



Office of the Principal
Govt. College for Women Nawakadal, Srinagar

(NAAC Re-Accredited Grade A)

(CGPA-3.10) Telefax: 0194-2503456

www.gcwnk.ac.in



principal@gcwnk.ac.in

No. WCN/21/769

Dated: 29/04/2021

Sub: Weekly duty Roster for the non-teaching and local fund workers during Covid-19.
Ref: Govt. order No.21-JK(DMRRR) of 2021, dated: 18-04-2021.

DUTY ROSTER

In pursuance to above referred Govt. order weekly rotational duty roster for the non-teaching and local fund workers for smooth functioning of the College work is hereby framed as specified below.

S.No.	Name	Designation	Days
1	Ms. Mubeena Akhter	Section Officer	Tuesday, Thursday, Friday
2	Mr. Shabir Hussain	Accountant	Monday, Wednesday, Saturday
3	Ms. Shabnum Kousar	Med. Asstt.	Monday, Wednesday, Friday
4	Ms. Shafiq Parveen	Lab. Asstt.	Monday, Wednesday, Friday
5	Mr. Aijaz Ahmad	Sr. Assistant	Monday, Tuesday, Wednesday, Saturday
6	Mrs. Asifa Bashir	Sr. Assistant	Monday, Thursday, Friday, Saturday
7	Mr. Shahid Makhdoomi	Jr. Asstt.	Monday, Thursday, Friday, Saturday
8	Ms. Saima Maqbool	Jr. Asstt.	Monday, Tuesday, Thursday
9	Mr. Nasir Hamid	Jr. Asstt.	Monday, Wednesday, Friday, Saturday
10	Mr. Shabir Ahmad	Orderly	Monday, Tuesday, Wednesday, Friday
11	Ms. Mehmooda Akhter	Orderly	Tuesday, Thursday, Saturday
12	Mr. Mr. Abdul Majeed	Plumber	Monday, Wednesday, Friday
13	Mr. Farooq Ahmad Najar	Carpenter	Monday, Tuesday, Wednesday
14	Mr. Mehraj Ud din	Gardner	Monday, Wednesday, Friday
15	Mr. Gulam Mohammad	Safaiwala	Monday, Wednesday, Thursday
16	Ms. Azi Begam	Safaiwala	Tuesday, Thursday, Friday

LOCAL FUND EMPLOYEES

17	Mr. Mehraj Ud din	M. STR	Monday, Tuesday Thursday Saturday
18	Ms. Shameema Akhter	F. STR	Monday, Wednesday, Friday, Saturday
19	Mr. Farooq Ahmad Kumar	Helper to Gard.	Monday, Wednesday, Friday
20	Mr. Riyaz Ahmad Mir	Helper to Gard.	Monday, Wednesday, Friday
21	Mr. Mushtaq Ahmad	Principal Chamb.	Monday, Friday, Saturday
22	Mr. Manzoor Ahmad	Principal Chamb.	Tuesday, Wednesday, Thursday
23	Mr. G.M Beigh	Helper to Gate	Monday, Tuesday, Thursday, Saturday
24	Mr. Liyaqat Ahmad	Electrician	Thursday, Friday, Saturday
25	Mr. Imtiyaz Ahmad	Electrician	Monday, Tuesday, Wednesday
26	Mr. Mohammad Yaqoob	Runner	Monday, Thursday, Friday, Saturday
27	Mr. Mohammad Aslam	Office Runner	Tuesday, Wednesday, Friday, Saturday
28	Ms. Tahira Akhter	Office	Monday, Tuesday, Thursday, Saturday
29	Mr. Imtiyaz Ali	PM	Monday, Wednesday, Saturday
30	Ms. Khalida Amin	BT	Monday, Wednesday, Friday
31	Ms. Tabasum	BT	Tuesday, Thursday, Saturday
32	Ms. Masarat Qadiri	IQAC	Monday, Tuesday, Wednesday, Saturday
33	Ms. Irfana Malik	Reprography	Monday, Wednesday, Saturday
34	Mr. Tajamul Bashir	Admissions	Monday, Tuesday, Wednesday, Saturday
35	Mr. Shafat Ahmad	Office	Monday, Wednesday, Thursday, Friday
36	Ms. Fatima Hussain	Admissions	Tuesday, Thursday, Friday, Saturday
37	Ms. Noora Akhter	Dispensary	Tuesday, Thursday, Saturday
38	Ms. Nabla Begam	Safaiwala	Monday, Wednesday, Saturday
39	Mr. Tasleem Ahmad Sheikh	Safaiwala	Tuesday, Thursday, Saturday
40	Mr. Gulam Rasool Sheikh	Safaiwala	Monday, Thursday, Saturday
41	Mr. Farooq Ahmad Sheikh	Safaiwala	Tuesday, Wednesday, Saturday

All the above staff are directed to follow Covid-19 Protocol and safety measures.

For Principal
Govt. College for Women
Nawakadal, Srinagar

CC/-

1. Director Colleges, Higher Education Department for information.
2. Office Record.



OFFICE OF THE PRINCIPAL

Govt. College for Women, Nawakadal

Srinagar (J&K)

(NAAC Re-Accredited Grade A)

(CGPA-3.10)

Telefax:0194-2503456

No. WEN/21/756

Date: 20-04-2021

www.gcwnk.ac.in

Email:principal@gcwnk.ac.in

Duty Roster for Gazetted Staff

S.No	Department	Name	Duty Day
1.	Zoology	Prof. Rubia Rashid	Monday, Wednesday, Friday
		Dr. Dilgeer Mahdi	Tuesday, Thursday, Friday
		Prof. Shabir Ahmad Shah	Tuesday, Wednesday, Friday
2	Music	Prof. Asmat Ara	Monday, Thursday, Friday
3.	Psychology	Dr. Tabasum Akhter	Monday, Wednesday, Friday,
		Dr. Nusrat Parveen	Tuesday, Thursday, Saturday
4	History	Prof. Amjad Khan	Monday, Thursday, Friday
5	Education	Nadia Zahoor	Tuesday, Thursday, Saturday
6	Bio-Chemistry	Dr. Nighat Parveen	Monday, Wednesday, Saturday
7	Env. Science	Prof. Rumaisa Nazir	Monday, Wednesday, Saturday
9	Persian	Dr. Shabir Ali Wani	Tuesday, Wednesday, Saturday
10	Home Science	Dr. Yasmeen Khan	Monday, Wednesday, Saturday
		Prof. Rubeena Shahen	Tuesday, Thursday, Friday
11	Chemistry	Prof. Rukhsana Wani	Monday, Wednesday, Saturday
		Dr. Shabnum Ara Qazi	Tuesday, Thursday, Friday
		Dr. Nadeem Bashir	Monday, Wednesday, Saturday
12	Physical Education & Sports	Ms Sakeena Bashir	Monday, Tuesday, Wednesday, Thursday, Saturday
13	Physics	Dr. Mukhtar Ahmad Malik	Tuesday, Thursday, Friday
		Dr. Tabasum Masood	Monday, Wednesday, Saturday
14	Management Studies	Dr. Shabana Ali	Monday, Thursday, Friday
		Prof. Shakeela Nazir	Tuesday, Thursday, Saturday
		Prof. Sana Bala	Tuesday, Thursday, Saturday
		Prof. Afshan Yousuf	Tuesday, Wednesday, Saturday
15	Arabic	Prof. Iffat Mufti	Monday, Wednesday, Friday
16	Kashmiri	Prof. Javaid Ahmad Malik	Tuesday, Wednesday, Friday
17	English	Dr. Rumana Ashraf	Tuesday, Thursday, Saturday
		Dr. Shaifta Ayoub	Monday, Wednesday, Friday
		Prof. Mehvish Syed	Tuesday, Thursday, Saturday
		Prof. Mansha Malik	Monday, Wednesday, Friday
		Prof. Aneesa Ayani	Monday, Wednesday, Saturday

18	Clinical Biochemistry	Dr. Arif Bashir	Wednesday , Thursday, Saturday
19	Botany	Prof. Yasmeen Bashir	Monday, Wednesday , Saturday
		Prof. Ruqaya Majeed	Tuesday, Thursday, Friday
		Prof. Javed Ahmad Wagey	Tuesday, Thursday, Saturday
20	Commerce		
		Dr. Mohammad Ashraf Malla	Tuesday, Thursday, Friday
		Dr. Zuhair Bazaz	Monday Wednesday, Saturday
		Prof. Mehnaz Manzoor	Tuesday, Thursday ,Saturday
		Dr. Suhaila Sikeen	Monday, Wednesday, Friday
		Prof. Sabreena Farooq	Monday, Thursday ,Friday
		Prof. Nadia	Monday, Wednesday, Saturday
21	Urdu	Prof (Dr) Gulshan Ara	Tuesday, Thursday, Friday
		Dr. Gh. Mohi udin Dar	Monday, Wednesday, Saturday
22	Geography	Ms. Shajia	Monday, Wednesday, Saturday
23	Math & Statistics	Dr. Farooq Ahmad Sheikh	Tuesday ,Wednesday, Friday
		Prof. Mushtaq Ahmad Wani	Monday, Thursday, Saturday
24	Travel & Tourism Mgt.	Dr. Peerzada Rafiq Ahmad	Monday, Thursday ,Friday
25	Economics	Dr. Sabina Ahad	Tuesday, Thursday ,Saturday
26	Sociology	Dr. Sobia Yousuf	Monday, Wednesday, Saturday
27	Pol Science	Prof. Hafizullah	Monday Wednesday, Saturday
28	Computer Applications	Prof. Audil Hussain	Monday Wednesday, Saturday
		Prof. Mudasir Wani	Monday Wednesday, Saturday
		Prof. Shabir Ahmad Najar	Tuesday, Thursday, Friday
29	Bio-Chemistry	Prof. Qulsum Akhtar	Tuesday, Thursday, Saturday
30	Libraray	Ms. Masarat Jan (Librarian)	Monday, Tuesday , Wednesday, Thursday, Friday, Saturday

Principal

CC/-

1. Coordinator, IQAC for Information and record.
2. Incharge College website for Uploading on the website
3. Office record file.