

## Final Annual Duties List

### Govt. College for Women, Faridabad

#### Annual Duties 2025-26

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| 1.  | Anti Sexual Harassment Committee/ Anti Ragging Squad, Student Grievance Cell, Redressal Cell & Anti Corruption Committee/ Internal Complaint Committee                | 1. Sh Balbir Singh - <i>Convener</i><br>2. Ms Neelam Rani- <i>Convener</i><br>3. Ms Shalini Khurana<br>4. <del>Dr. Neha Aggarwal</del><br>5. Dr Parul Sharma, Executive Director, NGO<br>6. Ms Sakshi- Legal Expert |
| 2.  | Aadhar Enabled Biometric Attendance system                                                                                                                            | 1. Dr Varsha Sharma - <i>Convener Member</i><br>2. Ms Sangeeta Kanjani - <i>Convener</i><br>3. Sh Sourabh                                                                                                           |
| 3.  | AISHE                                                                                                                                                                 | 1. <del>Dr. Pooja Singh</del><br>2. Dr Poonam Almadi<br>3. Ms Neha Vij - <i>Nodal Officer</i><br>4. Ms Jyoti Gupta                                                                                                  |
| 4.  | Alumni Association                                                                                                                                                    | 1. Dr Neha Aggarwal- <i>Convener</i><br>2. Ms Sonia - Arts<br>3. Dr Neha Aggarwal- Science<br>4. Ms Neha Vij- BBA<br>5. Ms Divesh- Commerce<br>6. Savita Nagar- BAJMC                                               |
| 5.  | Apprenticeship Govt. Portal                                                                                                                                           | 1. <del>Dr. Pooja Singh</del><br>2. Dr Poonam Almadi- <i>Convener</i><br>3. Sh Rajender                                                                                                                             |
| 6.  | Building Committee/ Infrastructure Maintenance Committee/ College Development Committee                                                                               | 1. Sh Balbir Singh - <i>Convener</i><br>2. Sh Rohit Kumar<br>3. Sh Suresh<br>4. Sh Prabhakar Pandey                                                                                                                 |
| 7.  | Bursar                                                                                                                                                                | 1. Dr Parul Rana                                                                                                                                                                                                    |
| 8.  | Bus/ Railway Passes                                                                                                                                                   | 1. Dr Ram Niwas<br>2. Sh Prabhakar Pandey                                                                                                                                                                           |
| 9.  | Canteen Committee                                                                                                                                                     | 1. Sh Balbir Singh- <i>Convener</i><br>2. Sh Sandeep<br>3. Dr Raman Kumar                                                                                                                                           |
| 10. | Career Counseling/ Placement Cell/ Suprati                                                                                                                            | 1. Ms Roopam Dora- <i>Convener</i><br>2. Sh Gaurav<br>3. Ms Neha Vij<br>4. Ms Ashna<br>5. Ms Jyoti Gupta                                                                                                            |
| 11. | CCTV cameras- maintenance & recording etc.                                                                                                                            | 1. Sh Suresh Kumar- <i>Convener</i><br>2. Sh Keshav<br>3. Dr Ramniwas                                                                                                                                               |
| 12. | Central Purchase Committee & Gem Portal                                                                                                                               | 1. Sh Balbir Singh - <i>Nodal Officer</i><br>2. Ms Neelam Rani<br>3. Dr Vijaya Shridhar                                                                                                                             |
| 13. | Class Tests, Assignments & Internal Assessment & Uni Exam (Result) and RR/CR / Monitoring grievances/ concerns related to Examination and Academic Calendar Committee | 1. Sh Rohit, Registrar - <i>cum-Convener</i><br>2. Sh Keshav Kumar- BTM<br>3. Dr Poonam Almadi - Computer science<br>4. Ms Roopam Dora - Commerce & Management<br>5. Sh Suresh - Journalism                         |

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|     |                                                                              | 6. Dr Varsha - Science<br>7. Ms Sonia – arts<br>8. Ms Sheetal- Arts<br>9. Ms Priya, Clerk<br>10. Sh Sourabh                |
| 14. | College Council                                                              | 1. Sh Balbir Singh<br>2. Ms Neelam Rani<br>3. Dr Vijaya Shridhar<br>4. Dr Parul Rana <i>Parul</i><br>5. Ms Shalini Khurana |
| 15. | Campus Beautification & Cleanliness Committee                                | 1. Ms Meenal Sabharwal- Convener<br>2. Ms Divesh<br>3. Ms Priya Saini <i>Priya</i>                                         |
| 16. | Court Case/ CM Grievances                                                    | 1. Ms Meenal Sabharwal- convener<br>2. Sh Suresh<br>3. Sh Keshav Kumar                                                     |
| 17. | Decoration Committee                                                         | 1. Ms Sonia- Convener<br>2. Ms Nisha<br>3. Ms Sangeeta Kanjani                                                             |
| 18. | Discipline Duties/ Proctorial Duties                                         | 1. Sh Balbir Singh Dahiya<br>2. Sh Sandeep<br>3. Sh Keshav                                                                 |
| 19. | District Library & College Library                                           | 1. Ms Neelam Rani- Convener<br>2. Sh Gaurav<br>3. Ms Neelam Sharma, Jr. Lib                                                |
| 20. | Earn While You Learn                                                         | 1. Ms Neelam Rani- Convener<br>2. Ms Priya Saini <i>Priya</i><br>3. Ms Ashna                                               |
| 21. | ECO Club                                                                     | 1. Dr Parul Rana <i>Parul</i><br>2. Ms Meenal Sabharwal- Convener<br>3. Sh Sandeep, Goeg                                   |
| 22. | Electricity Committee including inverters, generator, office equipments etc. | 1. Sh Jai Parkash- Convener<br>2. Ms Divesh<br>3. Ms Keshav<br>4. Sh Lokesh                                                |
| 23. | Equal Opportunity Cell & SC Special Cell                                     | 1 Ms Neelam Rani<br>2 Sh Sandeep<br>3 Ms Priya, Clerk                                                                      |
| 24. | Fire Fighting Scheme                                                         | 1 Sh Rohit Kumar<br>3 Dr BalRam Yadav- convener<br>4 Sh Sandeep<br>5 Sh Suresh Kumar                                       |
| 5.  | HRMS Committee                                                               | 1. Dr Vijaya Shridhar- Convener<br>2. Ms Alka Verma<br>3. Ms Mamta, Clerk                                                  |

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|     | Incharge Daily Wagers/ Outsource Committee /HKRN | 1. Sh Balbir Singh<br>2. Dr. Vijaya Shridhar<br>3. Ms Shalini Khurana – Convener<br>4. Sh Rohit Kumar                                                                                                                                            |
|     | Incharge Extension Lecturer                      | 1. Dr Parul Rana- Convener <i>PR</i><br>2. Ms Shalini Khurana<br>3. Sh Sandeep<br>4. Ms Alka Verma<br>5. Ms Chetna Sharma                                                                                                                        |
| 8.  | Internal Audit Committee(Income Tax)             | 1. Sh Jai Parkash - convener<br>2. Ms Neha Vij <i>Neha Vij</i><br>3. Sh Gaurav Sisodia<br>4. Ms Ashna<br>5. Ms Jyoti Gupta <i>Jyoti Gupta</i><br>6. Ms Mamta, Clerk                                                                              |
| 9.  | ICT equipments maintenance committee             | 1. Dr Pooja Singh - Convener <i>Dr. KAVITA SH</i><br>2. Dr Poonam Almadi<br>3. Ms Meenu Sheoran<br>4. Sh Rajender Kumar                                                                                                                          |
| 10. | Internet Committee                               | 1. Dr Poonam Almadi-Convener<br>2. Sh Gaurav Sisodia<br>3. Sh Rajender Kumar                                                                                                                                                                     |
| 11. | Legal Literacy Cell                              | 1. Sh Rohit Kumar- convener<br>2. Ms Sangeeta<br>3. Ms Nisha                                                                                                                                                                                     |
| 12. | Medical Bills Scrutiny & Verifying Committee     | 1. Sh Rohit Kumar- Convener<br>2. Sh Sandeep<br>3. Sh Keshav Kumar                                                                                                                                                                               |
| 13. | Mentor & Mentees Group                           | 1. Dr Vijaya Shridhar<br>2. Ms Meenal sabharwal<br>3. Sh Rohit                                                                                                                                                                                   |
| 14. | MIS                                              | 1. Dr Poonam Almadi<br>2. Ms Roopam Dora <i>PR</i>                                                                                                                                                                                               |
| 15. | Smart Class Rooms Committee                      | 1. Ms Roopam Dora <i>PR</i><br>2. Ms Ashna- Convener                                                                                                                                                                                             |
| 16. | NSS                                              | 1. Dr Rachna Saini – Programme Officer <i>PS</i><br>2. Dr Punam Rani<br>3. Dr Raman Kumar <i>CR</i><br>4. Ms Priya Saini <i>Priya Saini</i><br>5. Dr Varsha Sharma <i>Varsha Sharma</i><br>6. Ms Savita Nagar <i>Savita Nagar</i><br>7. Ms Nisha |
| 17. | Online Admission Committee                       | 1. Dr Vijaya Shridhar<br>2. Dr Pooja Singh <i>Dr. Kavita Sharma</i><br>3. Dr Meenu Sheoran                                                                                                                                                       |

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| Passport Committee                                                                | 1. Sh Sandeep – Convener<br>2. Dr Rachna Saini <i>RS</i><br>3. Sh Saurabh                                                                                                                                                |
| Printing of Cards, Certificates, Invitation, Press Committee & Magazine Committee | 1. Ms Meenal Sabharwal- Convener<br>2. Ms Sonia<br>3. Dr Raman Kumar <i>RS</i>                                                                                                                                           |
| Prize Committee                                                                   | 1. Ms Roopam Dora - Convener <i>R</i><br>2. Ms Priya Saini <i>P</i><br>3. Ms Nisha<br>4. Dr Gaurav Sisodia                                                                                                               |
| Property                                                                          | 1. Sh Sandeep- Convener<br>2. Dr Ramniwas<br>3. Sh Prem Singh<br>4. Sh Prabhakar Kumar Pandey<br>5. Sh Lokesh                                                                                                            |
| RTI                                                                               | 1. Principal- 1 <sup>st</sup> Appellate Authority<br>2. Sh Balbir Singh- SPIO<br>3. Ms Neelam Rani- APIO                                                                                                                 |
| Red Ribbon & Road Safety Club/ Red Cross                                          | 1. Ms Meenal Sabharwal- Convener<br>2. Ms Sheetal Rani<br>3. Ms Sangeeta Kanjani<br>4. Ms Divesh                                                                                                                         |
| Refreshment Committee                                                             | 1. Sh Sandeep – Convener<br>2. Dr Rachna Saini <i>RS</i><br>3. Ms Neha Vij <i>N</i><br>4. Ms Priya Saini <i>P</i>                                                                                                        |
| RUSA                                                                              | 1 Ms Shalini Khurana - Convener<br>2 Dr Poonam Almadi<br>3 Ms Savita Nagar, Member <i>S</i><br>4 Ms Mamta, Clerk                                                                                                         |
| Sanitation and Water Arrangement                                                  | 1. Ms Roopam Dora- Convener <i>R</i><br>2. Dr Meenu Sheoran<br>3. Dr Varsha <i>V</i><br>4. Sh Deepak- for checking male toilets<br>5. Smt Jaiwanti, Peon – for checking staff room toilet and for checking girls toilets |
| Scholarship - SC                                                                  | 1. Sh Sandeep- Nodal officer<br>2. Sh Suresh Kumar<br>3. Ms Priya Saini<br>4. Ms Priya, Clerk                                                                                                                            |
| Scholarship- BC & Others                                                          | 1. Dr Rachna Saini- Convener <i>RS</i><br>2. Sh Gaurav Sisodia-Nodal officer<br>Scholarship portal<br>3. Sh Saurabh                                                                                                      |

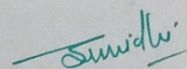
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| Seminar Hall                                                       | 1. Ms Jyoti Gupta<br>2. Ms Priya Saini<br>3. Sh Lokesh                                                                                                                                                                                                                                                     |
| Shamiana, Mike and Seating                                         | 1. Mr Balbir Singh - Convener<br>2. Sh Keshav - Convener<br>3. Sh Gaurav Sisodia                                                                                                                                                                                                                           |
| Social Media Championship (SMC) & Media Coverage/ Photography      | 1. Ms Shalini Khurana- Convener<br>2. Ms Savita nagar<br>3. Sh Suresh Kumar                                                                                                                                                                                                                                |
| Social Secretary, Maintenance of Staff Room and Principal's Office | 1. Dr Rachna Saini - Convener<br>2. Ms Roopam Dora<br>3. Ms Priya Saini<br>4. Dr Varsha                                                                                                                                                                                                                    |
| Soft Skills & Language Lab / E Content                             | 1. Ms Meenal Sabharwal- Convener<br>2. Ms Sangeeta Kanjani (E-Content incharge)<br>3. Ms Divesh                                                                                                                                                                                                            |
| Sports Board                                                       | 1. Sh Balbir Singh Dahiya- Convener<br>2. Ms Neelam Rani<br>3. Dr Vijaya Shridhar                                                                                                                                                                                                                          |
| Staff Secretary                                                    | 1. Dr Parul Rana<br>2. Dr Raman Kumar                                                                                                                                                                                                                                                                      |
| Stage Secretary                                                    | 1. Ms Sonia- Convener<br>2. Ms Meenal Sabharwal<br>3. Dr Raman Kumar                                                                                                                                                                                                                                       |
| Liasioning Committee/CSR                                           | 1. Ms Shalini Khurana- Convener<br>2. Ms Divesh<br>3. Ms Sangeeta                                                                                                                                                                                                                                          |
| Student Driving License Committee                                  | 1. Ms Meenal Sabharwal - convener<br>2. Ms Sheetal Rani<br>3. Dr Varsha Sharma                                                                                                                                                                                                                             |
| Student Voter Committee                                            | 1. Ms Meenal Sabharwal- Nodal Officer<br>2. Ms Sheetal Rani<br>3. Dr Varsha Sharma<br>4. Ms Nisha                                                                                                                                                                                                          |
| Subject Change Committee                                           | 1. Dr Sonia - Convener<br>2. Dr Pooja Singh<br>3. Ms Meenu                                                                                                                                                                                                                                                 |
| Time- Table , Workload , Lecture Shortage & Absentee Slip Record   | 1. Ms Neelam Rani- Convener<br>2. Dr Vijaya Shridhar - Computer Science<br>3. Sh Suresh, member<br>4. Sh Saurabh Singhal for Typing<br>5. MsChetna- Absentee Slip Record<br><u>Streamwise:</u><br>6. Dr Parul Rana - Social sciences<br>7. Sh Sai Parkash- Commerce & Management<br>8. Ms Roopam Dora- BBA |

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|                                           | 9. Sh Rohit- Science<br>10. Dr Rachna Saini- Journalism<br>11. Sh Keshav Kumar- Tourism                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Tour Committee                            | 1. Sh Balbir Singh- Convener<br>2. Sh Sandeep<br>3. Sh Keshav<br>4. Ms Ashna<br>5. Sh Prem Singh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| UGC Affairs                               | 1. Dr Rachna Saini- convener<br>2. Ms Sonia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| University Stationary & Office Stationary | 1. Dr Poonam Almadi -Convener<br>2. Sh Keshav Kumar<br>3. Ms Divesh<br>4. Ms Alka Verma (University Stationary)<br>5. Sh Sourabh ( office stationary)                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Web Portal ( Govt& University)            | 1. Dr. Poonam Almadi Convener<br>2. Ms Jyoti Gupta<br>3. Ms Neha Vij<br>4. Ms Meenu Sheoran                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Women Cell                                | 1. Ms Roopam Dora<br>2. Ms Sonia - Convener<br>3. Ms Nisha<br>4. Ms Sangeeta Kanjani                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Youth Festival                            | Coordinator - Ms Meenal Sabharwal<br>Co-coordinator- Dr Raman Kumar<br><u>Musical Items:</u> Dr Balram Yadav<br>Dr Ram Niwas, Sh Prabhakar Kumar<br><u>Dance :</u><br>Dr Rachna Saini<br><u>Fine Arts&amp; Collage:</u><br>Ms Neelam Rani, Dr Varsha,<br>Ms Divesh, Ashna, Ms Nisha, Ms Sangeeta,<br>Ms Priya Saini, Ms Meenu<br><u>Quiz &amp; Debate:</u><br>Sh Sandeep, Sh Jai Parkash<br><u>Literary Items:</u><br>Ms Meenal Sabharwal, Ms Sonia, Dr Raman, Sh Suresh<br><u>Photography:</u><br>Ms Shalini Khurana<br><u>Bills:-</u><br>Ms Divesh, Ms Jyoti Gupta, Sh Gaurav |
| E-Waste Management                        | 1. Dr Vijaya Shridhar – Convener<br>2. Sh Gaurav<br>3. Sh Rajender                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| Internal committee for students with disabilities University/ Colleges | 1. Dr Parul Rana <i>Parul</i><br>2. Ms Sonia Minocha- Convener                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| API Score Verification Committee                                       | 1. Ms Neelam Rani<br>2. Dr Parul Rana <i>Parul</i><br>3. Ms Shalini Khurana                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Multipurpose Hall                                                      | 1. Dr Raman Kumar <i>RD</i><br>2. Dr Ram Niwas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ERP Committee                                                          | 1. Ms Sonia Minocha -Convener<br>2. Ms Ashna<br>3. Ms Sangeeta                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| EVS Committee                                                          | 1. Sh Sandeep- Convener<br>2. Dr Varsha Sharma <i>VS</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| IIC Committee                                                          | 1. President -Dr Vijaya Shridhar<br>2. Vice president -Dr Pooja Singh <i>Dr. Kavita Sharma</i><br>3. Social Media -Mrs Shalini<br>4. Convenor -Mrs. Sonia Minocha<br>5. Innovation activity- Dr Neha Aggarwal<br>6. Internship activity -Coordinator<br>Dr Poonam Almadi<br>7. Activity Coordinator- Smt Neelam Rani<br>8. Start-up activity -Smt. Sangeeta Kanjani<br>9. NIRF Coordinator -Smt. Sheetal Rani<br>10. IPR Coordinator- Sh Sandeep Vihan<br><br>For uploading of data :<br>1. Mrs Neha Vij <i>Neha</i><br>2. Ms Ashna<br>3. Mrs Priya Saini <i>Priya</i><br>4. Mrs Jyoti Gupta <i>Jyoti</i> |
| Fund bifurcation Committee                                             | 1 Dr Meenu Sheoran<br>2 Ms Divesh<br>2 Ms Jyoti Gupta <i>Jyoti</i><br>3 Ms Alka Verma <i>Alka</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PM USHA                                                                | 1 Ms Shalini Khurana - Convener<br>2 Ms Meenal Sabharwal, Member<br>3 Dr Pooja Singh, Member <i>Jyoti Gupta</i><br>4 Ms Savita Nagar, Member <i>Jyoti Gupta</i><br>5 Ms Priya, Clerk                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|  | GEM Purchase Committee | <ol style="list-style-type: none"><li>1 Sh Balbir Singh- Approver</li><li>2 Ms Neelam Sharma, Librarian</li><li>3 Sh Sourabh Singhla, Restorer</li></ol> |
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Principal  
GCW, Faridabad