

O/o THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, GHARAUNDA
(KARNAL)

Email: gcwgharaunda@gmail.com

Memo No GCW/2025/ 4033

Date:- 01/08/2025

STAFF DUTY LIST (2025-26)

This duty list will be active with immediate effect

> Principal	Mrs. Kamlesh Rani
> Proctor	Ms. Deepa Dhull

1. College Council Committee/API

Mrs. Deepa Dhull
Mrs. Mamta Rani
Mrs. Pooja Sharma
Mrs. Apoorva
Mr. Sandeep Kumar
Mr. Neeraj Roia (for API work in office)

2. Reception Committee

Mrs. Deepa Dhull	(Convener)
Mrs. Mamta Rani	(Member)
Mrs. Pooja Rani	(Member)
Mr. Sandeep Kumar	(Member)
Mrs. Apoorva	(Member)

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Principal

3. Bursar

Mrs. Deepa Dhull	
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4. RTI

Principal (Mrs. Kamlesh Rani)	(1st Appellant Authority)
Dr. Vikram Singh Mrs. Deepa Dhull	(S.P.I.O)
Mr. Neeraj Roia	A.S.P.I.O. (Office)

5. Staff Secretary

Dr. Vikram Singh	
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6. Income Tax Committee

Mrs. Deepa Dhull	(Convener)
Mrs. Pooja Rani	(Member)
Dr. Meetu Chawla	(Member)

7. Time Table/ Subject Change/ Workload

Mrs. Anuradha	(Convener)
Dr. Meetu Chawla	(Member)
Mr. Anuradha	(Member)

8. Cultural Committee

Dr. Shruti	(Convener)
Mrs. Apoorva	(Member)
Mrs. Anuradha	(Member)
Mr. Pawan Kumar	

9. Discipline and Proctorial Committee

Mrs. Pooja Rani	(Convener)
Mr. Sandeep Kumar	(Member)
Dr. Satish Kumar	(Member)
Dr. Vikram Singh	(Member)
Mrs. Renu Kumari	

10. Decoration Committee

Dr. Meetu Chawla	(Convener)
Mrs. Renu Kumari	(Member)
Mr. Sandeep Kumar	(Member)

11. Photography

Mr. Sandeep Kumar	(Convener)
Dr. Vikram Singh	(Member)

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Principal

12. Educational Tour

Mrs. Renu Kumari	(Convener)
Mrs. Anuradha	(Member)
Dr. Vikram Singh	(Member)

13. Building/Property/Public Health/ Generator/ PWD/ B&R/ Dilapidation/Fire Safety

Dr. Hitender	(Convener)
Mr. Sandeep Kumar	(Member)
Mr. Pawan Kumar	(Member)

14. Sports Board

Mrs. Renu Kumari	(Convener)
Mrs. Pooja Rani	(Member)
Mr. Sandeep Kumar	(Member)
Mr. Vishwas Sharma, L.A.	(Assistant)

15. Women Cell/ Legal Literacy

Mrs. Mamta Rani	(Convener)
Dr. Meetu Chawla	(Member)
Mrs. Anuradha	(Member)
Mrs. Seema Rani (Peon)	

16. College Magazine/Annual Report

Dr. Satish Kumar	(Convener)
Mrs. Mamta Rani	(Member)
Dr. Shruti	(Member)

X 17. Media/Invitation *merge with committee no. 42.*

Dr. Meetu Chawla	(Convener)
Dr. Shruti	(Member)

18. IQAC/AQAR

Mrs. Deepa Dhull	(Coordinator)
Mrs. Mamta Rani	(Member)
Mrs. Pooja Rani	(Member)
Dr. Hitender	(Member)
Mrs. Apoorva	(Member)
Mr. Sandeep Kumar	(Member)
Mr. Neeraj Roia	(Member)
02 Industrialist	(Member)
02 Students	(Member)

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Principal

19. Library Committee

Dr. Meetu Chawla	(Convener)
<i>Mrs. Mamta Rani</i>	
Miss. Pooja, J.Lib.	(Member)
<i>Mr. Pawan Kumar</i>	
Mr. Ishwer Singh, Lib.A.	(Member)

20. Prize purchase & Distribution Committee

Dr. Shruti	(Convener)
Dr. Meetu Chawla	(Member)
Dr. Vikram Singh	<i>Convener</i>
<i>Dr. Shruti</i>	(Member)
	<i>members</i>

21. Bus Pass/ Voter Card/ Aadhar Card/PPP/Driving Licence/Passport *Id. card.*

Dr. Satish Kumar	(Convener)
Mr. Sandeep Kumar	(Member)
Mr. Ankit, L.A.	(Member)
Mr. Vishwas Sharma L.A	

22. University Work/RR/Result/Internal Assessment

Dr. Vikram Singh	(Convener)
Mrs. Apoorva	(Member)
Mr. Pawan Kumar	(Member)
Mr. Sunny, Clerk	(Member)
Mr. Rajkumar, Clerk	(Member)

23.Scholarship

Dr. Vikram Singh	Nodal Officer
Mrs. Anuradha	(Member)
Mr. Pawan Kumar	Member
Dr. Satish Kumar	(Member)
Mr. Rajkumar, Clerk	(Assistant)
Mr. Sunny Clerk	(Assistant)

24.College Computer/ Commerce Labs/ E-Learning/ ERP/ CCTV/WEB/Biometric

Mrs. Anupriya	(Convener)
Mrs. Apoorva	(Member)
Dr. Hitender	(Member)
Mr. Pawan Kumar	(Member)
Mr. Ankit, L.A.	(Member)

25.Earn While You Learn

Dr. Vikram Singh	(Convener)
Mrs. Anuradha	(Member)

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Principal

26.NAAC/RUSA/UGC

Mrs. Anupriya	(Convener)
Mrs. Pooja Rani Dr. Meety Chawla	(Member)
Dr. Satish Kumar	(Member)
Dr. Hitender	(Member)
Mr. Sandeep Kumar	(Member)
Mrs. Apoorva	(Member)
Mrs. Anuradha	(Member)
Mr. Vishwas Shrama L.A	(Assistant)
Mr. Sunny Clerk	(Assistant)

27.Refreshment

Mrs. Renu Kumari	(Convener)
Dr. Meetu Chawla	(Member)
Mr. Pawan Kumar	(Member)

28.Red Ribbon/Youth Red Cross/First AID

Mrs. Apoorva	(Convener)
Mrs. Anuradha	(Member)
Mr. Sandeep Kumar	(Member)

29.MIS/HRMS/HKRN

Mr. Pawan Kumar	(Convener)
Dr. Hitender	(Member)
Mr. Neeraj Roia	(Member) MIS, HRMS
Mr. Rajkumar, Clerk	(Member) HKRN

30.Court Matters/Extension Lecturers

Mr. Sandeep Kumar	(Convener)
Dr. Vikram Singh	(Member)

31.GEM Portal

Mr. Hitender	(Buyer)
Mr. Pawan Kumar	(Payment Authority)
Mr. Sandeep Kumar	(Consignee)

32.Local Purchase Committee

Mrs. Mamta Rani	(Convener)
Mr. Pawan Kumar	(Member)
Dr. Shreya <i>Mrs. A poorva</i>	(Member)
Mr. Sandeep Kumar	(Member)

33.Cleanliness/Campus Beautification/Tree Plantation

Dr. Satish Kumar	(Convener)
Mrs. Anuradha	(Member)
<i>Mrs. Apoorva</i>	

34.AISHE

Mr. Pawan Kumar	(Nodal Officer)
Mrs. Anuradha	(Member)
Dr. Vikram Singh	(Member)

35.Internal Complaint Committee (ICC)/Grievance Committee

Mrs. Deepa Dhull	(Convener)
Mrs. Mamta Rani	(Member)
Mrs. Pooja Rani	(Member)
Dr. Vikram Singh	(Member)
Dr. Shruti	(Member)
Mrs. Aanchal Nagpal (Advocate)	(Member)
Mrs. Veena Soni (NGO)	(Member)
Mr. Neeraj Roia	(Member)
Mr. Rajkumar	(Member)
02 Students	(Member)

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Principal

36.Road Safety

Dr. Satish Kumar	(Convener)
Mrs. Renu Kumari	(Member)
<i>Dr. Vikram Singh</i>	

37.Mentor-Mentee/Tutorial Group

Mrs. Pooja Rani	<i>member</i>	(Convener)
Mrs. Apoorva	<i>convener</i>	(Member)

38.NSS Advisory Committee

Mrs. Pooja Rani	Programme officer
Dr. Shruti	(Member)
Mrs. Anuradha	(Member)
Dr. Vikram Singh	(Member)
Mr.Ankit, L.A.	(Assistant)

39.Printing & Stationery Committee

Mr. Sandeep Kumar	(Convener)
Dr. Hitender	(Member)
Dr. Satish Kumar	(Member)

40.Skill Development & Placement Cell

Mrs. Mamta Rani	(Convener)
Dr. Shruti	(Member)
Dr. Satish Kumar	(Member)

41.New Education Policy (NEP)

Dr. Shruti	(Convener)
Dr. Meetu Chawla	(Member)
Mr. Pawan Kumar	(Member)

42.Important Day Celebration//Publicity/ Press Note/Media/Invitation

Dr. Satish Kumar	(Convener)
Mrs. Renu Kumari	(Member)
Dr. Shruti	(Member)
Dr. Meetu Chawala	Member

43.Tent & Shamiana/ Seating Arrangement

Dr. Hitender <i>Mr. Pawan Kumar</i>	(Convener)
Dr. Vikram Singh	(Member)
Mr. Sandeep Kumar	(Member)
<i>Dr. Satish Kumar</i>	

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Principal

44. Absentee/Lesson Plan/NSO/Lecture Shortage

Mrs. Anuradha	(Convener)
Dr. Meetu Chawla	(Member)

45. IPR Committee

Dr. Meetu Chawla	(Convener)
Mrs. Pooja Rani	(Member)

46. Research & Development

Dr. Hitender	(Convener)
Mrs. Anupriya	(Member)

47. Anti Tobacco/Anti Narcotics/ Anti Ragging

Dr. Hitender	(Convener)
Dr. Satish Kumar	(Member)
Mrs. Renu Kumari	(Member)

48. Eco Club/Disaster Management Committee

Mrs. Renu Kumari	(Convener)
Dr. Hitender	(Member)

49. Internship Committee

Mrs. Deepa Dhull	(Coordinator)
Dr. Shruti	(Supervisor)
Mrs. Mamta Rani	(Member)
Mr. Sandeep Kumar	(Member)
Dr. Hitender	(Member)

50. IDP Portal

Mrs. Anupriya	(Nodal/Coordinator)
Dr. Shruti	(Member)
Mr. Pawan Kumar	(Member)

51. Alumni Committee

Mr. Pawan Kumar	(Convener)
Dr. Vikram Singh	(Member)

52. Pryaas

Dr. Shruti	(Convener)
Mr. Pawan Kumar	(Member)

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Principal

53.Sc Cell

Mrs. Mamta Rani	(Convener)
Mrs. Anuradha	(Member)
Dr. Vikram Singh	(Member)
Mr. Rajkumar	(Member)

54.Yoga Club

Dr. Satish Kumar	(Convener)
Dr. Vikram Singh	(Member)
Mr. Sandeep Kumar	(Member)

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Kamlesh
04/08/2025