Aliya Khan Smt. Karan Singh	Asstt.Prof. Asstt. Prof.	Incharge (Red Cross) Incharge (RKF& CDF)
39	<u>Incharge College Sanitation Drinking Water Facilities & Maintenance ofR.O.</u> Dr. Mamta Siddharth Sh. Omparkash Sh. Sohan Lal Sh. Sunil Kumar	Asstt. Prof. Asstt. Prof. TWI L.A.	Convener Member Member Member
40	<u>R.T. I. Incharge</u> Dr. R.P.Yadav Dr.R.P singh	Assoc. Prof. Assoc. Prof.	P.I.O. A.P.I.O.
41	<u>College Alumni</u> Sh. Gian Chand Dr. Puran Parbaha Dr. Anita Tanwar	Assoc. Prof. -----do--- -----do---	Secretary Member Member
42	<u>Internal Quality Assurance Cell (IQAC)</u> Sh. Gian Chand Dr. R.P.Singh Dr. Aliya S. Khan Dr. Dalip Singh Sh. Hari Kishan	Asso. Prof. Asso. Prof. Asstt. Prof. -----do--- Junior Lib.	Convener Member Member Member Member
43	<u>Court Cases</u> Dr. Aliya S Khan Sh. Sohan Singh	Asstt. Prof. ---do---	Incharge Member

44	<u>Photography & Gown Incharge</u> Dr. Dalip Singh Dr. Munesh Yadav Smt. Suman Yadav	Asstt. Prof. Ext. Lect. ---do---	Convener Member Member
45	<u>News Coverage Committee</u> Smt. Anju Rani Dr. L.S. Yadav	Asstt. Prof. Ext. Lect.	Convener Member
46	<u>Discipline Committee</u> Dr. Yashpal Dr. Dalip Singh Sh. Sohan Singh Sh. Omprakash Dr. Kavita Sh. Praveen Gupta Sh. Subhash Saini Smt. Madhu Dr. Sunita Jakhar	Assoc. Prof. ---do--- Asstt. Prof. ----do--- ----do--- Ext. Lect. --do-- --do-- --do--	Convener Member Member Member Member Member Member Member
47	<u>Legal Cell</u> Dr. Anita Tanwar Smt. Priyanaka Yadav	Assoc. Prof. ----do---	Convener Member
48	<u>Nodal Officer on Line admission</u> Dr. Dalip Singh Smt. Reena Saini Smt. Sheetal Bansal	Assoc. Prof. Computer Inst. ----do----	Convener Member Member
49	<u>English Lab Incharge</u> Dr. Aliya Khan Dr. Preeti Kumari	Asstt. Prof. Ext. Lect.	Incharge Member
50	<u>HOSTEL ADVISORY COMMITTEE</u> Smt. Sharmila Smt. Priyanka Dr. Kavita kumari Dr. Vandana	Asstt. Prof. ---do--- --do-- Extn. Lect.	Convener Member Member Member
51	<u>Smart Class Incharge & Computer Labs Incharge</u> Sh. Sunil Kumar Sh. Sohan Lal Smt. Sheetal Bansal Smt. Reena Saini	Asstt. Prof. T.W. I Comp.Inst. ----do----	Convener Member Member Member
52	<u>SC/BC Students Welfare Scheme/ Scholarship & Stipend Committee</u> Dr. Anita Tanwar Sh. Ganga Dutt	Assoc. Prof. Clerk retd.	Convener Member

53	<u>Technical Nodal Officer (AEBAS)</u> Dr. Ashwani Kumar Sh. Sohan Lal	Contract Lect. T.W.I.	Convener Member
54	<u>Supervisory Committee (for Class-IV workers)</u> Smt. Anju Rani Sh. Satbir Singh	Asstt. Prof. Assistant	Convener Member
55	<u>Road Safety Club</u> Smt. Anju Rani Mrs. Priyanka Smt. Suman Yadav Dr. Mamta Siddharth	Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member Member
56	<u>To supervise the maintenance of Principal office & Admn. Block</u> Sh. Sohan Singh Ms Suman Yadav	Asstt. Prof. Asstt. Prof.	Convener Member
57	<u>Overall Incharge of official Work</u> Dr. Dalip Singh Sh. Sandeep kumar (Physics)	Asstt. Prof. Ext. Lect.	Convener Member
58	<u>Spoken Tutorial</u> Dr. Aliya Khan Dr. Ashwani Kumar Sh. Sohan Lal	Asstt. Prof. Lect. T.W.I.	Convener Member Member
59	<u>College Dispensary Incharge</u> Dr. Aliya Khan	Asstt. Prof.	Incharge
60.	<u>Anti Sexual Harassment/Ragging Committee</u> Smt. Anju Rani Dr. Mamta Siddharth Smt. Sharmila Smt. Samta	Asstt. Prof. Asstt. Prof. Asstt. Prof. Extn. Lect.	Convener Member Member Member
61	<u>RUSA Committee</u> Dr. Sunil Kumar Sh. Balwan Singh	Asstt. Prof. Tabla Player	Incharge Member
62	<u>Proctorial / Checking Committee</u> Smt. Sushma Yadav Dr. R.P. Yadav Dr. R.P. Singh	Assoc. Prof. ---do--- ---do---	Convener Member Member
63	<u>I.T. Cell</u> Dr. Ashwani Kumar	Contract Lect.	Incharge
64	<u>Passport Nodal Officer</u> Dr. Ashwani Kumar	Contract Lect.	Incharge

65	EBSB Cordinator Smt. Sharmila Yadav Dr. Kavita	Asstt. Prof. ---do---	Cordinator Member
66	Nodal Officer Election Sh.Sunil Kumar Sh. Sunil Kumar	Asstt. Prof. L.A.	Nodal Officer Member
67	Incharge Media And Public Relations Dr. R.P.Singh	Assoc. Prof.	Incharge


 Principal
 Govt. College for Women
 Narnaul (M/Garh)

Office of the Principal Govt. College For Women, Narnaul.

Minutes of the Virtual Meeting of the Internal Quality Assurance Cell Monday, 29.06.2020

The following members were present:-

Sr. No.	Name	Designation
1.	Sh .R.K.Yadav	Chairman IQAC (Principal)
2.	Sh.Gian Chand	Coordinator
3.	Dr.R.P Singh	Sr. Faculty Member
4.	Sh.AliyaS.Khan	Sr. Faculty Member
5.	Smt.Sharmila	Sr. Faculty Member
6.	Dr.Dalip Singh	Sr. Faculty Member
7.	Sh.Satvir Singh	Administrative Officer
8.	Smt.Sunita Yadav	Local Society
9.	Smt. Jyoti	Alumni
10.	Ms.Shubhanshi	student

Minutes of the meeting

In this meeting the committee members decided:

1. Minutes of Previous meeting is approved and implemented.
2. Admission Process as per DHE guidelines.
3. Update about online webinar, internal assessment and workshop.
4. Staff motivates for online learning.
5. Implementation of a learning Management system.
7. Future Plans.
8. Update about academic (online teaching learning and Impact of Covid 19).
9. New teaching Block construction work completion.
- 10.NSS/NCC to work according to DHE guidelines to aware the people for Covid 19.
11. Motivate teacher for E-content.


Chairman IQAC (Principal)

Office of the Principal Govt. College For Women, Narnaul.

Minutes of the Virtual Meeting of the Internal Quality Assurance Cell 04.09.2020

The following members were present:-

Sr. No.	Name	Designation
1.	Smt. Sushma Yadav	Chairman IQAC (Principal)
2.	Sh.Gian Chand	Coordinator
3.	Dr.R.P Singh	Faculty Member
4.	Sh.AliyaS.Khan	Faculty Member
5.	Smt.Sharmila	Faculty Member
6.	Dr.Dalip Singh	Faculty Member
7.	Sh.Satvir Singh	Administrative Officer
8.	Smt.Sunita Yadav	Local Society
9.	Smt. Jyoti	Alumni
10.	Ms.Shubhanshi	student

Minutes of the meeting

In this meeting the committee members decided:

1. Minutes of Previous meeting is approved and implemented.
3. All extension activities carried out according to covid SOP.
4. Staff motivates for online learning.
5. Implementation of a learning Management system.
6. Appreciate Harit Haryana Abhiyanbt NSS/NCC.
7. Motivate teacher for E-content.
- 8.Preparation for the university Exam as per Covid SOP .



Chairman IQAC (Principal)

Office of the Principal Govt. College For Women, Narnaul.

Minutes of the Virtual Meeting of the Internal Quality Assurance Cell 06.01.2021

The following members were present:-

Sr. No.	Name	Designation
1.	Sh. Gian Chand	Chairman IQAC (Principal)
2.	Dr.R.P Singh	Coordinator
3.	Smt. Priyanka	Faculty Member
4.	Sh. Aliya.S.Khan	Faculty Member
5.	Smt.Sharmila	Faculty Member
6.	Dr.Dalip Singh	Faculty Member
7.	Sh.Satvir Singh	Administrative Officer
8.	Smt.Sunita Yadav	Local Society
9.	Smt. Jyoti	Alumni
10.	Ms.Shubhanshi	student

Minutes of the meeting

In this meeting the committee members decided:

1. To monitor staff working culture and health against COVID-19.
2. Teaching learning process evaluation.
3. Extension activities of different cell/NSS/NCC.
4. To improve academic environment and discipline.
5. To organize internal seminars, extension lectures and workshop.
6. To encourage faculty members to undertake more and more research work.



Chairman IQAC (Principal)

Office of the Principal Govt. College For Women, Narnaul.

Minutes of the Meeting of the Internal Quality Assurance Cell 10.04.2021

The following members were present:-

Sr. No.	Name	Designation
1.	Smt. Sushma Yadav	Chairman IQAC (Principal)
2.	Dr.R.P Singh	Coordinator
3.	Smt. Priyanka	Faculty Member
4.	Sh.AliyaS.Khan	Faculty Member
5.	Smt.Sharmila	Faculty Member
6.	Dr.Dalip Singh	Faculty Member
7.	Sh.Satvir Singh	Administrative Officer
8.	Smt.Sunita Yadav	Local Society
9.	Smt. Jyoti	Alumni
10.	Ms.Shubhanshi	student

Minutes of the meeting

In this meeting the committee members decided:

1. Minutes of Previous meeting is approved and implemented.
2. Preparation for Even sem. Exam as per guidelines.
4. To improve the infrastructural facilities in the college campus.
6. Conduct Practical exam and assessment as per university guidelines.
7. To encourage faculty members to undertake more and more research work.
8. Placement cell initiatives for students.
9. To maintain covid-19 protocol as per Ministry of Health Guidelines.


Chairman IQAC (Principal)