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09/06/21

**Duty List for the session 2021-2022**

1	Dean	1	Dr. Sapna Nanda
2	Vice Principal	1	Dr. Savita Arya
3	Staff Secretary	1	Dr. Lilu Ram
4	Bursar	1	Dr. Anurag Sankhian
5	Superintendent / Accountant	1	Mr. Jasvir Singh
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. Savita Arya
		2	Dr. Balwinder Kaur
		3	Dr. Sanjeev Kumar
		4	Dr. Sheojee Singh
		5	Concerned Department
8	Fee Concession Committee	1	Dr. Sapna Nanda
		2	Dr. Anurag Sankhian
		3	Dr. Sanjeev Kumar
		4	Dr. Sheojee Singh
		5	Dr. Lilu Ram
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

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	5	Dr. Lllu Ram
	6	College Superintendent / Accountant
<b>11 Advisory Committee (NSS)</b>	1	Dr. Mukhtiar Singh
	2	Dr. Sanjeev Kumar
	3	Dr. Savita Arya
	4	Dr. Ravneet Chawla
	5	Dr. Dipanshu Sharma
<b>12 Skill-in-teaching Committee</b>	1	Dr. Kusum
	2	Mr. Ravinder Kumar
	3	Ms. Sonika Devi
<b>13 Library Committee</b>	1	Dr. Balwinder Kaur
	2	Dr. Meena
	3	Dr. Kusum
	4	Dr. Ravneet Chawla
	5	Dr. Nisha Singh
<b>14 Discipline Committee</b>	1	Dr. Savita Arya
	2	Dr. Ravneet Chawla
	3	Dr. Dipanshu Sharma
	4	Dr. (Mrs.) Neelam Paul
<b>15 Internal Assessment Committee</b>	1	Dr. Anurag Sankhian
	2	Dr. Lllu Ram
	3	Mr. Sanjeev Kumar (F.A.)
	4	Mr. Raj Kumar
<b>16 Lecture Shortage Committee</b>	1	Dr. Suman Khokhar
	2	Dr. Rajni Thakur
<b>17 Prize Committee &amp; Analysis of Results</b>	1	Dr. Meena
	2	Dr. Upasna Thapliyal
	3	Dr. Dipanshu Sharma
<b>18 Examination Committee</b>	1	Dr. Sanjeev Kumar

	2	Dr. Nisha Singh
	3	Mr. Ravinder Kumar
	4	Mr. Raj Kumar, Clerk
<b>19 Interior Decoration Committee</b>	1	Dr. Nisha Singh
	2	Mr. Sanjeev Kumar (F.A.)
	3	Concerned Deptt.
<b>20 Extension Lectures</b>	1	Dr. (Mrs.) Nisha Singh
	2	Dr. Suman Khokhar
<b>21 Canteen / Refreshment</b>	1	Dr. (Mrs.) Sapna Nanda
	2	Mrs. Urmil Singh
	3	Mrs. Gurmeet Kaur
<b>22 Decision Making Committee Prizes</b>	1	Dr. Savita Arya
	2	Dr. Balwinder Kaur
	3	Dr. Anurag Sankhian
	4	Dr. Sanjeev Kumar
	5	Dr. Meena
	6	Dr. Neelam Paul
<b>23 Societies &amp; Co-curricular Activities</b>	1	Dr. Balwinder Kaur
	2	Dr. Aarti Bhatt
<b>24 NSS Programme Officer</b>	1	Dr. Savita Arya
	2	Dr. Ravneet Chawla
	3	Dr. Dipanshu Sharma
<b>25 NAAC and NCTE Committee</b>	1	Dr. Anjali Puri
	2	Dr. Lilu Ram
	3	Dr. Upasna Thapliyal
	4	Dr. Aarti Bhatt
<b>26 Editorial Board College Magazine</b>	1	Dr. Mukhtiar Singh (Editor in chief)
	2	Dr. Balwinder Kaur
	3	Dr. Kusum

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27	<b>Prospectus Committee</b>	1	Dr. (Mrs.) Sapna Nanda
		2	Dr. Anurag Sankhian
28	<b>Annual Report</b>	1	Dr. (Mrs.) Anjali Puri
		2	Dr. Rajni Thakur
29	<b>Press Reporting</b>	1	Dr. (Mrs.) Anjali Puri
		2	Dr. Rajni Thakur
30	<b>UGC Committee</b>	1	Dr. Sapna Nanda / Dr. Sanjeev Kumar
		2	Dr. Dipanshu Sharma
31	<b>Placement Cell</b>	1	Dr. Ravneet Chawla
		2	Dr. Upasna Thapliyal
		3	Dr. Dipanshu Sharma
32	<b>Time Table</b>	1	Dr. Sanjeev Kumar
33	<b>College Calendar</b>	1	Dr. Mukhtiar Singh
		2	Dr. Vijay Phogat
34	<b>Website Committee</b>	1	Dr. Anurag Sankhian
		2	Dr. Sheojee Singh
		3	Dr. Lilu Ram
		4	Dr. (Mrs.) Suman Khokkar
35	<b>Photography Light &amp; Sound Committee</b>	1	Dr. Mukhtiar Singh
		2	Ms. Sonika Devi
		3	Mrs. Gurmeet Kaur
		4	Mr. Manish Kumar
36	<b>Alumni Committee</b>	1	Dr. Sanjeev Kumar
		2	Dr. Dipanshu Sharma
37	<b>Green House &amp; up keep of Green House</b>	1	Mr. Ravinder Kumar
		2	Ms. Sonika Devi
		3	Caretaker & all concerned staff
		4	Mr. Gopal Hira (Mali)
		1	Dr. Mukhtiar Singh (Notice Board)
38	<b>College Campus Maintenance Committee and Cleanliness Committee</b>	1	Dr. Mukhtiar Singh (Notice Board)

	2	Mr. Sharanjit Singh (Peon)
	3	Mali and sweepers to report to Mr. Diwan, Clerk
39 M.Ed Incharge	1	Dr. Balwinder Kaur
40 B.Ed. Incharge	1	Dr. Anurag Sankhian
41 P.G.D.G & C Incharge	1	Dr. Anjali Puri
42 Red Ribbon Club	1	Dr. (Ms.) Kusum
	2	Dr. Aarti Bhatt
43 Legal Literacy Club	1	Dr. Meena
	2	Dr. Vijay Phogat
	3	Mr. Jasvir Singh(Superintendent)
44 Electoral Literacy Club	1	Dr. Vijay Phogat
	2	Dr. Ravneet Chawla
	3	Dr. Dipanshu Sharma
	4	Mr. Kshitij Gupta, Clerk
	5	Mr. Raj Kumar, Clerk
45 24 hrs. Helpline Guidance	1	Dr. Savita Arya
	2	Dr. Lilu Ram
	3	Dr. Neelam Paul
	4	Dr. Ravneet Chawla
46 Committee for action against sexual harassments and discrimination faced by	1	Dr. Sapna Nanda
	2	Dr. Savita Arya
	3	Dr. Lilu Ram
	4	Dr. Kusum
	5	Mr. Jasvir Singh(Superintendent)
47 First aid committee	1	Dr. Vijay Phogat
	2	Mrs. Gurmeet Kaur (Hostel Nurse)
48 Anti Ragging Committee	1	Dr. Savita Arya
	2	Dr. Mukhtiar Singh (Warden Boys Hostel)
	3	Dr. Anurag Sankhian

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49	Admissions Coordinator	4	Mrs. Urmil Singh (Warden Girls Hostel)
50	Admission Committee	5	Mr. Jasvir Singh (Superintendent)
		1	Dr. Sapna Nanda
		1	Dr. Balwinder Kaur (coordinator of M.Ed. Admissions)
		2	Dr. Anurag Sankhian (B.Ed Incharge)
51	Feedback from students maintaining records and interpretation	3	Dr. (Mrs.) Anjali Puri (PGDGC Incharge)
		1	Dr. Vijay Phogat
52	Research Journal	2	Dr. Suman Khokhar
		1	Dr. (Mr.) Mukhtiar Singh
53	Coordinator, Research Centre	2	Dr. Lilu Ram
		1	Dr. Sheojee Singh
54	GeM, E-Tendering	2	Mr. Sanjeev Kumar (F.A.)
		1	Dr. Lilu Ram
		2	Mr. Jasvir Singh (Superintendent)
		3	Mrs. Sheenam
		4	Mr. Diwan
55	Coordinator RUSA, EBSB and MIS	1	Dr. Neelam Paul (Co-ordinator)
		2	Mr. Sanjeev Kumar, Clerk
56	Chief Warden	1	Dr. Neelam Paul
57	Uploading AISHE information	1	Dr. Lilu Ram
		2	Mr. Diwan, Clerk
		3	Mr. Kshitij Gupta, Clerk
58	Nodal Officer and Engineering works	1	Dr. Mukhtiar Singh
		2	Mr. Jasvir Singh
		3	Mr. Diwan, Clerk
59	Incharge USOL Study Centre	1	Dr. Vijay Phogat
60	Co-ordinator DE.LED., NIOS Study Centre	1	Dr. Vijay Phogat
61	IQAC	1	Dr. Anjali Puri
		2	Dr. Balwinder Kaur

	3	Dr. Anurag Sankhian
	4	Dr. Sanjeev Kumar
	5	Dr. Sheojee Singh
62 Seminars /Webinar/Workshops	1	Dr. Anjali Puri
	2	Dr. Anurag Sankhian
	3	Dr. Neelam Paul
	4	Dr. Ravneet Chawla
	5	Dr. Rajni Thakur
63 ECO Club	1	Mr. Ravinder Kumar
	2	Ms. Sonika Devi
64 Curriculum Planning and Enrichment Committee	1	Dr. Sapna Nanda (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	Dr. Nisha Singh
	6	Ms. Sonika Devi
	7	Concerned Faculty Members
	8	Concerned Student Representative
65 Grievance Redressal Cell	1	Dr. Sapna Nanda (Dean Student Welfare)
	2	Dr. Mukhtiar Singh
	3	Dr. Anjali Puri
	4	Dr. Balwinder Kaur
	5	Dr. Anurag Sankhian
	6	Dr. Neelam Paul
	7	Dr. Kusum
	8	Mrs. Urmil Singh
	9	Concerned Student Representative
66 Reporting of College Activities and Photogra	1	Dr. Suman Khokhar
	2	Ms. Sonika Devi (during the absence of Dr. Rajni Thakur)




**67 Code of Conduct Committee**

3	Mr. Manish Kumar
1	Dr. Sapna Nanda
2	Dr. Sheojee Singh
3	Dr. Rajni Thakur
4	President NSS
5	President Literary and Cultural Committee
6	Mr. Jasvir Singh (Superintendent)

**68 Incharges for Online Classes**

(i) M.Ed.	1	Dr. Balwinder Kaur
(ii) B.Ed. 1st Year Section A	1	Dr. Nisha Singh
(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. Upasna Thapliyal
(vi) P.G.D.G & C	1	Dr. Anjali Puri

*o/c*

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