



The E5 College for Women

N.H. - 9 VPO Garhi- Hansi, Hisar, 9034215105, 9053511168,

www.thee5college.com, E-Mail:-thee5college@gmail.com

Affiliated to A⁺ Grade NAAC Accredited GJUS&T Hisar



Annual Duty List for Session: 2025-26

Memo No: E5/2025/

Date: 05-08-2025

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. Ms. Pooja Duhan
3. Ms. Saroj
4. Ms. Garima
5. Ms. Navita

2. MENTOR AND TUTORIAL BOARD:

1. Dr. Bhawna (Senior Mentor) – Girls

3. COLLEGE BURSAR:

1. Ms. Sweety

4. STAFF & SOCIAL SECRETARY:

1. Ms. Navita (Staff)
2. Ms. Sweety

5. PROCTORIAL BOARD / STUDENTS COUNSELLING CELL:

1. Ms. Saroj -Convener
2. Ms. Meenakshi
3. Ms. Kavita
4. Dr. Darshna

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

- 1 – Dr. Bhawna -Convener- Over All Time Table & Workload
2. Ms. Navita
3. Ms. Meenakshi C.Sc.
4. Dr. Darshna

Subject Change-

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

7 NEP -2020 NODAL OFFICERS:

- | | | |
|----|-------------|-----------------------|
| 1. | Dr. Bhawana | Science Faculty |
| 2. | Dr. Darshna | Humanities & Commerce |

8 NEP-2020 INSTITUTION INDUSTRY- INTERNSHIP CELL:

- | | | |
|----|----------------|------------------------------|
| 1. | Dr. Ram Partap | Principal |
| 2. | Dr. Bhawna | Internship Coordinator |
| 3. | Ms. Saroj | Faculty Coordinator Arts |
| 4. | Ms. Pooja | -do- |
| 5. | Ms. Kavita | -do- |
| 6. | Dr. Darshna | -do- |
| 7. | Ms. Navita | Faculty Coordinator Science |
| 8. | Ms. Meenakshi | -do- |
| 9. | Ms. Garima | Faculty Coordinator Commerce |

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

- | | | |
|----|------------------|-----------------------------|
| 1. | Ms. Mamta Kumari | Dy. Supdt. (All Univ. Work) |
| 2. | Ms. Luxmi | PRA |

10. ATTESTATION OF UNIV. FORMS & ISSUES OF CHARACTER CERTIFICATES:

- | | |
|----|------------|
| 1 | Dr. Bhawna |
| 2. | Ms. Saroj |

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. Mamta Kumari | Dy. Supdt. |
| 2. | Ms. Luxmi | PRA Uploading & 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. | Ms. Meenakshi | C.Sc. |
| 3. | Ms. Himali | |

14. RIGHT TO INFORMATION:

- | | | |
|----|------------|----------------|
| 1. | Dr. Bhawna | -(SPIO) |
| 2. | Ms. Laxmi | Lib. - (ASPIO) |
| 3. | Ms. Luxmi | PRA |

15. REFRESHMENT COMMITTEE - (For All Functions)

- | | | |
|----|-----------|----------------|
| 1. | Ms. Luxmi | PRA |
| 2. | Ms. Laxmi | Lib. Attendent |

16. STAGE SECRETARY

- | | | |
|----|-----------------|------------|
| 1. | Ms. Pooja Duhan | - Convener |
| 2. | Ms. Navita | |
| 3. | Dr. Darshna | |

17. STIPEND / SCHOLARSHIPS NODAL OFFICERS:

For Gen./Merit/NSP/Others all types SC/BC Scholarship-

- | | | |
|----|-------------|-----------------|
| 1. | Dr. Darshna | – Nodal Officer |
| 2. | Ms. Alka | |
| 3. | Ms. Mamta | - Dy Supdt. |
| 4. | Ms. Luxmi | - PRA |

18. MIKE, TENT AND SHAMIANA WITH SEATING ARRANGEMENT:

- | | |
|----|------------------|
| 1. | Mr. Naresh Verma |
| 2. | Mr. Deepak |
| 3. | Mr. Sonu LA |

19. AISHE, IQAC, NAAC, UGC & RUSA-

- | | | |
|----|---------------|-----------|
| 1. | Ms. Meenakshi | -Convener |
| 2. | Ms. Mamta | Dy Supdt |

20. PREPARATION OF PRINCIPAL MEETINGS REPORT

- | | | |
|----|-----------|-------------|
| 1. | Ms. Mamta | - Dy. Supdt |
|----|-----------|-------------|

21. WOMEN STUDIES AND DEVELOPMENT CELL:

- | | | |
|----|--------------------|------------|
| 1. | Ms. Saroj | - Patron- |
| 2. | Dr. Darshna | - Convener |
| 3. | Ms. Pooja Duhan | |
| 4. | Ms. Sweety | |
| 5. | Ms. Alka | |
| 6. | Ms. Meenakshi | |
| 7. | Ms. Garima | |
| 8. | Two Girls Students | |

22. CULTURAL ACTIVITIES & MAINTENANCE OF TROPHIES etc.:

- | | | |
|----|---------------------|-----------|
| 1. | Ms. Pooja Duhan | -Convener |
| 2. | Ms. Alka | |
| 3. | Ms. Kavita | |
| 4. | Ms. Meenakshi C.Sc. | |
| 5. | Ms. Darshna | |

23. INVITATION COMMITTEE FOR ALL FUNCTIONS:

- | | | |
|----|---------------|------------|
| 1 | Ms. Laxmi Lib | - Convener |
| 2. | Ms. Luxmi | - PRA |

24. COLLEGE PROPERTY and M&S (Repairing of Furniture etc.)

- | | | |
|----|------------|-----------|
| 1. | Ms. Kavita | -Convener |
| 2. | Ms. Navita | |
| 3. | Ms. Himali | |
| 4. | Ms. Luxmi | PRA |

25. ANNUAL PRIZE DISTRIBUTION & PREPARATION OF ANNUAL REPORT:

- | | | |
|----|---------------------|-----------|
| 1. | Ms. Saroj | -Convener |
| 2. | Ms. Pooja Duhan | |
| 3. | Ms. Alka | |
| 4. | Ms. Kavita | |
| 5. | Ms. Meenakshi C.Sc. | |
| 6. | Ms. Darshna | |

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

1. Ms. Kavita - **Convener**
2. Ms. Garima
3. Ms. Navita
4. Ms. Himali

27. FIRST AID & HEALTH CHECK UP COMMITTEE,

1. Ms. Navita - **Convener**
2. Ms. Himali
3. Ms. Luxmi PRA

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

1. Dr. Bhawna - **Convener / Presiding Officer**
2. Ms. Saroj
3. Ms. Kajal
4. Ms. Meenakshi
5. Dr. Darshna
6. Ms. Seema Rani, Adv. Ch.No. 282, Hisar (9896114284)
7. Mrs. Sunita Kumari, NGO (9050032082)

29. 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. Saroj
4. Ms. Kavita
5. Dr. Darshna

30. COLLEGE & WALL MAGAZINE PLANNING AND CAMPUS NEWS:

1. Ms. Pooja Duhan - (Editor English)-
2. Ms. Saroj - (Editor Sanskrit & Hindi)
3. Ms. Garima - (Editor Commerce Section)
4. Ms. Navita - (Editor Science Section)
5. Dr. Darshna - Wall Magazine
6. Ms. Kavita - Planning Forum

31. SCIENCE QUIZ, ESSAY WRITING & EXHIBITION-

1. Dr. Bhawna - **Convener**
2. All Head of Concerned Departments (Members)

32. PHOTOGRAPHY, PUBLICITY, MEDIA / PRESS REPORT INCHARGE-

1. Ms. Saroj. - Press Report
2. Ms. Luxmi PRA - Photography

33. RECORD OF DEGREES AND SUPERVISION OF STUDENTS D.M.Cs ENTRY.

1. Mrs. Laxmi Lib - **Convener**

34. LAB UPGRADETION

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

35. CAREER GUIDANCE & PLACEMENT CELL (TRAINING):

- | | | |
|---|-----------------|----------------|
| 1 | Ms. Kajal | - Convener |
| 2 | Ms. Pooja Duhan | - Co- Convener |
| 3 | Ms. Saroj | |
| 4 | Ms. Navita | |
| 5 | Dr. Darshna | |

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

- | | | |
|----|----------------|------------|
| 1. | Ms. Laxmi, Lib | - 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. | Ms. Saroj | |
| 3. | Ms. Kajal | |
| 4. | Ms. Meenakshi | |
| 5. | Ms. Sweety | |
| 6. | Ms. Kavita | |

38. ELECTRICITY/GENERATOR SET/INVERTER, UPS, DRINKING WATER, R.O. SYSTEM & PUBLIC HEALTH (Wash Room) etc.:

- | | | |
|----|-------------|------------|
| 1. | Dr. Darshna | - Convener |
| 2. | Ms. Luxmi | - PRA- |
| 3. | Mr. Sonu | |
| 4. | Mr. Rajesh | |

39. RAIN WATER HARVESTING & BUILDING COMMITTEE

- | | | |
|----|-------------|------------|
| 1. | Dr. Darshna | - Convener |
| 2. | Ms. Laxmi | Lib |
| 3. | Ms. Luxmi | PRA |

40. LEGAL LITERACY & PSYCHOLOGICAL COUNSELLING CELL:

- | | | |
|----|---------------|------------|
| 1. | Dr. Darshna | - Convener |
| 2. | Ms. Meenakshi | |
| 3. | Ms. Alka | |
| 4. | Ms. Navita | |

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

- | | | |
|----|---------------------|-----------------|
| 1. | Ms. Meenakshi C.Sc. | - Nodal Officer |
| 2. | Ms. Saroj | |
| 3. | Ms. Garima | |

42. INTERNAL COMPLAINTS COMMITTEE (Staff /Students etc.)-

- | | | |
|----|-----------------|------------|
| 1. | Dr. Bhawna | - Convener |
| 2. | Ms. Saroj | |
| 3. | Ms. Kajal | |
| 4. | Ms. Meenakshi | |
| 5. | Ms. Pooja Duhan | |
| 6. | Dr. Darshna | |

43. RED-RIBBON CLUB:

- | | | |
|----|-----------------|------------|
| 1. | Ms. Pooja Duhan | - Convener |
| 2. | Ms. Himali | |
| 3. | Dr. Darshna | |

44. SUBJECT SOCIETIES & INTER COLLEGE COMPETITIONS:

- All Head of the Departments.

45 SPORTS BOARD:

- | | |
|---------------------|--------------------|
| • Dr. Ram Partap | Patron - Principal |
| • Sh. Sat Pal Singh | Convener |

Members:

- | | | |
|------------------------|---|-----------------|
| • Basketball | - | Ms. Kavita |
| • Volleyball | - | Ms. Pooja Duhan |
| • Table Tennis | - | Ms. Himali |
| • Badminton | - | Ms. Saroj |
| • Kabaddi & Wrestling | - | Ms. Sweety |
| • Kho-Kho & Athletics- | | Ms. Navita |
| • Chess – | | Ms. Kajal |
| • Girl's Games: | | Ms. Meenakshi |

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

- | | | |
|----|-----------|-----|
| 1. | Ms. Luxmi | PRA |
| 2. | Ms. Laxmi | Lib |

47. WASTE MANAGEMENT & GREEN CAMPUS COMMITTEE

- | | | |
|----|-------------|------------|
| 1. | Dr. Darshna | - Convener |
| 2. | Ms. Himali | |
| 3. | Ms. Alka. | |
| 4. | Ms.Navita | |

48. SMART CLASS ROOMS-

- | | | |
|----|---------------|------------|
| 1. | Ms. Sweety | – Convener |
| 2. | Ms. Meenakshi | |
| 3. | Dr. Darshna | |

49. SC/ST/OBC DISCRIMINATION COMMITTEE:

- | | | |
|----|-----------------|------------|
| 1. | Dr. Bhawna | – Convener |
| 2. | Ms. Saroj | |
| 3. | Ms. Kajal | |
| 4. | Ms. Sweety | |
| 5. | Ms. Pooja Duhan | |
| 6. | Dr. Darshna | |

50. DRUG PREVENTION COMMITTEE:

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

51. EQUAL OPPURTUNITY CELL:

- | | | |
|----|-----------------|------------|
| 1. | Dr. Bhawna | – Convener |
| 2. | Ms. Saroj | |
| 3. | Ms. Kajal | |
| 4. | Ms. Pooja Duhan | |
| 5. | Dr. Darshna | |

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

- | | | |
|----|------------------|------------|
| 1. | Ms. Himali | – 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. | Ms. Kajal | Councillor /Member Secretary |
| 5. | Ms. Darshna | 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. | Ms. Kajal | -do- |
| 4. | Ms. Kavita | -do- |
| 5. | Dr. Darshna | -do- |

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

- | | | |
|----|---------------------|--------------------------------------|
| 1. | Ground Floor | Ms. Luxmi PRA & Conductor |
| 2. | 1st Floor | Ms. Saroj & Conductor |
| 3. | 2nd Floor | Dr. Bhawna & Conductor |
| 4. | 3rd Floor | Ms. Garima & 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