

GOVERNMENT POSTGRADUATE COLLEGE, NARAINGARH (AMBALA)
ANNUAL DUTY LIST (2024-25) w.e.f. 22-07-2024

Sr.No.	Name of Committee	Name of Faculty Members
1	All India Surevey Higher Education, Annual Report of the College	Ms Renu Gupta (C)
		Dr Rajeev Goel
		Dr Neha Walia
		Ms Sunita Rani (CI)
2	Alumni Committee	Sh. Sanjeev Aggarwal (C)
		Dr Suman Lata
		Dr Reema Sandhu
		Dr Deepika Prashar
		Ms Sapna Gupta
		Ms Gauri
		Ms Sapna Saini
		Ms Sonia Dua
3	Anti-Ragging Committee	Sh. Subhash Kumar (C)
		Dr Rahul Kumar
		Ms Indu Dhiman
4	Biometric Attendance, Internet & Smart Classrooms Committee	Dr Reema Sandhu (C)
		Dr Rajeev Goel
		Dr Swaranjeet Singh
		Ms Sapna Gupta (CI)
5	Bursar	Dr Davinder Dhingra
		Ms Suman Lata (Govt. Grants cases)
6	Bus-Pass & Identity Card Committee	Sh. Sanjeev Aggarwal (C)
		Sh. Parveen Kumar (Pol. Sc.)
		Ms Jagjeet Kaur
		Ms Rakesh Kumar
		Ms Priyanka Vats (LI)
		Sh. Sandeep Kumar (CA)
		Ms Kusum (LA)
7	Campus Beautification, Cleaniness, Waste Management, Eco Club, Health & Hygience and Nature Intrepretation Centre	Sh Joga Singh (Convener)
		Sh. Sanjeev - His (Common Area)
		Ms Nisha (Commerce Block)
		Sh. Daljeet Kumar (Commerce Block)
		Dr Neelu Rani (Arts Block)
		Dr Jagjeet Kaur (Arts Block)
		Dr Asha Rani (Arts Block)
		Ms Priya Malik (Science Block)
		Dr Sonu (Science Block)
		Ms Ritu Nara (Library Block)
		Ms Sapna Saini (Auditorium area)
		Dr Davinder Singh (Common Area)

8	College Council	Dr Ajit Singh, Principal- Chairperson (Ex-officio)
		Dr Davender Dhingra
		Sh. Sanjeev Kumar
		Sh Joga Singh
		Sh. Subhash Kumar
		Sh. Anil Saini
		Sh. Sanjeev
		Sh. Sanjeev Aggarwal
		Dr Apurva Chawla- Member Secretary
9	College Magazine Committee	Dr Seema Rana (Chief Editor)
		Sh. Shubham (Humanities Section)
		Ms Ashima (Commerce Section)
		Dr Deepak Saini (Science Section)
		Sh. Mohd. Rafi (Hindi Section)
		Ms Ritu Nara (Sanskrit Section)
		Dr Davender Singh (Punjabi Section)
		Ms Neelu (General Section)
10	Contractual engagements, Tendering, Extension & Outsourcing Committee	Sh. Sanjeev Kumar-Eng (C)
		Dr Apurva Chawla
		Sh. Shubham
		Ms Paramvir Kaur (DS)
11	Court Cases, RTI & Legal Literacy Cell Equity Assurance Cell	Dr Davender Dhingra (SPIO)
		Sh. Sanjeev (His)
		Sh. Anil Kumar
		Sh. Naresh Kumar (Convener)
		Ms Paramvir Kumar (DS)
12	Cultural and Literary Activities Committee	Ms Renu Kumari (C)
		Dr Seema Rana
		Sh. Mridul Dhingra
		Sh. Parveen Kumar (Pol.Sc.)
		Sh. Baldev Singh
		Ms Dipti Dhingra
		Ms Raj Rani
13	Discipline, Proctorial Duties, CCTV Anti-smoking, Anti-drug Cell	Ms Priya Malik
		Sh. Sanjeev Aggarwal (C)
		Dr Parveen Kumar (Eng)
		Dr Baldev Singh
		Dr Jagdeep Singh
		Dr Swarnjeet Singh
		Dr Rahul Kumar
		Ms Nisha
		Sh. Mukesh
14	Driving License , Passport & Voter ID Committee	Sh. Subhash Kumar (C)
		Sh. Rakesh Kumar
		Ms Asha
		Ms Gauri
		Ms Sunita Rani (CI)

15	'Earn While You Learn' Committee	Sh. Subhash Kumar (C)
		Dr Suman Lata
		Dr Renu Gupta
		Dr Deepika Prashar
		Ms Neha Walia
		Ms Sunita Rani (CI)
16	Entrepreneurship Development, Startup, Incubation, IPRs, Institute Innovation Council (IIC)	Ms Renu Kumari (C)
		Dr Swaranjeet Singh
		Sh. Daljeet Kumar
		Ms Manisha Devi
		Ms Sapna Gupta
		Ms Ashima Thakur
17	Grievance Redressal Cell	Dr Seema Rana (C)
		Sh Joga Singh
		Dr Deepak Saini
		Ms Gauri
18	Hospitality & Canteen Committee	Sh. Naresh Kumar (Convener)
		Ms Preeti
		Ms Gauri
19	HRMS, MIS, Training, Website, LMS E-content, ERP Modules etc.	Dr Reema Sandhu (C)
		Dr Rajeev Goel
		Ms Sapna Gupta (CI)
		Ms Sunita Rani (CI)
		Ms Paramvir Kaur (DS)
20	Important Day Celebration Committee	Dr Apurva Chawla (C)
		Dr Satish Kumar
		Ms Renu Kumari
		Ms Chanchal Rani
		Dr Satish Kumar
		Sh. Baldev Singh
		Ms Preeti
		Ms Poojadeep Sehgal
		Sh Mohd. Rafi
21	Income Tax Committee	Ms Suman Lata (C)
		Ms Renu Kumari
		Ms Ashima Thakur
		Ms Manisha Devi
		Sh Rajender Kumar
		Sh. Daljeet Kumar
		Ms Sapna Gupta
		Ms Paramvir Kaur (DS)
22	Institutional Development Plan	Dr Davinder Dhingra (C)
		Sh. Sanjeev Kumar (Eng)
		Sh. Anil Saini
		Dr Reema Sandhu
23	Internal Complaint Committee/ Sexual Harrasment Cell	Dr Seema Rana (C)
		Ms Renu Kumari
		Ms Paramvir Kaur (DS)
		Dr Davender Dhingra (Legal Expert)
		NGO Member

24	Internal Quality Assurance Cell (IQAC) Research, Academic & Admn. Audit NAAC & NIRF ranking	Dr Ajit Singh, Principal- Chairperson (Ex-officio)
		Dr Davinder Dhingra -Member
		Sh. Sanjeev Kumar (E) - Member
		Sh Anil Saini - Co-ordinator
		Dr Reema Sandhu - Member
		Dr Rajeev Goel - Member Secretary
		Dr Kuldip Singh, Assistant Director o/o DHE Pkl. (Mgt)
		Sh P.K. Aggarwal - Nominee (Local Society)
		Ms Paramvir Kaur (DS)- Member (College Office)
		Sh. Mohit - Nominee (Alumni)
		Sh. Mohinder Kumar - Nominee (Alumni)
		Ms Navneet - Nominee (Students)
25	Library Committee	Dr Seema Rana (C)
		Ms Manisha Devi
		Sh Deepak Saini
		Ms Raj Rani
		Ms Asha
		Ms Poojadeep Sehgal
26	Mentorship Cell and PTM	Sh. Sanjeev Kumar - Eng (Chief Mentor)
		Dr Reema Sandhu
		Sh Rakesh Kumar
		Ms Sonia Dua
		Ms Sapna Gupta
27	Name Struck Off, Lecture Shortage, & Absentee Committee	Ms Chanchal Rani (C)
		Ms Vandana Saini
		Sh. Daljeet Kumar
		Sh. Mukesh
		Ms Deepika Prashar
		Ms Raj Rani
28	National Cadet Corps (NCC) Road Safety & Traffic Interp.Centre	Dr Satish Kumar (ANO)
		Ms Raj Rani
29	National Service Scheme (NSS) Advisory Committee	Dr Ajit Singh, Principal- Chairperson (Ex-officio)
		Dr Davender Dhingra
		Sh Sanjeev Kumar (Hist)
		Sh. Naresh Kumar (PO-Boys Wing)
		Ms Chanchal Rani (PO-Girls Wing I)
		Ms Suman Lata (PO-Girls Wing II)
		Ms Paramjeet Kaur, Sarpanch (Rep. of adopted village)
		Mr Ashish Gondwal, NSS volunteer, B.Com IInd
		Mr Vansh Kumar, NSS volunteer, BA IInd
30	Placement, MoUs and Career Guidance Cell	Dr Apurva Chawla (C)
		Dr Satish Kumar
		Dr Swarnjeet Singh
		Ms Priya
		Sh Rajender Kumar
		Ms Sonu
		Ms Jagjeet Kaur

31	Printing Committee	Sh. Shubham Kumar (C)
		Dr Swarnjeet Singh
		Sh. Rahul Kumar
32	Public Relations, Social Media & Press Committee	Dr Jagdeep Singh (C)
		Sh. Mohd. Rafi
		Dr Rahul Kumar
33	Procurement (Purchase) Cell	Sh. Sanjeev Aggarwal (C)
		Dr Reema Sandhu
		Ms Chanchal
		Dr Swarnjeet Singh
		Sh Subham
34	Procurement Verification Committee	Sh Joga Singh (C)
		Dr Renu Gupta
		Ms Vandana Saini
		Dr Rajeev Goel
		Ms Paramvir Kaur (DS)
35	Property, Stok Verification, Auction, Dilapidation Committee	Sh Joga Singh (C)
		Sh Naresh Kumar
		Sh Mukesh Kumar
		Sh Mohd. Ali
		Dr Parveen Kumar (Eng)
		Sh. Mohd. Rafi
		Ms Sonia Dua
36	Scholarship & Stipend Committee	Sh Sanjeev - His (C) SC Sch.
		Sh Shubham Kumar - BC & Ors
		Sh Rakesh Kumar
		Sh Mukesh Kumar
		Sh. Mohd. Ali
		Sh. Parveen Kumar (Eng)
		Ms Dipti Dhingra
37	Sports Board, Yoga Club	Ms Sapna Gupta (CI)
		Dr Ajit Singh, Principal- Chairperson (Ex-officio)
		Sh. Sanjeev Kumar-Eng (Convenor)
		Dr Satish Kumar
		Sh. Naresh Kumar
		Ms Chanchal
		Dr Baldev Singh
		Ms Asha
		Ms Preeti
38	Staff and Social Secretary	Ms Priya Malik
		Dr Apurva Chawla (Staff Secretary)
39	Study Tour & Trips Committee	Dr Seema Rana (Social Secretary)
		Sh. Naresh Kumar (C)
		Sh. Subham Kumar
		Ms Vandana Saini
		Ms Priya
		Ms Ashima Thakur
		Sh Davender Kumar (Tabla Pl.)

40	Time-table, Section Formation, Workload, Result Verification	Dr Renu Gupta (C-Time-table & Workload)
		Sh. Sanjeev-His (C-Result Verification)
		Sh. Rajender Kumar
		Dr Deepak Saini
		Ms Ritu Nara
		Ms Priya Malik
		Ms Poojadeep Sehgal
		Ms Dipti Dhingra
		Ms Indu Dhiman
		Dr Parveen Kumar (Eng)
		Ms Sapna Saini
41	Shamiyana, Decoration & Sound System Committee	Sh. Sanjeev Aggarwal (C)
		Sh Subham
		Ms Ritu Nara
		Ms Sonu Rani
		Ms Jagjeet Kaur
		Dr Davinder Singh
42	University Work, Registration and Prize Distribution Committee	Ms Vandana Saini (C)
		Dr Rajeev Goel
		Ms Indu Dhiman
		Ms Sonia Dua
		Ms Manisha
		Ms Sapna Gupta (CI)
43	Works Committee (Construction, Repair, Electricity, Water Supply)	Sh. Anil Saini (C)
		Sh. Joga Singh
		Dr Davinder Singh
		Dr Parveen Kumar
		Sh. Parveen Kumar
		Sh. Mohd. Ali
44	Women Development Cell	Ms Renu Kumari (C)
		Ms Chanchal
		Ms Neha Walia
		Ms Sonu Rani
		Ms Indu Dhiman
		Ms Priya Malik
45	Youth Red Cross (Executive Committee) Red Ribbon Club, First Aid	Ms Sapna Saini
		Dr Ajit Singh, Principal- Chairperson (Ex-officio)
		Dr Apurva Chawla- Member Secretary
		Ms Vandana Saini
		Ms Neha Walia
		Dr Jagdeep Singh
		Ms Preeti
		Dr Dipti Dhingra
		Ms Deepika Prashar

Note: Handed over/taken over if any, must be completed upto 22-07-2024 (FN).