

ANNUAL STAFF DUTY LIST

SESSION 2023-24

Memo No.

7958

Dated:

1-8-2023

1. The necessary steps are to be taken i.e. inviting quotation, seeking administrative & financial approval etc. wherever necessary by the committee well in the time.
2. The next Person in committee will look after the work in case of leave of the convener.

1.	College Council and Reception Committee	<ul style="list-style-type: none">• College Principal• Mrs. Chanchal Rani• Dr. Meenakshi• Mrs. Birinder Kaur• Dr. Punam Devi Bagi• Dr. Krishan Kumar
2.	Right to Information Committee S.P.I.O. A.S.P.I.O. Secretarial staff for RTI	<ul style="list-style-type: none">• Mrs. Chanchal Rani• Mrs. Birinder Kaur• Ms. Neha (Clerk) <i>nehz</i>
3.	Office Registrar	<ul style="list-style-type: none">• Dr. Meenakshi
4.	Staff Secretary	<ul style="list-style-type: none">• Dr. Krishan Kumar <i>dkm</i>
5.	Social Secretary	<ul style="list-style-type: none">• Dr. Rajiv Kumar <i>Rajiv</i>
6.	UGC,NAAC,RUSA ,AISHE ,Prayaas, NIRF	<ul style="list-style-type: none">• Dr. Punam Devi Bagi (Convener)• Dr. Manju• Dr. Sapna• Dr. Seema Devi• Dr. ShresthaMuraal• Mrs. Pooja Rani• Ms. Manisha• Ms. Seema Nahar
7.	I.Q.A.C./ AEPIC(Academic and extra-Curricular Planning and Implementation Committee	<ul style="list-style-type: none">• Dr. Meenakshi (C)• Mrs. Birinder Kaur• Dr. Iqbal Kaur• Dr. Seema Pandey• Sh. Saurabh Chaudhary (Editor- The Pioneer)• Mrs. Mafi Devi (Sarpanch, Village Palwal)• Niharika, B.Com Final• Kuljeet Kaur, M.Com Final
8.	National Education Policy, 2020 (NEP)	<ul style="list-style-type: none">• Dr. Meenakshi• Dr. Iqbal kaur• Sh. Satbir Singh• Dr. Seema Pandey• Dr. Manju
9.	Chief Proctor	<ul style="list-style-type: none">• Dr. Meenakshi

Signature

10.	University Affairs/ House Examination/Internal Assessment/ Result Verification Committee and Student Legacy System	<ul style="list-style-type: none"> • University Affairs: Registrar, return, DMC, degree, Discrep. related to University, exam fo and University Examination • Dr. Manju(C) • Dr. Naresh Kumar Nain • Dr. Seema Nahar • Dr. Seema Devi • Ms. Preeti Sharma • Mrs. Manisha, Clerk <i>Manisha</i> <ul style="list-style-type: none"> • House Examination • Manjit Kaur (C) <i>Manjit</i> • Ms. Preeti • Ms. Manisha • Dr. Satish Kumar <i>Satish</i> <p>(Result Verification Committee and Student Legacy System)</p> <ul style="list-style-type: none"> • Mrs. Chanchal Rani • Dr. Rajiv Kumar (C) <i>Rajiv</i> • Ms. Amita Rani • Ms. Pooja Rani • Ms. Pooja Bhoria • Dr. Satish Kumar <i>Satish</i>
11.	Financial Committees :	
	Bursar	<ul style="list-style-type: none"> • Sh. Satbir Singh
	Central Purchase Committee	<ul style="list-style-type: none"> • Mrs. Chanchal Rani(C) • Dr. Meenakshi • Mrs. Birinder Kaur Kaur • Dr. Punam Bagi • Dr. Sapna
	GeM	<ul style="list-style-type: none"> • Dr. Sapna(C) • Ms. Pooja Bhoria • Mr. Naresh Nain
	Physical Verification Committee	<ul style="list-style-type: none"> • Dr. Shreshtha (C) • Mr. Vinay Kumar • Dr. Satish Garg <i>Satish</i>
12.	All types of Printing	<ul style="list-style-type: none"> • Dr. Shreshtha Murrall (C) • Ms. Komal • Mr. Vinay Kumar Pathak
13.	College Magazine	<ul style="list-style-type: none"> • Dr. Krishan Kumar(C) • Mrs. Manjit Kaur <i>Manjit</i> • Dr. Seema Pandey • Mrs. Pooja
14.	Women Cell and Gender Sensitization Cell	<ul style="list-style-type: none"> • Ms. Komal (C) • Mr. Vinay Kumar Pathak • Ms. Preeti • Ms. Pooja Rani • Dr. Seema Devi • Ms. Preeti Sharma
15.	Placement Cell, Career Counseling	<ul style="list-style-type: none"> • Ms. Manisha (C) • Dr. Sapna

		<ul style="list-style-type: none"> • Ms. Preeti • Dr. Jitender • Ms. Preeti Sharma
16.	N.S.S.	<ul style="list-style-type: none"> • Ms. Monika(P.O) • Ms. Manisha • Sh. Rajiv (Clerk) • Mr. Naresh (Peon) • Sanjana B. com II • Jyoti B. com II
17.	Advisory Board(NSS, Women Cell, Placement Cell, Legal Literacy and ED Cell	<ul style="list-style-type: none"> • Mrs. Chanchal Rani • Dr. Meenakshi • Mrs. Bir Inder Kaur • Dr. Seema Pandey
18.	Legal Literacy Cell	<ul style="list-style-type: none"> • Dr. Seema Pandey (C) • Ms. Komal • Ms. Preeti • Ms. Preeti Sharma
19.	Property Incharge	<ul style="list-style-type: none"> • Dr. Krishan Kumar (C) • Dr. Rajbir • Mr. Naresh Nain • Dr. Jitender Sharma
20.	Time Table, Workload	<ul style="list-style-type: none"> • Dr. Iqbal Kaur (Over all Convener) • Dr. Manju UG, PG (Humanities)
		<ul style="list-style-type: none"> • Ms. Komal Garg • Ms. Manisha UG, PG (Commerce)
		<ul style="list-style-type: none"> • Dr. Naveeta Adlakha • Mrs. Seema Nahar (All Sciences and BCA)
21.	Subject Change	<ul style="list-style-type: none"> • Ms. Komal Garg (C) • Ms. Pooja Rani • Ms. Manisha
22.	SC Scholarship	<ul style="list-style-type: none"> • Mrs. Manjit Kaur(C) • Ms Pooja Bhoria • Mr. Neeraj Kumar (LA)
23.	BC Scholarship	<ul style="list-style-type: none"> • Ms. Amita Rani(C) • Dr. Naveeta Adlakha • Mr. Sandeep (LA)
24.	Other Scholarship	<ul style="list-style-type: none"> • Ms. Preeti (C) • Dr. Sunil Thua • Ms. Neha (Clerk)
25.	Maitri Club, SC/BC/Persons with Disability Welfare Cell	<ul style="list-style-type: none"> • Ms. Manjit Kaur (C) • Ms. Amita Rani • Sh. Satbir • Sh. Sunil Kumar • Mr. Naresh Kumar Nain • Mr. Vinay Kumar Pathak
26.	Court Case, Updation of Litigation Management System(LMS) and CM Grievances Cell	<ul style="list-style-type: none"> • Dr. Rajiv Kumar (C) • Dr. Jitender • Dr. Rajbir

		<ul style="list-style-type: none"> • Ms. Neha, Clerk <i>Neha</i>
27.	Prizes	<ul style="list-style-type: none"> • Dr. Rajbir (C) <i>Rajbir</i> • Dr. Jitender <i>JT</i> • Dr. Naveeta • Mr. Naresh Kumar Nain
28.	Photography, Tent, Shamina, Seating Arrangement and Sound system	<ul style="list-style-type: none"> • Dr. Jitender Kumar (C) <i>JT</i> • Dr. Naveeta • Ms. Preeti • Dr. Satish Kumar Garg <i>SG</i>
29.	Public Relation	<ul style="list-style-type: none"> • Ms. Komal (C) <i>Komal</i> • Ms. Monika <i>Monika</i> • Ms. Manisha
30.	Important Day Celebrations	<ul style="list-style-type: none"> • Dr. Rajbir (C) <i>Rajbir</i> • Ms. Komal • Dr. Sunil Kumar <i>Sunil</i> • Ms. Monika <i>Monika</i> • Ms. Preeti • Mrs. Preeti Sharma
31.	Anti Tobacco/Alcohol/Drug Cell	<ul style="list-style-type: none"> • Ms. Pooja Rani (C) <i>Pooja</i> • Sh. Sunil Kumar <i>Sunil</i>
32.	Electoral Literacy Club, Bus Pass, , PPP, Passport, Driving License	<ul style="list-style-type: none"> • Sh. Vinay Kumar • Ms. Manisha • Ms. Preeti • Ms. Preeti Sharma • Mr. Neeraj (LA) for Office Work <i>Neeraj</i>
33.	Youth Red Cross/Red Ribbon Club & Dispensary	<ul style="list-style-type: none"> • Dr. Seema Pandey (C) • Ms Komal • Ms. Manisha • Ms. Preeti Sharma
34.	Road Safety and Traffic Interpretations Centre	<ul style="list-style-type: none"> • Ms. Pooja Bhorla • Ms. Pooja Rani
35.	Tour Committee	<ul style="list-style-type: none"> • Mrs. Birinder Kaur Kaur(C) • Dr. Shreshtha • Dr. Sapna • Sh. Vinay Kumar Pathak
36.	Lecture Shortage & Absentee Fine	<ul style="list-style-type: none"> • Sh. Naresh Kumar (C) • Ms. Pooja Rani • Ms Amita
37.	Refreshment Committee	<ul style="list-style-type: none"> • Ms. Amita(C) • Dr. Seema Devi • Preeti Sharma
38.	Cultural Committee	<ul style="list-style-type: none"> • Dr. Krishan Kumar(Over all Convener) <i>dk</i>
		<ul style="list-style-type: none"> • Ms Manjit Kaur <i>Manjit</i> • Sh. Sunil Thua <i>Sunil</i> (All Literary Items)
		<ul style="list-style-type: none"> • Dr. Shreshtha • Dr. Sapna (Fine Arts)

		<ul style="list-style-type: none"> Ms. Monika Dr. Seema Devi Mrs. Seema Nahar Mrs. Preeti Sharma (Dance, Music and Theatre)
39.	Earn While You Learn Scheme	<ul style="list-style-type: none"> Mrs. Birinder Kaur Kaur(C) Dr. Seema Pandey Dr. Shreshtha Murrall Dr. Sapna Dr. Seema Nahar Advisory Board: All IQAC Members
40.	Eco Club, Nature Interpretation, Green Campus, Harit Haryana Unnat Haryana, Rain Water Harvesting, garbage Pit, Vermicompost Pit, Green Audit	<ul style="list-style-type: none"> Dr. Iqbal Kaur (C) Dr. Manju Dr. Rajbir Mr. Naresh Kumar Nain Mrs. Seema Nahar
41.	Outsourcing Policy-I/II, Apretice and Extension Lecturer	<ul style="list-style-type: none"> Dr. Rajiv Kumar (C) Dr. Rajbir Sh. Sunil thua Dr. Satish Garg
42.	Income Tax Verification	<ul style="list-style-type: none"> Ms. Amita(C) Ms. Manisha Dr. Jitender Ms. Preeti Sharma Dr. Satbir Singh(Advisor)
43.	Electricity Repair, Generator, AC, Solar Power Plant, Public Health	<ul style="list-style-type: none"> Dr. Jitender Kumar (C) Dr. Seema Nahar Mr. Naresah Nain Dr. Seema Devi Mr. Sandeep Kumar (Peon)
44.	Web Portal	<ul style="list-style-type: none"> Dr. Naveeta (C) Ms. Pooja Bhoria
45.	HRMS, MIS, ERP	<ul style="list-style-type: none"> Dr. Sapna (C) Ms. Pooja Bhoria Mr. Rajiv(Steno)
46.	Annual Report	<ul style="list-style-type: none"> Mrs. Manjit Kaur (C) Sh. Sunil Thua
47.	Construction & Maintenance, Inspection and other development work of College Building and Dilapidation work	<ul style="list-style-type: none"> Dr. Meenakshi (C) Mrs. Birlinder Kaur Dr. Seema Paandey Dr. Rajbir Dr. Jitender Kumar Dr. Seema Devi
48.	Science Exhibition	<ul style="list-style-type: none"> Dr. Punam Devi Bagi(C) Dr. Manju Dr. Naveeta Dr. Seema Nahar Dr. Satish Garg
49.	Lab upgradation	<ul style="list-style-type: none"> All HOD's having Labs
50.	Sports Board	<ul style="list-style-type: none"> Dr. Meenakshi Mrs. Birinder Kaur kaur

		<ul style="list-style-type: none"> • Dr. Krishan Kumar <i>sen</i> • Dr. Iqbal Kaur • Dr. Rajbir <i>B</i>
51.	Canteen Committee	<ul style="list-style-type: none"> • Dr. Rajbir(C) <i>B</i> • Dr. Jitender Kumar <i>Jy</i> • Sh. Naresh Kumar Nain
52.	College Library Committee	<ul style="list-style-type: none"> • Ms. Preeti (C) • Dr. Seema Devi • Sh. Vinay Kumar Pathak • Dr. Sunil Thua
53.	Cleanliness, Beautification and Decoration Committee	(Cleanliness and Beautification)
		(Decoration)
54.	Stage Secretary	<ul style="list-style-type: none"> • Dr. Rajbir (C) <i>B</i> • Ms Amita • Ms Manisha • Ms. Preeti Sharma
55.	Entrepreneurship Development Cell, Atam Nirbhar Haryana	<ul style="list-style-type: none"> • Dr. Shreshtha (C) • Ms. Komal • Mr. Vinay • Mrs. Manisha
56.	Alumni Coordination Cell	<ul style="list-style-type: none"> • Dr. Sunil Kumar <i>Sunil</i> • Ms Monika <i>Monika</i> • Dr. Meenakshi (C) • Mrs. Birinder Kaur • Dr. Punam Devi • Dr. Seema Pandey • Dr. Shreshtha Muraal • Dr. Sapna • Dr. Seema Nahar
57.	Anti Ragging and Discipline	<ul style="list-style-type: none"> • Dr. Shreshtha (C) • Ms. Komal • Mr. Vinay • Mrs. Manisha
58.	Maintenance of IT Solution, Biometric, BSNL & Lease line	<ul style="list-style-type: none"> • Dr. Rajbir (C) <i>B</i> • Ms. Amita Rani • Dr. Naveeta • Ms. Preeti • Dr. Jitender <i>Jy</i> • Mr. Naresh Nain • Dr. Satish Garg <i>Garg</i>
59.	E-Learning and ICT Computing Skills	<ul style="list-style-type: none"> • Dr. Naveeta Adlakha (C) • Mr. Vinay Kumar Pathak • Mrs. Pooja Bhoria • Mr. Neeraj Kumar (LA) <i>Neeraj</i>
60.	Staff Room In charge	<ul style="list-style-type: none"> • Dr. Naveeta Adlakha (C) • Dr. Sapna • Ms. Pooja Bhoria
61.	Auction, Disposal	<ul style="list-style-type: none"> • Dr. Seema Devi (C) • Mrs. Pooja Bhoria • Dr. Rajbir(C) <i>B</i> • Mr. Naresh Nain • Ms. Pooja Rani

Agade

62.	Prevention of Sexual Harassment and Internal Complaint Committee, Grievances and Anti Corruption	<ul style="list-style-type: none"> • Mrs. Chanchal (C) • Dr. Meenakshi • Mrs. Birinder Kaur Kaur • Dr. Krishan Kumar • Dr. Seema Pandey • Ms. Komal
63.	Soft Skills, and Language Lab	<ul style="list-style-type: none"> • Mrs. Manjit Kaur <i>MS</i> • Ms. Pooja Rani
64.	E-Waste, Chemical Waste Management Committee	<ul style="list-style-type: none"> • Dr. SatishGarg <i>Sr</i> • Dr. Seema Nahar
65.	Life Skills, Counseling Cell #Let's Talk Incharge	<ul style="list-style-type: none"> • Dr. Punam Devi Bagi

Note: These committees will start working with immediate effect. All are further requested to take over the charge from previous incharge latest by 01/08/2023.

Copy to:

Chief Proctor

Bursar

Office Clerk

Gandhi
Principal
GCG Palwal
Govt. College for Girls
Kurukshetra
Palwal (Kurukshetra)