

Final Annual Duties List

Govt. College for Women, Faridabad

Annual Duties 2025-26

1.	Anti Sexual Harassment Committee/ Anti Ragging Squad, Student Grievance Cell, Redressal Cell & Anti Corruption Committee/ Internal Complaint Committee	1. Sh Balbir Singh - Convener <i>Bal</i> 2. Ms Neelam Rani- Convener 3. Ms Shalini Khurana 4. Dr Neha Aggarwal 5. Dr Parul Sharma, Executive Director, NGO 6. Ms Sakshi- Legal Expert
2.	Aadhar Enabled Biometric Attendance system	1. Dr Varsha Sharma - Convener Member <i>Varsha</i> 2. Ms Sangeeta Kanjani - Convener 3. Sh Sourabh
3.	AISHE	1. Dr Pooja Singh 2. Dr Poonam Almadi 3. Ms Neha Vij - Nodal Officer <i>Neha Vij</i> 4. Ms Jyoti Gupta
4.	Alumni Association	1. Dr Neha Aggarwal- Convener <i>Neha</i> 2. Ms Sonia - Arts 3. Dr Neha Aggarwal- Science 4. Ms Neha Vij- BBA <i>Neha Vij</i> 5. Ms Divesh- Commerce <i>Divesh</i> 6. Savita Nagar- BAJMC <i>Savita</i>
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. Sh Balbir Singh - Convener <i>Bal</i> 2. Sh Rohit Kumar 3. Sh Suresh 4. Sh Prabhakar Pandey
7.	Bursar	1. Dr Parul Rana <i>Rana</i>
8.	Bus/ Railway Passes	1. Dr Ram Niwas 2. Sh Prabhakar Pandey
9.	Canteen Committee	1. Sh Balbir Singh- Convener <i>Bal</i> 2. Sh Sandeep 3. Dr Raman Kumar <i>Raman</i>
10.	Career Counseling/ Placement Cell/ Suprati	1. Ms Roopam Dora- Convener <i>Ru</i> 2. Sh Gaurav <i>Gaurav</i> 3. Ms Neha Vij <i>Neha Vij</i> 4. Ms Ashna <i>Ashna</i> 5. Ms Jyoti Gupta <i>Jyoti</i>
11.	CCTV cameras- maintenance & recording etc.	1. Sh Suresh Kumar- Convener <i>Suresh</i> 2. Sh Keshav 3. Dr Ramniwas
12.	Central Purchase Committee & Gem Portal	1. Sh Balbir Singh - Nodal Officer <i>Bal</i> 2. Ms Neelam Rani 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 -cum-Convener <i>Rohit</i> 2. Sh Keshav Kumar- BTM <i>Keshav</i> 3. Dr Poonam Almadi - Computer science 4. Ms Roopam Dora - Commerce & Management <i>Ru</i> 5. Sh Suresh - Journalism

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

26.	Incharge Daily Wagers/ Outsource Committee /HKRN	1. Sh Balbir Singh 2. Dr. Vijaya Shridhar 3. Ms Shalini Khurana – Convener 4. Sh Rohit Kumar
27.	Incharge Extension Lecturer	1. Dr Parul Rana- Convener 2. Ms Shalini Khurana 3. Sh Sandeep 4. Ms Alka Verma 5. Ms Chetna Sharma
28.	Internal Audit Committee(Income Tax)	1. Sh Jal Parkash - convener 2. Ms Neha Vij 3. Sh Gaurav Sisodia 4. Ms Ashna 5. Ms Jyoti Gupta 6. Ms Mamta, Clerk
29.	ICT equipments maintenance committee	1. Dr Pooja Singh - Convener 2. Dr Poonam Almadi 3. Ms Meenu Sheoran 4. Sh Rajender Kumar
30.	Internet Committee	1. Dr Poonam Almadi-Convener 2. Sh Gaurav Sisodia 3. Sh Rajender Kumar
31.	Legal Literacy Cell	1. Sh Rohit Kumar- convener 2. Ms Sangeeta 3. Ms Nisha
32.	Medical Bills Scrutiny & Verifying Committee	1. Sh Rohit Kumar- Convener 2. Sh Sandeep 3. Sh Keshav Kumar
33.	Mentor & Mentees Group	1. Dr Vijaya Shridhar 2. Ms Meenal sabharwal 3. Sh Rohit
34.	MIS	1. Dr Poonam Almadi 2. Ms Roopam Dora
35.	Smart Class Rooms Committee	1. Ms Roopam Dora 2. Ms Ashna- Convener
36.	NSS	1. Dr Rachna Saini – Programme Officer 2. Dr Punam Rani 3. Dr Raman Kumar 4. Ms Priya Saini 5. Dr Varsha Sharma 6. Ms Savita Nagin 7. Ms Nisha
37.	Online Admission Committee	1. Dr Vijaya Shridhar 2. Dr Pooja Singh 3. Dr Meenu Sheoran

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

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

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

Internal comm
disabilities U
API Score

71.

72

Roopam Dora
Rupa



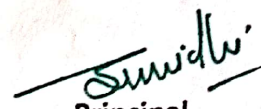
69.	Internal committee for students with disabilities University/ Colleges	1. Dr Parul Rana <i>Parul</i> 2. Ms Sonia Minocha- Convener
70.	API Score Verification Committee	1. Ms Neelam Rani 2. Dr Parul Rana <i>Parul</i> 3. Ms Shalini Khurana
71.	Multipurpose Hall	1. Dr Raman Kumar <i>RD</i> 2. Dr Ram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

77 NAAC	Ms Neelam Rani - Coordinator Dr Poonam Almadi - Co-coordinator	
IQAC	1 Chairperson 2 NAAC Coordinator 3 IQAC Committee 4 Administrative Staff 5 Nominee (local Society) 6 Nominee (Student) 7 Alumnus 8 Stake Holder 9 Industry Expert	: Dr Sunidhi (Principal) : Ms Neelam Rani (Associate Professor) : Dr Vijaya Shridhar, Astt Prof Dr Poonam Almadi, Astt Prof Ms Sonia Minocha, Astt Prof Sh Sandeep, Astt Prof Dr Sheetal Rani, Astt Prof Dr Sonia, Astt Prof Ms Savita Nagar, Extension Lecturer Ms Divesh, Extension Lecturer : Ms Alka Verma, Dy Supdt Sh Dheeraj Kumar, Member : Sh Tarun Gupta, Life Member Indian Council Of Aribtration and District Chair Public Relation Rotary. : Ms Anushka Sharma, BAJMC III year : Ms Vishakha Tiwari Mrs Poonam Devi, Parent of Ms Divyanshi, student : Sh Awadh Kishore Shrivastav
	AQAR & SSR	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 Administrative Staff: 1 Ms Alka Verma, Dy Supdt 2 Sh Dheeraj Kumar
77	NEP Committee	1 Sh Jai Parkash- Convener 2 Dr Vijaya Shridhar- BCA 3 Ms Sonia- BA 4 Ms Roopam Dora- BBA 5 Ms Nisha- B Sc 6 Sh Keshav Kumar- BTM 7 Ms Savita Nagar- BAJMC

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GEM Purchase Committee

- 1 Sh Balbir Singh- Approver
- 2 Ms Neelam Sharma, Librarian
- 3 Sh Sourabh Singhla, Restorer


Principal
GCW, Faridabad