

VAISH MAHILA MAHAVIDYALYA, ROHTAK
DUTY LIST FOR THE SESSION 2022-23

	Signature on behalf of Principal		Signature
1		Mrs. Alka Bahl	<i>Alka</i>
		Dr. Nisha Jain	<i>Nisha</i>
2	Academic Council	All Heads, Bursar & Staff Secretary	<i>Alka</i>
3	S.F.S. Co-ordinator	Accountant and two representative of Principal and Librarian	<i>Alka</i>
4	College Proctor	Mrs. Alka Bahl	<i>Alka</i>
	College Bursar	Dr. (Mrs.) Nisha Jain	<i>Nisha</i>
5	Internal Bursar	Dr. (Mrs.) Kanwaljeet Kaur	<i>Kanwaljeet</i>
	Staff Secretary- No. of working days, Calendar of activities, List and minutes of Meetings	Dr. (Mrs.) Renu Jain	<i>Renu</i>
6		1 Dr. (Mrs.) Vaishali Gupta	<i>Vaishali</i>
7	College Magazine	1 Dr. (Mrs.) Suresh Malik (Chief Editor)	<i>Suresh</i>
		2 Dr. (Mrs.) Saroj Jain	<i>Saroj</i>
		3 Dr. Monika Goel	<i>Monika</i>
		4 Ms. Jhankar Arora	<i>Jhankar</i>
8	Time Table & Subject Change	(Arts)	
		1 Dr. Nisha Jain	<i>Nisha</i>
		2 Dr. (Mrs.) Saroj Jain	<i>Saroj</i>
		3 Dr. (Mrs.) Anjana Bansal	<i>Anjana</i>
		4 Mrs. Pooja Nagpal	<i>Pooja</i>
		(Commerce)	
		1 Dr. (Mrs.) Shaveta Kakkar	<i>Shaveta</i>
		2 Dr. Geeta Gupta (Hons.)	<i>Geeta</i>
		3 Dr. Shuchi Goel	<i>Shuchi</i>
		(PG Classes, BCA, BBA & B. Sc.)	<i>PG (BCA, BBA & B. Sc.)</i>
		1 Sh. Sushil Jain	<i>Sushil</i>
		2 Mrs. Kavita Jain	<i>Kavita</i>
		3 Mrs. Bhavina Bhatnagar	<i>Bhavina</i>
		4 Dr. Anu Malik	<i>Anu</i>
		5 Dr. Anu Malik	<i>Anu</i>
		6 Dr. Alka Jain	<i>Alka</i>
9	SC & BC Cell	1 Dr. (Mrs.) Saroj Jain	<i>Saroj</i>
		2 Dr. (Mrs.) Shaveta Kakkar	<i>Shaveta</i>
		3 Mrs. Parul Goel	<i>Parul</i>
10	IQAC & NAAC	1 Mrs. Alka Bahl	<i>Alka</i>
		2 Dr. (Mrs.) Santosh Mittal	<i>Santosh</i>
		3 Dr. (Mrs.) Vaishali Gupta	<i>Vaishali</i>
		4 Dr. (Mrs.) Abha Gupta	<i>Abha</i>
		5 Mrs. Shweta Kakkar	<i>Shweta</i>
		6 Sh. Sushil Jain	<i>Sushil</i>
		7 Dr. Geeta Gupta	<i>Geeta</i>
		8 Dr. Jhankar	<i>Jhankar</i>
		9 Ms. Pratibha	<i>Pratibha</i>
		10 Mrs. Nishu Gupta	<i>Nishu</i>
		11 Ms. Monika Jain	<i>Monika</i>
		12 Mr. Sumit Garg	<i>Sumit</i>

are 29/10/22

11	Vocational Cell, Legal Literacy Cell	1 Dr. (Mrs.) Abha Gupta	✓
		2 Dr. Shuchi Goel	✓
		3 Dr. Ritika Sharma	✓
12	NSS, University Out reach activities & Swachta Abhiyan	1 Dr. Renu Jain	✓
		2 Ms. Prativindhya	Prati
		3 Ms. Kiran Bala	Vinay
		4 Ms. Meena	meena
13	Red Ribbon Cell & Youth Red Cross	1 Mrs. Shaveta Kakkar (Red Ribbon Cell)	✓
		2 Dr. Shaveta Gupta (Youth Red Cross)	✓
		3 Mrs. Sunena Garg	✓
		4 Dr. Shakuntla	✓
		5 Ms. Nidhi Garg	✓
		6 Ms. Santosh	✓
14	College Report (Annual)	1 Dr. (Mrs.) Abha Gupta	✓
		2 Dr. Sudha Bansal	✓
15	Cultural Activities	1 Dr. (Mrs.) Anjana Bansal	✓
		2 Dr. Shaveta Gupta	✓
		3 Dr. Nishu Gupta	✓
		4 Ms. Kiran	✓
		5 Dr. Jyoti Chohan	✓
		6 Ms. Meena	meena
16	Dramatics	1 Dr. (Mrs.) Saroj Jain	✓
		2 Dr. Meenu Devi	✓
		3 Dr. Anu	✓
		4 Dr. Ritika Sharma	✓
		5 Mrs. Suman Devi	✓
		6 Dr. Alka Jain	✓
17	Literary Committee	1 Dr. (Mrs.) Suresh Malik	✓
		2 Ms. Jhankar Arora	✓
		3 Dr. Prativindhya	Prati
		4 Mrs. Geetika Jain	✓
		5 Dr. Neha Sheoran	✓
		6 Dr. Shakuntal	Shakuntla
18	Fine Arts All Items	1 Dr. (Mrs.) Monika Goel	✓
		2 Dr. Parminder Kaur	✓
		3 Dr. Harpreet Kaur	✓
		4 Mrs. Suman Devi	✓
19	Shamiana, Mike and Sitting in Functions & Class-rooms	1 Dr. (Mrs.) Saroj Jain	✓
		2 Dr. (Mrs.) Geeta Gupta	✓
		3 Dr. Anu Malik	✓
		4 Mrs. Anupam Mittal	✓
		5 Mrs. Geetika Jain	✓
		6 Mr. Anand Goel	Anand
20	Eduset	1 Dr. (Mrs.) Vaishali Gupta	✓
		2 Dr. Prativindhya	Prati
		3 Mr. Sanjeev Garg	✓
		4 Mr. Baljeet	✓

21	Tea Committee	1	Mrs. Kavita Jain	Kavita
		2	Dr. Parminder Kaur	Parminder
		3	Dr. Harpreet Kaur	Harpreet
		4	Ms. Suman Devi	Suman
		5	Dr. Alka Jain	Alka
22	Discipline	1	Dr. Surjeet Neema	Surjeet
		2	Mrs. Munni Joon	Munni
		3	Mrs. Padma Mittal	Padma
		4	Dr. Anu Malik	Anu
		5	Mrs. Anupam Mittal, Mrs. Priyanka Shani	Anupam
		6	Dr. Nidhi	Nidhi
		7	Ms. Santosh, Ms. Sonia, (All staff)	Santosh
23	Water Committee	1	Dr. (Mrs.) Anjana Bansal	Anjana
		2	Mrs. Munni Joon	Munni
		3	Mrs. Savita Garg	Savita
24	Cleanliness	1	Mrs. Munni Joon	Munni
		2	Mrs. Padma Mittal	Padma
		3	Dr. Renu Jain	Renu
		4	Dr. Sudha Bansal	Sudha
		5	Mrs. Anupam Mittal	Anupam
		6	Dr. Neha Sheoran	Neha
25	Examination, College result overall & Individual & Lecture Shortage	1	Dr. (Mrs.) Suresh Malik	Suresh
		2	Dr. (Mrs.) Vaishali Gupta	Vaishali
		3	Ms. Jhankar	Jhankar
		4	Mrs. Geetika Jain	Geetika
		5	Mrs. Santosh	Santosh
26	Women Cell	1	Mrs. Kavita Jain	Kavita
		2	Mrs. Savita Garg	Savita
		3	Mrs. Priyanka Shani + Dr. Anupam Malik	Priyanka
		4	Dr. Jyoti Sanghwan	Jyoti
27	Student Welfare, Anti Ragging Cell	1	Mrs. Alka Bahl	Alka
		2	Dr. (Mrs.) Nisha Jain	Nisha
		3	Dr. Nidhi	Nidhi
		4	Dr. Ritika Sharma	Ritika
		5	Ms. Pooja Nagpal	Pooja
28	Planning Board & UGC Cell of the College	1	Mrs. Alka Bahl	Alka
		2	Dr. (Mrs.) Nisha Jain (Convenor)	Nisha
		3	Dr. Kanwaljeet Kaur (Bursar)	Kanwaljeet
		4	Dr. (Mrs.) Sujata	Sujata
		5	Mrs. Kavita Jain	Kavita
		6	Mr. Deepak Goel	Deepak
		7	Mrs. Renu Gupta (Clerk)	Renu

29	EVS & Eco Club	1 Dr. (Mrs.) Abha Gupta	
		2 Dr. Shaveta Gupta	
		3 Dr. Ritika Sharma	
		4 Ms. Kiran	
30	Purchase and Disposable Committee	1 Dr. (Mrs.) Nisha Jain	
		2 Dr. Sujata	
		3 Dr. Surjeet Neema	
		4 Sh. Sushil Jain	
		5 Mr. Awdhesh	
31	Press, Photography, Advertisement & Information broucher	1 Dr. Geeta Gupta	
		2 Dr. Jyoti Sangwan	
		3 Mrs. Shakuntla Devi	
		4 Mr. Sanjeev Garg	
32	RTI Officer	1 Dr. (Mrs.) Santosh Mittal (APIO)	
		2 Sh. Sumit Garg (Clerk)	
33	Placement Consutancy, ICT facilities	1 Sh. Sushil Jain	
		2 Dr. Renu Jain	
		3 Ms. Jhankar Arora	
		4 Mrs. Monika Jain	
		5 Ms. Pooja Nagpal	
		6 Mrs. Sunil Siwach (Clerk)	
34	Hostel Warden	1 Dr. (Mrs.) Vaishali Gupta	
		2 Mrs. Shaveta Gupta	
35	Alumni Association	1 Dr. (Mrs.) Santosh Mittal	
		2 Dr. (Mrs.) Anjana Bansal	
		3 Mrs. Munni Joon	
		4 Dr. Shaveta Gupta	
		5 Dr. Monika Goel	
		6 Dr. Geeta Gupta	
36	Trip & Tour Committee	1 Dr. (Mrs.) Anjana Bansal	
		2 Mrs. Munni Joon, Dr. Surjeet Neema	
		3 Mrs. Padma Mittal	
		4 Dr. Geeta Gupta	
37	Decoration Committee	1 Mrs. Parminder Kaur	
		2 Dr. Harpreet Kaur	
		3 Mrs. Sunena Garg	
38	New Courses	1 Sh. Sushil Jain	
		2 Dr. Renu Jain	
		3 Dr. Jyoti Sangwan	
		4 Dr. Nidhi	
40	Web-Site Committee	1 Sh. Sushil Jain	
		2 Mrs. Monika Goel	
		3 Mrs. Nishu Gupta	
		4 Mr. Sumit Garg	

41	CCTV & Wi-Fi Committee	1 Dr. Monika Goel 2 Dr. Rahul Siwach 3 Mr. Sanjeev Garg 4 Mr. Anil	<i>Monika</i> <i>Rahul</i> <i>Sanjeev</i> <i>Anil</i>
42	Road Safety Club + Learner Licence	1 Dr. Vaishali Gupta 2 Dr. Shaveta Gupta 3 Mr. Sanjeev Garg 4 Mr. Sumit Garg 5 Mr. Awdesh Kumar	<i>Vaishali</i> <i>Shaveta</i> <i>Sanjeev</i> <i>Sumit</i> <i>Awdesh</i>
43	CM Window & Grievance of the Students	1 Dr. (Mrs.) Kanwaljeet Kaur 2 Dr. Sujata (Convenor) 3 Dr. Meenu Devi	<i>Kanwaljeet</i> <i>Sujata</i> <i>Meenu</i>
44	Prize Committee	1 Dr. (Mrs.) Abha Gupta 2 Dr. (Mrs.) Anjana Bansal 3 Dr. Shuchi Goel 4 Mrs. Sunena Garg	<i>Abha</i> <i>Anjana</i> <i>Shuchi</i> <i>Sunena</i>
45	Invitation Committee	1 Mrs. Padma Mittal 2 Dr. Anu 3 Ms. Monila Jain 4 Dr. Sushil Jain	<i>Padma</i> <i>Anu</i> <i>Monila</i> <i>Sushil</i>
46	AEBAS Committee	1 Sh. Sushil Jain (Nodal Officer-AEBAS) 2 Mr. Sumit Garg	<i>Sushil</i> <i>Sumit</i>
47	Construction & Renovation Committee	1 Dr. (Mrs.) Santosh Mittal 2 Dr. Rahul Siwach 3 Mr. Deepak Goel 4 Mr. Sanjeev Garg 5 Mr. Baljeet 6 <i>Dr. Jyoti Sangwan</i>	<i>Santosh</i> <i>Rahul</i> <i>Deepak</i> <i>Sanjeev</i> <i>Baljeet</i> <i>Jyoti</i>
48	AISHE Committee/MIS Portal/Admission Nodal Officer	1 Mr. Sushil Jain (Nodal Officer AISHE) 2 Mrs. Rohini Jain	<i>Sushil</i> <i>Rohini</i>
49	Disabled Committee/Lift Committee	1 Dr. Suresh Malik 2 Dr. Surjeet Neema 3 Dr. Rahul Siwach	<i>Suresh</i> <i>Surjeet</i> <i>Rahul</i>
50	University Web Portal	1 Dr. Monika Goel 2 Mrs. Rohini Jain	<i>Monika</i> <i>Rohini</i>
51	Tabacco Committee	1 Mrs. Shaveta Kakkar 2 Dr. Rahul Siwach 3 Mrs. Nidhi Garg	<i>Shaveta</i> <i>Rahul</i> <i>Nidhi</i>

* Cleanliness Committee will do needful on clean & zero waste drive.

52. NEP Committee

1. Dr. Kanwaljeet Kaur
 2. Dr. Sushil Kumar Jain
 3. Dr. Monika Goel
 4. Dr. Renu Jain
- Principal*
Vaish Mahila Mahavidyalaya
Rohtak

53. Generator Set Committee

1. Dr. Rahul Siwach
2. Mr. Sanjeev Garg