

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

ANNUAL DUTY LIST

for the session 2025-2026

	Name of Committee	Members
1.	College Council & Reception	Principal Ms. Suman Sirohi Dr. Nisha Sh. Dharmender Kumar Sh. Subhash Chander
2.	Central Advisory Board	Principal (Chairperson) Ms. Suman Sirohi Dr. Nisha & Convener of the Committee Concerned
3.	SPIO ASPIO	Ms. Suman Sirohi Dr. Nisha Sh. Dharmender Kumar Ms. Anu
4.	Bursar	Sh. Dharmender Kumar Dr. Nisha (In absence of the 1st Person)
5.	NAAC/IQAC/API	Principal (Chairperson) Ms. Suman Sirohi (Coordinator) Dr. Nisha Sh. Dharmender Kumar Sh. Subhash Chander Dr. Supriya Chopra Sh. Vivek Kumar Ms. Kavita Dr. Shiwali Sharma Ms. Jyoti (Estd. Clerk)
6.	Institutional Development Plan (IDP)	Ms. Suman Sirohi (Nodal Officer) Dr. Nisha (Associate N.O.) Dr. Shiwali Sharma
7.	Internal Complaints Committee against Sexual Harassment (ICCASH)	Principal (Convener) Ms. Suman Sirohi Dr. Nisha (Women Cell) Sh. Vivek Kumar (Sports) Ms. Kavita (NSS & Cultural) Ms. Veena Dhall (NGO Rep) Ms. Jyoti (Estd.)

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8.	University Affairs/ Result Verification/NEP	Dr. Supriya Chopra (C) <i>Supriya</i> Ms. Mamta <i>Mamta</i> Ms. Anu <i>Anu</i>
9.	Staff Secretary/PRO	Sh. Subhash Chander <i>Subhash</i>
10.	Social Secretary	Dr. Supriya Chopra <i>Supriya</i>
11.	Women Cell/Beti Bachao Beti Padhao/Gender Champions Club	Dr. Nisha (C) <i>Nisha</i> Ms. Kavita <i>Narwal Kavita</i> Dr. Supriya Chopra <i>Supriya</i> Sh. Vivek Kumar <i>Vivek</i> Ms. Anu <i>Anu</i>
12.	Grievance Redressal Cell	Ms. Suman Sirohi (C) <i>Suman</i> Dr. Supriya Chopra <i>Supriya</i> Dr. Shiwali Sharma <i>Shiwali</i>
13.	Outsourcing Policy I & II/ Extension Lectures/ HKRNL	Sh. Dharmender Kumar (C) <i>Dharmender</i> Sh. Subhash Chander <i>Subhash</i> Sh. Vivek Kumar <i>Vivek</i> Dr. Shiwali Sharma (Updating and handling of Portal) <i>Shiwali</i>
14.	Cultural Activities Cell	Ms. Kavita (C) <i>Narwal Kavita</i> Dr. Nisha <i>Nisha</i> Dr. Shiwali Sharma <i>Shiwali</i>
15.	Sports Committee	Sh. Vivek Kumar (C) <i>Vivek</i> Ms. Kavita <i>Narwal Kavita</i> Sh. Subhash Chander <i>Subhash</i>
16.	NSS/Parivar Pehchan Patra	Ms. Kavita (C) <i>Narwal Kavita</i> Ms. Mamta <i>Mamta</i> Ms. Jyoti (NSS Clerk) <i>Jyoti</i>
17.	Computer Lab	Dr. Nisha (C) <i>Nisha</i> Sh. Vivek Kumar <i>Vivek</i> Dr. Shiwali Sharma <i>Shiwali</i>
18.	SC/ BC & Other Scholarships	Dr. Supriya Chopra (Nodal Officer) <i>Supriya</i> Ms. Jyoti (SC/ BC Clerk) <i>Jyoti</i> Ms. Anu (All Other) <i>Anu</i>
19.	Library Committee	Sh. Subhash Chander (C) <i>Subhash</i> Sh. Vivek Kumar <i>Vivek</i> Ms. Saroj <i>Saroj</i>
20.	Entrepreneurship Development Cell	Dr. Nisha (C) <i>Nisha</i> Dr. Supriya Chopra <i>Supriya</i>

21.	Time Table, Workload & Subject Change committee	Dr. Nisha (C) <i>Nisha</i> Dr. Supriya Chopra <i>Supriya</i> Sh. Vivek Kumar <i>Vivek</i> Ms. Mamta <i>Mamta</i>
22.	Placement Cell/ Carrier Counselling	Sh. Subhash Chander (C) <i>Subhash</i> Dr. Supriya Chopra <i>Supriya</i>
23.	Legal Literacy Cell	Dr. Nisha (C) <i>Nisha</i> Ms. Kavita <i>Narwal Kavita</i> Dr. Shiwali Sharma <i>Shiwali</i>
24.	S.C Cell	Dr. Nisha (C) <i>Nisha</i> Dr. Supriya Chopra <i>Supriya</i> Sh. Vivek Kumar <i>Vivek</i>
25.	Earn While You Learn	Dr. Supriya Chopra (C) <i>Supriya</i> Sh. Subhash Chander <i>Subhash</i>
26.	Research & Development Cell	Dr. Nisha (C) <i>Nisha</i> Dr. Supriya Chopra <i>Supriya</i> Ms. Kavita <i>Narwal Kavita</i>
27.	Essential Services Maintenance Committee (Water/ Electricity/Generator/ Sanitation/Public Health etc.)	Sh. Subhash Chander (C) <i>Subhash</i> Sh. Vivek Kumar <i>Vivek</i>
28.	UGC/RUSSA/AISHE/ NIRF	Sh. Dharmender Kumar (C) <i>Dharmender</i> Dr. Shiwali Sharma <i>Shiwali</i>
29.	Chief Proctor/ Tutor/ Mentor	Ms. Suman Sirohi (C) <i>Suman</i> Ms. Mamta (Computer Work) <i>Mamta</i>
30.	Magazine Editorial Board	Dr. Nisha (C) <i>Nisha</i> Dr. Supriya Chopra <i>Supriya</i> Sh. Subhash Chander <i>Subhash</i> Sh. Vivek Kumar <i>Vivek</i>
31.	Shiksha Setu/ LMS/ Bio Metric Attendance/ CCTV/ Telephone/ Smart Class Room/ERNET	Sh. Vivek Kumar (C) <i>Vivek</i> Dr. Nisha <i>Nisha</i> Dr. Shiwali Sharma <i>Shiwali</i>
32.	Driving License/Passport	Sh. Dharmender Kumar (C) <i>Dharmender</i> Ms. Kavita <i>Narwal Kavita</i> Ms. Mamta <i>Mamta</i>
33.	Annual Stock Verification Committee	Sh. Subhash Chander (C) <i>Subhash</i> Sh. Dharmender Kumar <i>Dharmender</i>

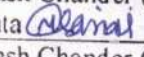
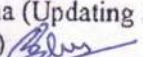
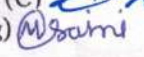
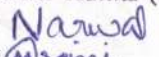
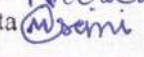
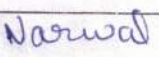
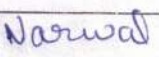
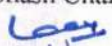
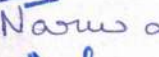
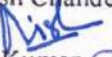
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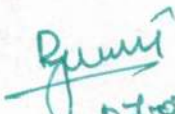
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34.	Court Cases/ Litigation Management System	Sh. Dharmender Kumar (C) <i>Loay</i> Sh. Subhash Chander <i>Subhash</i> Sh. Darshan Singh <i>Darshan</i>
35.	Science Exhibition	Sh. Dharmender Kumar (C) <i>Loay</i> Ms. Anu <i>Anu</i>
36.	College Web Portal / ERP	Principal Dr. Shiwali Sharma <i>Shiwali</i>
37.	Internship Committee	Sh. Subhash Chander (C) <i>Subhash</i> Ms. Mamta <i>Mamta</i>
38.	Lecturer Shortage / Absentee Fine/ NSO/Re admission Committee	Sh. Subhash Chander (C) <i>Subhash</i> Ms. Anu <i>Anu</i>
39.	Bus Pass	Sh. Subhash Chander (C) <i>Subhash</i> Sh. Darshan Singh <i>Darshan</i>
40.	Alumni Reg. & Convocation	Dr. Supriya Chopra (C) <i>Supriya</i> Ms. Anu <i>Anu</i>
41.	Apprentice Committee	Sh. Vivek Kumar (C) <i>Vivek</i> Dr. Shiwali Sharma (Updating and handling of Portal) <i>Shiwali</i>
42.	Annual Report	Dr. Supriya Chopra (C) <i>Supriya</i> Ms. Mamta (Typing) <i>Mamta</i>
43.	Property Record Maintenance	Sh. Dharmender Kumar (C) <i>Loay</i> Ms. Kavita <i>Narwal Kavita</i> Ms. Mamta <i>Mamta</i>
44.	Office Expenditure/ Office Incharge	Ms. Kavita <i>Narwal Kavita</i>
45.	Income Tax Committee	Sh. Subhash Chander (C) <i>Subhash</i> Bursar <i>Loay</i> Ms. Kavita <i>Narwal Kavita</i>
46.	Printing Committee	Dr. Nisha (C) <i>Nisha</i> Ms. Mamta <i>Mamta</i>
47.	Building Committee	Sh. Subhash Chander (C) <i>Subhash</i> Dr. Nisha <i>Nisha</i> Sh. Vivek Kumar <i>Vivek</i>
48.	Prize Distribution Committee	Dr. Supriya Chopra (C) <i>Supriya</i> Dr. Shiwali Sharma <i>Shiwali</i>

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48.	Prize Distribution Committee	Dr. Supriya Chopra (C)  Dr. Shiwali Sharma 


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