

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

LIST OF VARIOUS COMMITTEES

Session 2023-24

The following Committees are constituted for session 2023-24. 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.

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10	<u>UGC Affairs Correspondence / Grants/ New Subject/NAAC)</u> Smt. Anju Rani Sh. Ajay Thakan Dr. Mamta Sidharth Sh. Chiranjiv Tayal Dr. Mamta Sharma Smt. Sadhana Dr. Sunil Kumar Sh. Sandeep Kumar (Phy.) Dr. Pawan Kumar Dr. Jyoti Yadav (Eng.) Dr. Neelam (Eng.) Dr. Radhika (Eng.) Dr. Poonam Yadav (Eng.) Dr. Munesh Yadav (Eng.) Dr. Suman Yadav (Eng.) Dr. Preeti Kumari Smt. Asha Yadav Sh. Ashwani Bhardwaj Sh. Sanjesh Yadav Smt. Reena Saini Smt. Sheetal Bansal Sh. Sunil Kumar	Asstt. Prof Asso. Prof. Asso. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Ext. Lect. Asstt. Prof. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Lang. Lab Inst. Guest Lect. Clerk Computer Inst. Computer Inst. L.A	Nodal Officer Curricular Aspects Teaching-Learning And Evaluation Research, Innovations & Extension Infrastructure & Learning Resources Student Support & Progression Governance Leadership & Mngt. Institutional Values & Best Practices Internal Coordinator Coordinator with Nodal Officer Teaching-Learning And Evaluation Research, Innovations & Extension Infrastructure & Learning Resources Student Support & Progression Governance Leadership & Mngt. Institutional Values & Best Practices Curricular Aspects ICT assistance Documentation Assistance Documentation Assistance Documentation Assistance Documentation Assistance	
11	<u>Subject Society & Wall Magazine</u> Sh. Chiranjiv Tayal Dr. Mamta Sharma Dr. Dalip Singh Dr. Sharmila Smt. Priyanka Kumari	Asstt. Prof Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof	Science, Maths, Sanskrit, Hindi , Geography, History, Pol.Sci. English ,Sociology, Commerce, Home Sci. & Psychology	
12	<u>College Magazine</u> Dr. Ajay Thakan Smt. Sharmila Yadav Dr. Aliya Khan Smt. Rinku	Asstt. Prof. Asstt. Prof. Asstt. Prof. Ext. Lect.	Editor in Chief Editor in English Section Editor in Planning forum Editor in Hindi Section	
13	<u>Annual Report</u> Sh. Ajay Thakan Dr. Ashwani Bhardwaj Dr. Anita Gupta Dr. Anil Kumari	Assoc. Prof. Ext. Comp. Inst. Ext. Lect. Ext. Lect.	Convener Member Member Member	
14	<u>Cultural and Co-Curricular Activities</u> Dr. Mamta Sharma Smt. Sunita Devi Sh. Omparkash Dr. Jyoti Yadav Dr. Neelam Yadav Dr. Sunita Jakhar	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</u> Dr. Dalip Singh Sh. Naresh Kumar Sh. Surender Kumar	Asstt. Prof. Ext. Lect. Tabla Player	Convener Member Member	

16	<u>Prize Purchase & Distribution</u> Dr. Pawan Kumar Dr. Ashwini Kumar Dr. Parveen Gupta Dr. Manisha Saini Dr. Poonam (Maths)	Asstt. Prof. Guest Lect. Ext. Lect. Ext. Lect. Ext. Lect.	Convener Member Member Member Member	
17	<u>Canteen</u> Dr. Dalip Singh Smt. Sharmila Yadav Dr. Pawan Kumar Sh. Sunil Kumar	Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member Member	
18	<u>Tea / Refreshment</u> Dr. Manmeet Kaur Dr. Poonam Bai Sh. Ramesh Chand Sh. Balwan	Asstt. Prof. Ext. Lect. J.L.A. Tabla Player	Convener Member Member Member	
19	<u>Stationery Printing</u> Dr. Pawan Kumar Dr. Girish Yadav Sh. Sanjesh Yadav	Asstt. Prof. Ext. Lect Clerk	Convener Member Member	
20	<u>Campus Beautification & Cleanliness</u> Dr. Neelam Dr. Poonam Dr. Munesh Yadav Smt. Sita Kumari	.Ext. Lect (Eng.) Ext. Lect (Eng.) Ext. Lect (Eng.) Ext. Lect.(Eco.)	Convener Member Member Member	
21	<u>Decoration</u> Smt. Radhika Dr. Jyoti Yadav Smt. Suman Devi Dr. Preeti Kumari	Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect.	Convener Member Member Member	
22	<u>College Property & Repair</u> Dr. Dalip Singh Sh. Omprakash Sh. Sunil Kumar	Asso. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	
23	<u>College Building Minor work & Repair</u> Dr. Parul Gupta Smt. Anju Rani Dr. Mamta Shidharth Sh. Sunil Kumar	Asso. Prof. ---do- ---do- L.A.	Convener Member Member Member	
24	<u>Bus Pass / Traffic Interpretation / Driving License</u> Dr. Dalip Singh Sh. Naresh Kumar Sh. Vijender Kumar	Asstt. Prof. Ext. Lect. JLA	Convener Member Member	
25	<u>Electricity & Maintenance</u> Sh. Omprakash Sh. Sunil Kumar Sh. Rajender Sh. Ramesh Chand	Asstt. Prof. Asstt. Prof. J.L.A. JLA	Convener Member Member Member	
26	<u>Educational Tour</u> Dr. Yashpal Dr. Poonam Yadav (Eng.) Dr. Mamta Yadav Dr. Neelam Sh. Sunil Kumar	Asso. Prof. Ext. Lect Ext. Lect Ext. Lect L.A.	Convener Advisor Member Member Member	
27	<u>Library Advisory</u> Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan	Asso. Prof. ----do--- ----do---	Secretary Member Member	
28	<u>Earn While You Learn</u> Dr. Mamta Siddharth Smt. Priyanka	Asso. Prof. Asstt. Prof	Convener Member	

	Sh. Sanjesh Yadav	Clerk	Member	
29	<u>EDUSAT/ LMS/ Online Class</u> Sh. Ashwani Bhardwaj Dr. Samta Yadav	Guest Lecturer Ext. Lect	Incharge Member	
30	<u>N.S.S. Programme Officers</u> Dr. Mamta Sharma Dr. Manmeet Kaur Dr. Dalip Singh	Asstt. Prof. ----do---- ----do----	Unit No- I Unit No- III Unit No- II	
31	<u>NSS Advisory</u> Smt. Anju Rani Dr. Mamta Sidharth Smt. Priyanka Kumari	Assoc. Prof. Asstt. Lect. Asstt. Lect.	Convener Member Member	
	<u>N.C.C. OFFICER</u> Dr. Mamta Sidharth	Asstt. Prof.	Incharge	
32	<u>Women Studies & personality Development</u> Dr. Mamta Sharma Dr. Geeta Yadav Dr. Harmeet Kaur	Asstt. Prof. Ext. Lect Ext. Lect.	Convener Member Member	
33	<u>Placement Cell</u> Dr. Manmeet Kaur Sh.Sunil Kumar Dr. Preeti Kumari	Asstt. Prof. Asstt. Prof Ext. lect.	Convener Advisor Member	
34	<u>Grievance Redressal Cell for Staff</u> Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani	Asso. Prof. ----do- ----do—	Convener Member Member	
35	<u>College Sports Board</u> Smt. Suman Yadav Smt. Sunita Devi Dr.Pawan Kumar Sh. Sunil Kumar Sh. Omprakash Sh. Chiranjiv Tayal Smt. Priyanka Kumari Smt. Raman Singh Smt. Shweta Smt. Shubh Lata Smt. Geeta Yadav Smt. Mandeep Yadav Dr. Harmeet Kaur Smt. Sita Kumari	Asstt.Prof. Asstt.Prof. Asstt.Prof. Asstt.Prof. Asstt.Prof. Asstt.Prof. Asstt.Prof. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect.	Incharge Sports Store Incharge Yoga and Mental Health Incharge Badminton Incharge Kabbadi Incharge Kho-Kho Incharge Base Ball Incharge VolleyBall Incharge Athletic Events Incharge Archery Incharge Foot ball Incharge Table Tennis Incharge Cricket Incharge Wrestling Incharge Judo and Martial Arts	
36	<u>General Purchase</u> Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan Dr. Pawan Kumar	Assoc. Prof. Asstt.Prof. Assoc. Prof. Asstt.Prof.	Convener Member Member Member	
37	<u>College Fund & Red Cross</u> Dr. Sadhna Yadav Dr. Rekha saini Dr. Neelam Yadav (Botany)	Asstt.Prof. Ext. Lect. Ext. Lect.	Incharge Member Member	
38	<u>College Sanitation Drinking Water Facilities & Maintenance of R.O.</u> Sh. Chiranjeev Tayal Sh. Omprakash Sh. Ramesh Chand Sh. Rajender	Asstt. Prof. Asstt. Prof. J.L.A. J.L.A.	Convener Member Member Member	
39	<u>R.T. I. Incharge</u> Dr. Parul Gupta Smt. Anju Rani	Assoc. Prof. Assoc. Prof.	P.I.O. A.P.I.O.	
40	<u>College Alumni Coordination</u> Dr. R.P. Singh Dr. Parul Gupta	Assoc. Prof. Asstt. Prof.	Secretary Member	

	Smt. Anju Rani	-----do----	Member	
41	<u>Internal Quality Assurance Cell</u> Dr. R.P. Singh Dr. Parul Gupta Dr. Dalip Singh Dr. Pawan Kumar Sh. Hari Kishan	Asso. Prof. Asstt. Prof. Asstt. Prof. -----do--- Jr. Librarian	Convener Member Member Member Member	
42	<u>Court Cases / Legal Cell / LMS</u> Dr. Manmeet Kaur Dr. Dalip Singh Sh. Omprakash Sh. Sunil Kumar Dr. Geeta Yadav Sh. Sanjesh Yadav	Asso. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Ext. Lect. Clerk	Incharge Member Member Member Member Member	
43	<u>Photography & Gown Incharge</u> Dr. Dalip Singh Dr. Geeta Yadav Dr. Samta	Asstt. Prof. Ext. Lect. Ext. Lect.	Convener Member Member	
44	<u>Public Relation News Coverage</u> Smt. Anju Rani Dr. Deepika Rana	Asso. Prof. Ext. Lect.	Convener Member	
45	<u>Discipline</u> Dr. R.P. Singh Dr. Dalip Singh Sh. Sunil Kumar Sh. Omprakash Smt. Suman Yadav Smt. Sweety Goyal Dr. Poonam Bai Dr. Harmeet Kaur Dr. Sonam Devi Sh. Balwan	Asso. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Ext. Lect. Tabla Player	Convener Member Member Member Member Member Member Member Member Member Member	
46	<u>Nodal Officer Online Admission</u> Smt. Sunita Kumari 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 Member	
47	<u>Language Lab Incharge</u> Sh. Ajay Thakan	Asso. Prof.	Incharge	
48	<u>Smart Class Incharge, IT Cell</u> Dr. Ashwani Bhardwaj Smt. Sheetal Bansal Smt. Reena Saini Smt. Shweta	Guest Lect Computer Inst. -----do---- Ext. Lect.	Convener Member Member Member	
49	<u>HOSTEL ADVISORY</u> Smt. Anju Rani Smt. Priyanka Kumari Smt. Vandana Dr. Subhlata	Asstt. Prof. ---do--- Ext. Lect. Ext. Lect.	Warden Advisor Member Member	
50	<u>SC/BC Students Welfare Scheme/ Scholarship & Stipend</u> Sh. Omprakash Smt. Jyoti SKT Sh. Naresh Kumar Sh. Manish Kumar	Asstt. Prof. Ext. Lect. Ext. Lect. Clerk	Convener Member Member Member	
51	<u>Technical Nodal Officer (AEBAS)</u> Sh. Chiranjeev Tayal Dr. Deepika Rana Dr. Sonam Devi	Asstt. Prof. Ext. Lect. Ext. Lect.	Convener Member Member	

52	<u>Supervisory Committee (for Class-IV workers)</u> Dr. Yash Pal Smt. Anju Rani Sh. Sanjesh Yadav	Assoc. Prof. Asstt. Prof. Clerk	Convener Member ---do---	
53	<u>Road Safety & Red Ribban Club</u> Smt. Sadhna Yadav Dr. Rekha Saini Dr. Neelam Yadav	Asstt. Prof. Ext. Lect. Ext. Lect.	Convener Member Member	
54	<u>Maintenance of Principal office & Admn.Block</u> Dr. Yash Pal Dr. Dalip Singh Sh. Sunil Kumar	Assoc. Prof. Asstt. Prof. L.A.	Convener Member Member	
55	<u>Spoken Tutorial</u> Sh. Sunil Kumar	Asstt.Prof.	Member	
56	<u>College Dispensary</u> Smt. Sadhana Yadav	Asstt. Prof.	Incharge	
57	<u>Anti Sexual Harassment/Ragging</u> Dr. Mamta Sidharath Smt. Anju Rani Dr. Parul Gupta Adv. Giribala Yadav Sh. Ramesh Chand Sh. Rajender Ms. Mansi Ms. Tejsi Ms. Ritika	Assoc. Prof. Assoc. Prof. Asstt. Prof. Legal Advisor JLA JLA Student Student Student	Convener Member Member Member Member Member Member Member Member	
58	<u>RUSA</u> Sh. Sunil Kumar Smt. Sita Kumari Smt. Shweta Sh. Sandeep (chem.) Sh. Sunil Kumar	Asstt. Prof. Ext. Lect. Ext. Lect. Ext. Lect. L.A.	Incharge Member Member Member Member	
59	<u>Students Welfare</u> Dr. Parul Gupta Smt. Anju Rani Dr. Mamta Sidharath	Assoc. Prof. ---do--- ---do---	Convener Member Member	
60	<u>Proctorial / Checking</u> Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani	Assoc. Prof. ----do--- Asstt. Prof.	Convener Member Member	
61	<u>EBSB</u> Smt. Sharmila Yadav	Asstt. Prof.	Convener	
62	<u>Nodal Officer Election</u> Sh. Sunil Kumar Sh. Sunil Kumar	Asstt. Prof L.A.	Convener Member	
63	<u>Nature Interpretation Center.</u> Smt. Sadhna Yadav Smt. Madhu Dr. Nitu Kumari	Asstt. Prof. Ext. Lect. Ext. Lect.	Convener Member Member	
64	<u>Nodal Officer Passport/PPP</u> Dr. Ashwani Bhardwaj Sh. Sandeep (Chem) Dr. Girish	Guest Lect. Ext. Lect. Ext. Lect.	Convener Member Member	
65	<u>AISHE</u> Sh. Ajay Thakan Sh. Praveen Kumar Sh. Sunil Kumar	Assoc. Prof. L. A. L. A.	Convener Member Member	
66	<u>G.E.M.</u> Smt. Sharmila Yadav Sh. Dalip Singh Sh. Om Prakash	Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member	

	Sh. Sunil Kumar	L.A.	Member	
67	<u>Estate Officer</u> Dr. Dalip Singh	Asstt. Prof.	Convener	
68	<u>Wooden Property</u> Sh. Omprakash Sh. Vijender	Asstt. Prof. JLA	Convener Member	
69	<u>Steel Property</u> Dr. Dalip Singh Sh. Pradeep Kumar	Asstt. Prof. L. A.	Convener Member	
70	<u>Complaint & Suggestion</u> Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan Dr. Mamta Shidharth	Asstt. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof.	Convener Member Member Member	
71	<u>HRMS & MIS</u> Dr. Ashwani Bhardwaj Sh. Sanjesh Sh. Praveen Kumar	Guest Lecturer Clerk L. A.	Convener Member Member	
72	<u>Outsourcing policy part-I & Part-II</u> Dr. Mamta Sidharth Dr. Pawan Kumar Dr. Dalip Singh Sh. Sanjesh Yadav	Asstt. Prof. Asstt. Prof. Asstt. Prof. Clerk	Convener Member Member Member	

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