

## GOVT. COLLEGE FOR WOMEN , SHAHZADPUR (AMBALA )

General Duties for the session 2020-21

(All the convener are hereby directed to distribute equal work to the members of their respective committee & comply each and every given by the chair)

1	College Council	2	IQAC & Annual Report	3	Senior Tutor/MM/CP	4	College Bursar
	Mr.S.P Girhotra (Chairperson)		Dr. Kashmir C		Dr. Kashmir C		Mrs.Monika C
	Dr. Kashmir		Mrs. Monika		Mrs.Monika		Ms. Natasha
	Mrs. Monika		Mrs. Ankita				Mr.Raj Kumar
	Mrs. Ankita Sharma		Dr. Pankaj				
	Mr. Pankaj						
5	E-salary & HRMS	6	Building Property	7	Office Expenses	8	Women Cell
	Mrs.Yogita		Dr.Kashmir C		Mrs.Ankita C (O/R)		Dr.Punam C
	Miss Neeru		Mr.Sanjiv		Mr.Rajesh		Dr.Priyanka
			Dr.Yashpal		Mr.Iqbal		Mrs. Yogita
			Mr.Iqbal		Mr. Muthra		Mr.Iqbal
			Mr.Muthra		Mrs.Yogita		Ms Natasha
					Miss Neeru		
9	SC Scholarship	10	BC Scholarship	11	Meritorious Scholarship	12	Timetable/Workload
	Mr.Rajat C		Mr.Sanjiv C		Miss Reema C		Mr.Rajesh C
	Mr.Raj Kumar		Dr.Vishal Verma		Mrs. Renu		Miss Natasha
	Mr.Muthra		Dr. Yash Pal		Miss Natasha		Dr.Vishal Verma
					Mr. Muthra		
13	University Work	14	Internal Assessment	15	Stock Verification	16	Printing
	Mr.Muthra C		Mr.Rajesh C		Dr.Kashmir C		Mr.Sanjiv C
	Miss Reema		Mrs. Monika		Mrs. Ankita		Dr.Nirmal
	Mr. Rajat		Miss Reema		Mr.Rajesh		Dr.Yash Pal
	Mrs. Renu		Mr.Iqbal				Mrs. Renu
	Mr.Iqbal		Mr.Muthra				Mr.Sonu
	Dr.Nirmal						
17	Legal Literacy Cell	18	Buss Pass & ID Card	19	Absentee/Fine/NSO/LS /RA	20	Gem Portal
	Mrs. Ankita C		Mr.Raj Kumar C		Mrs. Renu C		Mr.Rajesh Kumar
	Dr. Pankaj		Mrs. Reema		Mr. Sanjiv		Mrs.Ankita
	Dr. Nirmal		Mr. Muthra		Dr.Nirmal		Dr.Priyanka
	Dr.Punam		Mr.Sonu		Miss Neha		Dr.Vishal verma
	Mr.Sonu		Mr.Sanjiv				
	Mr.Rajat		Dr.Nirmal				
	Mrs.Renu						

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21	G P/Grant & Proposals	22	Stage Conduct	23	Electricity & Genset	24	Telephone/Lease Line(int)
	Mrs.Monika C		Mrs.Ankita C		Dr.Nirmal C		Dr.Yash Pal C
	Mrs. Yogita		Dr.Nirmal		Mr.Rajat		Miss Reema
	Mr.Iqbal		Mr.Sanjiv		Dr.Yash Pal		Mr.Rajat
	Mrs. Renu				Mr.Muthra		Dr.Vishal Verma
					Mr.Raj Kumar		
25	Cultural Activity	26	Earn While You	27	SA/Tent Shamian/SS	28	Sexual Harassment
	Dr.Pankaj C		Mrs. Ankita C		Mr.Sanjiv C		Mrs. Monika C
	Miss Natasha		Mrs. Yogita		Mrs.Yogita		Dr. Kashmir
	Dr. Nirmal		Dr. Punam		Dr. Yash Pal		Dr. Punam
	Dr.Punam		Dr. Priyanka		Dr.Punam		
	Dr. Priyanka				Mr.Sonu		

29	Grievance	30	Anti-Ragging Cell	31	Ecc-Club & cleanliness	32	Outsourcing Part-1
	Mrs. Monika C		Dr.Yash Pal C		Miss Natasha C		Mrs. Monika C
	Dr. Pankaj		Mr. Iqbal		Dr.Kashmir		Miss Reema
	Dr. Punam		Mrs. Yogita		Mr. Sanjiv		Dr. Pankaj
			Mr. Raj Kumar		Dr. Priyanka		Mr. Rajesh
					Mr.Sonu		
33	Nodal Officer EPF	34	RTI	35	Media/Press	36	Staff Secretary
	Mrs. Monika		Dr. Kashmir		Dr. Nirmal C		Mrs Ankita C
			Mr. Rajat		Mr. Sanjiv		
					Dr.Yash Pal		
37	UGC/NAAC/AISHE	38	Decoration	39	Income Tax	40	Evs Exam
	Mr. Rajesh C		Dr. Priyanka C		Mrs. Monika C		Mr Sonu C
	Mrs Ankita		Dr. Punam		Mrs. Yogita		Mr. Rajat
	Dr. Priyanka		Mr. Iqbal		Dr. Punam		Dr. Yash Pal
	Dr. Vishal Verma		Miss Natasha		Miss Natasha		Mr. Raj Kumar
	Mr. Muthra						
41	Compulsory computer exam	42	Library	43	Electoral(Vcard,AC,Pass)	44	YRCA
	Dr. Vishal Verma C		Mrs. Renu C		Mr. Rajat C		Mrs.Monika C
	Miss Reema		Dr. Nirmal		Mr. Rajesh		Mrs. Renu
	Dr.Pankaj		Mr. Rajat		Mrs Renu		
	Dr. Priyanka		Dr. Yash Pal		Mr. sanjiv		
			Mrs. Yogita		Mr. Raj Kumar		
			Miss Neha		Mr.Sonu		
45	Tour	46	Subject Society	47	Science Exhibition	48	Discipline
	Dr. Kashmir C		Mr. Rajesh		Dr. Pankaj C		Dr. Kashmir C
	Mr. Rajat		All faculty Members		Miss Reema		All faculty Members
	Dr. Punam				Dr. Priyanka		
	Mr. Sanjiv				Mr.Iqbal		
	Mrs.Renu				Dr.Vishal Verma		
					Mrs.Renu		
					Mr.Sonu		

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99/09/2020

49	<b>Web Portal:</b>	50	<b>College Magazine</b>	51	<b>Bio Metric</b>	52	<b>NSS/Advisory Board</b>
	<b>I.ERP</b>		Mr. Sanjiv C		Miss Reema C		S P Girotra
	Dr. Vishal Verma C		Dr. Kashmir		Dr. Yash Pal		Dr.Kashmir
	Dr. Pankaj		Dr. Nirmal		Mr. Iqbal		Mrs.Monika
	Dr. Yash Pal		Dr. Yash Pal				Mrs.Ankita
	Mr. Muthra						Miss Natasha C
	<b>II.CMC</b>						Mr.Iqbal
	Dr.Vishal C						
	Mr. Rajesh						
	Miss Natasha						
	<b>III.MIS</b>						
	Miss Reema						
	Dr.Vishal Verma						
	Mrs. Yogita						
53	<b>Computer &amp; IT</b>	54	<b>Sports/Advisory Board</b>	55	<b>Refreshment</b>	56	<b>Placement Cell</b>
	Dr.Vishal verma C		S P Girotra		Dr.Priyanka C		Mrs. Yogita Sarohi C
	Miss Reema		Dr. Kashmir		Mr. Iqbal		Dr. Punam
	Dr. Pankaj		Mrs. Monika		Miss Natasha		Mr. Rajat
	Dr. Priyanka		Mr. Iqbal C		Mr.Sonu		Mr. Sonu
			Mr. Sanjiv				
			Mr. Sonu				
			Mr. Muthra				
			Mrs. Renu				
57	<b>Activity Report</b>	58	<b>Road Safety</b>	59	<b>Public Amenities &amp; Water Arrangement</b>	60	<b>NAAP</b>
	Dr.Punam C		Mr. Raj Kumar C		Dr. Yash Pal C		Dr. Pankaj C
	Mr. Rajesh		Mrs. Renu		Mr. Rajat		Dr. Vishal verma
	Mrs. Renu		Mr. Muthra		Mrs. Renu		Mrs. Ankita
	Mr. Sonu		Mr. Sonu		Mr. Muthra		
	Mr.Raj Kumar				Mr. Raj Kumar		
61	<b>Learner &amp; Licensee</b>	62	<b>LMS</b>	63	<b>CLC</b>	64	<b>Result Verification</b>
	Mr. Raj Kumar C		Miss Reema C		Dr. Pankaj C		Dr.Kashmir C
	Dr. Nirmal		Mr. Rajesh		Miss Reema		Dr. Pankaj
	Dr.Priyanka		Mr. Rajat		Dr. Vishal Verma		Miss Natasha
	Mrs. Yogita		Mr. Muthra				
65	<b>College Canteen</b>	66	<b>College Annual Report</b>				
	Dr. Nirmal C		Dr. Nirmal C				
	Mr. Rajat		Mr. Rajesh				
	Mr. Iqbal		Dr. Punam				
	Mrs. Yogita		Dr. Priyanka				
	Mr. Sanjiv						
	Mr. Raj Kumar						

Copy to:

1. Director General Higher Education Shiksha Sadan Sector-5 Panchkula
2. Office Register
3. College Bursar

Principal  
Principal  
Govt. College For Women  
Shahzadpur (Ambala)

29/07/2022