— Office of the Principal Ch. Bansilal Govt. College for Women Tosham

tees for the session 2024-25

Annual Commit

All the staff members are directed to note their duties and handover/t

1. COLLEGE COUNCIL AND RECEPTION COMMITTEE

Dr. Manjeet Singh Principal

Sh. Rajinder Singh

Sh, Raj Kumar

Sh. Virender Singh

Smt. Sushil

Smt. Neeru Batra

2. RTI COMMITTEE

Sh. Rajinder Singh (SPIO)

3. BURSAR

Sh. Vinod Kumar

4. 1. Staff Secretary: Sh. Jaipal

2. Social Secretary: Smt. Sushil

3. Senior Tutor/Proctor/Mentor: Sh. Ravi Kumar

Senior Tutor will perform the duties related to mentor groups and proctorial duties

5. COLLEGE DEVELOPMENT BOARD

Dr. Manjeet Singh (Mentor)

Sh. Rajinder Singh (Convener)

Sh. Raj Kumar

Smt. Neeru Batra

Sh. Virender Singh

Sh. Vinod Kumar

1. CENTRAL PURCHASE COMMITTEE

Sh. Ravi Kumar (Convener)

Sh. Raj Singh

Sh. Raj Kumar

Sh. Naveen Kumar

Sh. Amit Sehgal

7. PHYSICAL VERIFICATION COMMITTEE FOR PURCHASE ABOVE Rs. 10000/-

1. Sh. Pawan Kumar (Convener)

2. Sh. Parveen Kumar

3. Sh. Virender Singh

4. Sh. Ravi kumar

5. Sh. Ashok Kumar

8. SPORTS BOARD

Dr. Manjeet Singh (Patron)

1. Sh. Virender Singh

2. Sh. Parveen Kumar

3. Smt. Meenakshi

4. Sh. Surjeet

1. INCOME TAX AND PROPERTY RETURN COMMITTEE

Sh. Pawan Kumar (Convener)

Smt. Meenakshi

Smt. Sushil

Sh. Surjeet Singh

Smt. Sarita

1. IQAC

Sh. Rajinder Singh (Co-ordinator)

Smt. Ruchika Bhateja

Sh. Raj Kumar

Sh. Ravi Kumar

Sh. Jaipal

Smt. Neeru Batra

Smt. Rekha Bai

1. ACADEMIC AND ADMINISTRATOR AUDIT COMMITTEE

Sh. Virender (Convener)

Sh. Raj Kumar

Sh. Ravi Kumar

Smt. Neeru Batra

Smt. Rekha Bai

Smt. Ruchi Sharma

1. ONLINE ADMISSION COMMITTEE

Sh. Rajinder Singh (Convener)

Smt. Poonam Sharma

Smt. Naresh Kumari

1. WOMEN CELL

Smt. Ruchi Sharma (Convener)

Smt. Meenakshi

Smt. Sarita

Smt. Meenu

Smt. Taruna Yadav

Smt. Anuradha Sharma

Smt. Monika Jakhar

Smt. Nisha

1. PLACEMENT CELL & GUIDANCE AND COUNSELLING CELL

Sh. Surjeet Singh (Convener) Sh. Rajinder Singh (Advisor)

Sh. Pawan Kumar

Sh. Shree Bhagwan

Sh. Surender

1. CULTURAL ACTIVITIES COMMITTEE

Smt. Sushil (Convener)

Sh. Jaipal

Smt. Taruna Yadav

Smt. Sarita

Smt, Meenu

Smt. Monika Jakhar

Smt, Renu Gupta

Smt. Nisha

1. BUSS PASS COMMITTEE

1. Sh. Pardeep (Convener)

2. Sh. Mukesh

3. Sh. Omparkash (HKRN)

1. PRINTING COMMITTEE

1. Smt. Meenakshi (Convener)

2. Sh. Sonu

3. Smt. Nisha

4. Sh. Surender Kumar

1. N.S.S. UNIT NSS Advisory Committee
2. Smt. Anuradha Incharge Unit — I 1. Smt.Meenakshi

2. Smt. Taruna Incharge Unit - Il 2. Sh. Rajkumar

1. SC/BC STIPEND & SCHOLORSHIP AND OTHER

|  |  |  |
| --- | --- | --- |
| SC Scholarship  | BC Scholarship | All Other Scholarship |
| Sh. Pardeep Kumar (Convener) | Sh. Jaipal (Convener) | Sh. Ravi Kumar (Convener) |
| Sh. Anil | Smt. Taruna Yadav | Sh. Surender |
| Sh. Naresh Kumar | Sh. Shri Krishan | Sh. Shri Krishan |

20. TIME TABLE AND WORKLOAD COMMITTEE

Sh. Parveen Kumar (Convener)

Sh. Jaipal (Co-Convener)

Smt. Meenakshi (Co-Convener)

**Arts**

1.Smt. Anuradha Sharma (Convener)

2.Smt. Neeru Batra

3.Sh. Sonu

4.Smt. Sarita

5.Sh. Surjeet Singh

6.Sh. Shri Bhagwan

7.Smt. Monika Jakhar

**Commerce**

1. Smt. Ruchi Sharma (Convener)

2. Smt. Ruchika Bhateja

3. Smt. Renu Gupta

**Science**

1. Sh. Ashok Kumar (Convener)

2. Sh. Pardeep

3. Sh. Parveen Kumar

4. Sh. Amit Sehgal

21. EARN WHILE YOU LEARN COMMITTEE

1. Smt. Sarita (Convener) Sh. Rajinder Singh (Advisor)

2. Smt. Rekha Bai

3. Smt. Jyoti Bodwal

22. FIRST-AID/HEALTH COMMITTEE

1. Smt. Taruna Yaday (Convener)

2. Smt. Renu Gupta

3. Ms. Nisha

23. LEGAL LITERACY CELL

1. Smt. Suman (Convener)

2. Sh. Ravi Kumar

3. Sh. Naveen Kumar

4. Ms. Nisha

24. RED RIBON & RED CROSS COMMITTEE

1. Smt. Jyoti Bodwal (Convener)

2. Smt. Monika Sheoran

3. Sh. Virender Khyalia

4, Sh. Shri Bhagwan

25. NAAC COMMITTEE

1. Smt. Ruchika Bhateja (Convener) Sh. Raj Kumar(Advisor)

2. Sh. Surjeet Singh (Co-Convener)

3. Smt. Anuradha

4, Smt. Monika Sheoran

5. Smt. Sushil

6. Smt. Neeru Batra

7. Sh. Parveen Kumar

8. Sh. Pardeep

9. Smt. Sarita

26. CLEANLINESS & SANITATION COMMITTEE/ HEALTH AND WELLNESS

1. Smt. Suman (Convener)

2. Smt. Taruna Yadav

3. Smt. Sarita

4. Smt. Kavita

27. ANTI RAGGING COMMITTEE

Smt. Rekha Bai (Convener)

Sh. Ravi Kumar

Smt. Taruna Yadav

Smt. Neeru Batra

Sh. Jaipal

28. INTERNAL COMPLAINT & ANTI SEXUAL HARRASSMENT COMMITTEE

Smt. Sushil (Convener)

Smt. Rekha Bai

Smt. Taruna Yadav

Smt. Neeru Batra

Sh. Jaipal

29. GRIEVANCE AND REDRESSAL COMMITTEE STAFF & STUDENTS

1. Sh. Jaipal (Convener)

2. Smt. Suman

3. Smt. Jyoti Bodwal

4, Smt. Renu Gupta

30. GRIEVANCE AND REDRESSAL COMMITTEEFOR COMPLAINTS OF CASTE DISCRIMINATION RECEIVED FROM SC/ST/OBC STAFF & STUDENTS

1. Sh. Pawan Kumar (Convener)

2. Smt. Ruchi Sharma

3. Smt. Suman

4. Sh. Jaipal

1. COURT CASES COMMITTEE

Sh. Anil Kumar (Convener)

Sh. Pardeep Kumar

Sh. Sonu

Sh. Rambir Singh

32.SCIENCE EXHIBITION COMMITTEE

Smt. Meenu (Convener)

Smt. Rekha Bai (Co-Convener)

Smt. Monika Sheoran

Sh. Ashok Kumar

Sh. Anil Kumar

Sh. Surjeet Singh

33. COLLEGE CAMPUS BEAUTIFICATION & ECO CLUB COMMITTEE

1. Sh. Virender Singh (Convener)

2. Smt. Suman

3. Sh. Shri Bhagwan

4. Sh. Satyawan (Lawn & Ground Attendant)

34. STATIONARY PURCHASE COMMITTEE

1. Sh. Ashok Kumar (Convener)

2. Sh. Surjeet Singh

3. Smt. Anuradha

4, Sh. Dheeraj Yadav

35. CELEBRATION OF DIFFERENT OCASSION COMMITTEE

1. Smt. Monika Sheoran (Convener)

2. Smt. Neeru Batra

3. Smt. Suman

4. Smt. Kavita

5. Ms. Nisha

36. PROPERTY INCHARGE COMMITTEE

STEEL & PLASTIC

1. Sh. Ashok Kumar (Convener)

2. Smt. Sarita

3. Sh. Pardeep Kumar

WOODEN

1. Sh. Sonu (Convener)

2. Sh. Pawan Kumar

3. Sh. Ravi Kumar

37. CHARACTER CERTIFICATE VERIFICATION COMMITTEE

1. Smt. Meenakshi (Commerce)

2. Sh. Ashok Kumar (Science)

3. Sh. Parveen Kumar (Science)

4. Smt. Sushil (Arts)

1. Sh. Ravi Kumar (Arts

38. NOTICE BOARD MANAGEMENT/ WALL MAGAZINE / STUDENTS CORNER COMMITTEE

Sh. Naveen Kumar (Convener)

Sh. Rambir

Sh. Mukesh

Smt. Renu Gupta

Smt. Naresh Kumari

Sh. Naveen Kumar (Library Restorer HISRN)

39.COMMITTEE FOR ELECTRICAL PURCHASE, REPAIR, ELECTRICITY BILL

Sh. Raj Singh (Convener)

Sh. Raj kumar

Sh. Surjeet Singh

Sh. Sonu

1. TENT & SUAMIYANA/MIKE & AUDIO SYSTEM COMMITTEE

Sh. Anil (Convener)

Smt. Jyoti Bodwal

Smt. Monika Sheoran

Sh. Virender Khyalia

41.Sh. Ashok Kumar (Convener)

Sh. Amit Sehgal

Sh. Mukesh Kumar

Sh. Naveen Kumar

Sh. Virender Khyalia

42. ACADEMIC COMMITTEE/INTERNAL ASSESSMENT/PRACTICAL EXAM

AWARDLIST COMMITTEE

Registrar: Sh. Jaipal

|  |  |  |
| --- | --- | --- |
| ARTS  | COMMERCE/M.Com. |  |
| Sh. Virender Khyalia (Convener)Sh. MukeshMs. NishaSh. Shri Bhagwan | Smt. Renu Gupta (Convener)Ms. NishaSmt. Monika Jakhar |  |

|  |  |  |
| --- | --- | --- |
| SCIENCE | M. Sc. (Geography) | MA History |
| Sh. Rambir (Convener)Sh. Mukesh | Sh. Rambir (Convener)Smt. Monika Jakhar | Sh. Shri Bhagwan (Convener)Smt. Renu Gupta |

43. VERIFRICATION OF RESULT FOR ACR & MAINTAINANCE OF RECORD

COMMITTEE

|  |  |  |  |
| --- | --- | --- | --- |
| Arts | Commerce | Science | 1. Sc. Geography

MA History |
| Smt. Taruna Yadav(Convener)Sh. MukeshSh. Shri BhagwanMs, Nisha | Smt. Ruchika Bhateja(Convener)Smt. MeenakshiSmt. Renu Gupta | Smt. Rekha Bai(Convener)Smt. Monika SheoranSh, Amit Sehgal | Sh. Anil(Convener)Sh. RambirSh. Virender Khyalia |

PAYMENT, MAINTENANCE OF ELECTRIC GENERATOR & WATER COOLER SET

1. RR & CR COMMITTEE

Arts/ M.A. History

Smt. Neeru Batra (Convener)

Smt. Suman

Smt. Sarita

Sh. Pawan Kumar

Smt. Jyoti Bodwal

Sh. Shri Bhagwan

Commerce

1. Smt. Meenakshi (Convener)

2. Smt. Renu Gupta

3. Smt. Monika Jakhar

Science

1. Smt. Monika Sheoran (Convener)

2. Smt. Rekha Bai

M. Se. Geography

1. Sh. Anil Kumar (Convener)

2. Smt. Meenu

3. Sh. Surender

4. Smt. Monika Jakhar

45.ALUMNI COMMITTEE

1.Sh. Anil Kumar

2. Smt. Neeru Batra

3. Sh. Raj kumar

4. Sh. Surjeet Singh

5. Sh. Rambir

46. TOUR AND TRIP COMMITTEE

1. Smt. Neeru Batra (Convener)

2. Smt. Ruchi Sharma

3. Smt. Sushil

4. Sh. Virender Khyalia

5. Smt. Monika Jakhar

6. Smt. Kamla Devi

7. Smt. Kanta Devi

47. PRESS & PUBLICITY COMMITTEE

1. Sh. Raj Singh (Convener)

2. Sh. Vinod Kumar

3. Sh. Surender Kumar

48. EXTENSION LECTURER/OUTSOURCEING/HKRN EMPLOYMENT COMMITTEE

1. Sh. Parveen (Convener)

2. Sh. Pawan Kumar

3. Sh. Raj Singh

4. Sh. Amit Sehgal

49. ROAD SAFETY COMMITTEE/ TRAFFIC INTERPRETATION CENTER

1. Sh. Virender Singh (Convener)

2. Smt. Suman

3. Smt. Meenu

4. Smt. Monika Jakhar

5. Sh. Rambir

50. BELECTROL ROLL / AADHAR CARD & OTHER GOVT. SCHEME COMMITTEE

Sh. Surjeet Singh (Convener/ Nodal Officer Election)

Sh. Rambir Singh

Sh. Mukesh Kumar

Sh. Virender Khyalia

1. REFRESHMENT/LUNCH COMMITTEE

Sint. Monika Sheoran (Convener)

Smt. Sushil

Smt. Jyoti Bodwal

Sh. Pawan Kumar

Sh, Parveen Kumar

Smt. Ruchi Sharma

Sh. Surject Singh

Sh. Ravi Kumar

Smt. Meenu

52.DECORATION COMMITTEE

Smt. Sarita (Convener)

Smt. Neeru Batra

Smt. Suman

Sh. Virender Khyalia

Ms. Nisha

Smt. Monika Jakhar

53.SUBJECT CHANGE COMMITTEE

Smt. Meenu (Convener)

Sh. Ravi Kumar

Sh. Raj Singh

Sh. Parveen Kumar

54. ABSTENTEE SLIPS & FINE COMMITTEE

A) Arts

1. Sh. Surjeet Singh (Convener)

2. Sh. Pawan Kumar

3. Sh. Rambir

4. Sh. Mukesh

5. Sh. Virender Khyalia

B) Commerce

1. Smt. Ruchika Bhateja (Convener)

2. Smt. Ruchi Sharma

3. Smt. Renu Gupta

C) Science (Medical/Non Medical)

1. Smt. Rekha Bai (Convener)

2. Smt. Monika Sheoran

3. Sh. Pardeep Kumar

1. ANNUAL REPORT WRITING COMMITTEE

Smt. Anuradha Sharma (Convener)

Sh. Jaipal

Smt. Taruna

Smt. Meenakshi

Smt. Monika Sheoran

1. PHOTOGRAPHY COMMITTEE

1. Sh. Sonu (Convener)

2. Sh. Surender Kumar

3. Sh. Shri Bhagwan

4, Sh. Virender Khyalia

57. SOLAR ENERGY CONCERNED COMMITTEE

1. Sh. Sonu (Convener)

2. Smt. Jyoti Bodwal

3. Sh. Raj Singh

58. DISCIPLINE COMMITTEE

1. Sh. Virender Singh (Convener)

2. All staff members

59. PASSPORT COMMITTEE

Sh. Naveen Kumar (Convener)

Sh. Mukesh Kumar

Sh. Virender Khyalia

Ms. Nisha

60. E.V.S. EXAM COMMITTEE

Smt. Jyoti Bodwal (Convener)

Smt. Meenu Kumari

Sh. Amit Sehgal

Smt. Monika Jakhar

Sh. Virender Khyalia

61. SMART CLASS ROOM COMMITTEE

1. Sh. Raj Kumar (Convener)

2. Sh. Ashok Kumar

3. Sh. Parveen Kumar

4, Smt. Naresh Kumari

62. BIOMETRIC AND GEM PORTAL COMMITTEE

1. Sh. Naveen Kumar (Convener)

2. Smt. Sushil

3. Smt. Rekha Bai

4. Smt. Poonam Sharma

63. DRIVING LICENCE COMMITTEE

1. Sh. Amit Sehgal (Convener)

2. Sh. Rambir

3. Sh. Virender Khyalia

64. SUBJECT SOCIETIES

|  |  |  |  |
| --- | --- | --- | --- |
| SCIENCE SOCIETY |  SOCIAL SCIENCE | COMMERCE SOCIETY  | LANGUAGE SOCIETY  |
| Sh. Parveen Kumar (Convener)Sh. Ashok KumarSmt. Sarita | Smt. Sushil (Convener) Smt. Anuradha Sh. Rambir | Smt. Ruchi Sharma (Convener)Smt. Ruchika Bhateja Smt. Meenakshi | Smt. Suman (Convener) Sh. Jaipal Smt. Taruna Yadav |

65.PHOTOCOPIER MACHINE / INTERNET CONNECTION

1. Sh. Raj Kumar (Convener)

2. Sh. Naveen Kumar (Co-Convener)

3. Smt. Neeru Batra

4. Smt. Taruna Yadav

66. CCTV, COMPUTER AND PRINTER REPAIRING

1. Sh. Virender Singh (Physical Education) Convener
2. Smt. Neeru Batra

3. Smt. Naresh Kumari

67. EDUSAT AND E-CONTENT COMMITTEE

1, Smt. Rekha Bai (Convener)

2. Sh. Pardeep

3. Smt. Poonam

4. Smt. Naresh Kumari

68. WEBSITE / HRMS / MIS / ERP / ONLINE TRANSFER

1, Sh. Rajinder Singh (Convener)

2. Smt. Poonam Sharma

3. Smt. Naresh Kumari

69. GEM/ LMS/ SHIKSHA SETU

1. Sh. Amit Sehgal

2.Sh. Virender Khyalia

70. IMPLEMENTATION OF NEP

1. Smt. Ruchi Sharma (Convener)

2. Sh. Jaipal

3. Sh. Parveen Kumar

4. Sh. Vinod Kumar

5. Sh. Virender Khyaliya

71. COMMITTEE FOR APPRENTICESHIP OF ITI STUDENTS

1. Sh. Surjeet Singh (Convener)

2. Sh. Ravi Kumar

3. Smt. Anuradha

4. Sh. Amit Sehgal

72. COLLEGE CANTEEN COMMITTEE

1. Sh. Ravi Kumar(Convener)

2. Sh. Raj Kumar

3. Sh. Parveen Kumar

73. INTELLECTUAL PROPERTY CELL

1, Smt. Ruchi Sharma (Convener)

2. Sh. Anil Kumar

3, Smt. Rekha Bai

74. AISHE/PRAYAS/NIRF

1. Sh, Amit Sehgal (Convener/Nodal Officer)

2. Sh. Naveen Kumar

3. Sh. Virender Khyalia

4. Smt. Poonam Sharma

75. LIBRARY ADVISORY COMMITTEE

1. Sh. Sonu (Convener)

2. Smt. Meenakshi

3. Smt. Ruchi Sharma

4. Smt. Rekha Bai

5. Sh. Parveen Kumar

76. NODAL OFFICERS

NODAL OFFICER FOR DIVYANGJAN STUDENTS — Sh. Anil Kumar

NODAL OFFICER FOR NATURE INTERPRETATION CENTER- Smt. Meenu

NODAL OFFICER FOR SWAMI VIVEKANAND YOUTH CELL- Smt. Jyoti Bodwal

NODAL OFFICER FOR COVID-19 SITUATION IN COLLEGE - Sh. Anil Kumar

NODAL OFFICER FOR COLLEGE LIBRARY - Sh. Sonu

NODAL OFFICER FOR FAMILY ID/PPP OF STAFF & STUDENTS — Smt. Neeru Batra

NODAL OFFICER FOR TOBACCO FREE CAMPUS - Smt. Sushil

NODAL OFFICER FOR SOIL TESTING — Sh. Virender Singh

NODAL OFFICER FOR VIKSHIT BHARAT- Smt. Monika Sheoran

1. Stock veitiation Committее

1, Sh. Rajender Singh (Comp.Sc.)

2. Sh. Raj Kumar (Maths)

3. Sh. Ravi Kumar ( Pol.sc.)

4. Sh. Jaipal (Skt.)

5. Smt. Neeru Batra ( Enghish)

1. Building, Land record and Assets Management Committee

Sh. Virender Singh (Convener)

Sh. Raj Kumar

Sh. Ravi Kunar

Smt. Rekha Bai

1. Anti Drug Committee / Cell.

Ms. Sushil (Convener)

Sh. Virender Singh

Ms. Monika

Ms. Sarita

Ms.. Nisha

Principal

Ch. Bansilal Govt. College for Women, Tosham