

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

**LIST OF VARIOUS COMMITTEES**

DATE 17-1-2018

The following Committees are constituted for session 2017-18 . These annual duties will come in force with immediate effect . Ex-convener / 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 committee 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	
1	<b>College Council :-</b> Sh. Naresh Kumar Yadav Dr. Puran Prabha Sh. R.K. Yadav Smt. Krishana Sharma Smt. Sushila Yadav Dr. R.P. Yadav	Principal Assoc.Prof. ---do- ---do--- ---do--- ---do---	Chairman <i>Pur</i> Secretary <i>Pur</i> Member <i>RK</i> ---do--- <i>Kel</i> ---do--- <i>Suman</i> ---do---
2	<b>Senior Tutor &amp; Chief proctor</b>  Dr. Puran Prabha	Assoc.Prof	<i>Pur</i>
3	<b>College Bursar</b>  Sh. Udai Singh Yadav	Assoc.Prof	<i>U Singh</i>
4	<b>Cheking of Income Tax statement &amp; Property return Committee</b> Sh. R.K. Yadav Sh. U.S. Yadav Dr. Naresh Kumar	Asso,Prof, ---do-- ----do---	( Convener ) <i>Pur</i> Member <i>U Singh</i> Member <i>U</i>
5	<b>Staff Secretary</b> Dr. R. P. Yadav	Assoc. Prof.	<i>Pur</i>
6	<b>Social Secretary</b>  Dr. Naresh Kumar	Assoc.Prof.	<i>U</i>
7	<b>Reception Committee</b>  ( All members of the College Council & Students Volunteers )		

8	<u>College Time -Table / Work Load &amp; Introduction of New subjects</u> Sh. R.N. Chandella  Dr. Naresh Kumar Smt. Anju Rani Sh. Sohan Singh Sh. Sohan Lal	Asso.Prof.  ----do--- Asstt. Prof. ----do--- T.W.I	Convener ( Time Table) & Introduction of new Subject Member Member Member Member
9	<u>House Examination &amp; University works Committee</u>  Dr. R.P. Yadav Dr. Anita Tanwar Dr. Naresh KUMar Sh. Sohan Singh Dr. Kavita Sh. Amar Pal Sh. Satvir Singh Yadav	Assoc.Prof. Assoc. Prof ----do--- ----do---- ----do---- ----do---- Assistant	Registrar  Result, ACR performa & Lecture shortage Internal Assessment, Eligibility, Uni. return Internal Assessment Eligibility & Exam form  To assist the Committee
10	<u>JGC Affairs ( Correspondence/ Grants/ New Subject )</u> Dr. R.P. Singh Sh. Satvir Singh Yadav	Assoc.Prof. Assistant	Nodal Officer-correspondence & Grant UGC Accounts
11	<u>Co-ordinators Subject Society &amp; Wall Magazine</u> Dr. Puran Parbha Sh. R.K. Yadav Smt. Krishana Sharma Smt. Sushila Yadav Dr. R.P. Yadav Smt. Sushma Yadav Dr. Anita Tanwar Ms. Garima Jindal Smt. Priyanka Yadav	Asso.Prof. Asso.Prof. ---do--- ---do--- ---do- ---do- ---do- Asstt. Prof. --do--	Science Maths Society Sanskrit Hindi Parishad English literary Society Geography  History, Pol.Sc. Sociology Commerce Home Sc. & Psychology
12	<u>College Magazine Committee</u> Ms. Garima Jindal Dr. R.P. Yadav Smt. Sushila Yadav Smt. Krishana Sharma Sh. Gian Chand Dr. Kavita	Asstt.Prof. Assoc. Prof. ----do-- ----do-- ----do--- Asstt. Prof.	Editor in Chief Editor in English Section Editor in Hindi Section Editor in Sanskrit Section Science Section Editor in Planning Forum
13	<u>Annual Report Committee</u> Dr. R.P. Yadav Dr. R.P. Singh Sh. Sohan Lal	Asso.Prof. ----do- ----do--	Convener Member Member

14	<u>College Cultural and Co-Curricular Activities Committee</u> Sh. R.N. Chandella Dr. Naresh Kumar  Smt. Krishana Sharma Smt. Sushila Yadav Dr. Aliya Khan Sh. Omprakash Dr. R.P. Singh Smt. Sushma Yadav	Asso.Prof. ---do--  ----do-- --do-- ---do-- ---do-- ---do-- ---do--	Chief Co-ordinator Assistant Co-ordinator <i>U</i>  Literary Section & Skt.Sect <i>sk</i> Music & Dance Section <i>sum</i> ----do----- <i>sk</i> ----do----- Theatre, English Literary Section <i>PP</i> Fine Arts <i>Skeda</i>
15	<u>Seating &amp; Shamiana, Mike &amp; Light Committee</u> Dr. Naresh Kumar Dr. Yash Pal <i>Sohan Singh</i> Ms. Garima Jindal Sh. Karan Singh	Asstt.Prof. Asstt. Prof. ----do- ---do-	Convener <i>M</i> Member Member <i>Garima Jindal</i> Member <i>PP</i>
16	<u>Prize purchase &amp; Distribution Committee</u> Dr. Yashpal Smt. Anju Rani Sh. Sohan Singh	Asso.Prof. -Asso.Prof. Asstt. Prof.	Convener <i>Yashpal</i> Member Member <i>PP</i>
17	<u>Canteen Committee</u> <del>Sh. Gian Chand</del> Dr. Puran Prabha Dr. R.P. Singh <i>3 Dr. Yash Pal</i>	Asso. Prof. ---do-- ----do--	Convener Member <i>PP</i> Member <i>PP</i>
18	<u>Tea / Refreshment Committee</u> Smt. Sushila Yadav Dr. Aliya Khan Sh. Sohan Lal	Asso.Prof. ----do-- T.W. I	Convener <i>sum</i> Member <i>sk</i> Member <i>Sohant</i>
19	<u>Printing &amp; Invitation Committee</u> Dr. R.P. Singh Ms. Sadhana Yadav Smt. Bimla Devi	Assoc..Prof. Asstt. Prof. L.A.	Prospectus & Annual report <i>PP</i> Incharge General Printing <i>Skeda</i> Will Assist the Committee <i>Bimla</i>
20	<u>Campus Beautification Committee</u> Sh. Gian Chand Smt. Sushma Yadav	Assoc. Prof. ---do--	Convener Member <i>Skeda</i>
21	<u>Decoration Committee</u> Smt. Sushma Yadav Smt. Priyanka Yadav	Assoc. Prof. F--do--	Convener <i>Skeda</i> Member <i>Priyanka</i>

22	<b>College Property &amp; Repair Committee</b> Dr. Yash Pal Sh. Omprakash Sh. Hoshiar Singh	Asstt. Prof. ---do--- Clerk	Steel Furniture <i>J. J.</i> Wooden Furniture & Misc. Furniture <i>om</i> Will assist the Committee
23	<b>College Building Minor work &amp; Repair Committee</b> Sh. Gian Chand Dr. Puran Prabha Smt. Krishana Sharma Sh. Satvir Singh	Asso. Prof. ---do- ---do- Assistant	Convener I/C Building Fund Member <i>Prabha</i> Member
24	<b>Bus Pass Committee</b> Dr. Yash Pal Sh. Hoshiar Singh	Assoc. Prof. Peon	Convener <i>H. J.</i> Will assist the Convener
25	<b>Electricity ( Maint, purchase and Bill etc.) Water supply works Committee</b> Sh. Karan Singh Sh. Sohan Lal Sh. Beg Raj	Asstt. Prof. T.W.I L.A.	Convener <i>K. Singh</i> Member <i>Sohal</i> Member
26	<b>Educational Tour Committee</b> Dr. Anita Tanwar Dr. Naresh Kumar Dr. R.P. Singh Smt. Anju Rani Sh. Sohan Singh	Assoc. Prof. ---do- ---do- Asstt. Prof. ---do-	Convener Member Member <i>Prabha</i> Member <i>Anju</i> Member
27	<b>Library Advisory Committee</b> Sh. Naresh Kumar Yadav Sh. Gian Chand Sh.R.K. Yadav	Principal Assoc. Prof. ---do-	Chairman Secretary Member
28	<b>Earn While You Learn</b> Sh. Gian Chand Smt. Sushila Yadav Dr. R.P. Yadav Sh. Satvir Singh	Assoc. Prof. --do- ---do- Assistant	Convener Member <i>Sushila</i> Member <i>R.P.</i>
29	<b>Nodal Officer , EDUSAT</b> Dr. Yashpal Sh. Sohan Lal Smt. Bimla Bai	Asstt. Prof. ---do- L.A.	Incharge <i>H. J.</i> Member <i>Sohal</i> Assistant <i>Bimla</i>
30	<b>N.S.S. Programme Officers</b> Smt. Anju Rani Sh. Sohan Singh Ms. Sadhana Yadav	Assoc.. Prof. ----do---- Asstt. Prof.	Unit No- 1II <i>Anju</i> Unit No- I <i>Sohan</i> Unit No- II <i>Sadhana</i>
31	<b>NSS Advisory Committee</b> Sh. Naresh Kumar Yadav Smt. Sushila Yadav Smt. Sushma Yadav Smt. Priyanka Yadav	Principal Assoc.. Prof. ----do-- Asstt.Prof.	Chairman Convener <i>Anju</i> Member <i>Sushila</i> Member <i>Priyanka</i>
	<i>N.C.C. Officers</i>	<i>Asstt. Prof.</i>	<i>Smt. Aliya Khan</i> <i>Shubh</i>

32	<b><u>Incharge Women Studies &amp; personality Development</u></b> Dr. Kavita		
33	<b><u>Women Cell Advisory Committee</u></b> Sh. Naresh Kumar Yadav Smt. Sushma Yadav Smt. Krishana Sharma Smt. Sushila Yadav Ms. Sadhana Yadav	Asstt. Prof.  Principal Assoc. Prof. ----do- ----do- Asstt. Prof.	Convener <i>[Signature]</i>  Chairman <i>[Signature]</i> Secretary <i>[Signature]</i> Member <i>[Signature]</i> member <i>[Signature]</i> Member <i>[Signature]</i>
34	<b><u>Placement Cell</u></b> Sh. Sohan Singh	Asstt. Prof.	Convener <i>[Signature]</i>
35	<b><u>Grievance Redressal Cell &amp; Complaints ( Teaching &amp; Non-Teaching Staff / Ragging Committee.</u></b> Sh. Gian Chand Sh. R.K. Yadav Smt. Sushila Yadav	Asso. Prof. ----do- ----do—	Convener Member <i>[Signature]</i> Member <i>[Signature]</i>
36	<b><u>College Sports Board</u></b>  Sh. Naresh Kumar Yadav Sh. Gian Chand Sh. R. K. Yadav  Sh. Sohan Singh Dr. R.P. Singh Smt. Priyanka Yadav	Principal Asso.Prof. ----do—  Asstt. Prof. ---do— ----do----	President Vice- President Secretary ( Incharge Sports Store ), Badminton <i>[Signature]</i> Incharge Kabbadi <i>[Signature]</i> Incharge Kho-Kho / Base Ball/ Volley Ball <i>[Signature]</i> Incharge Athletic Events/ Archery <i>[Signature]</i> Incharge Gym. <i>[Signature]</i>
37	<b><u>General purchase Committee</u></b> Sh. Gian Chand Dr. Puran Parbha Sh. R.K. Yadav	Asso. Prof. ----do--- ----do—	Convener <i>[Signature]</i> Member <i>[Signature]</i> Member <i>[Signature]</i>
38	<b><u>Incharge R.K. Fund, SAF, College Dev. &amp; Red Cross</u></b> Dr. Aliya Khan Ms. Garima Jindal Dr. Yash Pal	Asstt. Prof. ---do--- Assoc.Prof.	Incharge ( Red Cross ) <i>[Signature]</i> Incharge ( SAF ) <i>[Signature]</i> Incharge ( RKF & CDF ) <i>[Signature]</i>

	<p><b>Incharge College Sanitation Drinking Water Facilities</b>                  Smt. Krishan Sharma                  Smt. Sushma Yadav                  Smt. Bimla Devi</p>	<p>Assoc. Prof.                  ---do---                  L.A.</p>	<p>Convener                  Member                  Assistant <i>Bimla</i></p>
<p>40</p>	<p><b>R.T. I Incharge</b>                  Dr. <i>R.P. SINGH</i>                  Sh. Sohan Lal will assist</p>	<p>P.I.O                  Member for                  typing work</p>	<p><i>Sh</i></p>
<p>41</p>	<p><b>College Alumni &amp; parent Teacher Association</b>                  Sh. Naresh Kumar Yadav                  Sh. Gian Chand                  Dr. Puran Parbaha                  Sh. R.K. Yadav</p>	<p>Principal                  Assoc. Prof.                  ----do---                  ----do---                  ----do---</p>	<p>Patron                  Secretary                  Member                  Member                  Member <i>PK</i></p>
<p>42</p>	<p><b>Internal Quality Assurance Cell (QAC) &amp; NAAC correspondence</b>                  Sh. Naresh Kumar Yadav                  Smt. Sushila Yadav                  Dr. R.P. Yadav                  Dr. R.P. Singh                  Smt. Sushma Yadav                  Sh. Udai Singh                  Sh. Hari Kishan</p>	<p>Principal                  Asso. Prof.                  Asso. Prof.                  ----do---                  ----do---                  ---do---                  Restorer</p>	<p>Patron                  Convener                  Member                  Member                  Member                  Member (Bursar)                  Member <i>WSP</i></p>
<p>43</p>	<p><b>Court Cases</b>                  Dr. Naresh Kumar                  Sh. Amar Pal                  Sh. Sohan Lal                  Sh. Beg Raj                  (Dealing Clerk will assist)</p>	<p>Assoc. Prof.                  Asstt. Prof.                  T.W.I                  L.A</p>	<p>Incharge                  Member                  Member <i>Shank</i></p>
<p>44</p>	<p><b>Photography &amp; Gown Incharge</b>                  Dr. Naresh Kumar</p>	<p>Assoc.. Prof.</p>	<p>convener</p>
<p>45</p>	<p><b>Public Relation news Coverage Committee</b>                  Ms. Garima Jindal</p>	<p>Asstt. Prof.</p>	<p>Convener <i>Garima Jindal</i></p>

46	<b>Discipline Committee</b> Sh. Gian Chand Dr. Yashpal Dr. Naresh Kumar Dr. R.P. Singh Sh. Sohan Singh Sh. Omprakash Sh. Karan Singh Dr. Kavita Ms. Garima Jindal Ms. Sadhana Yadav	Asso. Prof. ----do--- ----do--- ----do--- Asstt. Prof. ----do--- ----do--- ----do--- ----do--- ----do---	Convener Member Member Member Member Member Member Member Member
47	<b>Legal Cell</b> Dr. Kavita Ms. Sadhana Yadav Smt. Priyanaka Yadav	Asstt. Prof. ----do--- ----do--- ----do---	Convener Member Member
48	<b>Nodal Officer on Line Admission</b> Dr. R.P. Yadav Sh. Prince Verma Smt. Reena Saini Smt. Sheetal Bansal	Assoc. Prof. L.A. ----do--- Computer Inst. ----do---	
49	<b>English Lab Incharge</b> Dr. Aliya Khan	Asstt. Prof.	
50	<b>Smart Class Incharge &amp; Computer Labs Incharge</b> Dr. R.P. Singh Sh. Sohan Lal Smt. Sheetal Bansal Smt. Reena Saini	Assoc. Prof. T.W. I Computer Inst ----do---	
51	<b>HOSTEL ADVISORY COMMITTEE</b> Sh. R.N. Chandella Dr. R.P. Singh Smt. Anju Rani Dr. Aliya Khan Sh. Prince Verma	Assoc. Prof. ---do--- Asstt. Prof. ----do---- L.A.	Convener Member Member Member Hostel Clerk
52	<b>SC/BC Students Welfare Scheme/ Scholarship &amp; Stipend Committee</b> Smt. Anju Rani Sh. U.S. Yadav Dr. Kavita Sh. Ganga Dutt	Asstt. Prof. ----do--- Asstt. Prof. ( Retd.)SLA	Convener Bursar Member Will Assist
53	<b>Technical Nodal Officer ( AEBAS )</b> Sh. Sohan Lal	TWI	Convener

Principal  
Gandhi College For Women  
Narnaul (Hry.)  
17/11/17