Hindu Girls College, Jagadhri

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| **Sr.No** | **Duties** | **Lecturer In charge** |
|  | Advisory Council | Principal MadamMs Anupma GargMs Veenu GoyalMs Rimpi Kohli Dr Suruchi Kalra ChoudharyMs. Seema GuptaMs Sonia SharmaStaff President/Secretary |
|  | Bursar | Ms. Seema Gupta |
|  | Admission Committee | Principal MadamDr Sonia Sharma Nodal OfficerAll Staff MembersMs Bindu MalikMs DeepshikhaMr Satish |
|  | IQAC Cell & NAAC Committee | Principal Madam ChairpersonMs Anupma Garg CoordinatorMs. Rimpi KohliDr. Suruchi Kalra ChoudharyDr. Sonia SharmaMr Munish Kamboj ClerkMs Bindu Malik |
|  | Community Linkage Committee(Adoption of villages for upliftment) | Principal Madam CoordinatorMs Veenu Goyal CoordinatorMs.Sonia Sharma CoordinatorMs Manju Jain Women Cell Ms Ritu/Ms Suman Creative Club Dr Neetika Trivedi NSS Ms Nidhi NCCDr Sarika Legal Literacy CellDr Pinki Red Cross CellDr Saloni Road Safety ClubDr Ankita Thakur Eco Cell  |
|  | NEP  | Ms Seema Gupta ConvenerDr Suruchi Kalra Choudhary Co-convenerAll Faculty Members |
|  | Cleanliness Committee(Day to day and for Functions) | Ms Nidhi Co-ordinatorDr Sonia Sharma Computer Sc Block and EDUSATMs Ritu Home Sc, Common Room & ToiletsDr Pinki Commerce Block , Admin. Block, Yoga-  Room & Naturopathy LabMs Nidhi NCC Block, Seminar Hall & Auditorium, RUSA  AV RoomMs Anju & Ms Meenakshi Science Block ,Ground  |
|  | Central Register and Minute Book Incharge | Dr. Suruchi Kalra Choudahry |
|  | Time Table Committee(Setting and Management) | Principal MadamMs. Anupama Garg CoordinatorMs. Seema GuptaDr Sonia SharmaMs Ritu Dua |
|  | Examination and Result Committee External ; University Results, Dropout Ratio, Degree RecordInternal : Conditional Test Report, Short Attendance | Coordinators : -Arts Dr SaloniCommerce Ms Sharda GuptaScience Ms Veenu GoyalHome Science Ms Ritu DuaCoordinator Ms Rimpi KohliBA-I Ms Manju Jain, Ms KomalBA-II Dr Sarika, Dr SwatiBA-III Ms Nidhi, Ms PriyaCommerce Ms Urvashi, Ms PriyankaHome Sc & Science Dr Neetika Trivedi  Dr Ankita Thakur  |
|  | On line Practical Awards andOn Line Internal Assessment | Dr Sonia Sharma Mr SatishMs Deepshikha  |
|  | AISHE ( All India Survey Higher Education) | Dr Sonia SharmaMr Munish Kamboj |
|  | Editorial Board (Hindi) | Ms Nidhi Editor-in-Chief Ms Deepshikha |
|  | Prospectus Incharge | Dr.Suruchi Kalra ChoudharyMs Bindu Malik |
|  | RUSA Committee | Principal MadamDr Suruchi Kalra Choudhary Nodal OfficerMs Seema Gupta BursarDr Sonia SharmaDr Neetika TrivediDr Ankita ThakurMr Munish KambojMr Amit Kumar |
|  | Discipline Committee(Day to day and various Functions)Please note their team member associated with (Adhoc List attached) |  Principal Madam CoordinatorDr Pinki Co-ordinatorDr Saloni  |
|  | Women Empowerment Unit for Scholarship/Stipend/Aadhar Card/Voter Card | Ms Veenu Goyal Co-ordinatorMs Sharda Gupta Co-ordinatorDr Sarika |
|  | Cultural Committee (Talent Show and Youth Festival) | Dr Saloni CoordinatorMs Rimpi Kohli Mr Geeta Ram |
|  | Library Advisory Committee and Book Bank Inchrges | Ms Rimpi Kohli Ms. Sharda GuptaDr SarikaAll the Heads of Deptt. |
|  | Parent Teacher Association | Ms. Veenu Goyal CoordinatorMembers :-Ms Sharda Gupta CommerceDr Pinki Arts Ms Ritu Home ScienceDr Ankita Thakur Science |
|  | Alumni Council (On Line) | Ms Anupma Garg CoordinatorMs. Seema Gupta Coordinator Ms Manju Jain Member (Arts)Dr Ankita Thakur Member (Science)Ms Ritu Dua Member (Home Science) |
|  | Anti-Ragging/Redressal/ Grievance Report Committee  | Principal MadamStaff President and Staff Secretary |
|  | Mentor Group Incharges | Ms. Anupama GargMs. Seema Gupta |
|  | UGC, DGHE & University Work | Dr. Sonia SharmaMr Amit Kumar  |
|  | Trips Incharges  | Ms. Veenu Goyal (Even Sem schedule to be prepared)Dr SaloniDr Pinki Dr Sarika (Odd Sem schedule to be prepared) |
|  | Prizes Incharges |  Ms Sharda GuptaMs Manju Jain |
|  | NCC  | Ms. Nidhi |
|  | NSS | Dr Neetika TrivediMs SumanMs Rajni  |
|  | Display Incharges* Display Photographs on Board
* Album maintenance
 | Ms. RituMs SumanMs Luxmi |
|  | Students Council (Formation and Interaction of students with Madam Principal) | Principal MadamMs.Anupma GargDr Suruchi Kalra ChoudharyDr.Pinki |
|  | Spot Evaluation Incharge | Ms Anupma Garg Mr SatpalMr Gulshan |
|  | EVS Incharge | Dr Ankita ThakurMs Meenakshi |
|  | Seminar /Workshop Incharge | Dr Suruchi Kalra choudhary |
|  | Feedback Incharge | Dr.Neetika Trivedi  |
|  | Over-all-InchargeCanteen Common Room  Staff Room | Ms Rimpi Kohli Dr SarikaDr PinkiDr Saloni |
|  | Passport and License | Ms Nidhi (Nodal Officer) |
|  | SC Stipend /ScholarshipBC Stipend /Scholarship | Dr Ankita Thakur (Nodal officer)Ms Ritu Dr SaloniMr MunishMr Satpal |
|  | Sita Ram Jindal Scholarship  | Ms Ritu DuaMs Deepshikha |
|  | Minority Scholarship | Ms Manju JainMs Deepshikha |
|  | NPS | Dr Sonia Sharma Nodal OfficerMr Amit Kumar |
|  | Beautification of Campus | Dr Suruchi Kalra ChoudharyMr Sukh Lal |
|  | PRO | Ms Veenu GoyalMs NidhiDr SwatiMs DeepshikhaMr Satish |

 Ms Monika Khurana

 Principal Officiating

 Date : 09/05/2023