










Govt. College Barwala, Panchkula
Revised Annual Duties List (Session 2023-24) w.e.f. 22.11.2023

No. 1311/23

Date: 22/11/23

1. College Council-
Dr. VinayYadav
Dr. Harvandna 
Ms. Bindu Rani
Dr. Nisha Raj 
Ms.Rohini
2. College Bursar-
Dr. Harvandna 
3. Staff Secretary-
Ms. Aman
4. Social Secretary-
Dr. Shubha
5. Absentee/ NSO/ Lecture Shortage-
Dr. Shubha (Science)
Dr. Mamta (Commerce)
Dr. Arman (Arts)
Dr. Veenu Saini (Computer Science)
Ms. Jasvinder Kaur (L.L.I.)
6. Alumni Association-
Dr. Harvandna 
Dr. Namrata Jain
Dr. Anju Dhull 
Dr. Kalpana Hooda
7. Annual Report/Magazine-
Mr. Arman (C)
Dr. Anoop Kumar (CC)
Dr. Veenu Saini
Ms. Jasvinder Kaur (LLI)
8. Anti Ragging/Grievances/ICC & Sexual Harassment Committee
Dr. VinayYadav
Dr. Harvandna 
Dr. Anoop Kumar
Mr. Neeraj Rohilla
Members to be added (3 students & 1 NGO)
9. Building Maintenance & Public Health
Dr. VinayYadav (C)
Dr. Nisha Raj (CC) 
Mr. Arman
Dr. Ranbir Singh
Ms. Aman
Mr. Baljinder Singh (Mali)
Ms. Geeta (Sweeper)
10. Bus Pass-
Ms. Seema Grewal 
Mr. Arman
Ms. Shahina (CI) 
Ms. Jasvir Kaur, LA

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**11. Canteen & Outsourcing/HKRN/
National Apprenticeship Promotion
Scheme (NAPS)
Committee**

Dr. Bindu Rani
Dr. Namrata Jain
Dr. Kalpana Hooda
Dr. Aparna Sharma
Ms. Shahina (CI)

**12. CCTV/Camera/Telephone/Internet
Website**

Dr. Namrata Jain (Bio-Metric Attendance)
Ms. Sandhya (CCTV Camera/Website Maintenance
Telephone/Electronics)
Ms. Ankur (C.I.)
Mr. Naveen (C.A.)

13. Cleanliness Committee-

Ms. Aman (C)
Dr. Aparna Sharma
Dr. Veenu Saini
Ms. Seema Grewal
Dr. Anju Dhull
All Mali, Sweepers

14. Court Case Committee-

Dr. Rakesh Kumar
Dr. Ranbir Singh

15. Crid Data Updation-

Dr. Anoop Kumar
Mr. Naveen (CA)

16. CSR Funding Committee-

Dr. Vinay Yadav
Dr. Harvandna
Dr. Nisha Raj
Dr. Rakesh Kumar

**17. Cultural Committee-
(Talent Search, Preparing Students /teams
for Youth Festival, Ratnavali & Other
Cultural Competition)**

Dr. Ranbir Singh (C)
Mr. Neeraj Rohilla
Dr. Shubha
Ms. Rubi Mangla

19. Day Celebration-

All HOD's & Concerned Cells/ Committee
NSS PO's

19. Discipline Committee

Mr. Arman
Dr. Harvandna
Dr. Anoop Kumar
Dr. Namrata Jain
All LA's

20. Earn while you learn-

Dr. Namrata Jain (C)
Dr. Veenu Saini
Dr. Mamta Rani
Ms. Ankur (CI)

21. Educational Tour -

Dr. Ranbir Singh (Boys)
Dr. Namrata Jain (Girls)

Murad

22. Event Management Committee-

Concerned Dept.
Bursar *B*
Dept. LA (wherever applicable)
Ms. Shahina for Projector Installation
Mr. Naveen (Computer Attendant) *N*
Sweepers
Peons

**23. EVS & ECO Club-
(Land skipping, Solid Liquid & e-waste
Management, Tobacco & Polythene Free
Institution making, conservation of
Resources**

Dr. Ranbir Singh
Dr. Aparna Sharma *A*
Dr. Kalpana Hooda
Dr. Shubha
NSS PO's
YRC Incharge
Mr. Krishan Kumar (LA)

24. GeM Committee-

Dr. Neeraj Rohilla – Buyer
Mr. Parveen – Consignee
Dr. Harvandna – Bursar *H*
Concerned HOD/ Committee Convener

25. GYM-

Mr. Arman (Boys)
Dr. Mamta (Girls)

26. Hospitality/Refreshment Committee-

Ms. Seema Grewal (C) *S*
Dr. Aparna Sharma *A*
Ms. Jasvir Kaur (LA)

27. HRMS/MIS Data Updation-

Mr. Parveen
Dr. Nisha Raj *N*
Ms. Ankur (CI)
Ms. Shahina (CI) *S*

28. Income Tax-

Dr. Mamta Rani
Ms. Rubi Mangla
Dr. Kalpana Hooda

29. IQAC-

Ms. Rohini (Convenor)
Dr. Rakesh (Co- Convenor)
Dr. Bindu Rani
Dr. Nisha Raj *N*
Ms. Sandhya
Mr. Neeraj
Ms. Ankur (CI)

**30. Learner's License &
Passport Committee**

Dr. Aparna Sharma (Learner License) *A*
Ms. Seema Grewal (Passport) *S*
Ms. Shahina (CI) *S*

Uma D.

31. Legal Literacy Cell-

Dr. Namrata Jain
Ms. Sandhya
Ms. Jasvir kaur (LA)

32. Library Committee-

Dr. Aparna Sharma *A*
Dr. Ranbir Singh
Mr. Pardeep (LA)

33. Mentor-Mentee-

Dr. Vinay Yadav (C)
Dr. Nisha Raj *U*
Dr. Veenu Saini
Ms. Rubi Mangla

34. NAAC Committee-

Mr. Parveen Silhan (C)
Mr. Arman
Mr. Neeraj Rohilla
Dr. Rakesh Kumar

35. NEP

Mr. Anoop (C)
Dr. Shubha (CC)
Ms. Shahina/ Ms. Ankur (CI) *Shahina*

36. NSS Advisory Committee-

Dr. Anoop Kumar (PO)
Dr. Anju Dhull (PO) *sh*
Dr. Vinay Yadav
Dr. Harvandna-Bursar *R*
Dr. Nisha Raj *U*

37. NSS- Boys

Dr. Anoop Kumar (PO)
Mr. Naveen (C.A) *py*
Mr. Baljinder Singh (Mali)

38. NSS- Girls-

Dr. Anju Dhull (PO) *sh*
Ms. Jasvir Kaur, L.A
Mr. Sanjeev (Mali)

39. Online Admission Committee-
& Online Prospectus

Mr. Neeraj Rohilla
Mr. Arman
Dr. Mamta Rani
Ms. Seema Grewal *sgrewal*

40. Placement & Counseling Cell
Entrepreneur Development Committee -

Ms. Rubi Mangla
Dr. Mamta Rani
Dr. Shubha
Dr. Neeraj Rohilla

41. Press Note (PRO)-

Mr. Arman (C)

42. Printing Committee-

Mr. Arman
Ms. Aman
Dr. Mamta Rani

Mamta

43. Prize Committee

Dr. Anoop Kuamr (C)
Dr. Shubha
Dr. Namarata Jain
Dr. Kalpana Hooda

44. Property Incharge-

Ms. Aman
Dr. Mamta Rani
Dr. Ranbir Singh
Dr. Anju Dhull

45. Red Cross/YRC/Red Ribbon Club-

Dr. Anju Dhull (C)
Ms. Aman
Dr. Ranbir Singh

46. Result Verification-

Ms. Aman
Dr. Anoop Kumar
Ms. Sandhya
Ms. Rubi Mangla

47. Road Safety Committee-

Dr. Anoop Kumar (C)
Mr. Parveen

48. RTI-

Dr. Vinay Yadav (SPIO)
Dr. Harvandna (APIO)

49. PMUSHA/UGC/AISHE-

Dr. Rakesh Kumar
Mr. Neeraj Rohilla
Dr. Aparna Sharma
Ms. Jasvinder (LLI)

**50. Scholar Ship (SC, BC)
& Meritorious) -**

Dr. Nisha Raj (Overall Convener & SC Scholarship)
Dr. Namarta Jain (Meritorious)
Ms. Aman (BC)
Ms. Jasvir Kaur, L.A (BC)
Ms. Jasvinder Kaur (LLI) (SC)

51. Science Board-

Dr. Rakesh (C)
Dr. Nisha Raj (CC)
Dr. Shubha
Dr. Veenu Saini

52. Soft Skills & Language Lab-

Mr. Arman
Ms. Jasvinder Kaur (LLI)

53. Sports Board-

Mr. Parveen
Dr. Harvandna
Dr. Bindu Rani
Mr. Pardeep Kumar (LA)

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**54. Stock & Purchase Verification
Committee-**

Mr. Neeraj Rohilla
Dr. Veenu Saini
Dr. Rakesh Kumar
Dr Ruby (Stock Verification)
Concerned HOD

55. Subject Change Committee-

Ms. Bindu
Ms. Meenu

**56. Time Table / Workload/
Chief Proctor-**

Dr. Nisha Raj (Convener) *LN*
Ms. Sandhya
Dr. Anoop Kumar
Ms. Aman
Ms. Shahina (To Assist) *Saini*

**57. University Works/Exam forms
& Internal Assessment**

Dr. Rohini(C)
Ms. Seema Grewal (CC) *Agarwal*
Ms. Aman
Ms. Meenu
Mr. Arman
Dr. Veenu Saini
Dr. Shubha

58. Women Cell-

Dr. Kalpana Hooda
Dr. Anju Dhull *✓*
Dr. Veenu Saini
Ms. Ankur (CI)

59. Yoga Club-

Dr. Shubha (Girls)
Dr. Anoop (Boys)

Uma J.
Principal
Govt. College Barwala (Pkl)