

GOVT. COLLEGE ISRANA (PNP)

Formation of Various Committees for Session 2023-24 w.e.f 21/10/2023

Memo No. GC1/23/1006

Dated: 21/10/2023

Principal: Dr. Sandep Kandhwal

College Council	1. Principal 2. Dr. Reeti Gupta 3. Dr. Balander Gulia 4. Dr. Mukesh Kumar 5. Ms. Mamta	
Staff Secretary	Sh. Sunil Kumar	
Social Secretary	Sh. Sandeep, Ms. Sushma (Teaching) Sh. Rishabh (Non teaching)	
(A) Accounts /Tax		
Sr. No.	Committee	Convener/Member
i.	Bursar	Sh. Sandeep
ii.	Income Tax	Ms. Sangeeta Sh. Sandeep Ms. Poonam Saini Sh. Rishabh
vi.	Pay/Arears/Allowances/TA/DA/Loans/Grants Financial Records/ Funds/Bills	Sh. Rishabh Sh. Ajay
(B) Establishment		
Sr. No.	Committee	Convener/Member
i.	RTI a) 1 st Appellate Authority b) State Public Information Officer c) Assistant State Public Information Officer	Principal Dr. Reeti Gupta Sh. Sunil Kumar
ii.	Contractual Employee Committee	Dr. Balander Gulia Dr. Mukesh Kumar Sh. Rishabh
iii.	Aadhar Card/ Voter Reign./ Driving Licence/ PPP/ Traffic interpretation Centre/ Road safety	Dr. Prateek Mor Sh. Dinesh Kumar Dr. Mukesh Chander Ms Pooja
iv.	Passport	Sh. Sunil Kumar Dr. Parveen Kumar Sh. Anup Singh Dr. Mukesh Chander Ms. Kavita
v.	Court Case, Legal Matters/ Legal Literacy Cell	Sh. Sunil Kumar Dr. Prateek Mor Dr. Anup Singh Ms. Sunita
vi.	Printing/ Stationary	Dr. Prateek Mor Sh. Dinesh Kumar Sh. Sunil Kumar
vii.	Publicity/ Public Relation/ Website Up gradation/ Face book and Social media	Dr. Prateek Mor Dr. Anup Singh Ms. Poonam Sh. Ajay Kumar
(C) Co-Curricular Activities		
Sr. No.	Committee	Convener/Member
i.	Sports/ Gym/ Yoga	Dr. Balander Gulia Dr. Mukesh Kumar

			Sh. Kulbir Kadyan Sh. Ajay Kumar L.A
ii.	Sports Board		Ms. Mamta Sh. Dinesh Kumar Sh. Sandeep
iii.	NSS		Dr. Parveen Kumar Ms. Sangeeta Rani Ms. Pinky Singh Sh. Ajay Kumar L.A
iv.	NSS Advisory Board		Dr. Reeti Gupta Sh. Kulbir Kadyan Sh. Sandeep
v.	Important day celebrations/ Indian Values/ Swami Vivekananda Youth Club		Ms. Sangeeta Rani Ms. Pinky Singh Dr. Parveen Kumar Ms. Pooja
vi.	NCC		Dr. Balander Gulia Sh. Rishabh
vii.	Cultural Activities		Sh. Sunil Kumar Sh. Kulbir Kadyan Ms. Sangeeta Ms. Sushma Dr. Parveen Kumar Ms. Pooja
viii.	Bus Pass		Sh. Dinesh Kumar Dr. Mukesh Chander Ms Sunita Sh. Vinay

(D) Information Technology (IT)

Sr. No.	Committee	Convener/Member
i.	Computer/ Photocopier/ Printer/ CCTV	Dr. Mukesh Kumar Dr. Prateek Mor Ms. Sushma Ms. Suman Ms. Kavita
ii.	Internet/ Biometric	Dr. Prateek Mor Ms. Sushma Ms. Pinky Singh Ms. Suman
iii.	Eduset/ Smart class room	Ms. Mamta Ms. Pooja Ms. Kavita Sh. Rajender
iv.	MIS HRMS	Ms. Suman Sh. Rishabh

(E) Swatch Bharat Mission

Sr. No.	Committee	Convener/Member
i.	Eco Club/Beautification/Lawn maintenance/ Plantation and other related works/ Nature interpretation Centre	Dr. Balander Gulia Sh. Kulbir Kadyan Ms. Mamta Sh. Jaiveer Mali, Sh. Rajender Mehi
ii.	Drinking Water/ Water Cooler/ Water Tanks/ R.O.	Dr. Prateek Mor Dr. Anup Singh Dr. Mukesh Chander Sh. Subash, Sh. Raj Kumar Sh. Mahender

(F) Tentage

Sr. No.	Committee	Convener/Member
i.	Tentage / Sound/Light/ Still and Video	Sh. Sunil Kumar Dr. Prateek Mor Dr. Parveen Kumar

	ii.	Decoration/ Deep Shikha & Refreshment	Sh. Ali Hassan Ms. Sushma Ms. Pooja Ms. Poonam Ms. Suman
(G) Property (Moveable & Immoveable)			
	Sr. No.	Committee	Convener/Member
	i.	Construction/ PWD(B&R) Bulding	Dr. Balander Gulia Dr. Mukesh Kumar Sh. Kulbir Kadyan
	ii.	Renovation/ Maintenance of immoveable Property & Moveable Property & Insurance	Dr. Mukesh Kumar , Dr Prateek Mor Dr. Parveen Kumar
	iii.	Electricity and Generator Set etc.	Sh. Dinesh Kumar Dr Prateek Mor Dr. Anup Singh Sh. Ali Hassan Sh. Rajender
	iv.	Physical Verification/ Write off and Auction	Ms. Mamta Dr. Mukesh Kumar Sh. Kulbir Kadyan
(H) Student Welfare			
	Sr. No.	Committee	Convener/Member
	i.	Earn While You Learn	Dr. Parveen Kumar Ms. Pinky Singh Ms. Sushma
	ii.	Educational Tour Girls	Ms. Mamta Ms. Pooja Ms. Poonam
	iii.	Educational Tour Boys	Sh. Dinesh Kumar Dr. Parveen Kumar Dr. Prateek Mor
	iv.	Health and Hygiene/First-aid/Sanitation / Covid-19 SOPs	Sh. Dinesh Kumar Dr. Parveen Kumar, Ms. Poonam
	v.	Red Cross/Red-Ribbon/ Anti Drug Committee	Ms. Mamta Dr. Parveen Kumar Dr. Anup Singh Dr. Mukesh Chander
	vi.	Scholarship	Ms. Sangeeta Rani Ms. Sushma Dr. Mukesh Chander Ms. Poonam Ms. Sunita
	vii.	Grievance Redressal / Anti-Ragging	Dr. Mukesh Kumar Dr. Balander Gulia Sh. Kulbir Kadyan
	viii.	Alumni Association	Dr. Mukesh Kumar Dr. Mukesh Chander Dr. Anup Singh Ms. Pooja Sh. Ajay Kumar (President Association)
	ix.	Anti Sexual Harassment	Ms. Sangeeta Rani Ms. Mamta Sh. Dinesh Kumar Ms. Poonam Ms. Kavita NGO, Advocate

x.	Women Cell/ Napkin and Vending Machine/Gender Sensitization	Ms. Sangeeta Rani Ms. Mamta Ms. Pinky Ms. Poonam
xi.	Library	Ms. Sushma Sh. Sunil Kumar Dr. Parveen Kumar Sh. Ali Hassan
xii.	Chief Editor College Magazine/ News Letters	Dr. Balander Gulia Ms. Mamta Ms. Pinky Singh Ms. Pooja
xiii.	Lecture Shortage/Absent Fine	Dr. Prateek Mor Dr. Anup Singh Ms. Sunita
xiv.	Placement Cell	Dr. Balander Gulia Ms. Mamta Dr. Prateek Mor

(I) Academics



Sr. No.	Committee	Convener/Member
i.	Time-Table Arts /Commerce / Science	Sh. Kulbir Kadyan Sh. Sandeep Ms. Sangeeta Rani Ms. Suman
ii.	New Education Policy/ Institutional Development Plan	Dr. Reeti Gupta Sh. Dinesh Kumar Sh. Sandeep
iii.	Labs (Science/Geography/Mathematics)	Sh. Kulbir Kadyan (Science) Dr. Prateek Mor (Mathematics) Dr. Parveen Kumar(Geography) Dr. Mukesh Chander
iv.	Soil Testing Lab	Sh. Kulbir Kadyan (Science) Dr. Mukesh Chander Ms. Pooja
v.	Prizes	Sh. Dinesh Kumar Dr. Prateek Mor Ms Sushma Ms. Suman Ms. Kavita
vi.	University Affairs/ Attestation of Uni. Forms & Character Certificates/Students Grivances	Sh. Kulbir Kadyan Dr. Balander Gulia Ms. Sangeeta Rani Sh. Sunil Kumar Ms. Suman Sh. Rishabh
vii.	Chief Proctor / Tutorial	Dr. Reeti Gupta
viii.	Discipline	Dr. Balander Gulia Dr. Mukesh Kumar Ms. Mamta Sh. Kulbir Kadyan Sh. Dinesh Kumar Ms. Sushma
ix.	Annual Academic Calendar / Lesson Plan/ Monitoring of Course Completion	Sh. Sandeep Sh. Dinesh Kumar Dr. Mukesh Chander Ms. Pooja Ms. Kavita

	x.	Subject Societies	
		Languages -English Hindi Sanskrit	Sh. Dinesh Kumar Dr. Balander Gulia Ms. Mamta
		Sciences Mathematics	Sh. Kulbir Kadyan Dr. Prateek Mor
		Commerce Economics	Dr. Reeti Gupta Sh. Pawan Kumar
		Political Studies History Geography	Sh. Sunil Kumar Sh. Sandeep Dr. Parveen Kumar
(J)	Executive Board		
	Sr. No.	Committee	Convener/Member
	i.	Centre Purchase Committee /GEM Committee	Dr. Balander Gulia Sh. Kulbir Kadyan Sh. Sandeep Dr. Prateek Mor Sh. Rishabh
	ii.	UGC-NAAC	Dr. Reeti Gupta (Co-ordinator) Ms. Sangeeta Rani, Dr. Mukesh Chander (C-1) Sh. Kulbir Kadyan, Ms. Mamta (C-2) Sh. Sandeep, Ms. Pooja (C-3) Dr. Mukesh Kumar, Dr. Prateek Mor (C-4) Sh. Sunil Kumar, Ms. Poonam (C-5) Dr. Parveen Kumar, Ms. Pinky (C-6) Sh. Dinesh Kumar, Ms. Sushma (C-7)
	iii.	IQAC	Dr. Balander Gulia Dr. Mukesh Kumar Dr. Reeti Gupta Sh. Kulbir Kadyan Dr. Parveen Kumar
	iv.	AISHE/ RUSA/Prayaas/ Research Promotion Cell	Dr. Reeti Gupta Sh. Dinesh Kumar Sh. Sandeep

Note:-

1. These duties will be linked with ACR and API.
2. These committees will work with immediate effect.
3. All are further directed to take over the charges from previous In-charges related by

Dated: 21/10/23


Principal
Govt. College
Israna (Pampat) (Pnp)

21/10/23