

SIR CHHOTU RAM GOVERNMENT COLLEGE FOR WOMEN,
SAMPLA

ANNUAL DUTY LIST (2025-26)

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/ In charges are informed to handover the charge to the new incumbents immediately.

SR NO	COMMITTEE	CONVENOR/MEMBERS	SIGNATURE
1	College Council	Dr. Chander Shekhar	
		Dr. Sunil Chauhan	
		Dr. Mange Ram	
		Dr. Anil Kumar	
		Dr. Pritam	
		Dr. Minakshi	
2	College Development/Advisory Board/Reception Committee	Dr. Chander Shekhar	
		Dr. Sunil Chauhan	
		Dr. Mange Ram	
		Dr. Anil Kumar	
		Dr. Pritam	
		Dr. Padma Dalal	
		Mr. Satish Kumar	
		Dr. Minakshi (Bursar)	
3	S.P.I.O/ R.T.I Incharge	Dr. Chander Shekhar	
		Ms. Anita	
4	College Bursar	Dr. Minakshi	
5	Gem Committee	Dr. Anil Kumar	
		Dr. Minakshi	
		Dr. Ritu (Comm.)	
		Ms. Priyanka (Supp. Staff)	
6	IQAC	Dr. Santosh Hooda (Chairperson) (Principal)	
		Dr. Padma Dalal (NAAC Coordinator)	
		Dr. Anil Kumar (IQAC Coordinator)	
		Mr. Satish Kumar	
		Dr. Ritu (Comm)	
		Dr. Minakshi	
		Mr. Krishan Kumar	

		Ms. Seema	
		Ms. Monika	
		Dr. Priti Kumari	
		Mr. Navratan (Supp. Staff)	
7	Central Purchase committee	Mr. Satish Kumar	
		Dr. Anil Kumar	
		Dr. Padma Dalal	
		Mr. Krishan Kumar	
8	College Proctor & Senior Tutor Incharge	Dr. Sunil Chauhan	
		Dr. Rashmi	
9	Matters of Differently abled	Dr. Padma Dalal	
		Ms. Pankaj	
10	N.C.C Officer	Ms. Sapna	
11	N.S.S Officer	Dr. Priti Unit-I	
		Ms. Monika Unit-II	
12	Registrar	Dr. Pritam (Registrar)	
		Ms. Seema (Dy. Registrar)	
		Ms. Monika	
		Ms. Anita	
		Dr. Priti Kumari	
		Mr. Surender	
		Dr. Supriya	
		Dr. Rashmi	
		Mr. Paramjeet	
		Dr. Meena	
		Dr. Neetu	
		Mr. Anand (Supp. Staff)	
13	Sports Board	Dr. Chander Shekhar	
		Dr. Mange Ram	
		Dr. Anil Kumar	
		Ms. Sapna	
		Dr. Ritu (Geo.)	
14	Alumni Committee	Dr. Ritu (Geo.)	
		Dr. Meena	
		Dr. Indu Bala	
		Dr. Neetu	
		Dr. Jagbir	
15	Library Committee	Ms. Anita	
		Dr. Chander Shekhar	
		Mr. Satish Kumar	
		Dr. Paramjeet	
		Dr. Neetu	

		Mr. Suresh	
16	College Magazine	Dr. Sunil Chauhan (Chief-Editor)	
		Sh. Satish Kumar	
		Dr. Savita Hooda	
		Ms. Monika	
		Dr. Ritu (Comm)	
		Dr. Neetu	
17	Annual Report	Ms. Anita	
		Dr. Rekha	
		Dr. Yashwanti	
		Dr. Neetu	
		Dr. Paramjeet	
18	Housekeeping/Cleanliness & Sanitation	Dr. Ritu (Geo.)	
		Ms. Sapna	
		Dr. Neelam	
		Mr. Jasvinder	
		Dr. Poonam	
		Mr. Suresh	
		Dr. Sangeeta	
19	Beautification/Decoration	Dr. Supriya	
		Dr. Indubala	
		Ms. Neetu	
20	O.E.	Dr. Sunil Chauhan	
		Ms. Santosh (Dy. Suptd.)	
		Mr. Sunil	
		Mr. Nitesh	
21	Mentor Groups/PTM	Mr. Krishan Kumar	
		Ms. Pankaj	
		Mr. Paramjeet	
22	Bus/Train Pass& Passport	Mr. Krishan Kumar	
		Mr. Suresh	
		Dr. Indubala	
		Dr. Rekha	
		Mr. Ravi (Supp. Staff)	
23	Canteen/Vita Booth & Cycle Stand	Dr. Mange Ram	
		Dr. Pritam	
		Mr. Krishan Kumar	
24	CCTV/Biometric Machine/Computers /Edusat/Wifi/Smart rooms	Mr. Satish Kumar	
		Dr. Ritu (Geo.)	
		Ms. Pankaj	
		Mr. Suresh	

		Supporting Staff:-	
		Mr. Anand (Comp. Lab)	
		Ms. Priyanka (Maths Lab)	
		Mr. Ravi (Lab Attendant & CCTV)	
25	CM Window Complaints	Dr. Jagbir	
		Dr. Rashmi	
26	Court Case	Dr. Chander Shekhar (Advisor)	
		Dr. Mange ram	
		Dr. Anil Kumar	
		Dr. Jagbir	
		Dr. Paramjeet	
		Mr. Sunil (Supp. staff)	
27	Cultural Activities	Dr. Sunil Chauhan	
		Dr. Savita Hooda	
		Dr. Supriya	
		Ms. Anita	
		Mrs. Neetu	
		Dr. Yashwanti	
		Dr. Rekha	
		Ms. Rashmi	
		Ms. Pankaj	
		Dr. Jagbir	
28	IT/AISHE/UGC/NIRF/IDP	IQAC	
29	Website/Social Media Platforms	Dr. Ritu Comm.	
		Dr. Sangeeta	
		Mr. Paramjeet	
		Ms. Priyanka (Supp. Staff)	
30	Discipline Committee	Dr. Jagbir	
		Mr. Suresh	
		Dr. Poonam	
		Mr. Jasvinder	
		Dr. Indubala	
		Dr. Rekha	
		Dr. Sangeeta	
		Dr. Yashwanti	
		Mrs. Neelam	
31	Earn While You Learn	Dr. Supriya	
		Dr. Savita Hooda	
		Dr. Ritu (Geo)	
		Dr. Rekha	
		Dr. Poonam	

32	Electricity Generator & Sound Maintenance Committee	Dr. Priti Kumari	
		Mr. Surender	
		Mr. Satender	
		Dr. Paramjeet	
		Mr. Ravi (Supp. staff)	
33	Out Sourcing Committee/(HKRN)	Mrs. Santosh Grewal (Dy. Suptd.)	
		Mr. Nitesh (Supp. Staff)	
34	Eco Club	Dr. Pritam	
		Dr. Supriya	
		Ms. Neelam	
		Mr. Satender	
35	Water Management Committee	Mr. Surender	
		Dr. Ritu (Geo.)	
		Dr. Poonam	
		Dr. Rekha	
36	Legal Literacy Cell	Ms. Anita	
		Dr. Sangeeta	
		Ms. Pankaj	
		Mr. Jasvinder	
37	Placement Cell /Career Counseling/Skill Development	Ms. Seema	
		Ms. Monika	
		Dr. Supriya	
		Dr. Rashmi	
		Dr. Meena	
38	MOU Committee/Resource mobilization committee	Dr Pritam	
		Ms. Seema	
		Dr. Supriya	
39	Printing/ Flex Committee/Invitation Committee	Ms. Monika	
		Mr. Surender	
		Dr. Rekha	
		Mr. Sonu (Supp. Staff)	
40	Minor Repair/ Building Committee	Mr. Surender	
		Ms. Sapna	
		Mr. Satender	
		Dr. Paramjeet	
		Ms. Neelam	
		Mr. Sudhir (Supp. Staff)	
41	Photography	Dr. Savita Hooda	
		Dr. Priti Kumari	
		Dr. Meena	
		Ms. Pankaj	

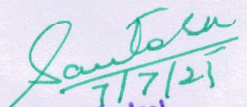
42	Annual Prize Distribution Committee	Ms. Seema	
		Ms. Sapna	
		Ms. Monika	
		Dr. Rekha	
		Dr. Meena	
		Dr. Rashmi	
		Mr. Gurdeep (Supp. Staff)	
43	Media/Press Note	Ms. Anita	
		Dr. Yashwanti	
		Dr. Poonam	
		Dr. Jagbir	
44	RRC/YRC/Red Cross Fee/Conversion Committee/First-Aid Committee	Dr. Supriya	
		Dr. Pritam	
		Dr. Ritu (Geo)	
		Mr. Satender	
		Ms. Monika	
		Dr. Poonam	
45	Refreshment Arrangement Committee	Ms. Monika	
		Dr. Meena	
		Dr. Yashwanti	
		Dr. Sangeeta	
		Ms. Pankaj	
46	Tent/Stage/Shamiana Sitting Arrangement/Light/Mike	Dr. Mange Ram	
		Dr. Pritam	
		Mr. Krishan Kumar	
		Mr. Surender	
		Mr. Jasvinder	
		Mr. Ali Mohan (Supp. Staff)	
47	Stipend And Scholarship/Verification of Stipend/Apprenticeship Committee	Dr. Sunil Chauhan	
		Mr. Surender	
		Ms. Sapna	
		Mr. Gurdeep (Supporting staff)	
48	Write Off/Disposal/Auction Committee	Dr. Mange Ram	
		Mr. Satish Kumar	
		Mr. Krishan Kumar	
		Dr. Savita Hooda	
		Mr. Satender	
		Mr. Ravi (Supp. Staff)	
49	SVEEP/Voter Id/Driving License	Ms. Sapna	
		Dr. Meena	
		Dr. Yashwanti	

50	Timetable & Workload Committee	Dr. Anil Kumar	
		Dr. Minakshi	
		Dr. Ritu (Comm.)	
		Ms. Anita	
		Dr. Paramjeet	
		Mr. Navratan (Supp. Staff)	
		Mr. Ravi (Supp. Staff)	
51	Medical Bills (Workout Committee)	Mr. Satish Kumar	
		Dr. Anil Kumar	
		Mr. Krishan Kumar	
		Mr. Sunil (Supp. Staff)	
52	Checking of Income Tax Performa	Dr. Ritu (Comm.)	
		Mr. Satish Kumar	
		Mr. Suresh	
53	Result Verification committee	Ms. Seema	
		Ms. Monika	
		Ms. Anita	
		Dr. Meena	
54	Women Cell/ Girls Common Room	Dr. Ritu (Comm.)	
		Ms. Anita	
		Dr. Neetu	
		Dr. Poonam	
		Dr. Rashmi	
55	Property	Mr. Krishan Kumar	
		Dr. Ritu (Geo)	
		Dr. Indu Bala	
56	Extension Lecturer Matters Committee	Dr. Chander Shekhar	
		Dr. Ritu (Geo.)	
		Ms. Anita	
		Ms. Monika	
57	University Outreach Program	Dr. Savita Hooda	
		Dr. Ritu (Geo.)	
		Dr. Jagbir	
		Dr. Yashwanti	
		Dr. Neetu	
58	Office Correspondence	Dr. Anil Kumar	
		Dr. Minakshi	
59	SC/BC/OBC Grievance Cell	Dr. Sunil Chauhan	
		Dr. Mange Ram	
		Ms. Sapna	
		Dr. Sangeeta	

60	Feedback Committee (Students, Alumni, Parents & Teachers)	Dr. Ritu (Comm.)	
		Dr. Savita Hooda	
		Dr. Priti Kumari	
		Dr. Meena	
		Dr. Indubala	
61	RDC & IPR	IQAC	
62	Yoga Club	Dr. Mange Ram	
		Dr. Ritu (Comm.)	
		Mr. Surender	
		Dr. Jagbir	
		Dr. Rekha	
63	Anti-Drug/Anti-Tobacco	Dr. Rashmi	
		Dr. Yashwanti	
		Dr. Poonam	
		Mr. Suresh	
64	Science Exhibition	Mr. Krishan Kumar	
		Dr. Ritu (Geo)	
		Ms. Monika	
		Dr. Supriya	
		Dr. Neelam	
		Mr. Jasvinder	
65	Student Counseling	Ms. Seema	
		Mr. Suresh	
		Dr. Sangeeta	
66	Disaster Management / Fire Safety Committee	Dr. Supriya	
		Dr. Priti Kumari	
		Dr. Ritu (Geo)	
		Dr. Neelam	
		Mr. Satender	
67	Physical Verification Committee	Dr. Mange Ram	
		Dr. Pritam	
		Mr. Krishan Kumar	
		Mr. Surender	
		Dr. Supriya	
68	Staff Room	Dr. Rashmi	
		Dr. Poonam	
		Ms. Neelam	
		Mr. Suresh	
69	Social Secretary / Staff Secretary	Dr. Mange Ram	
		Ms. Monika	
		Dr. Jagbir	

		Dr. Yashwanti	
70	Anti Ragging/Redressal of Grievances Suggestion Box	Dr. Sunil Chauhan	
		Dr. Chander Shekhar	
		Dr. Mange Ram	
		Ms. Seema	
		Dr. Indubala	
71	Internal Complaint Committee	Dr. Santosh Hooda (Chairperson)	
		Dr. Padma Dalal	
		Dr. Chander Shekhar	
		Dr. Mange Ram	
		Dr. Pritam	
		Dr. Ritu (Comm.)	
		Ms. Santosh Grewal	
		Ms. Kavita Yadav (Member of Non-Govt. Organization)	
		Sh. Gajender Sharma (Advocate Delhi High Court)	
		Anshu (Student BA 2 nd 1240264011)	
		Nikita (Student BA 2 nd 1240264030)	
		Kajal (Student BA3rd 1230264093)	
72	NSS Advisory Committee	Dr. Santosh Hooda (Chairperson)	
		Dr. Chander Shekhar	
		Dr. Anil Kumar	
		Dr. Priti Kumari, NSS PO Unit –I	
		Ms. Monika, NSS PO Unit - II	
		Ms. Ritu (Sarpanch of Garhi Sampla)	
		Ms. Muskan (Student B.Sc 5003)	
		Ms. Sakshi (Student B.A 2161)	
73	Swachh Haryana Mission Committee	Ms. Seema	
		Dr. Ritu (Geo.)	
		Dr. Mange Ram	
		Dr. Priti Kumari	
		Ms. Monika	
		Ms. Sapna	
		Dr. Supriya	
74	Internship Cell	Dr. Santosh Hooda (Nodal Officer)	
		Dr. Chander Shekhar (Deputy	

		Nodal Officer)	
		Dr. Anil Kumar	
		Dr. Pritam	
		Ms. Seema	
		Mr. Suresh	
75	Electric Bell Maintenance Committee	Mr. Krishan Kumar	
		Mr. Gurdeep (Supp. Staff)	
Nodal Officers/Coordinators			
1.	NEP/PG	Dr. Chander Shekhar	
2.	Admission	Dr. Minakshi	
3.	MIS/HRMS	Dr. Minakshi	
4.	AISHE/NIRF	Dr. Anil Kumar	
5.	IDP	Ms. Monika	


 7/7/21
 Principal
 Govt. College for Women
 Sampla (Sampla)