

**Government College, Naraingarh (Ambala)**  
**Revised Annual Duty List (2022-23) w.e.f. 30-09-2022**

This is in continuation to office order no. 1574 dated 02/08/2022 (w.r.t. Annual Duty List 2022-23)

Some of the duties has been changed as follows:

S. No.	Name of Committee	Name of Conveners/ Members	Signature
1	College Council	Dr. Davinder Dhingra	
		Sh. Sanjeev Kumar (Eng)	
		Sh. Joga Singh	
		Sh. Shubhash Kumar	
		Sh. Sanjeev Kumar (His)	
		Dr. Apurva Chawla	
2	College Bursar	1. Dr. Davender Dhingra (College Funds)	
		2. Sh. Sanjeev Kumar (His) (Inc. Tax, ITR, Salary & Grants)	
3	College RTI, Legal Literacy	Dr. Davinder Dhingra (SPIO)	
		Ms. Ashima Thakur	
		Mr. Naveen (L.A.)	
		Ms. Paramveer Kaur (Dy. Supdt.)	
4	Staff/Social Secretary	Dr. Apurva Chawla	
5	Office Registrar	Sh. Sanjeev Aggarwal	
6	Anti Ragging	Sh. Anil Saini	
		Sh. Shubash Kumar	
		Dr. Satish Kumar	
7	Grievance Cell (Students)	Dr. Apurva Chawla (C)	
		Sh. Shubham	
		Dr. Deepak Saini	
		Dr. Parveen	
8	ICC/ Sexual Harassment Cell	Dr. Seema Rana (Chairperson)	
		Ms. Renu Kumari	
		Ms. Paramveer Kaur (Dy. Supdt.)	
		Dr. Davender Dhingra (On call Legal Expert as per GOI)	
		NGO Member	
9	Non-Teaching Grievance cell	Sh. Sanjeev Aggarwal (C)	
		Sh. Iqbal Singh	
		Sh. Shubham	
		Ms. Preeti	
10	Court Cases	Sh. Naresh Kumar (C)	
		Dr. Davinder Dhingra	
		Ms. Gauri	
		Ms. Paramveer Kaur (Dy. Supdt.)	
		Ms. Sapna Gupta (CI) (LMS)	
		Sh. Sandeep Kumar (CA) -Typing work	
11	AISHE/UGC	Ms. Renu Gupta (C)	
		Dr. Neha Walia	
		Ms. Spana Gupta (CI)	
12	Uni. Exam Form/ Document Attestation	Dr. Suman Lata (Commerce Students)	
		Ms. Renu Kumari (Commerce Students)	
		Ms. Gurpreet Kaur (Commerce Students)	
		Sh. Joga Singh (Art Students)	
		Dr. Apurva Chawla (Arts Students)	
		Sh. Naresh Kumar (Arts Students)	
		Sh. Iqbal (Science Students)	

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13	University Work	Ms. Vandana Saini (C)	
		Dr. Rajeev Goel	
		Ms. Manisha Devi	
		Ms. Ashima Thakur	<i>Ashima</i>
		Sh. Parveen Kumar (Pol. Sc.)	
		Dr. Deepak Saini	
		Dr. Jagdeep Singh	
		Ms. Indu Dhiman	
		Ms. Neelu Rani	
		Ms. Sunita Rani (CI)	
		Ms. Sapna Gupta (CI)	<i>Mr. Aslam L.A.</i>
14	Mentoring/ Tutorials	Dr. Davinder Dhingra (Chief Mentor)	
		Ms. Gauri	
		Ms. Sapna Gupta	
		Ms. Ashima Thakur	<i>Ashima</i>
15	Absentee/ NSO	Sh. Rahul Kumar	
		Ms. Chanchal Rani (C)	
		Sh. Daljit Kumar	
		Sh. Mukesh Kumar (Comm.)	
		Dr. Deepika Parashar	
16	Time Table, Workload	Ms. Neelu Rani	
		Ms. Renu Gupta (C)	
		Sh. Sanjeev Aggarwal	
		Sh. Rajender Kumar	
		Ms. Neha Walia	
17	Result Verification	Ms. Bindu Mittal	
		Sh. Sanjeev Aggarwal (C)	
		Ms. Pinki Bala	
		Ms. Ritu Nara	
		Ms. Priya Malik	
		Ms. Neha Walia	
		Sh. Rajender Kumar	
		Ms. Poojadeep	
18	Library	Sh. Parveen (Eng.)	
		Ms. Spana Saini	
		Sh. Iqbal Singh (C)	
		Dr. Seema Rana	
		Dr. Satish Kumar	
		Ms. Manisha Arora	
		Ms. Indu Dhiman	
		Ms. Preeti	
19	Alumni Association	Ms. Nisha	
		Ms. Kavita Sharma	
		Sh. Subhash Kumar (C)	
		Sh. Sanjeev Kumar (His)	
		Ms. Renu Kumari	
		Dr. Deepika Parashar	
		Ms. Sapna Gupta	
Ms. Gauri			
		Ms. Sonia Dua	

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20	Campus Beautification, Cleanliness & Nature Interpretation Centre	Dr. Apurva Chawla (C )	
		Dr. Suman Lata	
		Dr. Neelu Rani	
		Dr. Jagjeet Kaur	
		Dr. Asha Rani	
		Ms. Ashima Thakur	
		Ms. Ritu Nara	
		Mr. Daljeet Singh Ms. Sonia Dua	
21	College Canteen and Hopitality	Sh. Naresh Kumar (C )	
		Ms. Chanchal Rani	
		Ms. Eena Gupta	
		Ms. Gauri	
22	Biometric Attendance	Dr. Rajeev Goel	
		Ms. Sapna Gupta (CI)	
23	Computer Work/ College Website Updation, Shiksha Setu etc.	Sh. Rajeev Goel (C )	
		Ms. Raj Rani	
		Sh. Rakesh Kumar	
		Sh. Swarnjeet Singh	
		Ms. Sapna Gupta (CI)	
		Ms. PoojaDeep Ms. Priya Dhingra Ms. Sunita Rani (CI)	
24	Contract, Extension & Outsourcing services	Sh. Sanjeev Kumar (Eng) (C )	
		Sh. Joga Singh	
		Sh. Shubham	
		MS. Paramveer Kaur (Attendance & Comp. Work)	
25	Earn While you Learn/ Apprentice	Dr. Suman Lata (C )	
		Ms. Vandana Saini	
		Ms. Gurpreet Kaur	
		Dr. Deepika Parashar Sh. Mridual Dhingra	
26	NCC	Dr. Satish Kumar (Boys) Ms. Eena (Girls)	
27	NSS	Sh. Naresh Kumar (PO) Boys Wing	
		Ms. Gurpreet Kaur ( PO) Girls Wing-1	
		Ms. Eena Gupta (PO) Girls Wing-II	
28	Discipline/ Proctorial Duties	Sh. Sanjeev Aggarwal (Chief Proctor)	
		Dr. Parveen( Eng )	
		Dr. Baldev Singh	
		Dr. Jagdeep Singh	
		Sh. Parveen ( Pol. Sc. )	
		Dr. Swarnjeet Singh	
		Dr. Rahul	
		Dr. Deepak Saini	
		Dr. Priya Malik	
		Sh. Mohd. Rafi	
		Sh. Daljit Kumar	
		Ms. Ritu Nara Dr. Deepika Prashar Ms. Asha Rani	

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29	HRMS, E-Salary Upgradation committee	Ms. Reema Sandhu (C)	
		Ms. Paramveer Kaur (Dy. Supdt.)	
		Sh. Mohit Kumar(Clerk)	
		Ms. Sapna Gupta ( CI)	
		Ms. Sunita Rani ( CI)	
30	Income tax Committee	Ms. Renu Kumari (C )	
		Ms. Suman Lata	
		Ms. Dimple	
		Ms. Chanchal Rani	
		Ms. Gurpreet Kaur	
		Ms. Manisha Arora	
		Ms. Manisha Devi	
		Sh. Rajinder Kumar	
		Sh. Daljit Kumar	
		Ms. Sapna Gupta	
31	IQAC CELL	Dr. Davinder Dhingra (C )	
		Sh. Sanjeev Aggarwal	
		Ms. Reema Sandhu	
		Dr. Rajeev Goel	
		Ms. Eena Gupta	
		Sh. Iqbal Singh	
32	API	Ms. Manisha Arora	
		Sh. Sanjeev Aggarwal (C )	
		Dr. Rajeev Goel	
		Sh. Iqbal Singh	
33	PlacementCell	Ms. Manisha Arora	
		Ms. Reema Sandhu (C )	
		Dr. Swarnjeet Singh	
		Ms. Priya Dhingra	
		Sh. Rajender Kumar	
34	Women Cell	Dr. Sonu Rani	
		Ms. Jagjeet Kaur	
		Ms. Renu Kumari (C )	
		Ms. Chanchal	
		Ms. Neha Walia	
		Dr. Sonu Rani	
		Ms. Indu Dhiman	
		Ms. Priya Malik	
Ms. Sapna Saini			
35	Cultural Committee	Ms. Raj Rani	
		Ms. Pinki Bala (C )	
		Dr. Satish Kumar	
		Sh. Mridual Dhingra	
		Ms. Eena Gupta	
		Dr. Parveen Kumar (Eng)	
		Sh. Baldev Singh	
		Ms. Dipti Dhingra	
Ms. Nisha Devi			
		Ms. Priyanka Vats	

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36	Important Day Celebration Committee	Ms. Renu Kumari (C )	
		Sh. Mridual Dhingra	
		Sh. Baldev Singh	
		Sh. Rajinder Kumar	
		Ms. Bindu Mittal	
		Ms. Nisha Devi	
		Ms. Neelu	
37	YRC/ RRC/ AIDS Awareness	Ms. Priya Malik	
		Dr. Apurva Chawla (C )	
		Dr. Suman Lata	
		Ms. Neha Walia	
		Dr. Jagdeep Singh	
		Ms. Nisha	
		Dr. Dipti Dhingra	
38	Press Note	Ms. Ritu Mittal	
		Dr. Seema Rana (C )	
		Sh. Rajinder Kumar	
		Dr. Jagdeep Singh	
		Sh. Mohd. Rafi	
39	Property	Sh. Rajinder Kumar	
		Sh. Shubham (C )	
		Sh. Naresh Kumar	
		Sh. Mukesh Kumar	
		Mr. Mohd. Ali	
		Dr. Parveen (Eng.)	
		Dr. Jagdeep Singh	
40	Public Health/PWD & Building Maintainace	Ms. Sonia Dua	
		Sh. Joga Singh (C )	
		Dr. Jagdeep Singh (PWD)	
		Sh. Parveen Kumar ( Eng ) (Public Health)	
		Sh. Parveen Kumar (Pol. Sc.) (Public Health)	
41	Electricity & Electronic Repair and Other works Committee	Sh. Mohd. Ali (Building)	
		Sh. Iqbal Singh (C )	
		Dr. Rajeev Goel	
		Sh. Naresh Kumar	
42	Physical Verification	Dr. Rahul	
		Sh. Sanjeev Aggarwal	
		Ms. Reema Sandhu	
		Sh. Iqbal Singh	
43	Printing Work	Mr. Mohit Kumar	
		Sh. Joga Singh (C )	
		Sh. Sanjeev Aggarwal	
		Ms. Chanchal Rani	
		Sh. Rahul Kumar	
44	College Magazine Committee	Ms. Asha Rani	
		Mr. Sanjeev Kumar (Eng)	
		Dr. Seema Rana	
		Ms. Ritu Nara	
		Dr. Deepak Saini	
		Sh. Davender Singh	
		Sh. Mohd. Rafi	

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45	Scholarship	Ms. Reema Sandhu (SC Sch.)	
		Sh. Shubham (BC Sch.)	
		Ms. Eena Gupta (Other Sch.)	
		Sh. Rakesh Kumar	
		Sh. Mukesh Kumar (commerce)	
		Sh. Mohd. Ali	
		Ms. Sapna Gupta (CI)	
		Sh. Parveen Kumar (Eng.)	
		Ms. Manisha Devi	
		Ms. Bindu Mittal	
		Sh. Mohd. Rafi	
		Ms. Sunita Rani-All B.Com, B.Sc & PG Classes	
Ms. Priyanks Vats- B.A. Classes			
46	Student Bus Pass	Sh. Sanjeev Aggarwal (C )	
		Sh. Parveen Kumar (Pol. Sc.)	
		Sh. Sandeep Kumar (CA)	
		Ms. Priyanka Vats	
		Ms. Kusum (Lib)	
47	Sports committee	Sh. Sanjeev Kumar (Eng) (C )	
		Sh. Shubham	
		Dr. Baldev Singh	
		Sh. Mohd Rafi	
		Dr. Deepak Saini	
48	Tent Shamiyana & Sound System	Ms. Pinki Bala(C )	
		Sh. Naresh Kumar	
		Ms. Chanchal Rani	
		Sh. Rajinder Kumar	
		Dr. Priya Dhingra	
		Sh. Mohd. Ali	
49	Tour & Travel	Sh. Sanjeev Aggarwal	
		Dr. Baldev Singh	
		Sh. Parveen Kumar (Eng.)	
		Ms. Chanchal Rani	
		Ms. Vanita Sharma	
		Ms. Priya Malik	
		Ms. Ritu Nara	
50	Passport & Traffic Interpretation	Mr. Shubash Kumar (C )	
		Sh. Rakesh Kumar	
		Ms. Neelu Rani	
		Ms. Deepika Parasher	
51	Driving Licence & Voter ID	Ms. Manisha Arora (C )	
		Sh. Swarnjeet Singh	
		Ms. Asha	
		Ms. Priya Dhingra	
52	ACR/ MIS	Ms. Reema Sandhu (C )	
		Ms. Paramveer Kaur	
		Ms. Sunita Rani (CI)	
53	Entrepreneurship Development Centre	Ms. Manisha Arora (C )	
		Ms. Manisha Devi	
		Mr. Daljeet Singh	

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54	Apprentice Committee	Ms. Renu Gupta	
		Ms. Sapna Gupta	
		Sh. Rajinder Kumar	
55	NAAC	Sh. Rajiv Goel(Nodal Officer)	
		Sh. Sanjeev Kumar (Eng.), Sh. Shubham, Sh. Mukesh Kumar, (Criteria- 1)	
		Sh. Sanjeev Kumar (His), Dr. Suman Lata, Ms. Raj Rani(Criteria-2)	
		Sh. Shubhash Kumar, Ms. Gurpreet Kaur, Ms. Jagjeet Kaur(Criteria- 3)	
		Dr. Davender Dhingra, Ms. Vandana Saini, Ms. Ritu Mittal(Criteria- 4)	
		Sh. Sanjeev Aggarwal, Ms. Eena Gupta, Dr. Deepika Parashar(Criteria- 5)	
		Dr. Apurva Chawla, Ms. Renu Kumari, Dr. Rakesh Kumar(Criteria- 6)	
56	Science Society	Ms. Renu Gupta, Ms. Chanchal Rani, Ms. Sapna Gupta (Criteria- 7)	
		Dr. Neha Walia	
		Dr. Bindu Mittal	
		Dr. Rahul Kumar	
57	Commerce Society	Dr. Deepak Saini	
		Dr. Suman Lata	
		Ms. Ashima Thakur	
		Ms. Sapna Gupta	
		Ms. Manisha	
58	Best out of waste	Sh. Rajinder Kumar	
		Dr. Apurva Chawla	
59	Dramatics	Dr. Neelu Rani	
		Dr. Baldev Singh	