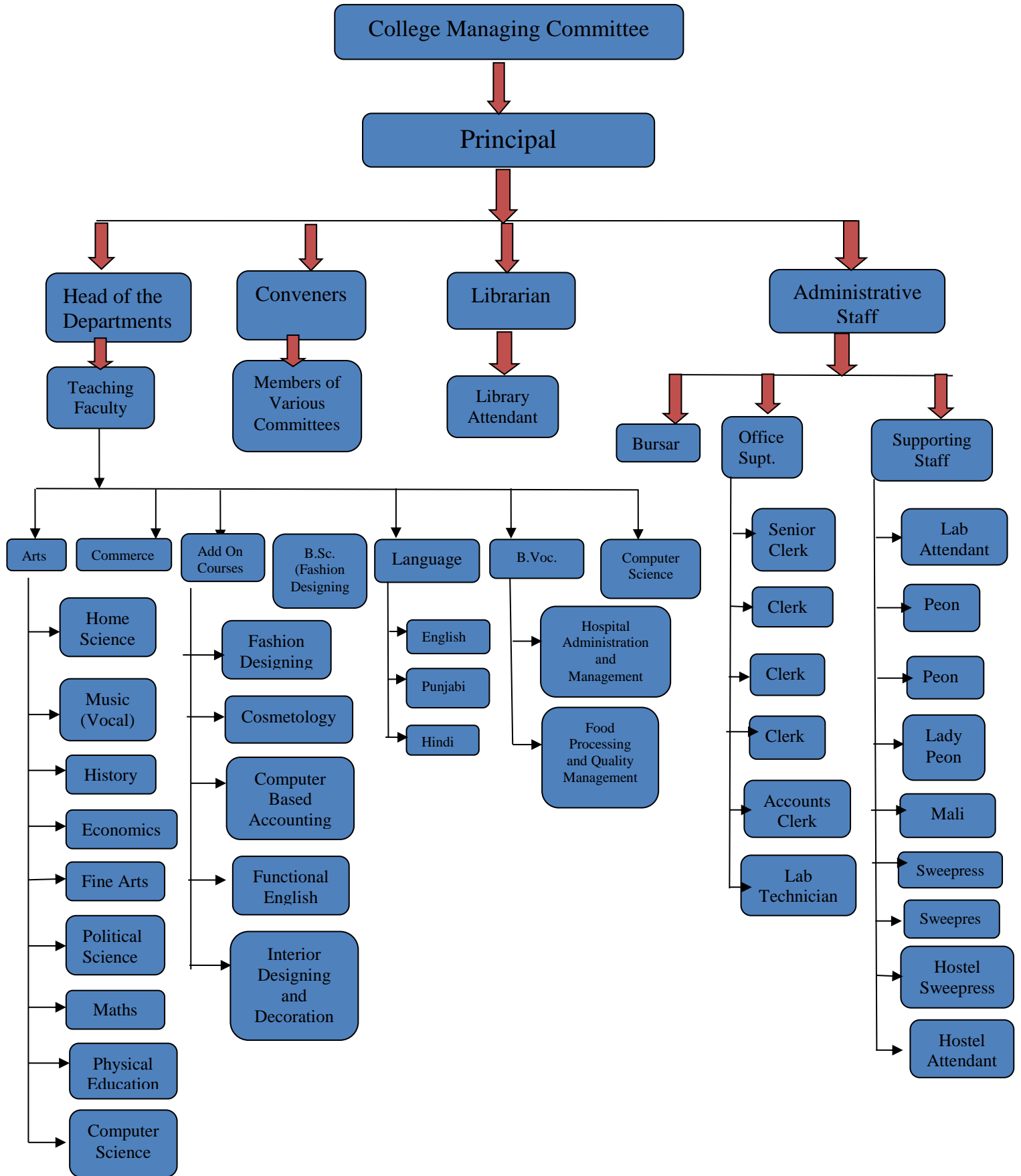


ADMINISTRATIVE SETUP/HIERARCHY



S. D. COLLEGE FOR WOMEN, MOGA

The following Committees/Boards/Associations/Clubs are constituted for the session 2021-22. All the In-charges/Conveners of different committee are requested to keep the records photographs etc. of the different activities going to be held during this session. The same is to be submitted as and when required by the office.

- Please treat it as the most urgent.

DUTY LIST 2021-22

Sr. No.	Duty	In-charge	Signature
1	Advisory/ Student Welfare	Ms. Sushma Gupta Ms. Rajni Verma Dr. Kanchan Goyal Dr. Palvinder Kaur	
2	Academics/ Co-Academic's	Ms. Sushma Gupta Ms. Gagandeep Kaur Ms. Puja Middha Ms. Sonia	
3	IQAC	Ms. Namita Barman Ms. Puja Bansal Ms. Kamaljit Kaur	
4	NAAC Steering Committee	Dr. Kanchan Goyal (Co-ordinator) Ms. Rajni Kaur (Co-coordinator) Criteria-1 <ul style="list-style-type: none"> • Ms. Sushma Gupta • Ms. Namita Barman Criteria-2 <ul style="list-style-type: none"> • Ms. Rajni Verma • Ms. Gagandeep Kaur Criteria-3 <ul style="list-style-type: none"> • Dr. palvinder Kaur • Ms. Baijit kaur Criteria-4 <ul style="list-style-type: none"> • Ms. Puja Bansal • Ms. Mandeep Sharma Criteria-5 <ul style="list-style-type: none"> • Dr. Kanchan Goyal • Ms. Rajni Kaur Criteria-6 <i>Ramanpreet (Conv)</i> <ul style="list-style-type: none"> • Dr. Sakshi Sharma • Ms. Jyoti Criteria-7 <ul style="list-style-type: none"> • Ms. Puja Bansal • Ms. Amarjot 	

5	Results/ Examination Board/Internal Assessment	Ms. Rajni Verma Ms. Gagandeep Kaur Ms. Sonia Ms. Pinky	Paps Paps Sonia Pinky
6	Cultural/Morning Assembly	Dr. Palvinder Kaur Ms. Mandeep Sharma Ms. Jyoti Ms. Sukhvir kaur Mr. Vinay Mr. Harish	Dr. Palvinder Kaur Mandeep Sukhvir @Paps 27/8/21
7	Chief Tutor	Ms. Namita Barman Mr. Vinay	Namita 27-08-21 @Paps 27-8-21
8	Prospectus	Ms. Sushma Gupta Dr. Palvinder Kaur Ms. Hina Ms. Nagma	Sushma Dr. Palvinder Kaur Hina Nagma 27/8/21
9	Time Table	Ms. Ramanpreet Kaur Dr. Baljeet Kaur	Ramanpreet Dr. Baljeet Kaur
10	Sports/NCC Council	Ms. Ramanpreet Kaur Ms. Namita Barman	Ramanpreet Namita
11	Multi Media Shows	Ms. Suniya Sunaiya Ms. Hina Ms. Nagma	Suniya Hina Nagma 27/8/21
12	Scholarships & Fee Concessions	Ms. Rajni Kaur Ms. Hina Ms. Chandini Mr. Chaman Lal (Post Matric)	Rajni Hina Chandini Chaman Lal
13	Placement Cell & Career Counseling	Ms. Sushma Gupta Ms. Rajni Verma Ms. Mandeep Sharma Ms. Sukhvir Kaur	Sushma Rajni Mandeep Sukhvir
14	N.S.S./Red Fibbon/ Community Development Cell	Dr. Baljeet Kaur Ms. Namita Barman Ms. Pawandeep Kaur	Dr. Baljeet Kaur Namita Pawandeep Kaur
15	Alumni Association/ Parent Teacher Association	Dr. Palvinder Kaur Dr. Sakshi Sharma Ms. Rajni Verma Ms. Sushma Gupta Ms. Simran Mr. Vinay	Dr. Palvinder Kaur Dr. Sakshi Sharma Rajni Sushma Simran Mr. Vinay @Paps 27/8/21
16	Canteen	Ms. Jyoti Kaur Mr. Vinay	Jyoti @Paps 27/8/21
17	Fress, Note & Publicity	Dr. Kanchan Goyal Ms. Ramanpreet Kaur Ms. Chandini Maini Ms. Kamaljit Kaur	Dr. Kanchan Goyal Ramanpreet Chandini Kamaljit

18	College Automation & Website Committee	Ms. Rajni Verma Ms. Bhagyashree Ms. Nagma	Puja 27/8/21 Nagma 27/8/21 Bhagyashree 27/8/21
19	Magazine	Ms. Ramanpreet Kaur Ms. Gagandeep Kaur Ms. Nagma	Gaganpreet 27/8/21 Nagma 27/8/21
20	ICC & Legal Literacy	Ms. Namita Ms. Ramanpreet kaur Ms. Rajni Kaur Ms. Mamta (Pol.Sci.)	Namita 27/8/21 Rajni 27/8/21 Mamta 27/8/21
21	Admission Promotion	Dr. Palvinder Kaur Dr. Kanchan Goyal Dr. Sakshi Sharma Ms. Sushma Gupta Ms. Rajni Verma	Bhagyashree 27/8/21 Sakshi 27/8/21 Sushma 27/8/21 Rajni 27/8/21
22	Amalgamated Fund	Ms. Ramanpreet Kaur Ms. Puja (Eco.) Ms. Chandini 2 Students	Puja 27/8/21
23	E-Waste Management Committee	Ms. Mamta Ms. Bhagyashree Ms. Mamta (Pol. Sci.)	Mamta 27/8/21 Bhagyashree 27/8/21 Mamta 27/8/21
24	Eco Club/Harbal Garden/ Swachh Bharat Abhiyan	Ms. Ramanpreet Kaur Dr. Kanchan Goyal Ms. Namita Barman	Rajni 27/8/21 Namita 27/8/21
25	Stock Property-In-charge	Dr. Palvinder Kaur Mr. Vinay Ms. Kamaljit Kaur (Tech. Ass.) Ms. Mamta (Pol. Sci.) Mr. Sukhminder Singh	Palvinder 27/8/21 Vinay 27/8/21 Kamaljit 27/8/21 Mamta 27/8/21 Sukhminder 27/8/21
27	Nodal Officer (P.U./UGC/Skill Development)	Dr. Palvinder Kaur Ms. Puja Bansal	Palvinder 27/8/21 Puja 27/8/21
28	Drop Out Follow up	ALL HOD'S	Sakshi 27/8/21 Rajni 27/8/21 Sukhminder 27/8/21

Bursar

Ms. Sushma Gupta

The Most Urgent:

- ◆ All Committee Incharges are informed to maintain proper record as discussed from time to time.
- ◆ Record will be checked in the meeting generally in last week of every month.
- All Photographs (Soft.) be submitted to Ms. Kamaljit/Ms. Bhagyashree.
- Hard Copies be submitted to Ms. Amarjot, Librarian.

NO NEGLIGENCE IN THIS REGARD WILL BE TOLERATED

Principal
26/8/2021