**COLLEGE COMMITTEES/CLUBS 2021-22**

1. **ADMISSION & ANNUAL PLAN COMMITTEE**

**Co-ordinator**: Dr. Sushma Gupta

**Members:**

* Dr.Kulwinder Kaur
* Ms. Randeep Dhoot
* Ms. Deepak Jyoti
* Ms. Parveen Saini
* Ms. Neenu Sharma

**DUTIES:**

* To draft the Annual Plan of activities for the year 2020-21 and to incorporate the same in the Prospectus.
* To finalize College Prospectus & Admission Form for the year 2020-21.
* To assist the students and to interact with the parents during admissions.
* To provide proper College Identity Cards to the students after the reopening of the College.
* 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

 **Members:**

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

**DUTIES :**

* To frame a suitable, clash free time-table for conducting Theory/Practical classes 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. Sushma Gupta

**Members:**

* Ms. Sangeeta Malhotra
* Ms. Deepak Jyoti
* Ms. Neenu Sharma
* Ms. Poonam Mahajan(Hindi)

**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 FORUM**

 **Co-ordinator** – Dr. Sushma Gupta

**Members:**

* Ms. Sunita Verma
* Ms. Parveen Saini
* Mr. Mohit Aggarwal
* Mr. Bharat Mahajan

**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 organize visits to appropriate Institutions.
* To organize 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. INSPIRE COMMITTEE**

 **Co-ordinator –** Mrs. Parveen Saini

**Members:**

* Dr. Sushma Gupta
* Ms. Sunita Verma
* Mr. Mohit Aggarwal
* Mr. Bharat Mahajan
* Mr. Amandeep Arora

 **6. LIBRARY COMMITTEE**

* **Co-ordinator** – Dr. Anjana Malhotra

 **Members:**

* Ms. Neha saini
* Mr. Narinder Pal
* Ms. Dilpreet

**DUTIES:**

* To take stock of the existing, newly added and total number of books.
* To arrange talks for students to motivate them to cultivate reading habits.
* 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.

**7. N.S.S. DEPARTMENT AND RED RIBBON CLUB**

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

 **Programme Officers:**

* Dr. Sushma Gupta
* Ms. Sunita Verma
* Ms. Deepak Jyoti
* Ms. Jyoti Saini

**DUTIES:**

* To plan and execute N.S.S. Programmes for the year.
* To conduct Special N.S.S. camp
* To Organize and celebrate important days of the year
* 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.

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

**Co-ordinator** – Mrs. Deepak Jyoti

**Members:**

* Ms. Parveen Saini
* Mr.Mohit Aggarwal
* Ms. Neenu Sharma
* Ms. Neha Saini

**DUTIES:**

* To organise career oriented workshops for the outgoing students.
* To organise coaching classes for competitive exams by inviting experts.
* 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 .

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

 **Co-ordinator** – Mrs. Parveen Saini

**Member:**

* Ms. Jyoti Saini
* Ms. Meenu Gupta
* Ms. Rama Kapoor
* Ms. Taljinder Kaur

**DUTIES:**

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

 **10. FIRST AID AND RED CROSS COMMITTEE**

 **Co-ordinator** – Mrs. Randeep Dhoot

**Members:**

* Ms. Sangeeta Malhotra
* Dr. Anjana Malhotra

**DUTIES:**

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

**11. CANTEEN COMMITTEE**

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

 **Members:**

* Dr. Kulwinder Kaur
* Dr. Anjna 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.
* To check the quality of eatables being served to the students in canteen.

**12. EXAMINATION COMMITTEE**

**Co-ordinator** – Dr. Sushma Gupta

**Members:**

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

 **DUTIES:**

* To successfully conduct the house 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.

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

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

 **Members:**

* Ms. Parveen Saini
* Ms. Deepak Jyoti
* Dr. Anjna Malhotra
* Ms. Sonam Gupta

 **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.

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

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

**Member:**

* Dr. Kulwinder Kaur
* Ms. Sunita Verma
* Ms. Sonam Gupta

**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.

**15. Anti-Ragging Committee**

* Mrs. Sunita Verma, Assoc. Prof. in Zoology
* (Coordinator)
* Dr. Sushma Gupta, Assoc. Prof. in Botany
* Mrs. Randeep Dhoot, Assoc. Prof. in Pol Sci.
* Dr. Kulwinder Kaur, Assoc. Prof. in Punjabi
* Mrs. Sangeeta Malhotra, Asstt. Prof. in Home Sci.
* Ms. Deepak Jyoti, Asstt. Prof. in Computer Sci.
* Dr. Anjna Malhotra, Asstt. Prof. in Pol. Sci.
* Mrs. Neenu Sharma, Asstt. Prof. in Comm.
* Ms. Sonam Gupta, Asstt. Prof. in Psychology

**DUTIES:**

* + To ensure compliance with the UGC Regulations and the provisions of any law in force concerning ragging;
	+ To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
	+ Apart from this, the students are closely monitored by the teaching and non-teaching faculty in the campus.
	+ These rigorous practices ensure absolute absence of ragging and no case is recorded.

**16 . MAGAZINE /PROSPECTUS COMMITTEE**

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

 **Editors :**

* Dr. Kulwinder Kaur Punjabi
* Dr. Poonam Mahajan Hindi
* Dr. Sushma Gupta Science
* Ms. Neenu Sharma Commerce and Economics
* Ms. Dilpreet English
* Ms. Jyoti Saini Lalit Kala

 **DUTIES:**

* 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.

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

 **PRO** – Dr. Kulwinder Kaur

 **Website Incharge**:

* Ms. Deepak Jyoti
* Ms. Neenu Sharma
* Ms. Neha Saini
* Ms. 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.

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

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

 **Members:**

* Ms. Deepak Jyoti
* Ms. Shalika Aggarwal
* Ms. Randeep Dhoot
* 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 Computerization /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 utilization and submit the same to the IQAC Committee.

**19. HOSTEL COMMITTEE**

 **Co-ordinator**: Mrs Sangeeta Malhotra

**Members:**

* Dr. Kulwinder Kaur
* Ms. Shalika Aggarwal
* Ms. 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.

**20. PRAYER/HAWAN COMMITTEE**

**Co-ordinator**: Dr.Dinesh Kumar

**Members:**

* Ms. Dilpreet
* Ms. Shalika Aggarwal
* Ms. Deepak Jyoti
* Ms. Meenal Gupta
* Ms. Neenu Sharma
* Mrs. Sunita Verma

**Duties:**

* To conduct morning assembly to seek blessings of Almighty
* To make important announcements in morning assembly
* To conduct ''havans'' on every fourth Saturday to purify the air and sanctify  the college

**21. CPE COMMITTEE**

 **Co-ordinator**: Mrs. Neenu Sharma

**Members:**

* Dr. Kulwinder Kaur
* Ms. Deepak Jyoti
* Ms. Sunita Verma
* Ms. Parveen Saini
* Dr. Anjna Malhotra

**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.

**22. HOSPITALITY TEAM**

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

**Members:**

* Ms. Deepak Jyoti
* Ms. Shalika Aggarwal
* Ms. Ekta

**Duties:**

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

**23. AUDITORIUM / SEMINAR HALL/ CONFERENCE HALL COMMITTEE**

 **INCHARGES:**

* Ms. Sangeeta Malhotra Auditorium Incharge
* Ms Parveen Saini Seminar hall Incharge
* Ms. Deepak Jyoti Conference Hall Incharge

**DUTY:**

* To update and maintain the infrastructure assigned.

**24. IQAC**

 **Co- ordinator**: Mrs. Randeep Dhoot

**Members:**

* Dr. Sushma Gupta
* Dr. Kulwinder Kaur
* Ms. Deepak Jyoti
* Ms. Sunita Verma
* Ms. Parveen Saini
* Dr. Anjna Malhotra
* Ms. Neenu Sharma

**DUTY:**

* To present Annual Plan
* To document and file records of all departments.

 **25. SCHOLARSHIP/FEE CONCESSION COMMITTEE**

* **Co- ordinator**: Mrs. Sunita Verma

 **Members:**

* Ms. Randeep Dhoot
* Dr. Sushma Gupta
* Dr. Anjna Malhotra

**DUTY:**

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

**26. SUBJECT CHANGE COMMITTEE**

 **Members:**

* Ms. Deepak Jyoti
* Dr. Sushma Gupta
* Ms. Sunita Verma
* Ms. Neenu Sharma
* Ms. Dilpreet

 **27. NCC**

 **ANO:** Dr. Anjana Malhotra

**28. YOUTH WELFARE DEPARTMENT**

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

**Members:**

* Ms. Deepak Jyoti
* Dr. Anjana Malhotra
* Ms. Sangeeta Malhotra
* Ms. Meenu Gupta
* Dr. Poonam Mahajan
* Ms. Jyoti Saini
* Ms. Dilpreet

**DUTY:**

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

**29. Green Committee**

**Co-ordinators**:

* Ms. Sunita Verma Vermi Composting
* Ms. Parveen Saini Rain Water Harvesting
* Dr. Sushma Gupta Green House
* Mr. Mohit Aggarwal Green House
* Dr. Kulwinder Kaur Green Campus
* Ms. Sangeeta Malhotra Green Campus

**30. STAFF WELFARE COMMITTEE**

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

 Members:

* Dr Sushma Gupta
* Ms. Sangeeta Malhotra

**31.ACADEMIC AUDIT COMMITTEE**

 **Co-ordinator**: Dr. Sushma Gupta`

* Ms. Deepak Jyoti
* Ms. Sunita Verma
* Ms. Neenu Sharma

**32.ADMINISTRATIVE AUDIT COMMITTEE**

* Dr. Sushma Gupta Vice Principal
* Ms. Sunita Verma Registrar
* Ms. Neenu Sharma Bursar
* Mr. Rakesh Joshi Superintendent
* Dr. Sushma Gupta Controller of Examination.

**33. RESEARCH COMMITTE**

* Dr. Kulwinder Kaur
* Dr. Sushma Gupta
* Dr. Anjana Malhotra
* Ms. Randeep Dhoot
* Ms Neenu Sharma
* Ms. Parveen Saini
* Ms. Deepak Jyoti
* Ms. Sangeeta Malhotra

**34. STUDY CENTRES**

* Dr. Anjana Malhotra Ambedkar Study Center
* Mr. Narinder Pal Indira Gandhi Study Center

**35. UGC/NAAC Incharges**

* Ms. Randeep Dhoot NAAC Incharge
* Ms. Neenu Sharma UGC Incharge

**36. Intra-Collegiate Festivals/Activities Cell**

* + Dr. Kulwinder Kaur
	+ Ms. Deepak Jyoti
	+ Ms. Randeep Dhoot
	+ Dr. Anjana Malhotra
	+ Ms. Sangeeta Malhotra

**37. Student’s Council Committee**

* Dr. Kulwinder Kaur (Convener)
* Ms. Randeep Dhoot
* Dr. Sushma Gupta
* Ms. Sunita Verma
* Ms. Deepak Jyoti
* Dr. Anjana Malhotra
* Ms. Neenu Sharma
* Mrs. Parveen Saini
* Mrs. Jyoti Saini