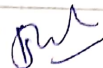
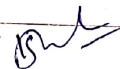


GOVERNMENT POST GRADUATE COLLEGE FOR WOMEN,
SECTOR-14,PANCHIKULA

ANNUAL DUTIES FOR THE SESSION 2025-26

Principal: Dr. Khushila

	College Council	Dr. Ritu Yadav Dr. Alka Sharma Ms. Taruna Ms. Vandana Goyal Ms. Sushila Mr. Atul Khullar Dr. Sudesh Dr. Bharti Chhikara
2	Chief Proctor	Dr. Ritu Yadav
3	RTI	Dr. Ritu Yadav Ms. Neha (Lang. Lab Inst.)
4	Bursar	Dr. Isha Goyal
5	Staff Secretary	Dr. Pooja
6	Social Secretary	Ms. Shivani Kaushik Ms. Nandini (Extension) ✓
7	Stage Secretary	Ms. Shivani Kaushik Dr. Kapoor Singh Dr. Pooja
8	Hostel Advisory Committee	Ms. Vandana Goyal (C) Dr. Alka Sharma Dr. Sudesh Kharb Dr. Suman Bhambu
	Hostel Warden	Ms. Sujata- Hostel-I Dr. Sushila-Hostel-II
9	Mentor Team	Dr. Sudesh(C) Dr. Suman Bhambu Mr. Jatin (Apprentice)
10	Contract Committee	Ms. Mani Narwal (C) Dr. Ranjit Singh (Court cases) Ms. Isha Goyal (Bursar) Dr. Kapoor Singh Dr. Naveen Malik Ms. Monika (Office)

11	AISHE & NIRF	Ms. Kanchan-AISHE(C)  Dr. Bharti-NIRF (C) Dr. Reema Gupta Ms. Anita Soni Ms. Neha
12	OE Committee	Dr. Suman Bhambu (C) Ms. Anuja Gupta Ms. Jyoti Berwal Ms. Anita (Data Entry Op.)
13	NSS, YRC and Dispensary	Dr. Kamlesh (Advisor)  Dr. Suman Bhambu(Advisor) Ms. Kavita (NSS Unit-I) Ms. Jyoti Sharma-Extension(NSS Unit-II)  Ms. Rajni (Peon)
14	NCC	Dr. Kalpana
15	Road Safety Nodal Officer	Dr. Naveen Malik Ms. Pooja Girotra
16	Disaster Management Cell	Mr. Sandeep Kumar(C) Ms. Balwinder Mr. Sandeep (LA)
17	Celebration of Important Days	Ms. Shivani Kaushik (C) Dr. Sangeeta Ms. Veenu Mittal  Ms. Indu (Commerce) Mr. Chander Pal (LA)
18	Time Table and Workload Committee	Ms. Kanchan (C)  Ms. Vandana Goyat (Arts) Mr. Aman (Science) Ms. Suman (Commerce) Ms. Reema Gupta(Computer Science) Ms. Anita Raj (Home Science)

9	ACR & Result Verification Committee	Ms. Vandana (C) Ms. Kamlesh(CC) <i>[Signature]</i> Dr. Ranjit Singh (Science) Ms. Sarita Sachdeva (Commerce) Ms. Vibha (Arts) Dr. Neetu (BCA& Home Science)
0	Annual Report	Ms. Anju Goyal (English)-C Ms. Priya Dutta (CC)
	Annual Magazine	Ms. Taruna (C) Ms. Geetanjali (CC)
	Members of Annual Report and Annual Magazine	Dr. Seema (Hindi) Ms. Balwinder <i>[Signature]</i> Dr. Neelima <i>[Signature]</i> Ms. Sapna Malik <i>[Signature]</i> <i>Ms. Kamlesh</i> <i>Ms. Nandini</i>
	Activities Record	Dr. Neelima (C) <i>[Signature]</i> Ms. Pooja Girotra Mr. Rishu (Apprentice) – Computer Work
1	RUSA	Dr. Sudesh (C) Dr. Surender (CC) <i>[Signature]</i> Dr. Rakesh Mr. Ashish (Apprentice)
2	UGC and Research Cell	Ms. Latika (C) Ms. Priyanka (Extn. Lect)
3	University/Examination Cell and Spot Evaluation Centre	Ms. Geeta Bhatia (C) Ms. Honey Garg (CC) Dr. Kiran Bala Dr. Sunita (Hindi) Ms. Anita Raj Ms. Balwinder Ms. Gangotri (Computer Work) Ms. Manju (LA) Ms. Jasvir (Computer Work)
24	Internal Assessment Committee	Ms. Anju Goyal-Commerce(C) Ms. Anita Raj Ms. Shivani Singla Ms. Pooja Girotra

25	Result-Records	Dr. Neetu(C) Ms. Sumitra, LA (Science) Ms. Manju, LA(Home Science) Ms. Renu, LA(Commerce) Mr. Money, LA(Computer Science) Ms. Sandeep, LA (Arts)
26	Discipline and Anti-Ragging Committee	Dr. Sangeeta -(C) Mr. Atul Khullar- (CC) Dr. Kapoor Singh Dr. Naveen Malik Ms. Vibha Madan Ground Floor: Mr. Chand Ram LA 1 st Floor: Ms. Renu & Mr. Money LA 2 nd Floor: Ms. Manju & Mr. Sandeep LA 3 rd Floor: Ms. Sumitra & Mr. Anuj
27	Hospitality Committee	Dr. Priyanka -(C) Ms. Nandini Ms. Shivani Singla Ms. Teena Ms. Renu (LA) Ms. Nisha (P) Ms. Rajni (P)
28	Grievance Redressal, and Anti-Corruption Cell	Ms. Taruna -(C) Ms. Sushila Mr. Atul Khullar Ms. Kanchan Bala
29	Internal Complaint Committee (ICC) and Prevention of Sexual Harassment	Dr. Alka (C) Ms. Sushila (Hostel Warden) Dr. Sudesh Kharb Dr. Surender Ms. Kamlesh Sharma Dr. Bharti Chhikara Dr. Priyanka Ms. Monika (office) Ms. Sarla (non-teaching) External Members: (A) Dr. Aerika Singh, Advocate (B) Ms. Renuka (Parivartan NGO)
30	Decoration Committee	Ms. Laksha (C) Ms. Anita Raj Ms. Navpreet Kaur All Malis, Peons & Sweepers

	Cultural Committee	Dr. Sarika (C) Ms. Mani Narwal (CC) Dr. Priyanka Ms. Latika Dr. Sunita (Hindi) Ms. Priya Dutta Dr. Neelima Ms. Anita Raj Dr. Rani Jindal
2	Court Case Committee	Dr. Ranjit Singh (C) Dr. Naveen Malik Ms. Monika (office) Ms. Geetu for typing work
3	Bus Pass	Dr. Kapoor Singh (C) Mr. Sandeep (LA)
4	Driving License and Passport Committee	Mr. Aman Kumar , Nodal Officer Ms. Jyoti Berwal Ms. Indu (Commerce)
5	Earn while You Learn	Dr. Bharti (C) Mr. Aman (CC) Ms. Jyoti Berwal Ms. Nandini Ms. Sumitra (LA)
6	EVS, Eco Club, Horticulture and Beautification	Dr. Vinay (C) Dr. Bharti (CC) Ms. Teena Mr. Sandeep (LA) Ms. Sumitra (LA)
7	Solid waste ,E-waste and Water conservation	Dr. Seema Sabarwal (C) Dr. Vinay Dr. Bharti Ms. Balwinder Mr. Chand Ram (JLA) Mr. Sandeep (LA) Mr. Money (LA)
8	Feedback Committee	Ms. Anuja (C) Dr. Shardha Sharma (CC) Dr. Madhu Ms. Indu (Hindi) Ms. Indu (Commerce) Ms. Navpreet Kaur

39	Property Committee (Records, Repair and Maintenance)	Ms. Suman Chhikara (C) Dr. Kapoor Singh Dr. Vibha Madan Ms. Sunita (Hindi) Dr. Naveen Malik Ms. Navpreet Kaur Dr. Kalpana Hooda Ms. Indu (Canteen) Ms. Priyanka (Extn.) All Lab Attendants
40	Gem Portal	Ms. Honey (C) Dr. Priyanka (CC) Dr. Isha Goyal (Bur.) Mr. Oshan Rathee (Office)
41	Annual Stock & Purchase Verification Committee	Dr. Suman Bhambu (C) Ms. Anuja Gupta (CC) Dr. Isha Goyal (Bursar) Ms. Monika (Dy. Supt.) Mr. Chand Ram (JLA) Mr. Chandar Pal (LA)
42	College Development (Maintenance and Repair) PWD, Electricity and Public Health	Dr. Surender (C) Dr. Rakesh (CC) Ms. Jyoti Berwal Dr. Naveen Malik Mr. Sandeep (Geo) Ms. Priya Dutta Ms. Sarla (Hostel) Mr. Chand Ram (JLA) Mr. Anuj (LA) Ms. Anita (Office)
43	Auditorium and Room No.202 Maintenance	Mr. Atul Khullar (C) Dr. Kapoor Singh Mr. Money Sharma (LA) Mr. Anuj (LA)
44	Library Committee	Dr. Sudesh Kharb (C) Dr. Priya Dutt (CC) Ms. Pooja Girotra Ms. Indu (Hindi)
45	Sports Board	Ms. Bharti (C) Mr. Atul Khullar Dr. Sudesh Kharb Dr. Surender Dr. Sangeeta

	Sports Committee and Yoga Club	Dr. Sangeeta (C) Dr. Sunita (CC) Dr. Kalpana (Psychology) Dr. Rani Jindal Ms. Indu (Comm.)(Ext.) Ms. Renu, LA
	Printing ,Prize, Banner and Invitation Committee	Dr. Bindu (C) Ms. Pooja Girotra Ms. Indu (Commerce) Ms. Indu (Hindi)
	Press-Publicity and Photography	Dr. Seema (Hindi) (C) Dr. Indu (Commerce) Dr. Neelima Ms .Neha
9	HRMS and E-salary	Dr. Reema Ms. Isha Goyal (Bursar) Ms. Anita Yadav <i>Anita Yadav</i> Ms. Monika(Office) Mr. Amit Kumar(Office) <i>Amit Kumar</i> Ms. Neha
0	Equal Opportunity/ Counselling Cell	Ms. Vibha Madaan Dr. Kalpana (Psychology) Ms. Jyoti Berwal
51	Tent, Sound System and Seating arrangement	Mr. Atul Khullar (C) Dr. Ranjit Singh <i>Singh</i> Ms. Shivani <i>Kaushik</i> Mr. Chander Pal (LA) All sweepers
52	Cleanliness Committee	Ms. Vibha Madaan (C) Dr. Sunita (CC) Dr. Rani Jindal Ms. Priyanka (Extension) Ground Floor: Mr. Chand Ram LA 1 st Floor: Ms. Renu & Mr. Money LA 2 nd Floor: Ms. Manju & Mr. Sandeep LA 3 rd Floor: Ms. Sumitra & Mr. Anuj
3	BSNL and Internet Committee	Dr. Seema Sabharwal (C) Mr. Money Sharma (LA)
54	Maintenance of Biometric, CCTV and Smart Classroom	Ms. Reema Gupta (C) Ms. Anita Soni (CC) Mr. Money Sharma (LA)

55	Legal Literacy, Electoral Cell and NCORD	Dr. Shivani Kaushik (C) Ms. Shivani Singla (CC) Dr. Naveen Malik Dr. Kalpana Hooda Ms. Priyanka (Extn. Lect.) Ms. Teena Mr. Anuj, LA
56	Income Tax Verification Committee	Ms. Anju Goel (Commerce)- (C) Ms. Honey Garg-(CC) Dr. Pooja Ms. Suman Chhikara Dr. Kalpna Hooda Ms. Monika (Dy. Supdt.) Mr. Amit Kumar
57	NEP Committee	Dr. Latesh (C) <i>LS</i> Ms. Bindu (CC) Dr. Sunita Dr. Kalpna Hooda
58	Women Cell & Beti Bachao Beti Padhao	Dr. Latesh (C) <i>LS</i> Dr. Priya Dutta <i>Dr. Seema (Hindi) qm</i> Ms. Latika Chahal <i>qm</i> Dr. Naveen Malik Dr. Rani Jindal Ms. Indu (Commerce) Ms. Teena
59	Scholarship and Stipend/ Merit Renewal/ National Scholarship Scheme/ Single Girl Child Scheme	Mr. Sandeep Kumar (C) Ms. Laksha Ms. Nandini Ms. Navpreet Ms. Manju LA
60	Absentee Slip, Lecture shortage and Name Struck Off	Ms. Sarita Sachdeva (C) Dr. Sunita (Arts) Ms. Priyanka (Extn. Lect) (Commerce) Ms. Balwinder (Science) Ms. Anita Raj (Home Science) Ms. Anita Yadav (Computer Science) <i>Anita</i>
61	College Website ,ERP and MIS	Ms. Sapna Malik (C) Ms. Anita Yadav
62	Alumni Association and PTM	Ms. Geetanjali (C) Dr. Seema (Hindi) Ms. Shivani Singla Dr. Rani Jindal Ms. Priyanka (Extn.)

63	Tour Committee	Dr. Sangeeta (C) Dr. Rakesh Dr. Naveen Malik Dr. Kalpana (Psychology)
64	Subject pool & Subject change committee	Ms. Bindu (C) Dr. Latesh Dr. Seema Sabharwal
65	Entrepreneurship/ Counselling and Placement Cell IPR & Start-up Activity Mandatory Internship (KUK) MOU	Dr. Madhu (C) Ms. Latika (CC) <i>Ms. Shivani Singla</i> Ms. Honey Ms. Laksha <i>Ms. Shivani Singla</i> Ms. Jyoti Berwal Dr. Seema (Hindi) Ms. Veenu Mittal Dr. Pooja Girotra Dr. Neelima <i>Ms. Teena</i>
66	IIC	Dr. Seema-Computer Science (President and Social Media) Dr. Sushila (Vice-President) Ms. Reema Gupta (Convener & Innovation Activity) Ms. Honey (IPR & Startup Activity) (Members- Ms. Shivani Singla, Dr. Neelima, Ms. Balwinder Kaur) Dr. Madhu (Internship Activity) Dr. Sudesh Kharb Ms. Laksha Dr. Bharti Chhikara (NIRF) Ms. Veenu Mittal (ARIIA coordinator) Ms. Monika (Dy. Supdt.) Student Coordinator: to be choose by Ms. Sushila External Members: 1. Bank/Investor: Mr. Vineet Khurana 2. Industry Expert: Mr. Rakesh Arora 3. Start-up/Alumni/Entrepreneur: Ms. Pooja Sharma 4. Patent Expert: Ms. Aparna Jain 5. Incubation Centre: Ms. Tanushree Chandra

67	IQAC	External Members: Dr. Sukhwinder Singh- DHE Nominee Dr. Adarshdeep Kaur – Retd. Jd, DHE Mr. Amitabh Rungta, Chairman Shree Shyam Karuna Foundation IQAC Internal Committee Dr. Alka Sharma (C) Dr. Vinay Yadav (CC) Dr. Sudesh Kharb Ms. Kanchan Bala Ms. Geetanjali Dr. Shardha Sharma Ms. Neha (Computer Work)
68	Institutional Development Plan (IDP)	Dr. Suman Bhambu (Advisor) Ms. Anuja Gupta (Advisor) Dr. Pooja (C) Dr. Neetu (CC) Ms. Navpreet Ms. Nandini Ms. Sapna Malik <i>bl</i>
69	NAAC	Dr. Suman Bhambu (C) Dr. Pooja (CC) Dr. Anuja Gupta Ms. Sarita Sachdeva Dr. Kiran Bala Ms. Suman Chikara Dr. Madhu Dr. Neetu Mr. Aman Dr. Shardha Ms. Laksha Ms. Anita Raj Ms. Shivani Singla Ms. Navpreet <i>Kaur</i> Ms. Balwinder Ms. Neelima <i>1/2</i> Ms. Jasvir Kaur (Computer Work)

OFFICE OF THE PRINCIPAL GOVT. PG COLLEGE FOR WOMEN,
SECTOR-14, PANCHKULA

Revised Absentee Slip, Lecture shortage and Name Struck off committee:-

1. Ms. Sarita Sachdeva (C)
2. Ms. Sunita (CC)
3. Ms. Manju, LA- Arts
4. Ms. Gangotri, Clerk- Commerce
5. Ms. Sumitra, LA- Science
6. Mr. Sandeep, LA- Home Science
7. Mr. Money – Computer Science

— ~~SS~~
2/9/25

~~Principal~~ 30/8/25
Principal