

M.G.N. College of Education, Jalandhar
Duty List for the Year 2021-22

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	Mrs 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
9.	Music	Mr Maninder Pal Singh Dr Seema Rani
10.	Fine Arts	Mrs Geetanjali Mittu
11.	Theatre	Mrs Gaganpreet Kaur Mrs Jaspreet Kaur
12.	Literary	Dr Pooja Bhardwaj Dr Kiran Wallia
13.	Quiz	Ms Satinderbir Kaur Mrs Shivani Gulati Mrs Sakshi Sharma Ms Anju
14.	Dances	Dr Pooja Arora Mrs Surjit Kaur
15.	Picnic/Excursion	Dr Radha Arora Dr Seema Rani Mrs Gaganpreet Kaur Ms Anju
16.	Grievance & Redressal Cell	Dr Pooja Arora Dr Seema Rani
17.	Liaison officer for Field Experience and Internship (B.Ed)	Dr Meharban Singh
18.	College Canteen	Mrs Geetanjali Mittu

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| 19. | Campus Cleanliness Incharge | Dr Kiran Walia |
| 20. | Campus Beautification | Mrs Geetanjali Mittu |
| 21. | Planning of Sessional work (B.Ed. course) | Dr Radha Arora |
| 22. | Annual Report | Dr Pooja Bhardwaj |
| 23. | Maintenance of College Events Records
(Every Semester End) | Mrs Surjit Kaur |
| 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
Mrs Jaspreet Kaur |
| 25. | Visitors Feedback Analysis (Before Summer Break) | Mrs Surjit Kaur |
| 26. | Field Experience and Internship Feedback and its
Analysis (After Every Field Experience & Internship) | Dr Meharban Singh |
| 27. | Invitation's/Publication & Circulation | Dr Ravjeet Kaur
Mrs Shivani Gulati
S Sukhdev Singh |
| 28. | Purchase Committee | Mrs Neelu Jhanji
Dr Radha Arora
Dr Meharban Singh
Dr Pooja Bhardwaj
S Amritpal Singh (Accounts) |
| 29. | Library Committee | Mrs Neelu Jhanji
Dr Radha Arora
Dr Meharban Singh
Dr Ravjeet Kaur
Ms Satinderbir Kaur |
| 30. | Book Bank Issue and Maintenance | Ms Satinderbir Kaur |
| 31. | Refreshments | Dr Pooja Arora
Mrs Gaganpreet Kaur
Mrs Sakshi Sharma
Ms Satinderbir Kaur |
| 32. | Liaison officer for Post Matric Scholarship/
Minority Scholarship/Merit Scholarship | Mrs Shivani Gulati |
| 33. | Legal Aid Clinic | Dr Ravjeet Kaur |
| 34. | Guidance & Counselling Cell | Dr Ravjeet Kaur
Mrs Jaspreet Kaur |
| 35. | I.Q.A.C. | Dr Radha Arora (Co-ordinator)
Dr Pooja Bhardwaj
Dr Ravjeet Kaur
Mrs Shivani Gulati |
| 36. | Equal Opportunity Cell | Dr Pooja Arora
Dr Kiran Walia |

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
Ms.Satinderbir Kaur
44. Advisory Committee
Dr.Radha Arora
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Dr.Ravjeet Kaur
45. Editorial Board
Mrs.Neelu Jhanji
Dr.Ravjeet Kaur (Chief Editor)
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Mrs.Surjit Kaur
Mrs.Geetanjali Mittu
46. College Academic Advisory Body
Dr.Radha Arora
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Dr.Ravjeet Kaur
47. Green Committee
Dr.Seema Rani
Dr.Kiran Walia
Mrs.Sakshi Sharma
48. Reporting of Compulsory Attendance during Functions
House Incharges
49. Display in Principal's Office and Principal's Corridor
Mrs Geetanjali Mittu
50. Website/E-mail updates
Mrs Shivani Gulati
51. Student Aid Fund
Mrs Neelu Jhanji
Dr Radha Arora
Dr Meharban Singh
Dr Ravjeet Kaur
52. Book Bank Facility
Mrs Neelu Jhanji
Dr Radha Arora
Dr Meharban Singh
Dr Ravjeet Kaur
Ms Satinderbir Kaur

53.	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
54.	Repair of College Building and furniture	Dr Radha Arora Dr Meharban Singh Dr Pooja Bhardwaj S Bhulinder Singh (Reporting the needs)
55.	Bus Pass & Railway pass	Dr Seema Rani
56.	Records of University Answer Sheets	Dr Meharban Singh S Sukhdev Singh
57.	De-addiction Committee	Dr Kiran Walia
58.	College Stock Register	Dr Pooja Bhardwaj S Amritpal Singh
59.	Cultural Club	Dr Pooja Bhardwaj
60.	Maths Club	Dr Radha Arora
61.	Red Ribbon Club	Dr Seema Rani
62.	Red Cross Club	Mr Maninder Pal Singh Mrs Jaspreet Kaur Mrs Gaganpreet Kaur
63.	Health Club	
64.	Literary Club	Dr Meharban Singh
65.	NSS	Dr Kiran Walia
66.	Art Club	Mrs Geetanjali Mittu
67.	Cyber Club	Mrs Shivani Gulati
68.	Inviting Lectures/Workshop/Seminars	Mrs Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Ms Anju
69.	College Shabad/ National Anthem	Dr Seema Rani Mr Maninder Pal Singh
70.	Authorized Tutors for Recommending Students Leave, Concessions, Honours	House Incharges
71.	Alumni	Mrs Geetanjali Mittu
72.	ET Lab	Mrs Neelu Jhanji Mrs Shivani Gulati
73.	Psycho Lab	Dr Radha Arora
74.	Art Lab	Mrs Geetanjali Mittu

75.	Computer Lab	Mrs Shivani Gulati
76.	Gym	Mrs Gaganpreet Kaur
77.	Science Lab	Dr Seema Rani
78.	Curriculum Lab	Dr Ravjeet Kaur
79.	Gardening Incharge	Dr Seema Rani
80.	Maintenance of Attendance Record	Mr Maninder Pal Singh

A) House Incharges

B.Ed. Semester II (2020-22)	Section A	- Dr Seema Rani
	Section B	- Mrs Geetanjali Mittu
	Section C	- Mrs Surjit Kaur
B.Ed. Semester I (2021-23)	Section A	- Dr Pooja Arora
	Section B	- Dr Meharban Singh
	Section C	- Dr Pooja Bhardwaj

B) Inter House Competition Incharges

1.	Black Board Writing Sketching	Mr Maninder Pal Singh
2.	Kho Kho	Dr Kiran Wallia
3.	Thematic Display Board	Mrs Jaspreet Kaur
4.	Badminton	Mrs Gaganpreet Kaur
5.	Races	Dr Kiran Wallia
6.	Power point Presentation	Mrs Sakshi Sharma
7.	Teaching Aid Competition	Mrs Surjit Kaur
8.	Slogan Writing Competition	Mrs Geetanjali Mittu
	Overall Coordinator	Dr Radha Arora

Dated: 06.08.2021


Acting Principal
