

for Staff Circulation (1)  
28/09/2020

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

Order No.: GCD/2020/...797...

Dated: 28/09/2020

**LIST OF THE ANNUAL COMMITTEES FOR THE ACADEMIC SESSION 2020-21**

The following committees are hereby constituted for the Academic Session 2020-21 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. **These committees will also look after the work of Govt. College, Goriwala till the staff is deputed there.** All concerned to note please:-

**1. College Council**

- Dr. K.L. Gupta Principal/Chairperson
- Dr. Rakesh Bhati
- Dr. Ranbir Singh *RS*
- Sh. Dilraj Singh
- Sh. Pradeep Bishnoi
- Dr. Bharti Brar *MB*

**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 - ASPIO
- Mr. Gurmail Singh
- Mr. Sanjay (Clerk)

**ACADEMIC COMMITTEES**

**5. Chief Mentors and Senior Tutors**

- Dr. Rakesh Bhatti (Boys)
- Dr. Bharti Brar (Girls) *MB*

**Senior Mentors/MOU**

- Dr. Ranbir Singh (English) - *RS*
- Mr. Pradeep Bishnoi (Science)
- Dr. Usha Bhati (Commerce) *Ushata*
- Mrs. Anju Goyal (Economics) *Anju Goyal*

**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. Jaswinder Singh
- Mr. Gurlal Singh (Arts)
- Mr. Gurmail Singh (Commerce)
- Mr. Sunil Soni (Science)
- Mrs. Amarjeet Kaur
- Mr. Sanjay (Clerk)

**8. University Works Committee (University Registration Return, University Exam Forms,**

**University Exams, Lecture Shortage & Name struck off)**

- Dr. Ranbir Singh Yadav (Registrar)
- Dr. Surender Pal
- Smt. Anjali Sachdeva
- Dr. Sunil Kumar (Physics)
- 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
- 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 (CCE)** ① Sh. Pradeep Kaurwan

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 Yadav <sup>ky</sup> & Dr. Surender Pal B.A.-III

Mrs. Anju Goel <sup>Goyal</sup> & 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 <sup>Me</sup>

**For Commerce Faculty:**

Dr. Bharti Brar <sup>Br</sup>

Dr. Usha Bhati <sup>Bhati</sup>

Sh. Yash Pal (L.A.) will assist this committee.

**13. College Educational Tour Committee**

Sh. Dilraj Singh

Smt. Anju Goyal <sup>Goyal</sup>

Dr. Shanno Garg

Dr. Surender Pal

Mr. Inderjeet Singh

Dr. Archana Grover

**14. Science Exhibition Committee**

Sh. Rajpal Verma

Dr. Manjeet Kumar <sup>Me</sup>

Dr. Surender Pal

Sh. Sunil Kumar (Physics)

Mr. Sunil Soni

**15. Prize Committee**

Smt. Anju Goyal <sup>Goyal</sup>

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**

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

*Pal 28/09/2020*

**18. Red Cross Committee & Red Ribbon Club**

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

*Anju Goyal*

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

*Bharti Brar*

*Usha Bhati*

*Anju Goel*

*Manjeet Kumar*

**20. Grievances Redressal regarding Sexual Harassment Committee**

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

*Anju Goyal*

**21. Anti Drug Committee**

Dr. Usha Bhati  
Two Student Representatives

*Usha Bhati*

**22. Subject Societies**

Dr. Ranbir Singh (English)  
Sh. Dilraj Singh (Punjabi)  
Sh. Pradeep Bishnoi (Maths)  
Dr. Bharti Brar (Commerce)

*Ranbir Singh*

*Bharti Brar*

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)

**23. Discipline Committee**

Sh. Dilraj Singh

All members of the teaching staff

**24. Sports Activities Committee**

Sh. Sunil Joshi

Sh. Deepak Raj

Mr. Inderjeet Singh

Mr. Sawan will assist

**College Sports Board:**

Dr. K. L. Gupta (Principal/Chairperson)

Sh. Sunil Joshi (Sports Secretary)

Dr. Ranbir Singh

Sh. Dilraj Singh

Sh. Pradeep Bishnoi

Dr. Manjeet Kumar

Smt. Anju Goyal

Smt. Anjali Sachdeva

**25. College Alumni & Parents-Teachers Association**

Dr. K. L. Gupta (Principal/Chairperson)

Dr. Ranbir Singh

Sh. Dilraj Singh

Sh. Pradeep Bishnoi

Sh. Raj Pal

**GENERAL ADMINISTRATION COMMITTEES**

**26. General Purchase Committee**

Dr. Rakesh Bhati

Sh. Dilraj Singh

Dr. Bharti Brar

& In-charge of the concerned Department's

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

Dr. Usha Bhati

Smt. Anju Goyal

Smt. Anjali Sachdeva

28. **NAAC & Academic Audit**

Dr K. L. Gupta (Principal/Patron)

Dr. Ranbir Singh (Co-ordinator) *RS*

Sh. Dilraj Singh

Sh. Pradeep Bishnoi

Dr. Bharti Brar *MB*

Sh. Raj Pal Verma

Smt. Anju Goyal *Agoyal*

Sh. Sunil Joshi

~~Mr. Pradeep Kaswan~~

Mr. Jagmeet Singh

29. **Internal Quality Assurance Cell (IQAC)**

Dr. Ranbir Singh *RS* ✓

Sh. Dilraj Singh (Incharge)

Sh. Pradeep Bishnoi

Dr. Bharti Brar *MB*

Mrs. Anju Goel *Agoyal*

Dr. Manjeet Kumar *MB*

30. **Court Case & C.M. Window Committee**

Sh. Dilraj Singh

Dr. Surender Pal (C.C.)

Sh. Sunil Joshi

Mr. Jagmeet Singh

31. **ACR Committee**

Dr. Manjeet Kumar *MB*

Mr. Sanjay will assist

**Calculation and Result verification for ACR:**

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

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

**Commerce:-** Dr. Bharti Brar *MB*, Dr. Usha Bhati *UBhati*

32. **Printing & Invitation Committee**

Sh. Dilraj Singh

Mr. Jagmeet Singh

Mr. Gurmail Singh

33. **College Library and Sub Divisional Library Advisory Committee**

~~Sh. Dilraj Singh~~

~~Dr. Ranbir Singh *RS*~~

Sh. Pradeep Bishnoi

Dr. Bharti Brar *MB*

Sh. Rajpal Verma  
Mrs. Anju Goel *Anju*  
Dr. Shanno Garg  
Mr. Bajrang Lal *Bajrang Lal*  
*28/9/2020*

**34. Annual Report Committee**

Dr. Ranbir Singh *RSJ*  
Sh. Rajpal Verma  
Mr. Jagmeet Singh  
Dr. Shanno Garg  
Sh. Bajrang Lal (Library Attendant) *Bajrang Lal*  
*28/9/2020*

**35. Maintenance of the Record of Extension Lecturers**

Sh. Deepak Raj  
Sh. Sunil Joshi  
Mr. Harish Sethi (Salary)  
Sh. Yashpal (Attendance)

**36. Wall Magazine & Flex Board Committee**

Dr. Shanno Garg (Editor)  
Mr. Naresh Kumar (Co-Editor)  
Mr. Gurmail Singh

**37. Health Fund and Cleanliness and Decoration Committee**

Smt. Anjali Sachdeva  
Dr. Archana  
Dr. Beant Kaur  
Mr. Gurlal Singh  
Mr. Naresh Kumar  
Mr. Gurmail Singh  
Mr. Sunil Soni

**38. Campus Beautification and Lawn Maintenance**

Dr. Ranbir Singh *RSJ*  
Sh. Deepak Raj  
Sh. Jaswinder Singh → *sh. Sunil Kumar (Dept. of English)*

**39. Public Relation/ Photography Committee**

Dr. Sunil Verma (Physics)  
Mr. Naresh Kumar  
Mr. Jagmeet Singh  
Mr. Inderjeet Singh  
Sh. Bajrang Lal (Library Attendant) *Bajrang Lal*  
*28/9/2020*

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

Dr. Surender Pal

Smt. Shanno Garg

Mr. Pal Singh *Pal 28/09/2020*

**41. Income Tax Verification & Property Return Committee in the supervision of Sh. Pradeep**

**Bishnoi, Bursar**

Dr. Bharti Brar *Brar*

Dr. Usha Bhati *Ushati*

Dr. Manjeet Kumar *Manjeet*

**42. Repair & Maintenance Committee**

Dr. Surender Pal

Sh. Sunil Joshi

Sh. Deepak Raj

Sh. Jaswinder Singh

Mr. Pal Singh *Pal 28/09/2020*

Mr. Gurlal Singh

**43. Construction Work of College Committee**

Dr. Ranbir Singh *Ranbir*

Sh. Dilraj Singh

Sh. Sunil Joshi

Mr. Inderjeet Singh

**44. Property Committee**

Dr. Usha Bhati *Ushati*

Dr. Surender Pal

Smt. Shanno Garg

Sh. Sunil Joshi

Mr. Gurmail Singh

Mr. Sunil Soni

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

**(Correspondence, Grants & New Subjects)**

Dr. Ranbir Singh *Ranbir*

Smt. Anju Goyal *Anju*

Sh. Rajpal Verma

Smt. Anjali Sachdeva

Sh. Jaswinder Singh

Sh. Sunil Kumar (English)

Sh. Virender (Computer Instructor)



**46. 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.)

**47. NAPS Committee (National Apprenticeship Promotion Scheme)**

Sh. Deepak Raj (Nodal Officer)  
Sh. Jagmeet Singh  
Sh. Virender Singh, Computer Instructor

**48. Stationery Purchase Committee**

Sh. Rajpal Verma  
Sh. Jaswinder Singh  
Sh. Pradeep Kaswan  
Sh. Yashpal (LA) for recordkeeping

**49. Class III & IV Employees Committee**

Dr. Usha Bhati *Ushati*  
Mrs. Anjali Sachdeva  
Dr. Sunil Kumar (Physics)  
Sh. Harish Sethi (Clerk)

**50. Building Fund Committee**

Principal  
Sh. Dilraj Singh  
Sh. Pradeep Bishnoi (Bursar)  
Dr. Surender Pal  
Sh. Sunil Joshi

**51. Updation of Electoral Rolls Committee**

~~Dr. Surender Pal~~ (Nodal Officer) *Sh. Pardeep Kaswan*  
Smt. Anjali Sachdeva  
Dr. Sunil Verma (Physics)  
Mr. Sunil Soni (Science)  
Mr. Sunil Kumar English (Arts)  
Mr. Naresh Kumar (Arts)  
Mr. Pal Singh (Arts) *28/09/2020*  
Mr. Gurmail Singh (Commerce)

**52. Road Safety Committee**

Dr. Sunil Verma (Physics)  
 Sh. Sunil Joshi  
 Mr. Sunil Soni

**53. AEBAS (Aadhar Enabled Biometric Attendance System)**

Sh. Pradeep Kaswan  
 Sh. Virender Kumar (Computer Instructor)  
 Sh. Harish (Clerk)

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

Sh. Sunil Verma  
 Mr. Sunil Soni  
 Sh. Virender Kumar  
 Sh. Harish Sethi (Clerk)

**55. Parking/Cycle Stand Committee**

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

**56. Passport Committee**

Sh. Dilraj Singh  
 Sh. Sunil Joshi  
 Mr. Inderjeet Singh *Pal Singh*

**57. Differently Abled Persons Committee**

Sh. Sunil Verma  
 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  
 Sh. Deepak Raj  
 Sh. Jaswinder Singh  
 Mr. Jagmeet Singh  
 Mr. Sunil Kumar (English)  
 Sh. Sanjay Kumar, Clerk  
 Sh. Virender Kumar (Computer Instructor) *Sh. Sanjay Kumar clerk*

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

Smt. Anju Goyal *Rajpal*  
 Sh. Deepak Raj  
 Dr. Archana Grover  
 Dr. Beant Kaur

Mr. Jagmeet Singh

Mr. Naresh Kumar

**60. Placement Cell & Personality Development Committee**

Sh. Rajpal Verma

Sh. Sunil Joshi

Sh. Jaswinder Singh

Mr. Jagmeet Singh

Dr. Beant Kaur

Mr. Sunil Soni

**61. Cultural & Co-curricular Activities Committee**

~~Dr. Rakesh Bhati~~ Dr. Shanno Garg (Convener)

Dr. Usha Bhati *Ushati*

Dr. Surender Pal

Dr. Shanno Garg

Mr. Gurlal Singh

Mr. Inderjeet Singh

Mr. Naresh Kumar

**62. NSS**

Sh. Sunil Joshi

Mr. Harish Sethi (NSS Clerk)

**NSS Advisory committee**

Principal & College Council Members

**63. Earn While You Learn Scheme Committee**

Smt. Anjali Sachdeva

Sh. ~~Pradeep~~ Kaswan *Jagmeet*

Dr. ~~Archana~~ Grover *Inderjeet*

**64. Language Lab Committee**

Sh. Deepak Raj (I/C)

Mr. Sunil Kumar (English)

Mr. Jagmeet Singh

**ONLINE INFORMATION / ICT COMMITTEES**

**65. RUSA Committee**

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

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

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)

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

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

Dr. Bharti Brar (Special invitee) *MB*  
Sh. Virender Kumar (Computer Instructor)

**66. AISHE & NIRF Committee**

Dr. Bharti Brar *MB*  
Dr. Manjeet Kumar *MB*  
Mr. Jagmeet Singh  
Mr. Virender Kumar (Computer Instructor)

**67. EDUSAT & Gyan Jyoti Project & Smart Classroom Committee**

Sh. Surender Pal *(I/C)* DR. Bharti Saneja I/c  
Sh. Deepak Raj  
Sh. Sunil Kumar (Physics)  
Sh. Pradeep Kaswan *(I/C)* *Sunil Soni*

**68. Human Resource Management System (HRMS) Committee**

Sh. Pradeep Kaswan *(I/C)* DR. Bharti Saneja  
Mr. Harish Sethi (Clerk)  
Sh. Virender Kumar (Computer Instructor)

**69. GeM Portal**

Dr. Manjeet Kumar *MB*  
Sh. Jaswinder Singh

**70. ERP Updation Committee**

Dr. Manjeet Kumar (I/C) *MB*  
~~Sh. Pradeep Kaswan~~  
Sh. Dilraj Singh (Complaint and Grievance)  
Sh. Pradeep Bishnoi (Fee Management) To be assisted by Mr. Harish Sethi (Clerk)  
Sh. Rajpal Verma (Scholarship & Placement Cell)  
Dr. Usha Bhati (Asset Management) *Ushahi*  
Sh. Pradeep Kaswan (Online Admission and HRMS)  
Mr. Virender Kumar  
Mrs. Amarjeet Kaur (LA)

**71. Cashless Transaction Committee**

Sh. Pradeep Bishnoi (Bursar)  
Sh. Harish Sethi (Clerk)

**Copy To:**

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

**72. Office Co-ordinator**

Sh. Harish Sethi (Clerk)

ISSUANCE of *document D-2*  
ISSUANCE of *document D-2*  
① Sh. Pradeep Kaswan  
② Sh. Parveen Kumar *(I/C)*  
③ Mrs. Amarjeet Kaur

PRINCIPAL *28/09/2020*

Sh. Deepak Raj

Sh. Sunil Kumar (Physics)

**68. Human Resource Management System (HRMS) Committee**

Sh. Pradeep Kaswan

Mr. Harish Sethi (Clerk)

Sh. Virender Kumar (Computer Instructor)

**69. GeM Portal**

Dr. Manjeet Kumar

Sh. Jaswinder Singh

**70. ERP Updation Committee**

Dr. Manjeet Kumar (I/C)

Sh. Dilraj Singh (Complaint and Grievance)

Sh. Pradeep Bishnoi (Fee Management) To be assisted by Mr. Harish Sethi (Clerk)

Sh. Rajpal Verma (Scholarship & Placement Cell)

Dr. Usha Bhati (Asset Management)

Sh. Pradeep Kaswan (Online Admission and HRMS)

Mr. Virender Kumar

Mrs. Amarjeet Kaur (LA)

**71. Cashless Transaction Committee**

Sh. Pradeep Bishnoi (Bursar)

Sh. Harish Sethi (Clerk)

**73. MIS Committee**

Sh. Virender Kumar

Smt. Amarjeet Kaur

**72. Office Co-ordinator**

Sh. Harish Sethi (Clerk)

**74. Issuance of Learner D/L**

Sh. Pradeep Kaswan

Sh. Praveen Kumar

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 Incharge
5. Staff Circulation
6. Students Notice Board

**PRINCIPAL**  
Principal  
Dr. B.R. Ambedkar Govt. College  
Village Dabwali (Sirsa)

Sh. Deepak Raj

Sh. Sunil Kumar (Physics)

**68. Human Resource Management System (HRMS) Committee**

Sh. Pradeep Kaswan

Mr. Harish Sethi (Clerk)

Sh. Virender Kumar (Computer Instructor)

**69. GeM Portal**

Dr. Manjeet Kumar

Sh. Jaswinder Singh

**70. ERP Updation Committee**

Dr. Manjeet Kumar (I/C)

Sh. Dilraj Singh (Complaint and Grievance)

Sh. Pradeep Bishnoi (Fee Management) To be assisted by Mr. Harish Sethi (Clerk)

Sh. Rajpal Verma (Scholarship & Placement Cell)

Dr. Usha Bhati (Asset Management)

Sh. Pradeep Kaswan (Online Admission and HRMS)

Mr. Virender Kumar

Mrs. Amarjeet Kaur (LA)

**71. Cashless Transaction Committee**

Sh. Pradeep Bishnoi (Bursar)

Sh. Harish Sethi (Clerk)

**73. MIS Committee**

Sh. Virender Kumar

Smt. Amarjeet Kaur

**72. Office Co-ordinator**

Sh. Harish Sethi (Clerk)

**74. Issuance of Learner D/L**

Sh. Pradeep Kaswan

Sh. Praveen Kumar

Smt. Amarjeet Kaur

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

**Copy To:**

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6. Students Notice Board

Principal  
Dr. B.R. Ambedkar Govt. College  
Village Dabwali (Sirsa)