

COLLEGE COMMITTEES/CLUBS/CELLS SESSION 2021-22

1(a) ADMISSION & ANNUAL PLAN COMMITTEE (In Campus)

Co-ordinator: Mrs. SeemaDua

Members:

- Mrs. Maninder Kaur
- Mrs. Manmeet Kaur
- Mrs. Prabhjot Kaur
- Dr. Kuldeep Kaur
- Dr. Nidhi Sharma
- Ms. Daisy Wadhwa
- Mrs. Surjit Kaur
- Mrs. Gagneetpal Kaur

DUTIES:

- To draft the Annual Plan of activities for the year 2021-2022 and to incorporate the same in the Prospectus.
- To assist the students and to interact with the parents during admissions.
- To provide proper College Identity Cards to the students after the reopening of the College.
- To file and maintain the records of the admissions and Annual Plan.
- To submit the enrollment records to the IQAC Committee.

1(b) ADMISSION COMMITTEE (For Visits to Schools)

Members:

- Mrs. Prabhjot Kaur
- Dr. Kuldeep Kaur
- Mrs. Seema Dua
- Dr. Neetu Prakash
- Mrs. Punpreet Kaur
- Dr. Nidhi Sharma
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Mrs. Madhu Dhawan
- Mrs. Harpreet Kaur
- Mrs. Kirti Loomba
- Mrs. Surjit Kaur
- Mrs. Anupam Vatsyayan
- Mrs. Gagneetpal Kaur
- Ms. Daisy Wadhwa
- Mrs. Shikha Kalra

2. TIME TABLE COMMITTEE

Co-ordinator – Mrs. Seema Dua

Members:

- Mrs. Manmeet Kaur
- Dr. Kuldeep Kaur
- Mrs. Jaswinder Kaur
- Dr. Nidhi Sharma
- Dr. Anupam Vatsyayan
- Ms. Daisy Wadhwa
- Dr. Madhu Dhawan

DUTIES :

- To frame a suitable, clash free time-table for conducting Theory/Practical classes as per University rules.
- To attend to various complaints of clashes in the time-table and make necessary adjustments.
- To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

3. ATTENDANCE COMMITTEE

Co-ordinator – Mrs. Gagneetpal Kaur

Members:

- Dr. Nidhi Sharma
- Mrs. Manpreet Kaur
- Mrs. Shikha Kalra
- Ms. Daisy Wadhwa
- Mrs. Sukhjit

DUTIES:

- To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance registers.
- To ensure timely compilation of attendance record by the dealing clerks.
- To ensure periodic display of attendance on the Notice Boards.
- To keep track of regular absentees and counsel them, if required, along with their parents.
- To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

4. LIBRARY COMMITTEE

Co-ordinator – Dr. Balbir Kaur

Members:

- Mrs. Maninder Kaur

- Mrs. Prabhjot Kaur
- Mrs. Jaswinder Kaur
- Dr. Nidhi Sharma
- Mrs. Kirti Loomba
- Dr. AnupamVatsyayan
- Ms. Daisy Wadhwa

DUTIES:

- To take stock of the existing, newly added and total number of books.
- To arrange talks for students to motivate them to cultivate reading habits.
- To provide digital library facilities with National and International online journals.
- To see that Library building is enabled with Wi-fi facility.
- To see that library issue/ return of books are maintained through software.
- To acquire books for the book bank and distribute to the deserving students.
- To maintain the sanctity of the Library.
- To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

5. N.S.S. UNIT/ Red Cross Society

Programme Officers:

- Dr. Neetu Prakash
- Mrs. Satwant Kaur

DUTIES:

- To plan and execute N.S.S. Programmes for the year.
- To conduct Special N.S.S. camp
- To Organize and celebrate important days of the year
- To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.
- To take care of campus beautification and gardening.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

6.CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT

CELL

Co-ordinators:

- Dr. NeetuPrakash
- Dr. Nidhi Sharma

Mrs. Sukhjit : To provide information and guidance related to career and jobs in Armed forces.

DUTIES:

- To organize career oriented workshops for the outgoing students.
- To organize coaching classes for competitive exams by inviting experts.

- To conduct awareness programmes on entrepreneurship skills for students.
- To invite experienced academicians, leading professionals with extensive corporate experience
- to address the students and thereby facilitate practical learning.
- To file and submit the records to the IQAC .

7. FIELD TRIPS/INDUSTRY VISITS TRANSPORT COMMITTEE

Co-ordinator : Dr. Kuldeep Kaur

Members:

- Mrs. Prabhjot
- Mrs. SeemaDua
- Mrs. Kirti
- Mrs. Sukhjit

DUTIES:

- To co-ordinate the Educational Trips and field visits conducted by different Departments.
- To maintain the records of the Study Visits/ Educational Trips conducted and submit the same to the IQAC Committee.

8. FIRST AID AND HEALTH WATCH

Co-ordinator – Warden/ Mrs. Sukhwinder

Members:

- Mrs. Satwant
- Mrs. Sukhjit
- Mr.SurinderSingh (Office Supdt.)

DUTIES:

- To organize programmes for students and Staff related to Health and First Aid.
- To see that there is a First Aid Room with all the basic facilities in case of emergency.
- To organize Community Welfare programmes. i.e. to involve their participation in Yoga camps etc.
- To guide and help students to develop study habits, resolving personal and emotional difficulties & interpersonal relationships.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

9.CANTEEN COMMITTEE

Co-ordinator : Mrs. Shikha Kalra

Members:

- Mrs. RajwinderKaur
- Dr. Madhu Bala

DUTIES:

- To see that the Canteen services to students / staff are good.
- To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.
- To check the quality of eatables being served to the students in canteen.

10. EXAMINATION COMMITTEE

Co-ordinator: Mrs. Prabhjot Kaur

Co-coordinators– All HODs of their departments.

DUTIES:

- To successfully conduct the House Examinations and prepare the Results.
- To ensure that marks lists are submitted by lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.
- To make inventory of the required Stationery well in advance and put up the requisition for required items
- To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.

11. DISCIPLINE & ANTI-RAGGING COMMITTEE

Co-ordinator: Mrs. Punpreet Kaur

Members:

- Mrs. Manpreet Kaur
- Dr. Madhu Dhawan

DUTIES:

- To initiate timely action against erring students.
- To ensure overall disciplined environment in the College.
- To sensitize students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
- To address complaints about ragging as per the Govt. and University procedures.
- To maintain records of the cases investigated and submit the same to the IQAC Committee.

12.GRIEVANCE REDRESSAL/ SEXUAL HARASSMENT COMMITTEE

Co-ordinator – Dr. Balbir kaur

Co-Coordinator - Mrs. Manmeet kaur

DUTIES:

- To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
- To instruct the official/s concerned to attend to the grievances.
- To refer / report the matters to the Principal.
- To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
- To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
- To celebrate International Women's Day.
- To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

13. Red Ribbon Club/Youth Club

Incharges :

- Dr. Nidhi Sharma
- Ms Daisy Wadhwa

DUTIES:

- To conduct activities under Red Ribbon Club and Youth Club
- To file and submit the records to the IQAC .

14. MAGAZINE /PROSPECTUS COMMITTEE

Coordinator: Dr. Kuldip Kaur

Members

- Dr. Neetu Prakash
- Ms Kirti Loomba
- Dr. AnupamVatsyayan
- Ms. Daisy Wadhwa

DUTIES:

- To receive the articles / reports from the students/staff and edit the same.
- To ensure that no reports/articles objectionable in nature are published.
- To appoint students as sectional editors.

- To arrange to have photographs of staff and students required for the magazine on College Day and on the send-off day.
- To get the magazine printed by April end and distribute the same to students and staff.

15. WEBSITE DEVELOPMENT/PUBLIC RELATIONS/ PRESS RELEASE/SOCIAL MEDIA COMMITTEE

PRO – Mrs. Kirti

Social Media Manager – Ms Daisy Wadhwa

Website Incharges:

- Mrs. Kirti
- Mrs. Gagneetpal Kaur
- Ms. Daisy Wadhwa
- Ms. Navneet kaur

DUTIES:

- To develop and maintain the College Website.
- To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates, publicity through Media, News Papers, etc.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

16. INFRASTRUCTURE MAINTENANCE & DEVELOPMENT COMMITTEE

Co-ordinator : Mrs. Maninder kaur

Members:

- Mrs. Balbir Kaur
- Mrs. Kirti Loomba
- Ms. Daisy Wadhwa
- Mrs. Surjit
- Mrs. Shikha Kalra
- Mrs. Harpreet (fine Arts)
- Mr. Akhilesh (Lab Technician cum clerk)

DUTIES:

- To suggest measures for the safety, development and maintenance of old College building infrastructure.
- To ensure optimal use of the College resources, get defective gadgets repaired.
- To suggest measures to dispose off outdated and unusable items.
- To ensure Computerization /Automation of Library and Administration/Technology upgradation (overall)
- To provide internet facility with Wi-Fi connectivity.
- To provide details of infrastructure facilities to the IQAC Committee.

17.HOSTEL COMMITTEE

Co-ordinator: Mrs. Manmeet kaur

Members:

- Dr. Balbir Kaur
- Mrs. Prabhjot Kaur
- Mrs. Seema Dua
- Hostel Warden
- Mrs. Sukhwinder

DUTIES:

- Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other
- Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities
- Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues etc.
- Caters to the generic issues related to campus.

18. MORNING ASSEMBLY/ PATH COMMITTEE

Co-ordinator: Mrs. Prabhjot Kaur

Members:

- Dr..Balbir Kaur
- Mrs. Manmeet Kaur
- Dr. Kuldeep Kaur
- Mrs. Manpreet Kaur
- Mrs. Gagneetpal Kaur
- Mrs. Inderjeet(Pbi)
- Ms. Shalini,
- Ms. Anju Kapoor
- Mrs. Harinder (Library)

DUTIES:

- To conduct morning assembly to seek blessings of Almighty
- To make important announcements in morning assembly
- To organize path on various occasions and make necessary arrangements for its smooth conduct.

19. HOSPITALITY TEAM

Co-ordinator: Mrs. ShikhaKalra

Members

- Mrs. Harpreet (Fine Arts)
- Mrs. Shikha Bajaj

- Mrs. Amarpreet Kaur

DUTY:

- To manage and control the refreshment part in all functions of the college.

20. AUDITORIUM / SEMINAR HALL COMMITTEE

INCHARGES:

- Auditorium Incharge - Hostel Warden
- Seminar hall Incharge - Ms Daisy , Mrs. Satwant

DUTY:

- To update and maintain the infrastructure assigned.

21. IQAC / NAAC

Co-ordinator: Dr. Kuldeep Kaur

Co-coordinator : Dr. Anupam Vatsyayan

DUTIES:

- To present Annual Plan
- To document and file records of all departments.
- Development of quality benchmarks/parameters for various academic and administrative activities of the college.
- Facilitating the creation of a learner-centric environment conducive to quality education.
- Dissemination of information on various quality parameters of higher education;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.

22. SCHOLARSHIP/FEE CONCESSION COMMITTEE

Co-ordinators: Dr. Balbir Kaur

Mrs. Manmeet Kaur

Members:

- Mrs. Jaswinder Kaur
- Mrs. Seema Dua
- Dr. Madhu Bala

DUTY:

- To give concessions to the needy, deserving, meritorious, fatherless students

23. NCC

ANO: Mrs. Sukhjit

24. YOUTH WELFARE DEPARTMENT

Co-ordinator: Mrs. JaswinderKaur

Members:

- Mrs. PrabhjotKaur
- Dr. KuldeepKaur
- Mrs. SeemaDua
- Mrs. PunpreetKaur
- Mrs. GagneetpalKaur
- Mrs. HarpreetKaur (F. Arts)
- Mrs. ShikhaKalra
- Mrs. Shikha Bajaj

DUTY:

- To Prepare the students for youth festivals, Inter-college, Intra-College Competitions

To Maintain Records of Invitations -Mrs. PunpreetKaur, Mrs. GagneetpalKaur

25. GREEN CLUB/ECO CLUB

Co-ordinator: Dr. ParveenArora

Members:

- Dr. MadhuBala
- Mrs. ManpreetKaur
- Mrs. RajwinderKaur
- Ms. SukhjitKaur

DUTIES

- To work towards preservation of environment.
- To promote participation of students in working towards the conservation and sustainability of environment.
- To organize various activities which can bring environment awareness in students and motivate them to act as responsible citizens.
- To organize plantation drives and celebrate Environment day , Earth day , Van Mahotsav week etc and make humble contribution to the environment.

26. STAFF WELFARE COMMITTEE

Staff Secretaries

- Mrs. Punpreet Kaur
- Dr. Madhu Dhawan

DUTIES

- Maintain high moral standards by looking after the needs of the staff
- Plan for general welfare activities for teaching and administrative staff.
- Build a healthy working environment and foster good relationship among the staff.
- Collect and compile databases of faculty and staff working in the campus.
- Provide opportunities for attending various workshops, seminars, symposiums, and conferences conducted by various institutions and agencies in and outside the locality /region/state.
- Plan and organize regular programs and activities for the Faculty Development Programs (FDPs) / Faculty Improvement Programmes (FIPs) and Staff (Administrative)Development Programs.
- Organize staff motivational / recreational activities such as, Felicitations, Picnics, etc.
- Represent the staff and forward cases of complaints and grievances of staff to the Management Committee
- Administer the Staff Welfare Fund and ensure its proper use.
- Organize Welcome/ Farewell parties for the faculty.
- Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.

27.ACADEMIC AUDIT COMMITTEE

Members : All HODs of their departments

28.ADMINISTRATIVE AUDIT COMMITTEE

Members:

- Mr. Surinder Singh Superintendent
- Mrs. Prabhjot Kaur - Controller of Examination.

29. RESEARCH COMMITTEE

Coordinator Dr. Neetu Prakash

Members:

- Dr. Nidhi Sharma
- Mrs. Punpreet Kaur
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Mrs. Madhu Bala
- Dr. Anupam Vatsyayan

30. UGC CO-ORDINATOR

- Dr. Nidhi Sharma

31. SPORTS COMMITTEE

Coordinator: Mrs Prabhjot Kaur

Members:

- Mrs. Rajveer Kaur
- Mrs. Surjit Kaur

32. Buddy Committee

Coordinator : Dr. Parveen Arora

Co-ordinator:Dr. Madhu Dhawan

DUTY:

- Organize Community Involvement programs specific to Buddy Program.

33. PURCHASE

Co-ordinator : Mrs. Manmeet Kaur

Members:

- Dr..Balbir Kaur
- Mrs. Seema Dua

DUTIES:

- To scrutinise the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
- To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
- To maintain the records of the purchase and submit the same to the IQAC Committee.

34. LEGAL LITERACY CLUB

Coordinator: Dr. Parveen Arora

Members:

- Mrs. Rajwinder Kaur
- Ms. Sukhjit Kaur

DUTIES:

- To create awareness among students about their constitutional rights, duties and legal obligations.
- To involve students in various programs related to legal literacy so that play more effective and helpful role in educating people regarding various laws, schemes, programmes and current issues.
- To spread awareness about legal rights and free legal services provided by PSLA (Punjab State Legal Authority).

35. ALUMNI ASSOCIATION

Co-ordinator : Mrs. Rajwinder Kaur

Members:

- Mrs. Prabhjot Kaur
- Dr. (Mrs.) Kuldeep Kaur
- Mrs. Manpreet Kaur
- Ms. Daisy Wadhwa
- Mrs. Shikha Kalra
- Mrs. Surjit

36. MENTORING/TUTORIAL COMMITTEE

Coordinator: Dr. Madhu Dhawan

Co-Coordinator : Mrs. Manpreet Kaur

- Dr. Madhu Bala
- Mrs Manpreet Kaur

DUTIES:

- Mentoring and counseling inside the campus.
- Myriad activities to channelize the energy of the youth through various clubs and societies

37. PARENTS TEACHERS ASSOCIATION

Coordinators: Mrs. Manpreet Kaur

Co-Coordinator : Dr. Madhu Dhawan

Members:

- Mrs. Jaswinder Kaur
- Mrs. Seema Dua
- Dr. Nidhi Sharma
- Mrs Surjit Kaur
- Mrs. Gagneetpal Kaur

DUTIES:

- Welcome and introduction of teachers and parents.
- To provide information about various student-oriented activities and schemes run at the college level as well as departmental level.
- To discuss both the strengths and areas of improvement in the performance of students.
- To take Suggestions from parents.

38. STUDENT WELFARE ASSOCIATION

Coordinator: Dr. ParveenArora

Members:

- Mrs. JaswinderKaur
- Mrs. SeemaDua
- Mrs. RajwinderKaur
- Mrs. MadhuBala
- Mrs. GagneetpalKaur

DUTIES:

- To form Student Welfare Association of the college which begins functioning after the Investiture & Oath Ceremony.
- To ensure that members of central association perform regular duties for discipline and cleanliness in free periods as per the allotment by the office bearers in consultation with the teachers.
- To see that student members perform various duties assigned to them during all the major functions of the college.
- Organize events like Lohri Celebration, Talent Hunt and other festivals and celebrations independently in consultation with the teachers in charge.
- Manage relief activities like collection of donations and funds from the students for national calamities like floods, earthquakes etc.
- Assist in obtaining and filling up of feedback forms from the students regarding various academic and co-academic aspects of the college.
- Help in spreading information about new courses and other reforms and changes taking place in the college to the students as well as the masses.

39. SAP (Swachhta Action Plan) COMMITTEE

Coordinator: Dr. Parveen Arora

Members: All heads

40. GENDER AND EQUAL OPPORTUNITY CELL

Coordinator : Dr. Neetu Prakash

Members:

- Mrs. RajwinderKaur
- Mrs. Rajwinder Kaur
- Mrs. Satwant Kaur
- Mrs. Surjit Kaur

41. BOOK CLUB

Coordinator : Dr. (Mrs.) BalbirKaur

Members :

- Mrs. PrabhjotKaur
- Dr. KuldeepKaur
- Mrs. JaswinderKaur
- Mrs. Gagneetpal Kaur
- Ms. Daisy Wadhwa

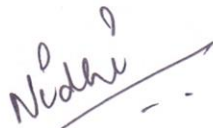
42. STAFF ROOM MAINTENANCE

PG Staff Room
 Common Staff Room
 Commerce Staff Room
 Social Sc. Staff Room
 Home Science Labs
 Seminar Room & Common Room
 Prayer Room

Mrs. GagneetpalKaur
 Mrs. KirtiLoomba
 Mrs. ManpreetKaurSarna , Mrs. RajwinderKaur
 Dr. (Mrs.) Madhu
 Mrs. Shikha Bajaj
 Mrs. RajwinderKaur , Ms. SukhjotKaur
 Mrs. BalbirKaur , Mrs. HarvinderKaur (Lib)

43. BURSAR

- Mrs. Maninder Kaur



Dr. Nidhi Sharma
Coordinator
(Clubs and Committees)



Dr. Maneeta Kahlon
Principal