

No. 584

22/4/2015

Notice

The following members are deputed to do physical checking of the departments as noted against each for the session **2014-15**. They are informed to see that the registers for the articles are properly maintained. The report of the completion of the job and suggestions, if any, may be submitted to the undersigned **by 15th May, 2015** at the latest. List of articles damaged/broken may be submitted separately also for repairs:-

- | | | |
|---|---|---|
| 1 | Furniture Arts Block
(Both Floors) and Skill Dev. Centre | Mrs. Kuljeet Kaur |
| 2 | Furniture Science Block (Both floors) | Dr. Jyoti Gogia |
| 3 | Furniture IT Block & PG Block
(Both Floors) | Mrs. Ramnita Saini Sharda
Mr. Gullagong |
| 4 | Sports Deptt./Physical Education | Mrs. Seema Khanna |
| 5 | NSS Articles | Mrs. Archana Kapoor |
| 6 | Library Furniture | Mrs. Binoo Gupta |
| 7 | Hostel Furniture | Miss C.K. Bhatia
Mrs. Anita
Ms. Seema |



Principal

Copy to:

- 1 Circulation
- 2 Staff Notice Board
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer

22/4/2015

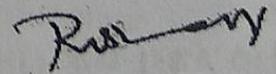
No. 584

Notice

The following members of the staff are informed to do stock checking (2014-15) of the departments mentioned against their names with the help of the Heads of the Deptt. concerned and submit the report to the undersigned by **15th May, 2015**. List of articles damaged/broken may be submitted separately also for repairs:-

- | | | |
|----|--|--|
| 1 | Physics Deptt. | Dr. Neelam Sharma
Mrs. Geeta Sakhuja
Mrs. Deepshikha |
| 2 | Chemistry Deptt. | Mrs. Rakesh Uppal
Mrs. Jyoti Kaul
Dr. (Mrs.) Anjana Bhatia |
| 3 | Botany Deptt. | Dr. Ekta Khosla
Mrs. Saloni Sharma |
| 4 | Biotech Deptt. | Dr. Aparna Sharma
Dr. Mani Sharma |
| 5 | Zoology Deptt. | Dr. Seema Marwaha
Mr. Anil Bhasin
Mr. Jagjit Bhatia |
| 6 | Bioinformatics Deptt. | Mrs. Purnima
Dr. Shaveta Chauhan |
| 7 | Cosmetology Deptt. | Miss Shallu Batra |
| 8 | Mass Communication & Video
Production | Mr. Gullagong
Mrs. Rama Sharma |
| 9 | Computer Sc. Deptt. | Dr. Kanwaldeep
Mrs. Shikha Chhabra
Miss Sonia Mahendru |
| 10 | Music Instl. Deptt. | Mrs. Veena Arora
Dr. Jyoti Mittu |
| 11 | Music Vocal Deptt. | Dr. Jyoti Mittu
Dr. Santosh Khanna |
| 12 | Fine Arts Deptt. | Miss Shama Sharma
Dr. Meena Sharma
Mrs. Sangeeta Arora |

13	Home Sc. Deptt.	Mrs. Neety Sood Mrs. Kranti Wadhwa Mrs. Ashmeen Kaur
14	Psychology	Mrs. Meenu Kundra
15	Food Sc. & Quality Control	Mrs. Nita Malik
16	Dance	Mrs. Navroop
17	Commerce Deptt.	Mrs. Mamta Dr. Minakshi Duggal
18	Cell for Physically Handicapped Children	Dr. (Mrs.) Satonsh Khanna
19	Library	Mrs. Renu Singla & Library Staff within two months
20	NCC	Dr. Rajiv Sharma Mr. Ravinder Mohan Jindal
21	IMF Centre	Dr. Nitika
22	Language Lab	Mr. Ashish Chadha
23	Cyber Law Dept.	Mr. Harpreet Singh
24	Multimedia Dept.	Mr. Gurmeet Singh
25	Auditorium and Conference Halls IT Block (PG Block & Skill Dev. Centre)	Dr. Jitender Kumar Mr. Sumit Sharma
26	Fashion Designing Deptt.	Mrs. Cheena Ms. Saroj Mahajan



Principal

Copy to:

- 1 Circulation
- 2 Staff Notice Board
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer

25/04/16

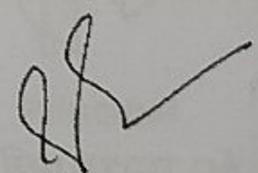
584

Notice

The following members of the staff are informed to do stock checking (2015-16) of the departments mentioned against their names with the help of the Heads of the Deptt. concerned and submit the report to the undersigned by **15th May, 2016**. List of articles damaged/broken may be submitted separately also for repairs:-

- | | | |
|----|---------------------------------------|---|
| 1 | Physics Deptt. | Dr. Neelam Sharma
Mrs. Geeta Sakhuja
Mrs. Deepshikha |
| 2 | Chemistry Deptt. | Mrs. Rakesh Uppal
Mrs. Urvashi
Dr. (Mrs.) Anjana Bhatia |
| 3 | Botany Deptt. | Dr. Ekta Khosla
Mrs. Saloni Sharma |
| 4 | Biotech Deptt. | Dr. Aparna Sharma
Mrs. Asha Gupta |
| 5 | Zoology Deptt. | Dr. Seema Marwaha
Mr. Anil Bhasin
Mr. Jagjit Bhatia |
| 6 | Bioinformatics Deptt. | Mrs. Purnima
Dr. Shaveta Chauhan |
| 7 | Cosmetology Deptt. | Miss Shallu Batra |
| 8 | Mass Communication & Video Production | Mr. Gullagong
Mrs. Rama Sharma |
| 9 | Computer Sc. Deptt. | Dr. Kanwaldeep
Mrs. Shikha Chhabra
Miss Sonia Mahendru |
| 10 | Music Instl. Deptt. | Mrs. Veena Arora
Dr. Jyoti Mittu |
| 11 | Music Vocal Deptt. | Dr. Santosh Khanna
Mrs. Aruna Walia |
| 12 | Fine Arts Deptt. | Miss Shama Sharma
Mrs. Ramandeep
Mrs. Sangeeta Bhandari |

13	Home Sc. Deptt.	Mrs. Neety Sood Mrs. Kranti Wadhwa Mrs. Ashmeen Kaur
14	Psychology	Mrs. Meenu Kundra
15	Food Sc. & Quality Control	Mrs. Nita Malik
16	Dance	Mrs. Navroop
17	Commerce Deptt.	Mrs. Mamta Dr. Kanwaldeep
18	Cell for Physically Handicapped Children	Dr. Seema Khanna
19	Library	Mrs. Renu Singla & Library Staff within two months
20	NCC	Dr. Rajiv Sharma Mr. Ravinder Mohan Jindal
21	IMF Centre	Dr. Nitika
22	Language Labs	Mr. Ashish Chadha
23	Cyber Law Dept.	Mr. Harpreet Singh
24	Multimedia Dept.	Mr. Gurmeet Singh
25	Auditorium and Conference Halls IT Block (PG Block & Skill Dev. Centre)	Dr. Jitender Kumar Mr. Sumit Sharma
26	Fashion Designing Deptt.	Mrs. Cheena Ms. Saroj Mahajan



Principal

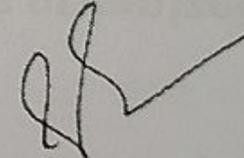
Copy to:

- 1 Circulation
- 2 Staff Notice Board
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer

Notice

The following members are deputed to do physical checking of the departments as noted against each for the session **2015-16**. They are informed to see that the registers for the articles are properly maintained. The report of the completion of the job and suggestions, if any, may be submitted to the undersigned **by 15th May, 2016** at the latest. List of articles damaged/broken may be submitted separately also for repairs:-

- | | | |
|---|---|--|
| 1 | Furniture Arts Block
(Both Floors) and Skill Dev. Centre | Mrs. Kuljeet Kaur
Dr. Neeru Bharti Sharma |
| 2 | Furniture Science Block (Both floors) | Dr. Jyoti Gogia
Mr. Pardeep Mehta |
| 3 | Furniture IT Block & PG Block
(Both Floors) | Mrs. Ramnita Saini Sharda
Mrs. Kajal Puri |
| 4 | Sports Deptt./Physical Education | Mrs. Meenu Kohli |
| 5 | NSS Articles | Mrs. Archana Kapoor |
| 6 | Library Furniture | Mrs. Binoo Gupta |
| 7 | Hostel Furniture | Mrs. Anita
Ms. Seema |



Principal

Copy to:

- 1 Circulation
- 2 Staff Notice Board
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer

Office Order

As recommended by the Stock Checking Committee permission for writing off the following articles of Chemistry Deptt. is accorded:-

List of articles to be written off

<u>S.No.</u>	<u>Name of Article</u>	<u>Qty.</u>
<u>Lab No.1</u>		
1	Hot Plate 8" dia	2
2	Bunsen burner big	22
3	Clamp for burette stand	33
4	Tangs S.M Stainless steel	39
5	Tripod stand	19
6	Teak wooden kit	20
7	Water bath 12 holes electric	1
8	Conterigufal machine electric	1
<u>Lab No. 2</u>		
1	Bunsen burner big	71
2	Clamp for iron stand	30
3	Centerifugal machine electric	1
4	Hand centerifugal machine	4
5	Hot air Oven 18x18 dia	1
6	Periodic chart	3
7	Spirit lamp brass	12
8	Tongs S.M. 4 1/2" S.Steel	60
9	Tripod stand	30
10	Teak wooden kit	35
11	Water bath copper	10
12	Victor mayer outer jacket	2
13	Locks	9
14	Water bath electric	1
15	Kipps apparatus plastic	1
16	Dry cone	14
<u>Lab No.3</u>		
1	Clamp for burette stand	19
2	Hand centeri. machine complete	5
3	Hot air oven 18x18x18	1
4	Spirit lamp brass	7
5	Tripod stand	18
6	Screw type pinch cork	17
7	Tangs S.M. 4 1/2" S. Steel	73
8	Teak wooden kit	40
9	Water bath copper	3



AI QUAD CAMERA
REDMNOTE 8

<u>No.</u>	<u>Name of Article</u>	<u>Qty.</u>
10	Bunsen burner big	66
11	Centrifugal machine electric	1
12	Dry cone	10
	<u>Lab No. 5</u>	
1	Spirit Lamp Steel	4
	<u>School Lab No. 2</u>	
1	Tangs SM Stainless stell 4 1/2'	38
2	Stop clock Esal make	3

The broken articles which have been written off be kept in Hostel Stores for annual disposal.

Principal

Copy to:

- 1) Mrs. Jyoti Kaul
- 2) Supdt. A/c
- 3) Mr. Lakhwinder Singh

Miss Anjali Bhatia
Mrs. Bindu Kohli

15/5/2017

584

Notice

The following members of the staff are informed to do stock checking (2016-17) of the departments mentioned against their names with the help of the Heads of the Deptt. concerned and submit the report to the undersigned by **25th May, 2017**. List of stock to be written off along with list of articles damaged/broken requiring repairs should be submitted separately:-

- | | | |
|----|---------------------------------------|---|
| 1 | Physics Deptt. | Dr. Neelam Sharma
Mrs. Geeta Sakhuja
Mr. Jagjit Bhatia |
| 2 | Chemistry Deptt. | Mrs. Rakesh Uppal
Mrs. Urvasi
Dr. (Mrs.) Anjana Bhatia |
| 3 | Botany Deptt. | Dr. Ekta Khosla
Mrs. Saloni Sharma |
| 4 | Biotech Deptt. | Dr. Aparna Sharma
Mrs. Asha Gupta |
| 5 | Zoology Deptt. | Dr. Seema Marwaha
Mrs. Deepshikha
Mr. Anil Bhasin |
| 6 | Bioinformatics Deptt. | Mr. Harpreet
Dr. Shaveta Chauhan |
| 7 | Cosmetology Deptt. | Miss Shallu Batra
Mrs. Bindu Kohli |
| 8 | Mass Communication & Video Production | Mr. Gullagong
Mrs. Rama Sharma |
| 9 | Computer Sc. Deptt. | Mrs. Meenu Kohli
Mrs. Shikha Chhabra
Miss Sonia Mahendru |
| 10 | Music Instl. Deptt. | Mrs. Veena Arora
Dr. Jyoti Mittu |
| 11 | Music Vocal Deptt. | Dr. Santosh Khanna
Mrs. Aruna Walia |
| 12 | Fine Arts Deptt. | Miss Shama Sharma
Mrs. Binoo Gupta
Mrs. Sangeeta Bhandari |

13	Home Sc. Deptt.	Mrs. Neety Sood Mrs. Kranti Wadhwa Dr. Ashmeen Kaur
14	Psychology	Mrs. Meenu Kundra Dr. Ashmeen Kaur
15	Food Sc. & Quality Control	Mrs. Nita Malik
16	Dance	Dr. Seema Khanna Dr. Pooja Minhas
17	Commerce Deptt.	Mrs. Mamta Dr. Kanwaldeep Dr. Minakshi Duggal
18	Cell for Physically Handicapped Children	Dr. Seema Khanna
19	Library	Mrs. Renu Singla & Library Staff within two months
20	NCC	Dr. Rajiv Sharma Mr. Ravinder Mohan Jindal
21	IMF Centre	Dr. Nitika
22	Language Labs	Mr. Ashish Chadha
23	Cyber Law Dept.	Mr. Harpreet Singh
24	Multimedia Dept.	Mr. Gurmeet Singh
25	Auditorium and Conference Halls IT Block (PG Block & Skill Dev. Centre)	Dr. Jitender Kumar Mr. Sumit Sharma
26	Fashion Designing Deptt.	Mrs. Cheena Ms. Saroj Mahajan

Copy to:

- 1 Circulation
- 2 Staff Notice Board
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer

Principal

Hans Raj Mahila Maha Vidyalaya
Jalandhar

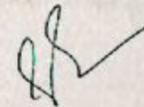
584

15/5/2017

Notice

The following members are deputed to do physical checking of the departments as noted against each for the session **2016-17**. They are informed to see that the registers for the articles are properly maintained. The report of the completion of the job and suggestions, if any, may be submitted to the undersigned **by 25th May, 2017** at the latest. List of articles damaged/broken may be submitted separately also for repairs:-

- | | | |
|---|---|--|
| 1 | Furniture Arts Block
(Both Floors) and Skill Dev. Centre | Mrs. Kuljeet Kaur
Dr. Neeru Bharti Sharma |
| 2 | Furniture Science Block (Both floors) | Dr. Jyoti Gogia
Mr. Pardeep Mehta |
| 3 | Furniture IT Block & PG Block
(Both Floors) | Mrs. Ramnita Saini Sharda
Mrs. Kajal Puri |
| 4 | Sports Deptt./Physical Education | Mrs. Savita Mahindru |
| 5 | NSS Articles | Mrs. Archana Kapoor |
| 6 | Library Furniture | Mrs. Shikha Chhabra |
| 7 | Hostel Furniture | Mrs. Anita
Ms. Seema |


Principal

Copy to:

- 1 Circulation
- 2 Staff Notice Board
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer

No. 584

Hans Raj Mahila Maha Vidyalaya,
Jalandhar.

11/5/2018

Notice

The following members of the staff are informed to do stock checking (2017-18) of the departments mentioned against their names with the help of the Heads of the Deptt. concerned and submit the report to the undersigned by **22nd May, 2018**. List of stock to be written off along with list of articles damaged/broken requiring repairs should be submitted separately:-

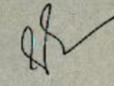
- | | | |
|----|--|--|
| 1 | Physics Deptt. | Dr. Neelam Sharma
Mr. Jagjit Bhatia |
| 2 | Chemistry Deptt. | Mrs. Saloni Sharma
Mrs. Urvashi
Dr. (Mrs.) Anjana Bhatia |
| 3 | Botany Deptt. | Dr. Ekta Khosla
Mr. Harpreet Singh |
| 4 | Biotech Deptt. | Dr. Meena Sharma
Mrs. Purnima |
| 5 | Zoology Deptt. | Dr. Seema Marwaha
Mrs. Deepshikha |
| 6 | Bioinformatics Deptt. | Mr. Harpreet
Dr. Shaveta Chauhan |
| 7 | Cosmetology Deptt. | Miss Shallu Batra
Mrs. Bindu Kohli |
| 8 | Mass Communication & Video
Production | Mr. Gullagong
Mrs. Rama Sharma |
| 9 | Computer Sc. Deptt. | Mrs. Meenu Kohli
Mrs. Shefali Arora
Miss Sonia Mahendru |
| 10 | Music Instl. Deptt. | Mrs. Veena Arora
Dr. Santosh Khanna |
| 11 | Music Vocal Deptt. | Dr. Santosh Khanna
Mrs. Aruna Walia |
| 12 | Fine Arts Deptt. | Miss Shama Sharma
Mrs. Binoo Gupta |

13	Home Sc. Deptt.	Mrs. Neety Sood Mrs. Kranti Wadhwa Dr. Ashmeen Kaur
14	Psychology	Mrs. Meenu Kundra Dr. Ashmeen Kaur
15	Food Sc. & Quality Control	Mrs. Nita Malik Mrs. Satinder Kaur
16	Dance	Dr. Seema Khanna Dr. Pooja Minhas
17	Commerce Deptt.	Mrs. Mamta Dr. Kanwaldeep Dr. Minakshi Duggal
18	Cell for Physically Handicapped Children	Dr. Seema Khanna
19	Library	Mrs. Renu Singla & Library Staff upto 27/06/18
20	NCC	Dr. Rajiv Sharma Mr. Sushil Kumar
21	IMF Centre	Dr. Nitika
22	Language Labs	Mr. Ashish Chadha
23	Cyber Law Dept.	Mrs. Sangeeta Bhandari
24	Multimedia Dept.	Mr. Gurmeet Singh
25	Auditorium and Conference Halls IT Block (PG Block & Skill Dev. Centre)	Dr. Jitender Kumar Mr. Sumit Sharma
26	Fashion Designing Deptt.	Mrs. Navneeta Ms. Rishav Bhardwaj Ms. Gagandeep
27	Furniture Arts Block (Both Floors) and Skill Dev. Centre	Mrs. Veena Arora Dr. Neeru Bharti Sharma
28	Furniture Science Block (Both floors)	Dr. Nidhi Bal Mr. Pardeep Mehta
29	Furniture IT Block & PG Block (Both Floors)	Mrs. Ramnita Saini Sharda Mrs. Sangeeta Arora

30	Sports Deptt./Physical Education	Mrs. Savita Mahindru
31	NSS Articles	Mrs. Kranti Wadhwa
32	Library Furniture	Mrs. Ritu Bajaj
33	Hostel Furniture	Mrs. Kiran Mrs. Veena

Copy to:

- 1 Circulation
- 2 Staff Notice Board
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer


Principal

Notice

The following members of the staff are informed to do stock checking (2018-19) of the departments mentioned against their names with the help of the Heads of the Deptt., Incharges of Societies/Clubs concerned and submit the report to the undersigned by **31st May, 2019**. List of stock to be written off along with list of articles damaged/broken requiring repairs should be submitted separately:-

1	Physics Deptt.	Mrs. Deepshikha Mr. Jagjit Bhatia
2	Chemistry Deptt.	Mrs. Urvashi Mr. Sumit Sharma Ms. Simmi Garg
3	Botany Deptt.	Mr. Harpreet Singh Ms. Harpreet Kaur
4	Biotech Deptt.	Dr. Anjana Bhatia Mrs. Purnima
5	Zoology Deptt.	Mrs. Deepshikha Dr. Sakshi Verma
6	Bioinformatics Deptt.	Dr. Nitika Mrs. Asha Gupta
7	Cosmetology Deptt.	Dr. Jyoti Gogia Mrs. Mukti Arora
8	Mass Communication & Video Production	Mr. Gullagong Mrs. Rama Sharma
9	Computer Sc. Deptt.	Mrs. Shefali Arora Miss Sonia Mahendru
10	Music Instl. Deptt.	Mrs. Veena Arora Dr. Santosh Khanna
11	Music Vocal Deptt.	Dr. Santosh Khanna Dr. Prem Sagar
12	Fine Arts Deptt.	Dr. Rakhi Mehta Mrs. Binoo Gupta

13	Home Sc. Deptt.	Dr. Nidhi Bal Mrs. Kranti Wadhwa
14	Psychology	Mrs. Meenu Kundra
15	Food Sc. & Quality Control	Mrs. Nita Malik
16	Dance	Dr. Seema Khanna Dr. Pooja Minhas
17	Commerce Deptt.	Mrs. Mamta Dr. Minakshi Duggal
18	Cell for Physically Handicapped Children	Dr. Anjana Bhatia
19	Library	Library Incharge upto 27/06/19
20	NCC	Miss Sonia Mahendru Mrs. Jyotika Minhas
21	IMF Centre	Mr. Sushil Kumar
22	Language Labs	Mrs. Mamta Mr. Ashish Chadha
23	Cyber Law Dept.	Mrs. Sangeeta Bhandari
24	Multimedia Dept.	Mr. Gurmeet Singh Mr. Ashish Chadha
25	Auditorium and Conference Halls IT Block (PG Block & Skill Dev. Centre)	Dr. Jitender Kumar Mrs. Pawan Kumari
26	Fashion Designing Deptt.	Ms. Rishav Bhardwaj Mrs. Navneeta Dr. Shailendra
27	Furniture Arts Block (Both Floors) and Skill Dev. Centre	Mrs. Veena Arora Dr. Neeru Bharti Sharma
28	Furniture Science Block (Both floors)	Mrs. Kuljit Kaur Mr. Pardeep Mehta
29	Furniture IT Block & PG Block (Both Floors)	Mr. Gullagong Mrs. Lovleen
30	Sports Deptt./Physical Education	Mrs. Savita Mahindru

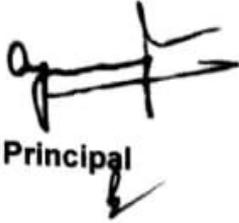
- 31 NSS Articles
- 32 Library Furniture
- 33 Hostel Furniture

Mr. Neeraj Aggarwal

Mrs. Sunita Dhawan

Mrs. Kiran

Mrs. Veena Rani



Principal

Copy to:

- 1 E-Circulation - sent
- 2 IQAC Coordinator
- 3 Office Supdt.
- 4 Mr. Lakhwinder Singh
- 5 Overseer
- 6 Copy to HODs.