

**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. 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	<b>College Council, Planning Board and Reception Committee</b>	I. Dr. Anju Jain II. Dr. V.K. Jain III. Dr. Seema Kansal IV. Sh. Sajjan Singh V. Ms. Rachana Khanna VI. Dr. S.K. Gasso VII. Sh. S.K. Bathla
2	<b>IQAC and NAAC Committee</b>	I. Dr. Anju Jain II. Sh. S.K. Bathla III. Dr. S.K. Pandey IV. Ms. Neelam V. Ms. Pinki Gupta VI. Ms. Pinki VII. Ms. Kamlesh Kumari VIII. Ms. Upinder Kaur
3	<b>Bursar</b>	Dr. V.K. Jain
4	<b>Staff Secretary</b>	Dr. Anju Jain
5	<b>Dean Student Welfare</b>	Sh. Brijesh Kumar
6	<b>Spot Evaluation</b>	Ms. Rachana Khanna
7	<b>Incharge (University Work) and Controller of Examinations (Internal Exam, University Examination &amp; Result Verification)</b>	I. Ms. Rachana Khanna II. Dr. S.K. Pandey III. Dr. Surender Kundu IV. Dr. Rajesh Kumar V. Dr. Dharamveer VI. Dr. Anish
8	<b>Attestation Committee</b>	I. Dr. Anju Jain II. Dr. V.K. Jain III. Sh. S.K. Bathla IV. Dr. Rajindera V. Dr. S.S. Nain
9	<b>Purchase Committee</b>	I. Dr. S.S. Nain II. Dr. S.K. Pandey III. Dr. Amit Kumar IV. Dr. Rajinder Kumar
10	<b>Senior Mentor (Boys)</b>	I. Dr. S.K. Gasso

	<b>Senior Mentor (Girls)</b>	II. Dr. Seema Kansal
11	<b>Time-Table Committee</b>	I. Dr. R.P. Singh, Principal II. Dr. V.K. Jain III. Sh. S.K. Bathla
12	<b>Stage Secretary Committee</b>	I. Dr. Amit Kumar II. Ms. Manjeet Kaur III. Dr. Anupama Sihag
13	<b>Career Counseling &amp; Guidance and Placement Cell</b>	I. Dr. V.K. Jain (for Commerce) II. Sh. S.K. Bathla (for Science) III. Mrs. Kamlesh (for Arts) IV. Dr. Surjit Singh V. Ms. Pinki Gupta VI. Dr. Ravneet Kaur VII. Dr. Anupama Sihag VIII. Dr. Shikha Jaggi IX. Dr. Jyoti
14	<b>Magazine Committee</b>	I. Dr. Seema Kansal - Editor-in-Chief Associate Editors: II. Dr. S.K. Gasso – Punjabi Section III. Dr. Rajindera – Sanskrit Section IV. Dr. Ravneet Kaur – Planning Board V. Dr. Chander Pal – News Section VI. Dr. Niyti – Science Section VII. Dr. Ritu Gupta - Hindi Section VIII. Dr. Jyoti- English Section
15	<b>Editorial Board of Research Journal</b>	I. Editor in Chief - Dr. R.P. Singh Associate Editors: II. Dr. V.K. Jain III. Dr. Anupama IV. Dr. Chander Pal Punia V. Dr. Jyoti
16	<b>Women Cell</b>	I. Dr. Bharti II. Dr. Saroj Bala III. Dr. Meenu Rathi IV. Dr. Neha Aggarwal V. Dr. Tripti Sharma VI. Dr. Jyoti Sorout
17	<b>NCC (Boys)</b>  <b>NCC (Girls)</b>	I. Capt. (Dr.) S.S. Nain  II. Dr. Ritu Gupta

18	<b>NSS Programme Officer</b>	I. Dr. Dharamveer Saini II. Dr. Anish Kumar III. Dr. Saroj Bala
19	<b>NSS Advisory</b>	I. Sh. Brijesh Kumar II. Sh. Satish Moudgil III. Sh. Surander Kundu IV. Dr. Anupama V. Dr. Chander Pal VI. Mr. Parvesh Kumar VII. Dr. Rajesh
20	<b>Discipline Committee</b>	I. Sh. Sajjan Singh II. Sh. Brijesh Kumar III. Sh. Satish Moudgil IV. Dr. K.K. Punia V. Dr. Anuradha VI. Dr. Amit Kumar VII. Dr. Surjeet Singh VIII. Ms. Pinki IX. Dr. Surender Kundu X. Dr. Dharamveer Saini
21	<b>Annual Report/ News Letter</b>	I. Dr. Anshu Chaudhary II. Dr. Ritu Gupta
22	<b>Legal Literacy Cell</b>	I. Ms. Rachana Khanna II. Dr. Tripti Sharma
23	<b>ICT Facilities Website ERP Lease Line Smart Rooms etc.</b>	I. Ms. Upinder Kaur II. Dr. Surjeet III. Ms. Neelam IV. Mr. Deepak - Librarian V. Mr. S.K. Bathla
24	<b>Anti-Ragging Committee</b>	I. Dr. Anju Jain II. Sh. Sajjan Singh III. Dr. S.K. Gasso IV. Dr. Anuradha V. Dr. Bharti Vij

		VI. Dr. Meenu Rathi
25	<b>Grievance Redressal Committee</b>	I. Dr. Rachana Khanna II. Dr. S. S. Nain III. Sh. Brijesh Kumar IV. Ms. Neelam V. Ms. Pinki Gupta
26	<b>Library and Book Bank Committee</b>	I. Dr. S.K. Gasso II. Dr. S.K. Pandey III. Ms. Neelam IV. Mr. Deepak V. Dr. Surender Kumar VI. Dr. Bharti Vij VII. Dr. Shikha Jaggi
27	<b>Cultural Committee</b>	I. Dr. Rajendera II. Dr. K.K. Punia III. Dr. Amita IV. Ms. Manjeet Kaur V. Dr. Anuradha VI. Dr. Chander Pal VII. Dr. Rajinder Kumar VIII. Dr. Anshu Chaudhary IX. Sh. Satish Moudgil
28	<b>Sports Council</b>	I. Sh. Brijesh Kumar II. Sh. Sajjan Singh III. Dr. S.S. Nain IV. Dr. K.K. Punia V. Dr. Amit Kumar VI. Dr. Surjeet Singh VII. Dr. Anuradha Sheokand VIII. Dr. Rakesh Kumar IX. Sh. Satish Moudgil X. Dr. Rajinder Deswal
29	<b>Seating-Sound/Physical Arrangement Committee</b>	I. Dr. K.K. Punia II. Mr. Ram Murti III. Dr. Surjeet IV. Dr. Rajinder Kumar V. Dr. Anish Kumar
30	<b>Refreshment Committee</b>	I. Dr. S.K. Pandey II. Sh. Satish Moudgil
31	<b>Beautification of Campus/ Sanitation/ Drinking Water Committee</b>	I. Dr. Kuldeep Yadav II. Dr. Meenu Rathi III. Dr. Shikha Jaggi

32	<b>Construction &amp; Repair Committee</b>	<ul style="list-style-type: none"> <li>I. Sh. S.K. Bathla</li> <li>II. Sh. Satish Moudgil</li> <li>III. Sh. Brijesh Kumar</li> <li>IV. Dr. Amita</li> <li>V. Dr. Chander Pal</li> </ul>
33	<b>Lecture Shortage Committee</b>	<ul style="list-style-type: none"> <li>I. Dr. Suman</li> <li>II. Dr. Neha Aggarwal</li> <li>III. Dr. Sujata Goyal</li> </ul>
34	<b>SC/BC Cell</b>	<ul style="list-style-type: none"> <li>I. Sh. Ram Murti</li> <li>II. Dr. Suman</li> <li>III. Dr. Rakesh Kumar</li> <li>IV. Mr. Parvesh Kumar</li> </ul>
35	<b>Red Cross &amp; Blood Bank Committee</b>	<ul style="list-style-type: none"> <li>I. Dr. Parvesh Kumar</li> <li>II. Dr. Ravneet Kaur</li> <li>III. Dr. Amita</li> <li>IV. Sh. Satish Moudgil</li> </ul>
36	<b>Red Ribbon Cell</b>	<ul style="list-style-type: none"> <li>I. Dr. Rakesh Kumar</li> <li>II. Dr. Shikha Jaggi</li> <li>III. Dr. Meenu Rathi</li> </ul>
37	<b>College Dispensary</b>	<ul style="list-style-type: none"> <li>I. Ms. Rachana Khanna</li> <li>II. Sh. Satish Moudgil</li> </ul>
38	<b>Earn While You Learn (EWYL) Committee</b>	<ul style="list-style-type: none"> <li>I. Sh. Sajjan Singh</li> <li>II. Mr. Deepak</li> </ul>
39	<b>Subject Societies</b>	All HODs will be Incharge
40	<b>Community Service Committee</b>	<ul style="list-style-type: none"> <li>I. Dr. S.K. Pandey</li> <li>II. Dr. Amit Kumar</li> <li>III. Dr. Dharamveer</li> <li>IV. Dr. Meenu Rathi</li> <li>V. Dr. Shikha Jaggi</li> <li>VI. Sh. Satish Moudgil</li> </ul>
41	<b>Cycle Stand Committee</b>	<ul style="list-style-type: none"> <li>I. Sh. Brijesh Kumar</li> <li>II. Sh. Satish Moudgil</li> <li>III. Dr. Dharamveer</li> <li>IV. Dr. Rajinder Kumar</li> <li>V. Dr. Anish</li> </ul>

		VI. Dr. Rajesh
42	<b>Canteen Committee</b>	I. Dr. Rajendera II. Dr. S.S. Nain III. Dr. Anuradha
43	<b>Alumni Cell</b>	I. Sh. Satish Moudgil II. Dr. Bharti Vij III. Dr. Jyoti
44	<b>Electricity, Generator Set &amp; Public Health Committee</b>	I. Dr. S.K. Pandey II. Sh. S.K. Bathla
45	<b>Prize Committee</b>	I. Dr. V.K. Jain II. Dr. Amita III. Ms. Manjeet Kaur IV. Dr. Saroj Bala V. Dr. Anshu Chaudhary VI. Dr. Neena
46	<b>ECO Club</b>	I. Dr. Kuldeep Yadav II. Dr. Meenu Rathi III. Dr. Saroj Bala IV. Dr. Shikha Jaggi
47	<b>Decoration Committee</b>	I. Dr. Meenu Rathi II. Dr. Tripti III. Dr. Ritu Gupta IV. Dr. Niyti V. Dr. Shikha Jaggi
48	<b>Disposal/Auction Committee</b>	I. Sh. Brijesh Kumar II. Sh. Satish Moudgil III. Sh. S.K. Bathla IV. Dr. Dharamveer
49	<b>Invitation Committee</b>	I. Dr. Suman II. Dr. Amita III. Sh. Satish Moudgil
50	<b>Photography</b>	I. Dr. Chander Pal II. Dr. Niyti III. Dr. Tripti
51	<b>Press &amp; Publicity</b>	I. Dr. Amit Kumar II. Dr. Rakesh Kumar III. Dr. Chander Pal Punia IV. Dr. Ritu Gupta
52	<b>Important Days Celebration</b>	I. Dr. Rakesh Kumar II. Dr. Saroj Bala III. Sh. Parvesh Kumar

		IV. Dr. Tripti
53	<b>Language Lab.</b>	I. Dr. Rajindera II. Dr. Ritu Gupta
54	<b>College Property Committee</b>	I. Sh. S.K. Bathla II. Dr. S.K. Pandey III. Sh. Satish Moudgil
55	<b>Data Base Committee</b>	I. Sh. S.K. Bathla II. Dr. Suman III. Ms. Upinder Kaur IV. Dr. Surjeet Singh V. Ms. Neelam VI. Ms. Pinki VII. Dr. Shikha Jaggi VIII. Dr. Anshu Chaudhary
56	<b>Committee against sexual harassment of women at workplace</b>	I. Ms. Rachana Khanna II. Dr. Bharti III. Dr. Amita IV. Dr. Anupama
57	<b>RUSA</b>	I. Sh. S.K. Bathla II. Ms. Upinder Kaur III. Dr. Jyoti IV. Dr. Anshu Chaudhary
58	<b>Fee Concession and Scholarship</b>	I. Dr. V.K. Jain II. Ms. Neelam III. Dr. Parvesh

**Principal**



**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT**

**NOTICE**

**Dated: 16.01.2021**

As per directions of Director Higher Education, Haryana and Vice Chancellor, KUK a Collegiate Student Grievance Redressal Committee (CSGRC) is hereby constituted.

1. Dr. R.P. Singh, Principal – Chairperson
2. Dr. V.K. Jain – Member nominated by the Principal
3. Sh. Sajjan Singh - Member nominated by the Principal
4. Ms. Rachana Khanna – Member nominated by the Principal
5. Ms. Rabnoor - Special invitee (Student representative)

The terms of the members and the special invitee shall be two years.

**Principal**

**GANDHI MEMORIAL NATIONAL (P.G.) COLLEGE, AMBALA CANTT****Dated: 11.12.2020****NOTICE**

The following staff members are hereby assigned the duty of Spot Evaluation Centre for the session 2020-21.

1. Mrs. Rachana Khanna - Assistant Coordinator
2. Mr. Sanjeev Kumar - Clerk
3. Mr. Dharam Singh - Peon
4. Mr. Kishori Lal - Chowkidar

**Principal**

**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT**

**NOTICE**

**Dated: 08.12.2020**

**The following committees have been constituted for stock verification.**

**1. Computer Science Department**

Sh. S.K. Bathla  
Dr. S.K. Pandey  
Mr. Deepak Kumar (Librarian)

**2. Physics Department**

Ms. Neelam  
Dr. Anupama  
Dr. Neha Aggarwal

**3. Chemistry Department**

Ms. Upinder Kaur  
Dr. Surjeet Singh  
Dr. Shikha Jaggi

**4. Zoology and Botany Departments**

Dr. S.K. Pandey  
Dr. Kuldeep Yadav  
Dr. Rajesh Kumar

**5. Sports Department**

Sh. Sajjan Singh  
Dr. S.S. Nain  
Dr. Rakesh Kumar

**6. Electricity Goods**

Dr. V.K. Jain  
Dr. Niyti  
Ms. Sujata Goyal

**7. General Goods in Admn. Office**

Dr. Anuradha Sheokand  
Dr. Ravneet Kaur  
Dr. Meenu Rathi

**8. Music (Vocal and Instrument) Department**

Dr. Rajendera  
Dr. K.K. Punia  
Dr. Amit Kumar

**9. Mass Communication Department**

Dr. V.K. Jain  
Dr. Seema Kansal  
Sh. S.K. Bathla

The senior most member of the committee will be the Convener.

The concerned Head of Department and Convener of the committee are requested to see that the stock verification is completed within 15 days.

**Principal**

**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT**

**NOTICE**

**Dated: 10.12.2020**

**The following committee has been constituted for stock verification of Psychology Department.**

Dr. S.S. Nain - Convener

Sh. Brijesh Kumar – Member

Sh. Ram Murti - Member

The concerned Head of Department and Convener of the committee are requested to see that the stock verification is completed within 15 days.

**Principal**

**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT**

**NOTICE**

**Dated: 01.12.2020**

**Scholarship Committee** is hereby constituted consisting of the following staff members for the session 2020-21.

1. Dr. V.K. Jain – Convener
2. Ms. Neelam – Member
3. Dr. Parvesh Kumar – Member

**Principal**

**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT**

**NOTICE**

**Dated: 27.01.2021**

As per directions of Kurukshetra University, Kurukshetra, the following staff members are nominated for **“Aatamnirbhar Haryana”** programme.

1. Dr. Rakesh Kumar – Nodal Officer
2. Dr. Anish Kumar – Member

**Principal**

**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT****NOTICE****Dated: 04/12/2020**

The following members of the teaching staff will constitute the Advisory Committee of Youth Red Cross for the session 2020-21.

The coordinator of the committee will be Dr. Parvesh Kumar

1. Sh. Satish Moudgil
2. Sh. Brijesh Kumar
3. Dr. Rakesh Kumar
4. Dr. Chander Pal Punia
5. Dr. Anshu Chaudhary
6. Dr. Neha Aggarwal
7. Dr. Rajinder Kumar

**Principal**

**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT****NOTICE****Dated: 24.12.2020**

The **Road Safety Club** consisting of the following members is hereby constituted for the session 2020-21.

- |                         |               |
|-------------------------|---------------|
| 1. Dr. Chanderpal Punia | Nodal Officer |
| 2. Dr. Kuldeep Yadav    | Member        |
| 3. Dr. Shikha Jaggi     | Member        |
| 4. Dr. Rajinder Deswal  | Member        |

**Principal**



**GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT****NOTICE****Dated: 11.04.2021**

The **Swami Vivekanand Youth Cell** consisting of the following members is hereby constituted for the session 2020-21.

- |                          |               |
|--------------------------|---------------|
| 1. Dr. Anish Kumar       | Nodal Officer |
| 2. Dr. Chander Pal Punia | Member        |
| 3. Dr. Kuldeep Yadav     | Member        |
| 4. Dr. Dharamveer Saini  | Member        |

**Principal**