



GOVT. COLLEGE FOR WOMEN, ATELI.

(MOHINDERGARH)

FORMATION OF COMMITTEES

SESSION 2022-23

**OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE FOR WOMEN, ATELI
(MOHINDERGARH).**

Order No.GCWA-2022/2055

Dated: 13-12-2022

The following committees are hereby constituted for the smooth functioning of the College with immediate effect for the session 2022-23. The members of the staff are requested to take their charges and perform their duties sincerely in consultation with the undersigned.

COLLEGE COUNCIL:

- | | |
|------------------------|--------------|
| 1. Principal. | Chairperson. |
| 2. Dr.Manisha Kumari. | Member. |
| 3. Dr.Chander Shekhar. | -do- |
| 4. Smt.Savita Nahar. | -do- |
| 5. Dr.Sikander Yadav. | -do- |
| 6. Dr.Inderjeet. | -do- |

In addition to assisting the Principal in major internal decisions of the College, the Committee will also act as Grievances Redressal Cell (for students and staff), Advisory Committee of Library, NSS & NCC, Earn While You Learn Committee, and Advisory Committee of Women Cell, Committee for providing Fee Concession, Student-Aid Fund, Poor Students Fund, Red Cross Fund and Reception of Guests etc.

SENIOR TUTOR/ MENTOR/INCHARGE PROCTORIAL DUTIES

(PROCTOR):

- | | |
|-----------------------|----------------------|
| 1. Dr.Manisha Kumari. | Convener-cum-Proctor |
| 2. Smt.Sunita. | Member. |
| 3. Sh.Navneet Kumar | -do- |

COLLEGE BURSAR:

1. Dr.Manisha Kumari.

DEAN OF ARTS:

Dr.Manisha Kumari.

DEAN OF SCIENCE:

Sh.Raj Kumar.

DEAN OF COMMERCE:

Smt.Sunita.

STAFF SECRETARY:

1. Sh.Sanjay Kumar.

SOCIAL SECRETARY:

1. Sh.Sanjay Kumar.

RTI CELL:

- | | |
|---|------|
| 1. Dr.Chander Shekhar. | PIO |
| 2. Dr.Gajender Kumar. | APIO |
| 3. Sh.Tej Parkash., Officer to Assist FAA | |
| 4. Sh.Mahender Pal, Steno. | |

INTERNAL QUALITY ASSURANCE CELL (IQAC):

- | | |
|------------------------------|-----------|
| 1. Principal of the College. | Chairman. |
| 2. Dr.Manisha Kumari. | Convener |
| 3. Dr.C.S. Yadav | Member. |
| 4. Smt.Savita Nahar. | -do- |
| 5. Smt.Poonam. | -do- |
| 6. Smt.Neelam Bharti. | -do- |
| 7. Smt.Manju Bala | -do- |

Note: In addition to the above, IQAC Committee will be overall incharge of new subjects/Vocational Courses etc. /Academic Matters (Uni. Matters, Vocational, Remedial classes and Extension Activities also.

DISCIPLINE COMMITTEE:

All members of the teaching staff

ALLUMNI ASSOCIATION:

1. Smt. Sunita.
2. Smt.Sushila.
3. Sh.Sanjay Kumar.

ONLINE ADMISSION, COLLEGE WEB PORTAL & ONLINE TEACHING:

- | | |
|-----------------------|--------------------------------|
| 1. Dr.Manisha Kumari. | Dean & Incharge, |
| 2. Sh.Manoj Kumar. | Nodal Officer online admission |
| 3. Sh.Sanjay Kumar. | Member. |
| 4. Sh.Navneet Kumar. | -do- |
| 5. Sh.Mohit Kumar. | -do- |

CHARACTER CERTIFICATE & ATTESTATION OF DOCUMENTS:

1. Dr.Manisha Kumari.
2. Smt.Savita Nahar.

COMPULSORY COMPUTER EDUCATION & COMPUTER FUND:

1. Sh.Manoj Kumar.
2. Smt.Sunita.

ANTI SEXUAL HARASSMENT COMMITTEE:

1. Dr.Manisha Kumari.
2. Dr.C.S.Yadav.
3. Smt.Savita Nahar.

4. Sh.Sanjay Kumar.
5. Smt.Neelam Bharti.
6. Smt.Manju Bala.

GeM COMMITTEE:

1. Dr.Praveen Kumar. (Primary User)
2. Dr.C.S. Yadav. (Buyer).
3. Dr.Manisha Kumari. (Bursar).
4. Dr.Inderjeet. (Consignee)
5. Dr.Sikander. (Consignee)

RAIN WATER HARVESTING SYSTEM/MINI SOILTESTING:

1. Sh.Sanjay Kumar.
2. Sh.Navneet Kumar.
3. Sh.Tej Parkash.

COMMITTEE FOR SC/ST:

1. Smt.Savita Nahar.
2. Sh.Navneet Kumar.
3. Sh.Ashok Kumar.
4. Smt.Nitu.

OBC CELL:

1. Sh.Tej Parkash.
2. Sh.Anoop.
3. Smt.Sushila.

MINORITY CELL:

1. Sh.Ashok Kumar.
2. Smt.Sushila.
3. Smt.Nitu.

COLLEGE CANTEEN COMMITTEE:

1. Sh.Sanjay Kumar.
2. Sh.Tej Parkash.
3. Smt.Sunita.

BLACK BOARD, NOTICE BOARD & CLASS-ROOM SEATING ARRANGMENT:

1. Sh.Raj Kumar.
2. Sh.Anoop.
3. Smt.Nitu.
4. Sh.Naresh Kumar

AUCTION COMMITTEE:

1. Dr.C.S. Yadav.
2. Smt.Savita Nahar.
3. Dr.Sikander.

CO-ORDINATORS OF SUBJECT SOCIETIES:

1. Dr.Manisha Kumari. Social Science Society.
2. Sh.Raj Kumar. Science Society & Exhibition.
3. Smt.Sunita. Commerce.

WORK-LOAD & TIME TABLE COMMITTEE:

1. Sh.Navneet Kumar.
2. Sh.Mahender Pal.

REGISTRAR (House Exam.)& INTERNAL ASSESSMEN/ RR & CR:

1. Sh.Tej Parkash. Registrar.
2. Sh.Navneet Kumar. Dy. Registrar.
3. Smt.Savita Nahar.
4. Sh.Anoop.
5. Smt.Nitu.
6. Sh.Dharam Pal.
7. Sh.Sachin Sharma.
8. Sh.Mohit Yadav.

PRESS INFORMATION/ STAGE SECRETARY:

1. Sh.Sanjay Kumar.

NAAC/RUSA/UGC GRANTS/UGC MATTERS:

1. Sh.Anoop. Convener.
2. Sh.Raj Kumar. Member
3. Sh.Sanjay Kumar. -do-
4. Sh.Navneet Kumar. -do-
5. Sh.Tej Parkash. -do-
6. Smt.Manju Bala. -do-
7. Smt.Sunita. -do-
8. Sh.Sachin Sharma. -do-

PLACEMENT CELL, CAREER GUIDANCE & PERSONALITY DEVELOPMENT CELL:

1. Smt.Poonam. Convener.
2. Sh.Sanjay Kumar. Member
3. Sh.Raj Kumar. Member.
4. Sh. Ashok Kumar. -do-
5. Smt.Neelam Bharti. -do-

6. Smt.Sushila. -do-

HRMS/COLLEGE WEB PORTAL & MIS DATA:-

- | | |
|---------------------|-----------|
| 1. Sh. Manoj Kumar. | Convener. |
| 2. Sh.Tej Prakash. | Member |
| 3. Smt.Manju Bala. | -do- |
| 4. Sh.Mohit Yadav. | -do- |

AISHA:

1. Sh.Navneet Kumar.
2. Sh.Anoop.
3. Sh.Raj Kumar.
4. Sh.Sachin Sharma, L.A.

PRIZE PURCHASE AND DISTRIBUTION COMMITTEE:

- | | |
|-----------------------|-----------|
| 1. Dr.C.S. Yadav. | Convener. |
| 2. Dr.Sikander. | -do- |
| 3. Dr.Inderjeet. | -do- |
| 4. Smt.Savita Nahar. | -do- |
| 5. Sh.Ashok Kumar. | -do- |
| 6. Smt.Neelam Bharti. | -do- |
| 7. Smt.Sushila. | -do- |

ENVIRONMENTAL STUDIES CELL/NATURE INTERPRETATION:

- | | |
|---------------------|-----------|
| 1. Sh.Sanjay Kumar. | Convener. |
| 2. Sh.Tej Parkash. | Member |
| 3. Sh.Manoj Kumar. | -do- |
| 4. Sh.Anoop. | -do- |

CALENDER ACTIVITIES:

- | | |
|-----------------------|-----------|
| 1. Sh.Praveen Kumar. | Convener. |
| 2. Dr.Manisha Kumari. | Member. |
| 3. Sh.Anoop | -do- |
| 4. Sh.Raj Kumar. | -do- |
| 5. Sh.Manoj Kumar. | -do- |
| 6. Smt.Neelam Bharti. | -do- |

SHAMIYANA, SEATING, MIKE AND TENT/PHOTOGRAPHY ARRANGEMENT:

1. Dr.Sikander.
2. Dr.Inderjeet.
3. Sh.Tej Prakash.
4. Sh.Navneet Kumar.
5. Sh. Raj Kumar.

INCOME TAX:

- | | |
|----------------------|-----------|
| 1. Dr.Manisha Kumari | Convener. |
| 2. Sh.Manoj Kumar. | Member. |
| 3. Smt.Poonam. | -do- |
| 4. Sh.Prahlad Singh. | -do- |

ECO CLUB:

1. Dr. Inderjeet.
2. Sh.Manoj Kumar.
3. Smt.Nitu.
4. Sh.Navneet Kumar.

GENERAL PURCHASE, PURCHASE OF FURNITURE, LIBRARY BOOKS, SPORTS, EQUIPMENTS OUT OF FUND AND GRANT, NEW CONSTRUCTION ETC.:

- | | |
|------------------------|-----------|
| 1. Sh.Chander Shekhar. | Convener. |
| 2. Smt.Savita Nahar. | Member. |
| 3. Dr.Sikander. | -do- |
| 4. Dr.Inderjeet. | -do- |
| 5. Dr.Gajender Kumar. | -do- |

PRINTING OF COLLEGE MAGAZINE:

- | | |
|-----------------------|-----------|
| 1. Sh.Ashok Kumar. | Convener. |
| 2. Smt.Sushila Yadav. | Member. |
| 3. Smt.Sunita. | -do- |
| 4. Smt.Nitu | -do- |

PRINTING & STATIONARY/I-CARD/PRINTING AND DISTRIBUTION OF INVITATION CARDS:

1. Sh.Navneet Kumar.
2. Sh.Raj Kumar.
3. Sh.Ashok Kumar.
4. Sh.Tej Parkash.

BUS PASS COMMITTEE:

- | | |
|---------------------|-----------|
| 1. Sh.Sanjay Kumar. | Convener. |
| 2. Smt.Poonam. | Member. |
| 3. Smt.Deepti. | -do- |

WOMEN DEVELOPMENT AND STUDIES CELL/BETI BACHAO BETI PADHAOCELL:

- | | |
|-----------------------|---------------|
| 1. Principal. | Chairperson |
| 2. Smt.Sunita. | Co-ordinator. |
| 3. Smt.Sushila. | Member. |
| 4. Smt.Neelam Bharti. | -do- |

5. Smt.Poonam. -do-
6. Smt.Sunil Kumari. -do-

PROPERTY:

1. Dr.Gajender Kumar.
2. Sh.Ashok Kumar.

SMART CLASS ROOM:

1. Sh.Manoj Kumar.
2. Sh.Anoop.
3. Sh.Navneet Kumar.
4. Smt.Manju Bala.
5. Sh.Mohit Yadav.

Language Lab:

1. Dr.C.S. Yadav.
2. Sh.Manoj Kumar.
3. Smt.Manju Bala.
4. Sh.Anoop.
5. Sh.Mohit Yadav.

NATIONAL SERVICE SCHEME (NSS) ADVISORY COMMITTEE:

1. Smt.Sushila Yadav P.O. (NSS) Unit-I.*
2. Smt.Sunil Kumari. P.O. (NSS) Unit-II.*
3. Smt.Savita Nahar.
4. Dr.Inderjet.
5. Sh.Manju Bala.
6. Smt.Neelam Bharti.
7. Smt.Poonam.

*Note: All type of relevant purchases related to both the NSS Units will be purchased by College purchasing Committee including NSS P.O.'s.

CO-CURRICULAR/CULTURAL ACTIVITIES/YOUTH FESTIVAL:

1. Smt.Svaita Nahar.
2. Smt.Sunita
3. Smt.Neelam Bharti.
4. Smt.Poonam.
5. Smt.Nitu.
6. Smt.Sunil Kumari.

LIBRARY DEVELOPMENT CELL:

1. Principal. Patron
2. Sh.Navneet Kumar. Convener.
3. Sh.Sanjay Kumar. Member.
4. Sh.Ashok Kumar. -do-

- | | |
|--------------------|------|
| 5. Sh.Raj Kumar. | -do- |
| 6. Sh.Anoop. | -do- |
| 7. Smt.Manju Bala. | -do- |
| 8. Smt.Poonam. | -do- |

COMMITTEE FOR REDRESSAL OF COMPLAINTS OF GIRLS, FEMALE EMPLOYEES/VIOLENCE AGAINST WOMEN:

- | | |
|------------------------------|-----------|
| 1. Principal of the College. | Chairman. |
| 2. Dr.Manisha Kumari. | Convener |
| 3. Dr.Chander Shekhar. | Member. |
| 4. Smt.Savita Nahar. | -do- |
| 5. Dr.Sikander. | -do- |
| 6. Smt.Manju Bala. | -do- |

TEA/REFRESHMENT/WATER ARRANGEMENT COMMITTEE:

1. Smt.Sunita.
2. Smt.Sushila Yadav.
3. Sh.Anoop.

NODAL OFFICER, SC/BC SCHOLARSHIP.

- | | |
|----------------------|----------------|
| 1. Smt.Savita Nahar. | Nodal Officer. |
| 2. Sh.Sachin Sharma. | Clerk. |

**NEP-2020/INFORMATION TECHNOLOGY DEVELOPMENT CELL
(College Website Up Keep and Management & Internet/Wi-Fi connections etc.):**

- | | |
|--------------------|-----------|
| 1. Sh.Manoj Kumar. | Convener. |
| 2. Sh.Tej Prakash. | Member. |
| 3. Sh.Anoop. | -do- |

LEGAL CELL/COURT CASES/LAW AWARENESS CELL:

1. Dr.Inderjeet.
2. Sh.Sanjay Kumar.
3. Smt.Savita Nahar.

EDUCATIONAL TOURS/TRIPS:

- | | |
|-----------------------|-----------|
| 1. Smt.Sunita. | Convener. |
| 2. Smt.Sushila Yadav. | Member |
| 3. Smt.Neelam Bharti. | -do- |
| 4. Smt.Sunil Kumari. | -do- |

RED CROSS/YRC/RED RIBBON/BLOOD DONATION/HEALTH/MEDICAL & DISPENSARY:

- | | |
|------------------------|-----------|
| 1. Smt. Neelam Bharti. | Convener. |
| 2. Smt.Savita Nahar. | Member |
| 3. Sh.Anoop | -do- |

- | | |
|--------------------|------|
| 4. Sh.Raj Kumar. | -do- |
| 5. Smt.Poonam. | -do- |
| 6. Sh.Ashok Kumar. | -do- |
| 7. Smt.Nitu. | -do- |

ANTI-CORRUPTION & ANTI SMOKING/ANTI RAGGING:

- | | |
|------------------------------|-----------|
| 1. Principal of the College. | Chairman. |
| 2. Dr.Manisha Kumari. | Convener. |
| 3. Dr.Chander Shekhar. | Member |
| 4. Dr.Gajender Kumar | -do- |
| 5. Smt.Savita Nahar. | -do- |
| 6. Smt.Sushila | -do- |
| 7. Smt.Sunil Kumari. | -do- |

SMALL SAVING:

- | | |
|----------------------|-----------|
| 1. Sh.Anoop. | Convener. |
| 2. Smt.Poonam. | Member. |
| 3. Smt.Sunil Kumari. | -do- |
| 4. Sh.Prahlad Singh. | -do- |

ABSENTEE SLIP RECORD:

1. Sh.Navneet Kumar.
2. Sh.Tej Prakash.
3. Smt.Neelam Bharti.
4. Sh.Anoop.

LECTURE SHORTAGE COMMITTEE (CLASSWISE) AND NAME STUCK OFF COMMITTEE (CLASSWISE):

1. Sh.Navneet Kumar.
2. Sh.Tej Prakash.
3. Smt.Neelam Bharti.

ANNUAL REPORT:

- | | |
|-----------------------|-----------|
| 1. Dr.Manisha Kumari. | Convener. |
| 2. Sh.Anoop. | Member |
| 3. Smt.Sunita. | -do- |
| 4. Smt.Manju Bala. | -do- |
| 5. Sh.Raj Kumar. | -do- |
| 6. Sh.Manoj Kumar. | -do- |

ADHAAR AND VOTER CAR/PPP ETC.:

1. Sh.Manoj Kumar.
2. Sh.Ashok Kumar.
3. Sh.Mohit Yadav.

ROAD SAFETY CLUB/TRAFFIC INTERPRETATION CENTRE:

- | | |
|--------------------|-----------|
| 1. Smt.Poonam. | Convener. |
| 2. Sh.Ashok Kumar. | Member. |
| 3. Smt.Sushila | -do- |

BIOMETRIC ATTENDENCE/CCTV COMMITTEE:

1. Dr.C.S. Yadav.
2. Sh.Mohit Yadav.

COLLEGE THINK TANK:

- | | |
|-----------------------|--------------|
| 1. Principal. | Chairperson. |
| 2. Dr.Manisha Kumari. | Member. |
| 3. Sh.Sanjay Kumar. | -do- |
| 4. Sh.Manoj Kumar. | -do- |
| 5. Sh.Raj Kumar. | -do- |
| 6. Smt.Manju Bala. | -do- |
| 7. Sh.Navneet Kumar. | -do- |
| 8. Smt.Poonam. | -do- |

GENERATOR/ELECTRICITY COMMITTEE:

- | | |
|-----------------------|-----------|
| 1. Dr.C.S. Yadav. | Convener. |
| 2. Dr.Gajender Kumar. | Member. |
| 3. Sh.Ashok Kumar. | -do- |
| 4. Sh.Sachin Sharma. | -do- |

EARN WHILE YOU LEARN:

- | | |
|-----------------------|-----------|
| 1. Dr.Sikander. | Convener. |
| 2. Smt.Sunita. | Member. |
| 3. Smt.Neelam Bharti. | -do- |
| 4. Smt.Poonam. | -do- |
| 5. Smt.Manju Bala. | -do- |

SPORTS BOARD:

- | | |
|------------------------------|------------|
| 1. Principal of the College. | President. |
| 2. Dr.Sikander. | Incharge. |
| 3. Sh.Tej Parkash. | Member. |
| 4. Smt.Nitu. | -do- |
| 5. Smt.Neelam Bharti. | -do- |
| 6. Smt.Sunil Kumari. | -do- |

NODAL OFFICER LEARNING LICENCES:-

- | | |
|----------------------|---------------|
| 1. Sh. Sanjay Kumar. | Nodal Officer |
| 2. Sh.Tej Parkash. | Member. |
| 3. Smt.Poonam. | -do- |
| 4. Sh.Mohit Yadav. | Clerk. |

CAMPUS BEAUTIFICATION/SANITATION:

- | | |
|------------------------------|-----------|
| 1. Smt.Sushila Yadav. | Convener. |
| 2. Sh.Ashok Kumar. | Member. |
| 3. Smt.Manju Bala. | -do- |
| 4. Smt.Neelam Bharti. | -do- |
| 5. Smt.Sunita. | -do- |
| 6. Smt.Sunil Kumari. | -do- |
| 7. All members of the staff. | |

MAINTENANCE AND REPAIR OF THE COLLEGE BUILDING:

1. Dr.C.S. Yadav.
2. Smt.Savita Nahar.
3. Dr.Sikander.
4. Dr.Gajender Kumar.
5. Smt.Manju Bala.
6. Sh.Manoj Kumar.
7. Smt.Sushila Yadav.
8. Sh.Ashok Kumar.

OUTSOURCE/VOCATIONAL TRAINING INTERNSHIP:

- | | |
|--------------------|----------------|
| 1. Sh.Manoj Kumar. | Nodal Officer. |
| 2. Smt.Poonam. | Member. |
| 3. Sh.Mohit Yadav. | Clerk. |

Principal,
Govt. College for women, Ateli.

Copy to:

1. College Bursar.
2. Dy. Supdt.
3. Funds Clerk.
4. Staff Circulation.

Principal,
Govt. College for Women, Ateli