

KHALSA COLLEGE OF EDUCATION GT ROAD AMRITSAR

DUTIES OF TEACHING STAFF

w.e.f. March - 2025

Sr.	Duties and Responsibilities	Incharges
1.	<p>Programme Co-ordinators</p> <ul style="list-style-type: none"> Responsible for the conduct of all the activities of the programme Ensure the academic programs are delivered effectively; meeting both student needs and institutional standards Quality Assurance Assessment and Evaluation Students support & Advising Supervision of the work of Semester Incharges 	<p><u>Programme Co-ordinators:</u></p> <ul style="list-style-type: none"> M.Ed. : Dr.Gurjit Kaur B.Ed M.Ed. :Dr. Bindu Sharma B.Ed. : Dr.Maninder Kaur B.A B.Ed.& BSc. B.Ed : Dr.Deepika Kohli PGDCA(TE) : Dr.Deepika Kohli <p>➤ Controller Examinations : Dr.Gurjit Kaur ➤ Dean Students : Dr.Deepika Kohli</p>
2.	<ul style="list-style-type: none"> Admission and other admission-related activities <p>Publicity Committee</p> <ul style="list-style-type: none"> Collection of Lists Contacting students, follow-up Maintaining records conducting annual competitions of school children <p>Help Desk :</p> <ul style="list-style-type: none"> Counseling Online & offline Registration and form-filling Maintaning records 	<p>Dr. Gurjit Kaur (Overall Incharge)</p> <p>Co-ordinators : Dr.Raman , Dr.Baljit Kaur</p> <p><i>Each teacher is required to establish and maintain links with the permanently chosen 03 schools and 01 college</i></p> <p>Co-ordinators: Dr. Baljit Kaur & Dr. Arvinder Kaur</p> <p>Teacher Incharges: Ms.Anju Sharma, Dr.Sukhmandeep Kaur, Mrs.Raman Sandhu</p>
	<p>Online filling of forms on portals</p> <p>(Before and during counseling/ admission)</p> <ul style="list-style-type: none"> Checking equivalence and Migration Subject combinations & documents Submission of original documents Online Form Filling & Uploading on Higher Education Portal Allotment letter Programme wise list of admitted students Group Categorization of forms- Reappear cases, Result Late etc. at the time of admission 	<p><u>M.Ed and B.Ed.M.Ed.</u> : Dr.Avneet Kaur (Form filling & Document Submission & allotment letter)</p> <p><u>B.Ed.</u></p> <p><u>Science Group</u> : Dr. Parul Aggarwal, Dr. Harsimranjit Kaur Dr.Rasdeep Kour (form filling) Dr. Anju Tyagi (Document Submission & allotment letter)</p> <p><u>Social Science Group</u>: : Dr. Amandeep Kaur, Dr.Manpreet Kaur, Mrs.Pooja Sharma (Form Filling) Mrs. Poonampreet Kaur (Document Submission & allotment letter)</p> <p><u>B.A B.Ed and PGDCA (TE)</u>: Mrs.Amanpreet Kaur, Mrs.Manjogita (Form filling ,Document Submission & allotment letter)</p> <p><u>B.Sc B.Ed:</u> Dr.Sukhmandeep Kaur & Dr. Ritu Arora (Form filling, Document submission & allotment letter)</p>
	<ul style="list-style-type: none"> Final Verification of Forms Allocation of Roll nos & Finalization of subject combination & optional subjects of all courses 	<p>Dr.Nirmaljit Kaur, Dr.Gurjit Kaur, Dr.Raman</p> <p>Dr.Deepika Kohli</p>

	<ul style="list-style-type: none"> ● Time-Table, Adjustments, schedule of coaching & online classes (all Programmes) ● Formation of Tutorial Groups 	
	<p>Mentors' Duties:</p> <ul style="list-style-type: none"> ● Mentoring respective Mentee Groups ● Helping students to prepare and maintain their folio. ● Ensuring students achievements be recognised in the internals 	Mentors of various groups
3.	<p>Semester Incharges :</p> <ul style="list-style-type: none"> ● Confirmation of syllabus & related activities from the university portal ● Scheduling of the activities in consultation with programme co-ordinators ● Ensuring Attendance in classes ● Contacting chronic absentees ● Administrative responsibilities & Record keeping ● Performance in House tests ● Result compilation ● Maintaining record & uploading awards of House test on prescribed proforma ● Preparation of merit lists ● Awards entry of Internal assessment on university portal ● Practical exam scheduling & contacting external examiner& award uploading ● Check on pending Fee ● Sanctioning students leaves & maintaining record of it. ● Giving instructions to the CRs to intimate the concerned teachers about students on leave. ● Roll Nos of the students who participate in various events be posted in the groups so that the concerned teachers may mark their present. ● Ensuring completion of all activities pertaining to their own semester ● B.Sc. B.Ed. Practical schedule from Main Khalsa College (concerned subject teachers) ● Other SOS 	<p>(For current and upcoming semesters)</p> <ul style="list-style-type: none"> ● <u>M.Ed (2 Years):</u> Dr. Gurjit Kaur- (all semesters) ● <u>B.Ed. M.Ed. (3 Year Integrated):</u> Dr.Satinder Dhillon (Sem-II & IV) Dr. Amandeep Kaur (Sem-I & III) Dr. Raman (Sem-V, VI) ● <u>B.Ed.(2 years): :</u> Dr. Parul Aggarwal (Sem- I) & Dr.Manpreet Kaur (Sem.II) Mrs.Poonampreet Kaur (Sem.III) & Mrs. Rajwinder Sekhon (Sem.IV) ● <u>B.A. B.Ed.:</u> Ms.Manjogita (Sem.-I) & Mrs. Amanpreet Kaur (Sem.II) Dr. Arvinder Kaur (Sem.-III) & Dr. Anju Tyagi (Sem.-IV) Dr. Sanjam (Sem-V) & Mrs.Anju Sharma (Sem.-VI) Mrs. Pooja Sharma (Sem-VII) & Dr. Avneet Kaur (Sem.-VIII) ● <u>B.Sc. B.Ed.:</u> Ms. Sukhmandeep Kaur (Sem.-I) & Dr Ritu Arora (Sem.-II) Mrs. Raman Sandhu (Sem.-III) & Dr.Suman Saggu (Sem-IV) Dr.Rasdeep Kour (Sem.-V) & Dr. Harsimranjit Kaur (Sem-VI) Dr Ritu Arora (Sem-VII) & Dr.Baljit Kaur (Sem.-VIII) ● <u>PGDCA(TE):</u> Mrs.Poonampreet Kaur (Sem- I) & Dr.Avneet Kaur (Sem-II) ● Dr.Arvider Kaur : Issuance of NOC to students for final exams ● Mrs.Sandeep Kaur will maintain record of daily attendance of students
4.	<p>Internship and Skill-in-Teaching</p> <ul style="list-style-type: none"> ● Model, Micro, Composite Lessons ● School Internship ● Field Engagement ● Community Work 	<p>Dr. Nirmaljit Kaur Sandhu (Overall Incharge)</p> <ul style="list-style-type: none"> ● M.Ed. : Dr.Satinder Dhillon ● B.Ed. M.Ed.: Dr. Amandeep Kaur , Dr. Raman ● B.Ed. :Mrs. Poonampreet Kaur , Mrs. Raman Sandhu ● B.A. B.Ed. : Mrs. Pooja Sharma, Dr. Avneet Kaur

	<ul style="list-style-type: none"> Coordinating Final Skill -in- Teaching examinations 	<ul style="list-style-type: none"> B.Sc. B.Ed. : Dr.Baljit Kaur, Dr. Ritu Arora
5.	<p>NSS Activities</p> <ul style="list-style-type: none"> Organization of NSS camps Collaborating with the Schools : Collaborating with the Adopted Villages 	<p>Programme Officers</p> <ul style="list-style-type: none"> Unit -1 : Mrs. Anju Sharma Unit -2 : Mrs. Amanpreet Kaur
6.	Student of the year Award	Dr.Deepika Kohli (Dean), Dr.Parul Aggarwal, Dr.Manpreet Kaur, Ms.Anju Sharma
7.	Teacher of the Year Award Punjabi Bhasha Rattan Award	Dr.Nirmaljit Kaur, Dr.Gurjit Kaur , Mrs.Rajwinder Sekhon, Dr.Harsimranjit Kaur , Dr.Avneet Kaur
8.	<ul style="list-style-type: none"> Morning Assemblies 	Dr. Bindu Sharma (Co-ordinator) Dr.Arvider Kaur (Co-coordinator)
	<ul style="list-style-type: none"> Celebration of National days 	Dr.Satinder Dhillon (Co-ordinator)
9.	<p>Youth Festival /Inter College/College & School competitions</p> <p>Coordinator : Mrs. Poonampreet Kaur & Co-coordinator : Dr.Arvider Kaur</p> <ul style="list-style-type: none"> Fine Arts : Dr. Indu Sudhir , Dr. Maninder Kaur , Dr.Harsimranjit Kaur Music : Dr. Arvinder Kaur , Dr.Sukhmandeep Kaur Theatre : Dr.Raman, Mrs.Pooja Sharma, Dr.Anju Tyagi Literary : Dr. Nirmaljit Kaur Sandhu , Dr. Gurjit Kaur, Mrs.Rajwinder Kaur Sekhon, Dr. Avneet Kaur Quiz : Dr. Deepika Kohli , Dr. Parul Aggarwal ,Dr. Manpreet Kaur Dances : Dr. Baljit Kaur, Mrs. Anju Sharma, Mrs.Amanpreet Kaur 	
10.	<p><u>Committees</u></p> <ul style="list-style-type: none"> Student Welfare Committee : Dr.Deepika Kohli (Dean), Dr. Amandeep Kaur, Dr. Manpreet Kaur Dr.Sukhmandeep Kaur, Mrs. Raman Sandhu Fee Concession and Financial Aid Committee : Dr. Gurjit Kaur , Dr. Amandeep Kaur, Mrs. Rajwinder Kaur Sekhon, S. Gurpower Singh (Account Incharge) Discipline Committee : Dr. Deepika Kohli, Mrs.Rajwinder Kaur Sekhon,Mrs. Sandeep Kaur , S.Gurvail Singh Sports Committee :Mrs.Sandeep Kaur, Dr.Arvider Kaur Library Committee : Dr.Maninder Kaur, Dr.Satinder Dhillon, Mrs.Poonampreet Kaur , Dr. Suman Saggi, Mrs.Pooja Sharma, Mrs. Sonia Kirti Purchase & Honouring Committee :Dr.Raman, Dr.Parul, Dr.Indu Sudhir, S.Gurpower Singh Alumni Association Committee : Dr. Gurjit Kaur (President), Dr. Bindu Sharma (General Secretary), Dr. Manpreet Kaur(Co-ordinator), Dr.Parul Aggarwal (Co-coordinator), Dr. Sukhmandeep Kaur Parent -Teacher Association : Dr.Baljit Kaur, Dr.Arvider Kaur, Mrs. Sandeep Kaur Religious Sub-Committee : Dr.Gurjit Kaur, Mrs. Rajwinder Kaur Sekhon, Dr. Avneet Kaur, Dr.Arvider Kaur E-Content Development Committee:Dr.Deepika Kohli(Facilitator), Dr.Satinder Dhillon, Dr.Avneet Kaur, Dr.Sukhmandeep Kaur, Dr.Anju Tyagi, Mrs.Raman Sandhu Display/Flex/backdrops : Dr. Amandeep Kaur, Mrs.Raman Sandhu UGC & Other Funding Agencies Committee : Dr. Deepika Kohli , Mrs.Rajwinder Sekhon, S.Gurpower Singh Medical Exigency Committee : Dr. Bindu Sharma, Dr. Ritu Arora, Dr.Rasdeep Kour Hostel Committee : Dr.Sanjam, Mrs. Anju Sharma 	

	<ul style="list-style-type: none"> ● Picnic/Excursions Committee :Dr.Gurjit Kaur, Dr.Bindu Sharma, Dr.Arvindeer Kaur, Mrs.Amanpreet Kaur ,Mrs. Sandeep Kaur ● College Canteen Committee:Dr.Amandeep Kaur,Dr Harsimranjit Kaur, Mrs.Amanpreet kaur ● Hospitality/Refreshment Committee : Dr. Baljit Kaur, Dr. Arvinder Kaur, Mrs.Anju Sharma (<i>all College events & Youth Festival</i>) <p>Clubs</p> <ul style="list-style-type: none"> ● Performing Art Club: Dr. Indu Sudhir, Dr. Arvinder Kaur ● Science Club: All science teachers ● Social Science Club: All Social Science teachers ● Math Club : All Math teachers ● ICT Club : Mrs. Poonampreet Kaur , Dr. Avneet Kaur 	
	<p>Cells</p> <ul style="list-style-type: none"> ● Legal Aid Cell : Dr.Deepika Kohli ● Counselling & Placement Cell: Dr. Manpreet Kaur, Dr.Sukhmandeep Kaur, Dr.Ritu Arora ● Research & Development Cell : Dr.Suman Saggu, Dr.Sukhmandeep Kaur, Dr.Harsimranjit Kaur ● Anti-Ragging Cell (ARC) : Dr. Nirmaljit Kaur Sandhu (Nodal Officer), Dr. Bindu Sharma, Mrs. Rajwinder Kaur Sekhon, Mrs. Amanpreet Kaur, Mrs. Raman Sandhu, Mrs.Sandeep Kaur ● Anti-Sexual Harassment Cell :Dr. Nirmaljit Kaur (Nodal Officer), Dr. Bindu Sharma, Dr.Maninder Kaur, Dr. Manpreet Kaur, Mrs.Amanpreet Kaur ● Students Grievances Redressal Cell : Dr.Nirmaljit Kaur (Nodal Officer),Dr. Deepika Kohli, Dr. Manpreet Kaur, Dr.Sukhmandeep Kaur ● Red Ribbon Club : Dr.Bindu Sharma, Mrs.Raman Sandhu ● Electoral Literacy Club : Dr. Satinder Dhillon (Nodal Officer) ● Eco Club: Green Audit , Waste Management & Energy Conservation: Dr. Gurjit Kaur,. Dr.Bindu Sharma, Dr.Raman, Dr Baljit Kaur ● SC/ST/OBC/PWD & Equal Opportunity Cell : Dr.Gurjit Kaur , Dr. Deepika Kohli, Dr.Amandeep Kaur , Mrs.Manjogita S. Gurpower Singh (Accounts) ● RTI Cell : Dr. Nirmaljit Kaur(Co-ordinator), Dr. Gurjit Kaur , Dr. Deepika Kohli, Mrs.Kulwinder Kaur, S. Gurpower Singh ● Mental Health & Well Being Club: Dr.Sanjam , Mrs.Anju Sharma 	
11.	Campus Maintenance, Beautification & Cleanliness Committee	<ul style="list-style-type: none"> ● <u>Ground Floor</u>: Dr.Amandeep Kaur , Dr.Manpreet Kaur, Mrs.Poonampreet Kaur ● <u>Upper Block</u>: Dr.Indu Sudhir, Dr.Harsimranjit Kaur ● <u>Mata Sulakhni Block & Adjoining areas</u>: <i>Dr.Sukhmandeep Kaur, Dr.Ritu , Dr.Rasdeep Kour</i> ● <u>Seminar Room/Hall/Parking Area</u> : Dr.Arvindeer Kaur , Dr.Baljit Kaur (With the help of auxiliary staff)
12.	Resource Rooms (Maintenance & Record)	<ul style="list-style-type: none"> ● B.Ed M.ED- Record Room (Facing Admission Hall): Mrs. Pooja Sharma ● B.Ed- Resource Room (Up-Stairs): Mrs. Amanpreet Kaur ● B.A. B.Ed B.Sc. B.Ed- Record Room (Adjacent to Room -10) Dr. Ritu Arora, Mrs. Manjogita
13.	Recording of Events and Maintenance of the Records & Geo-tagged pics	Mrs. Anju Sharma, Dr. Anju Tyagi Recording of videos, still-life records, a record of photocopies of all the rewards and prizes received by teachers and students

14.	Publications: Dr.Maninder Kaur (Co-ordinator) <ul style="list-style-type: none"> Annual Report : Dr.Maninder Kaur, Dr.Avneet Kaur Prospectus : Dr.Avneet Kaur , Mrs.Raman Sandhu Newsletter : Dr.Nirmaljit Kaur, Dr.Maninder Kaur, Mrs.Rajwinder Kaur Sekhon Academic Calendar : Dr.Bindu Sharma, Mrs.Raman Sandhu 	
15.	<ul style="list-style-type: none"> AISHE (All India Survey Of Higher Education) MHRD, Statistical Numerical Data (GNDU) Academic Bank of Credits 	Dr. Deepika Kohli (Nodal Officer) Mrs. Preetinder Kaur
16.	NCTE-PAR	Dr.Suman Saggu , Mrs.Rajwinder Kaur Sekhon, Mrs.Poonampreet Kaur (concerned teacher incharges)
17.	Bursar	Dr. Harsimranjit Kaur
18.	New Courses (NCTE, State Universities, Open Universities, Distance/In-service courses, etc.)	Dr.Deepika Kohli, Mrs. Rajwinder Sekhon, Mrs.Preetinder Kaur
19.	Website/Email	Dr. Deepika Kohli, Mrs. Poonampreet Kaur , Dr. Avneet Kaur, Mrs.Preetinder Kaur
	<ul style="list-style-type: none"> Social Media: Facebook, Instagram & Digital Advertising etc. : Dr. Parul Aggarwal, Dr. Avneet Kaur KCGC TV : Mrs. Rajwinder Kaur Sekhon , Mrs. Poonampreet Kaur Press Notes : Mrs. Rajwinder Kaur Sekhon 	
20.	Centre of Preparation of Competitive Examinations (CPCE) & Maintenance of Record	Dr. Deepika Kohli (Coordinator), Dr.Sukhmandeep Kaur, Mrs.Amanpreet Kaur
21.	IQAC: Internal Quality Assurance Cell	Dr. Nirmaljit Kaur Sandhu (Co-ordinator) Teacher Members: Dr. Gurjit Kaur, Dr. Bindu Sharma, Dr. Maninder Kaur, Dr. Deepika Kohli, Dr.Raman, Dr. Avneet Kaur Duties: <ul style="list-style-type: none"> Final Submission of SSR & AQAR : Dr.Deepika Kohli along with chapter Incharges Plan of Actions & Organizing FDP, Seminars and Workshops : Dr.Nirmaljit Kaur , Dr.Gurjit Kaur Arranging IQAC Meetings : Dr.Bindu Sharma IQAC reports : Dr.Maninder Kaur Documentation & Data Compilation : Dr.Raman Feedback Collection and Analysis : Dr.Avneet Kaur Add on & Value Added Courses: Dr.Maninder Kaur, Dr.Deepika Kohli, Dr.Avneet Kaur
	Profile and Preparation of SSR (Criteria Incharges)	
	Criteria -1 : Curricular Aspects	Dr.Maninder Kaur ,Dr.Avneet Kaur, Mrs. Ramandeep Sandhu
	Criteria -2: Teaching Learning & Evaluation	Dr.Satinder Dhillon , Mrs. Rajwinder Sekhon, Mrs. Poonampreet Kaur
	Criteria -3: Research and Outreach Activities	Dr. Suman Saggu , Dr.Parul Aggarwal, Mrs.Anju Sharma, Dr.Ritu

Criteria -4: Infrastructure and Learning Resources	Dr.Bindu Sharma , Mrs.Pooja Sharma, Mrs. Sonia Kirti
Criteria -5: Student Support and Progression	Dr.Manpreet Kaur , Dr.Sukhmandeep Kaur, Mrs. Manjogita
Criteria -6: Governance, Leadership and Management	Dr. Amandeep Kaur , Dr. Harsimranjit Kaur, Mrs. Jaspreet Kaur, Mrs.Amanpreet Kaur
Criteria -7: Institutional Values and Best Practices	Dr Raman , Dr.Baljit Kaur
Extended Profile	Dr Baljit Kaur , Dr Anju Tyagi

NOTE :

1. Conduct of stage by respective event incharges

2. Practical examinations : Refreshment during final practicals will be arranged by the concerned practical incharges. It is also mentioned that a fix amount of Rs.250/- to 400/- will be granted for the same.

3. MOU details:-

- Dr.Gurjit Kaur,Coordinator, HSNC University, Mumbai Bombay Teachers Training (BTTC), Maharashtra
- Dr.Bindu Sharma,Coordinator, Khalsa College of Law, Ram Tirath Road, Amritsar
- Dr.Maninder Kaur , Coordinator, DAV College of Education, Beri Gate, Amritsar
- Dr.Deepika Kohli ,Coordinator

- a) Koneo Bhaskara Rao Hemlatsa Human Development Foundation , Andhra Pradesh
- b) OERu (OER Foundation), Newzealand
- c) GHG College of Education, Gurusar Sadhar, Ludhiana

- Dr.Manpreet Kaur,Corodinator, Khalsa College of Nursing, Amritsar
- Dr.Parul Aggarwal , Coordinator Amandeep Group of Hospitals
- Coordinator, Khalsa College of Pharmacy, Amritsar
- Dr.Suman Saggu, Coordinator, Khalsa College of Veterinary and Animal Sciences, Amritsar
- Dr.Amandeep Kaur , Coordinator CT College of Education, Jalandhar
- Mrs.Anju Sharma , Coordinator Khalsa College for Women, Amritsar
- Mrs.Rajwinder Kaur Sekhon , Coordinator, Sidana Institute of Education

4. House Test Award data entry will be done by the concerned teachers.

(Dr.Khushvinder Kumar)

Principal/Dean