

Duty List 2018-19

GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20-D, CHANDIGARH

Duty List for the session 2017-18

1	Dean	1	Dr. (Mrs.) Renu Verma
2	Vice Principal	1	Dr. A.K. Shrivastava
3	Reception Committee	1	Dr. (Mrs.) Renu Verma
		2	Dr. A.K. Shrivastava
		3	Dr. (Mrs.) Sapna Nanda
		4	Dr. (Mrs.) Neelam Paul
4	Reception of Guest & Judges	1	Dr. A.K. Shrivastava
		2	Dr. Sanjeev Jindal
		3	Dr. (Mrs.) Vandana Aggarwal
		4	Dr. Vijay Phogat
		5	Concerned Department
5	Fee Concession Committee	1	Dr. (Mrs.) Renu Verma
		2	Dr. Sanjeev Jindal
		3	Dr. (Mrs. Sapna Nanda)
		4	Staff Secretary
6	Advisory Committee (Hostel)	1	Dr. (Mrs.) Anjali Puri (Chief Warden)
		2	Dr. Mukhtiar Singh
		3	Girls Hostel Warden
		4	Mrs. Gurmeet Kaur (Hostel Nurse)
7	Advisory Committee (College)	1	Dr. (Mrs.) Renu Verma
		2	Dr. Sanjeev Jindal
		3	Dr. Anurag Sankhian
		4	Dr. (Mrs.) Punam Bansal
8	Advisory Committee (NSS)	1	Dr. A.K. Shrivastava
		2	Dr. Sheojee Singh
		3	Dr. (Mrs.) Vandana Aggarwal
		4	Dr. (Mrs.) Neelam Paul
		5	Dr. (Ms.) Kusum
9	Skill-in-teaching Committee	1	Mr. Lilu Ram
		2	Dr. Vijay Phogat
		3	Dr. (Mrs.) Nisha Singh
		4	Dr. Savita Arya
10	Library Committee	1	Dr. Savita Arya
		2	Dr. (Ms.) Meena

	3	Dr. Kusum
	4	Mrs. Jasmine Josh
	5	Dr. Rupinder Kaur
11 Discipline Committee	1	Dr. A.K. Shrivastava
	2	Dr. Sheojee Singh
	3	Dr. (Mrs.) Neelam Paul
	4	Dr. Kusum
12 Internal Assessment Committee	1	Dr. (Mrs.) Renu Verma (Convenor)
	2	Dr. A.K. Shrivastava
	3	Dr. (Mrs.) Punam Bansal
	4	Dr. Vijay Phogat
	5	Mr. Raj Kumar
13 Lecture Shortage Committee	1	Dr. (Mrs.) Neelam Paul
	2	Dr. (Mrs.) Suman Khokhar
14 Prize Committee & Analysis of Resu	1	Dr. Vandana Aggarwal (Mementoes for Chief Guests)
	2	Dr. (Mrs.) Balwinder Kaur
	3	Dr. (Ms.) Rupinder Kaur
	4	Mr. Munish Kumar
15 Examination Committee	1	Dr. (Ms.) Meena
	2	Mr. Sanjeev Kumar
	3	Mr. Munish Kumar
16 Interior Decoration Committee	1	Dr. (Mrs.) Renu Verma
	2	Mr. Sanjeev Kumar
	3	Concerned Deptt.
17 Extension Lectures	1	Dr. (Mrs.) Nisha Singh
	2	Dr. (Mrs.) Suman Khokhar
18 Canteen / Refreshment	1	Dr. (Mrs.) Sapna Nanda
	2	Mrs. Urmil Singh
	3	Mrs. Gurmeet Kaur
	4	Mrs. Nisha Singh
19 Decision Making Committee Prizes	1	Dr. (Mrs.) Vandana Aggarwal (Cultural Activity Incharge)
	2	Dr. Sanjeev Jindal (Bursar)
	3	Dr. (Mrs.) Balwinder Kaur
	4	Mr. Lilu Ram
	5	Dr. (Mrs.) Neelam Paul (Sports Incharge)
20 Societies & Co-curricular Activities	1	Dr. (Mrs.) Vandana Aggarwal
	2	Dr. (Mrs.) Rupinder Kaur
21 NSS Programme Officer	1	Dr. A.K. Shrivastava

	2	Dr. Sheojee Singh
	3	Dr. Kusum
22 NAAC and NCTE Committee	1	Dr. Sanjeev Jindal
	2	Dr. (Mrs.) Punam Bansal
	3	Dr. Sheojee Singh
23 Editorial Board College Magazine	1	Dr. (Mrs.) Renu Verma (Editor in chief)
	2	Dr. A.K. Shrivastava
	3	Dr. Mukhtiar Singh
	4	Dr. (Mrs.) Anjali Puri
24 Prospectus Committee	1	Dr. (Mrs.) Sapna Nanda
	2	Dr. Anurag Sankhian
25 Annual Report	1	Dr. (Mrs.) Anjali Puri
26 Press Reporting	1	Dr. (Mrs.) Anjali Puri
	2	Dr. (Mrs.) Suman Khokkar
27 UGC Committee	1	Dr. (Mrs.) Sapna Nanda
	2	Dr. Sanjeev Jindal
28 Placement Cell	1	Dr. Anurag
	2	Dr. (Mrs.) Neelam Paul
	3	Dr. (Mrs.) Rupinder Kaur
	4	Mrs. Jasmine Josh
29 Time Table	1	Dr. Sanjeev Kumar
30 College Calendar	1	Dr. Mukhtiar Singh
	2	Mr. Lilu Ram
31 Website Committee	1	Mr. Lilu Ram
	2	Dr. (Mrs.) Anjali Puri
	3	Dr. (Mrs.) Suman Khokkar
32 Photography Light & Sound Commi	1	Dr. Mukhtiar Singh
	2	Dr. Vijay Phogat
	3	Mrs. Gurmeet Kaur
33 Alumni Committee	1	Dr. Anurag
	2	Dr. (Mrs.) Vandana Aggarwal
34 Green House & up keep of Green H	1	Dr. (Mrs.) Punam Bansal
	2	Caretaker & all concerned staff
	3	Gopal Hira (mali)
35 Maintenance Committee and Cleanliness	1	Dr. Mukhtiar Singh (Notice Board)
	2	Mr. Sharanjit Singh (Peon)

		3	Mali and sweepers to report to Mr. Himanshu
36	M.Ed Incharge	1	Dr. (Mrs.) Renu Verma
37	Bursar	1	Dr. Sanjeev Kumar
38	Staff Secretary	1	Dr. (Mrs.) Neelam Paul
39	Red Ribbon Club	1	Dr. (Ms.) Kusum
		2	Dr. (Mrs.) Rupinder Kaur
40	24 hrs. Helpline Guidance	1	Dr. (Mrs.) Anjali Puri
		2	Mr. Lilu Ram
		3	Dr. (Mrs.) Punam Bansal
		4	Mrs. Jasmine Josh
41	against sexual harassments and discrimination faced by	1	Dr. (Mrs.) Renu Verma (Dean)
		2	Dr. (Mrs.) Sapna Nanda
		3	Dr. A.K. Shrivastava
		4	Dr. Savita Arya
		5	Dr. Sanjeev Kumar
		6	Mr. G.S. Sohi, Supdt.
42	First aid committee	1	Dr. Vijay Phogat
		2	Mrs. Gurmeet Kaur (Nurse)
43	Anti Ragging Committee	1	Dr. (Mrs.) Renu Verma
		2	Dr. Mukhtiar Singh
		3	Dr. Savita Arya
		4	Dr. (Mrs.) Punam Bansal
		5	Mr. Lilu Ram
		6	Mrs. Urmil Singh
44	Admissions Coordinator	1	Dr. (Mrs.) Renu Verma
45	Admission Committee (B.Ed.)	1	Dr. Renu Verma (coordinator of M.Ed. Admissions)
		2	Dr. (Mrs.) Sapna Nanda (B.Ed Incharge)
		3	Dr. Vandana Aggarwal
46	maintaining records and interpretation	1	Dr. Vijay Phogat
47	Research Journal	1	Dr. (Mrs.) Balwinder Kaur
		2	Dr. (Ms.) Meena
48	Coordinator, Research Centre	1	Dr. Mrs. Renu Verma
49	Website and E-tendering	1	Dr. Renu Verma
		2	Dr. Anurag Sankhian
		3	Mr. Lilu Ram

	4	Dr. Suman Khokkar	
	5	Mr. G.S. Sodhi (Supdt.)	
50	Coordinator RUSA	1	Mr. Lilu Ram
51	Uploading AISHE information	1	Mr. Lilu Ram
52	Nodal Officer and Engineering worl	1	Dr. Mukhtiar Singh

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