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Annual Duty list

of

2023-24

Government College For Women ,Rohtak

Annual Duty List (2023-24)

The duties mentioned against each faculty members will come in to force with immediate effect. Conveners/ In charges of various committees are requested to note down the names of faculty members associated with them. Ex- conveners/ In charges are requested to handover the charge to the new incumbents immediately.

Principal

S.No	COMMITTEES	MEMBERS	Sig
	College Council & Advisory Body & Reception Committee	1 Principal	
		2 Mr. Lokesh Balhara	8/3
		3 Ms. Sudesh Lather	8/3
		4 Ms. Meenu Nain	8/3
		5 Ms. Savita Thakran	8/3
		6 Ms. Deepak Malik	8/3
		7 Mr. Subhash Balhara	8/3
		8 Ms. Nisha Malik	8/3
		9 Ms. Jyoti	8/3
		10 Ms. Anju	8/3
		11 Ms. Parveen Khatri	8/3
2	College Proctor	Mr. Satyawat Jain	8/3
3	Office Assignment	Mr. Parmod Kumar	8/3
4	P.T.O	Mr. Lokesh Balhara	8/3
5	A.S.P.T.O	Ms. Sarita Sehgal	8/3
6	College Bursar	Mr. Phool Kumar	8/3
7	N.C.C Officer	Ms. Renu	8/3
8	Overall Admission Incharge	1 Ms. Meenu Nain (Overall Incharge)	8/3
		2 Ms. Savita Thakran	8/3
		3 Ms. Nisha Malik (Nodal Officer)	8/3
		4 Ms. Suman Ahlawat	8/3
9	N.S.S Officers	1 Ms. Naveen	8/3
		2 Ms. Rita Khanna	8/3
		3 Ms. Risham	8/3
		4 Ms. Reena (Maths)	8/3
10	A.P.T.E	1 Mr. Chain Singh (Nodal Officer)	8/3
		2 Ms. Mamta Ranga	8/3
		3 Mr. Manoj (L.A)	8/3
11 (A)	Printing of Certificates & Flex/Banner Committee	1 Ms. Savita Thakran (Convenor)	8/3
		2 Ms. Jyoti Hooda	8/3
		3 Ms. Pankshi	8/3

	Invitation Committee	4	Ms. Nirmala Soni	Nani
		5	Ms. Baljit Kaur (Ms. Manju (Comm.) K. K. Lal)	Ber
		6	Ms. Rita Khanna	S.P. Lal
		7	Mr. Vinod Psy	(W)
	Checking Sexual Harassment & Violence against Women/Internal Complaint/ Redressal Cell/ Student Welfare	1	Ms. Meenu Nain (Convenor)	Meenu
		2	Ms. Savita Thakran	Savita
		3	Mr. Satywan Jatain	Satywan
		4	Ms. Veena Sachdeva	Veena
		5	Ms. Anita Singal	Anita
		6	Ms. Suraj Mukhi	Suraj
		7	NGO representative	
		8	Student representative	
3	N.S.S Advisory Committee	1	Mr. Lokesh Balhara Mrs. Deepika Malik	LR
		2	Mr. Subhash Balhara	Subhash
		3	Ms. Parveen Khatri	Parveen
4	Anti Ragging Squad	1	Principal	
		2	Ms. Renu Hooda	Renu
		3	Ms. Suraj Mukhi	Suraj
		4	Mr. Basant	Basant
		5	Student	
5	SOCIETIES			
1)	English Literary Society	1	Ms. Abhilasha (Convener)	
		2	Ms. Suraj Mukhi (Convener)	Suraj
		3	Ms. Meenu	Meenu
		4	Ms. Diksha (Ext.)	Diksha
			Ms. Tamanna (Ext.)	Tamanna
		5	Student	
3)	Planning Forum & Commerce Society	1	Ms. Renu (Commerce), Convenor	Renu
		2	Ms. Savita	Savita
		3	Ms. Dalip Kaur	Dalip
		4	Ms. Preeti Bansal	Preeti
		5	Mr. Sachin Sapra	Sachin
		6	Ms. Monika (Eco)	Monika
		7	Ms. Priyanka (Ext.)	Priyanka
			Ms. Anju (Ext.)	Anju
C)	Hindi Society	8	Student	
		1	Ms. Naresh Kumari (Convener)	Naresh
		2	Ms. Baljeet Kaur	Baljeet
		3	Mr. Vishal	Vishal
		4	Ms. Suman Rani	Suman
		5	Student	

J)	Sanskrit Society	1	Ms. Rita Khanna (Convenor)	KR
		2	Ms. Suman(Ext.)	
		3	Ms. Poonam(Ext.)	Poonam
		4	Student	
J)	Music Society	1	Ms. Sadika	Sadika
		2	Student	
J)	Social Science Society	1	Ms. Nirmala Kumari(Convenor)	
		2	Mr. Sachin(Sociology)	Sachin
		3	Mr. Nishant Saini	Nishant
		4	Ms. Monika (Eco)	Monika
		5	Student	
J)	Science Society	1	Ms. Manju Chikkara (Convenor)	Manju
		2	Ms. Ekta	Ekta
		3	Mr. Sonu	
		4	Ms. Sonika	Sonika
		5	Mr. Deepak	Deepak
		6	Ms. Navita	
		7	Ms. Babli	
		8	Ms. Neha	Neha
		9	Ms. Saneha	
		10	Ms. Sangita	
		11	Mr. Vikas	
		12	Ms. Anu Bhargava	Anu
		13	Student	
J)	Home Science Society	1	Ms. Ritu Hooda(Convenor)	Ritu
		2	Ms. Pankaj sharma (Ext.)	Pankaj
		3	Ms. Monika Narang(Ext.)	Monika
		4	Student Ms. Pooja	Pooja
J)	Fine Arts Society	1	Ms. Deepanjali(Convenor)	Deepanjali
		2	Ms. Kiran Bala(Ext.)	Kiran
		3	Student	
J)	Psychology Society	1	Ms Neelam Mangla(Convenor)	Neelam
		2	Mr. Vinod	Vinod
		3	Ms. Kavita Devi (Ext.)	Kavita
		4	Ms. Ankita (Ext.)	Ankita
		5	Student	
K)	Geography Society	1	Ms. Vandana(Convenor)	Vandana
		2	Mr. Satish Panghal	Satish
		3	Ms. Hemlata	Hemlata
		4	Ms. Amita (Ext.)	Amita
		5	Student	

	Maths Society	1	Ms. Shalini (Convenor)	Shalini
		2	Ms. Sushma (Convenor.)	Sushma
		3	Ms. Parul	Parul
		4	Ms. Kusum	Kusum
		5	Ms. Mamta (Ext.)	Mamta
		6	Ms. Preeti (Ext.)	Preeti
		7	Student	
)	Computer Science Society	1	Ms. Sonia (Convenor)	Sonia
		2	Ms. Monika Rathee	Monika
		3	Ms. Subita	
		4	Ms. Lalita	
		5	Student	
)	Dance Society	1	Ms. Niti Ahlawat (Convenor)	Niti
		2	Ms. Neeraj (Maths) (Convenor)	Neeraj
		3	Ms. Parul	Parul
		4	Ms. Kusum	Kusum
		5	Ms. Ridam	Ridam
		6	Ms. Suman Rani (Hindi)	Suman
		7	Ms. Sushma (Maths)	Sushma
		8	Ms. Rekha Dahiya	Rekha
		9	Ms. Rekha Devi (Ext.)	
		10	Student	
6	Women Empowerment Cell	1	Ms. Meenu Nain (convenor)	Meenu
		2	Ms. Nirmala Kumari	
		3	Ms. Manju (Commerce)	Manju
		4	Ms. Pooja Rani (Commerce)	Pooja
		5	Ms. Neeraj Kadian	Neeraj
		6	Ms. Minakshi	Minakshi
		7	Mr. Vinod	Vinod
		8	Ms. Suman (Ext.) Chem.	Suman
		9	Ms. Aarti (Ext.) Chem.	Aarti
17	Placement Cell	1	Ms. Nisha Malik (Convenor)	Nisha
		2	Mr. Pushpdeep Dagar	Pushpdeep
		3	Ms. Sanket	Sanket
		4	Ms. Nirmala Soni	Nirmala
		5	Ms. Manju (Commerce)	Manju
		6	Mr. Joginder (Soc.)	Joginder
		7	Ms. Meenu (English)	Meenu
		8	Mr. Bhupender Singh	Bhupender
		9	Ms. Sakshi (Ext.)	Sakshi
		10	Ms. Mukta Soni	Mukta
		11	Ms. Savita (Commerce)	Savita

Legal Literacy Cell	1	Mr. Yashpal (Convenor)	Jan
	2	Ms. Babita	Babita
	3	Ms. Reena	Reena
	4	Ms. Savita (Commerce)	Savita
	5	Ms. Yogita Hooda (Eco)	Yogita
	6	Ms. Pooja (Eco)	Pooja
Science Exhibition Convenor	1	Ms. Nisha Malik (Convenor)	Nisha
	2	Ms. Renu Budhwar (Convenor.)	Renu
	3	Ms. Mamta Khokhar	Mamta
	4	Ms. Ekta	Ekta
	5	Ms. Neelam Mangla	Neelam
	6	Ms. Jyoti (Geography) Ms. Sushila	Jyoti
	7	Ms. Sonika	Sonika
	8	Ms. Rohini	Rohini
	9	Ms. Radha Rathee	Radha
	10	Mr. Pardeep (Phy. Ext.)	Pardeep
Youth Red Cross Society	1	Mr. Satish Pargal (convenor)	Satish
	2	Ms. Shammy Taj	Shammy
	3	Ms. Priyanka (Geography)	Priyanka
	4	Ms. Neeraj Kadian	Neeraj
	5	Mr. Yogesh	Yogesh
	6	Ms. Manu Kumari (Ext.)	Manu
	7	Ms. Manju (Ext.)	Manju
Campus Beautification Committee	1	Ms. Ritu Hooda (Convenor)	Ritu
	2	Ms. Vandana (Geography)	Vandana
	3	Ms. Monika (Eco)	Monika
	4	Ms. Yogita Hooda	Yogita
	5	Mr. Rajesh Kumar	Rajesh
	6	Ms. Pankaj sharma (Ext.)	Pankaj
	7	Ms. Monika Narang (Ext.)	Monika
	8	Ms. Princy Katyal (Ext.)	Princy
Campus Cleanliness Committee	1	Ms. Nirmala Kumari (Convenor)	Nirmala
	2	Ms. Sanket	Sanket
	3	Ms. Sonika	Sonika
	4	Ms. Kusum (Maths)	Kusum
	5	Ms. Lalita Yadav	Lalita
	6	Ms. Baljeet Kaur	Baljeet
	7	Ms. Hemlata	Hemlata
	8	Ms. Rita Khanna Ms. Anita	Rita
	9	Ms. Suman (Hindi) Ms. Sahshi	Suman
	10	Ms. Meena (Ext.) Ms. Bhumiya Ms. Priyanka	Meena

Internal Quality Assurance Cell	1	Principal-Chair Person	
	2	Ms. Sudeek (Convenor)	Nand
	3	Ms. Savita Thakran <i>Ms. Savita Thakran</i>	
	4	Ms. Nisha Malik	
	① 5	Ms. Jyoti (Geography) <i>Convenor</i>	
	6	Ms. Anju	
	7	Ms. Kiran Sharma	Kiran
	8	Ms. Sushila (Commerce)	Sushila
	9	Ms. Renu Budhwar	
	10	Ms. Pushdeep Dagar <i>Ms. Ritu Hooda</i>	
Refreshment Committee	1	Ms. Ritu Hooda (Convenor)	
	2	Ms. Monika (Eco) <i>Mr. Deepak (Commerce)</i>	
	2	Ms. Pankaj sharma (Ext.)	
	3	Ms. Monika Narang (Ext.)	
	4	Ms. Princy Katyal (Ext.)	
Light Mike/ Audio-Visual Aids & Electronic Aids	— 1	Ms. Neha (Physics) (Convenor)	
	2	Ms. Ekta	
	— 3	Mr. Sonu	
	4	Mr. Deepak	
Preparing List of Prize Winners (Academic)	1	Ms. Renu Hooda (Convenor)	
	2	Ms. Suraj Mukhi	
	3	Ms. Sushila (Geography) <i>Ms. Sushila</i>	
	4	Ms. Vandana (Geography) <i>Ms. Tarika Tanka</i>	
	5	Ms. Sonia (Computer Sc.) <i>(Ext.)</i>	
	— 6	Ms. Pooja Rani (Commerce)	
	7	Ms. Sanket <i>Ms. Ekta (Physics)</i>	
	8	Ms. Neeraj Kadian	
	— 9	Ms. Shammy Laj <i>(Miss Minal)</i>	
	10	Mr. Yogesh	
	— 11	Ms. Lalita Yadav <i>(Suman Dalviya)</i>	
	12	Mr. Aashish <i>(Ext.)</i>	
	13	Ms. Manju (comm.)	
Annual Report	1	Ms. Naresl. Kumari (Convenor)	
	2	Ms. Baljeet Kaur	
	3	Ms. Suman (Hindi)	
	4	Mr. Vishal (Hindi)	

Colors & Medals (Extra-Curricular Activities)	1	Ms. Jyoti (Geo.) (Convenor)	JS
	2	Ms. Anju Bala	JS
	3	Ms. Bindu	JS
	4	Ms. Jyoti Hooda	JS
	5	Ms. Pooja (Chemistry)	JS
	6	Ms. Sachin (Sociology)	JS
	7	Ms. Vandana (Geography)	Vandana
	8	Ms. Renu (Physics)	Renu
	9	Ms. Hemlata	JS
	10	Ms. Pooja (Economics)	Pooja
	11	Ms. Yogita Hooda (Economics)	Yogita
	12	Ms. Subita	
	13	Ms. Navita	
Convocation & Academic Procession	1	Ms. Deepak Malik (Convenor)	JS
	2	Ms. Veena Sachdeva	JS
	3	Ms. Bindu	JS
	4	Ms. Anita Singal	JS
	5	Ms. Rita Khanna	JS
	6	Ms. Ridam	JS
	7	Ms. Kusum - Mantra Ranga	JS
	8	Ms. Navita	JS
	9	Ms. Harsh	JS
	10	Mr. Sachin Sapra	JS
	11	Mr. Surender Singh	JS
	12	Mr. Rakesh Kumar	JS
	13	Ms. Sonia (Computer Sc.)	JS
	14	Ms. Monika Rathee - Jyoti (Comp - Ext)	JS
1 Shamiana & Seating	1	Mr. Subhash Balhara (Convenor)	JS
	2	Mr. Naresh Chander	JS
	3	Mr. Parduman	JS
	4	Mr. Sachin (sociology)	JS
	5	Mr. Sonu	JS
	6	Mr. Joginder (socio.)	JS
	7	Mr. Dalbir (ext.)	JS
	8	Mr. Deepak (ext.)	JS
32 Stage Setting & Decoration	1	Ms. Bindu (Convenor)	JS
	2	Ms. Parvesh Kumari - Mrs. Manita (Ext)	JS
	3	Ms. Deepanjali - Mrs. Manita (Ext)	JS
	4	Ms. Sushma - (Mrs. Renu (Ext))	JS
33 Press & Photography	1	Mr. Basant	JS
	2	Ms. Meenu (English)	JS
	3	Ms. Naveen	JS

	Stage Secretary	1	Ms. Kiran Sharma	Planning
		2	Ms. Niti Ahlawat	Niti
	Canteen Committee	1	Ms. Anju Bala (Convenor)	
		2	Mr. Satyawant Jain <i>Mr. Bhupinder Singh</i>	Bhupinder
		3	Ms. Renu (Commerce) <i>Mr. Yogesh Kumar</i>	
		4	Ms. Sarita Sehgal <i>Mr. Joginder Singh</i>	Sarita
		5	Mr. Phool Kumar (Bursar)	Phool
		6	Deputy Superintendent	
	UGC	1	Ms. Veena Sachdeva (convenor) <i>Teena</i>	Teena
		2	Ms. Sushila <i>5. Teena (computer)</i>	Sushila
		3	Ms. Sonia (commerce) <i>Savitri (Botany)</i>	Sonia
		4	Mr. Manpal	
	RUSA	1	Mr. YashPal Khatri (Convenor) <i>Yash</i>	
		2	Ms. Savita Deswal <i>Savita</i>	Savita
		3	Mr. Bhupender	Bhupender
		4	Ms. Parvesh	Parvesh
		5	Ms. Shalini	Shalini
		6	Ms. Pooja (comm.)	Pooja
		7	Ms. Renu (Comm.)	Renu
	Water Arrangement & Equipment Repairing & <i>Petty Property</i>	1	Mr. Parduman (Convenor) <i>Mr. Kuldeep Singh</i>	Kuldeep
		2	Mr. Surender Singh	Surender
		3	Mr. Deepak	Deepak
		4	Mr. Manpal	
		5	Mr. Ramniwas	
		6	Mr. Rahul	
	College Magazine	1	Ms. Kiran Sharma (Convenor)	Kiran
		2	Ms. Sarita Sehgal	Sarita
		3	Ms. Renu Budhwar	Renu
		4	Ms. Meenu (English)	Meenu
		5	Ms. Mamta Ranga	Mamta
		6	Mr. Vishal (Hindi)	Vishal
	College Library Committee	1	Ms. Veena Sachdeva (Convenor)	Veena
		2	Ms. Suman Ahlawat	Suman
		3	Ms. Jyoti Hooda	Jyoti
		4	Ms. Gunwati (Sr. Lib.)	Gunwati
	Sports Committee	1	Mr. Basant	Basant
		2	Ms. Renu Hooda	Renu
		3	Mrs. Veena Sachdeva	Veena
		4	Ms. Neeraj (Maths)	Neeraj
42	Staff Secretary	1	Ms. Kiran Sharma	Kiran

University Registration & Examination	1	Mr. Pardeep Kumar (Registrar)	1	Ch
	2	Mr. Pardeep Duhan		
	3	Ms. Meenu		Meenu
	4	Ms. Harsh		Harsh
	5	Ms. Sanket		Sanket
	6	Mr. Chain Singh		Chain
	7	Ms. Subita		
	8	Ms. Monika Rathee		
	9	Ms. Pooja (Comm.)		Pooja
	10	Ms. Renu (Commerce)		Renu
	11	Ms. Preeti Bansal (Commerce Classes)		Preeti
	12	Ms. Savita (comm.)		Savita
	13	Ms. Shallu (com.)		Shallu
	14	Ms. Reena		Reena
	15	Ms. Ridam		Ridam
	16	Ms. Shalini		Shalini
Bus Pass / Train Pass	1	Mr. Sachin (sociology) (Convenor)		Sachin
	2	Mr. Sonu (Physics)		Sonu
	3	Mr. Ram Niwas		Ram Niwas
	4	Mr. Rahul Mr. Mohit		Rahul Mohit
Preparation of Results for ACR	1	Ms. Sudesh Lather (Convenor)		Sudesh
	2	Ms. Nisha Malik (Hons Classes) ^(Hons) _{Convenor}		Nisha
	3	Ms. Reena (Hons Classes) _{Ms. Suman (L.S.)}		Reena
	4	Ms. Monika Rathee (Hons Classes)		Monika
	5	Ms. Rohini (Hons Classes)		Rohini
	6	Ms. Babita (B.A I)		Babita
	7	Ms. Savita Deswal B.A II		Savita
	8	Ms. Jyoti (Geography) (B.A III)		Jyoti
	9	Ms. Anita Singal (Science Classes)		Anita
	10	Ms. Mamta Khokhar (Science Classes)		Mamta
	11	Ms. Parvesh (Science Classes)		Parvesh
	12	Ms. Pooja Chahal (Science Classes)		Pooja
	13	Ms. Neha (PG & BCA)		Neha
	14	Ms. Renu (PG & BCA)		Renu
	15	Ms. Sanket (PG & BCA)		Sanket
	16	Ms. Meeraj Kadian (PG & BCA)		Meeraj
	17	Ms. Mamta Ranga (Commerce Classes)		Mamta
	18	Ms. Preeti Bansal (Commerce Classes)		Preeti
	19	Ms. Shallu		Shallu

Detention Cases and Absentees	1	Ms. Deepak Malik (Convenor)	<i>Deep</i>
	2	Ms. Hemlata (Arts Classes)	<i>Hem</i>
	3	Ms. Sushila (Arts Classes)	<i>Sush</i>
	4	Ms. Priyanka (Arts Classes) <i>Suman</i>	<i>Priyanka</i>
	5	Ms. Manju Chikkara (Science Classes) <i>Vandana</i>	<i>Manju</i>
	6	Ms. Pooja Chahal (Science Classes) <i>(Ganesh)</i>	<i>Pooja</i>
	7	Ms. Neeraj Kadian (Science Classes)	<i>Neeraj</i>
	8	Ms. Dalip Kaur (Commerce Classes) <i>NS</i>	<i>Dalip</i>
	9	Ms. Mamta Ranga (Commerce Classes)	<i>Mamta</i>
Building Committee	1	Mr. Subhash Balhara (Convenor)	<i>Subhash</i>
	2	Mr. Parduman Singh	<i>Parduman</i>
	3	Mr. Naresh Chander	<i>Naresh</i>
	4	Mr. Kuldeep Suhag <i>ur</i>	<i>Kuldeep</i>
	5	Mr. Bhupender	<i>Bhupender</i>
	6	Mr. Sonu	<i>Sonu</i>
	7	Mr. Phool Kumar (Bursar)	<i>Phool</i>
	8	Dr. Rajesh Kumar (Court Case/ Land)	<i>Rajesh</i>
SC/ST Cell	1	Mr. Phool Kumar (Convenor/ Nodal officer)	<i>Phool</i>
	2	Ms. Sonia (commerce)	<i>Sonia</i>
Scholarships:			
A) SC Scholarships and Others	—	Mr. Naresh Chander (Nodal Officer) NSP	<i>Naresh</i>
		Ms. Mamta Ranga	<i>Mamta</i>
B) BC Scholarships		Mr. Chain Singh (Nodal Officer)	<i>Chain</i>
Property Incharge:			
A) Heavy Property	—	Ms. Renu (Physics)	<i>Renu</i>
B) Classroom Furniture		Mr. Sachin (Sociology)	<i>Sachin</i>
	—	Mr. Sandeep (Stats.)	<i>Sandeep</i>
C) Petty Property		Mr. Kuldeep Suhag <i>ur</i>	<i>Kuldeep</i>
Cultural Activities Committee:			
A) Ras Manjari & Talent Search	1	Ms. Niti Ahlawat	<i>Niti</i>
	— 2	Ms. Naresh Kumari	<i>Naresh</i>
	— 3	Mr. Naresh Chander	<i>Naresh</i>
	4	Ms. Neeraj (Maths)	<i>Neeraj</i>
	5	Ms. Sadika	<i>Sadika</i>
	6	Ms. Meenu (English)	<i>Meenu</i>
	7	Ms. Naveen (Sociology)	<i>Naveen</i>

	B) Youth Festival & Folk Festival	1	Ms. Neelam Singh (Convener)	Handwritten signature
		2	Mr. Surender Singh	Handwritten signature
	2 Mr. Yashpal	3	Ms. Sadika	Handwritten signature
	3 Ms. Nishi Ahlawat	4	Mr. Rakesh Kumar	Handwritten signature
		5	Ms. Baljit Kaur	Handwritten signature
	4 Ms. Rudam	6	Ms. Suman Rani	Handwritten signature
	Debate & Poetry Hindi+Urdu	7	Mr. Vishal	Handwritten signature
	Kahani Himat Ki, Punjabi Item, Poetry Mine	8	Ms. Babita Shalini Nagpal.	
	Narrate Story, Lie for Entertainment	9	Ms. Bindu	Handwritten signature
	Haryanvi Skit, Khe Khani, Folk Poetry	10	Ms. Suman Rani	Handwritten signature
	One Act Play (Hindi)	11	Ms. Naresh Kumari	
	Dance Items	12	Ms. Neeraj (Maths)	Handwritten signature
	Fine Arts Items	13	Ms. Deepanjali	
	Lok kasidakari and Food Fest	14	Ms. Ritu Hooda	Handwritten signature
	Main Bolun Tu Likh and Bahas	15	Ms. Baljit Kaur	Handwritten signature
	Apni Boli mei Likh	16	Ms. Meenu (English)	Handwritten signature
	English Debate	17	Ms. Minakshi	Handwritten signature
	Elocution	18	Ms. Abhilasha	
	Music Items	19	Ms. Sadika	
	English Poetry	20	Ms. Kiran Sharma	Handwritten signature
	Traditional Haryanvi Game	21	Mr. Basant	
	Quiz	22	Ms. Nirmala Kumari	
	Sanskrit Shalok Ucharan, Declamation, Skt One Act Play	23	Ms. Rita Khanna & Ms. Suman (Ext.)	Handwritten signature
52	College Electricity	1	Mr. Subhash Balhara (Convenor)	Handwritten signature
		2	Mr. Yogesh	Handwritten signature
		3	Mr. Nishant saini	
		4	Mr. Ramcharan	
		5	Mr. Sunny (Lab Attendant)	
53	EDUSAT	1	Mr. Chain Singh (2) Ms. Vandana.	Handwritten signature
54	Earn While You Learn	1	Mr. Meenu Nair	Handwritten signature
		2	Ms. Savita Thakran (Convener)	Handwritten signature
	Ms. Sushila. Handwritten signature	3	Ms. Jyoti Hooda	Handwritten signature
		4	Ms. Sonika	Handwritten signature

	14 Reta Khanna NSS	5	Ms. Renu (Commerce)	Lans
	10 Ms. Yogita Hooda	6	Ms. Shammy Laj (Chemistry) Maternity	Shammy Laj
		7	Ms. Ekta (Physics)	Ekta
		8	Meenakshi (Eng.)	Meenakshi
55	Entrepreneurship Development Club Suprati	1	Ms. Sushila (Convenor) (Commerce)	Sushila
		2	Mr. Satyawar Jatain	Satyawar
		3	Ms. Preeti Panchal	Preeti
		4	Ms. Sonia (Commerce)	Sonia
		5	Ms. Manju (Commerce)	Manju
		6	Preeti Malik (ext.)	Preeti
		7	Ms. Kavita Dua (comm.)	Kavita
56	Dev. Of Soft Skill & English Lab	1	Ms. Jyoti Hooda (Convenor)	Jyoti
		2	Ms. Meenu (English)	Meenu
57	Checking of Income Tax Forms	1	Mr. Pushpdeep Dagar (Convenor)	Pushpdeep
		2	Mr. Parmod Kumar	Parmod
		3	Ms. Nirmala Soni	Nirmala
		4	Ms. Dalip Kaur	Dalip
		5	Ms. Pooja Rani (Commerce)	Pooja
		6	Ms. Harsh	Harsh
		7	Mr. Sachin Sapra	Sachin
		8	Ms. Preeti Bansal	Preeti
		9	Ms. Mamta Ranga	Mamta
		10	Ms. Savita (Commerce)	Savita
		11	Ms. Renu (Commerce)	Renu
		12	Ms. Manju (Commerce)	Manju
58	Discipline Committee	1	Mr. Satyawar Jatain	Satyawar
		2	Mr. Basant	Basant
		3	Mr. Sachin Sapra	Sachin
		4	Mr. Deepak	Deepak
		5	Mr. Chain Singh	Chain
		6	Ms. Monika (Economics)	Monika
		7	Mr. Yogesh	Yogesh
		8	Ms. Baljeet Kaur	Baljeet
		9	Ms. Sushila (Geography)	Sushila
		10	Ms. Hemlata (Geography)	Hemlata
59	Anti Tobacco Squad	1	Ms. Parveen Khatri (Convenor)	Parveen
		2	Ms. Jyoti Hooda	Jyoti
		3	Ms. Veena Sachdeva	Veena
		4	Ms. Rohini Sharma	Rohini
		5	Ms. Reena	Reena
		6	Mr. Yogesh	Yogesh

50	Subject Change Committee	1 Ms. Veena Sachdeva (convenor)	
		2 Ms. Vandana (Arts)	Vandana
		3 Ms. Shalini Nagpal	Shalini
		4 Ms. Parul	Parul
		5 Ms. Meenu	Meenu
		6 Ms. Anita Singal, (Science)	Anita
		7 Ms. Mamta Khokhar	Mamta
		8 Ms. Manju Chikkara	Manju
		9 Ms. Nirmla Soni (Commerce)	Nirmla
		10 Ms. Manju	Manju
52	Passport Committee/Driving Licence	1 Mr. Kuldeep Suhag (Convenor)	Kuldeep
		2 Mr. Pushpdeep Dagar	Pushpdeep
		3 Mr. Nishant Saini	Nishant
		4 Ms. Arti Dalal	Arti
		5 Mr. Bhupinder	Bhupinder
		6 Ms. Navita	Navita
		7 Ms. Ruchi	Ruchi
		8 Ms. Suman Shoran	Suman
53	Tour Committee	1 Ms. Parveen Khatri (Convenor)	Parveen
		2 Ms. Neelam Mangla	Neelam
		3 Mr. Kuldeep Suhag	Kuldeep
		4 Ms. Mamta Khokhar	Mamta
		5 Ms. Pooja Rani (Commerce)	Pooja
54	Dilapidation Committee	1 Mr. Parduman Singh (Convenor)	Parduman
		2 Mr. Naresh Chander	Naresh
		3 Mr. Rakesh Kumar	Rakesh
		4 Mr. Sachin Sapra	Sachin
55	Auction Committee	1 Ms. Subhash Balhara (Convenor)	Subhash
		2 Ms. Nirmla Kumari	Nirmla
		3 Ms. Abhilasha	Abhilasha
		4 Ms. Pooja (Chemistry)	Pooja
		5 Ms. Savita (Commerce)	Savita
		6 Ms. Vandana (Computer Sc.)	Vandana
56	Central Purchase Committee	1 Ms. Abhilasha (Convenor)	Abhilasha
		2 Ms. Neha	Neha
		3 Mr. Deepak (chemistry)	Deepak
		4 Ms. Baljit Kaur Mr. Joginder Singh	Baljit Kaur
67	EVS Exam Committee	1 Ms. Suraj Mukhi (Convenor)	Suraj
		2 Ms. Savita Deswal	Savita
		3 Ms. Sushma	Sushma
		4 Ms. Parul Singh	Parul
		5 Mr. Yogesh	Yogesh

	Disaster Management Committee	1	Ms. Jyoti (Convenor)	✓
		2	Ms. Bindu	✓
		3	Ms. Sushila(Geography)	✓
		4	Ms. Priyanka(Geography)	✓
	Prize Sports Distribution	1	Ms. Deepak Malik(Convenor)	✓
		2	Ms. Anju	✓
		3	Mr. Basant	✓
		4	Ms. Pooja Chahal (Chem)	✓
		5	Ms. Neha(Physics)	
		6	Ms. Subita	
		7	Ms. Rohini	
		8	Mr. Satish Panghal	✓
		9	Ms. Kiran (ext.)	
		10	Ms. Sunita(ext.)	
		11	Ms. Mahima(ext.)	
	Counselling Cell(S.S.C) Students Service Centre/Counselling Cell	1	Mr. Lokesh Balhara	✓
		2	Ms. Neelam Mangla	✓
		3	Mr. Vinod	✓
		4	Mr. Basant	✓
		5	Ms. Naveen	
	Time Table and Workload Committee	1	Mr. Yashpal(Convenor)	✓
		2	Ms. Savita Deswal	✓
		3	Ms. Babita	✓
		4	Ms. Mamta Khokhar	✓
		5	Mr. Pushpdeep Dagar	✓
		6	Ms. Sanket	✓
		7	Ms. Pooja Rani(Commerce)	✓
		8	Mr. Bhupender (eco.) Satyawans Lalain	✓
		9	Me. Nishant Saini	✓
2	Court Cases	1	Mr. Pardeep Duhan	✓
		2	Mr. Parmod Kumar	✓
3	CCTV Incharge	1	Mr. Kuldeep Singh	✓
		2	Mr. Surender Singh	✓
		3	Mr. Manoj(Computer Attendant)	✓
4	Solar Incharge	1	Ms. Parveen Khatri (Convenor)	✓
		2	Mrs. Veena Sachdeva	✓
		3	Ms. Anita Singal	✓

	IT Cell(Web Portal, Website, Biometric etc.)	1	Ms. Suman Ahlawat(Nodal Officer)	<i>[Signature]</i>
		2	Ms Rohini	<i>[Signature]</i>
		3	Ms. Vandana(Computer Science)	
		4	Ms. Navita	
		5	Ms.Lalita	
		6	Ms. Vaishali(Computer Instructor)	
		7	Ms. Reenu (Computer Instructor)	
		8	Ms. Manoj (Computer Attendant)	<i>[Signature]</i>
5	Hostel Warden	1	Ms. Neelam Mangla(Chief-Warden)	<i>[Signature]</i>
		2	Ms. Suman Ahlawat(Warden)	<i>[Signature]</i>
7	Vocational Fund Incharge	1	Ms. Renu(Commerce)	<i>[Signature]</i>
		2	Ms. Savita	<i>[Signature]</i>
8	Alumni	1	Ms. Sudesh Lather(Convenor)	<i>[Signature]</i>
		2	Ms. Niti Ahlawat (Convenor)	<i>[Signature]</i>
		3	Ms. Suman Ahlawat	<i>[Signature]</i>
		4	Ms. Renu Pangal	
		5	Ms. Sadika	
9	CM Grievance	1	Ms. Sushila (Commerce)	<i>[Signature]</i>
		2	Ms. Sonia	<i>[Signature]</i>
		3	Ms. Renu Budhwar	<i>[Signature]</i>
		4	Mr. Satyawant Jatain	
30	Water Arrangement Committee	1	All NSS Unit Incharges	<i>[Signature]</i>
81	Electoral Club	1	Mr. Nishant Saini (Convenor)	<i>[Signature]</i>
		2	Mr. Rakesh Kumar	<i>[Signature]</i>
		3	Mr. Suresh Singh	<i>[Signature]</i>
		4	Mr. Yogesh	<i>[Signature]</i>
		5	Mr. Bhupender Singh	<i>[Signature]</i>
82	Planning Board	1	Ms. Subhash Balhara	<i>[Signature]</i>
		2	Mr. Phooi Kumar(Bursar)	<i>[Signature]</i>
		3	Mr. Naresh Chander	<i>[Signature]</i>
		4	Ms. Parul Singh	<i>[Signature]</i>
		5	Mr. Sachin (Socio)	<i>[Signature]</i>

83	Mentor Mentee Committee	1 Ms. Babita (Convenor)	Babita
		2 Ms. Sarita Sehgal (Convenor)	Sarita
		3 Ms. Mamta Khokhar	Mamta
		4 Ms. Harsh	Harsh
		5 Ms. Dalip Kaur	Dalip
		6 Ms. Sonika	Sonika
		7 Ms. Monika Rathee	Monika
		8 Ms. Rohini	Rohini
		9 Ms. Yogita Hooda	Yogita
84	Committee for Outsourcing Persons	10 Ms. Pooja (Economics)	Pooja
		1 Mr. Phool Kumar	Phool
		2 Mr. Parmod Kumar	Parmod
		3 Mr. Pushpdeep Dagar	Pushpdeep
85	Hostel Committee	1 Ms. Neelam Mangla (Chief Warden)	Neelam
		2 Ms. Suman Ahlawat (Warden)	Suman
		3 Ms. Parvesh Kumari	Parvesh
		4 Ms. Niti Ahlawat	Niti
		5 Ms. Deepanjali	Deepanjali
86	Inspire & Pose Scholarship	1 Ms. Mamta Khokhar (Convenor)	Mamta
		2 Ms. Neha	Neha
		3 Ms. Ekta	Ekta
87	Committee for LMS	1 Ms. Sonia (Computer science) (Convenor)	Sonia
		2 Mr. Chain Singh	Chain
		3 Ms. Navita	Navita
		4 Ms. Rita	Rita
88 (a)	Traffic Interpretation Cell and Road Safety	1 Ms. Pooja Hooda (Convenor)	Pooja
		2 Mr. Joginder	Joginder
		3 Ms. Kusum	Kusum
		4 Ms. Numa Sani	Numa
88 (b)	Road Safety	1 Mr. Rakesh Kumar	Rakesh
		2 Mr. Nishant Saini	Nishant
		3 Ms. Shalini Nagpal	Shalini
		4 Mr. Surender Singh	Surender
		5 Ms. Jyoti (ext.)	Jyoti
89	Nature Interpretation Cell	1 Ms. Anju Bala (Convenor)	Anju
		2 Ms. Manju Chikkara	Manju
		3 Mr. Satish	Satish
		4 Mr. Privanka (Geography)	Privanka
		5 Ms. Sugandha (EVS Extension Lecturer)	Sugandha
		6 Ms. Nidhi (EVS Extension Lecturer)	Nidhi
		7 Ms. Anju (EVS)	Anju

90	Committee for Checking of Medical Bills	1 Mr. Yashpal	
		2 Ms. Dalip Kaur <i>Ms. Haresh</i>	<i>Hbush</i>
		3 Ms. Savita(comm.)	<i>Basul</i>
		4 Mr. Sonu <i>Ms. Surender Singh</i>	
		5 Mr. Phool Kumar (Bursar)	
91	National Education Policy	1 <i>Mr. Sanyam Jaiswal</i> <i>Mr. Sanyam Jaiswal (Convenor) NEP</i>	<i>Qy</i>
		2 Mr. Bhupender(Economics)	<i>Shur</i>
		3 Mr. Deepak	<i>Subodh</i>
		4 Ms. Minakshi	<i>Sh</i>
		5 Ms. Shammy Laj	<i>Shayla</i>
		6 Mr. Phool Kumar (Bursar)	<i>Sh</i>
		7 Ms Ekta	<i>Sh</i>
		8 Ms. Kavita Dua	
92	Committee for Documents Collection & Verification (Extension lecturer) <i>HOD of concerned Department</i>	1 Dr. Lokesh Balhara (Convenor) <i>Meenu Nain</i>	<i>Sh</i>
		2 Mr. Pardeep Duhan	
		3 Ms. Sarita Maths (Comm)	<i>Sh</i>
		4 Ms. Sushila (Comm)	<i>Sh</i>
		5 Ms. Mukta (Comm.)	
		6 Ms. Rekha Dahiya (Maths) (Ext.)	<i>Sh</i>
		7 Ms. Amita (Geography) (Ext.)	<i>Sh</i>
		8 Ms. Nidhi (Chemistry) (Ext.)	
		9 Mr. Deepak (Commerce) (Ext.)	
		10 Ms. Savita (Botany)	<i>Sh</i>
		11 Ms. Radha Rathee	<i>Sh</i>
93	Feed Back Committee	1 Ms. Bindu (Convenor)	<i>Sh</i>
		2 Ms. Neeraj (Maths)	<i>Sh</i>
		3 Ms. Reena (Maths)	<i>Sh</i>
		4 Ms. Vandana (Geo.) <i>Vandana</i>	
		5 Ms. Neeraj (Phy.)	
		6 Ms. Priti Bansal (Comm.)	<i>Sh</i>
		7 Ms. Sonika (Chem.)	
		8 Ms. Dalip Kaur (Comm.)	<i>Sh</i>
		9 Ms. Jyoti Dua (ext.)	<i>Sh</i>
		10 Ms. Neetu (Com. sci.)	
		11 Ms. Jyoti (Comp. sci.)	<i>Sh</i>
		12 Ms. Suraj Mukhi (Eng.)	<i>Sh</i>
94	Staff Room Incharge & Committee	1 Dr. Suman Rani (Hindi)	<i>Sh</i>
		2 Dr. Baljit Kaur <i>Ms. Gurita (Sohn)</i>	<i>Sh</i>
		3 Ms. Mahima <i>Ms. Namta (Sohn)</i>	<i>Sh</i>
95	HRMS (Nodal officer)	Mr. Sachin (Sco)	<i>Sh</i>

96	HKRN Incharge	1 Ms. Savita Deswal	Ms. Ramona Kumar	Ms. Ramona Kumar
		2 Mr. Joginder		Mr. Joginder
		3 Dr. Phool Kumar (Bursar)		Dr. Phool Kumar
		4 Mr. Amit (JLA)		Mr. Amit
97	Apprenticeship Incharge	1 Ms. Sarita Sehgal		Ms. Sarita Sehgal
		2 Dr. Parmod Gulia		Dr. Parmod Gulia
98	Students Service Centre	1 Dr. Neelam Mangla		Dr. Neelam Mangla
		2 Ms. Vinod		Ms. Vinod
		3 Mr. Naveen		Mr. Naveen
		4 Ms. Basant		Ms. Basant
99	Equal opportunity Cell	1 Dr. Phool Kumar (Convener)		Dr. Phool Kumar
		2 Ms. Neelam Mangla		Ms. Neelam Mangla
		3 Ms. Mamta Ranga		Ms. Mamta Ranga
		4 Mr. Vishal		Mr. Vishal
		5 Ms. Lalita		Ms. Lalita
100	Mis Portal (Contractual & Extension)	1 Ms. Suman Ahlawat (Convener)		Ms. Suman Ahlawat
		Ms. Subita		Ms. Subita
		Ms. Suman (Snr)		Ms. Suman (Snr)
		Ms. Aradhana (Snr)		Ms. Aradhana (Snr)

Government College For Women, Rohtak
Annual Duty List 2023-24

The duties mentioned against each faculty members will come in to force with immediate effect. Conveners/ In charges of various committees are requested to note down the names of faculty members associated with them Ex- conveners/ In charges are requested to handover the charge to the new incumbents immediately.

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