

## WHOM TO CONTACT

Sr.No.	Duties	Lecturer In charge
1.	Attestation and Authentication of leave record	Ms Monika Khurana
2.	Advisory Council	Dr Ujjwal Sharma –Principal Madam  Dr. Rita  Ms Monika Khurana  Ms Anupma Garg  Ms Veenu Goyal  Dr Suruchi  Ms. Seema Gupta  Ms Sonia Sharma  Staff President/Secretary
3.	Bursar	Ms. Seema Gupta
4.	Admission Committee	Dr.Ujjwal Sharma –Principal Madam  All Staff Members
5.	IQAC Cell	Dr Ujjwal Sharma – Chairperson  Ms Monika Khurana - Co-cordinator  Ms Anupma Garg  Ms. Rimpi Kohli  Dr. Suruchi Kalra Choudhary  Ms Seema Gupta  Ms. Sonia Sharma  Mr Pawan Sharma – Dy. Supdt.  Mr Munish Kamboj- Clerk
6.	NAAC Committee	Dr Ujjwal Sharma – Chairperson

		Ms. Monika Khurana– Co-ordinator Ms.Anupma Garg Ms Rimpi Kohli Dr. Suruchi Kalra Choudhary Ms Seema Gupta Ms. Sonia Sharma Mr Pawan Sharma – Dy. Supdt. Mr Munish Kamboj- Clerk
7.	Community Linkage Committee (Adoption of villages for upliftment)	Dr Ujjwal Sharma – Principal-Co-ordinator Ms.Sonia Sharma- Co-cordinator Ms Manju Jain,–Women Cell Ms Ritu Dua -NSS & Legal Literacy Cell Ms Nidhi –Legal Literacy Cell and NCC Dr Sarika – Cosmetology Dr Pinki and Dr Saloni - Red Cross and Env. Dr Ankita and Ms Priya
8.	On Line Admission	Ms Sonia Sharma Ms Bindu Malik Ms Deepshikha Mr Satish
9.	Cleanliness Committee (Day to day and for Functions)	Ms. Nidhi – Co-coordinator Ms Sonia Sharma –Computer Sc Block and EDUSAT Ms Seema Gupta –Commerce Block Ms Ritu- Home Sc, Common Room & Toilets Dr Pinki -Admin. Block, Yoga Room & Naturo. Lab Ms Nidhi- NCC Block, Seminar Hall & Auditorium

		Ms Veenu Goyal -Science Block ,Ground, Seminar Hall Ms ----- – Library Ms Priya, Ms ----- – PG Block
10.	Central Register and Minute Book Incharge	Dr. Suruchi Kalra Chaudahry
11.	Time Table Committee (Setting and Management)	Ms. Anupama Garg - Co-ordinator Ms. Monika Khurana Ms. Seema Gupta Ms Ritu
12.	Examination and Result Committee  External ; University Results, Dropout Ratio, Degree Record   Internal : Conditional Test Report, Attendance	Co-ordinator : -  Arts - Ms. Manju Jain Commerce- Ms Seema Gupta Science- Ms Veenu Goyal Home Science – Ms Ritu  Co-ordinator : Ms Anupma Garg BA-I - Dr Pinki, Ms Nandni BA-II- Dr Saloni, Dr Swati BA-III- Ms Nidhi, Ms Priya Commerce – Ms Sharda Gupta, Ms Urvashi Home Sc & Science – Dr Neetika, Dr Ankita, Ms Meenu
13.	Controller of Examination (ON LINE)	Ms Sonia Sharma , Mr Satish
14.	On line Practical Awards and On Line Internal Assessment	Ms Deepshikha , Mr Satish,

15.	AISHE ( All India Survey Higher Education)	Ms Sonia Sharma Mr Munish Kamboj
16.	Editorial Board (Hindi)	Dr. Rita Editor-in-Chief
17.	Prospectus Incharge	Dr.Suruchi Kalra Choudhary
18.	RUSA Committee	Dr Ujjwal Sharma- Principal Madam Dr Suruchi – Nodal Officer Ms Monika Khurana Ms Sonia Sharma Mr Pawan Sharma Mr Munish Kamboj
19.	Discipline Committee (Day to day and various Functions)  Please note their team member associated with (Adhoc List attached)	Dr. Ujjwal Sharma – Principal Madam –Co-ordinator Ms Nidhi - Co-cordinator Ms Veenu Goyal – Ground and Admin Block & Incharge – Science Block Ms Ritu Dua - Incharge Home Science Block Ms. Sharda Gupta - Incharge- Commerce Block Ms Sonia Sharma - Incharge Comp. Sc Block Ms Nidhi - Incharge NCC Block Ms Pinki Incharge – Ground and Admin Block Ms Priya Incharge P G Block
20.	Women Empowerment Unit for Scholarship/Stipend/Aadhar Card/Voter Card	Ms Sharda Gupta – Co-ordinator Dr Neetika
21.	Attendance Regulatory Committee	Ms Anupma Garg-Co-ordinator

		Arts- BA-III Ms. Nidhi, Ms Priya BA-II Dr Saloni BA-I Dr. Pinki Science Co-ordinator -: Dr Ankita Home Science Co-ordinator- Ms. Ritu Commerce Co-ordinator - Ms. Sharda Gupta Ms.Narinder , Ms Urvashi
22.	Cultural Committee (Talent Show and Youth Festival)	Dr Saloni – Co-ordinator Ms Nidhi Ms Ritu
23.	Library Advisory Committee	Ms. Sharda Gupta Ms Arti All the Heads of Deptt.
24.	Book Bank Incharges	Dr. Rita Ms. Neelam
25.	Parent Teacher Association	Ms. Veenu Goel - Co-ordinator Ms Sharda Gupta Ms Ritu Dua Dr Sarika Dr Ankita
26.	Alumni Council (On Line)	Ms. Seema Gupta - Co-ordinator Ms Anupma Garg- Co-cordinator
27.	Anti-Ragging/Redressal/ Grievance	Dr. Ujjwal Sharma – Principal Madam

	Committee	Ms. Nidhi Dr Sarika Staff President and Staff Secretary
28.	Mentor Group Incharges	Ms. Anupama Garg Ms. Seema Gupta
29.	UGC & University Work	Ms. Sonia Sharma Dr Neetika
30.	Trips Incharges	Ms. Veenu Goyal (Even Sem schedule to be prepared) Ms. Manju Jain (Odd sem schedule to be prepared) Dr Sarika
31.	Prizes Incharges	Ms Manju Jain Ms. Neelam
32.	Hostel Incharges	Dr Sarika Dr Neetika
33.	Notice Display Incharge	Dr Suruchi
34.	Students Council (Formation and Interaction of students with Madam Principal)	Dr Ujjwal Sharma- Principal Ms. Anupma Garg Dr. Suruchi Kalra Choudhary
35.	Spot Evaluation Incharges	Ms Seema Gupta
36.	EVS Incharge	Dr Ankita Thakur Ms Meenakshi
37.	Seminar and Feedback Incharges	Ms Monika Khurana Dr. Neetika Ms Deepshikha
38.	NCC Incharge	Ms. Nidhi

39.	<p>General Stock Incharges</p> <p>(for requirement and maintenance)</p> <ul style="list-style-type: none"> <li>• College Furniture Incharge</li> <li>• Principal's Office</li> <li>• Staff Room, Common Room and canteen</li> <li>• Seminar Hall</li> <li>• EDUSAT Room</li> <li>• Dramatic Club</li> <li>• Auditorium</li> </ul>	<p>Ms Rimpi Kohli and Ms Veenu Goyal</p> <p>Ms. Monika Khurana and Ms.Veenu Goyal</p> <p>Dr Sarika and Ms Deepshikha</p> <p>Ms Sonia Sharma and Dr Sarika</p> <p>Ms. Anupma Garg and Ms. Sonia Sharma</p> <p>Dr Saloni</p> <p>Ms Manju Jain</p>
40.	Canteen , Common Room & Staff Room	<p>Dr Sarika</p> <p>Ms Manju Jain</p> <p>Dr Pinki</p> <p>Ms Priya</p>
41.	SC/BC Stipend /Scholarship	Dr Ankita Thakur (Nodal officer)