

OFFICE ORDER
R.K.S.D. (PG) COLLEGE, KAITHAL
STAFF COMMITTEES FOR THE SESSION 2020-21 W.E.F. 04.08.2020

1. ADVISORY COUNCIL:

- | | |
|---|--|
| 1. Dr. Satyabir Mehla (Member- Secretary) | 7. Dr. Sushil Gupta |
| 2. Dr. C. B. Saini | 8. Dr. Geeta Goyal |
| 3. Dr. (Mrs.) Luxmi Mor | 9. Dr. Gagan Mittal |
| 4. Dr. Rajbir Parashar | 10. Dr. R.P. Moun |
| 5. Dr. Seema Gupta | 11. Mr. Shri Om (Special Invitee) |
| 6. Dr. A.K. Narula | 12. Dr. Harinder Gupta (Special Invitee) |

2. HOSPITALITY COMMITTEE:

- | | |
|--------------------------------|----------------------|
| 1. Mr. Vishal Anand (Convener) | 4. Ms. Pooja Gupta |
| 2. Dr. (Mrs.) Vinay Singhal | 5. Ms. Richa Langyan |
| 3. Mr. Kapil Jain | 6. Mr. Manoj Kumar |

3. COLLEGE BEAUTIFICATION AND FLORICULTURE COMMITTEE:

- | | |
|--------------------------------|----------------------|
| 1. Dr. Sushil Gupta (Convener) | 4. Dr. Rakesh Mittal |
| 2. Dr. A.K. Narula | 5. Ms. Richa Langyan |
| 3. Dr. V. P. Goyal | |

4. STAFFROOM MAINTENANCE COMMITTEE:

- | | |
|---------------------------|------------------------|
| 1. Mr. Shri Om (Convener) | 3. Sh. Mohan Lal, Peon |
| 2. Dr. Pooja Gupta | 4. Mrs. Kamla, Peon |

5. EXAMINATION COMMITTEE:

- | | |
|---------------------------|--|
| 1. Mr. Shri Om (Convener) | 5. Dr. Ritu Kang |
| 2. Dr. Shilpy Aggarwal | 6. Mrs. Shikha Sharma, Lecture Assistant |
| 3. Mr. Rajesh Singh | 7. Mr. Vishal Gupta, Clerk |
| 4. Mr. Ajay Sharma | 8. Mr. Surjeet Saini, Lab. Attendant |

6. CONSTRUCTION COMMITTEE:

- | | |
|--------------------------------|---------------------------------------|
| 1. Dr. Gagan Mittal (Convener) | 5. Dr. Barjinder Dhanda |
| 2. Dr. A.K. Narula | 6. Mr. Puneet Bansal (Lab. Assistant) |
| 3. Dr. Vikas Bhardwaj | 7. Mr. Ashok Kumar (Clerk) |
| 4. Dr. Gurdeep Bhola | 8. Mr. Vijender, Peon |

7. PURCHASE COMMITTEE:

- | | |
|-------------------------------|--------------------------------------|
| 1. Dr. A.K. Narula (Convener) | 4. Dr. Suraj Walia |
| 2. Dr. S S Mehla | 5. Mr. Vishal Goyal, Lab. Attendant |
| 3. Mr. Ajay Sharma | 6. Mr. Surjeet Saini, Lab. Attendant |

8. WASTE MATERIAL DISPOSAL COMMITTEE

- | | |
|-------------------------------|-------------------------------------|
| 1. Dr. Ashok Kumar (Convener) | 4. Mr. Vijay Jain, Lab. Assistant |
| 2. Dr. Sanjay Garg | 5. Mr. Chandeshwari, Lab. Attendant |
| 3. Dr. Virender Singh | |

9. CAREER GUIDANCE, PLACEMENT AND COUNSELLING CELL:

- | | |
|-------------------------------|--------------------------------------|
| 1. Dr. Naresh Garg (Convener) | 5. Dr. Naresh Kumar (Librarian) |
| 2. Dr. Shilpy Aggarwal | 6. Dr. Ritu Kang |
| 3. Dr. V.P. Goyal | 7. Mrs. Deepika, Assistant Librarian |
| 4. Mrs. Rachana Sardana | 8. Sh. Rajesh Bagga, Peon |

10. EWYL COMMITTEE:

- | | |
|------------------------------|----------------------|
| 1. Dr. O.P. Saini (Convener) | 3. Mr. Raghbir Singh |
| 2. Ms. Anjali | 4. Dr. Vinod Kumar |

11. CANTEEN COMMITTEE (Boys):

- | | |
|-----------------------------------|---------------------|
| 1. Mr. Jaibir Dhariwal (Convener) | 3. Mr. Rajesh Singh |
| 2. Dr. Rakesh Mittal | 4. Dr. Vinod Kumar |

12. CANTEEN COMMITTEE & COMMON ROOM (Girls):

- | | |
|----------------------------------|-----------------------|
| 1. Dr. Suruchi Sharma (Convener) | 3. Mrs. Preeti Bansal |
| 2. Dr. (Mrs.) Vinay Singhal | 4. Mrs. Kamla, Peon |

13. SEATING ARRANGEMENT COMMITTEE:

- | | |
|--------------------------------|-----------------------------------|
| 1. Mr. Rajesh Singh (Convener) | 5. Mr. Kapil Jain |
| 2. Dr. Gurdeep Bhola | 6. Mr. Raghbir Singh |
| 3. Dr. Bijender Kumar | 7. Mr. Manoj Kumar |
| 4. Dr. Rakesh Mittal | 8. Mr. Labh Singh, Lab. Attendant |

14. STAGE DECORATION AND BANNER:

- | | |
|----------------------------------|---------------------------------------|
| 1. Dr. Suruchi Sharma (Convener) | 5. Mrs. Renu Dhanda, Lab. Assistant |
| 2. Dr. Alisha Goyal | 6. Mr. Ravinder Kumar, Lab. Attendant |
| 3. Dr. Suraj Walia | 7. Mr. Gurmeet Kumar, Lab. Attendant |
| 4. Dr. Shweta Garg | |

15. PRO & PUBLICITY:

- | |
|---|
| 1. Dr. S.P. Verma (Chief Public Relation Officer) |
|---|

Newspapers and Electronic Media:

1. Dr. Ashok Attri (PRO)

2. Mrs. Rachna Sardana

College Facebook Page and Twitter handle: 1. Dr. Vikas Bhardwaj 2. Ashok Attri College Website Updating & Maintenance:

1. Dr. Suraj Walia (Convener)

4. Mr. Ankit Garg

2. Dr. Geeta Goyal

5. Mr. Jaidev Sharma

3. Dr. Naresh Kumar

16. UGC COMMITTEE:

1. Dr. Surender Singh (Convener)

4. Dr. Gagan Mittal

2. Dr. C. B. Saini

5. Dr. Ashok Kumar (Chemistry)

3. Dr. Seema Gupta

6. Dr. Ritu Kang

17. LIBRARY COMMITTEE:

1. Dr. Geeta Goyal (Convener)

5. Dr. Naresh Kumar (Librarian)

2. Dr. Rajbir Parashar

6. Mrs. Deepika Garg

3. Mr. Shri Om

7. Dr. Sanjay Garg

4. Dr. Shilpy Aggarwal

18. PRIZE COMMITTEE:

1. Dr. Anil Jindal (Convener)

5. Mr. Kapil Jain

2. Dr. Surender Singh

6. Dr. Ritu Kang

3. Ms. Preeti Bansal

7. Mr. Rajesh Sharma, Peon

4. Ms. Anjali

8. Mr. Shish Pal, Peon

19. GIRLS DISCIPLINE COMMITTEE:

1. Dr. Manjula Goyal (Convener)

3. Mrs. Pooja Gupta

2. Dr. (Mrs.) Laxmi Mor

4. Mrs. Richa Langyan

20. COLLEGE MAGAZINE:

1. Dr. Gagan Mittal

(Editor-in-Chief)

2. Dr. Suruchi Sharma

(Deputy Chief-Editor)

3. Mrs. Pooja Gupta

(Deputy Chief-Editor)

21. PROSPECTUS COMMITTEE / INFORMATION BROUCHER:

1. Dr. Seema Gupta (Convener)

4. Dr. Naresh Kumar

2. Mrs. Rachna Sardana

5. Dr. Shweta

3. Mr. Vishal Anand

6. Mr. Vishal Goyal, Lab. Attendant

22. PHOTOGRAPHY AND VIDEOGRAPHY CLUB:

1. Mr. Ajay Sharma (Convener)

3. Mr. Balwan Saini, Computer Operator

2. Dr. Alisha Goyal

23. WOMEN CELL:

1. Mrs. Rachna Sardana (Convener)

5. Mrs. Richa Langyan

2. Dr. Geeta Goyal

6. Ms. Manika Gupta

3. Dr. Suruchi Sharma

7. Ms. Shubham

4. Dr. Manjula Goyal

8. Mr. Laxman, Peon

24. Men's Cell

1. Mr. Ajay Sharma (Convener)

3. Dr. Vikas Bhardwaj

2. Dr. C.B. Saini

4. Dr. Bijender Singh

25. LEGAL LITERACY CELL:

1. Dr. Sanjay Garg (Convener)

3. Dr. Naresh Garg

2. Dr. Vikas Bhardwaj

4. Dr. Vinod Kumar

26. STUDENT WELFARE COMMITTEE:

1. Dr. Rajbir Parashar (Convener)

5. Dr. Surender Singh

2. Dr. C.B. Saini

6. Dr. Sanjay Garg

3. Dr. A. K. Narula

7. Mr. Gautam Goyal, Computer Operator

4. Dr. Virender Pal Goyal

8. Mr. Vikram, Peon

27. DISCIPLINE COMMITTEE FOR COLLEGE FUNCTIONS/EVENTS

1. Dr. R.P. Maun

7. Mr. Naresh Garg

2. Dr. Vikas Bhardwaj

8. Dr. Rakesh Mittal

3. Sh. Ajay Sharma

9. Dr. Virender Singh

4. Dr. Gurdeep Bhola

10. Dr. Vinod Kumar

5. Dr. Bijender Kumar

11. Mr. Manoj Kumar

6. Mr. Raghbir Lamba

28. DISCIPLINE COMMITTEE:

Chief Proctor: Dr. S.S. Mehla

a. Proctor: PG Block - Library

1. Dr. C. B. Saini

c. Proctor: Play Ground, College Lawns

2. Dr. Rajbir Parashar

1. Dr. O.P. Saini

3. Dr. Seema Gupta

2. Dr. Gurdeep Bhola

b. Proctor: Science Block

1. Dr. Ashok Kumar

d. Proctor: Tagore Bhawan

2. Mr. Rajesh Singh

1. Dr. Rakesh Mittal

3. Dr. Alisha Goyal

2. Mr. Raghbir Singh

3. Dr. Virender Singh

e. Proctor: Commerce Block

1. Mr. Ajay Sharma
2. Mrs. Rachna Sardana
3. Mr. Kapil Jain

g. Proctor: Evening Session Block & Boys Canteen

1. Dr. Harinder Gupta
2. Mr. Manoj Bansal
3. Ms. Meenu Aggarwal

f. Proctor: Girls Canteen & Parking

1. Ms. Anjali
2. Ms. Preeti Bansal

29. AUDIO VISUAL, FILM & IT COMMITTEE:

1. Dr. S.P Verma (**Convener**)
2. Mr. Jaidev Sharma
3. Dr. Rajiv Sharma

4. Mr. Matish Garg
5. Mr. Ankit Garg

30. ANTI-CORRUPTION CELL:

1. Dr. R P Moun (**Convener**)
2. Dr. Rajbir Parashar
3. Dr. O.P. Saini

4. Dr. Ashok Kumar
5. Dr. Sanjay Garg

31. GRIEVANCE CELL:

1. Dr. Vikas Bhardwaj (**Convener**)
2. Dr. Bijender Singh

3. Dr. Surender Singh
4. Dr. Naresh Kumar (Librarian)

32. TIME TABLE COMMITTEE:

1. Dr. Gagan Mittal (**Science**) (**Convener**)
2. Dr. Surender Singh (**Arts**)

3. Ms. Pooja Gupta (**Commerce**)

33. ANTI RAGGING COMMITTEE:

1. Dr. Gurdeep Bhola (**Convener for Boys**)
2. Mr. Shri Om
5. Dr. (Ms.)Laxmi Mor (**Convener for Girls**)
6. Dr. Suruchi Sharma

3. Dr. O. P. Saini
4. Dr. Ashok Kumar
7. Dr. Alisha Goyal
8. Ms. Anjali Kurra

34. SC/ST COMMITTEE:

1. Dr. Shilpy Aggarwal
2. Dr. Bijender Kumar

3. Dr. Ashok Attri

35. MINORITY CELL:

1. Mr. Kapil Jain
(**Convener-cum-Nodal Officer**)

2. Mr. Naresh Garg
3. Mrs. Richa Langyan

36. CO-CURRICULAR/CULTURAL ACTIVITIES (STAGE ITEMS):

1. Dr. Ashok Attri (**Overall incharge**)
2. Mr. Jaibir Dhariwal (**Co-Convener**)

- c. Dr. (Mrs) Vinay Singhal & Mr. Kapil Jain
(**Finance & Logistics**)

37. CULTURAL ACTIVITIES (LITERARY ITEMS):

1. Dr. Geeta Goyal (**Convener**)
2. Dr. (Mrs.) Vinay Singhal

3. Dr. S.P. Verma

38. CULTURAL ACTIVITIES (FINE ARTS):

1. Mrs. Richa Langyan (**Convener**)

2. Dr. Alisha Goyal

39. ADMISSION COMMITTEE

1. Dr. A.K Narula (**Convener**)
(**Overall incharge**)
2. Dr. Gagan Mittal (**Co-Convener**)
3. Dr. Suraj Walia (Nodal Officer)
4. Mr. Jaidev Sharma

5. Mr. Manu Nirwani
6. Mr. Vishal Gupta
7. Mr. Amit Gupta
8. Mr. Rakesh Gupta, Fee Clerk

40. IQAC (INTERNAL QUALITY ASSURANCE CELL)

1. Dr. Seema Gupta (**Convener**)
2. Dr. Rajbir Parashar
3. Dr. Gagan Mittal
4. Mr. Shri Om
5. Dr. Shilpy Aggarwal

6. Dr. Virender Pal Goyal
7. Dr. Surender Singh
8. Dr. Anil Jindal
9. Dr. Ritu Kang
10. Mr. Jaidev Sharma, Programmer

41. ALUMNI ENROLMENT COMMITTEE:

1. Dr. Anil Jindal (**Convener**)
2. Dr. C.B. Saini
3. Mr. Jaibir Dhariwal

4. Ms. Anjali
5. Dr. Rakesh Mittal

42. ENTREPRENEUR DEVELOPMENT CLUB:

1. Dr. Virander Pal Goyal (**Convener**)
2. Mr. Ajay Sharma

3. Ms. Rachna Sardana
4. Dr. Shweta

43. ECO CLUB:

1. Dr. Rakesh Mittal (**Convener**)
2. Dr. Sushil Gupta

3. Mr. Jaibir Dhariwal
4. Mr. Kapil Jain

44. NSS IN-CHARGES:

1. Dr. Anukriti (Unit I)
2. Dr. S. P. Verma (Unit II)

3. Mr. Jaivir Dhariwal (Unit-III)

45. NCC OFFICERS

1. Dr. R P Maun
2. Mr. Raghbir Singh

46. BURSAR

1. Dr. Satyabir Mehla

47. NODAL OFFICER for NPS (NEW PENSION SCHEME):

1. Dr. Virander Pal Goyal

48. NODAL OFFICER (Red Cross Society)

1. Dr. Anukriti (NSS Unit I)

49. NODAL OFFICER (Red Ribbon Society)

1. Dr. S. P. Verma (NSS Unit III)

50. NODAL OFFICER (SCHOLARSHIP)

1. Dr. Bijender Kumar

51. NODAL OFFICER (CM / PM WINDOW) :

1. Dr. Vikas Bhardwaj

52. NODAL OFFICER- HARIT HARYANA-UNNAT BHARAT ABHIYAN

1. Mr. Jaibir Dhariwal

53. COMMITTEE AGAINST SEXUAL HARASSMENT

1. Dr. S.S. Mehla (Convener)
2. Dr. C.B. Saini
3. Dr. Rajbir Parashar
4. Dr. Seema Gupta
5. Dr. Rachna Sardana
6. Dr. O. P. Saini

54. SPORTS AND GAMES:

1. Dr. Gurdeep Bhola (Overall In-charge)
2. Kho Kho (M) : Dr. Satyabir Mehla
3. Kho kho (W) : Ms Pooja Gupta
4. Cricket : Dr. C. B. Saini
5. Cricket (W) : Ms Rachna Sardana
6. Kabaddi (M) : Mr. Shri Om
7. Kabaddi (W) : Dr. Vinod Kumar
8. Boxing : Dr. Rajbir Parashar
9. Wrestling (M) : Dr. Ramphal Maun
10. Chess : Dr. Vikas Bhardwaj
11. Wrestling (W) : Dr. (Ms) Manjula Goyal
12. Football : Dr. Ashok Kumar
13. Judo : Dr. Gagan Mittal
14. Volleyball : Dr. Sanjay Garg
15. Handball : Mr. Jaibir Dhariwal
16. Basketball : Mr. Naresh Garg
17. Badminton : Mr. Raghbir Lamba
18. Ball Badminton : Dr. A. K. Narula
19. Netball : Dr. Virender Pal Goyal
20. Korfball : Dr. Ashok Kumar Attri
21. Swimming : Mr. Rajesh Singh
22. Athletics : Dr. Suraj Walia
23. Taekwondo : Mr. Kapil Jain

55. NAAC COORDINATION COMMITTEE

1. Dr. Rajbir Parashar (Convener)
2. Dr. Seema Gupta
3. Dr. A.K. Narula
4. Dr. Geeta Goyal
5. Dr. Gagan Mittal
6. Mr. Vishal Goyal, Lab. Attendant

56. Information Officer Under RTI Act

1. Mr. Vishal Anand (SPIO)

57. ADD-ON COURSES

1. Dr. Surender Singh (Convener)
2. Dr. Pooja Gupta
3. Dr. Alisha Goyal
4. Dr. Naresh Kumar
5. Dr. Ritu Kang
6. Mr. Jaidev Sharma, Programmer

58. COVID- SAFETY/ SANITIZATION COMMITTEE:

1. Dr. Ashok Kumar (Convener)
2. Dr. Sushil Gupta
3. Ms. Anjali
4. Mr. Kapil Jain
5. Mr. Ajay Mittal (Eve. Session)
6. Mr. Anil Garg, Deputy Superintendent
7. Mr. Vijay Jain, Lab. Assistant
8. Mr. Ravi Kumar Goel, Lab. Assistant
9. Mr. Ravinder Kumar, Lab. Attendant
10. Mr. Chandeshwari, Lab. Attendant

59. ONLINE- TEACHING LOGISTICS COMMITTEE:

1. Dr. Vikas Bhardwaj (Convener)
2. Dr. Gagan Mittal
3. Mr. Matish Garg
4. Mr. Ankit Garg
5. Dr. Rajiv Sharma
6. Mr. Jaidev Sharma, Programmer
7. Mr. Ravi Kumar Goel, Lab. Assistant
8. Mr. Surjeet Saini, Lab. Attendant
9. Mr. Balwan Saini, Computer Operator

Dr. S.S. Mehla will assist the Principal in the overall administration of the college.

Dated: 05.08.2020

(Mr. Shri Om)
Secretary
Staff Council

(Dr. S.K. Goyal)
Principal