Hindu Girls College, Jagadhri

WHOM TO CONSULT

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| **Sr.No** | **Duties** | **Lecturer In charge** |
|  | Advisory Council | Principal Madam  Ms Anupma Garg  Ms Veenu Goyal  Ms Rimpi Kohli  Dr Suruchi Kalra Choudhary  Ms. Seema Gupta  Ms Sonia Sharma  Staff President/Secretary |
|  | Bursar | Ms. Seema Gupta |
|  | Admission Committee | Principal Madam  Dr Sonia Sharma Nodal Officer  All Staff Members  Ms Bindu Malik  Ms Deepshikha  Mr Satish |
|  | IQAC Cell & NAAC Committee | Principal Madam Chairperson  Ms Anupma Garg Coordinator  Ms. Rimpi Kohli  Dr. Suruchi Kalra Choudhary  Dr. Sonia Sharma  Mr Munish Kamboj Clerk  Ms Bindu Malik |
|  | Community Linkage Committee  (Adoption of villages for upliftment) | Principal Madam Coordinator  Ms Veenu Goyal Coordinator  Ms.Sonia Sharma Coordinator  Ms Manju Jain Women Cell  Ms Ritu/Ms Suman Creative Club  Dr Neetika Trivedi NSS  Ms Nidhi NCC  Dr Sarika Legal Literacy Cell  Dr Pinki Red Cross Cell  Dr Saloni Road Safety Club  Dr Ankita Thakur Eco Cell |
|  | NEP | Ms Seema Gupta Convener  Dr Suruchi Kalra Choudhary Co-convener  All Faculty Members |
|  | Cleanliness Committee  (Day to day and for Functions) | Ms Nidhi Co-ordinator  Dr Sonia Sharma Computer Sc Block and EDUSAT  Ms Ritu Home Sc, Common Room & Toilets  Dr Pinki Commerce Block , Admin. Block, Yoga-  Room & Naturopathy Lab  Ms Nidhi NCC Block, Seminar Hall & Auditorium, RUSA  AV Room  Ms Anju & Ms Meenakshi Science Block ,Ground |
|  | Central Register and Minute Book Incharge | Dr. Suruchi Kalra Choudahry |
|  | Time Table Committee  (Setting and Management) | Principal Madam  Ms. Anupama Garg Coordinator  Ms. Seema Gupta  Dr Sonia Sharma  Ms Ritu Dua |
|  | Examination and Result Committee  External ; University Results, Dropout Ratio, Degree Record  Internal : Conditional Test Report, Short Attendance | Coordinators : -  Arts Dr Saloni  Commerce Ms Sharda Gupta  Science Ms Veenu Goyal  Home Science Ms Ritu Dua  Coordinator Ms Rimpi Kohli  BA-I Ms Manju Jain, Ms Komal  BA-II Dr Sarika, Dr Swati  BA-III Ms Nidhi, Ms Priya  Commerce Ms Urvashi, Ms Priyanka  Home Sc & Science Dr Neetika Trivedi  Dr Ankita Thakur |
|  | On line Practical Awards and  On Line Internal Assessment | Dr Sonia Sharma  Mr Satish  Ms Deepshikha |
|  | AISHE ( All India Survey Higher Education) | Dr Sonia Sharma  Mr Munish Kamboj |
|  | Editorial Board (Hindi) | Ms Nidhi Editor-in-Chief  Ms Deepshikha |
|  | Prospectus Incharge | Dr.Suruchi Kalra Choudhary  Ms Bindu Malik |
|  | RUSA Committee | Principal Madam  Dr Suruchi Kalra Choudhary Nodal Officer  Ms Seema Gupta Bursar  Dr Sonia Sharma  Dr Neetika Trivedi  Dr Ankita Thakur  Mr Munish Kamboj  Mr Amit Kumar |
|  | Discipline Committee  (Day to day and various Functions)  Please note their team member associated with (Adhoc List attached) | Principal Madam Coordinator  Dr Pinki Co-ordinator  Dr Saloni |
|  | Women Empowerment Unit for Scholarship/Stipend/Aadhar Card/Voter Card | Ms Veenu Goyal Co-ordinator  Ms Sharda Gupta Co-ordinator  Dr Sarika |
|  | Cultural Committee  (Talent Show and Youth Festival) | Dr Saloni Coordinator  Ms Rimpi Kohli  Mr Geeta Ram |
|  | Library Advisory Committee and Book Bank Inchrges | Ms Rimpi Kohli  Ms. Sharda Gupta  Dr Sarika  All the Heads of Deptt. |
|  | Parent Teacher Association | Ms. Veenu Goyal Coordinator  Members :-  Ms Sharda Gupta Commerce  Dr Pinki Arts  Ms Ritu Home Science  Dr Ankita Thakur Science |
|  | Alumni Council (On Line) | Ms Anupma Garg Coordinator  Ms. Seema Gupta Coordinator  Ms Manju Jain Member (Arts)  Dr Ankita Thakur Member (Science)  Ms Ritu Dua Member (Home Science) |
|  | Anti-Ragging/Redressal/ Grievance Report Committee | Principal Madam  Staff President and Staff Secretary |
|  | Mentor Group Incharges | Ms. Anupama Garg  Ms. Seema Gupta |
|  | UGC, DGHE & University Work | Dr. Sonia Sharma  Mr Amit Kumar |
|  | Trips Incharges | Ms. Veenu Goyal (Even Sem schedule to be prepared)  Dr Saloni  Dr Pinki  Dr Sarika (Odd Sem schedule to be prepared) |
|  | Prizes Incharges | Ms Sharda Gupta  Ms Manju Jain |
|  | NCC | Ms. Nidhi |
|  | NSS | Dr Neetika Trivedi  Ms Suman  Ms Rajni |
|  | Display Incharges   * Display Photographs on Board * Album maintenance | Ms. Ritu  Ms Suman  Ms Luxmi |
|  | Students Council  (Formation and Interaction of students with Madam Principal) | Principal Madam  Ms.Anupma Garg  Dr Suruchi Kalra Choudhary  Dr.Pinki |
|  | Spot Evaluation Incharge | Ms Anupma Garg  Mr Satpal  Mr Gulshan |
|  | EVS Incharge | Dr Ankita Thakur  Ms Meenakshi |
|  | Seminar /Workshop Incharge | Dr Suruchi Kalra choudhary |
|  | Feedback Incharge | Dr.Neetika Trivedi |
|  | Over-all-Incharge  Canteen  Common Room  Staff Room | Ms Rimpi Kohli  Dr Sarika  Dr Pinki  Dr Saloni |
|  | Passport and License | Ms Nidhi (Nodal Officer) |
|  | SC Stipend /Scholarship  BC Stipend /Scholarship | Dr Ankita Thakur (Nodal officer)  Ms Ritu  Dr Saloni  Mr Munish  Mr Satpal |
|  | Sita Ram Jindal Scholarship | Ms Ritu Dua  Ms Deepshikha |
|  | Minority Scholarship | Ms Manju Jain  Ms Deepshikha |
|  | NPS | Dr Sonia Sharma Nodal Officer  Mr Amit Kumar |
|  | Beautification of Campus | Dr Suruchi Kalra Choudhary  Mr Sukh Lal |
|  | PRO | Ms Veenu Goyal  Ms Nidhi  Dr Swati  Ms Deepshikha  Mr Satish |

Ms Monika Khurana

Principal Officiating

Date : 09/05/2023