

**P.G. GOVERNMENT COLLEGE FOR WOMEN, JIND**  
**ANNUAL DUTY LIST 2022-23**

Order No: /GCW/Jind/2022/ 1970

Dated: 30-08-2022

The following faculty members of the college are hereby assigned the following annual duties for the session 2022-23. The details are as under:

**COLLEGE COUNCIL :**

- 1 Smt. Pushap Lata, Principal
- 2 Sh. Jai Narain Gahlawat
- 3 Mr. Narender Kumar
- 4 Mr. Anoop Mor
- 5 Dr. Rajesh Boora
- 6 Smt. Alpana Sharma

- Chairperson  
Member *[Signature]*  
Member *[Signature]*  
Member *[Signature]*  
Member *[Signature]*  
Member *[Signature]*

**STATE PUBLIC INFORMATION OFFICER**

- 1 Smt. Pushap Lata, Principal
- 2 Sh. Jai Narain Gahlawat

1<sup>st</sup> Appellate authority  
S.P.I.O.

**SENIOR TUTOR/STAFF SECRETARY**

- 1 Sh. Jai Narain Gahlawat

*[Signature]*

**CHIEF MENTOR/PROCTOR**

- 1 Sh. Narender Kumar *[Signature]*

**BURSAR :**

- 1 Sh. Jitender Kumar *[Signature]*

**BUILDING FUND COMMITTEE :**

- 1 Smt. Pushap Lata, Principal
- 2 Sh. Jai Narain Gahlawat
- 3 Sh. Narender Kumar *[Signature]*
- 4 Sh. Jitender Kumar *[Signature]*
- 5 Mrs. Usha Chawla
- 6 Dr. R.C. Jain
- 7 Sh. G.C. Garg
- 8 Sh. Sanjeev Kumar
- 9 Topper Student of B.A.-III (5<sup>th</sup> Sem.)

- Chairperson  
Member *[Signature]*  
Member  
Bursar  
Principal (Retd.)  
Principal (Retd.)  
SDO (Retd.)  
Assistant *[Signature]*

**CHARACTER CERTIFICATE:**

- 1 Dr. Rajesh Boora & Sh. Surender (Chem.)
- 2 Dr. Manisha Dalal
- 3 Smt. Amarjeet Kaur
- 4 Smt. Ashi Mittal

- B.A. *[Signature]*  
B.Com *[Signature]*  
B.Sc (NM) *[Signature]*  
BCA, B.sc (M) *[Signature]*

**UNIVERSITY WORK & HOUSE EXAMS:**

- 1 Sh. Anoop mor
- 2 Smt. Apoorva Sharma
- 3 Sh. Surender, Chemistry
- 4 Dr. Poonam Chahal
- 5 Dr. Monika, CS
- 6 Smt. Manisha Lohan
- 7 Sh. Brijesh Kumar

- Registrar *[Signature]*  
Member  
Member *[Signature]*  
Member *[Signature]*  
Member *[Signature]*  
Member *[Signature]*  
U.Clerk *[Signature]*

# K.G. GOVERNMENT COLLEGE FOR WOMEN, JIND

## ANNUAL DUTY LIST 2022-23

**LIBRARY & BOOK BANK:**

- 1 Dr. Reetu
- 2 Sh. Gurdeep
- 3 Sh. Surender
- 4 Smt. Seema

Convener *Reetu*  
 Member *Gurdeep*  
 Member *Surender*  
 Lib. Attendant *Seema*

**Welfare of SC/BC/PH/ESM**

**SC Scholarship**

- 1 Sh. Ravi Kumar
- 2 Dr. Ramesh Kumar
- 3 Ms. Priya
- 4 Mrs. Poonam
- 5 Sh. Sanjeev

Convener *Ravi*  
 Member *Ramesh*  
 Member *Priya*  
 Member *Poonam*  
 Assistant *Sanjeev*

**BC Scholarship**

- 1 Sh. Surender Kumar, Pol sci.
- 2 Sh. Rohit

Convener (B.C.) *Surender*  
 L.A (B.C) *Rohit*

**NSP/ State Merit scholarship/POSE**

- 1 Sh. Surender Kumar, Chem.
- 2 Dr. Himanshu Garg

Convener *Surender*  
 Member (POSE) *Garg*

**11 BEAUTIFICATION**

- 1 Dr. Poonam Chahal
- 2 Sh. Dinesh
- 3 Smt. Birmati
- 4 Sh. Parveen

Convener *Poonam*  
 Member *Dinesh*  
 Member *Birmati*  
 Member *Parveen*

**12 CYCLE STAND COMMITTEE:**

- 1 Sh. Dinesh Kumar
- 2 Sh. Vikram Gupta
- 3 Sh. Parveen
- 4 Sh. Sanjeev Kumar

Convener *Dinesh*  
 Member *Vikram*  
 Member *Parveen*  
 Assistant *Sanjeev*

**13 STUDENTS' GRIEVANCES REDRESSAL CELL**

- 1 Smt. Pushap Lata, Principal
- 2 Sh. Jai Narain Gahlawat
- 3 Sh. Narender Kumar *NKS*
- 4 Sh. Jitender Kumar (Bursar) *hckr*
- 5 Smt. Alpana Sharina

Chairperson  
 Member *Jai*  
 Member  
 Member  
 Member *Alpana*

**14 CULTURAL ACTIVITIES:**

- 1 Smt. Urmila Sharma
- 2 Smt. Jyoti Rani, Comm.
- 3 Sh. Surender, Chemistry
- 4 Smt. Priyanka
- 5 Dr. Poonam Chahal
- 6 Smt. Suman, Soc.
- 7 Smt. Preety
- 8 Sh. Parveen, maths
- 9 Smt. Manisha Lohan
- 10 Dr. Himanshu garg
- 11 Smt. Archana
- 12 Sh. Gurjeet
- 13 Sh. Sanjeev Kumar

Convener *Urmila*  
 Member *Surender*  
 Member *Priyanka*  
 Member *Poonam*  
 Member *Suman*  
 Member *Preety*  
 Member *Parveen*  
 Member *Manisha*  
 Member *Gurjeet*  
 Member *Sanjeev*  
 Assistant *Archana*

**14. Mrs. Amarjeet.**

**15 COLLEGE ANNUAL REPORT**

- 1 Sh. Narender Kumar
- 2 Smt. Urmila Sharma
- 3 Smt. Suman Skt.
- 4 Smt. Apoorva Sharma
- 5 Sh. Sanjeev Kumar

Convener *Narender*  
 Member *Urmila*  
 Member *Suman*  
 Member  
 Assistant

**P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND**  
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**6** INVITATION COMMITTEE

- |   |                   |          |
|---|-------------------|----------|
| 1 | Dr. Manisha Dalal | Convener |
| 2 | Sh. Ravi Kumar    | Member   |
| 3 | Ms. Apoorva       | Member   |
| 4 | Smt. Preety       | Member   |

*Manisha Dalal*

DECORATION COMMITTEE (Bouquets & Garlands etc.):

- |   |                      |          |
|---|----------------------|----------|
| 1 | Smt. Amarjeet Kaur   | Convener |
| 2 | Smt. Jyoti, Comm.    | Member   |
| 3 | Smt. Aashi Mittal    | Member   |
| 4 | Smt. Birmati         | Member   |
| 5 | Dr. Monika, CS       | Member   |
| 6 | Dr. Himanshu Garg    | Member   |
| 7 | Dr. Sonal Jain       | Member   |
| 8 | Ms. Priya, Chemistry | Member   |

*Aashi Mittal*  
*Birmati*  
*Monika*  
*Himanshu Garg*  
*Sonal Jain*  
*Priya*

**18** TEA & LUNCH COMMITTEE

- |   |                     |          |
|---|---------------------|----------|
| 1 | Dr. Manisha Dalal   | Convener |
| 2 | Dr. Jyoti, CS       | Member   |
| 3 | Sh. Gurdeep         | Member   |
| 4 | Mrs. Apoorva Sharma | Member   |
| 5 | Smt. Monika (geo)   | Member   |

*Manisha Dalal*  
*Jyoti*  
*Gurdeep*

**19** STAGE SECRETARIES

- |   |  |          |
|---|--|----------|
| 1 | Dr. Rajesh Boora                                     | Convener |
| 2 | Smt. <del>Urmila</del> Sharma <i>Dr Sumita Ashri</i> | Member   |
| 3 | Smt. Preety  | Member   |
| 4 | Dr. Manoj Kumar                                      | Member   |

*Rajesh*  
*Sumita Ashri*  
*Manoj*

**20** PHOTOGRAPHY & VIDEOGRAPHY

- |   |                |          |
|---|----------------|----------|
| 1 | Sh. Dinesh     | Convener |
| 2 | Dr. Monika     | Member   |
| 3 | Smt. Birmati   | Member   |
| 4 | Sh. Ravi Kumar | Member   |

*Dinesh*  
*Monika*  
*Birmati*  
*Ravi*

**21** EDUCATIONAL TOURS:

- |   |                             |          |
|---|-----------------------------|----------|
| 1 | Sh. Jai Narain Gahlawat     | Convener |
| 2 | Sh. Narender Kumar          | Member   |
| 3 | Sh. Jitender Kumar (Bursar) | Member   |
| 4 | Smt. Alpana Sharma          | Member   |
| 5 | Dr. Sumita Ashri            | Member   |
| 6 | Smt. Jyoti Rani             | Member   |
| 7 | Mrs. Priyanka               | Member   |

*Jai Narain*  
*Narender*  
*Jitender*  
*Alpana*  
*Sumita*  
*Jyoti*  
*Priyanka*

**22** Health Fund Committee:-

- |   |                    |          |
|---|--------------------|----------|
| 1 | Dr. Sumita Ashri   | Convener |
| 2 | Smt. Alpana Sharma | Member   |
| 3 | Smt. Suman, Soc.   | Member   |
| 4 | Dr. Himanshu       | Member   |
| 5 | Dr. Sonu Kansal    | Member   |

*Alpana*  
*Suman*  
*Himanshu*  
*Sonu*

**P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND**  
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**23** **BLOOD DONATION & RED CROSS**

- 1 Sh. Vikram Gupta
- 2 Sh. Ravi
- 3 Sh. Surrender
- 4 Smt. Esha Bansal
- 5 Smt. Suman (Soc.)

Convener  
Member  
Member  
Member  
Member

*Shubh*  
*Ravi*  
*Surrender*  
*Esha*  
*Suman*

**24** **SMART CLASSES**

- 1 Smt. Aashi Mittal
- 2 Sh. Sanjay Arora
- 3 Dr. Manoj Kumar
- 4 Sh. Ashish Kumar
- 5 Mr. Gurdeep

Convener  
Member  
Member  
Member  
Member

*Aashi*  
*Sanjay*  
*Manoj*  
*Ashish*  
*Gurdeep*

**25** **SPORTS BOARD:**

- 1 Smt. Pushap Lata, Principal
- 2 Sh. Jai Narain Gahlawat
- 3 Sh. Narender Kumar
- 4 Dr. Rajesh Boora
- 5 Sh. Jitender Kumar

President  
Member  
Member  
Member  
Bursar

*Jai Narain*  
*Narender*  
*Rajesh*  
*Jitender*

**26** **N.S.S. PROGRAMM OFFICERS**

- 1 Dr. Partibha
- 2 Mrs. Suman, Soc

P.O. Unit-I  
P.O. Unit-II

*Partibha*  
*Suman*

**27** **N.S.S. ADVISORY BOARD**

- 1 Smt. Pushap Lata
- 2 Sh. Jai Narain Gahlawat
- 3 Sh. Jitender Kumar
- 4 Dr. Manisha Dalal
- 5 Dr. Sumita Ashri
- 6 Dr. Monika
- 7 Mrs. Reetu

Principal  
Member  
Bursar  
Member  
Member  
Member  
Member

*Jai Narain*  
*Jitender*  
*Manisha*  
*Sumita*  
*Monika*  
*Reetu*

**28** **ICC COMMITTEE**

- 1 Sh. Jai Narain Gahlawat
- 2 Sh. Jitender Kumar
- 3 Smt. Alpana Sharma
- 4 Dr. Sumita Ashri
- 5 Sh. Sanjeev kumar, Assistant

Convener  
Member  
Member  
Member  
Member

*Jai Narain*  
*Jitender*  
*Alpana*  
*Sumita*  
*Sanjeev*

**29** **PLACEMENT CELL & GUIDENCE BUREAU:**

- 1 Smt. Apoorva Sharma
- 2 Sh. Vikram
- 3 Smt. Birmati
- 4 Smt. Priyanak, CS
- 5 Mrs. Manisha Lohan

Convener  
Member  
Member  
Member  
Member

*Apoorva*  
*Vikram*  
*Birmati*  
*Priyanak*  
*Manisha*

**P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND**  
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**30** **EWYL SCHEME :**

- |   |                   |          |                |
|---|-------------------|----------|----------------|
| 1 | Dr. Ramesh Kumar  | Convener | <i>Ramesh</i>  |
| 2 | Sh. Vikram Gupta  | Member   | <i>Vikram</i>  |
| 3 | Sh. Parveen       | Member   | <i>Parveen</i> |
| 4 | Ms. Manisha Maths | Member   | <i>Manisha</i> |

**SCIENCE EXHIBITION & LAB AUGMENTATION COMMITTEE:**

- |   |                   |          |                |
|---|-------------------|----------|----------------|
| 1 | Sh. Ajit Singh    | Convener | <i>Ajit</i>    |
| 2 | Sh. Sanjay        | Member   | <i>Sanjay</i>  |
| 3 | Dr. Manoj Kumar   | Member   | <i>Manoj</i>   |
| 4 | Sh. Gurdeep       | Member   | <i>Gurdeep</i> |
| 5 | Smt. Esha Bansal  | Member   | <i>Esha</i>    |
| 6 | Smt. Monika, Geo. | Member   | <i>Monika</i>  |
| 7 | Sh. Ravi Kumar    | Member   | <i>Ravi</i>    |

**32** **EDUSAT COMMITTEE:**

- |   |                 |          |                 |
|---|-----------------|----------|-----------------|
| 1 | Sh. Ajit Singh  | Convener | <i>Ajit</i>     |
| 2 | Dr. Manoj Kumar | Member   | <i>Manoj</i>    |
| 3 | Sh. Surender    | Member   | <i>Surender</i> |

**33** **DISCIPLINE COMMITTEE:**

- |    |                   |          |                 |
|----|-------------------|----------|-----------------|
| 1  | Sh. Anoop Mor     | Convener | <i>Anoop</i>    |
| 2  | Dr. Rajesh Boora  | Member   | <i>Rajesh</i>   |
| 3  | Sh. Ajit Singh    | Member   | <i>Ajit</i>     |
| 4  | Dr. Manisha Dalal | Member   | <i>Manisha</i>  |
| 5  | Smt. Aashi mittal | Member   | <i>Aashi</i>    |
| 6  | Smt. Jyoti, Comm. | Member   | <i>Jyoti</i>    |
| 7  | Smt. Preety       | Member   | <i>Preety</i>   |
| 8  | Smt. Birmati      | Member   | <i>Birmati</i>  |
| 9  | Smt. Monika (Geo) | Member   | <i>Monika</i>   |
| 10 | Dr. Himanshu Garg | Member   | <i>Himanshu</i> |

**34** **ANTI-RAGGING, ANTI-SMOKING CELL & ANTI CORRUPTION CELL**

- |   |                            |          |                 |
|---|----------------------------|----------|-----------------|
| 1 | Sh. Jai Narain Gahlawat    | Convener | <i>Jai</i>      |
| 2 | Sh. Narender Kumar         | Member   | <i>Narender</i> |
| 3 | Sh. Jitender Kumar(Bursar) | Member   | <i>Jitender</i> |
| 4 | Dr. Sumita Ashri           | Member   | <i>Sumita</i>   |
| 5 | Mrs. Priyanka              | Member   | <i>Priyanka</i> |
| 6 | Mrs. Jyoti Comp            | Member   | <i>Jyoti</i>    |

**35** **DILAPIDATION COMMITTEE**

- |   |                        |          |                |
|---|------------------------|----------|----------------|
| 1 | Sh. Gurdeep            | Convener | <i>Gurdeep</i> |
| 2 | Smt. Manisha Lohan     | Member   | <i>Manisha</i> |
| 3 | Dr. Ramesh (Phy.)      | Member   | <i>Ramesh</i>  |
| 4 | Ms. Jyoti (comp.) Reg. | Member   | <i>Jyoti</i>   |

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**PROPERTY COMMITTEE:**

- 1 Sh. Narender Dhull
- 2 Dr. Rajesh Boora
- 3 Sh. Gurdeep
- 4 Sh. Ashish Kumar
- 5 Dr. Poonam Chahal

- Convener  
Member *Gurdeep*  
Member *Ashish*  
Member *Poonam*

**CANTEEN COMMITTEE**

- 1 Sh. Anoop
- 2 Sh. Jitender Kumar (Bursar)
- 3 Smt. Urmila
- 4 Sh. Dinesh
- 5 Sh. Sanjeev

- Convener  
Member *...*  
Member *...*  
Member *...*  
Assistant *...*

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**SANITATION & CLEANLINESS**

- 1 Mrs. Amarjeet Kaur
- 2 Smt. Urmil sharma
- 3 Smt. Birmati
- 4 Sh. Sanjay Kumar
- 5 Sh. Sanjeev Kumar

- Convener *A*  
Member *Urmil*  
Member *B*  
Member *S*  
Assistant *...*

*6th Pratihara 7. Manju Narwal - Convener  
8. Anita Hindi*

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**COURT CASES**

- 1 Sh. Gurdeep
- 2 Sh. Ashish Kumar
- 3 Sh. Sanjeev Kumar

- Convener *Gurdeep*  
Member *Ashish*  
Assistant *...*

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**WOMEN CELL:**

- 1 Dr. Sumita Ashri
- 2 Mrs. Alpana Sharma
- 3 Smt. Preety
- 4 Dr. Reetu
- 5 Dr. Monika
- 6 Ms. Apoorva Sharma
- 7 Dr. Manju Sharma
- 8 Dr. Suman Skt.
- 9 Dr. Himanshu Garg
- 10 Dr. Sonu Kansal

- Convener  
Member *Alpana*  
Member *Preety*  
Member *Reetu*  
Member *Monika*  
Member *Manju*  
Member *Suman*  
Member *Himanshu*  
Member *Sonu*

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**SUBJECT CHANGE/FACULTY CHANGE COMMITTEE:**

- 1 Mrs. Alpana Sharma
- 2 Dr. Manoj Kumar
- 3 Ms. Apoorva Sharma
- 4 Ms. Priyanka

- Convener *Alpana*  
Member *Manoj*  
Member *Apoorva*  
Member *Priyanka*

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**COLLEGE LEGAL AWARENESS CELL COMMITTEE:**

- 1 Sh. Surender, Pol.sci.
- 2 Dr. Manju Sharma
- 3 Sh. Parveen
- 4 Sh. Dinesh Kumar

- Convener *Parveen*  
Member *Manju*  
Member *Parveen*  
Member *Dinesh*

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**43**     **LANGUAGE LAB COMMITTEE:**

- |   |                    |          |
|---|--------------------|----------|
| 1 | Dr. Sumita Ashri   | Convener |
| 2 | Smt. Amarjeet Kaur | Member   |
| 3 | Dr. Himanshu Garg  | Member   |

**44**     **ABSENTEE COMMITTEE**

- |   |                      |          |
|---|----------------------|----------|
| 1 | Smt. Birmati         | Convener |
| 2 | Dr. Ramesh (physics) | Member   |
| 3 | Sh. Ashok            | L.A.     |
| 4 | Sh. Satpal           | L.A.     |

**45**     **YOUTH VOTER'S COMMITTEE**

- |   |                    |               |
|---|--------------------|---------------|
| 1 | Sh. Vikram G.      | Nodal Officer |
| 2 | Mrs. Suman Soc.    | Member        |
| 3 | Mr. Parveen        | Member        |
| 4 | Sh. Dinesh         | Member        |
| 5 | Mrs. Manisha Maths | Member        |

**46**     **ELECTRICITY COMMITTEE**

- |   |               |          |
|---|---------------|----------|
| 1 | Sh. Anoop-Mor | Convener |
| 2 | Sh. Sanjay    | Member   |
| 3 | Sh. Gurdeep   | Member   |
| 4 | Sh. Surender  | Member   |

**47**     **COLLEGE BUILDING MAINTENANCE & REPAIR COMMITTEE**

- |   |                             |          |
|---|-----------------------------|----------|
| 1 | Sh. Narender Kumar          | Convener |
| 2 | Sh. Jitender Kumar (Bursar) | Member   |
| 3 | Dr. Ramesh Phy.             | Member   |
| 4 | Sh. Vikram Gupta            | Member   |
| 5 | Dr. Poonam Chahal           | Member   |

**48**     **BUS-PASS COMMITTEE**

- |   |                   |           |          |
|---|-------------------|-----------|----------|
| 1 | Sh. Anoop Mor     | B.A. III  | Convener |
| 2 | Dr. Rajesh Boora  | B.A. II   | Member   |
| 3 | Dr. Partibha      | B.A. I    | Member   |
| 4 | Dr. Manisha Dalal | All B.COM | Member   |
| 5 | Dr. Reetu         | --do--    | Member   |
| 6 | Sh. Ashish Kumar  | All B.Sc. | Member   |
| 7 | Dr. Himanshu Garg | All BCA   | Member   |
| 8 | Mr. Mayank Joshi  |           | L.A.     |

**49**     **R.K.F.F, S.A.F. & P.B.F**

- |   |                             |          |
|---|-----------------------------|----------|
| 1 | Sh. Jai Narain Gahlawat     | Convener |
| 2 | Sh. Jitender Kumar (Bursar) | Member   |
| 3 | Mrs. Alpana Sharma          | Member   |
| 4 | Dr. Sumita Ashri            | Member   |

**50**     **TIME TABLE COMMITTEE**

- |   |                     |                        |
|---|---------------------|------------------------|
| 1 | Mrs. Alpana Sharma  | Convener               |
| 2 | Dr. Manisha Dalal   | Member (Commerce)      |
| 3 | Dr. Manoj Kumar     | Member                 |
| 4 | Mrs. Esha Bansal    | Member (Science & JOC) |
| 5 | Dr. Monika          | Member                 |
| 6 | Mrs. Apoorva Sharma | Member                 |
| 7 | Dr. Sohu Kansal     | Member                 |

# P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND

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### EDITORIAL BOARD

- |    |                    |                         |
|----|--------------------|-------------------------|
| 1  | Smt. Amarjeet Kaur | Editor-in-Chief         |
| 2  | Dr. Partibha       | Co-editor               |
| 3  | Sh. Ajit Singh     | Geog. Section & Science |
| 4  | Sh. Anoop Mor      | Planning forum Section  |
| 5  | Sh. Jitender Kumar | Mathematics             |
| 6  | Mrs. Manisha Dalal | Commerce Section        |
| 7  | Dr. Sumita Ashri   | Women Cell              |
| 8  | Ms. Urmila Sharma  | English section         |
| 9  | Dr. Manoj Kumar    | Science                 |
| 10 | Dr. Suman          | Skt.                    |
| 11 | Sh. Dinesh         | Hindi Section           |
| 12 | Mrs. Esha Bansal   | Computer science        |
| 13 | Smt. Reetu         | Convener Library        |
| 14 | Sh. Rohit L.A.     | Technical support       |

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### PRINTING & STATIONARY (INCLUDING FLAX BANNERS & BOARD)

- |   |               |          |
|---|---------------|----------|
| 1 | Sh. Parveen   | Convener |
| 2 | Sh. Vikram G. | Member   |
| 3 | Sh. Dinesh    | Member   |

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### AUDIT REPORT COMMITTEE

- |   |                         |           |
|---|-------------------------|-----------|
| 1 | Sh. Jai Narain Gahlawat | Convener  |
| 2 | Sh. Jitender Kumar      | Bursar    |
| 3 | Sh. Sanjeev             | Assistant |
| 4 | Sh. Keshav              | Clerk     |

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### TENT, MIKE & SOUND AND SEATING ARRANGEMENT COMMITTEE

- |   |                  |          |
|---|------------------|----------|
| 1 | Dr. Rajesh Boora | Convener |
| 2 | Sh. Gurdeep      | Member   |
| 3 | Sh. Parveen      | Member   |
| 4 | Sh. Dinesh       | Member   |
| 5 | Sh. Rajbir       | L.A.     |
| 6 | Sh. Mayank       | L.A.     |
| 7 | Sh. Rohit        | L.A.     |

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### ANTI SEXUAL HARASSMENT AND WOMEN ADVISORY BOARD

- |   |                              |                         |
|---|------------------------------|-------------------------|
| 1 | Smt. Pushap Lata             | Principal (Chairperson) |
| 2 | Sh. Jai Narain Gahlawat      | Member                  |
| 3 | Sh. Narender Kumar           | Member                  |
| 4 | Sh. Jitender Sharma (Bursar) | Member                  |
| 5 | Smt. Alpana Sharma           | Member                  |
| 6 | Dr. Sumita Ashri             | Member                  |
| 7 | Ms. Urmila Sharma            | Member                  |
| 8 | Ms. Amarjeet Kaur            | Member                  |

**P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND**  
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**IQAC/API COMMITTEE**

- 1 Smt. Pushap Lata
  - 2 Dr. Manoj Kumar
- Teacher members:**
- 1 Mrs. Alpana Sharma
  - 2 Dr. Sumita Ashri
  - 3 Smt. Amarjeet Kaur
  - 4 Mrs. Urmila Sharma
  - 5 Smt. Priyanka
  - 6 Mrs. Esha Bansal
  - 7 Mrs. Preety
  - 8 Sh. Ravi Kumar
  - 9 Smt. Manju Sharma
  - 10 Dr. Poonam Chahal

**Finance Officer**

Sh. Jitender Kumar

**Senior administrative official**

- (i) Sh. Sanjeev
- (ii) Sh. Keshav

**One nominee each from Students and Alumni**

- (i) President of College/Topper of the 2nd year of the College (Students)
- (ii) Ms. Sapna *Sapna* Alumni

**One nominee each from Employers/Industrialists/Stakeholders**

- (i) Dr. Anand Kumar , Dean Colleges & Chairperson (Physics), CRS University, Jind
- (ii) Dr. Manju Singla, Doctor, Civil Hospital, Jind

**Local Society Members:**

- (i) Dr. R.C. Jain , Principal Retd
- (ii) Smt. Rajeshwari Kaushik Principal Retd.

**Coordinator:**

- (i) Dr. Manoj Kumar, Deptt. of Physics *Manoj*

**Secretarial Assistant:**

- (i) Mr. Mohit

Chairperson

Convener *Manoj*

Member *Alpana*

Member *Sumita*

Member *Manoj*

Member *Manoj*

Dept. of Computer Sc. *Priyanka*

Dept. of Computer Sc. *Esha*

Dept. of Commerece *Preety*

Dept. of Chemistry *Ravi*

Dept. of Physics *Manoj*

Dept. of Commerce *Poonam*

Bursar *Jitender*

Assistant *Sanjeev*

Clerk *Keshav*

Peon *Mohit*

57

**H K R N Committee**

- 1 Sh. Jai Narain Gahlawat
- 2 Smt. Priyanka
- 3 Sh. Jitender Kumar
- 4 Sh. Sanjeev Kumar

Convener *Jai*

Nodal Officer *Priyanka*

Bursar *Jitender*

Assistant *Sanjeev*

58

**M&S committee**

- 1 Sh. Jai Narain Gahlawat
- 2 Sh. Narender Kumar
- 3 Sh. Anoop mor
- 4 Sh. Jitender Kumar
- 5 Sh. Sanjeev Kumar

Convener *Jai*

Member *Narender*

Member *Anoop*

Member *Jitender*

Member *Sanjeev*

59

**ECO Club**

- 1 Sh. Sanjay Arora
- 2 Sh. Gurdeep
- 3 Sh. Surender, Pol sci.
- 4 Mrs. Reetu
- 5 Dr. Poonam Chahal

Convener *Sanjay*

Member *Gurdeep*

Member *Surender*

Member *Reetu*

Member *Poonam*

# P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND

## ANNUAL DUTY LIST 2022-23

60\*

**GEM PURCHASE COMMITTEE:**

- 1 Mrs. Esha Bansal
- 2 Sh. Jitender Kumar
- 3 Dr. Sumita Ashri
- 4 Sh. Ashish Kumar
- 5 Mrs. Priyanka
- 6 Sh. Mayank Joshi

Convener *Eshri*  
 Bursar *h...*  
 Member  
 Member *Am*  
 Member *Priyanka*  
 L.A. *M*

61

**Alumuni Association:**

- 1 Smt. Pushap Lata
- 2 Sh. Jai Narain Gahlawat
- 3 Smt. Manisha Lohan
- 4 Dr. Poonam Chahal
- 5 Ms. Sapna

President  
 Vice-President *J*  
 joint-Secretary *Manisha*  
 Member  
 Secretary *Poonam*  
*Sapna*

62

**Road Safety Committee:**

- 1 Sh. Vikram Gupta
- 2 Mrs. Apoorva Sharma
- 3 Sh. Parveen
- 4 Sh. Dinesh

Convener *Akshita*  
 Member  
 Member *P*  
 Member *d*

63

**Apprentice Committee**

- 1 Dr. Poonam Chahal
- 2 Mrs. Partibha
- 3 Dr. Manju Sharma
- 4 Mrs. Ritu

Convener *Poonam*  
 Member *Partibha*  
 Member *Manju*  
 Computer Instructor

64

**HRMS Committee:**

- 1 Sh. Ashish Kumar
- 2 Mrs. Priyanka
- 3 Mrs. Jyoti mehndirata
- 4 Mrs. Ritu
- 5 Sh. Sanjeev KUMAR
- 6 Sh. Brijesh kumar

Nodal Officer *AS*  
 Member *Priyanka*  
 Member *J*  
 Comp.Inst.  
 Assistant *S*  
 Clerk *Brijesh*

65

**Website Committee:**

- 1 Mrs. Jyoti, Comp
- 2 Mrs. Priyanka
- 3 Sh. Ashish Kumar

Convener *Jyoti*  
 Member *Priyanka*  
 Member *Am*

66

**L.M.S. Implementation ,E- waste Management Committee & Biometric**

- 1 Mrs. Esha Bansal
- 2 Mrs. Priyanka
- 3 Mrs. Jyoti (Reg.)
- 4 Dr. Monika
- 5 Sh. Vishwash

Convener *Eshri*  
 Member *Priyanka*  
 Member *Jyoti*  
 Member *Monika*  
 EA *Vishwash*

67

**Learner Driving Licence Committee | Anti Smoking**

- 1 Sh. Surender, Chem. Mrs. Priyanka
- 2 Mrs. Birmati
- 3 Sh. Surender, Pol.sci
- 4 Sh. Brijesh kumar
- 5 Mrs. Sonal Jain - (Capt.S) *Shri*
- 6 Mrs. Sonu Kausal - (matru) *Sony*

RTO Authority/Nodal Officer *Shri*  
 Superintendent *S*  
 Member *Surend*  
 Clerk and Cashier

# P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND

## ANNUAL DUTY LIST 2022-23

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Passport/Family ID Committee:

- 1 Dr. Manisha Dalal
- 2 Sh. Ajit singh
- 3 Smt. Manisha Lohan
- 4 Smt. Birmati
- 5 Sh. Sanjeev (For Financial)
- 6 Sh. Mayank *sh. Ashit*  
*Ms. Poonam chahal*

- Convener *[Signature]*  
 Member *[Signature]*  
 Member *Manisha*  
 Member *[Signature]*  
 Assistant *[Signature]*  
 L.A. *[Signature]*  
 Member *[Signature]*

69

UGC-RUSA Committee:

- 1 Sh. Narender Kumar
- 2 Dr. Manju Sharma
- 3 Smt. Ashi Mittal

- Convener *NKS*  
 Member *[Signature]*  
 Member *[Signature]*

70

Differently-abled Students' Committee

- 1 Sh. Surender, Pol sci.p
- 2 Sh. Dinesh
- 3 Sh. Manesh

- Convener *Surender*  
 Member *[Signature]*  
 Peon

71

MIS COMMITTEE

- 1 Dr. Monika
- 2 Dr. Sonal Jain
- 3 Smt. Jyoti Mehndirata

- Convener *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*

72

CCTV

- 1 Dr. Manju Sharma
- 2 Sh. Surender, Chemistry
- 3 Dr. Himanshu Garg
- 4 Sh. Vish *Vish CA*

- Convener *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*

73

IT equipments, Photostate & Printer Repair Committee

- 1 Smt. Esha Bansal
- 2 Dr. Monika, CS
- 3 Smt. Aashi Mittal
- 4 Dr. Sonal Jain

- Convener *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*

74

Enterprenurship/ Development Club

- 1 Dr. Manisha Dalal
- 2 Sh. Sanjay Arora
- 3 Dr. Partibha

- Convener *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*

75

AISHE

- 1 Smt. Alpana Sharma
- 2 Dr. Manisha Dalal
- 3 Dr. Sumita Ashri
- 4 Smt. Apoorva Sharma
- 5 Dr. Himanshu Garg

- Convener *Alpana*  
 Member *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*  
 Member *[Signature]*

76

College SMC

- 1 Smt. Jyoti, CS

*[Signature]*

**P.I.G. GOVERNMENT COLLEGE FOR WOMEN, JIND**  
**ANNUAL DUTY LIST 2022-23**

**NOTE:**

In addition to the above mentioned committees for the smooth functioning of the College

- 1 administration like admission, annual function and convocation and purchase committees are constituted from time to time.
- 2 Please bear with us if seniority is disturbed somewhere while preparing the list.

  
Principal

**Internal Distribution:-**

- 1 Copy for circulation among all staff member for information & necessary action.
- 2 Copy to Steno

## कार्यालय प्राचार्य राजकीय महिला महाविद्यालय, जीन्द

आदेश क्रमांक 3068

दिनांक 10.12.2022

महाविद्यालय में आज दिनांक 10.12.2022 को तुरन्त प्रभाव से निम्नलिखित कमेटियों का गठन किया जाता है:-

### 1- NEP Implemation Committee

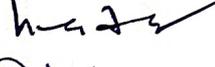
i) Chairperson: Sh.Jai Narain Gahlawat (Principal) 

ii) Convernor: Sh. Narender kumar 

Members :

(a) Sh. Anoop Mor 

(b) Dr. Rajesh Boora 

(c) Sh. Jitender kumar 

(d) Mrs. Alpana Sharma 

(e) Dr. Sumita Ashri

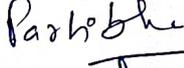
(c) Dr. Manoj kumar (Co -ordinator, IQAC) 

### 2. NIRF Committee

i) Convenor: Ms. Amarjeet Kaur 

Members:

(a) Ms. Urmila Sharma

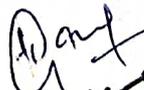
(b) Dr. Partibha 

(c) Mr. Gurdeep 

(d) Ms. Aashi Mittal 

(e) Mr. Ashish Kumar

(f) Ms. Reetu (com.) 

(g) Dr. Himanshu Garg 

(g) Dr. Manju (Ext. com.) 

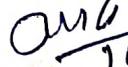


3. NHEQF committee:

- i) Convenor:- Dr. Manisha Dalal  
Members  
a) Ms. Jyoti Rani  
b) Ms. Preety

4. NCrF (National Credit Framework) Committee:

- i) Convener:- Sh. Anoop Mor (Registrar)   
Members:  
(a) Dr. Monika  
(b) Mr. Vikram Gupta   
(c) Mr. Surender (Chemistry)   
5. NAAC Coordinator: Mrs. Alpana Sharma   
(Associated with IQAC for AQAR Coordination)

  
Principal  
P.I.G. Govt. College for Women  
IND (Harvana)  
  
10/12/22

कार्यालय प्राचार्य राजकीय महिला महाविद्यालय, जीन्द

आदेश क्रमांक 3068

दिनांक 10.12.2022

महाविद्यालय में आज दिनांक 10.12.2022 को तुरन्त प्रभाव से निम्नलिखित कमेटियों का गठन किया जाता है:-

**1- NEP Implemation Committee**

i) Chairperson:

Sh. Jai Narain Gahlawat (Principal) 

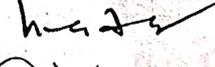
ii) Convener:

Sh. Narender kumar 

Members :

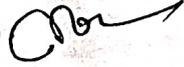
(a) Sh. Anoop Mor 

(b) Dr. Rajesh Boora 

(c) Sh. Jitender kumar 

(d) Mrs. Alpana Sharma 

(e) Dr. Sumita Ashri

(c) Dr. Manoj kumar (Co -ordinator, IQAC) 

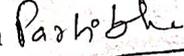
**2. NIRF Committee**

i) Convenor:

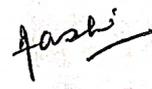
Ms. Amarjeet Kaur 

Members:

(a) Ms. Urmila Sharma

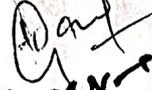
(b) Dr. Partibha 

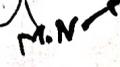
(c) Mr. Gurdeep 

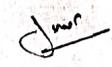
(d) Ms. Aashi Mittal 

(e) Mr. Ashish Kumar

(f) Ms. Reetu (com.) 

(g) Dr. Himanshu Garg 

(g) Dr. Manju (Ext. com.) 



3. NHEQF committee:

- i) Convenor:- Dr. Manisha Dalal  
Members  
a) Ms. Jyoti Rani  
b) Ms. Preety

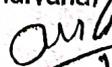
4. NCrF (National Credit Framework) Committee:

- i) Convernor:- Sh. Anoop Mor (Registrar)   
Members:  
(a) Dr. Monika  
(b) Mr. Vikram Gupta   
(c) Mr. Surender (Chemistry) 

5. NAAC Coordinator:

Mrs. Alpana Sharma   
(Associated with IQAC for AQAR Coordination)

  
Principal  
P.I.G. Govt. College for Women  
IND (Harvana)

  
10/12/22

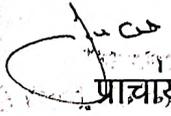
72

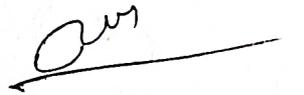
कार्यालय प्राचार्य राजकीय महिला महाविद्यालय, जीन्द

आदेश क्रमांक 340

दिनांक 18.11.2022

श्री सुरेन्द्र सहायक प्रोफेसर, रसायन विभाग को तुरन्त प्रभाव से Anti smoking/Drug etc. का प्रभारी नियुक्त किया जाता है ।

  
प्राचार्य



OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, JIND

Memo No. GCW/JIND/2023/ 77

Dated:-16.01.2023

OFFICE ORDER

Smt. Preety Assistant Professor of Commerce is hereby assigned duty as Convenor of College Beautification Committee w.e.f 16.01.2023.

sl c

Preety  
16/01/2023

Principal  
16/01/23

# Office of the Principal Govt. College for Women Jind

## Office Order

Memo No. 8 38-39

Dated: 18/04/2023

Dr. Alpana Sharma Assistant Professor of Maths is hereby assigned duty as convener of College Placement cell and Mr. Dinesh Kumar Assistant Professor of Hindi is also assigned duty as a member in this cell w.e.f. i.e.18.04.2023.

Copy to:-

1. Dr. Alpana Sharma
2. Mr. Dinesh Kumar

*Asl*  
18-4-23

*dk*  
18/4/23

OK

*J. Singh*  
Principal 18/4/23  
PRINCIPAL  
Govt. Women College,  
JIND (HR)