

**GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20-D, CHANDIGARH**

**SESSION START-11-08-2022**

**Duty List for the session 2022-23 Dated-11-08-2022**

1	Dean	1	Dr. Sapna Nanda
2	Vice Principal	1	Dr. Savita Arya
3	Staff Secretary	1	Dr. Lilu Ram
4	Bursar	1	Dr. Anurag Sankhian
5	Superintendent	1	Mrs. Sarabjit Kaur
6	Reception Committee	1	Dr. Sapna Nanda
		2	Dr. Savita Arya
		3	Dr. Anurag Sankhian
		4	Dr. Lilu Ram
7	Reception of Guest & Judges	1	Dr. Balwinder Kaur
		2	Dr. Sanjeev Kumar
		3	Dr. Sheojee Singh
		4	Concerned Department
8	Fee Concession Committee	1	Dr. Sapna Nanda
		2	Dr. Anurag Sankhian
		3	Dr. Sanjeev Kumar
		4	Dr. Sheojee Singh
		5	Dr. Balwinder Kaur
9	Advisory Committee (Hostel)	1	Dr. (Mrs.) Neelam Paul (Chief Warden)
		2	Dr. Mukhtiar Singh (Warden Boys Hostel)
		3	Mrs. Urmil Singh (Warden Girls Hostel)
		4	Mrs. Gurmeet Kaur (Hostel Nurse)
10	Advisory Committee (College)	1	Dr. Sapna Nanda
		2	Dr. Savita Arya
		3	Dr. Balwinder Kaur
		4	Dr. Anurag Sankhian
		5	Dr. Sheojee Singh

	6	Dr. Lilu Ram
	7	College Superintendent
<b>11 Advisory Committee (NSS)</b>	1	Dr. Mukhtiar Singh
	2	Dr. Sanjeev Kumar
	3	Dr. Ravneet Chawla
	4	Mr. Ravinder Kumar
	5	Mrs. Sonika
<b>12 Academic Co-ordination &amp; Monitoring Committee</b>	1	Dr. Sapna Nanda
	2	Dr. Balwinder Kaur
	3	Dr. Anurag Sankhian
	4	Dr. Sanjeev Kumar
	5	A Student Representative of the month
	6	Alumni- Dr. Vandana Aggarwal
<b>13 Administrative Co-ordination and Monitoring Committee</b>		
<b>Sub-committees under this committee</b>		
<b>1. Infrastructure monitoring and coordination Sub-Committee</b>	1	Dr. Mukhtiar Singh
	2	Office Superintendent
	3	Caretaker/Store Keeper
	4	Mr. Rajkumar(Office)
<b>2. IT Resources Accountability Sub-Committee</b>	1	Dr. Lilu Ram
	2	Dr. Suman Khokhar
	3	Mr. Sanjeev Kumar, Clerk
	4	Caretaker/Store Keeper
<b>3. Work Force Management Sub-Committee</b>	1	Superintendent
	2	Mrs. Sheenam
	3	Mr. Sanjeev(Office)
	4	Caretaker/Store Keeper
<b>4. Work Culture Co-ordination Sub-Committee</b>	1	Dr. Balwinder Kaur
	2	Superintendent
	3	Accountant
	4	Mr. Kshitij Gupta
<b>14 Skill-in-teaching Committee</b>	1	Dr. Kusum
	2	Dr. Upasana Thapliyal
	3	Mr. Ravinder Kumar
<b>15 Library Committee</b>	1	Dr. Mukhtiar Singh
	2	Dr. Balwinder Kaur
	3	Dr. Meena
	4	Dr. Kusum
<b>16 Discipline Committee</b>	1	Dr. Neelam Paul

	2	Dr. Ravneet Chawla
	3	Mr.Ravinder Kumar
	4	Mrs.Sonika
<b>17 Internal Assessment Committee</b>	1	Dr. Anurag Sankhian
	2	Dr. Lilu Ram
	3	Mr. Sanjeev Kumar (F.A.)
	4	Mr. Raj Kumar(office)
<b>18 Lecture Shortage Committee</b>	1	Dr. Suman Khokhar
	2	Dr. Rupinder Kaur
<b>19 Prize Committee &amp; Analysis of Results(P.U. Exam)</b>	1	Dr. Meena
	2	Dr. Upasna Thapliyal
	3	Mr. Sanjeev Kumar (office)
<b>20 Examination Committee &amp; analysis of House Test Result</b>	1	Dr. Sanjeev Kumar
	2	Dr. Nisha Singh
	3	Mr. Saneev Kumar, Instructor
	4	Mr. Raj Kumar, Clerk
<b>21 Interior Decoration Committee</b>	1	Dr. Nisha Singh
	2	Mr. Sanjeev Kumar (F.A.)
	3	Concerned Deptt.
<b>22 Extension Lectures</b>	1	Dr. (Mrs.) Nisha Singh
	2	Dr. Suman Khokhar
<b>23 Canteen / Refreshment</b>	1	Mrs.Sonika
	2	Mrs. Urmil Singh
	3	Mrs. Gurmeet Kaur
<b>24 Decision Making Committee Prizes</b>	1	Dr. Balwinder Kaur
	2	Dr. Anurag Sankhian
	3	Dr. Sanjeev Kumar
	4	Dr. Meena
	5	Dr. Neelam Paul

	6	College Superintendent
25 Societies & Co-curricular Activities	1	Dr. Balwinder Kaur
	2	Dr. Aarti Bhatt
26 NSS Programme Officer	1	Dr. Ravneet Chawla
	2	Mr. Ravinder Kumar
	3	Mrs. Sonika
	4	Mr. Raj Kumar( NSS Clerk)
27 NAAC and NCTE Committee	1	Dr. Anjali Puri
	2	Dr. Lilu Ram
	3	Dr. Upasna Thapliyal
	4	Dr. Aarti Bhatt
28 Editorial Board College Magazine	1	Dr. Balwinder Kaur (Editor in chief)
	2	Dr. Mukhtiar Singh
	3	Dr. Kusum
29 Prospectus Committee	1	Dr. (Mrs.) Sapna Nanda
	2	Dr. Anurag Sankhian
30 Annual Report	1	Dr. (Mrs.) Anjali Puri
	2	Dr. Neelam Paul/Dr. Rajni Thakur
31 Press Reporting	1	Dr. (Mrs.) Anjali Puri
	2	Dr. Rajni Thakur
32 UGC Committee	1	Dr. Sapna Nanda
	2	Dr. Sanjeev Kumar
33 Placement Cell	1	Dr. Ravneet Chawla
	2	Dr. Upasna Thapliyal
	3	Mrs. Sonika
34 Time Table	1	Dr. Sanjeev Kumar
35 College Calendar	1	Dr. Mukhtiar Singh
	2	Dr. Vijay Phogat
36 Website Committee	1	Dr. Anurag Sankhian

	2	Dr. Sheojee Singh
	3	Dr. Lilu Ram
	4	Dr. (Mrs.) Suman Khokkar
37 Photography Light & Sound Committee	1	Dr. Mukhtiar Singh
	2	Mrs. Gurmeet Kaur
	3	Mr. Manish Kumar
38 Alumni Committee	1	Dr. Sanjeev Kumar
	2	Dr. Neelam Paul
39 Green House & up keep of Green House	1	Dr. Mukhtiar Singh (Boys Hostel )
	2	Mr. Ravinder Kumar
	3	Mrs.Urmil (Girls Hostel)
	4	Caretaker & all concerned staff
	5	Mr. Gopal Hira (Mali)
40 College Campus Maintenance Committee, Board Cleanliness Committee & Notice Board.	1	Dr. Mukhtiar Singh (Notice Board)
	2	Mr. Sharanjit Singh (Peon)
	3	Ms. Bhavya
	4	Mali and sweepers to report to Mr. Diwan, Jr.Asstt
41 M.Ed Incharge	1	Dr. Balwinder Kaur
42 B.Ed. Incharge	1	Dr. Anurag Sankhian
43 P.G.D.G & C Incharge	1	Dr. Anjali Puri
44 Red Ribbon Club	1	Dr. (Ms.) Kusum
	2	Dr. Aarti Bhatt
45 Legal Literacy Club	1	Dr. Meena
	2	Mrs. Sonika
	3	College Superintendent
46 Electoral Literacy Club	1	Dr. Nisha Singh
	2	Dr. Rupinder Kaur
	3	Mrs. Sonika
	4	Mr.Sanjeev (F.A)


	5	College Superintendent
47 24 hrs. Helpline Guidance	1	Dr. Savita Arya
	2	Dr. Lilu Ram
	3	Dr. Neelam Paul
	4	Dr. Ravneet Chawla
48 Committee for action against sexual harassments and discrimination faced by Dalit women	1	Dr. Sapna Nanda
	2	Dr. Balwinder Kaur
	3	Dr. Lilu Ram
	4	Dr. Kusum
	5	College Superintendent
49 First Aid committee	1	Mrs. Gurmeet Kaur
50 Anti Ragging Committee	1	Dr. Savita Arya
	2	Dr. Mukhtiar Singh (Warden Boys Hostel)
	3	Dr. Anurag Sankhian
	4	Mrs. Urmil Singh (Warden Girls Hostel)
	5	College Superintendent
51 Admissions Coordinator	1	Dr. Sapna Nanda
52 Admission Committee Incharge	1	Dr. Balwinder Kaur (coordinator of M.Ed. Admissions)
	2	Dr. Anurag Sankhian (B.Ed Incharge)
	3	Dr. (Mrs.) Anjali Puri (PGDGC Incharge)
53 Feedback from students maintaining records and interpretation	1	Dr. Vijay Phogat
	2	Dr. Suman Khokhar
54 Research Journal	1	Dr. Neelam Paul
	2	Dr. Rajni Thakur
55 Research and Development Cell	1	Dr. Sapna Nanda
	2	Dr. Sheojee Singh(Member)
56 GeM, E-Tendering	1	Dr. Lilu Ram
	2	College Superintendent
	3	Mrs. Sheenam(Manpower)

	4	Mr. Diwan(Care Taker)
57 Coordinator RUSA, EBSB and MIS	1	Dr. Neelam Paul (Co-ordinator)
	2	Mr. Sanjeev Kumar, Clerk
58 Chief Warden(Hostels)	1	Dr. Neelam Paul
59 Uploading AISHE information	1	Dr. Lilu Ram
	2	Mr. Sanjeev, Clerk
60 Nodal Officer Buildings and Engineering works	1	Dr. Mukhtiar Singh
	2	College Superintendent
	3	Mr. Diwan, Clerk(Care taker)
61 Incharge USOL Study Centre	1	Dr. Vijay Phogat
62 Co-ordinator DE.LED.,USOL, NIOS Study Centre	1	Dr. Vijay Phogat
63 IQAC	1	Dr.Sapna Nanda
	2	Dr. Anjali Puri
	3	Dr. Balwinder Kaur
	4	Dr. Lilu Ram
	5	Dr. Sanjeev Kumar
	6	Dr. Sheojee Singh
64 Seminars /Webinar/Workshops/Conference	1	Dr. Sapna Nanda
	2	Dr.Anjali Puri
	3	Dr. Anurag Sankhian
	4	Dr. Sheojee Singh
	5	Dr. Lilu Ram
	6	Dr. Neelam Paul
	7	Dr.Ravneet Chawla
65 ECO Club	1	Mr. Ravinder Kumar
	2	Mr. Manish Kumar
66 Curriculum Planning and Enrichment Committee	1	Dr. Sapna Nanda (Incharge)
	2	Dr. Anjali Puri (P.G.D.G.C. Incharge)
	3	Dr. Balwinder Kaur (M.Ed. Incharge)

		4	Dr. Anurag Sankhian (B.Ed Incharge)
		5	Concerned Faculty Members
		6	Concerned Student Representative
67	<b>Grievance Redressal Cell/SC/ST/OBC Related Complaints</b>	1	Dr. Sapna Nanda (Dean Student Welfare)
		2	Dr. Mukhtiar Singh(Boys Hostel Warden)
		3	Dr. Anjali Puri
		4	Dr. Balwinder Kaur
		5	Dr. Anurag Sankhian
		6	Dr. Neelam Paul
		7	Dr. Kusum
		8	Mrs. Urmil Singh(Girls Hostel Warden)
		9	Concerned Student Representative
68	<b>Uploading, Reporting &amp; Maintenance of Record &amp; All activities photographs</b>	1	Dr. Suman Khokhar(Website Incharge)
		2	Dr. Rajni thakur
		3	Mr. Manish Kumar
69	<b>Code of Conduct Committee</b>	1	Dr. Sapna Nanda
		2	Dr. Sheojee Singh
		3	Dr. Rajni Thakur
		4	President NSS
		5	President Literary and Cultural Committee
		6	Superintendent
70	<b>Supervising Committee Incharges for online classes &amp; Students Biometric per Month</b>		
	(i) <b>M.Ed.</b>	1	Dr. Balwinder Kaur
	(ii) <b>B.Ed. 1st Year Section A</b>	1	Dr. Upasana Thapliyal
	(iii) <b>B.Ed. 1st Year Section B</b>	1	Mr. Ravinder Kumar
	(iv) <b>B.Ed. 2nd Year Section A</b>	1	Dr. Suman Khokhar
	(v) <b>B.Ed. 2nd Year Section B</b>	1	Dr. Nisha Singh
	(vi) <b>P.G.D.G &amp; C</b>	1	Dr. Anjali Puri



71	<b>Biometric Record Maintenance &amp; Uploading on Website, Harpreet weekly Report to the Incharges</b>	1	Dr. Suman Khokhar
		2	Mr. Harpreet Singh, Computer Lab Attendant
72	<b>Skill Development Committee</b>	1	Dr. Balwinder Kaur (Internal)
		2	Dr. Neelam Paul
		3	Dr. Kusum
		4	Dr. Ravneet Chawla
		5	Dr. Aarti
		6	Mr. Sanjeev, Instructor
73	<b>P.U. Result Analysis Committee</b>	1	Dr. Meena
		2	Dr. Upasna Thapliyal
		3	Mr. Sanjeev Kumar (Office)
74	<b>Educational Tour Organising Committee</b>	1	Dr. Neelam Paul
		2	Dr. Vijay Phogat
75	<b>Dress Code Committee (Students)</b>	1	<b>Dr. Balwinder Kaur (Incharge)</b>
		2	Dr. Sanjeev Kumar
		3	Dr. Neelam Paul
		4	Dr. Ravneet Chawla
		5	Dr. Nisha Singh
		6	Boys Hostel Warden
		7	Girls Hostel Warden
76	<b>Annual Convocation Committee</b>	1	Dr. Sapna Nanda
		2	Dr. Balwinder Kaur
		3	Dr. Sheojee Singh

  
**Principal**  
**Govt. College of Education**  
**Sector-20D, Chandigarh**

- CC:**
- 1 College Website
  - 2 Dean
  - 3 Vice Principal
  - 4 Staff Secretary
  - 5 Superintendent