

ANNUAL DUTIES

COLLEGE COMMITTEES/CLUBS/CELLS SESSION 2022-23

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

Co-ordinator: Mrs. SeemaDua

Deputy Coordinator : Dr. Punpreet Kaur

Members:

- Dr. Punpreet Kaur
- Mrs. Maninder Kaur
- Mrs.Manmeet Kaur
- Mrs.Prabhjot Kaur
- Dr. Kuldeep Kaur
- Ms. Daisy Wadhwa
- Mrs. Gagneetpal Kaur
- Dr. Pratibha Tyagi
- Mrs. Jaspreet Kaur
- Ms Neha

DUTIES:

- To draft the Annual Plan of activities for the year 2022-2023 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
- Mrs. Parveen Arora
- Dr. Neetu Prakash
- Dr. Punpreet Kaur
- Dr. Nidhi Sharma
- Mrs. Manpreet Kaur
- Mrs. Rajwinder Kaur
- Mrs. Madhu Dhawan
- Mrs. Harpreet Kaur
- Mrs. Kirti Loomba
- Mrs. Anupam Vatsyayan
- Mrs. Gagneetpal Kaur
- Ms. Daisy Wadhwa
- Mrs Satwant
- Mrs. Shikha Kalra

DUTIES:

- To draft the list of schools for visit.
- To identify and make separate lists of schools of CBSE, PSEB and ICSE boards.
- To visit schools and sensitize students about college activities.
- To file and maintain records of all visits to schools.

2. TIME TABLE COMMITTEE

Co-ordinator – Mrs. Seema Dua

Members:

- a. Mrs Maninder Kaur
- b. Mrs. Manmeet Kaur
- c. Dr. Nidhi Sharma
- d. Dr. Anupam Vatsyayan
- e. Ms. Daisy Wadhwa
- f. Mrs. Kirti

DUTIES :

- To frame a suitable, clash free time-table for conducting Theory/Practical classes as per University rules.
- To resolve 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: All mentors

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:

- a. Mrs. Maninder Kaur
- b. Mrs. Prabhjot Kaur
- c. Dr. Nidhi Sharma
- d. Mrs. Kirti Loomba
- e. Dr. AnupamVatsyayan
- f. Ms. Daisy Wadhwa
- g. Mrs Shikha Kalra
- h. Mrs. Sukhjit Kaur

DUTIES:

- To take stock of the existing, newly added and total number of books.
- To suggest measures to maintain the sanctity of the library.
- To organize book weeks, book talks, and book displays on special occasions.
- To arrange talks for students to motivate them for cultivating 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/EBSB / Red Cross Society**Programme Officers/ Club Coordinators**

- a. Dr. Neetu Prakash
- b. Mrs. Satwant Kaur

Member

Mrs. Sukhjit 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:

- a. Dr. NeetuPrakash
- b. 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 help students to identify employment options that matches their career interests.
- To find out potential employers locally and out of district.
- To prepare students to face interviews.
- To identify and develop employability skills in students.

7. FIELD TRIPS/ INDUSTRY VISIT/ TOUR AND TRANSPORT COMMITTEE

Co-ordinator : Dr. Kuldeep Kaur

Members:

- a. Mrs. Prabhjot
- b. Mrs. SeemaDua
- c. Mrs. Kirti
- d. 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:

- a. Mrs. Satwant
- b. Mrs. Sukhjit Kaur
- c. Mr.Surinder Singh (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:

- a. Mrs. Rajwinder Kaur
- b. Dr. Madhu Dhawan

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– Mrs. Seema Dua (Registrar) and 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 Stationary 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:

- a. Mrs. Gagneetpal Kaur
- b. Mrs. Manpreet Kaur
- c. Dr. Madhu Dhawan
- d. All Mentors

DUTIES:

- To initiate timely action against erring students.
- To agree what is acceptable and unacceptable behaviour.
- To support the development of strategies designed to promote and encourage good student behavior.
- To ensure overall disciplined environment in the College.
- To establish a consultative process for ascertaining the views of the principal, teachers , students and parents in matters relating to discipline and student behaviour.
- 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

Members : Dr. Punpreet kaur
Mrs. Shikha Kalra
Mrs. Rajni Rajpal (Non Teaching)

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 :

- a. Dr. Nidhi Sharma
- b. Ms Daisy Wadhwa

Program Officers of NSS- Dr. Neetu Prakash, Mrs. Satwant Kaur
NCC unit - A.N.O Lt. Sukhjit Kaur

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. AnupamVatsyayan
- Ms. Daisy Wadhwa
- All heads

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 onCollege 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:

- a. Mrs. Kirti
- b. Mrs. Gagneetpal Kaur
- c. Ms. Daisy Wadhwa
- d. 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:

- a. Mrs. Seema Dua
- b. Mrs. Kirti Loomba
- c. Ms. DaisyWadhwa
- d. Mrs. Surjit
- e. Mrs. Shikha Kalra
- f. Mrs. Harpreet (fine Arts)
- g. 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:

- a. Mrs. Seema Dua
- b. Hostel Warden
- c. 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:

- a. Dr..Balbir Kaur
- b. Mrs. Manmeet Kaur
- c. Dr. Kuldeep Kaur
- d. Mrs. Manpreet Kaur
- e. Mrs. Gagneetpal Kaur
- f. Mrs. Inderjeet(Pbi)
- g. Ms. Shalini,
- h. 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

- a. Mrs. Harpreet (Fine Arts)
- b. Mrs. Shikha Bajaj
- c. Mrs. Amarpreet Kaur

DUTY:

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

20. AUDITORIUM / SEMINAR HALL COMMITTEE

INCHARGES:

- a. Auditorium Incharge - Hostel Warden
- b. Seminar hall Incharge - Ms Daisy , Mrs. Satwant , Mrs. Gagneetpal, Mrs. Surjit

DUTY:

- To update and maintain the infrastructure assigned.

21. IOAC / NAAC

Co-ordinator: Dr. Kuldeep Kaur

Co-coordinator : Dr. AnupamVatsyayan

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. Seema Dua (Registrar)
- All mentors

DUTY:

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

23. NCC

ANO: Lt. Sukhjot Kaur

DUTY:

- To Plan and execute NCC programs for the year.

24. YOUTH WELFARE DEPARTMENT (CULTURAL COMMITTEE)

Co-ordinator: Mrs. Prabhjot Kaur

Members:

- Dr. Kuldeep Kaur
- Mrs. Seema Dua
- Dr. Punpreet Kaur
- Mrs. Gagneetpal Kaur
- Mrs. Harpreet Kaur (F. Arts)
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj

DUTIES:

- To Prepare the students for youth festivals, Inter-college, Intra-College Competitions
- The committee shall be responsible for all intra and inter collegiate cultural events in the college.
- To plan and schedule cultural events for the academic year.
- To promote and arrange extra curricular activities to bring out the talents of students .
- To arrange venue and logistics for various competitions.
- To encourage students to showcase their talents and participate in various competitions.

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

25. GREEN CLUB/ECO CLUB

Co-ordinator: Dr. ParveenArora

Members:

- a. Mrs. RajwinderKaur
- b. Dr. Shikha Bajaj

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 drivesand celebrate Environment day , Earth day ,Van Mahotsav week etc and make humble contribution to the environment.

26. STAFF WELFARE COMMITTEE**Staff Secretaries**

- a. Dr. Punpreet Kaur
- b. 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

Registrar: Mrs. Seema Dua

Members: All HODs of their departments

28. ADMINISTRATIVE AUDIT COMMITTEE

Members:

- a. Mrs. Maninder Kaur
- b. Mrs. Manmeet Kaur
- c. Mr. Surinder Singh Superintendent
- d. Mrs. Prabhjot Kaur - Controller of Examination.

29. RESEARCH AND DEVELOPMENT CELL

Coordinator Dr. Neetu Prakash

Members:

- a. Dr. Nidhi Sharma
- b. Dr. Punpreet Kaur
- c. Mrs. Manpreet Kaur
- d. Mrs. Rajwinder Kaur
- e. Dr. Madhu Dhawan
- f. Dr. AnupamVatsyayan

DUTIES

- To identify training needs of researchers.
- To encourage faculty for research work.
- Identify emerging areas for student projects which are part of the curriculum.
- To subscribe for national and international research journals.
- Developing research culture among students
- To suggest steps for effective use of college resources for extension services.

30. UGC CO-ORDINATOR

Dr. Nidhi Sharma

DUTIES

- To search different grants for the colleges for strengthening basic infrastructure
- To accommodate innovative ideas to influence teaching, research , academic excellence and societal growth.
- To organize various activities as instructed by UGC
- To upload all relevant data on UGC Activity monitoring portal

31. SPORTS COMMITTEE

Coordinator: Mrs Prabhjot Kaur

Members:

- a. Mrs. Rajveer Kaur
- b. Mrs. Surjit Kaur

32. BUDDY COMMITTEE

Coordinator : Dr. Parveen Arora

Co-coordinator:Dr. Madhu Dhawan

Members:

- a. Mrs. Surjit Kaur
- b. Dr. Shikha Bajaj

DUTY:

- Organize Community Involvement programs specific to Buddy Program.

33. PURCHASE COMMITTEE

Co-ordinator : Mrs. Manmeet

KaurMembers:

- a. Mrs. Maninder Kaur
- b. Dr..Balbir Kaur
- c. Mrs. Prabhjot Kaur
- d. Mrs. Seema Dua
- e. Mrs. Shikha Kalra
- f. Mrs. Harpreet (Fine Arts)

- g. Mr. Surinder Singh
- h. Mr. Akhilesh

DUTIES:

- To scrutinise the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
- To analyze quotations provided by the logistics department and provide recommendation for approval.
- 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 ensure all documentation is proper
- To maintain the records of the purchase and submit the same to the IQAC Committee.

34. LEGAL LITERACY CLUB

Coordinator: Dr. Parveen Arora

Members:

- a. Mrs. Rajwinder Kaur
- b. Dr. Shikha Bajaj

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:

- a. Mrs. Prabhjot Kaur
- b. Dr. (Mrs.) Kuldeep Kaur
- c. Mrs. Manpreet Kaur
- d. Mrs. Gagneetpal Kaur
- e. Ms. Daisy Wadhwa
- f. Dr. Shikha Kalra
- g. Mrs. Surjit

36. MENTORING/TUTORIAL COMMITTEE

Coordinator: Dr. Madhu Dhawan
Co-Coordinator : Mrs. Manpreet Kaur

Members:

All Mentors

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

Coordinator: Mrs. Manpreet Kaur
Co-Coordinator : Dr. Madhu Dhawan

Members:

a. All Mentors

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:

- a. Mrs. Seema Dua
- b. Dr. Neetu Prakash
- c. Dr. Nidhi Sharma
- d. Mrs. Rajwinder Kaur
- e. Mrs. Harpreet (Finr Arts)
- f. Ms Daisy Wadhwa
- g. Mrs. Surjit

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

DUTIES:

- To establish and maintain a quality assurance team to promote high practice standards of cleanliness
- To inform students about different health check up camps
- To ensure improved water and sanitation facilities.
- To develop health education programs
- To exercise its power and discharge its responsibilities in students interest.
- To maintain proper health care records.

40. EQUAL OPPORTUNITY CELL

Coordinator : Dr. Nidhi Sharma

Members:

- a. Mrs. Harpreet Kaur
- b. Ms Daisy Wadhwa

41. BOOK CLUB

Coordinator: Dr. (Mrs.) Balbir Kaur

Members:

- a. Mrs. PrabhjotKaur
- b. Dr. KuldeepKaur
- c. Mrs. Gagneetpal Kaur
- d. Ms. Daisy Wadhwa

42. WOMEN DEVELOPMENT AND GENDER SENSITIZATION CELL

Coordinator: Mrs. Seema Dua

Co-Coordinator : Dr. Shikha Bajaj

Members:

- a. Dr. Pratibha Tyagi
- b. Mrs. Amarpreet Kaur
- c. Mrs. Pavneet

43. CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

Coordinator: Mrs. Seema Dua

Members:

- a. Dr. Parveen Arora
- b. Dr. Neetu Prakash
- c. Mrs. Rajwinder Kaur

44. UNNAT BHARAT ABHIYAAN

Coordinator: Dr. Balbir Kaur

Members:

- Mrs. Prabhjot Kaur
- Mrs. Seema Dua
- Mrs. Gagneetpal
- Mrs. Shikha Kalra
- Dr. Shikha Bajaj
- Mrs. Rajwinder
- Mrs. Sandeep

45. STAFF ROOM MAINTENANCE

PG Staff Room

Common Staff Room

Commerce Staff Room

Mrs. Gagneetpal Kaur

Dr. Madhu Dhawan, Mrs. Kirti Loomba,

Mrs. Manpreet Kaur ,Mrs. RajwinderKaur

Home Science Labs
Seminar Room & Common Room
Prayer Room

Dr. Shikha Bajaj
Mrs. RajwinderKaur , Ms. SukhjitKaur
Mrs. BalbirKaur , Mrs. HarvinderKaur (Lib)

46. BURSAR

a. Mrs. Maninder Kaur

47. REGISTRAR

a. Mrs. Seema Dua

