

Duty List for

Montgomery Guru Nanak College of Education, Jalandhar
Duty List for the Year 2023-24

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| 1. | Controller Examination, Examination Reforms | Dr Ravjeet Kaur |
| 2. | Recording of Internal Assessment | Mrs Surjit Kaur
Mrs Sakshi Sharma |
| 3. | Recording of University Exam Results (DMC's) | Mrs Sakshi Sharma |
| 4. | Upload Data and Display of Semester Results on website | Mrs Shivani Gulati |
| 5. | Anti Ragging Committee and Sexual Harassment Committee | Dr Pooja Arora
Mrs.Shivani Gulati
Mrs.Sakshi Sharma |
| 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
Mr.Maninder Pal Singh |
| 9. | Music | Mr Maninder Pal Singh
Dr Seema Rani |
| 10. | Fine Arts | Mrs Geetanjali Mittu
Mrs.Varsha |
| 11. | Theatre | Mrs Gaganpreet Kaur
Mrs Jaspreet Kaur |
| 12. | Literary | Dr Pooja Bhardwaj
Dr Kiran Walia |
| 13. | Quiz | Dr Pooja Arora
Mrs Shivani Gulati
Mrs Sakshi Sharma
Ms Anju |
| 14. | Dances | Mrs Surjit Kaur
Mrs.Satinderbir 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
Mrs.Shivani Gulati |
| 17. | Internal Complaint Committee | Dr Radha Arora
Dr Pooja Arora
Ms.Anju |

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

36. Guidance & Counselling Cell
Dr Ravjeet Kaur
Mrs Jaspreet Kaur
37. I.Q.A.C.
Dr Radha Arora (Co-ordinator)
Dr Pooja Bhardwaj
Dr Ravjeet Kaur
Mrs Shivani Gulati
38. Equal Opportunity Cell
Dr Pooja Arora
Mrs.Jaspreet Kaur
39. OBC Cell
Mrs.Shivani Gulati
Mrs.Sakshi Sharma
40. Minority Cell
Mrs.Shivani Gulati
Mrs.Geetanjali Mittu
41. Women Welfare Committee
Mrs Neelu Jhanji
Dr Radha Arora
Ms Anju
42. Discipline Committee
Dr Meharban Singh
Dr Seema Rani
Mr Maninder Pal Singh
Sh.Harkamaljit Singh
43. Energy Management Cell
Dr.Seema Rani
44. Water management Cell
Mrs.Sakshi Sharma
45. Waste Management Cell
Dr.Kiran Walia
46. Placement Cell
Mrs.Neelu Jhanji
Mrs.Geetanjali Mittu
47. Youth Club
Dr.Radha Arora
Dr.Pooja Arora
48. Library Club
Mrs.Satinderbir Kaur
49. Editorial Board
Mrs.Neelu Jhanji
Dr.Ravjeet Kaur (Chief Editor)
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Mrs.Surjit Kaur
Mrs.Geetanjali Mittu
50. Academic Coordinator
Dr Radha Arora
51. College Academic Advisory Body
Dr.Radha Arora
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Dr.Ravjeet Kaur
52. Green Committee
Dr.Seema Rani
Dr.Kiran Walia
Mrs.Sakshi Sharma
53. Reporting of Compulsory Attendance during Functions
House Incharges

54.	Display in Principal's Office and Principal's Corridor	Mrs Geetanjali Mittu Mrs.Varsha
55.	Website/E-mail updates	Mrs Shivani Gulati
56.	Student Aid Fund	Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur
57.	Book Bank Facility	Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur Mrs Satinderbir Kaur
58.	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
59.	Repair of College Building and furniture	Dr Radha Arora Dr Meharban Singh Dr Pooja Bhardwaj S Bhulinder Singh (Reporting the needs)
60.	Bus Pass & Railway pass	Dr Seema Rani
61.	Records of University Answer Sheets	Dr Meharban Singh S. Sukhdev Singh
62.	De-addiction Committee	Dr Kiran Walia
63.	College Stock Register	Dr Pooja Bhardwaj S. Amritpal Singh
64.	Cultural Club	Dr Pooja Bhardwaj S.Maninder Pal Singh
65.	Maths Club	Dr Radha Arora Dr Pooja Arora
66.	Red Ribbon Club	Dr Seema Rani
67.	Red Cross Club	Mr Maninder Pal Singh Mrs Jaspreet Kaur
68.	Health Club	Mrs Gaganpreet Kaur Sh.Harkamaljit Singh
69.	Literary Club	Dr Meharban Singh
70.	NSS	Dr Kiran Walia
71.	Art Club	Mrs Geetanjali Mittu Mrs.Varsha

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| 72. | Cyber Club | |
| 73. | Inviting Lectures/Workshop/Seminars | Mrs Shivani Gulati
Mrs Neelu Jhanji
Dr Radha Arora
Dr Ravjeet Kaur
Ms Anju |
| 74. | College Shabad/ National Anthem | Mr Maninder Pal Singh |
| 75. | Authorized Tutors for Recommending Students Leave, Concessions, Honours | House Incharges |
| 76. | Alumni | Mrs Geetanjali Mittu |
| 77. | ET Lab | Mrs Neelu Jhanji
Mrs Shivani Gulati |
| 78. | Psycho Lab | Dr Radha Arora |
| 79. | Art Lab | Mrs Geetanjali Mittu
Mrs.Varsha |
| 80. | Computer Lab | Mrs.Shivani Gulati |
| 81. | Gym | Mrs Gaganpreet Kaur
Sh.Harkamaljit Singh |
| 82. | Science Lab | Dr Seema Rani |
| 83. | Curriculum Lab
a) Math
b) Science
c) Social Science | Dr Ravjeet Kaur
Dr Radha Arora
Dr Seema Rani
Dr Kiran Walia |
| 84. | Gardening Incharge | Dr Seema Rani |
| 85. | Maintenance of Attendance Record | Mr.Maninder Pal Singh |

House Incharges

B.Ed. Semester III
(2022-24)

Section A
Section B
Section C

- Dr Seema Rani
- Mrs Geetanjali Mittu
- Dr Kiran Walia

B.Ed. Semester I
(2023-25)

Section A
Section B
Section C
Section D

- Dr Pooja Arora
- Dr Pooja Bhardwaj
- Dr Meharban Singh
- Mrs.Surjit Kaur


Acting Principal

Dated: 11.09.2023