

Government College For Women ,Rohtak

Annual Duty List(2023-24)

The duties mentioned against each faculty members will come in to force with immediate effect. Ex-conveners/ In charges of various committees are requested to note down the names of faculty members associated with them Ex- conveners/ In charges are requested to handover the charge to the incumbents immediately.

Principal

No	COMMITTEES	MEMBERS	Sig
	College Council & Advisory Body & Reception Committee	1 Principal	
		2 Mr. Lokesh Balhara	LB
		3 Ms. Sudesh Lather	SL
		4 Ms. Meenu Nain	Meenu
		5 Ms. Savita Thakran	ST
		6 Ms. Deepak Malik	DM
		7 Mr. Subhash Balhara	SB
		8 Ms. Nisha Malik	NM
		9 Ms. Jyoti	JY
		10 Ms. Anju	AN
		11 Ms. Parveen Khatri	PK
		• Mrs. Veena Sachdev • Mrs. Bindu	
2	College Proctor	Mr. Satyawan Jatain	SA
3	Office Assignment	Mr. Parmod Kumar	PK
4	S.P.I.O	Mr. Lokesh Balhara	LB
5	A.S.P.I.O	Ms. Sarita Sehgal	SS
6	College Bursar	Mr. Phool Kumar	PK
7	N.C.C Officer	Ms. Renu	RE
8	Overall Admission Incharge	1 Ms. Meenu Nain (Overall Incharge)	Meenu
		2 Ms. Savita Thakran	ST
		3 Ms. Nisha Malik (Nodal Officer)	NM
		4 Ms. Suman Ahlawat	SA
9	N.S.S Officers	1 Ms. Naveen	NA
		2 Ms. Rita Khanna	RK
		3 Ms. Risham	RS
		4 Ms. Reena (Maths)	RE
10	AISHE	1 Mr. Chain Singh (Nodal Officer)	CS
		2 Ms. Mamta Ranga	MR
		3 Mr. Manoj (L.A)	MA
11 (A)	Printing of Certificates & Flex/Banner Committee	1 Ms. Savita Thakran (Convenor)	ST
		2 Ms. Jyoti Hooda	JY
		3 Ms. Pankshi	PK

3)	Invitation Committee	4	Ms. Nirmala Soni	Nani
		5	Ms. Baljit Kaur (Ms. Manpu (convener))	Manpu
		6	Ms. Rita Khanna	Rita
		7	Mr. Vinod Psy	Vinod
2	Checking Sexual Harassment & Violence against Women/Internal Complaint/ Redressal Cell/ Student Welfare	1	Ms. Meenu Nain (Convener)	Meenu
		2	Ms. Savita Thakran	Savita
		3	Mr. Satywan Jatain	Satywan
		4	Ms. Veena Sachdeva	Veena
		5	Ms. Anita Singal	Anita
		6	Ms. Suraj Mukhi	Suraj
		7	NGO representative	
		8	Student representative	
3	N.S.S Advisory Committee	1	Mr. Lokesh Balhara - Mrs. Deepika Malik	Lokesh
		2	Mr. Subhash Balhara	Subhash
		3	Ms. Parveen Khatri	Parveen
4	Anti Ragging Squad	1	Principal	
		2	Ms. Renu Hooda	Renu
		3	Ms. Suraj Mukhi	Suraj
		4	Mr. Basant	Basant
		5	Student	
5	SOCIETIES			
A)	English Literary Society	1	Ms. Abhilasha (Convener)	Abhilasha
		2	Ms. Suraj Mukhi (Convener)	Suraj
		3	Ms. Meenu	Meenu
		4	Ms. Diksha (Ext.)	Diksha
			Ms. Tamanna (Ext.)	Tamanna
		5	Student	
B)	Planning Forum & Commerce Society	1	Ms. Renu (Commerce), Convener	Renu
		2	Ms. Savita	Savita
		3	Ms. Dalip Kaur	Dalip
		4	Ms. Preeti Bansal	Preeti
		5	Mr. Sachin Sapra	Sachin
		6	Ms. Monika (Eco)	Monika
		7	Ms. Priyanka (Ext.)	Priyanka
			Ms. Anju (Ext.)	Anju
C)	Hindi Society	1	Ms. Naresh Kumari (Convener)	Naresh
		2	Ms. Baljeet Kaur	Baljeet
		3	Mr. Vishal	Vishal
		4	Ms. Suman Rani	Suman
		5	Student	

D)	Sanskrit Society	1	Ms. Rita Khanna (Convenor)	Kirti
		2	Ms. Suman(Ext.)	
		3	Ms. Poonam(Ext.)	Poonam
		4	Student	
E)	Music Society	1	Ms. Sadika	Sadika
		2	Student	
F)	Social Science Society	1	Ms. Nirmala Kumari(Convenor)	
		2	Mr. Sachin(Sociology)	Sachin
		3	Mr. Nishant Saini	Nishant
		4	Ms. Monika (Eco)	Monika
		5	Student	
G)	Science Society	1	Ms. Manju Chikkara (Convenor)	Manju
		2	Ms. Ekta	Ekta
		3	Mr. Sonu	
		4	Ms. Sonika	Sonika
		5	Mr. Deepak	Deepak
		6	Ms. Navita	
		7	Ms. Babli	
		8	Ms. Neha	Neha
		9	Ms. Saneha	
		10	Ms. Sangita	
		11	Mr. Vikas	
		12	Ms. Anu Bhargava	Anu
		13	Student	
H)	Home Science Society	1	Ms. Ritu Hooda(Convenor)	Ritu
		2	Ms. Pankaj sharma (Ext.)	Pankaj
		3	Ms. Monika Narang(Ext.)	Monika
		4	Student Ms. Pooja	Pooja
I)	Fine Arts Society	1	Ms. Deepanjali(Convenor)	Deepanjali
		2	Ms. Kiran Bala(Ext.)	Kiran
		3	Student	
J)	Psychology Society	1	Ms Neelam Mangla(Convenor)	Neelam
		2	Mr. Vinod	Vinod
		3	Ms. Kavita Devi (Ext.)	Kavita
		4	Ms. Ankita (Ext.)	Ankita
		5	Student	
K)	Geography Society	1	Ms. Vandana(Convenor)	Vandana
		2	Mr. Satish Panghal	Satish
		3	Ms. Hemlata	Hemlata
		4	Ms. Amita (Ext.)	Amita
		5	Student	

	Maths Society	1	Ms. Shalini (Convenor)	Shalini
		2	Ms. Sushma (Commerce)	Sushma
		3	Ms. Parul	Parul
		4	Ms. Kusum	Kusum
		5	Ms. Mamta (Ext.)	Mamta
		6	Ms. Preeti (Ext.)	Preeti
		7	Student	
14	Computer Science Society	1	Ms. Sonia (Convenor)	Sonia
		2	Ms. Monika Rathee	Monika
		3	Ms. Subita	
		4	Ms. Lalita	
		5	Student	
15	Dance Society	1	Ms. Niti Ahlawat (Convenor)	Niti
		2	Ms. Neeraj (Maths) (Convenor)	Neeraj
		3	Ms. Parul	Parul
		4	Ms. Kusum	Kusum
		5	Ms. Ridam	Ridam
		6	Ms. Suman Rani (Hindi)	Suman
		7	Ms. Sushma (Maths)	Sushma
		8	Ms. Rekha Dahiya	Rekha
		9	Ms. Rekha Devi (Ext.)	
		10	Student	
16	Women Empowerment Cell	1	Ms. Meenu Nain (convenor)	Meenu
		2	Ms. Nirmala Kumari	
		3	Ms. Manju (Commerce)	Manju
		4	Ms. Pooja Rani (Commerce)	Pooja
		5	Ms. Neeraj Kadian	Neeraj
		6	Ms. Minakshi	Minakshi
		7	Mr. Vinod	Vinod
		8	Ms. Suman (Ext.) Chem.	Suman
		9	Ms. Aarti (Ext.) Chem.	Aarti
17	Placement Cell	1	Ms. Nisha Malik (Convenor)	Nisha
		2	Mr. Pushpdeep Dagar	Pushpdeep
		3	Ms. Sanket	Sanket
		4	Ms. Nirmala Soni	Nirmala
		5	Ms. Manju (Commerce)	Manju
		6	Mr. Joginder (Soc)	Joginder
		7	Ms. Meenu (English)	Meenu
		8	Mr. Bhupender Singh	Bhupender
		9	Ms. Sakshi (Ext.)	Sakshi
		10	Ms. Mukta Soni	Mukta
			11	Ms. Savita (Commerce)

18	Legal Literacy Cell	1	Mr. Yashpal(Convenor)	Yashpal
		2	Ms. Babita	Babita
		3	Ms. Reena	Reena
		4	Ms. Savita (Commerce)	Savita
		5	Ms. Yogita Hooda (Eco)	Yogita
		6	Ms. Pooja (Eco)	Pooja
19	Science Exhibition	1	Ms. Nisha Malik(Convenor)	Nisha
	Convenor	2	Ms. Renu Budhwar (Convenor.)	Renu
		3	Ms. Mamta Khokhar	Mamta
		4	Ms. Ekta	Ekta
		5	Ms. Neelam Mangla	Neelam
		6	Ms. Jyoti(Geography) Ms. Sushila.	Jyoti
		7	Ms. Sonika	Sonika
		8	Ms. Rohini	Rohini
		9	Ms. Radha Rathee	Radha
		10	Mr. Pardeep (Phy. Ext.)	Pardeep
20	Youth Red Cross Society	1	Mr. Satish Pardeep (convenor)	Satish
		2	Ms. Shammy Raj	Shammy
		3	Ms. Priyanka(Geography)	Priyanka
		4	Ms. Neeraj Kadian	Neeraj
		5	Mr. Yogesh	Yogesh
		6	Ms. Manu Kumari (Ext.)	Manu
		7	Ms. Manju (Ext.)	Manju
21	Campus Beautification Committee	1	Ms. Ritu Hooda(Convenor)	Ritu
		2	Ms. Vandana(Geography)	Vandana
		3	Ms. Monika(Eco)	Monika
		4	Ms. Yogita Hooda	Yogita
		5	Mr. Rajesh Kumar	Rajesh
		6	Ms. Pankaj sharma (Ext.)	Pankaj
		7	Ms. Monika Narang(Ext.)	Monika
		8	Ms. Princy Katyal (Ext.)	Princy
22	Campus Cleanliness Committee	1	Ms. Nirmala Kumari (Convenor)	Nirmala
		2	Ms. Sanket	Sanket
		3	Ms. Souika	Souika
		4	Ms. Kusum(Maths)	Kusum
		5	Ms. Lalita Yadav	Lalita
		6	Ms. Baljeet Kaur	Baljeet
		7	Ms. Hemlata	Hemlata
		8	Ms. Rita Khanna Ms. Aniti.	Rita
		9	Ms. Sumah (Hindi) Ms. Sahshi	Sumah
		10	Ms. Meena (Ext.) Ms. Bhumi	Meena
		11	Ms. Permila(Ext.) Ms. Priyanka	Permila
23	NAAC Cordinator	1	Dr. Meenu Nain	Meenu

24	Internal Quality Assurance Cell	1	Principal-Chair Person	
		2	Ms. Sudesh (Convenor)	Nand
		3	Ms. Savita Thakran ^{Ms. Savita Thakran}	
		4	Ms. Nisha Malik	
		(1) 5	Ms. Jyoti (Geography) ^{Convenor}	
		6	Ms. Anju	
		7	Ms. Kiran Sharma	Kishana
		8	Ms. Sushila (Commerce)	Sushila
		9	Ms. Renu Budhwar	
		10	Ms. Pushpdeep Dagar ^{Ms. Ritu Hooda}	
25	Refreshment Committee	1	Ms. Ritu Hooda (Convenor)	
		2	Ms. Monika (Eco) ^{Mr. Deepak (Commerce)}	
		2	Ms. Pankaj sharma (Ext.)	
		3	Ms. Monika Narang (Ext.)	
		4	Ms. Princy Katyul (Ext.)	
26	Light Mike/ Audio-Visual Aids & Electronic Aids	-1	Ms. Neha (Physics) (Convenor)	
		2	Ms. Ekta	
		-3	Mr. Sonu	
		4	Mr. Deepak	
27	Preparing List of Prize Winners (Academic)	1	Ms. Renu Hooda (Convenor)	
		2	Ms. Suraj Mukhi	
		3	Ms. Sushila (Geography) ^{Ms. Sushila}	
		4	Ms. Vandana (Geography) ^{Mrs. Tarika Tanya}	Vandana
		5	Ms. Sonia (Computer Sc.) ^(Ext.)	Sonia
		-6	Ms. Pooja Rani (Commerce)	
		7	Ms. Sanket ^{Ms. Ekta (Physics)}	Sanket
		8	Ms. Neeraj Kadian	Neeraj
		-9	Ms. Shammy Laj ^(Mrs. Minal)	Shammy
		10	Mr. Yogesh ^{Yogesh}	
		-11	Ms. Lalita Yadav ^(Suman Dalviya)	
		12	Mr. Aashish (Ext.) ^{Tanna (Ext.)}	
		13	Ms. Manju (comm.)	Manju
28	Annual Report	1	Ms. Naresl. Kumari (Convenor)	
		2	Ms. Baljeet Kaur	
		3	Ms. Suman (Hindi) —	
		4	Mr. Vishal (Hindi)	

29	Colors & Medals(Extra-Curricular Activities)	1	Ms. Jyoti (Geo.) (Convenor)	
		2	Ms. Anju Bala	
		3	Ms. Bindu	
		4	Ms. Jyoti Hooda	
		5	Ms. Pooja (Chemistry)	
		6	Ms. Sachin (Sociology)	
		7	Ms. Vandana (Geography)	Vandana
		8	Ms. Renu (Physics)	Renu
		9	Ms. Hemlata	Hemlata
		10	Ms. Pooja (Economics)	Pooja
		11	Ms. Yogita Hooda (Economics)	Yogita
		12	Ms. Subita	
		13	Ms. Navita	
30	Convocation & Academic Procession	1	Ms. Deepak Malik (Convenor)	
		2	Ms. Veena Sachdeva	
		3	Ms. Bindu	
		4	Ms. Anita Singal	
		5	Ms. Rita Khanna	
		6	Ms. Ridam	
		7	Ms. Kusum	Mamta Ranga
		8	Ms. Navita	
		9	Ms. Harsh	Harsh
		10	Mr. Sachin Sapra	
		11	Mr. Surender Singh	
		12	Mr. Rakesh Kumar	
		13	Ms. Sonia (Computer Sc.)	Sonia
		14	Ms. Monika Rathee	Jyoti (Conv - Ext)
31	Shamiana & Seating	1	Mr. Subhash Balhara (Convenor)	
		2	Mr. Naresh Chander	
		3	Mr. Parduman	
		4	Mr. Sachin (sociology)	
		5	Mr. Sonu	
		6	Mr. Joginder (socio.)	
		7	Mr. Dalbir (ext.)	
		8	Mr. Deepak (ext.)	
32	Stage Setting & Decoration	1	Ms. Bindu (Convenor)	
		2	Ms. Parvesh Kumari	Mrs. Mamta (Ext)
		3	Ms. Deepanjali	Ms. Mamta (Sub-Nat)
		4	Ms. Sushma	(Ms. Renu (Sub-Nat))
33	Press & Photography	1	Mr. Basant	
		2	Ms. Meenu (English)	
		3	Ms. Naveen	

34	Stage Secretary	1 Ms. Kiran Sharma	Khanna
		2 Ms. Niti Ahlawat	Niti
35	Canteen Committee	1 Ms. Anju Bala (Convenor)	
		2 Mr. Satyawan Jatain. Mr. Bhupinder Singh.	Bhupinder
		3 Ms. Renu (Commerce) Mr. Jogesh Kumar.	
		4 Ms. Sarita Sehgal Mr. Joginder Singh.	Sarita
		5 Mr. Phool Kumar (Bursar)	Phool →
		6 Deputy Superintendent	
36	UGC	1 Ms. Veena Sachdeva (convenor)	Teemana
		2 Ms. Sushila 5. Teena (Comput)	Sushila
		3 Ms. Sonia (commerce) Santa (Botany)	Sonia
		4 Mr. Manpal	
37	RUSA	1 Mr. YashPal Khatri (Convenor)	Yash
		2 Ms. Savita Deswal Savita	Savita
		3 Mr. Bhupender	Bhup
		4 Ms. Parvesh	Parvesh
		5 Ms. Shalini	Shalini
		6 Ms. Pooja (comm.)	Pooja
		7 Ms. Renu (Comm.)	Renu
8	Water Arrangement & Equipment Repairing & Petty Property	1 Mr. Parduman (Convenor) Niti - Kuldeep Singh	
		2 Mr. Surender Singh	Surender
		+ 3 Mr. Deepak	Deepak
		4 Mr. Manpal	
		5 Mr. Ramniwas	
		6 Mr. Rahul	
9	College Magazine	1 Ms. Kiran Sharma (Convenor)	Khanna
		2 Ms. Sarita Sehgal	Sarita
		3 Ms. Renu Budhwar	Renu
		4 Ms. Meenu (English)	Meenu
		5 Ms. Mamta Ranga	Mamta
		6 Mr. Vishal (Hindi)	Vishal
10	College Library Committee	1 Ms. Veena Sachdeva (Convenor)	
		2 Ms. Suman Ahlawat	Suman
		3 Ms. Jyoti Hooda	Jyoti
		4 Ms. Gunwati (Sr. Lib.)	Gunwati
11	Sports Committee	1 Mr. Basant	Basant
		2 Ms. Renu Hooda	Renu
		3 Mrs. Veena Sachdeva	Veena
		4 Ms. Neeraj (Maths)	Neeraj
12	Staff Secretary	1 Ms. Kiran Sharma	Khanna

43	University Registration & Examination	1	Mr. Pardeep Kumar (Registrar)	17	(P.K.)
		2	Ms. Pardeep Duhan		
		3	Ms. Meenu		Meenu
		4	Ms. Harsh		Harsh
		5	Ms. Sanket		Sanket
		6	Mr. Chain Singh		Chain Singh
		7	Ms. Subita		
		8	Ms. Monika Rathee		
		9	Ms. Pooja (Comm.)		Pooja
		10	Ms. Renu (Commerce)		Renu
		11	Ms. Preeti Bansal (Commerce Classes)		Preeti
		12	Ms. Savita (comm.)		Savita
		13	Ms. Shallu (com.)		Shallu
		14	Ms. Reena		Reena
		15	Ms. Ridam		Ridam
		16	Ms. Shalini		Shalini
44	Bus Pass / Train Pass	1	Mr. Sachin (sociology) (Convenor)		Sachin
		2	Mr. Sonu (Physics)		Sonu
		3	Mr. Ram Niwas		Ram Niwas
		4	Mr. Rahul Mr. Mohit		Rahul Mohit
45	Preparation of Results for ACR	1	Ms. Sudesh Lather (Convenor)		Sudesh
		2	Ms. Nisha Malik (Hons Classes) ^(B.A. I) _(Convenor)		Nisha
		3	Ms. Reena (Hons Classes) _{Ms. Sunam (C.Sc.)}		Reena
		4	Ms. Monika Rathee (Hons Classes)		Monika
		5	Ms. Rohini (Hons Classes)		Rohini
		6	Ms. Babita (B.A I)		Babita
		7	Ms. Savita Deswal B.A II		Savita
		8	Ms. Jyoti (Geography) (B.A III)		Jyoti
		9	Ms. Anita Singal (Science Classes)		Anita
		10	Ms. Mamta Khokhar (Science Classes)		Mamta
		11	Ms. Parvesh (Science Classes)		Parvesh
		12	Ms. Pooja Chahal (Science Classes)		Pooja
		13	Ms. Neha (PG & BCA)		Neha
		14	Ms. Renu (PG & BCA)		Renu
		15	Ms. Sanket (PG & BCA)		Sanket
		16	Ms. Neeraj Kadian (PG & BCA)		Neeraj
		17	Ms. Mamta Ranga (Commerce Classes)		Mamta
		18	Ms. Preeti Bansal (Commerce Classes)		Preeti
		19	Ms. Shallu		Shallu

46	Detention Cases and Absentees	1	Ms. Deepak Malik (Convenor)	<i>Suman</i>	
		2	Ms. Hemlata (Arts Classes)	<i>Keey</i>	
		3	Ms. Sushila (Arts Classes)	<i>Sh</i>	
		4	Ms. Priyanka (Arts Classes)	<i>Suman</i>	
		5	Ms. Manju Chikkara (Science Classes)	<i>Vandana</i>	
		6	Ms. Pooja Chahal (Science Classes)	<i>(G...)</i>	
		7	Ms. Neeraj Kadian (Science Classes)	<i>Neeraj</i>	
		8	Ms. Dalip Kaur (Commerce Classes)	<i>Day</i>	
		9	Ms. Mamta Ranga (Commerce Classes)	<i>Mamta</i>	
47	Building Committee	1	Mr. Subhash Balhara (Convenor)	<i>Subh</i>	
		2	Mr. Parduman Singh	<i>Parduman</i>	
		3	Mr. Naresh Chander	<i>Naresh</i>	
		4	Mr. Kuldeep Suhag	<i>Kuldeep</i>	
		5	Mr. Bhupender	<i>Bhupender</i>	
		6	Mr. Sonu	<i>Sonu</i>	
		7	Mr. Phool Kumar (Bursar)	<i>Phool Kumar</i>	
		8	Dr. Rajesh Kumar (Court Case/ Land)	<i>Dr. Rajesh</i>	
48	SC/ST Cell	1	Mr. Phool Kumar (Convenor/ Nodal officer)	<i>Phool Kumar</i>	
		2	Ms. Sonia (commerce)	<i>Sonia</i>	
49	Scholarships:				
	A) SC Scholarships and Others	—	Mr. Naresh Chander (Nodal Officer) NSP Ms. Mamta Ranga	<i>Naresh</i>	
	B) BC Scholarships		Mr. Chain Singh (Nodal Officer)	<i>Chain Singh</i>	
50	Property Incharge:				
	A) Heavy Property	—	Ms. Renu (Physics)		
	B) Classroom Furniture		Mr. Sachin (Sociology)	<i>Sachin</i>	
	C) Petty Property	•	Mr. Kuldeep Suhag	<i>Kuldeep</i>	
51	Cultural Activities Committee:				
		A) Ras Manjari & Talent Search	1	Ms. Niti Ahlawat	<i>Niti</i>
			2	Ms. Naresh Kumari	
			3	Mr. Naresh Chander	
			4	Ms. Neeraj (Maths)	
			5	Ms. Sadika	<i>Sadika</i>
			6	Ms. Meenu (English)	<i>Meenu</i>
	7	Ms. Naveen (Sociology)	<i>Naveen</i>		

	B) Youth Festival & Folk Festival	1	Ms. Neelam Maugha (Convenor)	MS
		2	Mr. Surender Singh	SP
	2 Mr. Yashpal	3	Ms. Sadika	SP
	3 Ms. Nishi Akhawat	4	Mr. Rakesh Kumar	SP
		5	Ms. Baljit Kaur	SP
	4. Ms. Rudam	6	Ms. Suman Rani	SP
	Debate & Poetry Hindi+Urdu	7	Mr. Vishal	SP
	Kahani Himat Ki, Punjabi Item, Poetry Mine	8	Ms. Babita Shalini Nagpal.	
	Narrate Story, Lie for Entertainment	9	Ms. Bindu	SP
	Haryanvi Skit, Khe Khani, Folk Poetry	10	Ms. Suman Rani	SP
	One Act Play (Hindi)	11	Ms. Naresh Kumari	
	Dance Items	12	Ms. Neeraj (Maths)	SP
	Fine Arts Items	13	Ms. Deepanjali	
	Lok kasidakari and Food Fest	14	Ms. Ritu Hooda	SP
	Main Bolun Tu Likh and Bahas	15	Ms. Baljit Kaur	SP
	Apni Boli mei Likh	16	Ms. Meenu (English)	SP
	English Debate	17	Ms. Minakshi	SP
	Elocution	18	Ms. Abhilasha	
	Music Items	19	Ms. Sadika	
	English Poetry	20	Ms. Kiran Sharma	Khanna
	Traditional Haryanvi Game	21	Mr. Basant	
	Quiz	22	Ms. Nirmala Kumari	
	Sanskrit Shalok Ucharan, Declamation, Skt One Act Play	23	Ms. Rina Khanna & Ms. Suman (Ext.)	SP
52	College Electricity	1	Mr. Subhash Balhara (Convenor)	SP
		2	Mr. Yogesh	SP
		3	Mr. Nishant saini	
		4	Mr. Ramcharan	
		5	Mr. Sunny (Lab Attendant)	
53	EDUSAT	1	Mr. Chain Singh (2) Ms. Vandana.	SP
54	Earn While You Learn	1	Ms. Meenu Nair	SP
		2	Ms. Savita Thakran (Convenor)	SP
	Ms. Sushila. (Convenor)	3	Ms. Jyoti Hooda	SP
		4	Ms. Sonika	SP

	10 Ms. Yagita Hooda	5 Ms. Renu (Commerce)	
		6 Ms. Shammy Laj (Chemistry)	
		7 Ms. Ekta (Physics)	
		8 Meenakshi (Eng.)	
55	Entrepreneurship Development Club Suprati	1 Ms. Sushila (Convenor) (Commerce)	
		2 Mr. Satyawan Jatain	
		3 Ms. Preeti Panchal	
		4 Ms. Sonia (Commerce)	
		5 Ms. Manju (Commerce)	
		6 Preeti Malik (ext.)	
		7 Ms. Kavita Dua (comm.)	
56	Dev. Of Soft Skill & English Lab	1 Ms. Jyoti Hooda (Convenor)	
		2 Ms. Meenu (English)	
57	Checking of Income Tax Forms	1 Mr. Pushpdeep Dagar (Convenor)	
		2 Mr. Parmod Kumar	
		3 Ms. Nirmala Soni	
		4 Ms. Dalip Kaur	
		5 Ms. Pooja Rani (Commerce)	
		6 Ms. Harsh	
		7 Mr. Sachin Sapra	
		8 Ms. Preeti Bansal	
		9 Ms. Mamta Ranga	
		10 Ms. Savita (Commerce)	
		11 Ms. Renu (Commerce)	
		12 Ms. Manju (Commerce)	
58	Discipline Committee	1 Mr. Satyawan Jatain	
		2 Mr. Basant	
		3 Mr. Sachin Sapra	
		4 Mr. Deepak	
		5 Mr. Chain Singh	
		6 Ms. Monika (Economics)	
		7 Mr. Yogesh	
		8 Ms. Baljeet Kaur	
		9 Ms. Sushila (Geography)	
		10 Ms. Hemlata (Geography)	
59	Anti Tobacco Squad	1 Ms. Parveen Khatri (Convenor)	
		2 Ms. Jyoti Hooda	
		3 Ms. Vecna Sachdeva	
		4 Ms. Rohini Sharma	
		5 Ms. Reena	
		6 Mr. Yogesh	

60	Subject Change Committee	1	Ms. Veena Sachdeva (convenor)	
		2	Ms. Vandana (Arts)	Vandana
		3	Ms. Shalini Nagpal	Shalini
		4	Ms. Parul	Parul
		5	Ms. Meenu	Meenu
		6	Ms. Anita Singal, (Science)	Anita
		7	Ms. Mamta Khokhar	Mamta
		8	Ms. Manju Chikkara	Manju
		9	Ms. Nirmala Soni (Commerce)	Nirmala
		10	Ms. Manju	Manju
62	Passport Committee/Driving Licence	1	Mr. Kuldeep Suhag (Convenor)	Kuldeep
		2	Mr. Pushpdeep Dagar	Pushpdeep
		3	Mr. Nishant Saini	Nishant
		4	Ms. Arti Dalal	Arti
		5	Mr. Bhupinder	Bhupinder
		6	Ms. Navita	Navita
		7	Ms. Ruchi	Ruchi
		8	Ms. Suman Shoran	Suman
63	Tour Committee	1	Ms. Parveen Khatri (Convenor)	Parveen
		2	Ms. Neelam Mangla	Neelam
		3	Mr. Kuldeep Suhag	Kuldeep
		4	Ms. Mamta Khokhar	Mamta
		5	Ms. Pooja Rani (Commerce)	Pooja
64	Dilapidation Committee	1	Mr. Parduman Singh (Convenor)	Parduman
		2	Mr. Naresh Chander	Naresh
		3	Mr. Rakesh Kumar	Rakesh
		4	Mr. Sachin Sapra	Sachin
65	Auction Committee	1	Ms. Subhash Balhara (Convenor)	Subhash
		2	Ms. Nirmala Kumari	Nirmala
		3	Ms. Abhilasha	Abhilasha
		4	Ms. Pooja (Chemistry)	Pooja
		5	Ms. Savita (Commerce)	Savita
		6	Ms. Vandana (Computer Sc.)	Vandana
66	Central Purchase Committee	1	Ms. Abhilasha (Convenor)	Abhilasha
		2	Ms. Neha	Neha
		3	Mr. Deepak (chemistry)	Deepak
		4	Ms. Baljit Kaur <i>Mr. Joginder Singh.</i>	Baljit
67	EVS Exam Committee	1	Ms. Suraj Mukhi (Convenor)	Suraj
		2	Ms. Savita Deswal	Savita
		3	Ms. Sushma	Sushma
		4	Ms. Farul Singh	Farul
		5	Mr. Yogesh	Yogesh

68	Disaster Management Committee	1 Ms. Jyoti (Convenor)	
		2 Ms. Bindu	
		3 Ms. Sushila(Geography)	
		4 Ms. Priyanka(Geography)	
69	Prize Sports Distribution	1 Ms. Deepak Malik(Convenor)	
		2 Ms. Anju	
		3 Mr. Basant	
		4 Ms. Pooja Chahal (Chem)	
		5 Ms. Neha(Physics)	
		6 Ms. Subita	
		7 Ms. Rohini	
		8 Mr. Satish Panghal	
		9 Ms. Kiran (ext.)	
		10 Ms. Sunita(ext.)	
		11 Ms. Mahima(ext.)	
70	Counselling Cell(S.S.C) Students Service Centre/Counselling Cell	1 Mr. Lokesh Balhara	
		2 Ms. Neelam Mangla	
		3 Mr. Vinod	
		4 Mr. Basant	
		5 Ms. Naveen	
71	Time Table and Workload Committee	1 Mr. Yashpal(Convenor)	
		2 Ms. Savita Deswal	
		3 Ms. Babita	
		4 Ms. Mamta Khokhar	
		5 Mr. Pushpdeep Dagar	
		6 Ms. Sanket	
		7 Ms. Pooja Rani(Commerce)	
		8 Mr. Bhupender(eo.) Satyawam Jatain.	
		9 Me. Nishant Saini	
72	Court Cases	1 Mr. Pardeep Duhan	
		2 Mr. Parmod Kumar	
73	CCTV Incharge	1 Mr. Kuldeep Singh	
		2 Mr. Surender Singh	
		3 Mr. Manoj(Computer Attendant)	
74	Solar Incharge	1 Ms. Parveen Khatri (Convenor)	
		2 Mrs. Veena Sachdeva	
		3 Ms. Anita Singal	

75	IT Cell(Web Portal, Website, Biometric etc.)	1	Ms. Suman Ahlawat(Nodal Officer)	[Handwritten signatures]
		2	Ms Rohini	
		3	Ms. Vandana(Computer Science)	
		4	Ms. Navita	
		5	Ms.Lalita	
		6	Ms. Vaishali(Computer Instructor)	
		7	Ms. Reenu (Computer Instructor)	
		8	Ms. Manoj (Computer Attendant)	
76	Hostel Warden	1	Ms. Neelam Mangla(Chief-Warden)	[Handwritten signatures]
		2	Ms. Suman Ahlawat(Warden)	
77	Vocational Fund Incharge	1	Ms. Renu(Commerce)	[Handwritten signatures]
		2	Ms. Savita	
78	Alumni	1	Ms. Sudesh Lather(Convenor)	[Handwritten signatures]
		2	Ms. Niti Ahlawat (Convenor)	
		3	Ms. Suman Ahlawat	
		4	Ms. Renu Pangal	
		5	Ms. Sadika	
79	CM Grievance	1	Ms. Sushila (Commerce)	[Handwritten signatures]
		2	Ms. Sonia	
		3	Ms. Renu Budhwar	
		4	Mr. Satyawan Jatain	
80	Water Arrangement Committee	1	All NSS Unit Incharges	[Handwritten signatures]
81	Electoral Club	1	Mr. Nishant Saini (Convenor)	[Handwritten signatures]
		2	Mr. Rakesh Kumar	
		3	Mr. Sutender Singh	
		4	Mr. Yogesh	
		5	Mr. Bhupender Singh	
82	Planning Board	1	Ms. Su'hash Balhara	[Handwritten signatures]
		2	Mr. Phooli Kumar(Bursar)	
		3	Mr. Naresh Chander	
		4	Ms. Parul Singh	
		5	Mr. Sahini (Socio)	

83	Mentor Mentee Committee	1	Ms. Babita (Convenor)	Babita
		2	Ms. Sarita Sehgal (convenor)	Sarita
		3	Ms. Mamta Khokhar	Mamta
		4	Ms. Harsh	Harsh
		5	Ms. Dalip Kaur	Dalip
		6	Ms. Sonika	Sonika
		7	Ms. Monika Rathee	Monika
		8	Ms. Rohini	Rohini
		9	Ms. Yogita Hooda	Yogita
		10	Ms. Pooja (Economics)	Pooja
84	Committee for Outsourcing Persons	1	Mr. Phool Kumar	Phool
		2	Mr. Parmod Kumar	Parmod
		3	Mr. Pushpdeep Dagar	Pushpdeep
85	Hostel Committee	1	Ms. Neelam Mangla (Chief Warden)	Neelam
		2	Ms. Suman Ahlawat (Warden)	Suman
		3	Ms. Parvesh Kumari	Parvesh
		4	Ms. Niti Ahlawat	Niti
		5	Ms. Deepanjali	Deepanjali
86	Inspire & Pose Scholarship	1	Ms. Mamta Khokhar (Convenor)	Mamta
		2	Ms. Neha	Neha
		3	Ms. Ekta	Ekta
87	Committee for LMS	1	Ms. Sonia (Computer science) (Convenor)	Sonia
		2	Mr. Chain Singh	Chain
		3	Ms. Navita	Navita
		4	Ms. Rita	Rita
88 (a)	Traffic Interpretation Cell and Road Safety	1	Ms. Pita Hooda (Convenor)	Pita
		2	Mr. Joginder	Joginder
		3	Ms. Kusum	Kusum
88 (b)	Road Safety	1	Mr. Rakesh Kumar	Rakesh
		2	Mr. Nishant saini	Nishant
		3	Ms. Shalini Nagpal	Shalini
		4	Mr. Surender Singh	Surender
		5	Ms. Jyoti (ext.)	Jyoti
89	Nature Interpretation Cell	1	Ms. Anju Bala (Convenor)	Anju
		2	Ms. Manju Chikkara	Manju
		3	Mr. Satish	Satish
		4	Mr. Priyanka (Geography)	Priyanka
		5	Ms. Sugandha (EVS Extension Lecturer)	Sugandha
		6	Ms. Nidhi (EVS Extension Lecturer)	Nidhi
		7	Ms. Anju (EVS)	Anju

90	Committee for Checking of Medical Bills	1	Mr. Yashpal	
		2	Ms. Dalip Kaur <i>Ms. Harsh</i>	<i>Handwritten</i>
		3	Ms. Savita (comm.)	<i>Handwritten</i>
		4	Mr. Sonu <i>Mr. Surender Singh</i>	
		5	Mr. Phool Kumar (Bursar)	
91	National Education Policy	1	Mr. Satywan <i>Mr. Satywan Bajaj (Convener) N.E.P.</i>	<i>Handwritten</i>
		2	Mr. Bhupender (Economics)	<i>Handwritten</i>
		3	Mr. Deepak	<i>Handwritten</i>
		4	Ms. Minakshi	<i>Handwritten</i>
		5	Ms. Shammy Laj	<i>Handwritten</i>
		6	Mr. Phool Kumar (Bursar)	<i>Handwritten</i>
		7	Ms. Ekta	<i>Handwritten</i>
		8	Ms. Kavita Dua	
92	Committee for Documents Collection & Verification (Extension lecturer) <i>HOD of Concerned Department</i>	1	Dr. Lokesh Bahara (Convener) <i>Meenu Nain</i>	<i>Handwritten</i>
		2	Mr. Pardeep Duhan	
		3	Ms. Sarita Maths (Comm)	<i>Handwritten</i>
		4	Ms. Sushila (Comm)	<i>Handwritten</i>
		5	Ms. Mukta (Comm.)	
		6	Ms. Rekha Dahiya (Maths) (Ext.)	<i>Handwritten</i>
		7	Ms. Amita (Geography) (Ext.)	<i>Handwritten</i>
		8	Ms. Nidhi (Chemistry) (Ext.)	
		9	Mr. Deepak (Commerce) (Ext.)	
		10	Ms. Savita (Botany)	<i>Handwritten</i>
		11	Ms. Radha Rathee	<i>Handwritten</i>
93	Feed Back Committee	1	Ms. Bindu (Convener)	<i>Handwritten</i>
		2	Ms. Neeraj (Maths)	<i>Handwritten</i>
		3	Ms. Reena (Maths)	<i>Handwritten</i>
		4	Ms. Vandana (Geo.) <i>Vandana</i>	
		5	Ms. Neeraj (Phy.)	
		6	Ms. Priti Bansal (Comm.)	<i>Handwritten</i>
		7	Ms. Sonika (Chem.)	
		8	Ms. Dalip Kaur (Comm.)	<i>Handwritten</i>
		9	Ms. Jyoti Dua (ext.)	<i>Handwritten</i>
		10	Ms. Neetu (Com. sci.)	
		11	Ms. Jyoti (Com. sci.)	<i>Handwritten</i>
		12	Ms. Suraj Mukhi (Eng.)	<i>Handwritten</i>
94	Staff Room Incharge & Committee	1	Dr. Suman Pani (Hindi)	<i>Handwritten</i>
		2	Dr. Baljit Kaur <i>Ms. Gurpreet (Sohn)</i>	<i>Handwritten</i>
		3	Ms. Mahima <i>Ms. Namita (Sohn)</i>	<i>Handwritten</i>
95	HRMS (Nodal officer)		Mr. Sachin (Seco)	<i>Handwritten</i>

996	IKRN Incharge	1 Ms. Savita Deswal	2 Mr. Joginder	3 Dr. Phool Kumar (Bursar)	4 Mr. Amit (JLA)	
997	Apprenticeship Incharge	1 Ms. Sarita Sehgal	2 Dr. Parmod Gulia			
998	Students Service Centre	1 Dr. Neelam Mangla	2 Ms. Vinod	3 Mr. Naveen	4 Ms. Basant	
999	Equal opportunity Cell	1 Dr. Phool Kumar (Convener)	2 Ms. Neelam Mangla	3 Ms. Mamta Ranga	4 Mr. Vishal	5 Ms. Lalita
100	Mis Portal (Contractual & Extension)	1 Ms. Suman Ahlawat (Convener)	Ms. Subita	Ms. Suman (S.M.)	Ms. Archana (S.M.)	

Government College For Women, Rohtak
Annual Duty List (2023-24)

The duties mentioned against each faculty members will come in to force with immediate effect. Conveners/ In charges of various committees are requested to note down the names of faculty members associated with them. Ex- conveners/ In charges are requested to handover the charge to the new incumbents immediately.

Savitri
01/08/23