

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, AMBALA CITY

ANNUAL DUTY LIST FOR THE SESSION 2024-2025

Amended Committee of Time Table and Workload

Workload Incharge :

Dr. Satyawan Polist

Time Table:

Ms. Nisha (Commerce)

Dr. Pooja (Arts)


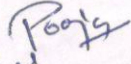

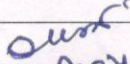
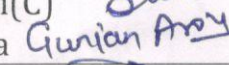
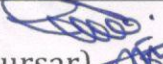

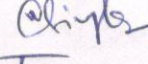
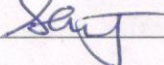


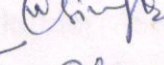
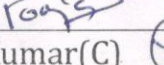
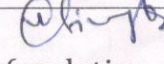


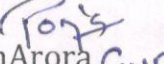
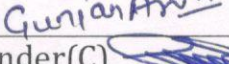
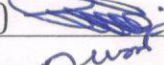
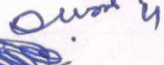

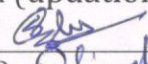
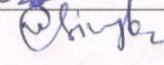
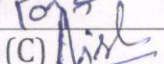


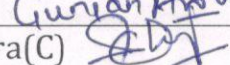
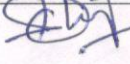
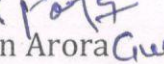

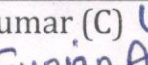
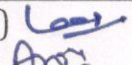
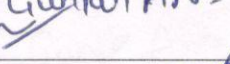
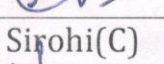
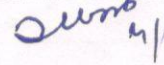


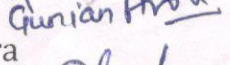
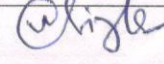
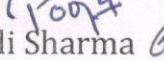

04/7/24
Principal

GCW, Ambala City

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, AMBALACITY**ANNUAL DUTY LIST FOR THE SESSION 2024-2025**

Sr. No.	Name of Committee	Members
1	College Council & Reception	Principal Ms. Suman Sirohi <i>Sumb 4/7/24</i> Ms. Nisha <i>Nish</i> Sh. Dharmender Kumar <i>LD</i> Sh. Subhash Chander <i>Subhash</i>
2	Bursar	Dr. Satyawan Polist <i>AS</i> Sh. Dharmender kumar (in absence of Ist Person) <i>LD</i>
3	Earn While You Learn	Dr. Supriya Chopra (C) <i>AS</i> Dr. Pooja <i>Pooja</i> Ms. Gunjan Arora <i>Gunjan Arora</i>
4	NAAC UGC/NEP	Dr. Satyawan Polist (C) <i>AS</i> Sh. Subhash Chander <i>Subhash</i> Sh. Dharmender Kumar <i>LD</i> Dr. Supriya Chopra <i>AS</i> Sh. Vivek Kumar <i>Vivek</i> Dr. Pooja <i>Pooja</i>
5	IQAC/API	Chairperson Ms. Suman Sirohi (C) <i>Sumb, 4/7</i> Ms. Nisha <i>Nish</i> Dr. Supriya Chopra <i>AS</i> Sh. Subhash Chander <i>Subhash</i> Sh. Vivek Kumar <i>Vivek</i>
6	Library Committee	Dr. Supriya Chopra (C) <i>AS</i> Dr. Satyawan Polist (Advisor) <i>AS</i> Dr. Pooja <i>Pooja</i> Ms. Saroj <i>Saroj</i>
7	Women Cell & Beti Bachao Beti Padhao / Nodal Officer Gender Champions	Ms. Nisha (C) <i>Nish</i> Sh. Subhash Chander <i>Subhash</i> Dr. Satyawan Polist (Advisor) <i>AS</i> Dr. Pooja <i>Pooja</i> Ms. Gunjan Arora <i>Gunjan Arora</i> Dr. Shiwali Sharma <i>Shiwali</i>
8	Alumni Reg. & Convocation	Dr. Supriya Chopra (C) <i>AS</i> Dr. Satyawan Polist <i>AS</i> Dr. Pooja <i>Pooja</i> Ms. Gunjan Arora <i>Gunjan Arora</i> Ms. Anu <i>Anu</i>
9	Annual Report	Ms. Suman Sirohi (C) <i>Sumb</i> Dr. Pooja <i>Pooja</i> Ms. Mamta (typing) <i>Mamta</i>

10	Annual Stock Verification Committee	Sh. Subhash Chander(C) Sh. Vivek Kumar
11	Anti Ragging/ Anti Corruption Student Grievances Cell	Ms. Suman Sirohi(C) Dr. Satyawan Polist Dr. Pooja
12	Apprentice Committee	Sh. Vivek Kumar(C) Dr. Shiwali Sharma (updatation and handling of Portal)
13	Driving License, Passport	Sh. Dharmender Kumar Ms. Gunjan Arora
14	BusPass	Sh. Subhash Chander (C) Sh. Darshan Singh
15	New Building Project	Dr. Satyawan Polist(C) Ms. Ms. Suman Sirohi Ms. Nisha Sh. Dharmender Kumar
16	Chief Proctor & Mentor	Ms. Suman Sirohi (C) Ms. Mamta (Computer Work)
17	College Students Parents Meet	Dr. Pooja (C) Ms. Gunjan Arora
18	Committee against Sexual Harassment / Internal Complaint Committee (ICC)	Ms. Suman Sirohi, (C) Sh. Dharmender Kumar Sh. Subhash Chander Ms. Veena Dhall (NGO) Dr. Pooja Dr. Shiwali Sharma
19	Computer Lab	Ms. Nisha (C) Dr. Shiwali Sharma
20	Science Exhibition	Sh. Dharmender Kumar(C) Ms. Anu
21	Court cases/ Litigation Management System	Sh. Dharmender Kumar (C) Sh. Darshan Singh(Office)
22	Cultural Activities Cell	Ms. Nisha (C) Sh. Vivek Kumar Dr. Pooja Ms. Gunjan Arora Dr. Shiwali Sharma
23	College Web Portal/ ERP	Principal Dr. Shiwali Sharma
24	Income Tax Committee	Sh. Subhash Chander (C) Sh. Vivek Kumar Ms. Gunjan Arora

25	Lecture Shortage & Absentee Fine	Sh. Subhash Chander(C)  Dr. Pooja  Ms. Anu 
26	Legal Literacy Cell	Ms. Suman Sirohi(C)  Ms. Gunjan Arora  4/2
27	Library Advisory Board	Sh. Subhash Chander  Dr. Satywan Polist (Bursar)  Sh. Vivek Kumar  Ms. Saroj 
28	Magazine Editorial Board	Patron Ms. Suman Sirohi, (Chief Editor)  4/2/24 Sh. Subhash Chander  Sh. Vivek Kumar  Dr. Pooja 
29	HRMS/ MIS	Sh. Vivek Kumar(C)  Dr. Shiwali Sharma (upadation and handling of Portal) 
30	NSS/Parivar Pehchan Patra	Dr. Supriya Chopra(C)  Dr. Pooja  Ms. Gunjan Arora 
31	Office Expenditure/ Office In-charge	Sh. Subhash Chander(C) 
32	Outsourcing Policy I & II/ Extension Lecturers/HKRNL.	Ms. Suman Sirohi(C)  4/2/24 Sh. Subhash Chander  Dr. Shiwali Sharma (upadation and handling of Portal) 
33	Placement Cell	Sh. Vivek Kumar(C)  Dr. Pooja 
34	Printing Committee	Ms. Nisha (C)  Sh. Dharmender Kumar  Ms. Gunjan Arora 
35	Prize Committee	Dr. Supriya Chopra(C)  Dr. Pooja  Ms. Gunjan Arora  Dr. Shiwali Sharma 
36	Property Committee	Sh. Dharmender Kumar (C)  Ms. Gunjan Arora  Ms. Mamta 
37	Protection/ Discipline Committee	Ms. Suman Sirohi(C)  4/2 Ms. Nisha  Dr. Supriya Chopra
38	Public Relation, Advertisement & Important Day Celebration	Dr. Pooja (C)  Ms. Gunjan Arora  Dr. Supriya Chopra
39	M&S Grant, GEM Portal, Purchase and College Infrastructural Development committee	Sh. Vivek Kumar(C)  Dr. Pooja  Dr. Shiwali Sharma 

40	Drinking Water/ Hygiene and Health and Generator	Sh. Dharmender Kumar(C) <u>Leg</u> Dr. Pooja <u>Pooja</u> Ms.Mamta <u>Mamta</u>
41	Red Cross, First Aid / Red Ribbon Club	Dr. Supriya Chopra (C) <u>Supriya</u> Ms. Gunjan Arora <u>Gunjan Arora</u>
42	Refreshment Committee	Sh. Vivek Kumar(C) <u>Vivek</u> Dr. Shiwali Sharma <u>Shiwali</u> Ms. Mamta (Comp. LA) <u>Mamta</u>
43	Result Verification Committee	Sh. Dharmender Kumar(C) <u>Leg</u> Ms. Gunjan Arora <u>Gunjan Arora</u> Ms. Anu (GeoLA) <u>Anu</u>
44	RTI	Ms. Suman Sirohi(SPIO) <u>Suman</u> Sh. Dharmender kumar(ASPIO) <u>Leg</u> Ms. Anu <u>Anu</u>
45	RUSSA/AISHE/NIRF	Sh. Dharmender Kumar(C) <u>Leg</u> Dr. Shiwali Sharma <u>Shiwali</u>
46	SC/BC & other scholarship	Sh. Subhash Chander (Nodal Officer) <u>Subhash</u> Ms. Jyoti (SC/BC Clerk) <u>Jyoti</u> Ms. Anu(all others) <u>Anu</u>
47	Siksha Setu/ LMS/ Bio Metric Attendance/ CCTV/ Telephone/ Smart Class Room	Ms. Nisha (C) <u>Nisha</u> Dr. Shiwali Sharma <u>Shiwali</u>
48	Sports Committee	Sh. Vivek Kumar(C) <u>Vivek</u> Sh. Dharmender Kumar <u>Leg</u> Dr. Pooja <u>Pooja</u>
49	Sports Board	Principal <u>Principal</u> Ms. Suman Sirohi <u>Suman</u> Dr. Satyawan Polist (Advisor) <u>Polist</u> Dr. Supriya Chopra <u>Supriya</u>
50	Staff Secretary	Sh.Subhash Chander <u>Subhash</u>
51	Social Secretary	Dr. Satyawan Polist <u>Polist</u>
52	Beautification/ Campus Cleanliness ECO Club	Sh. Vivek Kumar (C) <u>Vivek</u> Dr. Pooja <u>Pooja</u>
53	Tent/ Shamiana/ Seating Arrangement /Mike etc.	Sh. Vivek Kumar (C) <u>Vivek</u> Dr. Pooja <u>Pooja</u> Ms.Gunjan Arora <u>Gunjan Arora</u> Dr. Shiwali Sharma <u>Shiwali</u>
54	Time Table, Workload & Subject Change	Ms. Nisha (C) <u>Nisha</u> Ms. Gunjan Arora <u>Gunjan Arora</u> Dr. Pooja <u>Pooja</u>
55	Tour Committee	Dr. Supriya Chopra(C) <u>Supriya</u> Dr. Pooja <u>Pooja</u> Ms. Gunjan Arora <u>Gunjan Arora</u>

59	Entrepreneurship Development cell	Ms. Gunjan Arora(C) <i>Gunjan Arora</i> Ms. Nisha <i>Nisha</i> Dr. Supriya Chopra <i>Supriya</i>
58	Nature & Traffic Interpretation/ Road Safety/Nasha Mukti	Sh. Subhash Chander(C) <i>Subhash</i> Sh. Vivek kumar <i>Vivek</i> Dr. Shiwali Sharma <i>Shiwali</i>
56	University Affairs	Sh. Dharmender Kumar(C) <i>Dharmender</i> Ms. Gunjan Arora <i>Gunjan Arora</i> Ms. Mamta <i>Mamta</i> Ms. Anu <i>Anu</i>
57	Write Off/ Auction Committee	Sh. Subhash Chander (C) <i>Subhash</i> Ms. Suman Sirohi <i>Suman</i> Dr. Satyawan Polist (Bursar) <i>Satyawan</i>

Note:

- i. All concerned to note their duties as above and handover charge to the next convener immediately, if there is change in the convener of particular Committee.
- ii. If any convener is on leave, the next member of the Committee will perform the duty of Convener.

23/7/24
Principal
Govt. College (Women)
Ambala City.