

## Administrative Committees 2023-2024

- 1. College Advisory Council**  
**Convener-**Ms.Meenu Sharma  
( Off. Principal)  
**Members-**  
1. Ms. Jyoti Khanduja  
2. Dr. Manju Singh  
3. Ms. Sunit Bhandari  
4. Dr. Sushma Thakur  
5. Dr. Sangeeta Gaurang  
6. Ms. Sanjana Raheja  
7. HCA
- 2. Building/Works Committee- Construction & Maintenance**  
**Convener-**Ms. Sunit Bhandari  
**Members-**  
1. Ms. Sanjana Raheja  
2. Dr. Punam Kundu  
3. Dr. Suman  
4. Dr. Shweta Dhawan (Maths)  
5HCA
- 3. Research Committee & UGC Planning Board (Proposals for Vocational Courses /Seminar/Grants/ Utilization/Workshops**  
**Convener-** Dr. Manju Singh  
**Co-Convener-**Dr. Nadia  
**Members-**  
1. Dr. Kanwaljeet  
2. Dr. Deepti Sharma  
3. Ms. Manjeet(office)
- 4. University Works Committee (Sessional Examinations/ Semester Examination/ Forms/Compiling of Results/ Merit Lists/Assessments)**  
**Controller of Exams -**
- Dr. Renu Baliyan-  
**Controller**  
**Co-Controller-**  
Dr. Shweta(Science)  
Dr. Punam Kundu (Arts)  
**Incharges:-**  
**Science**  
1. Dr. Manju Singh  
**Arts**  
1. Ms. Sunit Bhandari  
**Commerce**  
1. Ms. Sanjana Raheja  
**B.Voc.**  
1. Ms. Lakhwinder Kaur  
**Members**  
**(a) Science**  
1. Dr. Shweta Dhawan (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. Anshul Atreja  
**B.Sc.(H.Sc.)/FD/FT/ B.Voc.**  
1. Ms. Renuka  
**Computer:-**  
1. Ms. Divya  
2. Ms. Mamta Atreja  
**5. Proctorial Board**  
**Convener-**Dr. Anuradha Nagia  
**Co-Convener-**  
**Coordinator(Science):**  
Dr. Manju Singh  
**Coordinator(Arts):**Dr. Sushma Thakur  
**Coordinator(Commerce)**  
Ms. Sanjana  
**Coordinator(B.Voc FD):**  
Ms. Lakhwinder
- 6. Purchase/Procurement Committee**  
**Convener-** Dr. Sangeeta Gaurang  
**Co-Convener-**Ms. Sunit  
**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
- 7. Discipline Committee (Grievance, Redressal/ & Anti Ragging Cell )**  
**Convener-**Dr. Sushma Thakur  
**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. Dr. Richa Khokhra (Phy.)  
**Co-Convener (Commerce Block)-**  
Ms. Sanjana Raheja  
**Members-**  
1. Ms. Anshul Atreja  
2. Ms. Shilpa  
3. Commerce  
**Lib:**Dr. Monika Saini  
**Hostel:** 1. Ms. Dolly  
2. Ms. Jyoti  
3. Mr. Suresh  
4. Mr. Mohit
- 8. Website Update & Computers/Internet/Telephone/CCTV Maintenance**  
**Convener-**  
Ms. Sakshi Aneja  
Ms. Harbinder  
**Members-**  
1. Dr. Deepti Sharma  
2. Ms. Kanwaljeet Viridi  
3. Ms. Neha Sharma
- 9. Scholarship Committee (External/Internal)**
- Convener-**Dr. Punam Kundu  
**Co-Convener-**Ms. Anuradha Nagia  
**Members-**  
1. Dr. Manju Singh  
2. Dr. Sangeeta Gorang  
3. 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. Manju Singh  
2. Dr. Shweta Dhawan (Maths)  
3. Dr. Nadia  
4. Ms. Monila Bansal  
**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. Lakhwinder Kaur  
**EVS-**  
1. Ms. Kanwaljeet Viridi  
2. Dr. Seema Sharma (Botany)
- 12. 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

**13. Maintenance of Water/ Electricity/ Furniture/Scrap/Lift/Fire & Cleanliness Committee**

**Convener-**Ms. Sanjana Raheja

**Science Block-(Members)**

1. Ms. Kanwaljeet Viridi
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

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

**15. Publication Committee**

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

**Conveners-**

1. Dr. Anju Narwal
2. Ms. Kanwaljeet Viridi

**Members-**

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

**16. Hostel/Canteen Committee**

**Chief Warden**

Dr. Anuradha Nagia

**Convener**

Dr. Deepti Sharma

**Members:-**

1. Dr. Swati Sharma
2. Dr. Suman
3. Ms. Anshul Atreja (Commerce)
4. Ms. Shilpa Arora (Commerce)
5. Ms. Bhavya (English)
6. Ms. Simran (English)
7. Dr. Renuka (FSQC)
8. Ms. Muskan (Geography)
9. Ms. Sonia (Geography)
10. Ms. Manshita (Chemistry)
11. Ms. Priyanka (Political Science)

**17. AISHE**

**Nodal officer-**Dr. Shweta

**Members:-**

1. Dr. Nadia
2. Ms. Sanjana Raheja
3. Ms. Prashantika
4. Ms. Harbinder

**18. Electoral Board / Road Safety Club**

**Nodal Officer-**

Dr. Swati Sharma

Dr. Isha

**Members:-**

1. Ms. Shivangi
2. Ms. Vandana (Phy.)
3. Ms. Priya Kamboj

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

**Convener-** Ms. Meenu Sharma

**Co-Conveners-**

1. Dr. Manju Singh
2. Ms. Sunit Bhandari

**Members-**

1. Dr. Anju Narwal
2. Dr. Anuradha Nagia
3. Dr. Suman
4. Dr. Deepti Sharma
5. Ms. Kanwaljeet Viridi
6. Dr. Isha
7. Dr. Shivangi
8. Dr. Nadia Chowhan
9. Ms. Nitasha

**20. Passport Officer /Learner Driving License**

**Nodal Officer/Convener**

1. Dr. Renu Baliyan

**Members-**

1. Dr. Anuradha Nagia
2. Dr. Monika Saini
3. Dr. Shweta Dhawan

**Clerks:-**

1. Mr. Suresh
2. Mr. Mohit

**21. On-line Admissions**

**UG Admissions**

**Nodal Officer-**Ms. Sakshi Aneja

**Convener-**Ms. Sunit Bhandari

**For SC/BC-**Dr. Anuradha & Dr. Anju Narwal

**UG-All Permanent Staff**

**PG-Admissions**

**Nodal Officer-**

Ms. Sakshi Aneja

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

Dr. Nadia

Chowhan

Ms. Manpreet

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

Ms. Neha Sharma

Ms. Harbinder

**3. M.Sc. Mathematics**

Dr. Shweta

Ms. Monila

**4. M.A. English**

Dr. Anju Narwal

Ms. Isha

**5. M.Sc. Geography**

Ms. Kanwaljeet Viridi

Ms. Muskan

**6. B. Voc. (FSQC & FT), B.Sc. Fashion Designing**

Ms. Lakhwinder

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

Ms. Sanjana Raheja

Ms. Anshul Atreja

Ms. Shilpa Munjal

**22. Shryas / NAD/ Swayam**

**Nodal Officer-**Ms. Kanwaljeet

**Convener-**Dr. Nadia

**Co-Conveners-**Dr. Shweta Dhawan

**Members:-**

Ms. Prashanika  
Mr. Mohit-Clerk

**23.SC/BC Committee**

**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

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

**Convener-**Dr. Sushma Thakur  
**Members:-**  
1Ms. Sanjana Raheja  
2.Dr. Renu Baliyan  
3.Dr. Monika Saini

**Student**

1. Ms. Neelam (B.A.I)

**Parent**

1.Mr. Prem Singh

**25.Interdisciplinary Committee for Seminars/ Conferences/ workshops (International/National) under the agies of IQAC**  
**Chairperson:** Principal  
**Advisory:** All HOD's  
**Members:** Permanent Staff

**26.Social Science Forum Nodal Offider-**Ms. Jyoti Khanduja

**Members:-**  
1.Dr. Renu Baliyan  
2.Dr. Anuradha Nagia  
3.Dr. Punam Kundu  
4.Ms. Muskan  
5.Ms. Monika(Psy.)

**27.Social Out reach Club (SAHYOG)**

**Convener-**Dr. Anju Narwal  
**Co-Convener-**Dr. Monika Saini  
**Members:-**  
1.Ms. Lakhwinder  
2.Dr. Suman  
3.Dr. Swati Sharma  
4.Dr. Renu Baliyan  
5.Dr. Seema Sharma

**28.Green/Energy/Environmental Audit Team**

**Convener-**Dr. Swati Sharma  
**Co-Convener-**Ms. Vandana Rana

**29.Mentor Mentee/Parent Teacher Meeting**

**Conveners:-**  
Ms. Sunit Bhandari  
Dr. Sangeeta Gorang,  
Dr. Sushma Thakur

**Arts Incharges:-**  
Dr. Anuradha Nagia  
Dr. Isha  
Ms. Shivangi  
Students Arts  
**Science Incharge-**  
Dr. Manju Singh  
**Members:-**  
Dr. Shweta Dhawan  
Dr. Nadia  
Students Science

**Commerce Incharge-**  
Dr. Sanjana Raheja

**Members:-**  
1.Ms. Anshul Atreja  
2.Ms. Shilpa  
Students Commerce  
**B.Voc. Incharge-**  
Ms. Lakhwinder Kaur  
**Members:-**  
1.Dr. Renuka

2.Ms. Mani

**30.Prayas Committee**  
**Convener-**Dr. Sangeeta Gorang  
**Co-Convener-**Dr. Sushma Thakur

**Members:-** All NAAC Committee

**31.Youth & Cultural Affairs Committee**

**Conveners**  
Dr.Anju Narwal  
Dr Isha  
**Treasurer**  
Dr. Deepti Sharma-

**Members:-**

1. Ms. Priyanka (Chemistry)
2. Ms. Nisha(Zoology)
3. Ms. Manishita
4. Ms. Meenu Kalra
5. Ms. Silky (Maths)
6. Ms. Bharti Kalra
7. Ms. Gaganpreet
8. Ms. Jasmeen
9. Ms. Gurcharan
10. Dr. Ritu
11. Ms. Nisha
12. Ms. Simran
13. Mr. Yunus
- 14.Mr. Harish

**32. Institutional Development Plan under NEP 2020 Committee**

**Convener-**Ms.Meenu Sharma  
( Off. Principal)  
**Coordinator-**  
Ms. Sunit Bhandari  
**Co-Coordinator**  
Dr. Sushma Thakur  
**Members-**  
1.Dr. Manju Singh

2. Ms. Sanjana Raheja
- 3.Dr. Renu Baliyan
4. Dr..Kanwaljeet
5. Dr. Nadia Chowhan
6. Dr. Shivangi
7. HCA

**33. Add on courses**

**Coordinator:-**  
**Cosmetology/ FD/ Food Processing**  
Ms. Lakhwinder

**34.Drug Control /Anti Tobacco Committee**

**Coordinators:-**  
1. Dr. Anuradha  
2. Dr. Deepti  
**Co-coordinators:-**  
1. Dr. Sakshi Aneja  
2. Dr. Shivangi

**Members:-**  
1. Ms. Richa  
2. Ms. Swati

*Heena Shau*  
Principal  
Officiating Principal  
Kumari Vidyavati Anand  
DAV College for Women  
Karnal