

ANNUAL DUTY LIST (SESSION 2023-24)

Sr. No.	Name of Committee	Name of Teachers	Signature
1	College Council	1. Mrs. Promila Malik, Principal 2. Dr. Gulshan Kumar 3. Dr. Meenu Khaliya 4. Dr. Ravinder Sheoran 5. Dr. Virender Atwal 6. Dr. Ram Chand 7. Ms. Sunita 8. Dr. Ajit Singh (As a Bursar) 9. Mr. Suresh Kumar (as a Bursar)	
2.	Internal Quality Assurance Cell/	1. Mrs. Promila Malik, Principal, Chairperson 2. Dr. Ravinder Kumar (Coordinator) 3. Mrs. Pooja Singhal 4. Mr. Jaspal Toor 5. Mrs. Anjna 6. Dr. Ragini 7. Mrs. Geeta 8. Mr. Ashish 9. Dr. Bindu Rani (Zoology) 10. Mrs. Seema Sharma 11. Dr. Indu 12. Mrs. Sonia Jassal (Extension Lecturer) 13. Dr. Shabnam (Extension Lecturer) 14. Mr. Aditya Sharma (Student Member) 15. Mr. Hemant Kumar (Alumni) 16. Mrs. Indra Sharma (Employer Rep.) 17. Mr. Rakesh Bahadur (Local Community)	

Proceed

		18. Mr. Gaurav (LA)	
3.	NAAC	1. Mrs. Promila Malik, Principal Chairperson 2. Dr. Ajit Singh (Coordinator) 3. Dr. Gulshan Kumar 4. Dr. Meenu Khaliya 5. Dr. Ravinder Sheoran 6. Dr. Virender Atwal 7. Dr. Ram Chand 8. Ms. Sunita	
4.	Dean (Arts)	Dr. Gulshan Kumar	
5.	Dean (Commerce)	Dr. Virender Atwal	
6.	Dean (Science)	Dr. Ram Chand	
7.	College Bursar	1. Dr. Ajit (Grants) 2. Mr. Suresh Kumar (Funds)	
8.	RTI Committee	1. Dr. Ravinder Kumar (SPIO) 2. Dr. Yashveer (APIO) 3. Mrs. Anamika (LA) 4. Mr. Manmohan (LA)	
9.	Staff Secretary	Dr. Geetanjali	
10.	Social Secretary	Mrs. Pooja Singhal	
11.	NCC Boys	1. Lt. (Dr.) Yashveer Mr. Aditya (LA)	
12.	NCC Girls	1. Lt. (Dr.) Gurpreet Kaur Mrs. Esha (LA)	

Pooja

13.	NSS Boys	<ol style="list-style-type: none"> 1. Mr. Sonu (NSS Officer) 2. Mr. Hardeep (Ext. Lecturer) 3. Dr. Rama Kant (Ext. Lecturer) 4. Mr. Gaurav(JLA) 	
14.	NSS Girls	<ol style="list-style-type: none"> 1. Dr. Sarita (NSS Officer) 2. Mrs. Savita (Pub. Ad.) 3. Mrs. Neeru Sharma 4. 4.Ms. Esha (LA) 	
15.	Office Registrar	Dr. Gulshan Kumar	
16.	Time Table and Work Load Committee	<ol style="list-style-type: none"> 1. Mrs. Seema Sharma (Workload) 2. Mrs. Pooja Singhal (Arts) (Convener) 3. Dr. Sarita Rani (Science) (Convener) 4. Dr. Manisha Khanna (Commerce) (Convener) 	
17.	RUSA Committee	<ol style="list-style-type: none"> 1. Dr. Ram Chand (Convener) 2. Dr. Ravinder Sheoran 3. Dr. Rajiv 4. Mr. Ashish 5. Mrs. Ena Ahuja 6. Mrs. Anu Dahiya 7. Dr. Shabnam (Ext. Lecturer) 8. Mrs. Komal (C.I.) 9. Mrs. Kamini (Clerk) 	
18.	API Verification	<ol style="list-style-type: none"> 1. Dr. Ram Chand (Convener) 2. Dr. Ajit Singh 	

Proced

		<ol style="list-style-type: none"> 3. Dr. Ravinder Kumar 4. Dr. Neeru (Zoology) 5. Mr. Jaspal Singh 	
19.	University Cell / Examination Cell and Annual Result Verification/ Internal Assessment / EVS House Exam Committee	<ol style="list-style-type: none"> 1. Mr. Jaspal Toor (Convener) 2. Mrs. Anjna 3. Dr. Bindu Rani (Zoology) 4. Mrs. Geeta 5. Mr. Ashish 6. Mrs. Namita 7. Mrs. Sonia Jassal (Ext. Lecturer) 8. Dr. Rama Kant (Ext. Lecturer) 9. Mr. Ravinder (LA) 	
20.	Women Cell	<ol style="list-style-type: none"> 1. Ms. Sunita Chauhan 2. Ms. Neeru Sharma 3. Mrs. Geeta 4. Mrs. Indu 5. Dr. Kavita 6. Dr. Shabnam 7. Mrs. Soni Devi (Mali) 	
21.	Cultural Committee	<ol style="list-style-type: none"> 1. Mr. Jagpal (Convener) 2. Mrs. Sunita Chauhan 3. Mrs. Neetu Chaudhary 4. Dr. Pardeep Kumar 5. Mrs. Geeta 6. Mrs. Namita (Ext. Lecturer) 7. Dr. Sonali (Ext. Lecturer) 8. Mr. Varun Sharma (Tabla Player) 	
22.	Skill Development Cell	<ol style="list-style-type: none"> 1. Mr. Suresh Kumar (Convener) 	

Praveen

		<ol style="list-style-type: none"> 2. Dr. Pooja 3. Dr. Manisha Khanna 4. Mrs. Neetu Chaudhary 5. Dr. Rajiv 6. Dr. Sarita 	
23.	Placement Cell	<ol style="list-style-type: none"> 1. Ms.Ragini (Convener) 2. Ms.Anjana 3. Dr. Geetanjali 4. Ms. Neeru Sharma 5. Dr. Gurpreet Kaur 6. Mrs. Neetu Chaudhary 7. Mrs. Ena 8. Dr. Navneet Nancy 9. Mrs. Savita (Commerce) 10.Mrs. Sonia Jassal (Ext.) 	
24.	Celebration of Days Committee	<ol style="list-style-type: none"> 1. Dr. Indu (Convener) 2. Dr. Bindu (Hindi) 3. Mrs. Neetu Chaudhary 4. Dr. Pardeep 5. Dr. Navneet Nancy 6. Mrs. Savita (Pub. Ad.) 7. Ms. Namita (Ext.Lecturer) 8. Mrs. Sonali (Ext. Lecturer) 9. Mrs. Achri Devi (LA) 	
25.	Printing and Stationary Committee	<ol style="list-style-type: none"> 1. Mr. Adesh Kumar (Convener) 2. Dr. Indu 3. Mrs. Neetu Chaudhary 4. Mr. Manmohan (LA) 	

Praveen

26.	Court Cases Cell	<ol style="list-style-type: none"> 1. Dr. Virender Atwal (Convener) 2. Mrs. Pooja Singhal 3. Dr. Rajiv Kumar 4. Mr. Sonu Khanghwal 5. Mrs. Chetna (C.I.) 6. Mrs. Monika (Clerk) 7. Mr. Ramavtar (LA) 	
27.	Tent and Shamiyana Committee	<ol style="list-style-type: none"> 1. Ms. Indu (Convener) 2. Dr. Gulshan 3. Mr. Sonu Khanghwal 4. Dr. Ramakant 5. Mr. Manmohan (LA) 6. Mr. Dharampal (LA) 	
28.	Building Works/ Construction/C.M. Announcement & Asset Management Portal	<ol style="list-style-type: none"> 1. Dr. Ram Chand (Convener) 2. Dr. Ravinder Sheoran 3. Dr. Bindu Rani (Zoology) 4. Dr. Yashveer 5. Dr. Rajiv Kumar 6. Mrs. Savita 7. Mr. Hardeep (Ext. Lecturer) 8. Mr. Vikram (LA) 9. Mr. Gurmeet (LA) 10. Mrs. Sunita Mishra (LA) 	
29.	Beautification And Cleanliness Committee / ECO Club	<ol style="list-style-type: none"> 1. Dr. Bindu Rani (Zoology) (Convener) 2. Mrs. Neeru Sharma 3. Dr. Suman Devi 4. Mrs. Savita (Commerce) 	

For and

		<ol style="list-style-type: none"> 5. Mrs. Archana Soni 6. Mr. Sonu Khangwal 7. Mrs. Sarita 8. Mr. Gurmeet (LA) 9. Mr. Ramesh (Mali) 	
30.	Scholarship Committee SC/ST/BC	<ol style="list-style-type: none"> 1. Dr. Suman Devi (Convener) 2. Mrs. Anu Dahiya 3. Mr. Pardeep Kumar 4. Mr. Vikram (JLA) 5. Mr. Dharampal (LA) 	
31.	Scholarship Committee other than SC/ST/BC	<ol style="list-style-type: none"> 1. Dr. Geeta (Convener) 2. Mrs. Seema Sharma 3. Mrs. Geeta 4. Mrs. Kamini (Clerk) 	
32.	Committee for recruitment of Resource Persons & Contractual Employees Class III & IV	<ol style="list-style-type: none"> 1. Dr. Virender Atwal (Convener) 2. Dr. Ravinder Sheoran 3. Mrs. Sunita Chauhan 4. Dr. Ajit Singh 5. Dr. Manisha Khanna 6. Mrs. Kamini (Clerk) 	
33.	Dispensary / Red Cross/Red Ribbon Committee /Aids Awareness Committee & Health Society	<ol style="list-style-type: none"> 1. Mrs. Neetu Chaudhary (Convener) 2. Mrs. Swati Arora 3. Mrs. Geeta 4. Ms. Navneet Nancy 5. Mr. Aditya (LA) 	
34.	Earn While You Learn	<ol style="list-style-type: none"> 1. Mrs. Anjna (Convener) 	

Pravals

	Committee	<ol style="list-style-type: none"> 2. Dr. Meenu Khyaiia (Arts) 3. Mrs. Swati (Commerce) 4. Dr. Gurpreet Kaur (Science) 5. Mrs. Kamini (Clerk) 	
35.	Canteen Contract / Vita Booth Committee	<ol style="list-style-type: none"> 1. Dr. Ravinder Sheron (Convener) 2. Dr. Neeru (Zoology) 3. Dr. Rajiv 4. Mr. Ashish 5. Dr. Sonali (Ext. Lect.) 	
36.	College Magazine Committee	<ol style="list-style-type: none"> 1. Dr. Meenu Khyalia (Editor in Chief) 2. Dr. Yashveer (English) 3. Dr. Bindu (Hindi) 4. Dr. Ragini (Commerce) 5. Dr. Bindu (Science) 6. Dr. Pardeep Kumar (Sanskrit) 7. Dr. Sonia Jassal (Ext. Lecturer) 8. Mrs. Komal Singla (C.I.) 	
37.	Library Supervision & Grant Utilization Committee	<ol style="list-style-type: none"> 1. Ms. Anjana (Convener) 2. Mrs. Kiran (Junior Librarian) 3. Mrs. Sheetal Mangla 4. Mrs. Ena Ahuja 5. Dr. Indu 6. Ms. Navneet Nancy 7. Mrs. Manju (Restorer) 	
38.	Name struck off Committee	<ol style="list-style-type: none"> 1. Mrs. Swati Arora (Convener) 2. Dr. Indu (Science) 3. Dr. Suman Devi (Commerce) 	

Arora

		<ul style="list-style-type: none"> 4. Mrs. Archana Soni (Arts) 5. Mrs. Esha (L.A.) 	
39.	College Property Committee	<ul style="list-style-type: none"> 1. Dr. Rajiv Kumar (Convener) 2. Dr. Neeru Sharma 3. Mr. Sonu Khangwal 4. Mr. Hardeep (Ext. Lecturer) 5. Dr. Shabnam (Ext. Lecturer) 6. Mr. Rama Kant (Ext. Lecturer) 7. Mr. Vikram (JLA) 8. Mr. Aditya (JLA) 9. Mr. Gaurav (JLA) 10. Mr. Ram Avtar (LA) 11. Mr. Gurmeet (LA) 12. Mrs. Sunita Mishra (LA) 13. Mr. Dharam Pal (LA) 	
40.	Internal Complaint Committee (Sexual Harassment at work Place)	<ul style="list-style-type: none"> 1. Dr. Meenu Khyalia 2. Dr. Neeru Malhotra 3. Dr. Bindu Rani 4. Dr. Navneet Nancy 5. Dr. Virender Atwal (As Special invitee) 6. Mr. Munish Marjara (NGO) 	
41.	Press Release / Photography Committee	<ul style="list-style-type: none"> 1. Dr. Bindu (Hindi) (Convener) 2. Mrs. Geetanjali 3. Mrs. Neetu Chaudhary 4. Dr. Rama Kant (Ext. Lecturer) 5. Dr. Shabnam (Ext. Lecturer) 	
42.	Electricity Committee	<ul style="list-style-type: none"> 1. Mr. Ashish (Convener) 	

Pravali

		<ol style="list-style-type: none"> 2. Mrs. Archana Soni 3. Mr. Ramavtar (LA) 4. Mr. Kul Prashad (LA) 	
43.	Board and Banner /Notice Board/ Smart Class Room Committee	<ol style="list-style-type: none"> 1. Dr. Manisha Khanna (Convener Board and Banner). 2. Mrs. Sheetal Mangla 3. Mr. Bhoop Singh (Convener smart class room). 4. Mr. Kul Parshad (L.A.) 	
44.	Traffic Interpretation Club	<ol style="list-style-type: none"> 1. Dr. Manisha Khanna (Nodal Officer) 2. Dr. Rajiv Kumar 3. Mrs. Archana Soni 	
45.	Nature Interpretation Club [Environment Awareness Society	<ol style="list-style-type: none"> 1. Dr. Ravinder Sheoran (Nodal Officer) 2. Dr. Bindu Rani (Zoology)((Convener Eco Club) 3. Mrs. Navneet Nancy 4. Mrs. Ena Ahuja 5. Dr. Ramakant (Ext. Lecturer) 	
46.	Refreshment Committee	<ol style="list-style-type: none"> 1. Dr. Geetanjali (Convener) 2. Mrs. Sunita Chauhan 3. Mr. Sonu Khangwal 4. Dr. Sonali (Ext. Lecturer) 5. Mr. Shyam Lal (Peon) 6. Mr. Man Mohan (LA) 7. Mrs. Acchri Devi (LA) 8. Mr. Chander Mohan (LA) 	

Prashad

		9. Mr. Gulzar (Peon)	
47.	College Tours (Boys) Committee	1. Dr. Pardeep (Convener) 2. Dr. Yashveer 3. Mr. Sonu Khanghwal 4. Mr. Ram Avtar (LA) 5. Mr. Krishan (Peon)	
48.	College Tours (Girls) Committee	1. Dr. Kavita (Convener) 2. Mrs. Sheetal Mangla 3. Mrs. Geeta 4. Mr. Aditya (J.LA) 5. Mr. Dharam Pal(LA) 6. Mrs. Acchri Devi (LA) 7. Mrs. Soni (Mali)	
49.	Alumni Committee	1. Mrs. Meenu Khyalia (Convener) 2. Dr. Geetanjali 3. Mrs. Neeru Sharma 4. Mrs. Geeta 5. Ms. Navneet Nancy 6. Mr. Sonu Khanghwal 7. Mrs. Savita (Pub. Ad.) 8. Mrs. Namita (Ext. Lecturer) 9. Dr. Shabnam (Ext. Lecturer) 10. Mr. Vikram (J.L.A) 11. Mr. Dharampal (LA) 12. Mrs. Acchri Devi (LA) 13. Mrs. Soni (Mali)	
50.	Discipline Committee	1. Dr. Ravinder Sheoran(Convener) 2. Dr. Gulshan Kumar	

Prasanna

		<ol style="list-style-type: none"> 3. Mr. Adesh Kumar 4. Dr. Rajiv 5. Dr. Yashveer 6. Dr. Pardeep 7. Mr. Ashish 8. Mrs. Savita (Commerce) 9. Mr. Hardeep (Ext. Lecturer) 	
51.	Income Tax Committee	<ol style="list-style-type: none"> 1. Mr. Jaspal Singh (Convener) 2. Dr. Manisha Khanna 3. Dr. Rajiv Kumar 4. Mrs. Anu Dahiya (TDS & Form 16 Verification) 5. Ms. Kamini for TDS (Clerk) 	
52.	Public Health / Sanitation/ Maintenance of Water Purifier Committee	<ol style="list-style-type: none"> 1. Mr. Jagpal (Convener) 2. Dr. Gulshan 3. Mr. Ashish 4. Dr. Sarita Rani (Science Block) 5. Mr. Sonu Khanghwal (Arts Block) 6. Mrs. Suman (Commerce Block) 7. Mr. Manmohan (LA) 8. Mr. Gulzar (LA) 	
53.	Bus Pass Committee	<ol style="list-style-type: none"> 1. Dr. Neeru (Zoology)(Convener) 2. Dr. Pardeep Kumar 3. Mr. Gurmeet (L.A.) 	
54.	Absentee Fine Slip Checking Committee	<ol style="list-style-type: none"> 1. Mr. Sonu Khanghwal (Convener) 2. Mr. Vikram (J.LA) 	

Praveen

		<ol style="list-style-type: none"> 3. Mrs. Esha (L.A.) (Fine) 4. Mr. Ramavtar (LA) (Arts) 5. Mr. Gurmeet (LA) (Science & PG Classes) 6. Mr. Dharam Pal (LA) (Commerce) 	
55.	Sports Committee	<ol style="list-style-type: none"> 1. Mr. Adesh Kumar (Convener) 2. Mr. Jagpal 3. Dr. Indu 4. Mr. Hardeep (Ext. Lecturer) 5. Mr. Vikram (JLA) 6. Mr. Aditya (LA) 7. Mr. Gulzar (Peon) 	
56.	Attestation of Document Committee/ Issue of Character Certificate on behalf of Principal Cell	<ol style="list-style-type: none"> 1. Mrs. Sunita Chauhan (Arts) 2. Dr. Manisha Khanna (Commerce) 3. Dr. Neeru Malhotra (Science) 	
57.	Centralized Purchase and Purchase Verification Committee (M & S Grant)	<ol style="list-style-type: none"> 1. Dr. Ravinder Sheoran (Convener) 2. Mrs. Sunita Chauhan 3. Dr. Neeru (Zoology) 4. Mr. Bhoop Singh 5. Dr. Rajiv Kumar 	
58.	Language Lab Committee	<ol style="list-style-type: none"> 1. Mrs. Pooja Singhal (Convener) 2. Dr. Geetanjali 3. Mrs. Sunita Mishra (LA) 4. Mr. Shyam Lal (Peon) 	
59.	Chief Tutor/ Chief Mentor	<ol style="list-style-type: none"> 1. Mrs. Ena Ahuja (Convener) 	

Pravali

	Cell	<ol style="list-style-type: none"> 2. Dr. Yashveer (Arts) 3. Mrs. Swati Arora (Commerce) 4. Mrs. Seema Sharma (Science) 	
60.	Web Portal/HRMS/MIS Committee	<ol style="list-style-type: none"> 1. Mr. Bhoop Singh(Convener) 2. Dr. Neeru Kamboj (Guest Lecturer) 3. Mrs. Chetna (C.I.) 4. Mrs. Kamini (Clerk) 	
61.	Subject Society /Gender Sensitization Committee	<ol style="list-style-type: none"> 1. Ms. Pooja (Over all In Charge) 2. Ms. Geeta (Arts Society) 3. Dr. Neeru (Science Society) 4. Ms. Sheetal Mangla (Commerce Society) 	
62.	Biometric, Internet, Edusat, Intercom, Computer and CCTV Maintenance Cell	<ol style="list-style-type: none"> 1. Mr. Bhoop Singh (Convener) 2. Mr. Ramavtar (LA) 3. Mr. Kul Prashad 4. Mrs. Sunita Mishra (LA) 	
63.	Disaster Management Committee	<ol style="list-style-type: none"> 1. Dr. Ravinder Kumar (Convener) 2. Dr. Gulshan Kumar 3. Mrs. Sunita Chauhan 4. Dr. Neeru (Zoology) 5. Mr. Manmohan (L.A) 6. Mr. Gulzar (Peon) 	
64.	GeM Portal	<ol style="list-style-type: none"> 1. Mr. Bhoop Singh (Convener) 2. Mrs. Komal Singla (Computer Instructor) 	
65	Decoration Committee	<ol style="list-style-type: none"> 1. Mrs. Archna Soni (Convener) 2. Dr. Sarita 	

Praveen

		<ol style="list-style-type: none"> 3. Mrs. Savita 4. Mrs. Anu Dahiya 5. Mrs. Navneet Nancy 6. Dr. Sonali (Ext. Lect.) 7. Mrs. Anamika (L.A.) 	
66.	Digital Learning / Shiksha Setu /Drishti /Suparti /Shreyas /Spoken Tutorial Cell	<ol style="list-style-type: none"> 1. Mr. Bhoop Singh (Convener) 2. Mrs. Seema Sharma 3. Mrs. Swati Arora 4. Dr. Indu 	
67.	Dilapidation Committee	<ol style="list-style-type: none"> 1. Mrs. Sheetal Mangla (Convener) 2. Mrs. Neeru Sharma 3. Mr. Ashish 4. Dr. Indu 5. Mr. Aditya (LA) 6. Mr. Manmohan (LA) 	
68.	Annual Report Committee	<ol style="list-style-type: none"> 1. Mrs. Pooja Singhal (Convener) 2. Mrs. Anjna 3. Dr. Sarita 	
69.	Subject Change Committee	<ol style="list-style-type: none"> 1. Dr. Gulshan (Convener) 2. Mrs. Vinay 	
70.	All India Survey for Higher Education (AISHE)	<ol style="list-style-type: none"> 1. Mrs. Anu Dahiya (Convener) 2. Mrs. Neeru Sharma 3. Ms. Gurpreet Kaur 4. Mrs. Komal Singla (C.I) 	
71.	National Institute Ranking Framework (NIRF)	<ol style="list-style-type: none"> 1. Mrs. Neeru Sharma (Convener) 2. Dr. Neeru Kamboj 	

Praveen

		3. Mrs. Komal Singla (C.I)	
72.	Grievance Redressal Committee for Non Teaching Staff [Teaching Staff & Students	1. Dr. Gulshan 2. Dr. Neeru (Zoology) 3. Dr. Virender Attwal 4. Ms. Anjana 5. Mr. Ashish	
73.	Passport committee	1. Mr. Ashish (Convener) 2. Dr. Sarita 3. Dr. Indu 4. Mr. Dharampal (LA)	
74.	Invitation and Identity Card Printing Committee	1. Mrs. Savita (Commerce) (Convener) 2. Mrs. Kiran (Jr. Lib) 3. Mrs. Manju (Restorer) 4. Mrs. Anamika (Library Attendant) 5. Mr. Chander Mohan (LA)	
75.	Prizes , Gowns And Degrees Committee	1. Mrs. Archana Soni (Convener) 2. Mrs. Anu Dahiya 3. Mrs. Savita 4. Mrs. Kiran (Jr .Lib) 5. Mrs. Manju (Restorer) 6. Mrs. Anamika (Library Attendant) 7. Mr. Chander Mohan (Lib. Attendant)	

P. Singh

76.	Students Grievances Redressal Committee	<ol style="list-style-type: none"> 1. Dr. Meenu Khylia (Convener) 2. Dr. Ravinder Kumar 3. Dr. Neeru (Zoology) 4. Ms. Anjna 5. Mr. Ashish 	
77.	Technical Committee	<ol style="list-style-type: none"> 1. Dr. Gulshan Kumar (Convener) 2. Mr. Bhoop Singh 3. Dr. Ravinder Kumar 4. Dr. Gurpreet Kaur 	
78.	COTPA (The Cigarette and other tobacco products) Prohibition of advertisement and drug abuse	<ol style="list-style-type: none"> 1. Dr. Navneet Nancy (Convener) 2. Ms. Anu Dhaiya 3. Ms. Seema 4. Dr. Sarita 5. Mr. Sonu Khangwal 	
79.	Admission Committee	<ol style="list-style-type: none"> 1. Mr. Bhoop Singh (Convener) 2. NEP Incharge 3. Dean Arts 4. Dean Science 5. Dean Commerce 	

Note : The Current Conveners of women cell and Placement cell will Continue to work in their Capacity till the grant allocated is consumed for the session 2023-2024

Principali
Principal
Smt. A.A.A. Govt. P.G.
College, Kalka