

Govt. College for Girls, Cheeka, Kaithal

Staff Duty List w.e.f 2025-26

In continuation of previous orders the following Committees are hereby constituted of following staff members till further orders.



Sr. No	Duty Name	Faculty Name	Designation	Convener/ Co-Convener/ Member	Signature
1	College Council	Dr. Manoj Kumar Bhambu, Principal	Principal	Convener	
		Sh. Lucky Sharma	Assistant Professor	Member	
		Dr. Sandeep Kumar	Assistant Professor	Member	
		Mr. Sukhvinder Singh	Assistant Professor	Member	
		Sh. Rohtas Kumar	Assistant Professor	Member	
		Dr. Bhairvi	Assistant Professor	Member	
2	Bursar/ office affairs/ Income-tax/Workload	Dr. Rajni Gupta	Assistant Professor	Bursar	
3	Staff/ Social Secretary	Sh. Rohtas Kumar	Assistant Professor	Staff/ Social Secretary	
4	RTI/SPIO	Sh. Lucky Sharma	Assistant Professor	Convener	
		Sh. Sandeep Kumar	Assistant Professor	Member	
5	Printing, Invitation, Stationary & office expense	Sh. Gourav Kumar	Assistant Professor	Convener	
		Dr. Bhairvi	Assistant Professor	Co-Convener	
		Sh. Sukhwinder Singh	Assistant Professor	Member	
		Sh. Manish Goel	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	
6	List of Committee involved in purchasing of items				
	Technical committee	Ms. Priyanka	Assistant Professor	Convener	
		Dr. Sandeep	Assistant Professor	Co-Convener	
		Sh. Sukhwinder Singh	Assistant Professor	Member	
	Purchase Committee	Sh. Dharam Singh	Assistant Professor	Convener	
		Sh Lucky Sharma	Assistant Professor	Member	
		Dr. Rajni Gupta	Assistant Professor	Member	
	Physical Verification/ Inspection Committee	Sh. Puneet Kumar	Assistant Professor	Convener	
		Sh. Rohtas Kumar	Assistant Professor	Co-Convener	
		Dr. Meenakshi	Assistant Professor	Member	

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Sr. No	Duty Name	Faculty Name	Designation	Convener/ Co-Convener/ Member	Signature
7	Stage Secretary	Dr. Phool Kumar	Extension Lecturer	Convener	
		Dr. Surbhi	Extension Lecturer	Member	
8	TENT/SHAMIANA/SITTING ARRANGEMENT	Sh. Dharam Singh	Assistant Professor	Convener	
		Dr. Shalini	Assistant Professor	Member	
		Dr. Bhairvi	Assistant Professor	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member	
9	Cultural/Co-Curricular & Literary Activities and Important Day Celebrations	Dr. Bhairvi	Assistant Professor	Convener	
		Sh. Puneet Kumar	Assistant Professor	Co-Convener	
		Sh. Rohtas Kumar	Assistant Professor	Member	
		Dr. Rajni	Assistant Professor	Member	
		Dr. Meenakshi	Assistant Professor	Member	
		Dr. Kulwinder Singh	Extension Lecturer	Member	
		Dr. Surbhi	Extension Lecturer	Member	
		Sh. Kawaljeet	Extension Lecturer	Member	
		Dr. Preeti	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	
10	University works/Result Preparation	Sh. Puneet Kumar	Assistant Professor	Convener	
		Ms. Priyanka	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Sh. Sunil Rana	Extension Lecturer	Member	
		Dr. Surbhi	Extension Lecturer	Member	
		Dr. Preeti	Extension Lecturer	Member	
		Dr. Kulwinder Singh	Extension Lecturer	Member	

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11	College Property/Solar/ Rain Water Harvesting/SWTP	Dr. Sandeep Kumar	Assistant Professor	Convener	
		Sh. Sukhvinder Singh	Assistant Professor	Co-Convener	
		Ms. Priyanka	Assistant Professor	Member	
12	IT infrastructure	Sh. Manish Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Co-Convener	
		Sh. Rohtas Kumar	Assistant Professor	Member	
13	Timetable	Sh. Manish Kumar	Assistant Professor	Convener	
14	Teaching Workload	Dr. Rajni	Assistant Professor	Convener	
15	Science Club/Activities/Exhibition/quiz	Sh. Dharam Singh	Assistant Professor	Convener	
		Ms. Priyanka	Assistant Professor	Co-Convener	
		Sh. Manish Kumar	Assistant Professor	Member	
		Sh. Darshan Singh	Assistant Professor	Member	
16	Sports Board/Yoga Club/Sports Society Club	Sh. Darshan Singh	Assistant Professor	Convener	
		Sh. Dharm singh	Assistant Professor	Member	
		Dr. Meenakshi	Assistant Professor	Member	
		Ms. Priyanka	Assistant Professor	Member	
		Sh. Gaurav Kumar	Assistant Professor	Member	
		Sh. Puneet Kumar	Assistant Professor	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member	
		Dr. Phool Kumar	Extension Lecturer	Member	
17	Absentee/Fine-Checking/Lecture Shortage	Dr. Rajni Gupta	Assistant Professor	Convener	
		Sh. Manish Goel	Extension Lecturer	Co-Convener	
		Sh. Sunil Rana	Extension Lecturer	Member	

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18	Bus Pass/Cycle Stand/Parking	Sh. Sukhvinder Singh	Assistant Professor	Convener	
		Sh. Manish Goel	Extension Lecturer	Co-Convener	
		Dr. Phool Kumar	Extension Lecturer	Member	
		Sh. Sunil Kumar Rana	Extension Lecturer	Member	
19	Women cell/ Girls Common Room/ Gender Studies Society	Dr. Bhairvi	Assistant Professor	Convener	
		Ms. Priyanka	Assistant Professor	Co-Convener	
		Dr. Preeti	Assistant Professor	Member	
		Dr. Surbhi	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	
20	EWYL	Sh. Dharam Singh	Assistant Professor	Convener	
		Sh. Gurnam Singh	Assistant Professor	Co-Convener	
		Sh. Darshan Singh	Assistant Professor	Member	
		Sh. Rohtas Kumar	Assistant Professor	Member	
		Dr. Surbhi Rani	Extension Lecturer	Member	
21	Red Cross/Dispensary/Blood Donation/Red Ribbon Club/ No Smoking/ Drug Awareness/ Tobacco free Educational Institution	Sh. Sukhvinder Singh	Assistant Professor	Convener	
		Dr. Sandeep	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Sh. Manish Goel	Extension Lecturer	Member	
		Dr. Kulwinder Singh	Extension Lecturer	Member	
22	Education Tour Girls	Dr. Sandeep	Assistant Professor	Convener	
		Sh. Sukhwinder Singh	Assistant Professor	Co-Convener	
		Dr. Bhairvi	Assistant Professor	Member	
		Dr. Surbhi Rani	Extension Lecturer	Member	
		Dr. Shalini	Assistant Professor	Member	
		Ms. Priyanka Nain	Assistant Professor	Member	
		Dr. Meenakshi	Assistant Professor	Member	
		Dr. Preeti Rani	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	

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23	Decoration/ Deep Prajwalan	Dr. Meenakshi	Assistant Professor	Convener	
		Dr. Preeti	Extension Lecturer	Co-Convener	
		Sh. Kawal Jeet	Extension Lecturer	Member	
		Dr. Surbhi	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	
24	Press/ Publicity/Photography/ Videography/ Media Club	Sh. Kawal Jeet	Extension Lecturer	Convener	
		Sh. Manish Goel	Extension Lecturer	Co-Convener	
25	Legal Cell/ Court Cases/ Legal Literacy Club	Sh. Gurnam Singh	Assistant Professor	Convener	
		Dr. Bhairvi	Assistant Professor	Co-Convener	
		Sh. Puneet Kumar	Assistant Professor	Member	
		Sh. Darshan Singh	Assistant Professor	Member	
		Dr. Preeti	Extension Lecturer	Member	
26	Anti Ragging Cell	Sh. Rohtash Kumar	Assistant Professor	Convener	
		Ms. Priyanka	Assistant Professor	Co-Convener	
		Dr. Meenakshi	Assistant Professor	Member	
27	Refreshment/Lunch/ Tea	Dr. Shalini	Assistant Professor	Convener	
		Sh. Gaurav	Assistant Professor	Co-Convener	
		Sh. Kawal Jeet	Extension Lecturer	Member	
		Dr. Surbhi	Extension Lecturer	Member	
28	Scholarship	Sh. Rohtas Kumar	Assistant Professor	Convener (SC/BC Scholarship)	
		Sh. Darshan Singh	Assistant Professor	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member (SC/BC Scholarship)	
		Ms. Priyanka	Assistant Professor	Convener (General Scholarship)	
		Dr. Surbhi	Extension Lecturer	Member (General Scholarship)	
		Dr Kulwinder	Extension Lecturer	Member (General Scholarship)	

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29	Electricity	Sh. Sukhvinder Singh	Assistant Professor	Convener	
		Sh. Puneet Kumar	Assistant Professor	Co-Convener	
		Sh. Sunil Rana	Extension Lecturer	Member	
30	Voter card/ Identity Card/ Aadhar/ Bank A/c	Sh. Sunil Rana	Extension Lecturer	Convener	
		Dr. Kulwinder Singh	Extension Lecturer	Co-Convener	
		Sh. Kawal Jeet	Extension Lecturer	Member	
31	Web Portal	Sh. Manish Kumar	Assistant Professor	Convener	
		Sh. Dharam Singh	Assistant Professor	Co-Convener	
		Sh. Darshan Singh	Assistant Professor	Member	
32	PLACEMENT CELL/MOU/ACADEMIC LINKAGE	Ms. Priyanka	Assistant Professor	Convener	
		Sh. Gaurav	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Dr. Kulwinder Singh	Extension Lecturer	Member	
		Sh. Sunil Rana	Extension Lecturer	Member	
33	Out-source/HKRNL	Dr. Sandeep Kumar	Assistant Professor	Convener	
		Sh. Gaurav	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member	
34	Extension Lecturer	Sh. Puneet Kumar	Assistant Professor	Convener	
		Sh. Gurnam Singh	Assistant Professor	Co-Convener	
		Sh. Manish Kumar	Assistant Professor	Member	

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Sr. No	Duty Name	Faculty Name	Designation	Convener/ Co-Convener/ Member	Signature
35	Library	Sh. Gurnam Singh	Assistant Professor	Convener	
		Sh. Manish Kumar	Assistant Professor	Co-Convener	
		Sh. Gaurav Kumar	Assistant Professor	Member	
		Sh. Rohtas Kumar	Assistant Professor	Member	
		Sh. Kawaljeet	Extension Lecturer	Member	
		Dr. Preeti	Extension Lecturer	Member	
		Dr. Surbhi	Extension Lecturer	Member	
36	CM ANNOUNCEMENT/CM GRIEVANCES/ CM WINDOW	Sh. Lucky Sharma	Assistant Professor	Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
37	Cleanliness/ Sanitization/ Washrooms	Sh. Manish Goel	Extension Lecturer	Convener	
		Dr. Rajni	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	(1st Floor Co-ordinator)	
		Sh. Sukhvinder Singh	Assistant Professor	Member (Harbal Park Co-ordinator)	
		Sh. Darshan Singh	Assistant Professor	Member (2nd Floor Co-ordinator)	
		Dr. Meenakshi	Assistant Professor	Lawn-1 and Lawn-2,	
		Sh. Rohtas Kumar	Assistant Professor	Sports Ground and Basket Ball Area	
		Sh. Manish Goel	Extension Lecturer	Member (3rd Floor Co-ordinator)	
		Sh. Sunil Rana	Extension Lecturer	Member (Ground Floor Co-ordinator)	
		Dr. Surbhi	Extension Lecturer	Front Lawn and Parking Area	
		Dr. Kulwinder Singh	Extension Lecturer	Outside of Main Gate	

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38	NAAC/RUSA/AISHE	Sh. Manish Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Co-Convener	
		Sh. Puneet Kumar	Assistant Professor	Member	
		Sh. Dharam Singh	Assistant Professor	Member	
		Ms. Priyanka	Assistant Professor	Member	
		Sh. Gaurav Kumar	Assistant Professor	Member	
39	NSS/ NSS Club	Dr. Meenakshi	Assistant Professor	Convener	
		Sh. Gurnam Singh	Assistant Professor	Co-Convener	
		Dr. Shalini	Assistant Professor	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member	
		Dr. Preeti	Extension Lecturer	Member	
		Dr. Surbhi	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	
40	IQAC	Dr. <u>Manoj Kumar Bhamu</u>	Principal	Chairman	
		Sh. Lucky Sharma	Assistant Professor	Co-ordinator / Director	
		Sh. Sukhvinder Singh	Assistant Professor	Member	
		Dr. Bhairvi	Assistant Professor	Member	
		Ms. Priyanka	Assistant Professor	Member	
		Sh. Gaurav Kumar	Assistant Professor	Member	
		Sh. Rohtas Kumar	Assistant Professor	Member	
		Sh. Darshan Singh	Assistant Professor	Member	
		Sh. Manish Kumar	Assistant Professor	Member	
		Sh. Gurnam Singh	Assistant Professor	Member	

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Sr. No	Duty Name	Faculty Name	Designation	Convener/ Co-Convener/ Member	Signature
41	EVS Club/Tree Plantation/ Maintainance of College Campus, Environment Society	Sh. Rohtas Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Co-Convener	
		Sh. Gurnam Singh	Assistant Professor	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member	
42	Apprenticeship	Sh. Darshan Singh	Assistant Professor	Convener	
		Sh. Dharam Singh	Assistant Professor	Co-Convener	
		Sh. Gurnam Singh	Assistant Professor	Member	
		Sh. Rohtas Kumar	Assistant Professor	Member	
		Dr. Shalini	Assistant Professor	Member	
43	Passport	Dr. Sandeep	Assistant Professor	Convener	
		Sh. Sukhwinder Singh	Assistant Professor	Co-Convener	
		Dr. Bhairvi	Assistant Professor	Member- Art Stream	
		Sh. Puneet Kumar	Assistant Professor	Member- Art Stream	
		Sh. Dharam Singh	Assistant Professor	Member- science Stream	
		Sh. Gaurav	Assistant Professor	Member- Commerce Stream	
44	HRMS/MIS	Sh. Manish Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Member	
45	Driving Licence	Sh. Gurnam Singh	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Dr. Meenakshi	Assistant Professor	Member	

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46	Computer & IT items repair	Sh. Manish Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Co-Convener	
		Sh. Kawal Jeet	Extension Lecturer	Member	
47	College Canteen	Sh. Gaurav Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Member	
		Sh. Dharam Singh	Assistant Professor	Member	
48	Biometric Attendance	Sh. Manish Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Ms. Bhawna	LA for record maintain	Member	
49	Alumni	Sh. Puneet Kumar	Assistant Professor	Convener	
		Sh. Gurnam Singh	Assistant Professor	Arts (Co-Convener)	
		Sh. Gaurav	Assistant Professor	Commerce (Convener)	
		Ms. Priyanka	Assistant Professor	Science(Convener)	
		Sh. Manish Goel	Extension Lecturer	BAMC&PGDJMC(Convener)	
		Sh. Sukhvinder Singh	Assistant Professor	BTM (Convener)	
		Dr. Preeti	Extension Lecturer	Commerce (Member)	

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50	Student FEED BACK COLLECTION AND ANALYSIS	Dr. Shallu	Assistant Professor	Arts 1st year (Convener)	
		Dr. Kulwinder Singh	Extension Lecturer	Arts 2nd year (Convener)	
		Dr. Phool Kumar	Extension Lecturer	Arts 3rd year (Convener)	
		Dr. Preeti	Extension Lecturer	Commerce (Convener)	
		Sh. Sunil Rana	Extension Lecturer	BTM (Convener)	
		Sh. Kawaljeet	Extension Lecturer	BAMC&PGDJMC(Convener)	
		Sh. Dharam Singh	Assistant Professor	All Sciences Stream(Convener)	
51	Grievances and Redressal	Dr. Sandeep Kumar	Associate Professor	Convener	
		Ms. Priyanka	Assistant Professor	Member	
		Sh. Rohtas Kumar	Assistant Professor	Member	
		Sh. Sukhvinder Singh	Assistant Professor	Member	
52	Discipline	Sh. Sunil Rana	Extension Lecturer	Convener	
		Sh. Manish Goel	Extension Lecturer	Co-Convener	
		Dr. Kulwinder Singh	Extension Lecturer	Member	
		Dr. Preeti	Extension Lecturer	Member	
		Sh. Kawaljeet	Extension Lecturer	Member	
		Dr. Surbhi Rani	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	
53	CCTV/ Internet Facility/Telephone	Sh. Manish Kumar	Assistant Professor	Convener	
		Sh. Darshan Singh	Assistant Professor	Co-Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Sh. Rohtas Kumar	Assistant Professor	Member	

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54	Road safety/Traffic Interpretation centre	Sh. Sukhvinder Singh	Assistant Professor	Convener	
		Dr. Rajni Gupta	Assistant Professor	Co-Convener	
		Dr. Bhairvi	Assistant Professor	Member	
		Sh. Sunil Kumar Rana	Extension Lecturer	Member	
		Dr. Shallu Garg	Extension Lecturer	Member	
55	Generator set/Drinking Water	Dr. Shalini	Assistant Professor	Convener	
		Sh. Dharam Singh	Assistant Professor	Co-Convener	
		Sh. Gaurav Kumar	Assistant Professor	Member	
		Dr. Kulwinder	Assistant Professor	Member	
56	Poetry Club/ Debate Society	Sh. Gurnam Singh	Assistant Professor	Convener	
57	Subject Society Club	Senior Faculty of Each Subject/ Course	Annexure Attached	Convener	
58	Fine Arts Club/ Drama Club/ Music Society/ Performing arts Club	Dr. Bhairvi	Assistant Professor	Convener	
		Dr. Rajni Gupta	Assistant Professor	Member	
59	Human Rights Society	Sh. Rohtas Kumar	Assistant Professor	Convener	
60	Hobby Club	Dr. Shalini	Assistant Professor	Convener	
		Dr. Surbhi	Extension Lecturer	Co-Convener	
		Dr. Shallu Garg	Extension Lecturer	Member	
		Dr. Preeti	Extension Lecturer	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member	
61	Literary Society/ Academic writing Society	Sh. Puneet Kumar	Assistant Professor	Convener	

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62	Internal Complaints Committee				
		Dr. Bhairvi	Assistant Professor	Convener	
		Ms. Priyanka	Assistant Professor	Co-Convener	
		Ms. Meenakshi	Assistant Professor	Member	
		Dr. Rajni	Assistant Professor	Member	
		Dr. Surbhi	Extension Lecturer	Member	
63	College Campus Beautification Committee				
		Dr. Kulwinder Singh	Extension Lecturer	Convener	
		Sh. Sunil Kumar Rana	Extension Lecturer	Member	
		Sh. Gourav	Assistant Professor	Member	
		Sh. Kawal Jeet	Extension Lecturer	Member	
		Dr. Surbhi	Extension Lecturer	Member	
		Dr. Preeti	Extension Lecturer	Member	
64	Name Struck Off Committee/Subject Change				
		Sh. Puneet Kumar	Assistant Professor	Convener	
		Sh. Dharam Singh	Assistant Professor	Co-convener	
		Sh. Manish Goel	Extension Lecturer	Member	
		Sh. Sunil Kumar Rana	Extension Lecturer	Member	
		Dr. Kulwinder Singh	Extension Lecturer	Member	
65	Specially Abled/ Gifted Child Welfare Committee				
		Sh. Gaurav Kumar	Assistant Professor	Convener	
		Sh. Dharam Singh	Assistant Professor	Member	
		Dr. Shalini	Assistant Professor	Member	
		Sh. Amarjeet Singh	Library Attendant	Assistant	

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66	Anti Drug Cell Under Youth Red Cross	Sh Sukhvinder Singh	Assistant Professor	Co-ordinator	
		Sh. Lucky Sharma	Assistant Professor	Member	
		Dr. Sandeep Kumar	Assistant Professor	Member	
		Mehak Preet Kaur	Student BTM-II		
		Rajni Devi	Student B.Com-I		
		Manisha	Student BA-I		
67	Dilapidation Committee	Mr. Gaurav Kumar	Assistant Professor	Convener	
		Mr. Darshan Singh	Assistant Professor	Co-convener	
		Mr. Dharam Singh	Assistant Professor	Member	
		Mr. Kawal Jeet	Extension Lecturer	Member	
		Mrs. Shallu Garg	Extension Lecturer	Member	
68	My Bharat Poeta	Sh. Puneet Kumar	Assistant Professor	Convener	
		Ms. Priyanka	Assistant Professor	Co-convener	
		Mr. Dharam Singh	Assistant Professor	Member	
69	Public Relation Officer	Sh. Gaurav Kumar	Assistant Professor	PRO	
70	Photography Club	Sh. Kawal Jeet	Extension Lecturer	Convener	
		Sh. Manish Goel	Extension Lecturer	Co- Convener	
		Dr. Surbhi	Extension Lecturer	Member	
71	SC/ST/Special Cell				
		Sh. Sukhvinder Singh	Assistant Professor	Co-ordinator	
		Sh. Darshan Singh	Assistant Professor	Liason Officer	
		Sh. Manish Kumar	Assistant Professor	Member	
		Mrs. Priyanka Nain	Assistant Professor	Member	
		Sh. Gurnam Singh	Assistant Professor	Member	
72	college ID CARD	Dr Preeti	Assistant Professor	Convener	
		Sh. Kawal Jeet	Extension Lecturer	Member	
		Ms. Bhawna	LA	Member	

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Principal
Govt. College For Girls
CHEEKA (Kaithal)