

# Administrative Committees 2021-2022

## **1. Advisory Committee**

**Convener**-Ms.Renu Mehta  
( Off. Principal)

### **Members-**

- 1.Ms. Santosh Bisla
- 2..Ms. JyotiKhanduja
- 3.Dr. AashimaGakhar
4. Ms. Meenu Sharma
- 5.Dr. Manju Singh
6. Dr. Manju Bala Sharma
- 7.. Ms. Sunit Bhandari
8. Ms. Sanjana Raheja
- 9.. HCA

## **2. RUSA &Building**

**Committee- Construction& Maintenance**

**Convener**-Dr. Mnju Singh

### **Members-**

- 1.Dr. Ashima Gakhar
- 2.Ms.. Meenu Sharma
- 3.Ms. Sunit Bhandari
- 4.Dr. Sabira Sharma
- 5.Ms. SanjanaRaheja
- 6.Dr. Punam Kundu
7. PWD Civil Engg.
- 8.University Representative
- 9..Architect
- 10 .Contractor of the Project
- 11.HCA

## **3. Research Committee & UGC Planning Board**

**(Proposals for Vocational Courses/Seminar/Grants/ Utilization/Workshops**

**Convener**- Dr. Manju Bala Sharma

### **Members-**

- 1.Dr. Ashima Gakhar
- 2.Dr. Manju Singh
- 3.Ms. Lakhwinder
- 4.Dr. Deepti Sharma
5. Ms. Manjeet(Clerk)

## **4. IQAC Core Committee**

**Convener**-Dr. Ashima Gakhar

**Co-Convener**-Ms. Meenu Sharma

### **Co-Coordinator-**

- 1..Ms. Jyoti Khanduja
- 2..Dr. Manju Singh
- 3.Dr. Manju Bala Sharma
- 4..Ms. Meenu Sharma
5. Ms.Suneet Bhandari
- 6.Dr. Sushma Thakur
- 7.Dr. Sangeeta Gorang
8. Dr. Sabira Sharma
- 9.Ms. Sanjana Raheja
- 10.Ms. Kanwaljeet Virdi

**Members- All Permanent Staff**

### **Data Collection & Compilation-**

- 1.Dr. Deepti Sharma
- 2.Ms. Sakshi Aneja

## **5. Sessional Examinations/ Semester Examination/ Forms/Compiling of Results/ Merit Lists/Assessments**

**Controller of Exams & Mentor Group-**

Dr. Sangeeta Gaurang

### **Co-Controller-**

Dr.ManjuBala Sharma (Science)  
Dr. SushmaThakur(Arts)  
Ms. Sanjana Raheja(Commerce)

### **Members**

#### **(a) Science**

- 1.Dr. AashimaGakhar
- 2.Dr. Manju Singh
- 3.Dr. Nadia Chawhan

#### **(b) Arts**

1. Dr. Sabira Sharma
- 2.Ms. Renu Baliyan
- 3.Ms. Swati Sharma
- 4.Dr. Punam Kundu

#### **( c )Commerce**

- 1.Ms. SanjanaRaheja
- 2.Ms. Madhu Arora
- 3.Ms.Anshul Atreja

#### **(d)B.Sc.(H.Sc.)/FD/FT/ B.Voc.**

Ms. Lakhwinder Kaur

## **6.Purchase Committee**

**Convener**-Dr. Manju Singh

**Co-Convener**-Dr. Sabira Sharma

**Bursar**- Ms. SanjanaRaheja

### **Members-**

- 1.Ms. Jyoti Khanduja
- 2Dr. Ashima Gakhar
- 3.Ms. Sunit Bhandari
- 4.Ms. Anuradha Nagia
- 5.Dr. Punam Kundu
- 6.Ms. AnshulAtreja
- 7.Head-Clerk

## **7.Discipline/Grievance, redressal& Anti Ragging Cell**

**Convener**-Dr. Sangeeta

Gaurang

**Co-Convener(Arts Block)**-Dr.

Suman

### **Members-**

- 1..Ms. Anju Narwal
- 2.Dr. Renu Baliyan
- 3.Dr. Swati Sharma

**Co-Convener(Science Block)**-

Dr. AashimaGhakhar

### **Members-**

- 1.Ms. Rimmi (Chem.)
- 2.Ms. Pinki(Geog.)
- 3.Ms. Shruti Jain(Phy.)

**Co-Convener(Commerce**

**Block)**-Ms. SanjanaRaheja

### **Members-**

- 1.Ms. AnshulAtreja
- 2.Ms. Madhu Arora
- 3.Ms. Shilpa

**Lib:** Dr. Monika Saini

**Hostel:** 1.Asst. Warden (2)

2.Mr. Suresh

## **8.Website Update & Computers/Internet/Telephon e/CCTV Maintenance**

**Convener-**

Ms. SakshiAneja

### **Members-**

- 1.Dr. Deepti Sharma
  - 2.Ms. Kanwaljeet Virdi
- Faculty of Computer Department

## **9.Scholarship Committee (External/Internal)**

**Convener**-Ms.Meenu Sharma

**Co-Convener**-Ms. Anuradha Nagia

### **Members-**

- 1.Dr. Ashima Gakhar
- 2.Dr.Sangeeta Gaurang
- 3.Dr. PunamKundu
- 4.Dr. Sunita Devi

4.Dr. Shweta Dhawan

5.Ms. Isha

6.HCA

7.Ms.Manjeet (Clerk)

## **10.RTI Cell**

**Convener**-Ms. Suneet Bhandari

**Co-Convener**- Ms. Anuradha Nagia

### **Members-**

- 1.Mr. Paramjeet
- 2.Ms. Madhu Mehta
3. Mr. Suresh Kumar

## **11.Time Table Committee**

**Convener**-Dr. Sushma Thakur

### **Science-**

- 1.Dr. Ashima Gakhar
- 2.Dr. Manju Singh
- 3.Dr. Manju Sharma

### **Arts**

- 1.Dr. Sushma Thakur
- 2.Dr. PunamKundu

### **Commerce**

- 1.Ms. SanjanaRaheja
- 2.Ms.Anshul Atreja

**B.Sc. Fd/B.Voc/Add-On-**

**Course/Home Sc.**

Ms. Lakhwinder Kaur

**EVS**-Dr. AashimaGakhar

## **12.Library&Edusat**

### **Committee**

**Convener**- Dr. Monika Saini

**Co-Convener**- Dr. Anju Narwal

### **Members-**

- 1.Dr. Ashima Gakhar
- 2.Dr. Manju Singh
- 3.Ms. Sunit Bhandari
- 4.Dr. Sushma Thakur
- 5 Ms. Shivangi
- 6.Dr.Nadia Chowhan
- 7.Ms.Lakhwinder Kaur
- 8.Dr. Deepti Sharma

## **13.Maintenance of Water/ Electricity/**

**Furniture/Scrap/Lift/Fire & Cleanliness Committee**

**Convener**-Ms. Jyoti Khanduja

### **Science Block-**

- 1.Ms. Meenu Sharma
- 2.Dr. Nadia Chowhan

### **Hans Raj Block-**

- 1.Ms. Sanjana Raheja
- 2.Ms. Lakhwinder Kaur
- 3.Ms. Shweta Dhawan

**Dayanand Block & Arts Block**

- 1.Dr. Punam Kundu
- 2..Dr. Suman
- 3.Ms. Shivangi

### **Library**

1.. Ms. Monika Saini

### **Non-teaching**

- 1.Mr. Suresh
- 2.Mr. Surinder -Poon (Furniture)
- 3.Mr. Joginder-Peon
- 4.Contractor for Sweepers

## **14.Central Record Keeping & Media**

**Convener**-Dr. Monika Saini

**Co-Convener**-Ms.Sakshi Aneja

### **Members-**

- 1.Dr. Sunita Salaria
- 2.Dr. Deepti Sharma
- 3.Dr.Shweta Dhawan
- 4.Ms. Kanwaljeet Virdi
- 5..Ms. Nadia Chawhan
- 6..Ms. Shivangi
- 7..Ms. Shilpa

8.Home-Science (1)

9.Ms. Harbinder

10.Ms. Prashantika

## **15.Publication/Publicity/ Photography Committee**

**Convener**- Ms. Sunit Bhandari

### **Co-Convener-**

- 1.Ms. Anju Narwal
- 2.Ms. Kanwaljeet Virdi

### **Members-**

1. Dr. Shweta (Science)
- 2.Dr. Sunita (Hindi)
- 3.Dr. Sabira Sharma(Skt)
- 4Dr. Renu Baliyan (Social Science)
- 5.Ms. Lakhwinder(Hm.Sc.)
- 6.Ms. Kanwaljeet Virdi(Geog.)
- 7.Ms. Sakshi Aneja(Comp)
- 8...Ms. Shivangi (Eng)
- 9..Dr. Kamlesh (Commerce)

## **16.Hostel/Canteen Committee**

**Convener**-Ms. Sunit Bhandari

**Co-Convener**-Dr. Sabira Sharma

### **Members:-**

- 1.Dr. Sushma Thakur
- 2..Dr. Sangeeta Gorang
- 3.Dr. Anuradha Nagia
- 4.Dr. Monika Saini
- 5.Dr. Swati Sharma
- 6.Dr. Deepti Sharma
- 7.Dr. Suman
- 8.Dr. Isha
- 9..Dr. Nadia Chowhan
- 10.Ms. Anshul Atreja(Commerce)
- 11.Ms. Shilpa(Commerce)
- 12.Ms. Pragati-(Zoology)
- 14.Warden & Store Keeper
- 15.Asstt. Warden
- 16.Clerk & Accountant
- 17.Mr. Paramjeet

## **17.AISHE**

**Nodal officer**- Dr . Manju Sharma

Comp. Mrs.DivyaVij

## **18.Electoral Committee**

### **Nodal Office-**

Mrs..SunitBhandari  
Dr. Sabira Sharma

### **Members-**

- 1.Mrs.Jyoti Khanduja
- 2.Dr.Sushma Thakur
- 3.Dr. Punam Kundu
- 4.Dr. Deepti Sharma

## **19.Road Safety Club**

**Nodal Officer**- Mrs.. Jyoti Khanduja

### **Members-**

- 1.Dr. Sucheta Gupta (Uttar Haryana,Bharat Vikas Parishad,Madhav Shakha)
- 2.Dr. Swati
- 3.Ms. Kanwaljeet Virdi
- 4.Ms. Isha

## **20. Anti -Sexual Harassment Cell**

**Chairperson-Mrs. Renu Mehta(Offg. Principal)**  
**Convener-Ms. Sunit Bhandari**

**Members-**

- 1.Ms. Renu Mehta
- 2.Ms. Santosh Bisla
- 3..Dr. Sabira Sharma
- 4.Dr. Sangeeta Gorang

**Non-Govt. Organization**

Ms. Santosh Atreja

**21.Add on courses**

**Coordinators:---**

**Cosmotology/**

**FD/Food Processing**

Ms. Lakhwinder

**Functional English**

Ms. Sunit Bhandari

**GIS & Remote Sensing**

Mrs. Santosh Bisla

**Web Designing /**

**Animation/Multimedia/**

**Computer Dept.**

Ms.Sakshi Aneja

**Biotech Dept**

Dr Manju BalaSharma

**Community College**

Off. Principal

**22.Passport Officer/Learner**

**Driving License**

**Nodal Officer**

- 1.Dr. Monika Saini
- 2.Dr. Anuradha Nagia

**Convener-**

- 1.Dr. Renu Baliyan
- 2.Dr. Shweta Dhawan

**Clerks:-**

- 1.Mr. Suresh
- 2.Mr. Mohit

**23.On-line Admissions**

**Nodal Officer-Dr.**

Manju Singh

**Online Incharge-Ms. Sakshi**

Aneja

**Convener-Ms. Sunit Bhandari**

**Co-Convener-Dr. Sabira**

Sharma

**For SC/BC-Ms. Anuradha &**

Ms. Anju Narwal

**UG-All Permanent Staff**

**1. M.Sc.Bio-tech.**

Dr. Manju Bala  
Sharma

Ms. Ritu

**2. M.Sc.Computer  
Science**

Ms. Sakshi Aneja  
Ms. Harbinder

**3. M.Sc.Mathematics**

Dr. Shweta  
Dr. Manju Sharma

**4. M.A.English**

Ms. Suneet Bhandari  
Dr. Anju Narwal  
Ms. Isha

**5. M.Sc.Geography**

Ms. Santosh Bisla  
Ms. Kanwaljeet Virdi

**6. B.Voc.(FSQC &FT),**

**B.Sc. Fashion**

**Designing**

Ms. Lakhwinder

Dr. Sunita Salaria

Ms. Shivangi

**7. B.Com & M.Com.**

Ms. Sanjana Raheja

Ms. Anshul Atreja

Dr. Kamlesh

**24.Shryas / NAD/Swayam**

**Nodal Officer-Dr. Shweta**

Dhawan

**Convener-Ms. Sakshi**

**Members-**

Ms. Prashanika

Mr. Mohit-Clerk

**25.SC/ST/OBC Complaint &  
Suggestion Cell**

**Convener-Dr. Sabira Sharma**

**Co-Convener-Ms. Anuradha**

**Members:-**

- 1.Dr. Sushma Thakur
- 2.Ms. Lakhwinder
- 3.Dr. Anju Narwal
- 4.Ms. Monika Saini
- 5.Dr. Nadia Chowhan
- 6.Ms. Anshul Atreja

**26.Grievance Committee**

**1.Principal-Chairperson**

Convener-Ms. Santosh Bisla

**Members:-**

- 2.Dr. Manju Bala Sharma
- 3.Ms. Sunit Bhandari
- 4.Ms. Sanjana Raheja
- 5.Ms. Sakshi Aneja
- 6.Ms. Shivani-Invitee  
(International Sports Player)
- 7.Ms. Madhu Mehta-Clerk

**27.UGC-Differently-abled  
persons Committee**

**Staff:-**

- 1.Dr. Manju Bala Sharma
- 2.Dr. Monika Saini
- 3.Dr. Nadia Chowhan

**Student**

1

**Parent**

1.

**28.Webinar Committee**

Ms. Sakshi Aneja-Convener

**Members:-**

- 1.Ms. Harbinder
- 2.Ms. Prashantika

**29.On-Line Teaching**

**/Examinations Committee**

Ms. Sakshi Aneja-Convener

**Members:-**

- 1.Ms.Harbinder
- 2.Ms. Divya
- 3.Ms. Neha Sharma
- 4.Ms. Tarjeet

**30.Harit Haryana Committee**

**Nodal Officer-Dr. Ashima**

Gakhar

Co-ordinators:-

**Arts-Dr. Sunita Devi**

**Commerce-Ms. Sanjana Raheja**

**Science-Dr. Nadia Chowhan**

Members:-

- 1.NSS Team
- 2.NCC Team

Members:-

- 1.Shivangi(Army Wing)
- 2.Dr.Deepti Sharma (Air Wing)
- 3.Dr. Punam Kundu(Red Cross)
- 4.Ms. Kanwaljeet Virdi(NSS)
- 5.Dr. Isha(NSS)

**31.Social Science Forum**

Nodal Offider-Ms. Jyoti

Khanduja

Members:-

- 1.Dr. Anuradha Nagia
- 2.Dr. Renu Baliyan
- 3.Dr. Punam Kundu
- 4.Psychology-1

**32.Drug Control Cell**

Convener-Dr. Sangeeta Gorang

Co-Convener-Dr. Suman

Members:-

- 1.Ms. Sanjana Raheja
- 2.Dr. Nadia Chowhan