

Annual Duties implemented w.e.f. 1 July 2025 to 30 June 2026 (2025-2026) till further orders

Sr.No.

1. College Advisory Council/IQAC / Code of Conduct/ IDP/NAAC

- (a) Dr. Vandana Nasa (Convener Advisory) / Vandana
- (b) Council NAAC, Code of Conduct & IQAC / Nasa
- (c) Dr. Naveen Vashistha (Co-Convener IDP) / Naveen
- (d) Mrs. Rekha / Rekha
- (e) Dr. Rajesh Kumar / Rajesh
- (f) Mrs. Rajwant (Convener IDP) / Rajwant
- (g) Mr. Vikram (NAAC Member) / Vikram
- (h) Dr. Rajesh Dhaka (NAAC Member) / Dhaka
- (i) Mr. Arun Kumar (NAAC Member) / Arun
- (j) Dr. Amita Rani (NAAC Member) / Amita
- (k) Ms. Poonam Nagpal (NAAC Member) / Poonam
- (l) Nominee of students
- (m) Alumni
- (n) Stakeholder

Member of Local Area

2. Senior Mentor

- (a) Dr. Naveen Vashistha / Naveen

3. Staff Secretary

- (a) Dr. Vandana Nasa / Vandana

4. Social Secretary

- (a) Dr. Amita Rani / Amita

5. Bursar

- (a) Dr. Rajesh Kumar / Rajesh

6. Nodal Officer

- a) Liasion with District Administration and Election - Dr. Subhash Sisodia
- b) HRMS / Training Deptt - Mr. Arun Kumar
- c) Nature Interpretation Centre Ms. Poonam
- d) Apprentice - Dr. Amita Rani
- e) Canteen & Vita Booth - Dr. Rekha

7. NSS Nodal Officer

- (a) Mrs. Savita (Nodal Officer) From 19-7-2025 29/7/25
- (b) Mr. Mohit (Clerk)
- (c) Mrs. Neha (Peon) Neha

8. Placement Cell

- (a) Dr. Rajesh Dhaka / Dhaka
 - (b) Mr. Vikram / Vikram
 - (c) Ms. Poonam Nagpal / Poonam
 - (d) Mr. Vikash / Vikash
- To update all Records

9. Advisory Committee of NSS & Women Cell

- (a) Dr. Rajesh Kumar
- (b) Dr. Vandana Nasa
- (c) Mrs. Rekha

10. Important Day Celebration

- (a) Dr. Subhash Sisodia
- (b) Mrs. Manjeet
- (c) Mrs. Ruchi

11. Women Empowerment Cell / Beti Bachao Beti Padhao Scheme

- (a) Mrs. Manjeet
- (b) Mrs. Poonam
- (c) Ms Poonam

12. Bus Pass

- (a) Dr. Arun Kumar
- (b) Dr. Rajesh Dhaka
- (c) Dr. Neelam Saini
- (d) Mr. Mohit (LA)

13. College Sports Board/ Sports Committee

- (a) Dr. Naresh Kumar (Patron)
- (b) Dr. Vandana Nasa (President)
- (c) Dr. Rajesh Kumar (Bursar)
- (d) Dr. Satish Malik (Convenor -Sports Committee)
- (e) Dr. Rajesh Dhaka
- (f) Dr. Subhash Sisodia
- (g) Ms. Poonam Nagpal

14. RTI Act

- (a) Sh. Naresh Kumar (First Appellate Authority)
- (b) Dr. Vandana Nasa (S.P.I.O)
- (c) Dr. Naveen Vashishta (ASPIO)
- (d) Sh. Sandeep (Assistant)

15. Time table In charge / Work Load / Subject Change etc.

- (a) Dr. Rajesh Dhaka (In charge Art)
- (b) Dr. Rajesh Kumar (Incharge Commerce)
- (c) Ms. Poonam Nagpal (Incharge Science)

16. Red Cross/ Red Ribbon Club/ Dispensary Committee

- (a) Dr. Subhash Sisodia (Red Cross)
- (b) Dr. Amita Rani (Dispensary &RRC)

(c) Mrs. Minakshi Ranga

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

- (a) Dr. Naveen Vasistha
- (b) Mrs. Rekha
- (c) Mrs. Manju Rani
- (d) Mr. Vikram
- (e) Mr. Mohit
- (f) Ms. Jahanvi
- (g) Mr. Sanjeev

18. Cultural Activities

- (a) Dr. Subhash Sisodia
- (b) Mrs. Manjeet
- (c) Mrs. Poonam
- (d) Mrs. Ruchi
- (e) Mrs. Meenakshi Ranga
- (f) Dr. Naveen Vasistha

19. Scholarships

- (a) Mrs. Poonam (SC, BC Overall)
- (b) Mrs. Meenakshi (SC, BC Member)
- (c) Dr. Neelam Saini (Overall)
- (d) Dr. Arun Kumar (For Meritorious Scholarship)
- (e) Ruchi (Haryana State Merit UG/PG Students)
- (f) Jahanvi (For record keeping)

20. Vote Card / Aadhaar Card / PPP

- (a) Mrs. Savita (Aadhar Card)
- (b) Mrs. Meenakshi (PPP)
- (c) Mrs. Ruchi (Voter Card)

21. College Magazine

- (a) Mr. Vikram – Chief Editor
- (b) Mrs. Savita – Editor Hindi Section
- (c) Dr. Rajesh Dhaka – Editor English Section
- (d) 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. Arun Kumar
 - (c) Dr. Naveen Vashishta
 - (d) Dr. Amita Rani (Water)
 - (e) Mr. Vikram
 - (f) Dr. Neelam Saini
- (2) Dr. Parveen Kumar

24. Students Character Certificate Verification and University form Attestation

- (a) Dr. Rajesh Kumar
- (b) Mrs. Rekha
- (c) Dr. Satish Malik

25. Legal Literacy Cell

- (a) Dr. Subhash Sisodia
- (b) Mrs. Poonam Tomar
- (c) Ms. Poonam Nagpal

26. Tour Committee

- (a) Dr. Manju
- (b) Dr. Amita [Convenor]
- (c) Dr. Rajesh Kumar
- (d) Dr. Neelam Saini

27. Redressal of Grievances Cell

- (a) Mrs. Rekha
- (b) Dr. Vandana Nasa
- (c) Dr. Vikram

28. Internal Complaint Committee for Cases of Sexual Harassment at Work Place

- (a) Dr. Vandana Nasa
- (b) Mrs. Rekha
- (c) Dr. Rajesh Kumar

29. Printing and Invitation

- (a) Mrs. Rekha Raheja
- (b) Dr. Subhash Sisodia
- (c) Ms. Poonam Nagpal

30. Annual Prize Distribution Committee

- (a) Mrs. Manjeet
- (b) Ms. Poonam Nagpal
- (c) Dr. Neelam Saini

31. Central Purchase Committee

- (a) Dr. Vandana Nasa
- (b) Dr. Naveen Vashishta
- (c) Mrs. Rekha
- (d) H.O.D Concerned

32. Shamiana / Seating Arrangement Committee

- (a) Dr. Satish Malik
- (b) Mr. Rajesh Dhaka
- (c) Dr. Subhash Sisodia

33. Decoration Committee

- (a) Mrs. Manjeet
- (b) Mrs. Manju Rani
- (c) Mrs. Meenakshi Ranga
- (d) Mrs. Ruchi

34. Discipline / Security/CCTV Committee

- (a) Dr. Rajesh Kumar
- (b) Dr. Satish Malik Convenor Discipline
- (c) Dr. Neelam Saini
- (d) Mr. Arun Kumar
- (e) Dr. Rajesh Dhaka
- (f) Chowkidar

35. College Property

- (a) Dr. Neelam Saini
- (b) Mr. Arun Kumar
- (c) Mrs. Poonam
- (d) Mrs. Ruchi

36. Building Committee and Furniture Repair Committee

- (a) Dr. Vandana Nasa (Building)
- (b) Dr. Naveen Vashistha (Furniture)
- (c) Mrs. Rekha
- (d) Dr. Rajesh Kumar (Financial Advisor)

37. Tea / Refreshment Committee

- (a) Ms. Poonam
- (b) Mrs. Meenakshi Ranga
- (c) Mrs. Ruchi

38. Activity Calendar and Annual Report

- (a) Dr. Naveen Vashistha
- (b) Mrs. Manjeet
- (c) Mrs. Rajwanti

39. Beautification, Cleanliness & Maintenance of College Campus/S.B.I.S

- (a) Dr. Subhash Sisodia
- (b) Mrs. Manjeet
- (c) Mrs. Savita
- (d) Mrs. Meenakshi Ranga
- (e) Dr. Parveen Ti

Purchase Committee for office

- (e) Mrs. Rekha
- (a) Dr. Rajwanti
- (b) Mrs. Manju Rani
- (c) Sh. Sandeep (Assistant)

41. Library Committee

- (a) Dr. Amita Rani
- (b) Mrs. Manju Rani
- (c) Mrs. Manjeet
- (d) Ms. Poonam

42. Publicity & Photography

- (a) Dr. Rajwanti(Photography)
- (b) Dr. Subhash Sisodia (Publicity)
- (c) Dr. Satish Malik

43. Tobacco Prohibition Committee

- (a) Mrs. Savita
- (b) Dr. Amita Rani
- (c) Dr. Neelam Saini
- (d) Mrs. Meenakshi

44. Anti Ragging Committee

- (a) Mrs. Rekha
- (b) Mr. Rajesh Dhaka
- (c) Dr. Subhash Sisodia
- (d) Dr. Neelam Saini

45. Anti Corruption Cell

- (a) Mrs. Rekha
- (b) Mrs. Poonam
- (c) Mrs. Manju Rani
- (d) Dr. Satish Malik

46. All India Higher Education Survey

- (a) Mr. Arun Kumar
- (b) Mr. Vikram
- (c) Dr. Rajesh Dhaka
- (d) Dr. Satish Malik

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

- (a) Mr. Rajesh Dhaka
- (b) Mr. Arun Kumar
- (c) Dr. Vikram
- (d) Mr. Mohit

Computer Lab & Smart Class Room

- (a) Mr. Arun Kumar
- (b) Ms. Poonam Nagpal
- (c) Mrs. Poonam Tomar

49. New Education Policy Committee/RUSA

- (a) Dr. Rajwanti
- (b) Mr. Rajesh Dhaka
- (c) Dr. Naveen Vashistha
- (d) Mr. Vikram
- (e) Ms. Poonam

50. Disaster Management Committee

- (a) Mrs. Poonam
- (b) Dr. Rajwanti
- (c) Mrs. Manju Rani
- (d) Dr. Neelam Saini
- (e) Dr. Rajesh Dhaka

51. Road Safety/Traffic Interpretation Centre

- (a) Dr. Subhash Sisodia (Nodal Officer)
- (b) Mrs. Manjeet
- (c) Dr. Satish malik

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

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

53. Passport / Driving License Committee

- (a) Dr. Neelam Saini
- (b) Dr. Rajwanti
- (c) Mr. Arun Kumar
- (d) Mr. Mohit LA

54. Alumni Association

- (a) Dr. Subhash Sisodia
- (b) Mr. Naveen Vashistha
- (c) Dr. Rajwanti
- (d) Mrs. Poonam

55. AEBAS Committee

- (a) Dr. Arun Kumar
- (b) Dr. Amita Rani
- (c) Mr. Vikram
- (d) Mrs. Manju Rani
- (e) Mr. Mohit LA

56. Extension Lecture Work Committee

- (a) Dr. Vandana Nasa
- (b) Mr. Rajesh Dhaka
- (c) Dr. Naveen vashitha
- (d) Dr. Satish Malik

Vandana

Rajesh

Naveen

57. Court Cases Committee

- (a) Dr. Satish Malik
- (b) Mr. Arun Kumar
- (c) Dr. Subhash Sisodia

Satish

Arun

Medical Committee

✓ 58.1. Dr. Satish Malik 2. Dr. Subhash
4. Dr. Rajesh Bhardwaj (Bursar)

3. Mrs. Manjeet Ti

Principal

Govt. College for Women
(Sonepat)

Manjeet

01-08-2025