**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 |