

**OFFICE ORDER**  
**R.K.S.D. (PG) COLLEGE, KAITHAL**  
**STAFF COMMITTEES FOR THE SESSION 2017-18**

**1. ADVISORY COUNCIL:**

- |  |                                    |
|--|------------------------------------|
| i. Prof. Chetna Sharma <i>Chetna</i><br>( Member- Secretary) | v. Dr. Satyabir Mehla <i>SM</i>    |
| ii. Dr. Kishan Lal <i>KL</i>                                 | vi. Dr. C. B. Saini <i>CS</i>      |
| iii. Maj. (Dr.) S S Dhull <i>SSD</i>                         | vii. Prof. Ajay Sharma <i>Ajay</i> |
| iv. Dr. S.K. Goyal <i>SG</i>                                 |                                    |

\*The role of the Advisory Council is to provide advice and support to the College on existing and proposed educational and academic programmes and other activities.

**2. HOSPITALITY COMMITTEE:**

- |   |   |
|---|---|
| (i) Prof Jaibir Dhariwal (Convener) <i>J.D.</i> | (v) Prof. Manisha Sharma (Pol. Sc.) <i>MS</i> |
| (ii) Dr. Rakesh Mittal <i>RM</i>                | (vi) Sh. Amit Gupta <i>AG</i>                 |
| (iii) Dr Bijender Kumar <i>BK</i>               | (vii) Sh. Manu Nirwani <i>MN</i>              |
| (iv) Prof. Monika Sharma <i>MS</i>              |   |

\*When hosting events, members of a hospitality committee are responsible for providing food and/or beverages for the attendees

**3. ARTS AND HUMANITIES COMMITTEE:**

- |   |  |
|---|--|
| (i) Dr . Luxmi Mor (Convener) <i>LM</i> | (iv) Prof. Seema Gupta <i>SG</i>             |
| (ii) Dr Kishan Lal <i>KL</i>            | (v) Prof. Harwinder Kaur (Punjabi) <i>HK</i> |
| (iii) Dr. Bijender Kumar <i>BK</i>      | (vi) Prof. Meenu Aggarwal (Eco) <i>MA</i>    |

\*These disciplines explore, share, and recreate expressions of human experience. The role of this committee is to teach the students that the pursuit of Arts and Humanities gives meaning to life that helps us connect with other individuals through respect and empathy for other perspectives and backgrounds.

**4. COMMERCE COMMITTEE:**

- |  |                                   |
|--|-----------------------------------|
| (i) Prof. Ajay Sharma (Convener) <i>Ajay</i> | (v) Prof. Suraj Walia <i>SW</i>   |
| (ii) Prof. Pooja Gupta <i>PG</i>             | (vi) Prof. Babita Garg <i>BG</i>  |
| (iii) Prof. Rachna Sardana <i>RS</i>         | (vii) Prof. Shashi Mata <i>SM</i> |
| (iv) Prof. Vishal Anand <i>VA</i>            |                                   |

\*Commerce Committee is responsible for designing activities to encourage students identify their talent in various fields like Stock Market transactions,

advertisement media, financial and insurance planning, banking sector, entrepreneurial skills and so on related to business world. Students may be given an exposure and insight into the real world through visits to factories, offices, industries and stock trading terminals etc.

#### 5. SCIENCE COMMITTEE:

- |  |  |
|--|--|
| (i) Dr. Shilpy Aggarwal (Convener) <i>SA</i> | (v) Dr. Alisha Goyal <i>AG</i>                 |
| (ii) Dr. A K Narula <i>AKN</i>               | (vi) Prof. Rajesh Singh <i>Rajesh Singh</i>    |
| (iii) Dr. Anil Kumar Jindal <i>AJK</i>       | (vii) Prof. Raghbir Singh <i>Raghbir Singh</i> |
| (iv) Prof. Kapil Jain <i>KJain</i>           |  |

\* Science Committee is responsible for planning various science activities for the academic year and inculcate scientific temperament and develop scientific skills. Various competitions like lecture, debate, essay writing, pick-n-speak, science cross-word, and poster making, etc. may be conducted for students by the Science Committee.

#### 6. ENVIRONMENT, COLLEGE BEAUTIFICATION AND FLORICULTURE COMMITTEE (ECO-CLUB) :

- |   |   |
|---|---|
| i. Dr. C. B. Saini (Convener) <i>CS</i>     | vi. Prof. Pooja Gupta <i>Pooja Gupta</i>            |
| ii. Prof. Gurdeep Bhola <i>GB</i>           | vii. Prof. Anjali Kurra <i>Anjali Kurra</i>         |
| iii. Dr. Bijender Kumar <i>BK</i>           | viii. Prof. Sarita Rani (Botany) <i>Sarita Rani</i> |
| iv. Dr Anil Kumar Jindal <i>AJK</i>         |   |
| v. Prof. Raghbir Singh <i>Raghbir Singh</i> |   |

\*The role of this Committee is to make recommendations to ensure that the campus is aesthetically appealing to faculty, students and guests. The Committee is also responsible for reducing the negative environmental impact of all campus operations. The committee also seeks ways to educate students about the environment.

#### 7. STAFFROOM MAINTENANCE AND BEAUTIFICATION COMMITTEE:

- |  |   |
|--|---|
| i. Prof. Rajesh Singh (Convener) <i>Rajesh Singh</i> | iv. Prof. Kapil Jain <i>KJain</i>           |
| ii. Dr. Alisha Goyal <i>AG</i>                       | v. Prof. Preeti Bansal <i>Preeti Bansal</i> |
| iii. Prof. Rachna Sardana <i>Rachna Sardana</i>      |   |

\* The role of this Committee is to ensure the timely maintenance/replacement of all Staffroom electrical/electronic equipment, furniture, crockery, and tapestry etc. The

committee is also entrusted with the task of making available clean drinking water to the members of the staff and regularly checking the cleanliness of the washroom etc.

#### 8. EXAMINATION COMMITTEE:

- |  |                                 |
|--|---------------------------------|
| i. Dr. A. K. Narula (Convener) <i>MB</i> | iv. Dr. Ashok Kumar <i>AK</i>   |
| ii. Prof. Satyabir Mehla <i>SMB</i>      | v. Prof. Kapil Jain <i>KJ</i>   |
| iii. Prof. Jaibir Dhariwal <i>JD</i>     | vi. Prof. Naresh Garg <i>NG</i> |

\*This Committee is responsible for the entire process of Internal Assessment in the College, including redressal of grievances, if any

#### 9. CONSTRUCTION COMMITTEE:

- |   |                                |
|---|--------------------------------|
| i. Dr. Naresh Garg (Convener) <i>NG</i> | iii. Dr. A.K. Narula <i>AK</i> |
| ii. Dr. Kishan Lal <i>KL</i>            | iv. Dr S P Verma <i>SPV</i>    |

\*The Purpose of the CC is to manage the construction activities in the college, to assure its quality and timely delivery.

#### 10. PURCHASE COMMITTEE:

- |  |                                    |
|--|------------------------------------|
| (i) Dr. Sanjay Garg (Convener) <i>SG</i> | (iv) Dr. Ashok Attri <i>AA</i>     |
| (ii) Prof. Shri Om <i>SO</i>             | (v) Prof. Parshant Kumar <i>PK</i> |
| (iii) Prof. Raghbir Singh <i>RS</i>      |                                    |

\* The role of the Purchase Committee is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc.

#### 11. WASTE MATERIAL DISPOSAL COMMITTEE:

- |   |                                |
|---|--------------------------------|
| i. Dr. Rajbir Parashar (Convener) <i>RP</i> | iv. Dr. O P Saini <i>OPS</i>   |
| ii. Dr. Ashok Kumar <i>AK</i>               | v. Prof. Ajay Sharma <i>AS</i> |
| iii. Dr. Rajinder Singh <i>RS</i>           | vi. Prof. S P Verma <i>SPV</i> |

\*The Committee is responsible for the safe and environmentally responsible management of hazardous waste

## 12. Career Guidance & Counseling Cell:

- |   |   |
|---|---|
| (i) Dr. Virender Pal Goyal (Convener) <i>Virender</i> | (vi) Prof. Naresh Garg <i>Naresh</i>    |
| (ii) <del>Dr.</del> Prof. Shilpy Aggarwal <i>SA</i>   | (vii) Dr. Alisha Goyal <i>A-G</i>       |
| (iii) Prof. Richa Langyan <i>Richa</i>                | (viii) Prof. Rajesh Singh <i>Rajesh</i> |
| (iv) Dr. Sanjay Garg <i>Sanjay</i>                    | (ix) Prof. Sharda Panghal <i>Sharda</i> |
| (v) Prof. Pooja Gupta <i>Pooja</i>                    |   |

\* The Cell is responsible for helping students to get useful and systematic guidance on careers open to them in their respective field of study. The Cell may chalk out enrichment programmes as well as conduct coaching classes in order to train the students to answer various competitive examinations. The cell may also invite companies/organizations for campus recruitment and placement.

## 13. EWYL Committee:

- |  |  |
|--|--|
| (i) Prof. Vikas Bhardwaj (Convener) <i>Vikas</i> |  |
| (ii) Prof. Shri Om <i>Shri Om</i>                | V. Prof. Charu Sachdeva (Maths) <i>Charu</i> |
| (iii) Dr. Virender Pal Goyal <i>Virender</i>     | vi. Prof. Swati Singla (Comp.) <i>Swati</i>  |
| (iv) Dr. Rakesh Mittal <i>Rakesh</i>             |  |

EWYL (Earn While You Learn) is a Western Concept, the purpose of which is to make the students economically independent. The Committee should motivate the students of various stream to take-up part time jobs after completing their regular classes or during holidays. the programme helps the students not only financially support their studies but also gain hand on experience which would stand by them in their later career, thereby developing their confidence and personality.

## 14. CANTEEN COMMITTEE: (Boys)

- |   |   |
|---|---|
| i. Dr. O. P. Saini (Convener) <i>O.P. Saini</i> | v. Prof. Anjali <i>Anjali</i>             |
| ii. Dr. Sushil Gupta <i>Sushil</i>              | vi. Prof. Parshant Kumar <i>Parshant</i>  |
| iii. Dr. Vinay Singhal <i>Vinay</i>             | vii. Prof. Surender Singh <i>Surender</i> |
| iv. Prof. Vishal Anand <i>Vishal</i>            | viii. Prof. S P Verma <i>S.P. Verma</i>   |

**15. Canteen Committee: (Girls)**

- i. Prof Pooja Gupta (Convener)
- ii. Prof. Anjali
- iii. Prof. Rachna Sardana
- iv. Prof. Shaina Khanijo
- v. Prof. Meenakshi Gogia

\*Both the Canteen Committees are responsible for providing, at reasonable cost, a wide variety of healthy, nutritious, enjoyable food and drink to the faculty and students. The committee may pay surprise visits to the canteen to check the cleanliness and quality of food stuff.

**16. SEATING ARRANGEMENT COMMITTEE:**

- |                                  |   |                            |
|----------------------------------|---|----------------------------|
| i. Dr. Bijender Kumar (convener) | ✓ | Prof. Pranjal Thareja      |
| ii. Dr. Anil Kumar Jindal        | ✓ | Prof. Rajesh Garg          |
| iii. Prof. Naresh Garg           | ✓ | Prof. Bijender Garg(Comm.) |
| iv. Prof. Vishal Anand           | ✓ | Prof. Deepika (Phy.Edu.)   |

\*When hosting events, the committee is responsible for making seating arrangement in an effective way to avoid confusion at the beginning of the event. The Guests and College Governing Body Office bearers should be made to sit according to the rank and position following protocol. The audience seating arrangement may be made for convenient viewing of presentations in the event.

**17. STAGE DECORATION AND BANNER:**

- |                                  |   |                            |
|----------------------------------|---|----------------------------|
| i. Prof. Vishal Anand (Convener) | ✓ | Prof. Anjali               |
| ii. Dr. S P Verma                | ✓ | Prof. Naina Sardana(Maths) |
| iii. Prof. Rachna Sardana        | ✓ | Prof. Mamta Sharma(Comp)   |
| iv. Prof. Raghbir Singh          | ✓ |                            |

\* The committee is responsible for preparation of the flex banners and also of the stage requirement of any material for college events. The committee will arrange for preparation of stage in all respects i.e. decoration, bouquets, lighting lamp, Thali, matchbox, flowers, cotton, ghee, scissor, ribbon, tilak etc. The committee may involve students for making Rangoli, and posters etc. for the purpose of decoration.

**18. PRO & PUBLICITY:**

Prof. Vikas Bhardwaj ( **Chief Public Relation Officer**)

**(A) Newspapers and Electronic Media:**

(i) Dr. Bijender Kumar (PRO) (ii) Prof Pooja Gupta (PRO)

**(B) Social Media (College Facebook Page and Twitter handle):**

Prof. Richa Langyan

**(C) College Website Updating and Maintenance:**

(i) Prof. Rajesh Singh (ii) Sh. Jaidev Sharma

\*The role of public relations committee is to convey the policies and interests of the institution to the public through various forms of media. A proper liaison may be established with local journalists/media people for coverage of events of the college. The CPRO of the college will have the complete access to the official social media/websites of the college in order to get adequate publicity for the institution.

**19. UGC COMMITTEE:**

(i) Dr. Ashok Kumar Sharma

(iv) Dr. Shilpy Aggarwal

(Convener)

(ii) Prof Vikas Bhardwaj

(v) Prof. Suraj Walia

(iii) Dr. Anil Jindal

(vi) Prof. Raghbir Singh

\*The committee is responsible for getting Grants to the College under various UGC schemes for infrastructural and academic development.

**20. LIBRARY COMMITTEE:**

(i) Dr. Satyabir Mehla (Convener)

(vi) Prof Vishal Anand

(ii) Prof. Shri Om

(vii) Prof. Kapil Jain

(iii) Prof. Gurdeep Bhola

(viii) Prof. S P Verma

(iv) Dr. Shilpy Aggarwal

(ix) Dr. Alisha Goyal

(v) Prof. Pooja Gupta

\*The Committee is responsible for the sale purchase of new books/reading material as well as the maintenance of library facilities.

**21. PRIZE COMMITTEE:**

- (i) Dr. Ashok Kumar Sharma ( **Convener** ) *AS*
- (ii) Prof. Ajay Sharma *Ajay*
- (iii) Prof. Jaibir Dhariwal *J.D.*
- (iv) Dr. Sanjay Garg *SG*
- (v) Prof. Anjali Kurra *A.K.*
- (vi) Dr. Aarti Aggarwal *Aarti*
- (vii) Prof. Preeti Bansal *Preeti*
- (viii) Prof. Monika Sharma *Monika*
- viii . Prof. Gitika Demla(Elect) *Gitika*

\*The Committee is responsible for sale purchase of various types of mementoes—for guests and students. Useful gift iteProf may be purchased as prizes for winners of different academic, cultural and sports events.

**22. GIRLS COMMON ROOM COMMITTEE:**

- i. Prof. Richa Langyan ( **Convener** ) *Richa*
- ii. ~~Dr.~~ Seema Gupta *Seema*
- iii. Prof. Manjula Goel *Manjula*
- iv. Dr. Alisha Goyal *AG*
- v. Prof. Preeti Bansal *Preeti*
- vi. Prof. Rekha Sharma (Hist.) *Rekha*
- vii. Dr. Aarti Aggarwal *Aarti*

\*The committee is responsible for the maintenance of Girls Common Room and to make available means of entertainment and indoor games for the girl students.

**23. GIRLS DISCIPLINE COMMITTEE:**

- i. Dr. Alisha Goyal ( **Convener** ) *AG*
- ii. ~~Dr.~~ Seema Gupta *Seema*
- iii. Dr. Shilpy Aggarwal *SA*
- iv. Prof. Rachna Sardana *Rachna*
- v. Dr. Vinay Singhal *V.S.*
- vi. Prof. Anjali *Anjali*
- Vii Prof. Rakhi Singhal *Rakhi*
- viii. Prof. Ritu Rani (Math) *Ritu*
- ix. Prof. Harwinder Kaur (Punjabi) *Harwinder*

\*The committee is responsible for maintaining & enforcing strict discipline among girls students in the college campus. The students may be apprised of the latest rules of the College.

**24. COLLEGE MAGAZINE—PUBLISHING AND PRINTING:**

- i. Dr. R P Moun (Editor-in-Chief) *RP Moun*  
 ii. Dr. Ashok Kumar Attri (Deputy Chief-Editor) *Ashok*  
 iii. Prof. Naresh Garg (Deputy Chief-Editor) *Naresh*

\*THE College Magazine provides a platform for students to express theProfelves through various forProf of writing like research articles, comments on current topics, literary/creative writing. The Editorial Board should meet periodically to discuss and select the articles for publication.

**25. PROSPECTUS COMMITTEE:**

- i. Dr. Sanjay Goyal (Convener) *Sanjay* iii. Prof Rachna Sardana *Rachna*  
 ii. Prof. Suraj Walia *Suraj*

\*The Committee is responsible for the preparation of College Prospectus during next Academic Session 2018-19.

**26. PHOTOGRAPHY AND VIDEOGRAPHY CLUB:**

- i. Prof. Rachna Sardana (Convener) *Rachna* vi. Sh. Vakil Kumar (Maths) *Vakil*  
 ii. Dr. Vinay Singhal *Vinay* vii. Prof. Prashant Kumar *Prashant*  
 iii. Prof. Jaibir Dhariwal *Jaibir* viii. Prof. Gourav Goel *Gourav*  
 iv. Prof. Anjali *Anjali*

\*When hosting big events the committee is responsible for arranging the services of professional photographers. But for small events college camera may be used for the purpose and the students should be engaged. The students should be encouraged to take up photography as a hobby. A record of the photographs/video cassettes/CDs/DVDs may also be maintained.

**27. WOMEN CELL:**

- i. Dr. Suruchi Sharma (Convener) *Suruchi* vi. Prof. Preeti Bansal *Preeti*  
 ii. Dr Rajbir Parashar *Rajbir* vii. Dr. Alisha Goyal *Alisha*  
 iii. Prof. Vikas Bhardwaj *Vikas* viii. Prof. Richa Langyan *Richa*  
 iv. Dr. Vinay Singhal *Vinay* ix. Dr. Aarti Aggarwal *Aarti*  
 v. ~~Dr. Seema Gupta~~ *Seema*



\*The Women's Cell is responsible for handling the issues related to women's welfare. The primary objective of the Cell is to create an atmosphere free of gender discrimination on the campus. The Cell should seek to empower the girl students and educate them on gender-related issues. The competitions conducted by the Cell may be designed to showcase girl students' talents, boost their confidence and identify their strength areas. Collage, poster making, quiz, singing, mehendi design, hairstyle and movie making are some such contests. The Cell may also initiate discussion on social issues like – “Acid attack” on women, and Domestic Violence. The Cell should endeavor to alleviate the negative forces that confront women, both on the campus and outside.

## 28. Men's Cell

- i. Prof. Vikas Bhardwaj (Convener) *Mh*
- ii. Dr. R.P. Maun *R.P. Maun*
- iii. Prof. Shri Om *Om*
- iv. Dr. Virender Goyal *Virender*
- v. Prof. Suraj Walia *Swalia*
- vi. Sh. Kapil Jain *Kapil*
- vii. Sh. Parshant Kumar *Parshant*
- ✓ viii. Dr. Baljeet Singh Dhull *Baljeet*
- ix. Dr. Suruchi Sharma *Suruchi*
- x. Dr. Shilpy Aggarwal *Shilpy*

Men's Cell will guide the male students of the college to behave properly with their female counterparts by giving them due regard. It will sensitize the male students against the possible legal/moral/social consequences of indulging in eve-teasing or sexual harassment of their female counterparts, thereby creating a more disciplined and healthier atmosphere in the College campus. The UGC has made sexual harassment a gender neutral thing so the male students also need to be aware of their legal rights along with duties. Hence, the Cell will work in this direction. The Cell intends to counsel the male students on their health related issues. The Men's Cell also intends to guide the male students in the development of their personality by inculcating a proper dress sense commensurate with the occasion and also by improving their communication skills. The cell also plans to arrange male centric competitions and activities like making the knot of the tie/ shows displaying male ethnic and western dresses/ tying the turban/ best moustache etc.

29. **LEGAL LITERACY CELL:**

- |   |                                    |
|---|------------------------------------|
| (i) Dr. Ashok Kumar Attri ( <b>Convener</b> ) | (v) Dr. Suruchi Sharma             |
| (ii) Prof. Shri Om                            | (vi) Prof. Rachna Sardana          |
| (iii) Dr. Vinay Singhal                       | (vii) Prof. Raghbir Singh          |
| (iv) Dr. Surender Singh                       | (viii) Prof. Shashi Rani(Commerce) |

\*On the advice of Haryana State Legal Service Authority, Legal Literacy Cell has been set up in the colleges for enhancing Legal Literacy among students in the state of Haryana. The Cell is responsible for acquainting the students of their legal rights. The cell may spread legal literacy on issues like Domestic Violence, Dowry, Human Rights, Fundamental Duties, Rights of Disabled, Rights of Destitute Women and Children, HIV/ AIDS, Drugs – addiction, Female Foeticide, Hygiene and Health. The cell may provide legal literacy material to the students for the purpose and organize declamation contests, conduct essay / poem/ slogan competitions etc.

30. **STUDENT WELFARE COMMITTEE:**

- |   |                             |
|---|-----------------------------|
| (i) <del>Dr. S. S. Dhull (Convener)</del> | (v) Prof. Kapil Jain        |
| (ii) Dr. Luxmi Mor                        | (vi) Prof. Parshant Kumar   |
| (iii) Dr. R P Maun                        | viii Prof. Meenakshi (Comm) |
| (iv) Prof. Rachana Sardana                |                             |

\*The Committee is responsible for providing adequate student welfare measures to all students irrespective of caste, community, and linguistic groups for the holistic development of students.

31. **DISCIPLINE COMMITTEE:**

- |  |                          |
|--|--------------------------|
| i. Dr. Ashok Attri ( <b>Convener</b> ) | x. Prof. Rachna Sardana  |
| ii. Dr. C B Saini                      | xi. Prof. Anjali         |
| iii. Dr. O P Saini                     | xii. Prof. Rajesh Singh  |
| iv. Prof. Shri Om                      | xiii. Dr. Satyabir Mehla |
| v. Dr Gurdeep Bhola                    | xiv. Prof. Raghbir Singh |
| <del>vi. Dr. Ashok Attri</del>         | xv. Prof Parshant Kumar  |
| vii. Dr Gagan Mittal                   | xvi. Prof. Suraj Walia   |
| viii. Dr Ashok Sharma                  | xvii. Prof. Deepak       |
| ix. Dr Seema Gupta                     | xviii. Prof. Deepika     |

xix. Dr Bijender Kumar

xx. Dr Surender Singh

xxi. Prof Manoj Kumar (Maths)

xxii. Prof Anup Kumar

xxiii. Vikrant

\*Discipline Committee is responsible for maintaining and enforcing strict discipline in the college campus.

**Note: Discipline is the duty of each and every member of the staff who have not been assigned any other duty in the events/functions of the college.**

### 32. AUDIO VISUAL, FILM & IT COMMITTEE:

i. Prof. Parshant Kumar (Convener)

ii. Dr. Anil Kumar Jindal

iii. Prof. Suraj Walia

iv. Prof. Rajesh Singh

v. Sh. Jaidev Sharma

vi. Sh. Manu Nirwani

vii. Sh. Balwan Saini (Tech. Asstt.)

\*The Committee is responsible for strengthening and maintaining the audio visual infrastructure of the college. The committee may also arrange the screening of good educational film/Prof

### 33. ANTI-CORRUPTION CELL:

i. Dr. Vinay Singhal (Convener)

ii. Dr. S.K. Goyal

iii. Dr. Ashok Kumar

iv. Prof. Suruchi Sharma

\*The Cell is responsible for looking into matters where a charge of corruption has been put on any employee on the college campus.

### 34. GRIEVANCE CELL (GENERAL):

i. Dr. Rajinder Budgular (Convener)

ii. Prof. Rajesh Singh

iii. Dr. Luxmi Mor

iv. Dr. Rajbir Parashar

v. Dr. Vinay Singhal

\*This cell is responsible for grievance redressal of general nature (other than finance or career related) of the staff and the students.

**35. GRIEVANCE CELL (ACCOUNTS/FINANCE AND CAS):**

- |     |                               |      |                        |
|-----|-------------------------------|------|------------------------|
| i.  | Dr. Bijender Kumar (Convener) | iii. | Dr. Rajinderr Budgular |
| ii. | Prof. Anjali                  | iv.  | Prof. Ajay Sharma      |

\* This cell is responsible for taking up grievances of the staff members related with finance/arrears and delay in sending cases for CAS/increments etc.

**36. TIME TABLE COMMITTEE:**

- |      |                              |     |                               |
|------|------------------------------|-----|-------------------------------|
| i.   | Dr Surender Singh (Convener) | iv. | Dr. Shilpy Aggarwal (Science) |
| ii.  | Prof Suraj Walia (Arts)      |     |                               |
| iii. | Prof. Ajay Sharma (Commerce) |     |                               |

\*Time table committee is responsible for preparing class/section /subject wise preparation of the college time table for the current academic session/semester.

**37. ANTI RAGGING COMMITTEE:**

- |      |   |      |   |
|------|---|------|---|
| i.   | Prof. Raghib Singh<br>(Convener for Boys) | i.   | Dr. Shilpy Aggarwal<br>(Convener for Girls) |
| ii.  | Dr. Gurdeep Bhola                         | ii.  | Prof. Richa Langyan                         |
| iii. | Prof. S P Verma                           | iii. | Prof. Preeti Bansal                         |
| iv.  | Dr. Rakesh Mittal                         | iv.  | Dr Aarti Aggarwal                           |

This committee is responsible for preventing the menace of ragging in the College campus as per UGC regulations of 2009 as ragging is a criminal offence.

**38. SC/ST COMMITTEE:**

- |      |                             |     |                     |
|------|-----------------------------|-----|---------------------|
| i.   | Dr Gurdeep Bhola (Convener) | iv. | Prof. Vishal Anand  |
| ii.  | Prof. Vikas Bhardwaj        | v.  | Dr. Alisha Goyal    |
| iii. | Prof. Richa Langyan         | vi. | Prof Parshant Kumar |

\*The role of this committee is to protect and safe guard the interests of SC/ST students and to redress their grievances, if any.

**39. MINORITY CELL:**

- i. Prof. Kapil Jain (Convener cum Nodal Officer) *Kapil*
- ii. Prof. Harjeet Kaur (Punjabi)
- iii. Prof. Vikas Bhardwaj *Vikas*

\*The role of this committee is to protect and safe guard the interests of students from minority communities and to redress their grievances, if any.

**40. CO-CURRICULAR/CULTURAL ACTIVITIES (STAGE ITEPROF):**

- (i) Dr. S S Dhull (Overall in-charge) *SSD*

Cultural committee overseeing all iteProf including musical, theatrical, dance etc. performance.

*Rajesh*  
*Sanjay*  
Prof. Rajesh Singh & Dr. Sanjay Garg (Finance & Logistics)

will act as overall **co-convener** in all cultural committees to assist overall incharge.

**41. CULTURAL ACTIVITIES (LITERARY ITEMS AND FINE ARTS):**

- (i) Prof. Alisha Goel (Convener) *AG*

\* Cultural Committee is responsible for bringing to light talents hidden among the students by conducting various programmes in the college and also by preparing the students for Youth festivals and Haryana Day function.

Note: Sub committees on cultural activities will follow shortly.

**42. ONLINE ADMISSION COMMITTEE**

- |  |                                     |
|--|-------------------------------------|
| (i) Prof. Suraj Walia (Convener) <i>Swahis</i> | (v) Sh Amit Gupta <i>Am Gupta</i>   |
| (ii) Dr. A.K. Narula <i>AKN</i>                | (vi) Sh Manu Nirwani <i>Manu</i>    |
| (iii) Sh. Jaidev Sharma <i>JDS</i>             | (vii) Sh Gautam Goyal <i>Gautam</i> |
| (iv) Prof Sharda Panghal <i>Sharda</i>         |                                     |

**43. IQAC (INTENAL QUALITY ASSURANCE CELL)**

- |   |   |
|---|---|
| (i) Dr. S K Goyal (Convener) <i>SKG</i> |   |
| (ii) Dr Rajbir Parashar <i>Rajbir</i>   | (vii) Dr. Surender Singh <i>SSS</i>     |
| (iii) Dr. Gagan Mittal <i>Gagan</i>     | (viii) Prof. Jaibir Dhariwal <i>JDH</i> |
| (iv) Prof. Vikas Bhardwaj <i>Vikas</i>  | (ix) Dr Bijender Kumar <i>BK</i>        |
| (v) Dr Shilpy Aggarwal <i>SA</i>        | (x) Prof Rajesh Singh <i>Rajesh</i>     |
| (vi) Dr Ashok Kumar Sharma <i>AKS</i>   | (xi) Mr Umesh Pahuja <i>Umesh</i>       |

**44. ALUMNI ENROLMENT COMMITTEE:**

- |      |                            |     |                   |
|------|----------------------------|-----|-------------------|
| i.   | Dr. Anil Jindal (Convener) | iv. | Dr. Ashok Attri   |
| ii.  | Dr. O.P. Saini             | v.  | Dr. Rakesh Mittal |
| iii. | Dr. Gurdeep Bhola          | vi. | Prof. Naresh Garg |

Developing and maintaining a strong Alumni Association is essential for the growth and progress of the college. The Alumni Enrolment Committee is responsible for registering new members in the already existing Alumni Association. The Committee may bring a link for Alumni Association Membership on the College Website where the membership form in PROF Word/PDF format.

**45. NSS IN-CHARGES:**

- |      |                     |       |                    |
|------|---------------------|-------|--------------------|
| (i)  | Dr. Shilpi Aggarwal | (iii) | Dr. Bijender Kumar |
| (ii) | Dr. Gagan Mittal    |       |                    |

**46. NCC OFFICERS**

- |                       |      |              |
|-----------------------|------|--------------|
| Major (Dr.) S S Dhull | (ii) | Dr. R P Maun |
|-----------------------|------|--------------|

**47. PCP CO-ORDINATOR**

Prof. Sushil Gupta

**48. BURSAR:**

Dr. Kishan Lal

**49. NODAL OFFICER FOR NPS ( NEW PENSION SCHEME):**

Prof. Virender Pal Goyal

**50. NODAL OFFICER FOR (Red Cross Society)**

Prof Shri Om

**51. NODAL OFFICER FOR (Red Ribbon Society)**

Dr Gagan Mittal

**52. SPORTS AND GAMES :**

- |                       |       |  |
|-----------------------|-------|--|
| Dr. Gurdeep Bhola     | vii.  | Wrestling (man)-- Dr. Ramphal Maun     |
| ( Overall In-charge ) | viii. | Chess--Prof. Vikas Bhardwaj            |
| i                     | ix.   | Wrestling (woman)--Prof. Manjula Goyal |
| ii.                   | x.    | Football--Dr. Ashok Kumar              |
| iii.                  | xi.   | Judo--Dr. Gagan Mittal                 |
| iv.                   |       |  |
| v.                    | xii.  | Volleyball—Dr Sanjay Garg              |
| vi.                   | xiii. | Handball—Prof Parshant Kumar           |

- xiv. Basketball—Prof Prof Naresh Garg *NG*  
 xv. Badminton--Prof. Ajay sharma *AS*  
 xvi. Ball Badminton--Dr.A K. Narula *AN*  
 xvii. Netball--Prof. Virender Pal Goyal *VPG*  
 xviii. Korfball--Dr. Ashok Kumar Attri *AKA*
- xix. Swimming—Prof Kapil Jain *KJ*  
 xx. Athletics--Prof. S. Raj Walia *SRW*  
 xxi. Taekwondo—Dr S S Dhull *SSD*

**54. Co-ordinator Spot Evaluation Centre:**

Dr. Rakesh Mittal *RM*

**55. STANDING ADVISORS**

(i) Dr. Kishan Lal *KL*

(ii) Prof. Satyabir Mehla *SM*

(iii) Dr. Ashok Kumar Sharma *AKS*

(iv) Dr S S Dhull *SSD*

(v) Dr. Luxmi Mor *LM*

These senior faculty members have been appointed as Standing Advisors for different Committees. The conveners are requested to take their advice as and when required.

*CS* *KL*  
**Prof. Chetna Sharma and Dr. Kishan Lal will assist the Principal in the overall administration of the college.**

Dated: 27-09-2017

*OPG*  
 (Dr. O.P. Garg)

**Principal**  
**R.K.S.D. College**  
**KAITHAL**

# R.K.S.D (P.G) College

## Evening Session

### Committees for the session 2017-18

1	Advisory Committee	Signature	6	Purchase Committee	Signature
	Dr. Mohit Bindlish	<i>[Signature]</i>		Dr. Mohit Bindlish (Convenor)	<i>[Signature]</i>
	Prof. Surender Tanwar	<i>[Signature]</i>		Mr. Ankit Garg	<i>[Signature]</i>
	Mr. Manoj Bansal	<i>[Signature]</i>		Mr. Nitin Mittal	<i>[Signature]</i>
	Mrs. Sanyogita Sharma	<i>[Signature]</i>		Mr. Kamal Gupta	<i>[Signature]</i>
	Mr. Ajay Mittal	<i>[Signature]</i>			
	Mr. Ankit Garg	<i>[Signature]</i>	7	Hospitality Committee	
	Ms. Nidhi	<i>[Signature]</i>		Dr. Mohit Bindlish (Convenor)	<i>[Signature]</i>
	Ms. Sapna	<i>[Signature]</i>		Mr. Ankit Garg	<i>[Signature]</i>
	Ms. Renu Kansal	<i>[Signature]</i>		Ms. Meenu Bhutani	<i>[Signature]</i>
				Ms. Sarika	<i>[Signature]</i>
2	NAAC Committee			Ms. Kusum Lata	
	Dr. Mohit Bindlish (Convenor)	<i>[Signature]</i>		Ms. Asha	<i>[Signature]</i>
	Mr. Manoj Bansal	<i>[Signature]</i>		Ms. Divya	<i>[Signature]</i>
	Ms. Sanyogita	<i>[Signature]</i>			
	Mr. Ankit Garg	<i>[Signature]</i>	8	Time Table Committee	
	Ms. Manika	<i>[Signature]</i>		Dr. Mohit Bindlish (Convenor)	<i>[Signature]</i>
	Ms. Himani	<i>[Signature]</i>		Mr. Manoj Bansal	<i>[Signature]</i>
	Ms. Renu Kansal	<i>[Signature]</i>		Mr. Ankit Garg	<i>[Signature]</i>
	Ms. Asha	<i>[Signature]</i>		Mrs. Manika	<i>[Signature]</i>
	Mr. Mohit Gaur	<i>[Signature]</i>		Mrs. Nitika Gaba	<i>[Signature]</i>
	Ms. Ritu Chaudhary	<i>[Signature]</i>			
			9	Prize Committee	
3	Discipline Committee			Dr. Mohit Bindlish (Convenor)	<i>[Signature]</i>
	Prof. Surender (Convenor)	<i>[Signature]</i>		Mr. Nitin Mittal	<i>[Signature]</i>
	Dr. Mohit Bindlish	<i>[Signature]</i>		Mr. Ajay Mittal	<i>[Signature]</i>
	Mrs. Sanyogita Sharma	<i>[Signature]</i>		Ms. Parul Garg	<i>[Signature]</i>
	Ms. Sapna	<i>[Signature]</i>		Ms. Ranju Nirwania	<i>[Signature]</i>
	Ms. Nidhi	<i>[Signature]</i>		Ms. Divya Garg	<i>[Signature]</i>
	Mr. Nitin Mittal	<i>[Signature]</i>		Ms Ritu Chaudhary	<i>[Signature]</i>
	Mr. Vishal Goyal	<i>[Signature]</i>		Mrs. Manika	<i>[Signature]</i>
	Ms. Rajni	<i>[Signature]</i>		Ms. Versha	<i>[Signature]</i>
	Ms. Asha	<i>[Signature]</i>			
	Ms. Mukesh	<i>[Signature]</i>	10	Co-Curricular Committee	
	Mr. Rajesh Sharma	<i>[Signature]</i>		Ms. Sanyogita Sharma (Convenor)	<i>[Signature]</i>
	Mr. Mohit Gaur	<i>[Signature]</i>		Mrs. Sapna (Co-Convenor)	<i>[Signature]</i>
	Ms. Ritika	<i>[Signature]</i>		Mrs. Manika	<i>[Signature]</i>
	Ms. Sarika	<i>[Signature]</i>		Mrs. Meenu Bhutani	<i>[Signature]</i>
	Ms. Nisha	<i>[Signature]</i>		Mr. Ajay Mittal	<i>[Signature]</i>
	Ms. Ritu Chaudhary	<i>[Signature]</i>		Mrs. Jonsy Arora	<i>[Signature]</i>
	Ms. Kavita	<i>[Signature]</i>		Mrs. Himani	<i>[Signature]</i>
	Ms. Manpreet Kaur	<i>[Signature]</i>		Ms. Rajni	<i>[Signature]</i>
				Mrs. Reena Makkar	<i>[Signature]</i>
4	Library Committee			Ms. Ritika Makkar	<i>[Signature]</i>
	Dr. Mohit Bindlish (Convenor)	<i>[Signature]</i>		Mrs. Renu Kansal	<i>[Signature]</i>
	Mrs. Sanyogita Sharma	<i>[Signature]</i>		Ms. Twinkle	<i>[Signature]</i>
	Ms. Himani	<i>[Signature]</i>		Mrs. Pooja	<i>[Signature]</i>
	Mr. Ankit Garg	<i>[Signature]</i>		Mrs. Ila Bindlish	<i>[Signature]</i>
	Ms. Mukesh	<i>[Signature]</i>		Mrs. Ranju	<i>[Signature]</i>
				Mr. Vishal Goyal	<i>[Signature]</i>
5	Examination Committee			Ms. Rekha Sharma	<i>[Signature]</i>
	Mr. Manoj Bansal (Convenor)	<i>[Signature]</i>		Ms. Versha	<i>[Signature]</i>
	Mr. Nitin Mittal	<i>[Signature]</i>		Ms. Manpreet Kaur	<i>[Signature]</i>
	Mr. Ajay Mittal	<i>[Signature]</i>		Ms. Kavita	<i>[Signature]</i>
	Mrs. Pooja	<i>[Signature]</i>		Ms. Kusum Lata	<i>[Signature]</i>
	Mr. Rajesh Sharma	<i>[Signature]</i>		Ms. Parul Garg	<i>[Signature]</i>



11	Career Guidance Committee	Signature	16	Public Relation Committee	Signature
	Mr. Manoj Bansal (Convener)	<i>M</i>		Mr. Ajay Mittal (Convener)	<i>Ajay</i>
	Mrs. Nidhi	<i>Nidhi</i>		Mr. Manoj Bansal	<i>M</i>
	Mr. Ajay Mittal	<i>Ajay</i>		Ms. Renu Kansal	<i>Renu</i>
	Ms. Mukesh	<i>Mukesh</i>		Ms. Twinkle Khanna	<i>Twinkle</i>
	Ms Ritu Chaudhary	<i>Ritu</i>		Mr. Kamal Gupta	<i>Kamal</i>
	Mrs. Manika	<i>Manika</i>			
	Ms. Versha	<i>Versha</i>	17	Women Cell Committee	
				Mrs. Renu Kansal (Convener)	<i>Renu</i>
12	Magazine Committee			Mrs Sanyogita Sharma	<i>Sanyogita</i>
	Mr. Manoj Bansal(Convenor)	<i>M</i>		Ms. Sapna	<i>Sapna</i>
	Mrs. Renu Kansal	<i>Renu</i>		Mrs. Manika	<i>Manika</i>
	Mrs. Himani	<i>Himani</i>		Mrs. Nidhi	<i>Nidhi</i>
	Ms. Manisha	<i>Manisha</i>		Mrs. Ila Bindlish	<i>Ila</i>
				Ms. Rajni Khera	<i>Rajni</i>
13	Tour Organising Committee			Ms. Nitika Gaba	<i>Nitika</i>
	Dr. Mohit Bindlish (Convener)	<i>Mohit</i>		Ms. Rekha	<i>Rekha</i>
	Prof. Surender Tanwar	<i>Surender</i>		Ms. Ranju	<i>Ranju</i>
	Mrs. Sanyogita Sharma	<i>Sanyogita</i>			
	Mr. Mohit Gaur	<i>Mohit</i>	18	Monitoring Committee	
	Mrs. Renu Kansal	<i>Renu</i>		Mr. Manoj Bansal (Convener)	<i>M</i>
	Mrs. Jonsy Arora	<i>Jonsy</i>		Mr. Ajay Mittal	<i>Ajay</i>
	Ms. Twinkle Khanna	<i>Twinkle</i>		Ms. Twinkle Khanna	<i>Twinkle</i>
14	Stage Conducting Committee		19	Environmental Cell	
	Mrs. Manika(Convenor)	<i>Manika</i>		Mrs. Sanyogita Sharma (Convener)	<i>Sanyogita</i>
	Mrs. Sapna	<i>Sapna</i>		Ms. Rekha (Economics)	<i>Rekha</i>
	Mrs. Rajni	<i>Rajni</i>		Ms. Mukesh	<i>Mukesh</i>
	Mrs. Pooja	<i>Pooja</i>			
	Ms. Renu Kansal	<i>Renu</i>			
	Ms. Manisha	<i>Manisha</i>			
15	Quiz Committee				
	Mr. Manoj Bansal (Convener)	<i>M</i>			
	Mrs. Manika	<i>Manika</i>			
	Mrs. Pooja	<i>Pooja</i>			
	Mr. Ankit Garg	<i>Ankit</i>			

*Sharma*

Staff Secretary

*Sharma*

Principal In-charge

## Notice

The following committees have been constituted for the session 2017-18 to monitor college campus and various electronics equipment and resources of the college.

Date:

(Dr. Sanjay Goyal)  
Principal

### Construction Committee

1. Mr. Warriyam
2. Mr. Rajesh Sharma
3. Mr. Ajay Kumar (Evening Session)

### Whitewash Maintenance

1. Mr. Warriyam
2. Mr. Surjeet Saini *Surjeet*
3. Mr. Sukhbir Sharma *Sukhbir*

### Furniture/Wood Works

1. Mr. Rishi Raj
2. Mr. Dharamvir *Dharamvir*
3. Mr. Randhir Singh

### Electrical Works

1. Mr. Jasbir Singh
2. Mr. Padam Kumar

### Maintenance of ACs

1. Mr. Amit Gupta *Amit Gupta*
2. Mr. Jasbir Singh

### Maintenance of RO, Chiller and Water supply and Artificial Recharge structures

1. Mr. Amit Gupta *Amit Gupta*
2. Mr. Daya Ram
3. Mr. Gulab
4. Mr. Dharmender

### Scholarship Branch

1. Mrs. Santosh Kurra
2. Mr. Gautam Goyal *Gautam*

### Maintenance of Sewerage system

1. Mr. Dharmender *Dharmender*
2. Mr. Sanjay *Sanjay*
3. Mr. Darshan *Darshan*
4. Mr. Ravi *Ravi*

### Maintenance of Computer, Printer, CCTV Cameras, Internet

1. Mr. Balwan Saini *Balwan Saini*
2. Mr. Rajinder Saini *Rajinder Saini*

### Civil works Maintenance

- 1- Mr Warriyam
- 2- Mr Rajesh Sharma

### Examinations Branch

1. Mr. Vishal Gupta
2. Mr. Rajbir Singh
3. Mr. Kanwar Pal Singh *Kanwar Pal Singh*

### Accounts Branch

1. Mr. Rattal Lal Gupta *Rattal Lal Gupta*
2. Mr. Pankaj Sharma *Pankaj Sharma*
3. Mr. Yogesh Gupta *Yogesh Gupta*
4. Mr. Suresh Ranga
5. Ms. Kamal Gupta (Evening Session)
6. Mr. Bharat.Bhushan (Evening Session)

**Administrative's Incharge:** Mr. Anil Kumar *Anil*  
**Fee Incharge:** Mr. Rakesh Gupta *Rakesh*  
**Registration Branch Incharge:** Mrs. Shiksha Saini  
**Bus Pass Incharge:** Mr. Karnail Singh  
**Security's Incharge:** Mr. Pankaj Sharma *Pankaj*  
**Campus cleanliness Incharge:** Mr. Gautam Goyal *Gautam*

**Audio Visual**

1. Mr. Surjeet Saini
2. Mr. Ajay Kumar *Ajay Kumar*

**Language Resource centre:** Mr. Vikram

**Maintenance in stadium**

1. Mr. Mela Ram
2. Mr. Bijender