

OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOMEN BAHADURGARH
Annual Duty List 2022-2023 With Immediate Effect.

1. I.Q.A.C	Sign.	12. Invitation	Sign.
DR. Renuka Malik (Convenor)		Dr. Ravinder (Convenor)	
Dr. Sudesh Rathee		Mr. Ramender Hooda	
Dr. Sangeeta		Ms. Savita Rani	
Dr. Shilpa		Mrs. Sheetal	
2 College Council			
Dr. Rajesh Kumar (Convenor)		13.Registrar Branch,	
Dr. Anita Rani		Mrs. Sangeeta	
DR. Renuka Malik		Mrs. Seema	
Dr. Sudesh Rathee		Dr. Sushila	
		13(A) Subject Combination,	
3 Bursar		Internal, External Assesment	
Dr. Rajesh Kumar		Work under Registrar Branch	
		Ms. Savita Rani	
4 S.P.I.O		Mrs. Tanveer	
Dr. Rajesh Kumar		Mrs. Ritu	
Mr. Bhupender			
		14. E.V.S	
5. Chief Proctor		Mr. Mehar Singh (Convenor)	
Dr. Renuka Malik		Ms. Geeta Rani	
		Mrs. Reena	
6. Chief Tutor		15. Computer Lab	
Dr. Sudesh Rathee		Dr. Lalita (Convenor)	
		Mr. Lalit	
7. NSS		Mrs. Kirti	
Mrs. Seema			
Mr. Nitin (Clerk)		16. Commerce Lab	
		Dr. Shilpa (Convenor)	
8 Extension Staff Matters		Mrs. Meera	
Dr. Renuka Malik			
Mrs. Sheetal		17 Refreshment / Lunch	
		Dr. Renuka	
9. Earn While You Learn		Mrs. Manju Chhikara	
Dr. Sudesh Rathee (convenor)		Mrs. Shashi Bhardwaj	
Mr. Mehar Singh		Ms. Shanu- Peon	
Ms. Savita Rani			
		18. Bus Pass	
10 Time Table / Work Load		Mr. Ramender (convenor)	
DR. Sudesh Rathee(Science)		Mr. Ravinder	
Mrs. Sangeeta (Arts)		Mr. Deepak	
Dr. Shilpa (Commerce)			
Mr. Mehar Singh (Arts)		19. Placement Cell / Entreprenurship Club	
		Dr. Sunita (Convenor)	
11 EDUSAT		Mrs. Geeta	
Ms. Savita Rani		Mrs. Sheetal	

30. Prize / Decoration Committee	Sign.	30. Property	Sign.
Dr. Sudesh Rathee (Convenor Prize Committee)		Mr. Ramender Hooda	
Mrs. Sheetal (Convenor Decoration Committee)		Ms. Savita Rani	
Dr. Ashima			
Dr. Ritu Gehlawat			
Mrs. Shushila		31. Women Cell	
21. First Aid		Ms. Mona Incharge	
Mrs. Shashi Bhardwaj		DR. Seema	
		Mrs. Reena	
22. Out sourcing			
Dr. Renuka Malik		32. Scholarship	
Dr. Sudesh Rathee		Mrs. Lalita (SC & BC) Scholarship	
Mr. Mehar Singh		Dr. Seema All other Scholarship	
23. Grievance Redressal Committee/		Mr. Nitin Kumar Clerk	
Anti Ragging Committee		33. Printing & Stationery	
Dr. Renuka Malik (Convenor)		Mrs. Lalita (Convenor)	
Dr. Rajesh Kumar		Mr. Ramender	
Dr. Sudesh Rathee		Mrs. Poonam	
Mrs. Sangeeta			
Dr. Shipla		34. Sports	
24 Canteen		Ms. Mona (Convenor)	
Mr. Mehar Singh		Mr. Mehar Singh	
Mr. Ramender		Mrs. Poonam Solanki	
Mr. Bhupender (Deputy)			
		35. Magazine	
25. Library		Mrs. Sudesh Rathee (Science)	
Mrs. Sheetal Incharge		Dr. Shilpa (Commerce)	
Ms. Savita Rani		Dr. seema (Humanities)	
Mrs. Meera			
26. Red Cross / Red Ribbon Cell		36. NAAC	
Red Cross- Dr. Ashima		Dr. Shilpa (NAAC Cordinator)	
Red Ribbon- Mrs. Lalita		Mrs. Sangeeta	
		Ms. Mona	
27. Press & News Paper		Dr. Ashima	
Dr. Sunita (Convenor)		Mrs. Lalita	
Ms. Mona		Mrs. Sheetal	
		37. National Apprentice Scheme	
28. Absentee / Fine		Dr. Ashima (Convenor)	
Dr. Ravinder Kumar		Mrs. Geeta	
Ms. Savita Rani		Mrs. Ritu	
Mrs. Meera			
29. Legal Literacy Cell / Court Case		38. Road Safety Incharge	
Mr. Mehar Singh		Mrs. Lalita	
Dr. Seema		Dr. Shashi Bhardwaj	
		39. Electoral Literacy Club	
		Dr. Ramender (Convenor)	
		Mr. Lalit	

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40. CCTV Maintenance/Smart Classroom		49. Parivar Pehcan Patra	Sign.
Digital Infrstructure	Sign.	Ms. Savita Rani	
Dr. Ashima (Convenor)		Mrs. Rekha	
Mrs. Lalita		Mrs. Tanveer	
Mrs. Sheetal			
Mr. Padam Singh- Peon			
		50. ECO Club	
		Dr. Seema	
41 Discipline Committee		Mrs. Manju Chikkara	
Dr. Sunita Rani		Mrs. Tanveer	
Mr. Ravinder		Mrs. Poonam	
Ms. Savita Rani			
Mrs. Lalita		51. Advisory Committee	
Mrs. Poonam Solanki		for Women cell,, Placement cell	
Mrs. Tanveer		departmental Activivites, Cultural	
		EWYL & NSS	
42. Staff Secretary/Social Secetry		DR. Renuka Malik	
Dr. Shilpa (Staff)		Dr. Sudesh Rathee	
Mrs. Sheetal (Social)		Mrs. Sangeeta	
		Dr. Shilpa	
43 Language Lab		52. M.I.S,HRMS,L.M.S, Website,ERP	
Dr. Seema (Convenor)		Mrs. Sheetal	
Dr. Sushila		Mr. Lalit	
Mrs. Manju Chhikara		Mr. Nitin	
44. Sanitation,Beautification, Water, Cleanliness		53. Tent /Sound system/Seating Arrangement	
Ms. Mona		Mr. Mehar Singh	
Ms. Savita		Dr. Seema	
Mrs. Rekha Kumari		Mrs. Geeta	
45. Gem Portal		54. Cultural Committee	
Mr. Mehar Singh (convenor)		Dr. Seema (Convenor)	
Dr. Ashima		Ms. Mona	
Mrs. Manju Chikkara		Ms. Lalita	
		Mrs. Reena	
46. AISHE		55.PWD(Public Health, B&R)	
Mrs. Sheetal		Ms. Savita Rani	
		Mrs. Rekha	
47. Passport Incharge		Mr. Padam Singh	
DR. Sunita (Convenor)			
Mrs. Sheetal			
Mr. Lalit Bhardwaj		56. Internal Complaint Committee/ Internal	
48. Electricity/GEN-SET		Compliant Committee/Anti Sexual Harrasment	
Dr. Shilpa		Committee	
Ms. Mona		Dr. Renuka Malik (Convenor)	
Mr. Padam Singh-Peon		Dr. Rajesh Kumar	
		Dr. Sudesh Rathee	
		Mrs. Sangeeta	
		Dr. Shipla	

Principal
 Govt. College for Women
 Bahadurgarh
 Bahadurgarh

OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOMEN BAHADURGARH

Dated: 9-11-2022

The following staff members are hereby assigned duties in addition to their previous duties with immediate effect:-

Member, Cleanliness Committee

1. Dr. Sunita Rani

Staff Room Incharges

1. Ms. Savita Rani

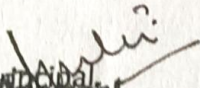
2. Mrs. Manju Chhikkara

SC/ST WELFARE

1. Ms. Mona

2. Dr. Lalita

3. Mrs. Sheetal


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