



OFFICE OF THE PRINCIPAL

Dr. B. R. AMBEDKAR GOVT. COLLEGE, DABWALI (SIRSA)

Near Sirsa Road (NH-9), Village: Dabwali - 125104

Affiliated to: Choudhary Devi Lal University, Sirsa (Haryana)



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Email: gcdabwali2@gmail.com

Phone: 01668-227444

Order No.: GCD/2024/.....1123....

Dated: 17/08/2024

LIST OF THE ANNUAL COMMITTEES FOR THE ACADEMIC SESSION 2024-25

The following committees are hereby constituted for the Academic Session 2024-25 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

Principal/Chairperson

Dr. Ranbir Singh *Ran*

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) *Sunil*

4. R.T.I. Committee

Principal/Chairperson -First App. Authority

Dr. Ranbir Singh-SPIO *Ran*

Dr. Sunil Verma - ASPIO

Sh. Gurmail Singh *Gur*

Sh. Parmanand (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

Mr. Gurmail Singh *Gur*

Sh. Bajrang Lal (Bus Pass Clerk)

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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) *Seeneel*
Dr. Beant Kaur (Arts)
Mr. Gurmail Singh (Commerce) *GS*
Mr. Parmanand (L.A.)
Sh. Virender Kumar (Computer Instructor)
Smt. Amarjeet Kaur (L.A.) *AK*

9. Committee for Implementation of NEP 2020

Dr. Manjit Kumar (Coordinator)
Dr. Bharti Saneja
Dr. Surender Pal
Dr. Sunil Verma
Dr. Pradeep Kaswan

10. Gap/Eligibility/Migration Committee

Dr. Sunil Verma
Mr. Naresh Kumar *Naresh*

11. Committee for EVS/Eco Club

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

12. Committee for Compulsory Computer Education (CCE)

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

13. 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 Bala	& Dr. Shano Devi	B.A.-II
Smt. Anjali Sachdeva	& Dr. Sunil Kumar Joshi <i>JS</i>	B.A.-I

For Science Faculty:

Dr. Pradeep Bishnoi
Dr. Manjeet Kumar

For Commerce Faculty:

Dr. Bharti Brar
Dr. Usha Bhati

14. College Educational Tour Committee

Sh. Dilraj Singh
Smt. Anju Bala
Mr. Inderjeet Singh
Smt. Archana Grover *Seeneel*
Sh. Sunil Kumar (English) *SK*
Sh. Gurlal Singh

15. Science Exhibition Committee

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

16. Prize Committee

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

17. Refreshment Committee

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

18. Legal Literacy Cell

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

19. Red Cross Committee & Red Ribbon Club

Smt. Anju Bala
Sh. Pradeep Kaswan
Mr. Gurlal Singh
Mr. Inderjit Singh

20. 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

21. Grievances Redressal regarding Sexual Harassment Committee

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

22. Subject Societies

Sh. Dilraj Singh (Punjabi)
Dr. Pradeep Bishnoi (Maths)
Dr. Bharti Brar (Commerce)
Smt. Anju Goyal (Economics)
Sh. Rajpal Verma (Chemistry)
Dr. Surender Pal (Geography)
Dr. Shano Devi (Hindi)
Dr. Anjali Sachdeva (History)
Dr. Ranbir Yadav (English)
Dr. Sunil Kumar (Physics)

23. Discipline Committee

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

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24. Sports Activities Committee

Dr. Sunil Kumar Joshi
Dr. Bharti Saneja
Mr. Inderjeet Singh
Sh. Rakesh Kumar, Assistant
Mr. Sanjeev Wadhwa (To Assist)

College Sports Board:

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

Principal/Chairperson
Sh. Dilraj Singh
Dr. Shano Devi
Dr. Sunil Kumar Joshi
Sh. Jaswinder Singh
Mr. Inderjeet Singh
Sh. Gurlal Singh

GENERAL ADMINISTRATION COMMITTEES

26. General Purchase Committee

Dr. Ranbir Singh
Sh. Dilraj Singh
Dr. Bharti Brar
Dr. Usha Bhati
Dr. Manjeet Kumar (GEM)
& In-charge of the concerned Departments

27. NAAC & Academic Audit

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

28. Internal Quality Assurance Cell (IQAC)

Dr. Usha Bhati (In-charge)
Dr. Manjeet Kumar
Smt. Anju Bala
Sh. Jaswinder Singh

29. Court Case & C.M. Window Committee

Dr. Surender Pal
Dr. Sunil Joshi
Sh. Jagmeet Singh
Sh. Virender Kumar

30. ACR Committee

Dr. Manjeet Kumar

Sh. Gurmail Singh

Calculation and Result verification for ACR:

Arts: - Dr. Surender Pal, Mr. Naresh Kumar, Mr. Jagmeet Singh, Mr. Gurlal Singh

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

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

31. Printing & Invitation Committee

Dr. Anjali Sachdeva

Mr. Jagmeet Singh

Mr. Gurmail Singh

Sh. Sunil Kumar (English)

32. College Library and Sub Divisional Library Advisory Committee

Principal/Chairperson

Dr. Ranbir Singh

Sh. Dilraj Singh

Dr. Bharti Brar

Dr. Manjeet Kumar

Mrs. Anju Bala

Dr. Sunil Verma

Sh. Naresh Kumar

Sh. Sunil Kumar (English)

Mr. Bajrang Lal

33. Annual Report Committee

Dr. Shano Devi

Sh. Naresh Kumar

Sh. Bajrang Lal (Library Attendant)

34. Maintenance of the Record of Extension Lecturers

Dr. Bharti Brar

Dr. Sunil Joshi

Mr. Rakesh Kumar, Assistant (Salary)

Sh. Bajrang Lal, Lib. Attendant (Attendance)

35. Wall Magazine & Flex Board Committee

Dr. Shano Devi (Editor)

Sh. Jaswinder Singh

Mr. Naresh Kumar (Co-Editor)

Mr. Gurmail Singh

36. 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

37. Campus Beautification and Lawn Maintenance

Dr. Ranbir Singh

Sh. Gurlal Singh

Sh. Inderjeet Singh

Sh. Naresh Kumar

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38. Public Relation/ Photography Committee/Media

Dr. Shano Devi

Dr. Sunil Kumar Verma

Mr. Naresh Kumar

Mr. Inderjeet Singh

Sh. Bajrang Lal (Library Attendant)

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

Dr. Surender Pal

Smt. Shano Devi

Mr. Naresh Kumar

Sh. Gurmail Singh

40. Income Tax Verification & Property Return Committee

Dr. Bharti Brar

Dr. Pradeep Bishnoi

Dr. Usha Bhati

Dr. Manjeet Kumar

41. Repair & Maintenance Committee

Dr. Surender Pal

Dr. Sunil Joshi

Mr. Gurlal Singh

42. Construction Work of College Committee and B& R Committee

Dr. Surender Pal

Dr. Sunil Joshi

Mr. Inderjeet Singh

43. Property Committee

Dr. Usha Bhati

Mr. Gurmail Singh

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

(Correspondence, Grants & New Subjects)

Dr. Ranbir Yadav

Sh. Rajpal Verma

Sh. Jaswinder Singh

Sh. Virender (Computer Instructor)

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

Dr. Sunil Verma

Sh. Gurlal Singh

Sh. Daleep Bhambhu, Clerk

46. NAPS Committee (National Apprenticeship Promotion Scheme)

Dr. Bharti Saneja (Nodal Officer)

Dr. Sunil Verma

Sh. Virender Singh (Computer Instructor)

Smt. Amarjeet Kaur

47. Stationery Purchase Committee

Sh. Sunil Verma

Sh. Jaswinder Singh

Sh. Pradeep Kaswan

Smt. Amarjeet Kaur for record keeping

48. Class III & IV Employees Committee/HKRN

Dr. Usha Bhati

Mr. Rakesh Kumar, Assistant

49. Building Fund Committee

Principal/Chairperson

Dr. Pradeep Bishnoi (Bursar)

Dr. Bharti Brar

Dr. Surender Pal

Dr. Sunil Kumar Joshi *JS*

Dr. Sunil Verma

50. Updation of Electoral Rolls and PPP Committee/Election Nodal Officer

Sh. Jagmeet Singh (Convenor)

Dr. Archana Grover *AG*

Dr. Beant Kaur

Mr. Parmanand (L.A.)

Mrs. Amarjeet Kaur (L.A.) *AK*

51. Road Safety Committee

Dr. Sunil Kumar Verma

Dr. Sunil Joshi *JS*

Sh. Gurmail Singh *GS*

52. AEBAS (Aadhar Enabled Biometric Attendance System)

Dr. Bharti Saneja

Mr. Daleep Bhambhu (Clerk) *DB*

Sh. Parmanand (L.A.)

Sh. Virender Kumar (Computer Instructor)

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

Dr. Sunil Kumar Verma

Sh. Jagmeet Singh

Sh. Inderjeet Singh

Sh. Virender Kumar

Mr. Daleep Bhambhu (Clerk) *DB*

54. Parking/Cycle Stand Committee

Dr. Surender Pal

Dr. Sunil Joshi *JS*

Mr. Gurlal Singh

55. Passport Committee/Issuance of Learner D/L

Sh. Dilraj Singh

Dr. Sunil Joshi *JS*

Dr. Bharti Saneja

Mr. Inderjeet Singh

Mr. Jagmeet Singh

Smt. Amarjeet Kaur *AK*

56. Differently Abled Persons Committee

Dr. Archana Grover *AG*

Mr. Virender Kumar

FINANCIAL/GRANT COMMITTEES

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

Sh. Rajpal Verma (Convenor)

Dr. Bharti Saneja

Mr. Daleep Bhambhu (Clerk) *DB*

Sh. Virender Kumar (Computer Instructor)

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58. Women Cell/Beti Bachao Beti Padhao Abhiyan

Smt. Anju Bala

Dr. Archana Grover *Beant*

Dr. Beant Kaur

Mr. Naresh Kumar *Atm*

59. Placement Cell & Personality Development Committee

Dr. Sunil Joshi *a*

Mr. Jagmeet Singh

Dr. Beant Kaur

60. Cultural & Co-curricular Activities Committee

Dr. Shano Devi

Dr. Surender Pal

Mr. Gurlal Singh

Mr. Inderjeet Singh

Mr. Naresh Kumar *Atm*

Sh. Sunil Kumar (English) *gn*

Dr. Archana Grover *Beant*

Dr. Beant Kaur

61. NSS

Dr. Pradeep Kaswan (Program Officer)

Mr. Daleep Bhambhu (N.S.S. Clerk) *Daleep*

Mr. Sheela Kumar (N.S.S. Peon)

NSS Advisory committee

Principal & College Council Members

62. Earn While You Learn Scheme Committee

Dr. Anjali Sachdeva

Sh. Jagmeet Singh

Sh. Inderjeet Singh

63. Language Lab Committee

Mr. Sunil Kumar (English) *gn*

Mr. Jagmeet Singh

ONLINE INFORMATION/ ICT COMMITTEES

64. 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) *Ran*

Dr. 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)

Sh. Virender Kumar (Computer Instructor)

65. 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)

66. EDUSAT & Gyan Jyoti Project & Smart Classroom Committee

Dr. Bharti Saneja (I/C)

Dr. Surender Pal

Dr. Sunil Kumar Verma

67. Human Resource Management System (HRMS) Committee

Dr. Bharti Saneja

Sh. Pradeep Kaswan

Sh. Daleep Bhambhu (Clerk)

Sh. Virender Kumar (Computer Instructor)

68. GEM Portal

Dr. Manjeet Kumar

Dr. Pradeep Kaswan

69. 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)

Sh. Virender Kumar

Mrs. Amarjeet Kaur (L.A.)

70. Cashless Transaction

Dr. Pradeep Bishnoi (Bursar)

Sh. Daleep Bhambhu (Clerk)

71. Office Co-ordinator

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

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

Sh. Virender Kumar (Website updation/College website uploading etc.)

72. MIS Committee

Dr. Bharti Saneja

Sh. Virender Kumar

Smt. Amarjeet Kaur

73. Prevention of Caste Based Discrimination

Sh. Rajpal Verma

Sh. Sunil Kumar (English)

74. M.O.U. Committee

Principal/Chairperson

Dr. Ranbir Singh

Sh. Dilraj Singh

Dr. Usha Bhati

75. Repair of Photocopier Machines/Printer

Dr. Ranbir Singh

Dr. Bharti Saneja

Sh. Gurmail Singh

Sh. Bajrang Lal

76. Incharge Psychology - Dr. Shanno Devi

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

78. Editorial Board for College Magazine -

Dr. Sunil Joshi (Convener)

Dr. Shanno Devi (Hindi)

Sh. Inderjeet Singh (Punjabi)

Dr. Archana Grover (Eng)

Bishnoi
17/8/24

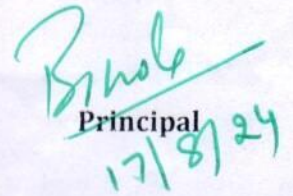
79. General official works

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
17/8/24