

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

Order No.: GCD/2022/.....4459

Dated: 17/09/2022

LIST OF THE ANNUAL COMMITTEES FOR THE ACADEMIC SESSION 2022-23

The following committees are hereby constituted for the Academic Session 2022-23 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

Sh. Shyam Lal Phutela Principal/Chairperson

Dr. Ranbir Singh

Sh. Dilraj Singh

Dr. Pradeep Bishnoi

Dr. Bharti Brar

Dr. Usha Bhati

2. College Bursar

Dr. Bharti Brar

Sh. Pardeep Bishnoi w.e.f. 21 Nov. 2022

3. Staff Secretaries

Dr. Shanno Garg (Staff Secretary)

Dr. Sunil Kumar Joshi (Social Secretary)

4. R.T.I. Committee

Sh. Shyam Lal Phutela (Principal/Chairperson) -First App. Authority

Dr. Ranbir Singh-SPIO

Dr. Sunil Verma - ASPIO

Sh. Daleep Kumar (Clerk)

Sh. Parveen (LA)

5. Chief Mentors and Senior Mentors

Sh. Dilraj Singh (Boys)

Dr. Pushpa (Girls)

Senior Mentors/MOU

Dr. 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. Manjeet Kumar

Sh. Rajpal Verma

Sh. Pardeep Kaswan

Sh. Jagmeet Singh

Sh. Inderjeet Singh

Mr. Virender Kumar (Computer Instructor)

7. Bus Pass committee

Dr. Pushpa Kumari *Pushpa*
Mr. Gurlal Singh (Arts) *Gurlal*
Mr. Gurmail Singh (Commerce) *Gurmail*
Mr. Parveen (L.A.) *Parveen*

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

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

9. Gap/Eligibility/Migration Committee

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

10. Committee for EVS

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

11. Committee for Compulsory Computer Education (CCE)

Dr. Bharti Saneja *Bharti*
Sh. Pradeep Kaswan *Pradeep Kaswan*
Sh. Virender Kumar (Computer Instructor) *Virender*

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

For Arts Faculty:

Sh. Dilraj Singh *Dilraj* Dr. Surender Pal *Surender* B.A.-III & M.A.
Mrs. Anju Goyal *Anju* & Dr. Shanno Garg *Shanno* B.A.-II
Smt. Anjali Sachdeva *Anjali* & Dr. Deepak Rai *Deepak* B.A.-I

For Science Faculty:

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

For Commerce Faculty:

Dr. Bharti Brar *Bharti*
Dr. Usha Bhati *Usha*
Sh. Dharmveer Sharma (L.A.) will assist this committee. *ceee*

13. College Educational Tour Committee

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

Sh. Rajpal Verma

Dr. Manjeet Kumar

Dr. Surender Pal

Dr. Sunil Kumar (Physics)

Dr. Pushpa Kumari

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

Dr. Deepak Raj

Mr. Naresh Kumar

Mr. Jagmeet Singh

18. Red Cross Committee & Red Ribbon Club

Smt. Anju Goyal

Dr. Sunil Kumar Joshi

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

✓ Dr. Pushpa Kumari

✓ Mr. Sunil Kumar (English)

✓ 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

Sh. Pradeep Kaswan

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)

Dr. Shanno Garg (Hindi) *Shanno*

Smt. Anjali Sachdeva (History) *A*

Dr. Deepak Raj (English) *DR*

Dr. Sunil Kumar (Physics) *SK*

Mrs. Archana Grover

23. Discipline Committee

Dr. Dilraj Singh *Dilraj*

Dr. Sunil Kumar Joshi *Sunil*

All members of the teaching staff

24. Sports Activities Committee

Dr. Sunil Kumar Joshi

Dr. Deepak Raj *DR*

Mr. Inderjeet Singh *Inderjeet*

Mr. Dharamveer Sharma (Sports Clerk) *Dharamveer*

Mr. Pinder Kumar (To Assist)

College Sports Board:

Sh. Shyam Lal Phutela (Principal/Chairperson)

Dr. Sunil Joshi (Sports Secretary) *Sunil*

Sh. Dilraj Singh *Dilraj*

Dr. Pradeep Bishnoi *Pradeep*

Dr. Usha Bhati *Usha*

Dr. Manjeet Kumar *Manjeet*

Dr. Bharti Saneja *Bharti*

Dr. Pushpa Kumari *Pushpa*

25. College Alumini & Parents-Teachers Association

Sh. Shyam Lal Phutela (Principal/Chairperson)

Sh. Dilraj Singh *Dilraj*

Dr. Shanno Garg *Shanno*

Dr. Sunil Joshi *Sunil*

Sh. Jaswinder Singh *Jaswinder*

Mr. Inderjeet Singh *Inderjeet*

Mr. Jagmeet Singh *Jagmeet*

Sh. Gurmail Singh *Gurmail*

Sh. Gurlal Singh *Gurlal*

GENERAL ADMINISTRATION COMMITTEES

26. General Purchase Committee

Dr. Ranbir Singh *Ranbir*

Sh. Dilraj Singh *Dilraj*

Dr. Pradeep Bishnoi *Pradeep*

Dr. Usha Bhati *Usha*

Dr. Manjeet Kumar (GEM) *Manjeet*

& In-charge of the concerned Department's

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

Dr. Surender Pal *Surender*

Smt. Anjali Sachdeva *Anjali*

Dr. Bharti Saneja *Bharti*

28. NAAC & Academic Audit

Sh. Shyam Lal Phutela (Principal/Patron)

Dr. Ranbir Singh (Coordinator) *Ranbir*

Dr. Pradeep Bishnoi *Pradeep*

Dr. Usha Bhati *Usha*

Dr. Bharti Saneja (Co-coordinator)

- Sh. Raj Pal Verma *RPV*
- Dr. Pushpa Kumari
- Dr. Sunil Joshi *SJ*
- Sh. Pradeep Kaswan *Pradeep Kaswan*
- Sh. Jagmeet Singh *J*
- Sh. Inderjeet Singh *I*

29. Internal Quality Assurance Cell (IQAC)

- Dr. Usha Bhati (In-charge) *Usha Bhati*
- Dr. Manjeet Kumar *M*
- Smt. Anju Goyal *Anju Goyal*
- Sh. Jaswinder Singh *J*
- Dr. Pushpa Kumari *P*

30. Court Case & C.M. Window Committee

- Dr. Surender Pal *S* → Miss Bharti Brar in charge LMS Portal
- Dr. Sunil Joshi *SJ*
- Sh. Jagmeet Singh *J*
- Smt. Amarjeet Kaur *A*

31. ACR Committee

- Dr. Manjeet Kumar *M*
- Sh. Gurmail Singh *G*

Calculation and Result verification for ACR:

- Arts: - Dr. Surender Pal, Smt. Anju Goyal, Mr. Naresh Kumar, Mr. Jagmeet Singh
- Science: - Sh. Rajpal Verma, Sh. Jaswinder Singh
- Commerce: - Dr. Bharti Brar, Dr. Usha Bhati

32. Printing & Invitation Committee

- Smt. Anjali Sachdeva *A*
- Mr. Jagmeet Singh *J*
- Mr. Gurmail Singh *G*
- Sh. Sunil Kumar (English) *S*

33. College Library and Sub Divisional Library Advisory Committee

- Dr. Ranbir Singh *R*
- Sh. Dilraj Singh *D*
- Dr. Pradeep Bishnoi *P*
- Dr. Manjeet Kumar *M*
- Sh. Rajpal Verma *R*
- Mrs. Anju Goyal *A*
- Dr. Shanno Garg *S*
- Dr. Sunil Kumar Verma *S*
- Sh. Naresh Kumar *N*
- Sh. Sunil Kumar (English) *S*
- Mr. Bajrang Lal *Bajrang Lal 19/9/22*

34. Annual Report Committee

- Dr. Deepak Raj *D*
- Dr. Shanno Garg *S*
- Mr. Jagmeet Singh *J*
- Sh. Naresh Kumar *N*
- Sh. Bajrang Lal (Library Attendant) *Bajrang Lal 19/9/22*

35. Maintenance of the Record of Extension Lecturers

- Dr. Deepak Raj *D*
 - Dr. Sunil Joshi *SJ*
- Dr. Bharti Brar (one to deputations of Mr. Deepak Raj)*

36. Wall Magazine & Flex Board Committee

Dr. Shanno Garg (Editor) *SG*
Sh. Jaswinder Singh *JWS*
Mr. Naresh Kumar (Co-Editor) *NK*
Mr. Gurmail Singh *GS*

37. Health Fund and Cleanliness and Decoration Committee

Dr. Surender Pal *SP*
Smt. Anjali Sachdeva *(Convener)*
Dr. Archana Grover *AG*
Dr. Beant Kaur *BK*
Mr. Gurlal Singh *GS*
Mr. Naresh Kumar *NK*
Mr. Gurmail Singh *GS*

38. Campus Beautification and Lawn Maintenance

Dr. Ranbir Singh *RS*
Dr. Deepak Raj *DR*
Sh. Gurlal Singh *GS*
Sh. Inderjeet Singh *IS*
Sh. Naresh Kumar *NK*

39. Public Relation / Photography Committee

Dr. Sunil Kumar Verma *SKV*
Mr. Naresh Kumar *NK*
Mr. Jagmeet Singh *JS*
Mr. Inderjeet Singh *IS*
Sh. Bajrang Lal (Library Attendant)

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

Dr. Surender Pal *SP*
Smt. Shanno Garg *SG*
Mr. Naresh Kumar *NK*
Sh. Gurmail Singh *GS*

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

Dr. Pradeep Bishnoi *MB*
Dr. Usha Bhati *UB*
Dr. Manjeet Kumar *MK*
Dr. Bharti Brar

42. Repair & Maintenance Committee

Dr. Surender Pal *SP*
Dr. Sunil Joshi *SJ*
Dr. Deepak Raj *DR*
Mr. Gurlal Singh *GS*

43. Construction Work of College Committee

Dr. Surender Pal *SP*
Dr. Sunil Joshi *SJ*
Mr. Inderjeet Singh *IS*

44. Property Committee

Dr. Usha Bhati *UB*
Dr. Sunil Joshi *SJ*
Sh. Inderjeet Singh *IS*
Mr. Gurmail Singh *GS*

45. University Affiliation, U.G.C. Affairs and Online News Letters Committee (Correspondence, Grants & New Subjects)

Sh. Rajpal Verma *Rajpal*
Smt. Anjali Sachdeva *A*
Sh. Jaswinder Singh *J*
Sh. Sunil Kumar (English) *S*
Sh. Virender (Computer Instructor) *V*

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

Dr. Sunil Verma *S*
Dr. Sunil Joshi *S*
Dr. Pushpa Kumari *P*
Sh. Gurlal Singh *G*
Sh. Dharamveer Sharma (L.A.) *D*

47. NAPS Committee (National Apprenticeship Promotion Scheme)

Dr. Deepak Raj (Nodal Officer) *D*
Dr. Bharti Saneja *B*
Sh. Jagmeet Singh *J*
Sh. Virender Singh (Computer Instructor)

48. Stationery Purchase Committee

Sh. Rajpal Verma *Rajpal*
Sh. Jaswinder Singh *J*
Sh. Pradeep Kaswan *P*
Sh. Dharmveer Sharma (L.A.) for record keeping *D*

49. Class III & IV Employees Committee

Dr. Usha Bhati *U*
Smt. Anjali Sachdeva *A*
Dr. Sunil Kumar Verma *S*
Mr. Daleep Bhambhu (Clerk)

50. Building Fund Committee

Sh. Shyam Lal Phutela (Principal)
Dr. Pradeep Bishnoi *P*
Dr. Bharti Brar (Bursar) *B*
Dr. Surender Pal *S*
Dr. Sunil Joshi *S*
Dr. Sunil Kumar Verma

51. Updation of Electoral Rolls and PPP Committee

Dr. Bharti Saneja (Nodal Officer) *B*
Dr. Sunil Kumar Verma *S*
Mr. Sunil Kumar (English) *S*
Mr. Naresh Kumar *N*
Mr. Parveen Kumar (L.A.) *P*
Mrs. Amarjeet Kaur (L.A.) *A*

52. Road Safety Committee

Dr. Sunil Kumar Verma *S*
Dr. Sunil Joshi *S*
Sh. Gurmail Singh *G*

53. AEBAS (Aadhar Enabled Biometric Attendance System)

Dr. Bharti Saneja *B*
Mr. Daleep Bhambhu (Clerk) *D*
Sh. Parveen Kumar *P*
Sh. Virender Kumar (Computer Instructor) *V*

Sh. Jagmeet Singh *[Signature]*
Sh. Inderjeet Singh *[Signature]*
Sh. Virender Kumar *[Signature]*
Mr. Daleep Bhambhu (Clerk) *[Signature]*

55. Parking/Cycle Stand Committee

Dr. Surender Pal *[Signature]*
Dr. Sunil Joshi *[Signature]*
Mr. Gural Singh *[Signature]*

56. Passport Committee

Dr. Sunil Joshi / *Dr. Dilraj Singh*
Dr. Bharti Saneja *[Signature]*
Mr. Inderjeet Singh *[Signature]*
Mr. Jagmeet Singh *[Signature]*

57. Differently Abled Persons Committee

Dr. Sunil Kumar Verma *[Signature]*
Mr. Virender Kumar *[Signature]*

FINANCIAL/GRANT COMMITTEES

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

Sh. Rajpal Verma *[Signature]*
Dr. Deepak Raj *[Signature]*
Sh. Jaswinder Singh *[Signature]*
Mr. Jagmeet Singh *[Signature]*
Mr. Sunil Kumar (English) *[Signature]*
Mr. Daleep Kumar (Clerk) *[Signature]*
Sh. Virender Kumar (Computer Instructor) *[Signature]*

BC

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

Smt. Anju Goyal *[Signature]* *Miss Pushpa Kumari*
Dr. Deepak Raj *[Signature]*
Dr. Archana Grover *[Signature]*
Dr. Beant Kaur *[Signature]*
Mr. Jagmeet Singh *[Signature]*
Mr. Naresh Kumar *[Signature]*

60. Placement Cell & Personality Development Committee

Sh. Rajpal Verma *[Signature]* *Pardeep Kauran.*
Dr. Sunil Joshi *[Signature]*
Sh. Jaswinder Singh *[Signature]*
Mr. Jagmeet Singh *[Signature]*
Dr. Beant Kaur *[Signature]*

61. Cultural & Co-curricular Activities Committee

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

62. NSS

Dr. Sunil Joshi *[Signature]* (P.O.)

Dr. Sawan Kumar (N.S.S. Peon)

SS 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

Dr. Deepak Raj (I/C)

Mr. Sunil Kumar (English)

Mr. Jagmeet Singh

*NIRF
National Institute of
Ranking Framework*

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. Pushpa Kumari (Convener)

Dr. Manjeet Kumar

Dr. Bharti Saneja

Dr. Sunil Verma

Mr. Jagmeet Singh

Mr. Virender Kumar (Computer Instructor)

*NIRF &
AISHE Sr. Pradeep Kaswan
Manjeet Kumar
NEP - Mr. Jagmeet Singh*

67. EDUSAT & Gyan Jyoti Project & Smart Classroom Committee

Dr. Surender Pal (I/C)

Dr. Deepak Raj

Dr. Bharti Saneja

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. Bharti Brar (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)

71. Cashless Transaction

Dr. Bharti Bora (Bursar) *M*
Sh. Daleep Bhambhu (Clerk) *Daleep*

72. Office Co-ordinator

Sh. Pardeep Kaswan (E- Salary, E-billing, Online Transaction etc.) *Pardeep Kaswan*
Dr. Bharti Saneja (DGHE Web Portal, Website updation, College mails, Soft copy of Receipt and Dispatch.) *B*

73. MIS Committee

Dr. Bharti Saneja *B*
Sh. Vinod Kumar *Vinod*
Smt. Amarjeet Kaur *Amarjeet*

74. Prevention of Caste Based Discrimination

Dr. Deepak Raj (Convener) *DR*
Sh. Rajpal Verma *Rajpal*
Sh. Sunil Kumar (English) *Sunil*

75. M.O.U. Committee

Sh. Shyam Lal Phutela (Principal)
Dr. Ranbir Singh *Ranbir*
Sh. Dilraj Singh
Dr. Usha Bhati *Usha*

76 General official *Usha*
Copy To: *Usha RK* Miss Amarjeet

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

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

- OE
- HKRN
→ Election - charges -

[Signature]
17/09/2022
Principal
Dr. B.R. Ambedkar Govt. College
Village Debwali (Sirsa)
[Signature]