

Annual Duty Chart

Session 2023-24

1. College Council –

Ms. Vijeta Narwal
Ms. Shveta
Ms. Rekha Sharma
Dr. Parmanand
Dr. Rajesh Kumar
Ms. Isha Chaudhary
Ms. Anita Sharma

2. College Development Board and Reception Committee -

Ms. Vijeta Narwal
Ms. Shveta
Ms. Rekha Sharma
Dr. Parmanand
Dr. Rajesh Kumar
Dr. Satvinder Chauhan
Dr. Navneet Singh

3. Proctor in Chief/Senior Tutor –

Ms. Vijeta Narwal
Ms. Shveta
Ms. Rekha Sharma

4. S P I O –

Ms. Shveta (S P I O)
Ms. Manjeet (Asstt. S P I O)
Ms. Sumitra (Member)
Mr. Harish Clerk

5. College Bursar –

Ms. Isha Chaudhary
Dr. Parmanand
Ms. Anita Sharma

6. Staff Secretary -

Mr. Narendra Kumar

7. NAAC & UGC –

Dr. Parmanand (Co-ordinator)
Ms. Anita Sharma (Convenor)

Ms. Isha Chaudhary (Co-Convenor)

Mr. Narendra Kumar (Member)

Dr. Shashikant (Member)

Dr. Anil Kumar (Member)

Dr. Renu Bala (Member)

Ms. Jyoti Beniwal (Member)

Ms. Shikha (Member)

Ms. Suman (Member)

Ms. Seema (Member)

Ms. Sumitra (Member)

Ms. Lalita (Fine Art) (Member)

Mr. Gaurav (Commerce) (Member)

8. University Affairs Committee –

Ms. Manjeet (Convenor)

Mr. Mukesh (Psy.) (Member)

Mr. Udai Bhan (Member)

Ms. Shalu Saini (Member)

Mr. Sunil Kumar (Member)

Ms. Monika (Math) (Member)

Mr. Deepak (Member)

Ms. Sonia (Skt.) (Member)

Ms. Ruchika (Member)

9. Campus Beautification Committee –

Ms. Seema (Convenor)

Ms. Sharmila (Member)

Mr. Mukesh (Psy.) (Member)

Ms. Monika (Chemistry) (Member)

Ms. Jyoti (Chemistry) (Member)

Dr. Lalita (Fine Art) (Member)

Sh. Uday Bhan (Member)

10. GEM Buyers Committee/

Central Purchase Committee -

Dr. Parmanand (Convenor)

Ms. Anita Sharma (Comm.) (Member)

Mr. Uday Bhan (Member)

Mr. Lalit Kumar (Member)

Mr. Shashikant (Member)

11. Office Expenditure Committee –

Dr. Mukesh (Psychology) (Convenor)
Ms. Jyoti (Chemistry) (Member)
Mr. Lalit Kumar (Member)
Mr. Jitender (Clerk)

12. Women Cell –

Ms. Shikha (Convenor)
Ms. Seema Bumra (Member)
Ms. Sumitra Rahar (Member)
Ms. Lalita Sharma (Member)
Dr. Bhama Bai (Member)
Ms. Sushila (History) (Member)

13. EVS Committee / Eco Club –

Ms. Suman (Convener)
Sh. Dharmpal Singh (Member)
Sh. Rajesh Kumar (Geography) (Member)
Sh. Pardeep Kumar (Member)
Ms. Monica (Geography) (Member)
Mr. Gourav Goyal (Member)

14. Cultural Committee –

Dr. Navneet Singh (Convenor)
Mr. Deepak Soni (Co- Convenor)
Mr. Narender (Member)
Ms. Isha Chaudhary (Member)
Ms. Savita Sharma (Member)
Dr. Satvinder Chauhan (Member)
Mr. Ajeet Kumar (Member)
Ms. Sharmila (Member)
Ms. Navita Gill (Member)
Dr. Lalita (Fine Art) (Member)
Ms. Bhama Bhai (Member)
Ms. Saroj Devi (Member)
Ms. Lalita Sharma (Member)
Ms. Sumitra (Member)
Ms. Anita Sharma (English) (Member)
Ms. Rupam (Member)
Mr. Pulkit Arya (Member)

15. Decoration Committee –

Ms. Sushila (History) (Member)

Ms. Monika (Chemistry) (Convenor)

Ms. Saroj Devi (Member)

Ms. Lalita (Fine Art) (Member)

Ms. Sunita Verma (Member)

16. Tea and Refreshment Arrangement Committee –

Ms. Shikha (Convenor)

Ms. Sharmila (Physics) (Member)

Ms. Anita Sharma (Member)

Ms. Lalita Sharma (Member)

17. Printing and Publication Committee –

Mr. Bhishan Narayan (Convenor)

Dr. Renu Bala (Member)

Mr. Lalit Kumar (Member)

Mr. Mukesh (Psychology) (Member)

18. Invitation Distribution Committee –

Ms. Manjeet (Sociology) (Convenor)

Ms. Manjeet (Sociology) (Member)

Dr. Bhama Bai (Member)

Ms. Sonia (Sanskrit) (Member)

19. Sports Board Committee –

Dr. Rajesh Kumar (Convenor)

Dr. Parmanand (Member)

Dr. Navneet Kumar (Member)

Ms. Savita Gaur (Member)

Mr. Ajeet Kumar (Member)

Ms. Suman (Member)

Ms. Seema Bumra (Member)

Ms. Sharmila (Member)

Ms. Preeti (Comp. Sci.) (Member)

Mr. Sunil Kumar (Member)

Ms. Saroj Devi (Member)

Mr. Manjeet (Psy.) (Member)

Ms. Lakshmi (Skt.) (Member)

Ms. Sonia (Skt.) (Member)

Mr. Ajit (Music) (Member)

Ms. Neelam (Comp. Sci.) (Member)

20. College Cleanliness Committee –

Mr. Bhism Narayan (Convenor)

Ms. Jyoti (Chemistry) (Over all Convenor)

Ground Floor -

Mr. Rahul Yadav (Member)

Ms. Sunita Verma (Member)

Ms. Lakshmi (Member)

Ms. Preeti (Math) (Member)

First Floor –

Mr. Ajit Kumar (Member)

Ms. Monika (Chemistry) (Member)

Ms. Sharmila (Member)

Ms. Preeti (Computer) (Member)

Second Floor –

Dr. Satvinder Chauhan (Member)

Mr. Mukesh (Psychology) (Member)

Ms. Pinky (Psychology) (Member)

Mr. Pradeep (Geography) (Member)

21. Placement Cell –

Mr. Shashikant (Comp. Sci.) (Convenor)

Ms. Suman (Commerce) (Member)

Mr. Anil Kumar (Member)

Mr. Deepak Soni (Member)

Ms. Anita Math (Member)

22. Skill Development Programme and Training Committee –

Mr. Shashikant (Convenor)

Mr. Mukesh (Physics) Member

Ms. Navita Gill (Member)

Mr. Deepak (Member)

Ms. Monika (Math) (Member)

Ms. Premlata (Member)

Ms. Roopam (Member)

23. Internal Quality Assurance Cell (IQAC) –

Ms. Shveta (Convenor)

Dr. Parmanand (Member)

Ms. Isha Chaudhary (Member)

Dr. Rajesh Kumar (Member)
Ms. Anita Sharma (Commerce) (Member)

24. R.K. Fund Committee –

Dr. Anil Kumar (Convenor)
Ms. Manjeet (Sociology) (Member)
Ms. Sonia (Sanskrit) (Member)

25. Website /Update- Profile Committee –

Dr. Renu Bala (Convenor)
Mr. Deepak Soni (Member)
Ms. Meenakshi (Member)
Ms. Neelam (Member)

26. Compulsory Computer Training/Smart Classrooms –

Dr. Shashikant (Convenor)
Ms. Navita Gill (Member)
Mr. Naveen Kumar (Chemistry) (Member)

27. HRMS/MIS Portal Committee –

Ms. Shalu Saini (Convenor)
Ms. Meenakshi (Member)
Ms. Madhu Malik (Member)

28. NSS Programme Officer –

Ms. Renu Bala Unit-I (Convenor)
Ms. Manju Unit-II (Member)
Mr. Jitender (Clerk) (Member)
Mr. Harpal Peon Unit-I (Member)
Mr. Ashok Kumar Peon Unit-II (Member)

29. Red Cross and YRC Committee –

Mr. Ajit Singh (Convenor)
Mr. Udaibhan (Member)
Mr. Rambir (Member)

30. Red Ribbon Club –

Mr. Mukesh (Psy) (Convenor)
Mr. Manjeet Beniwal (Member)
Ms. Sushila Sharma (Member)

31. NCC –

Dr. Savita (ANO) (Convenor)
Ms. Navita Gill (Member)
Mr. Gourav Dalal (Member)
Mr. Jitender Clerk (Member)

32. Magazine Committee –

Ms. Jyoti Beniwal (Convenor)
Mr. Parmanand (Member)
Mr. Dharampal Singh (Member)
Ms. Shikha (Member)
Ms. Lakshmi (Member)

33. P.W.D. Work/Building Repair and M&S Grant Committee –

Dr. Satvinder Chauhan (Convenor)
Mr. Dharampal Singh (Member)
Mr. Ajeet Kumar (Member)
Mr. Lalit Kumar (Member)
Mr. Mukesh (Psycho.) (Member)
Mr. Pardeep (Geo.) (Member)

34. Guest Faculties/ Extension Lecturers In charge –

Dr. Narender Kumar (Convenor)
All Heads

35. Legal Literacy Cell and Road Safety Committee –

Ms. Manjeet (Sociology) (Convenor)
Mr. Mukesh (Psy) (Member)
Ms. Minakshi (Member)
Dr. Bhama Bai (Member)
Ms. Sonia (Skt.) (Member)

36. Court Case Committee –

Mr. Navneet Kumar (Convenor)
Mr. Naveen Kumar (Member)
Mr. Ajeet Kumar (Member)
Mr. Gourav Dalal (Member)
Mr. Gourav (Commerce) (Member)

37. Electricity/Generator/Photo State Committee –

Mr. Lalit (Convenor)
Mr. Rahul Yadav (Member)
Mr. Manjeet (Psy.) (Member)
Mr. Harpal Peon (Member)

38. Wooden/Steel and Plastic Property Committee –

Wooden –

Mr. Mukesh Kumar (Physics) (Convenor)

Ms. Manju (Member)

Ms. Lakshmi (Member)

Mr. Gourav (History) (Member)

Ms. Sushma (Chemistry) (Member)

Ms. Monika (Geo.) (Member)

Steel –

Dr. Satvinder Chauhan (Convenor)

Ms. Anju (Physics) (Member)

Ms. Premlata (Physics) (Member)

Ms. Preeti (Math) (Member)

Plastic Property –

Mr. Naveen (Convenor)

Ms. Jyoti (Member)

Ms. Sharmila (Member)

Mr. Pardeep (Member)

Mr. Gourav (Commerce) (Member)

Ms. Asha Kathuria (Member)

39. Library Advisory Committee –

Dr. Kavita (In Charge Lib.) (Convenor)

Dr. Renu Bala (Member)

Ms. Shikha (Member)

Mr. Navneet Singh (Member)

Mr. Bhisham Narayan (Member)

40. Press to Media Committee –

Mr. Ajeet Kumar (Convenor)

Mr. Deepak Soni (Member)

Ms. Bhama Bai (Member)

41. Language Lab & Soft Skill Committee –

Ms. Jyoti Beniwal (Convenor)

Ms. Sunita Verma (Member)

Ms. Sumitra (Member)

Ms. Saroj Devi (Member)

Ms. Poonam Instructor (Member)

42. Income Tax Affairs Committee –

Ms. Jyoti Beniwal (Convenor)
Ms. Shikha (Member)
Mr. Sunil Kumar (Member)
Ms. Preeti Commerce (Member)
Mr. Gourav Commerce (Member)

43. Vote Making Abhiyan Committee –

Mr. Dharampal Singh (Convenor)
Dr. Satvinder Chauhan (Member)
Dr. Ajit (Member)
Mr. Manjeet (Psy) (Member)

44. Tour Committee –

Ms. Anita Sharma (Convenor)
Mr. Bhisham Narayan (Member)
Ms. Seema Bumra (Member)
Ms. Navita Gill (Member)
Ms. Manjeet (Sociology) (Member)
Ms. Manju (Member)
Ms. Lalita Sharma (Member)
Ms. Anita Sharma (Eng.) (Member)

45. AISHE –

Dr. Parmanand (Coordinator) (Convenor)
Ms. Meenakshi (Member)

46. RUSA Committee –

Mr. Navneet Singh (Coordinator)
Dr. Rajesh Kumar (Member)
Ms. Anita Sharma (Comm) (Member)

47. Out Source Policy and HKRN Committee –

Mr. Anil Kumar (Convenor)
Ms. Anita Sharma (Comm) (Member)
Mr. Harish Clerk (Member)

48. Internal Complaint & Sexual Harassment and Anti Ragging Committee –

Ms. Savita Sharma (Convenor)
Ms. Monika (Chemistry) (Member)
Dr. Kavita (Member)
Dr. Parmanand (Member)

Ms. Manju (Member)

49. CCTV, Cameras and Bio – Metric Committee –

Technical Committee-

Mr. Uday Bhan (Convenor)

Ms. Madhu Malik (Member)

Mr. Shashikant (Member)

Operational Committee-

Ms. Sonia (Lab.)

Ms. Ruchika

50. University Internal Assessment and Annual Result Record Committee –

Mr. Mukesh Kumar (Physics) (Convenor)

Mr. Lalit Kumar (Member)

Ms. Jyoti Beniwal (Member)

Ms. Sharmila (Member)

Ms. Kavita Khandalwal (Member)

51. Time Table and Workload Committee –

Ms. Rekha Sharma (Convenor)

Ms. Anita Sharma (Commerce) (Member)

Mr. Navneet Singh (Member)

Ms. Manjeet (Sociology)

Ms. Navita (Member)

Ms. Anita (Maths) (Member)

Ms. Sushila (Member)

Ms. Monika (Geo.)

Ms. Lalita (English)

Mr. Rajesh (Geo.) (Member)

52. Water Arrangement Committee –

Mr. Anil Kumar (Convenor)

Mr. Manjeet Beniwal (Member)

Mr. Pardeep Kumar (Member)

53. Stipend/ Scholarship committee –

Mr. Ajeet Kumar (Convenor)

Dr. Mukesh Kumar Physics (Member)

Mr. Bhisham Narayan (Member)

Ms. Kavita Clerk (Member)

54. Subject Societies

Language –

Ms. Shveta (Convenor)
Ms. Sumitra (Member)
Ms. Bhama Bai (Member)
Ms. Lakshmi (Member)

Social Science –

Ms. Rekha Sharma (Convenor)
Ms. Sushila History (Member)
Ms. Monika Geography (Member)
Ms. Sunita Verma (Member)

Science-

Ms. Jyoti chemistry (Convenor)
Dr. Parmanand (Member)
Mr. Ajeet Kumar (Member)
Ms. Preeti Math (Member)

Commerce-

Ms. Isha Chaudhary (Convenor)
Ms. Preeti (Member)
Mr. Gourav (Member)

55. Bus Pass-

Dr. Mukesh Kumar (Physics) (Convenor)
Dr. Rambir (Member)
Mr. Manjeet beniwala (Member)
Mr. Monu L.A (Member)

56. Lesson Plan –

Ms. Seema Bumara (Convenor)
Ms. Shikha (Member)
Ms. Sharmila (Member)

57. Tent, Seating, Shamiyana sound and Electricity arrangement –

Mr. Naveen kumar (Convenor)
Mr. Udia Bhan (Member)
Mr. Pardeep Kumar (Member)
Mr. Gorav Goyal (Member)

58. Cycle Stand Committee

Mr. Udai bhan (Convenor)
Mr. Mukesh (Psy.) (Member)
Mr. Naveen (Member)
Mr. Rambir (Member)
Mr. Rahul yadav (Member)
Mr. Pardeep Kumar (Member)
Mr. Ajit Bedi (Member)

59. Passport making committee

Dr. Renu Bala (Convenor)
Mr. Ajeet Kumar (Member)
Ms. Sonia L.A (Member)

60. Discipline Committee –

Dr. Rajesh Kumar Over all In Charge

Ground Committee –

Mr. Rahul Yadav (Convenor)
Mr. Pulkit Arya (Member)
Ms. Saroj Devi (Member)

First Floor –

Ms. Sharmila (Convenor)
Ms. Lakshmi (Member)
Ms. Sunita Verma (Member)
Ms. Monika Lamba (Member)

Second Floor –

Ms. Sushma Shekhavat (Convenor)
Ms. Roopam (Member)
Ms. Meenakshi (Member)
Mr. Pardeep Kumar (Member)
Mr. Manjeet Beniwal (Member)

61. Apprenticeship and Saksham Training Committee –

Ms. Navita Gill (Convenor)
Mr. Deepak (Member)
Mr. Amit Kumar (Member)

62. Internet/ Network Committee –

Dr. Shashikant (Convenor)
Dr. Anil Kumar (Member)
Mr. Amit Kumar (Member)

63. Covid -19 SOP Maintenance Committee –

Mr. Dharampal Singh (Convenor)

Mr. Anil Kumar (Member)

Mr. Amit Kumar (Member)

64. EWYL Committee –

Dr. Kavita (Convenor)

Ms. Meenakshi (Member)

Ms. Kavita Khandelwal (Math) (Member)

65. LMS, ERP Attendance Committee –

Ms. Meenakshi (Convenor)

Ms. Madhu Malik (Member)

Ms. Ruchika (Comp. Instructor) (Member)

66. Driving Licence Making Committee –

Mr. Dharampal Singh (Convenor)

Mr. Sunil Kumar (Member)

Mr. Mohit LA Clerk (Member)

67. Canteen Committee –

Mr. Narender (Convenor)

Mr. Shashikant (Co-convenor)

Mr. Deepak (Member)

Ms. Sushila Sharma (Member)

Ms. Preeti (Maths) (Member)


Principal,
RAJIV GANDHI GOVT. COLLEGE
FOR WOMEN, BHIWANI