

Govt Associate college for (w) Khan Garh

Duties of Teaching Staff

Students can consult the concerned teachers in case of any query and guidance. For Example for admission in F.Sc or F.A students will submit their admission forms to teachers mentioned in first row. For admission in ADA/ADS Programs students will submit their forms to teachers of concerned department. All related matters of admission, subject changing, examination etc are mentioned below:-

Admission Form Checking (Registration) Committee	F.Sc/ ICS F.A	Miss. Afifa Firdous Miss. Sania Fazal Miss. Shehneela Altaf
Admissions ADA/ADS Programs (Merit Lists Preparation & Display)		Miss. Shehneela Altaf Mrs. Humaira Khalid Mrs. Faseeha Rauf
In charge Admissions & Health Profile OCAS	Focal Person Inter ADA/ADS	Miss. Sania Fazal Mrs. Humaira Khalid
In charge College Profile OCAS		Miss. Sania Fazal
Daily Email Checking		Miss Sania fazal
Prospectus In charge		Mrs. Farrah Deeba (Chair person)
In charge Website Maintenance		Miss Sania Fazal Miss Sania Fazal
Registration Checking & Examination Form Attestation FA/F.Sc	1 st Year	Miss. Shehneela Altaf
Admission Form Checking of Board Examination	2 nd Year	Mrs. Riffat Yasmeen
Form Attestation	F.A/F.Sc Board	Mrs. Asma Saeed
Time Table In charge		Mrs. Hafsa Bibi Mrs. Riffat Yasmin
Pre-First Year In charge	F.A F.Sc	Miss. Afifa Firdous Mrs Benish Aftab
College Examination Committee	Controller Assistant Controller	Mrs. Riffat Yasmeen Miss. Afifa Firdaus
College Property In-charge		Mrs. Asia Sultan Mrs. Riffat Yasmeen
Plantation In-charge		Mrs. Humaira Khalid Mrs. Rafia Zubair
College Dispensary In-charge		Mrs. Faseeha Rauf
Purchase Committee		Mrs. Humaira Khalid Mrs. Riffat Yasmeen Miss. Sania Fazal Mrs. Asma saeed

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Repair Committee		Mrs.Hafsa Bibi Miss. Shehneela Altaf Mrs. Faseeha Rauf
Auction Committee		Mrs.Hafsa Bibi Mrs. Asma Saeed Mrs. Riffat Yasmeen
Canteen Committee		Mrs.Hafsa Bibi Mrs. Riffat Yasmeen
College Security Committee		Mrs. Humaira Khalid(Focal Person) Miss. Shehneela Altaf Mrs. Asia Sultan
Cleanliness & Discipline Committee	Focal Person Cleanliness Focal Person Class Checking Canteen+ Ground 1 Ground 2 Ground 3	Mrs.Benish Aftab Mrs. Ruqia Bano Mrs. Rafia zubair Mrs. Afifa Firdous Miss. Shehneela Altaf
College Fee Bursar Duty		Mrs. Humaira Khalid Miss. Afifa Firdous
Refreshment All Occasions		Miss. Shehneela Altaf Mrs. Sania Fazal
Library Security Refund	F.A/F.Sc ADA/ADS	Mrs. Asma saeed Mrs. Ruqia Bano
Stock Checking Laboratories		All Science Staff
Tabulators of Examination (Internal)	F.Sc Part-1st F.A Part-1st F.Sc Part-2nd F.A Part-2nd	Mrs. Humaira Khalid Mrs. Faseeha Rauf Miss. Sania Fazal Mrs.Rafia zubair
Tabulators of Examination BS Programs	ADA Economics ADA English ADA I.T ADS Physics ADA Islamic Studies ADA Saraiki ADS Zoology ADS Botany ADS Mathematics ADS Computer Sciences	Mrs. Riffat Yasmeen Mrs. Faseeha Rauf Miss. Shehneela Altaf Miss. Sania Fazal Mrs. Hafsa Bibi Miss. Asia Sultan Mrs. Mrs. Humaira Khalid Mrs. Ruqia Bano Mrs. Asma Saeed Mrs. Riffat Yasmeen
Staffroom In-Charge		Mrs. Riffat Yasmeen RoseMerry
Result Percentage Board & University	ADP Intermediate	Miss. Sania Fazal Mrs.Sheneela Altaf
Fee Remission, Red Cross & Welfare Fund		Mrs. Hafsa Bibi Mrs. Riffat Yasmeen Mrs.Humaira Khalid
Students Attendance Register Checking		Miss. Shehneela Altaf
CTI Selection Committee	Focal Person	Mrs. Asma Saeed Miss. Sania Fazal
Event's Organizers		Mrs.Rafia zubair Mrs. Ruqaya
ADA/ADS Coordinator		Mrs. Asma Saeed Miss.Sheneela Altaf

Quality Enhancement Cell		Miss.Sania Fazal Mrs. Riffat Yasmeen
Career Counseling		Mrs. Farrah Deeba Miss Afifa Firdous
Hall Council	Chair Person	Mrs. Farrah Deeba (Principal) Mrs. Hafsa Bibi
College Magazine & Journal	Editing Article Collection in Soft Copy	Mrs. Asma Saeed Miss Sania Fazal Miss Afifa Firdous
In charge CIS HEP Portal/ HED Punjab App		Mrs. Ruqia Bano Miss Sania Fazal
Prize Distribution		Mrs. Hafsa Bibi Mrs. Asma Saeed
Co-Signatory		Mrs. Riffat Yasmeen Mrs. Asma Saeed
College Sports In-charge		Mrs. Hafsa Bibi Mrs. Riffat Yasmeen Mrs Rafia zubair
Annual Report		Miss. Sania Fazal Mrs. Rafia zubair
Anti-Dengue Program	Focal Person	Mrs. Humaira Khalid
Anti Narcotics/ Drugs Program		Mrs. Ruqia Bano
Staff Register Daily Checking		Mrs. Hafsa Bibi
Scholarships	Ehsas and Rahmatilil Aalmeen Scholarship NORA and PEEF Scholarship Talent Scholarship	Mrs. Humaira Khalid Miss. Afifa Firdous Mrs. Riffat Yasmeen Mrs. Asma Saeed



