

# **ANNUAL DUTIES**

**2022-23**

# COLLEGE ADMINISTRATION 2022-23

Principal: Dr. Rajwinder Kaur Hundal

## Duties of Staff

### 1. Advisory Committee

- Dr. Navdip Kaur (Convener) *Navdip*
- Dr. Iqbaljit Kaur (Co-Convener) *Iqbaljit*
- Dr. Gagandeep Dharni *Dharni*
- Prof. Roopa Kaur Rai *Roopa*
- Prof. Inderjit Kaur *Inderjit Kaur*
- Prof. Gagandeep Aulakh *Aulakh*
- Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev*

### 2. Academic Audit Committee

- Dr. Iqbaljit Kaur *Iqbaljit*
- Dr. Gagandeep Dharni *Dharni*
- Prof. Ashwani Jain *Ashwani Jain*
- Dr. Parmjit Kaur *Parmjit Kaur*

### 3. Annual Prize Distribution Committee

- Dr. Navdip Kaur (Convener) *Navdip*
- Prof. Inderjit Kaur (Co-Convener) *Inderjit Kaur*

### 4. Arrangement & Issuing of Material of Cleanliness (COVID-19) & Campus Cleanliness Committee

- Prof. Gagandeep Aulakh (Convener) *Aulakh*
- Prof. Hardeep Kaur *Hardeep*
- Prof. Ashish Kumar *Ashish*
- Prof. Paramdeep Singh *Paramdeep*
- Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev*
- Mrs. Amandeep Kaur (Lib. Restorer) *Amandeep*
- Mr. Jagraj Singh (LA) *Jagraj*
- All Peons, Mali & Sweepers

### 5. Advertisement Committee

- Dr. Iqbaljit Kaur (Convener) *Iqbaljit*
- Prof. Harwinder Kaur *Harwinder*
- Prof. Ashish Kumar *Ashish*
- Prof. Paramdeep Singh *Paramdeep*

### 6. Amalgamated Fund Committee

- Dr. Navdip Kaur (Convener) *Navdip*
- Dr. Jasdeep Kaur *Jasdeep*
- Prof. Paramdeep Singh *Paramdeep*
- Mrs. Baldev Kaur Mann *Baldev*
- Mr. Sanjay Kumar *Sanjay*
- Student
- Student

### 7. Alumni Association

- Dr. Navdip Kaur (Convener) *Navdip*
- Dr. Iqbaljit Kaur *Iqbaljit*
- Dr. Gagandeep Dharni *Dharni*
- Prof. Inderjit Kaur *Inderjit Kaur*
- Prof. Ramanpreet Kaur *Ramanpreet*
- Prof. Paramdeep Singh *Paramdeep*
- Dr. Mahipal Dutt *Mahipal*

### 8. Add-On-Courses (Co-ordinators)

- Prof. Puneet Wadhwa (Web Designing & Multimedia) *Puneet*
- Dr. Gagandeep Dharni (Communicative English) *Dharni*
- Prof. Harwinder Kaur (Computer Based Accounting) *Harwinder*

### 9. AISHE Committee

- Prof. Puneet Wadhwa *Puneet*
- Mr. Sanjay Kumar (Clerk) *Sanjay*

### 10. Administrative Block Maintenance

- Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev*

### 11. Annual Stock Checking Committee

- Dr. Navdip Kaur (Convener) *Navdip*
- Dr. Mahipal Dutt (Co-Convener) *Mahipal*
- Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev*
- Ms. Rajni (Clerk) *Rajni*
- Mrs. Amandeep Kaur (Lib. Res.) *Amandeep*

### 12. Bursar

- Dr. Jasdeep Kaur (Economics Deptt.) *Jasdeep*

### 13. Building Committee

- Prof. Gagandeep Aulakh (Convener) *Aulakh*
- Prof. Paramdeep Singh *Paramdeep*
- Mr. Sanjay Kumar, Clerk *Sanjay*
- Mr. Jagraj Singh (LA) *Jagraj*

### 14. Book Bank Committee

- Dr. Balwinder Kaur *Balwinder*
- Dr. Mahipal Dutt *Mahipal*

### 15. Buddy Group Incharges

- Prof. Ashwani Jain (Nodal Officer) *Ashwani Jain*
- Dr. Balwinder Kaur *Balwinder*
- Prof. Ashish Kumar *Ashish*

### 16. College Development Council

- Dr. Iqbaljit Kaur (Convener) *Iqbaljit*
- Prof. Roopa Kaur Rai *Roopa*
- Prof. Harwinder Kaur *Harwinder*
- Prof. Ashwani Jain *Ashwani Jain*
- Dr. Parmjit Kaur *Parmjit Kaur*

### 17. Cultural Committee

- Prof. Inderjit Kaur (Convener) *Inderjit Kaur*
- Dr. Greetanjali Anand *Greetanjali Anand*
- Dr. Balwinder Kaur *Balwinder*
- Prof. Karamdeep Kaur *Karamdeep*
- Prof. Bhagwant Kaur *Bhagwant Kaur*
- Prof. Anand *Anand*



**18. College Website & Facebook Update Committee**

- Prof. Jaspreet Kaur
- Prof. Ramanpreet Kaur

**19. College Magazine Editorial Board**

- Dr. Gagandeep Dharni (Chief Editor)
- Prof. Ramanpreet Kaur (Pictorial Editor)

**20. Career Counseling Guidance & Placement Cell**

- Prof. Ashwani Jain (Convener)
- Prof. Harwinder Kaur (Co-Convener)
- Prof. Karamdeep Kaur
- Prof. Ramanpreet Kaur

All the Committee members are require to compile and maintain (both hard copy & soft copy) regd. Carrier Counseling/ Lectures/ Activities/ Placement Drive etc.

**21. College Canteen Committee**

- Prof. Harwinder Kaur
- Prof. Ashish Kumar
- Prof. Paramdeep Singh

**22. Centre Students Association(CSA) & Discipline Committee**

- Prof. Inderjit Kaur
- Prof. Harwinder Kaur
- Prof. Hardeep Kaur
- NCC Cadets + CSA Students

**23. Decoration & Seating Arrangement Committee**

- Dr. Navdip Kaur (Convener)
- Prof. Inderjit Kaur
- Dr. Balwinder Kaur
- Dr. Kuljit Kaur
- Prof. Neeru Bala
- Prof. Paramdeep Singh
- Prof. Bhagwant Kaur
- Mrs. Satinder Kaur (LA)

**24. Examination Committee / Daily Absentees of the students, Mark-Sheets of House Examinations, Record of Students not Clearing University Conditions, Subject Wise list of Students.**

- Dr. Navdip Kaur (Registrar)
- Prof. Ashwani Jain (Asst. Registrar & Nodal Officer for DMC)
- Prof. Ashish Kumar (Compt. & Re-evaluation Forms)
- Prof. Rajni (Uni-Results Teacher Wise)
- Ms. Rajni (Results, DMC & Degrees)
- Mrs. Satinder Kaur- B.A I, II, III and All PG Classes
- Mrs. Rama Makkar- B.Com I, II, III and B.Sc I, II, III
- Mr. Jagraj Singh- B.A/ B.Sc B.Ed I, II, III & IV, BCA I, II, III & PGDCA

**25. Equal Opportunity/Internal Committee for Disabled/Differently abled students**

- Prof. Roopa Kaur Rai
- Dr. Mahipal Dutt

**26. Environment Lecture/ Environmental Audit/ Energy Audit/ Green Audit/ Water Audit Committee**

- Dr. Iqbaljit Kaur (Convener)
- Prof. Gagandeep Aulakh
- Dr. Amandeep Kaur
- Prof. Ashish Kumar

**27. Formation of Sections of all classes**

- Prof. Ashwani Jain
- Ms. Rajni (Clerk)

**28. Gurudwara Committee**

- Dr. Geetanjali Arora (Convener)
- Prof. Hardeep Kaur
- Prof. Karamdeep Kaur
- Prof. Paramdeep Singh
- Mrs. Satinder Kaur (LA)
- Mrs. Amandeep Kaur (Lib. Res.)

**29. Grievance Redressal, Anti Ragging & Women Harassment Committee**

- Dr. Navdip Kaur (Convener)
- Dr. Gagandeep Dharni
- Prof. Inderjit Kaur
- Prof. Puneet Wadhwa
- Prof. Ashwani Jain
- Prof. Karamdeep Kaur
- Prof. Ramanpreet Kaur

**30. Hospitality Committee**

- Dr. Navdip Kaur (Convener)
- Dr. Gagandeep Dharni (Co-Convener)
- Dr. Parmjit Kaur
- Prof. Hardeep Kaur
- Dr. Jasdeep Kaur
- Mrs. Satinder Kaur
- Mrs. Amandeep Kaur (Lib Res)

**31. Hostel Committee**

- Dr. Iqbaljit Kaur (Convener)
- Dr. Parmjit Kaur (Co-Convener)
- Prof. Hardeep Kaur
- Dr. Kuljit Kaur
- Mrs. Satinder Kaur (LA)
- Ms. Rama Makkar (LA)
- S. Jagraj Singh (LA)

**32. Help Line Desk Committee**

- Dr. Navdip Kaur (Arts)
- Prof. Inderjit Kaur (Arts)
- Dr. Jasdeep Kaur (Arts)
- Prof. Harwinder Kaur (Commerce)
- Prof. Puneet Wadhwa (Computer)
- Prof. Gagandeep Aulakh (Science)
- Prof. Ashwani Jain (Science)
- Dr. Parmjit Kaur (Education)
- Dr. Mahipal Dutt (Librarian)



33. IQAC Committee

- Prof. Roopa Kaur Rai (Convener)
- Prof. Puneet Wadhwa (Co-Convener)
- Dr. Navdip Kaur
- Dr. Iqbaljit Kaur
- Dr. Gagandeep Dharni
- Prof. Harpreet Kaur
- Prof. Inderjit Kaur
- Prof. Rajni
- Dr. Jasdeep Kaur
- Dr. Parmjit Kaur

39. Medical Aid & Red Cross Committee

- Dr. Iqbaljit Kaur
- Prof. Gagandeep Aulakh
- S. Jagraj Singh (LA)

34. Invitation Committee

- Teacher In-Charge of concerned Function
- Mrs. Baldev Kaur Mann (Off. Supdt.)

40. Maintenance of Notice Boards/ Name Plates/ Other boards etc.

- Dr. Kuljit Kaur
- Prof. Ashish Kumar
- Dr. Mahipal Dutt

35. Incharge College Equipments

- Mrs. Baldev Kaur Mann- Administration Office
- Prof. Puneet Wadhwa- Library Equipments & Laptops, Principal Office, LCD, TV Sets, Computer Labs Equipments (4-6)
- Prof. Ramanpreet Kaur- Smart Boards
- Prof. Jaspreet Kaur- Handy Camera, CCTV Cameras, Lab Equipments (1-3)
- Prof. Gagandeep Aulakh & S. Jagraj Singh- (Air Conditioners, Water Purifiers, Generator, All Electrical & Water Equipments, Water Dispensers, Water Coolers, Tube Lights, Bulbs, Sound System, Submersible Motor and Water Taps)
- Mr. Jagraj Singh- To help the above Incharges

41. Morning Assembly/ Staff/ Students Attendance and Address by Teachers

- Dr. Navdip Kaur (Convener)
- Prof. Inderjit Kaur (Co-Convener)
- Dr. Geetanjali Arora (Prayer, Harmonium)
- Prof. Karamdeep Kaur- Schedule of Presentation
- Prof. Jaspreet Kaur- Projector Setting
- Mrs. Satinder Kaur- Staff Attendance
- S. Jagraj-Singh - Mike Setting
- Mrs. Rama Makkar- Daily Teacher Attendance

36. Landscaping & Maintenance of College Campus

- Prof. Ashish Kumar
- Prof. Paramdeep Singh
- Sh. Salig Ram
- S. Gurbinder Singh
- Sh. Rajnish Kumar

42. NAAC/Steering Committee

- Prof. Roopa Kaur Rai (Coordinator)
- Prof. Puneet Wadhwa (Co-Cordinator)
- Dr. Navdip Kaur
- Dr. Iqbaljit Kaur
- Dr. Gagandeep Dharni
- Prof. Jaspreet Kaur
- Prof. Ramanpreet Kaur

37. Leave to Students Committee

- Dr. Navdip Kaur- Arts Students
- Dr. Iqbaljit Kaur- Science Students
- Prof. Harwinder Kaur- Commerce Students
- Prof. Jaspreet Kaur- Computer Students
- All HOD's- Concerned PG Classes
- Mrs. Baldev Kaur Mann & Mr. Sanjay Kumar- Maintenance of all leaves of students

Criteria 1

- Dr. Iqbaljit Kaur
- Prof. Hardeep Kaur
- Dr. Kuljit Kaur
- Dr. Amandeep Kaur

Criteria 2

- Dr. Navdip Kaur
- Prof. Rajni
- Dr. Jasdeep Kaur
- Dr. Geetanjali Arora
- Dr. Parmjit Kaur

Criteria 3

- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Prof. Ashwani Jain
- Prof. Ashish Kumar

Criteria 4

- Prof. Puneet Wadhwa
- Prof. Gagandeep Aulakh
- Prof. Karamdeep Kaur

38. Library Committee

- Dr. Mahipal Dutt (Convener)
- Prof. Harwinder Kaur
- Dr. Jasdeep Kaur
- Dr. Parmjit Kaur
- Dr. Amandeep Kaur



Criteria 5

- Prof. Roopa Kaur Rai
- Prof. Inderjit Kaur
- Prof. Harwinder Kaur
- Prof. Paramdeep Singh
- Dr. Mahipal Dutt

Criteria 6

- Prof. Harpreet Kaur
- Prof. Neeru Bala
- Prof. Ramanpreet Kaur
- Prof. Bhagwant Kaur

Criteria 7

- Prof. Roopa Kaur Rai
- Prof. Neeru Bala
- Prof. Jaspreet Kaur

43. National Council for Teacher Education

(NCTE) Committee

- Prof. Puneet Wadhwa
- Dr. Parmjit Kaur
- Prof. Bhagwant Kaur
- Mrs. Baldev Kaur Mann (Off. Supdt.)
- Mr. Sanjay Kumar (Clerk)

44. NCC Committee

- Prof. Harwinder Kaur (Incharge)
- Prof. Hardeep Kaur (Caretaker)
- Mrs. Baldev Kaur Mann, Off. Supdt.
- Mr. Pirtpal Singh, Clerk

45. New Courses Committee (UGC & PU Chd)

- Prof. Puneet Wadhwa, Convener
- Dr. Parmjit Kaur
- Prof. Bhagwant Kaur
- Prof. Karamdeep Kaur
- Mrs. Baldev Kaur Mann
- Mr. Pirtpal Singh

46. NSS Committee

- Dr. Balwinder Kaur- 1<sup>st</sup> Unit
- Prof. Karamdeep Kaur - 2<sup>nd</sup> Unit
- Prof. Ashish Kumar - 3<sup>rd</sup> Unit

47. Parent Teacher Association

- Dr. Iqbaljit Kaur (Convener)
- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Prof. Neeru Bala

48. PAR Committee

- Prof. Puneet Wadhwa
- Dr. Parmjit Kaur
- Prof. Bhagwant Kaur
- Mr. Sanjay Kumar (Clerk)

49. Photography and Videography Committee along with one students from each stream

- Prof. Ramanpreet Kaur (Computer)
- Prof. Harwinder Kaur (Commerce)
- Prof. Karamdeep Kaur (NSS)
- Dr. Amandeep Kaur (Science)
- Dr. Kuljit Kaur (Arts)
- Dr. Mahipal Dutt for Photographs record in Library.

50. Picnic and Tours Committee

- Prof. Inderjit Kaur (Convener)
- Prof. Hardeep Kaur
- Dr. Kuljit Kaur
- Prof. Bhagwant Kaur
- Dr. Mahipal Dutt

51. Press, Annual Report & News Letter Committee

- Dr. Gagandeep Dharni (Incharge English)
- Prof. Roopa Kaur Rai (English)
- Prof. Inderjit Kaur (Incharge Punjabi)
- Dr. Balwinder Kaur (Punjabi)
- Prof. Ramanpreet Kaur
- Mr. Mahipal Dutt (To maintain record of all activities)
- Mrs. Baldev Kaur Mann (To Send all the news)
- S. Jagraj Singh (Typing)

52. Proctorial Committee

- Dr. Gagandeep Dharni
- Dr. Jasdeep Kaur
- Prof. Rajni

53. Prospectus Committee

- Dr. Navdip Kaur (Convener)
- Dr. Balwinder Kaur
- Prof. Jaspreet Kaur
- Mrs. Baldev Kaur Mann
- Mr. Pirtpal Singh

54. Purchasing Committee

- Dr. Navdip Kaur (Convener)
- Dr. Iqbaljit Kaur (Co-Convener)
- Prof. Gagandeep Aulakh
- Prof. Inderjit Kaur
- Prof. Puneet Wadhwa

55. Reception Committee

- Dr. Navdip Kaur
- Dr. Iqbaljit Kaur
- Dr. Iqbaljit Kaur
- Dr. Gagandeep Dharni
- Prof. Roopa Kaur Rai
- Prof. Harpreet Kaur
- Prof. Inderjit Kaur

56. Red Ribbon Club

- Dr. Iqbaljit Kaur (Convener)
- Dr. Amandeep Kaur



57. Research & Development Committee

- Dr. Navdip Kaur (Convener)
- Dr. Iqbaljit Kaur (Co-Convener)
- Dr. Gagandeep Dharni
- Prof. Puneet Wadhwa
- Dr. Balwinder Kaur
- Dr. Kuljit Kaur
- Dr. Jasdeep Kaur
- Dr. Amandeep Kaur
- Dr. Geetanjali Arora
- Prof. Ramanpreet Kaur
- Dr. Parmjit Kaur
- Dr. Mahipal Dutt

58. Scholarships Committee

- Dr. Jasdeep Kaur (Overall Incharge of all Scholarships & Nodal Officer SC/OBC)
- Prof. Ashish Kumar (Minorities, University & UGC)
- Prof. Ramanpreet Kaur (SHDF Scholarship)
- Prof. Paramdeep Singh (Sports)
- Mrs. Baldev Kaur Mann
- Mr. Sanjay Kumar
- Mr. Pirtpal Singh

59. Societies and Clubs

- Prof. Inderjit Kaur- Punjabi Sahit Sabha
- Dr. Gagandeep Dharni- English Literary Society
- Dr. Navdip Kaur- Social Science Forum
- Prof. Harwinder Kaur- Commerce Society
- Dr. Iqbaljit Kaur- Gyan & Vigyan Society
- Prof. Puneet Wadhwa- Computer Science Society

60. Sports Committee

- Prof. Paramdeep Singh (Convener)
- Prof. Ashish Kumar
- Prof. Bhagwant Kaur
- Sh. Raja Ram

61. Student Aid Fund/Scholarship/ Fee Concession Committee

- Dr. Navdip Kaur (Convener)
- Dr. Iqbaljit Kaur (Co-Convener)
- Dr. Gagandeep Dharni
- Prof. Inderjit Kaur
- Prof. Harwinder Kaur
- Mrs. Baldev Kaur Mann

62. Student Welfare Committee

- Prof. Inderjit Kaur (Convener)
- Prof. Roopa Kaur Rai
- Dr. Jasdeep Kaur
- Prof. Karamdeep Kaur

63. Student without uniform checking during & after prayer time and fine

- Prof. Neeru Bala (Inside Guru Nanak Bhawan)
- Dr. Kuljit Kaur (Outside Guru Nanak Bhawan and in Class Rooms)
- Mrs. Rama Makkar (Ground Floor)
- Mrs. Satinder Kaur (First Floor)

A consolidated list of students without uniform should be countersigned and submitted to Office Superintendent by Prof. Harwinder Kaur daily.

64. Switching off Fans, Bulbs & Complete Locking

- Mrs. Amandeep Kaur- Main & PG Library
- Mr. Katar Singh- First Floor All Over
- Smt. Kuldeep Kaur- Ground Floor All Over

65. Syllabus Committee

- Dr. Gagandeep Dharni
- Dr. Kuljit Kaur
- Dr. Mahipal Dutt, Librarian

66. Time Table Committee

- Dr. Jasdeep Kaur
- Prof. Rajni
- Mr. Pirtpal Singh, Clerk

67. Transport Committee

- Mr. Jagmohan Singh (Convener)
- Prof. Gagandeep Aulakh (Co-Convener)
- Prof. Ashwani Jain- All bills related to Transport
- Prof. Harwinder Kaur

68. UGC Committee

- Dr. Navdip Kaur (Convener)
- Prof. Puneet Wadhwa (Co-Convener)
- Dr. Jasdeep Kaur
- Mrs. Baldev Kaur Mann
- Mr. Sanjay Kumar

Note: All the Staff Members are required to note all the duties and put signatures in front of his/her name. It is also informed you that all the staff members will perform his/her duty with full responsibility and in time. Undersigned will not remind any duty to anyone.

Principal  
Khanna College for Women  
Sidhwan Khurd (Ludhiana)  
10/8/2020