

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

**ANNUAL STAFF DUTY LIST**

SESSION 2022-23

Memo No. 6215

Dated: 1.08.2022

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	<ul style="list-style-type: none"><li>• Dr. Meenakshi</li><li>• Mrs. Birlinder Kaur</li><li>• Dr. Punam Devi Bagi</li><li>• Dr. Krishan Kumar</li><li>• Dr. Iqbal Kaur</li></ul>
2.	Bursar	<ul style="list-style-type: none"><li>• Sh. Satbir Singh</li></ul>
3.	S.P.I.O.	<ul style="list-style-type: none"><li>• Mrs. Birlinder Kaur</li></ul>
4.	A.S.P.I.O.	<ul style="list-style-type: none"><li>• Mr. Rajiv Kumar (Steno)</li></ul>
5.	Staff Secretary	<ul style="list-style-type: none"><li>• Dr. Krishan Kumar</li></ul>
6.	Social Secretary	<ul style="list-style-type: none"><li>• Dr. Rajiv Kumar</li></ul>
7.	Office Registrar	<ul style="list-style-type: none"><li>• Dr. Shreshtha</li><li>• Mr. Vinay</li></ul>
8.	AISHE /Prayaas	<ul style="list-style-type: none"><li>• Dr. Punam Devi Bagi (Convener)</li><li>• Dr. Sapna</li></ul>
9.	UGC/NAAC/RUSA	<ul style="list-style-type: none"><li>• Dr. Punam Devi Bagi (Convener)</li><li>• Dr. Iqbal Kaur</li><li>• Dr. Manju</li><li>• Dr. Shreshtha Muraal</li><li>• Ms. Amita</li><li>• Ms. Manisha</li><li>• Dr. Sapna</li><li>• Ms Monika</li><li>• Ms Pooja Rani</li></ul>
10.	I.Q.A.C./ AEPIC( Academic and extra-Curricular Planning and Implementation Committee	<ul style="list-style-type: none"><li>• Mrs. Birlinder Kaur (C)</li><li>• Dr. Punam Devi Bagi</li><li>• Dr Iqbal Kaur</li><li>• Dr. Rajiv Kumar</li><li>• Dr. Seema Pandey</li></ul>
11.	Chief Proctor & Tutor/Mentor	<ul style="list-style-type: none"><li>• Mrs. Birlinder Kaur</li></ul>

12.	University Affairs	<ul style="list-style-type: none"> <li>• Dr. Naresh Kumar Nain (C)</li> <li>• Ms. Komal</li> <li>• Sh. Vinay Kumar</li> <li>• Ms. Preeti</li> <li>• Ms Pooja Rani</li> <li>• Ms. Preeti Sharma</li> <li>• Dr. Seema Nahar</li> </ul>
	House Examination/Internal Assessment	<ul style="list-style-type: none"> <li>• Ms Manjit Kaur(C)</li> <li>• Dr. Sunil Thua</li> <li>• Ms. Manisha</li> <li>• Dr. Satish Garg</li> </ul>
	Forms Attestation	<ul style="list-style-type: none"> <li>• Dr. Naresh Kumar Nain</li> <li>• Ms. Preeti</li> </ul>
13.	Purchase Committee	<ul style="list-style-type: none"> <li>• Mrs. BirInder Kaur(C)</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Rajiv Kumar</li> <li>• Dr. Seema Pandey</li> <li>• Dr. Sapna</li> </ul>
14.	GeM	<ul style="list-style-type: none"> <li>• Dr. Sapna</li> <li>• Ms. Pooja Bhoria</li> <li>• Ms. Monika</li> </ul>
15.	All types of Printing	<ul style="list-style-type: none"> <li>• Dr. Shreshtha Muraal</li> <li>• Ms. Komal</li> <li>• Mr. Vinay</li> </ul>
16.	College Magazine	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar(C)</li> <li>• Dr. Seema Pandey</li> <li>• Ms. Manjit Kaur</li> <li>• Dr. Devender</li> <li>• Dr. Sunil Thua</li> <li>• Mrs. BirInder Kaur ( Advisor)</li> </ul>
17.	Women Cell/Gender Sensitization Cell and Youth Cell	<ul style="list-style-type: none"> <li>• Ms. Komal (C)</li> <li>• Dr. Shreshtha Muraal</li> <li>• Ms. Monika</li> <li>• Ms. Pooja Rani</li> <li>• Dr. Seema Dixit</li> <li>• Ms. Preeti Sharma</li> </ul>
18.	Placement Cell/Career Counseling	<ul style="list-style-type: none"> <li>• Ms. Monika(C)</li> <li>• Ms. Komal</li> <li>• Sh. Vinay Kumar</li> <li>• Ms. Preeti</li> <li>• Ms. Preeti Sharma</li> </ul>
19.	N.S.S.	<ul style="list-style-type: none"> <li>• Dr. Seema Pandey(P.O)</li> <li>• Ms. Komal</li> <li>• Ms Monika</li> <li>• Ms. Pooja</li> <li>• Dr. Naveeta</li> </ul>

		<ul style="list-style-type: none"> <li>• Sh. Rajiv ( Clerk)</li> <li>• Mr. Naresh (Peon)</li> </ul>
20.	Advisory Board(NSS, Women Cell, Placement Cell, Legal Literacy and ED Cell	<ul style="list-style-type: none"> <li>• Dr. Meenakshi</li> <li>• Mrs. Birlinder Kaur</li> </ul>
21.	Legal Literacy Cell	<ul style="list-style-type: none"> <li>• Dr. Preeti(C)</li> <li>• Dr. Seema Dixit</li> <li>• Ms. Preeti Sharma</li> </ul>
22.	Property Incharge	<ul style="list-style-type: none"> <li>• Dr. Satish Garg (C)</li> <li>• Dr. Rajbir</li> <li>• Ms. Manjit Kaur</li> </ul>
23.	Time Table , Workload	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur(C)</li> <li>• Dr. Manju</li> <li>• Dr. Seema Pandey</li> <li>• Dr. Naveeta Adlakha</li> <li>• Ms. Seema Nahar</li> </ul>
24.	Subject Change	<ul style="list-style-type: none"> <li>• Dr. Naveeta Adlakha(C)</li> <li>• Ms. Pooja Bhoria</li> <li>• Ms. Manisha</li> </ul>
25.	SC Scholarship	<ul style="list-style-type: none"> <li>• Mrs. Manjit Kaur(C)</li> <li>• Ms. Pooja Bhoria</li> </ul>
26.	BC Scholarship	<ul style="list-style-type: none"> <li>• Ms. Amita Rani(C)</li> <li>• Dr. Naveeta Adlakha</li> </ul>
27.	Other Scholarship	<ul style="list-style-type: none"> <li>• Dr. Manju (C)</li> <li>• Dr. Seema Dixit</li> </ul>
28.	SC/BC/Persons with Disability Welfare Cell	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Ms Manjit Kaur</li> <li>• Ms. Amita Rani</li> <li>• Dr. Sunil</li> </ul>
29.	Court Case	<ul style="list-style-type: none"> <li>• Dr. Rajiv Kumar (C)</li> <li>• Dr. Jitender</li> <li>• Dr. Rajbir</li> <li>• Dr. Satish Kumar Garg</li> </ul>
30.	Prizes, Photography, Tent, Shamina, Seating Arrangement and Sound system	<ul style="list-style-type: none"> <li>• Dr. Jitender(C)</li> <li>• Dr. Devender</li> <li>• Sh. Sunil Kumar</li> </ul>
31.	Public Relation	<ul style="list-style-type: none"> <li>• Dr. Sunil Kumar</li> <li>• Dr. Seema Dixit</li> <li>• Ms. Amita Rani</li> </ul>
32.	Important Day Celebrations	<ul style="list-style-type: none"> <li>• Dr. Devender</li> <li>• Dr. Sunil Kumar</li> <li>• Dr. Seema Pandey</li> <li>• Dr. Shreshtha Muraal</li> <li>• Ms. Pooja</li> <li>• Ms. Preeti</li> </ul>
33.	Bus Pass/Voter	<ul style="list-style-type: none"> <li>• Sh. Vinay Kumar</li> </ul>

	Card/Aadhaarcard/PPP/Passport/Driving License	<ul style="list-style-type: none"> <li>• Ms. Manisha</li> <li>• Ms. Preeti</li> <li>• Ms. Pooja Rani</li> <li>• Ms. Preeti Sharma</li> </ul>
34.	Youth Red Cross/Red Ribbon Club & Dispensary	<ul style="list-style-type: none"> <li>• Ms. Pooja Rani(C)</li> <li>• Ms Komal</li> <li>• Ms. Manisha</li> <li>• Dr. Seema Pandey (Advisor)</li> </ul>
35.	Road Safety and Traffic Interpretations Centre	<ul style="list-style-type: none"> <li>• Ms.Pooja Bhoria</li> <li>• Dr. Devender</li> </ul>
36.	Tour Committee	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar(C)</li> <li>• Ms. Preeti</li> <li>• Dr. Rajbir</li> <li>• Ms Komal</li> <li>• Ms. Monika</li> <li>• Ms. Birinder Kaur(Advisor)</li> </ul>
37.	Lecture Shortage & Absentee Fine	<ul style="list-style-type: none"> <li>• Dr. Jitender (C)</li> <li>• Ms. Pooja Rani</li> <li>• Ms Amita</li> </ul>
38.	Refreshment Committee	<ul style="list-style-type: none"> <li>• Ms. Amita(C)</li> <li>• Dr. Devender</li> <li>• Dr. Seema Dixit</li> <li>• Preeti Sharma</li> </ul>
39.	Cultural Committee	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Manju</li> <li>• Dr. Devender</li> <li>• Dr. Sunil Kumar</li> <li>• Ms. Seema Nahar</li> <li>• Dr. Seema Dixit</li> <li>• Dr. Sapna</li> <li>• Ms. Preeti</li> <li>Advisors:</li> <li>• Mrs. Birinder Kaur</li> </ul>
40.	Earn While You Learn Scheme	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Manju</li> <li>• Ms. Pooja Bhoria</li> <li>• Ms. Seema Nahar</li> <li>Advisory Board:</li> <li>• All IQAC Members</li> </ul>
41.	Eco Club/Nature Interpretation/Green Campus /Harit Haryana Unnat Haryana	<ul style="list-style-type: none"> <li>• Dr. Manju (C)</li> <li>• Mr. Naresh Kumar Nain</li> </ul>
42.	Outsourcing Policy-I/II/Apprentice and Extension Lecturer	<ul style="list-style-type: none"> <li>• Dr. Rajiv Kumar (C)</li> <li>• Ms. Manjit Kaur</li> <li>• Dr. Rajbir</li> <li>• Dr. Devender</li> </ul>

		<ul style="list-style-type: none"> <li>• Dr. Satish Garg</li> </ul>
43.	Income Tax Verification	<ul style="list-style-type: none"> <li>• Ms. Amita(C)</li> <li>• Ms Manisha</li> <li>• Dr. Jitender</li> <li>• Ms. Preeti Sharma</li> <li>• Dr. Satbir Singh(Advisor)</li> </ul>
44.	Public Health (Water and Sanitation)	<ul style="list-style-type: none"> <li>• Dr. Jitender Kumar</li> <li>• Dr. Devender</li> <li>• Mr. Sandeep( Peon)</li> </ul>
45.	Web Portal, HRMS, MIS, LMS	<ul style="list-style-type: none"> <li>• Dr. Sapna (C)</li> <li>• Ms. Pooja Bhoria</li> <li>• Mr. Rajiv( Steno)</li> </ul>
46.	Annual Report	<ul style="list-style-type: none"> <li>• Ms Monika</li> <li>• Dr. Sunil Kumar</li> </ul>
47.	Construction and Maintenance of College Building and Dilapidation	<ul style="list-style-type: none"> <li>• Dr. Punam Devi Bagi(C)</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Rajiv Kumar</li> <li>• Dr. Manju</li> <li>• Ms. Manjit Kaur</li> <li>• Dr. Seema Dixit</li> </ul>
48.	Science Exhibition/ Lab Upgradation	<ul style="list-style-type: none"> <li>• Dr. Punam Devi Bagi(C)</li> <li>• Dr. Manju</li> <li>• Dr. Sapna</li> <li>• Dr. Satish Garg</li> <li>• Ms. Seema Nahar</li> </ul>
49.	Sports Board	<ul style="list-style-type: none"> <li>• Dr. Rajbir</li> <li>• Dr. Rajiv Kumar</li> <li>• Dr. Jitender</li> <li>• Dr. Devender</li> <li>• Dr. Seema Dixit</li> <li>• Mr. Naresh Kumar Nain</li> <li>• Dr. Satish Garg</li> </ul>
50.	Canteen Committee	<ul style="list-style-type: none"> <li>• Dr. Rajbir(C)</li> <li>• Dr. Jitender</li> <li>• Sh. Naresh Kumar Nain</li> </ul>
51.	Library Committee	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar (C)</li> <li>• Dr. Naveeta Adlakha</li> <li>• Dr. Sunil Kumar</li> <li>• Ms. Preeti</li> </ul> <p><u>Advisory Board</u></p> <p><u>All IQAC Members</u></p>
52.	Result Verification Committee	<ul style="list-style-type: none"> <li>• Dr. Rajiv Kumar(C)</li> <li>• Ms. Manjit Kaur</li> <li>• Ms. Amita Rani</li> <li>• Ms. Pooja Rani</li> <li>• Ms Pooja Bhoria</li> </ul>

53.	Physical Verification Committee	<ul style="list-style-type: none"> <li>• Dr. Satish Garg (C)</li> <li>• Ms. Komal</li> <li>• Mr. Vinay Kumar Pathak</li> </ul>
54.	Beautification, Cleanliness of Campus	<ul style="list-style-type: none"> <li>• Ms. Pooja(C)</li> <li>• Dr. Devender</li> <li>• Ms Manisha</li> <li>• Ms. Pooja Bhoria</li> <li>• Ms. Seema Nahar</li> </ul>
55.	Decoration	<ul style="list-style-type: none"> <li>• Dr. Shreshtha(C)</li> <li>• Sh. Vinay Kumar</li> <li>• Ms. Preeti Sharma</li> </ul>
56.	Maintenance of IT solution	<ul style="list-style-type: none"> <li>• Dr. Sapna(C)</li> <li>• Ms Pooja Bhoria</li> <li>• Ms Manisha</li> <li>• Mr. Naresh Kumar Nain</li> </ul>
57.	Stage Secretary	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar</li> <li>• Ms Monika</li> </ul>
58.	ED Cell/AtamNirbhar Haryana	<ul style="list-style-type: none"> <li>• Dr. Shreshtha Mural(C)</li> <li>• Ms. Komal</li> <li>• Dr. Monika</li> <li>• Mr. Vinay</li> </ul>
59.	Alumni Coordination Cell	<ul style="list-style-type: none"> <li>• Dr. Punam Devi Bagi(C)</li> <li>• Dr. Iqbal Kaur</li> <li>• Dr. Seema Pandey</li> <li>• Ms Manjit Kaur</li> <li>• Dr. Shreshtha Muraal</li> <li>• Dr. Sapna</li> <li>• Ms. Seema Nahar</li> </ul>
60.	Discipline	<ul style="list-style-type: none"> <li>• Dr. Rajbir (C)</li> <li>• Sh. Satbir Singh</li> <li>• Ms. Amita Rani</li> <li>• Ms. Preeti</li> <li>• Dr. Jitender</li> <li>• Mr. Naresh Nain</li> <li>• Dr. Satish Garg</li> <li>• Ms. Seema Nahar</li> </ul>
61.	Biometric/BSNL/Internet/ Dongle Recharge	<ul style="list-style-type: none"> <li>• Ms Manisha (C)</li> <li>• Mr. Vinay Kumar Pathak</li> <li>• Dr. Naveeta Adlakha</li> </ul>
62.	Compulsory Computer Education/E-Learning/Edusat /Smart Class Room	<ul style="list-style-type: none"> <li>• Dr. Sapna</li> <li>• Ms Pooja Bhoria</li> <li>• Dr. Naveeta Adlakha</li> </ul>
63.	Staff Room In charge	<ul style="list-style-type: none"> <li>• Dr. Jitender(C)</li> <li>• Dr. Seema Dixit</li> </ul>

64.	Auction/Disposal	<ul style="list-style-type: none"> <li>• Dr. Rajbir(C)</li> <li>• Mr. Naresh Nain</li> <li>• Ms. Pooja Rani</li> </ul>
65.	Attendance Verification of Outsourcing Employee/ Apprentice	<ul style="list-style-type: none"> <li>• Dr. Rajiv Kumar</li> </ul>
	Attendance Verification of Extension Lecture	<ul style="list-style-type: none"> <li>• Head of Concerned Department</li> </ul>
66.	Electricity Repair, Generator,AC/ Solar Power Plant	<ul style="list-style-type: none"> <li>• Dr. Rajbir</li> <li>• Mr. Naresh Nain</li> <li>• Dr. Naveeta Adlakha</li> <li>• Ms. Seema Nahar</li> </ul>
67.	Prevention of Sexual Harassment/Internal Complaint Committee/Anti Ragging /Grievance Cell	<ul style="list-style-type: none"> <li>• Dr. Meenakshi(C)</li> <li>• Mrs. Birinder Kaur</li> <li>• Dr. Punam Devi Bagi</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Seema Pandey</li> <li>• Ms. Komal</li> </ul>
68.	Value Added Courses/Certificate Courses	<ul style="list-style-type: none"> <li>• Dr. Punam Devi Bagi</li> <li>• Dr. Satbir Singh</li> <li>• Dr. Shreshtha</li> <li>• Ms. Monika</li> </ul>
69.	Soft Skills/Life Skills/ Language Communication Skills/ ICT Computing Skills/ Language Lab	<ul style="list-style-type: none"> <li>• Dr. Sapna</li> <li>• Ms. Pooja Rani</li> </ul>
70.	E-Waste/ Chemical Waste Management Committee	<ul style="list-style-type: none"> <li>• Dr. Satish Garg</li> <li>• Dr. Seema Nahar</li> <li>•</li> </ul>
71.	Counseling Cell #Let's Talk	<ul style="list-style-type: none"> <li>• Dr. Punam Devi Bagi</li> </ul>

**Note:** These committees will start working with immediate effect. All are further requested to take over the charge from previous in charge latest by 17/08/2022.

**Copy to:**

Chief Proctor

Bursar

Office Clerk

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