



Post Graduate Government College for Girls, Sector 42, Chandigarh

Affiliated to Panjab University, Chandigarh



NAAC Accredited 'A' Grade (CGPA – 3.21)

AISHE Code : C-29391

Internal Quality Assurance Cell (IQAC)



Prof. Lakhvir Singh
IQAC Coordinator

Prof. Nisha Aggarwal
Principal



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6.2.2: Additional Information on College Organisation and its Institutional bodies mentioning “WHOM TO CONTACT” within College for various Administrative and Academic activities.

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S. No	Name of the Committee	Name of the In-charge	Venue
1.	e- Campus Software Solution Committee (www.dhe.chd.gov.in)	Prof. Punam Agarwal	Room No. 10, Admin Block, Ground Floor
		Mr. Sudhir Kumar Sharma Ms. Nidhi Goyal Ms. Anu Chawla	
2.	College Website Committee (www.gcg42.ac.in)	Prof. Punam Agarwal	
		Mr. Sudhir Kumar Sharma	
3.	College Alumni Website Committee (www.gcg42alumni.in)	Dr. Abha Sudarshan	Department of Public Administration, Science Block, 3 rd Floor
		Mr. Mohit Verma	
4.	Anti-Ragging Committee	Ms. Kamlesh Kumari Vice Principal	Room No. 12, Admin Block, Ground Floor
5.	Anti-Sexual Harassment Cell and Student's Suggestion Cell	Ms. Jasreet Kaur	Department of Functional English, IT Block, 1 st Floor
6.	Registrar, Examination	Prof. Deepika Kansal	Room No.3, Admin Block, Ground Floor
7.	Refund/Withdrawal of Fee	Ms. Paramjit Kaur Trehan, Bursar	Room No 13, Admin Block, Ground Floor
8.	Student's Welfare Fund Committee, Fee Concessions and Scholarships	Ms. Keerat Brar	Department of Economics, IT Block, 2 nd Floor
9.	Time Table	Prof. Deepika Kansal	Room No 03, Admin Block, Ground Floor
10.	Subject Change Committee	Mr. Surinder Kumar	Department of Geography, Science Block, 2 nd Floor
11.	<u>Lecture Shortage Committee</u>		
	Science	Mr. Suresh Kumar	Department of Physics, Science Block, 1 st Floor
	Arts	Dr. Ranjay Vardhan	Department of Sociology, Science Block, Ground Floor
	Commerce and BCA	Mr. T.C.Garg	Department of Commerce, IT Block, 3 rd Floor
	PG Classes	Prof. Sudhir Hindwan Dr. Purnendu Ranjan	Department of Political Science, Science Block, 1 st Floor Department of History, Science Block, 2 nd Floor

S. No	Name of the Committee	Name of the In-charge	Venue
12.	Student's Feedback Committee In-charge	Prof. Deepika Kansal	Room No 03, Admin Block, Ground Floor
13.	Foreign Students	Dr. Rumeena Surjit Singh	Department of Psychology, Science, 3 rd Floor
14.	Aadhar Card	Dr. Nemi Chand Golia	Department of Public Administration, Science Block, 3 rd Floor
15.	Voter Card	Dr. Silender Kumar	Department of Public Administration, Science Block, 3 rd Floor
16.	NCC	Ms. Amrit Kaur	Room No. 6, Admin Block, Ground Floor
17.	NSS	Mr. Mehar Chand	Room No. 4, Admin Block, Ground Floor
18.	Cultural Activities	Ms. Sadhna Chaudhary	Department of Music (V), Science Block, 3 rd Floor
19.	Hostel Admission Committee	Ms. Nirupinder Kaur	Hostel Office
20.	Hostel Welfare Committee	Dr. Seema Gupta	Department of Chemistry, Science Block, Ground Floor
21.	Hostel Superintendent/ Warden	Ms. Preeti Sood	Hostel Office
22.	Students' Suggestion Box	Ms. Jasreet Kaur	Department of Functional English, IT Block, 1 st Floor
23.	Differently Abled Student Welfare	Prof. Lakhvir Singh	Department of Sanskrit, IT Block, 3 rd Floor
24.	Women Cell	Ms. Jasreet Kaur	Department of Functional English, IT Block, 1 st Floor
25.	Career Guidance and Placement Cell	Prof. Lakhvir Singh	Department of Sanskrit, IT Block, 3 rd Floor
26.	SC / ST Cell	Dr. Surinder Kaur	Department of Punjabi, IT Block, 1 st Floor
27.	Medical Aid	Ms. Razia	Hostel (Ground Floor)

Post Graduate Diploma Programmes

S. No	Name of the Course	Course Co-ordinator	Venue
1.	PG Diploma in Chemical Analysis of Food	Dr. Rajendra Swain	Department of Chemistry, Science Block, Ground Floor
2.	PG Diploma in Computer Application	Prof. Punam Agarwal	Department of Commerce, IT Block, 3 rd Floor
3.	PG Diploma in Cyber Crime	Dr. Nemi Chand Golia	Department of Public Administration, Science Block, 3 rd Floor
4.	PG Diploma in Guidance and Counselling	Dr. Rumeena Surjit Singh	Department of Psychology, Science, 3 rd Floor
5.	PG Diploma in Mass Communication	Ms. Sonia Sikand	Department of Mass Communication, IT Block, 1 st Floor
6.	PG Diploma in Translation (English to Hindi)	Dr. Sapna Malhotra	Department of Hindi, Science Block, 2 nd Floor

Add-On/Career Oriented Programmes

1.	Animation and Graphics	Ms. Kamlesh Kumari	Department of Physics, Science Block, 1 st Floor
2.	Bioinformatics	Dr. Vikas Sharma	Department of Bioinformatics, Science Block, 1 st Floor
3.	Cosmetology	Dr. Manpreet Kaur	Department of Home Science, Science Block, Ground Floor
4.	Disaster Management	Mr. Surinder Kumar	Department of Geography, Science Block, 2 nd Floor
5.	Entrepreneurship	Prof. Kamlesh Bajaj	Department of Commerce, IT Block, 3 rd Floor
6.	Environmental Auditing	Ms. Mamta Sharma	Department of Geography, Science Block, 2 nd Floor
7.	Event Management	Prof. Lakhvir Singh	Department of Sanskrit, IT Block, 3 rd Floor
8.	Mass Communication and Video Production	Ms. Sonia Sikand	Department of Mass Communication, IT Block, 1 st Floor
9.	Music	Ms. Sadhna Chaudhary	Department of Music (V), Science Block, 3 rd Floor
10.	Tourism and Travel Management	Dr. Nemi Chand Golia	Department of Public Administration, Science Block, 3 rd Floor
11.	Web Designing and Multimedia	Prof. Punam Agarwal	Room No. 10, Admin Block, Ground Floor

S. No	Name of the Committee	Name of the In-charge	Venue
1.	e- Campus Software Solution Committee (www.dhe.chd.gov.in)	Ms. Neeru Sehgal, Vice Principal	Room No. 12 , Admin Block, Ground Floor
		Mr. Sudhir Kumar Sharma Ms. Nidhi Goyal Ms. Anu Chawla	Department of Computer Applications , IT Block, Ground Floor
2.	College Website Committee (www.gcg42.ac.in)	Dr. Dalip Kumar	Department of Zoology , Science Block, 1 st Floor
		Mr. Sudhir Kumar Sharma	Department of Computer Applications , IT Block, Ground Floor
3.	College Alumni Website Committee (www.gcg42alumni.in)	Dr. Abha Sudarshan	Department of Public Administration , Science Block, 3 rd Floor
		Mr. Mohit Verma	Department of Public Administration , Science Block, 3 rd Floor
4.	Anti-Ragging Committee	Ms. Neeru Sehgal, Vice Principal	Room No. 12 , Admin Block, Ground Floor
5.	Anti -Sexual Harassment Cell and Student's Suggestion Cell	Prof. Jyoti Seth	Department of Sociology , Science Block, Ground Floor
6.	Refund/Withdrawal of Fee	Prof. Indu Jindal	Room No 13 , Admin Block, Ground Floor
7.	Fee Concessions and Scholarships	Ms. Keerat Brar	Department of Economics , IT Block, 2 nd Floor
8.	Time Table	Prof. Deepika Kansal	Room No 03 , Admin Block, Ground Floor
9.	Subject Change Committee	Dr. Harjeet Kaur	Department of Physics , Science Block, 1 st Floor
<u>Student's Welfare Fund Committee</u>			
10.	Arts	Ms. Nirupinder Kaur	Department of Economics , IT Block, 2 nd Floor
	Science	Dr. Neelima Talwar	Department of Zoology , Science Block, 1 st Floor
	Commerce and IT	Prof. Punam Agarwal	Department of Commerce , IT Block, 3 rd Floor
11.	Tutorials	Ms. Harvinder Kaur	Department of English , IT Block, 1 st Floor
<u>Lecture Shortage Committee</u>			
12.	Science	Mr. Suresh Kumar	Department of Physics , Science Block, 1 st Floor
	Arts	Dr. Neelima Talwar	Department of Zoology , Science Block, 1 st Floor
	Commerce and BCA	Mr. T.C. Garg	Department of Commerce , IT Block, 3 rd Floor
	PG Classes	Ms. Harvinder Kaur	Department of English , IT Block, 1 st Floor
13.	Student's Feedback Committee In-charge	Prof. Deepika Kansal	Room No 03 , Admin Block, Ground Floor
14.	Foreign Students	Dr. Rumeena Surjit Singh	Department of Psychology , Science, 3 rd Floor
15.	Aadhar Card	Dr. Nemi Chand Golia	Department of Public Administration , Science Block, 3 rd Floor

Societies		
	Aids Awareness/ Public Health/ Blood Donation/ Community Hygiene and Sanitation	Dr. Dalip Kumar Department of Zoology, Science Block, 1st Floor
	Stress Management/ Drug De Addiction Society	Dr. Rumeena Surjit Singh Department of Psychology, Science, 3rd Floor
	Best out of Waste/ Environment Society	Dr. Sushma Gupta Department of Zoology, Science Block, 1st Floor
	Commerce Society	Prof. Kamlesh Bajaj Department of Commerce, IT Block, 3rd Floor
16.	Cultural and Heritage Society	Ms. Paramjit Kaur Department of Commerce, IT Block, 1st Floor
	Gender Equity and Woman Empowerment Society	Prof. Jyoti Seth Department of Sociology, Admin Block, Ground Floor
	Literary Society	Ms. Sonia Sikand Video Studio, IT Block, 1st Floor
	Science Society	Ms. Puneet Jyoti Department of Physics, Science Block, 1st Floor
	Traffic Awareness Society	Mr. Surinder Kumar Department of Geography, Science Block, 2nd Floor
	Olympism Society	Dr. Ram Niwas Yadav Department of Physical Education, Gymnasium Hall above Canteen
	Rotract Club	Dr. Harjeet Kaur Department of Physics, Science Block, 1st Floor
17.	NCC	Ms. Amrit Kaur Department of Sociology, Science Block, Ground Floor
18.	NSS	Dr. Gurmel Singh Department of Punjabi, IT Block, 1st Floor
19.	Youth Festival	Ms. Paramjit Kaur Department of Commerce, IT Block, 3rd Floor
20.	Hostel Admission Committee	Ms. Nirupinder Kaur Hostel Office
21.	Hostel Welfare Committee	Ms. Harvinder kaur Department of English, IT Block, 1st Floor
22.	Hostel Superintendent/ Warden	Ms. Preeti Sood Hostel Office

S.No.	Name of Faculty	Committees	Department/ Room No.
1.	Prof. Binu Dogra Principal	Administrator Cum Chairperson of all the Committees	Room No. 1 Admin Block, Ground Floor
2.	Ms. Sushmita Dean	<ul style="list-style-type: none"> • Coordinator, Admissions (Arts) • Overall Incharge, Hostel Welfare Committee • Overall Incharge, Lecture Shortage (Arts) 	Room No. 12 Admin Block, Ground Floor
3.	Ms. Neeru Sehgal Vice Principal	<ul style="list-style-type: none"> • Overall Incharge, Purchase Committee • Overall Incharge, College Cleanliness and Beautification Committee • Overall Incharge, Students' Body Election • Overall Incharge, Write off Committee • Coordinator, Admissions (Science) • Overall Incharge, Lecture Shortage (Science) • Overall Incharge, Annual Prize Distribution Committee • Convener, Anti Ragging Committee 	Room No. 12 Admin Block, Ground Floor
4.	Prof. Jyoti Seth	<ul style="list-style-type: none"> • Convener, Anti Sexual Harasment Cell • Convener, Gender Equity and Women Cell • Convener, Students' Suggestion Cell 	Department of Sociology, Room No. 34, Science Block, Ground Floor
5.	Ms. Anju Trikha	<ul style="list-style-type: none"> • Convener, Sports Committee 	Department of Physical Education, Gymnasium Hall, Above Canteen
6.	Ms. Kamlesh Kumari	<ul style="list-style-type: none"> • Coordinator, Science Admissions • Convener, Lecture Shortage Committee (Science and Computer Science) 	Department of Physics, Science Block, 1 st Floor
7.	Prof. Kamlesh Bajaj	<ul style="list-style-type: none"> • Convener, Inspection Committee • Convener, Lecture Shortage (Commerce) 	Department of Commerce, IT Block, 3 rd Floor
8.	Ms. Rupinder Kaur	<ul style="list-style-type: none"> • Convener, Subject Change Committee 	Punjabi Department, IT Block, 1 st Floor
9.	Prof. Amandeep Kaur	<ul style="list-style-type: none"> • Convener, College Contract Committee 	Department of Commerce, IT Block, 3 rd Floor
10.	Dr. Abha Sudarshan	<ul style="list-style-type: none"> • Convener, Alumni Association 	Department of Public Administration, Science Block, 3 rd Floor
11.	Prof. Punam Agarwal	<ul style="list-style-type: none"> • Coordinator, RUSA Cell • Convener, E-Documenting Committee • Convener, College Purchase Committee 	Department of Commerce, IT Block, 3 rd Floor
12.	Ms. Keerat Brar	<ul style="list-style-type: none"> • Convener, Fee Concession and Scholarships • Convener, Students' Welfare Staff Fund Committee 	Department of Economics, IT Block, 2 nd Floor
13.	Mr. Suresh Kumar	<ul style="list-style-type: none"> • Staff Secretary • Convener, Lecture Shortage (Science) 	Department of Physics, Science Block, 1 st Floor
14.	Dr. Gurmel Singh	<ul style="list-style-type: none"> • Convener, NSS Committee 	Room No. 4, Admin Block, Ground Floor
15.	Dr. Dalip Kumar	<ul style="list-style-type: none"> • Convener, UGC and NAAC Committee • Convener, Public Relation Committee 	Room No. 119, Science Block, 1 st Floor
16.	Prof. Indu Jindal	<ul style="list-style-type: none"> • College Bursar • Convener, Write-off Committee 	Room No. 13, Admin Block, Ground Floor

17.	Ms. Harvinder Kaur	<ul style="list-style-type: none"> • Convener, Lecture Shortage Committee (Masters) • Convener, Tutorial Groups Committee • Convener, Fresher and Farewell 	Department of English, IT Block, 1 st Floor
18.	Mr. Jagan Nath	<ul style="list-style-type: none"> • Convener, Students' Body Elections • Convener, Committee for Competitive Examinations 	Department of Public Administration, Science Block, 3 rd Floor
19.	Dr. Sushma Gupta	<ul style="list-style-type: none"> • Convener, Environmental Education 	Department of Zoology, Science Block, 1 st Floor
20.	Prof. Deepika Kansal	<ul style="list-style-type: none"> • Registrar, Examinations • Convener, Students' Feedback Committee • Convener, Time Table Committee • Convener, Proctorial Committee 	Room No. 3, Admin Block, Ground Floor
21.	Ms. Monica Singh	<ul style="list-style-type: none"> • Convener, College Annual Report Committee 	Communication Skill Lab, IT Block, 1 st Floor
22.	Ms. Nirupinder Kaur	<ul style="list-style-type: none"> • Convener, Students' Welfare Fund Committee 	Department of Economics, IT Block, 2 nd Floor
23.	Dr. Seema Gupta	<ul style="list-style-type: none"> • Convener, Annual Prize Distribution Committee 	Department of Chemistry, Science Block, Ground Floor
24.	Prof. Lakhvir Singh	<ul style="list-style-type: none"> • Convener, Prospectus Committee • Convener, Committee for RTI Cases 	Department of Sanskrit, IT Block, 3 rd Floor
25.	Ms. Sonia Sikand	<ul style="list-style-type: none"> • Advisor, College Magazine Editorial Board 	Video Studio, 1 st Floor, IT Block
26.	Mr. Surinder Kumar	<ul style="list-style-type: none"> • Convener, Parking Facilitation Committee 	Department of Geography, Science Block, 2 nd Floor
27.	Ms. Gagandeep Grewal	<ul style="list-style-type: none"> • Convener, Staff Room Committee 	Department of English IT Block, 1 st Floor
28.	Ms. Anu Bassi	<ul style="list-style-type: none"> • Convener, Library Committee 	Department of Political Science, Room No. 112, Science Block, 1 st Floor
29.	Dr. Neelima Talwar	<ul style="list-style-type: none"> • Convener, Lecture Shortage (Arts) 	Department of Zoology, Science Block, 1 st Floor
30.	Ms. Anita Mehta	<ul style="list-style-type: none"> • Convener, Technical Committee 	Department of Botany, Science Block, 2 nd Floor
31.	Ms. Paramjit Kaur	<ul style="list-style-type: none"> • Convener, Youth Festival 	Department of Commerce, 3 rd Floor, IT Block
32.	Dr. Rumeena Surjit Singh	<ul style="list-style-type: none"> • Convener, Upkeep of Auditorium 	Psychology Department, Science Block, 3 rd Floor
33.	Dr. Ranjay Vardhan	<ul style="list-style-type: none"> • Chief Editor, College Magazine 	Department of Sociology, Room No. 34, Science Block, Ground Floor
34.	Dr. Urmila Rani	<ul style="list-style-type: none"> • Convener, Tutorial Groups Committee 	Department of Mathematics, Room No. 22, Science Block, Ground Floor
35.	Dr. Mamta Malhotra	<ul style="list-style-type: none"> • Convener, Decoration Committee 	Department of Commerce, IT Block, 3 rd Floor
36.	Dr. Manpreet Kaur	<ul style="list-style-type: none"> • Convener, Hospitality Committee 	Department of Home Science, Science Block, Ground Floor
37.	Prof. Manjit Kaur	<ul style="list-style-type: none"> • Convener, Career Counselling and Placement Cell • Convener, Committee for Personality Development Classes 	Placement Cell, IT Block, 1 st Floor
38.	Dr. Purnendu Ranjan	<ul style="list-style-type: none"> • Convener, Discipline Committee 	Department of History, Science Block, 2 nd Floor
39.	Dr. Pooja Sharma	<ul style="list-style-type: none"> • Convener, Upkeep of Notice Board (Staff Room and Porch) 	Department of English, IT Block, 1 st Floor

‘कर्मण्येवाधिकारस्ते’ : COLLEGE ADMINISTRATION

S.No	Name of the Committee	Name of the In-charge	Venue
1.	e-Campus Software Solution Committee (www.dhe.chd.gov.in)	Ms. Neeru Sehgal, Vice-Principal	Room No. 12 , Admin Block, Ground Floor
		Mr. Sudhir Kumar Sharma Ms. Nidhi Goyal Ms. Anu Chawla	Department of Computer Applications , IT Block, Ground Floor
2.	College Website Committee (www.gcg42.ac.in)	Dr. Dalip Kumar	Department of Zoology , Science Block, 1 st Floor
		Mr. Sudhir Kumar Sharma	Department of Computer Applications , IT Block, Ground Floor
3.	College Alumni Website Committee (www.gcg42alumni.in)	Dr. Abha Sudarshan	Department of Public Administration , Science Block, 3 rd Floor
		Mr. Mohit Verma	Department of Public Administration , Science Block, 3 rd Floor
4.	Anti-Ragging Committee	Ms. Neeru Sehgal, Vice-Principal	Room No. 12 , Admin Block, Ground Floor
5.	Anti-Sexual Harassment Cell and Students' Suggestion Cell	Prof. Jyoti Seth	Department of Sociology , Admin Block, Ground Floor
6.	Refund/ Withdrawal of Fee	Prof. Indu Jindal	Room No 13 , Admin Block, Ground floor
7.	Fee Concessions and Scholarships	Ms. Keerat Brar	Department of Economics , IT Block, 2 nd Floor
8.	Time Table	Ms.Kanta Tulseja	Room No 34 , Science Block, Ground Floor
9.	Subject Change Committee	Dr. Harjeet Kaur	Department of Physics , Science Block, 1 st Floor
10.	Student Welfare Fund Committee:		
	Arts:	Ms. Nirupinder Kaur	Department of Economics , IT Block, 2 nd Floor
	Science:	Dr. Neelima Talwar	Department of Zoology , Science Block, 1 st Floor
	Commerce and IT:	Prof. Punam Agarwal	Department of Commerce , IT Block, 3 rd Floor
11.	Tutorials	Dr. Urmila Rani	Department of Mathematics , Science Block, Ground Floor
12.	Lecture Shortage Committee:		
	Arts:	Dr. Neelima Talwar	Department of Zoology , Science Block, 1 st Floor
	Science:	Mr. Suresh Kumar	Department of Physics , Science Block, 1 st Floor
13.	Students' Feedback Committee In-charge	Prof. Deepika Kansal	Room No. 3 , Admin Block, Ground Floor
14.	Foreign Students	Dr. Rumeena S. Singh	Department of Psychology , Science Block, 3 rd Floor
15.	Aadhar Card	Dr. Nemi Chand	Department of Public Administration , Science Block, 3 rd Floor



S.No	Name of the Committee	Name of the In-charge	Venue
16.	Gate Pass:		
		Ms. Surinder Kaur	Department of Punjabi , IT Block, 1 st Floor
	Arts:	Dr. Dajinder Kaur	Department of Public Administration , Science Block, 3 rd Floor
	Science:	Ms. Puneet Jyoti Dr. Vikas Sharma	Department of Chemistry , Science Block, Ground Floor Department of Bio-Technology , Science Block, 1 st Floor
	Commerce and BCA:	Mr. T. C. Garg Ms. Sheenam	Department of Commerce , IT Block 3 rd Floor Department of Computer Applications , IT Block, Ground Floor
17.	Societies:		
	Aids Awareness/ Public Health/ Blood Donation/ Community Hygiene and Sanitation/ Stress Management and Drug De Addiction Society	Prof. Neelam K. Sharma	Department of Zoology , Science Block, 1 st Floor
	Best from Waste and Environment Awareness Society	Dr. Sushma Gupta	Department of Zoology , Science Block, 1 st Floor
	Commerce Society	Prof. Kamlesh Bajaj	Department of Commerce , IT Block, 3 rd Floor
	Cultural and Heritage Society	Ms. Sadhna Chaudhary	Department of Music (V) , Science Block, 3 rd Floor
	Gender Equity Society	Prof. Jyoti Seth	Department of Sociology , Admin Block, Ground Floor
	Literary Society	Ms. Sonia Sikand	Video Studio , IT Block, 1 st Floor
	Science Society	Dr. Harjeet Kaur	Department of Physics , Science Block, 1 st Floor
	Self Defence/ General Fitness/ Traffic Awareness and Road Safety Society	Mr. Surinder Kumar	Department of Geography , Science Block, 2 nd Floor
	18.	NCC	Ms. Amrit Kaur
19.	NSS	Dr. Gurmel Singh	Department of Punjabi , IT Block, 1 st Floor
20.	Youth Festival	Ms. Sadhna Chaudhary	Department of Music (V) , Science Block, 3 rd Floor
21.	Librarian	Ms. Anita Mahajan Mr. Balwinder Singh	Library , Arts Block, 2 nd Floor
22.	Hostel Admission Committee	Ms. Nirupinder Kaur	Hostel Office
23.	Hostel Welfare Committee	Dr. Neelima Talwar	Department of Zoology , Science Block, 1 st Floor
24.	Hostel Superintendent/ Warden	Ms. Preeti Sood	Hostel Office



S. No.	Name of Faculty	Committees	Department/ Room No.
1.	Prof. Binu Dogra <i>Principal</i>	<ul style="list-style-type: none"> Administrator Cum Chairperson of all the Committees 	Room No. 1 , Admin Block, Ground Floor
2.	Ms. Sushmita <i>Dean</i>	<ul style="list-style-type: none"> Convener, Advisory Committee Overall Coordinator, Admission Overall In-charge, Lecture Shortage Overall In-charge, Annual Convocation 	Room No. 12 , Admin Block, Ground Floor
3.	Ms. Neeru Sehgal <i>Vice - Principal</i>	<ul style="list-style-type: none"> Overall In-charge, College Contract Committee Overall In-charge, Purchase Committee Overall In-charge, Alumni Association Overall In-charge, College Cleanliness and Beautification Committee Overall In-charge, Students' Body Election Overall In-charge, Write-off Committee Overall In-charge, Tutorial Groups Committee Overall In-charge, Annual Prize Distribution Committee Coordinator, e-Campus Convener, Technical Committee Convener, Anti-Ragging Committee Coordinator, Admission Committee 	Room No. 12 , Admin Block, Ground Floor
4.	Prof. Jyoti Seth	<ul style="list-style-type: none"> Coordinator, Arts Admission Convener, Anti-Sexual Harassment Cell Convener, Gender Equity Society Convener, Students' Suggestion Cell Convener, Women Cell 	Department of Sociology , Admin Block, Ground Floor
5.	Ms. Kamlesh Kumari	<ul style="list-style-type: none"> Coordinator, Science Admissions Convener, Lecture Shortage Committee (Science and Computer Science) 	Department of Physics , Science Block, 1 st Floor
6.	Prof. Kamlesh Bajaj	<ul style="list-style-type: none"> Convener, Lecture Shortage Committee (Commerce) Convener, Inspection Committee Convener, Commerce Society 	Department of Commerce , IT Block, 3 rd Floor
7.	Prof. Neelam K. Sharma	<ul style="list-style-type: none"> Convener, Aids Awareness/Public Health/Blood Donation/Community Hygiene and Sanitation/Stress Management and Drug De-addiction Society 	Department of Zoology , Science Block, 1 st Floor
8.	Dr. Abha Sudarshan	<ul style="list-style-type: none"> Convener, Alumni Association 	Department of Public Administration , Science Block, 3 rd Floor
9.	Mr. Narinder Anchal	<ul style="list-style-type: none"> Convener, Committee for RTI Cases 	Department of Chemistry , Science Block, Ground Floor
10.	Prof. Punam Agarwal	<ul style="list-style-type: none"> Coordinator, RUSA Cell Coordinator, BCA and IT Admissions Convener, E-Documenting Committee Convener, Write-off Committee, IT and Electronics Convener, Students' Welfare Fund Committee 	Department of Commerce , IT Block, 3 rd Floor
11.	Dr. Gurmel Singh	<ul style="list-style-type: none"> Convener, NSS Committee 	Room No. 4 , Admin Block, Ground Floor
12.	Dr. Dalip Kumar	<ul style="list-style-type: none"> Convener, UGC and NAAC Committee Convener, Public Relations Committee 	Room No. 119 , Science Block, 1 st Floor
13.	Prof. Indu Jindal	<ul style="list-style-type: none"> College Bursar Convener, Write-off Committee 	Room No. 13 , Admin Block, Ground Floor
14.	Mr. Jagan Nath	<ul style="list-style-type: none"> Registrar, Competitive Examinations Convener, Students' Body Elections 	Department of Public Administration , Science Block, 3 rd Floor



S. No.	Name of Faculty	Committees	Department/ Room No.
15.	Dr. Sushma Gupta	<ul style="list-style-type: none"> • Convener, Best from the Waste and Environment Awareness Society 	Department of Zoology, Science Block, 1 st Floor
16.	Prof. Deepika Kansal	<ul style="list-style-type: none"> • Registrar, Examinations • Convener, Academic Review Committee • Convener, Students' Feedback Committee 	Room No. 3, Admin Block, Ground Floor
17.	Ms. Monica Singh	<ul style="list-style-type: none"> • Convener, College Annual Report Committee 	Communication Skill Lab, IT Block, 1 st Floor
18.	Ms. Nirupinder Kaur	<ul style="list-style-type: none"> • Convener, Students' Welfare Fund Committee • Convener, Hostel Admission Committee 	Department of Economics, IT Block, 2 nd Floor
19.	Dr. Seema Gupta	<ul style="list-style-type: none"> • Convener, Annual Prize Distribution Committee 	Department of Chemistry, Science Block, Ground Floor
20.	Prof. Lakhvir Singh	<ul style="list-style-type: none"> • Convener, Prospectus Committee • Convener, Faculty Research Development Committee 	Department of Sanskrit, IT Block, 3 rd Floor
21.	Ms. Sonia Sikand	<ul style="list-style-type: none"> • Advisor, College Magazine Editorial Board • Convener, Literary Society 	Video Studio, IT Block, 1 st Floor
22.	Mr. Surinder Kumar	<ul style="list-style-type: none"> • Convener, Parking Facilitation Committee • Convener, Self Defence/General Fitness/Traffic Awareness and Road Safety Society • Convener, Discipline Committee 	Department of Geography, Science Block, 2 nd Floor
23.	Ms. Anu Bassi	<ul style="list-style-type: none"> • Coordinator, Arts Admission • Convener, Library Committee 	Department of Political Science, Science Block, 1 st Floor
24.	Dr. Neelima Talwar	<ul style="list-style-type: none"> • Convener, Hostel Welfare Committee • In-charge, Students' Welfare Fund Committee for Science 	Department of Zoology, Science Block, 1 st Floor
25.	Dr. Harjeet Kaur	<ul style="list-style-type: none"> • Convener, Subject Change Committee • Convener, Science Society 	Department of Physics, Science Block, 1 st Floor
26.	Ms. Sadhna Chaudhary	<ul style="list-style-type: none"> • Convener, Youth Festival Committee • Convener, Culture and Heritage Society 	Department of Music (V), Science Block, 3 rd Floor
27.	Dr. Urmila Rani	<ul style="list-style-type: none"> • Convener, Tutorial Groups Committee 	Department of Mathematics, Science Block, Ground Floor
28.	Ms. Sunita Rani	<ul style="list-style-type: none"> • Convener, Gate Pass Committee 	Department of English, IT Block, 1 st Floor
29.	Prof. Manjit Kaur	<ul style="list-style-type: none"> • Convener, Annual Convocation Committee • Convener, Career Counselling and Placement Cell • Convener, Committee for Personality Development Classes 	Placement Cell, IT Block, 1 st Floor



WHOM TO CONTACT

Class /Category	Coordinator/Convener	Venue / Room No.
Overall Coordinator	Ms. Sushmita (Dean)	Placement Cell (IT Block)
Co-Cordinator	Ms. Neeru Sehgal(Vice-Principal)	12
Coordinator (Arts)	Dr. Jyoti Seth	BCA Lab III
Coordinator (Science)	Ms.Kamlesh Kumari	BCA Lab III
Coordinator (Commerce)	Dr. Kamlesh Bajaj	305(IT Block)
B.A-1st Sem	Ms. Rupinder Kaur Dr. Jaswinder Kaur	204 (IT Block) Multimedia Room (IT Block)
B.A-Functional English-1stSem	Ms. Monica Singh	Comm. Skill Lab (IT Block)
PG Diploma in Mass Communication	Ms. Sonia Sikand	Video Studio (IT Block)
B.A- Functional Hindi -1st Sem & PG Diploma in Translation	Dr. Sapna Malhotra	220 (Functional Hindi Lab)
B.A - 3rd Sem	Ms.Harvinder Kaur Mr. Jagan Nath	108 (Arts Block) 110 (Arts Block)
B.A – 5thSem	Ms.Anita Sharma Ms. Preet Kamal	108 (Arts Block) 110 (Arts Block)
B.Com 1stSem	Ms. Paramjit Kaur Dr. Mamta Malhotra	Centralized Admission
B.Com 3rd Sem	Mr. T.C Garg	305 (IT Block)
B.Com 5thSem	Ms. Monika Sehgal	305(IT Block)
BCA – 1stSem	Dr. Urmil Rani	Centralized admission
BCA- 3rdSem, 5thSem & PGDCA	Dr. Punam Agarwal	BCA Lab–II (IT Block)
B.Sc – Non-Medical-1stSem	Ms. Kamlesh Kumari	Centralized Admission
B.Sc - Computer Science & InformationTechnology-1stSem	Mr. Suresh Kumar	Centralized Admission
B.Sc- Non-Medical-Computer Science & Information Technology-3rdSem	Dr. Seema Gupta	33
B.Sc-Non-Medical-Computer Science & Information Technology-5th Sem	Mr. Narinder Anchal	33
*PG Diploma in Chemical Analysis of Food	Dr. Seema Gupta	33
B.Sc- Medical, Biotech(E) Microbiology (E),Bioinfo (E)-1stSem	Dr.Sushma Gupta	Centralized Admission

*Subject to approval by Panjab University, Chandigarh

B.Sc-Biotech (Hons)-1stSem	Dr .Dalip Kumar	Centralized Admission
B.Sc-Medical, Biotech (E), Microbiology(E), Bioinfo(E)-3rdSem	Dr. Neelam Sharma	126
B.Sc-Medical, Biotech (E), Microbiology (E),Bioinfo(E)-5thSem	Dr. Anita Mehta	126
B.Sc-Biotech(Hons)-3rdSem & 5thSem	Dr.Dalip Kumar	130
PG Diploma in Guidance &Counselling	Dr.Rumeena S. Singh	313 (Psychology Lab)
PG Diploma in Cyber Crime	Dr. Nemi Chand	211 A
M.Sc IT- 1st Sem & 3rdSem	Dr. Punam Agarwal	BCA Lab– II (IT Block)
M.Sc Zoology -1st Sem &3rd Sem	Dr. Rewa Rishi	121
M.Sc Microbial Biotechnology 1stSem & 3rdSem	Dr. Dalip Kumar	130
M.Sc Botany-1st Sem & 3rd Sem	Dr. Vineeta Sharma	211
M.A English -1st Sem & 3rd Sem	Dr. Manjit Kaur	Placement Cell (IT Block)
M.A Public Admn. 1stSem & 3rd Sem	Dr.Abha Sudarshan	302
M.A Sociology-1stSem & 3rd Sem	Dr.Ranjay Vardhan	10
M.A Pol Science-1stSem & 3rd Sem	Ms.Anu Bassi	112
M.Com 1stSem	Dr. Amandeep	Centralized Admission
M.Com 3rdSem	Dr. Amandeep	305 (IT Block)
BPEd 1stSem and 3rd Sem (2 Year Course)	Ms.Anju Trikha	04
Hostel Admission Committee	Ms. Nirupinder Kaur	202 (IT Block)
Time Table Incharge	Ms.Kanta Tulseja	34
Foreign Students	Dr. Rumeena S Singh	313
Anti Ragging Cell	Ms. Neeru Sehgal	12
Registrar Exams	Prof. Deepika Kansal	3
Hostel Warden / Superintendent	Dr.Sushil Kumari	Hostel Office
Refund/Withdrawal of Fee	Dr.Indu Jindal	13

WHOM TO CONTACT

Class /Category		Venue / Room No.
Overall Coordinator	Mr. KPS Shante	12
Coordinator (Arts)	Ms.Sushmita	MSc IT Lab (IT Block)
Co-Coordinator (Arts)	Dr. Indu Jindal	MSc IT Lab (IT Block)
Coordinator (Science)	Ms.Neeru Sehgal	BCA Lab 1 (IT Block)
Coordinator (Commerce)	Dr.Kamlesh Bajaj	305(IT Block)
B.A-1 st Sem.	Ms. Keerat Brar	Conference Room (IT Block)
	Dr. Jaswinder Kaur	Conference Room (IT Block)
	Dr.Gurmel Singh	Placement Cell (IT Block)
	Ms.Rupinder Kaur	Multimedia Room (IT Block)
	Ms.Nirupinder Kaur	204 LT (IT Block)
	Dr.Lakhvir Singh	Seminar Room (Adjacent to library)
B.A-Functional English-1 st Sem	Dr. Shweta Bali	Com.Skill Lab (IT Block)
PG. Diploma in Mass Communication	Ms. Sonia Sikand	Com.Skill Lab (IT Block)
B.A- Functional Hindi -1 st Sem.& PG Diploma in Translation	Dr.Sapna Malhotra	220 (Functional Hindi Lab)
B.A - 3 rd Sem.	Dr.Narinder Kaur	Placement Cell (IT Block)
	Mr. Jagan Nath	Multimedia Room (IT Block)
B.A – 5 th Sem	Dr.Amarjit Kaur	Placement Cell (IT Block)
	Ms.Anita Sharma	Multimedia Room (IT Block)
BCom 1 st Sem,	Ms. Monika Sehgal	305(IT Block)
B Com 3 rd Sem	Mr. T. C. Garg	305(IT Block)
B Com 5 th Sem	Ms. Paramjit Kaur	305(IT Block)
BCA – 1 st Sem,	Dr. Punam Agarwal	Centralized admission at PGGC-46
BCA- 3 rd Sem, 5 th Sem & PGDCA	Dr. Punam Agarwal	BCA Lab-II (IT Block)
B.Sc –. Non-Medical-1 st Sem	Dr. Seema Gupta	Centralized Admission
B Sc - Computer Science& InformationTechnology-1 st Sem	Mr. Suresh Kumar	at PGGCG – 11
B.Sc- Non-Medical-3 rd Sem and 5 th Sem,	Mr.Narinder Anchal	19
B.Sc-Computer Science & Information Technology-3 rd Sem and 5 th Sem	Ms. Kamlesh Kumari	115
B.Sc.- Medical, Biotech(Elective) Microbiology (Elective), Bio- Info(Elective) -1 st Sem	Dr.Neelam.K.Sharma	Centralized Admission 'Sabras' Auditorium at PGGCG 42

B.Sc.-Biotech (Honours)-1 st Sem	Dr.Dalip Kumar	130
B.Sc-Medical,Biotech (Elective), Microbiology (Elective), BioInfo(Elective) -3 rd Sem	Dr. Sushma Gupta	121
B.Sc-Medical,Biotech (Elective), Microbiology (Elective), Bioinfo(Elective) -5 th Sem	Dr. Neelima Talwar	121
BSc-Biotech (Honours)-3 rd Sem& 5 th Sem	Dr.Deepika Kansal	130
PG.Diploma in Guidance &Counselling	Dr.Rumeena S. Singh	Video Studio – Mass Comm. Lab (IT Block)
PG. Diploma in Cyber Crime	Dr. Nemi Chand	302
MSc –IT-1 st Sem. &3 rd Sem	Dr. Punam Agarwal	BCA Lab– II (IT Block)
MSc – Zoology -1 st Sem.&3 rd Sem.	Dr. Rewa Rishi	121
MSc –Microbial Biotechnology 1 st Sem& 3 rd Sem	Dr. Dalip Kumar	130
MSc – Botany-1 st Sem. & 3 rd Sem.	Dr. Vineeta Sharma	211
M.A – English -1 st Sem.&3 rd Sem.	Ms. Harvinder Kaur	09
M.A – Public Administration- 1 st Sem&3 rd Sem.	Dr.Abha Sudarshan	302
M.A –Sociology-1 st Sem&3 rd Sem.	Dr.Jyoti Seth	10
M.A –Pol Science-1 st Sem& 3 rd Sem.	Ms.Anu Bassi	112
M.COM – 1 st Sem	Dr. Amandeep	Centralized Admission At GCBBA-50
M.COM -3 rd Sem	Dr. Amandeep	305 (IT Block)
BPEd 1 st Sem and 3 rd Sem. (2 Year Course)	Ms.Anju Trikha	04
Time Table Incharge	Ms.Kanta Tulseja	34
Foreign Students	Dr. Rumeena S Singh	Help Desk
Anti- Ragging Cell	Ms. Sushmita	12
Hostel Warden / Superintendent	Dr.Sushil Kumari	Hostel Office
Refund/Withdrawal of Fee MSc IT Lab (IT Block)	Dr.Indu Jindal	13