

# **ANNUAL DUTIES**

## **COLLEGE COMMITTEES/CLUBS/CELLS SESSION 2023-24**

### **1. (A) ADMISSION & ANNUAL PLAN COMMITTEE (In Campus)**

**Co-coordinator:** Mrs. SeemaDua

**Deputy Coordinator:** Dr. Punpreet Kaur

#### **Members:**

- Dr. Punpreet Kaur
- Mrs. Maninder Kaur
- Mrs.Manmeet Kaur
- Mrs.Prabhjot Kaur
- Dr. Kuldeep Kaur
- Ms. Daisy Wadhwa
- Mrs. Gagneetpal Kaur
- Dr. Pratibha Tyagi
- Mrs. Jaspreet Kaur
- Ms Neha

#### **DUTIES:**

- To draft the Annual Plan of activities for the year 2023-2024 and to incorporate the same in the Prospectus.
- To assist the students and to interact with the parents during admissions.
- To provide proper College Identity Cards to the students after the reopening of the College.
- To file and maintain the records of the admissions and Annual Plan.
- To submit the enrollment records to the IQAC Committee.

### **1. (b) ADMISSION COMMITTEE (For Visits to Schools)Members:**

- Mrs. Prabhjot Kaur
- Dr. Kuldeep Kaur
- Mrs. Seema Dua
- Mrs. Parveen Arora
- Dr. Neetu Prakash
- Dr. Punpreet Kaur
- Dr. Nidhi Sharma
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Mrs. Madhu Dhawan
- Mrs. Harpreet Kaur
- Mrs. Kirti Loomba
- Mrs. Anupam Vatsyayan
- Mrs. Gagneetpal Kaur
- Ms. Daisy Wadhwa
- Mrs Satwant
- Mrs. Shikha Kalra

**DUTIES:**

- To draft the list of schools for visit.
- To identify and make separate lists of schools of CBSE, PSEB and ICSE boards.
- To visit schools and sensitize students about college activities.
- To file and maintain records of all visits to schools.

**2. TIME TABLE COMMITTEE**

**Co-ordinator** – Mrs. Seema Dua

**Members:**

- a. Mrs Maninder Kaur
- b. Mrs. Manmeet Kaur
- c. Dr. Nidhi Sharma
- d. Dr. Anupam Vatsyayan
- e. Ms. Daisy Wadhwa
- f. Mrs. Kirti

**DUTIES:**

- To frame a suitable, clash free time-table for conducting Theory/Practical classes as per University rules.
- To resolve various complaints of clashes in the time-table and make necessary adjustments.
- To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

**3. ATTENDANCE COMMITTEE**

**Co-ordinator** – Mrs. Gagneetpal Kaur

**Members:** All mentors

**DUTIES:**

- To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance registers.
- To ensure timely compilation of attendance record by the dealing clerks.
- To ensure periodic display of attendance on the Notice Boards.
- To keep track of regular absentees and counsel them, if required , along with their parents.
- To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

**4. LIBRARY COMMITTEE**

**Co-ordinator** – Dr. Balbir Kaur

**Members:**

- a. Mrs. Maninder Kaur
- b. Mrs. Prabhjot Kaur
- c. Dr. Nidhi Sharma
- d. Mrs. Kirti Loomba
- e. Dr. Anupam Vatsyayan
- f. Ms. Daisy Wadhwa
- g. Mrs. Shikha Kalra
- h. Mrs. Sukhjit Kaur

**DUTIES:**

- To take stock of the existing, newly added and total number of books.
- To suggest measures to maintain the sanctity of the library.
- To organize book weeks, book talks, and book displays on special occasions.
- To arrange talks for students to motivate them for cultivating reading habits.
- To provide digital library facilities with National and International online journals.
- To see that Library building is enabled with Wi-fi facility.
- To see that library issue/ return of books are maintained through software.
- To acquire books for the book bank and distribute to the deserving students.
- To maintain the sanctity of the Library.
- To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

**5. N.S.S. UNIT/EBSB / Red Cross Society****Programme Officers/ Club Coordinators**

- a. Dr. Neetu Prakash
- b. Mrs. Satwant Kaur

**Member**

Mrs. Sukhjit Kaur

**DUTIES:**

- To plan and execute N.S.S. Programmes for the year.
- To conduct Special N.S.S. camp.
- To Organize and celebrate important days of the year.
- To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.
- To take care of campus beautification and gardening.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

## **6. CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT CELL**

### **Co-ordinators:**

- a. Dr. NeetuPrakash
- b. Dr. Nidhi Sharma

Mrs. Sukhjit : To provide information and guidance related to career and jobs in Armed forces.

### **DUTIES:**

- To organize career oriented workshops for the outgoing students.
- To organize coaching classes for competitive exams by inviting experts.
- To conduct awareness programmes on entrepreneurship skills for students.
- To invite experienced academicians, leading professionals with extensive corporate experience.
- To help students to identify employment options that matches their career interests.
- To find out potential employers locally and out of district.
- To prepare students to face interviews.
- To identify and develop employability skills in students.

## **7. FIELD TRIPS/ INDUSTRY VISIT/ TOUR AND TRANSPORT COMMITTEE**

**Co-ordinator** : Dr. Kuldeep Kaur

### **Members:**

- a. Mrs. Prabhjot
- b. Mrs. SeemaDua
- c. Mrs. Kirti
- d. Mrs. Sukhjit

### **DUTIES:**

- To co-ordinate the Educational Trips and field visits conducted by different Departments.
- To maintain the records of the Study Visits/ Educational Trips conducted and submit the same to the IQAC Committee.

## **8. FIRST AID AND HEALTH WATCH**

**Co-ordinator** – Warden/ Mrs.Sukhwinder

### **Members:**

- a. Mrs. Satwant
- b. Mrs. Sukhjit Kaur
- c. Mr.Surinder Singh (Office Supdt.)

**DUTIES:**

- To organize programmes for students and Staff related to Health and First Aid.
- To see that there is a First Aid Room with all the basic facilities in case of emergency.
- To organize Community Welfare programmes. i.e. to involve their participation in Yoga camps etc.
- To guide and help students to develop study habits, resolving personal and emotional difficulties & interpersonal relationships.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

**9. CANTEEN COMMITTEE**

**Co-ordinator :** Mrs. Shikha Kalra

**Members:**

- a. Mrs. Rajwinder Kaur
- b. Dr. Madhu Dhawan

**DUTIES:**

- To see that the Canteen services to students / staff are good.
- To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.
- To check the quality of eatables being served to the students in canteen.

**10. EXAMINATION COMMITTEE**

**Co-ordinator:** Mrs. Prabhjot Kaur

**Co-coordinators**– Mrs. Seema Dua (Registrar) and All HODs of their departments.

**DUTIES:**

- To successfully conduct the House Examinations and prepare the Results.
- To ensure that marks lists are submitted by lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.
- To make inventory of the required Stationary well in advance and put up the requisition for required items
- To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.

## **11. DISCIPLINE & ANTI-RAGGING COMMITTEE**

**Co-ordinator:** Mrs. Punpreet Kaur

### **Members:**

- a. Mrs. Gagneetpal Kaur
- b. Mrs. Manpreet Kaur
- c. Dr. Madhu Dhawan
- d. All Mentors

### **DUTIES:**

- To initiate timely action against erring students.
- To agree what is acceptable and unacceptable behaviour.
- To support the development of strategies designed to promote and encourage good student behavior.
- To ensure overall disciplined environment in the College.
- To establish a consultative process for ascertaining the views of the principal, teachers , students and parents in matters relating to discipline and student behaviour.
- To sensitize students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
- To address complaints about ragging as per the Govt. and University procedures.
- To maintain records of the cases investigated and submit the same to the IQAC Committee.

## **12. GRIEVANCE REDRESSAL/ SEXUAL HARASSMENT COMMITTEE**

**Co-ordinator** – Dr. Balbir kaur

**Co-Coordinator** - Mrs. Manmeet kaur

**Members :** Dr. Punpreet kaur  
Mrs. Shikha Kalra  
Mrs. Rajni Rajpal (Non Teaching)

### **DUTIES:**

- To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
- To instruct the official/s concerned to attend to the grievances.
- To refer / report the matters to the Principal.
- To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
- To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
- To celebrate International Women's Day.
- To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

**13. Red Ribbon Club/Youth Club**

**Incharges :**

- a. Dr. Nidhi Sharma
- b. Ms Daisy Wadhwa

Program Officers of NSS- Dr. Neetu Prakash, Mrs. Satwant Kaur  
NCC unit - A.N.O Lt. Sukhjit Kaur

**DUTIES:**

- To conduct activities under Red Ribbon Club and Youth Club
- To file and submit the records to the IQAC .

**14. MAGAZINE /PROSPECTUS COMMITTEE**

**Coordinator:** Dr. Kuldip Kaur

**Members**

- Dr. Anupam Vatsyayan
- Ms. Daisy Wadhwa
- All heads

**DUTIES:**

- To receive the articles / reports from the students/staff and edit the same.
- To ensure that no reports/articles objectionable in nature are published.
- To appoint students as sectional editors.
- To arrange to have photographs of staff and students required for the magazine on College Day and on the send-off day.
- To get the magazine printed by April end and distribute the same to students and staff.

**15. WEBSITE DEVELOPMENT/PUBLIC RELATIONS/ PRESS RELEASE/SOCIAL MEDIA COMMITTEE**

**PRO** – Mrs. Kirti

**Social Media Manager** – Ms Daisy Wadhwa

**Website Incharges:**

- a. Mrs. Kirti
- b. Mrs. Gagneetpal Kaur
- c. Ms. Daisy Wadhwa
- d. Ms. Navneet kaur

**DUTIES:**

- To develop and maintain the College Website.
- To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates, publicity through Media, News Papers, etc.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

**16. INFRASTRUCTURE MAINTENANCE & DEVELOPMENT COMMITTEE**

**Co-ordinator :** Mrs. Maninder kaur

**Members:**

- a. Mrs. Seema Dua
- b. Mrs. Kirti Loomba
- c. Ms. DaisyWadhwa
- d. Mrs. Surjit
- e. Mrs. Shikha Kalra
- f. Mrs. Harpreet (fine Arts)
- g. Mr. Akhilesh ( Lab Technician cum clerk)

**DUTIES:**

- To suggest measures for the safety, development and maintenance of old College building infrastructure.
- To ensure optimal use of the College resources, get defective gadgets repaired.
- To suggest measures to dispose off outdated and unusable items.
- To ensure Computerization /Automation of Library and Administration/Technology upgradation (overall)
- To provide internet facility with Wi-Fi connectivity.
- To provide details of infrastructure facilities to the IQAC Committee.

**17. HOSTEL COMMITTEE**

**Co-ordinator:** Mrs. Manmeet kaur

**Members:**

- a. Mrs. Seema Dua
- b. Hostel Warden
- c. Mrs. Sukhwinder

**DUTIES:**

- Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other
- Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues etc.
- Caters to the generic issues related to campus.



## **18. MORNING ASSEMBLY/ PATH COMMITTEE**

**Co-ordinator:** Mrs. Prabhjot Kaur

### **Members:**

- a. Dr..Balbir Kaur
- b. Mrs. Manmeet Kaur
- c. Dr. Kuldeep Kaur
- d. Mrs. Manpreet Kaur
- e. Mrs. Gagneetpal Kaur
- f. Mrs. Inderjeet(Pbi)
- g. Ms. Shalini,
- h. Mrs. Harinder (Library)

### **DUTIES:**

- To conduct morning assembly to seek blessings of Almighty
- To make important announcements in morning assembly
- To organize path on various occasions and make necessary arrangements for its smooth conduct.

## **19. HOSPITALITY TEAM**

**Co-ordinator:** Mrs. ShikhaKalra

### **Members**

- a. Mrs. Harpreet (Fine Arts)
- b. Mrs. Shikha Bajaj
- c. Mrs. Amarpreet Kaur

### **DUTY:**

- To manage and control the refreshment part in all functions of the college.

## **20. AUDITORIUM / SEMINAR HALL COMMITTEE**

### **INCHARGES:**

- a. Auditorium Incharge - Hostel Warden
- b. Seminar hall Incharge - Ms Daisy , Mrs. Satwant , Mrs. Gagneetpal, Mrs. Surjit

### **DUTY:**

- To update and maintain the infrastructure assigned.

## **21. IOAC / NAAC**

**Co-ordinator:** Dr. Kuldeep Kaur

**Co-coordinator :** Dr. AnupamVatsyayan

### **DUTIES:**

- To present Annual Plan
- To document and file records of all departments.

- Development of quality benchmarks/parameters for various academic and administrative activities of the college.
- Facilitating the creation of a learner-centric environment conducive to quality education.
- Dissemination of information on various quality parameters of higher education;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.

## **22. SCHOLARSHIP/FEE CONCESSION COMMITTEE**

**Co-ordinators:** Dr. Balbir Kaur  
Mrs. Manmeet Kaur

### **Members:**

- Mrs. Seema Dua (Registrar)
- All mentors

### **DUTY:**

- To give concessions to the needy, deserving, meritorious, fatherless students

## **23. NCC**

**ANO:** Lt. Sukhjot Kaur

### **DUTY:**

- To Plan and execute NCC programs for the year.

## **24. YOUTH WELFARE DEPARTMENT (CULTURAL COMMITTEE)**

**Co-ordinator:** Mrs. Prabhjot Kaur

### **Members:**

- Dr. Kuldeep Kaur
- Mrs. Seema Dua
- Dr. Punpreet Kaur
- Mrs. Gagneetpal Kaur
- Mrs. Harpreet Kaur (F. Arts)
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj

**DUTIES:**

- To Prepare the students for youth festivals, Inter-college, Intra-College Competitions
- The committee shall be responsible for all intra and inter collegiate cultural events in the college.
- To plan and schedule cultural events for the academic year.
- To promote and arrange extra curricular activities to bring out the talents of students .
- To arrange venue and logistics for various competitions.
- To encourage students to showcase their talents and participate in various competitions.

**To Maintain Records of Invitations** -Mrs. PunpreetKaur, Mrs. GagneetpalKaur

**25. GREEN CLUB/ECO CLUB**

**Co-ordinator:** Dr. ParveenArora

**Members:**

- a. Mrs. RajwinderKaur
- b. Dr. Shikha Bajaj

**DUTIES**

- To work towards preservation of environment.
- To promote participation of students in working towards the conservation and sustainability of environment.
- To organize various activities which can bring environment awareness in students and motivate them to act as responsible citizens.
- To organize plantation drives and celebrate Environment day , Earth day ,Van Mahotsav week etc and make humble contribution to the environment.

**26. STAFF WELFARE COMMITTEE****Staff Secretaries**

- a. Dr. Punpreet Kaur
- b. Dr. Madhu Dhawan

**DUTIES**

- Maintain high moral standards by looking after the needs of the staff
- Plan for general welfare activities for teaching and administrative staff.
- Build a healthy working environment and foster good relationship among the staff.
- Collect and compile databases of faculty and staff working in the campus.
- Provide opportunities for attending various workshops, seminars, symposiums, and conferences conducted by various institutions and agencies in and outside the locality /region/ state.
- Plan and organize regular programs and activities for the Faculty Development Programs

(FDPs) / Faculty Improvement Programmes (FIPs) and Staff (Administrative) Development Programs.

- Organize staff motivational / recreational activities such as, Felicitations, Picnics, etc.
- Represent the staff and forward cases of complaints and grievances of staff to the Management Committee
- Administer the Staff Welfare Fund and ensure its proper use.
- Organize Welcome/ Farewell parties for the faculty.
- Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.

## **27. ACADEMIC AUDIT COMMITTEE**

**Registrar: Mrs. Seema Dua**

**Members: All HODs of their departments**

## **28. ADMINISTRATIVE AUDIT COMMITTEE**

**Members:**

- a. Mrs. Maninder Kaur
- b. Mrs. Manmeet Kaur
- c. Mr. Surinder Singh Superintendent
- d. Mrs. Prabhjot Kaur - Controller of Examination.

## **29. RESEARCH AND DEVELOPMENT CELL**

**Coordinator** Dr. Neetu Prakash

**Members:**

- a. Dr. Nidhi Sharma
- b. Dr. Punpreet Kaur
- c. Mrs. Manpreet Kaur
- d. Mrs. Rajwinder Kaur
- e. Dr. Madhu Dhawan
- f. Dr. AnupamVatsyayan

### **DUTIES**

- To identify training needs of researchers.
- To encourage faculty for research work.
- Identify emerging areas for student projects which are part of the curriculum.
- To subscribe for national and international research journals.
- Developing research culture among students
- To suggest steps for effective use of college resources for extension services.

### **30. UGC CO-ORDINATOR**

Dr. Nidhi Sharma

#### **DUTIES**

- To search different grants for the colleges for strengthening basic infrastructure
- To accommodate innovative ideas to influence teaching, research , academic excellence and societal growth.
- To organize various activities as instructed by UGC
- To upload all relevant data on UGC Activity monitoring portal

### **31. SPORTS COMMITTEE**

**Coordinator:** Mrs Prabhjot Kaur

**Members:**

- a. Mrs. Rajveer Kaur
- b. Mrs. Surjit Kaur

### **32. BUDDY COMMITTEE**

**Coordinator :** Dr. Parveen Arora

**Co-coordinator:**Dr. Madhu Dhawan

**Members:**

- a. Mrs. Surjit Kaur
- b. Dr. Shikha Bajaj

**DUTY:**

- Organize Community Involvement programs specific to Buddy Program.

### **33. PURCHASE COMMITTEE**

**Co-ordinator :** Mrs. Manmeet

**KaurMembers:**

- a. Mrs. Maninder Kaur
- b. Dr..Balbir Kaur
- c. Mrs. Prabhjot Kaur
- d. Mrs. Seema Dua
- e. Mrs. Shikha Kalra
- f. Mrs. Harpreet (Fine Arts)

- g. Mr. Surinder Singh
- h. Mr. Akhilesh

**DUTIES:**

- To scrutinise the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
- To analyze quotations provided by the logistics department and provide recommendation for approval.
- To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- To ensure all documentation is proper
- To maintain the records of the purchase and submit the same to the IQAC Committee.

**34. LEGAL LITERACY CLUB**

**Coordinator:** Dr. Parveen Arora

**Members:**

- a. Mrs. Rajwinder Kaur
- b. Dr. Shikha Bajaj

**DUTIES:**

- To create awareness among students about their constitutional rights, duties and legal obligations.
- To involve students in various programs related to legal literacy so that play more effective and helpful role in educating people regarding various laws, schemes, programmes and current issues.
- To spread awareness about legal rights and free legal services provided by PSLA (Punjab State Legal Authority).

**35. ALUMNI ASSOCIATION**

**Co-ordinator :** Mrs. Rajwinder Kaur

**Members:**

- a. Mrs. Prabhjot Kaur
- b. Dr. (Mrs.) Kuldeep Kaur
- c. Mrs. Manpreet Kaur
- d. Mrs. Gagneetpal Kaur
- e. Ms. Daisy Wadhwa
- f. Dr. Shikha Kalra
- g. Mrs. Surjit

**36. MENTORING/TUTORIAL COMMITTEE**

**Coordinator:** Dr. Madhu Dhawan  
**Co-Coordinator :** Mrs. Manpreet Kaur

**Members:**

All Mentors

**DUTIES:**

- Mentoring and counseling inside the campus.
- Myriad activities to channelize the energy of the youth through various clubs and societies

**37. PARENTS TEACHERS ASSOCIATION**

**Coordinator:** Mrs. Manpreet Kaur  
**Co-Coordinator :** Dr. Madhu Dhawan

**Members:**

a. All Mentors

**DUTIES:**

- Welcome and introduction of teachers and parents.
- To provide information about various student-oriented activities and schemes run at the college level as well as departmental level.
- To discuss both the strengths and areas of improvement in the performance of students.
- To take Suggestions from parents.

**38. STUDENT WELFARE ASSOCIATION**

**Coordinator:** Dr. ParveenArora

**Members:**

- a. Mrs. Seema Dua
- b. Dr. Neetu Prakash
- c. Dr. Nidhi Sharma
- d. Mrs. Rajwinder Kaur
- e. Mrs. Harpreet (Finr Arts)
- f. Ms Daisy Wadhwa
- g. Mrs. Surjit

**DUTIES:**

- To form Student Welfare Association of the college which begins functioning after the Investiture & Oath Ceremony.
- To ensure that members of central association perform regular duties for discipline and

cleanliness in free periods as per the allotment by the office bearers in consultation with the teachers.

- To see that student members perform various duties assigned to them during all the major functions of the college.
- Organize events like Lohri Celebration, Talent Hunt and other festivals and celebrations independently in consultation with the teachers in charge.
- Manage relief activities like collection of donations and funds from the students for national calamities like floods, earthquakes etc.
- Assist in obtaining and filling up of feedback forms from the students regarding various academic and co-academic aspects of the college.
- Help in spreading information about new courses and other reforms and changes taking place in the college to the students as well as the masses.

### **39. SAP (Swachhta Action Plan) COMMITTEE**

**Coordinator:** Dr. Parveen Arora

**Members:** All heads

#### **DUTIES:**

- To establish and maintain a quality assurance team to promote high practice standards of cleanliness
- To inform students about different health check up camps
- To ensure improved water and sanitation facilities.
- To develop health education programs
- To exercise its power and discharge its responsibilities in students interest.
- To maintain proper health care records.

### **40. EQUAL OPPORTUNITY CELL**

**Coordinator:** Dr. Nidhi Sharma

#### **Members:**

- a. Mrs. Harpreet Kaur
- b. Ms Daisy Wadhwa

### **41. BOOK CLUB**

**Coordinator:** Dr. (Mrs.) Balbir Kaur



**Members:**

- a. Mrs. PrabhjotKaur
- b. Dr. KuldeepKaur
- c. Mrs. Gagneetpal Kaur
- d. Ms. Daisy Wadhwa

**42. WOMEN DEVELOPMENT AND GENDER SENSITIZATION CELL**

**Coordinator:** Mrs. Seema Dua

**Co-Coordinator :** Dr. Shikha Bajaj

**Members:**

- a. Dr. Pratibha Tyagi
- b. Mrs. Amarpreet Kaur
- c. Mrs. Pavneet

**43. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE**

**Coordinator:** Mrs. Seema Dua

**Members:**

- a. Dr. Parveen Arora
- b. Dr. Neetu Prakash
- c. Mrs. Rajwinder Kaur

**44. UNNAT BHARAT ABHIYAAN**

**Coordinator:** Dr. Balbir Kaur

**Members:**

- Mrs. Prabhjot Kaur
- Mrs. Seema Dua
- Mrs. Gagneetpal
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj
- Mrs. Rajwinder
- Mrs. Sandeep

**45. STAFF ROOM MAINTENANCE**

PG Staff Room

Common Staff Room

Commerce Staff Room

Mrs. Gagneetpal Kaur

Dr. Madhu Dhawan, Mrs. Kirti Loomba,

Mrs. Manpreet Kaur ,Mrs. RajwinderKaur

Home Science Labs  
Seminar Room & Common Room  
Prayer Room

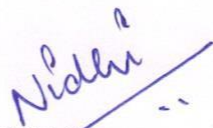
Dr. Shikha Bajaj  
Mrs. RajwinderKaur , Ms. SukhjitKaur  
Mrs. BalbirKaur , Mrs. HarvinderKaur (Lib)

**46. BURSAR**

a. Mrs. Maninder Kaur

**47. REGISTRAR**

a. Mrs. Seema Dua



**Dr. Nidhi Sharma**  
Coordinator  
(Clubs and Committees)



**Dr. Maneeta Kahlon**  
Principal Principal  
G.N. Kh. College for Women,  
Model Town, LUDHIANA.