

GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT

ANNUAL DUTY LIST (2022-23)

All the staff members are requested to note down the changes in Annual duties for the session 2022-23. Necessary steps as per requirement of the committee may kindly be initiated immediately. The below mentioned committees are effective w.e.f. 01.08.2022.

S. N		Name of the Members	Name of the Members
1	Advisory Committee	1. Dr. Seema Kansal (Convener) 2. Ms. Rachna Khanna 3. Sh. S.K. Bathla	4. Dr. Rajendera 5. Dr. S.S. Nain 6. Sh. Brijesh Kumar
2	Planning Board	1. Dr. Seema Kansal (Convener) 2. Ms. Rachana Khanna 3. Sh. S.K. Bathla	4. Dr. S.K. Pandey 5. Sh. Ram Murti 6. Dr. Bharti Vij
3	Examination Committee Examination, Evaluation and Results	Dr. Rajesh Saini (COE) 1. Dr. Surjeet Singh 2. Dr. Amita 3. Dr. Rakesh 4. Dr. Anshu 5. Dr. Anish	6. Dr. Ravneet 7. Dr. C. P. Punia 8. Dr. Dharmveer 9. Dr. Sujata 10. Dr. Tripti
4	IQAC and NAAC Committee	1. Ms. Rachana Khanna (Convener) 2. Dr. Neha Aggarwal (Co-Convener) 3. Dr. Kuldeep Yadav (Co-Convener) 4. Dr. Jyoti (Incharge Criteria-I) 5. Dr. Chander Pal Punia (Incharge Criteria-II) 6. Ms. Sujata Goyal (Incharge Criteria-III – To be assisted by Ms. Pinki) 7. Mr. Shyam Raheja (Incharge Criteria-IV-to be assisted by Ms. Pinki Gupta)	8. Dr. Shikha Jaggi (Incharge Criteria-V) 9. Dr. Ravneet (Incharge Criteria-VI- To be assisted by Sh. Shyam Raheja) 10. Dr. Amita (Incharge Criteria-VII-To be assisted by Ms. Kamlesh) + Student Representatives
5	Attestation Committee	1. Dr. Seema Kansal 2. Ms. Rachna Khanna 3. Dr. Rajendra	4. Dr. S.S. Nain 5. Sh. Brijesh Kumar
6	Infrastructure Development, Purchase, Maintenance and Disposal/ Auction/ Write off Committee	1. Sh. S.K. Bathla (Convener) 2. Dr. S.S. Nain 3. Sh. Brijesh Kumar 4. Ms. Upinder Kaur	5. Dr. Meenu Rathi 6. Dr. Dharamveer 7. Dr. Saroj Bala 8. Dr. Rajinder Kumar

7	Cultural Committee	<ol style="list-style-type: none"> 1. Dr. Rajinder Kumar (Convener) 2. Dr. Manjeet Kaur (Co-Convener) 3. Dr. Anuradha 4. Dr. Amit Kumar 	<ol style="list-style-type: none"> 5. Dr. C.P. Punia 6. Dr. Ritu Gupta 7. Dr. Anish + Student Representatives
8	Legal Literacy Cell	<ol style="list-style-type: none"> 1. Dr. Surender Kumar (Convener) 2. Dr. Meenu Rathi 	<ol style="list-style-type: none"> 3. Dr. Saroj Bala 4. Dr. Neena
9	Cleanliness and Hygiene Committee	<ol style="list-style-type: none"> 1. Dr. Rakesh Kumar (Convener) 2. Dr. Surender Kundu 3. Dr. Kuldeep Yadav 	<ol style="list-style-type: none"> 4. Dr. Saroj Bala 5. Dr. Tripti 6. Dr. Anish
10	Admission Committee	Ms. Kamlesh (Convener) <ol style="list-style-type: none"> 1. Nodal Officers (UG) (i) Dr. C.P. Punia (ii) Dr. Shikha Jaggi 2. Nodal Officers (PG) (i) Dr. Suman (ii) Dr. Tripti 3. Help Desk (i) Mr. Shyam Raheja (ii) Dr. Amita (iii) Dr. Jyoti 	Admission Arts <ol style="list-style-type: none"> 1. Dr. Rajesh Saini 2. Dr. Anshu 3. Dr. Saroj Admission Management <ol style="list-style-type: none"> 4. Dr. Bharti Vij 5. Dr. Ravneet Kaur Admission Science <ol style="list-style-type: none"> 6. Dr. S.K. Pandey 7. Dr. Kuldeep Yadav 8. Dr. Meenu Rathi Admission Commerce <ol style="list-style-type: none"> 9. Dr. Anuradha 10. Dr. Surender Kumar
11	Student Progression and Alumni Cell	<ol style="list-style-type: none"> 1. Dr. Dharamveer (Convener) 2. Dr. Anuradha 3. Dr. Amit 	<ol style="list-style-type: none"> 4. Dr. Bharti Vij 5. Dr. Anupama 6. Dr. Rakesh
12	Career Counselling and Guidance Cell	<ol style="list-style-type: none"> 1. Dr. Amit Kumar (Convener) 2. Dr. Suman 	<ol style="list-style-type: none"> 3. Dr. Surjeet Singh 4. Dr. Anish 5. Mr. Shyam Raheja
13	Placement Cell – cum - Entrepreneurship Club	<ol style="list-style-type: none"> 1. Dr. Anupama Sihag (Convener) 2. Dr. Surender Kundu 3. Dr. Ravneet Kaur 	<ol style="list-style-type: none"> 4. Dr. Rakesh 5. Mr. Shyam Raheja
14	Publication Committee (Magazine, Prospectus, Newsletter, Annual Report)	<ol style="list-style-type: none"> 1. Dr. Jyoti –Editor 2. Dr. Anshu – Co-Editor 3. Dr. Rajendra 4. Ms. Pinki Gupta 5. Dr. Niyti 	<ol style="list-style-type: none"> 6. Dr. Bharti Vij 7. Dr. Deepak Kumar (Librarian) 8. Dr. Ritu Gupta + Student Representatives
15	Research Committee	<ol style="list-style-type: none"> 1. Dr. Kuldeep Yadav (Convener) 2. Dr. Anupama 3. Dr. Tripti 	<ol style="list-style-type: none"> 4. Dr. Neha 5. Dr. Niyti 6. Dr. Jyoti
16	Time - Table Committee	<ol style="list-style-type: none"> 1. Mrs. Pinki Gupta (Convener) 2. Ms. Kamlesh 	<ol style="list-style-type: none"> 3. Dr. Neha Aggarwal 4. Mr. Shyam Raheja

17	Stage Secretary	1. Dr. Amit Kumar (Convener) 2. Dr. Manjeet Kaur	3. Dr. Anupama Sihag 4. Dr. Shikha Jaggi
18	Women Cell	1. Dr. Seema Kansal (Convener) 2. Dr. Meenu Rathi	3. Dr. Tripti 4. Dr. Neena + Student Warriors
19	Mentor (Students)	Dr. Kuldeep Yadav	
20	NCC (Boys) NCC (Girls)	1. Capt. (Dr.) S.S. Nain 2. Dr. Anupama	
21	NSS Programme Officers	1. Dr. Dharamveer Saini 2. Dr. Saroj Bala	3. Dr. Anish Kumar
22	NSS Advisory	1. Sh. Brijesh Kumar (Convener) 2. Dr. Dharamveer Saini 3. Dr. Rakesh	4. Dr. Saroj Bala 5. Dr. Anish + Student Representatives
23	Discipline Committee	1. Sh. Brijesh Gupta (Convener) 2. Dr. S. K. Pandey (Co- Convener) 3. Sh. Ram Murti 4. Dr. Dharmveer	5. Dr. Rakesh Kumar 6. Dr. Anish 7. Dr. Rajinder Deswal + Student Representatives
24	Anti- Ragging Committee	1. Dr. Seema Kansal (Convener) 2. Dr. Anuradha 3. Dr. Bharti Vij	4. Dr. Meenu Rathi 5. Dr. Niyti
25	Grievance Redressal Committee	1. Mrs. Rachna Khanna (Convener) 2. Dr. S.S. Nain	3. Sh. Brijesh Kumar 4. Ms. Pinki Gupta
26	Library and Book Bank Committee	1. Dr. S.K. Pandey (Convener) 2. Dr. Deepak Kumar (Librarian) 3. Sh. S.K. Bathla	4. Dr. S.S. Nain 5. Ms. Anuradha 6. Dr. Bharti Vij 7. Dr. Shikha Jaggi 8. Dr. Rajinder Kumar
27	Sports Council	1. Sh. Brijesh Kumar (Convener) 2. Dr. S.S. Nain 3. Dr. Surjeet Singh 4. Dr. Surender Kundu	5. Ms. Pinki 6. Dr. Rakesh Kumar 7. Dr. Rajinder Kumar 8. Dr. Jyoti + Student Representatives
28	Physical Arrangement Committee (Seating/Sound etc.)	1. Sh. Ram Murti (Convener) 2. Dr. Surjeet Singh	3. Dr. Dharamveer 4. Dr. Anish
29	SC/BC Cell	1. Sh. Ram Murti (Convener) 2. Dr. Suman	3. Ms. Pinki 4. Dr. Rakesh Kumar
30	Youth Red Cross	1. Dr. Rakesh Kumar (Convener) 2. Dr. Surender Kundu	3. Dr. Kuldeep Yadav 4. Dr. Bharti + Student Representatives

31	Red Ribbon Cell	1. Dr. Dr. Suman (Convener)	2. Dr. Meenu Rathi 3. Dr. Neena + Student Representatives
32	Blood Bank and College Dispensary	1. Dr. Seema Kansal (Convener)	2. Dr. Kuldeep Yadav + Student Representatives
33	Earn While You Learn (EWYL) Committee	1. Dr. Deepak Kumar (Convener) 2. Dr. Neha Aggarwal	3. Ms. Pinki
34	Cycle Stand Committee	1. Sh. Brijesh Kumar (Convener) 2. Dr. Dharamveer 3. Dr. Rajesh	4. Dr. Rajinder Kumar 5. Dr. Anish
35	Canteen Committee	1. Dr. S K Pandey (Convener) 2. Dr. Anupama Sihag	3. Dr. Meenu Rathi 4. Dr. Anish + Student Representatives
36	Prize Committee	1. Dr. S. S. Nain (Convener) 2. Dr. Suman 3. Dr. Amita	4. Dr. Manjeet Kaur 5. Dr. Saroj Bala 6. Dr. Sujata Goyal 7. Dr. Anshu Chaudhary
37	Eco Club	1. Dr. Kuldeep Yadav (Convener) 2. Dr. Meenu Rathi	3. Dr. Shikha Jaggi 4. Dr. Saroj Bala + Student Representatives
38	Decoration Committee	1. Dr. Meenu Rathi (Convener) 2. Dr. Niyti	3. Dr. Anupama 4. Dr. Ritu Gupta + Student Representatives
39	College Archives	1. Dr. Dharamveer (Convener) 2. Dr. Suman	3. Ms. Pinki
40	Press and Publicity	1. Dr. C.P. Punia (Convener) 2. Dr. Ritu Gupta	3. Sh. Ravinder Singh (Dy. Supdt.)
41	Important Days Celebration	1. Dr. Neena (Convener) 2. Dr. Manjeet Kaur	3. Dr. Rakesh Kumar
42	Language Lab	1. Dr. Jyoti (Convener) 2. Dr. Ritu Gupta	3. Dr. Rajinder
43	Data Base Committee	1. Dr. C.P. Punia (Convener) 2. Dr. Dharamveer Saini	3. Dr. Tripti Sharma 4. Mr. Shyam Raheja
44	INTERNAL COMPLAINT COMMITTEE (ICC)	1. Ms. Kamlesh (Chairperson) 2. Dr. Bharti 3. Dr. Amita 4. Dr. Rakesh 5. Mrs. Anjana Gupta, External Member	6. Mr. Ravinder Singh 7. Ms. Preeti Mehta 8. Dr. Kuldeep Singh Member (Counsellor) + Student Representatives
45	RUSA/ UGC/ AISHE/ NIRF	1. Dr. Tripti Sharma (Nodal Officer) 2. Dr. Ravneet Kaur	3. Dr. Tripti Sharma 4. Mr. Shyam Raheja
46	Fee Concession and Scholarship	1. Ms. Pinki Gupta (Convener) 2. Dr. Kuldeep Yadav	3. Dr. Bharti 4. Dr. Rakesh

47	PTM Committee	1. Dr. Bharti (Convener) 2. Ms. Upinder Kaur	3. Ms. Pinki
48	Refreshment Committee	1. Dr. S.K. Pandey (Convener) 2. Dr. Anish	3. Dr. Ritu Gupta 4. Dr. Niyti 5. Dr. C. P. Punia
49	ICT Committee (Website, Lease Line, Smart Rooms etc.)	1. Ms. Upinder Kaur (Convener) 2. Dr. Surjeet Singh	3. Dr. Rajesh
50	Gandhi Study Centre & Museum	1. Dr. Dharamveer (Convener)	2. Dr. Rakesh 3. Dr. Saroj
51	Bursar	Ms. Pinki	
52	Staff Secretary	Ms. Rachana Khanna	
53	Dean Student Welfare	Dr. Rakesh Kumar	
54	Deans of Faculties	Dr. Seema Kansal (Arts) Dr. V.K. Jain (Commerce)	Sh. S.K. Bathla (Science) Dr. Bharti Vij (Management)

Principal