

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

Annual Duty List for Session: 2024-25

Memo No: E5/2024/311

Date: 05-08-2024

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 2024-25. 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 Bajaj
5. Ms. Shweta

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
4. Ms. Yogita

6. TIME-TABLE, NEP-2020, WORK LOAD, SECTION FORMATION

- 1 – Dr. Bhawna -Convener- Over All Time Table & Workload
2. Ms.Monika Bajaj
3. Ms. Monika C.Sc.

Subject Change-

1. Dr. Bhawna - Convener
2. Ms. Monika Bajaj
3. Ms. Pooja
4. Ms. Saroj
5. Ms. Navita

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

1. Dr. Chandresh - Convener
2. Mrs. Kajal
3. Ms. Preeti Sai

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

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

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

1. Ms. Monika Bajaj
2. Ms. Yogita

10. INCOME TAX, GST AND PROPERTY RETURN COMMITTEE:

1. Ms. Monika Bajaj - 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, ONLINE WORK & BULK SMS

1. Ms. Monika Bajaj - 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. Monika C.Sc.
3. Ms. Yogita

14. COMPULSORY COMPUTER AWARENESS LEVEL-I/II

1. Dr. Bhawna -Convener
2. Mrs. Monika C.Sc.
3. Ms. Shiksha

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 Bajaj | |
| 3. | Ms. Yogita | |
| 4. | Ms. Pooja Duhan | |

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

- | | | |
|----|-------------------|-----------------|
| 1. | Ms. Shweta | - Nodal Officer |
| 2. | Ms. Saroj | |
| 3. | Ms. Shiksha | |
| 4. | Mrs. Monika C.Sc. | |
| 5. | Mrs. Jyoti | |
| 6. | Mrs. Kavita | |

19. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMNT:

- | | |
|----|---------------------------------|
| 1. | Mr. Naresh Verma |
| 2. | Mr. Deepak |
| 3. | Mrs. Ritu (Seating Arrangement) |

20. AISHE, IQAC, 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 Bajaj | - Convener |
| 2. | Ms. Shweta | |
| 3. | Ms. Pooja Duhan | |
| 4. | Ms. Preeti Sai | |
| 5. | Ms. Alka | |
| 6. | Ms. Monika C.Sc | |
| 7. | Mrs. Garima | |
| 8. | Two Girls Students | |

23. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES etc.:

- | | | |
|-----|-------------------|-----------|
| 1. | Mrs. Kajal | -Convener |
| 2. | Ms. Shweta | |
| 4. | Ms. Pooja Duhan | |
| 5. | Ms. Saroj | |
| 6. | Ms. Preeti Sai | |
| 7. | Ms. Yogita | |
| 8. | Ms. Alka | |
| 9. | Ms. Kavita | |
| 10. | Mrs. Monika C.Sc. | |

24. INVITATION COMMITTEE FOR ALL FUNCTIONS:

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

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

- | | | |
|----|------------|-----------|
| 1. | Ms. Shweta | -Convener |
| 2. | Ms. Navita | |
| 3. | Mrs. Jyoti | |
| 3. | Mrs. Luxmi | |

26. ANNUAL PRIZE DISTRIBUTION & PRAPARETIONOF ANNUAL REPORT:

- | | | |
|----|------------------|------------|
| 1 | Ms. Monika Bajaj | - Convener |
| 2. | Ms. Shweta | |
| 3. | Ms. Yogita | |
| 4. | Ms. Preeti Sai | |
| 5. | Ms. Pooja Duhan | |
| 6. | Ms. Garima | |
| 7. | Mrs. Monika C.Sc | |

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

- | | | |
|----|------------------|------------|
| 1. | Ms. Monika Bajaj | - Convener |
| 2. | Ms. Shweta | |
| 3. | Ms. Pooja Duhan | |
| 4. | Ms. Saroj | |
| 5. | Ms. Navita | |
| 6. | Ms. Kavita | |

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 Bajaj | |
| 5. | Ms. Shweta | |
| 6. | 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. Pooja Duhan - Programme Officer

N.S.S. Advisory Committee:

1. Dr. Ram Partap – Patron
 2. Dr. Bhawna
 3. Ms. Monika Bajaj
 4. Ms. Shweta
 5. Ms. Saroj
 6. Ms. Garima
 7. Mrs. Monika C.Sc.
 8. Mrs. Jyoti

31. COLLEGE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:

1. Ms. Pooja Duhan - (Editor English)-
 2. Ms. Saroj – (Editor Sanskrit & Hindi)
 3. Ms. Monika Bajaj – (Editor Commerce Section)
 4. Ms. Preeti Sai. – (Editor Science Section)
 5. Ms. Monika C.Sc. – 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 Ms. Pooja Duhan
 3 Ms. Saroj
 4 Ms. Navita

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

- Mrs. Suman Verma, - 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. | Dr. Chandresh | |
| 3. | Mrs. Kajal | |
| 3. | Ms. Monika Bajaj | |
| 4. | Ms. Shweta | |
| 5. | Mrs. Jyoti | |
| 6. | Mrs. Kavita | |

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 Bajaj | |
| 3. | Ms. Yogita | |
| 4. | Ms. Navita | |

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

- | | | |
|----|------------|------------|
| 1. | Mrs. Ritu | - Convener |
| 2. | Mrs. Laxmi | |

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

- | | | |
|----|-------------------|-----------------|
| 1. | Ms. Pooja Duahn | - Nodal Officer |
| 2. | Ms. Saroj | |
| 3. | Ms. Preeti Sai | |
| 4. | Mrs. Monika C.Sc. | |
| 5. | Mrs. Garima | |

42. LAB UPGRADETION

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

43. INTERNAL COMPLAINTS COMMITTEE (Staff /Students etc.):

- | | | |
|----|------------------|------------|
| 1. | Dr. Bhawna | - Convener |
| 2. | Dr. Chandresh | |
| 3. | Mrs. Kajal | |
| 4. | Ms. Monika Bajaj | |
| 5. | Ms. Shweta | |
| 6. | Ms. Pooja Duhan | |

44. RED-RIBBON CLUB:

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

45. SUBJECT SOCIETIES & INTER COLLEGE COMPETITION:

- All Head of the Departments.

46. SPORTS BOARD:

- **Dr. Ram Partap** **Patron - Principal**
- **Dr. Chandresh** **Convener**

Members:

- Basketball - Ms. Kavita
- Volleyball - Ms. Pooja Duhan
- Table Tennis - Ms. Yogita
- Badminton - Ms. Saroj
- Kabaddi & Wrestling - Dr. Chandresh
- Kho-Kho & Athletics- Ms. Navita
- Chess – Mrs. Kajal
- Girl's Games: Ms. Monika C.Sc

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

1. Ms. Monika Bajaj -- **Convener**
2. Mrs. Suman - Lib (To provide photos & News of all Function/activities to Ms. Monika)

48. RAIN WATER HARVESTING SYSTEM-

1. Ms. Shweta - **Convener**
2. Ms. Preeti Sai
3. Ms. Monika C.Sc.
4. Ms.Navita

49. SMART CLASS ROOMS-

1. Ms. Shweta – **Convener**
2. Mrs. Monika C.Sc.

50. SC/ST/OBC DISCRIMINATION COMMITTEE:

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

51. DRUG PREVENTION COMMITTEE:

1. Mrs. Kajal – **Convener**
2. Ms. Pooja Duhan
3. Ms. Saroj
4. Ms. Kavita
5. Ms. Navita

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

1. Ms. Preeti Sai – **Convener**
2. Mr. Naresh Verma

53. YOUTH RED CROSS EXECUTIVE COMMITTEE:

- | | | |
|----|-------------------|------------------------------|
| 1. | Dr. Ram Partap | – Chairman |
| 2. | Dr. Bhawna | Member |
| 3. | Ms. Pooja | NSS PO |
| 4. | Mrs. Kajal | Councillor /Member Secretary |
| 5. | Ms. Monika Bajaj | Incharge Women Cell |
| 6. | Mr. Chander Singh | Member DRC Branch |
| 7. | Ms. Snehlata | Students Nominee |
| 8. | Ms. Tamana | -do- |

54. IPR Cell

- | | | |
|----|------------------|----------|
| 1. | Dr. Ram Partap | Chairman |
| 2. | Dr. Bhawna | Members |
| 3. | Mrs. Kajal | -do- |
| 4. | Ms. Monika Bajaj | -do- |
| 5. | Ms. Shweta | -do- |

55 NEP -2020 NODAL OFFICERS

- | | | |
|----|-----------------|-----------------------|
| 1. | Dr. Bhawana | Science Faculty |
| 2. | Ms Monika Bajaj | Humanities & Commerce |

56. DISCIPLINE FOR ALL PURPOSES:**Floor In- Charges**

- | | | |
|----|---------------------|--------------------------------------|
| 1. | Ground Floor | Mrs. Ritu & Conductor |
| 2. | 1st Floor | Dr. Chandresh & Conductor |
| 3. | 2nd Floor | Dr. Bhawna & Mr. Sunil |
| 4. | 3rd Floor | Ms. Monika & Conductor |

- All Teaching & Non-Teaching Staff

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