

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

LIST OF VARIOUS COMMITTEES

DATE: 01.08.2022

The following Committees are constituted for session 2022-23. 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.No	Name of the Staff Member	Designation		Signature
1	<b>College Council :-</b> Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan Dr. Mamta Sidharth	Asso.Prof. ---do--- ---do--- ---do--- ---do---		
2	<b>Senior Tutor &amp; Chief proctor</b> Dr. R. P. Singh	Asstt. Prof		
3	<b>College Bursar</b> Dr. R.P. Singh (Financial Adviser)	Asso. Prof		
4	<b>Checking of Income Tax statement &amp; Property return Committee</b> Dr. Parul Gupta Smt. Manmeet Kaur Sh. Praveen Gupta	Asstt. Prof. Asstt. Prof., Ext. Lect.	(Convener) Member Member	
5	<b>Staff/Stage Secretary</b> Smt. Sharmila Yadav Dr. Mamta Sharma	Asstt. Prof. Asstt. Prof.		
6	<b>Social Secretary</b> Smt. Sharmila Yadav	Asstt.Prof.		
7	<b>Reception Committee</b> (All members of the College Council & Student Volunteers)			
8	<b>College Time -Table / Work Load &amp; Introduction of New subjects</b> (i) Dr. Mamta Sidharth (Convener) (ii) Smt. Priyanka (Home Sc.) (iii) Smt. Priyanka Kumari (Physio)	(iv) Smt. Lalita (Skt.) (v) Smt. Jyoti (Skt.) Asstt.Prof. Asstt. Prof. Asstt. Prof.	Time Table) & Introduction of new Subject. Advisor Member	
9	<b>University works Committee</b> Smt. Sharmila Yadav Smt. Priyanka Sh. Sunil Kumar <del>Sh. Manish Kumar</del> Dr. Sunita Jakhar Dr. Pooja Batra Sh. Sandeep Kumar (Chem.) Smt. Lalita (Skt.) Sh. Subhash Saini Smt. Poonam Yadav (Math) Smt. Poonam Bai (Math) Smt. Manisha Fayal (Math) Dr. Neelam Yadav (Botany) Sh. Sandeep	Asstt. Prof. Asstt. Prof Asstt. Prof. Asstt. Prof. Extn. Lect. -do- -do- -do- -do- -do- -do- -do- -do- -do- -do- Clerk	Registrar, Result, ACR Performa & Lecture shortage Dy. Registrar, Uni. Return Internal Assessment Eligibility & Exam form. Member: Member Member Member Member Member Member Member	

	<b>UGC Affairs Correspondence / Grants/ New Subject/NAAC)</b> Smt. Anju Rani Sh. Chiranjiv Tayal Smt. Sadhana Sh. Sunil Kumar <del>Sh. Naveen Kumar</del> Sh. Ashwani Bhardwaj Sh. Sanjesh Yadav	Asstt. Prof Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Guest Lect. Clerk	Convener Nodal Officer- (correspondence & Grant UGC Accounts)	30 S. Yadav
11	<b>Co-ordinators Subject Society &amp; Wall Magazine</b> Sh. Chiranjiv Tayal Smt. Sharmila Yadav Dr. Dalip Singh Sh. Om Prakash Smt. Priyanka Yadav	Asstt. Prof Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof.	Science, Maths Society, Sanskrit, Hindi, English Geography, History, Pol.Sci., Sociology, Commerce, Home Sci. & Psychology	Chiranjiv S. Yadav
12	<b>College Magazine Committee</b> Dr. Ajay Thakan Smt. Sharmila Yadav Smt. Jyoti Yadav (Eng.) Smt. Rinku	Asstt. Prof. Asstt. Prof. Ext. Lect. Ext. Lect.	Editor in Chief Editor in English Section Editor in Planning forum Editor in Hindi Section	Arif Jyoti Yadav Rinku
13	<b>Annual Report Committee</b> Sh. Ajay Thakan Dr. Ashwani Bhardwaj	Assoc. Prof. Ext. Comp. Inst.	Convener Member	Arif A. G.
14	<b>College Cultural and Co-Curricular Activities Committee</b> Smt. Sharmila Yadav Smt. Sunita Devi Sh. Omparkash Dr. Jyoti Yadav (Eng.) Dr. Neelam Yadav Smt. Radhika	Asstt. Prof. ---do-- ---do-- Ext. Lect. Ext. Lect. Ext. Lect.	Co-ordinator Assistant Co-ordinator Music & Dance Section Theatre, All Literary Section Fine Arts	Jyoti Yadav Neelam Radhika
15	<b>Seating &amp; Shamiyana, Mike &amp; Light Committee</b> Dr. Dalip Singh Sh. Naresh Kumar	Asstt. Prof. Ext. Lect.	Convener Member	S. Yadav A. G.
16	<b>Prize Purchase &amp; Distribution Committee</b> ✓ 1. Dr. Mamta Shidharth ✓ 2. Dr. Pawan Ver Dr. Aliya S. Khan Dr. Ashwini Kumar	Asstt. Prof. Asstt. Prof. Ext. Comp. Lect.	Convener Member Member	Arif A. G.
17	<b>Canteen Committee</b> 1. Dr. Dalip Singh 2. Smt. Sharmila Yadav 3. Sh. Sunil Kumar	Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	S. Yadav
18	<b>Tea / Refreshment Committee</b> Dr. Manmeet Kaur Sh. Ramesh Chahal	Asstt. Pfof. L.A.	Convener Member	Manmeet 05/8/22
19	<b>Printing &amp; Invitation Committee</b> Dr. Dalip Singh <del>Smt. Binda Devi</del> Dr. Girish Yadav	Asstt. Prof. L.A. Ext. Lect.(Pol.Sci.)	Prospectus & Annual report Incharge General Printing Will Assist the Committee	Rebal Dalip G. Yadav
20	<b>Campus Beautification &amp; Cleanliness Committee</b> Smt. Priyanka Dr. Neelam Dr. Poonam	Asstt. Prof. Ext. Lect (Eng.) Ext. Lect (Eng.)	Convener Member Member	Priyanka Neelam Poonam



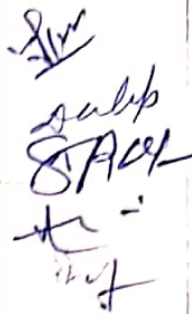
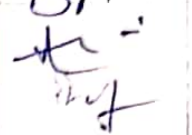
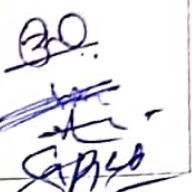
	<b>Decoration Committee</b> Smt. Priyanka Yadav Smt. Radhika	Asstt. Prof. Ext. Lect.	Convener Member	<i>Prof. Radhika</i>
22	<b>College Property &amp; Repair Committee</b> Dr. Dalip Singh Sh. Omprakash Sh. Sunil Kumar	Asso. Prof. Asstt. Prof. Asstt. Prof.	Steel Furniture, Wooden, Furniture & Misc. Furniture Will assist the Committee	<i>sabp</i>
23	<b>College Building Minor work &amp; Repair Committee</b> Dr. Parul Gupta Smt. Anju Rani Dr. Mamta Shidharth Sh. Sunil Kumar	Asso. Prof. ---do--- ---do--- L.A.	Convener I/C Building Fund Member Member Member	<i>Prof. Parul Gupta</i>
24	<b>Bus Pass Committee</b> Dr. Dalip Singh Sh. Naresh Kumar	Asstt. Prof. Ext. Lect.	Convener Member	<i>sabp</i> <i>Abt</i>
25	<b>Electricity ( Maint, purchase and Bill etc.) Water supply works &amp; Invertors Maintenance Committee</b> Sh. Omprakash Sh. Sunil Kumar Sh. Vijender	Asstt. Prof. Asstt. Prof. L.A.	Convener Member Member	<i>Vijender</i>
26	<b>Educational Tour Committee</b> Smt. Sharmila Yadav Dr. Poonam Dr. Jyoti Yadav (Eng.) Dr. Neelam Dr. Deepika Rana	Asstt. Prof. Ext. Lect Ext. Lect Ext. Lect Ext. Lect	Convener Advisor Member Member Member	<i>Poonam Yadav</i> <i>Jyoti Yadav</i> <i>Neelam</i> <i>Deepika</i>
27	<b>Library Advisory Committee</b> Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan	Asso. Prof. ---do--- ---do---	Secretary Member Member	<i>Prof. Parul Gupta</i>
28	<b>Earn While You Learn</b> Dr. Mamta Siddharth Smt. Sharmila Yadav Smt. Priyanka Sh. Satvir Singh	Asso. Prof. --do-- ---do-- Deputy Supdt.	Convener Member Member Member	<i>Prof. Satvir Singh</i>
29	<b>EDUSAT Committee</b> Sh. Ashwani Bhardwaj	Guest Lecturer	Incharge	<i>Sh. Ashwani</i>
30	<b>N.S.S. Programme Officers</b> Dr. Mamta Siddharth Dr. Mamta Sharma Smt. Suman Yadav	Asstt. Prof. ---do--- ---do---	Unit No- I Unit No- III Unit No- II	<i>Suman</i>
31	<b>NSS Advisory Committee</b> Smt. Anju Rani Smt. Priyanka Sh. Girish Yadav	Assoc. Prof. Asstt. Lect. Ext. Lect.	Convener Member Member	<i>Prof. Girish</i>
	<b>N.C.C. OFFICER</b> Smt. Priyanka Yadav	Asstt. Prof.	Incharge	<i>Prof. Priyanka</i>
32	<b>Incharge Women Studies &amp; personality Development</b> Smt. Suman <del>Yadav</del> Yadav Dr. Munesh Yadav	Asstt. Prof. Ext. Lect.	Convener Member	<i>Suman-Munesh</i>

	<b>Placement Cell</b> Sh. Sunil Kumar Sh. Naveen Kumar Dr. Preeti Kumari	Asstt. Prof. Asstt. Prof Ext. lect.	Convener Advisor Member	
34	<b>Grievance Redressal Cell &amp; Complaints (Teaching &amp; Non-Teaching Staff/Ragging Committee.</b> Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani	Asso. Prof. ----do- ----do--	Convener Member Member	
35	<b>College Sports Board</b> Ms. Suman Smt. Shweta Smt. Shubh Lata Dr. Poonam Smt. Raman Smt. Geeta Yadav Smt. Mandeep Dr. Sumita (P.D.Sc)	Asstt. Prof. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect.	Sect. (Incharge Sports Store) Incharge Badminton Incharge Kabbadi Incharge Kho-Kho / Base Ball/ Incharge VolleyBall Incharge Athletic Events/ Archery	
36	<b>General purchase Committee</b> Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan	Assoc. Prof. ----do--- ----do---	Convener Member Member	
37	<b>Incharge R.K. Fund, SAF, College Dev. &amp; Red Cross</b> Smt. Sadhana Yadav Dr. Neelam Dr. Rekha Saini	Asstt. Prof. Ext. Lect. Ext. Lect.	Incharge Member Member	
38	<b>Incharge College Sanitation Drinking Water Facilities &amp; Maintenance of R.O.</b> Sh. Chiranjeev Tayal Sh. Omparkash Smt. Rajender Kumar Sh. Vijender	Asstt. Prof. Asstt. Prof. L.A. L.A.	Convener Member Member Assistant	
39	<b>R.T. I. Incharge</b> Dr. Parul Gupta Sh. Ajay Thakan	Assoc. Prof. Assoc. Prof.	P.I.O. A.P.I.O.	
40	<b>College Alumni</b> Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani	Assoc. Prof. ----do--- ----do---	Secretary Member Member	
41	<b>Internal Quality Assurance Cell</b> Dr. R.P. Singh Smt. Sharmila Dr. Dalip Singh Smt. Priyanka Sh. Hari Kishan	Asso. Prof. Asstt. Prof. Asstt. Prof. ----do--- Restorer	Convener Member Member Member Member	
42	<b>Court Cases</b> Dr. Aliya S. Khan Dr. R.P. Singh Sh. Sunil Kumar	Asstt. Prof. Asstt. Prof.	Incharge Member	
43	<b>Photography &amp; Gown Incharge</b> 1. Dr. Dalip Singh 2. Dr. Shweta	Asstt. Prof. "	convener member	
44	<b>Public Relation news Coverage Committee</b> Smt. Anju Rani	Asso. Prof.	Convener	



	<b>Discipline Committee</b> Dr. R.P.Singh Dr. Dalip Singh Sh. Sunil Kumar Sh. Omprakash Ms. Suman Yadav	Assoc. Prof. Asstt. Prof. ----do-- ----do-- ----do---	Convener Member Member Member Member	<i>[Signature]</i> Dalip
46	<b>Legal Cell</b> Dr. Manmeet Kaur Smt. Shweta	Asstt. Prof. Ext. Prof.	Convener Member	<i>[Signature]</i> Suman
47	<b>Nodal Officer Online Admission</b> Smt. Priyanka Sh. Naveen Kumar Smt. Priyanka Kumari Smt. Pooja Batra Sh. Sandeep (Physics) Dr. Manma Yadav Dr. Manisha Tayal Smt. Reena Saini Smt. Sheetal Bansal	Asstt. Prof. Asstt. Prof. Asstt. Prof. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Computer Inst. ----do----	Convener Member Member Member Member Member Member Member Member	<i>[Signature]</i> Dr. Manmeet Dr. Seethana Manisha
48	<b>English Lab Incharge</b> Sh. Ajay Thakan	Asso. Prof.	Incharge	<i>[Signature]</i> Ajay
49	<b>Smart Class Incharge, &amp; Computer Labs Incharge</b> Sh. Ajay Thakan Dr. Ashwani Bhardwaj Smt. Sheetal Bansal Smt. Reena Saini	Asstt. Prof. Guest. Lect. Computer Inst. ----do----	Convener Member Member Member	<i>[Signature]</i> Ajay
50	<b>HOSTEL ADVISORY COMMITTEE</b> Smt. Anju Rani Smt. Priyanka Dr. Vandhana	Asstt. Prof. ---do--- ---do--- (Retd.)	Warden Convener Advisor	<i>[Signature]</i> Anju
51	<b>SC/BC Students Welfare Scheme/ Scholarship &amp; Stipend Committee</b> Sh. Omprakash Sh. Manish Kumar	Asstt. Prof. Clerk	Convener Member Will Assist	<i>[Signature]</i>
52	<b>Technical Nodal Officer, (AEBAS)</b> Dr. Ashwani	Asstt. Prof.	Convener	<i>[Signature]</i>
53	<b>Supervisory Committee (for Class-IV workers)</b> Sh. Ajay Thakan Smt. Anju Rani Sh. Satbir Singh	Assoc. Prof. Asstt. Prof. Deputy Supdt.	Convener Member ---do---	<i>[Signature]</i> Anju
54	<b>Road Safety Club &amp; Red Ribban Club</b> Smt. Sadhana Yadav Dr. Neelam Dr. Rekha Saini	Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	<i>[Signature]</i> Sadhana
55	<b>To supervise the maintenance of Principal office &amp; Admn. Block</b> Dr. Dalip Singh	Asstt. Prof.	Convener	<i>[Signature]</i> Dalip
56	<b>Overall Incharge of official Work</b> Smt. Mamta Siddharth Dr. Dalip Singh	Asstt. Prof. ----do---	Convener Member	<i>[Signature]</i> Dalip
57	<b>Spoken Tutorial</b> Sh. Sunil Kumar	Asstt. Prof.	Member	

	<b>College Dispensary Incharge</b> Smt. Sadhana Yadav	Asstt. Prof.	Incharge	
59	<b>Anti Sexual Harassment/Ragging Committee</b> Dr. Parul Gupta Smt. Anju Rani Dr. Mamta Sidharath	Assoc. Prof. Assoc. Prof. Asstt. Prof.	Convener Member Member	
60.	<b>RUSA Committee</b> Sh. Sunil Kumar Sh. Sunil Kumar	Asstt. Prof. L.A.	Incharge Member	
61	<b>Students Welfare Committee</b> Dr. Parul Gupta Smt. Anju Rani Dr. Mamta Sidharath	Assoc. Prof. ---do--- ---do---	Convener Member Member	
62	<b>Proctorial / Checking Committee</b> Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani	Assoc. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	
63	<b>EBSB Committee</b> Smt. Sharmila Yadav Smt. Sunita Devi	Asstt. Prof. Asstt. Prof.	Convener Member	
64.	<b>Nodal Officer Election</b> Sh. Ajay Thakan Sh. Sunil Kumar	Asstt. Prof L.A.	Convener Member	
65	<b>Incharge Traffic Interpretation/ Driving License</b>   Dr. Dalip Singh Sh. Naresh Kumar	Ext.Lect.	Convener	
66	<b>Incharge Nature Interpretation Center.</b> Smt. Sadhana Yadav Smt. Madhu	Asstt. Prof. Ext. Lect.	Convener Member	
67	<b>Nodal Officer Passport</b> Dr. Ashwani Bhardwaj Smt. Shweta Dr. Subhlata	Guest. Lect. Ext. Lect. Ext. Lect.	Convener Member Member	
68	<b>AISIE</b> Sh. Ajay Thakan	Assoc. Prof.	Convener	
69	<b>G.E.M.</b> Smt. Sharmila Yadav Sh. Dalip Singh Sh. Om Prakash	Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	
70	<b>Estate Officer</b> Dr. Dalip Singh	Asstt. Prof.	Convener	
71	<b>Incharge of Wooden Property</b> Sh. Ompraksh	Asstt. Prof.	Convener	
72	<b>Incharge of Steel Property</b> Sh. Naveen Kumar	Asstt. Prof.	Convener	
73	<b>Complaint &amp; Suggestion Committee.</b> Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan Dr. Mamta Shidharth	Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member Member	
74	<b>Incharge PPP</b> Dr. Ashwani Bhardwaj Sh. Sandeep	Guest Lecturer Clerk	Convener Member	

	<b>Committee of Outsourcing policy</b> <b>part-I &amp; HKRN</b> Dr. Pawan Kumar Sh. Sunil Kumar Dr. Dalip Singh Sh. Satvir Singh	Asstt. Prof. Asstt. Prof. Asstt. Prof. Deputy Supdt.	Convener Member Member Member	
76	<b>HRMS &amp; Apprenticeship</b> Dr. Ashwani Bhardwaj Sh. Praveen Kumar Smt. Reena Saini Smt. Sheetal Bansal	Guest. Lect. L.A. Comp. Instructor Comp. Instructor	Convener Member Member Member	
77	<b>Apprenticeship Interview</b> <b>Committee</b> 1 Smt. Anju Rani 2. Dr. Mamta Sidharth 3. Dr. Ashwani Kumar 4. Sh. Satvir Singh	Asstt. Prof. Asstt. Prof. Lect. In Computer Deputy Supdt.	Convener Member Member Member	

Principal 01/08/22  
 Govt. College for Women  
 Narnaul (M/Garh)

