

OFFICE OF PRINCIPAL GOVT. COLLEGE FOR GIRLS, PALWAL(KURUKSHETRA)

REVISED ANNUAL DUTY LIST(Bearing the same no.)

SESSION: 2026-27

Memo No. GCGP/2026/939

Dated:10-07-2026

- 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.
- The next Person in committee will look after the work in case of leave of the convener.

1.	College Council and Reception Committee	• Principal • Dr. Roopa Gupta • Mrs. Bir Inder Kaur • Dr. Punam Devi Bagi • Dr. Sanjay Kumar • Dr. Krishan Kumar
2.	RTI: S.P.I.O. A.S.P.I.O. Secretarial staff for RTI	• Mrs. Bir Inder Kaur • Dr. Punam Devi Bagi • Mr. Preetam (Assistant)
3.	Chief Proctor	• Dr. Roopa Gupta
4.	Office Registrar	• Sh. Satbir Singh
5.	Staff Secretary	• Dr. Krishan Kumar
6.	Social Secretary	• Dr. Rajiv Kumar
7.	AISHE, RUSA, IDP, Model Sanskriti College work, NEEV, NEP 2020	• Dr. Punam Devi Bagi(C) • Dr. Manju Devi <i>Manju</i> • Dr. Shreshtha • Dr. Sapna
8.	I.Q.A.C./ AEPIC (Academic and extra-Curricular Planning and Implementation Committee, NAAC/ Prayaas/ NIRF, UGC/ AICTE	• Principal (Chair Person) • Mrs. Bir Inder Kaur (C) • Dr. Punam Devi Bagi • Dr. Seema Pandey <i>Seema</i> • Dr. Manju Devi <i>Manju</i> • Dr. Sapna • Dr. Nirmala Chaudhary (Former Sr. Professor & Chairperson Dept. of Management KUK) • Sh. Subhash Chander Sharma (Principal, GC Bherian) • Mrs. Mafi Devi (Sarpanch, Palwal) • 02 Student Representatives
9.	Placement & Career Guidance Cell/ Skill Development Training / Internship/ Research & Development	• Principal (Chair Person) • Ms. Komal Garg (C) • Dr. Komal • Ms. Manisha • Dr. Harneet Kaur -----

		Skill Development Training / Internship/ Research & Development: Dr. Roopa Gupta © Arts: • Dr. Birinder Kaur • Dr. Krishan Kumar Sciences: • Dr. Punam Bagi • Ms. Seema Commerce: • Dr. Seema Pandey <i>Seema</i> • Ms. Amita
10.	University Affairs/ House Examination/Internal Assessment/ Result Verification Committee and Student Legacy System	University Affairs: Registration Return, DMC, Degree, Discrepancies related to University, Exam form and University Examination • Sh. Satbir Singh (C) • Dr. Jitender Kumar • Ms. Reena Rani • Dr. Komal • Dr. Harneet Kaur • Ms. Preeti Sharma Mrs. Manisha, Clerk Mr. Naresh Kumar (for assistance)
		House Exams. /Internal Assessment/ Result Verification & Student Legacy System • Dr. Iqbal Kaur(C) • Dr. Manju (Geo.) <i>Manju</i> • Ms. Rekha <i>Rekha</i> • Ms. Manisha • Ms. Shama • Ms. Vandana Saini • Ms. Pushpanjali • Dr. Sarvjeet Kaur Mr. Neeraj Kumar LA
11.	Financial Committees:	
	Bursar	Ms. Seema
	Central Purchase Committee	• Mrs. Bir Inder Kaur (C) • Dr. Punam Devi Bagi • Dr. Sanjay Kumar
	GeM	• Dr. Sapna(C) • Ms. Pooja Bhorla • Dr. Harneet Kaur
	Physical Verification Committee	• Mr. Vinay Pathak (C) • Ms. Komal Garg • Ms. Pushpanjali • Ms. Pooja Rani

12.	All types of Printing (For calling quotations)	• Dr. Shreshtha Murrall(C) <i>Shreshtha</i> • Mr. Vinay Kumar Pathak • Ms. Pushpanjali
13.	College Magazine	• Dr. Krishan Kumar(C) • Dr. Manjit Kaur • Dr. Sarvjeet Kaur
14.	E -Office/ ERP/ web portal	• <i>Dr.</i> Ms. Komal (C) • MS. Pooja Bhoria
15.	Women Cell and Gender Sensitization Cell	• Ms. Amita Rani(C) • Dr. Hardish Kaur • Mr. Vinay Kumar Pathak • Dr. Sarvjeet Kaur • Ms. Preeti Sharma
16.	Yoga Club	• Dr. Rajbir(C) • Dr. Sunil Kumar • MS. Monika <i>Monika</i> • Ms. Preeti
17.	N.S.S.	• Ms. Monika (P.O.) <i>Monika</i> • Ms. Pooja Rani • Sh. Preetam (NSS Clerk) • Mr. Satish Kumar (Mali) • Two Students
18.	Advisory Board (NSS, Women Cell, Placement Cell, Legal Literacy and Entrepreneurship Development Cell)	• The first Five senior faculty members
19.	Youth Red Cross/Red Ribbon Club & Dispensary	• Dr. Shreshtha(C) <i>Shreshtha</i> • Ms. Vandana Saini • Ms. Preeti • Ms. Pushpanjali • Dr. Sarvjeet Kaur • Ms. Preeti Sharma • (Bursar, In charges of NSS, Women Cell, Secretary Red Cross Branch KKR and two students are Executive members of YRC)
20.	Property Incharge	• Dr. Jitender Sharma(C) • Dr. Sapna • Dr. Sunil Kumar • Advisor (Bursar)
21.	Time Table, Workload (All Classes)	• Dr. Seema Pandey (C) <i>Seema</i> • Dr. Manjit Kaur • Dr. Jitender Kumar • Dr. Manju Devi <i>Manju</i> • Dr. Komal (Comp. Sc.) • Ms. Manisha • Ms. Preeti • Ms. Harneet Kaur • Ms. Preeti Sharma
22.	Subject/Faculty Change	• Dr. Manju (C) <i>Manju</i> • Ms. Pooja Bhoria • Ms. Vandana Saini

23.	SC Scholarship and Maintenance of Academic Record of SC Students	• Mrs. Manjit Kaur(C) • Ms Pooja Bhorla • Mr. Neeraj Kumar (LA)
24.	BC Scholarship and Maintenance of Academic Record of BC Students	• Dr. Komal(C) • Ms. Manisha • Ms. Reena • Ms. Vandana Saini • Mr. Sandeep Kumar(Peon)
25.	Other Scholarship	• Ms. Preeti (C) • Dr. Sunil Kumar
26.	Maitri Club: Persons with Disability Cell ----- SC/BC/ /IGRC/ Equal opportunity Cell	• Sh. Satbir (C) • Dr. Sunil Kumar • Sh. Vinay Pathak ----- • Ms. Bir Inder Kaur • Dr. Manjit Kaur • Ms. Amita Rani • Ms. Seema • Dr. Hardish Kaur
27.	Court Case, Updation of Litigation Management System (LMS)	• Dr. Rajiv Kumar(C) • Dr. Jitender Kumar • Dr. Rajbir Mr. Preetam (Asstt. office)
28.	Prizes	• Dr. Manju-Geo. (C) Mayr • Dr. Rajbir • Ms Rekha Rem
29.	Photography, Tent, Shamiana, Seating Arrangement and Sound system	• Dr. Jitender Kumar (C) • Mr. Vinay Kumar Pathak • Ms. Vandana • Ms. Sarvjeet Kaur
30.	Public Relation	• Dr. Sunil Kumar (C) • Ms. Monika
31.	Important Day Celebrations	• Dr. Rajbir (C) • Dr. Sunil Kumar • Ms. Monika • Ms. Preeti • Ms. Sarvjeet Kaur
32.	Anti Tobacco/Alcohol/Drug Cell	• Ms. Pooja Rani (C) • Sh. Sunil Kumar
33.	Electoral Literacy Club, Bus Pass, PPP, Passport, Driving License	• Sh. Vinay Kumar (C) • Ms. Preeti • Ms. Sarvjeet Kaur • Ms. Neha Bansal • Ms. Preeti Sharma Mr. Neeraj (LA) Office Work

34.	Road Safety and Traffic Interpretations Centre	• Ms. Pooja Bhoria(C) • Ms. Pooja Rani • Ms. Vandana Saini
35.	Tour Committee	• Dr. Iqbal Kaur(C) • Dr. Rajbir • Ms. Reena Rani
36.	Lecture Shortage & Absentee Fine/ Name Struck off	• Ms. Shama (C) • Ms. Pushpanjali • Ms. Vandana Saini • Ms. Sarvjeet Kaur
37.	Refreshment Committee	• Dr. Hardish Kaur(C) • Ms. Pushpanjali • Mrs. Preeti Sharma
38.	Cultural Committee	• Dr. Krishan Kumar(C) • Ms. Rekha <i>Rekha</i> • Dr. Rajbir • Sh. Sunil Kumar • Dr. Shreshtha Murrall • Ms. Monika • Ms. Neha Bansal • Dr. Sarvjeet Kaur • Mrs. Preeti Sharma
39.	Earn While You Learn Scheme	• Dr. Iqbal Kaur (C) • Dr. Manju <i>Manju</i> • Dr. Rajbir • Ms. Manisha • Advisory Board: IQAC Convener & Bursar
40.	Eco Club: Nature Interpretation, Green Campus, Harit Haryana Unnat Haryana, Rain Water Harvesting, garbage Pit, Vermicompost Pit, Green Audit, E-Waste, Chemical Waste Management	• Dr. Harneet Kaur (C) • Ms. Pooja Bhoria • Ms. Neha Bansal
41.	Outsourcing Policy-I/II, Apprentice and Extension Lecturer and Tender related work	• Dr. Rajiv Kumar (C) • Dr. Rajbir • Mr. Vinay Kumar Pathak • Dr. Sunil Kumar • Ms. Preeti • Bursar- Advisor
42.	Income Tax Verification	• Ms. Amita Rani (C) • Dr. Komal • Ms. Komal Garg • Ms. Manisha • Ms. Pushpanjali • Ms. Preeti Sharma • Bursar (Advisor)
43.	Electricity Repair, Generator, AC, Solar Power Plant,	• Dr. Sanjay Kumar (C) • Ms. Shama Rani • Ms. Reena Rani Mr. Sandeep Kumar (Peon)
44.	Public Health	• Dr. Sanjay Kumar (C) • Ms. Shama Rani • Dr. Manju Devi <i>Manju</i>

45.	MIS, HRMS	• Dr. Sapna (C) • Ms. Reena Rani • Ms. Pooja Bhorla • Mr. Preetam
46.	Annual Report/Monthly News Letter	• Dr. Roopa (C) • Sh. Sunil Kumar
47.	Construction & Maintenance, Inspection and other development work of College Building and Dilapidation & works related with PWD	• Dr. Sanjay Kumar (C) • Dr. Krishan Kumar • Dr. Rajbir • Dr. Seema Pandey <i>Seema</i>
48.	Science Exhibition	• Dr. Punam Devi Bagi(C) • Dr. Manju (Geo.) <i>Manju</i> • Dr. Komal • Ms. Seema • Dr. Harneet Kaur • Ms. Neha Bansal
49.	Lab upgradation	• All HOD's having Labs
50.	Sports Board	• The First Five Senior Faculty members including Dr. Rajbir
51.	Canteen Committee	• Dr. Rajiv Kumar(C) • Dr. Manjit Kaur • Dr. Rajbir
52.	College Library Committee	• Ms. Preeti (C) • Mr. Vinay Kumar Pathak • Ms. Vandana Saini • Dr. Hardish Kaur • Ms. Pushpanjali
53.	Cleanliness, Beautification and Decoration Committee	(Cleanliness and Beautification) • Dr. Rekha Rani (C) <i>Rekha</i> • Ms. Monika • Ms. Manisha • Dr. Sarvjeet Kaur (Decoration) • Dr. Shreshtha (C) • Ms. Preeti Sharma • Mr. Satish (Mali)
54.	Stage Secretary	• Dr. Sunil Kumar • Ms Monika
55.	Alumni Coordination Cell	• Dr. Krishan Kumar(C) • Dr. Seema Pandey <i>Seema</i> • Dr. Sapna
56.	Anti-Ragging and Discipline	• Ms. Shama Rani(C) • Dr. Manju Devi <i>Manju</i> • Ms. Preeti • Dr. Sarvjeet Kaur • Ms. Preeti Sharma

57.	Maintenance of IT Solution, Biometric, BSNL & Lease line/Internet Connection, E-Learning and ICT Computing Skills	• Ms. Reena Rani(C) • Mrs. Pooja Bhorla • Dr. Harneet Kaur • Ms. Neha Bansal • Mr. Neeraj Kumar (LA)
58.	Staff Room In charge	• Dr. Sarvjeet Kaur (C) • Ms. Neha Bansal
59.	Auction, Disposal	• Sh. Satbir Singh(C) • Ms. Vandana Saini • Ms. Preeti • Ms. Pooja Rani
60.	Internal Complaint Committee, Prevention of Sexual Harassment& Grievance Redressal and Anti-Corruption	• Dr. Roopa Gupta (C) • Mrs. Bir Inder Kaur • Dr. Krishan Kumar • Dr. Seema Pandey <i>Seema</i> • Ms. Komal Garg (Two Non-Teaching Staff members, One NGO/ Advocate & three Student representatives are associated with ICC)
61.	Soft Skills, and Language Lab	• Dr. Roopa (C) • Ms. Pooja Rani
62.	My Bharat Portal/ Ek Bharat Shreshth Bharat	• Ms. Monika (C) • Dr. Shreshtha (Co-conv.) • Ms. Pooja Rani • Ms. Neha Bansal
63.	Life Skills, / NTF/ Counseling Cell #Let's Talk	• Dr. Punam Devi Bagi(C) • Dr. Sapna
64.	Entrepreneurship Development and Innovation Cell	• Dr. Manju Devi (C) <i>Manju</i> • Dr. Shreshtha • Ms. Reena Rani • Dr. Hardish Kaur
65.	CM Grievances/Jansamvaad/ District Administration Meetings and related works	• Dr. Sanjay Kumar(C) • Dr. Rajbir
66.	Legal literacy Cell	• Ms. Vandana(C) • Dr. Hardish Kaur • Ms. Neha Bansal

Note: These committees will start working w.e.f. 11/07/2026. All are further directed to take over the charge from previous Incharge immediately.

Copy to:

Chief Proctor

Bursar

IQAC

Office Clerk

Shu
Principal
Govt. College for Girls,
Palwal(Kurukshetra)