

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, BAWANI KHIERA

(Annual Duty List- 2024-25)

Memo. No. 2024/474

Dated: 01/07/2024

1. College Council, Reception and Development Board

i	Mr. Parveen Kumar	Principal/ Patron	Parveen
ii	Dr. Raman Kumar	Member	Ran
iii	Ms. Deepa	Member	Deepa
iv	Mr. Amit Khirbat	Member	A
v	Mr. Amit Kumar	Member	(Amit Kumar)

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SPIO	Mr. Parveen Kumar	Parveen
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Bursar	Dr. Raman Kumar	Ran
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Staff Secretary Social Secretary	Mr. Amit Kumar	(Amit Kumar)
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5.

Conference Hall incharge Staff Room incharge	Dr. Raman Kumar	Ran
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6. University Affairs Committee

i	Registrar (Fee & Affiliation)	Dr. Pawan Kumar	Pawan
ii	Dy. Registrar (Exam Affairs)	Dr. Sachin Kumar	Sachin
iii	Internal	Dr. Sumit Chauhan	Sumit
iv	CR & RR	Dr. Neelam	Neelam
v	Result Verification	Mr. Mukesh	Mukesh
vi	Practical Awards	Mr. Rakesh	Rakesh
vii	Lecture Shortage	Dr. Monika	Monika
viii	University Clerk	Mr. Dilraj	

7. Court Cases

i	Dr. Sumit Chauhan	Convener	Sumit
ii	Ms. Deepa	Member	Deepa
iii	Dr. Sachin	Member	Sachin

8. Central Purchase Committee

i	Sh. Parveen Kumar	Convener	Parveen
ii	Ms. Deepa	Member	Deepa
iii	Mr. Amit Khirbat	Member	A
iv	Mr. Manoj Kumar	Member	Manoj Kumar

9. **Discipline Committee**

i	Mr. Rakesh Kumar	Convener	
ii	Dr. Neena Kumari	Member	
iii	Mr. Hemant	Member	
iv	Ms. Mithlesh	Member	
v	Dr. Sachin	Member	
vi	Dr. Monika	Member	

10. **Women Cell**

i	Ms. Meenu	Convener	
ii	Ms. Nisha	Member	
iii	Ms. Suman	Member	
iv	Dr. Neena Kumari	Member	
v	Ms. Sonam	Member	

11. **Placement Cell**

i.	Ms. Sonika	Convener	
ii.	Ms. Mithlesh	Co Convener	
iii	Ms. Nisha	Member	
iv.	Mr. Hemant	Member	

12. **Cultural Committee**

i	Ms. Neena	Convener	
ii	Ms. Nisha	Member	
iii	Dr. Sunil Kumar	Member	
iv	Ms. Sonam	Member	
v	Ms. Monika (Ext. Lect.)	Member	

13. **Water Arrangement Committee**

i	Mr. Surender Kumar	Convener	
ii	Dr. Pawan	Member	
iii	Dr. Sunil Kumar	Member	
iv	Mr. Rakesh (Ext. Lect.)	Member	

14. **Photography, Press & Publicity Committee**

i	Mr. Rakesh Kumar	Convener	
ii	Mr. Parveen Kumar	Member	
iii	Ms. Suman	Member	
iv	Mr. Amit Kumar	Member	

15. **Seating, Tent, Mike & Shamiyana**

i	Ms. Surender Kumar	Convener	
ii	Mr. Manoj Kumar	Member	
iii	Mr. Sunil Kumar	Member	
iv	Dr. Sachin	Member	



16. **Time-Table & Workload Committee**

i	Mr. Amit Kumar	Convener	
ii	Mr. Parveen Kumar	Member	
iii	Dr. Raman Kumar	Member	
iv	Ms. Nisha	Member	
v	Mr. Hemant	Member	

17. **Refreshment Committee**

i	Ms. Sonika	Convener	
ii	Ms. Mithlesh	Member	
iii	Mr. Mukesh	Member	

18. **Earn While You Learn Committee**

i	Ms. Mithlesh	Convener	
ii	Mr. Hemant	Member	
iii	Mr. Parveen Kumar	Member	
iv	Mr. Rakesh(Ext. Lect.)	Member	

19. **College Property Incharge**

i	Ms. Sonam	Wooden	
ii	Mr. Mukesh	Steel	
iii	Dr. Sachin	Electrical	
iv	Mr. Amit Khirbat	Electronics	

20. **Electricity/Generator Committee/ Electronics Repairing**

i	Dr. Sumit Chauhan	Convener	
ii	Mr. Surender Kumar	Member	
iii	Dr. Sachin	Member	
iv	Mr. Rakesh Kumar	Member	

21. **Biometric & CCTV Camera Committee**

i	Mr. Hemant	Convener	
ii	Mr. Amit Khirbat	Member	
iii	Ms. Meenu	Member	
iv	Ms. Mamta (Comp. Inst)	Member	
v	Mr. Kashyap (Com. L.A)	Member	

22. **Building Repairing Committee**

i	Mr. Surender Kumar	Convener	
ii	Dr. Pawan Kumar	Member	
iii	Dr. Sunil	Member	

23. **Eco Club**

i	Mr. Mukesh	Convener	
ii	Mr. Amit Kumar	Member	
iii	Dr. Raman	Member	



24. Internal Quality Assurance Cell

		Convener	<i>Parveen</i>
i	Dr. Raman Kumar	Member	<i>Deepa</i>
ii	Mr. Parveen Kumar	Member	<i>AD</i>
iii	Ms. Deepa	Member	
iv	Mr. Amit Khirbat	Member	

25. Medical, First Aid, Red Ribbon Club & Red Cross Committee

		Convener	<i>Soumya</i>
i.	Ms. Sonika	Member	<i>AD</i>
ii.	Ms. Mithlesh	Member	<i>Parva</i>
iii.	Ms. Monika	Member	

26. College Grievances & Complaint Committee

		Convener	<i>AD</i>
i	Ms. Nisha	Member	<i>Parveen</i>
ii	Dr. Raman	Member	<i>Meenu</i>
iii	Mr. Parveen Kumar	Member	<i>Parveen</i>
iv	Ms. <i>Meenu</i>	Member	

27. Sexual Harassment & Anti Ragging Committee at work place

		Convener	<i>Neena Kumar</i>
i	Dr. Neena	Member	<i>Soumya</i>
ii	Ms. Sonika	Member	<i>Suman</i>
iii	Ms. Suman	Member	<i>AD</i>
iv	Ms Mithlesh	Member	<i>Parveen</i>
v	Mr. Amit Khirbat	Member	

28. Bus Pass Committee

		Convener	<i>AD</i>
i	Dr. Sunil Sharma (B.A. 3 <sup>rd</sup> )	Member	<i>AD</i>
ii	Mr. Rakesh (B.A. 2 <sup>nd</sup> )	Member	<i>AD</i>
iii	Ms. Monika (B.A. 1 <sup>st</sup> )	Member	<i>AD</i>
iv	Mr. Manoj Kumar (B.Com)	Member	<i>AD</i>
v	Dr. Sumit Chauhan (B. Sc.)	Member	<i>AD</i>

29. Sports Board

		Convener	<i>AD</i>
i.	Ms. Mithlesh	Co convener	<i>Soumya</i>
ii.	Ms. Sonika	Member	<i>Neena Kumari</i>
iii.	Ms. Neena Kumari	Member	<i>AD</i>
iv.	Dr. Sunil Kumar	Member	

30. College Beautification & Decoration Committee

		Convener	<i>AD</i>
i	Dr. Neelam	Co Convener	<i>AD</i>
ii	Dr. Sunil	Third Floor	<i>AD</i>
iii	Ms. Nisha	Second Floor	<i>AD</i>
vi	Ms. Sonika & Ms. Mithlesh	First Floor	<i>AD</i>
v	Ms. Meenu & Ms. Monika	Ground Floor	<i>AD</i>
vi	Ms. Sonam & Dr. Neena	Outside in campus	<i>AD</i>
vii	Mr. Amit Kumar		<i>AD</i>



31. Library Advisory Committee

i.	Ms. Sonam	Convener	Sonam
ii.	Mr. Mukesh	Member	Mr
iii.	Ms. Sonika	Member	Sonika
iv.	Ms. Meenu	Lib. Restorer	Meenu

32. UGC & NAAC

i.	Ms. Deepa	Convener	Deepa
ii.	Mr. Manoj Kumar	Member	Manoj Kumar
iii.	Dr. Sumit Chauhan	Member	Sumit
iv.	Mr. Hemant	Member	Hemant
v.	Ms. Mamta	Member	Mamta
vi.	Mr. Kasyap	Member	Kasyap

33. RUSA

i.	Dr. Neelam	Convener	Neelam
ii.	Ms. Deepa	Member	Deepa
iii.	Dr. Pawan	Member	Pawan

34. Prize Purchase & Distribution Committee

i.	Mr. Surender	Convener	Surender
ii.	Dr. Neelam	Member	Neelam
iii.	Dr. Monika (Ext. Lect.)	Member	Monika

35. NSS Advisory Committee

	Mr. Parveen Kumar	Advisor	Parveen
i.	Ms. Suman	Convener	Suman
ii.	Ms. Neena	Co convener	Neena Kumar
iii.	Ms. Sonam	Member	Sonam
iv.	Mr. Amit Kumar	Member	Amit Kumar
v.	Mr. Rakesh (Ext. Lect.)	Member	Rakesh
vi.	Ms. Monika (Ext. Lect.)	Member	Monika

36. Vehicle Stand

i.	Ms. Monika (Ext. Lect.)	Convener	Monika
ii.	Dr. Sunil Kumar	Member	Sunil Kumar
iii.	Ms. Rakesh (Ext. Lect.)	Member	Rakesh

37. OBC, SC/ST and Minority Cell

i.	Mr. Hemant Kumar	Convener	Hemant
ii.	Mr. Surender Kumar	Member	Surender
iii.	Ms. Sonika	Member	Sonika

38. Legal Literacy Cell

i.	Ms. Nisha	Convener	Nisha
ii.	Ms. Neena	Member	Neena Kumar
iii.	Ms. Monika (Ext. Lec.)	Member	Monika

39 SC/BC & Others Scholarship (Nodal Officer)

i.	Mr. Hemant	SC Scholarship	H Sachin Manoj Kumar Ms
ii.	Mr. Sachin Kumar	BC Scholarship	
iii.	Mr. Manoj Kumar	Others Scholarship	
iv.	Mr. Mukesh	National Scholarship	

40 Income Tax Calculation, TDS & Quarterly Report Committee

i.	Mr. Manoj Kumar	Convener	Manoj Kumar Sachin Sachin Ms
ii.	Dr. Raman	Member	
iii.	Dr. Sachin Kumar	Member	
iv.	Mr. Kashyap	Member	

41 EVS Committee

i.	Mr. Mukesh	Convener	M Parveen Parveen Ms
ii.	Mr. Amit Kumar	Member	
iii.	Mr. Parveen Kumar	Member	
iv.	Mr. Rakesh(Ext. Lect.)	Member	

42 HKRN/Out Source Committee

i.	Mr. Parveen Kumar	Convener	Parveen Parveen Deepa A
ii.	Dr. Raman	Member	
iii.	Ms. Deepa	Member	
iv.	Mr. Amit Khirbat	Member	

43 Office Expenses (OE) Committee

i.	Ms. Sonam	Convener	Sonam Nisha Mukesh Ms
ii.	Ms. Nisha	Member	
iii.	Mr. Mukesh	Member	
iv.	Mr. Kashyap (Com. L.A.)	Member	

44 Treasury Committee

i.	Mr. Surender Kumar	C.T.O.	Suman Sampat Sampat Ms
ii.	Dr. Pawan Kumar	C.T.O.	
iii.	Mr. Sampat Singh	Member	
iv.	Mr. Kashyap	Member	

45 Printing Committee

i.	Ms. Suman	Convener	Suman Meenu Neena Kumar Ms
ii.	Ms. Meenu	Member	
iii.	Dr. Neena	Member	
iv.	Mr. Mukesh	Member	

46. College Profile & Land Record Committee

i	Dr. Pawan Kumar	Convener	Suman Sachin Sachin
ii	Mr. Surender Kumar	Member	
iii	Dr. Sachin	Member	



47. Apprenticeship Committee

i.	Mr. Amit Khirbat	Convener	Amit Khirbat Parveen Mamta
ii.	Mr. Hemant	Member	
iii.	Mr. Parveen Kumar	Member	
iv.	Ms Mamta	Member	

48. Tour & Travel Committee

i.	Ms. Neena Kumari	Convener	Neena Kumari Sonika Parveen M
ii.	Ms. Sonika	Member	
iii.	Mr. Parveen Kumar	Member	
iv.	Mr. Mukesh	Member	

49. Annual Magazine & Annual Report Committee

i.	Dr. Sunil Kumar	Chief Editor	Sunil Kumar Monika Mithlesh Neelam Nisha Pawan
ii.	Dr. Monika	Editor	
iii.	Ms. Mithlesh ( English)	Member	
iv.	Dr. Neelam (Social Science)	Member	
v.	Ms Nisha ( Commerce)	Member	
vi.	Dr. Pawan ( Science)	Member	

50. GEM Committee

i.	Dr. Raman	Convener	Raman Sachin Mamta
ii.	Dr. Sachin	Member	
iii.	Ms. Mamta	Member	

51. Extension Lecture Affair Committee

i.	Mr. Manoj Kumar	Convener	Manoj Kumar Deepa Neelam Raman Parveen Amit Khirbat
ii.	Ms. Deepa	Member	
iii.	Dr. Neelam	Member	
iv.	Dr. Raman	Member	
v.	Mr. Parveen Kumar	Member	
iv.	Mr. Amit Khirbat	Member	

52. Arrear Committee

i	Ms Nisha	Convener	Nisha Raman Manoj Kumar Sonam Kashyap
ii	Dr. Raman	Member	
iii	Mr. Manoj Kumar	Member	
iv	Ms. Sonam	Member	
v	Mr. Kashyap	Member	

53. College Canteen & Vita Booth Committee

i.	Dr. Pawan	Convener	Pawan Sumit M
ii.	Dr. Sumit Chauhan	Member	
iii	Mr. Mukesh	Member	

54. BSNL Lease Line/ Internet Committee

i.	Mr. Amit Khirbat	Convener	A
ii.	Ms. Meenu	Member	Meenu
iii.	Mr. Hemant	Member	H
iv.	Mr. Kashap	Member	K

55. Subject Societies

i.	<b>Science</b> Dr. Sumit Chauhan Ms. Suman	Convener Member	Sumit
ii.	<b>Social Science</b> Dr. Neelam Mr. Surender	Convener Member	Neelam Sumit
iii.	<b>Language</b> Dr. Sunil Kumar Ms. Mithlesh	Convener Member	N
iv.	<b>Commerce</b> Ms. Nisha Mr Manoj	Convener Member	Nisha Manoj

56 Language Club

i.	Dr. Sunil	President	Sunil
ii.	Dr. Monika	Co President	Monika
iii.	Ms. Deepa	Secretary	Deepa
iv.	Ms. Mithlesh	Joint Secretary	Mithlesh
v.	Dr. Ramar	Treasurer	Ramar

Nodal Officers:

HRMS and MIS- Sh. Amit Kumar

ERP/ Web Portal- Ms. Meenu

AISHE- Mr. Amit Khirbat

Passport and Driving License- Ms. Deepa

Voter ID & Election Affairs- Mr. Rakesh

Amit Kumar

Meenu

A

Deepa

Parveen  
Surender Kumar  
(Member)

Parveen  
Principal  
GCW Bawani Khara  
01/07/2024



## Office Work Distribution

	Mr. Sampat Singh (Clerk)	Bill Clerk-Treasury Work and Financial Work National Scholarship, NSS Clerk, Result	Sampat
ii	Mr. Dilraj (Clerk)	DMC Collection & Distribution, Passport and Driving License, SC Scholarship Work, B.A /B.Com/B.Sc 3 <sup>rd</sup> Year: CR, Internal Assessment, Practical Awards & Exam Farms	Dilraj
ii	Ms. Kavita (Clerk)	Diary & Dispatch, College Email, DGHE Notice All Staff Attendance Register & Leave Record	Kavita
iv	Mr. Kashyap (Computer L.A)	Financial Work, ERP, BC Scholarship, Service Book Record, RTI Assistance, PGDCA- RR & Internal Assessment, Practical Awards & Exam Farms	Kashyap
v	Ms. Mamta (Computer Instructo	RR, College Portal/ Web Portal,/ Shiksha Setu / LMS , E-Gem Portal, Stock Verification, Apprentice	Mamta
vi	Mr. Parveen (L. A. Geography)	EVS Award, Absentee, Electrical & Water Work M.A.: RR & Internal Assessment, Practical Awards & Exam Farms.	Parveen
vii	Ms. Pooja (L.A 1-3 Comp Sec & 4-6 Psychology)	B.A/B.Com/B.Sc 2 <sup>nd</sup> Year: CR & Internal Assessment, Practical Awards & Exam Farms , Other Scholarship	Pooja
viii	Ms. Sheela (L.A 1-3 Chemistry, 4-6 Physics )	B.A /B.Com/B.Sc 1 <sup>st</sup> : Year RR & Internal Assessment, Practical Awards & Exam Farms, Bus Pass Work	Sheela
ix	Ms. Meenu (Library Restorer)	All library Work, I.D. Card Distribution, Uploading of Lesson Plan, Bus Pass Distribution,	Meenu

Parveen 01/07/24  
Principal  
GCW Bawani Khera