

Govt. College for Girls, Manesar, Gurugram

Memo No.

Dated:-

Annual Administration Committees

Academic Session : 2023-24

S. No.	Name of the Committee	Name of Staff	Designation
1.	College Council	Dr. Ruchi	Convener
		Dr. Pushpa Kumari	Member
		Ms. Salaj	Member
		Ms. Akshi	Member
		Dr. Gajraj Singh	Member
2.	IQAC	Dr. Ruchi	Convener
		Dr. Pushpa Kumari	Member
		Ms. Salaj	Member
		Ms. Akshi	Member
		Dr. Gajraj Singh	Member
		Dr. Priyanka Batra	Member
3.	Bursar	Dr. Preeti	Convener
4.	RTI/SPIO	Dr. Ruchi (SPIO)	Convener
		Ms. Salaj (APIO)	Member
		Mr. Sudhir	Member
5.	University Affairs/Cell	Ms. Akshi	Registrar
		Dr. Priyanaka	Member
		Internal Assessment	
		Dr. Preeti (B.Com)	Member
		Ms. Sanehlata (B.Sc.)	Member
		Mr. Tek Chand (B.A.)	Member
		6.	
Dr. Ruchi	Co-Convener		
Ms. Salaj	Member		
Ms. Akshi	Member		
Dr. Priyanka	Member		

	NAAC	Dr. Preeti	Member
		Dr. Gajraj Singh	Member
		Dr. Shruti Yadav	Member
		Ms. Sanehlata	Member
		Mr. Tek Chand	Member
		Dr Gajraj Singh	Member
		Ms. Shweta Yadav	Member
7.	College Website Maintenance	Dr. Preeti	Convener
		Dr. Seema Kataria	Co-convener
		Ms. Salaj	Paying Authority
		Dr. Manoj Kumar	Member
8.	MIS/ ERP	Ms. Akshi	Convener
		Dr. Priyanka	Member
		Dr. Seema Kataria	Member
		Mr. Sudhir	Supporting Staff
9.	HRMS/AISHE/LMS	Ms. Akshi	Convener
		Ms. Shweta	Member
		Dr. Manoj Kumar	Member
		Mr. Sudhir	Supporting Staff
10.	Property Incharge	Dr. Gajraj Singh	Convener
		Dr. Manoj Kumar	Member
		Dr. Shruti Yadav	Member
11.	Earn While You Learn	Ms. Shweta	Convener
		Ms. Sanehlata	Member
		Dr. Shruti Yadav	Member
12.	Bus/Rail Pass	Dr. Manoj Kumar	Convener
		Dr. Gajraj Singh	Member
		Ms. Sanehlata	Member

13.	Prize/Banner/Certification	Mr. Tek Chand	Convener
		Dr. Gajraj Singh	Member
		Dr. Manoj Kumar	Member
14.	Library Committee	Dr. Ruchi	Convener
		Ms. Akshi	Member
		Ms. Salaj	Member
		Dr. Manoj Kumar	Member
		Ms. Sanehlata	Member
16.	Court Cases	Dr. Gajraj Singh	Convener
		Mr. Tek Chand	Member
		Dr. Manoj Kumar	Member
17.	Incharge	Physics Lab	
		Dr. Pushpa Kumari	Convener
		Dr. Manoj Kumar	Member
		Chemistry Lab	
		Ms. Akshi	Convener
		Ms. Sanehlata	Member
18.	Legal Literacy Cell	Computer Lab & Awareness	
		Ms. Shweta Yadav	Convener
		Dr. Seema Kataria	Member
		Dr. Pushpa Kumari	
19.	Outsourcing committee/HKRN/Contract	Dr. Pushpa Kumari	Convener
		Ms. Sanehlata	Co-Convener
		Dr. Manoj Kumar	Member
20.	Electoral Club/Voter ID	Dr. Shrutu Yadav	Member
		Ms. Sanehlata	Convener
		Dr. Manoj Kumar	Co convener
21.	Lunch and Refreshment	Dr. Shrutu Yadav	Member
		Mr. Tek Chand	Convener
		Dr. Gajraj Singh	Member
22.	Women Cell/First Aid/Dispensary	Dr. Manoj Kumar	Member
		Ms. Salaj	Convener
		Dr. Pushpa Kumari	Co convener
		Ms. Sanehlata	Member

		Mr. Tek Chand	Member
23.	Placement Cell	Ms. Shweta Yadav	Convener
		Dr. Gajraj Singh	Member
		Ms. Akshi	Member
24.	TOEFI(Nodal Officer) /Anti-Smoking	Dr. Shruti Yadav	Convener
25.	Discipline Committee	Dr. Manoj Kumar	Convener
		Dr. Gajraj Singh	Member
		Mr. Tek Chand	Member
		Dr. Manoj Kumar	Member
		Ms. Sanehlata	Member
26.	Sports Committee/Advisory Board	Dr. Gajraj Singh	Convener
		Mr. Tek Chand	Member
		Dr. Manoj Kumar	Member
27.	College Cleanliness/Beautification/Decoration committee	Ms. Salaj	Convener
		Dr. Manoj Kumar	Member
		Dr. Preeti	Member
28.	Proctorial and Tutorial	Dr. Preeti	Convener
		Dr. Shruti Yadav	Member
		Dr. Manoj Kumar	Member
29.	NSS/NSS Advisory Board/University outreach Programme	Ms. Shweta Yadav (Nodal Officer)	Convener
		Mr. Tek Chand	Member
		Ms. Sanehlata	Member
30.	Road Safety and Traffic & Interpretation Club	Mr. Tek Chand	Convener
		Dr. Gajraj Singh	Member
		Dr. Manoj Kumar	Member
31.	Press and Media/CM Announcement/Public Relation	Mr. Tek Chand	Convener
		Dr. Preeti	Member

		Dr. Manoj Kumar	Member
32.	College Magazine/Annual Report committee	Dr. Ruchi	Convener
		Dr. Gajraj Singh	Co-convener
33.	Photography committee/Printing/Invitation/Sound system	Mr. Tek Chand	Convener
		Ms. Sanehlata	Member
		Dr. Ruchi	Member
		Dr. Manoj Kumar	Member
34.	Report Writing	Dr. Ruchi	Convener
		Dr. Preeti	Member
		Dr. Priyanka	Member
		Dr. Gajraj Singh	Member
35.	Science related activities (Exhibition etc.)	Dr. Pushpa Kumari	Convener
		Ms. Akshi	Co-convener
		Dr. Manoj Kumar	Member
36.	Staff Secretary/Social/Stage conduct	Dr. Preeti	Convener
37.	Cultural Committee	Mr. Tek Chand	Convener
		Ms. Sanehlata	Co-Convener
		Ms. Salaj	Member
		Dr. Priyanka	Member
		Dr. Gajraj Singh	Member
		Dr. Manoj Kumar	Member
		Dr. Shruti Yadav	Member
38.	Central Purchase committee/GeM	Dr. Gajraj Singh	Convener
		Ms. Akshi	Member
		Mr. Tek Chand	Member
39.	Time Table and workload	Dr. Shruti Yadav	Convener
		Dr. Preeti (B.Com)	Member

			Dr. Gajraj Singh (B.A.)	Member
			Ms. Sanehlata (B.Sc.)	Member
40.	College construction		Mr. Tek Chand	Convener
			Dr. Gajraj	Member
			Dr. Manoj Kumar	Member
41.	Mentors/Counselling Club	Chief Mentor	Ms. Salaj	Chief mentor
		Science	Dr. Pushpa Kumari (I/III)	Member
			Dr. Manoj Kumar (I)	Member
		Commerce	Dr. Preeti (I)	Member
			Ms. Sanehlata (III)	Member
			Ms. Shweta (II)	Member
		Arts	Dr. Gajraj Singh (III)	Member
			Mr. Tek Chand (II)	Member
			Dr. Shruti (I)	Member
42.		Scholarship	Merit Scholarship Freedom fighter/related to person/NSP	Ms. Shweta
	SC/BC Scholarship SC/ST Cell & Grievance Cell		Mr. Tek Chand	Convener
43.	Entrepreneurship development council		Dr. Preeti	Convener
			Ms. Salaj	Member
			Ms. Sanehlata	Member
44.	Apprenticeship		Dr. Gajraj	Convener
			Ms. Akshi	Member

		Ms. Shweta Yadav	Member
45.	Email Correspondence	Dr. Ruchi/Mr. Sudhir	Member
46.	Income tax and TDS	Dr. Gajraj	Convener
		Dr. Preeti	Member
		Ms. Shweta Yadav	Member
47.	Extension Lect. Committee	Ms. Salaj	Convener
		Dr. Ruchi	Member
		Dr. Gajraj Singh	Member
48.	Student dispute and redressal/ Anti ragging	Ms. Akshi	Convener
		Ms. Salaj	Member
		Mr. Tek Chand	Member
49.	Smart class room /CCTV/Edusat	Dr. Manoj Kumar	Convener
		Ms. Sanehlata	Member
		Dr. Gajraj Singh	Member
50.	Educational Tour & Travel committee	Ms. Salaj	Convener
		Dr. Pushpa Kumari	Co-Convener
		Ms. Sanehlata	Member
		Dr. Preeti	Member
		Dr. Shruti Yadav	Member
		Mr. Tek Chand	Member
51.	Bio Metric Machine	Ms. Sanehlata	Convener
		Dr. Seema	Co-Convener
		Ms. Shweta Yadav	Member
		Dr. Manoj Kumar	Member
52.	Important Day celebration	Dr. Shruti Yadav	Convener
		Mr. Tek Chand	Member

		Dr. Manoj Kumar	Member
53.	Red Cross, Traffic and First Aid/ Red Ribbon Club/ Traffic interpretation Club/Blood Donation	Dr. Shruti Yadav	Convener
		Mr. Tek Chand	Co-Convener
		Dr. Manoj Kumar	Member
		Ms. Sanehlata	Member
54.	Passport Committee	Dr. Manoj Kumar	Convener
		Ms. Shweta Yadav	Member
		Mr. Tek Chand (Paying authority)	Member
		Dr. Shruti Yadav	Member
55.	Nature interpretation Club/Eco/EVS/ Green Club	Dr. Gajraj Singh	Convener
		Dr. Shruti Yadav	Co-convener
		Ms. Shweta Yadav	Member
56.	College upgradation and repair committee/Electricity/ Water cooler maintenance	Mr. Tek Chand	Convener
		Dr. Manoj Kumar	Member
		Dr. Shruti Yadav	Member
57.	Absentee incharge/Lecture Shortage	Ms. Sanehlata	Convener
		Dr. Manoj Kumar	Co-convener
		Mr. Tek Chand	Member
58.	Office and stationery incharge	Dr. Gajraj Singh	Convener
		Ms. Akshi	Member
		Mr. Tek Chand	Member
59.	Driving Licence committee	Dr. Shruti Yadav	Convener
		Mr. Tek Chand	Member
		Dr. Manoj Kumar	Member
60.	PPP/Atma Nirbhar Bharat	Dr. Shruti	Convener

		Yadav	
		Dr. Manoj Kumar	Member
		Dr. Shruti Yadav	Member
61.	Sexual harassment committee/Grievance Cell	Ms. Akshi	Convener
		Ms. Shweta Yadav	Member
		Dr. Gajraj Singh	Member
		Mr. Tek Chand	Member
62.	National Education Policy/Swayam Portal	Ms. Shweta Yadav	Convener
		Dr. Pushpa Kumari	Member
		Ms. Akshi	Member
63.	Physical Verification committee/New Purchase	Ms. Salaj	Convener
		Dr. Pushpa Kumari	Co-convener
		Dr. Manoj Kumar	Member
		Ms. Sanehlata	Member
		Dr. Shruti Yadav	Member
64.	Character certificate on Principal behalf	Dr. Ruchi (Arts)	Member
		Ms. Akshi (Science)	Member
		Dr. Preeti (Commerce)	Member
65.	Subject Societies	Dr. Ruchi	English
		Dr. Gajraj Singh	Hindi
		Mr. Tek Chand	Political Science
		Dr. Shruti Yadav	Economics
		Ms. Sanehlata	Science
		Ms. Salaj	Maths
		Dr. Seema	Computer
		Ms. Shweta	Commerce
66.	Result verification/ACR	Dr. Gajraj Singh	Convener
		Ms. Akshi	Member

		Dr. Preeti	Member
67.	PRAYAAS/Code of conduct	Ms. Salaj	Convener
		Dr. Pushpa Kumari	Co-Convener
		Dr. Manoj Kumar	Member
		Ms. Akshi	Member
68.	Ph.D verification committee	Dr. Pushpa Kumari	Convener
		Ms. Salaj	Co-convener
		Dr. Ruchi	Member
		Ms. Akshi	Member
69.	ICC	Principal, Dr. Sunita Malik	Patron
		Dr. Ruchi	Convener
		Dr. Renu Choudhary	Member
		Ms. Salaj	Member
		Dr. Preeti	Member
70.	Fee Refund Committee	Ms. Akshi	Convener
		Ms. Sanehlata	Member
		Dr. Shruti Yadav	Member
71.	Alumini Cell	Dr. Preeti	Convener
		Mr. Tek Chand	Member
		Dr. Manoj Kumar	Member
		Dr. Shruti Yadav	Member

Sunita Malik
Principal
Government College for Girls,
Manesar, Gurugram