

GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20-D, CHANDIGARH

Duty List for the session 2018-19

1	Dean	1	Dr. (Mrs.) Renu Verma
2	Vice Principal	1	Dr. A.K. Shrivastava
3	Reception Committee	1	Dr. (Mrs.) Renu Verma
		2	Dr. A.K. Shrivastava
		3	Dr. (Mrs.) Sapna Nanda
		4	Dr. (Mrs.) Neelam Paul
4	Reception of Guest & Judges	1	Dr. A.K. Shrivastava
		2	Dr. Sanjeev Jindal
		3	Dr. (Mrs.) Vandana Aggarwal
		4	Dr. Vijay Phogat
		5	Concerned Department
5	Fee Concession Committee	1	Dr. (Mrs.) Renu Verma
		2	Dr. Sanjeev Jindal
		3	Dr. (Mrs. Sapna Nanda)
		4	Staff Secretary
6	Advisory Committee (Hostel)	1	Dr. (Mrs.) Anjali Puri (Chief Warden)
		2	Dr. Mukhtiar Singh
		3	Girls Hostel Warden
		4	Mrs. Gurmeet Kaur (Hostel Nurse)
7	Advisory Committee (College)	1	Dr. (Mrs.) Renu Verma
		2	Dr. Sanjeev Jindal
		3	Dr. Anurag Sankhian
		4	Dr. (Mrs.) Punam Bansal
8	Advisory Committee (NSS)	1	Dr. A.K. Shrivastava
		2	Dr. Mukhtiar Singh
		3	Dr. Meena
		4	Dr. (Mrs.) Vandana Aggarwal
		5	Dr. (Mrs.) Neelam Paul
9	Skill-in-teaching Committee	1	Dr. Vijay Phogat
		2	Dr. (Mrs.) Nisha Singh
10	Library Committee	1	Dr. (Ms.) Meena
		2	Dr. Kusum
		3	Mrs. Jasmine Josh
		4	Dr. Rupinder Kaur
11	Discipline Committee	1	Dr. A.K. Shrivastava
		2	Dr. Mukhtiar Singh
		3	Dr. Meena
		4	Dr. (Mrs.) Neelam Paul
12	Internal Assessment Committee	1	Dr. (Mrs.) Renu Verma (Convenor)

	2	Dr. A.K. Shrivastava
	3	Dr. (Mrs.) Punam Bansal
	4	Dr. Vijay Phogat
	5	Mr. Raj Kumar
13 Lecture Shortage Committee	1	Dr. (Mrs.) Neelam Paul
	2	Dr. (Mrs.) Suman Khokhar
	3	Dr. Rupinder Kaur
14 Prize Committee & Analysis of Results	1	Dr. Vandana Aggarwal (Mementoes for Chief Guests)
	2	Dr. (Mrs.) Balwinder Kaur
	3	Dr. (Ms.) Rupinder Kaur
	4	Mr. Manish Kumar
15 Examination Committee	1	Dr. Nisha Singh
	2	Mrs. Jasmine Josh
	3	Mr. Manish Kumar
	4	Mr. Sanjeev Kumar
16 Interior Decoration Committee	1	Dr. (Mrs.) Renu Verma
	2	Mr. Sanjeev Kumar
	3	Concerned Deptt.
17 Extension Lectures	1	Dr. (Mrs.) Nisha Singh
	2	Dr. (Mrs.) Suman Khokhar
18 Canteen / Refreshment	1	Dr. (Mrs.) Sapna Nanda
	2	Mrs. Urmil Singh
	3	Mrs. Gurmeet Kaur
	4	Dr. Nisha Singh
19 Decision Making Committee Prizes	1	Dr. (Mrs.) Vandana Aggarwal (Cultural Activity Incharge)
	2	Dr. Sanjeev Jindal (Bursar)
	3	Dr. (Mrs.) Balwinder Kaur
	4	Dr. (Mrs.) Neelam Paul (Sports Incharge)
20 Societies & Co-curricular Activities	1	Dr. (Mrs.) Vandana Aggarwal
	2	Dr. (Mrs.) Neelam Paul
21 NSS Programme Officer	1	Dr. A.K. Shrivastava
	2	Dr. Mukhtiar Singh
	3	Dr. Meena
	4	Mr. Raj Kumar
22 NAAC and NCTE Committee	1	Dr. Sanjeev Kumar
	2	Dr. (Mrs.) Punam Bansal
	3	Dr. Sheojee Singh
23 Editorial Board College Magazine	1	Dr. (Mrs.) Renu Verma (Editor in chief)
	2	Dr. A.K. Shrivastava
	3	Dr. Mukhtiar Singh
	4	Dr. (Mrs.) Anjali Puri
24 Prospectus Committee	1	Dr. (Mrs.) Sapna Nanda
	2	Dr. Anurag Sankhian

25	Annual Report	1	Dr. (Mrs.) Anjali Puri
26	Press Reporting	1	Dr. (Mrs.) Anjali Puri
		2	Dr. (Mrs.) Suman Khokkar
27	UGC Committee	1	Dr. (Mrs.) Sapna Nanda
		2	Dr. Sanjeev Jindal
28	Placement Cell	1	Dr. Anurag Sankhian
		2	Dr. (Mrs.) Neelam Paul
		3	Dr. (Mrs.) Rupinder Kaur
		4	Mrs. Jasmine Josh
29	Time Table	1	Dr. Sanjeev Kumar
30	College Calendar	1	Dr. Mukhtiar Singh
		2	Dr. Vijay Phogat
31	Website Committee	1	Dr. (Mrs.) Anjali Puri
		2	Dr. (Mrs.) Suman Khokkar
32	Photography Light & Sound Committee	1	Dr. Mukhtiar Singh
		2	Dr. Vijay Phogat
		3	Mrs. Gurmeet Kaur
33	Alumni Committee	1	Dr. Anurag Sankhian
		2	Dr. (Mrs.) Vandana Aggarwal
34	Green House & up keep of Green House	1	Dr. (Mrs.) Punam Bansal
		2	Mrs. Neelam Bansal
		3	Caretaker & all concerned staff
		4	Mr. Gopal Hira (Mali)
35	College Campus Maintenance Committee and Cleanliness Committee	1	Dr. Mukhtiar Singh (Notice Board)
		2	Mr. Sharanjit Singh (Peon)
		3	Mali and sweepers to report to Mr. Himanshu
36	M.Ed Incharge	1	Dr. (Mrs.) Renu Verma
37	Bursar	1	Dr. Sanjeev Kumar
38	Staff Secretary	1	Dr. (Mrs.) Neelam Paul
39	Red Ribbon Club	1	Dr. (Ms.) Kusum
		2	Dr. (Mrs.) Rupinder Kaur
40	Legal Literacy Club	1	Dr. Meena
		2	Dr. Vijay Phogat
		3	Mr. P.C. Sharma (Accountant)
41	Electoral Literacy Club	1	Dr. A.K. Srivastava
		2	Dr. Mukhtiar Singh

		3	Dr. Sheojee Singh
		4	Dr. Neelam Paul
		5	Dr. Vijay Phogat
		6	Mrs. Neelam Bansal
		7	Mr. P.C. Sharma (Accountant)
42	24 hrs. Helpline Guidance	1	Dr. (Mrs.) Anjali Puri
		2	Dr. (Mrs.) Punam Bansal
		3	Mrs. Jasmine Josh
43	Committee for action against sexual harassments and discrimination faced by Dalit women	1	Dr. (Mrs.) Renu Verma (Dean)
		2	Dr. (Mrs.) Sapna Nanda
		3	Dr. A.K. Shrivastava
		4	Dr. Sanjeev Kumar
		5	Mr. G.S. Sodhi, Supdt.
		6	Ms. Aashna Guglani
44	First aid committee	1	Dr. Vijay Phogat
		2	Mrs. Gurmeet Kaur (Hostel Nurse)
45	Anti Ragging Committee	1	Dr. (Mrs.) Renu Verma
		2	Dr. Mukhtiar Singh
		3	Dr. (Mrs.) Punam Bansal
		4	Mrs. Neelam Bansal
		5	Mrs. Urmil Singh
46	Admissions Coordinator	1	Dr. (Mrs.) Renu Verma
47	Admission Committee (B.Ed.)	1	Dr. Renu Verma (coordinator of M.Ed. Admissions)
		2	Dr. (Mrs.) Sapna Nanda (B.Ed Incharge)
		3	Dr. Vandana Aggarwal
48	Feedback from students maintaining records and interpretation	1	Dr. Vijay Phogat
49	Research Journal	1	Dr. (Mrs.) Balwinder Kaur
		2	Dr. (Mr.) Sheojee Singh
50	Coordinator, Research Centre	1	Dr. Mrs. Renu Verma
51	Website and E-tendering	1	Dr. Renu Verma
		2	Dr. Anurag Sankhian
		3	Dr. Suman Khokkar
		4	Mr. G.S. Sodhi (Supdt.)
52	Coordinator RUSA	1	Dr. Anurag Sankhian
53	Uploading AISHE information	1	Dr. A. K. Srivastava
		2	Mr. Himanshu Bhatnagar
54	Nodal Officer and Engineering works	1	Dr. Mukhtiar Singh

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