

SIR CHHOTU RAM GOVERNMENT COLLEGE FOR WOMEN, SAMPLA**ANNUAL DUTY LIST (2024-25)**

The following Committees are constituted to ensure the operational administration functionalities of the institute. All the Staff members are informed to note down their Annual Duties with immediate effect. Ex-conveners/ Incharges are informed to handover the charge to the new incumbents immediately.

S.NO	COMMITTEE	CONVENOR/MEMBERS	SIGNATURE
1	College Council	Dr.ChanderShekhar	
		Dr.Sunil Chauhan	
		Dr. Mange Ram	
		Dr. Anil Kumar	
2	College Development/ Advisory board/ Reception Committee	Dr.ChanderShekhar	
		Dr. Sunil Chauhan	
		Dr. Mange Ram	
		Dr. Anil Kumar	
		Dr.Pritam	
		Dr. Padma Dalal	
		Mr.Satish Kumar	
3	S.P.I.O/ R.T.I Incharge	Dr ChanderShekhar	
		Dr Sunil Chauhan	
		Mr Dharmveer (Supp Staff)	
4	College Bursar	Dr.Minakshi	
5	Central Purchase, GEM Committee	Mr.Satish Kumar	
		Dr. Anil Kumar	
		Dr.Ritu (Comm.)	
		Ms.Mamta	
		Supporting Staff:-	
		Ms.Santosh (Dy. Sup.)	
		Sh. Anand	
Ms. Monika			

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
6	IQAC	Dr.SantoshHooda(Chairperson) (Principal)	
		Dr. Padma Dalal(Coordinator)	
		Dr. Anil Kr.	
		Ms Ritu (Comm)	
		Ms Mamta	
		Dr Minakshi	
		Mr Krishan Kr	
		Ms Seema	
		Ms Monika	
		Dr Priti	
		Mr Dinesh (Administrative officer) (E.T.O)	
		Mr Krishan Kr (Administrative Officer) (S.D.O, PWD Sampla)	
		Mr Vinkal(Industrialist Nominee) Director Sales, Creative Shipping India Pvt. Ltd.)	
		Mr Manish (Stakeholder Nominee) Director Sunshine Computers	
		Dr Vinod Kr (Stakeholder Nominee) (IQAC Coordinator S.D.G.C, Kharkhoda)	
		Smt. Ritu Devi (Local Society Nominee) (SarpanchGarhiSampla)	
SmtPOOJA(Alumni Nominee) (Chairmen, M.C. Sampla)			
Priya (Student Nominee) (B.A IInd Year, Roll No:1230264080)			
7	College Proctor & Senior Tutor Incharge	Dr. Sunil Chauhan	
		Dr.Rashmi	
8	College Calender/ Numbers of Working Days/ Matters of differently abled	Dr. Sunil Chauhan	
		Ms.Pankaj	
9	N.C.C Officer	Ms.SapnaYadav	
10	N.S.S Officer	Dr.Priti	

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
11	Registrar	Dr.Pritam (Registrar)	
		Ms.Seema (Dy. Registrar)	
		Ms. Monika	
		Ms. Anita	
		Ms.Suresh	
		Dr.Sangeeta	
		Dr.Rashmi	
		Sh. Jasvinder	
		Dr.Meena	
		Ms.Pankaj	
		Dr.Neetu	
		Dr.Jagbir Malik	
		Supporting Staff:-	
		Mr.Vinod	
		Mr.Anand	
Ms.Priyanka			
Mr. Ravi			
12	Sports Board	Dr.ChanderShekhar	
		Dr. Mange Ram	
		Dr. Sunil Chauhan	
		Ms.Sapna	
		Ms Ritu (Geo.)	
13	Alumni Committee	Dr.ChanderShekhar	
		Ms.SavitaHooda	
		Ms.Mamta	
		Dr.InduBala	
		Dr.Neetu	
14	Library Committee	Dr.ChanderShekhar	
		Dr. Mange Ram	
		Sh. Satish Kumar	
		Ms.Mamta	
		Dr.Neetu	

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
15	College Magazine	Dr. Sunil Chauhan(Chief-Editor)	
		Sh. Satish	
		Ms.SavitaHooda	
		Ms. Monika	
		Dr.Ritu (Comm)	
		Dr.Neetu	
16	Annual Report	Dr. Anil Kumar	
		Dr.SavitaHooda	
		Ms Yashwanti	
		Ms Neetu	
		Dr.Paramjeet	
17	Cleanliness & Sanitation	Dr.Ritu (Geo.)	
		Dr.Savita	
		Dr Priti	
		Dr.Neelam	
		Mr.Jasvinder	
		Dr.Paramjeet	
		Dr.Poonam	
		Ms.Yashwanti	
		Mr.Satender	
		Mr. Suresh	
		Dr.Jagbir	
		Dr.Sangeeta	
18	Beautification/ Decoration	Dr.Supriya	
		Ms Anita	
		Dr.Priti	
		Ms.Neetu	
19	Stationary Committee	Dr. Sunil Chauhan	
		Mr.Vinod	
20	Mentor Groups	Ms Anita	
		Ms Pankaj	
		Mr.Suresh	

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
21	Bus/ Train Pass	Mr.Surender	
		Mr. Suresh	
		Dr.InduBala	
		Dr.Rekha	
		Ms.Sushila Devi & Mr Ravi (Supp. Staff)	
22	Canteen/ Vita Booth & Cycle Stand	Dr. Mange Ram	
		Dr.Pritam	
		Mr.Krishan Kumar	
23	CCTV/ Biometric Machine/ Computer Labs/ Edusat/ wifi	Mr.Satish Kumar	
		Mr.Krishan Kumar	
		Mr.Surender	
		Ms.Sapna	
		Supporting Staff:-	
		Mr.Anand	
		Ms.Priyanka	
Mr. Ravi			
24	CM Window Complaints	Mr.Krishan Kumar	
		Ms. Monika	
25	Court Case	Dr.ChanderShekhar(Advisor)	
		Dr. Mange Ram (Convenor)	
		Dr.Jagbir Malik	
		Mr.Satender	
		Dr.Paramjeet	
		Mr. Ravi (Supporting Staff)	
26	New Education Policy/ Internal Examination Committee	Dr ChanderShekhar	
		Dr Sunil Chauhan	
		Dr Anil Kumar	
		Dr Ritu (Geo)	
		Dr Supriya	
		Ms Jasvinder	
		Mr Paramjeet	
		Dr Jagbir Malik	

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
27	Cultural Activities	Dr.SavitaHooda	
		Ms.Priti	
		Ms.Supriya	
		Ms.Ritu (Comm.)	
		Ms.Neetu	
		Ms.Yashwanti	
		Ms.Rekha	
		Ms.Rashmi	
28	IT/AISHE/ ShikshaSetu/ LMS/RUSA/ Facebook/ MIS/ SupratiShreya /ARHA/ UGC/ PRAYAS/ Website+ Webportal	Ms.Pankaj	
		Dr. Anil Kumar	
		Dr.Minakshi	
		Ms.Mamta	
		Ms.Priti	
		Dr.Sangeeta	
		Mr Paramjeet	
		Ms.Ritu (Comm)	
		Mr.Anand (Supp. Staff)	
		Ms.Priyanka (Supp. Staff)	
29	Discipline Committee	Dr. Mange Ram	
		Mr.Satish Kumar	
		Dr.Pritam	
		Mr.Surender	
		Dr.Poonam	
		Mr Jasvinder	
		Dr.InduBala	
		Dr.Rekha	
30	Earn While You Learn	Ms. Monika	
		Ms.Savita	
		Ms Ritu (Geo)	
		Ms Rekha	
		Ms Poonam	
31	Electricity Generator & Soundmaintenance Committee	Ms PritiKumari	
		Mr.Surender	
		Mr.Satender	
		Mr.Paramjeet	
		Mr.Jasvinder	
32	Out Sourcing Committee/ (HKRN)	Dr. Mange Ram	
		Dr.Ritu (Geo)	
		Dr.Supriya	
		Mr.Nitesh (Supp. Staff)	

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
33	Eco Club/ Water Harvesting/ Submersible Water Arrangement/ Solar /waste management	Dr.Pritam	
		Dr Ritu (Comm.)	
		Dr.Ritu (Geo.)	
		Dr.Supriya	
		Dr.Priti	
		Dr.Rashmi	
		Ms.Sangeeta	
		Mr Suresh	
		Ms Neelam	
		Ms Yashwanti	
34	Drinking Water/ Water Cooler/ RO Committee	Mr. Surender	
		Dr.Jagbir Malik	
		Mr.Satender	
		Mr.Jasvinder	
35	Legal Literacy Cell	Ms Mamta	
		Ms Anita	
		Ms Sapna	
		Dr Rashmi	
		Dr.Jagbir Malik	
		Dr.Sangeeta	
36	Placement Cell /Career Counseling Skill Development Programmes	Ms.Seema	
		Ms Monika	
		Ms Supriya	
		Dr.Rashmi	
		Dr Meena	
		MOU: Dr Pritam (Advisor)	
37	Printing/ Flex Committee/ Invitation Committee	Dr Ritu (Comm.)	
		Mr Surender	
		Ms Sapna	
		Ms Rekha	
		Mr Jasvinder	
38	Minor Repair/ Building Committee	Dr. Mange Ram	
		Dr.Satish Kumar	
		Ms Anita	
		Mr Satender	

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
39	Photography	Ms Monika	
		Ms Meena	
		Ms Pankaj	
40	Prize Distribution Committee	Dr Sunil Chauhan	
		Ms Mamta	
		Ms Sapna	
		Ms Monika	
		Ms Rekha	
		Ms Meena	
		Dr Rashmi	
41	Media/ Press Note	Dr.Pritam	
		Ms Anita	
		Dr Poonam	
		Dr Jagbir Malik	
42	RRC/ YRC /Red Cross Fee/ Conversion Committee/ First- AID Committee	Dr.Supriya	
		Dr Pritam	
		Dr Neelam	
		Mr Satender	
		Dr Neetu	
		Dr Poonam	
43	Refreshment Committee	Ms Monika	
		Ms Meena	
		Dr Yashwanti	
		Ms Sangeeta	
		Ms Pankaj	
44	Tent/ Stage/ Shamiana Sitting Arrangement/ Light/ Mike	Dr Mange Ram	
		Mr Krishan	
		Mr Surender	
		Mr Jasvinder	
		Mr Satender	
45	Stipend and Scholarship/ Verification of Stipend /Apprenticeship Committee	Ms Seema	
		Mr Surender	
		Ms Sapna	
		Mr Gurdeep	

S.NO	COMMITTEE	CONVENOR/MEMBER	SIGNATURE
46	Write Off/ Disposal/ Auction Committee	Dr. Mange Ram	
		Mr Satish Kumar	
		Mr Krishan Kumar	
		Dr Savita Hooda	
		Mr Satender	
47	SVEEP/ Voter ID/ Driving License/ G-20 Presidency Year 2023 Celebration	Ms Sapna	
		Ms Ritu (Comm.)	
		Ms Meena	
		Ms Rekha	
		Ms Yashwanti	
48	Subject Change Committee	Ms Ritu (Geo)	
		Dr Priti	
		Ms Supriya	
		Ms Paramjeet	
		Mr Suresh	
		Dr Indu	
49	Time Table Committee	Dr Anil	
		Dr Pritam	
		Mr Satish	
		Dr Minakshi	
		Ms Seema	
		Dr Rashmi	
		Mr Paramjeet	
50	Workload Committee	Ms Mamta	
		Dr. Chander Sekhar	
		Dr Rekha	
		Ms Priyanka (Supp. Staff)	
51	Medical Bills	Mr Satish Kumar	
		Dr Anil Kumar	
		Mr Krishan Kumar	
		Ms Sapna	
		Dr Minakshi (Bursar)	

S.NO	COMMITTEE	CONVENOR/ MEMBER	SIGNATURE
52	Checking of Income Tax Proforma	Dr Ritu (Comm)	
		Mr Satish Kumar	
		Ms Mamta	
		Ms Minakshi	
53	Result Verification Committee	Ms Mamta	
		Dr Savita Hooda	
		Dr Ritu (Comm)	
		Dr Pankaj	
54	Tour Committee	Dr Sunil Chauhan	
		Mr Satish Kumar	
		Ms Anita	
55	Women Cell/ Girls Common room	Dr Ritu (Comm)	
		Ms Mamta	
		Ms Anita	
		Dr Neetu	
		Dr Poonam	
56	Property	Mr Krishan Kumar	
		Dr Ritu (Geo)	
		Mr Suresh	
		Ms Indu Bala	
57	Extension Lecturer Matters Committee	Dr Chander Shekhar	
		Mr Krishan Kumar	
		Ms Sapna	

S.NO	COMMITTEE	CONVENOR/ MEMBER	SIGNATURE
58	Passport	Mr Anita	
		Dr Ritu (Comm)	
		Dr Ritu (Geo)	
		Dr Supriya	
59	University Outreach Programme	Dr Savita Hooda	
		Dr Yashwanti	
		Dr Jagbir Malik	
		Dr Neetu	
60	Office Correspondence Committee	Dr Anil Kumar	
		Dr Rashmi	
61	SC/BC/OBC Grievance Cell	Dr Sunil Chauhan	
		Dr Mange Ram	
		Ms Sapna	
		Ms Anita	
62	Feedback Committee (Students, Alumni, Parents & Teachers)	Dr Ritu (Comm)	
		Dr Savita Hooda	
		Ms Anita	
		Dr Rekha	
		Ms Meena	
63	Convocation	Dr Padma	
		Dr Pritam	
		Ms Seema	
		Dr Yashwanti	
		Dr Neelam	
64	Sir Chhotu Ram Celebration Committee	Dr ChanderShekhar	
		Dr Mange Ram	
		Dr Pritam	
		Mr Anand (Supp. Staff)	
65	RDC	Dr Ritu (Comm)	
		Ms Mamta	
		Ms Seema	
66	IPR	Dr Anil Kumar	
		Dr Minakshi	
		Ms Seema	
67	YOGA	Dr Mange Ram	
		Ms Sapna	
		Ms Ritu (Comm)	

S.NO	COMMITTEE	CONVENOR/ MEMBER	SIGNATURE
68	Anti-Drug/Anti-Tobacco Committee	Dr Padma	
		Dr Pritam	
		Ms Seema	
		Dr Yashwanti	
		Dr Poonam	
69	Science Exhibition	Mr Krishan Kumar	
		Ms Ritu (Geo)	
		Ms Priti	
		Ms Monika	
		Dr Supriya	
		Dr Neelam	
		Mr Jasvinder	
70	Student Counselling Cell	Dr Sunil Chauhan	
		Ms Seema	
		Ms Monika	
71	Disaster Management / Fire Safety Committee	Dr Supriya	
		Dr Priti	
		Dr Ritu (Geo)	
		Dr Neelam	
		Mr Satender	
72	Physical Verification Committee	Dr Mange Ram	
		Dr Pritam	
		Mr Surender	
		Dr Savita	
73	Staff Room	Mr Surender	
		Dr Poonam	
		Dr Neelam	
		Mr Suresh	
74	Social Secretary/ Staff Secretary	Dr Mange Ram	
		Dr Minakshi	
		Ms Mamta	
		Dr Meena	
		Mr Satender	
75	Anti Ragging/ Redressal of Grievances Suggestion Box/ Anti Sexual Harassment Committee (As per UGC guidelines)	Dr. Sunil Chauhan	
		Dr ChanderShekhar	
		Ms.Seema	
		Dr.InduBala	

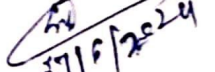
NODAL OFFICERS

Nature Interpretation	Dr Priti	
Traffic Interpretation	Ms Anita	
Election Duties	Dr Mange Ram + Anand	
Admission	Dr Padma + Dr Minakshi	
PG Incharge	Dr ChanderShekhar	
HRMS	Dr Minakshi	

Page 1-13


Principal

GCW, Sampla (Rohtak)


27/6/2024