

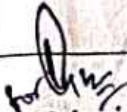
Govt. College For Women, Punhana (Nuh)
Annual Duties of Staff Members
Academic Session: 2021-22 (w.e.f. 01-09-2021)

Sr. No.	Annual Duties Chart	
1.	College Council & IQAC	Mr. Rahul Garg Dr. Sapna Mr. Aakash Mr. Pushkar Garg
2.	Bursar	Dr. Sapna
3.	Staff Secretary & Social Secretary	Mr. Aakash
4.	Property Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
5.	Electricity & Generator Maintenance Committee	Dr. Abrar Ahmad Mr. Azharuddin Mr. Abdul Qadir Mr. Pushkar Garg
6.	Water Arrangement Committee	Mr. Aakash Mr. Azharuddin Mr. Tarif Singh Mr. Pushkar Garg
7.	Printing Committee	Mr. Aakash Mr. Azharuddin Dr. Kavita Yadav Mr. Pushkar Garg Ms. Neelima
8.	Invitation Committee	Dr. Abrar Ahmad Mr. Azharuddin Mr. Abdul Qadir Mr. Pushkar Garg Mr. Chetraj
9.	Income Tax Committee	Mr. Rahul Garg Mr. Aakash Dr. Abrar Ahmad Mr. Pushkar Garg
10.	Photography Committee	Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Quadir Mr. Pushkar Garg

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Govt. College For Women, Punhana (Nuh)
Annual Duties of Staff Members
Academic Session: 2021-22 (w.e.f. 01-09-2021)

11.	Prize Distribution Committee	Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
12.	Library Committee	Mr. Aakash Mr. Azharuddin Mr. Abdul Quadir Mr. Pushkar Garg
13.	Women Cell	Dr. Sapna Dr. Kavita Yadav Ms. Neelima Ms. Rakhi
14.	Right to Information Act, 2005 (RTI)	Ist Appellate Authority : Principal SPIO : Mr. Rahul Garg APIO : Mr. Aakash Mr. Pushkar Garg
15.	Legal / Court Matters Committee	Mr. Aakash Dr. Abrar Ahmad Mr. Abdul Qadir Mr. Pushkar Garg
16.	Legal Literacy Cell	Dr. Sapna Dr. Kavita Yadav Mr. Azharuddin Ms. Neelima
17.	Student Tour Committee	Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
18.	Extension Lectures / Outsource Employees Committee	Mr. Aakash Mr. Abdul Qadir Mr. Pushkar Garg
19.	Internal Assessment Committee	Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg


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Govt. College For Women, Punhana (Nuh)
Annual Duties of Staff Members
Academic Session: 2021-22 (w.e.f. 01-09-2021)

20.	Attendance Shortage Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin
21.	Red Ribbon Club/Youth Red Cross Committee	Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Qadir Ms. Neelima
22.	Refreshment Committee	Mr. Azharuddin Mr. Abdul Quadir Ms. Neelima Mr. Chetraj Mrs. Rakhi
23.	Time – Table / Work Load Committee	Dr. Sapna (Time Table) Mr. Aakash (Workload) Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Pushkar Garg
24.	Placement Cell	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Pushkar Garg
25.	Dispensary Committee	Dr. Kavita Yadav Mr. Abdul Quadir Mr. Chetraj Ms. Rakhi
26.	House Examination Committee (EVS & Computer)	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
27.	Medical Bills Reimbursement Committee	Mr. Rahul Garg Mr. Aakash Mr. Abdul Quadir Mr. Pushkar Garg
28.	National Service Scheme Committee (NSS)	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg


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Annual Duties of Staff Members

Academic Session: 2021-22 (w.e.f. 01-09-2021)

29.	Scholarship Verification Committee	Mr. Aakash (Sc scholarship) <i>AK</i> Dr. Kavita Yadav (BC Scholarship) <i>Kavita</i> Dr. Abrar Ahmad (NSP & Merit Scholarship) <i>AK</i> Mr. Pushkar Garg <i>P</i>
30.	Campus Beautification / Decoration Committee	Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Mr. Abdul Quadir <i>A. Qadir</i> Mr. Tarif Singh <i>Tarif Singh</i> Mr. Chetraj <i>Chetraj</i> Ms. Rakhi <i>Rakhi</i>
31.	Result Committee	Mr. Aakash <i>AK</i> Dr. Abrar Ahmad <i>AK</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Mr. Pushkar Garg <i>P</i>
32.	Earn – While you Learn Committee	Mr. Aakash <i>AK</i> Dr. Abrar Ahmad <i>AK</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Abdul Qadir <i>A. Qadir</i> Mr. Pushkar Garg <i>P</i>
33.	Alumni Club / Old Students Association	Mr. Aakash <i>AK</i> Mr. Azharuddin <i>Azhar</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Abdul Quadir <i>A. Qadir</i> Mr. Pushkar Garg <i>P</i>
34.	Public Relations / News (Electronic & Print Media)	Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Mr. Abdul Qadir <i>A. Qadir</i> Ms. Neelima <i>Neelima</i>
35.	Youth Festival / Cultural Activities Committee	Mr. Aakash <i>AK</i> Dr. Abrar Ahmad <i>AK</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Mr. Abdul Quadir <i>A. Qadir</i> Mr. Pushkar Garg <i>P</i>
36.	Sports Board Committee	Mr. Rahul Garg <i>Rahul</i> Dr. Sapna <i>Sapna</i> Mr. Aakash <i>AK</i> Dr. Kavita Yadav <i>Kavita</i> Dr. Abrar Ahmad <i>AK</i> Mr. Azharuddin <i>Azhar</i>

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Annual Duties of Staff Members
Academic Session: 2021-22 (w.e.f. 01-09-2021)

37.	Discipline Committee/ Complaints & Grievances Redressal Cell	Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
38.	NAAC / U.G.C. /RUSHA/AISHE Committee	Mr. Rahul Garg Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Quadir Mr. Pushkar Garg
39.	Voters Identity Card/ Aadhar Card Committee	Mr. Azharuddin Mr. Abdul Quadir Mr. Pushkar Garg
40.	Mentorship Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Qadir
41.	Equal Opportunity Cell	Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Qadir Mr. Pushkar Garg
42.	Bus Pass Committee	Mr. Abdul Quadir Mr. Pushkar Garg Mr. Chetraj
43.	Checking /Verification /Attestation of University Forms Committee	Mr. Aakash Dr. Kavita Yadav Mr. Abdul Quadir Mr. Pushkar Garg Ms. Neelima
44.	Purchase Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Abdul Qadir Mr. Pushkar Garg


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Govt. College For Women, Punhana (Nuh)

Annual Duties of Staff Members

Academic Session: 2021-22 (w.e.f. 01-09-2021)

45.	Staff Room, Principal & Vice Principal Office Maintenance Committee	Dr. Kavita Yadav <i>Kavita</i> Dr. Abrar Ahmad <i>Al</i> Mr. Azharuddin Mr. Chetraj <i>Ch</i> Ms. Rakhi <i>Rakhi</i>
45.	Toilets Cleanness Supervision Committee	Gents
		Girls
		Mr. Azharuddin <i>Azhar</i> Mr. Chaetraj <i>Ch</i> Ms. Rakhi <i>Rakhi</i>
46	Smart Classrooms & Labs Maintenance Committee	Mr. Azharuddin <i>Azhar</i> Mr. Abdul Qadir <i>Abdul Qadir</i> Mr. Pushkar Garg <i>Pushkar</i> Ms. Neelima <i>Neelima</i>
47	Passport Nodal Officer	Dr. Kavita Yadav <i>Kavita</i>
48	Learning Driving License Nodal Officer	Dr. Abrar Ahmad <i>Al</i>
49	Nature Interpretation Centre Nodal Officer	Mr. Aakash <i>Aakash</i>
50	Traffic Interpretation Centre Nodal Officer	Dr. Sapna <i>Sapna</i>
51	Swami Vivekanand Cell Nodal Officer	Mr. Azharuddin <i>Azhar</i>

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Annual Duties of Staff Members

Academic Session: 2022-23 (w.e.f. 01-09-2022)

Sr. No.	Annual Duties Chart	
1.	College Council & IQAC	Mr. Rahul Garg Dr. Sapna Mr. Aakash
2.	Bursar	Mr. Pushkar Garg Dr. Sapna
3.	Staff Secretary & Social Secretary	Mr. Aakash
4.	Property Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
5.	Electricity & Generator Maintenance Committee	Dr. Abrar Ahmad Mr. Azharuddin Mr. Abdul Qadir Mr. Pushkar Garg
6.	Water Arrangement Committee	Mr. Aakash Mr. Azharuddin Mr. Tarif Singh Mr. Pushkar Garg
7.	Printing Committee	Mr. Aakash Mr. Azharuddin Dr. Kavita Yadav Mr. Pushkar Garg Ms. Neelima
8.	Invitation Committee	Dr. Abrar Ahmad Mr. Azharuddin Mr. Abdul Qadir Mr. Pushkar Garg Mr. Chetraj
9.	Income Tax Committee	Mr. Rahul Garg Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Mr. Pushkar Garg
10.	Sports Committee	Mr. Aakash Dr. Abrar Ahmad Mr. Azharuddin Dr. Kavita Mr. Abdul Qadir


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Govt. College For Women, Punhana (Nuh)
Annual Duties of Staff Members
Academic Session: 2022-23 (w.e.f. 01-09-2022)

11.	Photography Committee	Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Mr. Abdul Quadir <i>A. Quadir</i> Mr. Pushkar Garg
12.	Prize Distribution Committee	Dr. Sapna <i>Sapna</i> Mr. Aakash <i>Aakash</i> Dr. Abrar Ahmad <i>Abrar</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Mr. Pushkar Garg
13.	Library Committee	Mr. Aakash <i>Aakash</i> Mr. Azharuddin <i>Azhar</i> Dr. Abrar Ahmad <i>Abrar</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Abdul Quadir <i>A. Quadir</i>
14.	Women Cell	Dr. Sapna <i>Sapna</i> Dr. Kavita Yadav <i>Kavita</i> Ms. Neelima <i>Neelima</i> Ms. Rakhi <i>Rakhi</i>
15.	Right to Information Act, 2005 (RTI)	Ist Appellate Authority : Principal SPIO : Mr. Rahul Garg <i>Rahul</i> APIO : Mr. Aakash <i>Aakash</i> Mr. Pushkar Garg
16.	Legal / Court Matters Committee	Mr. Aakash <i>Aakash</i> Dr. Abrar Ahmad <i>Abrar</i> Mr. Abdul Qadir <i>A. Quadir</i> Mr. Pushkar Garg
17.	Legal Literacy Cell	Dr. Sapna <i>Sapna</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Ms. Neelima <i>Neelima</i>
18.	Student Tour Committee	Dr. Sapna <i>Sapna</i> Mr. Aakash <i>Aakash</i> Dr. Abrar Ahmad <i>Abrar</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhar</i> Mr. Pushkar Garg
19.	Extension Lectures / Outsource Employees Committee	Mr. Aakash <i>Aakash</i> Mr. Abdul Qadir <i>A. Quadir</i> Mr. Pushkar Garg

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Govt. College For Women, Punhana (Nuh)
Annual Duties of Staff Members
Academic Session: 2022-23 (w.e.f. 01-09-2022)

20.	Internal Assessment Committee	Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
21.	Attendance Shortage Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin
22.	Red Ribbon Club/Youth Red Cross Committee	Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Qadir Ms. Neelima
23.	Refreshment Committee	Mr. Azharuddin Mr. Abdul Quadir Ms. Neelima Mr. Chetraj Mrs. Rakhi
24.	Time – Table / Work Load Committee	Dr. Sapna (Time Table) Mr. Aakash (Workload) Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Pushkar Garg
25.	Placement Cell	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Pushkar Garg
26.	Dispensary Committee	Dr. Kavita Yadav Mr. Abdul Quadir Mr. Chetraj Ms. Rakhi
27.	House Examination Committee (EVS & Computer)	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg

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Govt. College For Women, Punhana (Nuh)

Annual Duties of Staff Members

Academic Session: 2022-23 (w.e.f. 01-09-2022)

28.	Medical Bills Reimbursement Committee	Mr. Rahul Garg Dr. Sapna Mr. Aakash Mr. Abdul Quadir Mr. Pushkar Garg
29.	National Service Scheme Committee (NSS)	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
30.	Scholarship Verification Committee	Mr. Aakash (SC Scholarship) Dr. Kavita Yadav (BC Scholarship) Dr. Abrar Ahmad (NSP & Merit Scholarship) Mr. Pushkar Garg
31.	Campus Beautification / Decoration Committee	Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Quadir Mr. Tarif Singh Mr. Chetraj Ms. Rakhi
32.	Result Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Azharuddin Mr. Pushkar Garg
33.	Earn – While you Learn Committee	Mr. Aakash Dr. Abrar Ahmad Dr. Kavita Yadav Mr. Abdul Qadir Mr. Pushkar Garg
34.	Alumni Club / Old Students Association	Mr. Aakash Mr. Azharuddin Dr. Kavita Yadav Mr. Abdul Quadir Mr. Pushkar Garg
35.	Public Relations / News (Electronic & Print Media)	Dr. Kavita Yadav Mr. Azharuddin Mr. Abdul Qadir Ms. Neelima

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Govt. College For Women, Punhana (Nuh)
Annual Duties of Staff Members
Academic Session: 2022-23 (w.e.f. 01-09-2022)

36.	Youth Festival / Cultural Activities Committee	Mr. Aakash <i>A.K.</i> Dr. Abrar Ahmad <i>Ab</i> Dr Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhd</i> Mr. Abdul Quadir <i>A. Qadir</i> Mr. Pushkar Garg
37.	Sports Board Committee	Mr. Rahul Garg <i>Rg</i> Dr. Sapna <i>Sapna</i> Mr. Aakash <i>A.K.</i> Dr. Kavita Yadav <i>Kavita</i> Dr. Abrar Ahmad <i>Ab</i> Mr. Azharuddin <i>Azhd</i>
38.	Discipline Committee/ Complaints & Grievances Redressal Cell	Dr. Sapna <i>Sapna</i> Mr. Aakash <i>A.K.</i> Dr. Abrar Ahmad <i>Ab</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhd</i> Mr. Pushkar Garg
39.	NAAC / U.G.C. /RUSHA/AISHE Committee	Dr. Sapna <i>Sapna</i> Mr. Aakash <i>A.K.</i> Dr. Abrar Ahmad <i>Ab</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhd</i> Mr. Abdul Quadir <i>A. Qadir</i> Mr. Pushkar Garg
40.	Voters Identity Card/ Aadhar Card Committee	Mr. Azharuddin <i>Azhd</i> Mr. Abdul Quadir Mr. Pushkar Garg
41.	Mentorship Committee	Mr. Aakash <i>A.K.</i> Dr. Abrar Ahmad <i>Ab</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhd</i> Mr. Abdul Qadir <i>A. Qadir</i>
42.	Equal Opportunity Cell	Dr. Kavita Yadav <i>Kavita</i> Mr. Azharuddin <i>Azhd</i> Mr. Abdul Qadir <i>A. Qadir</i> Mr. Pushkar Garg
43.	Bus Pass Committee	Mr. Abdul Quadir <i>A. Qadir</i> Mr. Pushkar Garg <i>CGW</i> Mr. Chetraj

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Govt. College For Women, Punhana (Nuh)

Annual Duties of Staff Members

Academic Session: 2022-23 (w.e.f. 01-09-2022)

44.	Checking /Verification /Attestation of University Forms Committee	Mr. Aakash <i>Aakash</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Abdul Quadir <i>A. Qadir</i> Mr. Pushkar Garg Ms. Neelima <i>Neelima</i>
45.	Purchase Committee	Mr. Aakash <i>Aakash</i> Dr. Abrar Ahmad <i>Abrar</i> Dr. Kavita Yadav <i>Kavita</i> Mr. Abdul Qadir <i>A. Qadir</i> Mr. Pushkar Garg
46.	Staff Room, Principal & Vice Principal Office Maintenance Committee	Dr. Kavita Yadav <i>Kavita</i> Dr. Abrar Ahmad <i>Abrar</i> Mr. Azharuddin <i>Azhar</i> Mr. Chetraj <i>Chetraj</i> Ms. Rakhi <i>Rakhi</i>
47.	Toilets Cleanness Supervision Committee	Gents
		Girls
		Mr. Azharuddin <i>Azhar</i> Mr. Chaetraj <i>Chetraj</i> Ms. Rakhi <i>Rakhi</i>
48	Smart Classrooms & Labs Maintenance Committee	Mr. Azharuddin <i>Azhar</i> Mr. Abdul Qadir <i>A. Qadir</i> Mr. Pushkar Garg Ms. Neelima <i>Neelima</i>
49	Passport Nodal Officer	Dr. Kavita Yadav <i>Kavita</i>
50	Learning Driving License Nodal Officer	Mr. Azharuddin <i>Azhar</i>
51	Nature Interpretation Centre Nodal Officer	Mr. Aakash <i>Aakash</i>
52	Traffic Interpretation Centre Nodal Officer	Dr. Sapna <i>Sapna</i>
53	Swami Vivekanand Cell Nodal Officer	Mr. Azharuddin <i>Azhar</i>

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Govt. College For Women Punhana (Mewat)
Annual Duties of Staff Members
Academic Session: 2023-24
Revised Committee List (w.e.f. 07-03-2024)

Sr. No.	Annual Duties Chart	
1.	College Council	Dr. Rajeev Kumar (DDO) Mr. Rahul Garg Dr. Sapna Mr. Aakash
2.	IQAC	Mr. Rahul Garg (Convener) Dr. Sapna Mr. Aakash Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
3.	Bursar	Dr. Sapna
4.	Staff Secretary	Mr. Aakash
5.	Property Committee	Mr. Aakash (Convener) Dr. Azaharuddin Mr. Pushkar Garg Mr. Chetraj Ms. Rakhi Mr. Sonu Mr. Vedprakash Mr. Udayveer
6.	Anti Ragging Committee	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Dr. Azaharuddin
7.	Grievance Redressal Committee	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Ms. Neelima
8.	Internal Compliant Committee	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Mr. Pushkar Garg Ms. Neelima
9.	Electricity & Generator Maintenance Committee	Dr. Abrar Ahmad (Convener) Dr. Azaharuddin Mr. Pushkar Garg Mr. Tareef Singh

Govt. College For Women Punhana (Mewat)
Annual Duties of Staff Members
Academic Session: 2023-24
Revised Committee List (w.e.f. 07-03-2024)

10.	SC/ST Committee	Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
11.	Minority Cell	Dr. Abrar Ahmad (Convener) Dr. Azaharuddin Mr. Pushkar Garg
12.	OBC Cell	Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
13.	Water Arrangement Committee	Mr. Aakash (Convener) Dr. Azaharuddin Mr. Tareef Singh Mr. Pushkar Garg
14.	Income Tax Committee	Mr. Rahul Garg (Convener) Dr. Sapna Mr. Aakash Mr. Pushkar Garg
15.	Sports Committee	Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
16.	Library Committee	Mr. Aakash (Convener) Dr. Azaharuddin Mr. Chetaj Ms. Rakhi
17.	Women Cell	Dr. Sapna (Convener) Ms. Neelima Ms. Rakhi
18.	Right to Information Act,2005 (RTI)	Ist Appellate Authority : Principal PIO : Mr. Rahul Garg APIO : Mr. Aakash Mr. Pushkar Garg
19.	Legal Literacy Cell	Dr. Azaharuddin (Convener) Mr. Pushkar Garg Ms. Neelima
20.	Student Tour Committee	Dr. Sapna (Convener) Mr. Aakash Mr. Pushkar Garg
21.	Internal Assessment Committee	Dr. Sapna (Convener) Mr. Aakash Ms. Neelima

Govt. College For Women Punhana (Mewat)
Annual Duties of Staff Members
Academic Session: 2023-24
Revised Committee List (w.e.f. 07-03-2024)

22.	Attendance Shortage Committee	Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
23.	Red Ribbon Club/Youth Red Cross Committee	Dr. Abrar Ahmad (Convener) Dr. Azaharuddin Mr. Pushkar Garg
24.	Time – Table / Work Load Committee	Mr. Rahul Garg (Convener-Work Load) Dr. Sapna (Convener-Time Table) Mr. Aakash Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
25.	Placement Cell	Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin
26.	House Examination Committee (EVS & Computer)	Dr. Sapna (Convener-EVS) Mr. Aakash (Convener- Computer) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
27.	Medical Bills Reimbursement Committee	Mr. Rahul Garg (Convener) Dr. Sapna Mr. Aakash Mr. Pushkar Garg
28.	National Service Scheme Committee (NSS)	Mr. Aakash (Convener) Dr. Azaharuddin Mr. Pushkar Garg
29.	Scholarship Verification Committee	Mr. Aakash (SC/BC Scholarship) Dr. Abrar Ahmad (NSP & Merit Scholarship) Mr. Pushkar Garg
30.	Cleanliness Committee	Dr. Azaharuddin (Convener) Mr. Tareef Singh Mr. Chetraj Ms. Rakhi
31.	Result Committee	Mr. Rahul Garg (Convener)

Govt. College For Women Punhana (Mewat)
Annual Duties of Staff Members
Academic Session: 2023-24
Revised Committee List (w.e.f. 07-03-2024)

		Dr. Sapna Mr. Aakash Mr. Pushkar Garg
32.	Earn – While you Learn Committee	Dr. Abrar Ahmad (Convener) Dr. Azaharuddin Mr. Pushkar Garg
33.	Alumni Club / Old Students Association	Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
34.	Public Relations / News (Electronic & Print Media)	Dr. Sapna (Convener) Mr. Aakash Dr. Azaharuddin Ms. Neelima
35.	Sexual Harassment Committee	Dr. Sapna (Convener) Ms. Neelima Ms. Rakhi
36.	NAAC / U.G.C. Committee	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
37	AISHE Committee	Dr. Sapna (Nodal Officer) Mr. Aakash (SC/BC Scholarship/Placement Detail) Dr. Abrar Ahmad (NSP Scholarship Detail) Mr. Pushkar Garg (Infrastructure/Finance Detail) Ms. Neelima (Result)
38	Voters Identity Card/ Aadhar Card Committee	Dr. Azaharuddin (Convener) Mr. Pushkar Garg Mr. Chetraj
39	Mentorship/ Student Counseling Committee	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Dr. Azaharuddin Ms. Neelima
40.	Equal Opportunity Cell	Dr. Sapna (Convener) Dr. Azaharuddin Mr. Pushkar Garg

Govt. College For Women Punhana (Mewat)

Annual Duties of Staff Members

Academic Session: 2023-24

Revised Committee List (w.e.f. 07-03-2024)

41	Bus Pass Committee	Dr. Azaharuddin (Convener) Mr. Pushkar Garg Mr. Chetraj
42.	Checking /Verification /Attestation of University Forms Committee	Dr. Sapna (Convener) Mr. Aakash Mr. Pushkar Garg
43	Bio-metric Maintenance Committee	Mr. Aakash (Convener) Dr. Abrar Ahmad Mr. Pushkar Garg
44	Institutional Development Plan (IDP) Committee	Dr. Abrar Ahmad (Convener) Dr. Azaharuddin Mr. Pushkar Garg
40	Smart Classrooms & Labs Maintenance Committee	Dr. Azaharuddin (Convener) Mr. Pushkar Garg Mr. Chetraj Ms. Rakhi
41	Nature Interpretation Centre Nodal Officer	Dr. Sapna
42	Swami Vivekanand Cell Nodal Officer	Dr. Sapna
43	New Education Policy (NEP) Implementation Nodal Officer	Mr. Aakash
44	Passport Nodal Officer	Dr. Azaharuddin
45	Traffic Interpretation Centre Nodal Officer	Dr. Abrar Ahmad
46	Learning Driving License Nodal Officer	Dr. Azaharuddin


Principal
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For Women Punhana
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