

M.G.N. College of Education, Jalandhar
Duty List for the Year 2020-21

1.	Controller Examination, Examination Reforms	Dr.Ravjeet Kaur
2.	Upload Data and Display of Semester Results on website	Mrs.Shivani Gulati
3.	Recording of Internal Assessment	Ms.Surjit Kaur Mrs.Sakshi Sharma
4.	Recording of University Exam Results (DMC's)	Mrs.Sakshi Sharma
5.	Anti Ragging Committee and Sexual Harassment Committee	Mrs.Neelu Jhanji (Co-ordinator) Dr.Meharban Singh Dr.Ravjeet Kaur
6.	Time Table	Dr.Radha Arora Ms.Anju
7.	UGC Grants & Schemes	Dr.Radha Arora Dr.Pooja Bhardwaj Dr.Ravjeet Kaur Mrs.Shivani Gulati
8.	Youth Festival Cultural Activities Incharge	Dr.Pooja Bhardwaj Dr.Pooja Arora
9.	Music	Mr.Maninder Pal Singh Dr.Seema Rani
10.	Fine Arts	Ms.Sharan Mrs.Geetanjali Mittu
11.	Theatre	Mrs.Gaganpreet Kaur Ms.Jaspreet Kaur
12.	Literary	Dr.Pooja Bhardwaj Dr.Kiran Walia
13.	Quiz	Mrs.Shivani Gulati Mrs.Sakshi Sharma
14.	Dances	Dr.Pooja Arora Ms.Surjit Kaur Ms.Anju
15.	Picnic/Excursion	Dr.Radha Arora Dr.Kiran Walia Mrs.Geetanjali Mittu Mrs.Gaganpreet Kaur
16.	Grievance & Redressal Cell	Dr.Pooja Arora Dr.Seema Rani
17.	Liaison officer for Field Experience and Internship (B.Ed Programme)	Dr.Meharban Singh

18.	College Canteen	Mrs.Geetanjali Mittu
19.	Campus Cleanliness Incharge	Dr.Pooja Arora
20.	Campus Beautification	Mrs.Geetanjali Mittu Ms.Sharan
21.	Planning of sessional work (B.Ed. course)	Mrs.Neelu Jhanji Mrs.Sakshi Sharma
22.	Annual Report	Dr.Pooja Bhardwaj
23.	Maintenance of College Events Records (Every Semester End)	Dr.Seema Rani
24.	Institution Feedback & its Analysis (Every Semester End) Alumni Feedback Analysis (After Every Programme) Parents Feedback Analysis (Within Two Months of Semester Start) Teachers Feedback Analysis (Within One Month of Semester Start)	Dr.Pooja Arora Ms.Jaspreet Kaur
25.	Visitors Feedback Analysis (Before Summer Break)	Ms.Surjit Kaur
26.	Field Experience and Internship Feedback and its Analysis (After Every Field Experience & Internship)	Dr.Meharban Singh
27.	Invitation's/Publication & Circulation	Mrs.Shivani Gulati S.Sukhdev Singh
28.	Purchase Committee	Mrs.Neelu Jhanji Dr.Radha Arora Dr.Meharban Singh Dr.Ravjeet Kaur S.Amritpal Singh (Accounts)
29.	Library Committee	Mrs.Neelu Jhanji Dr.Radha Arora Dr.Meharban Singh Dr.Ravjeet Kaur
30.	Book Bank Issue and Maintenance	Librarian
31.	Refreshments	Dr.Pooja Arora Ms.Surjit Kaur Ms.Jaspreet Kaur
32.	Liaison officer for Post Matric Scholarship/ Minority Scholarship/Merit Scholarship	Mrs.Shivani Gulati
33.	Legal Aid Clinic	Dr.Ravjeet Kaur Mrs.Sakshi Sharma
34.	Career & Counselling	Dr.Ravjeet Kaur Mrs.Sakshi Sharma
35.	I.Q.A.C.	Dr.Radha Arora (Co-ordinator) Dr.Pooja Bhardwaj Dr.Ravjeet Kaur Mrs.Shivani Gulati

36.	Equal Opportunity Cell	Dr.Seema Rani Dr.Kiran Walia Mrs.Shivani Gulati
37.	Women Welfare Committee	Mrs.Neelu Jhanji Dr.Radha Arora Ms.Anju
38.	Discipline Committee	Dr.Meharban Singh Dr.Seema Rani Mr.Maninder Pal Singh
39.	Energy Management Cell	Dr.Seema Rani
40.	Water management Cell	Mrs.Sakshi Sharma
41.	Waste Management Cell	Dr.Kiran Walia
42.	Placement Cell	Mrs.Neelu Jhanji Mrs.Geetanjali Mittu
43.	Library Club	Librarian
44.	Science Club	Dr.Seema Rani
45.	Advisory Committee	Dr.Radha Arora Dr.Meharban Singh Dr.Pooja Bhardwaj Dr.Ravjeet Kaur
46.	Editorial Board	Mrs.Neelu Jhanji Dr.Ravjeet Kaur (Chief Editor) Dr.Meharban Singh Dr.Pooja Bhardwaj Mrs.Surjit Kaur Mrs.Geetanjali Mittu
47.	College Academic Advisory Body	Dr.Radha Arora Dr.Meharban Singh Dr.Pooja Bhardwaj Dr.Ravjeet Kaur
48.	Green Committee	Dr.Seema Rani Dr.Kiran Walia Mrs.Sakshi Sharma
49.	Reporting of Compulsory Attendance during Functions	House Incharges
50.	Display in Principal's Office and Principal's Corridor	Mrs.Geetanjali Mittu Ms.Sharan
51.	Website/E-mail updates	Mrs Shivani Gulati
52.	Student Aid Fund	Mrs.Neelu Jhanji Dr.Radha Arora Dr.Meharban Singh Dr.Ravjeet Kaur

- | | | |
|-----|--|---|
| 53. | Book Bank Facility | Mrs.Neelu Jhanji
Dr.Radha Arora
Dr.Meharban Singh
Dr.Ravjeet Kaur
Librarian |
| 54. | Press Committee
(News Coverage & Maintenance of
News records | Dr.Pooja Bhardwaj (English)
(Co-ordinating with Press reporters)
Dr.Meharban Singh (Punjabi)
(Maintenance of News)
S.Amritpal Singh |
| 55. | Repair of College
Building and furniture | Dr.Radha Arora
Dr.Meharban Singh
Dr.Pooja Bhardwaj
S.Bhulinder Singh
(Reporting the needs) |
| 56. | Bus Pass & Railway pass | Dr.Seema Rani |
| 57. | Records of University Answer Sheets | Dr.Meharban Singh
S.Sukhdev Singh |
| 58. | De-addiction Committee | Mrs.Gaganpreet Kaur
Dr.Kiran Walia |
| 59. | College Stock Register | Dr.Pooja Bhardwaj
S.Amritpal Singh |
| 60. | Cultural Club | Dr.Pooja Bhardwaj
S.Maninder Pal Singh |
| 61. | Maths Club | Dr.Radha Arora |
| 62. | Red Ribbon Club | Dr.Seema Rani |
| 63. | Red Cross Club | S.Maninder Pal Singh
Ms.Jaspreet Kaur |
| 64. | Health Club | Mrs.Gaganpreet Kaur |
| 65. | Literary Club | Dr.Ravjeet Kaur
Ms.Jaspreet Kaur |
| 66. | NSS | Mrs.Gaganpreet Kaur
Dr.Kiran Walia |
| 67. | Art Club | Ms.Sharan |
| 68. | Cyber Club | Mrs.Shivani Gulati |
| 69. | Inviting Lectures/Workshop/Seminars | Mrs.Neelu Jhanji
Dr.Radha Arora
Dr.Ravjeet Kaur
Ms.Anju |
| 70. | College Shabad/ National Anthem | Dr.Seema Rani
Mr.Maninder Pal Singh |

71.	Authorized Tutors for Recommending Students Leave, Concessions, Honours	House Incharges
72.	Alumni	Mrs.Geetanjali Mittu
73.	ET Lab	Mrs.Neelu Jhanji Mrs.Shivani Gulati
74.	Psycho Lab	Dr.Radha Arora
75.	Art Lab	Ms.Sharan
76.	Computer Lab	Mrs.Shivani Gulati
77.	Gym	Mrs.Gaganpreet Kaur

A) House Incharges

B.Ed. Semester I, III	Section A	- Dr Meharban Singh
	Section B	- Dr Pooja Arora
	Section C	- Dr Kiran Walia
	Section D	- Dr Pooja Bhardwaj

B) Inter House Competition Incharges

1.	Black Board Writing Sketching	Dr Pooja Arora
2.	Kho Kho	Dr Kiran Walia
3.	Thematic Display Board	Dr Seema Rani
4.	Badminton	Dr Kiran Walia
5.	Races	Dr Kiran Walia
6.	Power point Presentation	Mrs Shivani Gulati
7.	Teaching Aid Competition	Ms Surjit Kaur
8.	Slogan Writing Competition	Ms Sharan
	Overall Coordinator	Dr Radha Arora

Dated: 14.09.2020

Acting Principal, 
M.G.N. College of Education
Jalandhar