

Govt. College, Sector- 9, Gurugram

Annual Duty List for the Session 2023-24

(Revised List due to retirement and promotion of Senior faculty members)

1. College Council/ Reception Committee

Dr/Mrs/Mr./Ms

Signature

Rajesh Kundu

Neelam Dahiya

Meenu Sharma

Mukesh Kumar

Meenakshi Dalal

Sandeep Yadav

2. AISHE

Priyanka Balhara(C)

Anita Nihaliya

Bhawana Yadav

Seema

Hema

3. RUSA

Surender Sharma(C)

Pardeep Singh (BTTM)

Reena

Shialy soni

Anita Nihaliya

4. NAAC

Meenakshi Dalal(C)

Anjana Sharma

Rohit Sharma

Vandana Dangi

Ms Sheela

Lalita Gaur

Ms Shubhra

Sandeep Yadav

Ms Ritu Phogat

Sonika Dangi

Ms Renu Saini

Bahadur Singh

Ms Meena

Sanjay katyal

Ms Pooja Rani(CS)

4 A. IQAC

Vandana Dangi(C)

Mukesh Kumar

Meenu Sharma

Sandeep Yadav

Bahadur Singh

5. College Burser

Mukesh Kumar

6. Registrar/ University Affair /Internal Assesment

Sanjay Katyal(C)

Reshma Yadav

7. Discipline Committee/ Proctorial Board

Satish Yadav(Convenor)

Neelam

Sandeep Yadav

Surender Kadyan

Ravi Kumar(BTTM)

Vijayveer

Swati Bansal

Jyoti

8. Women Cell

Satyam (Convener)

Pooja Singh		
Nisha Yadav		
Sangeeta		
Vandana yadav		
Pooja Rani (Chem)		
9. College Magazine/ Sarvasadhika		
Meenakshi Dalal - Chief Editor		
Rohit Sharma		
Surender Sharma		
Pooja – Arts and BTTM Section		
Meenu Mehndiratta – Commerce Section		
Rakhi Soni – Science Section		
10. Sports Board		
Rajesh Kundu (President).		
Neelam Dahiya (Secretary)		
Satish Yadav		
Mukesh Kumar		
Sandeep Yadav		
Vandana Dangi		
Ajay Kumar		
Kaushal Phogat		
11. Cultural Activity		
Surender(C)		
Lalita Gaur		
Meenu Sharma		
Vandana Dangi		
Anjana Sharma		
Pardeep Singh		
Pooja Singh		
Monika Sahrawat		
Alka		
Kalyani		
Jyoti Rani		
Latika Gauba		
Vikas		
12. Shamiyana/ Pandal/Sitting /Mike etc		
Bahadur Singh (C)		
Satish Yadav		
Vijay veer (Mike)		
13. Lunch/ Refreshment Committee		
a. Principal Office		
Pooja Singh(C)		
Monika Yadav (Economics)		
Kavita Dua		
b. Students		
Monika Sahrawat(C)		
Reshma Yadav		
Meenu Mendiratta		
Ritu Phogat		
Savita (Economics)		
14. NSS		
Monika Sahrawat(Girls)		
Harish Kumar (Boys)		
15. Time Table/Workload		
Sandeep Yadav (C)		
Ajay Kumar		

Dr Mukesh Kumar		
Harish Kumar		
Venu		
Shubhra Jain		
Priya Sharma		
Shaili soni		
16. Banner/ Printing		
Bahadur Singh (C)		
Sonika Dangi		
Satish Yadav		
Mukesh Kumari		
Monika Sahrawat		
Monika Yadav (Economics)		
Jagdish Chand		
17. Photography		
Surender Kumar(C)		
Rajesh Kumar (CS)		
Brijesh Kumar		
18. Property		
Ajay Kumar (Wooden)		
Dr Mukesh Kumar (Plastic)		
Satish Yadav(Steel)		
19. Staff and Social Secretary		
Lalita Gaur		
20. Decoration Committee		
Mukesh kumari (C)		
Anjana Sharma		
Reshma Yadav		
Monika Sehrawat		
Alka		
Anita Nihaliya		
Parul Sharma		
Nirupama		
Anuradha		
Brijesh Kumar		
21 Canteen Committee		
Satish Yadav(C)		
Meenu Sharma		
Harish Kumar		
Satyam		
Rajesh Kumar (CS)		
22 Cleanliness/ Beautification		
Meenu Sharma(C)		
Ajay Kumar		
1 Block A (Principal office and parking area)		
Neelam		
Nirupama		
Savita (Economics)		
Ritu		
Hema Jandsalar		
B-Computer Department and Lawn		
Venu		
Pooja Rani (CS)		
Seema		
C-Block B (Staff room , class rooms)		
Meenakshi Dalal		

Monika Yadav (Economics)		
Meenu Mehandiratta		
D- Block C(Arts, lawn, class rooms)		
Anjana Sharma		
Somi Devi		
Mohita Sharma		
Nisha Yadav		
E-Science Block (With Front and back Lawn)		
Reena		
Kalyani		
Pooja Rani (Chem)		
F- Multipurpose Hall and ground		
Satish Yadav		
Ravi Deswal		
Vijayveer		
G-Commerce Block and Basket ball ground		
Reshma Yadav		
Nisha Rani		
Meenakshi		
Latika Gauba		
Kavita Dua		
H-Library , Canteen and open air theatre		
Shilpa Thakral		
Priya Sharma		
23. Invitation Committee		
Sonika Dangi (C)		
Lalita Gaur		
Vandana Yadav		
Ritu phogat		
Kavita Dua		
24. Prize Committee		
Satyam		
Lalita Yadav		
Jyoti Rani		
Shilpa Thakral		
25. Lecture Shortage		
Science - Mukesh Kumari		
Alka		
Renu Saini(CS)		
Commerce - Vandana Dangi		
Priya Sharma		
Arts - Bahadur Singh		
Sangeeta		
26. Legal Literacy Cell/Literacy cell		
Dr Mukesh Kumar (Commerce)		
Reena		
Meenakshi		
Anita Nihaliya		
Shaili Soni		
Kanta		
27. RTI		
Sandeep Yadav(SPIO)		
Rohit Sharma(APIO)		
Anita Nihaliya		
Parul Sharma		
Bhawana Yadav		

Seema Hooda		
Hema Jandsalar		
28. Legal Matters		
Sandeep Yadav(Convenor)		
Rajesh Kundu		
Saish Yadav		
Rohit Sharma		
Devdatt Sharma		
29. Carrier Guidance/ Placement Cell/Entrepreneur Cell		
Rohit Sharma (C)		
Ajay Kumar		
Kaushal Phogat		
Vandana yadav		
Brijesh Kumar		
Ritu phogat		
Bhawana Yadav		
29. Apprentice Cell		
Sonika Dangi (C)		
Ajay Kumar		
Vikas Bansal		
Devdatt Sharma		
30. Building Fund Committee/Dilapidation/ Civil Repairs /Up gradation/ PWD B &R		
Satish Yadav(C)		
Ravi Sheoran		
Nisha Yadav		
Vijay Veer		
Vikas		
31. Railway Pass/ Bus Pass		
Ajay Kumar(C)		
Brijesh Kumar		
Vandana Yadav		
Arun		
32. Certificate Writing Committee		
Reena Rani(C)		
Priyanka Balhara		
Shilpa Thakral		
Meenakshi		
Shubhra Jain		
33. Annual Report Preparation		
Surender Kumar(C)		
Pooja Singh		
Reshma Yadav		
Monika Yadav		
Sheela		
34. MIS Committee		
Venu		
Seema		
Hema		
Devdatt Sharma		
35. Website Development		
1.Neelam (C)		
3 Venu		
4. Monika Yadav		
5. Sheela		
36. Scholarship committee		
Dr Mukesh Kumar (C)		

Reena(SC)		
Krishan Kumar(Clerk)		
Rakhi Soni(BC)		
Arun		
Sonika Dangi (C) all merit/NSP		
Monika Yadav (Economics)		
37. Liaison with District Administration and HEC Office		
Sanjay Katyal(C)		
Harish Kumar		
Swati Bansal		
38. Soft Skills		
All Members of English Department		
39. Income Tax and Property Return		
Mukesh kumar(C)		
Sandeep Yadav		
Vandana Dangi		
Kaushal Phogat		
40. Educational Tour and Exceursion (boys and Girl)		
Anjana sharma (C)		
Ravi Sheoran		
Monika Sehwawat		
Shubhra Jain		
Bhawana Yadav		
Vikas		
41. Dispensary/Red Cross/Red Ribbon/ Blood Donation /Pulse Polio		
Harish Kumar (c)		
Dr Mukesh Kumar (Commerce)		
Monika Sahrawat		
Brijesh kumar		
Savita (Economics)		
42. Grievance and Redressal Cell/ICC		
Rajesh Kundu (C)		
Neelam		
Meenu Sharma		
Meenakshi Dalal		
Kaushal Phogat		
Mukesh Kumar		
43. Anti Ragging		
Neelam (C)		
Vandana Dangi		
Sandeep Yadav		
Meenu Sharma		
44. Press and Media		
Surender Kumar(C)		
Pardeep Singh (BTTM)		
Ravi Deswal		
Swati Bansal		
45. Alumni		
Reena (C)		
Meenu Sharma		
Anjana Sharma		
Pooja Singh		
Reena Rani		
Somi Devi		
Kalayni		
Ritu sharma		

46. NCC		
Boys Unit	Girls Unit	
Satish Yadav	Reena	
Ravi Deswal	Nisha Rani	
47. Aadhar Card/Voter Card		
Surender Kadian (C)		
Sangeeta		
Vikas		
48. Earn While You Learn		
Mukesh kumari (C)		
Reena Rani		
Rakhi Soni		
Kalyani		
Somi Devi		
Mohita Sharma		
Nisha Yadav		
49. Solar Power Plant		
Ravi Sheoran (C)		
Ravi Deswal		
Vijay Veer		
50. PFMS		
Mukesh Kumar(Burser)		
Harish Kumar(Checker)		
Dev Dutt Sharma (Maker)		
51. Purchase Committee		
All Hods and Activity Incharges as per requirement		
52. Digital Lounge		
Sanjay Katyal(C)		
Priyanka Balhara		
Kanta		
Ritu sharma		
53. Public Health and Hygiene		
Surender Kumar(C)		
Sonika Dangi		
Kaushal Phogat		
Meenu Mehandiratta		
54. SAF/Student Welfare Committee		
Venu		
Satyam		
Savita		
Ravi Deswal		
55. Electricity and electric repair Etc		
Ravi Sheoran		
Pardeep Kumar		
Dr Mukesh Kumar (Commerce)		
Jagdish Chand		
Vijayveer		
56. Library Committee		
Pardeep Kumar(C)		
Sanjay Katyal		
Vandana Dangi		
Ajay Kumar		
Saily Soni		
Meena Rani		
57. GeM		
Sanjay Katyal(C)		

Harish Kumar		
Dr Mukesh Kumar		
Bahadur Singh		
58.HRMS		
Priyanka Balhara		
Rohit Sharma		
Seema Hooda		
Hema		
59. Bio metric Machine		
Rakhi Soni(C)		
Venu		
Priyanka Balhara		
Kanta		
Monika Yadav		
60. Anti Smoking		
Bahadur Singh (C)		
Rajesh Kumar		
61. Hardware/ Software Maintenance		
Neelam (C)		
Ms Venu		
Sanjay Katyal		
Rakhi Soni		
Priyanka Balhara		
62. Multipurpose Hall Committee		
Satish Yadav(C)		
Ravi Sheoran		
Jagdish Chand		
Rajesh Kumar		
Vikas		
Birender LA		
63. Days Celebration and record maintenance of events		
Lalita Gaur (C)		
Rohit		
Meena Rani		
64. Gown and Badges		
Reshma Yadav(C)		
Ravi Sheoran		
Vijayveer		
65. Record of Trophy Shield		
Rohit Sharma (C)		
Pardeep Singh (BTTM)		
Vandana Yadav		
Mohita Sharma		
66. Student with Disability		
Surender Kadiyan(C)		
Ajay Kumar		
Priya Sharma		
Latika Gauba		
67. Road Safety & Traffic		
Pardeep Singh (BTTM)		
Monika Sahrawat		
Bhawana Yadav		
Anuradha		
Shaili Soni		
Kavita Dua		
68. Section Formation		

Science	Rohit Sharma ,Kalyani ,Somi Devi		
Commerce	Kaushal Phogat, Anuradha		
Arts	Meenu Sharma ,Pooja SinghSangeeta ,Vandana Yadav		
Computer Science	Lalita Yadav,Jyoti		
69. Stationery Committee			
	Harish Kumar (c)		
	Satish Yadav		
	Satyam Psy		
	Shilpa Thakral		
	Deepak Kumar		
70. Seminar Hall Committee			
	Satyam (C)		
	Rakhi Soni		
	Sumit(Peon)		
71. Parivar Pahchan Patra			
	Ravi Sheoran (C)		
	Jyoti Rani		
	Latika Gauba		
	Meena Rani		
72. Eco Friendly/ Green Campus Committee			
	Meenu Sharma(C)		
	Mukesh Kumari		
	Kanta		
	Pooja Rani (CS)		
73. Online Admission Committee			
	Sanjay Katyal (Nodal Incharge)		
	Neelam		
	Venu		
	Rakhi Soni		
	Priyanka Balhara		
74. fee Refund Committee			
	Priyanka Balhara(C)		
	Monika Yadav		
	Seema Hooda		
75. Out Source Committee			
Rajesh Kundu (C)			
	Neelam		
	Sandeep Yadav		
	Meenakshi Dalal		
	Mukesh Kumar(Burser)		
76. Driving Licence			
	Ravi Sheoran (C)		
	Swati Bansal		
	Parul Sharma		
77. Passport Committee			
	Mukesh kumari (C)		
	Satyam		
	Mohita		
	Meenu Mehandiratta		
	Nirupama		

Sangeeta		
Brijesh		
78. Extension Lecture Committee		
Rajesh Kundu (C)		
Meenakshi Dalal		
Neelam		
Meenu Sharma		
Sandeep Yadav		
79. CCTV/Networking		
Rohit Sharma (C)		
Dr Mukesh Kumar (Commerce)		
Lalita Yadav (CS)		
Kanta		
Nirupama		
80.UGC		
Lalita Gaur (C)		
Alka(Chemistry)		
81.Cartridge Refilling		
Vikas Bansal(C)		
Pooja Rani (Chem)		
82.HKRN		
Harish Kumar		
Satyam Psy		
Nisha Yadav		
Devdatt Sharma		
83.CSR		
Rajesh Kundu		
Neelam		
Mukesh Kumar(Burser)		
Sandeep Yadav		
Meenakshi Dalal		
Satish Yadav		
84. Eduset		
Pardeep Kumar(C)		
Ravi Deswal		
Parul Sharma		
85. E-office Committee		
Sanjay Katyal		
Rajesh Kumar (CS)		
Lalita Yadav		
Pooja Rani (CS)		
86. NEP		
Vandana Dangi(C)		
Meenakshi Dalal		
87. Proctorial Committee		
Neelam		
Venu		
87.Mentor Mentee Committee		
Neelam (C)		
Priyanka Balhara-Computer Sc		

Meenu Sharma-Arts		
Kaushal Phogat-Commerce		
Mukesh Kumari-Science		
Anjana Sharma-BTTM		
88. LMS Committee		
Venu		
Sanjay Katyal		
Kanta		
89. Parivar Pahchan Patra Committee		
Dr. Mukesh		
Meena Rani		
Latika Gauba		
Rajesh Kumar		

