

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 *Gagandeep*
- Prof. Roopa Kaur Rai *Roopa*
- Prof. Inderjit Kaur *Inderjit Kaur*
- Prof. Gagandeep Aulakh *Gagandeep*
- Mrs. Baldev Kaur Mann (Off. Supdt.) *Baldev*

2. Academic Audit Committee

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

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 Dept.) *Jasdeep*

13. Building Committee

- Prof. Gagandeep Aulakh (Convener) *Gagandeep*
- 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 Arora *Greetanjali Arora*
- Dr. Balwinder Kaur *Balwinder*
- Prof. Karamdeep Kaur *Karamdeep*
- Prof. Bhagwant Kaur *Bhagwant Kaur*
- Prof. Anurag Kaur *Anurag Kaur*

18. College Website & Facebook Update Committee

- Prof. Jaspreet Kaur *Jaspreet Kaur*
- Prof. Ramanpreet Kaur *Ram*

19. College Magazine Editorial Board

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

20. Career Counseling Guidance & Placement Cell

- Prof. Ashwani Jain (Convener) *Ashwani Jain*
- Prof. Harwinder Kaur (Co-Convener) *Har*
- Prof. Karamdeep Kaur *Karam*
- Prof. Ramanpreet Kaur *Ram*

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

21. College Canteen Committee

- Prof. Harwinder Kaur *Har*
- Prof. Ashish Kumar *Ashish*
- Prof. Paramdeep Singh *Param*

22. Centre Students Association(CSA) & Discipline Committee

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

23. Decoration & Seating Arrangement Committee

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

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

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

- Prof. Roopa Kaur Rai *Roopa*
- Dr. Mahipal Dutt *Mahipal*

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

- Dr. Iqbaljit Kaur (Convener) *Iqbal*
- Prof. Gagandeep Aulakh *Ga*
- Dr. Amandeep Kaur *Aman*
- Prof. Ashish Kumar *Ashish*

27. Formation of Sections of all classes

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

28. Gurudwara Committee

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

29. Grievance Redressal, Anti Ragging & Women Harassment Committee

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

30. Hospitality Committee

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

31. Hostel Committee

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

32. Help Line Desk Committee

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

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. Harwinder 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- 1st Unit
- Prof. Karamdeep Kaur - 2nd Unit
- Prof. Ashish Kumar - 3rd 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

62. Student Welfare Committee

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

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

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

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

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

60. Sports Committee

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

67. Transport Committee

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

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

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.

Rajinder
Principal
Khanna College for Women
Sidhwan Khurd (Ludhiana)