

DEPARTMENT OF BASIC SCIENCES

FACULTY ACHIEVEMENTS

Administrative Duties

1. Dr. Anita Rani

- Head of the Department
- Nodal officer UGC Skill development Courses
- Member IQAC Committee
- Co-In charge UGC Grants
- Member Library Advisory Committee
- Member Research Committee
- Member College fee committee
- Member college Purchase Committee
- Incharge IAPT-NGPE examination
- Prepare the proposal of ATAL Tinkering lab, Niti Aayog for GNCSSS and got selected.
- Overall Incharge of Admission committee of B.Sc (M+NM) and M.Sc. (Physics)
- Convener-DST Inspire camp funded by Department of Science and Technology, 23-27/09/2019
- Performed Badges duty in Youth festival 18-22/10/2019.
- External examiner to conduct Viva of M.Sc (Physics), Dev Smaj College for women, Ferozpur Nov.,2019
- Internal Practical examiner to conduct the viva of M.Sc (Physics) at GNC, Muktsar Nov.,2019
- Performed duty of paper setter of B.Sc-II (semester-IV), Khalsa College, Amritsar
- Performed duty of Paper evaluator, P.U. Chandigarh Dec-2019 to Jan-2020.
- Coordinator-DBT star scheme Proposal
- Visit to DBT, Delhi to present college for Star Scheme on 27-11-2019
- Observer IAPT examination-2020 at Dera Bhai Mastan Sen Sec School, Muktsar
- Performed duty in inspection of M.Sc (Physics) and B.Voc Courses
- Duty to prepare the compliance of M.Sc. physics and B.Voc Courses
- Incharge Memorial Award in Prize distribution function
- Organize Project demonstration event in college on 13-3-2020
- Duty to Prepare the proposal for DST FIST grant

- Performed duty of assistant superintendent at P.U. Chandigarh examination May.-2020
- Performed duty of Paper evaluator, P.U. Chandigarh May-2020 to June-2020.
- Performed various administrative duties as a Head of the department of Basic sciences

2. Ms. Kirandish Kaur

- Subject Incharge Chemistry.
- Incharge, Chemistry Laboratory.
- Incharge, Student Attendance and Lecture Record Committee.
- Incharge, Internal Complaint Committee of College (Anti Women-harassment Cell).
- Incharge, Legal Literacy Cell.
- Block Incharge/supervisor of Old Building, College.
- Tutorial Incharge of B.Sc. I Non Medical
- Incharge, Departmental house examination.
- Member of Admission Committee (B.Sc. Medical and Non Medical).
- Member of college NAAC team (Team B).
- Member of College UBA committee.
- Member of Student Greivances Cell of college.
- Member of Extension Activities Committee of college.
- Cleanliness Incharge of first floor of old building.
- Incharge of Departmental website page updation.
- Organized a Visit to District Special Resource Centre, Sri Muktsar Sahib in collaboration with Punjabi department to distribute school kits and eatables to special children on 23-01-2020.

3. Dr. Harpreet Kaur

- Incharge, Botany Subject.
- Incharge, Botanical garden and Botany Laboratory.

- Overall Incharge, Extension activities Committee
- Member of Landscaping Committee.
- Member of Student Satisfaction and feedback Committee.
- Member of UGC Committee.
- Member of college NAAC team (Team B).
- Tutor of B.Sc. I (Med.)
- Incharge, department website page updation
- Incharge, compilation of annual department Profile, IQAC and department meetings.
- Organized a visit to Ramgarh Chughan village for the tree plantation in collaboration with NSS unit (College & School) and hostel students on 01-08-2019.
- Organized blood donation camp in collaboration with NSS and NCC units of our college, youth welfare services, Sri Muktsar Sahib and blood bank, civil hospital, Sri Muktsar Sahib on 18-11-2019.
- Established cloth bank in the college campus to help the poor and needy people on 02-12-2019.
- Opened online registration centre to book for Kartarpur pilgrimage on 30-11-2019.
- Visited slum area for the distribution of cloths from cloth bank to help the slum community and a visit to city Church to plant trees for Christmas day celebration (20-12-2019).
- Organized a Visit to District Special Resource Centre, Sri Muktsar Sahib in collaboration with Punjabi department to distribute school kits and eatables to special children on 23-01-2020.

4. Ms. Sharnjeet Kaur

- Tutorial incharge of B.Sc. II Non-Medical.
- Member of Lecture record committee
- Member of Legal Literacy Cell
- Member of Student Grievances Cell of college.

- Member of Departmental IQAC Committee
- Incharge of Departmental Result Record

5. Dr. Sukhvinder Kaur

- Incharge College ‘ Eco and Go green Club’
- Incharge, Subject of Zoology in the Department of Basic Sciences
- Overall incharge of conducting ‘ Green audit ‘ of the college for the year 19-20 by external agency, Certified energy auditor of Govt. Of India.
- Duty of Member, Admission committee for B.Sc. (Med.)2019-20.
- Duty of Sending Proposal for IEDC project scheme of DST.
- Duty of completing criteria VI and VII of IQAC report of Dept. Of Basic sciences.
- Duty of Assist. Supt. For PU(CET) B.Ed. Entrance test .
- Duty as Subject Expert for Taking Interview for guest faculty for Under graduate classes.
- Duty of Establishing ‘Guru Nanak Baghichi’ by planting 550 trees in college campus to mark the 550th birth anniversary of Sri Guru Nanak Devji. On 1st Oct. 2019.
- Duty of Stage secretary at stage 2 in Zonal Youth Festival from 18th Oct. To 21 oct., 2019.
- Duty of Preparing Students for Quiz In Zonal Youth festival from 18-21 oct. 2019.
- Duty of Paper setter for Punjab University B.Sc. 3rd and 5th semester examination for Zoology . December, 2019.
- Duty of Sub – Examiner for Evaluation of Punjab University B.Sc. (IIIsem) Examination December, 2019
- Duty at Marchpass Practice for College Sports Meet on 18thFeb. 2020.
- Duty at as Track Empire for College Sports Meet on 18thFeb. 2020.
- Duty of organizing All India Competition on ‘Our Environment’ organized by ‘ Jim Corbett’, Nainital on 20 feb, 2020.

- Duty of Incharge of Preparation. Of Brochure for Dept. of Basic Sciences.for session 2020-21
- Duty of Registration incharge and Member of Organizing committee at ‘ One day National seminar on Legal Awareness’ Sponsored by National commission for women. On 26th feb., 2020
- Duty of Robes Incharge at college Convocation on 28th Feb., 2020.
- Member of College Scholarship Committee for Minority and SC-S Tstudents
- Incharge, Lecture Shortage for Dept. OF Basic Sciences
- Incharge, PTM for Dept. OF Basic Sciences
- Incharge, Student Record for Dept. OF Basic Sciences
- Incharge, Student Absentee Performa for Dept. OF Basic Sciences
- Incharge, Student Alumnii for Dept. OF Basic Sciences\
- Incharge of Conducting All India competition on ‘ Our Environment’ being organized by Jim Corbett , Nainital. In March, 2020.

6. Dr. Prabhjeet Kaur

- Member Research Committee
- Duty to be performed as Organizing Team member for the DST INSPIRE camp, sponsored by DST, Govt. of India and organized by all Science departments on September 23-27, 2019.
- Team member INSPIRE study material for organization of DST INSPIRE camp-2019 Performed duty to prepare wright-off lists of Physics lab for auction on 25-08-19. Duty in Green Room Stage 2 in Youth Festival
- In-charge of UG Physics Laboratory
- Tutor of B.Sc. III Non Medical
- In-charge of Department Book Bank.
- Incharge Photography and Videography DST INSPIRE camp-2019.
- Give Information to B.Sc Med, Non Med., B.Sc. Biotech students about Book bank, NGPE, IAPT, Central Library and importance of Competitive Exams preparation during regular course work in Student Induction programme held on 26.08.19 at college campus.

- Duty to collect stamp money from M.Sc. II Physics students
- Duty to prepare faulty apparatus list of UG Physics lab
- Submitted New Gen-IEDC as Principal investigator of student project entitled 'Products from Stubble'.
- Member of IQAC
- Team Member to compile record of department Profile, IQAC and department meetings
- Submitted major Research proposal to SERB
- Duty of preparation of dance performances during Teej Festival of college (27-08-19)
- Duty as Internal Examiner in Panjab University B.Sc.II(Non. Med.) Improvement Practical Examination September, 2019
- Duty to prepare student at 7thIAPT National Student Symposium on Physicsorganised by Panjab University, Chandigarh and the student got selected at national level
- Voluntarily started NET preparation of M.Sc. (Physics) II students
- Prepared promotional video of M.Sc. Physics
- Voluntarily promoting research aptitude in M.Sc. II (Physics) students by engaging them in research problems
- Duty for poster presentation preparation of students in 4th National Seminar on Recent Advances in Materials Science held at GGSDS College Chandigarh on 1 February, 2020.
- Duty on seating arrangement and discipline during 40th Convocation and Prize Distribution function.
- Organiser duty in Project Demonstration Event on 13th March 2020.
- Duty for stamp fee collection
- Duty for poster presentation preparation of students in 4th National Seminar on Recent Advances in Materials Science held at GGSDS College Chandigarh on 1 February, 2020

7. Ms. Rajveer Kaur

- Member of UBA
- Time keeper in youth festival
- Invigilator duty in B.ed. Examination 2019
- Registration incharge of DST-INSPIRE camp
- Department Activities Incharge
- Member of Fine Arts Committee in Youth Festival
- Organiser duty in Project Demonstration Event on 13th March 2020
- Tutor of B.Sc. III Medical
- Member of Publicity Committee of College
- Performed duty of Paper evaluator, P.U. Chandigarh Dec-2019 to Jan-2020.
- Member of College NAAC team
- Member of Admission Committee
- Duty of invigilation in PUCET exam 2019

8. Dr. Navpreet Kaur

- Fine collection.
- Stage conductance DST-Inspire Camp
- Stage conductance Youth Festival.
- Stage conductance team during convocation and prize distribution.
- Unnat Bharat abhiyaan team member
- Green Diwali environment rally.
- Team member for green audit.
- Stage conductance for annual athletic meet.

9. Ms. Satbir Kaur

- Tutorial Block Incharge. (science Block)
- Member Eco and Go Green Club.
- Calling and Registration duty in DST INSPIRE SCIENCE camp.

- Collection of student data from school of village rupana for DST INSPIRE camp.
- Member House Examination Committee of department..
- Duty of preparation of Zoology lab audit report.
- Duty of preparation of class wise student record, Maintenance of soft copy of lecture shortage of department.
- Duty in fine collection in December of BBA and B.Com classes.
- Duty in Rally on Green Diwali organized by sarbat da bhalla trust.
- Duty in Green Audit of college.
- Registration duty in seminar organized by women anti harassment cell.
- Duty on distribution of robes during convocation.
- Duty of invigilation in environment paper conducted by eco and go green club in association with Jim Corbett national park in college.

10. Ms. Gaganjot Kaur

- Tutor of B.A. IIIrd year
- Duty to prepare the fine register and fine of B.B.A.(I,II,III) year, B.Sc.FD (I,II,III)
- Duty of invigilation in IAPT-2020 Scholarship Examination
- Duty of record maintenance of IAPT scholarship Examination
- Incharge of Stationary committee in youth festival
- Member of Dance committee (Mime)
- Team member of activity and record maintenance of the department
- Duty in project demonstration event
- Duty of invigilation in PUCET exam 2019
- Duty of invigilation in B.ED entrance exam(21 july 2019)

11. Ms. Rippandeep Kaur

- Tutorial Block Incharge. (D- Block)
- Cleanliness incharge Science block
- Calling and Registration duty n DST INSPIRE SCIENCE camp.
- Invigilator in B.Ed. Exam 21 July 2019
- Duty in preparation of Department Profile, IAQC Record and Department Meeting Record
- Perform a duty to confirm the entry of students in youth fest.
- Duty to collect fine from B.Sc.(M+N.M.) and Biotech
- Duty in march past during athletic meet-2020
- Perform a duty to take attendance in convocation 2020
- Perform a duty to take attendance in prize distribution 2020

12. Ms. Simerpreet Kaur

- Duty of Convocation Robes distribution to students.
- Duty of Chemistry lab Cleaniness

13. Ms. Kanika

- Member of UBA
- Member of house examination team.
- In charge of M.sc Physics lab maintenance.
- Member of invitation team of DST Inspire Camp.
- Member of decoration committee in Youth Festival
- Member in fine collection team for basic sciences
- Member to communicate with experts and email committee regarding DST INSPIRE camp-2019.

14. Ms. Harpreet Kaur

- Member House Examination Committee of department.
- Member to prepare and maintain the Departmental Result Record.
- Member to communicate with experts and email committee regarding DST INSPIRE camp-2019.
- Duty of decoration and transportation of DST inspire camp.
- Duty to prepare and provide badges in youth festival.
- Performed a duty of robes distribution in convocation 2020

15. Ms. Dilpreet Kaur

- Team member of Result Record
- Calling duty in DST Inspire Camp
- Member of Dance committee in youth fest (Sammi, General Dance)
- Duty to prepare TA/DA to experts in DST INSPIRE CAMP
- Member of stage decoration committee in youth fest.
- Duty to prepare class fine register for B.A final year
- Invigilator in IAPT-2020 exam
- Duty to attend national seminar in GGSDS college, Chandigarh
- Perform a duty of robes distribution in convocation 2020

16. Dr. Gurjot Singh

- To visit meritorious schools at Sangrur and Patiala for DST Inspire camp(14 August,2019).
- To visit schools at (Suhelewala) on 27 August, 2019.
- To prepare the list of damaged apparatus for auction on 25 August.
- To attend the auction on 25 August.
- Member Discipline committee.

- Scholarship incharge for M.Sc. Physics.
- Duty to give invitation letter SDM Malout S. Gopal Singh and S. Kanwaljit Singh PCS for Inspire camp.
- Duties in Organized DST Inspire camp.
- To prepare the students for musical items in zonal youth festival on 19-22 Oct.
- To make announcement regarding DST inspire camp in classes(biotech, M.A. history, sociology).
- Duty to accompany the students at Khalsa Games at Garhdiwala(23 to 26 Oct).
- Duty to accompany students for Keertan at 'Istary samelan' at 550th celebration of Guru Nanak Sahib Parkash purb at sultanpur Lodhi.(11 November).
- Duty to submit UC for Inspire camp at DST, New Delhi (25 Nov).
- Visited Schools on Four Routes in Muktsar, Fazilka, Firozpur District for publicity for college in December.
- Long Jump and High jump Judge at annual sports meet.
- Duty to distribute invitation card of convocation to LMC members at local and near villages.
- Duty to present invitation card to chief guest of prize distribution function at Patiala.
- Sitting arrangements at Convocation an Prize Distribution on 27-29 Feb.
- Duty to Submit UC for B.VOC. at UGC, New Delhi on 4 March.
- Duty to Submit UC for Inspire Camp at DST, New Delhi on 4 March.
- Duty to arrange tent, sitting arrangement, Power supplies for Project demonstration event.
- To prepare brochure for department publicity.
- Updation of news in gallery of website of department.
- Duty to conduct +1 practical exam

