

**ANNUAL DUTY LIST**

**SESSION: 2025-26**

Memo No. 15157

Dated: 8/7/25

- 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	<ul style="list-style-type: none"><li>• Principal</li><li>• Dr. Meenakshi</li><li>• Dr. Roopa</li><li>• Mrs. Bir Inder Kaur</li><li>• Dr. Punam Devi Bagi</li><li>• Dr. Sanjay Kumar</li><li>• Dr. Krishan Kumar</li></ul>
2.	RTI: S.P.I.O. A.S.P.I.O. Secretarial staff for RTI	<ul style="list-style-type: none"><li>• Mrs. Bir Inder Kaur</li><li>• Dr. Punam Devi Bagi</li><li>• Mr. Preetam (Assistant)</li></ul>
3.	Office Registrar	<ul style="list-style-type: none"><li>• Sh. Satbir Singh</li></ul>
4.	Staff Secretary	<ul style="list-style-type: none"><li>• Dr. Krishan Kumar</li></ul>
5.	Social Secretary	<ul style="list-style-type: none"><li>• Dr. Rajiv Kumar</li></ul>
6.	AISHE, RUSA, IDP	<ul style="list-style-type: none"><li>• Dr. Punam Devi Bagi(C)</li><li>• Dr. Manju</li><li>• Dr. Sapna</li></ul>
7.	I.Q.A.C./ AEPIC( Academic and extra-Curricular Planning and Implementation Committee, NAAC/ Prayaas/ NIRF, UGC	<ul style="list-style-type: none"><li>• Principal (Chair Person)</li><li>• Dr. Meenakshi (Convener)</li><li>• Mrs. Bir Inder Kaur</li><li>• Dr. Punam Devi Bagi</li><li>• Dr. Sanjay Kumar</li><li>• Dr. Seema Pandey</li><li>• Dr. Manju Devi</li><li>• Dr. Sapna</li><li>• Sh. Saurabh Chaudhary (Editor- The Pioneer)</li><li>• Sh. Raj Kumar (Industrialist)</li><li>• Mrs. Mafi Devi(Sarpanch, Palwal)</li><li>• 02 Student Representatives</li></ul>
8.	National Education Policy, 2020 (NEP) and Training & Internship and Research Program of students	<ul style="list-style-type: none"><li>• Principal (Chair Person)</li><li>• Dr. Meenakshi (C)</li><li>• Mrs. Bir Inder Kaur</li><li>• Dr. Punam Devi Bagi</li><li>• Dr. Sanjay Kumar</li></ul>

9.	Chief Proctor	<ul style="list-style-type: none"> <li>• Dr. Meenakshi</li> </ul>
10.	University Affairs/ House Examination/Internal Assessment/ Result Verification Committee and Student Legacy System	<p>University Affairs: Registration Return, DMC, Degree, Discrepancies related to University, Exam form and University Examination</p> <ul style="list-style-type: none"> <li>• Sh. Satbir Singh (C)</li> <li>• Dr. Jitender</li> <li>• Ms. Reena Rani</li> <li>• Dr. Komal</li> <li>• Ms. Preeti Sharma</li> <li>• Dr. Sunil Kumar</li> <li>• Mrs. Manisha, Clerk</li> </ul> <p>House Exams. /Internal Assessment</p> <ul style="list-style-type: none"> <li>• Dr. Rajiv Kumar (C)</li> <li>• Dr. Manjit Kaur</li> <li>• Ms. Rekha</li> <li>• Ms. Manisha</li> <li>• Ms. Pushpanjali</li> <li>• Dr. Satish Kumar</li> <li>• Mr. Neeraj Kumar LA</li> </ul> <p>Result Verification Committee and Student Legacy System</p> <ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Manju (Geo.)</li> <li>• Ms. Shama Rani</li> <li>• Ms. Pooja Rani</li> <li>• Ms. Pooja Bhorla</li> </ul>
11.	Financial Committees:	
	Bursar	<ul style="list-style-type: none"> <li>• Dr. Seema Nahar</li> </ul>
	Central Purchase Committee	<ul style="list-style-type: none"> <li>• Dr. Meenakshi</li> <li>• Mrs. Bir Inder Kaur</li> <li>• Dr. Punam Devi Bagi</li> <li>• Dr. Sanjay Kumar</li> </ul>
	GeM	<ul style="list-style-type: none"> <li>• Dr. Sapna(C)</li> <li>• Ms. Pooja Bhorla</li> </ul>
	Physical Verification Committee	<ul style="list-style-type: none"> <li>• Mr. Vinay Pathak (C)</li> <li>• Ms. Komal Garg</li> <li>• Ms. Pushpanjali</li> </ul>
12.	All types of Printing	<ul style="list-style-type: none"> <li>• Dr. Shreshtha Mural(C)</li> <li>• Ms. Komal Garg</li> <li>• Mr. Vinay Kumar Pathak</li> <li>• Ms. Pushpanjali</li> </ul>
13.	College Magazine	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar(C)</li> <li>• Ms. Monika</li> <li>• Mrs. Pooja Bhorla</li> </ul>



14.	Women Cell and Gender Sensitization Cell	<ul style="list-style-type: none"> <li>• Ms. Amita Rani (C)</li> <li>• Ms. Shama Rani</li> <li>• Dr. Hardish Kaur</li> <li>• Mr. Vinay Kumar Pathak</li> <li>• Ms. Pooja Rani</li> <li>• Ms. Preeti Sharma</li> </ul>
15.	Placement Cell, Career Guidance & Counseling Cell, Employment through Skills Training & Placement (EST&P), Skill Development (SDP) Program	<ul style="list-style-type: none"> <li>• Dr. Seema Pandey (C)</li> <li>• Dr. Manju Devi</li> <li>• Ms. Komal Garg</li> <li>• Ms. Manisha</li> <li>• Mr. Vinay Kumar Pathak</li> <li>• Dr. Jitender Kumar</li> </ul>
16.	N.S.S.	<ul style="list-style-type: none"> <li>• Ms. Monika (P.O.)</li> <li>• Ms. Pooja Rani</li> <li>• Sh. Preetam (NSS Clerk)</li> <li>• Mr. Naresh (Peon)</li> <li>• Two Students</li> </ul>
17.	Advisory Board (NSS, Women Cell, Placement Cell, Legal Literacy and Entrepreneurship Development Cell)	<ul style="list-style-type: none"> <li>• The first Five senior faculty members</li> </ul>
18.	Legal Literacy Cell, Youth Red Cross/Red Ribbon Club & Dispensary	<ul style="list-style-type: none"> <li>• Dr. Shreshtha(C)</li> <li>• Ms. Komal Garg</li> <li>• Ms. Preeti</li> <li>• Ms. Pushpanjali</li> <li>• Ms. Preeti Sharma</li> </ul> <p>(Bursar, In charges of NSS, Women Cell, Secretary Red Cross Branch KKR and two students are Executive members of YRC)</p>
19.	Property Incharge	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar (C)</li> <li>• Dr. Jitender Sharma</li> <li>• Dr. Sapna</li> </ul>
20.	Time Table, Workload (All Classes)	<ul style="list-style-type: none"> <li>• Dr. Seema Pandey (C)</li> <li>• Ms. Amita</li> <li>• Dr. Jitender Kumar</li> <li>• Dr. Manju Devi</li> <li>• Ms. Reena Rani</li> <li>• Ms. Manisha</li> <li>• Ms. Preeti</li> <li>• Ms. Preeti Sharma</li> </ul>
21.	Subject/Faculty Change	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Ms. Komal Garg</li> <li>• Ms. Pooja Rani</li> </ul>
22.	SC Scholarship and Maintenance of Academic Record of SC Students	<ul style="list-style-type: none"> <li>• Mrs. Manjit Kaur(C)</li> <li>• Ms Pooja Bhoria</li> <li>• Mr. Neeraj Kumar (LA)</li> </ul>

23.	BC Scholarship and Maintenance of Academic Record of BC Students	<ul style="list-style-type: none"> <li>• Dr. Amita Rani(C)</li> <li>• Dr. Komal</li> <li>• Mr. Sandeep Kumar(Office work)</li> </ul>
24.	Other Scholarship	<ul style="list-style-type: none"> <li>• Ms. Preeti (C)</li> <li>• Dr. Sunil Kumar</li> </ul>
25.	Maitri Club: Persons with Disability Cell  ----- SC/BC/ /IGRC/ Equal opportunity Cell	<ul style="list-style-type: none"> <li>• Sh. Satbir (C)</li> <li>• Dr. Sunil Kumar</li> <li>• Sh. Vinay Pathak</li> </ul> ----- <ul style="list-style-type: none"> <li>• Ms. Birinder Kaur</li> <li>• Dr. Manjit Kaur</li> <li>• Ms. Amita Rani</li> <li>• Dr. Shreshtha</li> <li>• Dr. Hardish Kaur</li> </ul>
26.	Court Case, Updation of Litigation Management System(LMS) and CM Grievances Cell	<ul style="list-style-type: none"> <li>• Dr. Sanjay Kumar (C)</li> <li>• Dr. Rajiv Kumar</li> <li>• Dr. Rajbir</li> <li>• Mr. Peetam (Asstt. office)</li> </ul>
27.	Prizes	<ul style="list-style-type: none"> <li>• Dr. Manju-Geo. (C)</li> <li>• Dr. Rajbir</li> <li>• Ms Rekha</li> </ul>
28.	Photography, Tent, Shamiana, Seating Arrangement and Sound system	<ul style="list-style-type: none"> <li>• Dr. Jitender Kumar (C)</li> <li>• Ms. Manisha</li> <li>• Ms. Preeti</li> <li>• Dr. Satish Kumar</li> </ul>
29.	Public Relation	<ul style="list-style-type: none"> <li>• Dr. Sunil Kumar (C)</li> <li>• Ms. Monika</li> <li>• Ms. Manisha</li> </ul>
30.	Important Day Celebrations	<ul style="list-style-type: none"> <li>• Dr. Rajbir (C)</li> <li>• Dr. Komal</li> <li>• Dr. Sunil Kumar</li> <li>• Ms. Monika</li> <li>• Ms. Preeti</li> </ul>
31.	Anti Tobacco/Alcohol/Drug Cell	<ul style="list-style-type: none"> <li>• Ms. Pooja Rani (C)</li> <li>• Sh. Sunil Kumar</li> </ul>
32.	Electoral Literacy Club, Bus Pass, PPP, Passport, Driving License	<ul style="list-style-type: none"> <li>• Sh. Vinay Kumar (C)</li> <li>• Ms. Komal Garg</li> <li>• Ms. Preeti</li> <li>• Ms. Preeti Sharma</li> <li>• Mr. Neeraj (LA) Office Work</li> </ul>
33.	Road Safety and Traffic Interpretations Centre	<ul style="list-style-type: none"> <li>• Ms. Pooja Bhorla(C)</li> <li>• Ms. Pooja Rani</li> </ul>



34.	Tour Committee	<ul style="list-style-type: none"> <li>• Mrs. Bir Inder Kaur (C)</li> <li>• Dr. Iqbal Kaur</li> <li>• Ms. Reena Rani</li> <li>• Sh. Vinay Kumar Pathak</li> </ul>
35.	Lecture Shortage & Absentee Fine/ Name Struck off	<ul style="list-style-type: none"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Manju(Geo.)</li> <li>• Ms. Pooja Rani</li> <li>• Ms. Amita</li> </ul>
36.	Refreshment Committee	<ul style="list-style-type: none"> <li>• Dr. Hardish Kaur(C)</li> <li>• Ms. Pushpanjali</li> <li>• Ms. Preeti Sharma</li> </ul>
37.	Cultural Committee	<ul style="list-style-type: none"> <li>• Dr. Krishan Kumar(C)</li> <li>• Dr. Manjit Kaur</li> <li>• Ms. Rekha</li> <li>• Sh. Sunil Kumar</li> <li>• Dr. Shreshtha</li> <li>• Ms. Reena Rani</li> <li>• Ms. Monika</li> <li>• Mrs. Preeti Sharma</li> </ul>
38.	Earn While You Learn Scheme	<ul style="list-style-type: none"> <li>• Mrs. Bir Inder Kaur(C)</li> <li>• Dr. Shreshtha Murrall</li> <li>• Dr. Sapna</li> <li>• Ms. Manisha</li> <li>• Advisory Board: All IQAC Members</li> </ul>
39.	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"> <li>• Dr. Iqbal Kaur (C)</li> <li>• Dr. Manju(Geo.)</li> <li>• Dr. Satish Kumar</li> </ul>
40.	Outsourcing Policy-I/II, Apprentice and Extension Lecturer/Tender	<ul style="list-style-type: none"> <li>• Dr. Rajiv Kumar (C)</li> <li>• Dr. Jitender Kumar</li> <li>• Dr. Sunil Kumar</li> <li>• Ms. Preeti</li> <li>• Dr. Satish Kumar</li> </ul>
41.	Income Tax Verification	<ul style="list-style-type: none"> <li>• Ms. Amita(C)</li> <li>• Dr. Komal</li> <li>• Ms. Komal Garg</li> <li>• Ms. Manisha</li> <li>• Ms. Pushpanjali</li> <li>• Ms. Preeti Sharma</li> <li>• Bursar (Advisor)</li> </ul>
42.	Electricity Repair, Generator, AC, Solar Power Plant, Public Health	<ul style="list-style-type: none"> <li>• Dr. Jitender Kumar (C)</li> <li>• Ms. Shama Rani</li> <li>• Ms. Reena Rani</li> <li>• Mr. Sandeep Kumar (Peon)</li> </ul>

43.	Web Portal, HRMS, MIS, ERP	<ul style="list-style-type: none"> <li>• Dr. Sapna (C)</li> <li>• Ms. Reena Rani</li> <li>• Ms. Pooja Bhorla</li> <li>• Mr. Preetam</li> </ul>
44.	Annual Report	<ul style="list-style-type: none"> <li>• Dr. Roopa (C)</li> <li>• Sh. Sunil Kumar</li> </ul>
45.	Construction & Maintenance, Inspection and other development work of College Building and Dilapidation & works related with PWD	<ul style="list-style-type: none"> <li>• Dr. Meenakshi (C)</li> <li>• Mrs. Bir Inder Kaur</li> <li>• Dr. Sanjay Kumar</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Rajbir</li> </ul>
46.	Science Exhibition	<ul style="list-style-type: none"> <li>• Dr. Punam Devi Bagi(C)</li> <li>• Dr. Manju (Geo.)</li> <li>• Dr. Komal</li> <li>• Dr. Seema Nahar</li> <li>• Dr. Satish Kumar</li> </ul>
47.	Lab upgradation	<ul style="list-style-type: none"> <li>• All HOD's having Labs</li> </ul>
48.	Sports Board	<ul style="list-style-type: none"> <li>• The First Five Senior Faculty members including Dr. Rajbir</li> </ul>
49.	Canteen Committee	<ul style="list-style-type: none"> <li>• Dr. Rajiv Kumar(C)</li> <li>• Dr. Manjit Kaur</li> <li>• Dr. Rajbir</li> <li>• Dr. Jitender Kumar</li> <li>• Dr. Satish Kumar</li> </ul>
50.	College Library Committee	<ul style="list-style-type: none"> <li>• Ms. Preeti (C)</li> <li>• Dr. Manju Devi</li> <li>• Mr. Vinay Kumar Pathak</li> <li>• Dr. Sunil Kumar</li> </ul>
51.	Cleanliness, Beautification and Decoration Committee	<p>(Cleanliness and Beautification)</p> <ul style="list-style-type: none"> <li>• Dr. Rajbir (C)</li> <li>• Ms. Rekha Rani</li> <li>• Ms. Monika</li> <li>• Ms. Preeti Sharma</li> </ul> <hr/> <p>(Decoration)</p> <ul style="list-style-type: none"> <li>• Dr. Shreshtha (C)</li> <li>• Ms. Preeti Sharma</li> <li>• Mr. Satish (Mali)</li> </ul>
52.	Stage Secretary	<ul style="list-style-type: none"> <li>• Dr. Sunil Kumar</li> <li>Ms Monika</li> </ul>
53.	Alumni Coordination Cell	<ul style="list-style-type: none"> <li>• Dr. Meenakshi (C)</li> <li>• Dr. Punam Devi</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Seema Pandey</li> <li>• Dr. Sapna</li> </ul>



54.	Anti-Ragging and Discipline	<ul style="list-style-type: none"> <li>• Dr. Manju (Geo.) (C)</li> <li>• Dr. Rajbir</li> <li>• Ms. Shama Rani</li> <li>• Dr. Manju Devi</li> <li>• Ms. Preeti</li> <li>• Dr. Satish Kumar</li> </ul>
55.	Maintenance of IT Solution, Biometric, BSNL & Lease line/Internet Connection, E-Learning and ICT Computing Skills	<ul style="list-style-type: none"> <li>• Ms. Reena Rani(C)</li> <li>• Mrs. Pooja Bhorla</li> <li>• Ms. Manisha</li> <li>• Mr. Neeraj Kumar (LA)</li> </ul>
56.	Staff Room In charge	<ul style="list-style-type: none"> <li>• Dr. Roopa (C)</li> <li>• Ms. Rekha Rani</li> </ul>
57.	Auction, Disposal	<ul style="list-style-type: none"> <li>• Dr. Rajbir(C)</li> <li>• Ms. Preeti</li> <li>• Ms. Pooja Rani</li> </ul>
58.	Internal Complaint Committee, Prevention of Sexual Harassment& Grievance Redressal and Anti-Corruption	<ul style="list-style-type: none"> <li>• Dr. Meenakshi (C)</li> <li>• Mrs. Bir Inder Kaur</li> <li>• Dr. Krishan Kumar</li> <li>• Dr. Seema Pandey</li> <li>• Ms. Komal Garg (Two Non-Teaching Staff members, One NGO/ Advocate &amp; three Student representatives are associated with ICC)</li> </ul>
59.	Soft Skills, and Language Lab	<ul style="list-style-type: none"> <li>• Dr. Roopa (C)</li> <li>• Ms. Pooja Rani</li> </ul>
60.	E-Waste, Chemical Waste Management Committee	<ul style="list-style-type: none"> <li>• Dr. Satish Kumar</li> <li>• Ms. Pooja Bhorla</li> </ul>
61.	Life Skills, Counseling Cell #Let's Talk Incharge	<ul style="list-style-type: none"> <li>• Dr. Punam Devi Bagi</li> </ul>
62.	Entrepreneurship Development Cell	<ul style="list-style-type: none"> <li>• Ms. Shama Rani (C)</li> <li>• Dr. Manju Devi</li> <li>• Ms. Reena Rani</li> <li>• Dr. Hardish Kaur</li> </ul>

Note: These committees will start working w.e.f. 11/07/2024. All are further directed to take over the charge from previous Incharge immediately.


Copy to:

Chief Proctor

Bursar

IQAC

Office Clerk

  
 Principal  
 Govt. College for Girls  
 Palwal (Kurukshetra)