

Hans Raj Mahila Maha Vidyalaya, Jalandhar

No.277

Dated: 17/04/18

List of Duties (2018-19)

1) **Internal Quality Assurance Cell**

Principal - Chairperson
Dr. Kanwaldeep, Coordinator and Dean Academics
Justice (Retd) Sh. N.K. Sud, Chairman Local Committee
Mr. Surendra Seth, Nominee from Local Society & Local Committee
Mrs. Ramanpreet, Alumni & Director, Shamsheer Communications
Ms. Beenu Rajput, Beenu Rajput Films
Dr. H.S. Bhalla, Expert from Academia
Mr. Shital Vij, Shital Fibres and Member LC
Mr. Ajay Goswami, Nimble Technocrats and member LC
Mrs. Rachna Puri, Alumni
Mr. Sukhdev Singh, MD, AGI Infrastructure Ltd.
Mrs. Sudarshan Kang, Dean Sports
Mrs. Mamta, Dean Publications
Mrs. Navroop, Dean Youth Welfare
Dr. Seema Marwaha, Dean Hospitality
Dr. Ekta Khosla, Dean Examinations
Dr. Ramnita Saini Sharda, Dean Innovations
Mrs. Kuljeet Kaur, Dean Holistic Development
Dr. Ashmeen Kaur, Dean Discipline
Dr. Sangeeta Arora, Dean Curriculum Coordination
Miss Shama Sharma, Dean Campus Aesthetics
Mrs. Veena Arora, Dean Outreach Programmes
Mrs. Urvashi, Dean Student Council
Miss Shallu Batra, Dean Students Support Services
Mrs. Rama Sharma, PRO
Mr. Amarjit Khanna, Office Supdt.
Mr. Raman Behl, Supdt. Gen.
Mr. Pankaj Jyoti, Supdt. A/c
Mr. Lakhwinder Singh, Supdt. Hostel
UG Head Girl
PG Head Girl
Hostel Head Girl

2) **Advisory Committee**

Principal - Chairperson
Mrs. Sudarshan Kang, Dean Sports
Dr. Kanwaldeep, Dean Academics
Mrs. Navroop, Dean Youth Welfare
Mrs. Mamta, Dean Publications
Dr. Seema Marwaha, Dean Hospitality
Dr. Ekta Khosla, Dean Examinations
Dr. Ramnita Saini Sharda, Dean Innovations
Mrs. Kuljeet Kaur, Dean Holistic Development
Dr. Ashmeen Kaur, Dean Discipline
Miss Shama Sharma, Dean Campus Aesthetics
Mrs. Veena Arora, Dean Outreach Programmes
Dr. Sangeeta Arora, Dean Curriculum Coordination
Mrs. Urvashi, Dean Student Council
Miss Shallu Batra, Dean Students Support Services
Mrs. Rama Sharma, PRO
Mr. Gullagong, Placement Officer
Dr. Seema Marwaha, Admission Coordinator
Mrs. Saloni Sharma, NCC Incharge
Staff Secretary
Joint Staff Secretary
Coordinator Resident Scholars
Medical Officer
Mr. Amarjit Khanna, Office Supdt.
Mr. Raman Behl, Supdt. Gen.
Mr. Pankaj Jyoti, Supdt. A/c
Mr. Lakhwinder Singh, Supdt. Hostel

42)

Societies and Clubs

Mahatma Hans Raj Sangeet Parishad
Budding Brontes-English Literary Society
Amrita Shergil Lalit Kala Parishad
Home Science Club
Planning Forum
Hindi Sahitya Parishad
Panjabi Sahit Sabha
Political Science Forum
CV Raman Science Society
Environment Club
R. Venketaraman Chemical Society
Commerce Club
Computer Club
Bharatmuni Natyam Society
Fashionista Club
Chandrayaan Vipnet Club
Creative Lens Society
Roop Nikhar Society
Adult Education Society
Sports Arena
Mahatma Hans Raj Samvedna Samiti
HMV Wall Magazine
Robotic Club
Freudian Psychological Society
Designing Hub
DD Pant Botanical Society
Mahatma Kalidass Dramatic Club
Career Counselling Cell
Debating Society
Multimedia Club
Arya Yuvti Sabha
Readers' Club
Cine Philes
Legal Literacy Cell

Teacher Incharge

Dr. Prem Sagar
Dr. Ramnita Saini Sharda
Miss Shama Sharma
Mrs. Neety Sood
Mrs. Jyotika Minhas
Dr. Nidhi Bal
Mrs. Kuljeet Kaur Athwal
Mrs. Nita Malik
Dr. Neelam Sharma
Dr. Seema Marwaha
Mrs. Deepshikha
Mrs. Binoo Gupta
Mr. Anil Bhasin
Dr. Pooja Minhas
Mrs. Navneeta
Mrs. Saloni Sharma
Mrs. Rama Sharma
Mrs. Neety Sood/Mrs. Navroop
Dr. Nidhi Bal
Mrs. Sudershan Kang
Mrs. Yuvika/HOD Sociology
Dr. Rakhi Mehta, Coordinator
Mr. Ravinder Mohan Jindal
Dr. Ashmeen Kaur
Miss Shama Sharma
Dr. Meena Sharma
Mrs. Veena Arora
Dr. Seema Khanna
Dr. Ramnita Saini Sharda
Mr. Ashish Chadha
Mrs. Sunita Dhawan
Dr. Ramnita Saini Sharda
Dr. Ramnita Saini Sharda
Mrs. Alka

43)

Anti Ragging Committee

Dr. Ashmeen Kaur, Dean
Mrs. Meenu Kohli - Comm.
Mr. Gullagong - Comp.Sc. & IT Sec.
Mrs. Urvashi Mishra "
Dr. Neelam Sharma, Science
Dr. Seema Marwaha, Science
Mrs. Jyotika Minhas, Arts
College Head Girl - Associate Member
Hostel Head Girl(UG&PG) - Associate Member
Coordinator Resident Scholars

44)

Heritage Committee

Mrs. Kawaljit, Incharge
Mrs. Veena Arora
Dr. Neeru Bharti Sharma
Mrs. Satinder Kaur

45)

Morning Assembly

Mrs. Urvashi, Incharge
Dr. Prem Sagar
Mrs. Jyotika Minhas
Mr. Parduman

47)

Maintenance of Botanical Garden

Dr. Meena Sharma, Incharge
Dr. Ramnita Saini Sharda
Dr. Anjana Bhatia
Dr. Shaveta Chauhan
Mrs. Satinder Kaur

48) **Innovative Practices**

Dr. Ramnita Saini Sharda, Dean
Dr. Anjana Bhatia, Co-Dean

Hobby Classes/Finishing Schools

Dr. Anjana Bhatia, Incharge
Dr. Ramnita Saini Sharda
Dr. Prem Sagar
Dr. Rakhi Mehta
Mrs. Navneeta
Mrs. Bindu Kohli
Miss Rishav Bhardwaj

49)

CCTV Camera Committee

Mr. Vidhu Vohra, For daily checking
Mr. Rajesh, for Technical backup
Mr. Arvind, for stock register

50) **Research Promotion Cell**

Dr. Kanwaldeep, Dean Academics
Dr. Ekta Khosla, Science
Dr. Rakhi Mehta, Performing Arts
Dr. Seema Khanna, Commerce Journal
Mr. Jagjit Bhatia, Comp.Sc.Journal
Dr. Nidhi Bal, Hindi Journal
Dr. Ramnita Saini Sharda, English Journal
Dr. Ashmeen Kaur, Social Sc. Journal
Miss Shallu Batra, Social Sc. Journal

51) **Beautification of Campus**

Miss Shama Sharma, Dean Campus Aesthetics
Dr. Rakhi Mehta
Dr. Neeru Bharti Sharma
Mrs. Ritu Bajaj
Mrs. Satinder Kaur
Mr. Lakhwinder Singh

52) **College Fete/Trade Fair Committee**

Dr. Seema Marwaha
Mrs. Meenu Kohli

53) **Incubation Cell**

Dr. Ramnita Saini Sharda, Dean Innovations
Dr. Anjana Bhatia, Co Dean Innovations
Mrs. Meenu Kohli, Sale/Purchase/Management/Accounting
Dr. Seema Marwaha, Vermicomposting and Solid Waste Management
Dr. Meena Sharma, Paper Recycling Training
Mrs. Rama Sharma, Journalism and Advertising
Mr. Harpreet Singh, Bioinformatics in Industry
Mr. Pardeep Mehta, Computer Allied Fields
Mrs. Navneeta, Fashion Designing/ Skill Training/ Entrepreneur
Mrs. Aruna Walia, Music Skills

54) **Result Committee**

Mrs. Kranti Wadhwa, Overall Incharge
Mrs. Meenu Kohli, Commerce
Mrs. Asha Gupta, Science
Mr. Ravinder Mohan Jindal, Computer Sc.
Mrs. Nita Malik, Humanities and Skill Oriented Courses

55) **Maintenance of Various Blocks**

Arts Block to Library	Mrs. Navroop, Office Supdt./Librarian
Hostel, Guest House, Yajnashala, Auditorium, Outside main gate both sides	Miss Shama Sharma/Mrs. Satinder Kaur/Mr. Lakhwinder Singh/ Coordinator Resi. Scholars/Dean Youth Welfare/Mrs. Sunita Dhawan/ Mrs. Veena Arora/Dr. Rajiv Kumar
Science Block, backside SDC	Dr. Seema Marwaha/Joint Staff Secretary/Mr. Ravi Kumar
IT Block, PG, Commerce Block School Building	Dr. Sangeeta Arora/ Mrs. Meenu Kohli/Mr. Pankaj Jyoti School Coordinator
Accounts, General Office, Mahatma Anand Swami Block, Drishti Centre, Canteen, Parking	Dr. Santosh Khanna/Mr. Rajit Uppal/Mr. Rajiv Bhatia/ Dean Student Council/ Dr. Neeru Bharti Sharma
Virsa Vihar, SDC, Swimming Pool, Indoor Stadium, Playgrounds	Mrs. Sudarshan Kang/ Mrs. Veena Arora/ Mr. Jagjit Bhatia/ Mr. Raman Behl/Ms. Shama Sharma
Overall Incharge of all Notice Boards	Dr. Rakhi Mehta
Parking Area	Mr. Lakhwinder Singh

NOTE: In case name of any staff member is not included in this list he/she should immediately inform the undersigned in writing.


Principal

Copy to:

- 1) e-Circulation
- 2) Dean Academics
- 3) Office Supdt. - **Laminated copy of duty list in a file in the Staff Room for ready reference.**
- 4) Supdt. A/c

Hans Raj Mahila Maha Vidyalaya, Jalandhar

No.277

Dated: 24/04/19

List of Duties (2019-20)

1) **Internal Quality Assurance Cell**

Principal - Chairperson

Dr. Kanwaldeep, Coordinator and Dean Academics

Justice (Retd) Sh. N.K. Sud, Chairman Local Committee

Mr. Surendra Seth, Nominee from Local Society & Local Committee

Mrs. Ramanpreet, Alumni & Director, Shamsheer Communications

Ms. Beenu Rajput, Beenu Rajput Films

Dr. H.S. Bhalla, Expert from Academia

Mr. Shital Vij, Shital Fibres and Member LC

Mr. Ajay Goswami, Nimble Technocrats and member LC

Mrs. Sarojini Gautam Sharda, Alumni

Mr. Gaurav Sud, Leather Complex, Jalandhar

Mrs. Navroop, Dean Youth Welfare

Dr. Seema Marwaha, Dean Hospitality

Dr. Ekta Khosla, Dean Examinations

Dr. Ramnita Saini Sharda, Dean Innovations

Dr. Ashmeen Kaur, Dean Discipline I

Dr. Sangeeta Arora, Dean Curriculum Coordination

Miss Shallu Batra, Dean Student Support Services

Mrs. Urvashi, Dean Student Council

Dr. Anjana Bhatia, Dean Equal Opportunity

Mrs. Rama Sharma, PRO

Mrs. Meenakshi Syal, Coordinator Resident Scholars

Mr. Amarjit Khanna, Office Supdt.

UG Head Girl

PG Head Girl

Hostel Head Girl

2) **Advisory Committee**

Principal - Chairperson

Dr. Kanwaldeep, Dean Academics

Mrs. Navroop, Dean Youth Welfare

Mrs. Mamta, Dean Vedic Studies

Dr. Seema Marwaha, Dean Hospitality

Dr. Ekta Khosla, Dean Examinations

Dr. Ramnita Saini Sharda, Dean Innovations

Dr. Ashmeen Kaur, Dean Discipline I

Mrs. Meenu Kundra, Dean Discipline II

Dr. Sangeeta Arora, Dean Curriculum Coordination

Mrs. Kuljit Kaur Athwal, Dean Holistic Growth

Mrs. Veena Arora, Dean Outreach Programmes

Mr. Gurmeet Singh, Dean Campus Maintenance

Miss Shallu Batra, Dean Student Support Services

Mrs. Urvashi, Dean Student Council

Dr. Anjana Bhatia, Dean Equal Opportunity

Dr. Rakhi Mehta, Incharge Skill Oriented Courses

Mrs. Rama Sharma, PRO

Mr. Gullagong, Placement Officer

Dr. Seema Marwaha, Admission Coordinator

Mrs. Saloni Sharma, NCC Incharge

Mrs. Ritu Bajaj, Incharge Publications

Miss Harmeet, Incharge Sports

Staff Secretary

Joint Staff Secretary

Mrs. Meenakshi Syal, Coordinator Resident Scholars

Dr. Shikha, Medical Officer

Mr. Amarjit Khanna, Office Supdt.

Mr. Raman Behl, Supdt. Gen.

Mr. Pankaj Jyoti, Supdt. A/c

Mr. Lakhwinder Singh, Supdt. Hostel

3) **College Academic Council**

Principal - Chairperson

Dr. Kanwaldeep, Dean Academics

All Heads of the departments

- 41) **Anti Ragging Committee**
 Dr. Anjana Bhatia, Dean Equal Opportunity
 Mrs. Meenu Kundra, Commerce
 Mr. Gullagong - Comp.Sc. & IT Sec.
 Mrs. Urvashi Mishra "
 Dr. Neelam Sharma, Science
 Mrs. Ritu Bajaj, Arts
 Dean Academics
 College Head Girl - Associate Member
 Hostel Head Girl(UG&PG) - Associate Member
 Mrs. M. Syal, Coordinator Resident Scholars
- 42) **Heritage Committee**
 Mrs. Veena Arora, Incharge
 Dr. Neeru Bharti Sharma
 Mrs. Lovleen Kaur
- 43) **Morning Assembly**
 Mrs. Urvashi, Incharge
 Dr. Prem Sagar
 Mrs. Meenu Kundra
 Mrs. Kajal Puri
 Mr. Parduman
- 44) **Maintenance of Botanical Garden**
 Dr. Anjana Bhatia, Incharge
 Dr. Ramnita Saini Sharda
 Dr. Shaveta Chauhan
 Mrs. Satinder Kaur
- 45) **Innovative Practices**
 Dr. Ramnita Saini Sharda, Dean
 Dr. Anjana Bhatia
 Mrs. Lovleen Kaur
 Dr. Shailendra
 Ms. Harpreet Kaur
 Ms. Simmi Garg
 Mrs. Protima
 Dr.Sakshi Verma
- 46) **Hobby Classes/Finishing Schools**
 Dr. Anjana Bhatia, Incharge
 Dr. Prem Sagar
 Dr. Santosh Khanna
 Dr. Rakhi Mehta
 Miss Rishav Bhardwaj
 Dr. Pooja Minhas
 Mrs. Navneeta
 Mrs. Bindu Kohli
- 47) **CCTV Camera Committee**
 Mr. Sushil Kumar, Incharge
 Mr. Vidhu Vohra, For daily checking
 Mr. Rajesh, for Technical backup
 Mr. Arvind, for stock register
- 48) **Research Promotion Cell**
 Dr. Kanwaldeep, Dean Academics
 Dr. Ekta Khosla, Science
 Dr. Rakhi Mehta, Performing Arts
 Mr. Jagjit Bhatia, Comp.Sc.Journal
 Dr. Nidhi Bal, Hindi Journal
 Dr. Ramnita Saini Sharda, English Journal
 Dr. Ashmeen Kaur, Social Sc. Journal
 Miss Shallu Batra, Social Sc. Journal
 Ms. Simmi Garg,
 Dr. Sakshi Verma
- 49) **Beautification of Campus**
 Mr. Gurmeet Singh, Dean Campus Maintenance
 Dr. Rakhi Mehta, Incharge
 Dr. Neeru Bharti Sharma
 Mrs. Ritu Bajaj
 Mrs. Satinder Kaur
 Dr. Shailendra
 Mr. Lakhwinder Singh
- 50) **College Fete and Trade Fair Incharges**
 Dr. Seema Marwaha
 Mrs. Meenu Kohli

51) **Incubation Cell**

Dr. Ramnita Saini Sharda, Dean Innovations
Dr. Anjana Bhatia, Dean Equal Opportunity
Mrs. Meenu Kohli, Sale/Purchase/Management/Accounting
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Mrs. Rama Sharma, Journalism and Advertising
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Mr. Pardeep Mehta, Computer Allied Fields
Dr. Prem Sagar, Music Skill
Mrs. Navneeta, Fashion Designing/ Skill Training/ Entrepreneur

54) **Result Committee**

Mrs. Kranti Wadhwa, Overall Incharge
Mrs. Meenu Kohli, Commerce
Mrs. Asha Gupta, Science
Mr. Ravinder Mohan Jindal, Computer Sc.
Mrs. Nita Malik, Humanities and Skill Oriented Courses

(Update the photographs on all the Notice Boards)

55) **Maintenance of Various Blocks**

Dean Campus Maintenance Mr. Gurmeet Singh

Arts Block to Library	Mrs. Navroop, Mrs. Kranti Wadhwa, Mr. Amarjit Khanna
Hostel, Guest House, Yajnashtala, Auditorium, Outside main gate (both sides)	Mrs. M. Syal, Mr. Lakhwinder Singh, Mrs. Veena (Warden), Mrs. Kiran (Warden), Mrs. Navroop, Mrs. Sunita Dhawan, Mrs. Veena Arora
Science Block, backside SDC	Dr. Neelam Sharma, Mrs. Purnima, Mr. Ravi Maini
IT Block, PG, Commerce Block School Building	Mr. Anil Bhasin, Mr. Gullagon, Mrs. Kajal Puri, Mr. Pankaj Jyoti Mrs. M. Syal, School Coordinator
Accounts, General Office, Mahatma Anand Swami Block, Drishti Centre, Canteen, Parking	Dr. Santosh Khanna, Mrs. Meenu Kundra, Mrs. Urvashi Mishra Mr. Rajit Uppal, Mr. Rajiv Kumar, Mrs. Anupama
Virsa Vihar, SDC, Swimming Pool, Indoor Stadium, Playgrounds	Mrs. Veena Arora, Mrs. Satinder Kaur, Dr. Neeru Bharti Sharma, Mrs. Mukti Arora, Mr. Raman Behl, Ms. Harmeet Kaur
Overall Incharge of all Notice Boards	Dr. Neeru Bharti Sharma, Mrs. Navneeta, Mrs. Gurjeet Kaur, Mrs. Seema K. Joshi
Parking Area	Mr. Lakhwinder Singh

NOTE: *In case name of any staff member is not included in this list he/she should immediately inform the undersigned in writing.*


Principal

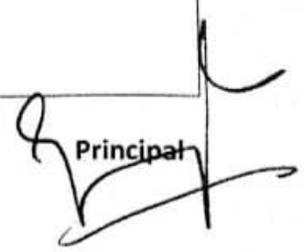
HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

DUTIES FOR MAINTENANCE OF VARIOUS BLOCKS

In partial modification of the earlier duties, the following members are hereby assigned duties for the maintenance of various blocks:-

Dean Campus Maintenance Mr. Gurmeet Singh

Arts Block to Library	Mrs. Navroop Mrs. Kranti Wadhwa Miss Shallu Batra Ms. Poonam Sharma Dr. Mandeep Kaur Mr. Amarjit Khanna	Accounts, General Office, Mahatma Anand Swami Block Drishti Centre	Dr. Santosh Khanna Mrs. Meenu Kundra Mrs. Urvashi Mishra Mr. Rajit Uppal Mrs. Anupama
Hostel, Guest House	Mrs. M. Syal Ms. Simmi Ms. Manpreet Mr. Lakhwinder Singh Mrs. Kiran (Warden) Mrs. Veena (Warden)	Canteen	Mrs. Kuljit Kaur Mrs. Ritu Bajaj Mr. Rajiv Kumar
Yajnashala, Auditorium, Outside main gate (both sides)	Mrs. Sunita Dhawan Dr. Ramnita S. Sharda Dr. Ashmeen Kaur Mr. Manohar Lal Mr. Lucky Goyal	Virsa Vihar, SDC, Swimming Pool, Indoor Stadium, Playgrounds	Mrs. Veena Arora Mrs. Satinder Kaur Dr. Sandeep Kaur Ms. Harmeet Kaur Ms. Sukhwinder Mrs. Mukti Arora Mr. Raman Behl Mr. Rajinder Kumar
Science Block, backside SDC	Dr. Neelam Sharma Mrs. Saloni Sharma Mrs. Purnima Mr. Ravi Maini	Overall Incharge of all Notice Boards	Dr. Neeru Bharti Sharma, Mrs. Navneeta Ms. Nishita Ms. Surbhi Sharma Ms. Kamalpreet Kaur Mrs. Gurjeet Kaur Mrs. Seema K. Joshi
IT Block, PG Block	Mr. Anil Bhasin Mr. Gullagong Mr. Pankaj Jyoti	Parking Area (Scooter Stand, Basement and Playground)	Mr. Lakhwinder Singh Mr. Mani Sarin Mr. Prince Jaswal
Commerce Block	Mrs. Kajal Puri Mrs. Meenu Kohli Mr. Pankaj Jyoti		
School Building	Mrs. M. Syal Ms. Richa Ms. Nisha Mr. Sunil Kumar		


Principal

Copy to:

1. E-circulation
2. Dean Campus Maintenance
3. Office Supdt.
4. Overseer

