

Maharani Padmavati Govt. College for Women, Shahzadpur (Ambala) General Duties

Distribution of Work for the Academic Session 2026-27

1.	College Council	2.	IQAC	3.	RTI/ Court Case		Senior Tutor/MM/ Chief Proctor	5.	University cell
	Dr. Meenakshi (Chairperson) Dr. Kashmir Singh Ms.. Monika Dr. Priyanka Dr. Pankaj Kumar Ms. Vaneeta Sharma Dr. Geeta Devi	Dr. Meenakshi (Chairperson) Dr. Priyanka C Mr.Rajesh Kumar CC Ms. Monika Dr. Pankaj Kumar Ms. Vaneeta Sharma Ms Monika Sharma	Dr. Kashmir Singh C(SPIO) Dr. Pankaj Kumar(ASPIO) Court Case Dr. Kashmir SinghC Dr. Charan Dass CC Ms. Neeru (Clerk)		Dr. Kashmir Singh (Chief Proctor) Dr.Geeta (Chief Mentor)		Ms. Vanita Sharma (University Registrar) Mr. Raj Kumar Ms Ankita Dr Aarti Saini Ms. Natasha Dr.Yogita		
6.	HRMS, MIS, E-salary	7.	Staff Secretary/social secretary/Stage Secretary	8.	College Bursar	9.	GeM Portal	10	SC Scholarship
	Dr. Yogita C Ms.Monika CC Ms. Manisha Arora Ms. Neeru(clerk)	Dr.Yash Pal (Staff Secretary) Dr. Nirmal Singh(Social Secretary) Dr.Charan Dass	Ms. Monika		Mr. Iqbal Singh C Ms. Ankita CC Dr. Aarti Saini		Dr. Charan Dass C Dr. Nirmal Singh CC		
11	BC/Meritorious Scholarship	12	Lab Augmentation/Science exhibition	13	Building Property/ Stock Verification/Maintenance	14	ID Card	15	NEEV
	Dr. Aarti Saini c MS. Ankita CC Ms Shiwani	Dr. Rajni Mohil C Dr. Pankaj Kumar CC Ms Sonia Dr.,Raj kumar All science Faculty		Mr. Iqbal Singh C Mr. Rajesh Kumar CC Ms. Aarti Sharma	Dr. Nirmal Singh C Mr. Raj Kumar CC Ms. Natasha		Dr. Ravi Kr. Barwal C Dr. Charan Das CC Dr.Arti Saini Ms.Shiwani Ms. Ankita		

16	Income Tax	17	Office Expenses	18	Telephone/Leased Line (Internet)	19	Absentee/Fine/NSO/LS/ RA	20	ICC/Sexual Harassment Grievance Redressal cell
	Ms. Ashu C Dr. Yogita CC Ms. Shiwani Ms. Manisha Arora		Dr. Yogita Sarohi (Office Registrar) Ms. Monika Sharma Ms. Neeru(Clerk)		Dr. Yashpal C Dr. Ravi Barwal CC		Ms. Ankita C Ms. Natasha CC Ms. Ashu		Ms. Monika C Ms. Natasha CC Ms. Monika Sharma Dr. Raj Kumari Dr. Nirmal Singh
21	4. Internal Assessment	22	Anti Ragging Cell/Student Grievance Redressal Cell	23	SC/ST Cell/Person with Disability welfare cell	24	Decoration	25	Counselling Cell # Lets Con Forward
	Mr. Rajesh C Ms Shiwani Dr Nirmal Singh Dr Rajkumari		Ms. Sonia C Dr Prachi CC Dr. Nisha Pannu		Dr. Geeta Devi C Mr. Iqbal Singh CC Dr. Yogita		Ms. Eena C Ms. Ankita CC Ms. Aarti Sharma		Dr Priyanka C Ms. Monika CC Dr. NishaPannu Ms Suman Ms. Sonia
26	HKRN	27	Bus Pass/Passport/ Learner License	28	YRCA	29	NAPS	30	Eco-Club
	Dr. Ravi Kumar Barwal C Ms. Shiwani CC Dr. Aarti Saini Ms. Neeru (Clerk)		Mr. Raj Kumar C Dr Nirmal Singh CC Dr Eena Ms. Ashu		Ms. Suman (Counsellor) Ms. Monika Sharma CC Dr. Rajesh Kumar Dr. Eana		Dr Pankaj C Dr. Charan Dass Ms. Natasha		Mr. Raj Kumar C Dr. Rajni Mohli CC Ms. Vaneeta Sharma

	Educational Tour	32	Electricity & Genset/ Electronic Property	33	Annual Report	34	Tent Shamiana/SS/Photography	35	Traffic Interpretation Centre/Road Safety
	Dr. Kashmir Singh C Ms. Monika Sharma CC Dr. Rajni Mohil Dr. Geeta		Dr. Ravi Barwal C Dr. Charan Dass CC Mr. Rajesh Kumar Dr. Raj Kumar		Ms. Monika Sharma C Dr. Yashpal CC Dr. Nirmal Singh		Ms. Sonia C Ms. Suman CC Dr. Iqbal Singh		Dr. Rajni Mohil C Dr. Geeta Devi CC Dr. Raj Kumar
36	Physical verification committee	37	Electoral/V/ Card	38	Timetable/Workload/ LMS/Teaching Software	39	Web Portal & ERP/Social Media	40	NSS/Community Engagement Global Citizenship
	Dr. Raj Kumari C Dr. Ravi Kr. Barwal CC Ms. Aarti Sharma Ms. Ankita		Ms. Shivani C Dr. Raj Kumari CC Ms. Ashu		Ms. Aarti Saini C Dr. Nisha Pannu Mr. Rajesh Kumar Ms. Natasha		Dr. Raj Kumari C Dr. Ravi Barwal CC Dr. Aarti Saini Ms. Ankita		Ms. Aarti Sharma (P.O) Dr. Charan Das Dr. Eena Ms. Manisha (Clerk)
41	Sports Board	42	Earn While You Learn	43	Cultural Activity	44	Placement Cell/Startup Incubation	45	Library
	Advisory Board Dr. Kashmir Singh Ms. Monika Dr. Priyanka Dr. Pankaj Dr. Prachi C Dr. Priyanka CC Ms. Shivani Mr. Iqbal Singh		Ms. Monika Sharma C Ms. Sonia CC Dr. Priyanka Ms. Suman Dr. Nisha Pannu		Dr. Pankaj Kumar C Dr. Aarti Saini CC Dr. Geeta Devi Dr. Nirmal Singh Ms. Aarti Sharma Ms. Ankita		Dr. Yogita Sarohi C Dr. Aarti Saini CC Ms. Aarti Sharma Ms. Ankita		Dr. Charan Dass C Mr. Rajesh Kumar CC Dr. Yogita Sarohi Dr. Prachi Dr. Rajni Mohil
46	Public Amenities (Water cooler, RO, Borewell)	47	Yoga Club	48	Refreshment	49	Cleanliness & Beautification	50	Important day celebration
	Ms. Suman C Mr. Nirmal Singh CC Dr. Raj Kumar		Dr. Prachi C Dr. Charan Dass CC Ms. Vanita Sharma Ms. Aarti Sharma		Ms. Natasha C Ms. Manisha Arora CC Mr. Raj Kumar		Dr. Nisha Pannu C Ms. Sonia Devi CC Mr. Raj Kumar		Dr. Eena C Dr. Prachi CC Ms. Natasha Ms. Suman

51	Printing		52	Anti Drug Awareness		53	Media/Press		54	Alumni coordination Cell		55	NAAC	
	Dr. Geeta Devi C Mr. Iqbal Singh CC Dr. Yogita			Dr. Nisha Pannu C Dr. Eena CC Ms. Suman Dr. Prachi Dr. Rajni Mohil			Dr. Charan Dass C Dr. Yash Pal CC			Dr. Yash pal C Mr. Rajesh Kumar CC Dr. Rajni Mohil			Ms. Manisha Arora C Dr. Rajkumari Mr. Iqbal Singh Dr Yogita Sirohi Ms. Suman	
56	College Canteen		57	Women Cell		58	Computer & IT/Maintenance		59	Discipline		60	UGC/ AISHE	
	Ms. Ashu C Dr. Geeta Devi CC Dr. Eena			Ms. Natasha C Dr. Manisha Arora CC Ms Monika sharma Dr. Raj Kumari Ms. Ashu Ms. Ankita			Dr. Pankaj Kumar C Dr. Raj Kumari CC Dr. Ravi Kr Barwal			Dr. Prachi C Dr Rajni Mohil CC All Faculty Members			Mr. Rajesh C Dr Priyanka CC Dr. Nisha Pannu Mr. Iqbal Singh	
61	IPR/Research Cell		62	College Magazine		63	Result Verification		64	NEP/subject Allocation		65	Internship	
	Dr Priyanka C Dr Nisha Pannu CC			Ms. Sonia C Dr. Priyanka Dr. Geeta Devi Dr. Yash Pal Ms. Suman Ms. Aarti Sharma			Ms. Ashu C Ms. Shivani CC Dr. Eena Ms. Aarti Sharma			Ms. Manisha Arora C Dr. Raj Kumari CC Dr. Ravi Kr Barwal Ms. Monika Dr. Pankaj Kumar			Ms Manisha C Ms Monika Dr Pankaj Dr Rajesh	
66	Biometric (BAS)		67	Legal Literacy		68	Advisory Board							
	Ms. Vanita Sharma C Dr. Yash Pal CC Ms. Sonia			Dr. Rajni Mohil Dr Geeta CC Dr. Prachi			Dr. Kashmir Singh Ms. Monika Dr. Priyanka Dr. Pankaj Kumar							
							For Women Cell Placement Cell NSS YRCA College Magazine							

All the conveners are hereby directed to:

1. Distribute specific duties among the members of their respective committees.

Ensure full compliance with every order and directive issued by the Chair.

3. The necessary steps are to be taken i.e. inviting quotation, seeking administrative & financial approval etc. wherever necessary by the committee well in the time.
4. The next Person in committee will look after the work in case of leave of the convener.

Copy to: -1. Director General Higher Education Shiksha Sadan, Sector-5, Panchkula

2. Chief Proctor

3. College Bursar


Principal

Principal
Govt. College For Women
Shahzadpur (Ambala)