

GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20-D, CHANDIGARH

Duty List (2016-17)

1. Dean	1. Dr. (Mrs.) Renu Verma
2. Vice Principal	1. Dr. (Mrs.) Jasvir Kaur Chahal
3. Reception Committee	1. Dr. (Mrs.) Renu Verma 2. Dr. (Mrs.) Jasvir Chahal 3. Dr A.K. Shrivastava 4. Dr Sapna Nanda 5. Dr. (Mrs) Balwinder Kaur
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) 5. Mr. Varinder Kumar
7. Advisory Committee (College)	1. Dr (Mrs) Renu Verma 2. Dr. (Mrs.) Jasvir Kaur Chahal 3. Dr Sanjeev Jindal 4. Dr Anurag Sankhian 5. Dr (Mrs.) Poonam Bansal
8. Advisory Committee (NSS)	1. Dr A.K. Shrivastava 2. Dr. Sheojee Singh 3. Dr (Mrs.) Vandana Aggarwal 4. Mrs. Jasmine Josh
9. Skill-in-teaching Committee	1. Dr Anuraag Sankhian 2. Dr Vijay Phogat 3. Dr( Mrs) Nisha Singh
10. Library Committee	1. Mrs Atasi Sinhababu 2. Dr (Ms.) Meena 3. Dr Sheojee Singh

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|     |                                      | 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. | Mrs Jasmine Josh  |
| 12. | Internal Assessment Committee        | 1. | Dr. (Mrs.) Renu Verma                                   |
|     |                                      | 2. | Dr A.K. Shrivastava                                     |
|     |                                      | 3. | Dr (Mrs.) Poonam Bansal                                 |
|     |                                      | 4. | Mr. Raj Kumar   |
| 13. | Lecture Shortage Committee           | 1. | Dr (Mrs) Neelam Paul                                    |
|     |                                      | 2. | Dr (Mrs) Suman Khokhar                                  |
| 14. | Prize Committee & Analysis of Result | 1. | Dr Vandana Aggarwal (Momentoes for Chief Guests)        |
|     |                                      | 2. | Dr (Mrs.) Balwinder Kaur                                |
|     |                                      | 3. | Dr (Ms.) Rupinder Kaur                                  |
|     |                                      | 4. | Mr Munish Kumar   |
| 15. | Examination Committee                | 1. | Mr Lilu Ram   |
|     |                                      | 2. | Dr Vijay Phogat   |
| 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. | Girls Hostel Warden                                     |
|     |                                      | 3. | Mrs Gurmeet Kaur  |
|     |                                      | 4. | Mrs Nisha Singh   |
| 19. | Decision Making Committee Prizes     | 1. | Dr (Mrs.) Renu Verma                                    |
|     |                                      | 2. | Dr (Mrs.) Vandana Aggarwal (Cultural Activity Incharge) |
|     |                                      | 3. | Dr Sanjeev Kumar (Bursar)                               |
|     |                                      | 4. | Dr. (Mrs.) Balwinder Kaur                               |
|     |                                      | 5. | Mr Lilu Ram   |
|     |                                      | 6. | Dr (Mrs.) Neelam Paul (Sports Incharge)                 |
| 20. | Societies & Co-curricular Activities | 1. | Dr (Mrs) Vandana Aggarwal                               |
|     |                                      | 2. | Dr (Ms) Kusum   |

21.	NSS Programme Officer	1.	Dr A.K.Shrivastava
		2.	Dr Sheojee Singh
		3.	Mrs. Jasmine Josh
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
		2.	Dr A.K.Srivastava
		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 (Ms.) Meena
		2.	Dr (Mrs) Neelam Paul
		3.	Dr (Ms) 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 Khokhar
		4.	Mr. Harpreet (Lab. Attendant)
32.	Photography Light & Sound Committee	1.	Dr Mukhtiar Singh
		2.	Dr Vijay Phogat
		3.	Mrs Gurmeet Kaur
33.	Alumni Committee	1.	Mr Lilu Ram
		2.	Dr Vandana Aggarwal

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| 34. | PCP   | 1. | Dr (Ms.) Kusum  |
| 35. | Green House & up keep of Green House  | 1. | Dr (Mrs.) Poonam Bansal                                 |
|     |   | 2. | Caretaker & all concerned staff                         |
|     |   | 3. | Gopal Hira (Mali)                                       |
| 36. | College Campus Maintenance Committee and Cleanliness Committee                          | 1. | Dr Mukhtiar Singh (Notice Board)<br>Mr Sharanjit (Peon) |
|     |   | 2. | Malis and Sweepers to report to Mr Himanshu             |
| 37. | M.Ed Incharge   | 1. | Dr ( Mrs) Renu Verma                                    |
| 38. | Bursar  | 1. | Dr Sanjeev Jindal                                       |
| 39. | Staff Secretary   | 1. | Dr Balwinder Kaur                                       |
| 40. | Red Ribbon Club   | 1. | Dr (Ms.) Kusum  |
|     |   | 2. | Dr (Ms) Rupinder Kaur                                   |
| 41. | 24 hrs. Helpline Guidance   | 1. | Dr. Anjali Puri   |
|     |   | 2. | Mr Lilu Ram   |
|     |   | 3. | Dr. (Mrs.) Poonam Bansal                                |
|     |   | 4. | Mrs. Jasmine Josh                                       |
| 42. | Committee for action against Sexual harassments and Discrimination faced by Dalit women | 1. | Dr. Renu Verma (Convener)/ Dean                         |
|     |   | 2. | Dr. Sapna Nanda,  |
|     |   | 3. | Dr. A.K. Srivastava,                                    |
|     |   | 4. | Dr. Sanjeev Kumar,                                      |
|     |   | 5. | Mr. G.S. Sodhi, Supdt.                                  |
| 43. | First aid Committee   | 1. | Dr Vijay Phogat   |
|     |   | 2. | Mrs Gurmeet Kaur (Nurse)                                |
| 44. | Anti Ragging Committee  | 1. | Dr. (Mrs) Renu Verma                                    |
|     |   | 2. | Dr Mukhtiar Singh                                       |
|     |   | 3. | Dr Mrs Poonam Bansal                                    |
|     |   | 4. | Mr lilu Ram   |
|     |   | 5. | Mrs Urmil   |
| 45. | Admissions Coordinator  | 1  | Dr (Mrs.) Renu Verma                                    |
| 46. | Admission Committee ( B.Ed)   | 1. | Dr (Mrs.) Renu Verma (Coordinator for M.Ed Admissions)  |
|     |   | 2. | Dr (Mrs.) Sapna Nanda (B.Ed Incharge)                   |
|     |   | 3. | Dr Vandana Aggarwal                                     |

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| 47. Feedback from students<br>Maintaining records and<br>Interpretation | 1. | Dr Vijay Phogat         |
| 48. Research Journal  | 1. | Dr. (Mrs.) Anjali Puri  |
|   | 2. | Dr. Anurag Sankhian     |
| 49. Coordinator, Research Centre  | 1. | Dr. Mrs Renu Verma      |
| 50. Website and E- Tendering  | 1. | Dr Anurag Sankhian      |
|   | 2. | Mr Lilu Ram             |
|   | 3. | Dr Suman Khokhar        |
|   | 4. | Mr. G. S. Sodhi (Supdt) |
| 51. Coordinator RUSA  | 1. | Mr. Lilu Ram            |
| 52. Uploading AISHE information   | 1. | Mr. Lilu Ram            |
| 53. Nodal Officer and Engineering<br>works                              | 1. | Dr Mukhtiar Singh       |

Principal  
Government College of Education  
Chandigarh