

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

LIST OF VARIOUS COMMITTEES DATE: 02.08.2021

The following Committees are constituted for session 2021-22. 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		Signature
1	College Council :- Dr. R.P. Singh Dr. R.P. Singh ✓ Dr. Parul Gupta ✓ Smt. Anju Rani ✓ Sh. Ajay Thakran ✓ <i>Manita Sidhanth</i>	Asso.Prof. ---do--- ---do--- ---do--- ---do---		
2	Senior Tutor & Chief proctor Dr. Parul Gupta ✓	Asstt. Prof		
3	College Bursar Dr. R.P. Singh <i>Parul Gupta</i> (Financial Adviser)	Asso. Prof		
4	Checking of Income Tax statement & Property return Committee Dr. Parul Gupta <i>Manu met kaur</i> Sh. Parveen Gupta ✓ Smt. Pooja Batra	Asstt. Prof. Ext. Lect. Ext. Lect.	(Convener) Member Member	
5	Staff/Stage Secretary Smt. Sharmila Yadav / <i>Manita</i>	Asstt. Prof.		
6	Social Secretary Smt. Sharmila Yadav <i>Dalip Singh</i>	Asstt.Prof.		
7	Reception Committee (All members of the College Council & Student Volunteers)			
8	College Time -Table / Work Load & Introduction of New subjects Smt. Anju Rani (Convenor) Smt. Priyanka ✓ Smt. Priyanka kumari ✓	Asstt.Prof. Asstt. Prof. Asstt. Prof.	Convener (Time Table) & Introduction of new Subject. Advisor Member	
9	House Examination & University works Committee <i>Manita Snehawati</i> Smt. Sharmila Yadav <i>Ajay Thakran</i> Smt. Priyanka Sh. Sunil Kumar Sh. Naveen Kumar Dr. Parul Gupta <i>Sunita Talwar</i> Dr. Pooja Batra Sh. Sandeep Kumar (Chem.) Smt. Lalita (Skt.) Sh. Subhash Saini Smt. Poonam Yadav (Math) Smt. Poonam Bai (Math) Smt. Manisha Tayal (Math) Sh. Ratan Kumar	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 Member Member	

Dr. Neelam Yadav Ext. Lect.

Neelamyadav

	<u>UGC Affairs Correspondence / Grants/ New Subject/NAAC</u> Dr. Mamta Sidharth Sh. Chiranjiv-tayal. Smt. Sadhana Sh. Sunil Kumar Sh. Naveen Kumar Sh. Ashwani Bhardwaj Sh. Smita Singh Yadav	Dr Dalip Singh Asstt. Prof Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Guest Lect. Assistant	Convener Nodal Officer- (correspondence & Grant UGC Accounts)	
11	<u>Co-ordinators Subject Society & Wall Magazine</u> 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	
12	<u>College Magazine Committee</u> Dr. Ajay Thakan Smt. Sharmila Yadav Smt. Jyoti Yadav 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	
13	<u>Annual Report Committee</u> Sh. Ajay Thakan Dr. Ashwani Bhardwaj	Assoc. Prof. Ext. Lect.	Convener Member	
14	<u>College Cultural and Co-Curricular Activities Committee</u> Smt. Sharmila Yadav Smt. Sunita Devi Sh. Omparkash Dr. Jyoti Yadav 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	
15	<u>Seating & Shamiana, Mike & Light Committee</u> Dr. Dalip Singh Sh. Naresh Kumar	Asstt. Prof. Ext. Lect.	Convener Member	
16	<u>Prize Purchase & Distribution Committee</u> Dr. Mamta Shidharth Dr. Aliya S. Khan Dr. Ashwini Kumar	Asstt. Prof. Asstt. Prof. Ext. Comp Lect.	Convener Member Member	
17	<u>Canteen Committee</u> 1. Dr. Dalip Singh 2. Smt. Sharmila Yadav 3. Sh. Naveen Kumar	Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	
18	<u>Tea / Refreshment Committee</u> Dr. Mamta Siddharth Sh. Sunil Kumar	Asstt. Pfof. L.A.	Convener Member	
19	<u>Stationary Printing & Invitation Committee</u> Dr. Dalip Singh Smt. Bimla Devi Dr. Girish Yadav	Asstt. Prof. L.A. Ext. Lect.(Pol.Sci.)	Prospectus & Annual report Incharge General Printing Will Assist the Committee	
20	<u>Campus Beautification & Cleanliness Committee</u> Smt. Priyanka Dr. Neelam Dr. Poonam	Asstt. Prof. Ext. Lect (Eng.) Ext. Lect (Eng.)	Convener Member Member	

21	Decoration Committee Smt. Priyanka Yadav Smt. Radhika	Asstt. Prof. Ext. Lect.	Convener Member	<i>[Signature]</i>
22	College Property & Repair Committee 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>[Signature]</i> <i>[Signature]</i>
23	College Building Minor work & Repair Committee 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>[Signature]</i> <i>[Signature]</i>
24	Bus Pass Committee Dr. Aliya Khan Sh. Naresh Kumar	Asstt. Prof. Ext. Lect.	Convener Member	<i>[Signature]</i> <i>[Signature]</i>
25	Electricity (Maint, purchase and Bill etc.) Water supply works & Invertors Maintenance Committee Sh. Omprakash Sh. Sunil Kumar Sh. Poo Raj	Asstt. Prof. Asstt. Prof. L.A.	Convener Member Member	<i>[Signature]</i> <i>[Signature]</i>
26	Educational Tour Committee Smt. Sharmila Yadav Dr. Poonam Dr. Jyoti Yadav Dr. Neelam Sh. Sunil Kumar	Asstt. Prof. Ext. Lect Ext. Lect Ext. Lect L.A.	Convener Advisor Member Member Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
27	Library Advisory Committee Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan	Asso. Prof. ---do--- ---do---	Secretary Member Member	<i>[Signature]</i> <i>[Signature]</i>
28	Earn While You Learn Dr. Mamta Siddharth Smt. Sharmila Yadav Smt. Priyanka Sh. Satvir Singh	Asso. Prof. --do-- ---do-- Assistant	Convener Member Member Member	<i>[Signature]</i> <i>[Signature]</i>
29	EDUSAT Committee Sh. Ashwani Bhardwaj	Guest Lecturer	Incharge	<i>[Signature]</i>
30	N.S.S. Programme Officers Dr. Mamta Siddharth Smt. Sunita Devi Ms. Suman	Asstt. Prof. ---do--- ---do---	Unit No- I Unit No- III Unit No- II	<i>[Signature]</i> <i>[Signature]</i>
31	NSS Ad: isory Committee Smt. Anju Rani Smt. Priyanka Sh. Girisha Yadav N.C.C. OFFICER Smt. Priyanka Yadav	Assoc. Prof. Asstt. Lect. Ext. Lect. Asstt. Prof.	Convener Member Member Incharge	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
32	Incharge Women Studies & personality Development Smt. Sunita Devi	Asstt. Prof.	Convener	<i>[Signature]</i>
33	Placement Cell Sh. Sunil Kumar Sh. Naveen Kumar Dr. Preeti Kumari	Asstt. Prof. Asstt. Prof Ext. lect.	Convener Advisor Member	<i>[Signature]</i> <i>[Signature]</i>

Smt. Suman Devi? Ext. Lect.
Dr. Mynesh Yadav Ext. Lect.

Suman
Mynesh

34	Grievance Redressal Cell & Complaints (Teaching & Non-Teaching Staff/ Ragging Committee. Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani	Asso. Prof. ----do- ----do---	Convener Member Member	
35	College Sports Board Ms. Suman <i>Naveen</i> Smt. Shweta Smt. Shubh Lata Smt. Raman Smt. Geeta Yadav Smt. Mandeep	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	<i>Suman Shweta</i> <i>Geeta Mandeep</i>
36	General purchase Committee Dr. Parul Gupta <i>R.P. Singh</i> Smt. Anju Rani Sh. Ajay Thakan	Assoc. Prof. ----do--- ----do---	Convener Member Member	<i>Parul Anju</i>
37	Incharge R.K. Fund, SAF, College Dev. & Red Cross Dr. Aliya Khan <i>Sahana Yadav</i> Smt. Sharmila (History) <i>Dr. Naveen</i>	Asstt. Prof. Ext. Prof. <i>Bohan</i>	Incharge (Red Cross) Incharge (RKF & CDF)	<i>Bohan</i>
38	Incharge College Sanitation Drinking Water Facilities & Maintenance of R.O. Sh. Chiranjeev Tayal Sh. Omparkash Smt. Bimla Devi <i>Nisha</i> Sh. Begraj <i>Ramesh Kumar</i>	Asstt. Prof. Asstt. Prof. L.A. L.A.	Convener Member Member Assistant	<i>Chiranjeev Tayal</i> <i>Bimla</i>
39	R.T. I. Incharge Dr. Parul Gupta Sh. Ajay Thakan	Assoc. Prof. Assoc. Prof.	P.O. A.P.I.O.	<i>Parul Anju</i>
40	College Alumni Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani	Assoc. Prof. ----do--- ----do---	Secretary Member Member	<i>Parul Anju</i>
41	Internal Quality Assurance Cell (QAC) & NAAC correspondence Sh. Gian Chand Dr. R.P. Singh Smt. Sharmila <i>Dalip Singh</i> Smt. Priyanka Sh. Hari Kishan	Asso. Prof. Asso. Prof. Asstt. Prof. ----do--- Restorer	Convener Member Member Member Member	<i>Dr. R.P. Singh</i> <i>Sharmila</i> <i>Harikishan</i>
42	Court Cases Dr. Aliya S. Khan <i>Sachin</i> Sh. Beg-Raj <i>Ramesh</i>	Asstt. Prof. L.A.	Incharge Member, (Dealing Clerk will assist)	<i>Sachin</i>
43	Photography & Gown Incharge Dr. Dalip Singh	Asstt. Prof.	convener	<i>Dalip</i>
44	Public Relation news Coverage Committee Smt. Anju Rani	Asso. Prof.	Convener	<i>Anju</i>
45	Discipline Committee Dr. R.P. Singh <i>Sharmila</i> Dr. Dalip Singh Sh. Sunil Kumar Sh. Omprakash Ms. Suman Yadav	Assoc. Prof. Asstt. Prof. ----do--- ----do--- ----do---	Convener Member Member Member Member	<i>Dalip</i> <i>Suman</i>

Geeta Ramesh
Shweta Sakhar

46	Legal Cell Sh. Naveen Kumar <i>Mamta S.</i> Smt. Shweta <i>Rakha Saini</i>	Asstt. Prof. Ext. Prof.	Convener Member	<i>Naveen Shweta</i>
47	Nodal Officer online Admission Smt. Priyanka Smt. Sadhna Yadav Sh. Naveen Kumar Smt. Priyanka Kumari Smt. Pooja-Batra Sh. Sandeep (Physics) Smt. Reena Saini Smt. Sheetal Bansal	Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Ext. Lect. Ext. Lect. Computer Inst. ----do----	Convener Member Member Member Member Member Member	<i>Pooja Sandeep Reena Sheetal</i>
48	English Lab Incharge Sh. Ajay Thakan	Asso. Prof.	Incharge	<i>Ajay</i>
49	Smart Class Incharge ,IT Cell & Computer Labs Incharge Dr. Ashwani Bhardwaj Smt. Sheetal Bansal Smt. Reena Saini	Asstt. Prof. Computer Inst. ----do----	Convener Member Member	<i>Dr. Ashwani Reena</i>
50	HOSTEL ADVISORY COMMITTEE Smt. Sharmila Yadav <i>Ajita</i> Smt. Priyanka <i>Sadhna</i> Smt. Vandhana	Asstt. Prof. ---do--- ---do--- (Retd.)	Warden Convener Advisor	<i>Ajita Sharmila</i>
51	SC/BC Students Welfare Scheme/ Scholarship & Stipend Committee Sh. Omprakash Sh. Manish Kumar	Asstt. Prof. Clerk	Convener Member Will Assist	<i>Manish</i>
52	Technical Nodal Officer, (AEBAS) Sh. Chiranjeev taval <i>Dr. Ashwani</i>	Asstt. Prof.	Convener	<i>Chiranjeev</i>
53	Supervisory Committee (for Class-IV workers) Sh. Ajay Thakan Smt. Anju Rani Sh. Satbir Singh	Assoc. Prof. Asstt. Prof. Assistant	Convener Member ---do---	<i>Satbir</i>
54	Road Safety Club & Red Ribban Club Smt. Sadhna Yadav <i>Dr. Naveen</i> Sh. Naveen Kumar <i>Dr. Rakha Saini</i>	Asstt. Prof. Asstt. Prof.	Convener Member	<i>Sadhna Naveen</i>
55	To supervise the maintenance of Principal office & Admn. Block Dr. Dalip Singh	Asstt. Prof.	Convener	<i>Dalip</i>
56	Overall Incharge of official Work Smt. Mamta Siddharth Dr. Dalip Singh	Asstt. Prof. ---do---	Convener Member	<i>Dalip</i>
57	Spoken Tutorial Sh. Sunil Kumar	Asstt. Prof.	Member	<i>Sunil</i>
58	College Dispensary Incharge Smt. Sharmila Yadav	Asstt. Prof.	Incharge	<i>Sharmila</i>
59	Anti Sexual Harassment/Ragging Committee Dr. Parul Gupta Smt. Anju Rani Dr. Mamta Sidharth <i>Alina</i>	Assoc. Prof. Assoc. Prof. Assii. Prof.	Convener Member Member	<i>Parul Anju Mamta</i>
60.	RUSA Committee Sh. Sunil Kumar Sh. Sunil Kumar	Asstt. Prof. L.A.	Incharge Member	<i>Sunil</i>

61	Students Welfare Committee Dr. Parul Gupta Smt. Anju Rani Dr. Mamta Sidharath	Assoc. Prof. ---do--- ---do---	Convener Member Member	<i>[Handwritten signatures]</i>
62	Proctorial / Checking Committee Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani Smt. Sharmila Yadav	Assoc. Prof. ----do--- Asstt. Prof. Asstt. Prof.	Convener Member Member Member	<i>[Handwritten signatures]</i>
63	EBSB Comraittee Smt. Sharmila Yadav Smt. Sunita Devi	Asstt. Prof. Asstt. Prof.	Convener Member	<i>[Handwritten signature]</i>
64.	Nodal Officer Election Sh. Sunil Kumar, <i>Dr Ajay Thakan</i> Sh. Sunil Kumar	Asstt. Prof L.A.	Convener Member	<i>[Handwritten signature]</i>
65	Incharge Traffic Interpretation/ Driving License Dr. Aliya S. Khan <i>Chauhan, Tapan</i>	Asstt. Prof.	Convener	<i>[Handwritten signature]</i>
66	Incharge Nature Interpretation Center. Smt. Sadhna Yadav Smt. Madhu	Asstt. Prof. Ext. Lect.	Convener Member	<i>[Handwritten signature]</i>
67	Nodal Officer Passport Dr. Ashwani Bhardwaj	Ext. Lect.	Convener	<i>[Handwritten signature]</i>
68	AISHE Sh. Ajay Thakan	Assoc. Prof.	Convener	<i>[Handwritten signature]</i>
69	G.E.M. Smt. Sharmila Yadav Sh. Dalip Singh Sh. Om Prakash	Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	<i>[Handwritten signature]</i>
70	Estate Officer Dr. Dalip Singh	Asstt. Prof.	Convener	<i>[Handwritten signature]</i>
71	Incharge of Wooden Property Sh. Omprakash	Asstt. Prof.	Convener	<i>[Handwritten signature]</i>
72	Incharge of Steel Property Sh. Naveen Kumar	Asstt. Prof.	Convener	<i>[Handwritten signature]</i>
73	Complaint & Suggestion Committee. Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan Dr. Mamta Shidharth	Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member Member	<i>[Handwritten signatures]</i>
74	Incharge PPP Dr. Ashwani Bhardwaj	Guest Lecturer	Convener	<i>[Handwritten signature]</i>
75	Committee of Outsourcing policy part-I Dr. Mamta Sidharth Smt. Sharmila Dr. dalip Singh Sh. Satbir Singh	Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member Member	<i>[Handwritten signature]</i>

[Handwritten Signature]
Principal
Govt. College for Women
Narnaul (M/Garh)