

LIST OF THE ANNUAL COMMITTEES FOR THE ACADEMIC SESSION 2019-20

The following committees are hereby **Constituted** for the Academic Session 2019-20 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. K.L. Gupta Principal/Chairperson)

Dr. Rakesh Bhati

Dr. Ranbir Singh

Sh. Dilraj Singh

Sh. Pradeep Bishnoi

Dr. Bharti Brar

2. College Bursar

Sh. Pradeep Bishnoi

3. Staff Secretaries

Dr. Rakesh Bhati (Staff Secretary)

Sh. Dilraj Singh (Social Secretary)

4. R.T.I. Committee

Dr. K. L. Gupta (Principal/Chairperson) –First App. Authority

Dr. Rakesh Bhati –SPIO

Sh. Deepak Raj - APIO

Mr. Bajrang (Clerk)

ACADEMIC COMMITTEES

5. Chief Mentors and Senior Tutors

Dr. Rakesh Bhatti (Boys)

Dr. Bharti Brar (Girls)

Senior Mentors/MOU

Dr. Ranbir Singh (English)

Mr. Pradeep Bishnoi (Science)

Dr. Usha Bhati (Commerce)

Mrs. Anju Goyal (Economics)

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

Dr. Bharti Brar

Dr. Manjeet Kumar

Sh. Rajpal Verma

Mr. Jaswinder

Mr. Virender Kumar (Computer Instructor)

Mrs. Amarjeet Kaur (Computer LA)

7. Bus Pass committee

Sh. Sunil Joshi

Mr. Gurlal Singh (Arts)

Mr. Gurmail Singh (Commerce)

Mr. Sunil Soni (Science)

Mrs. Harjit Kaur

Sh. Yash Pal (Clerk)

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

Dr. Ranbir Singh (Registrar)

Dr. Usha Bhati

19 2 19

Dr. Surender Pal
Smt. Anjali Sachdeva
Dr. Sunil Kumar (Physics)
Ms. Bharti Saneja
Dr. Archana (Arts)
Dr. Beant Kaur (Arts)
Mr. Pal Singh (Arts)
Mr. Gurmail Singh (Commerce)
Mr. Sunil Soni (Science)
Sh. Yash pal (Univ. Clerk)
Sh. Virender (Computer Instructor)

9. Gap/Eligibility/Migration Committee

Sh. Rajpal Verma
Sh. Jaswinder Singh
Dr. Satpal
Mr. Naresh Kumar
Sh. Yash Pal (L.A.)

10. Committee for EVS

Dr. Surender Pal
Dr. Sunil Kumar (Physics)
Mr. Pal Singh

11. Committee for Compulsory Computer Education

Sh. Virender Kumar (Computer Instructor)
Smt. Amarjeet Kaur (L.A.)

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

For Arts Faculty:

Dr. Ranbir Singh	& Dr. Surender Pal	B.A.-III
Mrs. Anju Goel	& Dr. Shanno Garg	B.A.-II
Smt. Anjali Sachdeva	& Mr. Deepak Raj	B.A.-I
Sh. Dilraj Singh		M.A. (Previous & Final)

For Science Faculty:

Sh. Pradeep Bishnoi
Dr. Manjeet Kumar

For Commerce Faculty:

Dr. Bharti Brar
Dr. Usha Bhati
Sh. Yash Pal (L.A.) will assist this committee.

13. College Educational Tour Committee


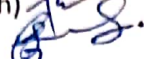
Sh. Dilraj Singh
Smt. Anju Goyal
Smt. Shanno Garg
Dr. Surender Pal
Mr. Inderjeet Singh
Dr. Archana Grover

14. Science Exhibition Committee

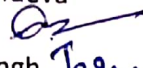

Dr. Rakesh Bhati
Sh. Rajpal Verma
Dr. Manjeet Kumar
Dr. Surender Pal
Sh. Sunil Kumar (Physics)
Mr. Sunil Soni
Mr. Chandan

15. Prize Committee

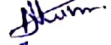

Dr. Usha Bhati
Smt. Anju Goyal

Mr. Jaswinder Singh
Mr. Sunil Kumar (English) 
Mr. Gurmail Singh 

16. Refreshment Committee

Sh. Dilraj Singh
Smt. Anjali Sachdeva
Sh. Sunil Joshi 
Mr. Jagmeet Singh 
Dr. Beant Kaur
Mr. Gurlal Singh





17. Legal Literacy Cell

Smt. Shanno Garg
Sh. Deepak Raj
Mr. Naresh Kumar 
Mr. Jagmeet Singh 
Mr. Pal Singh


18. Red Cross Committee & Red Ribbon Club

Smt. Anju Goyal
Sh. Sunil Joshi 
Mr. Gurlal Singh
Mr. Inderjit Singh

19. Anti Ragging Committee/Squad and Grievances Redressal-cum-Anti Sexual Harassment Cell, Anti Smoking Committee, Anti Drug Committee

Sh. Dilraj Singh
Sh. Pradeep Bishnoi 
Dr. Bharti Brar
Dr. Usha Bhati
Mr. Rajpal Verma
Mrs. Anju Goel
Dr. Manjeet Kumar
Sh. Sunil Joshi 
Mr. Jagmeet Singh 
Mr. Inderjeet Singh
Mr. Gurlal Singh
Mr. Gurmail Singh 


20. Subject Societies

Dr. Rakesh Bhati (Psychology)
Dr. Ranbir Singh (English)
Sh. Dilraj Singh (Punjabi)
Sh. Pradeep Bishnoi (Maths) 
Dr. Usha Bhati (Commerce)
Smt. Anju Goyal (Economics)
Dr. Surender Pal (Geography)
Smt. Anjali Sachdeva (History)
Sh. Raj Pal (Chemistry)
Dr. Shanno Garg (Hindi)
Sh. Sunil Kumar (Physics)
Mr. Pal Singh (Political Science)

21. Discipline Committee

Dr. Rakesh Bhati
Sh. Dilraj Singh
All members of the teaching staff

23. Sports Activities

Sh. Sunil Joshi 
Sh. Deepak Raj

Mr. Inderjeet Singh
Sh. Yashpal, L.A. (Sports Clerk)

College Sports Board:

Dr. K. L. Gupta (Principal/Chairperson)
Sh. Sunil Joshi (Sports Secretary) *AS*
Dr. Rakesh Bhati
Dr. Ranbir Singh
Sh. Dilraj Singh
Sh. Pradeep Bishnoi *Ms*
Dr. Manjeet Kumar
Smt. Anju Goyal
Smt. Anjali Sachdeva

24. College Alumni & Parents-Teachers Association

Dr. K. L. Gupta (Principal/Chairperson)
Dr. Rakesh Bhati
Dr. Ranbir Singh
Sh. Dilraj Singh
Sh. Pradeep Bishnoi *Ms*
Dr. Usha Bhati
Sh. Raj Pal

GENERAL ADMINISTRATION COMMITTEES

25. General Purchase Committee

Dr. Rakesh Bhati
Sh. Dilraj Singh
Dr. Bharti Brar
& In-charge of the concerned Department's

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

Dr. Usha Bhati
Smt. Anju Goyal
Smt. Anjali Sachdeva

27. NAAC & Academic Audit

Dr. K. L. Gupta (Principal/Patron)
Dr. Ranbir Singh (Co-ordinator)
Sh. Dilraj Singh
Sh. Pradeep Bishnoi *Ms*
Sh. Raj Pal Verma

Smt. Anju Goyal

Sh. Sunil Joshi *AS*

Ms. Bharti Saneja *AS*

Mr. Jagmeet Singh *Jagmeet*

28. Internal Quality Assurance Cell (IQAC)

Dr. Rakesh Bhati
Dr. Ranbir Singh
Sh. Dilraj Singh
Sh. Pradeep Bishnoi *Ms*
Dr. Bharti Brar
Mrs. Anju Goel
Dr. Manjeet Kumar

29. Court Case & C.M. Window Committee

Sh. Dilraj Singh

Dr. Surender Pal *AS*

Sh. Sunil Joshi *AS*

Mr. Jagmeet Singh *Jagmeet*

30. ACR Committee

Dr. Manjeet Kumar

Mr. Pankaj Sharma will assist

Calculation and Result verification for ACR:

Arts:- Sh. Dilraj Singh, Dr. Surender Pal, Smt. Anju Goel, Mr. Sunil Soni

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

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

31. Printing & Invitation Committee

Sh. Dilraj Singh

Dr. Usha Bhati

Mr. Jagmeet Singh *Jagmeet S*

Mr. Gurmail Singh *G.S.*

32. Library Advisory Committee

Dr. Ranbir Singh

Sh. Dilraj Singh

Sh. Pradeep Bishnoi *Pr*

Smt. Anjali Sachdeva

Smt. Shanno Garg

33. Annual Report Committee

Dr. Ranbir Singh

Dr. Usha Bhati

Smt. Shanno Garg

Sh. Bajrang Lal (Library Attendant)

34. Maintenance of the Record of Extension Lecturers

Smt. Anjali Sachdeva

Sh. Deepak Raj

Ms. Bharti Saneja *B*

Mr. Harish Sethi (Salary) *Har*

Sh. Yashpal (Attendance)

35. Wall Magazine & Flex Board Committee

Smt. Shanno Garg (Editor)

Mr. Naresh Kumar (Co-Editor) *NK*

Mr. Chandan

36. Health Fund and Cleanliness and Decoration Committee

Smt. Anjali Sachdeva

Dr. Archana

Dr. Beant Kaur

Mr. Gurlal Singh

Mr. Naresh Kumar

Mr. Gurmail Singh *G.S.*

Mr. Sunil Soni

37. Campus Beautification and Lawn Maintenance

Dr. Ranbir Singh

Sh. Deepak Raj

Sh. Jaswinder Singh

Dr. Satpal

Mr. Chandan

38. Public Relation/ Photography Committee

Dr. Sunil Verma (Physics)

Mr. Naresh Kumar *NK*

Mr. Jagmeet Singh *Jagmeet S*

Mr. Inderjeet Singh

Mr. Chandan

Sh. Bajrang Lal (Library Attendant)

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

Dr. Surender Pal

Smt. Shanno Garg

Mr. Pal Singh


Dr. Satpal

Mr. Chandan

40. Income Tax Verification & Property Return Committee In the supervision of Sh. Pradeep Bishnoi, Bursar


Dr. Bharti Brar

Dr. Usha Bhati

Dr. Manjeet Kumar 

41. Repair & Maintenance Committee

Dr. Surender Pal

Sh. Sunil Joshi 

Sh. Deepak Raj

Sh. Jaswinder Singh

Mr. Pal Singh

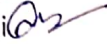
Mr. Gurlal Singh

42. Construction Work of College Committee

Dr. Ranbir Singh

Sh. Dilraj Singh

Dr. Usha Bhati

Sh. Sunil Joshi 

Mr. Inderjeet Singh

43. Property Committee

Dr. Usha Bhati

Dr. Surender Pal

Smt. Shanno Garg

Sh. Sunil Joshi 

Mr. Gurmail Singh 


Mr. Sunil Soni

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

(Correspondence, Grants & New Subjects)


Dr. Ranbir Singh


Smt. Anju Goyal

Sh. Rajpal Verma 

Smt. Anjali Sachdeva

Sh. Jaswinder Singh

Sh. Sunil Kumar (English) 

Sh. Virender (Computer Instructor) 

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

Dr. Surender Pal

Sh. Sunil Joshi 

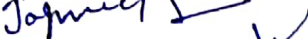
Sh. Jaswinder Singh


Sh. Gurlal Singh

Sh. Yash Pal (L.A.)

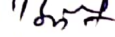
46. NAPS Committee (National Apprenticeship Promotion Scheme)

Sh. Deepak Raj, Nodal Officer


Sh. Jagmeet Singh 

Sh. Virender Singh, Computer Instructor 

47. Stationery Purchase Committee

Sh. Rajpal Verma 

Sh. Jaswinder Singh

Ms. Bharti Saneja 

Sh. Yashpal (LA) for recordkeeping

48. Class III & IV Employees

Sh. Jaswinder I/C

Dr. Sunil Kumar (Physics)

Mr. Inderjeet Singh

Sh. Harish Sethi (Clerk) *nam*

49. Building Fund Committee

Principal

Dr. Rakesh Bhati

Sh. Pradeep Bishnoi (Bursar) - *llh*

Dr. Surender Pal

Sh. Sunil Joshi *As*

50. Updation of Electoral Rolls

Dr. Surender Pal (Nodal Officer)

Dr. Sunil Verma (Physics)

Mr. Sunil Soni (Science)

Mr. Sunil Kumar English (Arts) *llh*

Mr. Naresh Kumar (Arts) *llh*

Mr. Pal Singh (Arts)

Mr. Gurmail Singh (Commerce) *llh*

51. Road Safety Committee

Dr. Sunil Verma (Physics)

Sh. Sunil Joshi *As*

Dr. Satpal

52. AEBAS (Aadhar Enabled Biometric Attendance System)

Dr. Rakesh Bhati *llh* Dr. Bharti Saneja

Sh. Virender Kumar (Computer Instructor) *llh*

Sh. Harish (Clerk) *nam*

53. C.C.T.V. Camera Committee

Sh. Sunil Joshi

Sh. Virender Kumar *llh*

Sh. Harish Sethi (Clerk) *nam*

54. Parking/Cycle Stand Committee

Dr. Surender Pal

Sh. Sunil Joshi *As*

Mr. Gurlal Singh

FINANCIAL/GRANT COMMITTEES

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

Mr. Rajpal Verma *llh*

Sh. Deepak Raj

Sh. Jaswinder Singh

Mr. Jagmeet Singh *Jagmeet*

Mr. Sunil Kumar (English) *llh*

Sh. Virender Kumar (Computer Instructor) *llh*

Mr. Harish Sethi (Clerk) *nam*

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

Smt. Anju Goyal

Sh. Deepak Raj

Dr. Archana Grover

Mr. Jagmeet Singh *Jagmeet*

Mr. Naresh Kumar *llh*

57. Placement Cell & Personality Development Committee

Sh. Rajpal Verma *llh*

Sh. Sunil Joshi *As*

Sh. Jaswinder Singh

Mr. Jagmeet Singh *Jagmeet*

Dr. Beant Kaur

Mrs. Harjit Kaur *Harjit Kaur*

Mr. Sunil Soni

Mr. Chandan

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58. Cultural & Co-curricular Activities Committee

Dr. Rakesh Bhati

Dr. Usha Bhati

Dr. Surender Pal

Smt. Shanno Garg

Mr. Gurlal Singh

Mr. Inderjeet Singh

Mr. Naresh Kumar *Naresh*

59. NSS

Sh. Sunil Joshi *Sunil*

Mr. Harish Sethi (NSS Clerk) *Harish*

NSS Advisory committee

Principal & College Council Members

60. Earn While You Learn Scheme Committee

Smt. Anjali Sachdeva

Sh. Sat Pal

Dr. Archana Grover

61. Language Lab Committee

Sh. Deepak Raj (I/C)

Mr. Sunil Kumar (English) *Sunil*

Mr. Jagmeet Singh *Jagmeet*

ONLINE INFORMATION/ ICT COMMITTEES

62. RUSA Committee

Dr. Manjeet Malik (Institutional Coordinator and MIS) *Manjeet*

Dr. Ranbir Singh Yadav (Nodal Officer for Academic Committees)

Dr. Surender Pal (Nodal Officer for Civil Works including Environment Management)

Dr. Rakesh Bhati (Nodal Officer for Procurement)

Sh. Pradeep Bishnoi (Nodal Officer for Financial Aspects) *Pradeep*

Sh. Rajpal Verma (Nodal Officer for Equity Assurance Plan Implementation) *Rajpal*

Dr. Usha Bhati (Nodal Officer for Research and Innovation)

Dr. Bharti Brar (Special invitee)

Sh. Virender Kumar (Computer Instructor) *Virender*

63. AISHE & NIRF Committee

Dr. Bharti Brar

Dr. Manjeet Kumar *Manjeet*

Mr. Jagmeet Singh *Jagmeet*

Mr. Virender Kumar (Computer Instructor) *Virender*

64. EDUSAT & Gyan Jyoti Project & Smart Classroom Committee

Sh. Surender Pal

Sh. Deepak Raj

Ms. Bharti Saneja (I/C) *Bharti*

Sh. Sunil Kumar (Physics)

65. Human Resource Management System Committee

Ms. Bharti Saneja *Bharti*

Mr. Jagmeet Singh *Jagmeet*

Mrs. Harjit Kaur *Harjit Kaur*

Mr. Harish Sethi (Clerk) *Harish*

Sh. Virender Kumar (Computer Instructor) *Virender*

66. GeM Portal

Dr. Manjeet Kumar *Manjeet*

Sh. Jaswinder Singh

67. ERP Updation Committee

Dr. Manjeet Kumar (I/C) *Manjeet*

Ms. Bharti Saneja *Bharti*

Shiksha Setu

15/9/20

Sh. Dilraj Singh (Complaint and Grievance)

Sh. Pradeep Bishnoi (Fee Management) — Ms

Sh. Rajpal Verma (Scholarship & Placement Cell) — Mr

Dr. Usha Bhati (Asset Management)

Ms. Bharti Saneja (Online Admission and HRMS) — Ms

Mr. Virender Kumar — Mr

Mrs. Harjit Kaur — Mrs

Mrs. Amarjeet Kaur (LA) — Mrs

68. Cashless Transaction Committee

Sh. Pradeep Bishnoi (Bursar) — Mr

Sh. Harish Sethi (Clerk) — Mr

69. Office Co-ordinator

Sh. Harish Sethi (Clerk) — Mr

Copy To:

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

To be assisted by Mr. Harish Sethi (Clerk)


PRINCIPAL