

**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.

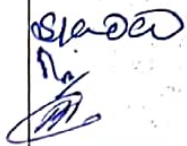
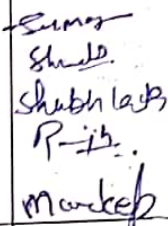
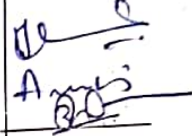
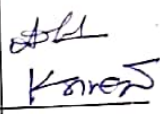
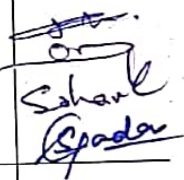

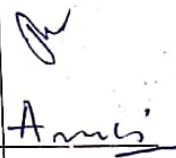
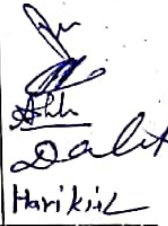

The conveners / Incharges of the various committees should note down the name of the faculty members associated with them. They are also required to invite fresh quotations for the work to be undertaken by them immediately. All Concerned may note please.

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

<b>House Examination &amp; University works Committee</b>			<b>Signature</b>	
	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	<b>NAAC / AISHE / UGC Affairs</b> 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	<b>Co-ordinators Subject Society &amp; Wall Magazine</b> Dr. Purnan 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	<b>College Magazine Committee</b> 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	<b>Annual Report Committee</b> Dr. Anju Rani Dr. Mamta Sidharth Sh. Sohan Lal	Asstt. Prof. Asstt. Prof. T.W.I.	Convener Member Member	
14	<b>Seating &amp; Shamiana, Mike &amp; Light Committee</b> Dr. Dalip Singh Sh. Karan Singh	Asstt. Prof. Asstt. Prof.	Convener Member	
15	<b>Prize Purchase &amp; Distribution Committee</b> Dr. Yashpal Dr. Aliya S. Khan Dr. Ashwini Kumar	Asso. Prof. Asstt. Prof. Cont. Lect.	Convener Member Member	

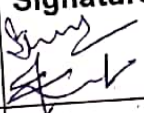
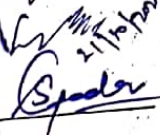

6	<b>Canteen Committee</b> Dr. Yashpal Smt. Sharmila Yadav Smt. Suman Yadav	Assoc. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	Signature <i>[Signature]</i>
17	<b>Stationary Printing &amp; Invitation Committee</b> Dr. Anita Tanwar Smt. Suman Yadav Smt. Bimla Devi Dr. Jyoti Yadav	Assoc. Prof. Asstt. Prof. L.A. Ext. Lect.	Prospectus & Annual report Incharge General Printing Will Assist the Committee	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
18	<b>Tea / Refreshment Committee</b> Dr. Mamta Siddharth Sh. Sohan Lal	Asstt. Prof. T.W.I.	Convener Member	<i>[Signature]</i> <i>[Signature]</i>
19	<b>College Cultural and Co-Curricular Activities Committee</b> 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	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
20	<b>Campus Beautification &amp; Cleanliness Committee</b> Dr. Mamta Sidharth Smt. Sharmila Yadav Dr. Ashwani Kumar Ms. Deepika Rana	Asstt. Prof. Asstt. Prof. Lecturer Ext. Lect.	Convener Member Member Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
21	<b>Decoration Committee</b> Smt. Priyanka Yadav Smt. Shweta Smt. Radhika	Asstt. Prof. Ext. Lect. ---do---	Convener Member Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
22	<b>College Property Committee</b> Dr. Karan Singh Sh. Omprakash  Sh. Vijay Singh	Asstt. Prof. ---do---  Peon	Steel Furniture Wooden Furniture & Misc. Furniture will assist the Committee	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
23	<b>College Building Minor work &amp; Repair Committee</b> Dr. Yashpal Dr. Anita Tanwar Smt. Anju Rani Sh. Satvir Singh	Assoc. Prof. ---do- Asstt. Prof. Assistant	Convener Building Fund Member Member Member	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>


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

	<b>Grievance Redressal Cell &amp; Complaints ( Teaching &amp; Non-Teaching Staff.</b>			Signature
	Smt. Sushma Yadav Dr. R.P.Yadav Dr. R.P. Singh	Assoc. Prof. ----do- ----do---	Convener Member Member	
36	<b>College Sports Board</b> 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	<b>General purchase Committee</b> Dr.Yashpal Dr. Anita Tanwar Smt. Anju Rani	Assoc. Prof. ----do--- ----do---	Convener Member Member	
38	<b>Incharge R.K. Fund, SAF, College Dev. &amp; Red Cross</b> Dr. Aliya Khan Smt. Karan Singh	Asstt.Prof. Asstt. Prof.	Incharge (Red Cross) Incharge (RKF& CDF)	
39	<b>Incharge College Sanitation Drinking Water Facilities &amp; Maintenance of R.O.</b> Dr. Mamta Siddharth Sh. Omparkash Sh. Sohan Lal Sh. Sunil Kumar	Asstt. Prof. Asstt. Prof. TWI L.A.	Convener Member Member Member	
40	<b>R.T. I. Incharge</b> Dr. R.P.Yadav Dr.R.P singh	Assoc. Prof. Assoc. Prof.	P.I.O. A.P.I.O.	
41	<b>College Alumni</b> Sh. Gian Chand Dr. Puran Parbaha Dr. Anita Tanwar	Assoc. Prof. ----do--- ----do---	Secretary Member Member	
42	<b>Internal Quality Assurance Cell (IQAC)</b> 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	<b>Court Cases</b> Dr. Aliya S Khan Sh. Sohan Singh	Asstt. Prof. ---do---	Incharge Member	Signature 

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

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

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

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