

DUTY LIST

Dated- 10-09-2024

1	Dean	1	Dr. Ajay Kumar Srivastava
2	Vice Principal	1	Dr. Savita Arya
3	Staff Secretary	1	Dr. Lilu Ram
4	Bursar	1	Dr. Anurag Sankhian
5	Chief Warden	1	Dr. Neelam Paul
6	Warden (Boys Hostel)	1	Dr. Mukhtiar Singh
7	Hostel Supdt. (Girls Hostel)	1	Mrs. Urmila Rani
8	Superintendent	1	Mr. Ajay Suri
9	Purchase Committee	1	Dr. Anjali Puri
		2	Dr. Sanjeev Kumar
		3	Dr. Sheojee Singh
		4	Dr. Lilu Ram
		5	Mr. Ajay Suri (Supdt.)
10	Purchase Verification Committee	1	Dr. Mukhtiar Singh
		2	Dr. Meena
		3	Dr. Suman Khokhar
		4	Mr. Himanshu Bhatnagar (Jr. Asstt.)
11	Reception Committee	1	Dean
		2	Staff Secretary
		3	Concerned Department
12	Admission Coordinator	1	Dr. Ajay Kumar Srivastava
	P.G.D.G.C. Incharge	1	Dr. Anjali Puri
	M.Ed. Incharge	1	Dr. Balwinder Kaur
	B.Ed. Incharge	1	Dr. Anurag Sankhian

Admission
Incharges

13 Fee Concession Committee

- 1 Dr. Ajay Kumar Srivastava
- 2 Dr. Savita Arya
- 3 Dr. Anjali Puri (PGDGC)
- 4 Dr. Balwinder Kaur (M.Ed.)
- 5 Dr. Anurag Sankhian (B.Ed.)
- 6 Dr. Sanjeev Kumar
- 7 Mr. Ajay Suri (Supdt.)
- 8 Fee Clerk

14 Advisory Committee (College)

- 1 Dr. Ajay Kumar Srivastava
- 2 Dr. Anjali Puri
- 3 Dr. Anurag Sankhian
- 4 Dr. Lilu Ram
- 5 Dr. Vandana Aggarwal
- 6 Mr. Ajay Suri (Supdt.)
- 7 Ms. Ritika Rani, Steno-typist to maintain record/minutes

15 Advisory Committee (Hostel)

- 1 Dr. (Mrs.) Neelam Paul (Chief Warden)
- 2 Dr. Mukhtiar Singh (Warden Boys Hostel)
- 3 Mrs. Urmila Rani (Warden Girls Hostel)
- 4 Mrs. Gurmeet Kaur (Hostel Nurse)
- 5 Mr. Ajay Suri (Supdt.)
- 6 Hostel Clerk

16 Advisory Committee (NSS)

- 1 Dr. Mukhtiar Singh
- 2 Dr. Balwinder Kaur (NSS PO, Incharge)
- 3 Dr. Vandana Aggarwal
- 4 Dr. Ravneet Chawla
- 5 Dr. Aarti Bhatt (NSS PO)

		6	Dr. Upasna Thapliyal (NSS PO)
		7	Mr. Ajay Suri (Supdt.)
		8	NSS Clerk
17	NSS Programme Officers and VADA Club	1	Dr. Balwinder Kaur
		2	Dr. Aarti Bhatt
		3	Dr. Upasna Thapliyal
18	Internal Quality Assurance Cell (IQAC) / NAAC and NCTE Committee	1	Dr. Lilu Ram (Convenor)
		2	Dr. Vandana Aggarwal
		3	Dr. Rajni Thakur
		4	Ms. Bhavya Sallh
		5	Mrs. Krishna
19	Curriculum Planning and Enrichment Committee	1	Dr. Ajay Kumar Srivastava (Convenor)
		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 Representatives
20	Academic Co-ordination & Monitoring Committee	1	Dr. Ajay Kumar Srivastava
		2	Dr. Anjali Puri (PGDGC)
		3	Dr. Balwinder Kaur (M.Ed. Incharge)
		4	Dr. Anurag Sankhian (B.Ed. Incharge)
		5	Any alumunus
		6	A Student Representatives
21	Administrative Co-ordination and Monitoring Committee		
	Sub-committees under this committee		
(i)	Infrastructure monitoring and coordination Sub-Committee	1	Dr. Mukhtiar Singh

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| | 2 | Office Superintendent |
| | 3 | Caretaker/Store Keeper |
| (ii) | | IT Resources Accountability Sub-Committee |
| | 1 | Dr. Lilu Ram |
| | 2 | Dr. Suman Khokhar |
| | 3 | Caretaker/Store Keeper |
| (iii) | | Work Force Management Sub-Committee |
| | 1 | Mr. Ajay Suri (Supdt.) |
| | 2 | Mr. Vinod Sharma (Sr. Asstt.) |
| | 3 | Mr. Himanshu Bhatnagar (Jr. Asstt.) |
| (iv) | | Work Culture Co-ordination Sub-Committee |
| | 1 | Dr. Sheojee Singh |
| | 2 | Mr. Ajay Suri (Supdt.) |
| | 3 | Mr. Vinod Sharma (Sr. Asstt.) |
| | 4 | Mr. Himanshu Bhatnagar (Jr. Asstt.) |
| 22 | | Research Advisory Council (RAC) |
| | 1 | Dr. Anjali Puri |
| | 2 | Dr. Anurag Sankhian |
| | 3 | Dr. Sanjeev Kumar |
| | 4 | Dr. Sheojee Singh |
| | 5 | Dr. Lilu Ram |
| | 6 | Dr. Vandana Aggarwal |
| | 7 | Dr. Punam Bansal |
| 23 | | Research Development Cell |
| | 1 | Dr. Sheojee Singh |
| | 2 | Dr. Punam Bansal |
| (i) | | Finance and Infrastructure Committee |
| | 1 | Dr. Mukhtiar Singh |
| | 2 | Dr. Anurag Sankhian |
| | 3 | Mr. Ajay Suri (Supdt.) |
| (ii) | | Research Program, Policy Development Committee |
| | 1 | Dr. Anjali Puri |
| | 2 | Dr. Lilu Ram |

(iii)	Collaboration and Community Committee	1	Dr. Balwinder Kaur
		2	Dr. Aarti Bhatt
(iv)	Product Development, Monitoring and Commercialization Committee	1	Dr. Sheojee Singh
		2	Dr. Vandana Aggarwal
		3	Dr. Ravneet Chawla
(v)	IPR, Legal and Ethical Matters Committee	1	Dr. Meena
		2	Dr. Suman Khokhar
24	Skill-in-teaching Committee	1	Dr. Meena
		2	Dr. Nisha Singh
		3	Dr. Rupinder Kaur
		4	Mr. Manish Kumar
25	Library Committee	1	Dr. Mukhtiar Singh
		2	Dr. Balwinder Kaur
		3	Dr. Meena
		4	Dr. Sheojee Singh
		5	Dr. Kusum
26	Discipline Committee	1	Dr. Savita Arya
		2	Dr. Neelam Paul
		3	Dr. Rupinder Kaur
		4	Mrs. Sonika Devi
		5	Mrs. Urmila Rani
		6	Mr. Manish Kumar
27	Internal Assessment Committee	1	Dr. Anurag Sankhian
		2	Dr. Lilu Ram
		3	Dr. Punam Bansal
		4	Mr. Raj Kumar(Office)

28	Lecture Shortage Committee	1	Dr. Suman Khokhar
		2	Dr. Nidhi Gupta (Librarian)
29	Prize Committee & Analysis of Results	1	Dr. Kusum
		2	Mrs. Sonika Devi
		3	Mr. Raj Kumar
30	Decision Making Committee Prizes & College Colour	1	Dr. A.K. Srivastava (Dean)
		2	Dr. Balwinder Kaur (NSS PO)
		3	Dr. Anurag Sankhian (Bursar)
		4	Dr. Sanjeev Kumar (Examination Incharge)
		5	Dr. Vandana Aggarwal (CCA)
		6	Dr. Neelam Paul (Sports Incharge)
		7	Dr. Kusum (Prize Committee Incharge)
		8	Dr. Suman Khokhar (Lecture Shortage)
		9	Mr. Ajay Suri (Supdt.)
31	Examination Committee & Analysis of House Test Result	1	Dr. Sanjeev Kumar
		2	Dr. Sheojee Singh
		3	Dr. Nisha Singh
		4	Dr. Rupinder Kaur
		5	Dr. Anupama Kaushal
		6	Examination Clerk
32	Interior Decoration Committee	1	Dr. Nisha Singh
		2	Mrs. Urmila Rani
		3	Dr. Anupama Kaushal
		4	Concerned Deptt.
33	Extension Lectures	1	Dr. (Mrs.) Nisha Singh
		2	Mr. Raj Kumar (Clerk)

34	Canteen / Refreshment	1	Dr. Ravneet Chawla
		2	Mrs. Sonika Devi
		3	Mrs. Gurmeet Kaur
		4	Mrs. Urmila Rani
		5	Dr. Anupama Kaushal
35	Societies & Co-curricular Activities	1	Dr. Vandana Aggarwal
		2	Dr. Ravinder Kumar
36	Editorial Board College Magazine	1	Dr. Ajay Kumar Srivastava (Chief Editor and Editor of Hindi Section)
		2	Dr. Mukhtiar Singh (Punjabi)
		3	Dr. Anjali Puri (English)
37	Prospectus Committee	1	Dr. Anurag Sankhian
		2	Dr. Sheojee Singh
		3	Admission Clerk
38	Annual Report	1	Dr. (Mrs.) Anjali Puri
		2	Dr. Rajni Thakur
39	Press Reporting	1	Dr. Rajni Thakur
		2	Dr. Aarti Bhatt
		3	Concerned Department
40	UGC Committee	1	Dr. Sanjeev Kumar
		2	Mr. Ajay Suri (Supdt.)
41	Placement Cell	1	Dr. Ravneet Chawla
		2	Dr. Upasna Thapliyal
		3	Dr. Anupama Kaushal
42	Time Table	1	Dr. Sanjeev Kumar
43	College Calendar	1	Dr. Mukhtiar Singh
		2	Dr. Vijay Phogat

44	Website Committee	1	Dr. Suman Khokhar
		2	Dr. Rajni Thakur
45	Photography	1	Mrs. Sonika Devi
		2	Mrs. Gurmeet Kaur
		3	Mr. Manish Kumar
46	Uploading of photographs on website	1	Dr. Suman Khokhar
		2	Dr. Rajni Thakur
47	Light & Sound Committee	1	Dr. Mukhtiar Singh
		2	Mr. Deepak Kumar
		3	Mr. Harpreet Singh
48	Alumni Committee	1	Dr. Punam Bansal
		2	Dr. Rajni Thakur
49	Green Campus Maintenance Committee	1	Dr. Mukhtiar Singh
		2	Dr. Ravinder Kumar
		3	Mrs. Urmila Rani
		4	Mr. Manish Kumar
		5	Mr. Ajay Suri (Supdt.)
		6	Caretaker & all concerned staff
		7	Mali and sweepers to report to Mr. Diwan, Clerk
50	ECO Club (Green House / Herbal Garden / Vegetable Garden)	1	Mr. Ravinder Kumar under mentorship of Dr. Vandana Aggarwal
		2	Dr. Anupama Kaushal
		3	Mr. Manish Kumar
	Aahar Kranti Club	1	Dr. Anjali Puri
		2	Dr. Ravneet Chawla

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| | 3 | Students of Home Science |
| 51 | Maintenance of Notice Board | 1 Dr. Mukhtiar Singh (Incharge) |
| | | 2 Mr. Sharanjit Singh |
| | | 3 Ms. Bhavya |
| 52 | Red Ribbon Club | 1 Dr. (Ms.) Kusum |
| | | 2 Dr. Upasna Thapliyal |
| | | 3 Mr. Raj Kumar (Clerk) |
| 53 | Legal Literacy Cell / Cyber Swachhta Mission | 1 Dr. Meena |
| | | 2 Mrs. Sonika |
| | | 3 Mr. Ajay Suri (Supdt.) |
| 54 | Electoral Literacy Club | 1 Dr. Nisha singh |
| | | 2 Dr. Nidhi Gupta (Librarian) |
| | | 3 Mr. Raj Kumar (Clerk) |
| 55 | 24x7 Helpline Service/Counselling | 1 Dr. Anjali Puri |
| | | 2 Dr. Lilu Ram |
| | | 3 Dr. Neelam Paul |
| | | 4 Dr. Ravneet Chawla |
| | | 5 Dr. Nisha Singh |
| 56 | Internal Complaint Committee | 1 Dr. Balwinder Kaur (Nodal Officer) |
| | | 2 Dr. Lilu Ram |
| | | 3 Mrs. Gurmeet Kaur |
| | | 4 Mr. Ajay Suri (Supdt.) |
| | | 5 External Member |
| | | 6 Student Representatives |
| 57 | First Aid committee | 1 Mrs. Gurmeet Kaur |


58	Anti Ragging Committee	1	Dr. Savita Arya
		2	Dr. Mukhtiar Singh (Warden Boys Hostel)
		3	Dr. Neelam Paul (Chief Warden)
		4	Mrs. Urmila Rani (Warden Girls Hostel)
		5	Mr. Ajay Suri (Supdt.)
59	Feedback from students maintaining records and interpretation	1	Dr. Vijay Phogat
60	Research Journal	1	Dr. Sheojee Singh
		2	Dr. Punam Bansal
61	GeM, E-Tendering	1	Dr. Sanjeev Kumar
		2	Mr. Ajay Suri (Supdt.)
		3	Mr. Vinod Kumar, Sr. Asstt.
		4	Mr. Diwan(Care Taker)
62	Coordinator RUSA / PM- USHA	1	Dr. Neelam Paul (Co-ordinator)
		2	Mr. Vinod Sharma (Sr. Asstt.)
63	Uploading AISHE information	1	Dr. Lilu Ram
		2	Admission Clerk
64	Nodal Officer Buildings and Engineering works	1	Dr. Mukhtiar Singh
		2	Mr. Ajay Suri (Supdt.)
		3	Mr. Diwan, Clerk (Care taker)
65	Incharge USOL Study Centre / CDOE, DE.LED., NIOS Study Centre	1	Dr. Vijay Phogat
66	Seminars /Webinar/Workshops	1	Dr. Anjali Puri
		2	Dr. Sheojee Singh
		3	Dr. Vandana Aggarwal
		4	Dr. Ravneet Chawla
		5	Dr. Anupama Kaushal

- 67 **Grievance Redressal Cell for students**
- 1 Dr. Ajay Kumar Srivastava (Dean Student Welfare)
 - 2 Dr. Mukhtiar Singh (Boys Hostel Warden)
 - 3 Dr. Anjali Puri
 - 4 Dr. Anurag Sankhian
 - 5 Dr. Neelam Paul
 - 6 Dr. Kusum
 - 7 Dr. Rajni Thakur
 - 8 Mr. Ajay Suri (Supdt.)
 - 9 Mrs. Urmila Rani (Girls Hostel Warden)
 - 10 Special Invitee
 - 11 Concerned Student Representative
- 68 **College Code of Conduct Committee**
- 1 Dr. Anjali Puri
 - 2 Dr. Anurag Sankhian
 - 3 Dr. Lilu Ram
 - 4 Dr. Rajni Thakur
 - 5 President NSS Student
 - 6 President Literary and Cultural Committee
 - 7 Mr. Ajay Suri (Supdt.)
- 69 **Biometric Record Maintenance & Uploading on Website**
- 1 Dr. Suman Khokhar
 - 2 Mr. Harpreet Singh
 - 3 Mr. Sachin
- 70 **Skill Development Committee**
- Dr. Ravneet Chawla (Convenor- Culinary Skills)
- 1 Dr. Balwinder Kaur (Soft Skills)
 - 2 Dr. Sanjeev Kumar (Innovative Skills)
 - 3 Dr. Suman Khokhar (Technical ICT Skills)
 - 4 Dr. Meena (Skill-in-teaching / AV Aids)

- 67 **Grievance Redressal Cell for students**
- 1 Dr. Ajay Kumar Srivastava (Dean Student Welfare)
 - 2 Dr. Mukhtiar Singh (Boys Hostel Warden)
 - 3 Dr. Anjali Puri
 - 4 Dr. Anurag Sankhian
 - 5 Dr. Neelam Paul
 - 6 Dr. Kusum
 - 7 Dr. Rajni Thakur
 - 8 Mr. Ajay Suri (Supdt.)
 - 9 Mrs. Urmila Rani (Girls Hostel Warden)
 - 10 Special Invitee
 - 11 Concerned Student Representative
- 68 **College Code of Conduct Committee**
- 1 Dr. Anjali Puri
 - 2 Dr. Anurag Sankhian
 - 3 Dr. Lilu Ram
 - 4 Dr. Rajni Thakur
 - 5 President NSS Student
 - 6 President Literary and Cultural Committee
 - 7 Mr. Ajay Suri (Supdt.)
- 69 **Biometric Record Maintenance & Uploading on Website**
- 1 Dr. Suman Khokhar
 - 2 Mr. Harpreet Singh
 - 3 Mr. Sachin
- 70 **Skill Development Committee**
- Dr. Ravneet Chawla (Convenor- Culinary Skills)
- 1 Dr. Balwinder Kaur (Soft Skills)
 - 2 Dr. Sanjeev Kumar (Innovative Skills)
 - 3 Dr. Suman Khokhar (Technical ICT Skills)
 - 4 Dr. Meena (Skill-in-teaching / AV Aids)

- 71 Educational Tour Organising Committee
- 72 Dress Code Committee(Students)
- 73 Annual Convocation Committee
- 74 MOUs
- 75 Minority Cell
- 5 Dr. Aarti Bhatt (Performing Arts)
- 6 Dr. Anupama Kaushal (Yoga)
- 1 Dr. Neelam Paul
- 2 Dr. Vijay Phogat
- 1 Dr. Savita Arya
- 2 Dr. Mukhtiar Singh (Boys Hostel Warden)
- 3 Dr. Neelam Paul (Chief Warden)
- 4 Dr. Ravneet Chawla
- 5 Mrs. Umrila Rani (Girls Hostel Warden)
- 1 Dr. Ajay Kumar Srivastava
- 2 Dr. Anjali Puri
- 1 Dr. Rajni Thakur
- 1 Dr. Savita Arya
- 2 Dr. Mukhtiar Singh (Member)
- 3 Dr. Kusum

* Note :- All Concerned to handover / take over the respective charges within three working days


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

CC:

- 1 College Website
- 2 Dean
- 3 Staff Secretary
- 4 Superintendent