

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

LIST OF VARIOUS COMMITTEES

Session 2024-25

The following Committees are constituted for session 2024-25. 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	<u>College Council :-</u> Dr. R.P. Singh Dr. Parul Gupta Smt. Anju Rani Sh. Ajay Thakan Smt. Mamta Sidharth	Asso.Prof. Asstt. Prof Asstt. Prof. Asso.Prof. Asso.Prof.		
2	<u>Senior Tutor & Chief Proctor</u> Dr. Parul Gupta	Asstt. Prof		
3	<u>Bursar</u> Dr. R.P. Singh	Asso. Prof		
4	<u>Checking of Income Tax statement & Property return</u> Dr.Manmeet Kaur Sh. Parveen Gupta Smt. Pooja Batra Smt. Sweety Goyal	Asstt. Prof. Ext. Lect. Ext. Lect. Ext. Lect.	Convener Member Member Member	
5	<u>Staff/Stage Secretary</u> Smt. Anju Rani Dr. Mamta Sidharth	Asstt. Prof. Asso.Prof.	Convener Member	
6	<u>Social Secretary</u> Dr. R.P.Singh	Asso.Prof.		
7	<u>Reception</u> (All members of the College Council & Student Volunteers)			
8	<u>College Time –Table / Work Load & Introduction of New subjects</u> Dr. Mamta Sidharth (Convener) Sh. Chiranjiv Tayal Smt. Sunita Devi Smt. Priyanka kumari Dr. Lalita Yadav Dr. Rekha Saini	Asso.Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof Ext. Lect Ext. Lect	Convener. Member Member Member Member Member	
9	<u>House Examination & University works</u> Dr. R.P. Singh Smt. Sharmila Sh. Sunil Kumar Dr. Subhlata Dr. Pooja Batra Sh. Sandeep Kumar (Phy.) Smt. Lalita (Skt.) Dr. Raman singh Smt. Poonam Yadav (Math) Smt. Shweta (Geo) Smt. Manisha Tayal (Math) Dr. Sita Kumari Sh. Parveen Kumar Sh. Sunil Kumar	Asso. Prof. Asstt. Prof Extn. Lect. Extn. Lect. Extn. Lect. -do- -do- -do- -do- -do- -do- -do- L.A. L.A.	Registrar (Result, Online ACR) Dy. Registrar (Lecture shortage) Dy. Registrar (Uni. Works) Member Member Member Member Member Member Member Member Member Member L.A.	
10	<u>UGC Affairs Correspondence / Grants/ New Subject/NAAC)</u> Smt. Anju Rani Sh. Ajay Thakan Dr. Mamta Sidharth Sh. Chiranjiv Tayal	Asstt. Prof Asso. Prof. Asso. Prof. Asstt. Prof.	Nodal Officer Curricular Aspects Teaching-Learning And Evaluation Research, Innovations & Extension	

	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. Asstt. Prof. Asstt. Prof. Ext. Lect. Asstt. Prof. 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	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. Sharmila Smt. Sunita Devi Sh. Omparkash Dr. Jyoti Yadav Dr. Neelam Yadav Dr. 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</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>Stationary Printing</u> Sh. Omprakash 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. Omparkash 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> Sh. Sunil Kumar Smt. Priyanka Kumari Dr. Poonam Yadav (Eng.) Dr. Neelam Sh. Sunil Kumar	Asstt. Prof. Asstt. Prof. 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> Smt. Priyanka Kumari Dr. Sadhna Yadav Sh. Sanjesh Yadav	Asst. Prof. Asstt. Prof Clerk	Convener Member Member	
29	<u>EDUSAT/ LMS/ Online Class</u> Sh. Ashwani Bhardwaj Dr. Geeta Yadav Dr. Mamta Yadav	Guest Lecturer Ext. Lect Ext. Lect	Incharge Member Member	
30	<u>N.S.S. Programme Officers</u> Dr. Mamta Sharma Dr. Sadhana Smt. Suman Yadav	Asstt. Prof. ----do--- ----do---	Unit No- Unit No- Unit No-	
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. Samta 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	

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46	<u>Nodal Officer Online Admission</u> Sh. Sunil Kumar Smt. Sadhna Yadav Sh. Omprakash 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. Lalita Sh. Naresh Kumar Sh. Manish Kumar	Asstt. Prof. Ext. Lect. Ext. Lect. Clerk	Convener Member Member Member	
51	<u>Technical Nodal Officer (AEBAS)</u> Dr. Ashwani Bhardwaj Smt. Reena Smt. Sheetal Sh. Sandeep	Guest Lect. Instructor Instructor Assistant	Convener Member Member Member	
52	<u>Outsourcing policy part-I & Part-II</u> Dr. Mamta Sidharth Smt. Anju Rani Dr. Dalip Singh Dr. Pawan Kumar Sh. Sanjesh Yadav	Asso. Prof. Asstt. Prof. Asstt. Prof. Asstt. Prof. Clerk	Convener Member Member Member Member	
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> Sh. Ajay Thakan 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 Sh. Sunil Kumar	Asstt. Prof. Asstt. Prof. Asstt. Prof. L.A.	Convener Member Member 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	

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