

GOVERNMENT POSTGRADUATE COLLEGE FOR WOMEN, SECTOR-14,
PANCHKULA

ANNUAL DUTIES FOR THE SESSION (2026-27) w.e.f 01.09.2026

Principal: Dr. Khushila

1.	College Council	Prof. Ritu Yadav Ms. Sushila Mr. Atul Khullar Dr. Sudesh Ms. Kamlesh Sharma Prof. Surender Singh Prof. Suman Bhambu Dr. Bahrti Chhikara
2.	Chief Proctor	Prof. Ritu Yadav
3.	RTI	Prof. Ritu Yadav Ms. Neha (Lang. Lab Inst.)
4.	Bursar	Dr. Isha Goyal
5.	Staff Secretary	Dr. Pooja
6.	Social Secretary	Ms. Shivani Kaushik Ms. Priyanka (Extension)
7.	Stage Secretary	Ms. Shivani Kaushik Dr. Shardha Sharma
8.	Hostel Advisory Committee Hostel Warden	Ms. Kamlesh Sharma (C) Dr. Bharti Chhikara Ms. Vinay Yadav Ms. Laksha- Hostel-I Dr. Sushila-Hostel-II
9.	Mentor Team	Prof. Suman Bhambu (C) Ms. Geeta Bhatia Ms. Jasvir Kaur (Comp. Inst)
10.	College Website, ERP, MIS & Activities Record (Register)	Ms.Sapna Malik(C) Ms. Anita Yadav Ms. Nisha (Comp Inst.)
11.	Contract Committee	Ms.Mani Narwal(C) Dr. Pooja (Com) Dr. Sunita Dr. Sangeeta Ms. Isha Goyal (Bursar) Prof. Ranjit Singh (Court Cases) Ms. Monika (Dt. Supt.) (Office) Ms. Neha (Lang Lab Inst.) (Comp. Work)
12.	AISHE & NIRF	Ms. Kanchan (Advisor- AISHE) Dr. Bharti (Advisor- NIRF) Ms. Rakhi -AISHE(C) Ms. Pooja Sharma -NIRF (C) Ms.Anita Soni Ms. Jasvir (Comp Inst) Ms. Nisha (Comp Inst)

	OE Committee	Prof. Suman Bhambu (C) Ms. Neetu Ms. Jyoti Berwal Ms. Anita (Data Entry Op.)
14.	NSS, YRC, Red Ribbon Club and Dispensary	Dr. Kamlesh (Advisor) Prof. Suman Bhambu (Advisor) Ms. Suman Chhikara (Unit-I) Ms. Jyoti Sharma (Unit-II) Ms. Rajni (Peon)
15.	NCC	Dr. Kalpana
16.	Road Safety Committee	Ms. Teena (C) Ms. Pooja Girhotra
17.	Disaster Management Cell	Mr. Sandeep Kumar (C) Ms. Pooja Sharma (Geo) Ms. Geetu (LA)
18.	Celebration of Important Days	Ms. Nandini (C) Ms. Indu (Com)(CC) Ms. Veenu Mittal Ms. Shivani Singla Mr. Chander Pal (LA)
19.	Time Table and Workload Committee	Ms. Kanchan (Arts) (C) Mr. Aman (Science) Ms. Anita Raj (Home Science) Ms. Sarita Sachdeva, Ms. Neetu & Ms. Navpreet (Commerce) Ms. Reema Gupta (Computer Science)
20.	ACR, Result & Teaching Days Verification Committee	Ms. Kamlesh (C) Prof. Suman Bhambu Ms. Vibha (Arts) Ms. Sonia & Ms. Neetu (Commerce) Ms. Rakhi (Science) Dr. Neetu (BCA & Home Science)
21.	RUSA	Ms. Tara Jayant (C) Ms. Sarita Sachdeva Ms. Saroj Bala Ms. Sonia Dr. Isha Goyal (Bursar) Dr. Madhu (Buyer, GeM Portal) Ms. Honey Garg (Consignee) Mr. Oshan Rathee (GeM Portal)
22.	Annual Report & Annual Magazine	Ms. Anju Goyal (English)-C Ms. Anuja (CC) Ms. Monika (Commerce) Ms. Balwinder Ms. Neelima Ms. Suman Chappalo Ms. Indu (Hindi) Ms. Neha (Lang. Lab Int.) (Comp Work) Ms. Geetu (LA) (Comp Work)
23.	UGC and Research Cell	Ms. Latika (C) Ms. Rakhi (C) Ms. Monika (Commerce)

24.	University / Examination Cell and Spot Evaluation Centre	Ms. Geeta Bhatia (C) Ms. Latika (CC) Dr. Kiran Bala Ms Neetu (Commerce) Ms. Monika (Commerce) Ms. Anita Raj Ms. Balwinder Ms. Manju (LA) Ms. Geeta Clerk (Comp Work) Ms. Lalita (Examination Clerk during Exams) Ms Anuj (Examination Clerk during Exams)
25.	Result & DMC	Ms. Pooja Girotra (C) Mr. Chand Ram (B.Sc (Phy.Sc) & M.Sc (Maths)) Ms. Geetu (B.Com (Gen & Hons), BBA) Mr. Sandeep (Home Sc) Ms. Sumitra (B.Sc (Life.Sc) & M.Sc (Zoology)) Ms. Manju (Arts) Mr. Chander Pal (BA (Hons) & MA(Eng) Ms. Renu (M.Com) Mr. Money Sharma (BCA)
26.	Internal Assessment Committee	Ms. Anju Goyal- (Com) (C) Ms. Anita Raj (CC) Ms. Shivani Singla Ms. Pooja Girotra
27.	Discipline and Anti-Ragging Committee	Ms. Manju Chahal (C) Dr. Vibha Madan Ms. Kalpana Ms. Rani Jindal Ms. Teena Ms. Indu (Hindi) Ms. Manju (LA) Ms. Sumitra (LA) Mr. Anuj (LA) Mr. Sandeep (LA) Ms. Geetu (LA) Mr. Money Sharma(LA)
28.	Hospitality Committee	Ms. Saroj Bala (C) Ms. Neelima (CC) Ms. Pooja Sharma Ms. Navpreet Ms. Renu (LA) Ms. Nisha (P) Ms. Rajni (P) Mr. Pardeep (P)
29.	Grievance Redressal, Prevention of Sexual Harassment and Anti-Corruption Cell	Dr. Bharti Chhikara (C) Ms. Sushila Ms. Tara Jayant Ms. Vinay Yadav Mr. Rakesh

30.	Internal Complaint Committee (ICC)	Dr. Bharti Chhikara (C) Ms. Kamlesh Sharma Ms. Sushila (Hostel Warden) Ms. Laksha (Hostel Warden) Prof. Surender Singh Prof. Suman Bhambu Ms. Vinay Yadav Ms. Monika (office) Mr. Amit (non-teaching) Ms. Sarla (non-teaching) External Members: (A) Dr. Aerika Singh, Advocate (B) Ms. Renuka (Parivartan NGO)
31.	Decoration Committee	Ms Suman Chappola (C) Ms. Sapna Malik (CC) Ms. Balwinder Ms. Nandini Ms. Teena All Malis, Peons
32.	Cultural Committee	Dr. Sarika (C) Dr.Sunita (Hindi) Ms. Saroj Bala Ms. Suman Chappola Ms. Veenu Mittal Ms. Priyanka Dr. Rani Jindal
33.	Court Case Committee	Prof. Ranjit Singh (C) Dr. Madhu Mr. Aditya Ms. Monika (office) Ms. Geetu (typing work)
34.	Bus Pass, Driving License and Passport Committee	Mr.Aman Kumar, Nodal Officer Ms. Jyoti Berwal Mr. Sandeep (LA)
35.	Earn while You Learn	Dr. Bharti(C) Mr. Aman (CC) Ms. Priya Dutta Ms. Jyoti Berwal Ms. Pooja Sharma Ms. Sumitra (LA)
36.	Science Awareness & Development Committee	Prof. Surender Singh (C) Dr. Vinay Yadav Prof. Ranjeet Singh Dr. Rakesh Ms. Vibha Madan Dr. Neetu Dr. Reema
37.	EVS, Eco Club, Horticulture and Beautification	Dr. Vinay Yadav(C) Dr. Bharti Chhikara (CC) Mr. Sandeep Ms. Saroj Ms. Pooja Sharma Ms. Geetu (LA)

38.	Solid waste, E-waste ,Water conservation & Solar Panel	Dr. Seema Sabarwal (C) Dr. Vinay Yadav Dr. Bharti Chhikara Ms. Anita Yadav Mr. Chand Ram(LA) Mr. Money (LA)
39.	Feed back Committee	Dr. Geetanjali (C) Dr. Shradha Sharma Ms. Suman Chappalo Dr. Anita Soni Mr. Pardeep (P) Two Students to be chosen by Ms Geetanjali
40.	Property Committee (Records, Repair and Maintenance)	Ms. Aditya (C) Ms. Vibha Madan Ms. Sunita (Hindi) Ms. Priyanka (Com) Ms. Indu (Com) Ms. Navpreet All Lab Attendants
41.	Gem Portal	Dr. Madhu (Buyer, GeM Portal) Ms. Honey Garg (Consignee) Dr. Isha Goyal (Bursur) Mr. Oshan Rathee (GeM Portal) Mr. Amit Kumar (Office)
42.	Annual Stock & Purchase Verification Committee	Prof. Suman Bhambu (C) Ms. Bindu (CC) Ms. Monika (Dt. Supt.) Ms. Anita (Office) Mr. Chand Ram (LA) Mr. Chandar Pal (LA)
43.	College Development (Maintenance and Repair) PWD and Public Health Electricity	Prof. Surender Singh (C) Prof. Ranjeet Singh Mr. Sandeep Mr. Anuj (LA) Dr. Rakesh (C) Mr. Aditya Mr. Chand Ram(LA) Ms. Sarla(Hostel) Ms. Monika (Dt. Supt.) Ms. Anita (Office)
44.	Auditorium and Room No.202 Maintenance	Mr. Atul Khullar(C) Mr. Sandeep Mr. Money Sharma(LA) Mr. Anuj (LA)
45.	Library Committee	Dr. Priya Dutta (C) Dr. Shradha Sharma (CC) Ms. Jyoti Berwal Ms. Saroj Bala

46.	Sports Board	Ms. Bharti (C) Prof. Surender Singh Dr. Vinay Yadav Ms. Neha Yadav
47.	Sports Committee and Yoga Club	Dr. Sangeeta (C) Ms. Manju (Phy. Ed) (CC) Dr. Rani Jindal Ms. Indu(Com.)
48.	Printing, Prize, Banner and Invitation Committee	Dr. Bindu(C) Dr. Seema Sabharwal Ms. Rakhi Ms. Pooja Sharma
49.	Press-Publicity and Photography	Dr. Seema (Hindi) (C) Ms. Suman Chappola (CC) Dr. Neelima Ms. Nisha (Comp. Inst) Ms. Neha (Lang. lab Inst) Photography
50.	HRMS and E-salary	Dr. Reema Gupta Ms. Isha Goyal (Bursar) Ms. Anita Yadav Ms. Monika(Office) Mr. Amit Kumar (Office) Ms. Nisha (Comp. Inst) Ms. Geetu (LA)
51.	Equal Opportunity/ Counselling Cell	Ms. Vibha Madan(C) Dr. Kalpana Dr. Jyoti Berwal
52.	Electoral Cell ,SWEEP& SIR	Ms. Veenu Mittal (C) Ms. Nandini Ms. Pooja Girotra
53.	Tent, Sound System and Seating arrangement	Ms. Bindu (C) Ms. Kiran Mr. Sandeep Ms. Priya Dutta Mr. Chander Pal(LA) Ms. Sumitra (LA) Mr. Sandeep (LA)
54.	Cleanliness Committee	Ms. Vibha Madan (C) Dr. Sunita (CC) Dr. Rani Jindal Ms. Indu (Hindi) Ground Floor: Mr. Chand Ram LA1 st Floor: Mr. Sandeep & Mr. Money LA2 nd Floor: Ms. Manju & Ms. Sumitra LA3 rd Floor: Ms. Geetu & Mr. Anuj
55.	Maintenance of Biometric, CCTV, Smart Classroom & BSNL and Internet Committee	Ms. Reema Gupta (Advisor) Ms. Neha Yadav (C) Ms. Nisha (Comp Inst.) Mr. Money Sharma(LA)
56.	Legal Literacy Cell	Ms. Shivani Singla (C) Ms. Suman Chappola Ms. Nandini Ms. Teena

57.	NCORD Committee NCORD Cell	Ms. Indu (Com) (C) Ms. Suman Chappola Ms. Anita Yadav Ms. Indu (Hindi) Ms. Sushila Rani Dr. Shivani Kaushik Students Harleen BA (Eco (Hons))-I Bhawana B.Com-II Vanshita Dutta B.Sc(Life Sc) - II
58.	Income Tax Verification Committee	Ms. Anju Goel (Com) (C) Ms. Honey Garg Ms. Pooja Ms. Latika Ms. Neetu (Commerce) Ms. Sonia Ms. Monika (Dt. Supdt.) Mr. Amit Kumar
59.	NEP, NEEV Portal	Dr. Latesh(C) Dr. Honey Garg (CC) Dr. Sunita Ms. Rani Jindal Ms. Nisha (Comp. Inst)
60.	Women Cell & Beti Bachao Beti Padhao	Dr. Shivani Kaushik (C) Dr. Pooja (CC) Ms. Neetu Ms. Balwinder Ms. Anita Raj Ms. Veenu Mittal Ms. Indu (Commerce) Dr. Neelima Ms. Renu (LA)
61.	Scholarship / Stipend (SC/BC) & All Scholarships	Mr. Sandeep Kumar (C) Ms. Laksha Ms. Nandini Ms. Nisha (Comp. Inst.)
62.	Absentee Slip, Lecture shortage and NSO	Ms. Navpreet (C) Ms. Indu (Hindi) (Arts) Ms. Priyanka (Commerce) Ms. Balwinder (Science) Ms. Anita Raj (Home Science) Ms. Anita Yadav (Computer Science) All LA's (as per Serial No 25)
63.	Alumni Association and PTM	Ms. Geetanjali (C) Dr. Seema (Hindi) (CC) Ms. Priyanka (Ext.) Ms. Manju (Phy. Edu) Dr. Rani Jindal

64.	Tour Committee	Dr. Sangeeta (C) Dr. Rakesh Dr. Kalpana (Psychology)
65.	Entrepreneurship Cell, IPR & Start-up Activity	Ms. Honey (C) Ms. Sonia Ms. Veenu Mittal Ms. Shivani Singla Ms. Indu (Hindi)
66.	Counselling and Placement Cell, Mandatory Internship (KUK) MOU	Dr. Madhu (C) Ms. Jyoti Berwal Ms. Sonia Ms. Neha Yadav Dr. Pooja Girotra Ms. Teena
67.	IIC	Dr. Seema-Computer Science (President and Social Media) Dr. Sushila (Vice-President) Ms. Reema Gupta (Convener & Innovation Activity) Ms. Honey & Members (IPR & Start-up Activity) Dr. Madhu (Internship Activity) Ms. Sarita Sachdeva Ms. Laksha Dr. Pooja Sharma (NIRF) Ms. Veenu Mittal (ARIIA Coordinator) Ms. Monika (Dt. Supdt.) Student coordinator:- to be chosen 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. Tanu shree Chandra
68.	IQAC	External Members- Are to be decided IQAC Internal Committee- Dr. Sudesh (C) Ms. Geetanjali Ms. Kanchan Bala Dr. Seema (Hindi) Dr. Shradha Sharma Ms. Neha (Lang Lab Inst) (Comp Work)
69.	Institutional Development Plan (IDP)	Prof. (Dr.) Suman Bhambu (Advisor) Dr. Pooja (C) Ms. Navpreet Ms. Jasvir (Comp. Inst)
70.	NAAC	Prof. (Dr.) Suman Bhambu (C) Dr. Neetu Ms. Sarita Sachdeva Dr. Kiran Bala Mr. Aman Dr. Shradha Ms. Laksha

		Ms. Monika(Commerce) Ms. Neetu (Commerce) Ms. Anita Raj Ms. Shivani Singla Ms. Navpreet Ms. Balwinder Ms. Neelima Ms. Jasvir (Computer Work)
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NOTE:

1. All concerned to note their duties as above and handover charge to the next convenor immediately, if there is change in the convenor of particular committee.
2. If any convenor is on leave the next member of the committee will perform the duty of the convenor.

[Signature]
Principal 21/9/26