

**GOVT. COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION,
SECTOR-50, CHANDIGARH**

Ref. No. GCCBA-50/2025-26/P.A/117

Dated:- 09.10.2025

REVISED ANNUAL DUTY LIST (2025-26)

Sr.No.	Particulars	Whom to Contact
01	Advisory Committee	Principal Dean Vice-Principal IT Incharge Registrar Examination Bursar Infrastructure Incharge Librarian
02	Purchase Committee	Vice Principal (Convener) Dr. Magesh V., GeM Buyer Dr. Bikramjit Kaur, Bursar Dr. Preeti Sharda, Librarian Office Incharge/Accountant, Member User Department, Member Care Taker, Member D.C (F & A) / A.C (F & A) or his nominee, Member (for purchase of more than 2 Lacs)
03	Technical Committee	Dr. Amarpreet Singh Siher (Convener) Dr. Yogesh Kumar, Member Sh. Ashutosh Sharma, Member Technical Expert, DIT Nominee for electronic and DHE Nominee for wooden furniture/items User Department, Member
04	Physical Verification/Inspection Committee (of items costing above Rs. 20,000/-)	Dr. Monika Aggarwal (Convener) Dr. Kamalpreet Kaur, Member Care Taker, Member User Department, Member Technical Expert, DIT Nominee for electronic items and DHE Nominee for wooden furniture/items
05	Anti Ragging committee	Dean (Convener) Vice Principal Dr. Kamalpreet Kaur Dr. Sandeep

06	Time Table Incharges Commerce BBA BCA	Dean (Convener) HOD Commerce & Mrs. Aanchal Malik HOD BBA & Dr. Subina Syal HOD BCA & Sh. Manjeet Singh
07	Lecture Shortage Committee Commerce BBA BCA	Dean (Convener) • Dr. Monika Aggarwal (Incharge) Dr. Kamalpreet Kaur (B.Com) Dr. Bikramjit Kaur (M.Com) • HOD (Incharge) Dr. Subina Syal • HOD (Incharge) Sh. Manjit Singh
08	Examination Board (House Exam and Final Exam)	Dr. Magesh V. (Registrar) Mrs. Vandana Jain (Deputy Registrar) Dr. Harinder Kaur (Commerce) Sh. Manjeet Singh (BCA) Ms. Mona Sodhi (BBA) Dr. Renu Bala Examination Clerk
09	Competitive Exam	Dr. Amarpreet Singh Sijher (Convener) Sh. Manjit Singh Steno Typist Care Taker (to ensure cleanliness and lights and fans are functional in the centre).
10	Conduct of Students Election's Committee	Vice Principal (Convener) Dr. Amarpreet Singh Sijher (Co-convener) Dr. Yogesh Kumar Sh. Ashutosh Sharma Dr. Kamalpreet Kaur Dr. Renuka Mehra Dr. Aarti Kaushal Dr. Sandeep
11	Youth Festival & Cultural Committee	Dr. Kamalpreet Kaur (Convener) Dr. Subina Syal (Co-convener) Dr. Sarabjeet Kaur Dr. Sandeep Dr. Harinder Kaur Sh. Manjeet Singh Dr. Renu Bala Fund Clerk
12	Scholarship, Fee Concession and Students Aid Fund	Dr. Monika Aggarwal (Convener) Sh. Rajesh Kumar Dr. Renu Bala Accountant/Office Incharge Fee Clerk Scholarship Clerk

13	Discipline Committee	Dr. Yogesh Kumar (Convener) Ms. Mona Sodhi Dr. Renuka Mehra Dr. Subina Syal Sh. Manjeet Singh Sh. Rajesh Kumar
14	Refreshment & Hospitality Committee	Dr. Sarabjit Kaur (Convener) Dr. Renuka Mehra Dr. Sandeep Dr. Harinder Kaur Sh. Manjeet Singh
15	Decoration Committee	Dr. Subina Syal (Convener) Dr. Sandeep Ms. Mona Sodhi Care Taker
16	Printing/Press & Media	Sh. Ashutosh Sharma (Convener) Dr. Renuka Mehra Dr. Sarabjit Kaur Mrs. Namrata Parmar Lab Attendant
17	Sports Committee	Dr. Amarpreet Singh Sijher (Sports Incharge) Ms. Mona Sodhi Care Taker Ms. Dalvir Kaur, Clerk with Sports Incharge Store Keeper
18	Preparation of Annual Report of the college	Sh. Ashutosh Sharma (Convener) Dr. Preeti Sharda (Co-convener) Dr. Renuka Mehra Sh. Manjeet Singh Ms. Namrata Parmar Lab Attendant
19	Committee for Students with Disabilities	Dr. Yogesh Kumar (Convener) Ms. Mona Sodhi Care Taker
20	Alumni Committee	Dr. Magesh V. (Convener) Dr. Bikramjit Kaur (Co-convener) Dr. Kamalpreet Kaur Dr. Aarti Kaushal (BBA) Dr. Sandeep (Commerce) Sh. Manjeet Singh (BCA)
21	NSS/NCC	Dr. Yogesh Kumar (P.O. for Boys) Mrs. Aanchal Malik (P.O. for Girls) Dr. Renuka Mehra (Advisor) Sh. Sanjeev Kumar (NSS Clerk)

22	Campus Maintenance and Beautification and Cleanliness	Dr. Harinder Kaur (Convener) Ms. Mona Sodhi Dr. Sandeep Sh. Rajesh Kumar Care Taker
23	Disaster Management	Dr. Yogesh Kumar, N.S.S P.O (Boys) (Convener) Ms. Aanchal Malik, N.S.S P.O (Girls) Dr. Renuka Mehra
24	College Magazine & Newsletters	Mr. Ashutosh Sharma (Convener) Dr. Preeti Sharda, Librarian Ms. Namrata Parmar Mrs. Shweta Sharma Lab Attendant (BCA) Student (Editor – English/Hindi/ Pbi)
25	Annual Report of the Departments Commerce BBA BCA	Dean (Convener) (To ensure the report be submitted by 30 th April every year) • HOD Commerce Mrs. Vandana Jain • HOD BBA Ms. Mona Sodhi • HOD BCA Sh. Manjeet Singh
26	Write Off Committee (for writing off Equipment/I.T, Furniture and Disposal of Raddi)	Vice Principal (Convener) Dr. Bikramjit Kaur (Co-convener) Dr. Monika Aggarwal Dr. Preeti Sharda, Librarian Sh. Manjeet Singh (for I.T. items) Sh. Bhupinder Singh Office Incharge Care Taker (GeM Buyer to float the tender)
27	Best out of Waste Committee	Ms. Aanchal Malik (Convener) Dr. Renuka Mehra Dr. Sandeep
28	Internal Complaint Committee (ICC)/ Prevention of Sexual Harrasment Committee	Vice Principal (Convener) Dr. Bikramjit Kaur, Member Sh. Ashutosh Sharma, Member Dr. Sarabjeet Kaur, Member NGO Partner Independent Member
29	Grievance Redressal Committee (Staff & Students)	Dr. Magesh V., Convener Dr. Yogesh Kumar, Member Dr. Aarti Kaushal, Member Sh. Manjeet Singh, Member Vice President Student Council, Member

30	Hostel Welfare Committee	Dean (Convener) Vice Principal (Co-convener) Dr. Bikramjit Kaur, Bursar (Member) Dr. Preeti Sharda, Librarian (Member) Sh. Ashutosh Sharma, Infrastructure Incharge (Member) Dr. Sarabjeet Kaur, Hostel Incharge (Girls) (Member) Dr. Yogesh Kumar, Hostel Incharge (Boys) Mrs. Surjeet Kaur, Care Taker (Member)
31	Prospectus Committee	Dean (Convener) Sh. Ashutosh Sharma (Co-convener) Dr. Renuka Mehra Sh. Manit Malhotra Lab Attendent
32	Medical Room	Vice Principal Sh. Ashutosh Sharma Hostel Nurse Care Taker
33	Organisation of workshops /seminars /conferences / Research Cell	Dean (Convener) Vice Principal (Co-convener) HOD Commerce HOD BBA HOD BCA HOD Economics HOD English Librarian
34	Institution's Innovation Council (IIC)	Dr. Amarpreet S. Sijher (Nodal Officer) Dr. Bikramjit Kaur Sh. Ashutosh Sharma Dr. Preeti Sharda Mrs. Vandana Jain
35	NSS Alumni Record Keeping	Mrs. Vandana Jain (Incharge) Dr. Aarti Kaushal
36	Staff Secretary and Treasurer	Dr. Kamalpreet Kaur Dr. Subina Syal
37	Bursar	Dr. Bikramjit Kaur (College & Hostel)
38	Gem Buyer(for purchases out of govt grant)	Dr. Magesh V., Convener Mrs Shitu (Assist) Mr. Kuldeep Singh(Assist.)

39	Gem Buyer(for purchases out of RUSA grant)	Dr. Amarpreet Singh Sijher Dr. Monika Aggarwal, (Payment Officer) Mrs. Shitu, RUSA Clerk
40	Bus Passes	Dr. Yogesh Kumar (Convener) Sh. Rajesh Kumar Sh. Bhupinder Singh
41	Issue of Bonafide and Character Certificate	Registrar Examination Examination Clerk
42	IQAC Cell	Dean Vice Principal Dr. Amarpreet Singh Sijher Dr. Bikramjit Kaur
43	Affiliation Committee	Dean/HOD Commerce Vice Principal Dr. Amarpreet Singh Sijher, HOD BBA Dr. Magesh V., HOD BCA Dr. Bikramjit Kaur, Bursar
44	AISHE/NIRF/ NETI	Dr. Bikramjit Kaur (Nodal Officer) Mrs. Vandana Jain Mrs. Monika Devi
45	NEP coordinator with Panjab University	Dr. Magesh V.
46	Nodal Officer to interact with O/o DCDC and College Branch, P.U., Chd.	Dr. Bikramjit Kaur
47	e-Kartavya	Sh. Manjeet Singh (BCA)
48	I.T Incharge	Dr. Amarpreet Singh Sijher (Convener) Sh. Manjeet Singh
49	Website Incharge	Dr. Amarpreet Singh Sijher
50	Infrastructure	Sh. Ashutosh Sharma (Incharge) Care Taker
51	Nodal Officer IRINS, VIDWAN NLIST-INFLIBNET	Dr. Preeti Sharda, Librarian
52	Parent Teachers Committee	All Faculty Members shall be present at the time of Parent Teacher Meeting in their respective departments along with HODs.
53	Organisation of Blood Donation Camp	Vice Principal (Convener) Dr. Yogesh Kumar (NSS P.O.) Mrs. Aanchal Malik (NSS P.O.) Dr. Renuka Mehra Care Taker

54	Swachch Bharat Mission	Dr. Aarti Kaushal (Nodal Officer) Dr. Harinder Kaur
55	Opening up suggestion Box (in presence of Principal)	Dean Vice Principal Sh. Bhupinder Singh, Office Incharge/Sr. Assistant Care Taker
56	RUSA Cell/UGC	Dr. Amar Preet Singh Sijher (Nodal Officer) Dr. Yogesh Kumar Sh. Manjeet Singh Care Taker RUSA Clerk
57	Hostel Superintendents	Mr. Sanjeev Kumar (Boys) Mrs. Baljinder Kaur (Girls)

Nisha Aggarwal 9/10/25

(Prof. Nisha Aggarwal)
Principal,
GCCBA-50, Chd

SOCIETIES, CLUBS and CELLS OF THE COLLEGE

Overall Coordinator Clubs/Societies/Cell : **Dean**

Sr. No.	Name of Society	Whom to Contact
01	Gender Sensitization Society	Dr. Kamalpreet Kaur (Convener) Dr. Sarbjit Kaur Dr. Harinder Kaur
02	Drug Awareness Society	Dr. Sandeep (Convener) Sh. Rajesh Kumar Dr. Renu Bala
03	Tech-Info Society	Sh. Manjeet Singh (Convener) Dr. Sarabjit Kaur
04	Literary Society	Sh. Ashutosh Sharma (Convener) Dr. Sarbjit Kaur Ms. Mona Sodhi Mrs. Namrata Parmar
05	Environment Awareness Society	Ms. Aanchal Malik (Convener) Dr. Renuka Mehra Dr. Harinder Kaur
06	Financial Literacy Society	Ms. Mona Sodhi (Convener) Dr. Subina Syal Dr. Aarti Kaushal
07	Anti Stress Society/ Mental Well being	Dr. Monika Aggarwal (Convener) Mrs. Vandana Jain Ms. Mona Sodhi Sh. Manjit Singh
08	Society for Protection of Animal Rights	Dr. Amarpreet Singh Sijher Dr. Subina Syal
09	Red Ribbon Club	Dr. Subina Syal (Convener) Dr. Sandeep
10	Photography Club	Ms. Sandeep Kaur (Convener) Dr. Aarti Kaushal Lab Attendant
11	ECO Club	Dr. Renuka Mehra (Convener) Mrs. Aanchal Malik
12	Debate Club	Dr. Bikramjit Kaur (Convener) Dr. Sarbjit Kaur
13	Electoral Literacy Club	Dr. Renuka Mehra (Nodal Officer) Lab Attendant (Help Desk)
14	Baal Sarthi Club	Dr Yogesh Kumar (Convenor) Mrs. Aanchal Malik Vice-President, (student Concil) Student members

15	Equal Opportunity and S.C/S.T Cell	Dr. Harinder Kaur(Convener) Dr. Sarbjit Kaur
16	Career Placement & Guidance Cell	Dean (Overall Coordinator) Dr. Aarti Kaushal (Convener) Sh. Manjeet Singh Mrs. Namrata Parmar
17	Transgender Grievance Cell	Dr. Yogesh Kumar (Convener) Ms. Mona Sodhi Care Taker
18	Vigilance Cell	Dr. Yogesh Kumar (Convener) Ms. Vandana Jain

Nisha Aggarwal 9/10/25
 (Prof. Nisha Aggarwal)
 Principal,
 GCCBA-50, Chd