

GOVERNMENT POST GRADUATE COLLEGE FOR WOMEN SECTOR-14, PANCHKULA

CHANGES IN ANNUAL DUTIES FOR THE SESSION 2023-24

NAME OF THE PRINCIPAL:- DR. RICHA SETIA

College Council	Dr. Ritu Yadav Dr. Alka Sharma Ms. Taruna Ms. Vandana Goyat Ms. Sushila Mr. Atul Khullar Dr. Sudesh Kharab
SPIO	Dr. Ritu Yadav <i>and Ms. Neta (L.L.I. Eng.)</i>
Staff Secretary	Dr. Pooja-I Ms. Diksha-II (In absence of Dr. Pooja)
AISHE	Ms. Kanchan Bala-Convenor Ms. Anju Goel (English) Ms. Jasvir Kaur
University Cell	Ms. Geeta Bhatia (Convenor) Dr. Raj Singh Dalal (Co-convenor+ Examination Forms) Ms. Latika (C-Exam Forms) Dr. Kiran Bala (Convenor-Reg. Returns+ Reg. Card) Dr. Sunita (Member Reg. Returns+ Reg. Card) Ms. Anju Goel (Comm.) (C-Int. Assessment+ Pr.Awards) Mr. Aman (Member Int. Assessment+ Pr.Awards) Ms. Seema (Award Lists, RLA/DMCs) Ms. Anita Raj-Member Ms. Rani Jindal-Member Ms. Anita Yadav Ms. Sapna Mr. Karush Verma(Clerk) Ms. Renu (Fee Work) Mr. Chander Pal (Peon)
Placement Cell & Counseling	Ms. Madhu- (Convenor) Dr. Priyanka <i>Veenu Mittal</i> Ms. Seema Ms. Kavita (Nodal Officer Shreyas Portal) <i>Ms. Seema during the CCL of Dr. Kavita</i> Ms. Laksha
Online Admission & Subject Combination Committee	Ms. Honey Garg (Nodal Officer, Overall Convenor) Mr. Pardeep(Co-convenor) Ms. Kamlesh Sharma (Convenor-Subject Combinations) Ms. Seema Other Members as per admissions duty list
Contract committee	Ms. Mani Narwal (Convenor) Ms. Bindu(CC) Ms. Shivani Kaushik Dr. Ranjeet Singh (Court Case) Ms. Isha Goyal (Bursar) Ms. Monika(Office) Mr. Anuj
Cleanliness Committee	Ms. Vibha Madan (Convenor) Ms. Sangeeta (Co-convenor) Dr. Priyanka Ms. Kavita Devi Ms. Priyanka Dr. Rani Jindal Ms. Balwinder Kaur Dr. Neelima Mr. Sandeep, L.A.

11	Printing Committee	Ms. Kanchan Bala Mr. Rakesh Ms. Diksha
12	ACR	Ms. Vandana (Overall Convener) Ms. Anju Goel (Arts) Dr. Harvinder Kaur (Arts) Ms. Diksha (Science) Ms. Sushila (Commerce) Ms. Sarita Sachdeva (Commerce)
13	Auditorium & Room No. 202 Maintenance Committee	Mr. Atul Khullar (Convener) Dr. Kapoor Singh Mr. Pardeep Kumar
14	Grievance & Internal complaint committee	Dr. Alka Sharma(C) Dr. Kamlesh Dr. Sangeeta Rathee Ms. Anuja Gupta Dr. Kalpna Mr. Sandeep Mr. Amit (Non-Teaching) Ms. Sarla (Non- Teaching Hostel) NGO- (a) Dr. Aerika Singh (Advocate) (b) Ms. Renuka (Parivartan NGO)
15	Stage Secretary	Ms. Shivani Kaushik Ms. Diksha Dr. Parul
16	Social Secretary	Dr. Harvinder Kaur Ms. Priyanka (Ext.)
17	Mentor Team & PTM	Ms. Sushila Rani (Chief Mentor) Ms. Anju Goel (Eng) Ms. Nancy Dr. Priyanka Ms. Nandini
18	Chief Proctor	Dr. Ritu Yadav Ms. Kamlesh Sharma
19	IQAC Cell	Ms. Tara Jayant- Convenr IQAC & NAAC mentoring Dr. Bindu Rani- CC IQAC Dr. Suman Bhambhu-Convener NAAC Preparedness & AQAR Ms. Anuja – CC NAAC Preparedness & AQAR Dr. Kapoor Singh- Convener UGC & MoUs Ms. Pooja- Convener News letter Ms. Honey Garg- Convener API Ms. Suman Chhikara-Incharge AQAR criterion-I Dr.Sarita Sachdeva (Incharge AQAR Criterion-II) Dr. Bindu Rani (Incharge AQAR Criterion-III) Ms. Laksha (Incharge AQAR Criterion-IV) Mr. Aman Kumar (Incharge AQAR Criterion-V) Ms. Honey Garg (Incharge AQAR Criterion-VI) Ms. Anuja Gupta (Incharge AQAR Criterion-VII) Dr. Nancy(Incharge IQAC database) Ms. Javir (Maintenance of Database) Computer Work: Ms. Anita Yadav Ms. Parul
20	NIRF	Dr. Bharti (C-NIRF)

	Ms. Veenu Mittal (Member-NIRF) Dr. Neelima
UoC	Dr. Kapoor Singh (C) Ms. Jyoti Bervail Dr. Shelly Gandhi Ms. Dimple Dr. Jyoti Sharma(Extn.)
RUSA	Ms. Sushila Rani (C) Dr. Sudesh (CC) Dr. Rakesh Dr. Satya Narayan (PWD) Mr. Sandeep Kumar Mr. Raj Singh Datal Mr. Anjan Kumar Dr. Jyoti Sharma(Extn.) Ms. Jasvir Kaur Mr. Amit Kumar
College Development Electricity, LED, Solar Panel, Water Purifier & Genset	Mr. Anjan Kumar (C) Dr. Surender Dr. Shelly Gandhi Dr. Satya Narayan (C) Dr. Rakesh Dr. Kapoor Singh Mr. Sandeep Ms. Navpreet Kaur
Computers, Biometric & CCTV	Ms. Reena Gupta (C), <i>Dr. Sudesh Singh (C) & Dr. Jyoti Sharma</i> Dr. Anita Soni Mr. Money (LA)
Cultural Committee	Dr. Sarika (Overall Convenor) Ms. Taruna (Co-convenor) Dr. Sumita
Music Club	Dr. Sarika (C) Ms. Shivani Singla Dr. Shelly Gandhi Dr. Parul Sharma
Dance	Ms. Larika Chahal (C) Dr. Priyanka Ms. Laksha
Literary Club	Ms. Taruna (C-Eng) Ms. Sukriti Ms. Kamlesh Sharma (C-Sanskrit) Dr. Sumita (C-Hindi & Punjabi) Ms. Diksha (Science) Ms. Teena (Science)
Dramatics Club	Dr. Satya Narayan(C) Ms. Kamlesh Sharma
Fine Arts	Dr. Satya Narayan (C) Ms. Mani Narwal
Quiz	Ms. Shivani Kaushik (C) Ms. Jyoti Bervail Ms. Sapna Malik Ms. Navpreet Kaur Dr. Jyoti Sharma(Extn.)
Entrepreneur Development Cell	Ms. Honey Garg (C) Dr. Sunan Bhanbu Ms. Tara Jayant

		Ms. Seema Dr. Rani Jindal Ms. Nandini
27.	Earn While You Learn	Ms. Taruna (C) Dr. Priyanka Dr. Bharti Chhikara Ms. Sukriti Bhukkal Dr. Shelly Gandhi
28.	College Magazine	Ms. Taruna (Editor-in-Chief) Ms. Kamlesh (Sanskrit) Ms. Nandini (Commerce) Dr. Sunita (Hindi & Punjabi) Ms. Sukriti (English) Ms. Teena (Science)
29.	Legal & Electoral Literacy cell	Ms. Vandana Goyat (C) Dr. Naveen Malik Dr. Dimple Ms. Jyoti Berwal
30.	Court Case	Dr. Ranjeet Singh (C) Ms. Sushila Rani Dr. Rakesh Ms. Seema (MIS Work) Dr. Jyoti Sharma (Extn.) Ms. Monika (Dy. Supdt.) Sh. Anuj LA
31.	Discipline & Anti-ragging Committee	Dr. Rakesh (C) Dr. Kapoor Singh (CC) Dr. Surender (Ground Floor) Dr. Sangeeta (Sports Ground) Dr. Neelima (Extn.) Dr. Naveen Malik (College Backside) Ms. Balwinder Kaur (Ground Floor) Dr. Anita Soni (C-First Floor) (Mr. Mani and Ms. Renu LA) Dr. Shelly Gandhi (C-II Floor) (MS. Manju & Ms. Sumitra LA) Ms. Vibha Madan (C-III Floor) (Mr. Anuj & Mr. Sandeep LA)
32.	Sports & College Gym Committee	Dr. Sangeeta (C) Ms. Kanchan Bala Ms. Sarita Sachdeva Dr. Raj Singh Mr. Sandeep Kumar Ms. Vibha Madan Ms. Shivani Singla Ms. Nandini Ms. Navpreet Kaur Dr. Parul Sharma
33.	Time-Table & Workload committee	Ms. Kanchan Bala (C) Dr. Ranjeet Singh (Science) Ms. Vandana Goyat (Arts) Ms. Anuja (Commerce) Dr. Suman Bhambu (H.Sc.) Ms. Reema Gupta (Computer Sc.)
34.	Scholarship & Stipend Committee	Mr. Sandeep Kumar (Overall Convener & Convener SC Stipend) Ms. Jyoti Berwal (SC Stipend)

	Ms. Laksha Tanwar(BC Stipend) Ms. Shivani Singla
crit Renewal	Ms. Kamlesh Sharma
ational Scholarship Scheme Single Girl ild	Ms. Suman Chhikara Ms. Teena
SS & Red Ribbon	Dr. Kalpna (Unit-I) Dr. Jyoti Sharma (Unit-II)
SS Advisory Committee	Dr. Alka Sharma Dr. Latesh Dr. Kiran Bala
outh Red Cross & Road Safety Committee	Dr. Sunita (C) Dr. Dimple Dr. Naveen Malik
ICC	Ms. Dimple
ound System, Tent & Sitting Arrangement	Mr. Atul Khullar (C) Dr. Ranjeet Singh Dr. Naveen Malik Mr. Chamanlal Mr. Mahesh Mr. Chanderpal Gardener
Prize, Banner & Mementoes Committee	Dr. Harvinder Kaur(C) Dr. Kiran Bala Dr. Raj Singh Mr. Sandeep Kumar Dr. Jyoti Berwal
Celebration of Important Days	Dr. Harvinder Kaur (C) Ms. Sarita Sachdeva (CC) Ms. Jyoti Berwal Dr. Sunita Ms. Sukriti Bhukkal Dr. Naveen Malik Ms. Indu (Ext.) Ms. Balwinder Kaur
Printing	Ms. Kanchan Bala (C) Dr. Raj Singh (CC) Ms. Shivani Kaushik <i>Di 1/1 m</i>
Furniture Committee & Property Purchase, Storage & Disposal	Ms. Anuja (C) Ms. Shivani Kaushik (CC) Dr. Sarika Ms. Vibha Madan Dr. Naveen Malik Ms. Indu (Ext.) Ms. Balwinder Ms. Anita Yadav Ms. Navpreet Kaur Ms. Manju, LA
Gem Portal	Dr. Priyanka (C) Dr. Anita Soni (Consigner) Ms. Honey Garg (Consignee) Ms. Laksha
Bus Pass Committee	Ms. Kamlesh Sharma Dr. Priyanka Ms. Jyoti Berwal

		Mr. Chand Ram, JLA	Ann
46.	Library Committee	Dr. Sudesh Kharb (C) Dr. Ranjeet Singh (CC) Ms. Anju Goel (Eng) Dr. Rani Jindal Ms. Priyanka Ms. Lalita Ms. Pooja	
47.	Press-Publicity & Photography	Ms. Anju Goel (C) Dr. Jyoti Berwal	
48.	Annual Report & Activity Register	Dr. Alka Sharma (C) Dr. Pooja Dr. Nancy Ms. Indu Dr. Neelima Ms. Shivani Singla	
49.	Decoration Committee	Ms. Mani Narwal (C) Dr. Latesh Dr. Jyoti Berwal Ms. Anita Raj All Peons All Malis	
✓ 50.	Women Cell	Ms. Alka Sharma (C) Ms. Anju Goel (Commerce) Dr. Latesh Ms. Latika Chahal Ms. Sukriti Bhukkal Dr. Naveen Malik Dr. Neelima Ms. Balwinder Kaur Ms. Anita Raj	21/4/23
51.	Dispensary	Ms. Alka Sharma Dr. Sangeeta Ms. Rajni Sharma, Peon	
52.	Hospitality	Dr. Suman Bhambu (C) Ms. Anuja (CC) Dr. Priyanka Ms. Anita Raj Home Science LA	
53.	College Website & Portal	Ms. Reema Gupta Mr. Pardeep Kumar	
54.	Income Tax Verification	Ms. Sarita Sachdeva Mr. Amit Kumar (Office) (CC) Ms. Honey Garg Dr. Madhu Dr. Pooja Ms. Anju Goel (Commerce) Dr. Priyanka Ms. Laksha Tanwar Ms. Monika (Office)	
✓ 55.	Absentee Slip, Lecture Shortage & NSO	Ms. Sarita Sachdeva (C) Dr. Sangeeta (Arts) Ms. Jyoti Berwal (Arts) Ms. Anju Goel (Commerce) Ms. Veenu (Commerce) Dr. Teena (Science)	

	Ms. Anita Raj (H.Sc. & Arts during CCL of Dr. Sangeeta) Ms. Sapna Malik (Comp. Sc.)
Invitation committee	Dr Alka Sharma (C) Dr. Kamlesh (CC) Ms. Sukriti Bhukkal Dr. Anita Soni Ms. Nandini
Tour Committee	Dr. Harvinder kaur (C) Dr. Raj Singh Mr. Sandeep Kumar & Concerned Class teacher Ms. Renu, LA
Hostel Warden	Ms. Kavita (Hostel-I) + Dr. Kapra during her CCL Ms. Alka Sharma (Hostel-II)
Hostel Advisory Committee	Ms. Alka Sharma Ms. Kavita Devi Ms. Vandana Goyat Ms. Kanchan Bala
Alumni Association	Dr. Kamlesh (C) Ms. Pooja (CC) Dr. Madhu Dr. Neetu Ms. Seema Ms. Anita Soni
Eco Club, Horticulture & Beautification	Mr. Sandeep Kumar (C) Eco Club Dr. Neetu Ms. Latesh Ms. Teena All Malis
EVS	Dr. Bharti (C EVS) + Dr. Tara during her CCL Ms. Dimple (CC) Mr. Sandeep (LA)
Feedback Review Committee	Dr Suman Bhambhu (C) Dr. Anuja (CC) Ms. Sukriti (Eng) Ms. Kavita Devi Dr. Anita Soni Dr. Rani Jindal Ms. Navpreet Kaur
Subject Change Committee	Ms. Vandana Goyat (C) Dr. Bharti Chhikara (CC) Dr. Nancy
ERP	Ms. Reema Gupta Dr. Anita Soni Ms Monica Dy Supdt
Maintenance of Bio-Metric & Smart Class Room	Ms. Reema Gupta (C) (Ms. Anita Soni during CCL of Reema) Sh Money Sharma CA
HRMS & E-Salary	Mr. Pardeep Kumar (C) Ms. Monika (HRMS Checker) Ms. Jasvir Kaur (HRMS Maker) Ms. Geeta Bhatia (E-Salary Checker) Mr. Amit Kumar (E-Salary Maker)
Science Awareness & Development	Dr. Surender (c) Dr. Neetu (CC) Dr. Bharti Dr. Tara

		HODs of all Science subjects
68.	Disaster Management Cell	Mr. Sandeep Kumar (C) Geography Department (all members) NSS Unit-I & II Incharges NCC Incharge Dispensary Incharge
69.	Passport	Ms. Shivani Kaushik (Nodal Officer) Ms. Shivani Singla Ms. Veenu Mittal
70.	Driving License	Mr. Aman Kumar (Nodal Officer) Jyoti Berwal Ms. Pooja, Restorer
71.	Sports Committee	Dr. Sangeeta Dr. Pooja Ms. Vibha Dr. Sunita Dr. Kalpna Ms. Diksha Ms. Parul Ms. Sapna
72.	Sports Board	Dr. Ritu Yadav Dr. Alka Sharma Ms. Taruna Ms. Vandana Ms. Sushila Dr. Sangeeta
73.	NEP Committee	Dr. Latesh (C) Dr. Anju Goel (English) Ms. Diksha MS. Teena Ms. Navpreet
74.	Purchase Verification Committee	Dr. Vandana (C) Dr. Sushila(CC) Dr. Surender Mr. Anuj(LA)
75.	MIS	Ms. Seema ms. Monika ms. Anita

H. OE
 1. Dr. Sudesh
 2. Dr. Luman Bhanu
 3. Ms. Jyoti

Principal
 Government Post Graduate College for Women
 Sector-14, Panchkula

NOTICE

Date 09.01.2024

Following member has ^{be} been added to the committee of Press Publicity and Photography with immediate effect:-

1. Mr. Naveen Malik
2. Ms. Balwinder Kaur
3. Ms. Navpreet Kaur

OK
9/1/24
Principal

OFFICE ORDER

Date: 01-04-2024

The following staff members who have returned from CCL / Joined on Deputation have been assigned the following duties with immediate effect:

1. Dr. Sangeeta Rathi - Incharge of Hostel no.1 *Sangeeta* 11/4/24
2. Dr. Alka Sharma - To resume the charge of Hostel no.2 *Alka* 01/04/24
3. Ms. Monica Ahlawat - Member of Internal Complaint Committee (ICC)

Co-Conv. of Eco-club, Horticulture & Beautification

4. Ms. Kavita - Convener Bus Pass Committee *Kavita* 01/04/24
Co-Convener of PWD B&R & Public health Committee

5. Ms. Priya - Member of Cultural Committee *Priya* 11/04/24
Member of Press-publicity & photography Committee

6. Ms. Sharadha - Co-Convener of feedback committee *Sharadha* 01/04/24
Co-Convener of Library Committee *Sharadha* 01/04/24

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Principal

