

# Govt. College For Women Punhana (Mewat)

Annual Duties of Staff Members

Academic Session: 2024-25

List of Committees (w.e.f. 01-07-2024)

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

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

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

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31.	<b>Result Committee</b>	Mr. Rahul Garg (Convener) Dr. Sapna Mr. Aakash Mr. Pushkar Garg
32.	<b>Earn – While you Learn Committee</b>	Dr. Abrar Ahmad (Convener) Dr. Azaharuddin Mr. Pushkar Garg
33.	<b>Alumni Club / Old Students Association</b>	Mr. Aakash (Convener) Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
34.	<b>Public Relations / News (Electronic &amp; Print Media)</b>	Dr. Sapna (Convener) Mr. Aakash Dr. Azaharuddin Ms. Neelima
35.	<b>Anti Sexual Harassment Committee</b>	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Ms. Neelima
36.	<b>NAAC / U.G.C. Committee</b>	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Dr. Azaharuddin Mr. Pushkar Garg
37	<b>AISHE Committee</b>	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	<b>Voters Identity Card/ Aadhar Card Committee</b>	Dr. Azaharuddin (Convener) Mr. Pushkar Garg Mr. Chetraj
39	<b>Mentorship/ Student Counseling Committee</b>	Dr. Sapna (Convener) Mr. Aakash Dr. Abrar Ahmad Dr. Azaharuddin Ms. Neelima

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