

# OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE FOR WOMEN BAHADURGARH

## Annual Duty List 2025-26

### 1. College Council

Dr. Sudesh Rathee  
Mrs. Sangeeta  
Dr. Shilpa  
Dr. Mehar Singh

### 2. Bursar

Dr. Sudesh Rathee

### 3. Students Grievance

#### Redressal Committee and suggestion box

Dr. Sudesh Rathee  
Mrs. Sangeeta  
Dr. Shilpa  
Dr. Mehar Singh  
Mr. Nitin Kumar

### 4. Internal Complaint committee

Dr. Sudesh Rathee  
Mrs. Sangeeta  
Dr. Shilpa  
Dr. Mehar Singh  
Mr. Nitin Kumar

### 5. Anti Ragging Committee

Mr. Ramender  
Mrs. Tanveer  
Dr. Ritu

### 6. Anti Sexual Harassment

#### Redressal committee

Mrs. Sangeeta  
Dr. Shilpa  
Dr. Mehar Singh

### 7. Anti Drugs

Mr. Ramender  
Dr. Seema  
Dr. Lalita  
Mr. Ashok

### 8. Social Secretary

Mrs. Sheetal  
Dr. Susheila

### 9. Staff Secretary

Dr. Shilpa  
Dr. Seema

### 10. IQAC

Dr. Shilpa Co-ordinator  
Mrs. Sangeeta Co-ordinator  
Dr. Mehar Singh  
Mrs. Sheetal  
Dr. Ashima  
Mr. Nitin Kumar  
Ms. Kripa Student  
Ms. Sneha Alumnae  
Mr. S.B Jindal Mini Footwear Industries  
Dr. Anita Retd. Associate professor local Society  
Mr. Manmohan Parent

### 11. NAAC COMMITTEE

Criteria 1. Dr. Shilpa, Dr. Sunita Chhillar, Mrs. Tanveer  
Criteria 2. Mrs. Sangeeta, Mrs. Meera, Dr. Shashi  
Criteria 3. Dr. Mehar Singh, Mrs. Reena  
Criteria 4. Dr. Ashima, Mr. Ramender, Mrs. Rekha  
Criteria 5. Dr. Seema, Mrs. Manju Chhikara, Dr. Ritu  
Criteria 6. Mrs. Sheetal, Dr. Rekha, Dr. Susheila  
Criteria 7. Dr. Lalita, Mr. Ravinder, Mrs. Poonam

### 12. Admission Nodal incharge, Migrate Student Record

|                     |                     |            |
|---------------------|---------------------|------------|
| Nodal Admission     | Dr. Mehar Singh     |            |
| Convenor I year     | Dr. Sunita Chhillar |            |
| Co-Convenor I Year  | Mr. Ramender        | Mr. Lalit  |
| Incharge IInd year  | Dr. Seema           | Mrs. Kirti |
| Incharge IIIrd Year | Mrs. Sangeeta       | Mr. Tarun  |
| University Clerk    | Mr. Tarun           |            |

**Subject Combination/Section formation**  
**RR/CR Checking/Internal/External assessment**

Mr. Ramender (B.Sc I,II,III)  
Mrs. Manju Chhikara (B.A I)  
Mrs. Tanveer (B.All)  
Mrs. Rekha Kumari (B.A III)  
Mrs. Meera (B.Com I,II,III)

**14. Exam Branch**

Mrs. Sangeeta Registrar  
Mr. Tarun  
Mr. Nitin  
Mr. Lalit

**15. Time Table/Workload**

Mrs. Sangeeta  
Dr. Shilpa  
Dr. Mehar Singh  
Dr. Ashima  
Mr. Lalit  
Mrs. Kirti

**16. Chief Proctor /Tutor**

Dr. Sudesh Rathee

**17. Extension Staff Matters**

Dr Sunita Chhillar  
Mrs. Sheetal  
Mr. Nitin  
Mrs. Kirti

**18. Outsourcing/ HKRN**

Dr. Mehar Singh  
Mrs. Manju Chhikara  
Mrs. Reena  
Mr. Nitin  
Mr. Lalit

**19. EWYL**

Dr. Shilpa  
Dr. Lalita

**20. Women Cell (To take care of Staff Room  
& Girls Common Room)**

Dr. Sunita Chhillar  
Dr. Lalita  
Dr. Rekha  
Dr. Shashi

**21. Placement Cell / Entrepreneurship  
Club/Soft Skills**

Mr. Ravinder Kumar  
Dr. Ritu  
Mrs. Meera

**22. NSS**

Dr. Ashima  
Dr. Reena  
Mr. Nitin  
Mr. Padam

**23. Sports**

Mr. Ramender Convenor  
Mrs. Poonam  
Mrs. Manju Chhikara  
Mr. Sachin

**24. Cultural Club/ Society**

Dr. Seema Convenor  
a) Musical Items & fine arts Items  
Mrs. Reena, Mrs. Tanveer  
b) Literary items  
Dr. Susheila, Dr. Shashi  
c) Days & festivals celebration  
Mr. Ramender, Mrs. Rekha

**25. Library Committee/ID Cards**

**Book Bank**

Mrs. Sheetal  
Mr. Ramender  
Mrs. Tanveer  
Mrs. Rachna  
Mrs. Sareeta

**26. RUSA/UGC/ PM USHA**

Mrs. Sangeeta  
Mr. Ravinder Kumar  
Dr. Sunita Chhillar  
Mrs. Sheetal  
Dr. Ashima

**27. Alumnae**

Dr. Susheila  
Dr. Rekha  
Dr. Shashi

**28. Feedback & PTM**

Dr. Rekha  
Dr. Ritu  
Mrs. Poonam  
Mrs. Meera  
Mr. Lalit  
Mrs. Kirti

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**29. Compulsory Computer Education Lab**

Dr. Lalita  
Mr. Lalit  
Mrs. Kirti

**30. Commerce Computer Lab**

Dr. Shilpa  
Ms. Manisha  
Mr. Nikhil (Apprentice)

**31. Language Lab**

Dr. Seema Incharge  
Mrs. Manju Chhikara  
Mrs. Rekha

**32. Refreshment / Lunch**

Dr. Seema  
Mrs. Reena  
Dr. Shashi  
Mrs. Manju Chhikara  
Mr. Nitin  
Mrs. Manisha, Mrs. Rachna  
Mr. Padam, Ms. Shanu

**33. Prize Committee**

Mrs. Sheetal  
Dr. Ritu  
Mrs. Tanveer  
Mrs. Poonam  
Dr. Susheila

**34. Photography/ Videography  
& Geo Tagging**

Mr. Ravinder Kumar  
Dr. Rekha  
Dr. Shashi  
Mr. Sachin

**35. Red Cross/Red Ribbon/  
YRC/Road Safety/Blood donation**

Dr. Seema  
Mrs. Rekha  
Mrs. Manju Chhikara

**36. Electoral Literacy Club/  
Voter awareness**

Mr. Ramender Convenor  
Mr. Ravinder Kumar  
Mrs. Meera  
Mr. Tarun

**37. Legal Literacy Cell/Court Case**

Mr. Ravinder Kumar Convenor  
Mr. Ramender  
Mr. Nitin  
Mr. Tarun

**38. EVS**

Dr. Ritu (Sci)  
Mrs. Meera (Commerce)  
Mrs. Reena (Arts)

**39. Buspass/ DL/ Railway Pass/Passport**

Mr. Ramender Convenor  
Mr. Ravinder  
Mr. Lalit  
Mr. Deepak

**40. First Aid/Counselling Committee**

Dr. Ritu  
Dr. Shashi  
Mrs. Manisha  
Mrs. Sareeta

**41. Scholarship-SC/BC/Post Matric/Other  
Scholarship**

Mrs. Poonam SC  
Mrs. Meera BC  
Dr. Susheila All others  
Mr. Nitin  
Mr. Tarun

**42. SC/ST WELFARE**

Mrs. Poonam  
Dr. Rekha  
Mrs. Manisha

**43. Magazine**

Dr. Shilpa  
Dr. Seema  
Dr. Ashima  
Dr. Susheila  
Mrs. Rekha  
Mr. Tarun

**4. Printing & Stationary, invitation**

Mr. Ravinder Kumar  
Mr. Ramender  
Dr. Rekha  
Mrs. Poonam  
Dr. Susheila  
Mr. Tarun

**50. Beautification, Cleanliness**

Mrs. Sheetal  
Mrs. Rekha  
Mr. Nitin

**45. Certificate Writing**

Ms. Tanveer  
Dr. Rekha  
Ms. Manisha  
Mrs. Rachna

**51. AISHE**

Mrs. Sheetal  
Dr. Ashima  
Mrs. Reena  
Mr. Lalit

**46. Absentee Fine/Lecture Shortage**

Mr. Ravinder

Ms. Poonam  
Mr. Deepak  
Mr. Ashok  
Ms. Manisha  
Mr. Sachin

**52. Electricity/Genset/Solar Panel/PWD  
(Electrical)**

Mr. Ravinder  
Mr. Ramender  
Mr. Nitin  
Mr. Padam

**47. Annual report writing**

Dr. Shilpa  
Dr. Ashima  
Mrs. Rekha  
Mr. Lalit

**53. M.I.S, HRMS, L.M.S, ERP/or any online  
portal**

Mrs. Sheetal  
Dr. Ashima  
Mr. Nitin  
Mr. Lalit

**48. Canteen/Veeta Booth**

Mr. Ramender  
Mr. Ravinder  
Mrs. Poonam  
Mr. Nitin

**54. Property/PWD B&R**

**/Dilapidation/Construction and Repair  
Sanitation/ water Tank / water cooler**

Mr. Ravinder  
Mr. Ramender  
Mr. Tarun  
Mr. Ashok

**49. CCTV Maintenance/Smart**

Dr. Ashima  
Mrs. Sheetal  
Dr. Reena  
Mr. Ashok  
Mr. Padam

**55. Decoration (Stage, Porch , Principal  
Office)**

Dr. Sunita Chhillar  
Dr. Ritu  
Mrs. Meera  
Mrs. Manisha

**4. Gem Portal & Annual Purchase Committee**  
Dr. Ashima  
Mrs. Sheetal  
Dr. Seema  
Mr. Nitin

**57. Parivar Pehchan Patra**

Mr. Ravinder  
Mr. Ramender

**58. Tent /Sound system/Seating Arrangement  
( to work in coordination with each other)**

Tent: Dr. Mehar Singh,  
Sound: Mr. Ramender, Mr. Lalit, Mr. Padam  
Seating: Mr. Ravinder, Mr. Ashok, Ms. Manisha, Mr. Deepak

**59. Income Tax Checking Committee**

Mrs. Sangeeta  
Dr. Shilpa  
Mrs. Sheetal  
Mr. Nitin

**60. Discipline Committee**

Dr. Sunita Chhillar Incharge  
Mr. Ravinder  
And all other staff members (Teaching and Non- Teaching )

**61. Edusat**

Mr. Ramender

**62. National Apprentice Scheme**

Dr. Ashima  
Mrs. Sheetal  
Mr. Tarun

**63. Record of Trophies/Achievers  
/Shields /Medals**

Mrs. Sangeeta  
Dr. Shilpa  
Mr. Nitin

**64. Disaster Management**

Mr. Ravinder  
Mr. Ramender  
Mr. Nitin

**65. Yoga Club**

Mr. Ramender  
Dr. Rekha  
Dr. Shashi

**66. Eco Club**

Dr. Seema  
Mrs. Manju chhikara  
Mrs. Tanveer

**67. Press/ Website**

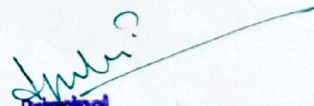
Dr. Sunita Chhillar  
Mrs. Sheetal  
Mr. Lalit

**68. Biometric**

Dr. Lalita  
Mr. Lalit

**69. NEP**

All the staff members

  
Principal  
Govt. College for Women  
Bahadurgarh

Any other duties allotted from time to time

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