

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.

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	Dr. Anju Jain Dr. S.S. Nain Dr. S.K. Pandey Ms. Pinki Gupta 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		1. Dr. V.K. Jain – Advisor

	Career Counseling & Guidance and Placement Cell	<ol style="list-style-type: none"> 2. Sh. S.K. Bathla – Convener 3. Dr. Bharti Vij – Co-convener 4. Dr. Surjeet Singh 5. Dr. AnuradhaSheokand 6. Dr. KuldeepYadav 7. Dr. Shika Jaggi 8. Dr. Jyoti
18	Magazine Committee	<ol style="list-style-type: none"> 1. Dr. Geeta Salwan- Editor-in-Chief <p style="text-align: center;">Associate Editors:</p> <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Editor in Chief - Dr. R.P. Singh <p>Associate Editors:</p> <ol style="list-style-type: none"> 1. Dr. V.K. Jain 2. Dr. Anupama 3. Dr. Chander Pal Punia 4. Dr. Jyoti
20	Research Projects and Seminars	<ol style="list-style-type: none"> 1. Dr. Rajendera 2. Dr. Surender Kundu 3. Dr. Anupama Sihag 4. Dr. Tripti Sharma 5. Dr. Niyti
21	Women Cell	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 1. Capt. (Dr.) S.S. Nain 2. Ms. Sujata Goyal

	NCC (Girls)	
23	NSS Programme Officer	<ol style="list-style-type: none"> 1. Dr. Dharamveer Saini 2. Dr. Anish Kumar 3. Dr. Shikha Jaggi
24	NSS Advisory	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Dr. Seema Rana 2. Dr. Anshu Chaudhary 3. Ms. Nishtha Saxena 4. Dr. Ritu Gupta
27	Legal Literacy Cell	<ol style="list-style-type: none"> 1. Ms. Rachana Khanna 2. Dr. Tripti Sharma 3. Ms. Nishtha Saxena
28	ICT Facilities Website ERP Lease Line Smart Rooms etc.	<ol style="list-style-type: none"> 1. Ms. Upinder Kaur 2. Dr. Surjeet 3. Ms. Neelam 4. Mr. Deepak - Librarian 5. Mr. S.K. Bathla

29	Anti-Ragging Committee	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Dr. V.K. Bindal 2. Dr. S.K. Pandey 3. Sh. Satish Moudgil
37	Beautification of Campus/ Sanitation/ Drinking Water Committee	<ol style="list-style-type: none"> 1. Dr. V.K. Bindal 2. Dr. Kuldeep Yadav 3. Dr. Meenu Rathi 4. Dr. Shikha Jaggi
38	Construction & Repair Committee	<ol style="list-style-type: none"> 1. Sh. Satish Moudgil 2. Sh. S.K. Bathla 3. Sh. Brijesh Kumar 4. Dr. Amita 5. Dr. Chander Pal
39	Lecture Shortage Committee	<ol style="list-style-type: none"> 1. Dr. Seema Rana 2. Dr. Suman 3. Dr. Neha Aggarwal 4. Dr. Sujata Goyal
40	SC/BC Cell	<ol style="list-style-type: none"> 1. Sh. Ram Murti 2. Dr. Suman 3. Dr. Rakesh Kumar 4. Mr. Parvesh Kumar
41	Red Cross & Blood Bank Committee	<ol style="list-style-type: none"> 1. Dr. Surender Kumar 2. Dr. Ravneet Kaur 3. Dr. Amita 4. Sh. Satish Moudgil
42	Red Ribbon Cell	<ol style="list-style-type: none"> 1. Dr. Rakesh Kumar 2. Dr. Shikha Jaggi 3. Dr. Meenu Rathi
43	College Dispensary	<ol style="list-style-type: none"> 1. Ms. Rachana Khanna 2. Sh. Satish Moudgil
44	Earn While You Learn (EWYL) Committee	<ol style="list-style-type: none"> 1. Sh. Sajjan Singh 2. Mr. Deepak
45	Subject Societies	All HODs will be Incharge
46	Community Service Committee	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Sh. Brijesh Kumar 2. Sh. Satish Moudgil 3. Dr. Dharamveer 4. Dr. Rajinder Kumar 5. Dr. Anish 6. Dr. Rajesh
48	Canteen Committee	<ol style="list-style-type: none"> 1. Sh. Sajjan Singh 2. Dr. V.K. Bindal 3. Dr. S.S. Nain
49	Alumni Cell	<ol style="list-style-type: none"> 1. Sh. Satish Moudgil 2. Dr. Bharti Vij 3. Dr. Jyoti
50	Electricity, Generator Set & Public Health Committee	<ol style="list-style-type: none"> 1. Dr. S.K. Pandey 2. Sh. S.K. Bathla
51	Prize Committee	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Dr. V.K. Bindal 2. Dr. Kuldeep Yadav 3. Dr. Meenu Rathi 4. Dr. Saroj Bala 5. Dr. Shikha Jaggi
53	Decoration Committee	<ol style="list-style-type: none"> 1. Ms. Upinder Kaur 2. Dr. Tripti 3. Dr. Ritu Gupta 4. Ms. Priyanka Soni 5. Ms. Reet Kaur
54	Disposal/Auction Committee	<ol style="list-style-type: none"> 1. Sh. Brijesh Kumar 2. Sh. Satish Moudgil 3. Sh. S.K. Bathla 4. Dr. Dharamveer

55	Invitation Committee	<ol style="list-style-type: none"> 1. Dr. Suman 2. Dr. Amita 3. Sh. Satish Moudgil
56	Photography	<ol style="list-style-type: none"> 1. Dr. Chander Pal 2. Dr. Niyti 3. Dr. Tripti
57	Press & Publicity	<ol style="list-style-type: none"> 1. Dr. Rakesh Kumar 2. Dr. Chander Pal Punia 3. Ms. Nishtha Saxena 4. Dr. Ritu Gupta
58	Important Days Celebration	<ol style="list-style-type: none"> 1. Dr. Rakesh Kumar 2. Dr. Saroj Bala 3. Sh. Parvesh Kumar 4. Dr. Tripti
59	Language Lab.	<ol style="list-style-type: none"> 1. Dr. Rajindera 2. Dr. Ritu Gupta 3. Ms. Nishtha Saxena
60	College Property Committee	<ol style="list-style-type: none"> 1. Sh. S.K. Bathla 2. Dr. V.K. Bindal 3. Ms. Upinder Kaur 4. Sh. Satish Moudgil
61	Data Base Committee	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Dr. Geeta Salwan 2. Ms. Rachana Khanna 3. Dr. Bharti 4. Dr. Amita 5. Dr. Anupama
63	RUSA	<ol style="list-style-type: none"> 1. Sh. S.K. Bathla 2. Ms. Upinder Kaur 3. Dr. Jyoti 4. Dr. Anshu Chaudhary

64	Fee Concession	<ol style="list-style-type: none"> 1. Dr. Anju Jain 2. Dr. V.K. Jain 3. Sh. Sajjan Singh
65	Minority Scholarship	<ol style="list-style-type: none"> 1. Ms. Neelam Kharangar 2. Ms. Manjeet Kaur
66	National Academic Depository (NAD) Portal	<ol style="list-style-type: none"> 1. Dr. S.S. Nain 2. Dr. Surjeet Singh 3. Ms. Neelam Kharangar 4. Dr. Meenu Rathi
67	Anti – Ragging Squad	<ol style="list-style-type: none"> 1. Dr. GeetaSalwan Convener 2. Sh. Sajjan Singh Member 3. Sh. Brijesh Kumar Member 4. Mr. Parul, M.A.-II Member 5. Ms. Neha, M.A.-II Member 6. Mr. Rohtash, Watchmen Member 7. Mr. Gyan, Watchmen Member
68	Energy Conservation Cell	<ol style="list-style-type: none"> 1. Dr. V.K. Bindal - Convener 2. Sh. S.K. Bathla - Co-convener 3. Dr. Bharti Vij - Member 4. Dr. Kuldeep Yadav - Member 5. Dr. Dharamveer - Member 6. Dr. Anish - Member 7. Dr. SarojBala - Member
69	MIS Portal Committee	<ol style="list-style-type: none"> 1. Ms. Upinder Kaur – Convener 2. Ms. Neelam - Member 3. Dr. Surjeet Singh - Member 4. Mr. Deepak - Member 5. Mr. Sanjeev, L.A. - Member