

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

**ANNUAL STAFF DUTY LIST**

SESSION 2022-23

Memo No. 7149

Dated: 06/02/2023

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	<ul style="list-style-type: none"><li>• Dr. Meenakshi</li><li>• Dr. Roopa Mangal</li><li>• Mrs. Birlinder Kaur</li><li>• Dr. Punam Devi Bagi</li><li>• Dr. Krishan Kumar</li></ul>
2.	Bursar	<ul style="list-style-type: none"><li>• Sh. Satbir Singh</li></ul>
3.	S.P.I.O. A.S.P.I.O. Secretarial staff for RTI	<ul style="list-style-type: none"><li>• Dr. Meenakshi</li><li>• Mrs. Birlinder Kaur</li><li>• Ms. Neha (Clerk)</li></ul>
4.	Office Registrar	<ul style="list-style-type: none"><li>• Mrs. Birlinder Kaur</li><li>• Sh. Satbir Singh</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.	Principal Office Incharge	<ul style="list-style-type: none"><li>• Dr. Shreshtha Muraal</li><li>• Mr. Sandeep (Peon)</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 and 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. Sapna</li><li>• Dr. Seema Devi</li><li>• Dr. Shrestha Muraal</li><li>• Ms. Amita</li><li>• Ms. Manisha</li><li>• Ms Monika</li><li>• Ms. Seema (Chem.)</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. Manju</li><li>• Dr. SeemaPandey</li><li>• Dr. Ravinder Singh (Chairman, Haryana State SC Commision)</li><li>• Mrs. Mafi Devi (Sarpanch, Village Palwal)</li><li>• Monika , MA History</li><li>• Kuljeet Kaur, M.Com</li></ul>
11.	Chief Proctor & Tutor/Mentor	<ul style="list-style-type: none"><li>• Dr. Meenakshi</li></ul>
12.	Sahyog Samiti	<ul style="list-style-type: none"><li>• Dr. Meenakshi</li><li>• Dr. Roopa Mangal</li><li>• Mrs. Birlinder Kaur</li><li>• Dr. Punam Devi Bagi</li><li>• Dr. Krishan Kumar</li><li>•</li></ul>

13.	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. SeemaNahar</li> </ul>
	House Examination/Internal Assessment	<ul style="list-style-type: none"> <li>• Ms. Manjit Kaur(C)</li> <li>• Sh. Sunil Thua</li> <li>• Ms. Manisha</li> <li>• Dr. SatishGarg</li> </ul>
	Forms Attestation	<ul style="list-style-type: none"> <li>• Sh. Naresh Kumar Nain</li> <li>• Ms. Preeti</li> </ul>
14.	Purchase Committee	<ul style="list-style-type: none"> <li>• Dr. Meenakshi (C)</li> <li>• Dr. Roopa Mangal</li> <li>• Mrs. Birlinder Kaur</li> <li>• Dr. Punam Bagi</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Sapna</li> <li>• Sh. Satbir Singh</li> </ul>
15.	GeM	<ul style="list-style-type: none"> <li>• Dr. Sapna</li> <li>• Ms. PoojaBhoria</li> <li>• Ms. Monika</li> <li>• Dr. Meenakshi ( Advisor)</li> </ul>
16.	All types of Printing	<ul style="list-style-type: none"> <li>• Dr. ShreshthaMuraal</li> <li>• Ms. Komal</li> <li>• Mr. Vinay Kumar Pathak</li> </ul>
17.	College Magazine	<ul style="list-style-type: none"> <li>• Dr. Roopa Mangal (C)</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Seema Pandey</li> <li>• Dr. Satish Kumar</li> <li>• Dr. Meenakshi ( Advisor)</li> <li>• Mrs. Birlinder Kaur ( Advisor)</li> </ul>
18.	Women Cell, Gender Sensitization Cell and Youth Cell	<ul style="list-style-type: none"> <li>• Ms. Komal (C)</li> <li>• Dr. ShreshthaMuraal</li> <li>• Ms. Monika</li> <li>• Ms. Pooja Rani</li> <li>• Dr. Seema Devi</li> <li>• Ms. Preeti Sharma</li> <li>• Alipa, BA III</li> <li>• Riya, B.Com III</li> </ul>
19.	Placement Cell, Career Counseling	<ul style="list-style-type: none"> <li>• Dr. Manju (C)</li> <li>• Ms. Monika</li> <li>• Ms. Komal</li> <li>• Dr. Rajbir</li> <li>• Ms. Preeti</li> <li>• Ms. Preeti Sharma</li> </ul>
20.	N.S.S.	<ul style="list-style-type: none"> <li>• Dr. SeemaPandey(P.O)</li> <li>• Ms. Komal</li> <li>• Sh. Rajiv ( Clerk)</li> <li>• Mr. Naresh (Peon)</li> <li>• Ms. Deepall, B.Com III</li> </ul>

		<ul style="list-style-type: none"> <li>• Ms. Tamanna, BSc III</li> </ul>
21.	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>
22.	Legal Literacy Cell	<ul style="list-style-type: none"> <li>• Dr. Roopa Mangal (C)</li> <li>• Ms. Preeti</li> <li>• Dr. Seema Devi</li> <li>• Ms. Preeti Sharma</li> </ul>
23.	Property Incharge	<ul style="list-style-type: none"> <li>• Dr. SatishGarg (C)</li> <li>• Dr. Rajbir</li> <li>• Ms. Manjit Kaur</li> </ul>
24.	Time Table , Workload	<ul style="list-style-type: none"> <li>• Dr. Satish Garg (C)</li> <li>• Dr. Krishan Kumar</li> <li>• Ms. Manisha</li> <li>• Dr. NaveetaAdlakha</li> <li>• Mrs. SeemaNahar</li> </ul>
25.	Subject Change	<ul style="list-style-type: none"> <li>• Dr. NaveetaAdlakha(C)</li> <li>• Ms. PoojaBhoria</li> <li>• Ms. Manisha</li> </ul>
26.	SC Scholarship	<ul style="list-style-type: none"> <li>• Mrs. Manjit Kaur(C)</li> <li>• MsPoojaBhoria</li> </ul>
27.	BC Scholarship	<ul style="list-style-type: none"> <li>• Ms. Amita Rani(C)</li> <li>• Dr. NaveetaAdlakha</li> </ul>
28.	Other Scholarship	<ul style="list-style-type: none"> <li>• Dr. Manju (C)</li> <li>• Ms. Pooja Rani</li> </ul>
29.	Maitri Club, SC/BC/Persons with Disability Welfare Cell	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• MsManjit Kaur</li> <li>• Ms. Amita Rani</li> <li>• Sh. Satbir</li> <li>• Sh. Sunil Kumar</li> <li>• Mr. Naresh Kumar Nain</li> <li>• Mr. Vinay Kumar Pathak</li> </ul>
30.	Court Case, Updation of Litigation Management System(LMS)	<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>
31.	Prizes	<ul style="list-style-type: none"> <li>• Dr. Roopa Mangal (C)</li> <li>• Dr. Punam Devi</li> <li>• Dr. Iqbal Kaur</li> <li>• Dr. Naveeta</li> <li>• Mr. Naresh Kumar Nain</li> <li>• Mrs. Pooja</li> <li>• Ms. Preeti (Pol. Sc.)</li> <li>• Mrs. Preeti Sharma</li> </ul>
32.	Photography, Tent, Shamina, Seating Arrangement and Sound system	<ul style="list-style-type: none"> <li>• Dr. Jitender(C)</li> <li>• Sh. Sunil Kumar</li> <li>• Mr. Vinay Kumar</li> </ul>
33.	Public Relation	<ul style="list-style-type: none"> <li>• Sh. Sunil Kumar (C)</li> <li>• Dr. Seema Devi</li> <li>• Ms. Amita Rani</li> <li>• Ms. Monika</li> </ul>
34.	Important Day Celebrations	<ul style="list-style-type: none"> <li>• Dr. Rajbir (C)</li> <li>• Sh. Sunil Kumar</li> <li>• Dr. SeemaPandey</li> </ul>

		<ul style="list-style-type: none"> <li>• Dr. Satish Kumar Garg</li> <li>• Ms. Pooja</li> <li>• Ms. Preeti</li> <li>• Mrs. Preeti Sharma</li> </ul>
35.	Bus Pass, Voter Card, Aadhaar Card, PPP, Passport, Driving License	<ul style="list-style-type: none"> <li>• Sh. Vinay Kumar</li> <li>• Ms. Manisha</li> <li>• Ms. Preeti</li> <li>• Ms. Pooja Rani</li> <li>• Ms. Preeti Sharma</li> </ul>
36.	Anti-Tobacco and Drug Cell, Dhakad Scheme	<ul style="list-style-type: none"> <li>• Sh. Sunil</li> <li>• Dr. Seema Dixit</li> </ul>
37.	Youth Red Cross/Red Ribbon Club & Dispensary	<ul style="list-style-type: none"> <li>• Dr. Naveeta Adlakha(C)</li> <li>• Ms. Komal</li> <li>• Ms. Pooja</li> <li>• Ms. Manisha</li> <li>• Ms. Preeti Sharma</li> <li>• Ms. Seema</li> <li>• Dr. Seema Pandey (Advisor)</li> </ul>
38.	Road Safety and Traffic Interpretation Centre	<ul style="list-style-type: none"> <li>• Ms. Pooja Bhoria</li> <li>• Mr. Naresh Kumar Nain</li> </ul>
39.	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>• Mrs. Birinder Kaur(Advisor)</li> </ul>
40.	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>
41.	Refreshment Committee	<ul style="list-style-type: none"> <li>• Ms. Amita(C)</li> <li>• Dr. Naveeta</li> <li>• Dr. Seema Devi</li> <li>• Dr. Rajbir</li> <li>• Preeti Sharma</li> </ul>
42.	Cultural Committee	<ul style="list-style-type: none"> <li>• Ms. Monika(C)</li> <li>• Sh. Sunil Kumar</li> <li>• Dr. Seema Devi</li> <li>• Mrs. Seema</li> <li>• Dr. Sapna</li> <li>• Ms. Preeti</li> <li>• Mrs. Preeti Sharma</li> <li>Advisors:</li> <li>• Dr. Meenakshi</li> <li>• Mrs. Birinder Kaur</li> </ul>
43.	Earn While You Learn Scheme	<ul style="list-style-type: none"> <li>• Mrs. Birinder Kaur(C)</li> <li>• Dr. Manju</li> <li>• Dr. Seema Pandey</li> <li>• Ms. Pooja Bhoria</li> <li>• Dr. Seema Nahar</li> <li>Advisory Board:</li> <li>• All IQAC Members</li> </ul>
44.	Eco Club, Nature Interpretation, Green Campus, Harit Haryana Unnat Haryana, Rain Water	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Manju</li> </ul>

Rain water

	Harvesting, garbage Pit ,Vermicompost Pit, Green Audit	<ul style="list-style-type: none"><li>• Dr. Rajbir</li><li>• Mr. Naresh Kumar Nain</li><li>• Mrs. Seema</li></ul>
45.	Outsourcing Policy-I/II,Apprentice and Extension Lecturer	<ul style="list-style-type: none"><li>• Dr. Rajiv Kumar (C)</li><li>• Dr. Rajbir</li><li>• Sh. Sunil Kumar</li><li>• Dr.SatishGarg</li></ul>
46.	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>
47.	Public Health (Water and Sanitation),Beautification, Cleanliness of Campus	<ul style="list-style-type: none"><li>• Dr. Jitender Kumar (C)</li><li>• Ms. Pooja</li><li>• Ms. Pooja Bhoria</li><li>• Dr. Seema Nahar</li><li>• Mr. Sandeep( Peon)</li></ul>
48.	Web Portal, HRMS, MIS	<ul style="list-style-type: none"><li>• Dr. Sapna (C)</li><li>• Ms. PoojaBhoria</li><li>• Mr. Rajiv( Steno)</li></ul>
49.	NEP and Learning Management System (LMS)	<ul style="list-style-type: none"><li>• Dr. Meenakshi (C)</li><li>• Sh. Satbir</li><li>• Dr. Manju</li><li>• Dr. Satish Garg</li><li>• Ms. Komal</li><li>• Ms. Pooja (CS)</li><li>• Ms. Monika</li></ul>
50.	Research Development Cell	<ul style="list-style-type: none"><li>• Dr. Meenakshi</li><li>• Dr. Punam</li><li>• Dr. Krishan</li><li>• Dr. Rajiv Kumar</li><li>• Dr. Satish</li><li>• Dr. Seema Pandey</li></ul>
51.	Annual Report	<ul style="list-style-type: none"><li>• Ms Monika</li><li>• Sh. Sunil Kumar</li></ul>
52.	Construction and Maintenance of College Building and Dilapidation	<ul style="list-style-type: none"><li>• Dr. Rajiv Kumar (C)</li><li>• Dr. Krishan Kumar</li><li>• Dr. Manju</li><li>• Ms. Manjit Kaur</li><li>• Dr. Rajbir</li><li>• Dr. Seema Devi</li></ul>
53.	Science Exhibition, Lab Upgradation	<ul style="list-style-type: none"><li>• Dr. Punam Devi Bagi(C)</li><li>• Dr. Satish Garg (Co-Convener)</li><li>• Dr. Manju</li><li>• Dr. Sapna</li><li>• Dr. SeemaNahar</li></ul>
54.	Sports Board	<ul style="list-style-type: none"><li>• Dr. Meenakshi</li><li>• Mrs. Bir Inder kaur</li><li>• Dr. Rajbir</li><li>• Dr. Rajiv Kumar</li></ul>
55.	Canteen Committee	<ul style="list-style-type: none"><li>• Dr. Rajbir(C)</li><li>• Dr. Jitender</li><li>• Sh. Naresh Kumar Nain</li></ul>

56.	College Library Committee	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar (C)</li> <li>• Dr. NaveetaAdlakha</li> <li>• Dr. Seema Devi</li> <li>• Dr. Sunil Kumar</li> <li>• Ms. Preeti</li> </ul>
57.	Result Verification Committee and Student Legacy System	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Rajiv Kumar</li> <li>• Ms. Manjit Kaur</li> <li>• Ms. Amita Rani</li> <li>• Ms. PoojaRani</li> <li>• Ms. PoojaBhoria</li> <li>• MS. Seema Nahar</li> </ul>
58.	Physical Verification Committee	<ul style="list-style-type: none"> <li>• Dr. SatishGarg (C)</li> <li>• Ms. Komal</li> <li>• Mr. Vinay Kumar Pathak</li> </ul>
59.	Decoration	<ul style="list-style-type: none"> <li>• Dr. Shreshtha(C)</li> <li>• Ms. Preeti Sharma</li> <li>• MsRenu (LA)</li> <li>• Mr. Satish (Mali)</li> </ul>
60.	Maintenance of IT solution	<ul style="list-style-type: none"> <li>• Dr. Sapna(C)</li> <li>• Ms. PoojaBhoria</li> <li>• Ms. Manisha</li> <li>• Mr. Naresh Kumar Nain</li> </ul>
61.	Stage Secretary	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar</li> <li>• Ms Monika</li> </ul>
62.	Entrepreneurship Development Cell, Atam Nirbhar 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>
63.	Alumni Coordination Cell	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Rajiv</li> <li>• Dr. Rajbir</li> <li>• Dr. SeemaPandey</li> <li>• Ms. Manjit Kaur</li> <li>• Dr. ShreshthaMuraal</li> <li>• Dr. Sapna</li> <li>• Dr. SeemaNahar</li> </ul>
64.	Discipline	<ul style="list-style-type: none"> <li>• Dr. Rajbir (C)</li> <li>• Ms. Amita Rani</li> <li>• Ms. Preeti</li> <li>• Dr. Jitender</li> <li>• Mr. Naresh Nain</li> <li>• Dr. Satish Garg</li> </ul>
65.	Biometric ,BSNL, Internet, Dongle Recharge	<ul style="list-style-type: none"> <li>• Ms. Manisha (C)</li> <li>• Mr. Vinay Kumar Pathak</li> <li>• Dr. NaveetaAdlakha</li> <li>• Mr. Neeraj Kumar (LA)</li> </ul>
66.	Compulsory Computer Education/E-Learning/Edusat, Smart Class Room	<ul style="list-style-type: none"> <li>• Dr. Naveeta Adlakha (C)</li> <li>• Dr. Sapna</li> <li>• Ms. PoojaBhoria</li> </ul>

67.	Staff Room In charge	<ul style="list-style-type: none"> <li>• Dr. Jitender(C)</li> <li>• Dr. Seema Devi</li> </ul>
68.	Auction, Disposal	<ul style="list-style-type: none"> <li>• Dr. Rajbir(C)</li> <li>• Mr. Naresh Nain</li> <li>• Ms. Pooja Rani</li> </ul>
69.	Electricity Repair, Generator,AC, Solar Power Plant	<ul style="list-style-type: none"> <li>• Dr. Rajbir(C)</li> <li>• Mr. Naresah Nain</li> <li>• Dr. NaveetaAdlakha</li> <li>• Dr. SeemaNahar</li> </ul>
70.	Prevention of Sexual Harassment and Internal Complaint Committee	<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. SeemaPandey</li> <li>• Ms. Komal</li> </ul>
71.	Anti Ragging, Grievance Redressal Cell	<ul style="list-style-type: none"> <li>• Dr. Roopa Mangal (C)</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Rajiv</li> <li>• Ms. Manjit Kaur</li> <li>• Dr. Rajbir</li> </ul>
72.	Value Added Courses, Certificate Courses	<ul style="list-style-type: none"> <li>• All HoD'S</li> </ul>
73.	Soft Skills, Life Skills, ICT Computing Skills	<ul style="list-style-type: none"> <li>• Dr. Sapna (C)</li> <li>• Ms. Pooja Rani</li> </ul>
74.	Language Lab and Language Communication Skills	<ul style="list-style-type: none"> <li>• Dr. Roopa Mangal(C)</li> <li>• Ms. Manjit Kaur</li> </ul>
75.	E-Waste, Chemical Waste Management Committee	<ul style="list-style-type: none"> <li>• Dr. Satish Garg(C)</li> <li>• Dr. SeemaNahar</li> </ul>
76.	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 incharge latest by 1/02/2023.**

**Copy to:**

Chief Proctor

Bursar

Office Clerk

*Handwritten signature and date: 6.2.2023*

Principal  
GCC Balwal  
Govt. College for Girls,  
Kurukshetra