**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT**

**ANNUAL DUTY LIST (2019-20)**

All the staff members are requested to note down their Annual duties for the session 2019-20. Senior most members in the committee will act as Convener. Necessary steps as per requirement of the committee may kindly be initiated immediately.

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| **Sr. No.** | **Name of the Committee** | **Name of Members** | |
| 1 | **College Council,**  **Planning Board and Reception Committee** | 1. Dr. Geeta Salwan 2. Dr. Anju Jain 3. Dr. V.K. Jain 4. Sh. Sajjan Singh 5. Ms. Rachana Khanna 6. Dr. S.K. Gasso 7. Dr. V.K. Bindal | |
| 2 | **IQAC**  **Committee** | 1. Dr. Anju Jain 2. Dr. S.S. Nain 3. Dr. S.K. Pandey 4. Ms. Pinki Gupta 5. Ms. Upinder Kaur | |
| 3 | **NAAC**  **Committee** | 1. Dr. Anju Jain 2. Dr. S.S. Nain 3. Sh. S.K. Bathla 4. Sh. S.K. Pandey 5. Ms. Pinki Gupta 6. Ms. Pinki 7. Ms. Kamlesh 8. Ms. Upinder Kaur 9. Ms. Jyoti | 1. Dr. Rajesh 2. Ms. Niyti 3. Dr. Ravneet Kaur 4. Dr. Tripti Sharma 5. Dr. C.P. Punia 6. Dr. Ritu Gupta 7. Dr. Kuldeep Yadav 8. Ms. Priyanka |
| 4 | **UGC Committee** | 1. Sh. S.K. Bathla 2. Ms. Pinki Gupta 3. Dr. Rajesh 4. Dr. Niyti | |
| 5 | **Bursar** | Ms. Pinki Gupta | |
| 6 | **Staff Secretary** | Dr. Geeta Salwan | |
| 7 | **Dean Student Welfare** | Sh. Sajjan Singh | |
| 8 | **Dean Academics** | Dr. Anju Jain | |
| 9 | **Spot Evaluation** | Dr. S.K. Gasso | |
| 10 | **Incharge**  **(University Work)** | 1. Sh. Sajjan Singh 2. Dr. Kuldeep Yadav | |
| 11 | **Controller of Examinations**  **(Internal Exam, University Examination & Result Verification)** | 1. Ms. Rachana Khanna 2. Dr. S.K. Pandey 3. Dr. Surender Kundu 4. Dr. Meenu Rathi 5. Dr. Rajesh Kumar 6. Dr. Dharamveer 7. Dr. Anish | |
| 12 | **Attestation Committee** | 1. Dr. Geeta Salwan 2. Dr. Anju Jain 3. Dr. V.K. Jain 4. Sh. Sajjan Singh 5. Dr. S.S. Nain 6. Dr. V.K. Binal | |
| 13 | **Purchase Committee** | 1. Dr. Geeta Salwan 2. Dr. S.S. Nain 3. Dr. S.K. Pandey 4. Dr. Surjeet Singh | |
| 14 | **Senior Mentor (Boys)**  **Senior Mentor (Girls)** | 1. Sh. Sajjan Singh 2. Dr. Anju Jain | |
| 15 | **Time-Table**  **Committee** | 1. Dr. Anju Jain 2. Sh. S.K. Bathla 3. Ms. Pinki Gupta 4. Dr. Rajesh | |
| 16 | **Stage Secretary**  **Committee** | 1. Dr. S.K. Gasso 2. Dr. Amit Kumar 3. Dr. Ravneet Kaur 4. Ms. Manjeet Kaur | |
| 17 | **Career Counseling & Guidance and Placement Cell** | 1. Dr. V.K. Jain (for Commerce) 2. Sh. S.K. Bathla (for Science) 3. Mrs. Kamlesh (for Arts) 4. Dr. Surjit Singh 5. Ms. Pinki Gupta 6. Dr. Ravneet Kaur 7. Dr. Anupama Sihag 8. Dr. Shikha Jaggi 9. Dr. Jyoti | |
| 18 | **Magazine**  **Committee** | 1. Dr. Geeta Salwan- Editor-in-Chief   Associate Editors:   1. Dr. S.K. Gasso – Punjabi Section 2. Dr. Rajindera – Sanskrit Section 3. Dr. Ravneet Kaur – Planning Board 4. Dr. Chander Pal – News Section 5. Dr. Niyti – Science Section 6. Dr. Ritu Gupta - Hindi Section 7. Dr. Jyoti- English Section | |
| 19 | **Editorial Board of Research Journal** | 1. Editor in Chief - Dr. R.P. Singh   Associate Editors:   1. Dr. V.K. Jain 2. Dr. Anupama 3. Dr. Chander Pal Punia 4. Dr. Jyoti | |
| 20 | **Research Projects and Seminars** | 1. Dr. Rajendera 2. Dr. Surender Kundu 3. Dr. Anupama Sihag 4. Dr. Tripti Sharma 5. Dr. Niyti | |
| 21 | **Women Cell** | 1. Dr. Bharti 2. Dr. Saroj Bala 3. Dr. Meenu Rathi 4. Dr. Neha Aggarwal 5. Dr. Tripti Sharma 6. Dr. Jyoti Sorout 7. Ms. Priyanka Soni 8. Ms. Reet Kaur | |
| 22 | **NCC (Boys)**  **NCC (Girls)** | 1. Capt. (Dr.) S.S. Nain 2. Ms. Sujata Goyal | |
| 23 | **NSS**  **Programme Officer** | 1. Dr. Rakesh Kumar 2. Dr. Rajinder Kumar 3. Dr. Shikha Jaggi | |
| 24 | **NSS Advisory** | 1. Sh. Brijesh Kumar 2. Sh. Satish Moudgil 3. Sh. Surander Kundu 4. Dr. Anupama 5. Dr. Chander Pal 6. Mr. Parvesh Kumar 7. Dr. Rajesh | |
| 25 | **Discipline Committee** | 1. Sh. Sajjan Singh 2. Sh. Brijesh Kumar 3. Sh. Satish Moudgil 4. Dr. K.K. Punia 5. Dr. Anuradha 6. Dr. Amit Kumar 7. Dr. Surjeet Singh 8. Ms. Pinki 9. Dr. Surender Kundu 10. Dr. Dharamveer Saini | |
| 26 | **Annual Report/**  **News Letter** | 1. Dr. Seema Rana 2. Dr. Anshu Chaudhary 3. Ms. Nishta Saxena 4. Dr. Ritu Gupta | |
| 27 | **Legal Literacy Cell** | 1. Ms. Rachana Khanna 2. Dr. Tripti Sharma 3. Ms. Nishtha Saxena | |
| 28 | **ICT Facilities**  **Website**  **ERP**  **Lease Line**  **Smart Rooms**  **etc.** | 1. Ms. Upinder Kaur 2. Dr. Surjeet 3. Ms. Neelam 4. Mr. Deepak - Librarian 5. Mr. S.K. Bathla | |
| 29 | **Anti-Ragging**  **Committee** | 1. Dr. Geeta Salwan 2. Sh. Sajjan Singh 3. Dr. S.K. Gasso 4. Dr. Anuradha 5. Dr. Bharti Vij 6. Dr. Meenu Rathi | |
| 31 | **Grievance Redressal**  **Committee** | 1. Dr. S. S. Nain 2. Sh. Brijesh Kumar 3. Ms. Neelam 4. Ms. Pinki Gupta 5. Dr. Seema Rana | |
| 32 | **Library and Book Bank Committee** | 1. Dr. S.K. Gasso 2. Dr. S.K. Pandey 3. Ms. Neelam 4. Mr. Deepak 5. Dr. Surender Kumar 6. Dr. Bharti Vij 7. Dr. Shikha Jaggi | |
| 33 | **Cultural Committee** | 1. Dr. Rajendera 2. Dr. K.K. Punia 3. Dr. Amita 4. Ms. Manjeet Kaur 5. Dr. Anuradha 6. Dr. Chander Pal 7. Dr. Rajinder Kumar 8. Dr. Anshu Chaudhary 9. Sh. Satish Moudgil | |
| 34 | **Sports Council** | 1. Sh. Brijesh Kumar 2. Sh. Sajjan Singh 3. Dr. S.S. Nain 4. Dr. K.K. Punia 5. Dr. Amit Kumar 6. Dr. Surjeet Singh 7. Dr. Anuradha Sheokand 8. Dr. Rakesh Kumar 9. Sh. Satish Moudgil | |
| 35 | **Seating-Sound/Physical Arrangement**  **Committee** | 1. Sh. Brijesh Kumar 2. Dr. K.K. Punia 3. Mr. Ram Murti 4. Dr. Surjeet 5. Dr. Rajinder Kumar 6. Dr. Anish Kumar | |
| 36 | **Refreshment**  **Committee** | 1. Dr. V.K. Bindal 2. Dr. S.K. Pandey 3. Sh. Satish Moudgil | |
| 37 | **Beautification of Campus/ Sanitation/ Drinking Water**  **Committee** | 1. Dr. V.K. Bindal 2. Dr. Kuldeep Yadav 3. Dr. Meenu Rathi 4. Dr. Shikha Jaggi | |
| 38 | **Construction & Repair Committee** | 1. Sh. Satish Moudgil 2. Sh. S.K. Bathla 3. Sh. Brijesh Kumar 4. Dr. Amita 5. Dr. Chander Pal | |
| 39 | **Lecture Shortage Committee** | 1. Dr. Seema Rana 2. Dr. Suman 3. Dr. Neha Aggarwal 4. Dr. Sujata Goyal | |
| 40 | **SC/BC Cell** | 1. Sh. Ram Murti 2. Dr. Suman 3. Dr. Rakesh Kumar 4. Mr. Parvesh Kumar | |
| 41 | **Red Cross & Blood Bank Committee** | 1. Dr. Surender Kumar 2. Dr. Ravneet Kaur 3. Dr. Amita 4. Sh. Satish Moudgil | |
| 42 | **Red Ribbon Cell** | 1. Dr. Rakesh Kumar 2. Dr. Shikha Jaggi 3. Dr. Meenu Rathi | |
| 43 | **College Dispensary** | 1. Ms. Rachana Khanna 2. Sh. Satish Moudgil | |
| 44 | **Earn While You Learn (EWYL) Committee** | 1. Sh. Sajjan Singh 2. Mr. Deepak | |
| 45 | **Subject Societies** | All HODs will be Incharge | |
| 46 | **Community Service Committee** | 1. Dr. S.K. Pandey 2. Dr. Amit Kumar 3. Dr. Dharamveer 4. Dr. Meenu Rathi 5. Dr. Shikha Jaggi 6. Sh. Satish Moudgil | |
| 47 | **Cycle Stand Committee** | 1. Sh. Brijesh Kumar 2. Sh. Satish Moudgil 3. Dr. Dharamveer 4. Dr. Rajinder Kumar 5. Dr. Anish 6. Dr. Rajesh | |
| 48 | **Canteen Committee** | 1. Sh. Sajjan Singh 2. Dr. V.K. Bindal 3. Dr. S.S. Nain | |
| 49 | **Alumni Cell** | 1. Sh. Satish Moudgil 2. Dr. Bharti Vij 3. Dr. Jyoti | |
| 50 | **Electricity, Generator Set & Public Health Committee** | 1. Dr. S.K. Pandey 2. Sh. S.K. Bathla | |
| 51 | **Prize Committee** | 1. Dr. V.K. Jain 2. Dr. Seema Rana 3. Dr. Amita 4. Ms. Manjeet Kaur 5. Dr. Saroj Bala 6. Dr. Anshu Chaudhary 7. Dr. Neena | |
| 52 | **ECO Club** | 1. Dr. V.K. Bindal 2. Dr. Kuldeep Yadav 3. Dr. Meenu Rathi 4. Dr. Saroj Bala 5. Dr. Shikha Jaggi | |
| 53 | **Decoration Committee** | 1. Ms. Upinder Kaur 2. Dr. Tripti 3. Dr. Ritu Gupta 4. Ms. Priyanka Soni 5. Ms. Reet Kaur | |
| 54 | **Disposal/Auction**  **Committee** | 1. Sh. Brijesh Kumar 2. Sh. Satish Moudgil 3. Sh. S.K. Bathla 4. Dr. Dharamveer | |
| 55 | **Invitation**  **Committee** | 1. Dr. Suman 2. Dr. Amita 3. Sh. Satish Moudgil | |
| 56 | **Photography** | 1. Dr. Chander Pal 2. Dr. Niyti 3. Dr. Tripti | |
| 57 | **Press & Publicity** | 1. Dr. Rakesh Kumar 2. Dr. Chander Pal Punia 3. Ms. Nishtha Saxena 4. Dr. Ritu Gupta | |
| 58 | **Important Days Celebration** | 1. Dr. Rakesh Kumar 2. Dr. Saroj Bala 3. Sh. Parvesh Kumar 4. Dr. Tripti | |
| 59 | **Language Lab.** | 1. Dr. Rajindera 2. Dr. Ritu Gupta 3. Ms. Nishta Saxena | |
| 60 | **College Property Committee** | 1. Sh. S.K. Bathla 2. Dr. V.K. Bindal 3. Ms. Upinder Kaur 4. Sh. Satish Moudgil | |
| 61 | **Data Base Committee** | 1. Sh. S.K. Bathla 2. Dr. Suman 3. Ms. Upinder Kaur 4. Dr. Surjeet Singh 5. Ms. Neelam 6. Ms. Pinki 7. Dr. Shikha Jaggi 8. Dr. Anshu Chaudhary | |
| 62 | **Committee against sexual harassment of women at workplace** | 1. Dr. Geeta Salwan 2. Ms. Rachana Khanna 3. Dr. Bharti 4. Dr. Amita 5. Dr. Anupama | |
| 63 | **RUSA** | 1. Sh. S.K. Bathla 2. Ms. Upinder Kaur 3. Dr. Jyoti 4. Dr. Anshu Chaudhary | |
| 64 | **Fee Concession** | 1. Dr. Anju Jain 2. Dr. V.K. Jain 3. Sh. Sajjan Singh | |
| 65 | **Minority Scholarship** | 1. Ms. Neelam Kharangar 2. Ms. Manjeet Kaur | |
| 66 | **National Academic Depository (NAD) Portal** | 1. Dr. S.S. Nain 2. Dr. Surjeet Singh 3. Ms. Neelam Kharangar 4. Dr. Meenu Rathi | |

**Principal**