

GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT

ANNUAL DUTY LIST (2020-21)

All the staff members are requested to note down their Annual duties for the session 2020-21. These duties shall be effective from May17, 2021 to June 30, 2022. Necessary steps as per requirement of the committee may kindly be initiated immediately.

S. N		Name of the Members	Sign.	Name of the Members	Sign.
1.	Core Committee	1. Dr. R P Singh 2. Dr. Anju Jain		3. Dr. V.K. Jain	
2.	Advisory Committee	1. Dr. Anju Jain 2. Dr. V.K. Jain 3. Dr. Seema Kansal		4. Sh. Sajjan Singh 5. Ms. Rachna Khanna 6. Dr. S.K. Gasso	
3.	Planning Board	1. Dr. Anju Jain (Convenor) 2. Dr. V.K. Jain 3. Dr. Seema Kansal		4. Sh. S.K. Bathla 5. Dr. S.K. Pandey 6. Dr. Bharti Vij	
4.	Examination Committee Examination, Evaluation and Results	Dr. V. K. Jain (COE) Ms. Pinki Gupta Deputy Controller-I (University Exams) 1. Mrs. Kamlesh 2. Dr. Amita 3. Dr. Rakesh 4. Dr. Anshu 5. Dr. Aneesh		Dr. Rajindra Deputy controller-II (Evaluation & Results) 1. Dr. Ravneet 2. Dr. C. P. Punia 3. Dr. Dharmveer 4. Dr. Rajesh. 5. Dr. Neena	
5.	IQAC and NAAC Committee	1. Dr. Anju Jain (Convenor) 2. Dr. V.K. Jain 3. Ms. Pinki Gupta 4. Ms. Upinder Kaur 5. Ms. Neelam 6. Dr. Kamlesh		7. Ms. Pinki 8. Dr. Kuldeep Yadav 9. Dr. Anupama Sihag 10. Dr. Shikha Jaggi 11. Dr. Neha 12. Dr. Jyoti	
6.	Attestation Committee	1. Dr. Anju Jain 2. Dr. V.K. Jain 3. Ms. Rachna Khanna		4. Dr. S.K. Gasso 5. Dr. Rajendra 6. Dr. S.S. Nain	
7.	Infrastructure Development, Purchase and Maintenance Committee	1. Dr. Anju Jain (Convenor) 2. Dr. Rajindra 3. Ms. Upinder Kaur 4. Dr. Kuldeep Yadav		5. Dr. Meenu Rathi 6. Dr. Dharamveer 7. Dr. Saroj Bala 8. Dr. Rajinder Deswal	
8.	Cultural Committee	1. Dr. Rajendra (Convenor) 2. Dr. K.K. Punia (Co-Convenor) 3. Dr. Anuradha 4. Dr. Amit Kumar		5. Dr. Manjeet Kaur 6. Dr. C.P. Punia 7. Dr. Ritu Gupta 8. Dr. Rajinder Kumar 9. Dr. Anish	
9.	Finance Committee	1. Dr. V.K. Jain (Convenor) 2. Ms. Pinki Gupta		3. Dr. Ravneet Kaur 4. Dr. Neha Aggarwal	
10.	Legal Literacy Cell	1. Dr. S. S. Nain (Convenor) 2. Dr. Surender Kundu 3. Dr. Meenu Rathi		4. Dr. Saroj 5. Dr. Parvesh 6. Dr. Neena	

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11.	Cleanliness and Hygiene Committee	1. Dr. Rakesh Kumar (Convenor) 2. Dr. Surender kundu 3. Dr. Kuldeep Yadav	4. Dr. Saroj Bala 5. Dr. Tripti 6. Dr. Anish
12.	Admission Committee	1. Ms. Kamelesh (Convenor) 2. Dr. Rajesh (Nodal Officer) 3. Sh. Ram Murti 4. Dr. Anuradha	5. Dr. Ravneet Kaur 6. Dr. Meenu Rathi 7. Niyti 8. Dr. Jyoti 9. Dr. Anshu 10. Dr. Neena
13.	Student Progression and Alumni Cell	1. Dr. Anuradha (Convenor) 2. Dr. Amit 3. Dr. Bharti Vij	4. Dr. Anupama 5. Dr. Rakesh
14.	Career Counselling and Guidance Cell	1. Dr. Amit Kumar (Convenor) 2. Dr. Suman	3. Dr. Surjeet Singh 4. Dr. Anish
15.	Placement Cell	1. Dr. Rajendra (Convenor) 2. Dr. S.K. Pandey 3. Dr. Surender Kundu	4. Dr. Ravneet Kaur 5. Dr. Anupama Sihag 6. Dr. Rakesh
16.	Publication Committee (Magazine, Prospectus, Newsletter, Annual Report)	1. Mrs. Rachna Khanna (Editor-in-chief) 2. Dr. S.K. Gasso 3. Dr. Rajendra 4. Ms. Pinki Gupta	5. Dr. Amit Kumar 6. Dr. Bharti Vij 7. Mr. Deepak Kumar (Lib.) 8. Dr. Ritu Gupta
17.	Research Committee	1. Dr. Rajendra (Convenor) 2. Dr. S. S. Nain 3. Dr. Kuldeep Yadav	4. Dr. Tripti 5. Dr. Anish 6. Dr. Jyoti
18.	Time - Table Committee	1. Dr. V.K. Jain 2. Dr. Anshu	3. Dr. Neha Aggarwal 4. Dr. Tripti
19.	Stage Secretary	1. Dr. S.K. Gasso (Convenor) 2. Dr. Amit Kumar 3. Dr. Manjeet Kaur	4. Dr. Anupama Sihag 5. Dr. Shikha Jaggi
20.	Women Cell	1. Dr. Seema Kansal (Convenor) 2. Ms. Neelam	3. Dr. Tripti 4. Dr. Neena
21.	Senior Mentor (Boys) Senior Mentor (Girls)	1. Dr. S.S. Nain 2. Dr. Seema Kansal	
22.	NCC (Boys) NCC (Girls)	1. Capt. (Dr.) S.S. Nain 2. Dr. Ritu Gupta	
23.	NSS Programme Officers	1. Dr. Dharamveer Saini 2. Dr. Saroj Bala Dr.	3. Anish Kumar
24.	NSS Advisory	1. Sh. Sajjan Singh (Convenor) 2. Sh. Brijesh Kumar 3. Dr. K.K. Punia	4. Dr. Dharamveer Saini 5. Dr. Rakesh 6. Dr. Saroj Bala 7. Dr. Anish

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25.	Discipline Committee	1. Dr. Sajjan Singh (Convenor) 2. Dr. S K Bathla 3. Dr. K. K. Punia 4. Dr. S. K. Pandey 5. Dr. Suman	6. Ms. Neelam 7. Dr. Dharmveer 8. Dr. Parvesh 9. Dr. Anish 10. Dr. Rajinder Deswal
26.	Anti- Ragging Committee	1. Dr. S. S. Nain (Convenor) 2. Sh. Sajjan Singh 3. Dr. S.K. Gasso	4. Dr. Anuradha 5. Dr. Bharti Vij 6. Dr. Meenu Rathi 7. Dr. Niyti
27.	Grievance Redressal Committee	1. Mrs. Rachna Khanna (Convenor) 2. Dr. S.S. Nain	3. Sh. Brijesh Kumar 4. Ms. Pinki Gupta 5. Ms. Neelam
28.	Library and Book Bank Committee	1. Dr. Anju Jain (Convenor) 2. Dr. V.K. Jain 3. Dr. S.K. Bathla	4. Dr. S.S. Nain 5. Ms. Upinder Kaur 6. Dr. Bharti Vij 7. Dr. Shikha Jaggi
29.	Sports Council	1. Sh. Brijesh Kumar (Convenor) 2. Sh. Sajjan Singh 3. Dr. S.S. Nain 4. Dr. K.K. Punia 5. Dr. Surjeet Singh	6. Dr. Surender Kundu 7. Dr. Kamlesh 8. Dr. Rakesh Kumar 9. Dr. Rajinder Kumar 10. Dr. Jyoti
30.	Physical Arrangement Committee (Seating/Sound etc.)	1. Dr. K.K. Punia (Convenor) 2. Sh. Ram Murti	3. Dr. Surjeet Singh 4. Dr. Anish 5. Dr. Rajinder Kumar
31.	SC/BC Cell	1. Sh. Ram Murti (Convenor) 2. Dr. Suman	3. Dr. Rakesh Kumar 4. Dr. Parvesh Kumar
32.	Youth Red Cross	1. Dr. Parvesh Kumar (Convenor) 2. Dr. Surender Kundu	3. Dr. Kuldeep Yadav 4. Dr. Bharti
33.	Red Ribbon Cell	1. Dr. Rakesh Kumar (Convenor)	2. Dr. Suman 3. Dr. Meenu Rathi
34.	Blood Bank and College Dispensary	1. Dr. Seema Kansal (Convenor)	2. Dr. Kuldeep Yadav
35.	Earn While You Learn (EWYL) Committee	1. Sh. K. K. Punia (Convenor) 2. Dr. Neha Aggarwal	3. Mr. Deepak
36.	Cycle Stand Committee	1. Sh. Brijesh Kumar (Convenor) 2. Dr. Dharamveer 3. Dr. Rajesh	4. Dr. Rajinder Kumar 5. Dr. Anish 6. Sh. Satish Moudgil
37.	Canteen Committee	1. Dr. S K Pandey (Convenor)	2. Dr. Anupama Sihag 3. Dr. Meenu Rathi 4. Dr. Anish
38.	Prize Committee	1. Dr. S. S. Nain (Convenor) 2. Dr. Suman 3. Dr. Amita	4. Dr. Manjeet Kaur 5. Dr. Saroj Bala 6. Dr. Anshu Chaudhary


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39.	Eco Club	1. Dr. Kuldeep Yadav (Convenor) 2. Dr. Meenu Rathi	3. Dr. Shikha Jaggi 4. Dr. Saroj Bala
40.	Decoration Committee	1. Dr. Anuradha (Convenor) 2. Ms. Pinki	3. Dr. Niyti 4. Dr. Anupama 5. Dr. Ritu Gupta
41.	Disposal/ Auction/ Write off Committee	1. Dr. Anju Jain (Convenor) 2. Dr. V. K. Jain	3. Sh. Brijesh 4. Ms. Upinder Kaur 5. Dr. Dharamveer
42.	College Archives	1. Dr. K.K. Punia (Convenor) 2. Dr. Suman	3. Ms. Pinki 4. Dr. Dharamveer
43.	Press and Publicity	1. Dr. S.K. Gasso (Convenor) 2. Dr. Amit Kumar (Co-Convenor)	3. Ms. Pinki 4. Dr. Rajinder Deswal 5. Sh. Ravinder Singh (Dy. Supdt.)
44.	Important Days Celebration	1. Dr. Neena (Convenor) 2. Ms. Manjeet Kaur	3. Dr. Parvesh 4. Dr. Rajesh
45.	Language Lab	1. Dr. Rajendra (Convenor)	2. Dr. Anish 3. Dr. Jyoti
46.	Data Base Committee	1. Dr. Rajesh (Convenor) 2. Dr. Surender Kumar	3. Dr. Kuldeep Yadav 4. Dr. C.P. Punia 5. Dr. Niyti
47.	Committee against Sexual Harassment of Women at Workplace	1. Ms. Neelam (Convenor) 2. Dr. Bharti	3. Dr. Amita 4. Dr. Anupama
48.	RUSA/ UGC/ AISHE/ NIRF	1. Ms. Upinder Kaur (Convenor) 2. Ms. Kamlesh	3. Ms. Pinki 4. Ms. Tripti Sharma
49.	Fee Concession and Scholarship	1. Ms. Pinki Gupta (Convenor) 2. Dr. Kuldeep Yadav	3. Dr. Bharti 4. Dr. Parvesh
50.	PTM Committee	1. Ms. Pinki Gupta (Convenor) 2. Ms. Upinder	3. Ms. Pinki 4. Dr. Bharti
51.	Refreshment Committee	1. Dr. S.K. Pandey (Convenor) 2. Sh. Ram Murti	3. Dr. Ritu Gupta 4. Dr. Niyti 5. Dr. C. P. Punia
52.	ICT Committee (Website, Lease Line, Smart Rooms etc.)	1. Ms. Neelam (Convenor) 2. Dr. Surjeet Singh	3. Dr. Rajesh 4. Mr. Deepak (Lib.)
53.	Bursar	Dr. V.K. Jain	
54.	Staff Secretary	Dr. Anju Jain	
55.	Dean Student Welfare	Dr. S. K. Gasso	
56.	Deans of Faculties	Dr. Anju Jain (Arts) Dr. V.K. Jain (Commerce & Management) Sh. S.K. Bathla (Science)	


Principal