

LIST OF THE ANNUAL COMMITTEES FOR THE ACADEMIC SESSION 2021-22

The following committees are hereby constituted for the Academic Session 2021-22 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. Rakesh Bhati Principal/Chairperson

Dr. Pradeep Bishnoi

Dr. Bharti Brar

Dr. Usha Bhati

Dr. Manjeet Kumar

Smt. Anju Goyal

**2. College Bursar**

Dr. Pradeep Bishnoi

**3. Staff Secretaries**

Dr. Bharti Brar (Staff Secretary)

Dr. Sunil Joshi (Social Secretary)

**4. R.T.I. Committee**

Dr. Rakesh Bhati (Principal/Chairperson) –First App. Authority

Dr. Pradeep Bishnoi–SPIO

Sh. Deepak Raj – ASPIO

Mr. Gurmail Singh

Mr. Rakesh Kumar (Clerk)

**ACADEMIC COMMITTEES**

**5. Chief Mentors and Senior Tutors**

Dr. Pradeep Bishnoi (Boys)

Dr. Bharti Brar (Girls)

**Senior Mentors/MOU**

Sh. Deepak Raj (English)

Dr. Manjeet Kumar (Science)

Dr. Usha Bhati (Commerce)

Mrs. Anju Goyal (Economics)

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

Dr. Bharti Brar

Dr. Manjeet Kumar

Sh. Rajpal Verma

Mr. Jaswinder Singh

Sh. Jagmeet Singh

Sh. Inderjeet Singh

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)

Mr. Parveen (L.A.)

Mrs. Amarjeet Kaur

Mr. Sanjay (Clerk)

**Lecture Shortage, Name struck off and DUF**

Smt. Anjali Sachdeva (Registrar) *AS*  
Dr. Surender Pal  
Dr. Sunil Kumar (Physics) *Sunil*  
Sh. Jagmeet Singh *Jagmeet*  
Dr. Archana (Arts) *Archana*  
Dr. Beant Kaur (Arts) *Beant*  
Mr. Gurmail Singh (Commerce) *Gurmail*  
Mr. Sunil Soni (Science) *Soni*  
Sh. Yashpal *Yashpal*  
Sh. Sanjay Kumar (Univ. Clerk) *Sanjay Kumar*  
Mr. Parveen (L.A.) *Parveen*  
Sh. Virender Kumar (Computer Instructor) *Virender*  
Smt. Amarjeet Kaur (L.A.) *Amarjeet*  
Sh. Rakesh Kumar *Rakesh*

**9. Gap/Eligibility/Migration Committee**

Dr. Sunil Verma *Sunil*  
Mr. Naresh Kumar *Naresh*  
Sh. Yashpal (L.A.) *Yashpal*

**10. Committee for EVS**

Dr. Surender Pal  
Dr. Sunil Joshi *Sunil*  
Mr. Sunil Soni *Soni*  
Mr. Naresh Kumar *Naresh*

**11. Committee for Compulsory Computer Education (CCE)**

Dr. Bharti Saneja  
Sh. Pradeep Kaswan *Pradeep Kaswan*  
Sh. Virender Kumar (Computer Instructor) *Virender*  
Smt. Amarjeet Kaur (L.A.) *Amarjeet*

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

**For Arts Faculty:**

Dr. Surender Pal *Surender* Sh. Jaswinder Singh *Jaswinder* B.A.-III & M.A.  
Mrs. Anju Goel *Anju* & Dr. Shanno Garg *Shanno* B.A.-II  
Smt. Anjali Sachdeva *Anjali* & Mr. Deepak Raj *Deepak* B.A.-I

**For Science Faculty:**

Sh. Pradeep Bishnoi *Pradeep*  
Dr. Manjeet Kumar *Manjeet*

**For Commerce Faculty:**

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

**13. College Educational Tour Committee**

Smt. Anju Goyal *Anju*  
Dr. Surender Pal *Surender*  
Dr. Shanno Garg *Shanno*  
Mr. Inderjeet Singh *Inderjeet*  
Dr. Archana Grover *Archana*  
Sh. Sunil Kumar (English) *Sunil*

**14. Science Exhibition Committee**

Sh. Rajpal Verma *Rajpal*  
Dr. Manjeet Kumar *Manjeet*  
Dr. Surender Pal *Surender*

Sh. Sunil Kumar (Physics) ←

Mr. Sunil Soni

**15. Prize Committee**

Smt. Anju Goyal

Mr. Jaswinder Singh

Mr. Sunil Kumar (English)

Mr. Gurmail Singh

**16. Refreshment Committee**

~~XXXXXXXXXX~~ Dr. Surender Pal (Geography).

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

**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 Anti Smoking /Anti Drug Committee**

Dr. Usha Bhati

Dr. Manjeet Kumar

Mr. Rajpal Verma

Mrs. Anju Goel

Sh. Sunil Joshi

Mr. Sunil Kumar (English)

Mr. Gurlal Singh

Two student representations

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

Dr. Bharti Brar (Chairperson)

Sh. Pradeep Bishnoi (Member)

Dr. Usha Bhati (Member)

Mrs. Anju Goel (Member Secretary)

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

Sh. Pradeep Kaswan

Sh. Praveen Kumar

Smt. Amarjeet Kaur

**22. Subject Societies**

Sh. Deepak Raj (English)

Sh. Pradeep Bishnoi (Maths)

Dr. Bharti Brar (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. Gurlal Singh (Punjabi)

### 23. Discipline Committee

Dr. Sunil Joshi

All members of the teaching staff .

### 24. Sports Activities Committee

Dr. Sunil Joshi

Sh. Deepak Raj

Mr. Inderjeet Singh

Mr. Rakesh Kumar (Sports Clerk) (Rakesh Sthi)

Mr. ~~Sunder~~ will assist

College Sports Board:

Dr. Rakesh Bhati (Principal/Chairperson)

Dr. Sunil Joshi (Sports Secretary)

Dr. Pradeep Bishnoi

Dr. Bharti Brar

Dr. Usha Bhati

Dr. Manjeet Kumar

### 25. College Alumini & Parents-Teachers Association

Dr. Rakesh Bhati (Principal/Chairperson)

Dr. Shano Garg

Dr. Sunil Joshi

Sh. Jaswinder Singh

Sh. Gurmail Singh

Sh. Inderjeet Singh

Sh. Gurlal Singh

### GENERAL ADMINISTRATION COMMITTEES

### 26. General Purchase Committee

Dr. Bharti Brar

Dr. Usha Bhati

Dr. Manjeet Kumar

& 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. Rakesh Bhati (Principal/Patron)

Dr. Bharti Saneja (Co-ordinator)

~~Sh. Raj Pal Verma~~

Sh. Raj Pal Verma

Dr. Sunil Joshi

Sh. Pradeep Kaswan

Mr. Jagmeet Singh

Sh. Inderjeet Singh

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

Dr. Usha Bhati (In-charge)

Dr. Manjeet Kumar

Mrs. Anju Goyal

Sh. Jaswinder Singh

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

Dr. Surender Pal

Dr. Sunil Joshi

Mr. Jagmeet Singh

Sh. Rakesh Kumar

**31. ACR Committee**

Dr. Manjeet Kumar

Mr. Sanjay will assist

Calculation and Result verification for ACR:

Arts:- Dr. Surender Pal, Smt. Anju Goel, Mr. Naresh Kumar, Mr. Sunil Soni

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

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

**32. Printing & Invitation Committee**

Sh. Jaswinder Singh

Mr. Jagmeet Singh

Mr. Gurmail Singh

Sh. Sunil Kumar (English)

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

Dr. Manjeet Kumar

Sh. Rajpal Verma

Mrs. Anju Goyal

Dr. Shanno Garg

Dr. Sunil Kumar (Physics)

Sh. Naresh Kumar

Mr. Bajrang Lal

**34. Annual Report Committee**

Sh. Deepak Raj

Dr. Shanno Garg

Mr. Jagmeet Singh

Sh. Bajrang Lal (Library Attendant)

**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)

Sh. Jaswinder Singh

Mr. Naresh Kumar (Co-Editor)

Mr. Gurmail Singh

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

Smt. Anjali Sachdeva → Dr. Surender Pal

Dr. Archana

Dr. Beant Kaur

Mr. Gurlal Singh

Mr. Naresh Kumar

Mr. Gurmail Singh

Mr. Sunil Soni

**38. Campus Beautification and Lawn Maintenance and Cleanliness Committee**

Sh. Deepak Raj

Sh. Gurlal Singh

Sh. Inderjeet Singh

Sh. Naresh Kumar

**39. Public Relation/ Photography Committee**

Dr. Sunil Kumar (Physics)

Mr. Naresh Kumar

Mr. Jagmeet Singh

Mr. Inderjeet Singh

Sh. Bajrang Lal (Library Attendant)

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

Dr. Surender Pal

Smt. Shanno Garg

Mr. Naresh Kumar

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

Dr. Bharti Brar

Dr. Usha Bhati

Dr. Manjeet Kumar

**42. Repair & Maintenance Committee**

Dr. Surender Pal

Sh. Sunil Joshi

Sh. Deepak Raj

Sh. Jaswinder Singh

Mr. Gurlal Singh

**43. Construction Work of College Committee**

Dr. Surender Pal

Dr. Sunil Joshi

Mr. Inderjeet Singh

**44. Property Committee**

Dr. Usha Bhati

Dr. Sunil Joshi

Sh. Inderjeet Singh

Mr. Gurmail Singh

Mr. Sunil Soni

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

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

Smt. Anju Goyal

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**

Sh. Pradeep Kaswan

Dr. 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

Mrs. Anjali Sachdeva

Dr. Sunil Kumar (Physics)

Sh. Harish Sethi (Clerk)

### 50. Building Fund Committee

Principal

Dr. Pradeep Bishnoi (Bursar) *Ms*

Dr. Surender Pal

Dr. Sunil Joshi *su*

Dr. Sunil Kumar (Physics) *su*

### 51. Updation of Electoral Rolls and PPP Committee

Sh. Pradeep Kaswan (Nodal Officer) *Pradeep Kaswan*

Dr. Bharti Saneja

Dr. Sunil Kumar (Physics) *su*

Mr. Sunil Soni (Science) *su*

Mr. Sunil Kumar English (Arts) *su*

Mr. Naresh Kumar (Arts) *Naresh Kumar*

Mr. Parveen Kumar (L.A.) *Parveen*

Mr. Amarjeet Kaur (L.A.) *Amarjeet*

### 52. Road Safety Committee

Dr. Sunil Kumar (Physics) *su*

Dr. Sunil Joshi *su*

Mr. Sunil Soni *su*

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

Dr. Bharti Saneja

Sh. Virender Kumar (Computer Instructor) *vu*

Sh. Harish (Clerk) *har*

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

Dr. Sunil Kumar (Physics) *su*

Mr. Sunil Soni *su*

Sh. Virender Kumar *vu*

Sh. Harish Sethi (Clerk) *har*

### 55. Parking/Cycle Stand Committee

Dr. Surender Pal

Dr. Sunil Joshi *su*

Mr. Gurlal Singh *Gurlal*

### 56. Passport Committee

Dr. Sunil Joshi *su*

Dr. Bharti Saneja

Mr. Inderjeet Singh *Inderjeet*

Mr. Jagmeet Singh *Jagmeet*

### 57. Differently Abled Persons Committee

Dr. Sunil Kumar (Physics) *su*

Mr. Virender Kumar *vu*

### FINANCIAL/GRANT COMMITTEES

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

Sh. Rajpal Verma *Rajpal*

Sh. Deepak Raj *Deepak*

Sh. Jaswinder Singh *Jaswinder*

Mr. Jagmeet Singh

Mr. Sunil Kumar (English) *su*

Sh. Sanjay Kumar, Clerk *Sanjay*

Sh. Virender Kumar (Computer Instructor) *vu*

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

Smt. Anju Goyal *Anju*  
~~Smt. Deepak Raj~~  
Dr. Archana Grover *Archana*  
Dr. Beant Kaur *Beant*  
Mr. Jagmeet Singh *Jagmeet*  
Mr. Naresh Kumar *Naresh*

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

Sh. Rajpal Verma *Rajpal*  
Dr. Sunil Joshi *Sunil*  
Sh. Jaswinder Singh *Jaswinder*  
Mr. Jagmeet Singh *Jagmeet*  
Dr. Beant Kaur *Beant*  
Mr. Sunil Soni *Sunil*

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

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

**62. NSS**

Dr. Sunil Joshi *Sunil*  
Mr. Harish Sethi (NSS Clerk) *Harish*  
NSS Advisory committee → Mr. Sawan (N.S.S. Peon) *Sawan*  
Principal & College Council Members

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

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

**64. Language Lab Committee**

Sh. Deepak Raj (I/C) *Deepak*  
Mr. Sunil Kumar (English) *Sunil*  
Mr. Jagmeet Singh *Jagmeet*

**ONLINE INFORMATION/ ICT COMMITTEES**

**65. RUSA Committee**

Dr. Manjeet Kumar (Institutional Coordinator and MIS) *Manjeet*  
Smt. Anjali Sachdeva (Nodal Officer for Academic Committees) *Anjali*  
Dr. Surender Pal (Nodal Officer for Civil Works including Environment Management) *Surender*  
Dr. Bharti Brar (Nodal Officer for Procurement) *Bharti*  
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) *Usha*  
Sh. Virender Kumar (Computer Instructor) *Virender*

**66. AISHE & NIRF Committee**

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



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

Dr. Surender Pal (I/C)

Sh. Deepak Raj

Dr. Sunil Kumar (Physics)

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

Dr. Bharti Saneja

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)

Dr. Surender Pal (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)

Dr. Bharti Saneja (~~Online Admission and~~ HRMS)

Mr. Virender Kumar

Mrs. Amarjeet Kaur (L.A.)

**71. Cashless Transaction**

Sh. Pradeep Bishnoi (Bursar)

Sh. Harish Sethi (Clerk)

**72. Office Co-ordinator**

Sh. Harish Kumar (Clerk)

**73. MIS Committee**

Dr. Bharti Saneja

Sh. Virender Kumar

Smt. Amarjeet Kaur

**74. Establishment Committee**

Mr. Rakesh Kumar

Sh. Yashpal

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

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