

Govt. College for Women, Faridabad

Annual Duties 2023-24

1.	Anti SexualHarassment Committee/ Anti Ragging Squad, Student Grievance Cell, Redressal Cell &Anti Corruption Committee/ Internal Complaint Committee	1. Sh Balbir Singh 2. Ms Neelam Rani- Convener 3. Ms ShaliniKhurana 4. Ms Preeti Raina 5. Dr Parul Sharma, Executive Director, NGO
2.	Aadhar Enabled Biometric Attendance system	1. Ms Monika - Convener 2. Ms Meenu Sheoran 3. Sh Saurabh
3.	AISHE	1. Dr Pooja singh 2. Dr Poonam Almadi 3. Ms Neha Vij – Nodal Officer 4. Ms Jyoti Gupta
4.	Alumni Association	1. Ms Neelam Rani- Convener 2. Ms Preeti Arora 3. Dr Vijaya Shridhar 4. Ms Monika 5. Sh Raman Kumar 6. Sh Keshav 7. Ms Savita Nagar
5.	Apprenticeship Govt. Portal	1. Dr Pooja Singh 2. Dr Poonam Almadi- Convener 3. Sh Rajender
6.	Building Committee/ Infrastructure Maintenance Committee/ College Development Committee	1. Ms Shalini Khurana - Convener 2. Sh Suresh 3. Sh Prabhakar Pandey
7.	Bursar	1. Dr Neha Aggarwal
8.	Bus/ Railway Passes	1. Dr Ram Niwas 2. Sh Prabhakar Pandey
9.	Canteen Committee	1. Ms Satvinder Kaur 2. Sh Balbir Singh- Convener 3. Ms Shalini Khurana 4. Dr Raman Kumar
10.	Career Counseling/ Placement Cell/ Suprati	1. Ms Sonia Minocha- Convener 2. Ms Preeti Arora 3. Sh Gaurav 4. Ms Neha Vij 5. Ms Ashna 6. Ms Jyoti Gupta
11.	CCTV cameras- maintenance & recording etc.	1. Sh Suresh - Convener 2. Sh Keshav 3. Dr Ramniwas

12.	Central Purchase Committee	<ol style="list-style-type: none"> 1. Sh Balbir Singh – Nodal Officer 2. Ms Neelam Rani 3. Dr VijayaShridhar
13.	Class Tests, Assignments & Internal Assessment & Uni Exam (Result) and RR/CR / Monitoring grievances/ concerns related to Examination and Academic Calendar Committee	<ol style="list-style-type: none"> 1. Ms Preeti Arora, Registrar –cum-Convener 2. Dr Preeti Raina- BTTM 3. Dr Poonam Almadi – Computer science 4. Ms Preeti Arora – Commerce & Mangt 5. Sh Suresh - Journalism 6. Dr Varsha - Science 7. Ms Sonia – arts 8. Ms Sheetal- Arts 9. Sh Mahender 10. Sh Rajender 11. Sh Saurabh
14.	College Council	<ol style="list-style-type: none"> 1. Sh Balbir Singh 2. Ms Satvinder Kaur 3. Ms Neelam Rani 4. Dr Vijaya Shridhar 5. Dr Parul Rana 6. Ms Shalini Khurana
15.	Campus Beautification & Cleanliness Committee	<ol style="list-style-type: none"> 1. Ms Meenal Sabharwal- Convener 2. Ms Divesh 3. Ms Priya Saini
16.	Court Case/ CM Grievances	<ol style="list-style-type: none"> 1. Dr Preeti Raina-Convener 2. Ms Meenal Sabharwal 3. Sh Suresh 4. Sh Keshav 5. Sh Dheeraj
17.	Decoration Committee	<ol style="list-style-type: none"> 1. Ms Sonia- Convener 2. Dr Varsha Sharma 3. Ms Savita Nagar 4. Ms Sangeeta Kanjani
18.	Discipline Duties/ Proctorial Duties	<ol style="list-style-type: none"> 1. Sh Balbir Singh Dahiya 2. Ms Satvinder Kaur 3. Dr Vijaya Shridhar
19.	District Library & College Library	<ol style="list-style-type: none"> 1. Ms Neelam Rani- Convener 2. Sh Gaurav 3. Ms Neelam Sharma, Jr. Lib
20.	Earn While You Learn	<ol style="list-style-type: none"> 1. Ms Neelam Rani- Convener 2. Ms Priya Saini 3. Dr Varsha Sharma
21.	ECO Club	<ol style="list-style-type: none"> 1. Dr Parul Rana 2. Ms Meenal Sabharwal- Convener 3. Sh Sandeep, Goeg
22.	EDUSAT	<ol style="list-style-type: none"> 1. Dr Poonam Almadi -Convener 2. Dr Pooja Singh

		3. Sh Prabhakar Pandey
23.	Electricity Committee including inverters, generator, office equipments etc.	1. Sh Balbir Singh- Convener 2. Ms Divesh 3. Dr Raman Kumar 4. Sh Lokesh
24.	Equal Opportunity Cell	1. Ms Neelam Rani-Nodal officer 2. Dr Rachna Saini 3. Ms Savita Nagar 4. Sh Mahender Singh
25.	Fire Fighting Scheme	1.Sh Sandeep - Convener 2 Sh Gaurav Sisodia 3 Sh Keshav Kumar 4 Sh Suresh Kumar
26.	HRMS Committee	1. Dr Vijaya Shridhar- Convener 2. Sh Mahender 3. Ms Mamta, Clerk
27.	Incharge Daily Wagers/ Outsource Committee /HKRN	1. Sh Balbir Singh 2. Dr. Vijaya Shridhar 3. Ms Shalini Khurana - Convener
28.	Incharge Extension Lecturer	1. Dr Parul Rana- Convener 2. Ms Shalini Khurana 3. Dr Preeti Raina
29.	Internal Audit Committee(Income Tax)	1. Ms Preeti Arora - convener 2. Ms Neha Vij 3. Sh Gaurav Sisodia 4. Ms Ashna 5. Ms Jyoti Gupta
30.	ICT equipments maintenance committee	1. Dr Pooja Singh – Convener 2. Dr Poonam Almadi 3. Ms Meenu Sheoran 4. Sh Rajender Kumar
31.	Internet Committee	1. Dr Poonam Almadi-Convener 2. Sh Gaurav Sisodia 3. Sh Rajender Kumar
32.	Legal Literacy Cell	1. Dr Preeti Raina- convener 2. Ms Sonia 3. Ms Savita Nagar
33.	Medical Bills Scrutiny & Verifying Committee	1. Dr Rachna Saini- Convener 2. Ms Preeti Arora 3. Sh Keshav
34.	Mentor & Mentees Group	1. Dr Vijaya Shridhar 2. Ms Meenal sabharwal 3. Dr Neha Aggarwal
35.	MIS	1. Dr Poonam Almadi 2. Ms Sonia Minocha 3. Sh Dheeraj

36.	Smart Class Rooms Committee	<ol style="list-style-type: none"> 1. Ms Sonia Minocha- Convener 2. Ms Ashna
37.	NSS	<ol style="list-style-type: none"> 1. Ms Monika – Programme Officer 2. Ms Sheetal Rani 3. Dr Raman Kumar 4. Ms Priya Saini 5. Dr Varsha Sharma 6. Ms Savita Nagar 7. Ms Neha Vij
38.	Online Admission Committee	<ol style="list-style-type: none"> 1. Dr Vijaya Shridhar 2. Dr Pooja Singh 3. Dr Meenu Sheoran
39.	Passport Committee	<ol style="list-style-type: none"> 1. Sh Sandeep – Convener 2. Dr Rachna Saini 3. Ms Meenu Sheoran
40.	Printing of Cards, Certificates, Invitation, Press Committee & Magazine Committee	<ol style="list-style-type: none"> 1. Dr Preeti Raina- Convener 2. Ms Meenal Sabharwal 3. Ms Sonia 4. Dr Raman Kumar
41.	Prize Committee	<ol style="list-style-type: none"> 1. Ms Sonia - Convener 2. Ms Sonia Minocha 3. Ms Ashna
42.	Property	<ol style="list-style-type: none"> 1. Ms Sheetal Rani- Convener 2. Dr Ramniwas 3. Sh Prabhakar Kumar Pandey 4. Sh Lokesh
43.	RTI	<ol style="list-style-type: none"> 1. Principal- 1st Appellate Authority 2. Sh Balbir Singh- SPIO 3. Ms Neelam Rani- APIO
44.	Red Ribbon & Road Safety Club/ Red Cross	<ol style="list-style-type: none"> 1. MsMeenal Sabharwal- Convener 2. Ms Sangeeta Kanjani 3. Ms Divesh
45.	Refreshment Committee	<ol style="list-style-type: none"> 1. Ms Sheetal Rani - Convener 2. Ms Neha Vij 3. Ms Priya Saini
46.	RUSA	<ol style="list-style-type: none"> 1. Ms Shalini Khurana- Convener 2. Ms Poonam Almadi 3. Ms Savita Nagar
47.	Sanitation and Water Arrangement	<ol style="list-style-type: none"> 1. Ms Satvinder Kaur 2. Ms Preeti Arora - Convener 3. Mr Sandeep 4. Dr Varsha 5. Sh Lokesh- for checking male toilets 6. Smt Jaiwanti, Peon – for checking staff room toilet and for checking girls toilets

48.	Scholarship - SC	<ol style="list-style-type: none"> 1. Sh Sandeep- Nodal officer 2. Ms Monika 3. Ms Priya saini 4. Sh Suresh 5. Sh Saurabh
49.	Scholarship- BC & Others	<ol style="list-style-type: none"> 1. Dr Rachna Saini- Convener 2. Sh Gaurav Sisodia 3. Sh Saurabh
50.	Shamiana, Mike and Seating	<ol style="list-style-type: none"> 1. Mr Balbir Singh 2. Sh Keshav - Convener 3. Sh Gaurav Sisodia
51.	Social Media Championship (SMC) & Media Coverage/ Photography	<ol style="list-style-type: none"> 1. Ms Shalini Khurana- Convener 2. Ms Savita nagar 3. Sh Suresh Kumar
52.	Social Secretary, Maintenance of Staff Room and Principal's Office	<ol style="list-style-type: none"> 1. Ms Preeti Arora - Convener 2. Ms Priya Saini 3. Dr Varsha
53.	Soft Skills & Language Lab / E Content	<ol style="list-style-type: none"> 1. Ms Meenal Sabharwal- Convener 2. Ms Sangeeta Kanjani (E-Content Incharge) 3. Ms Divesh
54.	Spoken Tutorial Committee/LMS	<ol style="list-style-type: none"> 1. Dr Pooja Singh- Nodal Officer 2. Ms Jyoti Gupta
55.	Sports Board	<ol style="list-style-type: none"> 1. Sh Balbir Singh Dahiya- Convener 2. Ms Neelam Rani 3. Dr Vijaya Shridhar 4. Dr Preeti Raina
56.	Staff Secretary	<ol style="list-style-type: none"> 1. Dr Parul Rana 2. Dr Neha Aggarwal
57.	Stage Secretary	<ol style="list-style-type: none"> 1. Ms Parul Rana- Convener 2. Ms Meenal Sabharwal 3. Dr Raman Kumar
58.	StartUp Pratiyogita Committee/CSR	<ol style="list-style-type: none"> 1 Ms Divesh- Convener 2 Ms Sangeeta
59.	Student Driving License Committee	<ol style="list-style-type: none"> 1. Dr Rachna Saini- convener 2. Sh Keshav 3. Dr Ramniwas
60.	Student Voter Committee	<ol style="list-style-type: none"> 1. Dr Varsha- Nodal Officer 2. Ms Sheetal Rani 3. Ms Monika
61.	Subject Change Committee	<ol style="list-style-type: none"> 1. Dr Parul Rana - Convener 2. Dr Pooja Singh 3. Ms Meenu

62.	Time- Table , Workload , Lecture Shortage & Absentee Slip Record	<ol style="list-style-type: none"> 1. Ms Neelam Rani- Convener 2. Sh Suresh, member 3. Sh Saurabh Singhal for Typing 4. MsChetna- Absentee Slip Record <p><u>Streamwise:</u></p> <ol style="list-style-type: none"> 5. Dr Parul Rana – Social sciences 6. Ms Preeti Arora- Commerce & Mangt 7. Ms Monika- Science 8. Ms shalini Khurana- Journalism 9. Dr Preeti Raina- Tourism 10. Dr Pooja Singh - Computer Science
63.	Tour Committee	<ol style="list-style-type: none"> 1. Sh Balbir Singh 2. Dr Preeti Raina 3. Sh Sandeep- Convener 4. Sh Keshav 5. Ms Ashna
64.	UGC Affairs	<ol style="list-style-type: none"> 1. Dr Rachna Saini 2. Ms Sonia
65.	University Stationary & Office Stationary	<ol style="list-style-type: none"> 1. Ms Satvinder Kaur 2. Ms Preeti Arora -Convener 3. Dr Rachna Saini 4. Dr Ramniwas 5. Sh Mahender Singh (University Stationary) 6. Sh Dheeraj
66.	Web Portal (Govt& University)	<ol style="list-style-type: none"> 1. Dr. Pooja Singh- Convener 2. Dr. Poonam Almadi 3. Ms Jyoti Gupta 4. Ms Neha Vij 5. Ms Meenu Sheoran
67.	Women Cell	<ol style="list-style-type: none"> 1. Ms Neelam Rani 2. Ms Meenal sabharwal 3. Ms Sheetal Rani - Convener 4. Ms Savita Nagar 5. Ms sangeeta
68.	Youth Festival	<p>Coordinator - Ms Meenal Sabharwal Co-cordinator- Dr Raman Kumar</p>
		<p><u>Musical Items:</u> Dr Ram Niwas, Sh Prabhakar Kumar</p>
		<p><u>Dance :</u> Dr Rachna Saini</p>
		<p><u>Fine Arts& Collage:</u> Ms Neelam Rani, Ms Monika, Dr Varsha, Ms Divesh, Ashna, Ms Neha Vij, Ms Sangeeta, Ms Priya Saini, Ms Meenu</p>
		<p><u>Quiz & Debate:</u> Sh Sandeep, Ms Sheetal Rani</p>

		<u>Literary Items:</u> Ms Meenal Sabharwal, Ms Sonia, Dr Raman, Sh Suresh
		<u>Photography:</u> Ms Shalini Khurana
		<u>Bills-:</u> Ms Divesh, Ms Jyoti Gupta, Sh Gaurav
69.	E-Waste Management	1. Dr Vijaya Shridhar – Convener 2. Sh Gaurav 3. Sh Rajender
70.	Internal committee for students with disabilities University/ Colleges	1. Dr Parul Rana 2. Ms Sonia Minocha- Convener
71.	API Score Verification Committee	1. Dr Parul Rana 2. Ms Shalini 3. Dr Preeti Raina 4. Dr Neha Aggarwal
72.	Seminar Hall/ Multipurpose Hall	1. Dr Raman Kumar 2. Dr Ram Niwas 3. Sh Lokesh
73.	ERP Committee	1. Ms Sonia Minocha –Convener 2. Ms Ashna 3. Ms Sangeeta
74.	EVS Committee	1. Dr Parul Rana- Convener 2. Sh Sandeep

75.

NAAC	Dr Parul Rana - Coordinator
IQAC/IIQA	Dr Pooja Singh -Convener Dr Poonam Almadi – Co-convener
AQAR	<p>Criterion I- Ms Meenu Sheoran Criterion II- Ms Savita Nagar Criterion III- Sh Keshav Criterion IV- Ms Priya Saini Criterion V - Ms Jyoti Gupta Criterion VI- Ms Ashna Criterion VII- Ms Divesh College Calender : Ms Sonia Minocha Subject Experts: 1 Sh A K Sharma, Retd. Principal, Principal 2 Ms Asha Rohilla, Retd. Asso Prof, Hindi Administrative Staff: 1 Sh Mahender Singh, DySupdt 2 Sh Dheeraj</p>

SSR	<ol style="list-style-type: none">1. Dr Vijaya Shridhar – Coordinator2. Ms Monika3. Dr Rachna Saini4. Ms Preeti Arora5. Sh Sandeep6. Ms Sheetal Rani7. Ms Sonia
------------	---

**Principal
GCW, Faridabad**