

GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20-D, CHANDIGARH

Duty List for the session 2023-24

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	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. Savita Arya
		2	Dr. Balwinder Kaur

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

		3	Ms. Sonika Devi
15	Library Committee	1	Dr. Mukhtiar Singh
		2	Dr. Balwinder Kaur
		3	Dr. Meena
		4	Dr. Kusum
16	Discipline Committee	1	Dr. Neelam Paul
		2	Dr. Ravneet Chawla
		3	Mrs. Sonika
		4	Mr. Ravinder Kumar
17	Internal Assessment Committee	1	Dr. Anurag Sankhian
		2	Dr. Lilu Ram
		3	Mr. Sanjeev Kumar (F.A.)
		4	Mr. Raj Kumar(Office)
18	Lecture Shortage Committee	1	Dr. Suman Khokhar
		2	Dr. Rupinder Kaur
19	Prize Committee & Analysis of Results	1	Dr. Meena
		2	Dr. Upasna Thapliyal
		3	Mr. Sanjeev (Office)
20	Examination Committee & Analysis of House Test Result	1	Dr. Sanjeev Kumar
		2	Dr. Nisha Singh
		3	Mr. Saneev Kumar, Instructor
		4	Mr. Raj Kumar, Clerk
21	Interior Decoration Committee	1	Dr. Nisha Singh
		2	Mr. Sanjeev Kumar (F.A.)
		3	Concerned Deptt.
22	Extension Lectures	1	Dr. (Mrs.) Nisha Singh

	2	Dr. Suman Khokhar
23 Canteen / Refreshment	1	Dr. (Mrs.) Sapna Nanda
	2	Mrs. Urmil Singh
	3	Mrs. Gurmeet Kaur
24 Decision Making Committee Prizes	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
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. 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
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 Singh(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

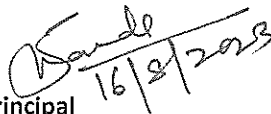

	4	Mali and sweepers to report to Mr. Diwan, Clerk
41 M.Ed Incharge	1	Dr. Balwinder Kaur
42 B.Ed. Incharge	1	Dr. Anurag Sankhian
43 P.G.D.G & C Incharge	1	Dr. Anjali Puri
44 Red Ribbon Club	1	Dr. (Ms.) Kusum
	2	Dr. Aarti Bhatt
45 Legal Literacy Club	1	Dr. Meena
	2	Mrs. Sonika
	3	College Superintendent
46 Electoral Literacy Club	1	Dr. Suman Khokhar
	2	Dr. Rupinder Kaur
	3	Mrs. Sonika
	4	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. Ajay Kumar Srivastava
	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. Ajay Kumar Srivastava
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. Meena
	2	Dr. Neelam Paul
	3	Dr. Rajni Thakur
55 Coordinator, Research Centre 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
	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., 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	1	Dr. Anurag Sankhian
		2	Dr. Lilu Ram
		3	Dr. Neelam Paul
		4	Dr. Ravneet Chawla
		5	Mr. Sanjeev Kumar(Instructor)
65	ECO Club	1	Mr. Ravinder Kumar
		2	Mr. Manish Kumar
66	Curriculum Planning and Enrichment Committee	1	Dr. Ajay Kumar Srivastava (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	Grievance Redressal Cell/SC/ST/OBC Related Complaints	1	Dr. Ajay Kumar Srivastava (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	Uploading, Reporting & Maintenance of Record & All activities photographs	1	Dr. Suman Khokhar(Website)
		2	Dr. Rajni thakur
		3	Mr. Manish Kumar
69	College Code of Conduct Committee	1	Dr. Ajay Kumar Srivastava
		2	Dr. Sheojee Singh
		3	Dr. Rajni Thakur
		4	President NSS
		5	President Literary and Cultural Committee
		6	Superintendent
70	Supervising Committee Incharges for online classes & Students Biometric per Month		
	(i) M.Ed.	1	Dr. Balwinder Kaur
	(ii) B.Ed. 1st Year Section A	1	Dr. Upasana Thapliyal
	(iii) B.Ed. 1st Year Section B	1	Mr. Ravinder Kumar
	(iv) B.Ed. 2nd Year Section A	1	Dr. Suman Khokhar
	(v) B.Ed. 2nd Year Section B	1	Dr. Nisha Singh
	(vi) P.G.D.G & C	1	Dr. Anjali Puri
71	Biometric Record Maintenance & Uploading on Website	1	Dr. Suman Khokhar
		2	Mr. Harpreet Singh, Computer Lab Attendant
72	Skill Development Committee	1	Dr. Balwinder Kaur(Incharge)
		2	Dr. Neelam Paul
		3	Dr. Kusum
		4	Dr. Ravneet
		5	Dr. Aarti
		6	Mr. Sanjeev, Instructor
73	P.U. Exam Result Analysis Committee	1	Dr. Meena
		2	Mr.Sanjeev Kumar, Clerk
		3	Mr. Sanjeev, Instructor

- | | | | |
|----|--|---|-------------------------------------|
| 74 | Educational Tour Organising Committee | 1 | Dr. Neelam Paul |
| | | 2 | Dr. Vijay Phogat |
| 75 | Dress Code Committee(Students) | 1 | Dr. Balwinder Kaur(Incharge) |
| | | 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 | Annual Convocation Committee | 1 | Dr. Ajay Kumar Srivastava |
| | | 2 | Dr. Balwinder Kaur |
| | | 3 | Dr. Sheojee Singh |


Principal
16/8/2023
Govt. College of Education
Sector-20D, Chandigarh


CC:

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