



**GOVERNMENT HOME SCIENCE COLLEGE  
SECTOR-10, CHANDIGARH**

**NAAC ACCREDITED GRADE 'A'  
NIRF INDIA RANKINGS 2022 by Ministry of Education, GOI : 46th**



**3rd Cycle  
Assessment & Accreditation by NAAC  
CRITERION-VI  
GOVERNANCE, LEADERSHIP AND MANAGEMENT**



## **CRITERION 6**

### **KEY INDICATOR- Institutional Vision and Leadership**

#### **METRIC 6.1.1**

**The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

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# 1. ANNUAL DUTY LISTS

2017-2018

OFFICE OF THE PRINCIPAL GOVT. HOME SCIENCE COLLEGE,  
SECTOR 10-D, CHANDIGARH

## ANNUAL DUTY LIST (2017-2018)

### WORKLOAD & TIMETABLE

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. Mrs. Sonia *Sonia*
3. Mrs. Mona Soin *Mona*
4. Mrs. Seema Jaitley *Seema*
5. Mrs. Preeti Alagh *Preeti*
6. Mrs. Heena Narang *Heena*
7. Mrs. Manpreet Kaur *Manpreet*

### SYLLABUS, SHORTAGE OF LECTURE & ELIGIBILITY CONDITION

1. Dr. Rupinder Kaur Ghumman Incharge
2. Mrs. Preeti Sodhi *Preeti*
3. Mrs. Shalu Gupta *Shalu*
4. Mrs. Ramanjit Bajwa *Ramanjit*
5. Mrs. Nidhi Duggal *Nidhi* 21/5/17
6. Mr. Navtej Singh *Navtej*
7. Mr. Mohinder Singh Negi *Mohinder* 21/5/17

### UNIVERSITY & COLLEGE EXAMINATION

1. Mrs. Jatinder Sohi *Jatinder* Registrar (Internal)
2. Mrs. Sonia *Sonia* (To take over charge from Mrs. Jatinder Sohi by end of January, 2018)
3. Mrs. Manpreet Kaur *Manpreet*
4. Mrs. Preeti Alagh *Preeti*
5. Mrs. Anila *Anila*
6. Mrs. Sakshi *Sakshi*
7. Mrs. Pratibha Thapa *Pratibha*
8. Mr. Ashish Sinha *Ashish*
9. Mr. Harinder Kumar *Harinder*
10. Mr. Mohinder Singh Negi *Mohinder* 21/5/17

### ADMINISTRATIVE & ACADEMIC COMMITTEE

1. Prof. Nirupa Marwaha Incharge
2. Dr. Sangeeta Dewan (To take over the charge from Prof. Nirupa Marwaha)

3. Dr. Rupinder Kaur Ghumman *Ghumman*
4. Prof. Reetinder Brar *Brar*
5. Dr. Ritu Pradhan *Ritu Pradhan*

5. UGC & OTHER EXTRA MURAL GRANTS

1. Dr. Ritu Pradhan Incharge *Ritu Pradhan*
2. Dr. Neha Sharma *Neha Sharma* 31/05/17
3. Mrs. Shabana Gandhi *Shabana Gandhi* 31/5/17
4. Dr. Prabhjot Kaur *Prabhjot Kaur*

6. PROSPECTUS

1. Dr. Rupinder Kaur Incharge *Ghumman*
2. Dr. Ritu Pradhan *Ritu Pradhan*
3. Mrs. Mona Soin *Mona Soin* 31/05/17
4. Mrs. Seema Jaitley *Seema Jaitley* 31/5/17
5. Mrs. Shabana Gandhi *Shabana Gandhi*
6. Mr. Navtej Singh *Navtej Singh*

7. SCHOLARSHIPS/FEE CONCESSION

1. Dr. Ravneet Chawla *Ravneet Chawla* Incharge
2. Dr. Uttara Singh *Uttara Singh*
3. Dr. Priyanka Sharma *Priyanka Sharma*

8. SPORTS COMMITTEE

1. Dr. Ravneet Chawla *Ravneet Chawla* Incharge
2. Mrs. Neelam Kumari *Neelam Kumari* 31/5/2017
3. Dr. Neha Sharma *Neha Sharma*
4. Mrs. Manpreet Kaur *Manpreet Kaur*
5. Mr. Navtej Singh *Navtej Singh*

9. IQAC & NIRF

1. Dr. Jagjiwan Kaur Incharge *Jagjiwan Kaur*
2. Dr. Ritu Pradhan (To take over charge from Dr. Jagjiwan Kaur by the end of Dec, 2017) *Ritu Pradhan*
3. Mrs. Sonia *Sonia* 31/5/17
4. Dr. Prabhjot Kaur *Prabhjot Kaur*
5. Mrs. Namrata Sethi *Namrata Sethi*
6. Mr. Navtej Singh *Navtej Singh*
7. Mr. Mohinder Singh Negi *Mohinder Singh Negi* 31/5/17

10. WEBSITE MANAGEMENT, UPDATION & E-WASTE MANAGEMENT CELL

1. Mrs. Sangeeta Dewan Incharge *Sangeeta Dewan*
2. Dr. Neha Sharma *Neha Sharma* 31/5/2017

3. Mrs. Mona Soin *Mona Soin 31/5/17*
4. Dr. Prabhjot Kaur *Prabhjot Kaur*
5. Mr. Navtej Singh *Navtej Singh*

11. NET/JRF PREPARATION, COMPETITIVE EXAMS & PLACEMENT CELL

1. Prof. Nirupa Marwaha Incharge *Nirupa*
2. Dr. Ravneet Chawla *Ravneet Chawla* (To take over the charge from Prof. Nirupa Marwaha)
3. Dr. Neha Sharma *Neha Sharma 31/5/17*
4. Mrs. Manpreet Kaur *Manpreet Kaur*
5. Dr. Bhavneet Kaur *Bhavneet Kaur*
6. Mrs. Preeti Alagh *Preeti Alagh 31/5/17*

12. COLLEGE DEVELOPMENT/BUILDING COMMITTEE

1. Dr.(Mrs.) Rupinder Kaur (Nodal Officer) *Rupinder Kaur*
2. Mrs. Shabana Gandhi *Shabana Gandhi*
3. Mrs. Pratibha Thapa *Pratibha Thapa*
4. Mrs. Preeti Sood *Preeti Sood*
5. Mr. Dheeraj Munjal (Care Taker College)
6. Mr. Jai Kumar (Care Taker Hostel)

13. MEDIA & PRESS COMMITTEE

1. Dr. Neha Sharma *Neha Sharma 31/5/17* Incharge
2. Dr. Prabhjot Kaur *Prabhjot Kaur*
3. Mrs. Namrata Sethi *Namrata Sethi*
4. Mr. Navtej Singh *Navtej Singh*

Incharge of Department Committees related to the function/event to Co-ordinate with Media Incharge & Website Incharge and submit the matter about functions & detailed press note in advance

14. RUSA COMMITTEE

1. Prof. Reetinder Brar *Reetinder Brar* Incharge
2. Dr. Sangeeta *Sangeeta*
3. Dr. Rupinder Kaur *Rupinder Kaur*
4. Dr. Ritu Pradhan *Ritu Pradhan*
5. Mrs. Neelam *Neelam*
6. Dr. Prabhjot Kaur *Prabhjot Kaur*
7. Mr. Navtej Singh *Navtej Singh*
8. Mr. Jai Karan *Jai Karan*

## PURCHASE/AMC

1. Dr. Sangeeta Dewan Incharge
2. Dr. Jagjiwan Kaur
3. Dr. Rupinder Kaur Ghumman
4. Mrs. Neelam Kumari *Neelam*
5. Mrs. Chhaya Verma (In case of furniture purchase) *Chhaya*
6. Mrs. Anila *Anila*
7. Mr. Jai Karan - Supdt *Jai Karan 11/6*

## 16. PHYSICAL VERIFICATION COMMITTEE (FOR ALL PURCHASES)

1. Dr. Ritu Pradhan *Ritu Pradhan* Incharge
2. Mrs. Seema Jaitly *Seema*
3. Mrs. Shalu Gupta *Shalu 31/5/17*
4. Mrs. Priyanka Sharma *Priyanka*
5. Mr. Dheeraj Munjal (Care Taker)
6. Any one member of User Department
7. Any one member of Technical Committee

## 17. CONTRACT & E-TENDERING COMMITTEE

1. Dr. Rajesh Biswas Incharge *Rajesh 31/5/17*
2. Mrs. Ranjana Sharma *Ranjana 31/5/17*
3. Dr. Reetinder Brar *Reetinder 31/5/17*
4. Dr. (Mrs.) Rupinder Ghumman *Rupinder*
5. Mr. Navtej *Navtej*

## 18. BURSAR

1. Mrs. Ranjana Sharma Incharge *Ranjana 31/5/17*
2. Mr. Shashi Kamal *Shashi 31-5-17*

## 19. RTI COMMITTEE

1. Dr. Jagjiwan Kaur Incharge *Jagjiwan*
2. Mrs. Sonia *Sonia* (To take over the charge by end of Dec 2017) *31/5/17*
3. Mr. Deepak (Jr. Asstt.)
4. Mr. Jai Karan (Supdt) *Jai Karan 11/6*

## 20. HOSPITALITY COMMITTEE

1. Prof. Nirupa Marwaha Incharge *Nirupa*
2. Dr. Ritu Pradhan *Ritu* (To take over the charge from Prof. Nirupa Marwaha) *Nirupa Marwaha*
3. Mrs. Mona Sojan *Mona Sojan 31/05/17*

4. Mrs. Seema Jaitley *Seema 31/5/17*
5. Mrs. Bhavneet Kaur *Bhavneet*
6. Mrs. Namrata Sethi *Namrata*

#### 21. ALUMNI ASSOCIATION

1. Dr. (Mrs.) Ravneet Chawla *Ravneet* Incharge
2. Mrs. Sonia

#### 22. NSS

1. Mrs. Chhaya Verma *Chhaya*
2. Mrs. Seema Jaitley *Seema 31/5/17*

#### 23. NCC

1. Capt. (Mrs.) Neelam Kumari *Neelam*

#### 24. COLLEGE CLEANLINESS COMMITTEE

1. Dr. Ritu Pradhan *Ritu Pradhan* Incharge
2. Mrs. Chhaya Verma *Chhaya*
3. Dr. Narinder Singh *Narinder*
4. Mrs. Seema Jaitley *Seema 31/5/17*
5. Mrs. Sakshi Sharma *Sakshi*
6. Mrs. Nidhi Duggal *Nidhi*
7. Mr. Jai Karan *Jai Karan* (Supdt. IT6)
8. Mr. Dheeraj Munjal *Dheeraj* (Care Taker)

#### 25. ENVIRONMENT COMMITTEE

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. Mrs. Mona Soin *Mona Soin 31/5/17*
3. Mrs. Pratibha Thapa *Pratibha*
4. Mrs. Preeti Sood *Preeti* (Hostel Warden)
5. Mr. Jai Karan *Jai Karan* (Supdt. IT6)
6. Mr. Dheeraj Munjal *Dheeraj* (Care Taker)

#### 26. CULTURAL COMMITTEE (COLLEGE & HOSTELS)

1. Mrs. Jatinder Sohi *Jatinder Sohi 31/5/17* Incharge
2. Dr. Rupinder Kaur *Rupinder Kaur* (To take over charge from Mrs. Jatinder Sohi)
3. Dr. Ravneet Chawla *Ravneet*
4. Ms. Priyanka Sharma *Priyanka*
5. Mr. Mehmood Khan *Mehmood Khan*
6. Dr. Neha Sharma *Neha Sharma 31/5/2017*

7. Mrs. Manpreet Kaur *rn*

8. Mr. Mohinder Singh Negi *Mohinder Singh Negi*

**AESTHETIC & DECORATION COMMITTEE**

1. Dr. Rupinder Kaur Ghumman *Incharge*
2. Mrs. Seema Jaitly *Seema*
3. Mrs. Simar Prabh Kaur *Simar*

**28. COUNSELLING CELL**

1. Dr. Ravneet Chawla *Ravneet*

**29. DIET CLINIC**

1. Mrs. Namrata Sethi *Namrata*

**30. WOMEN CELL (SEXUAL HARASSMENT & GRIEVANCES REDRESSAL COMMITTEE)**

1. Prof. Reetinder Brar *Reetinder*
2. Dr. Jagjiwan Kaur *Jagjiwan*
3. Dr. Sangeeta Dewan *Sangeeta*
4. Dr. Rupinder Kaur *Rupinder*

**31. ANTI RAGGING SQUAD**

1. Mrs. Savita Incharge *Savita*
2. Dr. (Mrs.) Ravneet Chawla *Ravneet*
3. Mrs. Shalu Gupta *Shalu*
4. Mrs. Sakshi Sharma *Sakshi*
5. Mrs. Pratibha Thapa *Pratibha*
6. Mrs. Preeti Sood *Preeti*

**32. STUDENT ADVISORY COMMITTEE (STUDENT COUNCIL ELECTIONS/ ORIENTATION PROGRAMMES & ASSEMBLIES)**

1. Prof. Reetinder Brar *Incharge*
2. Dr. Rupinder Kaur Ghumman *Rupinder*
3. Dr. Neha Sharma *Neha*
4. Dr. Prabhjot Kaur *Prabhjot*
5. Mrs. Anila *Anila*

**33. HOSTEL COMMITTEE**



1. Prof. Nirupa Marwaha Incharge *Nirupa*
2. Dr. Rupinder Kaur Ghuman (To take over the charge from Prof. Nirupa Marwaha) *Rupinder* 31/05/17
3. Dr. Sangeeta Dewan *Sangeeta*
4. Mrs. Seema Jaitly *Seema* 31/5/17
5. Prof. Reetinder Brar *Reetinder*
6. Dr.(Mrs.)Jagjiwan Kaur *Jagjiwan*
7. Mrs. Pratibha Thapa – Hostel Supdt. *Pratibha*
8. Mrs. Preeti Sood - Hostel Supdt. *Preeti*
- 9.

34. CANTEEN & HOSTEL MESS MENU SUPERVISION, UPKEEP & MAINTENANCE

1. Dr.(Mrs.) Ritu Pradhan Incharge *Ritu Pradhan*
2. Dr. Uttara Singh *Uttara*
3. Dr. Bhavneet Kaur *Bhavneet*
4. Mrs. Pratibha Thapa *Pratibha*
5. Mrs. Preeti Sood (Hostel Warden) *Preeti*

35. FURNITURE (RECORD, REPAIR & AUCTION)

1. Mrs. Chhaya Verma Incharge *Chhaya*
2. Mrs. Anila *Anila*
3. Mrs. Sakshi Sharma *Sakshi*
4. Mrs. Nidhi Duggal *Nidhi*
5. Mrs. Heena Narang *Heena*

36. DISASTER MANAGEMENT COMMITTEE

1. Dr. Rajesh Biswas Incharge *Rajesh* 31/5/17
2. Dr. Ravneet Chawla *Ravneet*
3. Mrs. Pratibha Thapa, Warden, M.Sc Hostel *Pratibha*
4. Mrs. Preeti Sood, Warden, B.Sc Hostel *Preeti*
5. Dr. Uttara Singh *Uttara*
6. Mr. Hardeep Singh
7. Mr. Dheeraj Munjal (Care Taker)

37. NOTICE BOARDS/CHALK BOARDS NEAR PRINCIPAL & SUPDT. OFFICE

1. Mrs. Chhaya Verma Incharge *Chhaya*
2. Dr. Neha Sharma *Neha* 31/5/17
3. Mrs. Simar Prabh Kaur *Simar*
4. Ms. Monika Sharma (Library Restorer) *Monika*

GOVT HOME SCIENCE COLLEGE,

TUTORIAL & PRINCIPAL STUDENTS ITINARY SCHEDULE

1. Mrs. Mona Soin Incharge *Mona*
2. Mrs. Preeti Sood *Preeti*

*[Signature]*  
Principal  
Govt. Home Science College  
Sector 10, Chandigarh.

2018-2019

OFFICE OF THE PRINCIPAL GOVT. HOME SCIENCE COLLEGE,  
SECTOR 10-D, CHANDIGARH

ANNUAL DUTY LIST (2018-2019)

WORKLOAD, TIMETABLE, UPLOADING OF MONTHLY ATTENDANCE

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. ~~Dr. Mrs.~~ Sonia *Sonia*
3. Mrs. Mona Soin *Mona Soin* 09/06/18
4. Mrs. Seema Jaitley *Seema* 09/06/18
5. Mrs. Namrata Sethi *Namrata* 09/06/18
6. Ms. Beenu Varma *Beenu* 09/06/18
7. Mrs. Manpreet Kaur *Manpreet Kaur*

2. SYLLABUS, SHORTAGE OF LECTURE, ELIGIBILITY CONDITION & CALLING OF PARENTS

1. Dr. Rupinder Kaur Ghumman *Rupinder* Incharge
2. Mrs. Preeti Sodhi *Preeti*
3. Mrs. Shalu Gupta *Shalu*
4. Dr. Priyanka Sharma *Priyanka*
5. Mrs. Nidhi Duggal *Nidhi*
6. Mr. Samandeep *Samandeep* 09/11/18

3. UNIVERSITY & COLLEGE EXAMINATION, UPLOADING OF MARKS & INTERNAL ASSESMENT

1. ~~Mrs.~~ <sup>Dr.</sup> Sonia *Sonia* Registrar (Internal)
2. Mrs. Preeti Alagh *Preeti*
3. Mrs. Anila *Anila*
4. Mrs. Sakshi *Sakshi*
5. Dr. Bhavneet Kaur *Bhavneet*
6. Dr. Priyanka *Priyanka*
7. Mrs. Manpreet Kaur *Manpreet Kaur*
8. Mr. Ashish Sinha
9. Mr. Harinder Kumar *Harinder*
10. Mrs. Komal
11. Mrs. Geeta *Geeta*

4. ADMINISTRATIVE & ACADEMIC COMMITTEE / Department Research Committee

1. Dr. Sangeeta Dewan *Sangeeta* Incharge
2. Prof. Reetinder Brar *Reetinder*
3. Dr. Rupinder Kaur Ghumman *Rupinder*
4. Dr. Ritu Pradhan *Ritu Pradhan* 01/10/18

**OTHER EXTRA MURAL GRANTS**

1. Dr. Ritu Pradhan *RP* *01/06/18*
2. Dr. Neha Sharma *Neha Sharma* *01/06/18*
3. Dr. Shabana Gandhi *Shabana* *11/6/18*
4. Ms. Beenu Varma *Beenu* *11/6/18*
5. Mrs. Heena Narang *Heena* *11/6/18*

**6. PROSPECTUS**

1. Dr. Rupinder Kaur *Rupinder*
2. Dr. Ritu Pradhan *RP* *01/06/18*
3. Mrs. Mona Soin *Mona Soin* *01/06/18*
4. Dr. Shabana Gandhi *Shabana* *11/6/18*
5. Mrs. Preeti Sodhi *Preeti* *01/06/18*
6. Mr. Navtej Singh *Navtej*

**7. SCHOLARSHIPS/FEE CONCESSION**

1. Dr. Ravneet Chawla *Ravneet*
2. Dr. Uttara Singh *Uttara* *01/06/18*
3. Dr. Priyanka Sharma *Priyanka* *01/06/18*

**8. SPORTS COMMITTEE**

1. Dr. Ravneet Chawla *Ravneet*
2. Mrs. Neelam Kumari *Neelam*
3. Dr. Neha Sharma *Neha* *01/06/18*
4. Mrs. Manpreet Kaur *Manpreet*
5. Mr. Navtej Singh *Navtej*

**9. IQAC & NIRF**

1. Dr. Ritu Pradhan *RP* *01/06/18*
2. Dr. Shabana Gandhi *Shabana* *11/6/18*
3. Mrs. Namrata Sethi *Namrata*
4. Ms. Beenu Varma *Beenu* *01/06/18*
5. Mrs. Preeti Sodhi *Preeti*
6. Mr. Navtej Singh *Navtej*
7. Mrs. Ruhi *Ruhi*

**10. WEBSITE MANAGEMENT, UPDATION & E-WASTE MANAGEMENT CELL**

1. Dr. Sangeeta Dewan *Sangeeta*
2. Dr. Neha Sharma *Neha* *01/06/18*
3. Mrs. Mona Soin *Mona* *01/06/18*
4. Mrs. Preeti Sodhi *Preeti* *01/06/18*
5. Mr. Navtej Singh *Navtej*

**11. NET/JRF PREPARATION, COMPETITIVE EXAMS & PLACEMENT CELL**

1. Dr. Shabana *Shabana* *11/6/18*
2. Dr. Neha Sharma *Neha* *01/06/18*

Mrs. Manpreet Kaur  
 Dr. Bhavneet Kaur  
 Mrs. Preeti Alagh  
 Mrs. Heena Narang

- COLLEGE DEVELOPMENT/BUILDING COMMITTEE**
1. Dr.(Mrs.) Rupinder Kaur
  2. Dr. Shabana Gandhi (Nodal Officer)
  3. Dr. Sushil
  4. Mrs. Pratibha Thapa
  5. Mr. Jai Karan, Supdt.
  6. Mrs. Gurjinder Kaur, C.T. I

- 13. MEDIA & PRESS COMMITTEE**
1. Dr. Neha Sharma Incharge
  2. Dr. Shabana
  3. Mrs. Namrata Sethi
  4. Mr. Navtej Singh

Incharges of Department Committees related to the function/event to inform Media Incharge & Website Incharge well in advance and submit the matter about functions & detailed press note in advance

- 14. RUSA COMMITTEE**
1. Prof. Reetinder Brar Incharge
  2. Dr. Sangeeta
  3. Dr. Rupinder Kaur
  4. Mrs. Neelam
  5. Dr. Shabana
  6. Mrs. Pratibha Thapa
  7. Mr. Navtej Singh
  8. Mr. Deepak, C.T. II
  9. Mr. Jai Karan, Supdt.

- 15. PURCHASE/AMC**
1. Dr. Sangeeta Dewan Incharge
  2. Dr. Rupinder Kaur Ghumman
  3. Mrs. Neelam Kumari
  4. Mrs. Chhaya Verma
  5. Mrs. Anila
  6. Mrs. Heena Narang
  7. Mr. Jai Karan, Supdt.

- 16. PHYSICAL VERIFICATION COMMITTEE (FOR ALL PURCHASES)**
1. Prof. Reetinder Brar Incharge
  2. Dr. Uttara Singh
  3. Mrs. Seema Jaitly
  4. Mrs. Shalu Gupta

Dr. Priyanka Sharma *Dr. Priyanka*  
Any one member of User Department  
Any one member of Technical Committee

### CONTRACT & E-TENDERING COMMITTEE

1. Dr. Rajesh Biswas
  2. Mrs. Ranjana Sharma *Ranjana 11/6/18*
  3. Prof. Reetinder Brar *Reetinder 11/6/18*
  4. Dr. (Mrs.) Rupinder Ghumman *Rupinder*
  5. Mr. Navtej *Navtej*
- Incharge

### 18. BURSAR

1. Mrs. Ranjana Sharma *Ranjana 11/6/18*
  2. Mr. Shashi Kamal
- Incharge

### 19. RTI COMMITTEE

1. Mrs. Sonia *Sonia*
  2. Mrs. Anila *Anila*
  3. Mr. Deepak (Jr. Asstt.)
  4. Mr. Jai Karan, Supdt. *Jai Karan*
- Incharge

### 20. HOSPITALITY COMMITTEE

1. Dr. Ritu Pradhan *Ritu 01/06/2018*
  2. Mrs. Seema Jaitley
  3. Mrs. Preeti Sodhi *Preeti*
  4. Mrs. Bhavneet Kaur *Bhavneet*
  5. Mrs. Namrata Sethi *Namrata 9/7/18*
- Incharge

### 21. ALUMNI ASSOCIATION

1. Dr. Sangeeta Dewan *Sangeeta*
  2. Prof. Reetinder Brar *Reetinder*
  3. Mrs. Manpreet *Manpreet*
- President  
Secretary  
Treasurer

### 22. NSS

1. Mrs. Seema Jaitley *Seema 01/6/18*
2. Dr. Neha Sharma *Neha 01/06/18*

### 23. NCC

1. Capt. (Mrs.) Neelam Kumari *Neelam*

### 24. COLLEGE CLEANLINESS COMMITTEE

1. Dr. Ritu Pradhan *Ritu 01/06/2018*
  2. Mrs. Chhaya Verma *Chhaya 01/06/18*
  3. Mrs. Mona Soin *Mona Soin 01/06/18*
  4. Mrs. Seema Jaitley *Seema 01/6/18*
  5. Dr. Priyanka Sharma *Priyanka*
  6. Mrs. Sakshi Sharma *Sakshi*
  7. Mrs. Nidhi Duggal *Nidhi*
- Incharge

Mr. Jai Karan, Supdt. *JJK*  
Mr. Deepak, C.T. II  
Mr. Gurjinder Kaur, Care Taker *G. Kaur*

**ENVIRONMENT COMMITTEE**

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. Mrs. Mona Soin *Mona Soin* 11/6/18
3. Dr. Sushil, Hostel Supdt. *Sushil* 01/06/18
4. Mrs. Pratibha Thapa *Pratibha*
5. Mr. Jai Karan, Supdt. *JJK*
6. Mrs. Gurjinder Kaur, Care Taker *G. Kaur*

**26. CULTURAL COMMITTEE (COLLEGE & HOSTELS)**

1. Dr. Rupinder Kaur *Rupinder* Incharge
2. Mrs. Chhaya Verma *Chhaya* 7.8.18
3. Dr. Ravneet Chawla *Ravneet*
3. Dr. Neha Sharma *Neha* 01/06/18
4. Dr. Priyanka Sharma *Priyanka*
5. Mr. Mehmood Khan *Mehmood*
6. Mrs. Manpreet Kaur *Manpreet*
7. Mr. Mohinder Singh Negi & Komal

**27. AESTHETIC & DECORATION COMMITTEE**

1. Dr. Rupinder Kaur Ghumman *Rupinder* Incharge
2. Mrs. Seema Jaitly *Seema* 01/06/18
3. Mrs. Simar Prabh Kaur *Simar*
4. Mrs. Preeti Sodhi *Preeti*

**28. COUNSELLING CELL**

1. Dr. Neha Sharma *Neha* 01/06/18
2. Ms. Beenu Varma *Beenu*

**29. DIET CLINIC**

1. Mrs. Namrata Sethi *Namrata* 9/7/18

**30. GRIEVANCES REDRESSAL COMMITTEE**

1. Prof. Reetinder Brar *Reetinder* Incharge
2. Dr. Sangeeta Dewan *Sangeeta*
3. Mrs. Neelam Kumari *Neelam*
4. Mr. Jai Karan *JJK*

**31. ANTI RAGGING SQUAD**

1. Mrs. Savita Incharge
2. Dr. Ravneet Chawla
3. Mrs. Shalu Gupta *Shalu*
4. Mrs. Sakshi Sharma *Sakshi*
5. Dr. Sushil *Sushil* 11/6
6. Mrs. Pratibha Thapa *Pratibha*

STUDENT ADVISORY COMMITTEE (STUDENT COUNCIL  
ORIENTATION PROGRAMMES & ASSEMBLIES)

1. Prof. Reetinder Brar *Pr*
2. Dr. Neha Sharma *Neha*
3. Ms. Beenu Varma *Bl* 01/06/18
4. Mrs. Anila *Ace*

33. HOSTEL & MESS COMMITTEE

1. Dr. Rupinder Kaur Ghumman *Rupinder* Incharge
2. Dr. Sangeeta Dewan *Sangeeta*
3. Prof. Reetinder Brar *Pr*
4. Mrs. Neelam Kumari *Neelam*
5. Mrs. Seema Jaitly *Seema* 01/06/18
6. Dr. Sushil, Hostel Supdt. *Sushil*
7. Mrs. Pratibha Thapa *Pratibha*

34. CANTEEN MENU SUPERVISION, UPKEEP & MAINTENANCE

1. Mrs. Chhay Verma *Chhay* 1.0.10 Incharge
2. Dr. Sushil, Hostel Supdt. *Sushil*
3. Mrs. Pratibha Thapa *Pratibha*
4. Mr. Jai Karan, Supdt. *Jai Karan*
5. Mrs. Gurjinder Kaur, C. T. *G. Kaur*

35. FURNITURE (RECORD, REPAIR & AUCTION)

1. Mrs. Chhaya Verma *Chhaya* Incharge
2. Mrs. Mona Soin *Mona Soin* 01/06/18
3. Dr. Uttara Singh *Uttara*
4. Dr. Bhavneet *Bhavneet*
5. Dr. Sushil *Sushil* Hostel Supdt.

36. DISASTER MANAGEMENT COMMITTEE

1. Dr. Rajesh Biswas *Rajesh* 01/06/18 Incharge
2. Dr. Ravneet Chawla
3. Dr. Sushil, (Warden, B.Sc Hostel) *Sushil*
4. Mrs. Pratibha Thapa, (Warden, M.Sc Hostel) *Pratibha*
5. Dr. Uttara Singh *Uttara* 01/06/18
6. Mr. Jai Karan, Supdt. *Jai Karan*
7. Mr. Deepak, C.T. II
8. Mrs. Gurjinder Kaur, C. T. *G. Kaur*

37. NOTICE BOARDS/CHALK BOARDS NEAR PRINCIPAL & SUPDT.

1. Mrs. Chhaya Verma *Chhaya* 01/06/18 Incharge
2. Dr. Neha Sharma *Neha* 01/06/18
3. Mrs. Simar Prabh Kaur *Simar*

Ms. Monika Sharma (Library Restorer) *Monika Sharma*

Collection of Photograph of all functions/Events

1. Dr. Neha Sharma *Neha* Incharge
2. Mrs. Preeti Sodhi *Preeti* 9/06/18

LIBRARY COMMITTEE

1. Dr Sangeeta *Sangeeta* Incharge
2. Prof. Reetinder Brar *Reetinder*
3. Dr. Rupinder Ghumman *Rupinder*
4. Mrs. Ranjana Sharma *Ranjana* 11/6/18

40. CHECKING OF CENTRAL STOCK REGISTER

1. Mrs. Neelam Kumari *Neelam* Incharge
2. Mrs. Chhaya Verma *Chhaya* 1.8.18
3. Dr. Uttara Singh *Uttara* 01/06/18
4. Dr. Sushil *Sushil*
5. Mrs. Pratibha *Pratibha*
6. Mrs. Gurjinder Kaur, C. T. *Gurjinder*

41. STUDENT DISCIPLINARY COMMITTEE

1. Dr. Sangeeta Dewan *Sangeeta* Incharge
2. Prof. Reetinder Brar *Reetinder*
3. Dr. Rupinder Ghumman *Rupinder*
4. Mrs. Ranjana Sharma *Ranjana* 11/6/18

42. INTERNAL COMPLAINT COMMITTEE FOR SEXUAL HARRASMENT C

1. Prof. Reetinder Brar *Reetinder* Incharge
2. Dr. Sangeeta Dewan *Sangeeta*
3. Mrs. Neelam Kumari *Neelam*
4. Dr. Sonia *Sonia*
5. Dr. Sushil, Hostel Supdt. *Sushil*
6. Ms. Pratibha, M. Sc. Hostel Warden *Pratibha*
7. Dr. Neha Sharma *Neha* 01/06/18
8. Mrs. Simar Prabh Kaur *Simar*
9. Mr. Jai Karan, Supdt *Jai Karan*
10. Mrs. Jyoti, Bill Assistant *Jyoti*

*Sushil*  
Principal 1/6/2018  
Govt. Home Science College  
Sector 10, Chandigarh.



2019-2020

OFFICE OF THE PRINCIPAL GOVT. HOME SCIENCE COLLEGE,  
SECTOR 10-D, CHANDIGARH

ANNUAL DUTY LIST (2019-2020)

1. WORKLOAD, TIMETABLE, SHORTAGE OF LECTURE,  
ELIGIBILITY CONDITION & CALLING OF PARENTS

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. Dr. Sonia *Sonia*
3. Mrs. Seema Jaitly *Seema*
4. Mrs. Anila *Anila*
5. Mrs. Manpreet Kaur *Manpreet*
6. Mrs. Shikha Garg *Shikha*

2. SYLLABUS UPGRADATION, FEEDBACK FROM STAKEHOLDERS,  
STUDENT SATISFACTION SURVEY & UPLOADING OF MONTHLY  
ATTENDANCE

1. Dr. Ritu Pradhan *Ritu* Incharge
2. Mrs. Preeti Sodhi *Preeti*
3. Mrs. Shalu Gupta *Shalu*
4. Dr. Priyanka Sharma *Priyanka*
5. Mrs. Nidhi Duggal *Nidhi*

3. UNIVERSITY & COLLEGE EXAMINATION, UPLOADING OF  
MARKS & INTERNAL ASSESMENT

1. Dr. Sonia *Sonia* Registrar (Internal)
2. Mrs. Preeti Alagh *Preeti*
3. Mrs. Anila *Anila*
4. Mrs. Sakshi *Sakshi*
5. Dr. Bhavneet Kaur *Bhavneet*
6. Dr. Priyanka *Priyanka*
7. Mrs. Manpreet Kaur *Manpreet*
8. Mr. Ashish Sinha *Ashish*
9. Mr. Harinder Kumar *Harinder*
10. Mrs. Komal *Komal*
11. Mrs. Geeta

4. ADMINISTRATIVE & ACADEMIC COMMITTEE

1. Dr. Sangeeta Dewan *Sangeeta* Incharge
2. Prof. Reetinder Brar *Reetinder*
3. Dr. Rupinder Kaur Ghumman *Rupinder*
4. Dr. Ritu Pradhan *Ritu*

OF THE PRINCIPAL GOVT. HOME SCIENCE COLLEGE,  
SECTOR 10-D, CHANDIGARH

4. Dr. Ritu Pradhan
5. UGC, OTHER EXTRA MURAL GRANTS, ORGANIZING WORKSHOPS from NAAC, UGC, ICSSR etc.
1. Dr. Ritu Pradhan *RP* Incharge
  2. Dr. Neha Sharma *Neha*
  3. Dr. Shabana Gandhi *Shabana*
  4. Mrs. Heena Narang *Heena*
  5. Mrs. Shikha Garg *Shikha*
6. PROSPECTUS
1. Dr. Rupinder Kaur *RP* Incharge
  2. Dr. Ritu Pradhan *RP*
  3. Mrs. Mona Soin *Mona*
  4. Dr. Shabana Gandhi *Shabana*
  5. Mr. Navtej Singh *Navtej*
  6. Mrs. Preeti Sodhi *Preeti*
7. SCHOLARSHIPS/FEE CONCESSION/STUDENT AID
1. Dr. Uttara Singh *Uttara* Incharge
  2. Mrs. Annu Deharwal *Annu*
  3. Dr. Priyanka Sharma *Priyanka*
8. SPORTS COMMITTEE
1. Mrs. Mona Soin *Mona* Incharge
  2. Maj. Neelam Kumari *Neelam*
  3. Dr. Neha Sharma *Neha*
  4. Mrs. Manpreet Kaur *Manpreet*
  5. Mr. Navtej Singh *Navtej*
9. IQAC & NIRF
1. Dr. Rupinder Ghumman *RP* Incharge
  2. Dr. Sangeeta *Sangeeta*
  3. Prof. Reetinder Brar *Reetinder*
  4. Dr. Ritu Pradhan *RP*
  5. Dr. Shabana Gandhi *Shabana*
  6. Mrs. Namrata Sethi *Namrata*
  7. Mrs. Shikha Garg *Shikha*
  8. Mrs. Preeti Sodhi *Preeti*
  9. Mr. Navtej Singh *Navtej*
  10. Mrs. Ruhi *Ruhi*
10. WEBSITE MANAGEMENT, UPDATION & E-WASTE MANAGEMENT CELL
1. Dr. Sangeeta Dewan *Sangeeta* Incharge
  2. Dr. Neha Sharma *Neha*
  3. Mrs. Mona Soin *Mona*
  4. Mrs. Preeti Sodhi *Preeti*

**11. NET/JRF PREPARATION, COMPETITIVE EXAMS, INCUBATION CENTRE & PLACEMENT CELL**

- Incharge
1. Dr. Shabana *20/07/19*
  2. Dr. Neha Sharma *Neha*
  3. Mrs. Manpreet Kaur *Manpreet*
  4. Dr. Bhavneet Kaur *Bhavneet*
  5. Mrs. Preeti Alagh *Preeti*
  6. Mrs. Heena Narang *Heena*

**12. COLLEGE DEVELOPMENT/BUILDING COMMITTEE**

- (Nodal Officer)
1. Dr.(Mrs.) Rupinder Kaur *Rupinder*
  2. Mrs. Shalu Gupta *Shalu*
  3. Mrs. Pratibha Thapa *Pratibha*
  4. Mrs. Shikha Garg *Shikha*
  5. Mr. Jai Karan, Supdt. *Jai Karan*
  6. Mrs. Gurjinder Kaur, C.T. *Gurjinder*

**13. MEDIA & PRESS COMMITTEE**

- Incharge
1. Dr. Neha Sharma *Neha*
  2. Mrs. Anila *Anila*
  3. Dr. Shabana *20/07/19*
  4. Mrs. Namrata Sethi *Namrata*
  5. Mr. Navtej Singh *Navtej*
  6. Mrs. Shikha Garg *Shikha*

Incharges of Department Committees related to the function/event to inform Media Incharge & Website Incharge well in advance and submit the matter about functions & detailed press note in advance

**14. RUSA COMMITTEE**

- Incharge
1. Prof. Reetinder Brar *Reetinder*
  2. Dr. Sangeeta *Sangeeta*
  3. Dr. Rupinder Kaur *Rupinder*
  4. Maj. Neelam *Neelam*
  5. Dr. Shabana *20/07/19*
  6. Mrs. Pratibha Thapa *Pratibha*
  7. Mr. Navtej Singh *Navtej*
  8. Mr. Jai Karan, Supdt. *Jai Karan*

**15. PURCHASE/AMC**

- Incharge
1. Dr. Sangeeta Dewan *Sangeeta*
  2. Dr. Rupinder Kaur Ghumman *Rupinder*
  3. Maj. Neelam Kumari *Neelam*
  4. Mrs. Chhaya Verma *Chhaya*
  5. Mrs. Anila *Anila*
  6. Mrs. Heena Narang *Heena*

7. Mr. Jai-Karan, Supdt.

16. **PHYSICAL VERIFICATION COMMITTEE (FOR ALL PURCHASES)**

1. Prof. Reetinder Brar *AB* Incharge
2. Dr. Uttara Singh *(24/9/19)*
3. Mrs. Seema Jaitly *Seema 30/5/19*
4. Mrs. Shalu Gupta *Shalu 30/5/19*
5. Dr. Priyanka Sharma *Priyanka*
6. Any one member of User Department
7. Any one member of Technical Committee

17. **CONTRACT & E-TENDERING COMMITTEE**

1. Dr. Rajesh Biswas *AB* Incharge
2. Mrs. Ranjana Sharma *Ranjana*
3. Prof. Reetinder Brar *AB*
4. Dr. (Mrs.) Rupinder Ghumman *Rupinder*
5. Mr. Navteja *Navteja*

18. **BURSAR**

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. Mr. Shashi Kamal *Shashi*

19. **RTI COMMITTEE**

1. Dr. Sonia *Sonia* Incharge
2. Mrs. Anila *Anila*
3. Mr. Jai Karan, Supdt. *Jai Karan*
4. Mr. Deepak (Jr. Asstt.) *Deepak*

20. **HOSPITALITY COMMITTEE**

1. Dr. Ritu Pradhan *Ritu* Incharge
2. Mrs. Seema Jaitley *Seema 30/5/19*
3. Mrs. Bhavneet Kaur *Bhavneet*
4. Mrs. Namrata Sethi *Namrata*
5. Mrs. Preeti Sodhi *Preeti*

21. **ALUMNI ASSOCIATION**

1. Dr. Sangeeta Dewan *Sangeeta* President
2. Prof. Reetinder Brar *AB* Secretary
3. Mrs. Manpreet *Manpreet* Treasurer
4. Dr. Neha Sharma *Neha* Member
5. Mrs. Anila *Anila* Member

22. **NSS**

1. Mrs. Seema Jaitley *Seema 30/5/19*
2. Dr. Neha Sharma *Neha 30/5/19*

NCC

1. Maj. (Mrs.) Neelam Kumari

Neelam

**COLLEGE CLEANLINESS COMMITTEE**

Incharge

1. Dr. Ritu Pradhan *RP*
2. Mrs. Chhaya Verma *Chhaya*
3. Mrs. Mona Soin *Mona 30/05/19*
4. Mrs. Shalu Gupta *Shalu*
5. Dr. Priyanka Sharma *Priyanka*
6. Mrs. Sakshi Sharma *Sakshi*
7. Mrs. Nidhi Duggal *Nidhi*
8. Mr. Jai Karan, Supdt. *Jai*
9. Mr. Gurjinder Kaur, Care Taker *G. Kaur*

**25. ENVIRONMENT COMMITTEE**

Incharge

1. Mrs. Ranjana Sharma *Ranjana*
2. Mrs. Annu Deharwal *Annu*
3. Mrs. Pratibha Thapa *Pratibha*
4. Ms. Shikha Garg *Shikha*
5. Mr. Jai Karan, Supdt. *Jai*
6. Mrs. Gurjinder Kaur, Care Taker *G. Kaur*

**26. CULTURAL COMMITTEE (COLLEGE & HOSTELS)**

Incharge

1. Dr. Rupinder Kaur *Rupinder*
2. Mrs. Chhaya Verma *Chhaya*
3. Mrs. Seema Jaitley *Seema 30/5/19*
4. Dr. Neha Sharma *Neha*
5. Dr. Priyanka Sharma *Priyanka*
6. Mrs. Namrata *Namrata*
7. Mrs. Manpreet Kaur *Manpreet*
8. Mr. Mehmood Khan *Mehmood*

**27. AESTHETIC & DECORATION COMMITTEE**

Incharge

1. Dr. Rupinder Kaur Ghumman *Rupinder*
2. Mrs. Seema Jaitley *Seema 30/5/19*
3. Mrs. Simar Prabh Kaur *Simar*
4. Mrs. Preeti Sodhi *Preeti*

**28. COUNSELLING CELL**

1. Dr. Neha Sharma *Neha*
2. Ms. Shikha Garg *Shikha*

**29. DIET CLINIC**

1. Dr. Uttara Singh *Uttara 30/5/19*
2. Mrs. Namrata Sethi *Namrata*

### GRIEVANCES REDRESSAL COMMITTEE

1. Prof. Reetinder Brar *HRM* Incharge
2. Dr. Sangeeta Dewan *M*
3. Maj. Neelam Kumari *Neelam*
4. Mr. Jai Karan, Supdt. *JR*

### 1. ANTI RAGGING SQUAD

1. Mrs. Savita *Vashubti* *Dr. Neha Sharma* Incharge
2. Mrs. Shalu Gupta *Sh*
3. Mrs. Sakshi Sharma *Sharma*
4. Mrs. Pratibha Thapa *Pratibha*
5. Mrs. Shikha Garg *SG*

### 32. STUDENT ADVISORY COMMITTEE (STUDENT COUNCIL ELECTIONS/ ORIENTATION PROGRAMMES & ASSEMBLIES)

1. Prof. Reetinder Brar *HRM* Incharge
2. Maj. Neelam Kumari *Neelam*
3. Dr. Neha Sharma *Dr. Neha Sharma*
4. Mrs. Anila *Anila*
5. Mrs. Shikha Garg *SG*

### 33. HOSTEL & MESS COMMITTEE

1. Dr. Rupinder Kaur Ghumman *RK* Incharge
2. Dr. Sangeeta Dewan *SD*
3. Prof. Reetinder Brar *HRM*
4. Maj. Neelam Kumari *Neelam*
5. Mrs. Pratibha Thapa *Pratibha*
6. Mrs. Manpreet Kaur *Manpreet*
7. Mrs. Shikha Garg *SG*

### 34. CANTEEN MENU SUPERVISION, UPKEEP & MAINTENANCE

1. Mr. Jai Karan, Supdt. Incharge
2. Mrs. Pratibha Thapa *Pratibha*
3. Mrs. Shikha Garg *SG*
4. Mrs. Gurjinder Kaur, C. T. *G Kaur*

### 35. FURNITURE (RECORD, REPAIR & AUCTION)

1. Mrs. Chhaya Verma *Chhaya* Incharge
2. Mrs. Mona Soin *Mona*
3. Dr. Uttara Singh *Uttara*
4. Dr. Bhavneet *Bhavneet*
5. Mrs. Shikha Garg *SG*

36. AUCTION OF ALL UNSERVICEABLE ITEMS (Excluding Furniture)

- Incharge
1. Mrs. Mona Soin *30/05/19*
  2. Mrs. Anila *30/05/19*
  3. Mrs. Pratibha Thapa *Pratibha*
  4. Mrs. Shikha Garg *Shikha*
  5. Mr. Jai Karan, Supdt. *Jai*
  6. Mrs. Gurjinder Kaur, C. T. *G. Kaur*

37. DISASTER MANAGEMENT COMMITTEE

- Incharge
1. Dr. Rajesh Biswas *Rajesh*
  2. Dr. Uttara Singh *Uttara*
  3. Mrs. Annu Deharwal *Annu*
  4. Mrs. Shikha Garg *Shikha*
  5. Mrs. Pratibha Thapa *Pratibha*
  6. Mr. Jai Karan, Supdt. *Jai*
  7. Mrs. Gurjinder Kaur, C. T. *G. Kaur*

38. NOTICE BOARDS/CHALK BOARDS NEAR PRINCIPAL & SUPDT. OFFICE

- Incharge
1. Mrs. Chhaya Verma *Chhaya*
  2. Dr. Neha Sharma *Neha*
  3. Mrs. Simar Prabh Kaur *Simar*
  4. Mrs. Monika Sharma (Library Restorer) *Monika*

39. COLLECTION & UPLOADING OF PHOTOGRAPH OF ALL FUNCTIONS/EVENTS ON WEBSITE

- Incharge
1. Dr. Neha Sharma *Neha*
  2. Mrs. Preeti Sodhi *Preeti*

40. LIBRARY COMMITTEE

- Incharge
1. Dr. Sangeeta *Sangeeta*
  2. Mrs. Ranjana Sharma *Ranjana*
  3. Prof. Reetinder Brar *Reetinder*
  4. Dr. Rupinder Ghumman *Rupinder*

41. CHECKING OF CENTRAL STOCK REGISTER

- Incharge
1. Maj. Neelam Kumari *Neelam*
  2. Mrs. Chhaya Verma *Chhaya*
  3. Dr. Uttara Singh *Uttara*
  4. Mrs. Pratibha *Pratibha*
  5. Mrs. Shikha Garg *Shikha*
  6. Sh. Jai Karan, Supdt. *Jai*

7. Mrs. Gurjinder Kaur, C. T. *G. Kaur*

8. ~~Mrs. Monika, S.L.A.~~ *26/2/19*

## 2. STUDENT DISCIPLINARY COMMITTEE

1. Dr. Sangeeta Dewan *S. Dewan* Incharge
2. Mrs. Ranjana Sharma *R. Sharma*
3. Prof. Reetinder Brar *R. Brar*
4. Dr. Rupinder Ghumman *R. Ghumman*

## 43. INTERNAL COMPLAINT COMMITTEE FOR SEXUAL HARRASMENT OF WOMEN

1. Prof. Reetinder Brar *R. Brar* Incharge
2. Dr. Sangeeta Dewan *S. Dewan*
3. Maj. Neelam Kumari *Neelam*
4. Dr. Sonia *Sonia*
5. Mrs. Annu Deharwal *Annu*
6. Ms. Pratibha *Pratibha*
7. Mrs. Shikha Garg *Shikha*
8. Dr. Neha Sharma *Neha*
9. Mrs. Simar Prabh Kaur *Simar*
10. Mr. Jai Karan, Supdt *Jai Karan*
11. Mrs. Jyoti, Bill Assistant *Jyoti*

*S. Dewan*  
29/5/2019  
Principal  
Govt. Home Science College  
Sector-10, Chandigarh



2020-2021

OFFICE OF THE PRINCIPAL GOVT. HOME SCIENCE COLLEGE,  
SECTOR 10-D, CHANDIGARH

ANNUAL DUTY LIST (2020-2021)

1. WORKLOAD, TIMETABLE, SHORTAGE OF LECTURE, ELIGIBILITY  
CONDITION & CALLING OF PARENTS

1. Mrs. Ranjana Sharma *Ranjan* Incharge
2. Dr. Sonia *Sonia*
3. Mrs. Seema Jaitly *Seema*
4. Mrs. Anila *Anila*
5. Mrs. Manpreet Kaur *Manpreet*
6. Mrs. Shikha Garg *Shikha*
7. Ms. Namrata *Namrata*
8. Dr. Reenu *Reenu*

2. SYLLABUS UPGRADATION, FEED BACK FROM STAKEHOLDERS,  
STUDENT SATISFACTION SURVEY & UPLOADING OF MONTHLY  
ATTENDANCE

1. Dr. Ritu Pradhan *Ritu Pradhan 22/7/2020* Incharge
2. Mrs. Preeti Sodhi *Preeti*
3. Mrs. Shalu Gupta *Shalu*
4. Dr. Priyanka Sharma *Priyanka*
5. Mrs. Nidhi Duggal *Nidhi*
6. Dr. Reenu *Reenu*
7. Dr. Vasudha *Vasudha*

3. UNIVERSITY & COLLEGE EXAMINATION, UPLOADING OF MARKS &  
INTERNAL ASSESMENT

1. ~~Dr. Sonia~~ Mrs. Sonia *Sonia* Registrar
2. Mrs. Mona Soin *Mona* (Internal)
3. ~~Dr. Sonia~~ Preeti Alagh *Preeti*
4. Mrs. Anila *Anila*
5. Mrs. Sakshi *Sakshi*
6. Dr. Bhavneet kaur *Bhavneet*
7. Dr. Priyanka *Priyanka*
8. Mrs. Manpreet Kaur *Manpreet*
9. Mrs. Chandana Rajput *Chandana*
10. Mr. Ashish Sinha
11. Mr. Harinder Kumar
12. Mrs. Komal *Komal*
13. Mrs. Geeta *Geeta*

4. ADMINISTRATIVE & ACADEMIC COMMITTEE

1. Prof. Reetinder Brar *Reetinder* Incharge
2. Dr. Rupinder Kaur Ghumman *Rupinder*
3. Dr. Ritu Pradhan *Ritu*
4. Dr. Sonia *Sonia*

3. Dr. Neha Sharma *Neha*
4. Mrs. Mona Soin *Mona*
5. Mrs. Preeti Sodhi *Preeti*
6. Mr. Navtej Singh *Navtej*
7. Dr. Vasudha Bansal *Vasudha*

#### 11. NET/JRF PREPARATION, COMPETITIVE EXAMS, INCUBATION CENTRE & PLACEMENT CELL

1. Dr. Shabana *Shabana* Incharge
2. Dr. Neha Sharma *Neha*
3. Mrs. Manpreet Kaur *Manpreet*
4. Dr. Bhavneet Kaur *Bhavneet*
5. ~~Dr. Preeti~~ Preeti Alagh *Preeti*
6. Mrs. Heena Narang *Heena*
7. Dr. Vasudha Bansal *Vasudha*

#### 12. COLLEGE DEVELOPMENT/BUILDING COMMITTEE

1. Dr.(Mrs.) Rupinder Kaur *Rupinder* (Nodal Officer)
2. Mrs. Shalu Gupta *Shalu*
3. Mrs. Pratibha Thapa *Pratibha*
4. Mrs. Shikha Garg *Shikha*
5. Mrs. Akshata *Akshata*
6. Mr. Charanjit Singh *Charanjit*
7. Mrs. Gurjinder Kaur, C.T. *G.Kaur*

#### 13. MEDIA & PRESS COMMITTEE

1. Dr. Neha Sharma *Neha* Incharge
2. Dr. Shabana *Shabana*
3. Mrs. Namrata Sethi *Namrata*
4. Mr. Navtej Singh *Navtej*
5. Mrs. Shikha Garg *Shikha*
6. Mrs. Nupur *Nupur*
7. Dr. Gaurav *Gaurav*

Incharges of Department Committees related to the function/event to incharge Media Incharge & Website Incharge well in advance and submit the report about functions & detailed press note in advance

#### 14. RUSA COMMITTEE

1. Prof. Reetinder Brar *Reetinder* Incharge
2. Dr. Rupinder Kaur *Rupinder*
3. Maj. Neelam *Neelam*
4. Dr. Shabana *Shabana*
5. Mrs. Pratibha Thapa *Pratibha*
6. Mr. Navtej Singh *Navtej*
7. Mr. Amit

#### 15. PURCHASE/AMC

1. Dr. Reetinder Brar *Reetinder* Incharge
2. Dr. Rupinder Kaur Ghumman *Rupinder*
3. Mrs. Neelam kumari *Neelam*
4. Mrs. Chhaya Verma *Chhaya*

35. FURNITURE (RECORD, REPAIR & AUCTION)

1. Mrs. Chhaya Verma *Chhaya*
2. Mrs. Mona Sojn *Mona*
3. Dr. Uttara Singh *Uttara*
4. Dr. Bhavneet *Bhavneet*
5. Mrs. Shikha Garg *Shikha*
6. Dr. Reenu *Reenu*
7. Mr. Charanjit Singh *Charanjit*
8. ~~Mrs. Gurjinder Kaur, Care-taker~~ *Gurjinder*

Incharge

36. AUCTION OF ALL UNSERVICEABLE ITEMS (Excluding Furniture)

1. Mrs. Mona Sojn *Mona*
2. Mrs. Anila *Anila*
3. Mrs. Pratibha Thapa *Pratibha*
4. Mrs. Shikha Garg *Shikha*
5. Mr. Charanjit Singh *Charanjit*
6. Mrs. Gurjinder Kaur, C. T. *G. Kaur*

Incharge

37. DISASTER MANAGEMENT COMMITTEE

1. Dr. Rajesh Biswas *Rajesh*
2. Dr. Uttara Singh *Uttara*
3. Mrs. Annu Deharwal *Annu*
4. Mrs. Shikha Garg *Shikha*
5. Mrs. Pratibha Thapa *Pratibha*
6. Mrs. Jyoti *Jyoti*
7. Mrs. Gurjinder Kaur, C. T. *G. Kaur*

Incharge

38. NOTICE BOARDS/CHALK BOARDS NEAR PRINCIPAL & SUPDT. OFFICE

1. Mrs. Chhaya Verma *Chhaya*
2. Dr. Neha Sharma *Neha*
3. Mrs. Simar Prabh Kaur *Simar*
4. Mrs. Chandana Rajput *Chandana*
5. Mrs. Monika Sharma (Library Restorer) *Monika Sharma*

Incharge

39. COLLECTION & UPLOADING OF PHOTOGRAPH OF ALL FUNCTIONS/EVENTS ON WEBSITE

1. Dr. Neha Sharma *Neha*
2. Mrs. Preeti Sodhi *Preeti*

Incharge

40. LIBRARY COMMITTEE

1. Mrs. Chhaya Verma *Chhaya*
2. Mrs. Ranjana Sharma *Ranjana*
3. Prof. Reetinder Brar *Reetinder*
4. Dr. Rupinder Ghumman *Rupinder*
5. Dr. Preeti Pradhan *Preeti*

Incharge

41. INTERNAL COMPLAINT COMMITTEE FOR SEXUAL HARRASMENT WOMEN

28. COUNSELLING CELL

1. Dr. Neha Sharma
2. Ms. Shikha Garg

*Neha*  
*Shikha*

29. DIET CLINIC

1. Dr. Uttara Singh
2. Mrs. Namrata
3. Dr. Vashudha

*Uttara*  
*Namrata*  
*Vashudha*

30. GRIEVANCES REDRESSAL COMMITTEE

1. Prof. Reetinder Brar
2. Maj. Neelam Kumari
3. Dr. Neha
4. Mr. Charanjit Singh
5. Mrs. Jyoti

*Reetinder*  
*Neelam*

Incharge

31. ANTI RAGGING SQUAD

1. Dr. Uttara Singh
2. Mrs. Shalu Gupta
3. Mrs. Sakshi Sharma
4. Mrs. Pratibha Thapa
5. Mrs. Shikha Garg

*Uttara*  
*Shalu*  
*Sakshi*  
*Pratibha*  
*Shikha*

Incharge

32. STUDENT ADVISORY & DISCIPLINARY COMMITTEE (STUDENT COUNCIL ELECTIONS/ ORIENTATION PROGRAMMES ASSEMBLIES)

1. Prof. Reetinder Brar
2. Maj. Neelam Kumari
3. Dr. Neha Sharma
4. Mrs. Anila
5. Mrs. Shikha Garg
6. Mrs. Pratibha Thapa

*Reetinder*  
*Neelam*  
*Neha*  
*Anila*  
*Shikha*  
*Pratibha*

Incharge

33. HOSTEL & MESS COMMITTEE

1. Prof. Reetinder Brar
2. Maj. Neelam Kumari
3. Dr. Neha Sharma
4. Mrs. Pratibha Thapa
5. Mrs. Manpreet Kaur
6. Mrs. Shikha Garg

*Reetinder*  
*Neelam*  
*Neha*  
*Pratibha*  
*Manpreet*  
*Shikha*

Incharge

34. CANTEEN MENU SUPERVISION, UPKEEP & MAINTENANCE

1. Mr. Amit
2. Mrs. Pratibha Thapa
3. Mrs. Shikha Garg
4. Mrs. Gurjinder kaur

*Pratibha*  
*Shikha*  
*Gurjinder*

Incharge

5. Mrs. Anila *Anila*
6. Mrs. Nupur

**16. PHYSICAL VERIFICATION COMMITTEE (FOR ALL PURCHASES)**

1. Dr. Neha Sharma *Neha* Incharge
2. Dr. Uttara Singh *Uttara*
3. Mrs. Seema Jaitly *Seema*
4. Mrs. Annu Dherwal *Annu*
5. Mrs. Shalu Gupta *Shalu*
6. Dr. Priyanka Sharma *Priyanka*
7. Any one member of User Department
8. Any one member of Technical Committee

**17. CONTRACT & E-TENDERING COMMITTEE**

1. Dr. Rajesh Biswas Incharge
2. Mrs. Ranjana Sharma *Ranjana*
3. Prof. Reetinder Brar *Reetinder*
4. Dr. (Mrs.) Rupinder Ghumman *Rupinder*
5. Mr. Navtej *Navtej*
6. Dr. Gaurav *Gaurav*
7. Mr. Charanjit Singh *Charanjit*
8. Mr. Amit *Amit*

**18. BURSAR**

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. Mr. Shashi Kamal *Shashi*

**19. RTI COMMITTEE**

1. Dr. Sonia *Sonia* Incharge
2. Mrs. Anila *Anila*
3. Mrs. Jyoti *Jyoti*
4. Mr. Girish *Girish*

**20. HOSPITALITY COMMITTEE**

1. Dr. Ritu Pradhan *Ritu*
2. Mrs. Neelam Kumari *Neelam* Incharge
3. Mrs. Seema Jaitley *Seema*
4. Mrs. Bhavneet Kaur *Bhavneet*
5. Mrs. Namrata Sethi *Namrata*
6. Mrs. Preeti Sodhi *Preeti*

**21. ALUMNI ASSOCIATION**

1. Prof. Reetinder Brar *Reetinder* Secretary
2. Mrs. Manpreet *Manpreet* Treasurer
3. Dr. Neha Sharma *Neha* Member
4. Mrs. Anila *Anila* Member
5. Dr. Vasudha *Vasudha* Member

5. UGC, OTHER EXTRA MURAL GRANTS, ORGANIZING WORKSHOPS from NAAC, UGC, ICSSR etc.

1. Dr. Ritu Pradhan *RP* Incharge
2. Dr. Neha Sharma *Neha*
3. Dr. Shabana Gandhi *Shabana*
4. Mrs. Heena Narang *Heena*
5. Mrs. Shikha Garg *Shikha*
6. Dr. Vasudha *Vasudha*

6. PROSPECTUS

1. Dr. Rupinder Kaur *RK* Incharge
2. Dr. Ritu Pradhan *RP*
3. Mrs. Mona Soin *Mona*
4. Dr. Shabana Gandhi *Shabana*
5. Mr. Navtej Singh *Navtej*
6. Mrs. Preeti Sodhi *Preeti*
7. Dr. Reenu *Reenu*
8. Dr. Gaurav *Gaurav*
9. Dr. Vasudha *Vasudha*

7. SCHOLARSHIPS/FEE CONCESSION/STUDENT AID

1. Dr. Uttara Singh *US* Incharge
2. Mrs. Annu Deharwal *Annu*
3. Dr. Priyanka Sharma *Priyanka*

8. SPORTS COMMITTEE

1. Mrs. Mona Soin *Mona* Incharge
2. Maj. Neelam Kumari *Neelam*
3. Dr. Neha Sharma *Neha*
4. Mrs. Manpreet Kaur *Manpreet*
5. Mr. Navtej Singh *Navtej*
6. Dr. Gaurav *Gaurav*

9. IQAC & NIRF

1. Dr. Rupinder Ghumman *Rupinder* Incharge
2. Prof. Reetinder Brar *Reetinder*
3. Dr. Ritu Pradhan *RP*
4. Dr. Shabana Gandhi *Shabana*
5. Mrs. Namrata Sethi *Namrata*
6. Mrs. Shikha Garg *Shikha*
7. Mrs. Preeti Sodhi *Preeti*
8. Dr. Gaurav *Gaurav*
9. Ms. Akshata *Akshata*
10. Dr. Vasudha *Vasudha*
11. Dr. Reenu *Reenu*

10. WEBSITE MANAGEMENT, UPDATION & E-WASTE MANAGEMENT CELL

1. Prof. Reetinder Brar *Reetinder* Incharge
2. Mrs. Neelam Kumari *Neelam*

22. NSS

1. Mrs. Seema Jaitley *Seema*
2. Dr. Neha Sharma *Neha*

23. NCC

1. Maj. (Mrs.) Neelam Kumari *Neelam*

24. COLLEGE CLEANLINESS & Covid Health Care COMMITTEE

1. Dr. Ritu Pradhan *RP* Incharge
2. Mrs. Chhaya Verma *Chhaya*
3. Mrs. Mona Soin *Mona*
4. Mrs. Shalu Gupta *Shalu*
5. Dr. Priyanka Sharma *Priyanka*
6. Mrs. Sakshi Sharma *Sakshi*
7. Mrs. Nidhi Duggal *Nidhi*
8. Mr. Amit Gangani *Amit*
9. Mr. Charanjit Singh *Charanjit*
10. Mr. Gurjinder Kaur, Care Taker *G.Kaur*

25. ENVIRONMENT COMMITTEE

1. Mrs. Ranjana Sharma *Ranjana* Incharge
2. Mrs. Annu Deharwal *Annu*
3. Mrs. Pratibha Thapa *Pratibha*
4. Ms. Shikha Garg *Shikha*
5. Mr. Charanjit Singh *Charanjit*
6. Mrs. Gurjinder Kaur, Care Taker *G.Kaur*

26. CULTURAL COMMITTEE (COLLEGE & HOSTELS)

1. Dr. Rupinder Kaur Incharge
2. Mrs. Chhaya Verma *Chhaya*
3. Mrs. Seema Jaitley *Seema*
4. Dr. Neha Sharma *Neha*
5. Dr. Priyanka Sharma *Priyanka*
6. Mrs. Namrata *Namrata*
7. Mrs. Manpreet Kaur *Manpreet*
8. Dr. Gaurav *Gaurav*
9. Mr. Amit Gangani *Amit*
10. Mr. Mehmood Khan *Mehmood*

27. AESTHETIC & DECORATION COMMITTEE

1. Dr. Rupinder Kaur Ghumman Incharge
2. Mrs. Seema Jaitley *Seema*
3. Mrs. Simar Prabh Kaur *Simar*
4. Mrs. Chandna Rajput *Chandna*
5. Mrs. Akshata *Akshata*
6. Preeti Sodhi *Preeti*

1. Prof. Reetinder Brar *MR*
2. Maj. Neelam Kumari *Neelam*
3. Dr. Sonia *Sonia*
4. Dr. Neha Sharma *Neha*
5. Mrs. Anila *Anila*
6. Mrs. Annu Deharwal
7. Ms. Pratibha *Pratibha*
8. Mrs. Shikha Garg *Shikha*
9. Mrs. Simar Prabh Kaur *MR*
10. Mr. Charnjit Singh *MR*
11. Mrs. Jyoti, Bill Assistant *Jyoti*

Incharge

*Shikha*

*Shikha*  
22/7/2020

Principal

Govt. Home Science College  
Sector-10, Chandigarh



2021-2022

OFFICE OF THE PRINCIPAL GOVT. HOME SCIENCE COLLEGE,  
SECTOR 10-D, CHANDIGARH

ANNUAL DUTY LIST (2021-2022)

1. WORKLOAD, TIMETABLE, SHORTAGE OF LECTURE, ELIGIBILITY  
CONDITION & CALLING OF PARENTS

- |    |                     |               |
|----|---------------------|---------------|
| 1. | Mrs. Ranjana Sharma | Incharge      |
| 2. | Dr. Sonia           |               |
| 3. | Mrs. Seema Jaitly   |               |
| 4. | Mrs. Anila          |               |
| 5. | Mrs. Manpreet Kaur  |               |
| 6. | Dr. Shikha Garg     | <i>Shikha</i> |
| 7. | Ms. Namrata         |               |
| 8. | Dr. Reenu           |               |

2. SYLLABUS UPGRADATION

- |    |                     |          |
|----|---------------------|----------|
| 1. | Dr. Ritu Pradhan    | Incharge |
| 2. | Mrs. Preeti Sodhi   |          |
| 3. | Mrs. Shalu Gupta    |          |
| 4. | Dr. Priyanka Sharma |          |

3. UNIVERSITY & COLLEGE EXAMINATION, UPLOADING OF MARKS &  
INTERNAL ASSESMENT

- |     |                         |               |
|-----|-------------------------|---------------|
| 1.  | Dr. Sonia               | Registrar     |
| 2.  | Mrs. Mona Soin          | (Internal)    |
| 3.  | Mrs. Preeti Alagh       |               |
| 4.  | Mrs. Anila              |               |
| 5.  | Mrs. Sakshi             |               |
| 6.  | Dr. Bhavneet kaur       |               |
| 7.  | Dr. Priyanka            |               |
| 8.  | Mrs. Manpreet Kaur      |               |
| 9.  | Mrs. Chandana Rajput    |               |
| 10. | Mr. Ashish Sinha        | <i>Ashish</i> |
| 11. | Mr. Mohinder Singh Negi |               |
| 12. | Mrs. Komal              |               |
| 13. | Mrs. Geeta              |               |

4. ADMINISTRATIVE & ACADEMIC COMMITTEE

- |    |                             |                    |
|----|-----------------------------|--------------------|
| 1. | Prof. Reetinder Brar        | Incharge <i>AR</i> |
| 2. | Prof. Rupinder Kaur Ghumman |                    |
| 3. | Dr. Ritu Pradhan            |                    |

3. Dr. Ritu Pradhan
4. Dr. Shabana Gandhi
5. Mrs. Namrata Sethi
6. ~~Mrs.~~ Shikha Garg
7. Mrs. Preeti Sodhi
8. Dr. Gaurav
9. Ms. Akshata
10. Dr. Vasudha
11. Dr. Reenu

*Shikha*

*2*

**10. WEBSITE MANAGEMENT, UPDATION & E-WASTE MANAGEMENT CELL**

1. Prof. Reetinder Brar
2. Mrs. Neelam Kumari
3. Dr. Neha Sharma
4. Mrs. Mona Soin
5. Mrs. Preeti Sodhi
6. Mr. Navtej Singh
7. Dr. Vasudha Bansal
8. Dr. Gaurav Kalra

Incharge *PM*

*Shikha*

**11. NET/JRF PREPARATION, COMPETITIVE EXAMS, INCUBATION CENTRE & PLACEMENT CELL**

1. Dr. Shabana
2. Dr. Neha Sharma
3. Mrs. Manpreet Kaur
4. Dr. Bhavneet Kaur
5. Dr. Preeti Alagh
6. Mrs. Heena Narang
7. Dr. Vasudha Bansal

Incharge

*Shikha*

**12. COLLEGE DEVELOPMENT/BUILDING COMMITTEE**

1. Prof. Rupinder Kaur
2. Mrs. Pratibha Thapa
3. Mrs. Shalu Gupta
4. ~~Mrs.~~ Shikha Garg
5. Ms. Akshata
6. Mrs. Gurjinder Kaur, C.T.

(Nodal Officer)

*Shikha*

**13. MEDIA & PRESS COMMITTEE**

1. Dr. Neha Sharma
2. Dr. Shabana
3. Mrs. Namrata Sethi

Incharge

4. Dr. Sonia
5. Dr. Uttara

5. **UGC, OTHER EXTRA MURAL GRANTS, ORGANIZING WORKSHOPS from NAAC, UGC, ICSSR etc.**

1. Dr. Ritu Pradhan Incharge
2. Dr. Neha Sharma
3. Dr. Shabana Gandhi
4. Mrs. Heena Narang
5. Mr. Akshata
6. Dr. Vasudha

6. **PROSPECTUS**

1. Dr. Rupinder Kaur Incharge
2. Mrs. Mona Soin
3. Dr. Ritu Pradhan
4. Mrs. Mona Soin
5. Dr. Shabana Gandhi
6. Mr. Navtej Singh
7. Mrs. Preeti Sodhi
8. Dr. Reenu
9. Dr. Gaurav
10. Dr. Vasudha

7. **SCHOLARSHIPS/FEE CONCESSION/STUDENT AID**

1. Dr. Uttara Singh Incharge
2. Mrs. Annu Deharwal *ahm*
3. Dr. Priyanka Sharma

8. **SPORTS COMMITTEE**

1. Mrs. Mona Soin Incharge
2. Maj. Neelam Kumari
3. Dr. Amit Gangani
4. Mrs. Manpreet Kaur
5. Mr. Navtej Singh
6. Dr. Gaurav

9. **IQAC & NIRF**


1. Prof. Rupinder Ghumman Incharge
2. Prof. Reetinder Brar *hr*

29. **DIET CLINIC**




1. Dr. Vasudha

30. **GRIEVANCES REDRESSAL COMMITTEE**

1. Prof. Reetinder Brar
2. Mrs. Seema Jaitley
3. Dr. Neha
4. Mr. Amit
5. Mrs. Jyoti

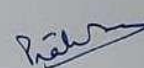
Incharge 

31. **ANTI RAGGING SQUAD**

1. Dr. Uttara Singh
2. Mrs. Shalu Gupta 
3. Mrs. Sakshi Sharma
4. Mrs. Pratibha Thapa 
5. Mrs. Shikha Garg 



Incharge

32. **STUDENT ADVISORY & DISCIPLINARY COMMITTEE (STUDENT COUNCIL ELECTIONS/ ORIENTATION PROGRAMMES & ASSEMBLIES)**

1. Prof. Reetinder Brar
2. Dr. Neha Sharma
3. Dr. Reenu
4. Ms. Akshata
5. Mrs. Pratibha Thapa 

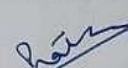
Incharge 

33. **HOSTEL & MESS COMMITTEE**

1. Prof. Reetinder Brar
2. Mrs. Seema Jaitley
3. Dr. Neha Sharma
4. Mrs. Pratibha Thapa 
5. Mrs. Manpreet Kaur
6. Mrs. Shikha Garg
7. Mrs. Annu Deharwal 

Incharge 

34. **CANTEEN MENU SUPERVISION, UPKEEP & MAINTENANCE**

1. Mr. Amit
2. Mr. Girish Chand
2. Mrs. Pratibha Thapa 
3. Mrs. Shikha Garg
4. Mrs. Gurjinder kaur

Incharge

4. Mr. Navtej Singh
5. Ms. Akshata
6. Mrs. Nupur
7. Dr. Gaurav

*Nupur*

Incharges of Department Committees related to the function/event to inform Media Incharge & Website Incharge well in advance and submit the matter about functions & detailed press note in advance

#### 14. RUSA COMMITTEE

1. Prof. Reetinder Brar
2. Prof. Rupinder Kaur
3. Mrs. Pinki

Incharge *Am*

#### 15. PURCHASE/AMC

1. Dr. Reetinder Brar
2. Dr. Rupinder Kaur Ghumman
3. Mrs. Neelam kumari
4. Mrs. Chhaya Verma
5. Mrs. Anila
6. Mrs. Nupur
7. Dr. Reenu

Incharge *Am*

*Nupur*

#### 16. PHYSICAL VERIFICATION COMMITTEE (FOR ALL PURCHASES)

1. Dr. Neha Sharma
2. Dr. Uttara Singh
3. Mrs. Annu Dherwal
4. Mrs. Shalu Gupta
5. Dr. Priyanka Sharma
6. Dr. Amit Gangani
7. Any one member of User Department
8. Any one member of Technical Committee

*U*

Incharge

#### 17. CONTRACT & E-TENDERING COMMITTEE

1. Dr. Rajesh Biswas
2. Mrs. Ranjana Sharma
3. Prof. Reetinder Brar
4. Prof. Rupinder Ghumman
5. Mrs. Mona Soin
6. Dr. Sonia
5. Mr. Navtej
6. Dr. Gaurav
7. Mr. Charanjit Singh

Incharge

35. FURNITURE (RECORD, REPAIR & AUCTION)

1. Mrs. Chhaya Verma
2. Mrs. Mona Soin Incharge
3. Dr. Uttara Singh
4. Dr. Bhavneet
5. Mrs. Shikha Garg
6. Dr. Reenu
7. Dr. Amit Gangani
8. Mr. Shashi Kamal

36. AUCTION OF ALL UNSERVICEABLE ITEMS (Excluding Furniture)

1. Mrs. Mona Soin Incharge
2. Mrs. Anila
3. Mrs. Pratibha Thapa
4. Mrs. Shikha Garg
5. Mr. Mehmoob Khan
6. Mr. Shashi Kamal

37. DISASTER MANAGEMENT COMMITTEE

1. Dr. Rajesh Biswas Incharge
2. Dr. Uttara Singh
3. Mrs. Annu Deharwal
4. Mrs. Shikha Garg
5. Mrs. Pratibha Thapa
6. Mrs. Jyoti
7. Mrs. Gurjinder Kaur, C. T.

38. NOTICE BOARDS/CHALK BOARDS NEAR PRINCIPAL & SUPDT. OFFICE

1. Mrs. Chhaya Verma Incharge
2. Dr. Neha Sharma
3. Mrs. Simar Prabh Kaur
4. Mrs. Chandana Rajput
5. Mrs. Vandana Saini (Library Restorer)

39. COLLECTION & UPLOADING OF PHOTOGRAPH OF ALL FUNCTIONS/EVENTS ON WEBSITE

1. Dr. Neha Sharma Incharge
2. Mrs. Preeti Sodhi
3. Dr. Gaurav Kalra

4. Mrs. Sakshi Sharma
5. Mrs. Nidhi Duggal
6. Dr. Amit Gangani
7. Mr. Mehmood Khan
8. Mr. Gurjinder Kaur, Care Taker

**25. ENVIRONMENT COMMITTEE**

- |    |                                 |          |
|----|---------------------------------|----------|
| 1. | Mrs. Ranjana Sharma             | Incharge |
| 2. | Mrs. Annu Deharwal              |          |
| 3. | Mrs. Pratibha Thapa             |          |
| 4. | Dr. Shikha Garg                 |          |
| 5. | Dr. Reenu                       |          |
| 6. | Mrs. Gurjinder Kaur, Care Taker |          |

**26. CULTURAL COMMITTEE (COLLEGE & HOSTELS)**

- |     |                      |          |
|-----|----------------------|----------|
| 1.  | Prof. Rupinder Kaur  | Incharge |
| 2.  | Mrs. Chhaya Verma    |          |
| 3.  | Mrs. Seema Jaitley   |          |
| 4.  | Dr. Neha Sharma      |          |
| 5.  | Dr. Priyanka Sharma  |          |
| 6.  | Mrs. Chandana Rajput |          |
| 7.  | Mrs. Manpreet Kaur   |          |
| 8.  | Ms. Akshata          |          |
| 9.  | Dr. Gaurav           |          |
| 10. | Dr. Amit Gangani     |          |
| 11. | Mr. Mehmood Khan     |          |

**27. AESTHETIC & DECORATION COMMITTEE**

- |    |                       |          |
|----|-----------------------|----------|
| 1. | Prof. Rupinder Kaur   | Incharge |
| 2. | Mrs. Seema Jaitley    |          |
| 3. | Mrs. Simar Prabh Kaur |          |
| 4. | Mrs. Chandana Rajput  |          |
| 5. | Mrs. Akshata          |          |
| 6. | Preeti sodhi          |          |
| 7. | Mrs. Komal            |          |

**28. COUNSELLING CELL**

1. Mrs. Nupur

8. Mr. Amit

**18. BURSAR**

1. Mrs. Ranjana Sharma
  2. Mr. Shashi Kamal
- Incharge

**19. RTI COMMITTEE**

1. Dr. Sonia
  2. Mrs. Anila
  3. Mrs. Jyoti
  4. Mr. Girish
- Incharge

**20. Ph.D Committee**

1. Dr. Sonia
  2. Dr. Preeti Alagh
  3. Mrs. Heena Narang
  4. Mrs. Chandana Rajput
  5. Mrs. Neelam, Admn Clerk
  6. Mrs. Preeti Sodhi
- Incharge  
ck

**21. ALUMNI ASSOCIATION**

1. Prof. Reetinder Brar
  2. Mrs. Manpreet
  3. Dr. Neha Sharma
  4. Mrs. Anila
  5. Dr. Vasudha
- Secretary   
Treasurer  
Member  
Member  
Member 

**22. NSS**

1. Mrs. Seema Jaitley
2. Dr. Neha Sharma

**23. NCC**

1. Maj. (Mrs.) Neelam Kumari

**24. COLLEGE CLEANLINESS & Covid Health Care COMMITTEE**


1. Maj. Neelam Kumari
  2. Mrs. Shalu Gupta 
  3. Dr. Priyanka Sharma 
- Incharge



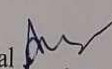
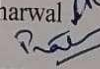
4. Mr. Vasudha Bansal

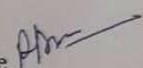
40. **LIBRARY COMMITTEE**

1. Prof. Reetinder Brar
2. Mrs. Ranjana Sharma
3. Prof. Rupinder Ghumman
4. Mrs. Chhaya Verma
5. Dr. Ritu Pradhan
6. Dr. Sonia

Incharge 

41. **INTERNAL COMPLAINT COMMITTEE FOR SEXUAL HARRASMENT OF WOMEN**

1. Prof. Reetinder Brar
2. Mrs. Seema Jaitley
3. Dr. Neha Sharma
4. Mrs. Anila
5. Mrs. Annu Deharwal 
6. Ms. Pratibha 
7. Mrs. Shikha Garg
8. Mrs. Simar Prabh Kaur
9. Dr. Amit Gangani
10. Mrs. Jyoti, Bill Assistant
11. Mr. Girish Chand
12. Mrs. Gurjinder Kaur, CT


Incharge 



42. **Student Satisfaction Survey**

1. Dr. Shabana Gandhi
2. Mrs. Seema Jaitley
3. Dr. Neha Sharma
4. Mrs. Simarparbh Kaur

Incharge

  
6/10/2021  
Principal  
Govt. Home Science College  
Sector-10, Chandigarh

## 2. MINUTES OF DEPARTMENTAL MEETINGS (Some Samples)

Dated: August 14, 2020

Minutes of the meeting held in the Department of Foods and Nutrition at 10.30 A.M.

The meeting was attended and approved by the faculty members of the department.

**Subject:** Regarding guidelines for the assessment of summer training and internship in reply to the letter received from Panjab University, Chandigarh (no./Misc/A1/30997-31236) dated 05.08.2020. Due to the prevailing situation of Covid 2019 in the state, it may not be feasible for the students to visit different organizations for their summer training; thereby, respective college can ask the submission of project reports based on secondary data from the students of Masters (IV Sem) and PG Diploma (II Sem) in order to maintain the record of receipt for the declaration of results by Panjab University, Therefore, the following agenda was discussed.

1. Students are required to conduct a case study on any of the family member suffering from ailments viz. obesity, hypertension, diabetes, cardiovascular disorders, thyroid, anemia, underweight, food intolerance (gluten/lactose) ailments of GI tract (constipation, irritable bowel syndrome, fissures, fistulas, colitis or any other disorder). Students to stay at home and assess their parameters whichever applicable and feasible as follows:
  - A. Anthropometric measurement (height, weight, BMI, waist-hip ratio etc)
  - B. Biochemical/Clinical estimation (blood tests/ reports of any blood tests done in the past 3 months)
  - C. Dietary assessment (24 h dietary recall as per the guidelines)
2. Follow up with the patients/case study for the period of minimum 1 month.
3. Prepare a questionnaire for assessing these parameters mentioned above.
4. Prepare diet counseling tools/aids (such as folder/leaflet/brochure) for the assessment of the case study.
5. The counseling to be followed for a period of 1 month and details of the case study (pictures, name, address, clinical history) by following all the desired procedures.
6. Students are required to counsel their patients on the ways of sustaining immunity (in terms of functional foods, antioxidants, medicinal herbs etc.) in order to fight with present pandemic.

Students are required to submit the proof of all the tools used (questionnaires developed, measurement undertaken, aids used or developed (such as flashcards, video, slide share) for dietary counseling.

Report to be submitted online by September 26, 2020 positively for assessment.

Note: Students should follow the norms of social distancing/hand washing for min.20 seconds and wearing masks.

*Ritu Pradhan*  
Dr. Ritu Pradhan  
24/8/2020

*Uttara Singh*  
Dr. Uttara Singh 24/8/2020

*Namrata Sel*  
Ms. Namrata Sel

*Bhavya Kaur*  
Dr. Bhavya Kaur  
24/8/2020

*Vasudha Bansal*  
Dr. Vasudha Bansal  
24/8/2020

DEPARTMENT OF FOODS AND NUTRITION

MINUTES OF MEETING FOR NUTRITION WEEK SEPTEMBER, 2020

The Department held a meeting on Monday, August 31, 2020 at 10:30 am to discuss and plan for the upcoming Poshan Maah as per the directives of the Government. Following suggestions were given in the meeting with regards to the celebrations. A duty list was also created for the same

In the meeting the following activities were identified to be conducted during the poshan maah.

- Kitchen garden - Inauguration and development of kitchen garden with 10 immunity boosting herbs - Namrata and Bhavneet
- Preparation and administration of an online pledge / petition on healthy eating - Uttara And Vasudha
- Live session on Immunity Enhancing Beverage By Natasha – Namrata
- Outreach activities by students – Bhavneet, Vasudha and Uttara (All to divide 6 MSc students amongst themselves)
- Technical infrastructure support - Uttara and Vasudha
- Brochure – Vasudha
- Registration form/ Feedback form. – Uttara
- Photos and videos of all activities – Bhavneet
- Documentation with write up of all activities in department register - Vasudha
- Press and website – Namrata
- Overall coordination and management of all activities during poshan maah - Dr Ritu Pradhan

Dr Ritu Pradhan *Ritu Pradhan*  
Sept 01, 2020

Dr Uttara Singh *Uttara Singh*  
Sept 01, 2020

Mrs Namrata Sethi *Namrata*  
Sept 01, 2020

Dr Bhavneet Kaur *Bhavneet*  
Sept 01, 2020

Dr Vasudha Bansal *Vasudha*  
Sept 01, 2020

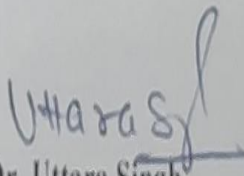
Dated: August 10, 2021

### Minutes of Meeting regarding modifications in M.Sc. syllabus

The meeting was attended by faculty of Department of Foods and Nutrition. Meeting was held in order to discuss the restructuring in the syllabus of M.Sc., 2021.

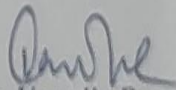
- Considering new demands of entrepreneurial skills, meeting was scheduled to discuss the restructuring of syllabus
- New avenues for internship programs were discussed
- Updation of scheme of was discussed.

  
Dr. Ritu Pradhan

  
Dr. Uttara Singh

Ms. Namrata Sethi

Dr. Bhavneet Kaur

  
Dr. Vasudha Bansal

13  
Dated: Feb 08, 2021


### Minutes of Meeting


The M.Sc students of 3<sup>rd</sup> semester presented their dissertation progress on Feb 08, 2021 at 10:30 AM via Google meet. The total of 17 students presented the slides by showing the work done in terms of:


1. Preparation of various compositions of their proposed recipes of product development followed by their sensory covered at home or neighborhood
2. Few students carried out questionnaire based study by taking the data from their locality
3. Some of the students have assessed the software based analysis of functional compounds present in the food
4. Students have been asked to finalize their sensory scores from their college visit as per the turn in order to carry out the biochemical testing

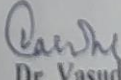
The meeting was concluded at 12 PM. In the end students were instructed to start writing their dissertation chapters for timely submission and checking.

  
Dr. Ritu Pradhan

  
Dr. Uttara Singh

  
Ms. Namrata Sethi

  
Dr. Bhavneet Kaur

  
Dr. Vasudha Bansal

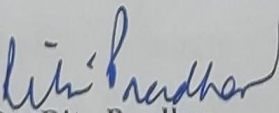
08/02/2021

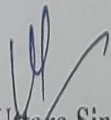
Dated: December 05, 2022


### Minutes of Meeting

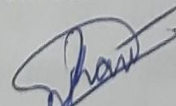
The M.Sc. students of 3<sup>th</sup> semester presented their dissertation progress on Dec 5, 2022 at 9.30 AM in foods lab. The total of 18 students of Batch 2021-2023 presented the slides in front of faculty and M.Sc. 1<sup>st</sup> semby showing their progress of the dissertation to be carried out further:

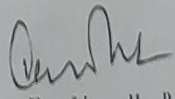
1. Students presented power-point presentation of their work carried out post synopsis presentation in Aug 2022 in terms of their data collection of survey and lab work and work of product development.
2. Faculty suggested editions in their work done and tools of the stats to be used to all the students.
3. Students were suggested to update their written work till April 2023 and get it checked timely from the faculty to avoid last day rush.
4. Students were thoroughly grilled regarding their methods and measuring tools used in product development and compositions used for their thesis work.

  
Dr. Ritu Pradhan

  
Dr. Uttara Singh

 Amrata Sethi

  
Dr. Bhavneet Kaur

  
Dr. Vasudha Basal

## MINUTES OF MEETING

### Departments of Foods and Nutrition

Date: 05.08.19

Time: 9:00a.m.

Agenda: Orientation of Dietetics/ PG Diploma in Nutrition and Dietetics / M.Sc. (Foods and Nutrition) 1<sup>st</sup> Semester

#### Welcome Address:

A welcome address has been given by HOD cum Associate Professor Dr. Ritu Pradhan to all new comers in our department. She has explained departmental rules and regulation along with all activities of department.

The following points were emphasized in the orientation program:

1. Activities of Ginger Club- Participation in every function of department like Breast Feeding Week, National Nutrition Week, Fashion Show, College function and Carnival.
2. Responsibility delegated to Dietetics/ PG Diploma in Nutrition and Dietetics / M.Sc. Foods and Nutrition Students :

#### Maintenance of Laboratories:

- B.Sc. Lab (B.Sc. Dietetics)
- M.Sc. Lab- M.Sc. 3<sup>rd</sup> Sem Foods and Nutrition
- Food Science Lab – M.Sc. 1<sup>st</sup> Sem Foods and Nutrition
- Cafeteria – PG Diploma in Nutrition and Dietetics

3. Responsibility delegated to Dietetics/ PG Diploma in Nutrition and Dietetics / M.Sc. Foods and Nutrition for Display/ Bulletin Boards:

- Maintenance of boards near water cooler – B.Sc. Dietetics
- Boards outside Lab – M.Sc. I & III Sem
- Boards outside Class & Cafeteria – PG Diploma in Nutrition and Dietetics

4. Diet Clinic – To give hands on experience on diet counseling and nutritional disorders. Diet clinic is run in Foods and Nutrition department free of cost. Roaster has been prepared for smooth operation. Students are advised to keep in touch with Ms. Namrata Sethi for its activity/ functions.

5. Internship: Orientation and regulation for internship were also explained.

- Department facilitates the internship of M.Sc. / P G Diploma in Nutrition and Dietetics.
- Students are suggested to pursue internship at 100 bedded multispeciality hospitals heaving dietetics department.
- Students to identify hospitals for internships at their own level.

**Note: All students were informed that interested candidates will get placement/ internship as per the policy of Organization/Hospitals / Institute.**

6. Students have to participate in all activities of the departments as well as college.

#### Name of the Faculty:

1. Dr. Ritu Pradhan , HOD cum Associate Professor *RP*
2. Dr. Uttara Singh , Assistant Professor *U*
3. Mrs. Namrata Sethi , Assistant Professor *N*
4. Dr. Bhavneet Kaur, Assistant Professor *BK*

12

Dated: January 15, 2021


### Minutes of Dietetics Day Celebration

The dietetics day was celebrated in the department of Foods and Nutrition on Jan 14, 2021 on the theme of 'Dietetics in CoViD 19 World: The Digital Way.

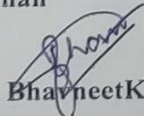
Department of FN has organized a health camp in collaboration with Healing Hospital, Sector 34, Chandigarh. DrEkawali Gupta, MS Obstetrics & Gynecology and her para-medical staff have been invited for the consultation for college staff and students. Respected Principal, DrSudhaKatyal greeted the invited guest. Dr. Gupta answered the queries of the registered participants followed by their regular check-up of blood pressure and random blood sugar. Nearly 70 participants were registered under the health camp.

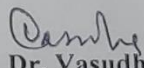
Department also launched a digital platform for diet counseling on the college website, where the queries based on the healthy eating & balanced nutrition will be followed up. Furthermore, an online recipe competition was also organized where the entries on recipe based on inclusion of 5 food groups were invited.

  
Dr. Ritu Pradhan

  
Dr. Uttara Singh

  
Ms. Namrata Sethi

  
Dr. Bhavneet Kaur

  
Dr. Vasudha Bansal



## MINUTES OF MEETING

Departments of Foods and Nutrition

Date: 14.10.2020

Time: 9:00a.m.

Agenda: Discussion and Evaluation of the report of summer training and internship of the PG Diploma in Nutrition and Dietetics II nd Semester / M.Sc. (Foods and Nutrition) IVth Semester.

1. As directed by Panjab University, Chandigarh (no/ Misc/AI/30997 -3/2/36 dated 05.08.2020) regarding the completion of the internship /summer training.
2. Case study submitted by the students of PG Diploma in Nutrition and Dietetics II nd Semester / M.Sc. (Foods and Nutrition) IVth Semester were discussed and evaluated.
3. The parameters like disease selected, dietary intervention given and anthropometric and biochemical intervention undertaken were discussed.
4. 25 PG Diploma in Nutrition and Dietetics II nd Semester and 13 M.Sc. (Foods and Nutrition) IVth Semester submitted their case studies.
5. They were awarded satisfactory to fulfill the criterion of internship undertaken.

### Name of the Faculty:

1. Dr. Ritu Pradhan , HOD cum Associate Professor
2. Dr. Bhavneet Kaur, Assistant Professor
3. Mrs. Namrata Sethi , Assistant Professor
4. Dr. Vasudha Bansal, Assistant Professor


*RP*  
13/10/2020  
*Namrata*  
13/10/2020


Dated: January 13, 2021


### Minutes of Meeting regarding preparation of NAAC 2021

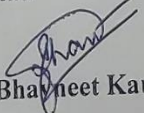
The meeting was attended by faculty of Department of Foods and Nutrition. Meeting was held in order to discuss the work line for the coming up NAAC, 2021.

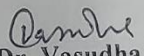
- Updation of department records in terms of diary meetings, registers were discussed
- Purchases which are to be done based on departmental needs viz. boards, stationary, cutlery, department banner were discussed.
- Updation of online and offline records of diet clinic was discussed. *In addition, personal record updation was also instructed.*

  
Dr. Ritu Pradhan

  
Dr. Uttara Singh

  
Ms. Namrata Sethi

  
Dr. Bhavneet Kaur

  
Dr. Vasudha Bansal

## 2. Discussion regarding upcoming college carnival


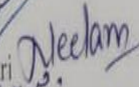
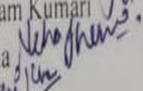


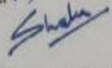


Prof. Reetinder Brar addressed all the teachers of the department regarding the objectives of upcoming college carnival. The objectives were:

- To get sponsors for the event
- To prepare students of the department for conducting various activities and psychological fun games to be played during the carnival
- To select students for role playing (fairy & cartoon characters)
- To allot students their duties for conducting various activities

## 3. Allotment of teachers as class in-charge was the final agenda of the meeting

Mrs. Neelam was given the responsibility of M.Sc. HDFR as their class in-charge  
Dr. Neha Sharma as P.G Diploma in-charge and Mrs. Shikha as B.Sc. in-charge respectively.

Following teachers of the department attended the meeting :

1. Prof. Reetinder Brar 
2. Asst. Prof. Neelam Kumari 
3. Dr. Neha Sharma 
4. Mrs. Shikha 
5. Dr. Shabana 
6. Mrs. Shalu 
7. Ms Vibha (Resource Person) 
8. Ms Anant (Resource Person) 

6. P.G. Diploma Internship - Date to be yet decided and tentative date should be during the first week of September 2018.
7. M.Sc Internship to be held during next week that is from 22-08-2018 to 25-08-2018.
8. Visit to Family Counselling Centre to be held shortly.
9. Follow-up of the whole schedule and discussions to be held on next Monday i.e. 27-08-2018.

Prof. Reetinder Brar 20/8/18 (-Head of the Deptt.)  
 Mrs. Neelam Kumari Neelam  
 Dr. Neha Sharma Neha Sharma 20/8/18  
 Miss Shikha Garg Shikha 20/8/18  
 Miss Vibha Vibha 20/8/18  
 Miss Urvasi Khanna Urvasi Khanna 20/8/18

HDFR

28<sup>th</sup> January 2020

11 o'clk

MINUTES OF THE MEETING

Allotment of M.Sc HDFR (2<sup>nd</sup> Semester) students to their mentors through lottery system.

Following was the outcome:

Prof. Sudha Katyaj & Mrs Nupur	-	Garima
Prof. Rectinder Buar	-	Pooja & Alka <u>Am</u> 31/1/2020
Major Neelam	-	Gudija & Ramandeep <u>Neelam</u>
Dr Neha Sharma	-	Samvidhi & Shirani <u>Neha</u> 28/1/2020
Dr Shabana	-	Hardehdeep & Rakita <u>Shab</u> 28/1/2020
Mrs Shalini	-	Nifya & Muskan <u>Shal</u>
Mrs Shikha	-	Spinder & Kanchan <u>Shikha</u>
Mrs Nupur	-	Neeru

Nupur  
28/1/2020

It was pointed out that department needs students furniture sets (table, chair with back) as there is no such furniture for B.Sc and M.Sc students of the department.  
(Mrs. Neelam to follow it up)

- Meetings will be held at departmental level on 2<sup>nd</sup> ~~or~~ and 4<sup>th</sup> wednesday of every month.
- To review wifi/<sup>internet</sup> services for quality.
- It was encouraged to apply for projects to various agencies.
- Students concerns would be dealt with during the departmental meetings...

Amu  
28/3/2017

Sanu  
28/3/2017  
Dr. Arun Chandra

Neha / Hameed  
28/03/2017

AS  
March 28, 2017

Minutes of the meeting

20/08/2018

1. Welcoming of new staff members by the Head of the Department.

2. M.Sc ViVa Exam date to be announced soon.

3. Instructions on conduct of Annual Functions of the department.

→ Catharsis

→ Happiness Week

Brainstorming sessions on both will be conducted soon to decide on various activities during both the events.

1. Movie

2. Motivational Lecture

3. Yoga & Relax

Emotional Freedom Technique

sec-16 - Neeraj

4. Poster making competition on happiness and well-being

4. Chaitanya Nursery School - Annual Day Celebrations - selection of Theme

5. Snehalaya - Malaya - <sup>Director, Social Welfare</sup> Department wants counsellor to be there - Identify students for counselling - Department Visit to be held soon for Snehalaya.

28 March  
2017

⑮ Minutes of the meeting

1. Dr. Jagjivan, Dr. Reetinder, Dr. Ravneet would be ~~taking~~ <sup>taking</sup> one student each. 16.

2. Dr. Narinder, Mrs. Neelam and Dr. Neha Sharma would be taking 2 students each.

Students have been allocated as per the following:

1. Dr. Jagjivan ~~Sam~~  
Anant Brae
2. Dr. Reetinder ~~Sam~~  
Anjali Chaudary
3. Dr. Ravneet  
Rashmi Raw ~~Sam~~
4. Mrs. Neelam Neelam  
Gharal  
Kritika
5. Dr. Neha Sharma  
Mehak  
Prabhjot
6. Dr. Narinder ~~Sam~~  
Payal  
Nisha



## MINUTES OF THE MEETING

Date: 25<sup>th</sup> March 2022

1. Planning for Placement Mela to be held in March.
2. Planning for Pesham Pashwada. Healthy recipes to be demonstrated on 28<sup>th</sup> March, Monday; Assign the clubs to students  
Nupur to
3. Thesis allotment will be done on Monday. Guides will be allotted to students on Monday, March 28<sup>th</sup>.
4. A talk or webinar needs to be conducted. Resource persons will be contacted to conduct the same. Nupur to contact - Varadha (alumni)
5. An activity with Open Eyes Foundation will be conducted with Meha to do be needful
6. Extension Activities and visits will be planned by all the staff members and pictures to be submitted to the department
7. Planning for Counselling Mela to be done with the help of CGFC. Diptansu guk

### Members present:

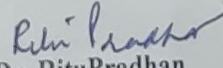
1. Prof. Leetindar Brar 25/03/2022
2. Maj Neelam Neelam
3. Dr Neha Sharma Neelam 25/03/2022
4. Ms Nupur Bhatnagar Nupur 25/3/22


Dated: January 11, 2021

**Minutes of meeting regarding activities to be undertaken  
for the celebration of dietetics day**

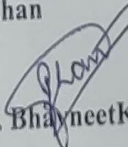
The meeting was held in the department of Foods and Nutrition on Jan 11, 2021 at 10.A.M in order to plan the activities for conducting the celebration of dietetics day in the college. All the faculty of dept. of FN attended the meeting. The following activities were discussed in order to conduct and implement on the celebration day.

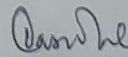
1. Recipe Competition based on the theme 'Create a healthy plate, Let's see what you ate' was finalized as one of the activities to conduct online. Guidelines regarding recipe preparation, presentation, innovation, ingredients to be used and mode of sending were discussed. The guidelines for brochure preparation and google form were also the part of discussion.
2. Since, the theme of dietetics day 2021 is Dietetics in CoViD 19 World: The Digital Way, thereby, we decided to launch a digital platform for diet counseling on our college website so that masses of people can be benefitted from this digital initiative.
3. Further, discussion on organizing a health camp in collaboration with Healing Hospital, sec 34, Chandigarh was held. On talking to the hospital, DrEkawali Gupta, MS Obstetrics & Gynecology had given the consent for her presence on that day as health consultant. She confirmed her presence with para-medical staff to be present on the celebration of dietetics day on Jan 14, 2020 at 10.30 A.M.
4. External arrangements for tea, flowers and photographer were also discussed in the meeting.

  
Dr. Ritu Pradhan

  
Dr. Uttara Singh

  
Ms. Namrata Sethi

  
Dr. Bhayneet Kaur

  
Dr. Vasudha Bansal

Date- 29/01/2019

Time- 10:00 am

## Department of Human Development and Family Relations

### Minutes of the Meeting

- Agenda: 1. Allotment of M.Sc. students for Dissertation  
2. Discussion regarding upcoming college carnival  
3. Allotment of teachers as class in-charge

#### 1. Allotment of M.Sc. students for M.Sc. Dissertation

All the respective teachers of the department were allotted M.Sc. students of HDFR 2<sup>nd</sup> semester for their dissertation work.

Following are the names of the teachers who would be serving as guide along with the names of their allotted students

Sr. No.	Name Of The Teachers	Name Of The Students
1	Prof Reetinder Brar	Neha Rai, Meenakshi
2	Prof Neelam Kumari	Ankita, Deepanshi
3	Dr. Neha Sharma	Sudevi, Margesi
4	Dr. Shabana	Mehak, Madhu
5	Mrs. Shalu	Meghana
6	Mrs. Shikha	Prabhleen, Aanchal
7	Ms Vibha	Kulsum (Mrs. Shikha)
8	Ms Anant	Nisha (Dr. Neha Sharma)

03<sup>rd</sup> June, 2021  
11.00 am - 12.00 noon

A meeting was held in the Clothing and Textiles department on 03<sup>rd</sup> June, 2021. The agenda of the meeting was regarding the presentation of pre-submission of thesis by the M.Sc IV<sup>th</sup> sem students to check their progress and work done. The date was pre submission presentation to be conducted on 9<sup>th</sup> and 10<sup>th</sup> June.

Quack *SN*

*Mr. Mani*

Prof. Raju

*SN*

19<sup>th</sup> July 2021  
12.30 pm to 1.30 pm

A staff meeting was held in the department on 19<sup>th</sup> July 2021. The agenda of the meeting was regarding an online exhibition to be conducted by IT department and display to be done by the students in SIDDP window. The faculty was allotted duties for the display.

Faculty  
HP  
12/19/21

6 Sep 2018.

A staff meeting was held to discuss following agendas.

1. Textile Week - will start from 13<sup>th</sup> Sep 2018. Interclass competitions of folder making, table utility baskets, coasters, paper bags, mobile pouches, painted wall panels, Invitation cards, place mats etc will be held during this week. Duties were assigned to staff members for various competitions.

2. Youth Festival (Heritage items).

Teacher incharges were made to assist to assess and guide the students participating in the Heritage items (Phulkari, Bagha, Saruti, Crochet knitting, Pakhi making, Peerhi Making, Guaddi Patole)

Assignment  
06/9/18

Amulchawal  
6/9/2018

Leela  
6/9/18

Pooja  
6/9/18

Leysach  
6/9/18

Sharna  
6/9/18

Group  
06/09/18

Chay  
6.9.18

Prachi  
6/9/18

Prachi  
6/9/18

Prachi  
6/9/18

14 September 2021  
10.30 am - 12.00 noon

A staff meeting was held in the CT department on 14<sup>th</sup> September 2021. The agenda of the meeting was to discuss about the virtual exhibition to be held in the month of October. The products to be made and displayed were decided like masks, laptop sleeves, wall panels, recycling products that contribute towards sustainability.

Umesh                      Pratik  
Pratik                      Pratik  
Pratik                      Pratik  
Pratik                      Pratik

25 August, 2018

A staff meeting was held to discuss about duties regarding following activities

- Textile Week, 2018
- Daynum Project progress
- Planning for heritage items participation in Youth fest 2018.

1. Lajeel 25/8/18
2. Louise 25/8/18
3. Annabel 25/8/18
4. Leah 25/8/18
5. SP 25/8/18
6. Alice 25/8/18
7. Fern 25/8/18
8. Robyn
9. [unclear]
10. Leanne
11. Sharna
12. [unclear]



24th August 2020  
11.30- 12.30pm

A staff meeting was held in the department on 24th August 2020 at 11.30am to discuss the following agendas

1. Duties regarding maintenance of departmental records for NAAC in which various duties were assigned to staff members for maintaining records of the department.
2. Textile week - Tentative dates were decided for the textile week and interclass competitions of fabric bookmark making, sewing denim, embroidery on handkerchief and workshops for students of the department were discussed.

*(Signature)*  
R. Ramesh  
R. Ramesh

9th August 2021  
1.00 pm - 2.00 pm

A meeting was conducted in CT department on 9th August 2021. The agenda of meeting was regarding admission duties and the scrutiny of forms of Fashion designing.

Amith  
Rajeev  
Kabir  
Pranav  
Harsh

### 3. LISTS OF STUDENT COUNCIL

#### Student Council 2017-18

Designation	Name of the Student
President	Gitanjali Gupta
Vice-President	Abhishika Longia
Secretary cum Treasurer	Jasleen Kaur
B.Sc 3 <sup>rd</sup> CLASS REPRESENTATIVE	Rajni
B.Sc 2 <sup>nd</sup> CR SECTION - A	Anjali
B.Sc 2 <sup>nd</sup> CR SECTION - B	Agam
B.Sc 1 <sup>st</sup> CR SECTION - A	Sonali
B.Sc 1 <sup>st</sup> CR SECTION - B	Vaishali
Post Graduate CR	Tanya Jain
FD 1 <sup>st</sup> Year CR	Preeti
FD 2 <sup>nd</sup> Year CR	Aashna
FD 3 <sup>rd</sup> Year CR	Priya
NSS Incharge	Manita & Shilpa
NCC Incharge	Ankita
Environment Incharge	Shivani
Press Incharge	Anupreet
Sports Incharge	Sarmishtha

## Student Council

2018-19

Post	Name
President	Anjali
Vice-President	Aakanksha
Secretary cum Treasurer	Agam Kaur Hira
B.Sc. H.Sc. 1 <sup>st</sup> year CR Sec A	Panya Mathur
B.Sc. H.Sc. 1 <sup>st</sup> year CR Sec B	Meghna Narang
B.Sc. H.Sc. 2 <sup>nd</sup> year CR Sec A	Urvashi Rana
B.Sc. H.Sc. 2 <sup>nd</sup> year CR Sec B	Apreet Buttar
B.Sc. H.Sc. 3 <sup>rd</sup> year CR	Shriya Bansal
P.G. Diploma CR	Sukhleen Kaur
NSS Incharge	Navpreet Kaur and Dhriti
NCC Incharge	Amanpreet Kaur
Sports Incharge	Diljot Kaur
Environment Incharge	Ishita Singh
B.Sc. F.D. 1 <sup>st</sup> year CR	Jyoti
B.Sc. F.D. 2 <sup>nd</sup> year CR	Aayushi Moudgil
B.Sc. F.D. 3 <sup>rd</sup> year CR	Aashna
Press Incharge	Anupreet Kaur Sobti
Placement Incharge	Geetanjali Gupta (M.Sc) Tanya Thapar (B.Sc)









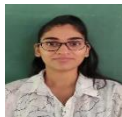


## Student Council











2019-2020

Post	Name
President	Vaishali Laller
Vice-President	Aditi
Secretary cum Treasurer	Niharika Vohra
B.Sc. H.Sc. 3 <sup>rd</sup> year CR	U.O. Ashman kaur
Bsc. Hsc. 2 <sup>nd</sup> year CR	Stuti
Bsc. Hsc. 1 <sup>st</sup> year CR	Preesha
Bsc. F.D. 3 <sup>rd</sup> year CR	Khushi
Bsc. F.D. 2 <sup>nd</sup> year CR	Molika
Bsc. F.D. 1 <sup>ST</sup> year CR	Ritika
Post graduation CR	Deepanshi
NSS Incharge	Babita Ishita
NCC Incharge	S.U.O. Harsukhman kaur
Placement Incharge	Apreet Rasika Garg
Environment Incharge	Vedika Sehgal
Cultural Incharge	Mrinalini
Sports Incharge	Ankita
Press Incharge	Anupreet kaur sobti

# Student Council

## 2022-2023

1	Pawani Bajaj	PRESIDENT	
2	Riza	Vice- president	
3	Sehajpreet kaur	Secretary cum treasurer	
4	Avleen Kaur	B.Sc (H.Sc) 3rd year Class representative	
5	Vaani	B.Sc (H.Sc) 2nd year section-A CR	
6	Rajvinder Kaur	B.Sc (H.Sc) 2nd year section-B CR	
7	Renu	B.Sc (H.Sc) 1st year section-A CR	
8	Mannat	B.Sc (H.Sc) 1st year section-B CR	
9	Kiran Kaushik	B.Sc (FD) 3rdYear CR	
10	Isha	B.Sc (FD) 2nd Year CR	
11	Sharishti	B.Sc (FD) 1st Year CR	

12	Saloni Gupta	NCC Incharge	
13	Anjali Kadian	NSS Incharge	
14	Kritagya Sharma	NSS Incharge	
15	Preeti Yadav	Sports Incharge	
16	Akanksha Rakheja	Press incharge	
17	Rhythm Khanna	Enviormental Incharge	
18	Kanika	Placement Incharge (P.G)	
19	Dakshpreet kaur	Placement Incharge(U.G)	
20	Livjot Kaur	Literary Incharge	
21	Archita Bansal	Cultural Incharge	

#### 4. LINKS FOR CELLS

- IIC (Institutional Innovation Council)

<https://homescience10.ac.in/composition-of-iic>

- Innovation Entrepreneurship and Placement Cell

<https://homescience10.ac.in/placement-cell>

- Anti Ragging Cell

<https://homescience10.ac.in/anti-ragging-squad>

- Sexual Harassment & Grievance Redressal Committee

<https://homescience10.ac.in/women-cell-sexual-harassment-and-grievance-redressal-committee>

- IQAC

<https://homescience10.ac.in/iqac-members>