

GOVT. COLLEGE FOR WOMEN PUNHANA

(Affiliated To Gurugram University, Gurugram)

Dallabass, Gohata Road, Punhana (Mewat), Haryana- 122508

Web: www.gewpunhana.ac.in, e-mail: gewpunhana@rediffmail.com

Vision Statement

The **vision** of Government College for Women Punhana is to pursue excellence in academic and non-academic avenues, with a sense of civic consciousness and social commitment

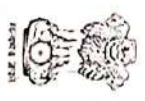
Mission Statement

- Promote holistic education that enhances employability and life skill development.
- Cultivate a spirit of intellectual creativity and inquisitiveness.
- Nurture a positive attitude among the various stakeholders of the institution.
- Develop the institution into an academic centre catering to diverse socio cultural groups, especially the marginalized sections. These ideals are reflected as follows in our programs.

Readiness for NEP

As per the vision of academic excellence the college is fully prepared to implement (NEP 2020) from the academic year 2024-25 as per the directions of the affiliating University as can be seen in attending FDP/ Workshop on NEP, Academic Bank of Credit ID's for students, attainment of POs and COs, Hybrid mode of learning, value added courses, MOUs etc.

GOVT. COLLEGE FOR WOMEN
PUNHANA



Haryana Public Service Commission, Panchkula



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IMPORTANT LINKS

Click Here To Download Form Card For The Posts Of Civil Judge (Junior) Division/ Junior Examination - 2023-24 Held From 12.07.2024 To - 14.07.2024

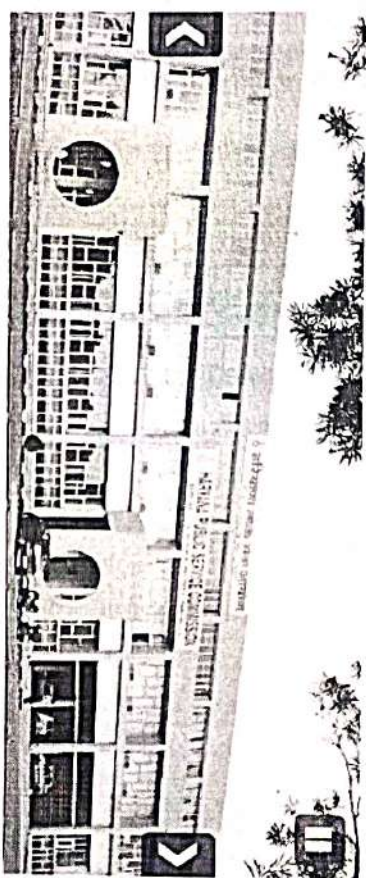
PREVIOUS QUESTION PAPERS

Click Here To View Previous Question Paper

APPLY ONLINE

Click Here To Apply Online For Advt. No. 12 Of 2024 - Assistant Manager (Chief) Group B In Health & Family Department, Haryana

Click Here To Apply Online For Advt. No. 11 Of 2024 - Assistant Manager (Chief) Group B In Health & Family Department, Haryana



About us

Public Service Commissions both at the National and State level are amongst the most important public institutions with long traditions and have served well. The Haryana Public Service Commission is an instrument of India's administrative development and of India's progress. The Commission's primary function is to ensure that the Government of Haryana has the best qualified candidates for its various posts. The Commission also provides a platform for the advancement of people and for the development of the Government Service in Haryana. The Commission is a part of the Government of Haryana.

WHAT'S NEW

Advertisement regarding Subject Knowledge Tests for the various posts of Senior Scientific Officer (Ballistics, Explosives, Toxicology, MOPPS, Psychology) Under Secretariat of Crime, District FSL Madhavpur, Karnal Haryana

Advertisement regarding Scheme of Pattern & Syllabus for the posts of Manager, Electrical, Haryana State Industries & Infrastructure Development Corporation Limited, Advt. No. 113, 2023

Advertisement regarding Scheme of Pattern & Syllabus for the posts of Sub-Divisional Engineer (Electrical) in Department of Panchayat Development, Haryana Advt. No. 34, 2023

Advertisement regarding Scheme of Pattern & Syllabus for the posts of Assistant Engineer (Civil, Mechanical & Electrical) in Panchayat & Water Resources Department, Haryana Advt. No. 35, 2023



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Staff Training and Research Institute of Distance Education
New Delhi 110068



Control No : 2230649575

UGC-Approved Short-Term Professional Development Programme
Under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching

This is to certify that

SAPNA

GOVT. COLLEGE FOR WOMEN PUNHANA (NUII)

participated in and successfully completed the
Professional Development Programme on
'Implementation of NEP-2020 for University and
College Teachers'

held from 12-20 June, 2023

and obtained 'A+' Grade

Santosh Panda

Prof. Santosh Panda
Director, STRIDE &
Coordinator of NEP-PDP Committee,
Indira Gandhi National Open University

New Delhi
Date of Issue: June 26, 2023

Uma Kanjilal

Prof. Uma Kanjilal
Pro-Vice Chancellor
Indira Gandhi National Open University



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Staff Training and Research Institute of Distance Education
New Delhi 110068



Control No. 2230649525

UGC-Approved Short-Term Professional Development Programme
Under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching

This is to certify that

RAHUL GARG

GOVT. COLLEGE FOR WOMEN PUNJIANA (NUH)

participated in and successfully completed the

Professional Development Programme on
'Implementation of NEP-2020 for University and
College Teachers'

held from 12-20 June, 2023

and obtained 'A+' Grade

Prof. Santosh Panda
Director, STRIDE &
Coordinator of NEP-PDP Committee,
Indira Gandhi National Open University


New Delhi
Date of Issue: June 26, 2023

Prof. Uma Kanjilal
Pro-Vice Chancellor
Indira Gandhi National Open University



223065803S

Personal Details

	Full Name : KAVITA YADAV		Gender : B2: Female
	DOB : 1987-10-12	Category : D4B: OBC (Non Creamy)	Social Status : C3: Not Applicable
Territory/Area : A1: Urban		Minority : B2: No	Religion : A1: Hindu
Email [1] : kavitayadav57@gmail.com		Mobile Number [1] : 9711925757	
Email [2] : anipyadav@gmail.com		Mobile Number [2] : 9711155757	
Correspondence Address : H.No- 2255 Back Side , Second Floor, Sec- 46, Gurgaon, GURGAON, HARYANA, 122022			

NEP-PDP Details

Full name of your Institution/College/University	Designation	Extension Lecturer
GCW Punhana	Lecturer	Ph.D
Discipline - subject area of teaching	Qualification (choose the highest degree which you hold)	
1-5	Level of understanding about NEP-2020	
Experience in Years	Language / Preference	
07: DELHI 1 (MOHAN ESTATE (SOUTH DELHI))	Hindi	
Nearby Regional Centre of IGNOU		
Choose the Batch of your choice for undergoing the NEP-PDP		

Upload Details

PHOTO	Uploaded
SIGNATURE	Uploaded
Institution ID Card/Letter	Uploaded <input checked="" type="checkbox"/>

I have read all the instructions and I accept all terms and conditions.



223065887S

Personal Details



Full Name : ABRAR AHMAD
DOB : 1985-08-08 **Category :** A1: Unreserved (UR)
Territory/Area : A1: Urban **Minority :** A1: Yes
Email [1] : abrahamad.allgarh@gmail.com
Email [2] :
Gender : A1: Male
Social Status : C3: Not Applicable
Religion : B2: Muslim
Mobile Number [1] : 9759525697
Mobile Number [2] : 8115516487
Correspondence Address : Ward No 10 , Near Modern School , Punhana , MEWAT, HARYANA, 122508

NEP-PDP Details

Full name of your Institution/College/University	Government College for Women Punhana	Designation	Extension Lecturer (English)
Discipline - subject area of teaching	English	Qualification (choose the highest degree which you hold)	Ph.D
Experience In Years	1.5	Level of understanding about NEP-2020	
Nearby Regional Centre of IGNOU	47: ALIGARH	Language / Preference	English
Choose the Batch of your choice for undergoing the NEP-PDP			

Upload Details

PHOTO	Uploaded
SIGNATURE	Uploaded
Institution ID Card/Letter	Uploaded

I have read all the instructions and I accept all terms and conditions.

ABRAR AHMAD
223065887S



223065902S

Personal Details



Full Name : AZAHARUDIN
 DOB : 1990-11-11
 Territory/Area : B2: Rural
 Email [1] : azaharuddinbirsu@gmail.com
 Email [2] :
 Correspondence Address : Vpo Birsu , Near by qureshi masjid , Punhana , MEWAT, HARYANA, 122508

Gender : A1: Male
 Social Status : C3: Not Applicable
 Religion : B2: Muslim
 Mobile Number [1] : 9671812205
 Mobile Number [2] :

NEP-PDP Details

Full name of your Institution/College/University : Government College for Women Punhana
 Designation : Extension Lecturer (political science)
 Discipline - subject area of teaching : Political science
 Qualification (choose the highest degree which you hold) : M.Phil
 Experience In Years : 6-10
 Level of understanding about NEP-2020 : High
 Nearby Regional Centre of IGNOU : 47: ALIGARH
 Language / Preference : Hindi
 Choose the Batch of your choice for undergoing the NEP-PDP :

Upload Details
 PHOTO : Uploaded
 SIGNATURE : Uploaded
 Institution ID Card/Letter : Uploaded

I have read all the instructions and I accept all terms and conditions.



AZAHARUDIN
223065902S

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OFFICE OF THE PRINCIPAL, GCW PUNHANA

✓ To
The Director General Higher Education, Haryana
Shiksha Sadan, Sector-05, Panchkula

Memo No: - GCWP/20/1208 to 1210

Dated: - 15-05-20

Subject: - Regarding Maternity Leave along with Station Leave

Respected Sir

It is for your kind consideration that I, Dr. Sapna, Officiating Principal (DDO), GCW Punhana, am pregnant and expected date of my delivery is 25th May 2020. So, you are requested to grant me maternity leave of 180 days i.e., 18 May 2020 to 13 November 2020 along with station leave. In my absence, Mr. Deepak, Assistant Professor in Commerce, will look after the college.

Thanks and Regards

Sapna
15/5/2020
Principal,
GCW, Punhana

Encl:

- (1) Long Leave Performa
- (2) Self Attested Copy of OPD Slip
- (3) Self Attested Copy of Certificate issued by Civil Surgeon
- (4) Affidavit

A copy of the above is forwarded to the following for information and necessary action:-

- (1) The Deputy Commissioner, Nuh
- (2) Mr. Deepak, Assistant Professor in Commerce

- Sd -
Principal
GCW, Punhana

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN PUNHANA (NUH)

OFFICE ORDER

With reference Memo No.: DHE-010019/6/2020-Coordination-DHE Dated, Panchkula, the 13.08.2021, an admission committee of following members is here by constituted for the academic year 2021-22 for admissions:

1. Mr. Aakash, Assistant Professor of History (Nodal Officer-cum- Incharge) - *Aakash*
2. Dr. Kavita Yadav, Extension Lecturer in Hindi (Member) *Kavita*
3. Dr. Abrar Ahmad, Extension Lecturer in English (Member) *Abrar*
4. Mr. Azharuddin, Extension Lecturer in Pol. Sc. (Member) *Azhar*
5. Mr. Pushkar Garg, Clerk (Member) *P*


[Signature]
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OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN PUNHANA (NUH)

OFFICE ORDER

With reference Memo No.: DHE-010019/6/2020-Coordination-DHE-Part(1) Dated, Panchkula, the 26.05.2023, an admission committee of following members is here by constituted for the academic year 2023-24 for smooth and transparent admission process:

1. Mr. Aakash, Assistant Professor of History (Nodal Officer-cum- Incharge)- Aakash
2. Dr. Kavita Yadav, Extension Lecturer in Hindi (Member) Kavita
3. Dr. Abrar Ahmad, Extension Lecturer in English (Member) AH
4. Mr. Azharuddin, Extension Lecturer in Pol. Sc. (Member) Azhar
5. Mr. Pushkar Garg, Clerk (Member) R


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OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR WOMEN PUNHANA (NUH)

OFFICE ORDER


With reference Memo No.: DHE-010019/6/2020-Coordination-DHE Dated, Panchkula, the 26.07.2022, an admission committee of following members is here by constituted for the academic year 2022-23 for admissions process:

1. Mr. Aakash, Assistant Professor of History (Nodal Officer-cum-Incharge) - *Aakash*
2. Dr. Kavita Yadav, Extension Lecturer In Hindi (Member) *Kavita*
3. Dr. Abrar Ahmad, Extension Lecturer in English (Member) *AL AH*
4. Mr. Azharuddin, Extension Lecturer In Pol. Sc. (Member) *Azhar*
5. Mr. Pushkar Garg, Clerk (Member) *P*

[Signature]
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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)

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

(Signature)
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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)

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>

[Signature]
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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)

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



Principal
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Mewat-122508

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>	Dr. Kavita Yadav <i>Kavita</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 Garg</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>	


 Principal
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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)

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. Qadir</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. Qadir</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. Qadir</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. Qadir</i> Mr. Pushkar Garg

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Principal
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P. T. O

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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Principal

Government College
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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
		Mr. Azharuddin <i>Azhar</i> Mr. Chaetraj <i>Chetraj</i> Ms. Rakhi <i>Rakhi</i>
		Girls
		Dr. Kavita Yadav <i>Kavita</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


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