**GOVERNMENT COLLEGE FOR GIRLS, MANESAR, GURUGRAM**

**Memo No: Dated: April 1, 2022**

**Annual Administration Committees**

**Academic Session: 2021-22**

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| **S.No.** | **Name of the Committee** | **Name of Staff** | **Designation** |
|  | **College Council** | Dr. Ruchi | Convener |
| Ms. Akshi | Member |
| Mr. Gajraj | Member |
| Dr. Pushpa Kumari | Member |
| Dr. Preeti | Member |
|  | **IQAC** | Dr. Ruchi | Convener |
| Ms. Akshi | Member |
| Mr. Gajraj | Member |
| Dr. Pushpa Kumari | Member |
| Dr. Preeti | Member |
|  | **Bursar** | Dr. Preeti | Convener |
|  | **RTI** | Dr. Ruchi (SPIO) | Convener |
| Mr. Yogesh (ASPIO) | Member |
|  | **University Affairs** | Ms. Akshi | Registrar |
| **Internal Assessment** |
| Dr. Preeti (B.Com) | Member |
| Ms. Sanehlata (B.Sc.) | Member |
| Mr. Tekchand (B.A.) | Member |
| **Admission and Exam Forms** |
| Ms. Shweta | Convener |
| Dr. Manoj Kumar | Member |
| Mr. Gajraj | Member |
| Mr. Yogesh | Supporting Staff |
| Mr. Sudhir | Supporting Staff |
|  | **College Website Maintenance** | Dr. Preeti | Convener |
| Ms. Shweta | Member |
|  | **MIS** | Ms. Akshi | Convener |
| Mr. Yogesh | Member |
|  | **HRMS** | Ms. Akshi | Checker |
| Mr. Yogesh | Maker |
|  | **Property Incharge** | Dr. Manoj Kumar | Convener |
| Ms. Shruti | Member |
| Mr. Gajraj | Member |
|  | **Earn while you learn** | Ms. Shweta | Convener |
| Ms. Shruti | Member |
| Ms. Sanehlata | Member |
|  | **Bus & Rail Pass** | Dr. Manoj Kumar | Convener |
| Mr. Gajraj | Member |
| Ms. Sanehlata | Member |
|  | **EVS/Eco Club** | Ms. Sanehlata | Convener |
| Ms. Shruti | Member |
| Dr. Ruchi | Member |
|  | **Prize/Banner/ Certification** | Mr. Tekchand | Convener |
| Mr. Gajraj | Member |
| Dr. Manoj Kumar | Member |
|  | **Library Committee** | Dr. Ruchi | Convener |
| Dr. Manoj Kumar | Member |
| Ms. Sanehlata | Member |
|  | **Court Cases** | Dr. Manoj Kumar | Convener |
| Mr. Gajraj | Member |
|  | **Incharge** | **Physics Lab** | Dr. Pushpa Kumari | Convener |
| Dr. Manoj Kumar  | Member |
| **Chemistry Lab** | Ms. Akshi | Convener |
| Ms. Sanehlata | Member |
| **Computer Lab** | Dr. Manoj Kumar | Convener |
| Dr. Preeti | Member |
| Ms. Shweta | Member |
|  | **Legal Literacy Cell** | Dr. Preeti | Convener |
| Dr. Manoj Kumar | Member |
| Ms. Sanehlata | Member |
|  | **Outsourcing committee** | Ms. Sanehlata | Convener |
| Dr. Preeti | Member |
| Ms. Shruti | Member |
|  | **Electoral Club/Voter ID** | Mr. Tekchand | Convener |
| Dr. Manoj Kumar | Member |
| Ms. Sanehlata | Member |
|  | **Lunch and Refreshment** | Mr. Tekchand | Convener |
| Dr. Ruchi | Member |
| Dr. Manoj Kumar | Member |
|  | **Women Cell** | Dr. Pushpa Kumari | Convener |
| Ms. Shweta | Member |
| Mr. Tekchand | Member |
|  | **Placement Cell** | Ms. Shweta | Convener |
| Dr. Manoj Kumar | Member |
| Ms. Akshi | Member |
|  | **TOEFI (Nodal Officer)/ Anti-Smoking** | Ms. Shweta | Convener |
|  | **Discipline Committee** | Dr. Ruchi | Convener |
| Mr. Gajraj | Member |
| Mr. Tekchand | Member |
| Mr. Manoj | Member |
| Ms. Sanehlata | Member |
|  | **Sports Committee** | Mr. Gajraj | Convener |
| Mr. Tekchand | Member |
| Mr. Manoj Kumar | Member |
|  | **College Cleanliness** | Ms. Shweta | Convener |
| Mr. Manoj Kumar | Member |
| Ms. Sanehlata | Member |
|  | **Proctorial and Tutorial** | Dr. Preeti | Convener |
| Ms. Akshi | Member |
| Mr. Gajraj | Member |
|  | **NSS** | Dr. Pushpa Kumari (Nodal Officer) | Convener |
| Mr. Tekchand | Member |
| Dr. Preeti | Member |
| Ms. Sanehlata | Member |
|  | **Road Safety** | Mr. Tekchand | Convener |
| Mr. Gajraj | Member |
| Dr. Manoj Kumar | Member |
|  | **Press & Media** | Mr. Gajraj | Convener |
| Dr. Ruchi | Member |
| Dr. Preeti | Member |
|  | **College Magazine** | Mr. Gajraj | Convener |
| Dr. Ruchi | Member |
|  | **Photography committee** | Mr. Tekchand | Convener |
| Ms. Sanehlata | Member |
| Dr. Ruchi | Member |
|  | **Report Writing** | Dr. Preeti | Convener |
| Ms. Shweta | Member |
| Mr. Gajraj | Member |
|  | **Science related activities (exhibition etc.)** | Dr. Pushpa Kumari | Convener |
| Ms. Akshi | Member |
| Dr. Manoj Kumar | Member |
|  | **Staff Secretary** | Ms. Shweta | Convener |
|  | **Cultural committee** | Ms. Sanehlata | Convener |
| Dr. Preeti | Member |
| Mr. Tekchand | Member |
|  | **Purchase committee** | Mr. Gajraj | Convener |
| Ms. Akshi | Member |
| Mr. Tekchand | Member |
|  | **Time table & workload** | Ms. Shruti | Convener |
| Ms. Shweta (B. Com) | Member |
| Mr. Gajraj (B.A.) | Member |
| Ms. Sanehlata (B.Sc.) | Member |
|  | **All official work** | Mr. Yogesh | Convener |
|  | **GeM** | Mr. Gajraj | Convener |
| Ms. Akshi (Paying Authority) | Member |
|  Mr. Tekchand | Member |
|  | **College construction** | Mr. Tekchand | Convener |
| Mr. Gajraj | Member |
|  Dr. Pushpa Kumari | Member |
|  | **Mentors** | Dr. Ruchi | Chief Mentor |
| Science | Ms. Akshi | Member |
| Dr. Pushpa Kumari | Member |
| Dr. Manoj Kumar | Member |
| Commerce | Ms. Shweta | Member |
| Dr. Preeti | Member |
| Ms. Sanehlata | Member |
| Arts | Mr. Gajraj | Member |
| Mr. Tekchand | Member |
| Ms. Shruti | Member |
|  | **Scholarship** | **Merit Scholarship Freedom fighter/related to person/ NSP** | Ms. Shweta | Convener |
| **(SC/BC Scholarship)** | Mr. Tekchand  | Convener |
|  | **Entrepreneurship development council** | Dr. Preeti | Convener |
| Ms. Shweta | Member |
| Ms. Sanehlata | Member |
|  | **Apprenticeship committee** | Mr. Gajraj | Convener |
| Ms. Akshi | Member |
| Ms. Shweta | Member |
|  | **E-mail correspondence** | Mr. Yogesh | Convener |
|  | **Stage conduct** | Dr. Preeti | Convener |
| Ms. Akshi | Member |
| Ms. Shweta | Member |
|  | **Income tax & TDS** | Mr. Gajraj | Convener |
| Ms. Shweta | Member |
| Ms. Shruti | Member |
|  | **Extension Lecturer’s Committee** | Dr. Ruchi | Convener |
| Dr. Pushpa Kumari | Member |
| Mr. Gajraj | Member |
|  | **Students dispute Redressal** | Ms. Akshi | Convener |
| Dr. Pushpa Kumari | Member |
| Mr. Tekchand | Member |
| Dr. Preeti | Member |
| Dr. Ruchi | Member |
|  | **Smart Classroom** | Dr. Manoj Kumar | Convener |
| Ms. Sanehlata | Member |
| Dr. Ruchi | Member |
|  | **Educational Tour** | Dr. Pushpa Kumari | Convener |
| Ms. Sanehlata | Member |
| Dr. Preeti | Member |
| Dr. Ruchi | Member |
| Mr. Tekchand | Member |
|  | **Biometric Machine** | Dr. Pushpa Kumari | Convener |
| Ms. Sanehlata | Member |
| Dr. Manoj Kumar | Member |
|  | **Important Day Celebration** | Ms. Shruti | Convener |
| Mr. Tekchand | Member |
| Dr. Manoj Kumar | Member |
|  | **Red cross, Traffic & First Aid** | Ms. Shruti | Convener |
| Dr. Manoj Kumar | Member |
| Ms. Sanehlata | Member |
|  | **Passport Committee** | Dr. Manoj Kumar | Convener |
| Ms. Shweta | Member |
| Ms. Shruti | Member |
|  | **Nature Interpretation Club** | Ms. Shweta(Nodal Officer) | Convener |
|  | **Traffic Interpretation Club** | Mr. Tekchand(Nodal Officer) | Convener |
|  | **EDUSAT** | Dr. Manoj Kumar | Convener |
| Mr. Sudhir (Library Attendant) | Supporting staff |
|  | **Up gradation & Repair committee** | Mr. Tekchand | Convener |
| Dr. Manoj Kumar | Member |
| Dr. Ruchi | Member |
|  | **Absentee Incharge** | Ms. Sanehlata | Convener |
| Dr. Manoj Kumar | Member |
| Mr. Tekchand | Member |
|  | **Office & Stationary incharge** | Mr. Gajraj | Convener |
| Ms. Akshi | Member |
| Mr. Yogesh | Member |
|  | **Driving License Committee** | Ms. Shruti | Convener |
| Dr. Manoj Kumar | Member |
| Mr. Tekchand | Member |
|  | **LMS** | Ms. Akshi(Nodal Officer) | Convener |
|  | **PPP** | Ms. Shruti(Nodal Officer) | Convener |
|  | **Sexual harassment committee/Grievance cell** | Dr. Ruchi | Convener |
| Ms. Akshi | Member |
| Ms. Shweta | Member |
| Mr. Gajraj | Member |
| Ms. Sanehlata | Member |
|  | **Atma Nirbhar Haryana** | Ms. Akshi | Convener |
|  | **National Education Policy** | Ms. Akshi | Convener |