

Duty list for the session 2021-22 remains the same as for the session 2020-21. except for a few changes mentioned in the additional list attached herewith

Ratna

VAISH MAHILA MAHAVIDYALYA, ROHTAK DUTY LIST FOR THE SESSION 2020-21

			Signature
1	S.F.S. Co-ordinator	Mrs. Alka Bahl	
2	College Proctar	Dr. (Mrs.) Jain	
3	College Bursar Internal Bursar	Dr. (Mrs.) Kanwaljeet Kaur Dr. (Mrs.) Renu Jain	
4	Academic Council	All Heads, Bursar & Staff Secretary Accountant and two representative of Principal and Librarian	
5	Staff Secretary- No. of working days, Calendar of activities, List and minutes of Meetings	1 Dr. (Mrs.) Vaishali Gupta	
6	College Magazine	1 Dr. (Mrs.) Suresh Malik(Chief Editor) 2 Dr. (Mrs.) Abha Gupta 3 Dr. (Mrs.) Saroj Jain 4 Mrs. Shweta Kakkar 5 Sh. Sushil Jain	
7	Time Table & Subject Change	(Arts) 1 Dr. (Mrs.) Nisha Jain 2 Dr. (Mrs.) Shashi Goyal 3 Dr. (Mrs.) Saroj Jain (2021-22) (Commerce) 1 Dr. (Mrs.) Santosh Mittal 2 Mrs. Shaveta Kakkar 3 Dr. Shaveta Gupta (Hons.) (PG Classes, BCA,BBA & B. Sc.) 1 Sh. Sushil Jain (Convenor) 2 Mrs. Kavita Jain (Convenor) 3 Dr. Monika Goyal (Convenor) 4 Dr. Sudha Bansal 5 Mrs. Anupam Mittal 6 Mrs. Shakuntla Devi	
8	SC & BC Cell	1 Dr. Surjeet Neema 2 Dr. (Mrs.) Saroj Jain 3 Mrs. Ritu Sharma	

9	IQAC & NAAC	1	Dr. (Mrs.) Nisha Jain	
		2	Dr. (Mrs.) Shashi Goyal (Convener)	
		3	Mrs. Shweta Kakkar	
		4	Sh. Sushil Jain	
		5	Dr. Parveen Kajla	
		6	Dr. Geeta Gupta	
		7	Ms. Prativindhya	
		8	Mr. Sumit Garg	
10	Vocational Cell, Legal Literacy Cell	1	Dr. (Mrs.) Abha Gupta	
		2	Dr. Shuchi Goel	
		3	Dr. Ritika Sharma	
11	NSS, University Out reach activities & Swachta Abhiyan	1	Dr. Renu Jain (NSS Programme Officer)	
		2	Ms. Prativindhya	
		3	Ms. Nisha	
		4	Ms. Reetu	
12	Red Ribbon Cell & Youth Red Cross	1	Mrs. Shaveta Kakkar (Red Ribbon Cell)	
		2	Dr. Shaveta Gupta (Youth Red Cross)	
		3	Mrs. Sunena Garg	
		4	Ms. Kiran	
13(a)	College Report (Annual)	1	Dr. (Mrs.) Abha Gupta	
(b)	Daily College Report	1	Dr. (Mrs.) Abha Gupta	
14	Library Advisory Committee	1	Mrs. Alka Bahl	
		2	Dr. (Mrs.) Santosh Mittal	
15	Cultural Activities	1	Dr. (Mrs.) Anjana Bansal (Convenor)	
		2	Dr. Shaveta Gupta	
		3	Ms. Savita Garg	
16	Dramatics	1	Dr. (Mrs.) Shashi Goyal	
		2	Dr. (Mrs.) Saroj Jain	
		3	Mrs. Anupam Mittal	
17	Literary Committee	1	Dr. (Mrs.) Suresh Malik	
		2	Ms. Jhankar Arora	
		3	Ms. Prativindhya	
		4	Ms. Raveena Kaur	

18	Fine Arts All Items	1 Dr. (Mrs.) Monika Goel	Monika
		2 Mrs. Harpreet Kaur	
		3 Mrs. Suman Devi	
		4 Ms. Parminder Kaur	Kaur
19	Shamiana, Mike and Sitting in Functions & Class-rooms	1 Dr. (Mrs.) Saroj Jain (Convenor)	Saroj
		2 Dr. (Mrs.) Geeta Gupta	Geeta
		3 Ms. Prativindhya	Prati
		4 Mr. Anand Goel	Anand
20	Eduset	1 Dr. (Mrs.) Vaishali Gupta	Vaishali
		2 Dr. Renu Jain	Renu
		3 Ms.	Baljeet
		4 Mr. Sanjeev Garg	Sanjeev
		5 Mr. Baljeet	Baljeet
21	Tea Committee	1 Mrs. Kavita Jain	Kavita
		2 Ms. Prativindhya	Prati
		3 Mrs. Sunita Gwach	Sunita
		4 Mrs. Harpreet Kaur	Harpreet
		5 Mrs. Parminder Kaur	Kaur
22	Discipline	1 Dr. Surjeet Neema	Surjeet
		2 Mrs. Munni Joon	Munni
		3 Mrs. Padma Mittal	Padma
23	Sports	1 Dr. Surjeet Neema (Convenor)	Surjeet
		2 Mrs. Munni Joon	Munni
		3 Mrs. Padma Mittal	Padma
24	Water Committee	1 Dr. (Mrs.) Anjana Bansal	Anjana
		2 Mrs. Munni Joon	Munni
		3 Mrs. Sunena Garg	Sunena
25	Cleanliness	1 Mrs. Munni Joon	Munni
		2 Mrs. Padma Mittal	Padma
		3 Dr. Renu Jain	Renu
		4 Dr. Sudha Bansal	Sudha
		5 Ms. Pooja Nagpal	Pooja
		6 Ms. Arinu	Arinu
26	Examination, College result overall & Individual & Lecture Shortage	1 Dr. (Mrs.) Suresh Malik	Suresh
		2 Dr. (Mrs.) Vaishali Gupta	Vaishali
		3 Ms. Jhankar Arora	Jhankar
		4 Ms. Prativindhya	Prati
		5 Ms. Jyoti Ahlawat	Jyoti

27	Women Cell	1	Dr. (Mrs.) Suresh Malik	
		2	Mrs. Munni Joon	
		3	Mrs. Kavita Jain	
		4	Mrs. Anupam Mittal	
28	Student Welfare, Anti Ragging Cell	1	Mrs. Alka Bahl	
		2	Dr. (Mrs.) Nisha Jain	
		3	Ms. Jhankar Arora	
		4	Dr. Ritika Sharma	
		5	Ms. Pooja Nagpal	
29	Signature on behalf of Principal Bus Pass etc.	1	Mrs. Alka Bahl/	
30	Planning Board & UGC Cell of the College	1	Mrs. Alka Bahl	
		2	Dr. (Mrs.) Anjali Jain	
		3	Dr. (Mrs.) Nisha Jain	
		4	Dr. (Mrs.) Shashi Goyal (IQAC Convenor)	
		5	Dr. (Mrs.) Kanwaljeet Kaur (Bursar)	
		6	Dr. (Mrs.) Sujata	
		7	Dr. Parveen Kajla	
		8	Mr. Deepak Goel	
31	EVS & Eco Club	1	Dr. (Mrs.) Abha Gupta	
		2	Dr. Shaveta Gupta	
		3	Ms. Kiran	
		4	Dr. Ritika Sharma	
32	Disposable Committee	1	Dr. (Mrs.) Nisha Jain	
		2	Dr. (Mrs.) Sujata	
		3	Mrs. Shaveta Kakkar	
		4	Sh. Sushil Jain	
33	Press, Photography, Advertisement & Information broucher	1	Dr. Geeta Gupta	
		2	Dr. Shuchi Goel	
		3	Mrs. Shakuntla Devi	
		4	Ms. Mamta Devi	
		5	Mr. Sanjeev Garg	
34	RTI Officer	1	Dr. (Mrs.) Santosh Mittal (APIO)	
		2	Sh. Sumit Garg (Clerk)	

35	Placement Consutancy, ICT facilities	1	Sh. Sushil Jain	Syr
		2	Ms. Jhankar Arora	Jhankar
		3	Ms. Pooja Nagpal	Pooja Nagpal
		4	Ms. Jyoti Gubta	Jyoti
36	Hostel Warden	1	Dr. (Mrs.) Vaishali Gupta	Vaishali
		2	Mrs. Shaveta Gupta	Shaveta
37	Alumni Association	1	Dr. (Mrs.) Anjana Bansal	Anjana
		2	Mrs. Munni Joon	Munni
		3	Mrs. Kavita Jain	Kavita
		4	Dr. Monika Goel	Monika
		5		
		6		
38	Trip & Tour Committee	1	Dr. Surjeet Neema	Surjeet
		2	Dr. (Mrs.) Anjana Bansal	Anjana
		3	Mrs. Munni Joon	Munni
		4	Mrs. Padma Mittal	Padma
		5	Dr. Renu Jain	Renu
39	Decoration Committee	1	Mrs. Parminder Kaur	Parminder
		2	Mrs. Sunena Garg	Sunena
		3	Ms. Sountosh	Sountosh
40	New Courses	1	Sh. Sushil Jain	Syr
		2	Ms. Jyoti	Jyoti
		3	Ms. Mamta Devi	Mamta
41	NSS & Advisory Committee	1	Dr. (Mrs.) Saroj Jain	Saroj
		2	Mrs. Kavita Jain	Kavita
42	Web-Site Committee	1	Sh. Sushil Jain	Syr
		2	Mrs. Monika Goel	Monika
		3	Mrs. Nishu Gupta	Nishu
		4	Mr. Sumit Garg	Sumit
43	CCTV & Wi-Fi Commmittee	1	Dr. Parveen Kajla (Convenor)	Parveen
		2	Mr. Sanjeev Garg	Sanjeev
		3	Mr. Anil	Anil
44	Road Safty Club + Learner Licence	1	Dr. Vaishali Gupta	Vaishali
		2	Dr. Shaveta Gupta	Shaveta
		3	Mr. Sanjeev Garg	Sanjeev
		4	Mr. Sumit Garg	Sumit
		5	Mr. Awadesh Kumar	Awadesh
45	CM Window & Grevenicess of the Students	1	Dr. Sujata	Sujata
		2	Mrs. Shweta Kakkar	Shweta
		3	Mrs. Anupam Mittal	Anupam

46	Prize Committee	1	Dr. (Mrs.) Santoash Mittal	Bansal
		2	Dr. (Mrs.) Anjana Bansal	AB
		3	Dr. Shuchi Goel	Shr
47	Invitation Committee	1	Mrs. Padma Mittal	Padma
		2	Ms. Jhankar Arora	Jhankar
		3	Ms. Monila Jain	
		4	Ms. Nisha	Nisha
48	AEBAS Committee	1	Sh. Sushil Jain (Nodal Officer-AEBAS)	Syr
		2	Mr. Sumit Garg (for AEBAS work)	
49	Construction & Renovation Committee	1	Dr. (Mrs.) Santosh Mittal	Bansal
		2	Dr. Parveen Kajla	Parveen
		3	Ms. Manita Devi	
		4	Mr. Deepak Goel	Deepak
		5	Mr. Amit Garg	Amit
		6	Mr. Baljeet	Baljeet
50	AISHE Committee/MIS Portal/Admission Nodal Officer	1	Dr. Parveen Kajla (Nodal Officer AISHE)	Parveen
		2	Mrs. Rohini Jain (for AISHE work)	Rohini
51	S.F.S. Documents Verification Committee	1	S.F.S. Co-ordinator	
		2	Bursar	
52	Disabled Committee/Lift Committee	1	Dr. Surjeet Neema	Surjeet
		2	Dr. Parveen Kajla	Parveen
53	University Web Portal	1	Dr. Monika Goel	Monika
		2	Mrs. Rohini Jain	Rohini
54	Purchase Committee	1	Mrs. Alka Bahl	Alka
		2	Dr. (Mrs.) Nisha Jain (Convenor)	Nisha
		3	Mrs. Shaveta Kakkar	Shaveta
		4	Sh. Sushil Jain	Syr

* Discipline & Cleanliness Committee will look after the work related to Covid-19 as per MHA guidelines.

* Cleanliness Committee will do needful on clean & zero waste drive.

Rishi
Principal