

ANNUAL DUTIES OF THE STAFF - SESSION 2020-2021 (COMMITTEES, CLUBS, CELLS & OTHER DUTIES)

Admission Committee	:	Mrs. Manmeet Kaur Mrs. Prabhjot Kaur Dr. Kuldeep Kaur Mrs. Jaswinder Kaur Mrs. Seema Dua Ms. Daisy Wadhwa
Time Table Committee	:	Mrs. Manmeet Kaur Mrs. Jaswinder Kaur Mrs. Seema Dua Dr. Nidhi Dr. Anupam Vatsyayan Mrs. Satwant Kaur Ms. Daisy Wadhwa
Discipline Committee	:	Dr. Parveen Arora Mrs. Neetu Prakash Mrs. Punpreet Kaur Mrs. Rajwinder Kaur Dr. (Mrs.) Madhu Bala Mrs. Harpreet Kaur(f. Arts) Mrs. Kirti Loomba Mrs. Satwant Kaur Ms. Sukhjot Kaur
Library Committee	:	Mrs. Maninder Kaur (Principal) Mrs. Balbir Kaur Mrs. Manmeet Kaur Mrs. Prabhjot Kaur Mrs. Jaswinder Kaur Dr. Anupam Vatsyayan Ms. Daisy Wadhwa
Anti- Ragging Committee	:	Dr. Madhu Bala, Mrs. Shikha Bajaj Ms. Paramjit Kaur Jhajj
Website Committee	:	Ms. Daisy Wadhwa Ms. Nisha Mrs. Seema Dua, Mrs. Kirti Mrs. Satwant Kaur
Building Maintenance Committee	:	Mrs. Maninder Kaur (Principal) Mr.S.P.S.Anand (Office Supdt)
Fee Concession Committee	:	Mrs. Manmeet Kaur Dr. Parveen Arora
Press Committee	:	Mrs. Jaswinder Kaur (Hindi) Mrs. Inderjit Kaur (Punjabi) Mrs. Kirti Loomba (English) Dr. Jasmine Bains (Psy)

Cultural Committee	:	Mrs. Manmeet Kaur Mrs. Prabhjot Kaur Mrs. Jaswinder Kaur Mrs. Seema Dua Mrs. Harpreet Kaur (F. Arts) Mrs. Shikha Kalra
Sports Committee	:	Mrs. Rajveer Kaur Mrs. Surjit Kaur
Internal Complaints Committee (Against Sexual Harassment)	:	Mrs. Maninder Kaur Dr. Parveen Arora Ms. Daisy Wadhwa <u>External Expert</u> Mrs. Rajni Bagga (Research Fellow, Deptt. of Law PURC, Ludhiana)
Canteen Committee	:	Mrs. Rajwinder Kaur Mrs. Shikha Kalra
Exchange Counter Committee	:	Dr. Nidhi Mrs. Kirti Loomba Dr. Jasmine Bains , Ms. Daisy Wadhwa
Tours Committee	:	Dr. Kuldeep Kaur Mrs. Seema Dua
Tutorials Committee	:	Mrs. Manmeet Kaur Dr. Madhu Bala
Counselling Cell	:	Mrs. Manmeet Kaur Mrs. Seema Dua Dr. Parveen Arora Dr. Jasmine Bains
Grievance Cell	:	Mrs. Maninder Kaur (Principal) Mrs. Manmeet Kaur Dr. Parveen Arora Ms. Daisy Wadhwa
Equal Opportunity Cell	:	Mrs. Maninder Kaur (Principal) Mrs. Punpreet Kaur Dr. Nidhi Mrs. Harpreet Kaur Ms. Daisy Wadhwa
Anti Drug Cell	:	Mrs. Maninder Kaur Dr. Parveen Arora Ms. Daisy Wadhwa
Placement Cell	:	Dr. Neetu Prakash Dr. Nidhi

Book Club	:	Mrs. Balbir Kaur Dr. Kuldeep Kaur Mrs. Prabhjot Kaur Mrs. Jaswinder Kaur Mrs. Gagneetpal Kaur Ms. Daisy Wadhwa
Eco Club	:	Dr. Parveen Arora Dr. Madhu Bala Mrs. Kirti Loomba Ms. Sukhjot Kaur
Youth Club / Red Ribbon Club	:	Dr. Nidhi Sharma Ms. Daisy Wadhwa
Legal Literacy Club	:	Dr. Parveen Arora Ms. Sukhjot Kaur
NSS/ Red Cross Society	:	Mrs. Punpreet Kaur Mrs. Satwant Kaur
NCC Wing	:	Ms. Sukhjot Kaur
English Journal (Literary Aesthetics)	:	Dr. Mrs. Anupam Vatsyayan Mrs. Gagneetpal Kaur
Alumni Association		Mrs. Prabhjot Kaur Dr. (Mrs.) Kuldeep Kaur Mrs. Manpreet Kaur Ms. Daisy Wadhwa Mrs. Shikha Kalra
Central Association	:	Dr. Parveen Arora, Dr. Nidhi
Internal Assessment	:	BA, PGDMC Dr. Parveen Arora, Dr. Jasmine Bains B.Com Mrs. Manmeet Kaur BBA Dr. Nidhi BCA, PGDCA Ms. Daisy
Registrar/Conduct of Exams	:	Mrs. Manmeet Kaur, Mrs. Seema Dua
Morning Assembly	:	Dr. Kuldeep Kaur Dr. (Mrs.) Jasmine Bains Ms. Shalini, Ms. Anju
Attendance duty for Morning Assembly (For Teachers)	:	Mrs. Manmeet Kaur Mrs. Satwant Kaur

Absentee List & Lecture Shortage : BA / PGDMC -Mrs. Kirti Loomba
Mrs. Gagneetpal Kaur
Mrs. Shikha Kalra
B.Com – Mrs. Manpreet Kaur
PGDCA & BCA — Ms. Daisy Wadhwa
BBA — Dr. (Mrs.) Nidhi Sharma

Detainees List : Mrs. Punpreet Kaur, Mrs. Shikha Bajaj

U.G.C Updates Ms. Daisy Wadhwa,
Ms. Navneet Kaur

Staff Room Maintenance

PG Staff Room	Mrs. Gagneetpal Kaur
Common Staff Room	Mrs. Kirti Loomba Dr. Jasmine Bains
Commerce Staff Room	Mrs. Manpreet Kaur Sarna, Mrs. Rajwinder Kaur
Social Sc. Staff Room	Dr. (Mrs.) Madhu
Home Science Labs	Mrs. Shikha Bajaj
Seminar Room & Common Room	Mrs. Rajwinder Kaur , Ms. Sukhjit Kaur
Prayer Room	Mrs. Balbir Kaur , Mrs. Harvinder Kaur (Lib)

Time Table -

BA , PGDMC	Mrs. Jaswinder Kaur Mrs. Seema Dua
MA (Eng)	Dr. (Mrs.) Anupam Vatsayayan Mrs. Gagneetpal Kaur
B.Com & M.Com	Mrs. Manmeet Kaur Dr. Kuldeep Kaur
BBA	Dr. Nidhi Sharma, Mrs. Jaspreet Lamba
BCA, PGDCA	Ms. Daisy Wadhwa Mrs. Satwant Kaur

News / Annual Report/Magazine Dr. (Mrs.) Neetu Prakash,
Mrs. Kirti to Collect information for report
Dr. (Mrs.) Anupam Vatsayayan
Ms. Daisy Wadhwa, Mrs. Satwant Kaur

Declamation/Debate/Creative writing Mrs. Prabhjot Kaur (Punjabi)
Dr. (Mrs.) Kuldeep Kaur
Mrs. Jaswinder Kaur (Hindi)
Dr. (Mrs.) Anupam Vatsayayan (English)
Mrs. Gagneetpal Kaur
Ms. Daisy Wadhwa

Sending Invitations Mrs. Seema Dua, Dr. Parveen Arora
Mrs. Kirti Loomba

Maintaining Records of invitations From Other Institutions & Participation Record Dr. Jasmine Bains

Scholarship Incharge	Dr. Parveen Arora, Mrs. Punpreet Kaur
Incharge Parents Teachers Association	Mrs. Prabhjot Kaur Dr. Kuldeep Kaur Mrs. Seema Dua Mrs. Kirti Ms. Daisy Wadhwa
Checking of Sanitization of Campus	Dr. Parveen Arora Mrs. Manpreet Kaur Mrs. Rajwinder Kaur Dr. Madhu Bala Mrs. Sukhjot Kaur
Vigilance Cell	Mrs. Punpreet Kaur Dr. Nidhi Arora Ms. Daisy Wadhwa Mrs. Satwant Kaur
Electoral Literacy Club	Dr. (Mrs.) Parveen Arora Mrs. Rajwinder Kaur Dr. Shikha Bajaj
Hostel / Visitor Room Checking	Dr. Kuldeep Kaur Mrs. Manpreet Kaur
IQAC (Minutes of Meeting)	Dr. Anupam Vatsyayan Dr. Jasmine Bains

Nodal Officer (Grievance Redressal online Teaching)

- Mrs. Maninder Kaur (Principal)
- Mrs. Manmeet Kaur (B Mgmt. & Comm.)
- Mrs. Prabhjot Kaur (Humanities)
- Ms. Daisy Wadhwa (BCA)

Principal