

**Govt. College Barwala, Panchkula**  
**Revised Annual Duties List (Session 2023-24) w.e.f. 14.03.2024**

No. 2189/24

Date: 15/03/2024

1. College Council-  
Dr. VinayYadav  
Dr. Harvandna  
Dr. Nisha Raj  
Ms.Rohini  
Ms. Kompal Aggarwal
2. College Bursar-  
Dr. Harvandna
3. Staff Secretary-  
Dr. Kalpana Hooda
4. Social Secretary-  
Dr. Shubha
5. Absentee/ NSO/ Lecture Shortage  
Dr. Mamta (Commerce & Science)  
Mr. Arman (Arts & Computer Science)  
Ms. Jasvinder Kaur (L.L.I.)
6. Alumni Association-  
Dr. Mamta Rani  
Ms. Aman  
Dr. Nisha Raj
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)  
Mr. Arman  
Dr. Ranbir Singh  
Ms. Aman  
Ms. Kompal Aggarwal  
Mr. Pardeep Kumar (LA)  
Mr. Baljinder Singh (Mali)
10. Bus Pass-  
Ms. Seema Grewal  
Mr. Arman  
Ms. Shahina (CI)

4

- 11. Canteen & Outsourcing/HKRN/  
National Apprenticeship Promotion  
Scheme (NAPS)  
Committee**
- Ms. Sandhya  
Dr. Aparna Sharma  
Ms. Aman  
Ms. Shahina (CI)
- 12. CCTV/Camera/Telephone/Internet/  
ERP/ Website/Feedback**
- Dr. Namrata Jain (Bio-Metric Attendance, CCTV Camera,  
Telephone/Electronics/ERP)  
Ms. Sandhya (Website Maintenance)  
Ms. Seema Grewal (Feedback)  
Ms. Ankur (To assist Dr. Namrata)  
Ms. Shahina (To assist Ms. Sandhya)  
Mr. Naveen (C.A)
- 13. Cleanliness Committee-**
- Ms. Aman (C)  
Ms. Sandhya  
Ms. Seema Grewal  
Ms. Priyanka  
All Mali, Sweepers
- 14. Court Case Committee-**
- Dr. Rakesh Kumar  
Dr. Ranbir Singh
- 15. Crid Data Updation-**
- Mr. Pardeep Kumar  
Mr. Krishan Kumar (LA)  
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
- 18. Day Celebration-**
- All HOD's & Concerned Cells/ Committee  
NSS PO's
- 19. Discipline Committee**
- Dr. Harvandna  
Dr. Anoop Kumar  
Dr. Namrata Jain  
Mr. Partap Singh  
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)

**22. Event Management Committee-**

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

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

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

**24. GeM Committee-**

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

**25. GYM-**

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

**26. Health Centre-  
(Including Mental Health)**

Ms. Priyanka  
Ms. Jasvir, LA

**27. Hospitality/Refreshment Committee-**

Ms. Seema Grewal (C)  
Dr. Aparna Sharma  
Ms. Priyanka  
Ms. Jasvir Kaur (LA)

**28. HRMS/MIS Data Updation-**

Mr. Parveen  
Ms. Seema Grewal  
Ms. Shahina (CI)

**29. Income Tax-**

Ms. Rubi Mangla (C)  
Dr. Mamta Rani  
Dr. Kalpana Hooda

**30. Incubation Centre-**

Ms. Sandhya  
Ms. Seema Grewal  
Mr. Naveen (CA)

**31. IQAC/NAAC-**

Dr. Nisha Raj (Overall Convenor)  
Ms. Rohini (Convenor- IQAC)  
Dr. Rakesh Kumar  
Mr. Arman  
Mr. Neeraj  
Ms. Sandhya  
Ms. Aman  
Dr. Veenu Saini  
Dr. Aparna Sharma  
Ms. Ankur (CI)  
Ms. Jasvinder (LLI)

- 32. Learner's License & Passport Committee**  
Dr. Aparna Sharma (Learner License)  
Ms. Seema Grewal (Passport)  
Ms. Shahina (CI)
- 33. Legal Literacy Cell-**  
Dr. Namrata Jain  
Ms. Sandhya  
Ms. Jasvir kaur (LA)
- 34. Library Advisory Committee-**  
Dr. Aparna Sharma  
Dr. Ranbir Singh  
Mr. Pardeep (LA)  
Dr. Vinay Yadav  
Dr. Harvandna-Bursar  
Dr. Nisha Raj
- 35. Library Committee-**  
Dr. Aparna Sharma  
Dr. Ranbir Singh  
Mr. Pardeep (LA)
- 36. Mentor-Mentee-**  
Dr. Nisha Raj (C)  
Dr. Mamta Rani  
Ms. Rubi Mangla  
Dr. Rakesh Kumar
- 37. NEP**  
Dr. Rakesh Kumar (C)  
Ms. Shahina
- 38. NSS Advisory Committee-**  
Dr. Anoop Kumar (PO)  
Ms. Seema Grewal(PO)  
Dr. Vinay Yadav  
Dr. Harvandna-Bursar  
Dr. Nisha Raj
- 39. NSS- Boys**  
Dr. Anoop Kumar (PO)  
Mr. Naveen (C.A)  
Mr. Baljinder Singh (Mali)
- 40. NSS- Girls-**  
Ms. Seema Grewal (PO)  
Ms. Jasvir Kaur, L.A  
Mr. Sanjeev (Mali)
- 41. Online Admission Committee-  
& Online Prospectus**  
Mr. Neeraj Rohilla  
Mr. Arman  
Dr. Mamta Rani  
Ms. Seema Grewal
- 42. Personality Development & Soft Skill**  
Mr. Arman  
Ms. Rubi Mangla  
Ms. Jasvinder (LLI)

- 43. Placement & Counseling Cell  
Entrepreneur Development Committee -** Ms. Rubi Mangla  
Dr. Mamta Rani  
Dr. Shubha  
Dr. Neeraj Rohilla  
Dr. Ranbir Singh  
Ms. Shahina (CI)
- 44. Press Note (PRO)-** Mr. Arman (C)  
Ms. Priyanka  
Mr. Naveen (CA)
- 45. Printing Committee-** Mr. Arman  
Ms. Aman  
Dr. Mamta Rani
- 46. Property Incharge-** Ms. Aman (C)  
Dr. Mamta Rani  
Dr. Ranbir Singh  
Ms. Seema Grewal
- 47. Red Cross/YRC/Red Ribbon Club-** Dr. Ranbir Singh (C)  
Dr. Namrata Jain  
Ms. Aman
- 48. Research & Development  
& Intellectual Property Rights-** Dr. Nisha Raj  
Ms. Priyanka  
Ms. Rubi Mangla  
Ms. Shahina (CI)
- 49. Result Verification-** Ms. Rohini Singla  
Ms. Sandhya  
Ms. Rubi Mangla
- 50. Road Safety Committee-** Mr. Parveen Silhan (C)  
Dr. Anoop Kumar
- 51. RTI-** Dr. Vinay Yadav (SPIO)  
Dr. Harvandna (APIO)  
Mr. Deepak Kumar (Clerk)
- 52. PMUSHA/UGC/AISHE-** Dr. Rakesh Kumar (C)  
Mr. Neeraj Rohilla  
Dr. Aparna Sharma  
Ms. Jasvinder (LLI)
- 53. 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)

**54. Science Board-**

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

**55. Soft Skills & Language Lab-**

Mr. Arman  
Ms. Jasvinder Kaur (LLI)

**56. Sports Board-**

Mr. Parveen (C)  
Dr. Harvandna  
Ms. Seema Grewal  
Mr. Partap Singh

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

Mr. Neeraj Rohilla  
Dr. Namrata Jain  
Dr. Rakesh Kumar  
Concerned HODs

**58. Subject Societies -**

Concerned HODs

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

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

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

Mr. Parveen (C)  
Ms. Aman  
Mr. Arman  
Dr. Mamta Rani  
Dr. Shubha  
Mr. Mohit, Clerk

**61. Women Cell-**

Dr. Kalpana Hooda  
Ms. Sandhya  
Ms. Seema Grewal  
Ms. Priyanka  
Ms. Ankur (CI)

**62. Yoga Club-**

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

*Mamta*  
Principal  
Govt. College Barwala (Pkl)  
Barwala (Panchkula)