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all  
via email  
Principal  
25/6/24  
EXT



Repatery time : 9.30 am

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM**

Ref: 745-797

Date: 24.06.2024

To

Additional Chief Secretary to Govt. Haryana,  
Department of Higher Education,  
Haryana.

**Subject: Training for All Under "Mission Karmayogi Haryana".**

Dear Sir,

In continuation of this office letter 780-782 dated 24.06.2024 and with reference to the subject cited above.

Please find enclosed the list of Officers/Officials from your department who are deputed to attend the training of "Mission Karmayogi Haryana" from 26.06.2024-28.06.2024. The Administrative Authority for concerned Officers/Officials may interchange the date of training of the Officers/Officials within the scheduled period while also ensuring that all the regular employees attend the training within 3 days (From 26.06.2024 to 28.06.2024).

It is also intimated that the venue for the training is DIETs of respective districts; however due to administrative reasons the venue of the few of the districts is changed (List Attached).

Therefore, you are requested to direct the yet to be trained Officers/Officials from your department to attend the one day training at the training venue of their respective districts as per the schedule so that the project can be completed successfully.

Yours sincerely,

*Rehman*  
24/06/2024

Assistant Director (Admin)  
for Director General Haryana Institute  
Of Public Administration, Haryana

CC:

1. Director General, Department of Higher Education, Haryana.
2. The Director, SCERT, Haryana for information and necessary arrangement.

Encl: (i) List of Officers/Officials along with the training schedule  
(ii) List of Venues

76, HIPA Complex, Sector-18, Gurugram. ☎ 2340690-91, 2340413, Fax 2348452



2467	Panchkula	GC Sector -1 Panchkula	Sociology	Associate Professor	Kuldeep Singh	27.06.2024	05-04-1978
2468	Panchkula	GC Sector -1 Panchkula	Zoology	Assistant Professor	Meenu	27.06.2024	19-06-1991
2469	Panchkula	GC Sector -1 Panchkula	Zoology	Assistant Professor	Anjela	27.06.2024	06-11-1989
2470	Panchkula	GCW Sector-14 Panchkula	Botany	Assistant Professor	Neetu	27.06.2024	27-05-1987
2471	Panchkula	GCW Sector-14 Panchkula	Chemistry	Assistant Professor	Kavita Devi	27.06.2024	05-02-1987
2472	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Latika Chahal	27.06.2024	05-12-1989
2473	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Sarita Sachdeva	27.06.2024	14-04-1981
2474	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Laksha Tanwar	27.06.2024	14-01-1992
2475	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Suman	27.06.2024	22-05-1984
2476	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Anju Goel	27.06.2024	01-02-1971
2477	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Priyanka	27.06.2024	31-05-1981
2478	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Madhu	27.06.2024	06-02-1983
2479	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Isha Goyal	27.06.2024	19-03-1985
2480	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Pooja	27.06.2024	18-02-1984
2481	Panchkula	GCW Sector-14 Panchkula	Commerce	Assistant Professor	Honey Garg	27.06.2024	01-01-1983
2482	Panchkula	GCW Sector-14 Panchkula	Commerce	Associate Professor	Geeta Bhatia	27.06.2024	25-12-1976

2483	Panchkula	GCW Sector-14 Panchkula	Commerce	Associate Professor	Anjali	27.06.2024	22-07-1974
2484	Panchkula	GCW Sector-14 Panchkula	Commerce	Associate Professor	Sushila Rani	27.06.2024	18-09-1973
2485	Panchkula	GCW Sector-14 Panchkula	Commerce	Associate Professor	Anuja Gupta	27.06.2024	01-02-1980
2486	Panchkula	GCW Sector-14 Panchkula	Commerce	Associate Professor	Sudesh Kharb	27.06.2024	12-06-1976
2487	Panchkula	GCW Sector-14 Panchkula	Computer Science	Assistant Professor	Pardeep Kumar	27.06.2024	04-07-1984
2488	Panchkula	GCW Sector-14 Panchkula	Computer Science	Assistant Professor	Reema Gupta	27.06.2024	26-05-1991
2489	Panchkula	GCW Sector-14 Panchkula	Computer Science	Assistant Professor	Seema	27.06.2024	05-11-1980
2490	Panchkula	GCW Sector-14 Panchkula	Economics	Assistant Professor	Jyoti Berwal	27.06.2024	16-06-1993
2491	Panchkula	GCW Sector-14 Panchkula	Economics	Assistant Professor	Shivani Kaushik	27.06.2024	13-06-1978
2492	Panchkula	GCW Sector-14 Panchkula	English	Assistant Professor	Sukriti Bhukkal	27.06.2024	21-08-1992
2493	Panchkula	GCW Sector-14 Panchkula	English	Assistant Professor	Anju Goel	27.06.2024	29-09-1978
2494	Panchkula	GCW Sector-14 Panchkula	English	Associate Professor	Taruna	27.06.2024	16-04-1968
2495	Panchkula	GCW Sector-14 Panchkula	English	Associate Professor	Alka Sharma	27.06.2024	05-09-1974
2496	Panchkula	GCW Sector-14 Panchkula	English	Associate Professor	Ritu Yadav	27.06.2024	24-05-1969
2497	Panchkula	GCW Sector-14 Panchkula	Geography	Assistant Professor	Dimple	27.06.2024	19-06-1985
2498	Panchkula	GCW Sector-14 Panchkula	Geography	Assistant Professor	Sandeep Kumar	27.06.2024	15-11-1985

2499	Panchkula	GCW Sector-14 Panchkula	Hindi	Assistant Professor	Sunita Rani	27.06.2024	01-08-1980
2500	Panchkula	GCW Sector-14 Panchkula	History	Assistant Professor	Kapoor Singh	27.06.2024	22-05-1980
2501	Panchkula	GCW Sector-14 Panchkula	Home Science	Assistant Professor	Suman Bhambu	27.06.2024	30-05-1972
2502	Panchkula	GCW Sector-14 Panchkula	Home Science	Assistant Professor	Latesh	27.06.2024	04-03-1976
2503	Panchkula	GCW Sector-14 Panchkula	Home Science	Associate Professor	Miani Narwal	27.06.2024	05-05-1977
2504	Panchkula	GCW Sector-14 Panchkula	Maths	Assistant Professor	Kiran Bala	27.06.2024	11-06-1984
2505	Panchkula	GCW Sector-14 Panchkula	Maths	Assistant Professor	Raj Singh	27.06.2024	01-01-1977
2506	Panchkula	GCW Sector-14 Panchkula	Maths	Associate Professor	Kanchan Bala	27.06.2024	07-08-1974
2507	Panchkula	GCW Sector-14 Panchkula	Maths	Associate Professor	Harvinder Kaur	27.06.2024	23-06-1967
2508	Panchkula	GCW Sector-14 Panchkula	Music (V)	Assistant Professor	Sarika Gupta	27.06.2024	19-11-1977
2509	Panchkula	GCW Sector-14 Panchkula	Music (V)	Assistant Professor	Tarana	27.06.2024	17-12-1975
2510	Panchkula	GCW Sector-14 Panchkula	Philosophy	Associate Professor	Satya Narayan	27.06.2024	20-08-1966
2511	Panchkula	GCW Sector-14 Panchkula	Physics	Assistant Professor	Aman Kumar	27.06.2024	20-07-1992
2512	Panchkula	GCW Sector-14 Panchkula	Physics	Associate Professor	Dr Ranjeet Singh	27.06.2024	26-01-1977
2513	Panchkula	GCW Sector-14 Panchkula	Political Science	Associate Professor	Vandana Goyat	27.06.2024	13-08-1968
2514	Panchkula	GCW Sector-14 Panchkula	Psychology	Assistant Professor	Vibha Madan	27.06.2024	05-10-1983

2515	Panchkula	GCW Sector-14 Panchkula	Psychology	Assistant Professor	Kalpna Devi	27.06.2024	16-10-1992
2516	Panchkula	GCW Sector-14 Panchkula	Public Administration	Assistant Professor	Atul Khullar	27.06.2024	14-12-1975
2517	Panchkula	GCW Sector-14 Panchkula	Sanskrit	Associate Professor	Kamlesh Kumari	27.06.2024	24-01-1969
2518	Panchkula	GCW Sector-14 Panchkula	Sociology	Assistant Professor	Renu	27.06.2024	24-07-1981
2519	Panchkula	GCW Sector-14 Panchkula	Sociology	Assistant Professor	Naveen Malik	27.06.2024	15-12-1985
2520	Panchkula	GCW Sector-14 Panchkula	Zoology	Assistant Professor	Diksha Bhanot	27.06.2024	17-01-1994
2521	Panchkula	GCW Sector-14 Panchkula	Zoology	Assistant Professor	Nancy	27.06.2024	23-04-1989
2522	Panchkula	GCW Sector-14 Panchkula	Zoology	Associate Professor	Tara Kumari	27.06.2024	07-04-1977
2523	Panchkula	GCW Sector-14 Panchkula	Zoology	Associate Professor	Surender Singh	27.06.2024	20-02-1976
2524	Panchkula	Shri Mata Mansa Devi Sanskrit GC Panchkula	English	Associate Professor	Renuka Dhyani	27.06.2024	06-10-1976
2525	Panchkula	Shri Mata Mansa Devi Sanskrit GC Panchkula	Physical Education	Assistant Professor	Dr Daisy Rani	27.06.2024	09-01-1974
2526	Panipat	GC Behrampur (Bapauli)	Commerce	Assistant Professor	Sangeeta	26.06.2024	25-01-1989
2527	Panipat	GC Behrampur (Bapauli)	Commerce	Assistant Professor	Ritu Mann	26.06.2024	08-07-1982
2528	Panipat	GC Behrampur (Bapauli)	Commerce	Assistant Professor	RITU	26.06.2024	01-05-1982



# HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM

Ref: 774 - 776

Date: 21/06/24

To

Additional Chief Secretary to Govt. Haryana,  
Department of Higher Education,  
Haryana.

**Subject:** Training for All Under "Mission Karmayogi Haryana".

Dear Sir,

This is with reference to letter no. 30/03/2023-3Trg. dated 04.11.2023. of Chief Secretary, Govt. of Haryana regarding Mission Karmayogi Haryana- Ethics & Values in Governance.

As you are aware, the Government of Haryana has initiated an ethics training program titled 'Mission Karmayogi Haryana' for all state employees. This program is designed to provide a comprehensive one-day training on ethics to enhance the moral and ethical standards of our workforce.

It is also pertinent to bring to your attention that as per the tender document of the project under 'Mission Karmayogi Haryana', the project is scheduled to be completed by 30<sup>th</sup> June, 2024. Therefore it is crucial to complete the training for all employees by the conclusion date of the project. This deadline must be adhered to in order to ensure that your department complies with the directives of Government of Haryana to complete the training of all the employees of your department under 'Mission Karmayogi Haryana'.

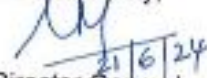
It is also intimated the Officers/Officials from the Department of Higher Education, Haryana were not deputed for the training earlier so that the educational session and the exams are not disturbed. Now as the project is scheduled to end on 30.06.2024 and it is important to cover all the regular employees of the Government of Haryana. Therefore you are requested to depute the Officers/Officials from your department for the one day training program as per the list annexed. However if there is any repetition of names, regular employees who have already received training under Mission Karmayogi Haryana, shall not be considered for further training. Regular employees whose names are not on the list and have not been trained so far, can be included, as the MKH training is for all.

As per discussion with the Director, SCERT, this training of one day "Mission Karmayogi Haryana" will be conducted at District Institute of Education & Training of each district. We kindly request you to direct the yet to be trained employees from your department to attend the one day training at the DIETs of their respective districts as per the schedule so that the project can be completed successfully. Stationery for the same will be provided by HIPA as per requirement.

We appreciate your cooperation in this important initiative and look forward to your prompt action in this matter. In case of any further assistance or any queries, please do not hesitate to contact us at [rekhad@hipa.in](mailto:rekhad@hipa.in).

Thank you for your attention to this matter, which may be treated on priority.

Yours sincerely,

  
21/6/24  
Director General  
Haryana Institute of Public  
Administration, Haryana

CC:

1. Director General, Department of Higher Education, Haryana.
2. The Director, SCERT, Haryana for information and necessary arrangement.

Encl: (i) List of Officers/Officials

76, HIPA Complex, Sector-18, Gurugram. ☎ 2340690-91, 2340413, Fax 2348452



# Panchkula, Super Trainer: Sunil Rani, Rakesh Gahlawat & Dr Alka Sharma

Name of the Master Trainer	Phone Number	Department	Designation
Rajan Kaushik	9416554589	Education(Secondary)	P.G.T
Sudesh kumari	9813312601	Education(Secondary)	P.G.T
sanjeev kumar	9465386470	Education(Secondary)	Deputy Superintendent

Note: Create WhatsApp Group of your Master Trainers using the above list

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4

Meena Atri	7009363784	Education(Secondary)	P.G.T
sanjay kumar	9417897826	Education(Secondary)	Pgt Mathematics
Ravinder Kour	9416893493	Education(Secondary)	P.G.T
Sudesh Phogat	9416415999	Education(Secondary)	P.G.T
Monika	9999692660	Education(Secondary)	P.G.T
Juhi Kaushal	9805782680	Education(Secondary)	Lecturer
Jagjeet kaur Grewal	8168723276	Education(Secondary)	P.G.T
ASHWANI KUMAR	9417433138	Education(Secondary)	Lecturer
sushma Rani	9467677252	Education(Secondary)	Lecturer
Jagbir Singh	9466822441	Education(Elementary)	Deputy Superintendent
Geeta Bhatia	9815616370	Higher Education Department (Higher, Technical, Science & Technology)	Associate Professor
anjana	9915646398	Education(Secondary)	Superintendent
Deepak	9646998061	Education(Secondary)	P.G.T
Sonika Bakshi	9914128180	Education(Secondary)	P.G.T









हस्तिना कर्मभोगी कार्यक्रम :


Karmyogi Training Class of Higher Education Department, Panchkula Distt. was Organized and Conducted by Smt. Harinder De, A.P. Sharma and Mr. Gauri Prasad on 20, 21 June 2020 at Govt. College for Women, Panchkula.



## Report of Webinar

The IQAC and Internal Complaint Committee (ICC) of the College with the permission of worthy chair, organized a webinar on 'Prevention of Sexual Harassment at Workplace' on October 14, 2023. Ms. Aarika Singh, the resource person virtually provided her lecture from a webcast presenting a power point presentation over the sensitive topic of POSHA. The purpose of conducting such activity was to make aware the staff members of the prevention of such offences against women at workplace. Ninety members got themselves registered for the event. It was arranged in a smart classroom so that all the members may attend the lecture together using a single link or also individually using the provided link as per their convenience. Welcome note was presented by Dr. Pooja. The resource person embraced all relevant issues in her presentation. She discussed various sections under law to prevent the offences in future. The formal and informal ways to handle complaints were very well discussed by her. All the contents were intact to the aim of the webinar. One of the committee members presented vote of thanks to the worthy speaker Ms Aarika Singh. The idea and content of the webinar was highly appreciated by all and was deemed as need of the hour. In a nutshell the event was a great success.

  
Convener

  
Principal  
Govt. P.G. College for Women  
Panchkula

**Duties for Webinar (POSHA)**

**Date: 14<sup>th</sup> October, 2023**

**Venue: 123**

1. Online Registration : Ms. Anita Soni and Ms. Anita Yadav  
(Teaching, Non-Teaching & Class IV).
2. Online Certificates and Feedback. : Dr Pardeep
3. Online Monitoring ,Creation of Link : Ms. Jasbir assisted by Mr.Money  
& Set up at venue.
4. Invitation and Appreciation Letters : Ms. Anuja Gupta & Ms. Kanchan
5. Report Writing & Photographs. : Dr. Priyanka
6. Welcome Address : Dr Pooja
7. Vote of Thanks : Ms. Honey

*Dr*  
*(14/10/23)*  
**Principal**

ots-pfye-msz  
Aerika Singh is presenting

**POSH**

Aerika Singh, Advocate  
Partner, K2B Law Offices  
Website: <https://www.k2blaw.com>  
Email: [ak.singh@k2b.com](mailto:ak.singh@k2b.com)

Tara

Aerika

You

Dr. 14 others



Aerika Singh is presenting



### Salient Features/ Important Sections

**DEFINITIONS**

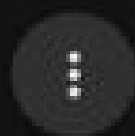
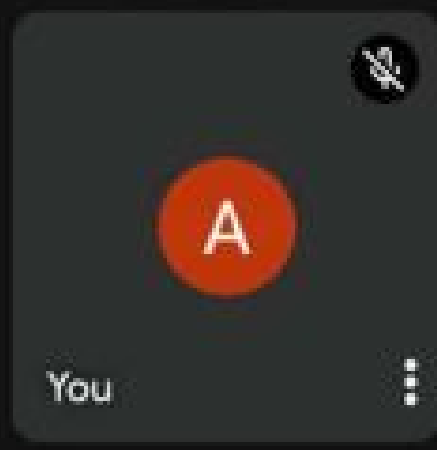
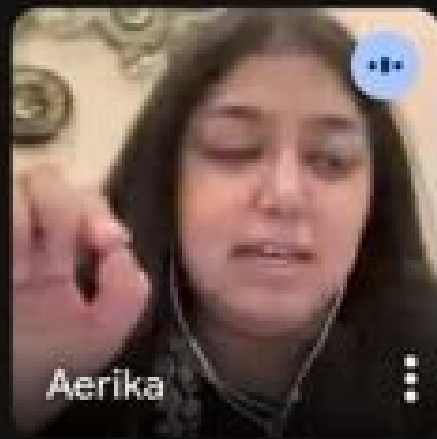
**1. Approved Witness**

(i) In relation to a workplace, a person, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

(ii) In relation to a dwelling place or house, a person of any age who is employed in such a dwelling place or house.

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graph TD
    SH[Sexual Harassment] --> WP[Workplace]
    SH --> DP[Dwelling Place]
    SH --> OT[Other]
    WP --> IPC[Inappropriate Physical Contact]
    WP --> SA[Sexual Abuse]
    WP --> SH[Sexual Harassment]
    WP --> SA[Sexual Abuse]
    DP --> SA[Sexual Abuse]
    OT --> SA[Sexual Abuse]
    OT --> SA[Sexual Abuse]
  
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OFFICE OF THE PRINCIPAL GOVT.P.G. COLLEGE FOR WOMEN,  
SECTOR: 14, PANCHKULA

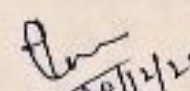
NOTICE


Dated - 19 Dec, 2023

Department of Computer Science in collaboration with IQAC cell is conducting workshop on "Computers proficiency" for the non-teaching staff as per below mentioned schedule in lab no 207.

Date	Content	Time	Faculty
2 <sup>nd</sup> Jan, 2024	MS-Word	2pm to 4pm	Dr. Anita Soni Ms. Jasvir Kaur
3 <sup>rd</sup> Jan, 2024	MS-Excel		Ms. Sapna Ms. Jasvir Kaur
4 <sup>th</sup> Jan, 2024	MS-Power point		Ms. Anita Yadav Ms. Jasvir Kaur
5 <sup>th</sup> Jan, 2024	Internet		
6 <sup>th</sup> Jan, 2024	Email		
8 <sup>th</sup> Jan, 2024	Troubleshooting		
Attendance Record and Report writing - Dr. Nancy			

  
Incharge Computer Science

  
Incharge IQAC

  
Principal  
G.C.W, Panchkula

Principal  
Govt. P.G. College for Women  
Panchkula



Office of Principal, Govt. College for Women Sec-14, Panchkula

Attendance chart of Workshop on "Computer Proficiency" (2-8, Jan 24)

S.No	Name of Non teaching staff	Date	Date	Date	Date	Date	Date
1	Manjya	Manjya	Manjya	Manjya	Manjya	Manjya	Manjya
2	Renu	Renu	Renu	Renu	Renu	Renu	Renu
3	Lalita	Lalita	Lalita	Lalita	Lalita	Lalita	Lalita
4	Honey Sharma.	Dr. B. K. Singh	Dr. B. K. Singh	Dr. B. K. Singh	Dr. B. K. Singh	Dr. B. K. Singh	Dr. B. K. Singh
5	Geeta Bhatt	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta
6	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta
7	Surbhi	Surbhi	Surbhi	Surbhi	Surbhi	Surbhi	Surbhi
8	Pooja Nair	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
9	Sahar Kaur	Sahar	Sahar	Sahar	Sahar	Sahar	Sahar
10	Rajani Sharma	Rajani	Rajani	Rajani	Rajani	Rajani	Rajani
11	Arti D	Arti	Arti	Arti	Arti	Arti	Arti
12	Sonab Kumar	Sonab	Sonab	Sonab	Sonab	Sonab	Sonab
13	Chand Rani	Chand	Chand	Chand	Chand	Chand	Chand

Convener IOAC

HOOD Computer science

Principal

## REPORT

Event: Workshop on "computer proficiency" for non-teaching staff, organized from 2<sup>nd</sup> to 8<sup>th</sup> January 2024

Organizer: Mr. Pradeep Kumar *(Pradeep)*

Coordinator: Dr. Nancy *(Nancy)*

Co-coordinator: Ms. Reema and Ms. Seema

A six day workshop was organized by Department of computer science in collaboration with IQAC, on the topic "Computer proficiency" for the non-teaching staff. The resource person in this workshop were Dr. Anita Soni, Ms. Sapna, Ms. Anita Yadav and Ms. Jasvir Kaur.

### DAY 1

On first day of program, Dr. Anita Soni introduced non-teaching staff about the content of workshop and started the lecture with introduction to MS-Word and explained the various topics required for the understanding of MS-Word like how to create new document, how to insert table, picture, chart, arrow and various symbols in the document. She explained how to adjust the indent margins on the document. Participants had hands on experience on MS-Word with guidance of Ms Jasvir kaur.

### DAY 2

MS-Excel was discussed on second day. Dr Anita Soni discussed that it is a spreadsheet program which is used to save and analyse numerical data. The important features of MS Excel, along with an overview of how to use the program, its benefits and other important elements were discussed with the participants. A few sample MS Excel question and answers were also given to the participants by Ms. Jasvir.

### DAY 3

The session was given by Ms. Sapna on the topic MS-Powerpoint. She narrated the participants that it is used to make presentations for personal and professional purposes and also discussed in detail the functions and features of a PowerPoint presentation. All the elements that are mainly used to enhance presentation skills and make the slide more interactive were explained.

### DAY 4

Internet was discussed on fourth day by Ms Jasvir. The Internet is the most commonly used term in today's world and plays a very important role in the everyday life of people. But there are many questions, answers to which people need to know. In this session, Ms Jasvir helped the participants to find answers to these questions; discussed the evolution

of the Internet, its usage, benefits, history and how the Internet works. Doubts of three days session were taken by Ms Anita yadav.

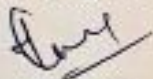
#### DAY 5

On fifth day of program, Ms. Jasvir introduced non-teaching staff about the E-mail. She explained that email is an electronic medium of exchanging and transmitting digital files and messages through the internet- by using various electronic devices like smartphones, tablets, desktops, laptops, etc. With short introduction, she helped participants to understand the basic principles of email. She shared few tips that one has to keep in mind when writing emails. This session was shared by Ms. Anita Yadav. She helped the participants in creating Google form and checking the responses received in Google form. Participants had hands on experience on both topics.


#### DAY 6

Last day, the session was delivered by Ms. Jasvir on the topic "Troubleshooting". She emphasized that the goal of troubleshooting is to determine why something does not work as expected and explain how to resolve the problem. The first step in the troubleshooting process is to describe the problem completely. Participants were also told how they can set name, password and picture on PC. The program was concluded with experience shared by non-teaching staff, in the presence of all the faculty members of computer department and IQAC Convener.

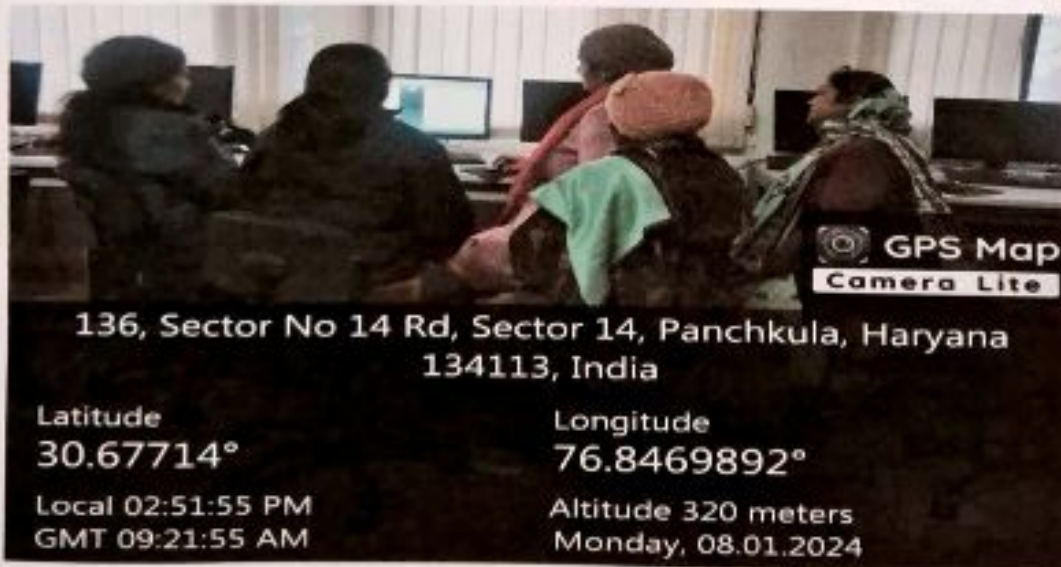
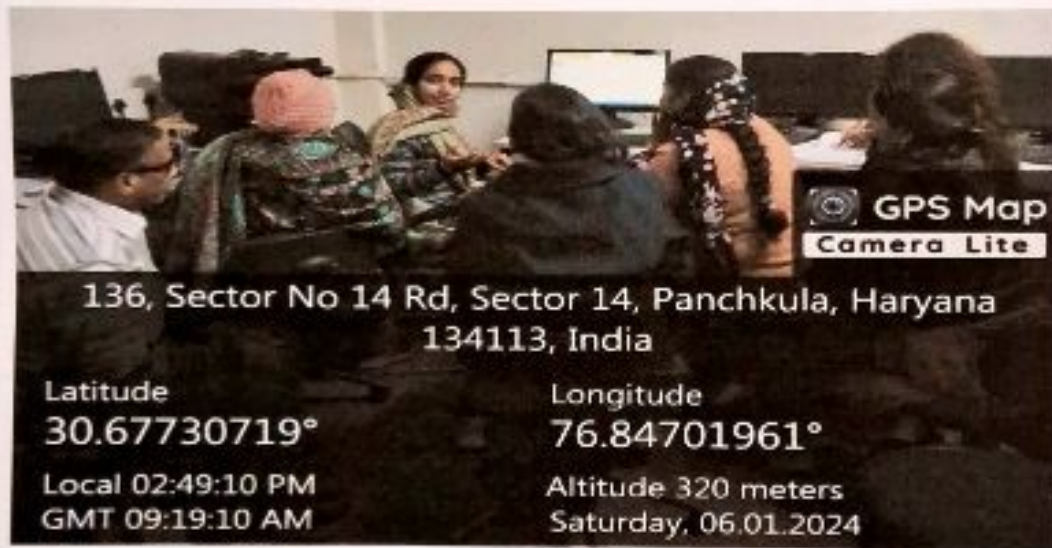
The program was a great success as all non teaching staff learnt something new and interesting. All the sessions were quite informative and fruitful.



Incharge IQAC

  
Principal  
Govt. P.G. College for Women  
Panchkula.

Workshop on "computer proficiency" for non-teaching staff, organized from 2<sup>nd</sup> to 8<sup>th</sup> January 2024





GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

Internal Quality Assurance Cell

Organizes

Two Days Training Program

On

**INCOME TAX AND TDS RETURN**

*FOR TEACHING AND NON-TEACHING STAFF*



Dates: 16<sup>th</sup> and 18<sup>th</sup> January 2024

Time: 11.00 AM to 1.00 PM

**Guest Speakers: Ms. Poonam Singla  
Mr. Harkesh Anand**  
*(Chartered Accountants)*

*Tara Jayant*  
13/1/2024  
Ms. Tara Jayant  
Convenor IQAC

*Principal*  
Principal

## REPORT

**Event:** Two days training program on "Income Tax and TDS Return" for Teaching and Non-Teaching Staff.

**Dates:** 16<sup>th</sup> and 18<sup>th</sup> January, 2024

**Time:** 11.00 AM to 1.00 PM

**Venue:** Room No.104


**Organized by:** Internal Quality Assurance Cell

A two days training program on "Income Tax and TDS Return" was organized for Teaching and Non-Teaching Staff by the IQAC on 16<sup>th</sup> and 18<sup>th</sup> January, 2024. On this occasion Ms. Poonam Singla and Mr. Harkesh Anand, Chartered Accountants from Chandigarh were the resource persons. The training program was attended by four members from teaching staff (Dr. Sudesh, Dr. Isha Goyal, Mrs. Geeta Bhatia, Mrs. Sarita Sachdeva) and four members from non-teaching staff (Ms. Monika, Mr. Amit, Ms. Sushila and Ms. Neha).

On the first day the participants were informed about quarterly and annual return of income tax (TDS). They were explained about the steps involved in preparation of e-TDS Files i.e. 24Q and 26Q on the site <http://esalaryhry.nic.in> of Haryana Government. On the second day, the TDS Rules for Government Departments in Haryana were discussed. In this, the Responsibility of DDO under Income tax Act & Finance Department Haryana, TDS rates as per Income Tax Act for Financial Year 2023-24 and How to File TDS return without help of CA Firms were elucidated by the resource persons.

The topics were presented in a very interesting and lucid way, addressing the different queries by the participants. The program was a great success as the staff members learnt something latest and informative about the income tax return.

  
Ms. Tara Jayant  
Convenor IQAC

  
Principal  
Govt. P.G. College for Women  
Panchkula

Two days training program on "Income Tax and TDS Return" for Teaching and Non-Teaching Staff organized by IQAC on 16<sup>th</sup> and 18<sup>th</sup> January, 2024.



*Amr*

CONVENOR IQAC

*Devi*

PRINCIPAL

## Notice

**Date:-15/01/2024**

The Following staff members have attended the training "Income Tax & TDS Return" on 16 Jan 2024 & 18 Jan 2024 in 104.

1. Dr. Sudesh *[Signature]*
2. Dr. Isha Goyal *[Signature]*
3. Mrs. Geeta Bhatia *[Signature]*
4. Ms. Sarita Sachdeva *[Signature]*
5. Ms. Monika (Deputy Superintendent) *[Signature]*
6. Mr. Amit (Assistant) *[Signature]*
7. Ms. Sushila (Clerk) *[Signature]*
8. Ms. Neha *[Signature]*

*[Signature]*  
Principal  
Govt. PG College for Women  
Sec-14, Panchkula

A Copy to be given to I.R.A.C. in charge for record.

*[Signature]*  
27/1/24



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Women studies and Development Cell  
Report on Five Days Bag Making Workshop

**Introduction:**

Five-day Bag Making Workshop from 15/01/2024 to 20/01/2024, <sup>(Sevendays)</sup> was organised by Women cell at Govt College for Women, Sec-14 Panchkula. The workshop aimed to provide students with practical skills in bag designing and crafting, fostering creativity and enhancing their understanding of sustainable and eco-friendly practices in the field of fashion and design.

**Workshop Overview:**

The workshop commenced on 15/01/2024 graced by the college principal Dr Richa Setia and under supervision of Women cell convener Dr Alka Sharma and member Anita Raj, setting the tone for a collaborative and empowering learning environment, with an introduction to the art of bag making, covering various styles, materials, and sustainable approaches. Total 11 students participated in workshop. Each subsequent day focused on specific aspects of the process, including design conceptualization, pattern making, cutting, stitching, and finishing.

**Key Activities:**

- Day 1 - Introduction to Bag Making:
  - Overview of different types of bags.
  - Introduction to sustainable materials and practices.
- Day 2 - Design Conceptualization:
  - Guidance on designing a bag based on functionality and aesthetics.
  - Sketching and planning individual bag designs.
- Day 3 - Pattern Making and Cutting:
  - Practical session on creating bag patterns.
  - Demonstration of precision cutting techniques.
- Day 4 - Stitching Techniques:
  - Hands-on experience in stitching bags using various methods.
  - Troubleshooting common stitching issues.
- Day 5 - Finishing and Showcase:
  - Finalization of bags with a focus on quality finishing.
  - Showcase of participants' completed bags.

**Feedback:**


Students gained practical skills in designing and crafting bags and created unique, handmade bags showcasing their creativity. They expressed satisfaction with the workshop, emphasizing the hands-on approach and practical insights

provided by the instructors. Many participants expressed a desire for more such workshops in the future.

Conclusion:

The Bag Making Workshop, conducted under the collaborative supervision of the college principal and Women Cell members Anita Raj and Neelima, was a resounding success. The engagement of students contributed to the overall positive atmosphere, empowering female students and promoting the values of creativity and sustainability. The positive feedback received encourages the department to organize similar practical workshops in the future.

  
Convener  
WSDC

  
Principal  
Govt. PG College for Women  
Sec-14, Panchkula

Bag Making Workshop from 15-1-2024 to 20-1-2024





**GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA**

**NOTICE**

**Date: 17-5-2024**

**INTERNAL QUALITY ASSURANCE CELL**

**Organizes**

**Online Training Program**

**on**

**DOCUMENTATION & RECORD KEEPING**

**FOR TEACHING AND NON-TEACHING STAFF**

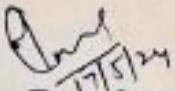



**Date: 18<sup>th</sup> May 2024**

**Time: 10.00 AM**

**Venue: Room No. 202**

**Resource Person: *Ms. Amandeep Kaur Mehta***  
***Assistant Professor***  
***Department of Computer Science***  
***S.D. College Ambala Cantt.***

  
**Ms. Tara Jayant**  
**Convenor IQAC**

  
**Principal**  
**Principal**  
**Govt. P.G. College for Women**  
**Panchkula**

GOVT P.G. COLLEGE FOR WOMEN, PANCHKULA

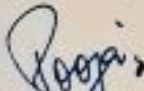
DUTIES FOR TRAINING PROGRAM TO BE ORGANISED BY IQAC

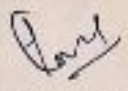
Date: 18-5-2024


Time: 10.00AM

Venue: Room no. 202

- 1. TECHNICAL ASSISTANCE FOR ONLINE SESSION  
Ms. Jasvir
- 2. VIDEOGRAPHY  
Ms. Jasvir  
Mr. Money
- 3. PHOTOGRAPHY, PRESS & PUBLICITY  
Ms. Anju Goel  
Ms. Shradha  
Ms. Navpreet
- 4. ATTENDANCE RECORD  
Ms. Suman Chikkara
- 5. SEATING ARRANGEMENT  
Ms. Sarita Sachdeva
- 6. REPORT WRITING  
Dr. Nancy
- 7. VOTE OF THANKS  
Dr. Bindu

  
Dr. Pooja  
Organizer

  
Ms. Tara Jayant  
Convenor IQAC

  
Principal  
Mrs. Richa Setia  
Govt. P.G. College for Women  
Panchkula

Topic: Documentation and Record Keeping

Dr. Richa Setia (Principal)

Teaching Staff List

Sr.No	Name	Sign.	Sr.No	Name	Sign.
1	Dr. Ritu yadav	<i>Ritu</i>	43	Ms. Jyoti Berwal	<i>Jyoti</i>
2	Dr. Alka Sharma	<i>Alka</i>	44	Dr. Sunita	<i>Sunita</i>
3	Ms. Taruna	<i>Taruna</i>	45	Ms. Dimple	<i>Dimple</i>
4	Ms. Vandana Goyat	<i>Vandana</i>	46	Ms. Reema Gupta	<i>Reema</i>
5	Ms. Sushila	<i>Sushila</i>	47	Mr. Pardeep Kumar	<i>Pardeep</i>
6	Mr. Atul Khullar	<i>Atul</i>	48	Ms. Seema	
7	Ms. Sudesh Kharb	<i>Sudesh</i>	49	Ms. Kulpna Devi	
8	Ms. Kamlesh Sharma	<i>Kamlesh</i>	50	Mr. Naveen malik	
9	Dr. Satya Narayan	<i>Satya</i>	51	Dr. Bharti (On Deputation)	<i>Bharti</i>
10	Dr. Surender	<i>Surender</i>	52	Dr. Sangeeta (On Deputation)	
11	Dr. Suman Bhambu	<i>Suman</i>	53	Mr. Rakesh (On Deputation)	
12	Ms. Mani Narwal	<i>Mani</i>	54	Ms. Diksha (On Deputation)	<i>Diksha</i>
13	Dr. Latesh	<i>Latesh</i>	55	Ms. Anita Soni (Guest Lect.)	<i>Anita</i>
14	Ms. Tara Jayant	<i>Tara</i>	56	Ms. Bindu (On Deputation)	<i>Bindu</i>
15	Ms. Kanchan Bala	<i>Kanchan</i>	57	Dr. Shardha Sharma (On Deputation)	
16	Dr. Surika	<i>Surika</i>	58	Ms Priya (On Deputation)	<i>Priya</i>
17	Dr. Ranjeet Singh	<i>Ranjeet</i>	59	Ms. Monica (On Deputation)	
18	Ms. Shivani Kaushik	<i>Shivani</i>	<b>Extension Teaching Staff</b>		
Sr. No.	Name	Sign.	Sr. No.	Name	Sign.
19	Ms. Geeta Bhatia	<i>Geeta</i>	1	Ms. Veenu Mittal	<i>Veenu</i>
20	Ms. Anuja Gupta	<i>Anuja</i>	2	Ms. Anita Raj	<i>Anita</i>
21	Dr. Harvinder Kaur	<i>Harvinder</i>	3	Ms. Shivani Singla	<i>Shivani</i>
22	Ms. Sarita Sachdeva	<i>Sarita</i>	4	Ms. Shelly Gandhi	
23	Ms. Honey Garg	<i>Honey</i>	5	Ms. Nandini	
24	Ms. Anju Goel (Eng.)	<i>Anju</i>	6	Ms. Indu	<i>Indu</i>
25	Dr. Kapoor Singh	<i>Kapoor</i>	7	Ms. Priyanka	<i>Priyanka</i>
26	Dr. Pooja	<i>Pooja</i>	8	Ms. Navpreet Kaur	<i>Navpreet</i>
27	Dr. Kiran Bala	<i>Kiran</i>	9	Ms. Anita Yadav	
28	Ms. Suman	<i>Suman</i>	10	Ms. Parul	
29	Dr. Isha Goel	<i>Isha</i>	11	Ms. Sapna Malik	
30	Dr. Priyanka	<i>Priyanka</i>	12	Dr. Rani Jindal	<i>Rani</i>
31	Dr. Madhu	<i>Madhu</i>	13	Ms. Balwinder Kaur	<i>Balwinder</i>
32	Mr. Sandeep kumar		14	Ms. Teena	<i>Teena</i>
33	Ms. Anju Goel	<i>Anju</i>	15	Ms. Neelima	<i>Neelima</i>
34	Ms. Vibha Madan	<i>Vibha</i>	16	Dr. Jyoti Sharma	
35	Dr. Raj Singh				
36	Dr. Nancy	<i>Nancy</i>			
37	Ms. Latika	<i>Latika</i>			
38	Ms. Laksha	<i>Laksha</i>			
39	Dr. Neetu	<i>Neetu</i>			
40	Ms. Sukriti				
41	Ms. Kavita Devi	<i>Kavita</i>			
42	Mr. Aman Kumar				

Dr. Richa Setia  
Principal  
Govt. F.G. College for Women  
Panchkula

Dr. Richa Setia  
Principal  
Govt. F.G. College for Women  
Panchkula

PRINCIPAL  
GCW, PANCHKULA

Conductance of Training Program to be organised by IQAC Date: 18-05-24

Topic: Documentation and Record Keeping

Non-Teaching (Regular)			
Sr.No	Name	Sign	Sign
1	Ms. Monika	Dy. Supdt	On Leave
2	Mr. Amit	Assistant	[Signature]
3	Mr. Chand Ram	J.L.A.	[Signature]
4	Ms. Sushila	Clerk (On Deputation)	
Non-Teaching (Contractual)			
Sr.No	Name	Designation	Sign
5	Ms. Sarla Rani	Hostel Supdt.	[Signature]
6	Mr. Karush	Clerk	
7	Ms. Renu Bala	Lab Attendant	[Signature]
8	Ms. Manju	Lab Attendant	[Signature]
9	Ms. Geetu Bisht	Lab Attendant	[Signature]
10	Ms. Jasvir	Comp. Instructor	[Signature]
11	Ms. Neha	Lang. Lab. Instructor	[Signature]
12	Mr. Money	Compter LA	[Signature]
Non-Teaching (HKRN)			
Sr.No	Name	Designation	Sign
13	Ms. Pooja Nain	Restorer	[Signature]
14	Ms. Anita	Data Entry Operator	[Signature]
15	Mr. Anuj	Lab Attendant	
16	Mr. Sandeep	Lab Attendant	[Signature]
17	Ms. Sumitra	Lab Attendant	[Signature]

18 Akshiti Steno

Akshiti

18/5/24  
Convener IQAC

Dr  
PRINCIPAL  
GCW, Panchkula  
Principal  
Govt. P.G. College for Women  
Panchkula

## REPORT

**Event:** One Day Online Training Program on "Documentation & Record Keeping" organized on 18<sup>th</sup> May 2024.

**Organized by:** Internal Quality Assurance Cell

**Organizers:** Ms. Tara Jayant

Dr. Pooja

A one day online training program was organized by IQAC on "Documentation & Record Keeping" for teaching and non-teaching staff. Ms. Amandeep Kaur Mehta, Assistant Professor, Department of Computer science, S.D College Ambala Cantt. was the resource person on this occasion. The program began with brief introduction about the training program by IQAC Coordinator Ms. Tara Jayant. Dr. Pooja welcomed and introduced the guest speaker to the audience in presence of worthy Principal Mrs. Richa Setia and all the teaching and non-teaching staff of the college.

Resource person covered all the strategies, tools, and techniques used to categorize, manage, store, preserve, and deliver documents and records in support of college processes. The training program was intended to cover the knowledge and principles of good record keeping. Madam Amandeep talked about the quality of good administrative office. Difference in document and record was also narrated. The audience came to know that Record Management can significantly influence the overall organizational efficiency, workflow processes, security & integrity, litigation and compliance. Since Record Management is such an important enterprise factor, its basic concept and fundamental practices must be included in the skillset of the employees.

Madam explained all the steps that are necessary for the proper record keeping in an organization. The program concluded with a thank you note by Principal Mrs. Richa Setia and Dr. Bindu. The workshop was a great success as all teaching and non-teaching staff members learnt something new and interesting.

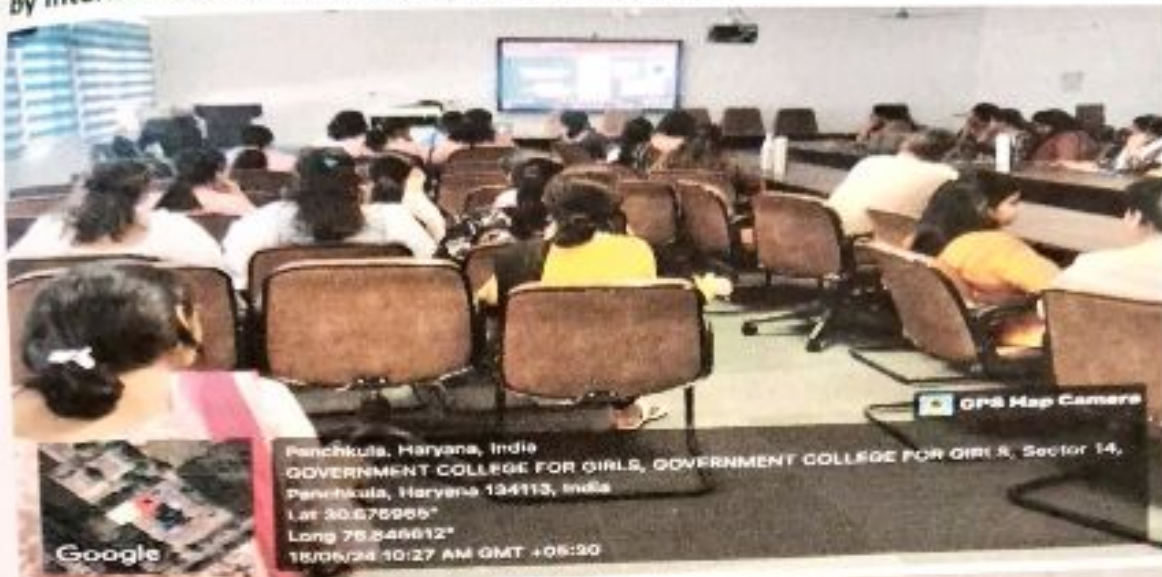
*Nancy*  
Rapporteur  
Dr. Nancy

*Tara Jayant*  
Convener IQAC  
Ms. Tara Jayant

*Richa Setia*  
Principal  
Principal GCW, Panchkula.  
Govt. P.O. College for Women  
Panchkula



One Day Online Training Program on "Documentation & Record Keeping" organized by Internal Quality Assurance Cell on 18<sup>th</sup> May 2024.



*Tara Jayant*  
(Tara Jayant)

Principal  
Govt. College for Women  
Panchkula

PRINCIPAL  
Gcw, Panchkula