

M.G.N. College of Education, Jalandhar
Duty List for the Year 2017-18

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| 1. | Controller Examination, Examination Reforms | Dr Deepa Sikand Kauts (on leave) Dr Ravjeet Kaur |
| 2. | Upload Data and Display of Semester Results on website | Mrs Shivani Gulati |
| 3. | Recording of Internal Assessment | Mrs Gurpreet 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 Gurpreet Kaur |
| 7. | UGC Grants & Schemes | Dr Deepa Sikand Kauts (on leave) Dr Radha Arora Dr Ravjeet Kaur Dr Pooja Bhardwaj Mrs Shivani Gulati |
| 8. | Youth Festival Cultural Activities Incharge | Mrs Gurpreet Kaur |
| 9. | Music | Ms Gurpreet Kaur Mr Maninder Pal Singh |
| 10. | Fine Arts | Mrs Sharan Mrs Daljeet Sheetak |
| 11. | Theatre | Ms Gaganpreet Kaur Ms Jaspreet Kaur |
| 12. | Literary | Dr Pooja Bhardwaj Dr Seema Rani |
| 13. | Quiz | Mrs Neelu Jhanji Dr Pooja Arora |
| 14. | Dances | Mrs Geetanjali Mittu |
| 15. | Picnic/Excursion | Dr Deepa Sikand Kauts (on leave) Dr Radha Arora Dr Pooja Arora Ms Gaganpreet Kaur Ms Gurpreet Kaur |
| 16. | Grievance & Redressal Cell | Dr Radha Arora Dr Ravjeet Kaur Mrs. Shivani Gulati |
| 17. | Liaison officer for Field Experience and Internship (B.Ed Programme) | Dr Meharban Singh |

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| 18. | College Canteen | Mrs Neelu Jhanji Mrs.Geetanjali Mittu |
| 19. | Campus Cleanliness Incharge | Dr Pooja Arora |
| 20. | Campus Beautification | Mrs Daljeet Sheetak Mrs Sharan |
| 21. | Monitoring of Sessional Work, Field Experience & Internship material of B.Ed Course & its submission to Record Room.(02 Weeks Prior to Start of Semester Exam) | Mrs Neelu Jhanji Mrs.Daljeet Sheetak |
| 22. | Monitoring of Sessional Work, Dissertation Field Experience & Internship material of M.Ed Course & its submission to Record Room. (Two Weeks Prior to Start of Semester Exam.) | Dr Deepa Sikand Kauts (on leave) Dr Radha Arora Dr Ravjeet Kaur |
| 23. | Annual Report | Dr Deepa Sikand Kauts (on leave) Mrs Neelu Jhanji Dr Pooja Bhardwaj |
| 24. | Maintenance of College Events Records (Every Semester End) | Mrs Daljeet Sheetak |
| 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) | Mrs Neelu Jhanji Ms Gaganpreet Kaur |
| 26. | Visitors Feedback Analysis (Before Summer Break) | Mrs Gurpreet Kaur |
| 27. | Field Experience and Internship Feedback and its Analysis (After Every Field Experience & Internship) | Dr Meharban Singh |
| 28. | Invitation's/Publication & Circulation | Mrs Shivani Gulati S Sukhdev Singh |
| 29. | Purchase Committee | Dr Deepa Sjkand Kauts (on leave) Mrs.Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur S Amritpal Singh (Accounts) |
| 30. | Library Committee | Dr Deepa Sikand Kauts (on leave) Mrs.Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Ms Kamaljeet kaur (Librarian) |
| 31. | Book Bank Issue and Maintenance | Ms Kamaljeet kaur |

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| 32. | Refreshments | Dr.Pooja Arora Mrs Geetanjali Mittu Ms Anju Ms Arpita Sood Ms Jasleen Kaur |
| 33. | Liaison officer for Post Matric Scholarship/ Minority Scholarship/Merit Scholarship | Mrs Shivani Gulati |
| 34. | Legal Aid Clinic | Dr Amit Kauts (on leave) Dr Ravjeet Kaur Ms Gurpreet Kaur |
| 35. | Career & Counselling | Dr Deepa Sikand Kauts (on leave) Dr Ravjeet Kaur Mrs. Sakshi |
| 36. | I.Q.A.C. | Dr Radha Arora (Co-ordinator) Dr Ravjeet Kaur Dr Pooja Bhardwaj |
| 37. | Women Welfare Committee | Mrs Neelu Jhanji Dr Radha Arora Mrs Daljeet Sheetak |
| 38. | Discipline Committee | Dr Meharban Singh Dr Pooja Arora Mr. Maninder Singh Ms. Taranpreet kaur |
| 39. | Reporting of Compulsory Attendance during Functions | House Incharges |
| 40. | Inter College/School Competitions | Dr Radha Arora |
| 41. | Display in Principal's Office and Principal's Corridor | Mrs Daljeet Sheetak Mrs Sharan |
| 42. | Website/E-mail updates | Mrs Shivani Gulati |
| 43. | Student Aid Fund | Dr Deepa Sikand Kauts (on leave) Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur |
| 44. | Book Bank Facility | Dr Deepa Sikand Kauts (on leave) Mrs Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Ms Kamaljeet kaur |
| 45. | 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 |

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| 46. | Repair of College Building and furniture | Dr Radha Arora Dr Meharban Singh S Bhulinder Singh (Reporting the needs) |
| 47. | Bus Pass & Railway pass | Mr. Aman Singh |
| 48. | Records of University Answer Sheets | Dr Meharban Singh S Sukhdev Singh |
| 49. | De-addiction Committee | Ms. Gaganpreet Kaur Ms Sakshi Sharma |
| 50. | College Stock Register | Dr Pooja Bhardwaj S Amritpal Singh |
| 51. | Cultural Club | Mrs Gurpreet kaur |
| 52. | Maths Club | Dr Radha Arora |
| 53. | Red Ribbon Club | Mrs Daljeet Sheetak |
| 54. | Red Cross Club | Mrs Gurpreet Kaur |
| 55. | Health Club | Ms Gaganpreet Kaur Ms. Taranpreet kaur |
| 56. | Literary Club | Dr Ravjeet Kaur Ms Sakshi Sharma |
| 57. | NSS | Ms Gaganpreet Kaur Ms. Taranpreet kaur |
| 58. | Art Club | Mrs Sharan |
| 59. | Photography Club | Dr Pooja Bhardwaj Mr. Aman Singh Ms Jasleen Kaur |
| 60. | Cyber Club | Mrs Shivani Gulati |
| 61. | Inviting Lectures/Workshop/Seminars | Dr Deepa Sikand Kauts (on leave) Mrs Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Mrs Daljeet Sheetak |
| 62. | College Shabad/ National Anthem | Ms Gurpreet Kaur Mr Maninder Pal Singh |
| 63. | Authorized Tutors for Recommending Students Leave, Concessions, Honours | House Incharges |
| 64. | Alumni | Mrs Neelu Jhanji Mrs Gurpreet Kaur |

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| 65. | ET Lab | Mrs Neelu Jhanji Mrs Shivani Gulati |
| 66. | Psycho Lab | Dr Deepa Sikand Kauts (on leave) Dr Radha Arora |
| 67. | Curriculum Lab | Dr Ravjeet Kaur |
| 68. | Art Lab | Mrs Sharan |
| 69. | Computer Lab | Mrs Shivani Gulati |
| 70. | Gym | Ms. Taranpreet kaur Ms Gaganpreet Kaur |

All Lab incharges will specify the time of the lab in front of their lab, display activities to be organized and submit work output/activities from the lab at the end of each semester

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|---------------------------|-----------|--|
| A) <u>House Incharges</u> | M.Ed | - Dr Deepa Sikand Kauts(on leave) - Dr Radha Arora - Dr Ravjeet Kaur |
| B.Ed. Semester I | Section A | - Dr Meharban Singh |
| | Section B | - Dr Seema Rani |
| | Section C | - Mrs. Gurpreet kaur |
| | Section D | - Dr Pooja Bhardwaj |

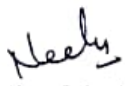

B) Inter House Competition Incharges

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| 1. | Black Board Writing Sketching | Dr Meharban Singh |
| 2. | Kho Kho | Ms. Taranpreet kaur |
| 3. | Thematic Display Board | Dr Seema Rani |
| 4. | Badminton | Ms. Taranpreet kaur |
| 5. | Races | Ms. Taranpreet kaur |
| 6. | Quiz Competition | Mrs Daljeet Sheetak |
| 7. | Power point Presentation | Mrs Shivani Gulati |
| 8. | Teaching Aid Competition | Mr Aman Singh |
| 9. | Slogan Writing Competition | Mrs Sharan |
| 10. | Subject wise Seminars | Senior most teachers of the subject will coordinate. |

Overall Coordinator

Dr Deepa Sikand Kauts(on leave)
Dr Radha Arora

Dated: 16.10.2017


Acting Principal


M.G.N. College of Education, Jalandhar
Duty List for the Year 2018-19

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| 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 Gurpreet 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 Gurpreet Kaur |
| 7. | UGC Grants & Schemes | Dr Radha Arora Dr Ravjeet Kaur Dr Pooja Bhardwaj Mrs Shivani Gulati |
| 8. | Youth Festival Cultural Activities Incharge | Mrs Gurpreet Kaur Dr Pooja Bhardwaj |
| 9. | Music | Dr Radha Arora Ms Gurpreet Kaur Mr Maninder Pal Singh |
| 10. | Fine Arts | Mrs Sharan Mrs Geetanjali Mittu |
| 11. | Theatre | Mrs Gaganpreet Kaur Ms Jaspreet Kaur |
| 12. | Literary | Dr Pooja Bhardwaj Dr Viplove Kundra Ms Arpita Sood |
| 13. | Quiz | Mrs Neelu Jhanji Dr Pooja Arora Mrs Shivani Gulati |
| 14. | Dances | Mrs Gurpreet Kaur Ms Anju |
| 15. | Picnic/Excursion | Dr Radha Arora Dr Pooja Bhardwaj Mrs Gaganpreet Kaur Ms Gurpreet Kaur |

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| 16. | Grievance & Redressal Cell | Dr Radha Arora Dr Ravjeet Kaur Mrs Shivani Gulati |
| 17. | Liaison officer for Field Experience and Internship (B.Ed and M.Ed. Programme) | Dr Meharban Singh |
| 18. | College Canteen | Mrs Geetanjali Mittu |
| 19. | Campus Cleanliness Incharge | Dr Pooja Arora |
| 20. | Campus Beautification | Mrs Geetanjali Mittu Mrs Sharan |
| 21. | Planning of sessional work (B.Ed. course) | Mrs Neelu Jhanji Mrs Sakshi Sharma |
| 22. | Planning of Sessional Work, Dissertation (M.Ed. Course) | Dr Radha Arora Dr Ravjeet Kaur |
| 23. | Annual Report | Mrs Neelu Jhanji Dr Pooja Bhardwaj |
| 24. | Maintenance of College Events Records (Every Semester End) | Dr Viplove Kundra |
| 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 Ms Jaspreet |
| 26. | Visitors Feedback Analysis (Before Summer Break) | Mrs Gurpreet |
| 27. | Field Experience and Internship Feedback and its Analysis (After Every Field Experience & Internship) | Dr Meharban Singh |
| 28. | Invitation's/Publication & Circulation | Mrs Shivani Gulati S Sukhdev Singh |
| 29. | Purchase Committee | Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur S Amritpal Singh (Accounts) |
| 30. | Library Committee | Mrs Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Ms Kamaljeet kaur (Librarian) |
| 31. | Book Bank Issue and Maintenance | Ms Kamaljeet kaur |
| 32. | Refreshments | Dr Pooja Arora Mrs Geetanjali Mittu Ms Anju Ms Jaspreet Kaur Ms Arpita Sood |

33. Liaison officer for Post Matric Scholarship/
Minority Scholarship/Merit Scholarship Mrs Shivani Gulati
34. Legal Aid Clinic Dr Ravjeet Kaur
Ms Gurpreet Kaur
35. Career & Counselling Dr Ravjeet Kaur
Mrs Sakshi
36. I.Q.A.C. Dr Radha Arora (Co-ordinator)
Dr Ravjeet Kaur
Dr Pooja Bhardwaj
Mrs Shivani Gulati
37. Women Welfare Committee Mrs Neelu Jhanji
Dr Radha Arora
Ms Anju
38. Discipline Committee Dr Meharban Singh
Dr Seema
Mr Maninder Singh
Ms Taranpreet kaur
39. Reporting of Compulsory Attendance
during Functions House Incharges
40. Display in Principal's Office
and Principal's Corridor Mrs Geetanjali Mittu
Mrs Sharan
41. Website/E-mail updates Mrs Shivani Gulati
42. Student Aid Fund Mrs Neelu Jhanji
Dr Radha Arora
Dr Meharban Singh
Dr Ravjeet Kaur
43. Book Bank Facility Mrs Neelu Jhanji
Dr Radha Arora
Dr Ravjeet Kaur
Ms Kamaljeet kaur
44. 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
45. Repair of College
Building and furniture Dr Radha Arora
Dr Meharban Singh
S Bhulinder Singh
(Reporting the needs)
Dr Seema
46. Bus Pass & Railway pass
47. Records of University Answer Sheets Dr Meharban Singh
S Sukhdev Singh
48. De-addiction Committee Mrs Gaganpreet Kaur
Mrs Sakshi Sharma

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| 49. | College Stock Register | Dr Pooja Bhardwaj S Amritpal Singh |
| 50. | Cultural Club | Dr Pooja Bhardwaj Mrs Gurpreet kaur |
| 51. | Maths Club | Dr Radha Arora |
| 52. | Red Ribbon Club | Dr Seema |
| 53. | Red Cross Club | Mrs Gurpreet Kaur Ms Jaspreet |
| 54. | Health Club | Mrs Gaganpreet Kaur Ms Taranpreet kaur |
| 55. | Literary Club | Dr Ravjeet Kaur Dr Viplove Kundra |
| 56. | NSS | Mrs Gaganpreet Kaur Ms Taranpreet kaur |
| 57. | Art Club | Mrs Sharan |
| 58. | Cyber Club | Mrs Shivani Gulati |
| 59. | Inviting Lectures/Workshop/Seminars | Mrs Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Ms Gurpreet Kaur |
| 60. | College Shabad/ National Anthem | Ms Gurpreet Kaur Mr Maninder Pal Singh |
| 61. | Authorized Tutors for Recommending Students Leave, Concessions, Honours | House Incharges |
| 62. | Alumni | Mrs Neelu Jhanji Mrs Geetanjali Mittu |
| 63. | ET Lab | Mrs Neelu Jhanji Mrs Shivani Gulati |
| 64. | Psycho Lab | Dr Radha Arora |
| 65. | Art Lab | Mrs Sharan |
| 66. | Computer Lab | Mrs Shivani Gulati |
| 67. | Gym | Ms Taranpreet kaur Mrs Gaganpreet Kaur |

A) House Incharges

B.Ed. Semester I, II

M.Ed

Section A

Section B

Section C

Section D

- Dr Radha Arora
- Dr Ravjeet Kaur
- Mrs Shivani
- Mrs Gaganpreet Kaur
- Ms Gurpreet
- Dr Pooja Arora

B) Inter House Competition Incharges

1. Black Board Writing Sketching
2. Kho Kho
3. Thematic Display Board
4. Badminton
5. Races
6. Power point Presentation
7. Teaching Aid Competition
8. Slogan Writing Competition

Overall Coordinator

- Dr Meharban Singh
- Ms Taranpreet kaur
- Dr Seema Rani
- Ms Taranpreet kaur
- Ms Taranpreet kaur
- Mrs Shivani Gulati
- Dr Pooja Arora
- Mrs Sharan


Dr Radha Arora

Dated: 12.10.2018


Acting Principal

M.G.N. College of Education, Jalandhar
Duty List for the Year 2019-20

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| 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 Ravjeet Kaur Dr Pooja Bhardwaj 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 Wallia |
| 13. | Quiz | Mrs Shivani Gulati Mrs Sakshi Sharma |
| 14. | Dances | Ms Anju Dr Pooja Arora Ms Surjit Kaur |
| 15. | Picnic/Excursion | Dr Radha Arora Dr Kiran Wallia 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 and M.Ed. Programme) | Dr Meharban Singh |

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| 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. | Planning of Sessional Work, Dissertation (M.Ed. Course) | Dr Radha Arora Dr Ravjeet Kaur |
| 23. | Annual Report | Dr Pooja Bhardwaj |
| 24. | Maintenance of College Events Records (Every Semester End) | Dr Seema Rani |
| 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 Ms Jaspreet Kaur |
| 26. | Visitors Feedback Analysis (Before Summer Break) | Ms Surjit Kaur |
| 27. | Field Experience and Internship Feedback and its Analysis (After Every Field Experience & Internship) | Dr Meharban Singh |
| 28. | Invitation's/Publication & Circulation | Mrs Shivani Gulati S Sukhdev Singh |
| 29. | Purchase Committee | Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur S Amritpal Singh (Accounts)  |
| 30. | Library Committee | Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur |
| 31. | Book Bank Issue and Maintenance | |
| 32. | Refreshments | Dr Pooja Arora Ms Surjit Kaur Ms Jaspreet Kaur |
| 33. | Liaison officer for Post Matric Scholarship/ Minority Scholarship/Merit Scholarship | Mrs Shivani Gulati |
| 34. | Legal Aid Clinic | Dr Ravjeet Kaur Mrs Sakshi Sharma |
| 35. | Career & Counselling | Dr Ravjeet Kaur Mrs Sakshi Sharma |

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| 36. | I.Q.A.C. | Dr Radha Arora (Co-ordinator) Dr Ravjeet Kaur Dr Pooja Bhardwaj Mrs Shivani Gulati |
| 37. | Equal Opportunity Cell | Dr Seema Rani Dr Kiran Walia Mrs Shivani Gulati |
| 38. | Women Welfare Committee | Mrs Neelu Jhanji Dr Radha Arora Ms Anju |
| 39. | Discipline Committee | Dr Meharban Singh Dr Seema Rani Mr Maninder Singh |
| 40. | Reporting of Compulsory Attendance during Functions | House Incharges |
| 41. | Display in Principal's Office and Principal's Corridor | Mrs Geetanjali Mittu Ms Sharan |
| 42. | Website/E-mail updates | Mrs Shivani Gulati |
| 43. | Student Aid Fund | Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur |
| 44. | Book Bank Facility | Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur Ms.Amandeep Kaur |
| 45. | 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 |
| 46. | Repair of College Building and furniture | Dr Radha Arora Dr Meharban Singh Dr Pooja Bhardwaj S Bhulinder Singh (Reporting the needs) |
| 47. | Bus Pass & Railway pass | Dr Seema Rani |
| 48. | Records of University Answer Sheets | Dr Meharban Singh S Sukhdev Singh |
| 49. | De-addiction Committee | Mrs Gaganpreet Kaur Dr Kiran Walia |
| 50. | College Stock Register | Dr Pooja Bhardwaj S Amritpal Singh |

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| 51. | Cultural Club | Dr Pooja Bhardwaj S Maninder Pal Singh |
| 52. | Maths Club | Dr Radha Arora |
| 53. | Red Ribbon Club | Dr Seema Rani |
| 54. | Red Cross Club | S Maninder Pal Singh Ms Jaspreet Kaur |
| 55. | Health Club | Mrs Gaganpreet Kaur |
| 56. | Literary Club | Dr Ravjeet Kaur Ms Jaspreet Kaur |
| 57. | NSS | Mrs Gaganpreet Kaur Dr Kiran Walia |
| 58. | Art Club | Ms Sharan |
| 59. | Cyber Club | Mrs Shivani Gulati |
| 60. | Inviting Lectures/Workshop/Seminars | Mrs Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Ms Anju |
| 61. | College Shabad/ National Anthem | Dr Seema Rani Mr Maninder Pal Singh |
| 62. | Authorized Tutors for Recommending Students Leave, Concessions, Honours | House Incharges |
| 63. | Alumni | Mrs Geetanjali Mittu |
| 64. | ET Lab | Mrs Neelu Jhanji Mrs Shivani Gulati |
| 65. | Psycho Lab | Dr Radha Arora |
| 66. | Art Lab | Ms Sharan |
| 67. | Computer Lab | Mrs Shivani Gulati |
| 68. | Gym | Mrs Gaganpreet Kaur |

A) House Incharges

M.Ed.

- Dr Radha Arora
- Dr Ravjeet Kaur

B) Inter House Competition Incharges

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|----|-------------------------------|--------------------|
| 1. | Black Board Writing Sketching | Dr Pooja Arora |
| 2. | Kho Kho | Dr Kiran Walla |
| 3. | Thematic Display Board | Dr Seema Rani |
| 4. | Badminton | Dr Kiran Walla |
| 5. | Races | Dr Kiran Walla |
| 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: 01/10/2019


Acting Principal


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

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|-----|--|--|
| 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 Wallia |
| 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 Wallia 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 |

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| 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 |
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| 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 |

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| 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 |

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| 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 Wallia |
| 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 Wallia |
| 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 |

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| 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 |

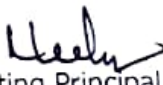
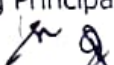
A) House Incharges

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

B) Inter House Competition Incharges

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|----|-------------------------------|--------------------|
| 1. | Black Board Writing Sketching | Dr Pooja Arora |
| 2. | Kho Kho | Dr Kiran Walla |
| 3. | Thematic Display Board | Dr Seema Rani |
| 4. | Badminton | Dr Kiran Walla |
| 5. | Races | Dr Kiran Walla |
| 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
Duty List for the Year 2021-22

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| 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 Walia |
| 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 |

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| 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 |
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| 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 |

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| 56. | Records of University Answer Sheets | Dr Meharban Singh S Sukhdev Singh |
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| 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 |
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| 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 |

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| 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

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|--------------------------------|-----------|------------------------|
| 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

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|----|-------------------------------|-----------------------|
| 1. | Black Board Writing Sketching | Mr Maninder Pal Singh |
| 2. | Kho Kho | Dr Kiran Walia |
| 3. | Thematic Display Board | Mrs Jaspreet Kaur |
| 4. | Badminton | Mrs Gaganpreet Kaur |
| 5. | Races | Dr Kiran Walia |
| 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