

Duties List for College administrative and other works w.e.f. 09/08/2021 for session 2021-22.

Sr. No.	Name of Committee	Name of Conveners/ Members	Signature
1	College Council	Dr. Devender Dhingra	[Signature]
		Joga Singh	
		Subhash Kumar	
		Anil Kumar	
2	College Bursar	Anil Kumar	[Signature]
3	College RTI, Legal Literacy; and Court Case Committee	Dr. Davender Dhingra (C)	[Signature]
		Sh. Satish Kumar (Dy. Supdt.)	
		Sh. Ramsaran (Clerk)	
4	Staff Secretary/ Social Secretary	Dr. Apurva Chawla	
5	Anti Ragging, Anti Corruption and Grievance Cell	Sh. Subhash Kumar (C)	[Signature]
		Mrs. Apurva Chawla	
		Mrs. Renu Kumari	
6	Alumni Association	Sh. Subhash Kumar (C)	[Signatures]
		Mrs. Pinki Bala	
		Mrs. Vandana Saini	
		Sh. Mridul Dhingra	
		Sh. Swaranjeet Singh	
		Mrs. Manisha Devi	
		Mrs. Sapna Gupta	
		Mrs. Gauri	
		Mrs. Dipti Dhingra	
		Mrs. Neha Walia	
		Sh. Rajender Kumar	
		Mrs. Ritu Mittal	
7	Campus Beautification, Cleanliness, Sanitization Committee	Mrs. Gurpreet Kaur (C)	[Signatures]
		Sh. Satish Kumar	
		Sh. Naresh Kumar	
		Mrs. Neelu (Nodal EVS)	
		Mrs. Ritu Nara	
		Dr. Deepak Saini	
		Mrs. Priya Dhingra	
		Mrs. Ritu Mittal	
Sh. Daljit Kumar			
8	Chief Mentor and Tutorial Classes Committee	Dr. Apurva Chawla (C)	[Signatures]
		Mrs. Gauri	
		Mrs. Manisha Devi	
9	College Canteen and Hopitality	Sh. Naresh Kumar (C)	[Signatures]
		Mrs. Pinki Bala	
		Mrs. Chanchal Rani	
		Mrs. Vandana	

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0	College Magazine Committee	Sh. Shubham (C)	
		Mrs. Seema Rana	Seema
		Mrs. Ashu	Ashu
		Sh. Iqbal Singh	
		Sh. Mridul Dhingra	Mridul
		Mrs. Ritu Nara	Ritu
		Dr. Davender Singh	DS
		Sh. Mohd. Rafi	
11	Computer Work Committee College Website Updation, Shiksha Setu, E-Learnings etc.	Ms. Reema Sandhu (C)	
		Mrs. Raj Rani	Raj Rani
		Dr. Rakesh Kumar	Rakesh
		Sh. Sandeep Kumar (LA)	
		Dr. Rahul	
		Dr. Deepak Saini	Deepak
12	Contract, Extension and Outsourcing services	Sh. Sanjeev Aggarwal (C)	
		Dr. Devender Dhingra	
		Sh. Satish Kumar (Dy. Supdt.)	
		Sh. Ashok Dhingra	
		Sh. Ramsaran (Clerk)	
13	Cultural Committee	Mrs. Pinki Bala (C)	
		Sh. Sanjeev Kumar (Eng.)	
		Mrs. Vanita Rani	Vanita
		Ms. Reema Sandhu	
		Ms. Gurpreet Kaur	Gurpreet
		Mrs. Chanchal Rani	
		Dr. Satish Kumar	
		Dr. Baldev Singh	
		Ms. Priya Malik	Priya
		Mrs. Ritu Nara	Ritu
		Mrs. Asha	
		Sh. Mukesh Kumar	Mukesh
		Mrs. Dipti Dhingra	Dipti
14	Discipline and Proctorial Committee	Mrs. Seema Rana (C)	
		Sh. Sanjeev Aggarwal	
		Dr. Baldev Singh	
		Dr. Parveen Kumar (Eng.)	Parveen
		Sh. Parveen Kumar (Pol. Sc.)	Parveen
		Dr. Davender Singh	DS
		Dr. Rakesh Kumar	
		Dr. Rahul	
		Dr. Deepak Saini	Deepak
		Dr. Priya Malik	
Sh. Mohd. Rafi			

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		Sh. Mohd. Ali	
		Sh. Daljit Kumar	
		Mrs. Poojadeep	
		Mrs. Preeti Khanna	
		Mrs. Ritu Nara	
		Dr. Neelu Rani	
		Dr. Jagjeet Kaur	
		Dr. Deepika Prashar	
		Mrs. Raj Rani	
		Mrs. Asha Rani	
15	Earn while you learn, Absentees, NSO, Lecture Shortage Committee	Mrs. Suman Lata (C)	
		Mrs. Dimple	
		Mrs. Manisha Arora	
		Sh. Parveen Kumar (polsc)	
		Sh. Rajender Kumar	
		Mrs. Sapna Gupta	
		Ms. Sapna Saini	
16	Electricity & Electronics (Purchase, Repair and other Work) Committee	Dr. Rohit Kumar (C)	
		Sh. Iqbal Singh	
		Dr. Rajiv Goel	
		Dr. Parveen Kumar (Pol. Sc.)	
		Dr. Rahul	
		Dr. Deepak Saini	
		Dr. Neha Walia	
		Dr. Priya Dhingra	
17	Internal Complaints, Anti Sexual Harrassment Committee	Dr. Apurva Chawla (C)	
		Sh. Subhash Kumar	
		Mrs. Renu Kumari	
18	HRMS, MIS, E-Salary Upgradation Committee	Sh. Swaranjeet Singh (C)	
		Sh. Satish Kumar (Dy. Supdt.)	
		Sh. Mohit Kumar (Clerk)	
		Mrs. Sapna Gupta (CI)	
		Mrs. Sunita (CI)	
		Sh. Naveen Kumar (LA)	
19	Income Tax Committee	Mrs. Suman Lata (C)	
		Mrs. Renu Kumari	
		Mrs. Ashu	
		Mrs. Dimple	
		Ms. Chanchal Rani	
		Mrs. Manisha Devi	
		Ms. Sapna Saini	
		Mrs. Sapna Gupta	
		Sh. Mukesh Kumar	

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20	IQAC Cell and API Committee	Sh. Anil Kumar (C) Dr. Devender Dhingra Sh. Sanjeev Aggarwal Mrs. Suman Lata Mrs. Pinki Bala Mrs. Dipti Dhingra Mrs. Neha Wallia Mrs. Ritu Mittal	Anil        Ritu Mittal Ashy Diply  Ritu
21	Library Committee	Mrs. Ashu (C) Mrs. Dimple Mrs. Manisha Arora Mrs. Kavita Sharma Mrs. Asha Rani Dr. Neha Wallia	      Ritu
22	NAAC Committee	Dr. Rajiv Goel (C) Dr. Rohit Kumar Ms. Gurpreet Kaur Mrs. Arti Saini Mrs. Dimple Sh. Parveen Kumar (Pol.Sc.) Dr. Rakesh Kumar Mrs. Raj Rani Dr. Neelu Rani Dr. Jagjeet Kaur	           Jagjeet Kaur
23	NCC	Sh. Satish Kumar (C) Sh. Ramsaran (Clerk) (Steno)	  
24	NSS/ Road Safety/ Health Camp/ Swachh Bharat Abhiyan etc.	Sh. Naresh Kumar (PO) Boys Wing Mrs. Gurpreet Kaur (PO) Girls wing - 1 Mrs. Chanchal Rani (PO) Girls wing - 2	   
25	Placement Cell and YRC	Dr. Rakesh Pathak (C) Mrs. Seema Rana Ms. Reema Sandhu Mrs. Dimple Mrs. Vandana Saini Ms. Priya Malik Sh. Rajender Kumar Mrs. Jagjeet Kaur	         Seema  Ritu  Jagjeet Kaur
26	Press Note, Printing work Committee	Dr. Rakesh Pathak (C) Mrs. Seema Rana Ms. Reema Sandu Mrs. Vaneeta Sharma Mohd. Rafi	     Seema  Ritu

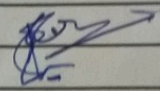
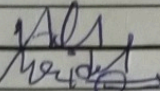
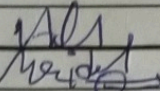
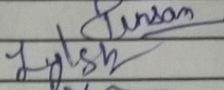
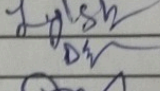
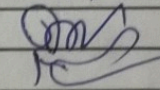
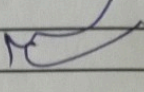
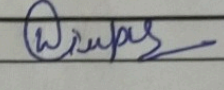
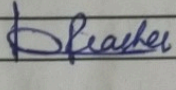
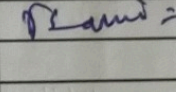
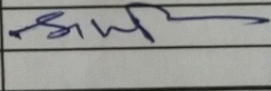
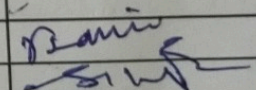
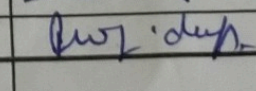
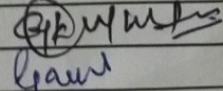
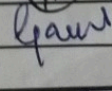
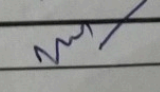
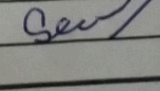
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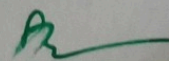


27	Property and Dilapidation	Sh. Joga Singh (C)	
		Sh. Sanjeev Kumar (Hist)	
		Dr. Rakesh Pathak	
		Sh. Shubham	
		Sh Mridul Dhingra	
		Dr. Jagdeep Singh	
		Dr. Devender Singh	
28	Public Health, PWD, Campus Maintenance and Repair work Committee	Dr. Priya Dhingra	
		Sh. Iqbal Singh (C)	
		Dr. Rohit Kumar	
		Mrs. Preeti	
		Dr. Jagdeep Singh	
		Sh. Parveen Kumar (Eng.)	
29	Purchase Committee, G-eM Portal	Sh. Mohd. Ali	
		Sh. Joga Singh (C)	
		Mrs. Suman Lata	
30	Result Verification, ACR Committee	Mrs. Vaneeta Sharma	
		Dr. Apurva Chawla (C)	
		Mrs. Pinki Bala	
		Mrs. Ashu	
		Mrs. Seema Rana	
		Ms. Reema Sandu	
		Sh. Rajinder Kumar	
		Ms. Sapna Saini	
31	RUSA, UGC and AISHE Committee	Ms. Priya Malik	
		Mrs. Preeti (C)	
		Mrs. Arti Saini	
		Mrs. Vandana Saini	
		Dr. Rajiv Goel	
		Mrs. Sapna Gupta	
		Dr. Parveen Kumar (Eng)	
		Dr. Deepika Prashar	
		Dr. Rahul	
		Mohd. Ali	
		Mrs. Asha	
		Mrs. Poojadeep	
		Dr. Baldev Singh	
32	Scholarships	Sh. Sanjeev Kumar (Hist) (C)	
		Sc Students	
		Bc & Other Students Mrs. Dimple	
33	Subject Societies and Literary Committee	Sh. Shubham (C) for Arts	
		Sh. Iqbal Singh (C) for Science	
		Mrs. Suman Lata (C) for Commerce	

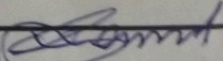
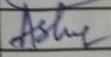
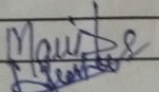
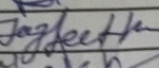
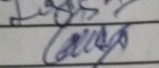
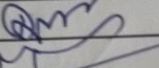
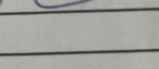
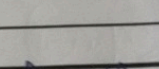
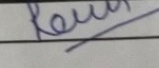
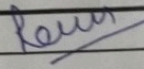
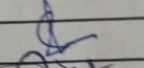
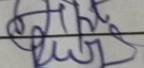
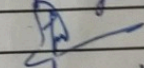
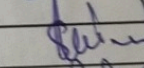
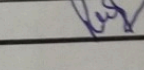
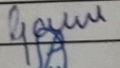
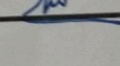
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34	Sports Committee	Sh. Satish Kumar (C)	
		Sh. Sanjeev Kumar (Eng.)	
		Sh. Sanjeev Kumar (Hist)	
		Sh. Shubham	
		Sh. Naresh Kumar	
		Sh. Mohd. Ali	
35	Students Bus Passes, Aadhar Cards, Voter Cards, Licenses, Passports etc	Sh. Mridul Dhingra (C)	
		Sh. Parveen Kumar (Pol. Sc.)	
		Dr. Jagdeep Singh	
		Sh. Devender Singh	
		Sh. Daljit Singh	
		Sh. Mukesh Kumar (Comm)	
		Sh. Sandeep Kumar (LA)	
36	Take Care of People and Libraries of Old age and Orphanage house of Haryana	Mrs. Dimple (C)	
		Dr. Rajeev Goel	
		Dr. Rohit Kumar	
		Sh. Mohd. Rafi	
		Dr. Deepika Prashar	
		Dr. Baldev Singh	
		Dr. Neelu Rani	
37	Tent Shamiyana Committee	Mrs. Vandana Saini (C)	
		Mrs. Preeti	
		Mrs. Manisha Arora	
		Mrs. Chanchal Rani	
		Sh. Swaranjeet Singh	
		Sh. Mohd. Rafi	
38	Time Table, Workload and Subject Change	Mrs. Arti Saini (C)	
		Mrs. Pinki Bala	
		Mrs. Vandana Saini	
		Sh. Swaranjeet Singh	
		Mrs. Poojadeep	
39	Tour & Travels	Mrs. Manisha Arora (C)	
		Sh. Sanjeev Aggarwal	
		Mrs. Pinki Bala	
		Mrs. Reema Sandhu	
		Mrs. Gurpreet Kaur	
		Mrs. Gauri Dogra	
		Sh. Subhsh Kumar (Advisor)	
40	PWD Contruction Work Inspection Committee	Dr. Devender Dhingra (C)	
		Sh. Sanjeev Aggarwal	
		Mrs. Seema Rana	
		Sh. Sanjeev Kumar (Hist)	

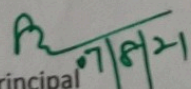




41 University Committee (All University work including Form Attestation)	Mrs. Vaneeta Sharma (C)	
	Mrs. Ashu	
	Dr. Rohit Kumar	
	Dr. Rajiv Goel	
	Mrs. Manisha Devi	
	Mrs. Deepika Prashar	
	Mrs. Jagjeet Kaur	
	Dr. Jagdeep Singh	
	Dr. Parveen Kumar (Eng)	
	Sh. Daljit Kumar	
	Sh. Mukesh Kumar (Comm)	
	Mrs. Neelu Rani	
	Mr. Mukesh kumar (Clerk)	
	Mr. Ramsaran (Clerk)	
42 Women Cell	Mrs. Renu Kumari (C)	
	Mrs. Pinki Bala	
	Mrs. Preeti	
	Sh. Shubham	
	Mrs. Dipti Dhingra	
	Mrs. Poojadeep	
	Mrs. Preeti Khanna	
	Mrs. Priya Dhingra	
43 Language Lab and Soft Skill Committee	Ms. Sapna Saini	
	Mrs. Raj Rañi	
	Sh. Sanjeev Kumar (Eng) (C)	
	Mrs. Gauri	
	Mrs. Preeti Khanna	

Copy to:

1. Deputy Supdt.
2. College Bursar
3. IQAC Cell/ API Committee
4. NAAC Committee
5. Ramsaran Steno

  
Principal  
Govt. College Naraingarh