

**OFFICE OF THE PRINCIPAL,
DR. B.R. AMBEDKAR GOVT. COLLEGE, DABWALI**

Order No.: GCD/2023/1452

Dated: 18-10-2023

LIST OF THE ANNUAL COMMITTEES FOR THE ACADEMIC SESSION 2023-24

The following committees are hereby constituted for the Academic Session 2023-24 for the smooth functioning of the College. These annual Committees will come into force with immediate effect. Conveners/In-charges of various committees are requested to hand-over their charge, if any, to the new incumbent and get counter signature of the undersigned as early as possible.

The convener/ In-charge of various committees should note down the names of the faculty members associated with them. They are also required to invite fresh quotations (if required) immediately for the work to be undertaken by them. All concerned to note please:-

1. College Council

Dr. Surender Kumar Principal/Chairperson

Dr. Ranbir Singh

Sh. Dilraj Singh

Dr. Pradeep Bishnoi

Dr. Bharti Brar

Dr. Usha Bhati

2. College Bursar

Dr. Pardeep Bishnoi

3. Staff Secretaries

Dr. Shanno Garg (Staff Secretary)

Dr. Sunil Kumar Joshi (Social Secretary)

4. R.T.I. Committee

Dr. Surender Kumar (Principal/Chairperson) –First App. Authority

Dr. Ranbir Singh–SPIO

Dr. Sunil Verma – ASPIO

Sh. Gurmail Singh

Sh. Daleep Bhambhu (Clerk)

5. Chief Mentors and Senior Mentors

Sh. Dilraj Singh (Boys)

Dr. Bharti Brar (Girls)

Dr. Manjeet Kumar (Science)

Dr. Usha Bhati (Commerce)

Mrs. Anju Goyal (Arts)

6. College Time Table with Proctorial duties, Work load Committee

Dr. Manjeet Kumar

Sh. Rajpal Verma

Sh. Pardeep Kaswan

Mr. Virender Kumar (Computer Instructor)

7. Bus Pass committee/CRID

Dr. Anjali Sachdeva

Mr. Gurlal Singh (Arts)

Mr. Gurmail Singh (Commerce)

Mr. Parveen (L.A.)

8. University Works Committee (University Registration Return, University Exam Forms, University Exams, Lecture Shortage, Name struck off and DUF)

Sh. Jaswinder Singh (Registrar)
Dr. Surender Pal
Dr. Sunil Verma (Physics)
Sh. Jagmeet Singh
Dr. Archana (Arts)
Dr. Beant Kaur (Arts)
Mr. Gurmail Singh (Commerce)
Mr. Parveen (L.A.)
Sh. Virender Kumar (Computer Instructor)
Smt. Amarjeet Kaur (L.A.)

9. Gap/Eligibility/Migration Committee

Dr. Sunil Verma
Mr. Naresh Kumar

10. Committee for EVS/Eco Club

Dr. Surender Pal
Mr. Naresh Kumar
Dr. Beant Kaur
Dr. Archana

11. Committee for Compulsory Computer Education (CCE)

Dr. Bharti Saneja
Sh. Gurmail Singh
Sh. Virender Kumar (Computer Instructor)

12. Attestation of University Forms, Issuance of Character & Residence Certificate

For Arts Faculty:

Sh. Dilraj Singh	& Dr. Surender Pal	B.A.-III & M.A.
Mrs. Anju Goel	& Dr. Shanno Garg	B.A.-II
Smt. Anjali Sachdeva	& Dr. Sunil Kumar Joshi	B.A.-I

For Science Faculty:

Dr. Pradeep Bishnoi
Dr. Manjeet Kumar

For Commerce Faculty:

Dr. Bharti Brar
Dr. Usha Bhati

13. College Educational Tour Committee

Sh. Dilraj Singh
Smt. Anju Goyal
Mr. Inderjeet Singh
Smt. Archana Grover
Sh. Sunil Kumar (English)
Sh. Gurlal Singh

14. Science Exhibition Committee

Sh. Rajpal Verma
Dr. Manjeet Kumar
Dr. Surender Pal
Dr. Sunil Kumar (Physics)

15. Prize Committee

Smt. Anju Goyal
Mr. Jaswinder Singh
Mr. Sunil Kumar (English)
Mr. Gurmail Singh

16. Refreshment Committee

Dr. Surender Pal
Dr. Sunil Kumar Joshi
Mr. Jagmeet Singh
Dr. Beant Kaur
Mr. Gurlal Singh

17. Legal Literacy Cell

Dr. Shanno Garg
Mr. Naresh Kumar
Mr. Jagmeet Singh

18. Red Cross Committee & Red Ribbon Club

Smt. Anju Goyal
Sh. Pardeep Kaswan
Mr. Gurlal Singh
Mr. Inderjit Singh

19. Anti Ragging Committee/Squad and Anti Smoking /Anti Drug Committee

Sh. Dilraj Singh
Dr. Manjeet Kumar
Mr. Rajpal Verma
Dr. Sunil Kumar Joshi
Mr. Gurlal Singh
Mr. Naresh Kumar (Hindi)
Two student representatives

20. Grievances Redressal regarding Sexual Harassment Committee

Dr. Bharti Brar (Chairperson)
Dr. Pradeep Bishnoi (Member)
Dr. Usha Bhati (Member)
Mrs. Anju Goyal (Member Secretary)

21. Issuance of Learner D/L

Dr. Sunil Kumar Joshi
Sh. Praveen Kumar
Smt. Amarjeet Kaur

22. Subject Societies

Sh. Dilraj Singh (Punjabi)
Dr. Pradeep Bishnoi (Maths)
Dr. Bharti Brar (Commerce)
Smt. Anju Goyal (Economics)
Sh. RajPal (Chemistry)
Dr. Surender Pal (Geography)
Dr. Shanno Garg (Hindi)
Smt. Anjali Sachdeva (History)
Smt. Archana Grover (English)
Dr. Sunil Kumar (Physics)

23. Discipline Committee

Dr. Dilraj Singh
Dr. Sunil Kumar Joshi
All members of the teaching staff

24. Sports Activities Committee

Dr. Sunil Kumar Joshi
Dr. Bharti Saneja
Mr. Inderjeet Singh
Sh. Dalip Bhambu (Clerk)
Mr. Sanjeev Wadhwa (To Assist)

College Sports Board:

Dr. Surender Kumar (Principal/Chairperson)
Dr. Sunil Joshi (Sports Secretary)
Sh. Dilraj Singh
Dr. Pradeep Bishnoi
Dr. Usha Bhati
Dr. Anjali Sachdeva
Dr. Bharti Saneja

25. College Alumni & Parents-Teachers Association

Dr. Surender Kumar (Principal/Chairperson)
Sh. Dilraj Singh
Dr. Shanno Garg
Dr. Sunil Joshi
Sh. Jaswinder Singh
Mr. Inderjeet Singh
Sh. Gurlal Singh

GENERAL ADMINISTRATION COMMITTEES

26. General Purchase Committee

Dr. Ranbir Singh
Sh. Dilraj Singh
Dr. Pradeep Bishnoi
Dr. Usha Bhati
Dr. Manjeet Kumar (GEM)
& In-charge of the concerned Department's

27. Purchase Verification Committee (For Purchase above Rs.10,000/-)

Dr. Surender Pal
Smt. Anjali Sachdeva
Dr. Bharti Saneja

28. NAAC & Academic Audit

Dr. Surender Kumar (Principal/Patron)
Dr. Ranbir Singh (Coordinator)
Dr. Pradeep Bishnoi
Dr. Bharti Brar
Dr. Usha Bhati
Smt. Anju Goyal
Dr. Bharti Saneja (Co-coordinator)
Sh. Raj Pal Verma
Dr. Sunil Joshi
Sh. Pradeep Kaswan
Sh. Jagmeet Singh
Sh. Inderjeet Singh

29. Internal Quality Assurance Cell (IQAC)

Dr. Usha Bhati (In-charge)

Dr. Manjeet Kumar

Smt. Anju Goyal

Sh. Jaswinder Singh

30. Court Case & C.M. Window Committee

Dr. Surender Pal

Dr. Sunil Joshi

Sh. Jagmeet Singh

Smt. Amarjeet Kaur

31. ACR Committee

Dr. Manjeet Kumar

Sh. Gurmail Singh

Calculation and Result verification for ACR:

Arts: - Dr. Surender Pal, Smt. Anju Goel, Mr. Naresh Kumar, Mr. Jagmeet Singh

Science: -Sh. Rajpal Verma, Sh. Jaswinder Singh

Commerce: - Dr. Bharti Brar, Dr. Usha Bhati

32. Printing & Invitation Committee

Dr. Anjali Sachdeva

Mr. Jagmeet Singh

Mr. Gurmail Singh

Sh. Sunil Kumar (English)

33. College Library and Sub Divisional Library Advisory Committee

Dr. Ranbir Singh

Sh. Dilraj Singh

Dr. Bharti Brar

Dr. Manjeet Kumar

Mrs. Anju Goyal

Dr. Sunil Kumar Verma

Sh. Naresh Kumar

Sh. Sunil Kumar (English)

Mr. Bajrang Lal

34. Annual Report Committee

Dr. Shanno Garg

Sh. Naresh Kumar

Sh. Bajrang Lal (Library Attendant)

35. Maintenance of the Record of Extension Lecturers

Dr. Bharti Brar

Dr. Sunil Joshi

Mr. Daleep Bhambhu (Salary)

Sh. Parveen Kumar (L.A.) (Attendance)

36. Wall Magazine & Flex Board Committee

Dr. Shanno Garg (Editor)

Sh. Jaswinder Singh

Mr. Naresh Kumar (Co-Editor)

Mr. Gurmail Singh

37. Health Fund and Cleanliness and Decoration Committee

Smt. Anjali Sachdeva (Convenor)

Dr. Archana Grover

Dr. Beant Kaur

Mr. Gurlal Singh

Mr. Naresh Kumar

Mr. Gurmail Singh

38. Campus Beautification and Lawn Maintenance

Dr. Ranbir Singh
Sh. Gurlal Singh
Sh. Inderjeet Singh
Sh. Naresh Kumar

39. Public Relation/ Photography Committee/Media

Dr. Shanno Garg
Dr. Sunil Kumar Verma
Mr. Naresh Kumar
Mr. Inderjeet Singh
Sh. Bajrang Lal (Library Attendant)

40. Mike & Audio, Tent/ Shamiana & Seating Arrangement Committee

Dr. Surender Pal
Smt. Shanno Garg
Mr. Naresh Kumar
Sh. Gurmail Singh

41. Income Tax Verification & Property Return Committee in the supervision of Dr. Bharti Brar,

Bursar

Dr. Bharti Brar
Dr. Usha Bhati
Dr. Manjeet Kumar

42. Repair & Maintenance Committee

Dr. Surender Pal
Dr. Sunil Joshi
Mr. Gurlal Singh

43. Construction Work of College Committee

Dr. Surender Pal
Dr. Sunil Joshi
Mr. Inderjeet Singh

44. Property Committee

Dr. Usha Bhati
Mr. Gurmail Singh

45. University Affiliation, U.G.C. Affairs and Online News Letters Committee

(Correspondence, Grants & New Subjects)

Smt. Anju Goyal
Sh. Rajpal Verma
Sh. Jaswinder Singh
Sh. Virender (Computer Instructor)

46. Electricity Works (Maintenance, Purchase, New installation, Bills etc.) & Sound System Committee

Dr. Sunil Verma
Sh. Gurlal Singh
Sh. Parveen Kumar(L.A.)

47. NAPS Committee (National Apprenticeship Promotion Scheme)

Dr. Bharti Saneja (Nodal Officer)
Dr. Sunil Verma
Sh. Virender Singh (Computer Instructor)
Smt. Amarjeet Kaur

48. Stationery Purchase Committee

Sh. Sunil Verma
Sh. Jaswinder Singh
Sh. Pradeep Kaswan
Sh. Parveen Kumar (L.A.) for record keeping

9. Class III & IV Employees Committee/HKRN

Dr. Usha Bhati

Mr. Daleep Bhambhu (Clerk)

50. Building Fund Committee

Sh. Surender Kumar (Principal)

Dr. Pradeep Bishnoi

Dr. Bharti Brar (Bursar)

Dr. Surender Pal

Dr. Sunil Joshi

Dr. Sunil Kumar Verma

51. Updation of Electoral Rolls and PPP Committee

Mr. Sunil Kumar (English) Convenor

Dr. Archana Grover

Dr. Beant Kaur

Mr. Parveen Kumar (L.A.)

Mrs. Amarjeet Kaur (L.A.)

52. Road Safety Committee

Dr. Sunil Kumar Verma

Dr. Sunil Joshi

Sh. Gurmail Singh

53. AEBAS (Aadhar Enabled Biometric Attendance System)

Dr. Bharti Saneja

Mr. Daleep Bhambhu (Clerk)

Sh. Parveen Kumar

Sh. Virender Kumar (Computer Instructor)

54. C.C.T.V. Camera Committee

Dr. Sunil Kumar Verma

Sh. Jagmeet Singh

Sh. Inderjeet Singh

Sh. Virender Kumar

Mr. Daleep Bhambhu (Clerk)

55. Parking/Cycle Stand Committee

Dr. Surender Pal

Dr. Sunil Joshi

Mr. Gurlal Singh

56. Passport Committee

Sh. Dilraj Singh

Dr. Sunil Joshi

Dr. Bharti Saneja

Mr. Inderjeet Singh

Mr. Jagmeet Singh

57. Differently Abled Persons Committee

Dr. Archana Grover

Mr. Virender Kumar

FINANCIAL/GRANT COMMITTEES

58. Scholarships and Stipend Committee (S.C./B.C./Merit and others), Fee Concession & SAF Committee

Sh. Rajpal Verma (Convenor)

Dr. Sunil Verma

Dr. Bharti Saneja

Mr. Gurlal Singh

Mr. Daleep Kumar (Clerk)

Sh. Virender Kumar (Computer Instructor)

59. Women Cell/Slogan writing and Beti Bachao Beti Padhao Abhiyan

Smt. Anju Goyal
Dr. Archana Grover
Dr. Beant Kaur
Mr. Naresh Kumar

60. Placement Cell & Personality Development Committee

Dr. Sunil Joshi
Mr. Jagmeet Singh
Dr. Beant Kaur

61. Cultural & Co-curricular Activities Committee

Dr. Shanno Garg
Dr. Surender Pal
Mr. Gurlal Singh
Mr. Inderjeet Singh
Mr. Naresh Kumar
Sh. Sunil Kumar (English)
Dr. Archana Grover
Dr. Beant Kaur

62. NSS

Dr. Pradeep Kaswan
Mr. Bajrang Lal (NSS Clerk)
Mr. Sheela Kumar (N.S.S. Peon)

NSS Advisory committee

Principal & College Council Members

63. Earn While You Learn Scheme Committee

Smt. Anjali Sachdeva
Sh. Jagmeet Singh
Sh. Inderjeet Singh

64. Language Lab Committee

Mr. Sunil Kumar (English)
Mr. Jagmeet Singh

ONLINE INFORMATION/ ICT COMMITTEES

65. RUSA Committee

Dr. Manjeet Kumar (Institutional Coordinator and MIS)
Sh. Jaswinder Singh (Nodal Officer for Academic Committees)
Dr. Surender Pal (Nodal Officer for Civil Works including Environment Management)
Dr. Ranbir Singh (Nodal Officer for Procurement)
Dr. Bharti Brar (Nodal Officer for Financial Aspects)
Sh. Rajpal Verma (Nodal Officer for Equity Assurance Plan Implementation)
Dr. Usha Bhati (Nodal Officer for Research and Innovation)
Sh. Virender Kumar (Computer Instructor)

66. AISHE & NIRF Committee & NEP-2022

Dr. Bharti Brar (NIRF)
Dr. Manjeet Kumar (NEP)
Dr. Pardeep Kaswan (AISHE)
Dr. Bharti Saneja
Dr. Sunil Verma
Mr. Jagmeet Singh
Mr. Virender Kumar (Computer Instructor)

67. EDUSAT & Gyan Jyoti Project & Smart Classroom Committee

Dr. Bharti Saneja (I/C)

Dr. Surender Pal

Dr. Sunil Kumar Verma

68. Human Resource Management System (HRMS) Committee

Dr. Bharti Saneja

Sh. Pradeep Kaswan

Mr. Daleep Bhambhu (Clerk)

Sh. Virender Kumar (Computer Instructor)

69. GEM Portal

Dr. Manjeet Kumar

Sh. Pradeep Kaswan

70. ERP Updation Committee

Dr. Manjeet Kumar (I/C)

Dr. Surender Pal (Complaint and Grievance)

Dr. Pradeep Bishnoi (Fee Management) To be assisted by Mr. Daleep Bhambhu (Clerk)

Sh. Rajpal Verma (Scholarship & Placement Cell)

Dr. Usha Bhati (Asset Management)

Dr. Bharti Saneja (HRMS)

Sh. Pradeep Kaswan (Online Admission)

Mr. Virender Kumar

Mrs. Amarjeet Kaur (L.A.)

71. Cashless Transaction

Dr. Pradeep Bishnoi (Bursar)

Sh. Daleep Bhambhu (Clerk)

72. Office Co-ordinator

Sh. Pardeep Kaswan (E- Salary, E-billing, Online Transaction etc.)

Dr. Bharti Saneja (DGHE Web Portal, College mails,)

Sh. Virender Kumar (Website updation)

73. MIS Committee

Dr. Bharti Saneja

Sh. Virender Kumar

Smt. Amarjeet Kaur

74. Prevention of Caste Based Discrimination

Sh. Rajpal Verma

Sh. Sunil Kumar (English)

75. M.O.U. Committee

Dr. Surender Kumar (Principal)

Dr. Ranbir Singh

Sh. Dilraj Singh

Dr. Usha Bhati

76. Repair of Photocopier Machines

Dr. Ranbir Singh

Dr. Bharti Saneja

Sh. Bajrang Lal

77. Incharge Psychology - Dr. Shanno Devi

78. Incharge Political Science- Dr. Archana Grover, Dr. Beant Kaur

79. Editorial Board for College Magazine -

Dr. Sunil Joshi (Convener)

Dr. Shanno Devi (Hindi)

Mr. Inderjeet Singh (Punjabi)

Dr. Archana Grover (Eng)

80. General official works

Smt. Amarjeet Kaur

Note: Duties can be changed at any time by the Principal.

Copy To:

1. Bursar
2. Office-in-charge
3. Bill Clerk/Fund Clerk/Establishment Clerk
4. IQAC In-charge
5. Staff Circulation
6. Students Notice Board

Principal