

# DAYANAND COLLEGE, HISAR

Dated: 23.01.2019

## Duty List For the Session 2018-19

The following Committees have been constituted for various works of the college during the session 2018-19. The members of the staff are requested to note down these duties and act accordingly.

Bursar	Dr. Vivek Srivastava
Dean, Admissions	Dr. Vivek Srivastava
Dean, Admissions PG (Geography)	Dr. Anup Singh Parmar
Dean, Admissions (Commerce)	Dr. Suman Sardana
Dean, Admissions PG (English)	Dr. Yashu Rai
Dean, Admissions PG (Mathematics & Management)	Dr. Inderjit Singh
Dean, Admissions (Biotech.)	Dr. Vivek Srivastava
Dean, Admissions (Science)	Ms. Vandana Duggal
Dean, Admissions (Arts)	Dr. Anup Singh Parmar
Dean, Students Welfare	Dr. Anup Singh Parmar
Dean, Cultural Affairs	Mr. Vijay Singh
Controller of Examinations	Dr. Vikramjit Singh
Additional Controller of Examinations	Mr. Manjeet Singh

## Staff Council

All the members of Teaching & Non-teaching Staff are the members of the Staff Council.

## College Advisory Council

- 1) Dr. Suman Sardana, Offtg. Principal
- 2) Dr. Anup Singh Parmar
- 3) Ms. Aruna Kad
- 4) Dr. Monika Kakker
- 5) Dr. Yashu Rai
- 6) Ms. Vandana Duggal
- 7) Dr. Vivek Srivastava
- 8) Mr. M.L. Garg
- 9) Dr. Mahender Singh
- 10) Mr. Narender Kumar
- 11) Dr. Inderjit Singh
- 12) Mr. Chetan Sharma
- 13) Mr. Manjeet Singh
- 14) Mr. Sushil Kumar

Special Invitee : Members from NSS/NCC/Sports Committee etc. as per requirement.

### **Fee Concession Committee**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Anup Singh Parmar | Convener    |
| 2) Dr. Mahender Singh    | Co-convener |
| 3) Mr. M.L. Garg         |             |
| 4) Dr. Vivek Srivastava  |             |
| 5) Dr. Inderjit Singh    |             |
| 6) Mr. Narender Kumar    |             |
| 7) Ms. Surjeet Kaur      |             |
| 8) Mr. Vijay Singh       |             |
| 9) Mr. Sushil Kumar      |             |

### **Academic Council**

- 1) Dr. Suman Sardana, Offtg. Principal
- 2) Dr. Anup Singh Parmar
- 3) Ms. Vandana Duggal
- 4) Ms. Aruna Kad
- 5) Dr. Yashu Rai
- 6) Mr. Rajesh Kad
- 7) Dr. Monika Kakker
- 8) Mr. Ramesh Sharma
- 9) Dr. Vivek Srivastava
- 10) Dr. Mahender Singh
- 11) Dr. Vikramjit Singh
- 12) Dr. Inderjit Singh
- 13) Mr. Narender Kumar
- 14) Mr. Vijay Singh
- 15) Mr. Chetan Sharma
- 16) Ms. Surjeet Kaur
- 17) Mr. Sushil Kumar

### **Website Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. M.L. Garg      | Convener    |
| 2) Dr. Valaria Sethi  | Co-convener |
| 3) Dr. Inderjit Singh |             |
| 4) Mr. Vijay Singh    |             |
| 5) Mr. Chetan Sharma  |             |
| 6) Mr. Manoj Bindal   |             |
| 7) Mr. Sushil Kumar   |             |

## **Discipline Committee (Common for Boys/Girls)**

- |                             |                  |
|-----------------------------|------------------|
| 1) Ms. Surjeet Kaur         | Convener (Girls) |
| 2) Mr. M.L. Garg            | Convener (Boys)  |
| 3) Dr. Anup Singh Parmar    | Co-convener      |
| 4) Dr. Vivek Srivastava     | Co-convener      |
| 5) Mr. Vijay Singh          | Co-convener      |
| 6) Mr. Narender Kumar       | Co-convener      |
| 7) Ms. Aruna Kad            |                  |
| 8) Ms. Vandana Duggal       |                  |
| 9) Mr. Rajesh Kad           |                  |
| 10) Dr. Monika Kakkar       |                  |
| 11) Dr. Yashu Rai           |                  |
| 12) Dr. J.P. Thakral        |                  |
| 13) Dr. Geeta Rani          |                  |
| 14) Dr. Shammi Nagpal       |                  |
| 15) Dr. Renu Rathee         |                  |
| 16) Dr. Mahender Singh      |                  |
| 17) Dr. Sangeeta Sharma     |                  |
| 18) Dr. Vikramjit Singh     |                  |
| 19) Dr. Joginder Singh      |                  |
| 20) Mr. Suresh Kumar        |                  |
| 21) Dr. Valaria Sethi       |                  |
| 22) Dr. Inderjit Singh      |                  |
| 23) Mr. Chetan Sharma       |                  |
| 24) Dr. Suruchi Sharma      |                  |
| 25) Dr. Surender Kumar      |                  |
| 26) Ms. Minakshi Chauhan    |                  |
| 27) Mr. Manjeet Singh       |                  |
| 28) Dr. Sharmila Gunpal     |                  |
| 29) Dr. Sunita Lega         |                  |
| 30) Dr. Archana Malik       |                  |
| 31) Dr. Neeru Bala          |                  |
| 32) Dr. Aditya Kumar        |                  |
| 33) Dr. Hemant Sharma       |                  |
| 34) Ms. Manju Sharma        |                  |
| 35) Dr. Sangeeta            |                  |
| 36) Dr. Chhavi Mangla       |                  |
| 37) Mr. Ramesh Kumar Sharma |                  |
| 38) Mr. Puneet              |                  |

All the members of teaching staff during their vacant periods will be on discipline duty.

### **Audit & Finance Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Mahender Singh   | Convener    |
| 2) Dr. Inderjit Singh   | Co-convener |
| 3) Dr. Vivek Srivastava |             |
| 4) Mr. M.L. Garg        |             |
| 5) Mr. Narender Kumar   |             |
| 6) Mr. Sushil Kumar     |             |

### **I.C.T. Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Inderjit Singh   | Convener    |
| 2) Mr. M.L. Garg        | Co-convener |
| 3) Dr. Vivek Srivastava |             |
| 4) Mr. Narender Kumar   |             |
| 5) Mr. Chetan Sharma    |             |
| 6) Dr. Valaria Sethi    |             |
| 7) Ms. Manju Sharma     |             |
| 8) Mr. Sushil Kumar     |             |

### **NSS Programme Officers**

- |                       |                   |
|-----------------------|-------------------|
| 1) Dr. Surender Kumar | NSS Unit-I        |
| 2) Mr. Suresh Kumar   | NSS Unit-II       |
| 3) Ms. Manju Sharma   | NSS Girls Unit-I  |
| 4) Dr. Sangeeta       | NSS Girls Unit-II |

### **Career Guidance & Placement Cell**

- |                        |             |
|------------------------|-------------|
| 1) Mr. M.L. Garg       | Convener    |
| 2) Dr. Vikramjit Singh | Co-convener |
| 3) Dr. Shammi Nagpal   |             |
| 4) Mr. Suresh Kumar    |             |
| 5) Mr. Manjeet Singh   |             |
| 6) Mr. Narender Kumar  |             |
| 7) Mr. Chetan Sharma   |             |

### **Printing & Stationery Committee**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Joginder Singh  | Convener    |
| 2) Dr. Surender Kumar  | Co-convener |
| 3) Dr. Sangeeta Sharma |             |
| 4) Mr. Suresh Kumar    |             |
| 5) Mr. Chetan Sharma   |             |
| 6) Mr. Manjeet Singh   |             |
| 7) Mr. Narender Kumar  |             |

- 8) Dr. Archana Malik
- 9) Ms. Meenakshi Chauhan
- 10) Dr. Hemant Sharma
- 11) Mr. Sushil Kumar

### **Committee for U.G.C. Affairs**

- 1) Dr. M.L. Garg                      Convener
- 2) Dr. Inderjit Singh              Co-convener
- 3) Mr. Suresh Kumar
- 4) Mr. Manjeet Singh
- 5) Mr. Chetan Sharma
- 6) Dr. Geeta Rani
- 7) Mr. Narender Kumar
- 8) Mr. Sushil Kumar

### **Central Purchase Committee**

- 1) Mr. Suresh Kumar              Convener
- 2) Mr. Narender Kumar          Co-convener
- 3) Dr. Inderjit Singh
- 4) Dr. Mahender Singh
- 5) Dr. Geeta Rani
- 6) Dr. Monika Kakker
- 7) Mr. Vijay Singh
- 8) Mr. Manjeet Singh
- 9) Ms. Meenakshi Chauhan
- 10) Dr. Aditya Kumar
- 11) Dr. Sangeeta Malik
- 12) Mr. Sushil Kumar

All purchases from each and every Department shall be through Central Purchase Committee.

### **Time-table Committee**

- 1) Dr. Mahender Singh              Convener/Arts
- 2) Dr. Suman Sardana              Commerce
- 3) Dr. Sunita Lega                  Science
- 4) Dr. Yashu Rai
- 5) Mr. Suresh Kumar
- 6) Dr. Inderjit Singh
- 7) Dr. Hemant Sharma

### **Anti-Sexual Harassment Committee**

- 1) Mr. M.L. Garg                      Convener
- 2) Ms. Vandana Duggal              Co-convener
- 3) Dr. Yashu Rai
- 4) Dr. Vivek Srivastava
- 5) Dr. Valaria Sethi
- 6) Ms. Surjeet Kaur
- 7) Dr. Archana Malik
- 8) Dr. Aditya Kumar

### **SC/ST/BC Affairs & Scholarship Committee**

- 1) Dr. Joginder Singh                  Convener
- 2) Ms. Surjeet Kaur                      Co-convener
- 3) Dr. Sharmila Gunpal
- 4) Ms. Manju Sharma
- 5) Ms. Meenakshi Chauhan
- 6) Dr. Aditya Kumar

### **Anti-Corruption Committee**

- 1) Mr. Rajesh Kad                      Convener
- 2) Dr. Monika Kakkar                  Co-convener
- 3) Ms. Surjeet Kaur
- 4) Dr. Suruchi Sharma
- 5) Dr. Sharmila Gunpal
- 6) Dr. Archana Malik
- 7) Dr. Sunita Lega
- 8) Dr. Sangeeta
- 9) Dr. Sangeeta Sharma

### **Grievances Redressal Cell & Internal Complaint Committee**

- 1) Dr. J.P. Thakral                      Convener
- 2) Dr. Inderjit Singh                      Co-convener
- 3) Dr. Shammi Nagpal
- 4) Mr. Narender Kumar
- 5) Ms. Vandana Duggal
- 6) Mr. Chetan Sharma

## **Construction & Maintenance Committee**

- 1) Dr. Mahender Singh                      Convener
- 2) Mr. Narender Kumar                    Co-convener
- 3) Dr. Vivek Srivastava
- 4) Dr. Joginder Singh
- 5) Dr. Surender Kumar
- 6) Ms. Meenakshi Chauhan
- 7) Ms. Surjeet Kaur
- 8) Mr. Manjeet Singh
- 9) Dr. Sharmila Gunpal
- 10) Dr. Aditya Kumar
- 11) Dr. Sangeeta
- 12) Mr. Sushil Kumar

## **Women Cell**

- 1) Dr. Suruchi Sharma                      Convener
- 2) Dr. Renu Rathee                         Co-convener
- 3) Dr. Sharmila Gunpal
- 4) Dr. Neeru Bala
- 5) Ms. Manju Sharma
- 6) Dr. Valaria Sethi
- 7) Dr. Sangeeta

## **Anti-Ragging Squad**

- 1) Dr. Anup Singh Parmar                   Convener
- 2) Ms. Vandana Duggal                    Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Vivek Srivastava
- 5) Dr. Joginder Singh
- 6) Mr. Suresh Kumar
- 7) Ms. Surjeet Kaur
- 8) Dr. Sunita Lega
- 9) Mr. Sushil Kumar

## **Debating Society**

- 1) Dr. Vikramjit Singh                      Convener
- 2) Mr. Chetan Sharma                      Co-convener
- 3) Dr. Shammi Nagpal
- 4) Ms. Manju Sharma
- 5) Dr. Hemant Sharma

## **College NAAC Committee**

- |                         |                      |
|-------------------------|----------------------|
| 1) Dr. Suman Sardana    | Chairperson/Convener |
| 2) Dr. Vivek Srivastava | Co-convener          |
| 3) Dr. Yashu Rai        |                      |
| 4) Dr. Inderjit Singh   |                      |
| 5) Mr. Narender Kumar   |                      |
| 6) Dr. Hemant Sharma    |                      |
| 7) Mr. Sushil Kumar     |                      |

## **Internal Quality Assurance Cell (IQAC)**

- |                         |                           |
|-------------------------|---------------------------|
| 1) Dr. Suman Sardana    | Chairperson/Convener      |
| 2) Dr. Vivek Srivastava | Co-Convener               |
| 3) Dr. Shammi Nagpal    |                           |
| 4) Dr. Mahender Singh   |                           |
| 5) Dr. Yashu Rai        |                           |
| 6) Dr. Inderjit Singh   |                           |
| 7) Mr. Narender Kumar   |                           |
| 8) Dr. Neeru Bala       |                           |
| 9) Dr. Aditya Kumar     |                           |
| 10) Dr. Hemant Sharma   |                           |
| 11) Mr. Sushil Kumar    | Administrative Staff      |
| 12) Mr. Surender Kadyan | Administrative Staff      |
| 13) Mr. Parmod Lamba    | Management Representative |
| 14) Mr. Ajay Batra      | Industrialist             |
| 15) Dr. Sunil Duggal    | Alumni                    |
| 16) Dr. Parmod Yogarthi | Community Representative  |
| 17) Dr. Umesh Arya      | Alumni & External Expert  |

Three Students representatives from various departments/subject societies.

## **Research Development Committee**

Dr. Suman Sardana, Offtg. Principal & Chairperson

### **Arts**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Anup Singh Parmar | Convener    |
| 2) Dr. Yashu Rai         | Co-convener |
| 3) Dr. Renu Rathee       |             |
| 4) Dr. Mahender Singh    |             |
| 5) Dr. Valaria Sethi     |             |
| 6) Mr. Manjeet Singh     |             |

### **Science**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Vivek Srivastava | Convener    |
| 2) Mr. Rajesh Kad       | Co-convener |
| 3) Mr. Chetan Sharma    |             |
| 4) Dr. Sunita Lega      |             |

### **Commerce**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Suman Sardana  | Convener    |
| 2) Dr. Inderjit Singh | Co-convener |

### **Legal Literacy Cell**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Vikramjit Singh   | Convener    |
| 2) Dr. Geeta Rani Bindal | Co-convener |
| 3) Dr. Joginder Singh    |             |
| 4) Dr. Valaria Sethi     |             |
| 5) Mr. Suresh Kumar      |             |
| 6) Dr. Sangeeta          |             |

### **Construction & Maintenance Committee (Hostel)**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Surender Kumar    | Convener    |
| 2) Dr. J.P. Thakral      | Co-convener |
| 3) Dr. Sangeeta Sharma   |             |
| 4) Dr. Valaria Sethi     |             |
| 5) Ms. Meenakshi Chauhan |             |
| 6) Mr. Vijay Singh       |             |
| 7) Dr. Archana Malik     |             |
| 8) Mr. Sushil Kumar      |             |
| 9) Mr. Ravinder Sharma   |             |

### **NCC Officers**

- |                      |                         |
|----------------------|-------------------------|
| 1) Dr. Aditya Kumar  | Air Wing (Boys & Girls) |
| 2) Dr. Hemant Sharma | Army Wing (Boys)        |
| 3) Dr. Neeru Bala    | Army Wing (Girls)       |

### **Alumni Association**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Yashu Rai        | Convener    |
| 2) Mr. Narender Kumar   | Co-convener |
| 3) Mr. M.L. Garg        |             |
| 4) Dr. Vivek Srivastava |             |
| 5) Mr. Chetan Sharma    |             |
| 6) Dr. Valaria Sethi    |             |
| 7) Mr. Manjeet Singh    |             |
| 8) Mr. Sushil Kumar     |             |

## **College Cultural Committee**

- |                           |                       |
|---------------------------|-----------------------|
| 1) Mr. Vijay Singh        | Convener & Dean       |
| 2) Dr. Vikramjit Singh    | Co-convener & Co-Dean |
| 3) Dr. Renu Rathee        | Co-convener & Co-Dean |
| 4) Dr. Inderjit Singh     | Co-convener & Co-Dean |
| 5) Dr. Geeta Rani Bindal  |                       |
| 6) Dr. Sangeeta Sharma    |                       |
| 7) Dr. Suruchi Sharma     |                       |
| 8) Ms. Manju Sharma       |                       |
| 9) Mr. M.L. Garg          |                       |
| 10) Dr. Joginder Singh    |                       |
| 11) Dr. Valaria Sethi     |                       |
| 12) Mr. Chetan Sharma     |                       |
| 13) Dr. Surender Kumar    |                       |
| 14) Mr. Narender Kumar    |                       |
| 15) Ms. Meenakshi Chauhan |                       |
| 16) Dr. Archana Malik     |                       |
| 17) Dr. Neeru Bala        |                       |
| 18) Dr. Hemant Sharma     |                       |
| 19) Dr. Aditya Kumar      |                       |
| 20) Dr. Sangeeta          |                       |

## **Result Tabulation Committee**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Sunita Lega       | Convener    |
| 2) Dr. Aditya Kumar      | Co-convener |
| 3) Dr. Archana Malik     | Co-convener |
| 4) Ms. Meenakshi Chauhan |             |
| 5) Dr. Valaria Sethi     |             |

## **Announcers/Stage Compering**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Monika Kakkar     | Convener    |
| 2) Dr. Shammi Nagpal     | Co-convener |
| 3) Dr. Vivek Srivastava  |             |
| 4) Dr. Geeta Rani Bindal |             |
| 5) Dr. Valaria Sethi     |             |

## **Canteen & Mess Committee**

- |                        |             |
|------------------------|-------------|
| 1) Mr. M.L. Garg       | Convener    |
| 2) Dr. Archana Malik   | Co-convener |
| 3) Dr. Shammi Nagpal   |             |
| 4) Dr. Surender Kumar  |             |
| 5) Sh. Vijay Singh     |             |
| 6) Dr. Hemant Sharma   |             |
| 7) Mr. Sushil Kumar    |             |
| 8) Mr. Ravinder Sharma |             |

## **College Arya Samaj Committee**

Dr. Suman Sardana, Offtg. Principal and President

- |                         |                  |
|-------------------------|------------------|
| 1) Dr. Monika Kakker    | (Vice-President) |
| 2) Dr. Vivek Srivastava | Secretary        |
| 3) Dr. Yashu Rai        | Member           |
| 4) Dr. Sunita Lega      | Member           |
| 5) Dr. Monika Kakkar    | Member           |
| 6) Dr. Surender Kumar   | Library Incharge |
| 7) Mr. Sushil Kumar     | Treasurer        |
| 8) Dr. Valaria Sethi    | Member           |
| 9) Ms. Manju Sharma     | Member           |
| 10) Dr. Sangeeta        | Member           |

## **NSS Advisory Committee**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Yashu Rai         | Convener    |
| 2) Mr. Chetan Sharma     | Co-convener |
| 3) Dr. Sunita Lega       |             |
| 4) Ms. Manju Sharma      |             |
| 5) Mr. Narender Kumar    |             |
| 6) Dr. Neeru Bala        |             |
| 7) Dr. Hemant Sharma     |             |
| 8) Ms. Meenakshi Chauhan |             |
| 9) Dr. Aditya Kumar      |             |
| 10) Dr. Sangeeta         |             |
| 11) Mr. Sushil Kumar     |             |

## **Drug Prevention Cell**

- |                          |                                   |
|--------------------------|-----------------------------------|
| 1) Dr. Anup Singh Parmar | Nodal Officer                     |
| 2) Dr. Vikramjit Singh   | Convener                          |
| 3) Dr. Mahender Singh    | Co-convener                       |
| 4) Ms. Surjeet Kaur      |                                   |
| 5) Dr. Surender Kumar    |                                   |
| 6) Dr. Hemant Sharma     |                                   |
| 7) Anita Jhahhra         | President, Students' Council      |
| 8) Navneet Bishnoi       | Vice-President, Students' Council |

## **Red Ribbon Committee**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Archana Malik   | Convener    |
| 2) Dr. Sharmila Gunpal | Co-Convener |
| 3) Dr. Hemant Sharma   |             |
| 4) Dr. Aditya Kumar    |             |

## **Sports Committee**

- |                          |                             |
|--------------------------|-----------------------------|
| 1) Ms. Surjeet Kaur      | Convener & Sports Secretary |
| 2) Dr. Anup Singh Parmar |                             |
| 3) Ms. Vandana Duggal    |                             |
| 4) Dr. Vivek Srivastava  |                             |
| 5) Dr. Renu Rathee       |                             |
| 6) Dr. Shammi Nagpal     |                             |
| 7) Dr. Mahendar Singh    |                             |
| 8) Dr. Vikramjit Singh   |                             |
| 9) Mr. Suresh Kumar      |                             |
| 10) Mr. Chetan Sharma    |                             |
| 11) Mr. Narender Kumar   |                             |
| 12) Mr. Puneet           |                             |

## **Prize Distribution Committee**

- |                           |             |
|---------------------------|-------------|
| 1) Dr. Mahender Singh     | Convener    |
| 2) Dr. Joginder Singh     | Co-Convener |
| 3) Dr. Monika Kakker      |             |
| 4) Dr. Sangeeta Sharma    |             |
| 5) Mr. Suresh Kumar       |             |
| 6) Dr. Valaria Sethi      |             |
| 7) Dr. Surender Kumar     |             |
| 8) Dr. Sharmila Gunpal    |             |
| 9) Dr. Archana Malik      |             |
| 10) Ms. Manju Sharma      |             |
| 11) Ms. Meenakshi Chauhan |             |
| 12) Mr. Manjeet Singh     |             |

## **Hostels**

- |                        |                       |
|------------------------|-----------------------|
| 1) Dr. Vikramjit Singh | Chief Warden          |
| 2) Sh. Ravinder Sharma | Hostel Superintendent |

## **College Magazine 'Avedan'**

- |                         |                    |
|-------------------------|--------------------|
| 1) Mr. Manjeet Singh    | Chief Editor       |
| 2) Sh. Chetan Sharma    | Sub-Editor         |
| 3) Dr. Surender Bishnoi | Hindi Editor       |
| 4) Dr. Valaria Sethi    | English Editor     |
| 5) Dr. Hemant Sharma    | Science Editor     |
| 6) Mr. Vijay Singh      | News & Photographs |
| 7) Ms. Neeru Kang       | Planning Forum     |
| 8) Dr. Inderjit Singh   | Member             |
| 9) Dr. Seema Chaudhary  | Sanskrit Editor    |

10) Ms. Aastha Commerce Editor

### **Library Committee**

- |                        |             |
|------------------------|-------------|
| 1) Sh. Ramesh Sharma   | Convener    |
| 2) Mr. Chetan Sharma   | Co-convener |
| 3) Ms. Aruna Kad       |             |
| 3) Dr. Vikramjit Singh |             |
| 4) Dr. Joginder Singh  |             |
| 5) Ms. Manju Sharma    |             |
| 6) Dr. Hemant Sharma   |             |

### **E-Prospectus Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. Vijay Singh      | Convener    |
| 2) Dr. Valaria Sethi    | Co-convener |
| 3) Dr. Vivek Srivastava |             |
| 4) Dr. Yashu Rai        |             |
| 5) Dr. Mahender Singh   |             |
| 6) Dr. Inderjit Singh   |             |
| 7) Mr. Narender Kumar   |             |

### **Parents Teacher Meet Committee**

- |                           |             |
|---------------------------|-------------|
| 1) Dr. Yashu Rai          | Convener    |
| 2) Dr. Mahender Singh     | Co-Convener |
| 3) Sh. Rajesh Kad         |             |
| 4) Mr. M.L. Garg          |             |
| 5) Dr. Monika Kakker      |             |
| 6) Dr. Geeta Bindal       |             |
| 7) Dr. Vikramjit Singh    |             |
| 8) Dr. Sangeeta Sharma    |             |
| 9) Dr. Suruchi Sharma     |             |
| 10) Dr. Valaria Sethi     |             |
| 11) Dr. Inderjit Singh    |             |
| 12) Ms. Meenakshi Chauhan |             |
| 13) Mr. Narender Kumar    |             |
| 14) Mr. Chetan Sharma     |             |

For any specific purpose or activity, the Committees can be restructured or reconstituted at any specific time.

For the purchase/purchases of departmental requirements, the heads may constitute the Departmental Committee to carry out the task.

**Offtg. Principal**

# DAYANAND COLLEGE, HISAR

Dated: 27.07.2019

## Duty List For the Session 2019-20

The following Committies have been constituted for various duties of the college during the session 2019-20. The members of the staff are requested to note down these duties and act accordingly.

Bursar	Mr. Narender Kumar
Dean, Admissions	Mr. Vijay Singh
Co-Dean, Admissions	Mr. Narender Kumar
Dean, Admissions (Science)	Ms. Vandana Duggal
Dean, Admissions (Commerce)	Dr. Suman Sardana
Dean, Admissions (Arts)	Dr. Anup Singh Parmar
Dean, PG (Geography)	Dr. Anup Singh Parmar
Dean, PG (English)	Dr. Yashu Rai
Dean, PG (Mathematics)	Dr. Inderjit Singh
Dean, PG (Biotech.)	Dr. Vivek Srivastava
Dean, PG (Commerce)	Dr. Suman Sardana
Dean, Students Welfare	Dr. Anup Singh Parmar
Dean, Cultural Affairs	Mr. Vijay Singh
Controller of Examinations	Dr. Vikramjit Singh
Additional Controller of Examinations	Mr. Manjeet Singh

## Staff Council

All the members of Teaching & Non-teaching Staff are the members of the Staff Council.

## College Advisory Council

- 1) Dr. Suman Sardana, Offtg. Principal
- 2) Dr. Anup Singh Parmar
- 3) Ms. Aruna Kad
- 4) Ms. Vandana Duggal
- 5) Mr. Rajesh Kad
- 6) Dr. Monika Kakker
- 7) Dr. Yashu Rai
- 8) Dr. Vikramjit Singh
- 9) Dr. Vivek Srivastava
- 10) Dr. Mahender Singh
- 11) Mr. Narender Kumar
- 12) Dr. Inderjit Singh
- 13) Mr. Chetan Sharma
- 14) Mr. Sushil Kumar

Special Invitee : Members from NSS/NCC/Sports Committee etc. as per requirement.

## **Fee Concession Committee**

- 1) Dr. Anup Singh Parmar (Arts) Convener
- 2) Dr. Mahender Singh (Arts) Co-convener
- 3) Mr. M.L. Garg (Science)
- 4) Dr. Vivek Srivastava (Science)
- 5) Mr. Narender Kumar (Science)
- 6) Dr. Inderjit Singh (Commerce)
- 7) Ms. Surjeet Kaur (Sports)
- 8) Mr. Vijay Singh (Cultural)
- 9) Mr. Sushil Kumar

## **Academic Council**

- 1) Dr. Suman Sardana, Offtg. Principal
- 2) Dr. Anup Singh Parmar
- 3) Ms. Vandana Duggal
- 4) Ms. Aruna Kad
- 5) Dr. Yashu Rai
- 6) Mr. Rajesh Kad
- 7) Dr. Monika Kakker
- 8) Mr. Ramesh Sharma
- 9) Dr. Vivek Srivastava
- 10) Dr. Mahender Singh
- 11) Dr. Vikramjit Singh
- 12) Dr. Inderjit Singh
- 13) Dr. Suresh Kumar
- 14) Mr. Narender Kumar
- 15) Mr. Vijay Singh
- 16) Mr. Chetan Sharma
- 17) Ms. Surjeet Kaur
- 18) Mr. Sushil Kumar

## **Website Committee**

- 1) Dr. Inderjit Singh Convener
- 2) Mr. M.L. Garg Co-convener
- 3) Dr. Valaria Sethi
- 4) Mr. Vijay Singh
- 5) Mr. Chetan Sharma
- 6) Mr. Manoj Bindal
- 7) Mr. Sushil Kumar

## **Discipline Committee (Common for Boys/Girls)**

- 1) Ms. Surjeet Kaur Convener (Girls)
- 2) Mr. M.L. Garg Convener (Boys)
- 3) Dr. Anup Singh Parmar Co-convener
- 4) Dr. Vivek Srivastava Co-convener
- 5) Mr. Narender Kumar Co-convener
- 6) Ms. Aruna Kad
- 7) Ms. Vandana Duggal
- 8) Mr. Rajesh Kad
- 9) Dr. Monika Kakkar
- 10) Dr. Yashu Rai
- 11) Dr. Geeta Rani
- 12) Dr. Shammi Nagpal
- 13) Dr. Renu Rathee
- 14) Dr. Mahender Singh
- 15) Dr. Sangeeta Sharma
- 16) Dr. Vikramjit Singh
- 17) Dr. Joginder Singh
- 18) Mr. Suresh Kumar
- 19) Dr. Valaria Sethi
- 20) Dr. Inderjit Singh
- 21) Mr. Chetan Sharma
- 22) Dr. Suruchi Sharma
- 23) Dr. Surender Kumar
- 24) Ms. Minakshi Chauhan
- 25) Mr. Manjeet Singh
- 26) Dr. Sharmila Gunpal
- 27) Dr. Sunita Lega
- 28) Dr. Archana Malik
- 29) Dr. Neeru Bala
- 30) Dr. Aditya Kumar
- 31) Dr. Hemant Sharma
- 32) Ms. Manju Sharma
- 33) Dr. Sangeeta
- 34) Dr. Chhavi Mangla
- 35) Mr. Ramesh Kumar Sharma
- 36) Mr. Puneet

All the members of teaching staff during their vacant periods will be on discipline duty.

### **Audit & Finance Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Mahender Singh   | Convener    |
| 2) Dr. Inderjit Singh   | Co-convener |
| 3) Dr. Vivek Srivastava |             |
| 4) Mr. M.L. Garg        |             |
| 5) Mr. Narender Kumar   |             |
| 6) Mr. Sushil Kumar     |             |

### **I.C.T. Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Inderjit Singh   | Convener    |
| 2) Mr. M.L. Garg        | Co-convener |
| 3) Dr. Vivek Srivastava |             |
| 4) Mr. Narender Kumar   |             |
| 5) Mr. Chetan Sharma    |             |
| 6) Dr. Valaria Sethi    |             |
| 7) Mr. Sushil Kumar     |             |

### **NSS Programme Officers**

- |                       |                   |
|-----------------------|-------------------|
| 1) Dr. Surender Kumar | NSS Unit-I        |
| 2) Mr. Suresh Kumar   | NSS Unit-II       |
| 3) Ms. Manju Sharma   | NSS Girls Unit-I  |
| 4) Dr. Sangeeta       | NSS Girls Unit-II |

### **Career Guidance & Placement Cell**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Vikramjit Singh | Convener    |
| 2) Dr. Valaria Sethi   | Co-convener |
| 3) Mr. Suresh Kumar    |             |
| 4) Mr. Manjeet Singh   |             |
| 5) Mr. Narender Kumar  |             |
| 6) Mr. Chetan Sharma   |             |
| 7) Dr. Chhavi Mangla   |             |

### **Printing & Stationery Committee**

- |                        |             |
|------------------------|-------------|
| 1) Mr. Chetan Sharma   | Convener    |
| 2) Dr. Surender Kumar  | Co-convener |
| 3) Dr. Sangeeta Sharma |             |
| 4) Mr. Suresh Kumar    |             |
| 5) Dr. Joginder Singh  |             |
| 6) Mr. Manjeet Singh   |             |
| 7) Mr. Narender Kumar  |             |
| 8) Dr. Archana Malik   |             |
| 9) Dr. Hemant Sharma   |             |
| 10) Dr. Chhavi Mangla  |             |
| 11) Mr. Sushil Kumar   |             |

### **Committee for U.G.C. Affairs**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. Narender Kumar | Convener    |
| 2) Dr. Inderjit Singh | Co-convener |
| 3) Mr. Suresh Kumar   |             |
| 4) Mr. Manjeet Singh  |             |
| 5) Mr. Chetan Sharma  |             |
| 6) Dr. Geeta Rani     |             |
| 7) Mr. Sushil Kumar   |             |

### **Central Purchase Committee**

- |                        |             |
|------------------------|-------------|
| 1) Mr. Suresh Kumar    | Convener    |
| 2) Mr. Narender Kumar  | Co-convener |
| 3) Dr. Inderjit Singh  |             |
| 4) Dr. Mahender Singh  |             |
| 5) Dr. Geeta Rani      |             |
| 6) Dr. Monika Kakker   |             |
| 7) Mr. Manjeet Singh   |             |
| 8) Mr. Chetan Sharma   |             |
| 9) Dr. Aditya Kumar    |             |
| 10) Dr. Sangeeta Malik |             |
| 11) Mr. Sushil Kumar   |             |

All purchases from each and every Department shall be through Central Purchase Committee.

### **Time-table Committee**

- |                       |               |
|-----------------------|---------------|
| 1) Dr. Mahender Singh | Convener/Arts |
| 2) Dr. Suman Sardana  | Commerce      |
| 3) Dr. Sunita Lega    | Science       |
| 4) Mr. Suresh Kumar   |               |
| 5) Dr. Inderjit Singh |               |
| 6) Dr. Neeru Bala     |               |
| 7) Mr. Manjeet Singh  |               |

### **Anti-Sexual Harassment Committee**

- 1) Mr. M.L. Garg Convener
- 2) Ms. Vandana Duggal Co-convener
- 3) Dr. Yashu Rai
- 4) Dr. Vivek Srivastava
- 5) Dr. Suruchi Sharma
- 6) Dr. Renu Rathee
- 7) Dr. Valaria Sethi
- 8) Ms. Surjeet Kaur
- 9) Dr. Archana Malik
- 10) Dr. Aditya Kumar
- 11) Mr. Sushil Kumar

### **SC/ST/BC Affairs & Scholarship Committee**

- 1) Dr. Joginder Singh Convener
- 2) Ms. Surjeet Kaur Co-convener
- 3) Dr. Sharmila Gunpal
- 4) Ms. Manju Sharma
- 5) Ms. Meenakshi Chauhan
- 6) Dr. Inderjit Singh
- 7) Dr. Hemant Sharma
- 8) Mr. Gourav

### **Anti-Corruption Committee**

- 1) Mr. Rajesh Kad Convener
- 2) Dr. Monika Kakkar Co-convener
- 3) Ms. Surjeet Kaur
- 4) Dr. Suruchi Sharma
- 5) Dr. Sharmila Gunpal
- 6) Dr. Archana Malik
- 7) Dr. Sunita Lega
- 8) Dr. Sangeeta Malik
- 9) Dr. Sangeeta Sharma

### **Grievances Redressal Cell & Internal Complaint Committee**

- 1) Dr. Inderjit Singh Convener
- 2) Dr. Shammi Nagpal Co-convener
- 3) Mr. Narender Kumar
- 4) Ms. Vandana Duggal
- 5) Dr. Archana Malik
- 6) Mr. Chetan Sharma
- 7) Dr. Aditya Kumar

## **Construction & Maintenance Committee**

- 1) Dr. Mahender Singh                      Convener
- 2) Mr. Narender Kumar                      Co-convener
- 3) Dr. Vivek Srivastava
- 4) Dr. Joginder Singh
- 5) Dr. Surender Kumar
- 6) Mr. Chetan Sharma
- 7) Ms. Surjeet Kaur
- 8) Mr. Manjeet Singh
- 9) Dr. Sharmila Gunpal
- 10) Dr. Aditya Kumar
- 11) Dr. Sangeeta
- 12) Mr. Sushil Kumar

## **Women Cell**

- 1) Dr. Suruchi Sharma                      Convener
- 2) Dr. Renu Rathee                              Co-convener
- 3) Dr. Vikramjit Singh
- 4) Mr. M.L. Garg
- 5) Dr. Sharmila Gunpal
- 6) Dr. Neeru Bala
- 7) Ms. Manju Sharma
- 8) Dr. Valaria Sethi
- 9) Dr. Sangeeta Malik
- 10) Dr. Chhavi Mangla

## **Anti-Ragging Squad**

- 1) Dr. Anup Singh Parmar                      Convener
- 2) Ms. Vandana Duggal                      Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Vivek Srivastava
- 5) Dr. Joginder Singh
- 6) Mr. Suresh Kumar
- 7) Ms. Surjeet Kaur
- 8) Dr. Sunita Lega
- 9) Mr. Sushil Kumar

## **Debating Society**

- 1) Dr. Vikramjit Singh                      Convener
- 2) Mr. Chetan Sharma                      Co-convener
- 3) Dr. Shammi Nagpal
- 4) Ms. Manju Sharma
- 5) Dr. Hemant Sharma
- 6) Dr. Chhavi Mangla

## **College NAAC Committee**

- |                         |                      |
|-------------------------|----------------------|
| 1) Dr. Suman Sardana    | Chairperson/Convener |
| 2) Dr. Vivek Srivastava | Co-convener          |
| 3) Dr. Yashu Rai        |                      |
| 4) Dr. Inderjit Singh   |                      |
| 5) Mr. Narender Kumar   |                      |
| 6) Mr. Chetan Sharma    |                      |
| 7) Dr. Hemant Sharma    |                      |
| 8) Mr. Sushil Kumar     |                      |

## **Internal Quality Assurance Cell (IQAC)**

- |                          |                           |
|--------------------------|---------------------------|
| 1) Dr. Suman Sardana     | Chairperson               |
| 2) Dr. Vivek Srivastava  | Co-ordinator/Convener     |
| 3) Dr. Shammi Nagpal     |                           |
| 4) Dr. Mahender Singh    |                           |
| 5) Dr. Yashu Rai         |                           |
| 6) Dr. Inderjit Singh    |                           |
| 7) Mr. Narender Kumar    |                           |
| 8) Dr. Neeru Bala        |                           |
| 9) Dr. Aditya Kumar      |                           |
| 10) Dr. Hemant Sharma    |                           |
| 11) Mr. Sushil Kumar     | Administrative Staff      |
| 12) Mr. Surender Kadyan  | Administrative Staff      |
| 13) Mr. Parmod Lamba     | Management Representative |
| 14) Mr. Ajay Batra       | Industrialist             |
| 15) Dr. Sunil Duggal     | Alumni                    |
| 16) Dr. Parmod Yogarathi | Community Representative  |
| 17) Dr. Umesh Arya       | Alumni & External Expert  |

Three Students representatives from various departments/subject societies.

## **Research Development Committee**

Dr. Suman Sardana, Offtg. Principal & Chairperson

### **Arts**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Yashu Rai      | Convener    |
| 2) Dr. Mahender Singh | Co-convener |
| 3) Dr. Renu Rathee    |             |
| 4) Dr. Valaria Sethi  |             |
| 5) Mr. Manjeet Singh  |             |

### **Science**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Vivek Srivastava | Convener    |
| 2) Mr. Narender Kumar   | Co-convener |
| 3) Mr. Chetan Sharma    |             |
| 4) Dr. Sunita Lega      |             |

### **Commerce**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Suman Sardana  | Convener    |
| 2) Dr. Inderjit Singh | Co-convener |

### **Legal Literacy Cell**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Vikramjit Singh   | Convener    |
| 2) Dr. Geeta Rani Bindal | Co-convener |
| 3) Dr. Valaria Sethi     |             |
| 4) Mr. Suresh Kumar      |             |
| 5) Dr. Sangeeta Malik    |             |
| 6) Mr. Sushil Kumar      |             |

### **Construction & Maintenance Committee (Hostel)**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Surender Kumar    | Convener    |
| 2) Dr. Sangeeta Sharma   | Co-convener |
| 3) Dr. Vivek Srivastava  |             |
| 4) Dr. Valaria Sethi     |             |
| 5) Ms. Meenakshi Chauhan |             |
| 6) Dr. Archana Malik     |             |
| 7) Mr. Sushil Kumar      |             |
| 8) Mr. Ravinder Sharma   |             |

### **NCC Officers**

- |                      |                         |
|----------------------|-------------------------|
| 1) Dr. Aditya Kumar  | Air Wing (Boys & Girls) |
| 2) Dr. Hemant Sharma | Army Wing (Boys)        |
| 3) Dr. Neeru Bala    | Army Wing (Girls)       |

### **Alumni Association**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Yashu Rai        | Convener    |
| 2) Mr. Narender Kumar   | Co-convener |
| 3) Mr. M.L. Garg        |             |
| 4) Dr. Vivek Srivastava |             |
| 5) Mr. Chetan Sharma    |             |
| 6) Dr. Valaria Sethi    |             |
| 7) Mr. Vijay Singh      |             |
| 8) Mr. Manjeet Singh    |             |
| 9) Mr. Sushil Kumar     |             |

## **College Cultural Committee**

- |                           |                       |
|---------------------------|-----------------------|
| 1) Mr. Vijay Singh        | Convener & Dean       |
| 2) Dr. Vikramjit Singh    | Co-convener & Co-Dean |
| 3) Dr. Renu Rathee        | Co-convener & Co-Dean |
| 4) Dr. Inderjit Singh     | Co-convener & Co-Dean |
| 5) Dr. Geeta Rani Bindal  |                       |
| 6) Dr. Sangeeta Sharma    |                       |
| 7) Dr. Suruchi Sharma     |                       |
| 8) Ms. Manju Sharma       |                       |
| 9) Mr. M.L. Garg          |                       |
| 10) Dr. Joginder Singh    |                       |
| 11) Dr. Valaria Sethi     |                       |
| 12) Mr. Chetan Sharma     |                       |
| 13) Dr. Surender Kumar    |                       |
| 14) Mr. Narender Kumar    |                       |
| 15) Ms. Meenakshi Chauhan |                       |
| 16) Dr. Archana Malik     |                       |
| 17) Dr. Neeru Bala        |                       |
| 18) Dr. Hemant Sharma     |                       |
| 19) Dr. Aditya Kumar      |                       |
| 20) Dr. Sangeeta Malik    |                       |

## **Result Tabulation Committee**

- |                      |             |
|----------------------|-------------|
| 1) Dr. Neeru Bala    | Convener    |
| 2) Dr. Aditya Kumar  | Co-convener |
| 3) Dr. Archana Malik | Co-convener |
| 4) Dr. Sunita Lega   |             |
| 5) Dr. Valaria Sethi |             |
| 6) Dr. Hemant Sharma |             |

## **Announcers/Stage Compering**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Monika Kakkar     | Convener    |
| 2) Dr. Shammi Nagpal     | Co-convener |
| 3) Dr. Vivek Srivastava  |             |
| 4) Dr. Geeta Rani Bindal |             |
| 5) Dr. Valaria Sethi     |             |

## **Canteen & Mess Committee**

- |                        |             |
|------------------------|-------------|
| 1) Mr. M.L. Garg       | Convener    |
| 2) Dr. Archana Malik   | Co-convener |
| 3) Dr. Shammi Nagpal   |             |
| 4) Dr. Surender Kumar  |             |
| 5) Sh. Vijay Singh     |             |
| 6) Dr. Hemant Sharma   |             |
| 7) Mr. Sushil Kumar    |             |
| 8) Mr. Ravinder Sharma |             |

## **College Arya Samaj Committee**

Dr. Suman Sardana, Offtg. Principal and President

- |                       |                  |
|-----------------------|------------------|
| 1) Dr. Monika Kakker  | (Vice-President) |
| 2) Dr. Yashu Rai      | Secretary        |
| 3) Dr. Yashu Rai      | Member           |
| 4) Dr. Sunita Lega    | Member           |
| 5) Dr. Surender Kumar | Library Incharge |
| 6) Mr. Sushil Kumar   | Treasurer        |
| 7) Dr. Valaria Sethi  | Member           |
| 8) Ms. Manju Sharma   | Member           |
| 9) Dr. Sangeeta       | Member           |
| 10) Mr. Sushil Kumar  |                  |

## **NSS Advisory Committee**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Yashu Rai         | Convener    |
| 2) Mr. Chetan Sharma     | Co-convener |
| 3) Dr. Sunita Lega       |             |
| 4) Ms. Manju Sharma      |             |
| 5) Mr. Narender Kumar    |             |
| 6) Dr. Neeru Bala        |             |
| 7) Dr. Hemant Sharma     |             |
| 8) Ms. Meenakshi Chauhan |             |
| 9) Dr. Aditya Kumar      |             |
| 10) Dr. Sangeeta         |             |
| 11) Mr. Sushil Kumar     |             |

## **Drug Prevention Cell**

- |                          |                                   |
|--------------------------|-----------------------------------|
| 1) Dr. Anup Singh Parmar | Nodal Officer                     |
| 2) Dr. Vikramjit Singh   | Convener                          |
| 3) Dr. Mahender Singh    | Co-convener                       |
| 4) Ms. Surjeet Kaur      |                                   |
| 5) Dr. Surender Kumar    |                                   |
| 6) Dr. Hemant Sharma     |                                   |
| 7) Anita Jhjhra          | President, Students' Council      |
| 8) Navneet Bishnoi       | Vice-President, Students' Council |

## **Red Ribbon Committee**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Archana Malik   | Convener    |
| 2) Dr. Sharmila Gunpal | Co-Convener |
| 3) Dr. Hemant Sharma   |             |
| 4) Dr. Aditya Kumar    |             |

## **Sports Committee**

- |                          |                             |
|--------------------------|-----------------------------|
| 1) Ms. Surjeet Kaur      | Convener & Sports Secretary |
| 2) Dr. Anup Singh Parmar |                             |
| 3) Dr. Valaria Sethi     |                             |
| 4) Dr. Vivek Srivastava  |                             |
| 5) Dr. Renu Rathee       |                             |
| 6) Ms. Manju Sharma      |                             |
| 7) Dr. Mahendar Singh    |                             |
| 8) Dr. Vikramjit Singh   |                             |
| 9) Mr. Suresh Kumar      |                             |
| 10) Mr. Chetan Sharma    |                             |
| 11) Mr. Narender Kumar   |                             |
| 12) Mr. Puneet           |                             |

## **Prize Distribution Committee**

- |                           |             |
|---------------------------|-------------|
| 1) Dr. Mahender Singh     | Convener    |
| 2) Dr. Monika Kakker      | Co-Convener |
| 3) Dr. Joginder Singh     |             |
| 4) Dr. Sangeeta Sharma    |             |
| 5) Dr. Valaria Sethi      |             |
| 6) Dr. Surender Kumar     |             |
| 7) Dr. Sharmila Gunpal    |             |
| 8) Dr. Archana Malik      |             |
| 9) Ms. Manju Sharma       |             |
| 10) Ms. Meenakshi Chauhan |             |
| 11) Mr. Manjeet Singh     |             |

## **Hostels**

- |                        |                       |
|------------------------|-----------------------|
| 1) Dr. Vikramjit Singh | Chief Warden          |
| 2) Sh. Ravinder Sharma | Hostel Superintendent |

## **College Magazine 'Avedan'**

- |                        |                 |
|------------------------|-----------------|
| 1) Mr. Manjeet Singh   | Chief Editor    |
| 2) Sh. Chetan Sharma   | Sub-Editor      |
| 3) Dr. Surender Kumar  | Hindi Editor    |
| 4) Dr. Valaria Sethi   | English Editor  |
| 5) Dr. Hemant Sharma   | Science Editor  |
| 6) Mr. Vijay Singh     | Photography     |
| 7) Ms. Raj Kumari      | Planning Forum  |
| 8) Dr. Inderjit Singh  | Math Editor     |
| 9) Dr. Seema Chaudhary | Sanskrit Editor |
| 10) Ms. Jyoti Sharma   | Commerce Editor |

### **Library Committee**

- |                        |             |
|------------------------|-------------|
| 1) Sh. Ramesh Sharma   | Convener    |
| 2) Mr. Chetan Sharma   | Co-convener |
| 3) Ms. Aruna Kad       |             |
| 4) Dr. Monika Kakker   |             |
| 5) Dr. Vikramjit Singh |             |
| 6) Dr. Joginder Singh  |             |
| 7) Ms. Manju Sharma    |             |
| 8) Dr. Hemant Sharma   |             |
| 9) Mr. Sushil Kumar    |             |

### **E-Prospectus Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. Vijay Singh      | Convener    |
| 2) Dr. Valaria Sethi    | Co-convener |
| 3) Dr. Vivek Srivastava |             |
| 4) Dr. Yashu Rai        |             |
| 5) Dr. Mahender Singh   |             |
| 6) Dr. Inderjit Singh   |             |
| 7) Mr. Narender Kumar   |             |
| 8) Mr. Sushil Kumar     |             |

### **Auction Committee**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Vikramjit Singh | Convener    |
| 2) Mr. Ramesh Sharma   | Co-convener |
| 3) Dr. Shammi Nagpal   |             |
| 4) Dr. Renu Rathee     |             |
| 5) Ms. Manju Sharma    |             |
| 6) Dr. Hemant Sharma   |             |
| 7) Dr. Sharmila Gujpal |             |
| 8) Mr. Sushil Kumar    |             |

### **Bus Pass Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Joginder Singh   | Convener    |
| 2) Mr. Suresh Kumar     | Co-convener |
| 3) Dr. Shammi Nagpal    | Member      |
| 4) Dr. Archana Malik    | Member      |
| 5) Dr. Sangeeta Malik   | Member      |
| 6) Dr. Suruchi Sharma   | Member      |
| 7) Dr. Sunita Lega      | Member      |
| 8) Dr. Surender Kumar   | Member      |
| 9) Sh. Manjit Singh     | Member      |
| 10) Dr. Sharmila Gunpal | Member      |
| 11) Sh. Chetan Sharma   | Member      |
| 12) Smt. Surjit Kaur    | Member      |
| 13) Ms. Manju Sharma    | Member      |
| 14) Sh. Hemant Sharma   | Member      |
| 15) Dr. Neeru Bala      | Member      |

- |                       |            |
|-----------------------|------------|
| 16) Dr. Aditya Kumar  | Member     |
| 17) Dr. Chhavi Mangla | Member     |
| 18) Mr. Sushil Kumar  | Dy. Supdt. |

### **Parents Teacher Meet Committee**

- |                           |             |
|---------------------------|-------------|
| 1) Dr. Yashu Rai          | Convener    |
| 2) Dr. Mahender Singh     | Co-Convener |
| 3) Sh. Rajesh Kad         |             |
| 4) Mr. M.L. Garg          |             |
| 5) Dr. Monika Kakker      |             |
| 6) Dr. Geeta Bindal       |             |
| 7) Dr. Vikramjit Singh    |             |
| 8) Dr. Sangeeta Sharma    |             |
| 9) Dr. Suruchi Sharma     |             |
| 10) Dr. Valaria Sethi     |             |
| 11) Dr. Inderjit Singh    |             |
| 12) Ms. Meenakshi Chauhan |             |
| 13) Mr. Narender Kumar    |             |
| 14) Mr. Chetan Sharma     |             |

### **Mentor Committee**

- 1) Dr. Suman Sardana
- 2) Dr. Mahender Singh
- 3) Dr. Yashu Rai Tayal
- 4) Dr. Inderjit Singh
- 5) Mr. Chetan Sharma
- 6) Smt. Vandana Duggal
- 7) Dr. Monika Kakkar
- 8) Mr. Rajesh Kad
- 9) Dr. Vivek Srivastava
- 10) Dr. Vikramjit Singh
- 11) Dr. Anup Singh Parmar
- 12) Smt. Surjit Kaur
- 13) Smt. Aruna Kad
- 14) Mr. Narender Kumar
- 15) Mr. Ramesh Sharma
- 16) Mr. Suresh Kumar
- 17) Mr. Vijay Singh
- 18) Mr. Sushil Kumar

### **Committee for Students with Disability**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. M.L. Garg        | Convener    |
| 2) Dr. Vivek Srivastava | Co-Convener |
| 3) Dr. Archana Malik    |             |
| 4) Dr. Aditya Kumar     |             |

For any specific purpose or activity, the Committees can be restructured or reconstituted at any specific time.

**Offtg. Principal**

# DAYANAND COLLEGE, HISAR

Dated: 28.07.2020

## Duty List for the session 2020-21

The following Committees have been constituted for various duties of the college during the session 2020-21. The members of the staff are requested to note down these duties and act accordingly.

Nodal Officer-cum-Dean Admissions	Mr. Narender Kumar
Asstt. Nodal Officer-cum-Co-Dean Admissions	Mr. Manjeet Singh
Dean, Admissions (Science)	Ms. Vandana Duggal
Dean, Admissions (Commerce)	Dr. Suman Sardana
Dean, Admissions (Arts)	Ms. Aruna Kad
Dean, Admissions (Postgraduate Classes)	Dr. Anup Singh Parmar
Dean, Students Welfare	Dr. Anup Singh Parmar
Dean, Cultural Affairs	Mr. Vijay Singh
Bursar	Mr. Narender Kumar
Controller of Examinations	Mr. Manjeet Singh
Additional Controller of Examinations	Dr. Sunita Lega

### NCC Officers

- |                      |                         |
|----------------------|-------------------------|
| 1) Dr. Aditya Kumar  | Air Wing (Boys & Girls) |
| 2) Dr. Hemant Sharma | Army Wing (Boys)        |
| 3) Dr. Neeru Bala    | Army Wing (Girls)       |

### NSS Programme Officers

- |                       |                   |
|-----------------------|-------------------|
| 1) Dr. Surender Kumar | NSS Unit-I        |
| 2) Mr. Suresh Kumar   | NSS Unit-II       |
| 3) Dr. Sangeeta       | NSS Girls Unit-I  |
| 4) Ms. Manju Sharma   | NSS Girls Unit-II |

### Staff Council

- |                          |                 |
|--------------------------|-----------------|
| 1) Dr. Anup Singh Parmar | Staff Secretary |
|--------------------------|-----------------|

All the members of Teaching & Non-teaching Staff are the members of the Staff Council.

### **College Development Committee**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Anup Singh Parmar | Convener    |
| 2) Ms. Vandana Duggal    | Co-convener |
| 3) Mr. Rajesh Kad        |             |
| 4) Mr. Ramesh Sharma     |             |
| 5) Dr. Vivek Srivastava  |             |
| 6) Dr. Joginder Singh    |             |
| 7) Mr. Suresh Kumar      |             |
| 8) Mr. Chetan Sharma     |             |
| 9) Smt. Surjeet Kaur     |             |
| 10) Mr. Manjeet Singh    |             |
| 11) Mr. Narender Kumar   |             |
| 12) Dr. Aditya Kumar     |             |
| 13) Mr. Sushil Kumar     |             |

### **Fee Concession Committee**

- |                                 |             |
|---------------------------------|-------------|
| 1) Dr. Anup Singh Parmar        | Convener    |
| 2) Dr. Vivek Srivastava         | Co-convener |
| 3) Dr. Suman Sardana (Commerce) |             |
| 4) Mr. Narender Kumar (Science) |             |
| 5) Dr. Joginder Singh (Arts)    |             |
| 6) Mr. Suresh Kumar (Arts)      |             |
| 7) Mr. Manjeet Singh (Arts)     |             |
| 8) Dr. Neeru Bala (Science)     |             |
| 9) Smt. Surjeet Kaur (Sports)   |             |
| 10) Mr. Vijay Singh (Cultural)  |             |

### **College Advisory Council**

- 1) Dr. Suman Sardana
- 2) Dr. Anup Singh Parmar
- 3) Ms. Aruna Kad
- 4) Ms. Vandana Duggal
- 5) Mr. Rajesh Kad

The following shall also be the members in the meeting of the Advisory Council as per the requirements of the the agenda :

Assistant Professor of Physical Education, Incharge Women Cell, Incharges NCC, Incharges NSS and Incharge Cultural Activities.

### **Academic Council**

- 1) Dr. Suman Sardana
- 2) Dr. Anup Singh Parmar
- 3) Ms. Vandana Duggal
- 4) Ms. Aruna Kad
- 5) Dr. Yashu Rai
- 6) Mr. Rajesh Kad
- 7) Dr. Monika Kakker
- 8) Mr. Ramesh Sharma
- 9) Dr. Vivek Srivastava
- 10) Dr. Joginder Singh
- 11) Dr. Inderjit
- 12) Dr. Suresh Kumar
- 13) Mr. Chetan Sharma
- 14) Ms. Surjeet Kaur
- 15) Mr. Vijay Singh
- 16) Mr. Narender Kumar
- 17) Dr. Neeru Bala
- 18) Mr. Sushil Kumar

### **College Website Updation Committee**

- 1) Mr. Manjeet Singh                      Convener
- 2) Mr. Narender Kumar                  Co-convener
- 3) Dr. Valaria Sethi
- 4) Mr. Chetan Sharma
- 5) Dr. Neeru Bala
- 6) Mr. Manoj Bindal
- 7) Mr. Sushil Kumar

### **Proctorial Board**

- 1) Dr. Anup Singh Parmar              Convener
- 2) Mr. M.L. Garg                          Co-convener
- 3) Smt. Surjeet Kaur                      Co-convener
- 4) Dr. Renu Rathee
- 5) Dr. Geeta Rani
- 6) Dr. Joginder Singh
- 7) Mr. Suresh Kumar
- 8) Dr. Suruchi Sharma
- 9) Mr. Manjeet Singh
- 10) Dr. Sunita Lega
- 11) Mr. Narender Kumar
- 12) Dr. Hemant Sharma

All the members of teaching staff will be on discipline duty during their vacant periods.

### **I.C.T. Committee**

- 1) Mr. Manjeet Singh                      Convener
- 2) Mr. Narender Kumar                Co-convener
- 3) Dr. Anup Singh Parmar
- 4) Mr. Suresh Kumar
- 5) Dr. Sangeeta
- 6) Dr. Aditya Kumar
- 7) Mr. Sushil Kumar

### **Career Guidance & Placement Cell**

- 1) Mr. Chetan Sharma                    Convener
- 2) Dr. Geeta Rani                        Co-convener
- 3) Dr. Valaria Sethi
- 4) Dr. Sangeeta
- 5) Mr. Vijay Singh
- 6) Dr. Archana Malik
- 7) Mr. Narender Kumar
- 8) Dr. Hemant Sharma
- 9) Ms. Manju Sharma

### **Printing & Stationery Committee**

- 1) Dr. Joginder Singh                    Convener
- 2) Dr. Hemant Sharma                Co-convener
- 3) Mr. Suresh Kumar
- 4) Mr. Manjeet Singh
- 5) Dr. Archana Malik
- 6) Ms. Minakshi Chauhan
- 7) Mr. Narender Kumar
- 8) Dr. Chhavi Mangla
- 9) Mr. Sushil Kumar

### **Committee for U.G.C. Affairs**

- 1) Dr. Vivek Srivastava                Convener
- 2) Mr. Manjeet Singh                Co-convener
- 3) Mr. Suresh Kumar
- 4) Dr. Suruchi Sharma
- 5) Dr. Sunita Lega
- 6) Dr. Neeru Bala
- 7) Mr. Sushil Kumar

### **Time-table/Workload/Introduction of New Courses/Subject Change Committee**

- 1) Mr. Suresh Kumar                    Convener
- 2) Dr. Sunita Lega                      Co-convener
- 3) Dr. Joginder Singh
- 4) Mr. Manjeet Singh
- 5) Dr. Neeru Bala

### **Central Purchase and Disposal Committee**

- 1) Mr. Suresh Kumar                      Convener
- 2) Dr. Joginder Singh                      Co-convener
- 3) Smt. Surjeet Kaur
- 4) Mr. Chetan Sharma
- 5) Mr. Manjeet Singh
- 6) Dr. Archana Malik
- 7) Dr. Aditya Kumar
- 8) Dr. Sangeeta
- 9) Mr. Sushil Kumar

All purchases from each and every Department shall be made by the Central Purchase Committee.

### **Anti-sexual Harassment Committee**

- 1) Ms. Aruna Kad                              Convener
- 2) Dr. Geeta Rani                              Co-convener
- 3) Dr. Yashu Rai
- 4) Dr. Renu Rathee
- 5) Dr. Valaria Sethi
- 6) Ms. Surjeet Kaur
- 7) Dr. Suruchi Sharma
- 8) Ms. Minakshi Chauhan
- 9) Dr. Archana Malik

### **SC/ST/BC Affairs & Scholarship Committee**

- 1) Dr. Joginder Singh                      Convener
- 2) Ms. Surjeet Kaur                              Co-convener
- 3) Ms. Meenakshi Chauhan
- 4) Mr. Vijay Singh
- 5) Dr. Archana Malik
- 6) Dr. Sharmila Gunpal
- 7) Mr. Gourav
- 8) Ms. Neha

### **Grievances Redressal Cell & Internal Complaint Committee**

- 1) Dr. Anup Singh Parmar                      Convener
- 2) Dr. Joginder Singh                              Co-convener
- 3) Mr. Suresh Kumar
- 4) Mr. Manjeet Singh
- 5) Dr. Suruchi Sharma
- 6) Mr. Narender Kumar
- 7) Dr. Aditya Kumar
- 8) Dr. Hemant Sharma

### **Construction & Maintenance and Beautification Committee**

- 1) Dr. Aditya Kumar                      Convener
- 2) Dr. Joginder Singh                    Co-convener
- 3) Dr. Anup Singh Parmar
- 4) Dr. Vivek Srivastava
- 5) Dr. Surender Kumar
- 6) Mr. Chetan Sharma
- 7) Ms. Surjeet Kaur
- 8) Mr. Manjeet Singh
- 9) Dr. Sharmila Gunpal
- 10) Mr. Sushil Kumar

### **Women Cell**

- 1) Dr. Suruchi Sharma                    Convener
- 2) Dr. Renu Rathee                        Co-convener
- 3) Ms. Aruna Kad
- 4) Dr. Vandana Duggal
- 5) Dr. Geeta Rani
- 6) Dr. Valaria Sethi
- 7) Smt. Surjeet Kaur
- 8) Dr. Sharmila Gunpal
- 9) Ms. Manju Sharma
- 10) Dr. Neeru Bala
- 11) Dr. Sangeeta
- 12) Dr. Chhavi Mangla

### **Debating Society**

- 1) Dr. Shammi Nagpal                    Convener
- 2) Mr. Chetan Sharma                    Co-convener
- 3) Dr. Valaria Sethi
- 4) Ms. Manju Sharma
- 5) Dr. Neeru Bala
- 6) Dr. Hemant Sharma
- 7) Dr. Chhavi Mangla

### **College NAAC Committee**

- 1) Dr. Vivek Srivastava                    Coordinator
- 2) Dr. Shammi Nagpal                    Asstt. Coordinator
- 3) Dr. Suman Sardana
- 4) Dr. Anup Singh Parmar
- 5) Mr. Chetan Sharma
- 6) Dr. Sunita Lega
- 7) Mr. Narender Kumar
- 8) Dr. Neeru Bala
- 9) Dr. Aditya Kumar
- 10) Dr. Hemant Sharma
- 11) Mr. Sushil Kumar
- 12) Mr. Gourav
- 13) Mr. Satish Kumar

### **Anti-Ragging Squad**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. M.L. Garg      | Convener    |
| 2) Smt. Surjeet Kaur  | Co-convener |
| 3) Mr. Rajesh Kad     | Co-convener |
| 4) Dr. Renu Rathee    |             |
| 5) Dr. Suruchi Sharma |             |
| 6) Dr. Inderjit       |             |
| 7) Ms. Manju Sharma   |             |

### **Internal Quality Assurance Cell (IQAC)**

- |                          |                           |
|--------------------------|---------------------------|
| 1) Dr. Vikramjit Singh   | Chairperson               |
| 2) Dr. Vivek Srivastava  | Coordinator               |
| 3) Dr. Shammi Nagpal     | Asstt. Coordinator        |
| 4) Dr. Suman Sardana     |                           |
| 5) Dr. Anup Singh Parmar |                           |
| 6) Dr. Sunita Lega       |                           |
| 7) Mr. Narender Kumar    |                           |
| 8) Dr. Neeru Bala        |                           |
| 9) Dr. Aditya Kumar      |                           |
| 10) Dr. Hemant Sharma    |                           |
| 11) Mr. Sushil Kumar     | Administrative Staff      |
| 12) Mr. Surender Kadyan  | Administrative Staff      |
| 13) Mr. Ramesh Leekha    | Management Representative |
| 14) Mr. Ajay Batra       | Industrialist             |
| 15) Mr. Sumit Kumar      | Alumni                    |
| 16) Dr. Parmod Yogarathi | Community Representative  |
| 17) Dr. Umesh Arya       | Alumni & External Expert  |
| 18) Mr. Devender Uppal   | Sr. Journalist/Alumni     |

Three Student's representatives will be from various departments/subject societies.

### **Research Development Committee**

#### **Arts**

- |                      |             |
|----------------------|-------------|
| 1) Dr. Yashu Rai     | Convener    |
| 2) Dr. Geeta Rani    | Co-convener |
| 3) Dr. Renu Rathee   |             |
| 4) Dr. Valaria Sethi |             |
| 5) Mr. Manjeet Singh |             |

#### **Science**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Vivek Srivastava | Convener    |
| 2) Mr. Narender Kumar   | Co-convener |
| 3) Dr. Sunita Lega      |             |
| 4) Dr. Archana Malik    |             |

#### **Commerce**

- |                      |             |
|----------------------|-------------|
| 1) Dr. Suman Sardana | Convener    |
| 2) Dr. Neeru Bala    | Co-convener |

### **Legal Literacy Cell**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Joginder Singh | Convener    |
| 2) Dr. Sangeeta       | Co-convener |
| 3) Dr. Valaria Sethi  |             |
| 4) Dr. Surender Kumar |             |
| 5) Mr. Suresh Kumar   |             |
| 6) Mr. Manjeet Singh  |             |
| 7) Ms. Manju Sharma   |             |
| 8) Dr. Hemant Sharma  |             |
| 9) Mr. Sushil Kumar   |             |

### **Alumni Association**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. Manjeet Singh    | Convener    |
| 2) Mr. Chetan Sharma    | Co-convener |
| 3) Dr. Vivek Srivastava |             |
| 4) Mr. M.L. Garg        |             |
| 5) Dr. Geeta Rani       |             |
| 6) Dr. Valaria Sethi    |             |
| 7) Mr. Suresh Kumar     |             |
| 8) Smt. Surjeet Kaur    |             |
| 9) Mr. Narender Kumar   |             |
| 10) Mr. Sushil Kumar    |             |

### **College Cultural Affairs Committee**

- |                           |         |
|---------------------------|---------|
| 1) Mr. Vijay Singh        | Dean    |
| 2) Dr. Renu Rathee        | Co-Dean |
| 3) Dr. Suruchi Sharma     | Co-Dean |
| 4) Dr. Geeta Rani Bindal  |         |
| 5) Dr. Shammi Nagpal      |         |
| 6) Dr. Sangeeta Sharma    |         |
| 7) Mr. M.L. Garg          |         |
| 8) Dr. Joginder Singh     |         |
| 9) Dr. Valaria Sethi      |         |
| 10) Mr. Chetan Sharma     |         |
| 11) Dr. Surender Kumar    |         |
| 12) Ms. Meenakshi Chauhan |         |
| 13) Dr. Archana Malik     |         |
| 14) Mr. Narender Kumar    |         |
| 15) Dr. Neeru Bala        |         |
| 16) Dr. Aditya Kumar      |         |
| 17) Dr. Hemant Sharma     |         |
| 18) Ms. Manju Sharma      |         |
| 19) Dr. Sangeeta          |         |

### **Result Tabulation Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Neeru Bala     | Convener    |
| 2) Dr. Aditya Kumar   | Co-convener |
| 3) Dr. Archana Malik  | Co-convener |
| 4) Dr. Valaria Sethi  |             |
| 5) Dr. Surender Kumar |             |
| 6) Dr. Hemant Sharma  |             |

### **Canteen & Mess Committee**

- |                          |             |
|--------------------------|-------------|
| 1) Dr. Anup Singh Parmar | Convener    |
| 2) Dr. Archana Malik     | Co-convener |
| 3) Dr. Geeta Rani        |             |
| 4) Dr. Joginder Singh    |             |
| 5) Mr. Suresh Kumar      |             |
| 6) Dr. Surender Kumar    |             |
| 7) Mr. Manjeet Singh     |             |
| 8) Mr. Narender Kumar    |             |
| 9) Dr. Hemant Sharma     |             |
| 10) Mr. Sushil Kumar     |             |

### **College Arya Samaj Committee**

- |                        |                  |
|------------------------|------------------|
| 1) Dr. Vikramjit Singh | President        |
| 2) Dr. Monika Kakker   | Secretary        |
| 3) Dr. Yashu Rai       | Member           |
| 4) Dr. Sunita Lega     | Member           |
| 5) Dr. Surender Kumar  | Library Incharge |
| 6) Mr. Sushil Kumar    | Treasurer        |
| 7) Dr. Valaria Sethi   | Member           |
| 8) Ms. Manju Sharma    | Member           |
| 9) Dr. Sangeeta        | Member           |

### **Red Ribbon Committee**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Archana Malik   | Convener    |
| 2) Dr. Sharmila Gunpal | Co-Convener |
| 3) Dr. Surender Kumar  |             |
| 4) Ms. Manju Sharma    |             |
| 5) Dr. Neeru Bala      |             |
| 6) Dr. Aditya Kumar    |             |
| 7) Dr. Hemant Sharma   |             |

### **Drug Prevention Cell**

- |                       |               |
|-----------------------|---------------|
| 1) Mr. Rajesh Kad     | Nodal Officer |
| 2) Dr. Inderjit       | Convener      |
| 3) Mr. Chetan Sharma  | Co-convener   |
| 4) Dr. Surender Kumar |               |
| 5) Dr. Hemant Sharma  |               |

### **Sports Committee**

- 1) Ms. Surjeet Kaur Secretary
- 2) Dr. Anup Singh Parmar
- 3) Dr. Suruchi Sharma
- 4) Dr. Shammi Nagpal
- 5) Mr. Rajesh Kad
- 6) Dr. Valaria Sethi
- 7) Dr. Sharmila Gunpal
- 8) Mr. Suresh Kumar
- 9) Mr. Chetan Sharma
- 10) Mr. Narender Kumar
- 11) Mr. Manjeet Singh
- 12) Dr. Aditya Kumar
- 13) Faculty member of Physical Education Dept.

### **Prize Distribution Committee**

- 1) Dr. Joginder Singh Convener
- 2) Dr. Sangeeta Sharma Co-Convener
- 3) Dr. Valaria Sethi
- 4) Dr. Surender Kumar
- 5) Dr. Archana Malik
- 6) Dr. Sharmila Gunpal
- 7) Ms. Meenakshi Chauhan
- 8) Ms. Manju Sharma
- 9) Mr. Raj Kumar

### **Hostels**

- 1) Dr. Aditya Kumar Chief Warden
- 2) Mr. Ravinder Sharma Hostel Superintendent
- 3) Ms. Sushma Hostel Warden (Girls)

### **College Magazine 'Avedan'**

- 1) Dr. Valaria Sethi Editor-in-Chief
- 2) Dr. Suman Sardana Planning Forum
- 3) Dr. Surender Kumar Hindi/Sanskrit Section
- 4) Dr. Sangeeta English Section
- 5) Dr. Hemant Sharma Science Section
- 6) Mr. Suresh Kumar Photography

### **E-Prospectus Committee**

- 1) Mr. Narender Kumar Convener
- 2) Mr. Manjeet Singh Co-convener
- 3) Dr. Vivek Srivastava
- 4) Dr. Yashu Rai
- 5) Mr. Chetan Sharma
- 6) Dr. Sangeeta
- 7) Mr. Sushil Kumar

### **Library Committee**

- |                          |             |
|--------------------------|-------------|
| 1) Mr. Ramesh Sharma     | Convener    |
| 2) Mr. Manjeet Singh     | Co-convener |
| 3) Dr. Suman Sardana     |             |
| 4) Dr. Anup Singh Parmar |             |
| 5) Ms. Aruna Kad         |             |
| 6) Mr. Rajesh Kad        |             |
| 7) Dr. Monika Kakker     |             |
| 8) Mr. M.L. Garg         |             |
| 9) Dr. Joginder Singh    |             |
| 10) Ms. Manju Sharma     |             |
| 11) Dr. Hemant Sharma    |             |
| 12) Mr. Sushil Kumar     |             |

### **Bus Pass Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Joginder Singh   | Convener    |
| 2) Dr. Surender Kumar   | Co-convener |
| 3) Mr. Chetan Sharma    | Member      |
| 4) Smt. Surjit Kaur     | Member      |
| 5) Dr. Suruchi Sharma   | Member      |
| 6) Mr. Vijay Singh      | Member      |
| 7) Dr. Sunita Lega      | Member      |
| 8) Dr. Archana Malik    | Member      |
| 9) Dr. Neeru Bala       | Member      |
| 10) Dr. Sharmila Gunpal | Member      |
| 11) Ms. Manju Sharma    | Member      |
| 12) Dr. Aditya Kumar    | Member      |
| 13) Dr. Hemant Sharma   | Member      |
| 14) Dr. Sangeeta        | Member      |
| 16) Dr. Chhavi Mangla   | Member      |
| 16) Mr. Sushil Kumar    | Dy. Supdt.  |

### **Parents Teacher Meet Committee**

- |                           |             |
|---------------------------|-------------|
| 1) Dr. Yashu Rai          | Convener    |
| 2) Mr. M.L. Garg          | Co-convener |
| 3) Dr. Anup Singh Parmar  |             |
| 4) Mr. Rajesh Kad         |             |
| 5) Dr. Monika Kakker      |             |
| 6) Dr. Geeta Bindal       |             |
| 7) Dr. Sangeeta Sharma    |             |
| 8) Dr. Valaria Sethi      |             |
| 9) Dr. Inderjit           |             |
| 10) Mr. Chetan Sharma     |             |
| 11) Ms. Meenakshi Chauhan |             |
| 12) Dr. Suruchi Sharma    |             |
| 13) Mr. Narender Kumar    |             |

### **Mentorship Committee**

- 1) Mr. Suresh Kumar                      Convener
- 2) Dr. Sunita Lega                      Co-convener
- 3) Dr. Anup Singh Parmar
- 4) Smt. Aruna Kad
- 5) Smt. Vandana Duggal
- 6) Mr. Rajesh Kad
- 7) Dr. Monika Kakkar
- 8) Dr. Yashu Rai
- 9) Dr. Vivek Srivastava
- 10) Dr. Inderjit
- 11) Mr. Chetan Sharma
- 12) Smt. Surjit Kaur
- 13) Mr. Narender Kumar
- 14) Mr. Sushil Kumar

### **Committee for Students with Disability**

- 1) Ms. Aruna Kad                      Convener
- 2) Mr. M.L. Garg                      Co-Convener
- 3) Dr. Vivek Srivastava
- 4) Dr. Archana Malik
- 5) Ms. Manju Sharma

### **Functions Co-ordination Committee**

- 1) Dr. Suruchi Sharma                      Convener
- 2) Dr. Renu Rathee                      Co-convener
- 3) Dr. Surender Kumar
- 4) Dr. Sharmila Gunpal
- 5) Ms. Manju Sharma
- 6) Dr. Chhavi Mangla
- 7) Mr. Sushil Kumar

### **Documents Verification/Attestation Committee**

- 1) Dr. Anup Singh Parmar
- 2) Mr. Rajesh Kad
- 3) Ms. Aruna Kad
- 4) Dr. Sunita Lega
- 5) Mr. Manjeet Singh
- 6) Mr. Narender Kumar

### **Cycle Stand/Parking Committee**

- 1) Mr. M.L. Garg Convener
- 2) Dr. Sangeeta Co-convener
- 3) Mr. Vijay Singh
- 4) Dr. Hemant Sharma
- 5) Mr. Sushil Kumar

### **Outsourcing Committee**

- 1) Mr. Suresh Kumar Convener
- 2) Dr. Aditya Kumar Co-convener
- 3) Mr. Manjeet Singh
- 4) Mr. Sushil Kumar

### **Girls Hostel Committee**

- 1) Dr. Archana Malik Convener
- 2) Dr. Sunita Lega Co-convener
- 3) Ms. Aruna Kad
- 4) Dr. Renu Rathee
- 5) Smt. Surjeet Kaur
- 6) Dr. Suruchi Sharma
- 7) Ms. Manju Sharma
- 8) Ms. Sushma Hostel Warden (Girls)

### **National Institutional Ranking Framework (NIRF) Committee**

- 1) Dr. Vivek Srivastava Convener
- 2) Dr. Shammi Nagpal Co-convener
- 3) Dr. Neeru Bala
- 4) Dr. Hemant Sharma

### **Educational Tours Committee**

- 1) Dr. Joginder Singh Convener
- 2) Dr. Geeta Rani Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Sunita Lega
- 5) Dr. Aditya Kumar
- 6) Dr. Chhavi Mangla

### **RUSA Committee**

- 1) Mr. Chetan Sharma Convener
- 2) Dr. Joginder Singh Co-convener
- 3) Dr. Anup Singh Parmar
- 4) Dr. Valaria Sethi
- 5) Mr. Suresh Kumar
- 6) Mr. Manjeet Singh
- 7) Mr. Narender Kumar
- 8) Dr. Aditya Kumar
- 9) Mr. Sushil Kumar

### **Road Safety/Students' Driving Licence Committee**

- 1) Dr. Inderjit Convener
- 2) Mr. M.L. Garg Co-convener
- 3) Dr. Renu Rathee
- 4) Ms. Minakshi Chauhan
- 5) Dr. Hemant Sharma

### **Students Passport Committee**

- 1) Mr. Rajesh Kad Convener
- 2) Mr. M.L. Garg Co-convener
- 3) Ms. Manju Sharma
- 4) Dr. Sangeeta
- 5) Dr. Chhavi Mangla

For any specific purpose or activity, the Committees can be restructured or reconstituted at any specific time.

**Principal**

# DAYANAND COLLEGE, HISAR

Dated: 09.09.2021

## Duty List for the session 2021-22

The following Committees have been constituted for various duties of the college during the session 2021-22. The members of the staff are requested to note down these duties and act accordingly.

Nodal Officer-cum-Dean Admissions	Mr. Narender Kumar
Asstt. Nodal Officer-cum-Co-Dean Admissions	Dr. Aditya Kumar
Dean, Admissions (Science)	Mr. Rajesh Kad
Dean, Admissions (Commerce)	Dr. Renu Rathee
Dean, Admissions (Arts)	Mrs. Aruna Kad
Dean, Students Welfare	Mr. Manjeet Singh
Dean, Cultural Affairs	Mr. Vijay Singh
Bursar	Mr. Narender Kumar
Registrar	Mr. Vijay Singh
Controller of Examinations	Mr. Manjeet Singh
Additional Controller of Examinations	Dr. Sunita Lega

### NCC Officers

- |                            |                         |
|----------------------------|-------------------------|
| 1) Dr. Surender Kumar      | Air Wing (Boys & Girls) |
| 2) Lt. (Dr.) Hemant Sharma | Army Wing (Boys)        |
| 3) Dr. Neeru Bala          | Army Wing (Girls)       |

### NSS Programme Officers

- |                        |                   |
|------------------------|-------------------|
| 1) Mr. Vijay Singh     | NSS Unit-I        |
| 2) Mr. Suresh Kumar    | NSS Unit-II       |
| 3) Dr. Sharmila Gunpal | NSS Girls Unit-I  |
| 4) Dr. Sunita Lega     | NSS Girls Unit-II |

### Staff Council

- |                   |                 |
|-------------------|-----------------|
| 1) Mrs. Aruna Kad | Staff Secretary |
|-------------------|-----------------|

All the members of Teaching & Non-teaching Staff are the members of the Staff Council.

### **College Development Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. Manjeet Singh    | Convener    |
| 2) Smt. Surjeet Kaur    | Co-convener |
| 3) Mr. Rajesh Kad       |             |
| 4) Mr. Ramesh Sharma    |             |
| 5) Dr. Vivek Srivastava |             |
| 6) Mr. Suresh Kumar     |             |
| 7) Mr. Chetan Sharma    |             |
| 8) Mr. Narender Kumar   |             |
| 9) Dr. Aditya Kumar     |             |
| 10) Mr. Surender Singh  |             |

### **Fee Concession Committee**

- |                               |             |
|-------------------------------|-------------|
| 1) Mr. Manjeet Singh          | Convener    |
| 2) Mr. Narender Kumar         | Co-convener |
| 3) Dr. Renu Rathee (Commerce) |             |
| 4) Dr. Aditya Kumar (Science) |             |
| 5) Mr. Suresh Kumar (Arts)    |             |
| 6) Dr. Suruchi Sharma (Arts)  |             |
| 7) Smt. Surjeet Kaur (Sports) |             |
| 8) Mr. Vijay Singh (Cultural) |             |

### **College Advisory Council**

- 1) Mrs. Aruna Kad
- 2) Mr. Rajesh Kad
- 3) Dr. Monika Kakkar
- 4) Dr. Yashu Rai
- 5) Dr. Vivek Srivastava

The following shall also be the members in the meeting of the Advisory Council as per the requirements of the the agenda :

Assistant Professor of Physical Education, Incharge Women Cell, Incharges NCC, Incharges NSS and Incharge Cultural Activities.

### **Academic Council**

- 1) Mrs. Aruna Kad
- 2) Dr. Yashu Rai
- 3) Mr. Rajesh Kad
- 4) Dr. Monika Kakker
- 5) Mr. Ramesh Sharma
- 6) Dr. Vivek Srivastava
- 7) Dr. Shammi Nagpal
- 8) Dr. Mahender Singh
- 9) Dr. Renu Rathee
- 10) Dr. Suruchi Sharma
- 11) Dr. Inderjit Singh
- 12) Mr. Suresh Kumar
- 13) Mr. Chetan Sharma
- 14) Smt. Surjeet Kaur
- 15) Mr. Vijay Singh
- 16) Mr. Narender Kumar
- 17) Ms. Manju Sharma
- 18) Mr. Surender Singh

### **College Website Updation Committee**

- 1) Mr. Manjeet Singh                      Convener
- 2) Mr. Narender Kumar                  Co-convener
- 3) Dr. Valaria Sethi
- 4) Mr. Chetan Sharma
- 5) Dr. Neeru Bala
- 6) Dr. Chhavi Mangla
- 7) Mr. Surender Singh

### **Proctorial Board**

- 1) Mr. M.L. Garg                              Convener
- 2) Smt. Surjeet Kaur                      Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Geeta Rani
- 5) Mr. Suresh Kumar
- 6) Dr. Suruchi Sharma
- 7) Mr. Manjeet Singh
- 8) Dr. Sunita Lega
- 9) Mr. Narender Kumar
- 10) Dr. Hemant Sharma

All the members of teaching staff will be on discipline duty during their vacant periods.

### **I.C.T. Committee**

- 1) Mr. Manjeet Singh                      Convener
- 2) Mr. Narender Kumar                  Co-convener
- 3) Mr. Chetan Sharma
- 4) Mr. Suresh Kumar
- 5) Dr. Sangeeta Malik
- 6) Dr. Aditya Kumar
- 7) Dr. Chhavi Mangla
- 8) Mr. Surender Singh

### **Career Guidance & Placement Cell**

- 1) Mr. Chetan Sharma                      Convener
- 2) Mr. Vijay Singh                        Co-convener
- 3) Dr. Geeta Rani
- 4) Dr. Renu Rathee
- 5) Dr. Suruchi Sharma
- 6) Dr. Valaria Sethi
- 7) Dr. Sangeeta Malik
- 8) Dr. Archana Malik
- 9) Mr. Narender Kumar
- 10) Dr. Hemant Sharma
- 11) Ms. Manju Sharma
- 12) Dr. Chhavi Mangla

### **Printing & Stationery Committee**

- 1) Dr. Hemant Sharma                      Convener
- 2) Dr. Surender Kumar                  Co-convener
- 3) Mr. Suresh Kumar
- 4) Mr. Manjeet Singh
- 5) Dr. Archana Malik
- 6) Dr. Minakshi Chauhan
- 7) Mr. Narender Kumar
- 8) Dr. Chhavi Mangla
- 9) Mr. Surender Singh
- 10) Dr. Sharmila Gunpal

### **Committee for U.G.C. Affairs**

- 1) Dr. Vivek Srivastava                      Convener
- 2) Mr. Manjeet Singh                      Co-convener
- 3) Mrs. Aruna Kad
- 4) Mr. Rajesh Kad
- 5) Dr. Mahender Singh
- 6) Mr. Suresh Kumar
- 7) Dr. Suruchi Sharma
- 8) Dr. Sunita Lega
- 9) Dr. Aditya Kumar
- 10) Dr. Neeru Bala
- 11) Mr. Surender Singh

### **Time-table/Workload/Introduction of New Courses/Subject Change Committee**

- 1) Mr. Suresh Kumar                      Convener
- 2) Mr. Manjeet Singh                    Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Sunita Lega
- 5) Mr. Narender Kumar
- 6) Mr. Anil Sharma

### **Central Purchase and Disposal Committee**

- 1) Mr. Suresh Kumar                      Convener
- 2) Mr. Chetan Sharma                    Co-convener
- 3) Smt. Surjeet Kaur
- 4) Dr. Minakshi Chauhan
- 5) Mr. Manjeet Singh
- 6) Dr. Archana Malik
- 7) Dr. Aditya Kumar
- 8) Dr. Sangeeta Malik
- 9) Mr. Surender Singh

All purchases from each and every Department shall be made by the Central Purchase Committee.

### **Anti-sexual Harassment Committee**

- 1) Mrs. Aruna Kad                        Convener
- 2) Dr. Geeta Rani                         Co-convener
- 3) Dr. Yashu Rai
- 4) Dr. Renu Rathee
- 5) Dr. Valaria Sethi
- 6) Smt. Surjeet Kaur
- 7) Dr. Suruchi Sharma
- 8) Dr. Minakshi Chauhan
- 9) Dr. Archana Malik

### **Grievances Redressal Cell & Internal Complaint Committee**

- 1) Mr. Vijay Singh                        Convener
- 2) Mr. Manjeet Singh                    Co-convener
- 3) Mrs. Aruna Kad
- 4) Mr. Suresh Kumar
- 5) Dr. Renu Rathee
- 6) Dr. Suruchi Sharma
- 7) Dr. Sunita Lega
- 8) Mr. Narender Kumar
- 9) Dr. Aditya Kumar
- 10) Dr. Hemant Sharma

### **SC/ST/BC Affairs & Scholarship Committee**

- 1) Dr. Sharmila Gunpal Convener
- 2) Smt. Surjeet Kaur Co-convener
- 3) Dr. Minakshi Chauhan
- 4) Mr. Gourav
- 5) Ms. Neha

### **Construction & Maintenance Committee**

- 1) Dr. Aditya Kumar Convener
- 2) Mr. Chetan Sharma Co-convener
- 3) Dr. Valaria Sethi
- 4) Dr. Surender Kumar
- 5) Smt. Surjeet Kaur
- 6) Mr. Manjeet Singh
- 7) Dr. Sangeeta Malik
- 8) Sh. Vijay Singh
- 9) Dr. Sharmila Gunpal
- 10) Mr. Surender Singh

### **Women Cell**

- 1) Dr. Suruchi Sharma Convener
- 2) Dr. Renu Rathee Co-convener
- 3) Mrs. Aruna Kad
- 4) Dr. Geeta Rani
- 5) Dr. Valaria Sethi
- 6) Smt. Surjeet Kaur
- 7) Dr. Sharmila Gunpal
- 8) Ms. Manju Sharma
- 9) Dr. Minakshi Chauhan
- 10) Dr. Neeru Bala
- 11) Dr. Sangeeta Malik
- 12) Dr. Chhavi Mangla

### **Debating Society**

- 1) Dr. Shammi Nagpal Convener
- 2) Dr. Chhavi Mangla Co-convener
- 3) Dr. Monika Kakkar
- 4) Dr. Surender Kumar
- 5) Mr. Chetan Sharma
- 6) Dr. Valaria Sethi
- 7) Ms. Manju Sharma
- 8) Dr. Neeru Bala
- 9) Dr. Hemant Sharma

### **Anti-Ragging Squad**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. M.L. Garg        | Convener    |
| 2) Smt. Surjeet Kaur    | Co-convener |
| 3) Mr. Rajesh Kad       | Co-convener |
| 4) Dr. Renu Rathee      |             |
| 5) Dr. Suruchi Sharma   |             |
| 6) Dr. Inderjit Singh   |             |
| 7) Dr. Minakshi Chauhan |             |
| 8) Dr. Sharmila Gunpal  |             |
| 9) Ms. Manju Sharma     |             |

### **College NAAC Committee**

- |                         |                    |
|-------------------------|--------------------|
| 1) Dr. Vivek Srivastava | Coordinator        |
| 2) Dr. Shammi Nagpal    | Asstt. Coordinator |
| 3) Mrs. Aruna Kad       |                    |
| 4) Dr. Mahender Singh   |                    |
| 5) Mr. Chetan Sharma    |                    |
| 6) Mr. Suresh Kumar     |                    |
| 7) Mr. Manjeet Singh    |                    |
| 8) Dr. Sunita Lega      |                    |
| 9) Mr. Narender Kumar   |                    |
| 10) Dr. Neeru Bala      |                    |
| 11) Dr. Aditya Kumar    |                    |
| 12) Dr. Hemant Sharma   |                    |
| 13) Mr. Surender Singh  |                    |
| 14) Mr. Gourav          |                    |

### **Internal Quality Assurance Cell (IQAC)**

- |                          |                           |
|--------------------------|---------------------------|
| 1) Dr. Vikramjit Singh   | Chairperson               |
| 2) Dr. Vivek Srivastava  | Coordinator               |
| 3) Dr. Shammi Nagpal     | Asstt. Coordinator        |
| 4) Ms. Manju Sharma      | Asstt. Coordinator        |
| 5) Mr. Narender Kumar    | Asstt. Coordinator        |
| 6) Mrs. Aruna Kad        |                           |
| 7) Dr. Mahender Singh    |                           |
| 8) Dr. Valaria Sethi     |                           |
| 9) Dr. Sunita Lega       |                           |
| 10) Dr. Neeru Bala       |                           |
| 11) Dr. Hemant Sharma    |                           |
| 12) Dr. Sangeeta Malik   |                           |
| 13) Mr. Surender Singh   | Administrative Staff      |
| 14) Mr. Ramesh Leekha    | Management Representative |
| 15) Mr. Ajay Batra       | Industrialist             |
| 16) Mr. Sumit Kumar      | Alumni                    |
| 17) Dr. Parmod Yogarathi | Community Representative  |
| 18) Dr. Umesh Arya       | Alumni & External Expert  |
| 19) Mr. Devender Uppal   | Sr. Journalist/Alumni     |

Three Student's representatives will be from various departments/subject societies.

### **Research Development Committee**

- 1) Dr. Shammi Nagpal                      Convener
- 2) Dr. Aditya Kumar                      Co-convener
- 3) Dr. Renu Rathee
- 4) Mr. Suresh Kumar
- 5) Mr. Manjeet Singh
- 6) Dr. Chhavi Mangla

### **Quality Audit Committee (Environment/Energy/Green Audit)**

- 1) Mr. Chetan Sharma                      Convener
- 2) Dr. Aditya Kumar                      Co-convener
- 3) Dr. Archana Malik
- 4) Dr. Sunita Lega
- 5) Dr. Hemant Sharma
- 6) Dr. Sangeeta Malik
- 7) Dr. Chhavi Mangla
- 8) Mr. Surender Singh

### **Code of Conduct Committee (For Students)**

- 1) Dr. Shammi Nagpal                      Convener
- 2) Dr. Sangeeta Malik                      Co-convener
- 3) Mr. Suresh Kumar
- 4) Dr. Surender Kumar
- 5) Dr. Sunita Lega
- 6) Mr. Surender Singh

### **Legal Literacy Cell**

- 1) Dr. Shammi Nagpal                      Convener
- 2) Dr. Sangeeta Malik                      Co-convener
- 3) Dr. Valaria Sethi
- 4) Dr. Surender Kumar
- 5) Mr. Suresh Kumar
- 6) Dr. Archana Malik
- 7) Mr. Manjeet Singh
- 8) Dr. Minakshi Chauhan
- 9) Ms. Manju Sharma
- 10) Dr. Chhavi Mangla
- 11) Mr. Surender Singh

### **Alumni Association**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. Narender Kumar   | Convener    |
| 2) Mr. Chetan Sharma    | Co-convener |
| 3) Mr. Manjeet Singh    | Co-convener |
| 4) Dr. Vivek Srivastava |             |
| 5) Mr. M.L. Garg        |             |
| 6) Dr. Geeta Rani       |             |
| 7) Dr. Renu Rathee      |             |
| 8) Dr. Suruchi Sharma   |             |
| 9) Dr. Valaria Sethi    |             |
| 10) Mr. Suresh Kumar    |             |
| 11) Dr. Archana Malik   |             |
| 12) Smt. Surjeet Kaur   |             |
| 13) Dr. Aditya Kumar    |             |
| 14) Mr. Surender Singh  |             |

### **College Cultural Affairs Committee**

- |                          |         |
|--------------------------|---------|
| 1) Mr. Vijay Singh       | Dean    |
| 2) Dr. Shammi Nagpal     | Co-Dean |
| 3) Dr. Renu Rathee       | Co-Dean |
| 4) Dr. Suruchi Sharma    | Co-Dean |
| 5) Dr. Geeta Rani Bindal |         |
| 6) Dr. Sangeeta Sharma   |         |
| 7) Mr. M.L. Garg         |         |
| 8) Dr. Valaria Sethi     |         |
| 9) Mr. Chetan Sharma     |         |
| 10) Dr. Surender Kumar   |         |
| 11) Dr. Minakshi Chauhan |         |
| 12) Dr. Archana Malik    |         |
| 13) Mr. Narender Kumar   |         |
| 14) Dr. Neeru Bala       |         |
| 15) Dr. Aditya Kumar     |         |
| 16) Dr. Hemant Sharma    |         |
| 17) Ms. Manju Sharma     |         |
| 18) Dr. Sangeeta Malik   |         |

### **Canteen & Mess Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. Manjeet Singh  | Convener    |
| 2) Dr. Aditya Kumar   | Co-convener |
| 3) Dr. Geeta Rani     |             |
| 4) Mr. Suresh Kumar   |             |
| 5) Dr. Surender Kumar |             |
| 6) Dr. Archana Malik  |             |
| 7) Mr. Narender Kumar |             |
| 8) Dr. Hemant Sharma  |             |
| 9) Mr. Surender Singh |             |

### **College Arya Samaj Committee**

- |                        |                  |
|------------------------|------------------|
| 1) Dr. Vikramjit Singh | President        |
| 2) Dr. Monika Kakker   | Secretary        |
| 3) Dr. Yashu Rai       | Member           |
| 4) Dr. Sunita Lega     | Member           |
| 5) Dr. Surender Kumar  | Library Incharge |
| 6) Mr. Surender Singh  | Treasurer        |
| 7) Dr. Valaria Sethi   | Member           |
| 8) Ms. Manju Sharma    | Member           |
| 9) Dr. Sangeeta Malik  | Member           |

### **Drug Prevention Cell**

- |                       |               |
|-----------------------|---------------|
| 1) Mr. Rajesh Kad     | Nodal Officer |
| 2) Dr. Inderjit Singh | Convener      |
| 3) Mr. Chetan Sharma  | Co-convener   |
| 4) Dr. Surender Kumar |               |
| 5) Dr. Hemant Sharma  |               |

### **Result Tabulation Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Neeru Bala     | Convener    |
| 2) Dr. Hemant Sharma  | Co-convener |
| 3) Dr. Archana Malik  | Co-convener |
| 4) Dr. Suruchi Sharma |             |
| 5) Dr. Valaria Sethi  |             |
| 6) Dr. Inderjit Singh |             |
| 7) Dr. Surender Kumar |             |

### **Red Ribbon Committee**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Archana Malik   | Convener    |
| 2) Dr. Sharmila Gunpal | Co-Convener |
| 3) Dr. Surender Kumar  |             |
| 4) Ms. Manju Sharma    |             |
| 5) Dr. Neeru Bala      |             |
| 6) Dr. Hemant Sharma   |             |
| 7) Dr. Chhavi Mangla   |             |

### **Sports Committee**

- |  |           |
|--|-----------|
| 1) Smt. Surjeet Kaur                           | Secretary |
| 2) Mrs. Aruna Kad                              |           |
| 3) Mr. Rajesh Kad                              |           |
| 4) Dr. Shammi Nagpal                           |           |
| 5) Dr. Valaria Sethi                           |           |
| 6) Dr. Suruchi Sharma                          |           |
| 7) Dr. Sharmila Gunpal                         |           |
| 8) Mr. Suresh Kumar                            |           |
| 9) Mr. Chetan Sharma                           |           |
| 10) Mr. Narender Kumar                         |           |
| 11) Mr. Manjeet Singh                          |           |
| 12) Dr. Aditya Kumar                           |           |
| 13) Faculty member of Physical Education Dept. |           |

### **Prize Distribution Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Mahender Singh   | Convener    |
| 2) Dr. Surender Kumar   | Co-Convener |
| 3) Dr. Valaria Sethi    |             |
| 4) Dr. Archana Malik    |             |
| 5) Dr. Sharmila Gunpal  |             |
| 6) Dr. Minakshi Chauhan |             |
| 7) Ms. Manju Sharma     |             |
| 8) Mr. Raj Kumar        |             |

### **Hostels**

- |                     |                       |
|---------------------|-----------------------|
| 1) Dr. Aditya Kumar | Chief Warden          |
| 2) Ms. Sushma       | Hostel Warden (Girls) |

### **College Magazine 'Avedan'**

- |                       |                        |
|-----------------------|------------------------|
| 1) Dr. Surender Kumar | Editor-in-Chief        |
| 2) Sh. Chetan Sharma  | News Letter - Convener |
| 3) Dr. Renu Rathee    | Planning Forum         |
| 4) Dr. Surender Kumar | Hindi/Sanskrit Section |
| 5) Dr. Valaria Sethi  | English Section        |
| 6) Dr. Chhavi Mangla  | Science Section        |
| 7) Mr. Suresh Kumar   | Photography            |

### **E-Prospectus Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. Narender Kumar | Convener    |
| 2) Dr. Aditya Kumar   | Co-convener |
| 3) Mr. Suresh Kumar   |             |
| 4) Dr. Archana Malik  |             |
| 5) Mr. Manjeet Singh  |             |
| 6) Mr. Chetan Sharma  |             |
| 7) Dr. Sangeeta Malik |             |
| 8) Mr. Surender Singh |             |

### **Library Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. Ramesh Sharma  | Convener    |
| 2) Mr. Rajesh Kad     | Co-convener |
| 3) Mrs. Aruna Kad     |             |
| 4) Dr. Monika Kakker  |             |
| 5) Dr. Mahender Singh |             |
| 6) Mr. M.L. Garg      |             |
| 7) Ms. Manju Sharma   |             |
| 8) Dr. Hemant Sharma  |             |
| 9) Mr. Surender Singh |             |

### **Bus Pass Committee**

- 1) Dr. Surender Kumar Convener
- 2) Mr. Vijay Singh Co-convener
- 3) Mr. Surender Singh Clerk

### **Parents Teacher Meet Committee**

- 1) Dr. Mahender Singh Convener
- 2) Mr. Suresh Kumar Co-convener
- 3) Mr. Rajesh Kad
- 4) Dr. Monika Kakker
- 5) Dr. Geeta Bindal
- 6) Dr. Sangeeta Sharma
- 7) Dr. Valaria Sethi
- 8) Dr. Inderjit Singh
- 9) Mr. Chetan Sharma
- 10) Dr. Minakshi Chauhan
- 11) Dr. Suruchi Sharma
- 12) Mr. Narender Kumar

### **Mentorship Committee**

- 1) Mr. Suresh Kumar Convener
- 2) Dr. Mahender Singh Co-convener
- 3) Mrs. Aruna Kad
- 4) Mr. Rajesh Kad
- 5) Dr. Monika Kakkar
- 6) Dr. Yashu Rai
- 7) Dr. Vivek Srivastava
- 8) Dr. Inderjit Singh
- 9) Mr. Chetan Sharma
- 10) Dr. Sunita Lega
- 11) Smt. Surjeet Kaur
- 12) Mr. Vijay Singh
- 13) Mr. Narender Kumar
- 14) Mr. Surender Singh

### **Committee for Students with Disability**

- 1) Dr. Mahender Singh Convener
- 2) Ms. Manju Sharma Co-Convener
- 3) Dr. Vivek Srivastava
- 4) Dr. Inderjit Singh
- 5) Dr. Archana Malik

### **Functions Co-ordination Committee**

- 1) Dr. Suruchi Sharma Convener
- 2) Dr. Renu Rathee Co-convener
- 3) Dr. Surender Kumar
- 4) Dr. Sharmila Gunpal
- 5) Ms. Manju Sharma
- 6) Dr. Chhavi Mangla
- 7) Mr. Surender Singh

### **Documents Verification/Attestation Committee**

- 1) Mrs. Aruna Kad
- 2) Dr. Mahender Singh
- 3) Mr. Suresh Kumar
- 4) Mr. Manjeet Singh
- 5) Mr. Narender Kumar
- 6) Dr. Sunita Lega
- 7) Mr. Vijay Singh
- 8) Dr. Aditya Kumar

### **Cycle Stand/Parking Committee**

- 1) Mr. M.L. Garg                      Convener
- 2) Dr. Sangeeta Malik              Co-convener
- 3) Mr. Vijay Singh
- 4) Mr. Manjeet Singh
- 5) Dr. Hemant Sharma
- 6) Mr. Surender Singh

### **Outsourcing Committee**

- 1) Mr. Suresh Kumar                  Convener
- 2) Dr. Aditya Kumar                  Co-convener
- 3) Mrs. Aruna Kad
- 4) Dr. Suruchi Sharma
- 5) Dr. Surender Kumar
- 6) Mr. Manjeet Singh
- 7) Mr. Surender Singh

### **Girls Hostel Committee**

- 1) Dr. Archana Malik                  Convener
- 2) Dr. Sunita Lega                      Co-convener
- 3) Mrs. Aruna Kad
- 4) Dr. Renu Rathee
- 5) Smt. Surjeet Kaur
- 6) Dr. Suruchi Sharma
- 7) Ms. Manju Sharma
- 8) Dr. Chhavi Mangla
- 9) Ms. Sushma                          Hostel Warden (Girls)
- 10) Sh. Surender Singh

### **National Institutional Ranking Framework (NIRF) Committee**

- 1) Dr. Vivek Srivastava                Convener
- 2) Dr. Shammi Nagpal                Co-convener
- 3) Dr. Neeru Bala
- 4) Dr. Hemant Sharma

### **Educational Tours Committee**

- 1) Mr. Manjeet Singh Convener
- 2) Mr. Suresh Kumar Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Sunita Lega
- 5) Dr. Aditya Kumar
- 6) Dr. Chhavi Mangla

### **RUSA Committee**

- 1) Mr. Chetan Sharma Convener
- 2) Dr. Aditya Kumar Co-convener
- 3) Mr. Suresh Kumar
- 4) Dr. Valaria Sethi
- 5) Dr. Surender Kumar
- 6) Mr. Vijay Singh
- 7) Mr. Manjeet Singh
- 8) Dr. Sharmila Gunpal
- 9) Mr. Narender Kumar
- 10) Dr. Sangeeta
- 11) Mr. Surender Singh

### **Road Safety/Students' Driving Licence Committee**

- 1) Dr. Inderjit Singh Convener
- 2) Mr. M.L. Garg Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Minakshi Chauhan
- 5) Dr. Hemant Sharma

### **Nature Interpretation Centre Committee**

- 1) Ms. Manju Sharma Nodal Officer
- 2) Dr. Aditya Kumar Convener
- 3) Dr. Hemant Sharma Co-convener
- 4) Dr. Chhavi Mangla
- 5) Dr. Sangeeta Malik

### **Students Passport Committee**

- 1) Mr. Rajesh Kad Convener
- 2) Mr. M.L. Garg Co-convener
- 3) Ms. Manju Sharma
- 4) Dr. Sangeeta Malik
- 5) Dr. Chhavi Mangla

### **Announcement/Stage Compereing Committee**

- Dr. Shammi Nagpal Convener  
Dr. Geeta Bindal Co-convener  
Dr. Suruchi Sharma  
Dr. Chhavi Mangla

### **Psychological Counselling Cell**

- 1) Mrs. Aruna Kad                      Convener
- 2) Dr. Renu Rathee
- 3) Dr. Sharmila Gunpal

For any specific purpose or activity, the Committees can be restructured or reconstituted at any specific time.

**Principal**

# DAYANAND COLLEGE, HISAR

Dated: 18.10.2022

## Duty List for the session 2022-23

The following Committees have been constituted for various duties of the college during the session 2022-23. The members of the staff are requested to note down these duties and act accordingly.

Nodal Officer-cum-Dean Admissions	Mr. Narender Kumar
Asstt. Nodal Officer-cum-Co-Dean Admissions	Dr. Aditya Kumar
Dean, Admissions (Science)	Mr. Rajesh Kad
Dean, Admissions (Commerce)	Dr. Renu Rathee
Dean, Admissions (Arts)	Mrs. Aruna Kad
Dean, Students Welfare	Mr. Manjeet Singh
Dean, Cultural Affairs	Mr. Vijay Singh
Bursar	Mr. Narender Kumar
Registrar	Mr. Vijay Singh
Controller of Examinations	Mr. Manjeet Singh
Additional Controller of Examinations	Dr. Sunita Lega

### NCC Officers

- |                            |                         |
|----------------------------|-------------------------|
| 1) Dr. Surender Kumar      | Air Wing (Boys & Girls) |
| 2) Lt. (Dr.) Hemant Sharma | Army Wing (Boys)        |
| 3) Dr. Neeru Bala          | Army Wing (Girls)       |

### NSS Programme Officers

- |                        |                   |
|------------------------|-------------------|
| 1) Mr. Vijay Singh     | NSS Unit-I        |
| 2) Mr. Suresh Kumar    | NSS Unit-II       |
| 3) Dr. Sharmila Gunpal | NSS Girls Unit-I  |
| 4) Dr. Chhavi Mangla   | NSS Girls Unit-II |

### Staff Council

- |                   |                 |
|-------------------|-----------------|
| 1) Mrs. Aruna Kad | Staff Secretary |
|-------------------|-----------------|

All the members of Teaching & Non-teaching Staff are the members of the Staff Council.

### **College Development Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. Manjeet Singh    | Convener    |
| 2) Smt. Surjeet Kaur    | Co-convener |
| 3) Mr. Rajesh Kad       |             |
| 4) Mr. Ramesh Sharma    |             |
| 5) Dr. Vivek Srivastava |             |
| 6) Mr. Suresh Kumar     |             |
| 7) Mr. Chetan Sharma    |             |
| 8) Mr. Narender Kumar   |             |
| 9) Dr. Aditya Kumar     |             |
| 10) Mr. Surender Singh  |             |

### **Fee Concession Committee**

- |                               |             |
|-------------------------------|-------------|
| 1) Mr. Manjeet Singh          | Convener    |
| 2) Mr. Narender Kumar         | Co-convener |
| 3) Dr. Renu Rathee (Commerce) |             |
| 4) Dr. Aditya Kumar (Science) |             |
| 5) Mr. Suresh Kumar (Arts)    |             |
| 6) Dr. Suruchi Sharma (Arts)  |             |
| 7) Smt. Surjeet Kaur (Sports) |             |
| 8) Mr. Vijay Singh (Cultural) |             |

### **College Advisory Council**

- 1) Mrs. Aruna Kad
- 2) Mr. Rajesh Kad
- 3) Dr. Monika Kakkar
- 4) Dr. Yashu Rai
- 5) Dr. Vivek Srivastava

The following shall also be the members in the meeting of the Advisory Council as per the requirements of the the agenda :

Assistant Professor of Physical Education, Incharge Women Cell, Incharges NCC, Incharges NSS and Incharge Cultural Activities.

### **Academic Council**

- 1) Mrs. Aruna Kad
- 2) Dr. Yashu Rai
- 3) Mr. Rajesh Kad
- 4) Dr. Monika Kakker
- 5) Mr. Ramesh Sharma
- 6) Dr. Vivek Srivastava
- 7) Dr. Shammi Nagpal
- 8) Dr. Mahender Singh
- 9) Dr. Renu Rathee
- 10) Dr. Suruchi Sharma
- 11) Dr. Inderjit Singh
- 12) Mr. Suresh Kumar
- 13) Mr. Chetan Sharma
- 14) Smt. Surjeet Kaur
- 15) Mr. Vijay Singh
- 16) Mr. Narender Kumar
- 17) Ms. Manju Sharma
- 18) Mr. Surender Singh

### **College Website Updation Committee**

- 1) Mr. Manjeet Singh                      Convener
- 2) Mr. Narender Kumar                Co-convener
- 3) Dr. Valaria Sethi
- 4) Mr. Chetan Sharma
- 5) Dr. Neeru Bala
- 6) Dr. Chhavi Mangla
- 7) Ms. Shalu Rani
- 8) Mr. Surender Singh

### **Proctorial Board**

- 1) Mr. M.L. Garg                              Convener
- 2) Smt. Surjeet Kaur                      Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Geeta Rani
- 5) Mr. Suresh Kumar
- 6) Dr. Suruchi Sharma
- 7) Mr. Manjeet Singh
- 8) Dr. Sunita Lega
- 9) Mr. Narender Kumar
- 10) Dr. Hemant Sharma
- 11) Ms. Shalu Rani

All the members of teaching staff will be on discipline duty during their vacant periods.

### **I.C.T. Committee**

- 1) Mr. Manjeet Singh Convener
- 2) Mr. Narender Kumar Co-convener
- 3) Mr. Chetan Sharma
- 4) Mr. Suresh Kumar
- 5) Dr. Sangeeta Malik
- 6) Dr. Aditya Kumar
- 7) Dr. Chhavi Mangla
- 8) Ms. Shalu Rani
- 9) Mr. Surender Singh

### **Career Guidance & Placement Cell**

- 1) Mr. Chetan Sharma Convener
- 2) Mr. Vijay Singh Co-convener
- 3) Dr. Geeta Rani
- 4) Dr. Renu Rathee
- 5) Dr. Suruchi Sharma
- 6) Dr. Valaria Sethi
- 7) Dr. Sangeeta Malik
- 8) Dr. Archana Malik
- 9) Mr. Narender Kumar
- 10) Dr. Hemant Sharma
- 11) Ms. Manju Sharma
- 12) Dr. Chhavi Mangla
- 13) Ms. Shalu Rani

### **Printing & Stationery Committee**

- 1) Dr. Hemant Sharma Convener
- 2) Dr. Surender Kumar Co-convener
- 3) Mr. Suresh Kumar
- 4) Mr. Manjeet Singh
- 5) Dr. Archana Malik
- 6) Dr. Minakshi Chauhan
- 7) Mr. Narender Kumar
- 8) Dr. Chhavi Mangla
- 9) Mr. Surender Singh
- 10) Dr. Sharmila Gunpal

### **Committee for U.G.C. Affairs**

- 1) Dr. Vivek Srivastava Convener
- 2) Mr. Manjeet Singh Co-convener
- 3) Mrs. Aruna Kad
- 4) Mr. Rajesh Kad
- 5) Dr. Mahender Singh
- 6) Mr. Suresh Kumar
- 7) Dr. Suruchi Sharma
- 8) Dr. Sunita Lega
- 9) Dr. Aditya Kumar
- 10) Dr. Neeru Bala
- 11) Mr. Surender Singh

### **Time-table/Workload/Introduction of New Courses/Subject Change Committee**

- 1) Mr. Suresh Kumar                      Convener
- 2) Mr. Manjeet Singh                    Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Sunita Lega
- 5) Mr. Narender Kumar
- 6) Mr. Anil Sharma

### **Central Purchase and Disposal Committee**

- 1) Mr. Suresh Kumar                      Convener
- 2) Mr. Chetan Sharma                    Co-convener
- 3) Smt. Surjeet Kaur
- 4) Dr. Minakshi Chauhan
- 5) Mr. Manjeet Singh
- 6) Dr. Archana Malik
- 7) Dr. Aditya Kumar
- 8) Dr. Sangeeta Malik
- 9) Mr. Surender Singh

All purchases from each and every Department shall be made by the Central Purchase Committee.

### **Anti-Sexual Harassment Committee**

- 1) Mrs. Aruna Kad                        Convener
- 2) Dr. Geeta Rani                         Co-convener
- 3) Dr. Yashu Rai
- 4) Dr. Renu Rathee
- 5) Dr. Valaria Sethi
- 6) Smt. Surjeet Kaur
- 7) Dr. Suruchi Sharma
- 8) Dr. Minakshi Chauhan
- 9) Dr. Archana Malik
- 10) Ms. Shalu Rani

### **Grievances Redressal Cell & Internal Complaint Committee**

- 1) Mr. Vijay Singh                        Convener
- 2) Mr. Manjeet Singh                    Co-convener
- 3) Mrs. Aruna Kad
- 4) Mr. Suresh Kumar
- 5) Dr. Renu Rathee
- 6) Dr. Suruchi Sharma
- 7) Dr. Sunita Lega
- 8) Mr. Narender Kumar
- 9) Dr. Aditya Kumar
- 10) Dr. Hemant Sharma
- 11) Ms. Shalu Rani

### **SC/ST/BC Affairs & Scholarship Committee**

- 1) Dr. Sharmila Gunpal Convener
- 2) Smt. Surjeet Kaur Co-convener
- 3) Dr. Minakshi Chauhan
- 4) Mr. Gourav
- 5) Mr. Aakash Sharma

### **Construction & Maintenance Committee**

- 1) Dr. Aditya Kumar Convener
- 2) Mr. Chetan Sharma Co-convener
- 3) Dr. Valaria Sethi
- 4) Dr. Surender Kumar
- 5) Smt. Surjeet Kaur
- 6) Mr. Manjeet Singh
- 7) Dr. Sangeeta Malik
- 8) Sh. Vijay Singh
- 9) Dr. Sharmila Gunpal
- 10) Ms. Shalu Rani
- 11) Mr. Surender Singh

### **Women Cell**

- 1) Dr. Suruchi Sharma Convener
- 2) Dr. Renu Rathee Co-convener
- 3) Mrs. Aruna Kad
- 4) Dr. Geeta Rani
- 5) Dr. Valaria Sethi
- 6) Smt. Surjeet Kaur
- 7) Dr. Sharmila Gunpal
- 8) Ms. Manju Sharma
- 9) Dr. Minakshi Chauhan
- 10) Dr. Neeru Bala
- 11) Dr. Sangeeta Malik
- 12) Dr. Chhavi Mangla
- 13) Ms. Shalu Rani

### **Debating Society**

- 1) Dr. Shammi Nagpal Convener
- 2) Dr. Chhavi Mangla Co-convener
- 3) Dr. Monika Kakkar
- 4) Dr. Surender Kumar
- 5) Mr. Chetan Sharma
- 6) Dr. Valaria Sethi
- 7) Ms. Manju Sharma
- 8) Dr. Neeru Bala
- 9) Dr. Hemant Sharma
- 10) Ms. Shalu Rani

### **Code of Conduct Committee (For Students)**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Shammi Nagpal  | Convener    |
| 2) Dr. Sangeeta Malik | Co-convener |
| 3) Mr. Suresh Kumar   |             |
| 4) Dr. Surender Kumar |             |
| 5) Dr. Sunita Lega    |             |
| 6) Mr. Surender Singh |             |

### **College NAAC Committee**

- |                         |                    |
|-------------------------|--------------------|
| 1) Dr. Vivek Srivastava | Coordinator        |
| 2) Dr. Shammi Nagpal    | Asstt. Coordinator |
| 3) Mrs. Aruna Kad       |                    |
| 4) Dr. Mahender Singh   |                    |
| 5) Mr. Chetan Sharma    |                    |
| 6) Mr. Suresh Kumar     |                    |
| 7) Mr. Manjeet Singh    |                    |
| 8) Dr. Sunita Lega      |                    |
| 9) Mr. Narender Kumar   |                    |
| 10) Dr. Neeru Bala      |                    |
| 11) Dr. Aditya Kumar    |                    |
| 12) Dr. Hemant Sharma   |                    |
| 13) Ms. Shalu Rani      |                    |
| 14) Mr. Surender Singh  |                    |
| 15) Mr. Gourav          |                    |

### **Internal Quality Assurance Cell (IQAC)**

- |                          |                           |
|--------------------------|---------------------------|
| 1) Dr. Vikramjit Singh   | Chairperson               |
| 2) Dr. Vivek Srivastava  | Coordinator               |
| 3) Dr. Shammi Nagpal     | Deputy Coordinator        |
| 4) Ms. Manju Sharma      | Asstt. Coordinator        |
| 5) Mr. Narender Kumar    | Asstt. Coordinator        |
| 6) Mrs. Aruna Kad        |                           |
| 7) Dr. Mahender Singh    |                           |
| 8) Dr. Renu Rathee       |                           |
| 9) Dr. Valaria Sethi     |                           |
| 10) Dr. Sunita Lega      |                           |
| 11) Dr. Neeru Bala       |                           |
| 12) Dr. Hemant Sharma    |                           |
| 13) Dr. Sangeeta Malik   |                           |
| 14) Ms. Shalu Rani       |                           |
| 15) Mr. Surender Singh   | Administrative Staff      |
| 16) Mr. Ramesh Leekha    | Management Representative |
| 17) Mr. Sumit Kumar      | Alumni                    |
| 18) Dr. Parmod Yogarathi | Community Representative  |
| 19) Dr. Umesh Arya       | Alumni & External Expert  |
| 20) Mr. Devender Uppal   | Sr. Journalist/ Alumni    |
| 21) Mr. Sunny Kakkar     |                           |

Three Student's representatives will be from various departments/subject societies.

### **Research Development Cell**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Vivek Srivastava | Convener    |
| 2) Dr. Shammi Nagpal    | Co-convener |
| 3) Dr. Renu Rathee      |             |
| 4) Dr. Mahender Singh   |             |
| 5) Dr. Valaria Sethi    |             |
| 6) Dr. Sunita Lega      |             |
| 7) Dr. Neeru Bala       |             |
| 8) Dr. Aditya Kumar     |             |
| 9) Dr. Chhavi Mangla    |             |

### **Quality Audit Committee (Environment/Energy/Green Audit)**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. Chetan Sharma  | Convener    |
| 2) Dr. Aditya Kumar   | Co-convener |
| 3) Dr. Archana Malik  |             |
| 4) Dr. Sunita Lega    |             |
| 5) Dr. Hemant Sharma  |             |
| 6) Dr. Sangeeta Malik |             |
| 7) Dr. Chhavi Mangla  |             |
| 8) Mr. Surender Singh |             |

### **Anti-Ragging Squad**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. M.L. Garg        | Convener    |
| 2) Smt. Surjeet Kaur    | Co-convener |
| 3) Mr. Rajesh Kad       | Co-convener |
| 4) Dr. Renu Rathee      |             |
| 5) Dr. Suruchi Sharma   |             |
| 6) Dr. Inderjit Singh   |             |
| 7) Dr. Minakshi Chauhan |             |
| 8) Dr. Sharmila Gunpal  |             |
| 9) Ms. Manju Sharma     |             |
| 10) Ms. Shalu Rani      |             |

### **Legal Literacy Cell**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Shammi Nagpal    | Convener    |
| 2) Dr. Sangeeta Malik   | Co-convener |
| 3) Dr. Valaria Sethi    |             |
| 4) Dr. Surender Kumar   |             |
| 5) Mr. Suresh Kumar     |             |
| 6) Dr. Archana Malik    |             |
| 7) Mr. Manjeet Singh    |             |
| 8) Dr. Minakshi Chauhan |             |
| 9) Ms. Manju Sharma     |             |
| 10) Dr. Chhavi Mangla   |             |
| 11) Ms. Shalu Rani      |             |
| 12) Mr. Surender Singh  |             |

### **Alumni Association**

- |                         |             |
|-------------------------|-------------|
| 1) Mr. Narender Kumar   | Convener    |
| 2) Mr. Chetan Sharma    | Co-convener |
| 3) Mr. Manjeet Singh    | Co-convener |
| 4) Dr. Vivek Srivastava |             |
| 5) Mr. M.L. Garg        |             |
| 6) Dr. Geeta Rani       |             |
| 7) Dr. Renu Rathee      |             |
| 8) Dr. Suruchi Sharma   |             |
| 9) Dr. Valaria Sethi    |             |
| 10) Mr. Suresh Kumar    |             |
| 11) Dr. Archana Malik   |             |
| 12) Smt. Surjeet Kaur   |             |
| 13) Dr. Aditya Kumar    |             |
| 14) Ms. Shalu Rani      |             |
| 15) Mr. Surender Singh  |             |

### **College Cultural Affairs Committee**

- |                          |         |
|--------------------------|---------|
| 1) Mr. Vijay Singh       | Dean    |
| 2) Dr. Shammi Nagpal     | Co-Dean |
| 3) Dr. Renu Rathee       | Co-Dean |
| 4) Dr. Suruchi Sharma    | Co-Dean |
| 5) Dr. Geeta Rani Bindal |         |
| 6) Dr. Sangeeta Sharma   |         |
| 7) Mr. M.L. Garg         |         |
| 8) Dr. Valaria Sethi     |         |
| 9) Mr. Chetan Sharma     |         |
| 10) Dr. Surender Kumar   |         |
| 11) Dr. Minakshi Chauhan |         |
| 12) Dr. Archana Malik    |         |
| 13) Mr. Narender Kumar   |         |
| 14) Dr. Neeru Bala       |         |
| 15) Dr. Aditya Kumar     |         |
| 16) Dr. Hemant Sharma    |         |
| 17) Ms. Manju Sharma     |         |
| 18) Dr. Sangeeta Malik   |         |
| 19) Ms. Shalu Rani       |         |

### **Canteen & Mess Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. Manjeet Singh  | Convener    |
| 2) Dr. Aditya Kumar   | Co-convener |
| 3) Dr. Geeta Rani     |             |
| 4) Mr. Suresh Kumar   |             |
| 5) Dr. Surender Kumar |             |
| 6) Dr. Archana Malik  |             |
| 7) Mr. Narender Kumar |             |
| 8) Dr. Hemant Sharma  |             |
| 9) Mr. Surender Singh |             |

### **College Arya Samaj Committee**

- |                                |                  |
|--------------------------------|------------------|
| 1) Dr. Vikramjit Singh         | President        |
| 2) Dr. Monika Kakker           | Secretary        |
| 3) Dr. Yashu Rai               | Member           |
| 4) Dr. Vivek Srivastava        | Member           |
| 5) Dr. Sunita Lega             | Member           |
| 6) Dr. Surender Kumar          | Library Incharge |
| 7) Mr. Surender Singh          | Treasurer        |
| 8) Dr. Valaria Sethi           | Member           |
| 9) Ms. Manju Sharma            | Member           |
| 10) Dr. Sangeeta Malik         | Member           |
| 11) Ms. Shalu Rani             | Member           |
| 12) Mr. Naresh, Library Attdt. |                  |
| 13) Mr. Vivek, Lab. Attdt.     |                  |
| 14) Mr. Beer Singh, Mali       |                  |

### **Drug Prevention Cell**

- |                       |               |
|-----------------------|---------------|
| 1) Mr. Rajesh Kad     | Nodal Officer |
| 2) Dr. Inderjit Singh | Convener      |
| 3) Mr. Chetan Sharma  | Co-convener   |
| 4) Dr. Surender Kumar |               |
| 5) Dr. Hemant Sharma  |               |

### **Result Tabulation Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Neeru Bala     | Convener    |
| 2) Dr. Hemant Sharma  | Co-convener |
| 3) Dr. Archana Malik  | Co-convener |
| 4) Dr. Suruchi Sharma |             |
| 5) Dr. Valaria Sethi  |             |
| 6) Dr. Inderjit Singh |             |
| 7) Ms. Shalu Rani     |             |
| 8) Dr. Surender Kumar |             |

### **Red Ribbon Committee**

- |                        |             |
|------------------------|-------------|
| 1) Dr. Archana Malik   | Convener    |
| 2) Dr. Sharmila Gunpal | Co-Convener |
| 3) Dr. Surender Kumar  |             |
| 4) Ms. Manju Sharma    |             |
| 5) Dr. Neeru Bala      |             |
| 6) Dr. Hemant Sharma   |             |
| 7) Dr. Chhavi Mangla   |             |
| 8) Ms. Shalu Rani      |             |

### **Sports Committee**

- |                       |           |
|-----------------------|-----------|
| 1) Smt. Surjeet Kaur  | Secretary |
| 2) Mrs. Aruna Kad     |           |
| 3) Dr. Suruchi Sharma |           |
| 4) Dr. Shammi Nagpal  |           |
| 5) Mr. Rajesh Kad     |           |
| 6) Dr. Valaria Sethi  |           |

- 7) Dr. Sharmila Gunpal
- 8) Mr. Suresh Kumar
- 9) Mr. Chetan Sharma
- 10) Mr. Narender Kumar
- 11) Mr. Manjeet Singh
- 12) Dr. Aditya Kumar
- 13) Faculty member of Physical Education Dept.

### **Prize Distribution Committee**

- |                         |             |
|-------------------------|-------------|
| 1) Dr. Mahender Singh   | Convener    |
| 2) Dr. Surender Kumar   | Co-Convener |
| 3) Dr. Valaria Sethi    |             |
| 4) Dr. Archana Malik    |             |
| 5) Dr. Sharmila Gunpal  |             |
| 6) Dr. Minakshi Chauhan |             |
| 7) Ms. Manju Sharma     |             |
| 8) Mr. Raj Kumar        |             |

### **Hostels**

- |                     |                       |
|---------------------|-----------------------|
| 1) Dr. Aditya Kumar | Chief Warden          |
| 2) Ms. Sushma       | Hostel Warden (Girls) |
| 3) Ms. Shalu Rani   |                       |

### **College Magazine 'Avedan'**

- |                       |                        |
|-----------------------|------------------------|
| 1) Dr. Surender Kumar | Editor-in-Chief        |
| 2) Sh. Chetan Sharma  | News Letter - Convener |
| 3) Dr. Renu Rathee    | Planning Forum         |
| 4) Dr. Surender Kumar | Hindi/Sanskrit Section |
| 5) Dr. Valaria Sethi  | English Section        |
| 6) Dr. Chhavi Mangla  | Science Section        |
| 7) Mr. Suresh Kumar   | Photography            |

### **E-Prospectus Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Mr. Narender Kumar | Convener    |
| 2) Dr. Aditya Kumar   | Co-convener |
| 3) Mr. Suresh Kumar   |             |
| 4) Dr. Archana Malik  |             |
| 5) Mr. Manjeet Singh  |             |
| 6) Mr. Chetan Sharma  |             |
| 7) Dr. Sangeeta Malik |             |
| 8) Mr. Surender Singh |             |

### **Bus Pass Committee**

- |                       |             |
|-----------------------|-------------|
| 1) Dr. Surender Kumar | Convener    |
| 2) Mr. Vijay Singh    | Co-convener |
| 3) Mr. Surender Singh | Clerk       |

### **Library Committee**

- 1) Mr. Ramesh Sharma Convener
- 2) Mr. Rajesh Kad Co-convener
- 3) Mrs. Aruna Kad
- 4) Dr. Monika Kakker
- 5) Dr. Mahender Singh
- 6) Mr. M.L. Garg
- 7) Ms. Manju Sharma
- 8) Dr. Hemant Sharma
- 9) Ms. Shalu Rani
- 10) Mr. Surender Singh

### **Parents Teacher Meet Committee**

- 1) Dr. Mahender Singh Convener
- 2) Mr. Suresh Kumar Co-convener
- 3) Mr. Rajesh Kad
- 4) Dr. Monika Kakker
- 5) Dr. Geeta Bindal
- 6) Dr. Sangeeta Sharma
- 7) Dr. Valaria Sethi
- 8) Dr. Inderjit Singh
- 9) Mr. Chetan Sharma
- 10) Dr. Minakshi Chauhan
- 11) Dr. Suruchi Sharma
- 12) Mr. Narender Kumar
- 13) Ms. Shalu Rani

### **Mentorship Committee**

- 1) Mr. Suresh Kumar Convener
- 2) Dr. Mahender Singh Co-convener
- 3) Mrs. Aruna Kad
- 4) Mr. Rajesh Kad
- 5) Dr. Monika Kakkar
- 6) Dr. Yashu Rai
- 7) Dr. Vivek Srivastava
- 8) Dr. Inderjit Singh
- 9) Mr. Chetan Sharma
- 10) Dr. Sunita Lega
- 11) Smt. Surjeet Kaur
- 12) Mr. Vijay Singh
- 13) Mr. Narender Kumar
- 14) Mr. Surender Singh

### **Committee for Students with Disability**

- 1) Dr. Mahender Singh Convener
- 2) Ms. Manju Sharma Co-Convener
- 3) Dr. Vivek Srivastava
- 4) Dr. Inderjit Singh
- 5) Dr. Archana Malik

### **Functions Co-ordination Committee**

- 1) Dr. Suruchi Sharma Convener
- 2) Dr. Renu Rathee Co-convener
- 3) Dr. Surender Kumar
- 4) Dr. Sharmila Gunpal
- 5) Ms. Manju Sharma
- 6) Dr. Chhavi Mangla
- 7) Mr. Surender Singh

### **Documents Verification/Attestation Committee**

- 1) Mrs. Aruna Kad
- 2) Dr. Mahender Singh
- 3) Mr. Suresh Kumar
- 4) Mr. Manjeet Singh
- 5) Mr. Narender Kumar
- 6) Dr. Sunita Lega
- 7) Mr. Vijay Singh
- 8) Dr. Aditya Kumar

### **Cycle Stand/Parking Committee**

- 1) Mr. M.L. Garg Convener
- 2) Dr. Sangeeta Malik Co-convener
- 3) Mr. Vijay Singh
- 4) Mr. Manjeet Singh
- 5) Dr. Hemant Sharma
- 6) Mr. Surender Singh

### **Outsourcing Committee**

- 1) Mr. Suresh Kumar Convener
- 2) Dr. Aditya Kumar Co-convener
- 3) Mrs. Aruna Kad
- 4) Dr. Suruchi Sharma
- 5) Dr. Surender Kumar
- 6) Mr. Manjeet Singh
- 7) Mr. Surender Singh

### **Girls Hostel Committee**

- 1) Dr. Archana Malik Convener
- 2) Dr. Sunita Lega Co-convener
- 3) Mrs. Aruna Kad
- 4) Dr. Renu Rathee
- 5) Smt. Surjeet Kaur
- 6) Dr. Suruchi Sharma
- 7) Ms. Manju Sharma
- 8) Dr. Chhavi Mangla
- 9) Ms. Shalu Rani
- 10) Ms. Sushma Hostel Warden (Girls)
- 11) Sh. Surender Singh

### **National Institutional Ranking Framework (NIRF) Committee**

- 1) Dr. Vivek Srivastava                      Convener
- 2) Dr. Shammi Nagpal                      Co-convener
- 3) Dr. Neeru Bala
- 4) Dr. Hemant Sharma

### **Educational Tours Committee**

- 1) Mr. Manjeet Singh                      Convener
- 2) Mr. Suresh Kumar                      Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Sunita Lega
- 5) Dr. Aditya Kumar
- 6) Dr. Chhavi Mangla
- 7) Ms. Shalu Rani

### **RUSA Committee**

- 1) Mr. Chetan Sharma                      Convener
- 2) Dr. Aditya Kumar                      Co-convener
- 3) Mr. Suresh Kumar
- 4) Dr. Valaria Sethi
- 5) Dr. Surender Kumar
- 6) Mr. Vijay Singh
- 7) Mr. Manjeet Singh
- 8) Dr. Sharmila Gunpal
- 9) Mr. Narender Kumar
- 10) Dr. Sangeeta
- 11) Mr. Surender Singh

### **Road Safety/Students' Driving Licence Committee**

- 1) Dr. Inderjit Singh                      Convener
- 2) Mr. M.L. Garg                      Co-convener
- 3) Dr. Renu Rathee
- 4) Dr. Minakshi Chauhan
- 5) Dr. Hemant Sharma

### **Nature Interpretation Centre Committee**

- 1) Ms. Manju Sharma                      Nodal Officer
- 2) Dr. Aditya Kumar                      Convener
- 3) Dr. Hemant Sharma                      Co-convener
- 4) Dr. Chhavi Mangla
- 5) Dr. Sangeeta Malik

### **Students Passport Committee**

- 1) Mr. Rajesh Kad                      Convener
- 2) Mr. M.L. Garg                      Co-convener
- 3) Ms. Manju Sharma
- 4) Dr. Sangeeta Malik
- 5) Dr. Chhavi Mangla

**Announcement/Stage Compereing Committee**

Dr. Shammi Nagpal	Convener
Dr. Geeta Bindal	Co-convener
Dr. Suruchi Sharma	
Dr. Chhavi Mangla	

**Psychological Counselling Cell**

1) Mrs. Aruna Kad	Convener
2) Dr. Renu Rathee	
3) Dr. Sharmila Gunpal	

For any specific purpose or activity, the Committees can be restructured or reconstituted at any specific time.

**Principal**