

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN SONIPAT

Annual Duties implemented w.e.f. 24 July 2023 to June 2024 (2023-2024) till further orders

Sr.No.

1. College Council/IQAC / Code of Conduct
 - (a) Dr. Naresh Kumar
 - (b) Dr. Vandana Nasa
 - (c) Dr. Naveen Vashistha
 - (d) Mrs. Rekha
 - (e) Dr. Rajesh Kumar
 - (f) Nominee of students
 - (g) Alumni – Nikita
 - (h) Stakeholder
 - (i) Member of Local Area

2. Senior Mentor
 - (a) Dr. Vandana Nasa
 - (b) Dr. Naveen Vashistha

3. Staff Secretary Dr. Naresh Kumar

4. Social Secretary Dr. Vandana Nasa

5. Bursar Dr. Rajesh Kumar

6. NSS Nodal Officer
 - (a) Mrs. Manjeet
 - (b) Mr. Mohit (Clerk)
 - (c) Ms. Neha (Peon)

7. Placement Cell
 - (a) Mrs. Manju Rani
 - (b) Dr. Rajesh Dhaka (Convenor) *Raw*
 - (c) Dr. Vandana Nasa
 - (d) Dr. Subhash Sisodia

8. Advisory Committee of NSS & Women Cell:-
 - (a) Dr. Naresh Kumar
 - (b) Dr. Vandana Nasa
 - (c) Dr. Naveen Vashistha
 - (d) Dr. Rajesh Kumar
 - (e) Mrs. Rekha
 - (f) Dr. Subhash Sisodia

9. Important Day Celebration
 - (a) Dr. Naveen Vashistha
 - (b) Dr. Subhash Sisodia
 - (c) Dr. Vandana Nasa
 - (d) Mrs. Savita

10. Women Empowerment Cell / Beti Bachao Beti Padhao Scheme
 - (a) Mrs. Rajwanti
 - (b) Mrs. Poonam
 - (c) Mrs. Savita

11. Bus Pass

- (a) Dr. Rajesh Dhaka *Daul*
- (b) Dr. Neelam Saini
- (c) Mrs. Savita
- (d) Mr. Ashish (Apprentice)

12. College Sports Board

- (a) Mr. Dilbag Singh (Patron)
- (b) Dr. Naresh Kumar (President)
- (c) Dr. Vandana Nasa (Secretary)
- (d) Mrs. Poonam
- (e) Dr. Rajesh Kumar (Bursar)

13. Sports Committee

- (a) Dr. Vandana Nasa
- (b) Dr. Rajesh Dhaka *Daul*
- (c) Dr. Subhash Sisodia
- (d) Mrs. Manjeet
- (e) Dr. Satish Malik
- (f) Mrs. Savita

14. RTI Act

- (a) Sh. Dilbag Singh (First Appellate Authority)
- (b) Dr. Naresh Kumar (S.P.I.O)
- (c) Dr. Vandana Nasa (ASPIO)
- (d) Sh. Sandeep (Clerk)

15. Time Table Incharge / Work Load / Subject Change etc.

- (a) Dr. Rajesh Dhaka- (Arts) *Daul*
- (b) Dr. Rajesh Kumar (Commerce/Subject Change)
- (c) Mr. Amit (Wrokload)

16. Red Cross/ Red Ribbon Club/ Dispensary Committee

- (a) Dr. Subhash Sisodia
- (b) Dr. Amita Rani
- (c) Mrs. Manjeet
- (d) Mrs. Manju Rani

17. Results / Internal Assessment/ Lecture Shortage and all other University related duties

- (a) Dr. Naveen Vashistha
- (b) Sh. Amit
- (c) Mrs. Rekha
- (e) Mrs. Ruby (Apprentice)
- (f) Miss. Pinki (Apprentice)

18. Cultural Activities

- (a) Dr. Sharmila Badhwar
- (b) Dr. Subhash Sisodia
- (c) Dr. Naveen Vashistha
- (d) Mrs. Poonam
- (e) Mrs. Savita
- (f) Mrs. Manjeet
- (g) Mr. Vikram

19. Scholarships
- (a) Mrs. Poonam (SC/BC)
 - (b) Dr. Neelam Saini
 - (c) Mrs. Savita
 - (d) Sh. Joginder (Merit) *jogndey*
20. Vote Card / Aadhaar Card
- (a) Mrs. Savita
 - (b) Dr. Sharmila Badhwar
 - (c) Mr. Amit
21. College Magazine
- (a) Mr. Vikram – Chief Editor
 - (b) Mrs. Savita – Editor Hindi Section
 - (c) Dr. Rajesh Dhaka – Editor English Section *Rajesh*
 - (d) Dr. Vandana Nasa – Editor Commerce Section
 - (e) Dr. Subhash Sisodia - Editor Social Science Section
22. Earn While You Learn / R.K.F. / S.A.F
- (a) Dr. Amita Rani
 - (b) Dr. Satish Malik
 - (c) Mrs. Manjeet
23. Water / Electricity Committee
- (a) Mrs. Manju Rani (Electricity)
 - (b) Dr. Neelam Saini
 - (c) Dr. Joginder (Water) *jogndey*
 - (d) Mrs. Savita
24. Students Character Certificate Verification and University form Attestation
- (a) Dr. Naresh Kumar
 - (b) Dr. Vandana Nasa
 - (c) Dr. Naveen Vashistha
25. Legal Literacy Cell
- (a) Dr. Subhash Sisodia
 - (b) Dr. Rajwanti
 - (c) Mrs. Savita
 - (d) Mrs. Poonam
26. Tour Committee
- (a) Dr. Vandana Nasa
 - (b) Dr. Subhash Sisodia
 - (c) Mr. Amit
 - (d) Mrs. Manju Rani *jogndey*
 - (e) Dr. Joginder
27. Redressal of Grievances Cell
- (a) Mrs. Rekha
 - (b) Dr. Vandana Nasa *jogndey*
 - (c) Dr. Joginder

37. Tea / Refreshment Committee
(a) Mrs. Savita
(b) Dr. Rajwanti
(c) Dr. Amita Rani
(d) Mrs. Poonam
38. Activity Calender and Annual Report
(a) Dr. Naveen Vashistha
(b) Dr. Amita Rani
(c) Dr. Rajwanti
39. Beautification, Cleanliness & Maintenance of College Campus/S.B.I.S
(a) Dr. Subhash Sisodia
(b) Mrs. Manjeet
(c) Dr. Satish Malik
(d) Dr. Joginder *Joginder*
40. Purchase Committee for office
(e) Mrs. Rekha
(a) Mr. Amit
(b) Dr. Rajwanti
(c) Sh. Sandeep (Assistant)
41. Liasion with District Administration
(a) Dr. Subhash Sisodia
(b) Dr. Amita Rani
(c) Mr. Ashish (Apprentice)
42. Library Committee
(a) Dr. Amita Rani
(b) Mrs. Manju Rani
(c) Sh. Amit
(d) Dr. Joginder *Joginder*
(e) Ms. Ruby (Apprentice)
43. Publicity & Photography
(a) Dr. Rajwanti
(b) Dr. Naveen Vashistha
(c) Dr. Subhash Sisodia (Publicity)
(d) Mr. Amit
44. Tobacco Prohibition Committee
(a) Mrs. Savita
(b) Dr. Neelam Saini
(c) Dr. Amita Rani
45. Anti Ragging Committee
(a) Mrs. Manju Rani
(b) Dr. Neelam Saini
(c) Ms. Savita

28. Internal Complaint Committee for Cases of Sexual Harassment at Work Place
(a) Dr. Vandana Nasa
(b) Dr. Naresh Kumar
(c) Mrs. Rekha
(d) Dr. Rajesh Kumar
29. Printing and Invitation
(a) Mrs. Rekha
(b) Dr. Subhash Sisodia
(c) Mr. Amit
30. Annual Prize Distribution Committee
(a) Dr. Vandana Nasa
(b) Dr. Neelam Saini
(c) Mrs. Manjeet
(d) Sh. Joginder *Jogndy*
31. Central Purchase Committee
(a) Dr. Naresh Kumar
(b) Dr. Vandana Nasa
(c) Dr. Naveen Vashistha
(d) H.O.D Concerned
32. Shamiana / Seating Arrangement Committee
(a) Sh. Joginder
(b) Dr. Satish Malik
(c) Dr. Subhash Sisodia
(d) Mr. Amit *Jogndy*
33. Decoration Committee
(a) Mrs. Savita
(b) Dr. Rajwanti
(c) Mrs. Manjeet
(d) Mrs. Manju Rani
34. Discipline / Security/CCTV Committee
(a) Dr. Satish Malik
(b) Dr. Rajesh Dhaka *Dhaka*
(c) Dr. Sharmila Badhwar
(d) Dr. Neelam Saini
(e) Dr. Joginder *Jogndy*
(f) Daytime Chokidar
35. College Property
(a) Dr. Sharmila Badhwar
(b) Dr. Neelam Saini
(c) Mr. Amit
36. Building Committee and Furniture Repair Committee
(a) Dr. Naresh Kumar
(b) Dr. Vandana Nasa
(c) Dr. Naveen Vashistha
(d) Dr. Rajesh Kumar (Financial Advisor)
(e) Dr. Subhash Sisodia

46. Anti Corruption Cell

- (a) Mrs. Poonam
- (b) Mrs. Manju Rani
- (c) Mr. Vikram

47. All India Higher Education Survey

- (a) Mr. Amit
- (b) Mr. Vikram
- (c) Dr. Rajesh Dhaka

Rajesh Dhaka

48. Web Portal of Higher Education Haryana / College Website / Online Admission

- (a) Mr. Amit
- (b) Dr. Naveen Vashistha
- (c) Dr. Joginder
- (d) Sh. Sandeep (Assistant)

Joginder

49. Computer Lab & Smart Class Room

- (a) Mr. Amit
- (b) Dr. Amita Rani
- (c) Mrs. Poonam

50. New Education Policy Committee/RUSA

- (a) Dr. Rajwanti
- (b) Mr. Vikram
- (c) Dr. Vandana Nasa
- (d) Dr. Naveen Vashistha

51. Disaster Management Committee

- (a) Dr. Rajesh Dhaka
- (b) Dr. Rajwanti
- (c) Mrs. Manju Rani
- (d) Dr. Satish Malik

Rajesh Dhaka

52. NAAC Committee

- (a) Dr. Naveen Vashistha
- (b) Dr. Rajwanti
- (c) Dr. Rajesh Dhaka
- (d) Mr. Amit
- (e) Dr. Amita Rani

Rajesh Dhaka

53. Road Safety/Traffic Interpration Centre

- (a) Dr. Subhash Sisodia (Nodal Officer)
- (b) Mrs. Manjeet
- (c) Dr. Sharmila Badhwar

54. Committee for Outsourcing Service Part I,II& HKRN

- (a) Dr. Satish Malik
- (b) Mrs. Rekha
- (c) Dr. Subhash Sisodia

55. Committee for API (IQAC)

- (a) Dr. Naresh Kumar
- (b) Dr. Vandana Nasa
- (c) Dr. Naveen Vashistha
- (d) Mrs. Rekha

56. Nodal Officer :-

1. Passport - Dr. Neelam Saini
2. HRMS / Training Deptt. Mr. Amit
3. Nature Interpretation Centre - Dr. Sharmila Badhwar
4. Harit Haryana/Election - Dr. Subhash Sisodia
5. PPP/Corna Preventaion - Dr. Naveen Vashistha
6. Apprentice - Dr. Amita Rani

57. Driving License Committee

1. Dr. Neelam Saini
2. Dr. Rajwanti
3. Mr. Amit
4. Mr. Mohit LA

58. Alumni Association

1. Dr. Subhash Sisodia
2. Dr. Naveen Vashishtha
3. Dr. Vandana Nasa
4. Mrs. Manjeet

59. AEBAS Committee

1. Dr. Amita Rani
2. Dr. Amit
3. Mrs. Manju
4. Mr. Mohit LA

60. Apprenticeship Committee

1. Dr. Amita Rani
2. Dr. Rajwanti
3. Mr. Joginder

Joginder

61. Extension Lecture Work Committee

1. Dr. Naresh Kumar
2. Dr. Vandana Nasa
3. Dr. Satish Malik

62. Court Cases Committee

1. Dr. Satish Malik
2. Mr. Joginder
3. Mr. Amit
4. Dr. Subhash

Joginder

63. Online Admission Committee

1. Dr. Amit
2. Mrs. Rekha
3. Mrs. Manju
4. Dr. Rajwanti

Principal
Govt. College for Women
(Sonapat)