

GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT

ANNUAL DUTY LIST (2021-22)

All the staff members are requested to note down the changes in Annual duties for the session 2021-22. Necessary steps as per requirement of the committee may kindly be initiated immediately.

S. N		Name of the Members	Name of the Members
1	Advisory Committee	1. Dr. V.K. Jain 2. Dr. Seema Kansal 3. Sh. Sajjan Singh	4. Ms. Rachna Khanna 5. Dr. S.K. Gasso
2	Planning Board	1. Dr. V.K. Jain (Convener) 2. Dr. Seema Kansal 3. Ms. Rachana Khanna	4. Sh. S.K. Bathla 5. Dr. S.K. Pandey 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. Ms. Pinki Gupta 3. Ms. Upinder Kaur 4. Dr. Kamlesh 5. Ms. Pinki	6. Dr. Kuldeep Yadav 7. Dr. Shikha Jaggi 8. Dr. Neha 9. Mr. Shyam Raheja + Student Representatives
5	Attestation Committee	1. Dr. V.K. Jain 2. Ms. Rachna Khanna 3. Dr. S.K. Gasso	4. Dr. Rajendra 5. Dr. S.S. Nain
6	Infrastructure Development, Purchase, Maintenance and Disposal/ Auction/ Write off Committee	1. Dr. S.S. Nain (Convener) 2. Sh. S.K. Bathla 3. Sh. Brijesh Kumar 4. Ms. Upinder Kaur	5. Dr. Meenu Rath 6. Dr. Dharamveer 7. Dr. Saroj Bala 8. Dr. Rajinder Kumar
7	Cultural Committee	1. Dr. K.K. Punia (Convener) 2. Dr. Anuradha 3. Dr. Amit Kumar 4. Dr. Manjeet Kaur	5. Dr. C.P. Punia 6. Dr. Ritu Gupta 7. Dr. Rajinder Kumar 8. Dr. Anish + Student Representatives
8	Legal Literacy Cell	1. Dr. Surender Kumar (Convener) 2. Dr. Meenu Rath	3. Dr. Saroj Bala 4. Dr. Parvesh
9	Cleanliness and Hygiene Committee	1. Dr. Rakesh Kumar (Convener) 2. Dr. Surender Kundu 3. Dr. Kuldeep Yadav	4. Dr. Saroj Bala 5. Dr. Tripti 6. Dr. Anish



10	Admission Committee	<ol style="list-style-type: none"> Ms. Kamelesh (Convener) Dr. Rajesh (Nodal Officer) Sh. Ram Murti Dr. Anuradha Dr. Ravneet Kaur 	<ol style="list-style-type: none"> Dr. Meenu Rathi Dr. Niyti Dr. Jyoti Dr. Anshu Dr. Neena Mr. Shyam Raheja
11	Student Progression and Alumni Cell	<ol style="list-style-type: none"> Dr. Anuradha (Convener) Dr. Amit Dr. Bharti Vij 	<ol style="list-style-type: none"> Dr. Anupama Dr. Rakesh
12	Career Counselling and Guidance Cell	<ol style="list-style-type: none"> Dr. Amit Kumar (Convener) Dr. Suman 	<ol style="list-style-type: none"> Dr. Surjeet Singh Dr. Anish Mr. Shyam Raheja
13	Placement Cell - cum - Entrepreneurship Club	<ol style="list-style-type: none"> Dr. Rajendra (Convener) Dr. S.K. Pandey Dr. Surender Kundu 	<ol style="list-style-type: none"> Dr. Ravneet Kaur Dr. Anupama Sihag Dr. Rakesh Mr. Shyam Raheja
14	Publication Committee (Magazine, Prospectus, Newsletter, Annual Report)	<ol style="list-style-type: none"> Dr. Jyoti -Editor Dr. Anshu - Co-Editor Dr. S.K. Gasso Dr. Rajendra Ms. Pinki Gupta 	<ol style="list-style-type: none"> Dr. Niyti Dr. Bharti Vij Dr. Deepak Kumar (Librarian) Dr. Ritu Gupta + Student Representatives
15	Research Committee	<ol style="list-style-type: none"> Dr. Rajendra (Convener) Dr. S. S. Nain Dr. Kuldeep Yadav 	<ol style="list-style-type: none"> Dr. Tripti Dr. Anish Dr. Jyoti
16	Time - Table Committee	<ol style="list-style-type: none"> Dr. Surjeet Singh (Convener) Dr. Rajesh (Co-Convener) Ms. Pinki Gupta 	<ol style="list-style-type: none"> Ms. Upinder Kaur Ms. Kamlesh Mr. Shyam Raheja
17	Stage Secretary	<ol style="list-style-type: none"> Dr. S.K. Gasso (Convener) Dr. Amit Kumar Dr. Manjeet Kaur 	<ol style="list-style-type: none"> Dr. Anupama Sihag Dr. Shikha Jaggi
18	Women Cell	<ol style="list-style-type: none"> Dr. Seema Kansal (Convener) Dr. Meenu Rathi 	<ol style="list-style-type: none"> Dr. Tripti Dr. Neena + Student Warriors
19	Mentor (Students)	Dr. Kuldeep Yadav	
20	NCC (Boys) NCC (Girls)	<ol style="list-style-type: none"> Capt. (Dr.) S.S. Nain Ms. Sujata Goyal 	
21	NSS Programme Officers	<ol style="list-style-type: none"> Dr. Dharamveer Saini Dr. Saroj Bala 	<ol style="list-style-type: none"> Dr. Anish Kumar
22	NSS Advisory	<ol style="list-style-type: none"> Sh. Sajjan Singh (Convener) Sh. Brijesh Kumar Dr. K.K. Punia 	<ol style="list-style-type: none"> Dr. Dharamveer Saini Dr. Rakesh Dr. Saroj Bala Dr. Anish + Student Representatives

23	Discipline Committee	1. Dr. Sajjan Singh (Convener) 2. Sh. Brijesh Gupta 3. Dr. K. K. Punia 4. Dr. S. K. Pandey 5. Dr. Suman	6. Dr. Dharmveer 7. Dr. Parvesh 8. Dr. Anish 9. Dr. Rajinder Deswal + Student Representatives
24	Anti- Ragging Committee	1. Dr. Seema Kansal (Convener) 2. Sh. Sajjan Singh 3. Dr. S.K. Gasso	4. Dr. Anuradha 5. Dr. Bharti Vij 6. Dr. Meenu Rathi 7. 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. Sh. Sajjan Singh 3. Dr. S.S. Nain 4. Dr. K.K. Punia 5. Dr. Surjeet Singh	6. Dr. Surender Kundu 7. Ms. Pinki 8. Dr. Rakesh Kumar 9. Dr. Rajinder Kumar 10. Dr. Jyoti + Student Representatives
28	Physical Arrangement Committee (Seating/Sound etc.)	1. Dr. K.K. Punia (Convener) 2. Sh. Ram Murti	3. Dr. Surjeet Singh 4. Dr. Anish 5. Dr. Rajinder Kumar
29	SC/BC Cell	1. Sh. Ram Murti (Convener) 2. Dr. Suman	3. Ms. Pinki 4. Dr. Rakesh Kumar 5. Dr. Parvesh 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. Parvesh Kumar (Convener)	2. Dr. Suman 3. Dr. Meenu Rathi + 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. Sh. K. K. Punia (Convener) 2. Dr. Neha Aggarwal	3. Dr. Deepak Kumar 4. 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. 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. Anuradha (Convener) 2. Ms. Pinki	3. Dr. Niyti 4. Dr. Anupama 5. Dr. Ritu Gupta + Student Representatives
39	College Archives	1. Dr. K.K. Punia (Convener) 2. Dr. Suman	3. Ms. Pinki 4. Dr. Dharamveer
40	Press and Publicity	1. Dr. S.K. Gasso (Convener) 2. Dr. Amit Kumar (Co-Convener)	3. Dr. Rajinder Kumar 4. Sh. Ravinder Singh (Dy. Supdt.)
41	Important Days Celebration	1. Dr. Neena (Convener) 2. Dr. Manjeet Kaur	3. Dr. Parvesh Kumar 4. Dr. Rakesh Kumar
42	Language Lab	1. Dr. Rajendra (Convener)	2. Dr. Ritu Gupta 3. Dr. Jyoti
43	Data Base Committee	1. Dr. Rajesh (Convener) 2. Dr. Dharamveer Saini	3. Dr. Kuldeep Yadav 4. Dr. C.P. Punia
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. Anupama (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. Parvesh
47	PTM Committee	1. Ms. Pinki Gupta (Convener) 2. Ms. Upinder Kaur	3. Ms. Pinki 4. Dr. Bharti
48	Refreshment Committee	1. Dr. S.K. Pandey (Convener) 2. Sh. Ram Murti	3. Dr. Ritu Gupta 4. Dr. Niyti 5. Dr. C. P. Punia
49	ICT Committee (Website, Lease Line, Smart Rooms etc.)	1. Dr. Surjeet Singh (Convener) 2. Dr. Rajesh	3. Dr. Deepak (Libraian) 4. Mr. Shyam Raheja
50	Bursar	Ms. Pinki	
51	Staff Secretary	Ms. Rachana Khanna	
52	Dean Student Welfare	Dr. S. K. Gasso	
53	Deans of Faculties	Dr. Seema Kansal (Arts) Dr. V.K. Jain (Commerce)	Sh. S.K. Bathla (Science) Dr. Bharti Vij (Management)


Principal