

Annual Duties 2023-24

KHALSA COLLEGE FOR WOMEN SIDHWAN KHURD (LUDHIANA)
COLLEGE ADMINISTRATION 2023-24

Duties of Staff

1. Advisory Committee
 - Dr. Navdip Kaur (Convener)
 - Dr. Gagandeep Dharni
 - Ms. Roopa Kaur Rai
 - Ms. Inderjit Kaur
 - S. Gagandeep Aulakh
 - Mr. Puneet Wadhwa
 - Mrs. Baldev Kaur Mann (Off. Supdt.)
2. Advertisement Cell
 - Dr. Jasdeep Kaur
 - Mrs. Karamdeep Kaur
 - Dr. Mahipal Dutt
 - Mr. Ashish Kumar
3. Academic Audit Committee
 - Dr. Navdip Kaur
 - Mr. Ashwani Jain
4. Administrative Audit Committee
 - Dr. Gagandeep Dharni
 - Dr. Parmjit Kaur
 - Mrs. Baldev Kaur Mann
5. Alumni Association
 - Ms. Roopa Kaur Rai
 - Dr. Balwinder Kaur
6. Add-On-Courses (Co-ordinators)
 - Mrs. Ramanpreet Kaur (Web Designing & Multimedia)
 - Dr. Gagandeep Dharni (Communicative English)
 - Mrs. Harwinder Kaur (Computer Based Accounting)
7. AISHE Committee
 - Mr. Puneet Wadhwa
 - Mr. Sanjay Kumar (Clerk)
8. Annual Stock Checking Committee
 - Dr. Mahipal Dutt
 - Mrs. Baldev Kaur Mann (Off. Supdt.)
 - Ms. Rajni (Clerk)
 - Mrs. Amandeep Kaur (Lib. Res.)
9. Academic Council
 - Dr. Navdip Kaur - Coordinator
 - Mrs. Karamdeep Kaur
 - Mr. Ashwani Jain
 - Dr. Paramjit Kaur
10. Administrative Block Maintenance
 - Mrs. Baldev Kaur Mann (Off. Supdt.)
 - Miss Rajni
11. Anti Ragging Squad
 - Mrs. Ramanpreet Kaur
 - Dr. Paramjit Kaur
12. Anti Drug Cell
 - Dr. Amandeep Kaur
 - Ms. Rajvir Kaur
13. Annual Prize Distribution
 - Dr. Navdip Kaur - Coordinator
 - Ms. Inderjit Kaur
 - Dr. Mahipal Dutt
 - Ms. Bhagwant Kaur
14. AQAR/NAAC Committee
 - Ms. Roopa Kaur Rai - Coordinator
 - Criteria 1
 - Ms. Roopa Kaur Rai
 - Mrs. Hardeep Kaur
 - Dr. Geetanjali Arora
 - Ms. Harpreet Kaur (Comp.)
 - Criteria 2
 - Dr. Navdip Kaur
 - Ms. Rajni
 - Dr. Jasdeep Kaur
 - Dr. Parmjit Kaur
 - Ms. Harjit Kaur

Principal,
Khalsa College for Women,
Sidhwan Khurd (Ludhiana).

Criteria 3

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

Criteria 4

- Mr. Puneet Wadhwa
- S. Gagandeep Aulakh
- Dr. Mahipal Dutt
- Mrs. Karamdeep Kaur

Criteria 5

- Ms Inderjit Kaur
- Mrs Harwinder Kaur
- S. Paramdeep Singh

Criteria 6

- Mrs Harpreet Kaur
- Mrs Ramanpreet Kaur
- Ms Bhagwanti Kaur
- Ms. Armeet

Criteria 7

- Dr Amandeep Kaur
- Mrs Jaspreet Kaur
- Mr Ashish Kumar
- Ms. Bhagwanti K. Bhan
- Ms. Gurjeet S.

15. Bursar

- Dr. Jasdeep Kaur (Deptt of Economics)

16. Building Committee

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

17. Buddy Group Incharges

- Mr. Ashwani Jain (Nodal Officer)
- Mrs Hardeep Kaur

18. College Calendar

- Dr Navdip Kaur
- Dr Gagandeep Dharni
- Ms Inderjit Kaur

19. College Canteen Committee

- Dr Gagandeep Dharni
- Dr Amandeep Kaur
- Dr Paramdeep Singh

20. Capacity Enhancement/Value added courses for Students

- Dr Jasdeep Kaur
- Mr Ashwani Jain

21. Clubs

Science & Eco Club

- S. Gagandeep Aulakh
- Dr. Amandeep Kaur

IT Club

- Mrs Jaspreet Kaur
- Mrs. Ramanpreet Kaur

IPR Cell

- Dr Gagandeep Dharni
- Mrs Hardeep Kaur

Human Rights Club

- Dr. Jasdeep Kaur
- Dr. Mahipal Dutt

Legal Literacy Club

- Mr Ashish Kumar
- Ms Harpreet Kaur (Computer)

Social Science Club/Forum

- Mrs Hardeep Singh Kaur
- Mrs Karamdeep Kaur

Red Ribbon Club

- Mrs Hardeep Kaur
- S. Gurjeet Singh

Commerce Club

- Mrs Harwinder Kaur
- Mrs Harjeet Kaur

22. College Magazine Editorial Board

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

23. Community Outreach Activities

- Dr. Balwinder Kaur
- Dr Paramdeep Singh
- Ms Ramandeep Kaur Sivia

24. Committee for Prevention of Sexual Harassment of Women at work place

- Ms Rajni
- Dr Geetanjali Arora

25. Counselling Cell

- Mr Ashish Kumar
- Mrs Harwinder Kaur - Guidance & Preparation for CA
- Dr Paramjit Kaur - CTET, PTET
- Mr Ashwani Jain - Various competitive exams of departments like Police, Banks and other officers.

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Cleanliners supervision and material incharge

- Mr. Ashish Kumar (Convener)
- Dr. Paramdeep Singh
- Mrs. Baldev Kaur Mann (Off. Supdt.)
- Mrs. Amandeep Kaur (Lib. Restorer)
- S. Jagraj Singh (LA)
- All Peons, Mali & Sweepers
- Students-5
- Ms Harjeet Kaur
- Ms Harpreet Kaur
- Ms Nishu
- Ms Rajvika

27. Cultural/Youth Festival Committee

- Dr Gagandeep Dharni- (Convener)
- Ms Inderjit Kaur, (Co-Convener)

Dramatics Society

- Dr Gagandeep Dharni
- Ms Inderjit Kaur
- Dr Geetanjali Arora
- Mrs Karamdeep Kaur

Literary Society

- Ms Roopa Kaur Rai
- Dr Balwinder Kaur
- DR Mahipal Dutt
- Dr Paramjit Kaur

Fine Arts Society

- Mrs Harwinder Kaur
- Mr Ashish Kumar
- Mrs Bhagwant Kaur

28. Daily Activities Record

- Dr. Mahipal Dutt
- S. Gurjeet Singh

29. Decoration & Seating Arrangement Committee

- Dr. Balwinder Kaur
- Dr. Paramdeep Singh
- Ms. Bhagwant Kaur

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

- Ms Roopa Kaur Rai
- Dr. Amandeep Kaur

31. Energy Audit

- S. Gagandeep Aulakh
- S. Gurjeet Singh

32. E-lessons preparation

- Mrs Ramanpreet Kaur (Coordinator)
- Mrs Harpreet Kaur (Comp)

33. Feedback Cell

- Ms Roopa Kaur Rai
- Mrs Harwinder Kaur
- Dr Geetanjali Arora
- Ms Rajni

34. Faculty Development Prog. And Faculty Exchange Prog.

- Dr Navdip Kaur
- Ms Roopa Kaur Rai
- Ms Rajvir Kaur

35. First Aid & Red Cross Committee

- Mrs Karamdeep Kaur
- Dr Paramdeep Singh

36. Guidance and Counseling Cell

- Ms Inderjit Kaur
- Dr Paramjit Kaur

37. Green Audit

- Dr Amandeep Kaur
- S. Gurjeet Singh

38. Grievance Redressal cell

- S. Gagandeep Aulakh
- Ms Bhagwant Kaur

39. Gurudwara Committee

- Mrs Karamdeep Kaur (Convener)
- Dr. Geetanjali Arora
- Mrs Hardeep Kaur
- Mrs. Amandeep Kaur (Lib. Res.)

40. Hospitality Committee

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

41. Hostel Committee

- Mrs Hardeep Kaur (Convener)
- Dr. Parmjit Kaur
- Ms. Rama Makkar (LA)

Invitation Committee

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

43. Instagram and Tweeter Account

- Ms Avneet Kaur *Avneet*
- Ms Harpreet Kaur (Comp) *Harpreet*

44. Incharge College Equipments

- Mrs. Baldev Kaur Mann- Administration Office *Baldev Kaur Mann*
- Mr Puneet Wadhwa- Library Equipments & Laptops, Principal Office, LCD, TV Sets, Computer Labs Equipments (4-6) *Puneet*
- Mrs Ramanpreet Kaur- Smart Boards *Ramanpreet*
- Mrs Jaspreet Kaur- Handy Camera, CCTV Cameras, Lab Equipments (1-3) *Jaspreet*
- S. 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) *S. Aulakh*
- S. Jagraj Singh- To help the above Incharges. *Jagraj*

45. Landscaping & Maintenance of College Campus

- Prof. Ashish Kumar *Ashish*
- Dr Paramdeep Singh *Paramdeep*
- Sh. Salig Ram *Salig Ram*
- Sh. Rajnish Kumar *Rajnish Kumar*

46. LMS

- Mr Puneet Wadhwa *Puneet*
- Ms Harpreet Kaur (Comp) *Harpreet*

47. Leave to Students Committee

- All Mentors
- Mrs Baldev Kaur Mann *Baldev Mann*
- S. Jagraj Singh - Record keeping of leaves of students *Jagraj*

48. Library/Book Bank Committee

- Dr. Mahipal Dutt (Convener) *Mahipal*
- Mrs Harwinder Kaur *Harwinder*
- Dr. Amandeep Kaur *Amandeep*

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

- Mrs Karamdeep Kaur *Karamdeep*
- Prof. Ashish Kumar *Ashish*
- Dr. Mahipal Dutt *Mahipal*

50. NCC

- Dr Balwinder Kaur (Incharge) *Balwinder*
- Mrs. Baldev Kaur Mann, Off. Supdt. *Baldev Mann*
- S. Jagraj Singh *Jagraj*

51. New Courses Committee (UGC & PU Chd)

- Mr. Puneet Wadhwa, Convener *Puneet*
- Mrs Jaspreet Kaur *Jaspreet*
- Mrs Ramanpreet Kaur *Ramanpreet*
- Dr. Parmjit Kaur *Parmjit*
- Mrs. Baldev Kaur Mann *Baldev Mann*

52. NSS

- Ms Inderjit Kaur- 1st Unit *Inderjit Kaur*
- Mr Ashish Kumar- 2nd Unit *Ashish*

53. Parent Teacher Association

- Dr. Gagandeep Dharni *Gagandeep*
- Dr. Balwinder Kaur *Balwinder*
- Ms Nidhi *Nidhi*

54. Placement cell

- Mr. Puneet Wadhwa *Puneet*
- Dr Jasdeep Kaur *Jasdeep*
- Mr Ashwani Jain *Ashwani Jain*

55. PAR Committee

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

56. Photography and Videography Committee

- Mrs Ramanpreet Kaur (Computer) *Ramanpreet*
- Mrs Harwinder Kaur (Commerce) *Harwinder*
- Dr. Amandeep Kaur (Science) *Amandeep*
- Mr Ashish Kumar *Ashish*
- Dr. Mahipal Dutt for Photographs record in Library. *Mahipal*

57. Picnic and Tours Committee

- Prof. Inderjit Kaur (Convener) *Inderjit Kaur*
- Dr. Mahipal Dutt *Mahipal*
- Dr Paramdeep Singh *Paramdeep*
- Ms Bhagwant Kaur *Bhagwant*

Ashish

58. Press, Annual Report & News Letter Committee

- Ms Roopa Kaur Rai (English) Incharge
- Dr. Balwinder Kaur (Punjabi)
- Dr Mahipal Dutt (Hindi)
- Mrs Ramanpreet Kaur
- Mrs. Baldev Kaur Mann (To Send all the news)
- S. Jagraj Singh (Typing)
- Ms. Rama (Eng. & Pbi. Typing)

59. Proctorial Committee/Discipline

- Mrs Hardeep Kaur
- S. Gagandeep Aulakh
- Dr Paramdeep Singh

60. Prospectus Committee

- Dr. Navdip Kaur (Convener)
- Dr. Balwinder Kaur
- Dr Amandeep Kaur
- Ms Rajni (Mathematics)
- Mrs. Baldev Kaur Mann

61. Purchasing Committee

- Dr. Navdip Kaur (Convener)
- Mr Puneet Wadhwa
- S. Gagandeep Aulakh
- Dr Jasdeep Kaur
- Dr Paramjit Kaur

62. Reception Committee

- Dr. Navdip Kaur
- Dr. Gagandeep Dharni
- Ms Inderjit Kaur

63. Research & Development Cell

- Dr. Navdip Kaur (Convener)
- Dr. Gagandeep Dharni
- Dr. Balwinder Kaur
- Dr. Jasdeep Kaur
- Dr. Amandeep Kaur
- Dr. Geetanjali Arora
- Dr. Parmjit Kaur
- Dr. Mahipal Dutt

64. Student Council (CSA)

- Dr Gagandeep Dharni (Dean)
- Ms Inderjit Kaur
- Mrs Harwinder Kaur
- Mrs Hardeep Kaur

65. Scholarships Committee

- Mrs Hardip Kaur (Overall Incharge of all Scholarships & Nodal Officer SC/OBC)
- Mr Ashish Kumar (Minorities, University & UGC)
- Mrs Ramanpreet Kaur (SHDF Scholarship)
- Dr Paramdeep Singh (Sports)
- S. Jagraj Singh
- Ms. Rajni (CPM Yashavi Post Metric Scholarships)

66. Seminar/Extension Lect Committee

- Dr Geetanjali Arora
- Ms Inderjit Kaur
- Mr Puneet Wadhwa
- Mrs Harwinder Kaur
- Dr Jasdeep Kaur
- Mr Ashwani Jain

67. Student Induction committee

- Dr Jasdeep Kaur
- Dr Mahipal Dutt

68. Self Study Courses

- Mrs Jaspreet Kaur- Coordinator
- Ms Avneet Kaur

69. Staff Meeting Record

- Dr Geetanjali Arora
- Ms Jyoti

70. Student Satisfaction survey

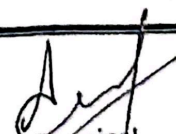
- Ms Rajni
- Mrs Karamdeep Kaur

71. Start up cell

- Ms Roopa Kaur Rai
- Mr Puneet wadhwa- Web Designing
- Ms Inderjit Kaur-Makeover
- Mrs Harwinder Kaur-Tally
- Dr. Paramjit Kaur- Fashion Designing
- Ms Nidhi Chopra- Baking

72. Suggestion Box

- Mrs Baldev Kaur Mann- Co-ordinator


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ports Committee

- Dr Paramdeep Singh
- Dr. Jasdeep Kaur
- Mr Ashwani Jain
- Ms Bhagwant Kaur

74. Student Aid Fund/Scholarship/
Fee Concession Committee

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

75. 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
- Mrs Ramma Makkar – over all checking

76. Transport Committee

- S. Gurbakhshish Singh, Bus Supervisor
- S. Gagandeep Aulakh (Co-Convener)
- Mr Ashwani Jain- All bills related to Transport
- Mrs Harwinder Kaur

77. Teacher Induction Programme

- Dr. Navdip Kaur
- Dr Gagandeep Dharni

78. Time Table Committee

- Dr. Jasdeep Kaur
- Ms Rajni
- Mrs Ramanpreet Kaur

79. UGC and National Council for Teacher
Education (NCTE) Committee

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

80. Weekly Assembly/ Staff/ Students

Attendance and Address by Teachers

- Dr Gagandeep Dharni (Convener)
- Mrs Karamdeep Kaur (Co-Convener)
- All announcements schedule of present
- Mrs Bhagwant Kaur
- Dr. Geetanjali Arora (Prayer, Harmonium)
- Mrs Jaspreet Kaur- Projector Setting
- Mrs Harmanpreet Kaur
- Mrs. Rama Makkar - Staff Attendance
- S. Jagraj Singh - Mike Setting

81. Website Updation

- Mr Puneet Wadhwa
- Mrs Ramanpreet Kaur

82. Youtube Channel & Facebook page of
college -coordinator

- Mrs Jaspreet Kaur

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
Khalsa College for Women,
Sidhwan Khurd (Ludhiana)