

# **OFFICE OF THE PRINCIPAL, THE E5 COLLEGE FOR WOMEN, GARHI, HANSI**

## **Annual Duty List for Session: 2023-24**

Memo No: E5/2023/

Date: 01-09-2023

The following committees have been constituted for the smooth functioning of the College. The below listed Annual duties will come into force with immediate effect. The conveners / in charges of various activities shall note down the names of the faculty members attached with them during this session. Concerned Committees are also supposed to complete the job well in time assigned to them during the academic session 2023-24. Here follows the list to be noted down by the concerned teachers:

### **1. COLLEGE COUNCIL / PARENT TEACHER INTERACTION:**

**Chairperson: Dr. Ram Partap – Principal**

#### **Members:**

1. Dr. Bhawna
2. Dr. Chandresh
3. Mrs. Kajal
4. Ms. Monika
5. College Bursar (**Special Invitee**)

### **2. MENTOR AND TUTORIAL BOARD:**

1. Dr. Bhawna (Senior Mentor) – Girls

### **3. COLLEGE BURSAR:**

1. Ms. Monika Bajaj-Com

### **4. STAFF & SOCIAL SECRETARY:**

1. Mrs. Kajal (Staff)
2. Ms. Shweta (Social)

### **5. PROCTORIAL BOARD / STUDENTS COUNSELLING CELL:**

1. Dr. Chandresh -Convener
2. Mrs. Pooja Duhan
3. Ms. Saroj

### **6. TIME-TABLE, WORK LOAD, SECTION FORMATION & SUBJECT CHANGE-**

- 1 – Dr. Bhawna -Convener- Over All Time Table & Workload
2. Mrs. Kajal
3. Ms. Yogita

#### **Subject Change-**

1. Dr. Chandresh - Convener
2. Ms. Shweta
3. Ms. Saroj

**7. BUILDING Committee (Construction, Repairing, and Public Health works):**

1. Dr. Chandresh - Convener
2. Mrs. Pooja Duhan
3. Ms. Saroj
4. Ms. Preeti Sai

**8. UNIVERSITY WORKS (Inspection, RR, A. Sheets Record, ACR Results, MeritList, Internal, Practical award uploading & Remuneration /TA / DA Bills Submission etc.):**

1. Ms. Monika – Registrar
2. Ms. Yogita
3. Mrs. Mamta Kumari Dy. Supdt. (All Univ. Work)

**9. ATTESTATION OF UNIV. FORMS & ISSUES CHARACTER CERTIFICATE:**

1. Ms. Monika
2. Ms. Yogita

**10. INCOME TAX, GST AND PROPERTY RETURN COMMITTEE:**

1. Ms. Monika - Convener
2. Ms. Yogita

**11. COLLEGE E-MAIL NODAL OFFICER & I/c WHATS-APP GROUP:**

1. Ms. Mamta Kumari - Nodal Officer  
Dy. Supdt./ Office Incharge  
Daily Update Email, Univ. & DHE Circulars

**12. COLLEGE WEBSITE & ONLINEWORK & BULK SMS**

1. Ms. Monika - Nodal Officer
2. Mrs. Mamta Kumari Dy. Supdt.  
Uploading Lesson Plans & Arrange data etc.

**13. DHE IT MODULE & ERP (LMS, Time Table Mapping, Online Asset Mgt, Shiksha Setu Mobile App etc.)**

1. Dr. Bhawna - Convener
2. Mrs. Kajal
3. Ms. Yogita

**14. COMPULSORY COMPUTER AWARENESS LEVEL-I/II**

1. Dr. Bhawna -Convener
2. Ms. Preeti Sai

**15. RIGHT TO INFORMATION:**

1. Dr. Bhawna -(SPIO)
2. Mrs. Suman Verma Lib. - (ASPIO)
3. Mrs. Ritu Yadav PRO

**16. REFRESHMENT COMMITTEE - (For All Functions)**

1. Mrs. Suman Verma -Convener
2. Mrs. Ritu PRA
3. Mrs. Luxmi Lib. Attendent

**17. STAGE SECRETARY**

- |    |            |            |
|----|------------|------------|
| 1. | Mrs. Kajal | - Convener |
| 2. | Ms. Monika |            |
| 3. | Ms. Yogita |            |

**18. STIPEND / SCHOLARSHIPS NODAL OFFICERS:****(a) For Gen./Merit/NSP/Others all types SC/BC Scholarship-**

- |    |                 |                 |
|----|-----------------|-----------------|
| 1. | Ms. Shweta      | - Nodal Officer |
| 2. | Ms. Pooja Duhan |                 |
| 3. | Ms. Saroj       |                 |

**19. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMNT:**

- |    |                  |            |
|----|------------------|------------|
| 1. | Mrs. Kajal       | - Convener |
| 2. | Mr. Naresh Verma |            |
| 3. | Mr. Deepak       |            |

**20. AISHE, IOAC, NAAC, UGC, NEP & RUSA-**

- |    |            |            |
|----|------------|------------|
| 1. | Mrs. Kajal | -Convener  |
| 2. | Ms. Yogita |            |
| 3. | Mrs. Mamta | Dy. Supdt. |

**21. PREPARATION OF PRINCIPAL MEETINGS REPORT**

- |    |            |             |
|----|------------|-------------|
| 1. | Mrs. Kajal | - Convener  |
| 2. | Mrs. Mamta | - Dy. Supdt |

**22. WOMEN STUDIES AND DEVELOPMENT CELL:**

- |    |                    |            |
|----|--------------------|------------|
| 1. | Ms. Monika         | - Convener |
| 2. | Ms. Yogita         |            |
| 3. | Mrs. Pooja Duhan   |            |
| 4. | Ms. Preeti Sai     |            |
| 5. | Ms. Kiran          |            |
| 6. | Two Girls Students |            |

**23. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES etc.:**

- |    |                  |           |
|----|------------------|-----------|
| 1. | Mrs. Kajal       | -Convener |
| 2. | Ms. Monika       |           |
| 3. | Ms. Shweta       |           |
| 4. | Mrs. Pooja Duhan |           |
| 5. | Ms. Saroj        |           |
| 6. | Ms. Preeti Sai   |           |
| 7. | Ms. Yogita       |           |
| 8. | Ms. Kiran        |           |
| 9. | Ms. Alka         |           |

**24. INVITATION COMMITTEE FOR ALL FUNCTIONS:**

- |    |            |            |
|----|------------|------------|
| 1  | Mrs. Suman | - Convener |
| 2. | Mrs. Ritu  | - PRA      |
| 3. | Mrs. Luxmi | - Lib Att  |

**25. COLLEGE PROPERTY and M&S (Repairing of, Furniture, Trees etc.)**

1. Dr. Chandresh -Convener
2. Ms. Shweta
3. Mrs. Luxmi

**26. ANNUAL PRIZE DISTRIBUTION & PRAPARETIONOF ANNUAL REPORT:**

- 1 Ms. Monika - Convener
2. Ms. Shweta
3. Ms. Yogita
4. Ms. Preeti Sai
5. Ms. Pooja
6. Ms. Kiran

**27. CLEANLINESS, BEAUTIFICATION OF CAMPUS AND DECORATION FOR ALL FUNCTION**

1. Ms. Monika - Convener
2. Ms. Shweta
3. Ms. Saroj
4. Ms. Preeti Sai
5. Ms. Kiran

**28. COLLEGE DISPENSARY, COVID-19 SOPs BY GOVT..HEALTH FUND and RED CROSS FUND**

1. Mrs. Kajal - Convener
2. Ms. Preeti Sai
3. Mrs. Ritu
4. Mrs. Luxmi

**29. SEXUAL HARASSMENT AGAINST WOMEN / EVE TEASING (Staff/Students)**

1. Dr. Bhawna –Convener /Presiding Officer
2. Dr. Chandresh
3. Mrs. Kajal
4. Ms. Monika
5. Mrs. Seema Rani, Adv. Ch.No. 282, Hisar (9896114284)
6. Mrs. Sunita Kumari, NGO (9050032082)

**30. N.S.S.PROGRAM OFFICERS (Nodal Officer:Harit&Traffic Interpretation Centre)-**

1. Ms. Kiran - Convener

**N.S.S. Advisory Committee:**

1. Dr. Ram Partap – Patron
2. Dr. Bhawna
3. Mrs. Kajal
4. Ms. Monika
5. Ms. Shweta
6. Ms. Yogita

**31. COLLEGE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:**

1. Ms. Pooja Duhan - (Editor English)-
2. Ms. Saroj – (Editor Sanskrit & Hindi)
3. Ms. Monika – (Editor Commerce Section)
4. Ms. Preeti Sai. – (Editor Science Section)
5. Ms. Monika–Wall Magazine
6. Ms. Yogita- Planning Forum

**32. SCIENCE EXHIBITION-**

1. Ms. Preeti Sai - **Convener**
2. All Head of Concerned Departments (Members)

**33. PHOTOGRAPHY, PUBLICITY, MEDIA/PRESS REPORT INCHARGE-**

- 1 Mrs. Suman Verma Lib. - Press Report
3. Mrs. Ritu PRA - Photography

**34. RECORD OF DEGREES AND SUPERVISION OF STUDENTS D.M.Cs ENTRY.**

1. Mrs. Suman Verma Lib – **Convener**
2. Mrs. Luxmi

**35. CAREER GUIDANCE & PLACEMENT CELL (TRAINING):**

- 1 Mrs. Kajal - **Convener**
- 2 Mrs. Pooja Duhan
- 3 Ms. Saroj
- 4 Ms. Kiran

**36. LIBRARY ADVISORY (Automation & Students / Staff ID-Card etc.)-**

- Mrs. Suman Verma, Librarian - **Convener**

**Lib. Advisory Committee:**

1. Dr. Ram Partap - **Chairman**
2. Dr. Bhawna
3. All Head of Departments (Members)

**37. STUDENTS GRIEVANCES & COMPLAINTS REDRESSAL AND ANTI-RAGGING COMMITTEE:**

1. Dr. Bhawna - **Convener**
2. Mrs. Kajal
3. Ms. Monika
4. Ms. Kiran

**38. ELECTRICITY, DRINKINGWATER, R.O. SYSTEM & PUBLIC HEALTH (Wash Room) etc.:**

1. Ms. Shweta - **Convener**
2. Ms. Preeti Sai
3. Ms. Saroj

**39. LEGAL LITERACY CELL:**

1. Mrs. Kajal - **Convener**
2. Ms. Monika
3. Ms. Yogita

**40. INVERTER, UPS, BATTERY, SOLAR SYSTEM & GENERATOR SET etc.:**

1. Mrs. Ritu - Convener
2. Ms. Saroj

**41. PASS PORT / PPP (Family ID)/ ELECTION VOTER-ID, AADHAR etc.**

1. Mrs. Pooja Duahn - Nodal Officer
2. Ms. Saroj
3. Ms. Preeti Sai
4. Ms. Kiran

**42. LAB UPGRADETION**

1. Dr. Bhawna - Convener
2. 3. All Heads/In charges of the Subjects

**43. INTERNAL COMPLAINTS COMMITTEE (Staff /Students etc.)-**

1. Dr. Bhawna - Convener
2. Dr. Chandresh
3. Mrs. Kajal
4. Ms. Monika
5. Mrs. Pooja Duhan

**44. SPORTS BOARD:**

- |                         |                        |
|-------------------------|------------------------|
| • Patron -              | Principal              |
| • Member Secretary-     | Dr. Chandresh Convener |
| <b><u>Members:</u></b>  |                        |
| • Basketball -          | Ms. Kiran              |
| • Volleyball -          | Mrs. Pooja             |
| • Table Tennis -        | Ms. Yogita             |
| • Badminton -           | Ms. Saroj              |
| • Kabaddi & Wrestling - | Dr. Chandresh          |
| • Kho-Kho & Athletics-  | Ms. Saroj              |
| • Chess –               | Mrs. Kajal             |
| • Girl's Games:         | Ms. Monika             |

**45. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:**

- All Head of the Departments.

**46. RED-RIBBON CLUB:**

1. Ms. Shweta - Convener
2. Ms. Saroj
3. Ms. Kiran

**47. SOCIAL MEDIA INCHARGE (Twitter/FB/Instagram etc.)-**

1. Ms. Monika -- Convener
2. Mrs. Suman L:ib

**48. RAIN WATER HARVESTING SYSTEM-**

1. Dr. Chandresh - Convener
2. Ms. Shweta
3. Ms. Preeti sai

**49. SMART CLASS ROOMS-**

- |    |                |            |
|----|----------------|------------|
| 1. | Ms. Monika     | – Convener |
| 2. | Ms. Preeti Sai |            |

**50. DISCIPLINE MAINTAIN (FOR ALL PURPOSES):****Floor In- Charges**

- |    |                     |                      |
|----|---------------------|----------------------|
| 1. | <b>Ground Floor</b> | <b>Mrs. Ritu</b>     |
| 2. | <b>1st Floor</b>    | <b>Dr. Chandresh</b> |
| 3. | <b>2nd Floor</b>    | <b>Dr. Bhawna</b>    |
| 4. | <b>3rd Floor</b>    | <b>Ms. Monika</b>    |

- All Teaching & Non-Teaching Staff

**51. SC/ST/OBC DISCRIMINATION COMMITTEE:**

- |    |                  |            |
|----|------------------|------------|
| 1. | Dr. Bhawna       | – Convener |
| 2. | Dr. Chandresh    |            |
| 3. | Mrs. Kajal       |            |
| 4. | Ms. Shweta       |            |
| 5. | Mrs. Pooja Duhan |            |
| 6. | Ms. Saroj        |            |
| 7. | Ms. Preeti Sai   |            |

**52. DRUG PREVENTION COMMITTEE:**

- |    |                 |            |
|----|-----------------|------------|
| 1. | Mrs. Kajal      | – Convener |
| 2. | Ms. Pooja Duhan |            |
| 3. | Ms. Saroj       |            |
| 4. | Ms. Kiran       |            |

**53. FIRE SAFETY EQUIPMENT'S MAINTENANCE/REPAIR ETC. COMMITTEE:**

- |    |                  |            |
|----|------------------|------------|
| 1. | Dr. Chandresh    | – Convener |
| 2. | Mr. Naresh Verma |            |

**54. ENVIRONMENT STUDIES:**

- |    |                |           |
|----|----------------|-----------|
| 1. | Ms. Shweta     | -Convener |
| 2. | Ms. Preeti Sai |           |

**Principal**  
**The E5 College for Women**  
**Garhi, Hansi (hisar)**

**Copy to:**

1. College Bursar
2. I/c Office & Establishment
3. I/c College Website for upload