

Administrative Committees 2022-2023

1. Advisory Council

Convener-Ms.Santosh Bisla

(Off. Principal)

Members-

1. Ms. Jyoti Khanduja
2. Ms. Meenu Sharma
3. Dr. Manju Singh
4. Dr. Manju Bala Sharma
5. Ms. Sunit Bhandari
6. Dr. Sushma Thakur
7. Dr. Sangeeta Gaurang
8. Ms. Sanjana Raheja
9. HCA

2. RUSA & Building

Committee-

Construction & Maintenance

Convener-Dr. Sangeeta Gaurang

Members-

- 1..Ms..Meenu Sharma
2. Ms. Sunit Bhandari
3. Ms. Sanjana Raheja
4. Dr. Punam Kundu
5. Dr. Suman
6. Dr. Manju Sharma (Maths)
7. PWD Civil Engg. Representative
8. University
- 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. Manju Singh
2. Dr. Kanwaljeet
3. Dr. Deepti Sharma
4. Dr. Nadia
5. Ms. Manjeet (office)

4. IQAC Core

Committee

Chairperson- Ms.

Santosh Bisla

Convener-Dr. Manju

Singh

Co-Convener-Ms. Meenu

Sharma

Advisory (Crit. I-VII)

1. Ms. Jyoti Khanduja
2. Ms. Sunit Bhandari
3. Dr. Manju Bala Sharma
4. Dr. Sushma Thakur
5. Dr. Sangeeta
6. Ms. Sanjana Raheja

Coordinators-

1. Dr. Renu Baliyan
2. Dr. Manju Sharma (Maths)
3. Dr. Anju Narwal
4. Ms. Kanwaljeet virdi
5. Ms. Lakhwinder Kaur
6. Dr. Anuradha Nagia and Dr. Monika Saini
7. Dr. Swati Sharma
8. Dr. Deepti Sharma
9. Dr. Isha

Co-Coordinator-

1. Dr. Shweta Dhawan
2. Dr. Sunita Salaria,
3. Dr. Suman
4. Dr. Poonam Kundu
5. Ms. Shivangi
6. Dr. Nadia Chowhan
7. Ms. Shilpa (Comm.)
8. Ms. Vandana Rana
9. Ms. Divya Vij
10. Ms. Harbinder

Kaur

Members- All Permanent Staff

Data Collection &

Compilation-

1. Dr. Deepti Sharma

2. Ms. Sakshi Aneja

5. Institutional

Development Program under NEP 2020

Committee

Convener-Ms.Santosh

Bisla

(Off. Principal)

Members-

- 1..Ms. Jyoti Khanduja
- 2.. Ms. Meenu Sharma
3. Dr. Manju Singh
4. Dr. Manju Bala Sharma
- 5.. Ms. Sunit Bhandari
6. Ms. Sanjana Raheja
7. Ms. Kanwaljeet
8. Dr. Nadia Chowhan
9. Ms. Shivangi
10. HCA

6. Sessional

Examinations/ Semester Examination/

Forms/Compiling

of Results/ Merit

Lists/Assessments/University Work

Controller of Exams &

Mentor Group-

Dr. Renu Baliyan-

Controller

Co-Controller-

Dr. Manju Bala Sharma

(Science)

Dr. Punam Kundu (Arts)

Ms. Sanjana Raheja

(Commerce)

Members

(a) Science

1. Dr. Shweta
2. Dr. Manju Sharma (Maths)
3. Dr. Nadia Chowhan

(b) Arts

1. Ms. Swati Sharma
2. Dr. Sunita Salaria
3. Dr. Suman

(c) Commerce

1. Ms. Shilpa

2. Ms. Madhu Arora

3. Ms. Anshul Atreja

(d) B.Sc.(H.Sc.)/FD/FT/

B.Voc.

Ms. Lakhwinder Kaur

7. Proctorial Board

Convener-Dr. Manju

Bala Sharma

Co-Convener-Dr.

Anuradha Nagia

Coordinator (Science):

Dr. Manju Singh

Coordinator (Arts): Dr.

Sushma Thakur

Coordinator (Commerce)

: Ms. Sanjana

Coordinator (B.Voc FD):

Ms. Lakhwinder

8. Purchase Committee

Convener-Ms. Sunit

Bhandari

Co-Convener-

Dr. Sangeeta Gaurang

Bursar- Ms. Sanjana

Raheja

Members-

1. Ms. Jyoti Khanduja
2. Dr. Sushma
3. Ms. Anuradha Nagia
4. Dr. Punam Kundu
5. Ms. Anshul Atreja
6. Head-Clerk

9. Discipline/Grievance,

Redressal/ Anti Ragging

Cell & Drug Control

Convener-Dr. Suman

Co-Convener (Arts

Block)-Dr. Poonam

Kundu

Members-

- 1..Dr. Renu Baliyan
 - 2..Dr. Swati Sharma
- Co-Convener (Science Block)**-
- Dr. Nadia
- Members-**
1. Ms. Pinki (Geog.)
 - 2..Ms. Shruti Jain (Phy.)

**Co-Convener
(Commerce Block)-Ms.
SanjanaRaheja**

Members-

- 1.Ms. AnshulAtreja
- 2.Ms. MadhuArora
- 3.Ms. Shilpa

Lib:Dr. Monika Saini

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

- 2.Mr. Suresh

**10.Website Update &
Computers/Internet/Tele
phone/CCTV
Maintenance**

Convener-

Ms. Sakshi Aneja

Members-

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

**11.Scholarship
Committee**

(External/Internal)

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

Members-

- 1.Dr. Manju Singh
- 2.Dr. PunamKundu
- 3..Dr. Sunita Devi
- 4.Dr. Shweta Dhawan
- 5.Ms. Isha
- 6.HCA
- 7.Ms.Manjeet (Clerk)

12.RTI Cell

**Convener-Ms. Suneet
Bhandari**

**Co-Convener- Ms.
AnuradhaNagia**

Members-

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

**13.Time Table
Committee**

**Convener-Dr. Sushma
Thakur**

Science-

- 1.Dr. Manju Singh
- 2.Dr. Manju Sharma
(Maths)
3. Dr. Nadia

Arts

- 1.Dr. Sushma Thakur
- 2.Dr. Punam Kundu

Commerce

- 1.Ms. Sanjana Raheja
- 2.Ms.Anshul Atreja

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

Ms. LakhwinderKaur

EVS-Dr. Nadia

**14.Library & Edusat
Committee**

**Convener-Dr. Monika
Saini**

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

Members-

- 1..Ms. Sunit Bhandari
- 2..Dr. Sunita Devi
3. Ms.Lakhwinder Kaur
- 4.Dr. Deepti Sharma
- 5.Ms. Shivangi

**15..Maintenance of
Water/ Electricity/
Furniture/Scrap/Lift/Fir
e& Cleanliness
Committee**

**Convener-Ms. Jyoti
Khanduja**

**Science Block-
(Members)**

- 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. PunamKundu
- 2..Dr. Suman
- 3.Ms. Shivangi

Library

1..Ms. Monika Saini

Non-teaching

1.Mr. Suresh

2.Mr. Surinder -Peon
(Furniture)

3.Mr. Joginder-Peon

4.Contractor for Sweepers

16.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. Isha
- 5..Ms. Shivangi
- 6..Ms. Shilpa
- 7.Home-Science (1)
- 8..Ms. Harbinder
- 9..Ms. Prashantika

17.. Committee

**Editor in Chief College
Magazine-Ms. Sunit
Bhandari**

**Convener Magazine- Ms.
Anju Narwal**

**Convener-Prospectus
Committee-.Ms.
KanwaljeetViridi**

Members-

1. Dr. Shweta(Science)
- 2.Dr. Sunita(Hindi)
3. (Sanskrit)
- 4 Dr. RenuBaliyan (Social
Science)
- 5.Ms.
Lakhwinder(Hm.Sc.)
- 6.Ms.Pinki (Geog.)
- 7.Ms. Sakshi
Aneja(Comp)
- 8.Ms. Shivangi (Eng)
- 9..... (Commerce)

18.Hostel/Canteen

Committee

Chief warden: Dr. Manju
Singh

**Convener-Ms. Sunit
Bhandari**

**Co-Convener-Dr.
Sangeeta**

Members:-

- 1.Dr. Sushma Thakur
- 2.Dr. AnuradhaNagia
- 3.Dr. Monika Saini
- 4.Dr. Swati Sharma
- 5..Dr. Deepti Sharma
- 6.Dr. Suman
- 7.Dr. Isha
- 8..Ms. Anshul Atreja
(Comm.)
- 9..Ms. Shilpa(Commerce)
- 10.Warden & Store
Keeper
- 11.Asstt. Warden
- 12.Clerk& Accountant
- 13..Mr. Paramjeet

19.AISHE

**Nodal officer-Dr.Manju
Sharma (Maths)**

Members;-

- 1..Ms..DivyaVij
- 2.Ms. Harbinder

**20.Electoral Board
/Road Safety Club
Nodal Office-**

**Dr. Swati Sharma
Dr. Isha**

Members:-

- 1..Dr. Anuradha Nagia
- 2.Dr. Deepti Sharma
- 3.Dr. Shweta Dhawan
- 4..Ms.Shivangi

**21. Internal Complaints
Committee against
Sexual Harassment of
Women at Workplace
and Grievance
Committee.**

**Chairperson-Ms.
Santosh Bisla (Offg.
Principal) Convener-
Ms. Meenu Sharma**

Members-

- 1.Ms. Jyoti Khanduja
2. Dr. Manju Singh

3.Dr. Manju Bala
Sharma
4..Ms. Suneet Bhandari
5.Dr. Anuradha Nagia
6.Dr. Suman
7. Dr. Deepti Sharma
8.Ms. Kanwaljeet Virdi
9.Dr. Shweta Dhawan

22.Add on courses

Coordinators:---

Cosmetology/

FD/Food Processing

Ms. Lakhwinder

Functional English

Ms. Sunit Bhandari

GIS & Remote Sensing

Mrs. Kanwaljeet

Web Designing /

Animation/Multimedia/

Computer Dept.

Ms. SakshiAneja

Biotech Deptt

Dr.Manju Bala Sharma

Community College

Off. Principal

23..Passport

Officer/Learner Driving License

Nodal Officer/Convener

1.Dr. Renu Baliyan

Members-

1..Dr. AnuradhaNagia

2.Dr. Monika Saini

3.Dr. Shweta Dhawan

Convener-

Clerks:-

1.Mr. Suresh

2.Mr. Mohit

24.On-line Admissions

UG Admissions

Nodal Officer-Dr.

Sangeeta Gorang

Convener-Ms.Sakshi

Aneja

For SC/BC-Dr.

Anuradha & Dr. Anju

Narwal

UG-All Permanent Staff

PG-Admissions

Nodal Officer-Ms.

Suneet Bhandari

1. M.Sc.Bio-tech.

Dr.ManjuBala

Sharma

Ms.. Kajal

2. M.Sc.Computer Science

Ms.Sakshi Aneja

Ms.Harbinder

3. M.Sc.Mathemati cs

Dr.Shweta

Dr.Manju Sharma

4. M.A.English

Ms.Sunit

Bhandari

Dr.Anju Narwal

Ms.Isha

5. M.Sc.Geography

Ms.KanwaljeetVi

rdi

New Teacher

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

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25..Shryas /

NAD/Swayam

Nodal Officer-Ms.

Kanwaljeet

Convener-Dr. Nadia

Co-Conveners-Dr.

ShwetaDhawan

Dr. Manju Sharma

(Maths)

Ms. Prashanika

Mr. Mohit-Clerk

26.SC/ST/OBC

Complaint & Suggestion Cell

Convener-Dr. Manju

Singh

Co-Convener-Dr.

Anuradha

Members:-

1.Ms. Lakhwinder

2.Dr. Anju Narwal

3.Ms. Monika Saini

4.Dr. Nadia Chowhan

5.Ms. Anshul Atreja

27.UGC-Differently- abled persons Committee

Convener-Dr. Manju

Bala Sharma

Members:-

1Ms. Sanjana Raheja

2.Dr. Renu Baliyan

3.Dr. Monika Saini

Student

1

Parent

1.

28..Interdisciplinary Committee for Seminars/ Conferences/ workshops (International/National) under the agies of IQAC

Chairperson: Principal

Advisory: All HOD's

Members: Permanent

Staff

29..Social Science Forum

Nodal Offider-Ms. Jyoti

Khanduja

Members:-

1.Dr. Renu Baliyan

2.Dr. Anuradha Nagia

3.Dr. Punam Kundu

4.New (Geography)

5.Psychology-1

30..Social Out reach Club (SAHYOG)

Convener-Dr. Anju

Narwal

Co-Convener-Dr.

Monika Saini

Members:-

1.Ms. Lakhiwnder

2.Dr. Suman

3.Dr. Swati Sharma

Dr. Renu Baliyan

Dr. Seema Sharma

31.Green/Energy/Enviro nmental Audit Team

Convener-Dr. Isha

Co-Convener-Ms.

Vandana Rana

32.Parent Teacher

Meeting

Arts Incharge-

Dr. Sangeeta Gorang,

Dr. Sushma Thakur

Members:-

Dr. Anuradha Nagia

Dr. Isha

Science Incharge-

Dr. Manju Bala

Members:-

Dr. Shweta Dhawan

Dr. Nadia

Commerce Incharge-

Dr. Sanjana Raheja

Members:-

Ms. Anshul Atreja

Ms. Shilpa

CLUBS AND SOCIETIES-2022-23

1.Youth Welfare Society (Cultural Affairs Society & Student Council)

Convener-1.Dr. Anju Narwal

Co-conveners-

1.Dr. Isha

Advisory.

1. Dr. Manju Singh

2.Sangeeta Gorang

3.Ms. Sunit Bhandari

4..Dr. Sushma Thakur

Members-

1.Dr. Deepti (Treasurer)

2.Science-2

3..Commerce-2

(Ms. MadhuArora)

4..Maths-2

5..Computer-2

6..Home-Sc.2

7..English-2

8..Mr. Yunus

9..Ms. Harish

2. N.S.S.

(Unit-1)

Convener-Dr.

AnuradhaNagia

(Unit-II)

Convener-Dr. Deepti

Sharma

Advisory-

1.Ms. Sunit Bhandari

2.Dr. Sangeeta

3.Dr. Sushma Thakur

Members-

1.Ms. SunitaSalaria

2.Ms. Shilpa

3.Ms. Prashantika

4..Ms. Silki

5Ms. Tarjeet

6.Ms. Satwinder Kaur

3.N.C.C.

Convener-

Dr.ShwetaDhawan

(Air Wing)

Co-Convener-Dr. Isha

Convener-Ms.Shivangi
(Army Wing)

Co-Convener-Dr. Swati

4. Sports Club

Convener-Dr. Suman

Members-

1. Dr. Manju Singh

2.Ms. Sunit Bhandari

3.Dr. Anuradha

4.Ms. Monika Saini

5. Dr. Renu Baliyan

5.Women Cell

Convener-Ms.

Kanwaljeet

Co-Convener:-Dr.

Nadia

Members-

1.Dr. Seema Sharma

2 Ms. Kajal

3. Ms. Vasudha

4..Ms. Anshul Atreja-

Comm.

5..Ms. Pinki (Geog.)

6. Legal Literacy Cell

Convener-Dr. Sunita

Salaria

Members :-

1.Dr. Manju Sharma

2,Economics(1)

3.Commerce(1)

4.Computer(1)

7.Red Ribbon Club

Convener-Dr. Manju

Sharma

Members:-

1.Dr. Sunita Salaria

2.Dr. Renu Baliyan

3..Dr. Shweta.

8..Red Cross Society

Convener-.Dr. Punam

Kundu

Members-

1.Ms. Shivangi

2.Dr. Nadia

3.Commerce-(1)

9..Arya Yuvati Parishad &Arya Yuva Samaj

Convener-Dr.Swati

Sharma

Co-Convener-Dr.

SunitaSalaria

Members-

1. Ms. Isha

2.Ms. Anshul Atreja

3..Ms. Madhu Arora

4. Sanskrit

5. Ms. Madhu Mehta

(Clerk)

10.Literary Association

English-Dr. Isha

Hindi-Dr.Sunita Salaria

Sanskrit-

Panjabi-

11.Excursion and

Education

Trip/Tour/Picnic

Convener-Ms.

Lakhwinder

Co-Convener-Dr. Deepti

Sharma

Members-

1 Dr. Manju Singh

2 Dr. Manju Bala

Sharma

3. Dr. Anuradha

4. Dr. RenuB aliyan

12.Entrepreneursh &

Career Guidance

Placement cell

Convener-Ms. Sanjana

Raheja

Co-Convener- Ms.

Sakshi

Members-

1.Dr. Manju Bala

Sharma

2.Ma. Lakhwinder Kaur

3.Dr. PunamKundu

4.Ms. Shivangi

5.....

6.Dr. Archana

7.Ms. Divya

8.Ms. Harvinder

13.College Beatification/

Eco Club

Convener-Dr. Nadia

Chowhan

Members:-

1..Dr. Seema Sharma

2. Ms. Jyoti(Zoo.)

3..Mali-2

14.Science Forum/ Quiz Club

Convener-Ms. Meenu

Sharma

Members-All Science

Faculty

15.Commerce

Association & Quiz Club

Convener-Ms. Sanjana

Raheja

Members-All Commerce

Staff

16.KVA DAV Alumni

Association

President-Dr. Anju

Narwal

Vice-President-Ms.

Vandana Rana

Secretary-Dr. Monika

Saini

Joint-Secretary-Ms.

Kiran Midha

Treasurer-Dr. Punam

Kundu

Members-

1. Ms. Jyoti Khanduja

2.Ms.Meenu Sharma

3.Dr. Manju Singh

4. Dr. Manju Sharma

5.Ms. Sanjana Raheja

8. Ms. Monika Saini

9.Dr. RenuBaliyan

10.Ms. ShwetaDhawan

11.Ms. Isha

12..Ms. Shilpa

13..Ms. MonilaBansal

17.Music Club & Spic

Macay

Convener-Dr. Sangeeta

Gaurang and

Dr. Swati Sharma

Members-

1. Ms. Suneet Bhandari

2. Ms. Isha

3.Mr.Yunus Hussain

4. Mr. Harish