**COLLEGE COMMITTEES/CLUBS 2018-19**

1. **ADMISSION & ANNUAL PLAN COMMITTEE**

**Co-ordinator**: Dr. Parabjit Kaur

**Members:**

* Dr. Maneeta Kahlon
* Dr. Sushma Gupta
* Mrs. Deepak Jyoti
* Mrs. Neenu Sharma

**DUTIES:**

* To draft the Annual Plan of activities for the year 2018-19 and to incorporate the same in the Prospectus.
* To finalize College Prospectus & Admission Form for the year 2018-19.
* To assist the students and to interact with the parents during admissions for the year 2018-19.
* To provide proper College Identity Cards to the students after the reopening of the College for the year 2018-19.
* To file and maintain the records of the admissions and Annual Plan.
* To submit the enrollment records to the IQAC Committee.

**2. TIME TABLE COMMITTEE**

**Co-ordinator** – Dr.Sushma Gupta

Member:

* Mrs, Randeep Dhoot
* Mrs. Deepak Jyoti
* Mrs. Neenu Sharma
* Mrs. Jyoti Saini

**DUTIES :**

* To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.
* To attend to various complaints of clashes in the time-table and make necessary adjustments.
* To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

**3. ATTENDANCE COMMITTEE**

**Co-ordinator** – Dr. Parabjit Kaur

Members:

* Dr. Maneeta Kahlon
* Dr. Sushma Gupta
* Mrs. Deepak Jyoti
* Mrs. Neenu Sharma
* Mrs Poonam Mhajan(Hindi)
* Mrs. Randeep Dhoot

**DUTIES:**

* To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance registers
* To ensure timely compilation of attendance record by the dealing clerks.
* To ensure periodic display of attendance on the Notice Boards.
* To keep track of regular absentees and counsel them, if required, along with their parents.
* To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

**4. SCIENCE /INSPIRE FORUM**

**Co-ordinator** – Dr. Sushma Gupta

Members:

* Mrs. Sunita Verma
* Mrs. Parveen Saini
* Mr. Mohit Aggarwal
* Mr. Bharat
* Miss Sarvpali

**DUTIES:**

* To encourage students to write articles for wall papers and for the College Magazine.
* To organize Science exhibitions.
* To display cuttings/photographs copies of important scientific achievements reported in magazines /journals on notice board.
* To organise visits to appropriate Institutions.
* To organise activities such as training camps, awareness campaigns etc. in co-ordination with other committees.
* To maintain records of the activities conducted and submit the same to the IQAC Committee.

**5. LIBRARY COMMITTEE**

**Co-ordinator** – Dr.Parabjit Kaur

Members:

* Dr. Anjana Malhotra
* Mrs. Sunita Verma
* Ms. Shweta Selly

 **DUTIES:**

* To take stock of the existing, newly added and total number of books.
* To see that the library is computerised.
* To arrange talks for students to motivate them to cultivate reading habits.
* To organise book week, books display’s on special occasions.
* To provide digital library facilities with National and International online journals.
* To see that Library building is enabled with Wi-fi facility.
* To see that library issue/ return of books are maintained through software.
* To acquire books for the book bank and distribute to the deserving students.
* To maintain the sanctity of the Library.
* To maintain a record of the services rendered/ activities conducted and submit the
same to the IQAC Committee.

**6. N.S.S. UNIT**

**College Co-ordinator** – Mrs Sangeeta Malhotra

Programme Officers:

* Dr. Sushma Gupta
* Mrs. Sunita Verma
* Mrs. Deepak Jyoti

**DUTIES:**

* To plan and execute N.S.S. Programmes for the year.
* To conduct Special N.S.S. camp
* To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.
* To take care of campus beautification and gardening.
* To maintain the records of the activities conducted and submit the same to the IQAC Committee.

**7. CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT CELL**

* **Co-ordinator** – Mrs. Deepak Jyoti

Members:

* Dr.Maneeta Kahlon
* Mrs. Parveen Saini
* Mr.Mohit aggarwal
* Mrs. Neenu Sharma

**DUTIES:**

* To organise career oriented workshops for the outgoing students.
* To organise coaching classes for competitive exams by inviting experts.
* To invite industries and companies for Campus placements.
* To conduct awareness programmes on entrepreneurship skills for students.
 To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.
* To file and submit the records to the IQAC Committee.

**8. FIELD TRIPS/INDUSTRY VISITS TRANSPORT COMMITTEE**

* **Co-ordinator** – Dr.Parabjit Kaur

Member:

* Miss. Taljinder Kaur
* Mrs Maneeta Kahlon
* Mrs. Rama Kapoor
* Mrs. Sunita verma

**DUTIES:**

* To co-ordinate the Educational Trips and field visits conducted by different Department
* To provide College Bus to students, teachers and the Departments after
proper assessment of the requisition and ensure optimum use of bus facility.
* To maintain the records of the Study Visits/ Educational Trips conducted and submit the same to the IQAC Committee.

**9. FIRST AID, HEALTH WATCH, RED RIBBON, RED CROSS**

**Co-ordinator** – Mrs. Rndeep Dhoot

Members:

* Dr. Anjana Malhotra
* Mrs. Jyoti Saini

**DUTIES:**

* To see that there is a First Aid Room with all the basic facilities in case of
emergency.
* To organise programmes for students and Staff related to Health and First Aid.
* To conduct activities under Red Ribbon Club.
* To organise Community Welfare programmes. i.e. to involve their participation in Yoga camps etc.
* To celebrate International Yoga Day and to conduct awareness programmes regarding
importance of Yoga.
* To guide and help students to develop study habits, resolving personal and emotional
difficulties & interpersonal relationships.
* To organise activities to inculcate values, civic responsibilities and promote all round
development of personality of students.
* To maintain the records of the activities conducted and submit the same to the
IQAC Committee.

**10. CANTEEN COMMITTEE**

* **Co-ordinator** – Mrs. Sangeeta Malhotra

Members:

* Dr.Kulwinder Kaur
* Dr.Anjana Kapoor

**DUTIES:**

* To see that the Canteen services to students / staff are good.
* To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.

**11. EXAMINATION COMMITTEE**

* **Co-ordinator** – Dr. Sushma Gupta

Members:

* Mrs. Deepak Jyoti
* Mrs. Neenu Sharma
* Mrs. Randeep Dhoot

**DUTIES:**

* To successfully conduct the Semester End Examinations and prepare the Results.
* To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.
* To make inventory of the required Stationery well in advance and put up the requisition for required items
* To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.

**12. DISCIPLINE & ANTI-RAGGING COMMITTEE**

* **Co-ordinator** – Dr. Parabjit Kaur

Members:

* Mrs.Parveen Saini
* Mrs.Neenu Sharma
* Mrs.Deepak Jyoti
* Mrs.Jyoti Saini/Mrs. Meenu Gupta
* Dr.Reena Talwar

**DUTIES:**

* To initiate timely action against erring students.
* To ensure overall disciplined environment in the College.
* To sensitise students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
* To address complaints about ragging as per the Govt. and University procedures.
* To maintain records of the cases investigated and submit the same to the IQAC Committee.

**13.GRIEVANCE REDRESSAL CELL / SEXUAL HARASSMENT COMMITTEE**

**Co-ordinator** – Dr.Parabjit Kaur

Member:

* Dr. Kulwinder Kaur
* Dr.Maneeta Kahlon
* Mrs.Sangeeta Malhotra

**DUTIES:**

* To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
* To instruct the official/s concerned to attend to the grievances.
* To refer / report the matters to the Principal..To attend to Students’ grievances related to Examination/s and recommend suitable redressal measures.
* To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
* To celebrate International Women’s Day.
* To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

**14 . MAGAZINE COMMITTEE**

**Co-ordinator** – Dr. Reena Talwar

Editors :

Dr. Maneeta Kahlon English

Dr. Parabjit Kaur Punjabi

Dr. Poonam Mahajan Hindi

Dr. Sushma Gupta Science

Mrs. Sangeeta Malhotra Home Science

Mrs. Neenu Sharma Commerce and Economics

**DUTIES:**

* To raise resources for publication of the magazine.
* To receive the articles / reports from the students/staff and edit the same.
* To ensure that no reports/articles objectionable in nature are published.
* To appoint students as sectional editors.
* To arrange to have photographs of staff and students required for the magazine on
College Day and on the send-off day.
* To get the magazine printed by April end and distribute the same to students and staff.

**15. WEBSITE DEVELOPMENT, PUBLIC RELATIONS/ PRESS RELEASE COMMITTEE**

**PRO** – Dr. Kulwinder Kaur

**Website Incharge**:

* Mrs.Deepak Jyoti
* Dr. Maneeta Kahlon
* Mrs.Neha Saini
* Mrs. Priyanka Gupta

**DUTIES:**

* To develop and maintain the College Website.
* To disseminate the efforts and the achievements of the College, Students and Staff
to the outer world through Website updates, publicity through Media, News Papers, etc.
* To maintain the records of the activities conducted and submit the same to the IQAC Committee.

`**16. PURCHASE / INFRASTRUCTURE MAINTENANCE & DEVELOPMENT COMMITTEE**

* **Co-ordinator** :Mrs. Sangeeta Malhotra

Members:

* Mrs.Deepak Jyoti
* Mrs. Shalika Aggarwal
* Dr.Reena Talwar
* Dr.Poonam Mahajan

**DUTIES:**

* To scrutinise the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
* To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
* To suggest measures for the safety, development and maintenance of Old College building infrastructure.
* To ensure optimal use of the College resources, get defective gadgets repaired.
 To suggest measures to dispose off outdated and unusable items.
* To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
* To ensure Computerisation /Automation of Library and Administration/Technology upgradation (overall)
* To provide internet facility with Wi-Fi connectivity.
* To provide details of infrastructure facilities to the IQAC Committee.
* To maintain the records of the purchase and grant utilisation and submit the same to the IQAC Committee.

**17. HOSTEL COMMITTEE**

**Co-ordinator**: Mrs Sangeeta Malhotra

Members:

* Dr.Kulwinder Kaur
* Mrs. Sangeeta Malhotra
* Mrs. Shalika Aggarwal
* Mrs. Parveen Saini

**Duties:**

* Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other
* Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities
* Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues etc.
* Caters to the generic issues related to campus.

**18. PRAYER/HAWAN COMMITTEE**

* Co-ordinator: Dr.Reena Talwar

Members:

* Dr.Maneeta Kahlon
* Mrs. Shalika Aggarwal
* Mrs.Deepak Jyoti
* Mrs. Jyoti Saini
* Mrs.Neenu Sharma
* Mrs. Rama Kapoor
* Mrs. Sushma Gupta
* Mrs.Parveen Saini

**Duties;**

* To conduct morning assembly to seek blessings of almighty
* To make important announcements in morning assembly
* To conduct ''havans'' on enery forth Saturday to purify the air and sanctify  the college

**19. CPE COMMITTEE**

**Co-ordinator**: Dr.Maneeta Kahlon

Members:

* Co-ordinator
* Dr. Parabjit Kaur
* Mrs. Deepak Jyoti
* Mrs. Parveen Saini
* Mrs. Neenu Sharma
* Mts. Randeep Dhoot
* Dr. Reena Talwar

**Duties:**

* To spend the grants of UGC according to the preplanned structure
* To Conduct Faculty development programmes.
* To give suggestions to bring infrastructural changes in the college.

**20. HOSPITALITY TEAM**

**Co-ordinator**: Mrs. Sangeeta Malhotra

Members:

* Mrs. Shalika Aggarwal
* Mrs.Neenu Sharma
* Mrs. Deepak Jyoti

**Duties:**

* To manage and control the refreshment part in all functions of the college.

**21 AUDITORIUM / SEMINAR HALL/ CONFERENCE HALL COMMITTEE**

**INCHARGES:**

* Mrs. Sangeeta Malhotra Auditorium Incharge
* Dr. Sushma Gupta Seminar hall Incharge
* Mrs. Deepak Jyoti Conference hall Incharge

**DUTY:**

* To update and maintain the infrastructure assigned.

**22**Mrs.Parveen Saini

* Mrs. Neenu Sharma

**DUTY:**

* To keep the record of eachone, everyone and everything of the college.

**23. SCHOLARSHIP/FEE CONCESSION COMMITTEE**

Members:

* Dr.Parabjit Kaur
* Mrs. Sunita Verma
* Mrs. Randeep Dhoot

**DUTY:**

* To give concessions to the needy, deserving, meritorious, fatherless students

**24. SUBJECT CHANGE COMMITTEE**

Members:

* Mrs. Deepak Jyoti
* Dr.Maneeta Kahlon
* Dr. Sushma Gupta
* Mrs. Neenu Sharma

**25.INFRASTRUCTURE MAINTENANCE &DEVELOPMENT COMMITTEE**

Members:

* Dr. Parabjit Kaur
* Dr. Kulwinder Kaur
* Dr. Sushma Gupta
* Mrs. Sangeeta MAlhotra
* Mrs. Deepak Jyoti

DUTIES:

* To suggest measures for safety, development and maintenance of college building as well as infrastructure.
* To ensure optimal use of college resources.
* To suggest measures to dispose off outdated and unusable items.
* To provide details of infrastructure facilities to IQAC committee.

**26. NCC**

**ANO:** Dr. Anjana Malhotra

**27. YOUTH WELFARE DEPARTMENT**

**Co-ordinator**: Dr. Kulwinder Kaur

Members:

* Dr. Reena Talwar
* Dr. Maneeta
* Mrs. Deepak Jyoti
* Dr. Anjana Malhotra
* Mrs. Sangeeta Malhotra
* Mrs. Jyoti Saini
* Dr. Poonam Mahajan

DUTIES: To Prepare the students for youth festivals, Inter-college, Intra-College Competitions

**28 Green Committee**

**Co-ordinators**:

Mrs. Sunita Verma Vermi Composting

Mrs. Parveen Saini Rain Water Harvesting

Dr. Sushma Gupta Green House

Mr. Mohit Aggarwal Green House

Dr. Kulwinder Kaur Green Campus

Mrs. Sangeeta Malhotra Green Campus

**29. STAFF WELFARE COMMITTEE**

**Co-ordinator**: Dr. Parabjit Kaur

Members:

* Dr.Sushma Gupta
* Mrs. Sunita Verma
* Mrs. Sangeeta Malhotra