

**OFFICE ORDER**  
**R.K.S.D. (PG) COLLEGE, KAITHAL**  
**STAFF COMMITTEES FOR THE SESSION 2018-19**

**1. ADVISORY COUNCIL:**

- |   |  |
|---|--|
| i. Prof. Chetna Sharma <i>CS</i><br>(Member- Secretary) | v. Dr. (Mrs.) Luxmi Mor <i>JMM</i>       |
| ii. Dr. S.K. Goyal <i>Secy</i>                          | vi. Dr. Rajbir Parashar <i>mi</i>        |
| iii. Dr. Satyabir Mehla <i>Sar</i>                      | vii. Dr. Sushil Gupta <i>S</i>           |
| iv. Dr. C. B. Saini <i>CS</i>                           | viii. Dr. R. P. Moun <i>Rm</i>           |
|   | ix. Dr. A. K. Narula <i>AKN</i> 23.8.18. |

\*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:**

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|---|---|
| (i) Prof. Vishal Anand (Convener) <i>Vishal</i> | (v) Dr. (Mrs.) Vinay Singhal <i>Vinay</i> |
| (ii) Dr. Ashok Kumar Attri <i>Ashok</i>         | (vi) Prof. Rachna Sardana <i>Rachna</i>   |
| (iii) Dr. Bijender Kumar <i>Bijender</i>        | (vii) Sh. Amit Gupta <i>Amit</i>          |
| (iv) Dr. (Mrs.) Suruchi Sharma <i>Suruchi</i>   | (viii) Sh. Manu Nirwani <i>Manu</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. (Mrs.) Luxmi Mor (Convener) <i>JMM</i> | (iv) Prof. Shri Om <i>Shri Om</i>     |
| (ii) Dr. (Mrs.) Seema Gupta <i>Seema</i>       | (v) Dr. O. P. Saini <i>O.P. Saini</i> |
| (iii) Dr. R. P. Moun <i>Rm</i>                 | (vi) Dr. Gurdeep Bhola <i>Gurdeep</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>Suraj</i>      |
| (ii) Prof. Pooja Mittal <i>Pooja</i>         | (vi) Prof. Babita Garg <i>Babita</i>    |
| (iii) Prof. Rachna Sardana <i>Rachna</i>     | (vii) Prof. Rajesh Garg <i>Rajesh</i>   |
| (iv) Prof. Vishal Anand <i>Vishal</i>        | (viii) Prof. Vishal Goyal <i>Vishal</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) | (v) Prof. Rajesh Singh    |
| (ii) Dr. Sushil Gupta              | (vi) Prof. Raghbir Singh  |
| (iii) Dr. Sanjay Garg              | (vii) Prof. Monika Sharma |
| (iv) Dr. Alisha Goyal              | (viii) Prof. Pooja Goyal  |

\* 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:

- |                                |                          |
|--------------------------------|--------------------------|
| i. Dr. Sushil Gupta (Convener) | v. Prof. Raghbir Singh   |
| ii. Prof. Gurdeep Bhola        | vi. Prof. Pooja Mittal   |
| iii. Dr. Ashok Kumar Sharma    | vii. Dr. Rakesh Mittal   |
| iv. Dr. Anil Jindal            | viii. Prof. Anjali Kurra |

\*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. Dr. S. P. Verma (Convener) | iv. Dr. (Mrs.) Vinay Singhal |
| ii. Dr. Rajbir Parashar       | v. Dr. Alisha Goyal          |
| iii. Dr. Ashok Kumar Attri    | vi. Prof. Preeti Bansal      |

\* 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 washrooms etc.



**8. EXAMINATION COMMITTEE:**

- |                             |                         |
|-----------------------------|-------------------------|
| i. Prof. Shri Om (Convener) | iv. Dr. Shilpy Aggarwal |
| ii. Dr. Satyabir Mehla      | v. Dr. Rajesh Singh     |
| iii. Dr. Rajinder Singh     | vi. Prof. Naresh Garg   |

\*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. Gagan Mittal (Convener) | iv. Dr. Surender Singh |
| ii. Dr. A.K. Narula            | v. Dr. Sanjay Garg     |
| iii. Dr. Ashok Kumar           | vi. Dr. S. P. Verma    |

\*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. A.K. Narula (Convener) | (iv) Dr. Virender Pal Goyal |
| (ii) Dr. R. P. Moun            | (v) Prof. Raghubir Singh    |
| (iii) Prof. Shri Om            | (vi) Dr. Ashok Attri        |

\* 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) | iv. Dr. Vikas Bhardwaj |
| ii. Dr. Ashok Kumar               | v. Prof. Ajay Sharma   |
| iii. Dr. Rajinder Singh           | vi. Prof. Vishal Anand |

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

**12. CAREER GUIDANCE & COUNSELING CELL:**

- |                                  |                            |
|----------------------------------|----------------------------|
| (i) Prof. Naresh Garg (Convener) | (v) Prof. Pooja Gupta      |
| (ii) Dr. Shilpy Aggarwal         | (vi) Dr. Alisha Goyal      |
| (iii) Dr. Sanjay Garg            | (vii) Prof. Rajesh Singh   |
| (iv) Dr. Anil Jindal             | (viii) Prof. Richa Langyan |

\* 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) Dr. Vikas Bhardwaj (Convener) <i>Vikas</i> | (iv) Dr. Rakesh Mittal <i>Rakesh</i>        |
| (ii) Prof. Shri Om <i>Om</i>                   | (v) Ms. Sarita (Botany) <i>Sarita</i>       |
| (iii) Dr. Virender Pal Goyal <i>Virender</i>   | (vi) Ms. Pooja Goyal (Zoology) <i>Pooja</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 streams 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. Rakesh Mittal (Convener) <i>Rakesh</i> | v. Prof. Vishal Anand <i>Vishal</i>   |
| ii. Dr. Sushil Gupta <i>Sushil</i>            | vi. Dr. Suraj Walia <i>Suraj</i>      |
| iii. Dr. Rajinder Singh <i>Rajinder</i>       | vii. Sh. Raghbir Singh <i>Raghbir</i> |
| iv. Dr. Surender Singh <i>Surender</i>        | viii. Dr. S P Verma <i>S P Verma</i>  |

**15. CANTEEN COMMITTEE: (Girls)**

- |   |   |
|---|---|
| (i) Dr. Alisha Goyal (Convener) <i>Alisha</i> | (v) Prof. Anjali <i>Anjali</i>                  |
| (ii) Dr. (Mrs) Suruchi Sharma <i>Suruchi</i>  | (vi) Prof. Babita Garg (Commerce) <i>Babita</i> |
| (iii) Prof. Rachna Sardana <i>Rachna</i>      | (vii) Ms. Chetna (Chemistry) <i>Chetna</i>      |
| (iv) Prof. Pooja Mittal <i>Pooja</i>          | (viii) Ms. Pooja Goyal (Zoology) <i>Pooja</i>   |

\*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:**

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|--|--|
| i. Prof. Rajesh Singh (Convener) <i>Rajesh</i> | v. Prof. Raghbir Singh <i>Raghbir</i>          |
| ii. Dr. Bijender Singh <i>Bijender</i>         | vi. Prof. Pranjal Thareja <i>Pranjal</i>       |
| iii. Prof. Vishal Anand <i>Vishal</i>          | vii. Prof. Rajesh Garg <i>Rajesh</i>           |
| iv. Dr. Rakesh Mittal <i>Rakesh</i>            | viii. Prof. Vishal Goyal (Comm.) <i>Vishal</i> |

\*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. Dr. (Mrs.) Suruchi Sharma (Convener) *SS*  
 ii. Prof. Preeti Bansal *Pinkhi*  
 iii. Prof. Rachna Sardana *Rachna*

- iv. Dr. Suraj Walia *Swahin*  
 v. Prof. Rajesh Singh *Rajesh Singh*  
 vi. Prof. Anjali *Anjali*

\* 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:**

Dr. Surender Singh (Chief Public Relation Officer) *SS*

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

- (i) Dr. Ashok Attri (PRO) *An* (ii) Prof. Rachna Sardana (PRO) *Rachna* (iii) Prof. Rajesh Singh (PRO) *Rajesh Singh*

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

- (i) Dr. S P Verma *SPV* (ii) Prof. Pooja Mittal *Pooja Mittal*

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

- (i) Dr. Gagan Mittal (Convener) *GMM* (iii) Sh. Vishal Gupta *VG*  
 (ii) Sh. Jaidev Sharma *JS*

\*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. Surender Singh (Convener) *SS*  
 (ii) Dr. C. B. Saini *CS*  
 (iii) Dr. Gagan Mittal *GMM*  
 (iv) Dr. Shilpy Aggarwal *SA*

- (v) Dr. Anil Jindal *AJ*  
 (vi) Dr. Suraj Walia *Swahin*  
 (vii) Prof. Naresh Garg *NG*  
 (viii) Prof. Raghubir Singh *RS*

\*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) <i>SMB</i> | (v) Dr. Sanjay Garg <i>SG</i>        |
| (ii) Dr. R. P. Moun <i>RP</i>                | (vi) Dr. Anil Jindal <i>AJ</i>       |
| (iii) Prof. Shri Om <i>SO</i>                | (vii) Prof. Rachna Sardana <i>RS</i> |
| (iv) Dr. Shilpy Aggarwal <i>SA</i>           | (viii) Prof. Kapil Jain <i>KJ</i>    |

\*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 (Convener) <i>AK</i>       | (vi) Dr. Rakesh Mittal <i>RM</i>     |
| (ii) Dr. A. K. Narula (Co-Convener) <i>AKN</i> | (vii) Prof. Anjali Kurra <i>AK</i>   |
| (iii) Dr. (Mrs.) Vinay Singhal <i>VNS</i>      | (viii) Prof. Richa Langyan <i>RL</i> |
| (iv) Dr. Sanjay Garg <i>SG</i>                 | (ix) Prof. Monika Sharma <i>MS</i>   |
| (v) Prof. Preeti Bansal <i>PB</i>              | (x) Prof. Vishal Goyal <i>VG</i>     |

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

**22. GIRLS COMMON ROOM COMMITTEE:**

- |   |                                     |
|---|-------------------------------------|
| i. Prof. Richa Langyan (Convener) <i>RL</i> | v. Prof. Preeti Bansal <i>PB</i>    |
| ii. Dr. Manjula Goel <i>MG</i>              | vi. Prof. Rachna Sardana <i>RS</i>  |
| iii. Dr. Shilpy Aggarwal <i>SA</i>          | vii. Dr. Alisha Goyal <i>AG</i>     |
| iv. Dr. Suruchi Sharma <i>SS</i>            | viii. Prof. Chetna (Chem) <i>CS</i> |

\*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 Prof. Rachna Sardana (Convener) <i>RS</i> | vi. Prof. Anjali <i>AK</i>                 |
| ii Prof. Seema Gupta <i>SG</i>              | vii. Prof. Sarita Rani (Botany) <i>SR</i>  |
| iii. Dr. Shilpy Aggarwal <i>SA</i>          | viii. Prof. Jyoti Sardana (Chem) <i>JS</i> |
| iv. Dr. Vinay Singhal <i>VNS</i>            | ix. Prof. Monika Sharma (Comp) <i>MS</i>   |
| v. Prof. Pooja Mittal <i>PM</i>             | x. Prof. Meenu Aggarwal (Eco) <i>MA</i>    |

\*The committee is responsible for maintaining & enforcing strict discipline among girl 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. Bijender Singh *B* (Editor-in-Chief)
- ii. Dr. Suruchi Sharma (Deputy Chief-Editor) *Se*
- iii. Dr. Anil Jindal (Deputy Chief-Editor) *A*

\*The College Magazine provides a platform for students to express themselves through various forms 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*
- ii. Dr. Seema Gupta *Seema*
- iii. Prof. Naresh Garg *Naresh*
- iv. Prof. Rachna Sardana *Rachna*

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

## 26. PHOTOGRAPHY AND VIDEOGRAPHY CLUB:

- i. Dr. Virender Pal Goyal (Convener) *Virender*
- ii. Dr. (Mrs) Vinay Singhal *Vinay*
- iii. Prof. Jaibir Dhariwal *Jaibir*
- iv. Prof. Rachna Sardana *Rachna*
- v. Prof. Anjali *Anjali*
- vi. Prof. Raghbir Singh *Raghbir*
- vii. Prof. Gourav Goel (His) *Gourav*
- viii. Prof. Rajesh Garg (Comm) *Rajesh*

\*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. (Mrs) Manjula Goel (Convener) *Manjula*
- ii. Dr. Rajbir Parashar (Advisor) *Rajbir*
- iii. Dr. (Mrs) Luxmi Mor (Advisor) *Luxmi*
- iv. Dr. (Mrs) Vinay Singhal *Vinay*
- v. Dr. (Mrs) Seema Gupta *Seema*
- vi. Dr. (Mrs) Suruchi Sharma *Suruchi*
- vii. Prof. Preeti Bansal *Preeti*
- viii. Prof. Rachna Sardana *Rachna*
- ix. Prof. Pooja Mittal *Pooja*
- x. Dr. Alisha Goyal *Alisha*
- xi. Dr. Anjali *Anjali*
- xii. Prof. Richa Langyan *Richa*
- xiii. Prof. Babita Garg (Comm) *Babita*
- xiv. Prof. Archana Tiwari (Eng) *Archana*
- xv. Prof. Meenu Aggarwal (Eco) *Meenu*

\*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 endeavour to alleviate the negative forces that confront women, both on the campus and outside.

### 28. Men's Cell

- |   |                                    |
|---|------------------------------------|
| i. Dr. Rajinder Singh (Convener) <i>RJS</i> | vii. Dr. Vikas Bhardwaj <i>VBS</i> |
| ii. Dr. Satyabir Mehla <i>SM</i>            | viii. Dr. Virender Goyal <i>VG</i> |
| iii. Dr. C. B. Saini <i>CS</i>              | ix. Sh. Ajay Sharma <i>AS</i>      |
| iv. Dr. Rajbir Parashar <i>RP</i>           | x. Dr. Bijender Singh <i>BS</i>    |
| v. Dr. R.P. Maun <i>RP</i>                  | xi. Sh. Kapil Jain <i>KJ</i>       |
| vi. Prof. Shri Om <i>SO</i>                 | xii. Dr. Suraj Walia <i>SW</i>     |

\*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. Anil Jindal (Convener) <i>AJ</i> | (v) Prof. Rachna Sardana <i>RS</i>  |
| (ii) Prof. Shri Om <i>SO</i>             | (vi) Dr. Rakesh Mittal <i>RM</i>    |
| (iii) Dr. Ashok Attri <i>AA</i>          | (vii) Prof. Naresh Garg <i>NG</i>   |
| (iv) Dr. Suruchi Sharma <i>SS</i>        | (viii) Prof. Ragbir Singh <i>RS</i> |

\*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) Dr. C. B. Saini (Convener) <i>CS</i> | (iv) Dr. Virender Pal Goyal <i>VGP</i> |
| (ii) Dr. (Mrs) Luxmi Mor <i>LM</i>       | (v) Dr. Sanjay Garg <i>SG</i>          |
| (iii) Dr. R P Maun <i>RP</i>             | (vi) Prof. Vishal Anand <i>VAnand</i>  |
|  | (vii) Dr. Surender Singh <i>SS</i>     |

\*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 <i>At</i> (Convener) <i>Ashok</i> | xi. Prof. Rachna Sardana <i>RS</i>        |
| ii. Dr. Seema Gupta <i>SG</i>                  | xii. Dr. Suraj Walia <i>SW</i>            |
| iii. Dr. Gagan Mittal <i>GM</i>                | xiii. Prof. Rajesh Singh <i>RS</i>        |
| iv. Prof. Shri Om <i>SO</i>                    | xiv. Prof. Anjali <i>AN</i>               |
| v. Dr. Ashok Kumar <i>AK</i>                   | xv. Prof. Raghbir Singh <i>RS</i>         |
| vi. Dr. O P Saini <i>OPS</i>                   | xvi. Prof. Deepak <i>D</i>                |
| vii. Dr. Gurdeep Bhola <i>GB</i>               | xvii. Prof. Deepika <i>DD</i>             |
| viii. Dr. <i>Dr. [unclear]</i>                 | xviii. Prof Manoj Kumar (Maths) <i>MK</i> |
| ix. Dr Bijender Kumar <i>BK</i>                | xix. Prof Anup Kumar <i>AK</i>            |
| x. Dr Surender Singh <i>SS</i>                 | xx. Prof 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. Naresh Garg (Convener) <i>NG</i> | iv. Sh. Jaidev Sharma <i>JS</i>               |
| ii. Prof. Suraj Walia <i>SW</i>           | v. Sh. Manu Nirwani <i>MN</i>                 |
| iii. Prof. Rajesh Singh <i>RS</i>         | vi. Sh. Balwan Saini (Tech. Asstt.) <i>BS</i> |

\*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 films.

**33. ANTI-CORRUPTION CELL:**

- |   |                                      |
|---|--------------------------------------|
| i. Dr. Vinay Singhal (Convener) <i>Ving</i> | iv. Dr. Suruchi Sharma <i>SS</i>     |
| ii. Dr. S.K. Goyal <i>SKG</i>               | v. Dr. Sanjay Garg <i>SG</i>         |
| iii. Dr. Surender Singh <i>SSB</i>          | vi. Prof. Vishal Anand <i>Vishal</i> |

\*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. Ashok Attri (Convener) <i>Am</i> | vi. Dr. Vikas Bhardwaj <i>VB</i>   |
| ii. Dr. S. K. Goyal <i>SKG</i>          | vii. Dr. Vinay Singhal <i>Ving</i> |
| iii. Dr. Satyabir Mehla <i>SMB</i>      | viii. Dr. Rakesh Mittal <i>RM</i>  |
| iv. Dr. Luxmi Mor <i>LM</i>             |                                    |
| v. Dr. Rajbir Parashar <i>RJP</i>       |                                    |

\*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) <i>BK</i> | v. Dr. Surender Singh <i>SSB</i> |
| ii. Dr. Gagan Mittal <i>GM</i>             | vi. Prof. Anjali <i>AN</i>       |
| iii. Dr. Rajinder Budgujar <i>RB</i>       | iii. Dr. S. P. Verma <i>SPV</i>  |
| iv. Dr. Ashok Kumar <i>AK</i>              | iv. Prof. Ajay Sharma <i>AS</i>  |

\* 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.


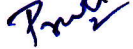

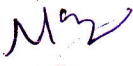
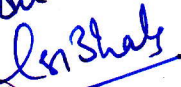





**36. TIME TABLE COMMITTEE:**

- |   |   |
|---|---|
| i. Prof. Jaibir Dhariwal (Convener) <i>JD</i> | iii. Dr. Surender Singh (Arts) <i>SSB</i>     |
| ii. Dr. Shilpy Aggarwal (Science) <i>SA</i>   | iv. Prof. Rachna Sardana (Commerce) <i>RS</i> |

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







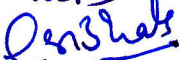


**37. ANTI RAGGING COMMITTEE:**

- |      |   |      |   |
|------|---|------|---|
| i.   | Prof. Raghbir Singh  | i.   | Prof. Preeti Bansal  |
|      | <b>(Convener for Boys)</b>  |      | <b>(Convener for Girls)</b>   |
| ii.  | Dr. Ashok Kumar      | ii.  | Dr. Manjula Goel     |
| iii. | Dr. Gurdeep Bhola    | iii. | Dr. Shilpy Aggarwal  |
| iv.  | Prof. S P Verma      | iv.  | Dr. Alisha Goyal     |
| v.   | Dr. Rakesh Mittal    | v.   | Prof. Richa Langyan  |





\*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. S. K. Goyal (Convener)   | v.   | Prof. Vishal Anand   |
| ii.  | Prof. Shri Om (Co-Convener)  | vi.  | Dr. Alisha Goyal     |
| iii. | Dr. Rajinder Singh           | vii. | Prof. Richa Langyan  |
| iv.  | Dr. Gurdeep Bhola            |      |   |


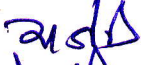

\*The role of this committee is to protect and safe guard the interests of SC/ST students and to redress their grievances, if any.

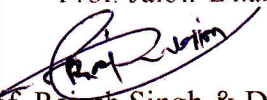
**39. MINORITY CELL:**

- |      |  |
|------|--|
| i.   | Prof. Kapil Jain (Convener cum Nodal Officer)  |
| ii.  | Dr. Vikas Bhardwaj                              |
| iii. | Prof. Preeti Bansal                             |
| iv.  | Dr. S. P. Verma                                 |

\*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 ITEMS):**

- |      |   |
|------|---|
| i.   | Dr. O. P. Saini (Overall in-charge)  |
| ii.  | Dr. Rajinder Singh (Co-Convener)     |
| iii. | Prof. Jaibir Dhariwal (Co-Convener)  |

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

\*Cultural committee will oversee all items including musical, theatrical, dance etc.

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

- (i) Dr. Alisha Goel (Convener- Fine Arts) *AS*  
 (ii) Prof. Anjali (Convener- Literary Items) *Al*

\* 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) Dr Suraj Walia (Convener) *Swalia* (iv) Sh. Amit Gupta *Am*  
 (ii) Dr. Gagan Mittal (Co-Convener) *Gan* (v) Sh. Manu Nirwani *MN*  
 (iii) Sh. Jaidev Sharma *Ji* (vi) Sh. Vishal Gupta *VG*

#### 43. IQAC (INTERNAL QUALITY ASSURANCE CELL)

- (i) Dr. Seema Gupta (Convener) *SG* (ix) Dr. Shilpy Aggarwal *SA*  
 (ii) Dr. Satyabir Mehla (Co-Convener) *Sch* (x) Dr. Surender Singh *SS*  
 (iii) Dr. C. B. Saini *CS* (xi) Dr. Suruchi Sharma *SS*  
 (iv) Dr. Rajbir Parashar *RJ* (xii) Prof. Jaibir Dhariwal *JD*  
 (v) Dr. A. K. Narula *AN* (xiii) Dr. Anil Jindal *AJ*  
 (vi) Dr. Gagan Mittal *Gan* (xiv) Prof. Pooja Mittal *PM*  
 (vii) Prof. Shri Om *SO* (xv) Prof. Naresh Garg *NG*  
 (viii) Dr. Virender Pal Goyal *VPG* (xvi) Prof. Rajesh Singh *RS*

#### 44. ALUMNI ENROLMENT COMMITTEE:

- i. Dr. Sanjay Garg (Convener) *SG* (vi) Dr. Ashok Attri *AA*  
 ii. Dr. A. K. Narula *AN* (vii) Prof. Rachna Sardana *RS*  
 iii. Dr. O.P. Saini *OS* (viii) Dr. Rakesh Mittal *RM*  
 iv. Dr. Gurdeep Bhola *GB* (ix) Prof. Naresh Garg *NG*  
 v. Dr. Shilpy Aggarwal *SA* (x) Prof. Rajesh Singh *RS*

\*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 MS Word/PDF format.


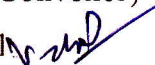



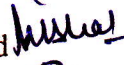



**45. ENTREPRENEUR DEVELOPMENT CLUB:**

- i. Prof. Pooja Mittal (Convener)   
 ii. Prof. Naresh Garg (Co-Convener)   
 iii. Dr. Ashok Atti   
 iv. Dr. Suraj Walia   
 v. Prof. Rachna Sardana 

\* The setting up of Entrepreneurship Development Clubs (EDCs) is aimed at equipping the youth with skills to act as "job creators instead of job seekers".


**46. ECO CLUB:**

- i. Prof. Jaibir Dhariwal (Convener)   
 ii. Dr. Virender Pal Goyal   
 iii. Dr. Vinay Singhal   
 iv. Dr. Suruchi Sharma   
 v. Dr. Anil Jindal   
 vi. Prof. Vishal Anand   
 vii. Prof. Raghubir Singh 

**47. NSS IN-CHARGES:**

- (i) Dr. Gagan Mittal   
 (ii) Dr. Bijender Kumar   
 (iii) Prof. Pooja Mittal 


**48. NCC OFFICERS**

- i. Dr. R P Maun   
 ii. Prof. Raghubir Singh 


**49. PCP CO-ORDINATOR**

Dr. Anil Jindal 


**50. BURSAR:**

Dr. Satyabir Mehla 


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

Dr. Virender Pal Goyal 

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

Prof. Shri Om 

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

Dr. Gagan Mittal 

**54. SPORTS AND GAMES:**

- |  |   |
|--|---|
| i. Dr. Gurdeep Bhola (Overall In-charge)   | xiv. Volleyball—Dr. Sanjay Garg         |
| ii. Kho Kho (man)-- Dr. Satyabir Mehla     | xv. Handball—Prof. Jaibir Dhariwal      |
| iii. Kho kho (woman) —Prof. Pooja Mittal   | xvi. Basketball— Prof. Naresh Garg      |
| iv. Cricket—Dr. C. B. Saini                | xvii. Badminton--Prof. Raghbir Lamba    |
| v. Cricket (Woman)- Prof. Rachna Sardana   | xviii. Ball Badminton--Dr. A. K. Narula |
| vi. Kabaddi (man) —Prof. Rajesh Singh      | xix. Netball--Dr. Virender Pal Goyal    |
| vii. Kabaddi (woman)-- Dr. Alisha Goyal    | xx. Korfball--Dr. Ashok Kumar Attri     |
| viii. Boxing-- Dr. Rajbir Patrashar        | xxi. Swimming—Dr. Anil Jindal           |
| ix. Wrestling (man)- Dr. Ramphal Maun      | xxii. Athletics--Dr. Suraj Walia        |
| x. Chess--Dr. Vikas Bhardwaj               | xxiii. Taekwondo— Prof. Kapil Jain      |
| xi. Wrestling (woman)--Prof. Manjula Goyal |   |
| xii. Football--Dr. Ashok Kumar             |   |
| xiii. Judo--Dr. Gagan Mittal               |   |

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

Dr. O. P. Saini


**56. STANDING ADVISORS**

- |                         |                         |
|-------------------------|-------------------------|
| (i) Dr. S.K. Goyal      | (vi) Dr. Seema Gupta    |
| (ii) Dr. Satyabir Mehla | (vii) Dr. A. K. Narula  |
| (iii) Dr. C. B. Saini   | (viii) Dr. Sushil Gupta |
| (iv) Dr. Luxmi Mor      | (ix) Dr. R. P. Moun     |
| (v) Dr. Rajbir Parashar | (x) Dr. Gagan Mittal    |

\*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.

Prof. Chetna Sharma and Dr. Sanjay Goyal will assist the Principal in the overall administration of the college.

Dated: 08-08-2018

  
(Dr. O.P. Garg)

Principal  
R.K.S.D. College  
KAITHAL



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

(Evening Session)

### Committees for the session 2018-19

| 1      | Advisory Committee             | Signature | 6       | Time Table Committee             | Signature |
|--------|--------------------------------|-----------|---------|----------------------------------|-----------|
| (i)    | Ms. Nidhi Goel                 |           | (i)     | Mr. Manoj Bansal (Convenor)      |           |
| (ii)   | Mr. Surender Tanwar            |           | (ii)    | Ms. Nidhi Goel                   |           |
| (iii)  | Mr. Manoj Bansal               |           | (iii)   | Ms. Manika Gupta                 |           |
| (iv)   | Ms. Sanyogita Sharma           |           | (iv)    | Ms. Meenu Bhutani                |           |
| (v)    | Ms. Manika Gupta               |           | (v)     | Mr. Ankit Garg                   |           |
| (vi)   | Mr. Ajay Mittal                |           | (vi)    | Ms. Nitika Gaba                  |           |
| (vii)  | Mr. Ankit Garg                 |           |         |                                  |           |
| (viii) | Ms. Renu Kansal                |           | 7       | <b>Co-Curricular Committee</b>   |           |
| (ix)   | Ms. Himani Aggarwal            |           | (i)     | Ms. Sanyogita Sharma (Convenor)  |           |
| (x)    | Ms. Asha                       |           | (ii)    | Ms. Manika Gupta                 |           |
|        |                                |           | (iii)   | Mr. Ajay Mittal                  |           |
| 2      | <b>Discipline Committee</b>    |           | (iv)    | Ms. Meenu Bhutani                |           |
| (i)    | Mr. Surender Tanwar (Convenor) |           | (v)     | Ms. Jonsy Arora                  |           |
| (ii)   | Ms. Sanyogita Sharma           |           | (vi)    | Ms. Himani Aggarwal              |           |
| (iii)  | Ms. Nidhi Goel                 |           | (vii)   | Ms. Reena Makkar                 |           |
| (iv)   | Mr. Nitin Mittal               |           | (viii)  | Ms. Asha                         |           |
| (v)    | Ms. Reena Makkar               |           | (ix)    | Ms. Renu Kansal                  |           |
| (vi)   | Mr. Rajesh Sharma              |           | (x)     | Ms. Pooja                        |           |
| (vii)  | Ms. Nitika Gaba                |           | (xi)    | Ms. Ila Bindlish                 |           |
| (viii) | Ms. Jonsy Arora                |           | (xii)   | Ms. Ranju Nirwania               |           |
| (ix)   | Ms. Ila Bindlish               |           | (xiii)  | Ms. Rekha Sharma                 |           |
| (x)    | Ms. Asha                       |           | (xiv)   | Ms. Kavita Jhamb                 |           |
| (xi)   | Ms. Kavita Jhamb               |           | (xv)    | Ms. Kusum Lata                   |           |
| (xii)  | Ms. Ritu Chaudhary             |           | (xvi)   | Ms. Parul Sharma                 |           |
| (xiii) | Ms. Kusum                      |           | (xvii)  | Ms. Shikha Jain                  |           |
| (xiv)  | Ms. Meenakshi Saini            |           | (xviii) | Ms. Neetika Bansal               |           |
| (xv)   | Ms. Meenakshi Rani             |           | (xix)   | Ms. Nidhi Gupta                  |           |
| (xvi)  | Mr. Umesh                      |           | (xx)    | Ms. Kanika Bansal                |           |
|        |                                |           | (xxi)   | Ms. Meenakshi Saini              |           |
|        |                                |           | (xxii)  | Ms. Meenakshi Rani               |           |
| 3      | <b>Library Committee</b>       |           | (xxiii) | Ms. Ritu Rani                    |           |
| (i)    | Mr. Manoj Bansal (Convenor)    |           | (xxiv)  | Ms. Sucheta                      |           |
| (ii)   | Ms. Nidhi Goel                 |           | (xxv)   | Ms. K.Kaur                       |           |
| (iii)  | Ms. Manika Gupta               |           | (xxvi)  | Mr. Umesh                        |           |
| (iv)   | Ms. Himani Aggarwal            |           |         |                                  |           |
| (v)    | Mr. Ankit Garg                 |           |         |                                  |           |
|        |                                |           | 8       | <b>Career Guidance Committee</b> |           |
| 4      | <b>Examination Committee</b>   |           | (i)     | Mr. Manoj Bansal (Convenor)      |           |
| (i)    | Mr. Manoj Bansal (Convenor)    |           | (ii)    | Ms. Nidhi Goel                   |           |
| (ii)   | Mr. Ajay Mittal                |           | (iii)   | Ms. Manika Gupta                 |           |
| (iii)  | Mr. Rajesh Sharma              |           | (iv)    | Mr. Ajay Mittal                  |           |
| (iv)   | Mr. Ankit Garg                 |           | (v)     | Ms. Savita Rani                  |           |
| (v)    | Ms. Pooja                      |           | (vi)    | Ms. Rupinder Kaur                |           |
|        |                                |           |         |                                  |           |
| 5      | <b>Purchase Committee</b>      |           | 9       | <b>Magazine Committee</b>        |           |
| (i)    | Mr. Nitin Mittal (Convenor)    |           | (i)     | Mr. Manoj Bansal (Convenor)      |           |
| (ii)   | Ms. Manika Gupta               |           | (ii)    | Ms. Renu Kansal                  |           |
| (iii)  | Ms. Meenu Bhutani              |           | (iii)   | Ms. Himani Aggarwal              |           |
| (iv)   | Mr. Ankit Garg                 |           |         |                                  |           |
| (v)    | Mr. Kamal Gupta                |           |         |                                  |           |

| 10     | Hospitality Committee       | Signature | 14    | Tour Organising Committee       | Signature |
|--------|-----------------------------|-----------|-------|---------------------------------|-----------|
| (i)    | Mr. Ajay Mittal (Convenor)  |           | (i)   | Mr. Manoj Bansal (Convenor)     |           |
| (ii)   | Ms. Meenu Bhutani           |           | (ii)  | Mr. Ajay Mittal                 |           |
| (iii)  | Ms. Reena Makkar            |           | (iii) | Ms. Himani Aggarwal             |           |
| (iv)   | Mr. Ankit Garg              |           | (iv)  | Ms. Renu Kansal                 |           |
| (v)    | Mr. Rajesh Sharma           |           |       |                                 |           |
| (vi)   | Ms. Asha                    |           | 15    | Stage Conducting Committee      |           |
| (vii)  | Ms. Divya Garg              |           | (i)   | Ms. Renu Kansal (Convenor)      |           |
| (viii) | Ms. Nitika Gaba             |           | (ii)  | Mr. Manoj Bansal                |           |
| (ix)   | Ms. Jonsy Arora             |           | (iii) | Ms. Manika Gupta                |           |
|        |                             |           | (iv)  | Ms. Himani Aggarwal             |           |
|        |                             |           |       |                                 |           |
| 11     | Prize Committee             |           | 16    | Quiz Committee                  |           |
| (i)    | Mr. Manoj Bansal (Convenor) |           | (i)   | Mr. Manoj Bansal (Convenor)     |           |
| (ii)   | Mr. Nitin Mittal            |           | (ii)  | Ms. Manika Gupta                |           |
| (iii)  | Mr. Ajay Mittal             |           | (iii) | Ms. Pooja                       |           |
| (iv)   | Ms. Manika Gupta            |           | (iv)  | Mr. Ankit Garg                  |           |
| (v)    | Ms. Ranju Nirwania          |           | (v)   | Ms. Savita Rani                 |           |
| (vi)   | Ms. Divya Garg              |           |       |                                 |           |
| (vii)  | Ms Ritu Chaudhary           |           |       |                                 |           |
|        |                             |           | 17    | Public Relation Committee       |           |
| 12     | Women Cell Committee        |           | (i)   | Mr. Ajay Mittal (Convenor)      |           |
| (i)    | Ms. Manika Gupta (Convenor) |           | (ii)  | Mr. Manoj Bansal                |           |
| (ii)   | Ms. Nidhi Goel              |           | (iii) | Ms. Renu Kansal                 |           |
| (iii)  | Ms. Meenu Bhutani           |           | (iv)  | Mr. Kamal Gupta                 |           |
| (iv)   | Ms. Renu Kansal             |           |       |                                 |           |
| (v)    | Ms. Ila Bindlish            |           | 18    | IT Cell                         |           |
| (vi)   | Ms. Sanyogita Sharma        |           | (i)   | Mr. Ankit Garg (Convenor)       |           |
| (vii)  | Ms. Nitika Gaba             |           | (ii)  | Mr. Rajesh Sharma               |           |
| (viii) | Ms. Jonsy Arora             |           | (iii) | Ms. Divya Garg                  |           |
| (ix)   | Ms. Rekha                   |           | (iv)  | Ms. Chakshu Mittal              |           |
| (x)    | Ms. Ranju Nirwania          |           |       |                                 |           |
|        |                             |           | 19    | Environmental Cell              |           |
| 13     | Monitoring Committee        |           | (i)   | Ms. Sanyogita Sharma (Convenor) |           |
| (i)    | Mr. Manoj Bansal (Convenor) |           | (ii)  | Ms. Rekha Aggarwal              |           |
| (ii)   | Mr. Ajay Mittal             |           | (iii) | Ms. Savita Rani                 |           |
|        |                             |           | (iv)  | Ms. Khushboo                    |           |

*[Handwritten Signature]*

Staff Secretary


*[Handwritten Signature]*  
Principal In-charge



## Notice

The following committees have been constituted for the session 2018-19 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. Ajay Kumar (Evening Session)
3. Mr. Pankaj Jindal (Evening Session)

2. Mrs. Santosh Kurra

3. Mr. Bharat Bhushan (Evening Session)

### Whitewash Maintenance

1. Mr. Warriyam
2. Mr. Surjeet Saini *Surjeet*
3. Mr. Sukhbir Sharma *Sukhbir*
4. Mr. Pankaj Jindal (Evening Session)

### Maintenance and monitoring of Solar power System

1. Mr. Manu Nirwani
2. Mr. Rajesh Sharma
3. Mr. Shispal
4. Mr. Ram Kumar *Ram Kumar*

### Furniture/Wood Works

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

### Maintenance of Sewerage system

1. Mr. Dharmender *Dharmender*
2. Mr. Sanjay *Sanjay*
3. Mr. Darshan *Darshan*
4. Mr. Ravi *Ravi*
5. Mr. Sohan (Evening Session)

### Electrical Works

1. Mr. Jasbir Singh
2. Mr. Padam Kumar
3. Mr. Joginder (Evening Session)

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

1. Mr. Balwan Saini *Balwan*
2. Mr. Rajinder Saini *Rajinder*
3. Mr. Joginder Singh (Evening Session)

### Maintenance of ACs

1. Mr. Amit Gupta *Amit Gupta*
2. Mr. Jasbir Singh
3. Mr. Pankaj (Evening Session)
4. Mr. Ajay (Evening Session)

### Civil works Maintenance

- 1- Mr Wariyam
- 2- Mr Rajesh Sharma

### 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



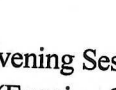
### Examinations Branch


1. Mr. Vishal Gupta
2. Mr. Rajbir Singh
3. Mr. Kanwar Pal Singh *Kanwar Pal Singh*
5. Ms. Sonia (Evening Session)
5. Mr. Pankaj Jindal (Evening Session)


### Scholarship Branch

1. Mr. Gautam Goyal *Gautam Goyal*

**Accounts Branch**


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


**Administrative's Incharge:** Mr. Anil Kumar 

**Fee Incharge:** Mr. Rakesh Gupta 


**Registration Branch Incharge:** Mrs. Shiksha Saini

**Bus Pass Incharge:** Mr. Karnail Singh

**Security's Incharge:** Mr. Pankaj Sharma 

**Campus cleanliness Incharge:** Mr. Gautam Goyal 

**Audio Visual**

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

**Language Resource centre:** Mr. Vikram

**Maintenance in stadium**

1. Mr. Mela Ram
2. Mr. Bijender