



Office of the Principal, R.D. Girls College, Bharatpur (Raj.)

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Website :- <https://hte.rajasthan.gov.in/college/ggcbharatpur>

S.No.-RDGC/Estt./2022-23 **6801-06**

Date: **26.09.2022**

OFFICE ORDER

Various committees have been constituted vide earlier orders of this office. Certain changes have been made in these committees due to transfer of teachers. The amended list of committees is as under :-

List of Committees

S.No.	Name of Committee	Member Officer	Assistance/File maintenance
1.	Teaching Monitoring and Follow ups Committee	1. Smt. Madhu Sharma (Coordinator) 2. Dr. R. C. Verma 3. Dr. Karuna Gaur 4. Dr. S. R. Lahary	1. Smt. Manju Verma (Add. Admins. Off.)
2.	NAAC , IQAC , AAP (Annual Audit Programme). College Statistics Committee and AISHE	1. Dr. Shilpi Deep Mathur (Coordinator) 2. Dr. L. S. Gayawal (Incharge AAP) 3. Dr. Alka Goyal (Incharge AISHE) 4. Dr. Rajani Vashishth (Incharge College Statistics Committee) 5. Dr. Krati Sharma 6. Sh. Jagdish Kumar 7. Sh. Ghanshyam Gupta AAO-I	1. Sh. Manish Puri (Lab Assistant) 2. Sh. Jagmal Singh Sagar (Junior Assistant)
3.	UGC Committee	1. Dr. Karuna Gaur (Coordinator) 2. Dr. Nisha Goyal 3. Dr. Anju Pathak 4. Sh. Jagdish Kumar 5. Sh. Ghanshyam Gupta AAO-I	1. Sh. Mohan Singh (Junior Assistant)
4.	SWAYAM & UDAN	1. Smt. Sadhana Sharma (OIC) 2. Smt. Suman Goyal 3. Smt. Anita Meena 4. Sh. Yogendra Singh	1. Sh. Yogendra Singh (Junior Assistant)

5.	ANANDAM	<ol style="list-style-type: none"> 1. Dr. Alka Goyal (OIC) 2. Smt. Anita Meena 	<ol style="list-style-type: none"> 1. Sh. Jagmal Singh Sagar (Junior Assistant)
6.	Examination Committee	<ol style="list-style-type: none"> 1. Dr. R. C. Verma (Coordinator) 2. Dr. S. R. Lahary 3. Dr. K. K. Gupta 4. Dr. Shilpi Deep Mathur 5. Dr. Nisha Goyal 6. Dr. Saroj 7. Sh. Natwar Singh 8. Sh. Divan Singh 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.) 2. Sh. Jagmal Singh Sagar (Junior Assistant)
7.	RUSA Committee	<ol style="list-style-type: none"> 1. Dr. Shilpi Deep Mathur (Coordinator) 2. Sh. Sunil Kumar Gupta 3. Dr. Lala Shankar Gayawal 	<ol style="list-style-type: none"> 1. Sh. Yogendra Singh (Junior Assistant)
8.	Research Committee	<ol style="list-style-type: none"> 1. Dr. S. R. Lahary (Coordinator) 2. Dr. Anju Pathak 3. Dr. L.S. Gayawal 4. Dr. Alka Goyal 5. Dr. Laxmi Gupta 6. Dr. Shashi Prabha 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
9.	Time-table Committee	<ol style="list-style-type: none"> 1. Dr. Karuna Gaur (Coordinator) 2. Dr. Sunil Gupta (Science) 3. Dr. Nisha Goyal (Arts) 4. Dr. Sadhna Sharma (Arts) 5. Dr. Suman Goyal (Commerce) 	<ol style="list-style-type: none"> 1. Sh. Jagmal Singh Sagar (Junior Assistant)
10.	Building Construction, Maintenance, Repair and Protection Committee	<ol style="list-style-type: none"> 1. Dr. R. C. Verma (Coordinator) 2. Dr. S.R. Lahary 3. Dr. K.K. Gupta 4. Dr. Shilpi Deep Mathur 5. Dr. Sunil Gupta 6. Sh. Divan Singh 7. Sh. Ghanshyam Gupta AAO-I 	<ol style="list-style-type: none"> 1. Sh. Yogendra Singh (Junior Assistant)

11.	Scholarship/ Devnarayan Scooty, Kali Baibheel (Medhavi) Scooty Distribution and other Scholarships	<ol style="list-style-type: none"> 1. Dr. Meenu Arvind Agarwal (Coordinator) 2. Dr. Kavita Acharya 3. Dr. Sadhna Sharma 4. Dr. Laxmi Gupta 5. Dr. Saroj 6. Dr. Kriti Sharma 7. Sh. Vinay Khandelwal (Nodal Officer for Scholarship Portal) 	<ol style="list-style-type: none"> 1. Sh. Deepak Kumar (Junior Assistant)
12.	Antiragging Committee	<ol style="list-style-type: none"> 1. Dr. Kavita Acharya (Coordinator) 2. Smt. Suman Goyal 3. Dr. Krati Sharma 	<ol style="list-style-type: none"> 1. Smt Manju Verma (Add. Admins. Off.)
13.	Eco-Club	<ol style="list-style-type: none"> 1. Dr. Anju Pathak (Coordinator) 2. Smt. Suman Goyal 3. Smt. Deepti Agarwal 4. Smt. Anita Meena 5. Dr. Krati Sharma 6. Sh. Jagdish Kumar 7. Dr. Natwar Singh 	<ol style="list-style-type: none"> 1. Sh. Devi Sahai Meena (Lab Assistant)
14.	Store related Matters and Archives (Records) Committee	<ol style="list-style-type: none"> 1. Dr. R.C. Verma (Coordinator) 2. Dr. Nisha Goyal 3. Sh. Jagdish Kumar 4. Sh. Jai Ram 	<ol style="list-style-type: none"> 1. Sh. Yogendra Singh (Junior Assistant)
15.	Career Counseling, Placement, Students Advisory, Student Welfare and Complaint Redressal Committee	<ol style="list-style-type: none"> 1. Dr. Meenu Arvind Agarwal (Coordinator) 2. Dr. Sunil Gupta 3. Dr. L. S. Gayawal 4. Dr. Sadhna Sharma 	<ol style="list-style-type: none"> 1. Sh. Deepak Kumar (Junior Assistant)
16.	Equipment Maintenance & Repair Committee (R.O., Coolers, Submersible Pump, Generator, CCTV, Water taps, Copiers, Computers and all other devices)	<ol style="list-style-type: none"> 1. Dr. K. K. Gupta (Coordinator) 2. Sh. Jagdish Kumar 3. Dr. Natwar Singh 	<ol style="list-style-type: none"> 1. Sh. Manish Puri (Lab Assistant) 2. Sh. Yogendra Singh (Junior Assistant)

17.	Internal Complaint Committee (ICC)	<ol style="list-style-type: none"> 1. Dr. Nisha Goyal (Coordinator) 2. Dr. Rajni Vashisth 3. Dr. Madhu Agarwal 4. Dr. Saroj 5. Dr. Krati Sharma 6. Sh. Vinay Khandelwal 7. Student Member :- <ol style="list-style-type: none"> 1. Divya Kumari 2. Anushka Agarwal 3. Shweta Rajawat 8. External Member :- <ol style="list-style-type: none"> 1. Smt. Babita Sharma 	<ol style="list-style-type: none"> 2. Sh. Mohan Singh (Junior Assistant)
18.	Women Study Cell	<ol style="list-style-type: none"> 1. Dr. Nisha Goyal (Coordinator) 2. Dr. Rajni Vashisth 3. Dr. Madhu Agarwal 4. Dr. Saroj 5. Dr. Krati Sharma 	<ol style="list-style-type: none"> 1. Sh. Mohan Singh (Junior Assistant)
19.	Discipline and Inspection of Private Colleges Committee	<ol style="list-style-type: none"> 1. Dr. S.R. Lahary (Coordinator) 2. Dr. K.K. Gupta (Incharge Inspection of Private College) 3. Dr. Meenu Arvind Agarwal 4. Dr. Sunil Gupta 5. Dr. Anju Pathak 6. Sh. Jai Ram 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
20.	Parking Stand and Canteen Committee	<ol style="list-style-type: none"> 1. Dr. Sunil Gupta (Coordinator) 2. Dr. Laxmi Gupta 3. Dr. Madhu Agarwal 4. Dr. Shashi Prabha 	<ol style="list-style-type: none"> 1. Sh. Yogendra Singh (Junior Assistant)
21.	Sports Committee	<ol style="list-style-type: none"> 1. Dr. S. R. Lahary (Coordinator) 2. Dr. Shashi Prabha 3. Smt. Anita Meena 4. Jagdish Kumar 5. Natwar Singh 	<ol style="list-style-type: none"> 1. Sh. Deepak Kumar (Junior Assistant)

22.	Cultural, Literature Activities and Prize Distribution Committee	<ol style="list-style-type: none"> 1. Dr. Karuna Gaur (Coordinator) 2. Dr. Meenu Arvind Agarwal (Incharge Prize Distribution) 3. Dr. Alka Goyal 4. Dr. Shashi Prabha 5. Dr. Saroj 6. Dr. Suman Goyal 7. Dr. Deepti Agarwal 	<ol style="list-style-type: none"> 1. Sh. Mohan Singh (Junior Assistant)
23.	NSS, EBSB, Red Ribbon Club and General Cleanliness Committee	<ol style="list-style-type: none"> 1. Dr. Saroj (Unit Head & Coordinator) 2. Dr. Krati Sharma (Unit Head) 3. Sh. Jagadish Kumar (Unit Head) 4. Smt. Divan Singh (Unit Head) 	<ol style="list-style-type: none"> 1. Sh. Mohan Singh (Junior Assistant) 2. Sh. Deepak Kumar (Junior Assistant) 3. Sh. Yogendra Singh (Junior Assistant)
24.	Toilets Cleaning Monitoring Committee	<ol style="list-style-type: none"> 1. Dr. Sadhna Sharma (OIC) 1. Smt. Deepti Agarwal 	<ol style="list-style-type: none"> 2. Sh. Yogendra Singh (Junior Assistant)
25.	Human Rights Club	<ol style="list-style-type: none"> 1. Dr. Madhu Agarwal (OIC) 2. Dr. Deepti Agarwal 	<ol style="list-style-type: none"> 1. Sh. Jagmal Singh Sagar (Junior Assistant)
26.	Arts Association	<ol style="list-style-type: none"> 1. Smt. Kavita Acharya (Coordinator) 2. Smt. Suman Goyal 3. Smt. Anita Meena 	<ol style="list-style-type: none"> 1. Sh. Jagmal Singh Sagar (Junior Assistant)
	Science Association	<ol style="list-style-type: none"> 1. Dr. Krati Sharma (Coordinator) 2. Sh. Jai Ram 	<ol style="list-style-type: none"> 1. Smt. Kailash (Lab Assistant)
	Commerce Association	<ol style="list-style-type: none"> 1. 2. 	<ol style="list-style-type: none"> 1. Sh. Vishvendra Singh (Lab Assistant)
27.	Public Information Committee (RTI)	<ol style="list-style-type: none"> 1. Dr. K. K. Gupta (Coordinator) 2. Dr. Anju Pathak 3. Sh. Ghanshyam Gupta AAO-I 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
28.	Scouts & Guide / Ranger Rovers	Unit I: <ol style="list-style-type: none"> 1. Dr. Shashi Prabha (Incharge) 2. Dr. Suman Goyal 	<ol style="list-style-type: none"> 2. Sh. Vishvendra Singh (Lab Assistant)

29.	Planning and Consumer Forum	<ol style="list-style-type: none"> 1. Dr. Rajni Vashishth (Coordinator) 2. Sh. Vinay Khandelwal 	<ol style="list-style-type: none"> 1. Smt. Kailash (Lab Assistant)
30.	Elementary Computer Education Committee	<ol style="list-style-type: none"> 1. Dr. Sunil Gupta (Coordinator) 2. Sh. Jai Ram 	<ol style="list-style-type: none"> 1. Sh. Manish Puri (Lab Assistant)
31.	Procurement Committee	<ol style="list-style-type: none"> 1. Dr. R. C. Verma (Coordinator) 2. Dr. Karuna Gaur 3. Dr. Natwar Singh (SPP Portal Nodal Officer) 4. Sh. Ghanshyam Gupta AAO-I 5. Sh. Yogendra Singh 	<ol style="list-style-type: none"> 1. Yogendra Singh (Junior Assistant)
32.	Rail/ Bus Concession and Ration Card Committee	<ol style="list-style-type: none"> 1. Dr. Kavita Acharya (Coordinator) 2. Smt. Anita Meena 	<ol style="list-style-type: none"> 1. Sh. Jagmal Singh Sagar (Junior Assistant)
33.	Legal Aid and LITES Committee	<ol style="list-style-type: none"> 1. Dr. Anju Pathak (Coordinator) 2. Dr. Alka Goyal 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
34.	Internal Audit, Vigilance, Income Tax and Inspection Committee	<ol style="list-style-type: none"> 1. Dr. Sunil Gupta (Coordinator) 2. Dr. Laxmi Gupta 3. Sh. Ghanshyam Gupta AAO-I 	<ol style="list-style-type: none"> 1. Sh. Mohan Singh (Junior Assistant)
35.	Alumni, Parent-teachers & Student Leader interaction Committee	<ol style="list-style-type: none"> 1. Dr. Lala Shankar Gayawal (Coordinator) 2. Dr. Saroj 3. Dr. Deepti Agarwal 4. Dr. Krati Sharma 3. Sh. Jai Ram 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
36.	Student Attendance Register/ Results/ Internal Examination Committee	<ol style="list-style-type: none"> 1. Dr. K. K Gupta (Coordinator) 2. Dr. Kavita Acharya 3. Dr. Madhu Agarwal 4. Smt. Anita Meena 	<ol style="list-style-type: none"> 1. Sh. Jagmal Singh Sagar (Junior Assistant)
37.	Media Cell	<ol style="list-style-type: none"> 1. Dr. Madhu Agarwal (Coordinator) 2. Smt. Anita Meena 	<ol style="list-style-type: none"> 1. Sh. Mohan Singh (Junior Assistant)
38.	Central Computer Facility and Reprography	<ol style="list-style-type: none"> 1. Sh. Jagadish Kumar (Coordinator) 	<ol style="list-style-type: none"> 1. Sh. Yogendra Singh (Junior Assistant)

39.	Sampark Portal, Assembly Questions	<ol style="list-style-type: none"> 1. Dr. Meenu Arvind Agarwal (Coordinator) 2. Dr. Sunil Gupta 3. Sh. Ghanshyam Gupta AAO-I 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
40.	ICT and Biometric Attendance Committee	<ol style="list-style-type: none"> 1. Dr. L.S. Gayawal (Coordinator) 2. Dr. Krati Sharma 3. Dr. Natwar Singh 	<ol style="list-style-type: none"> 1. Sh. Manish Puri (Lab. Assistant)
41.	Library Committee	<ol style="list-style-type: none"> 1. Dr. Anju Pathak (Coordinator) 2. Dr. Alka Goyal 3. Dr. Laxmi Gupta 4. Dr. Rajni Vashishth 5. Smt. Anita Meena 	<ol style="list-style-type: none"> 1. Lib. Staff 2. Sh. Jagmal Singh Sagar (Junior Assistant)
42.	College Website Committee	<ol style="list-style-type: none"> 1. Dr. L. S. Gayawal (Coordinator) 2. Sh. Jagdish Kumar 	<ol style="list-style-type: none"> 1. Sh. Mohan Singh (Junior Assistant)
43.	Inter Faculty Dialogue Forum	<ol style="list-style-type: none"> 1. Sh. Suman Goyal (Coordinator) 2. Sh. Jagdish Kumar 	<ol style="list-style-type: none"> 1. Sh. Devi Sahai Meena (Lab Assistant)
44.	College Magazine, Prospectus Printing and Trimester Reports Committee	<ol style="list-style-type: none"> 1. Dr. S. R. Lahary (Advisor) 2. Dr. Lala Shankar Gayawal (Coordinator) 3. Dr. Laxmi Gupta (Incharge Trimester Report Committee) 4. Dr. Shashi Prabha 5. Dr. Saroj 6. Dr. Madhu Agarwal 	<ol style="list-style-type: none"> 1. Sh. Yogendra Singh (Junior Assistant)
45.	Innovation, Skill Development and Entrepreneurship & Mental Health Counseling Committee	<ol style="list-style-type: none"> 1. Dr. Meenu Arvind Agarwal (Coordinator) 2. Smt. Madhu Agarwal 3. Smt. Suman Goyal 4. Sh. Jai Ram 	<ol style="list-style-type: none"> 1. Sh. Devi Sahai Meena (Lab Assistant)
46.	RACE (Resource Assistance & College Excellence) Committee	<ol style="list-style-type: none"> 1. Dr. Nisha Goyal (Coordinator) 2. Dr. Anju Pathak 3. Sh. Jagdish Kumar 4. AAO-I(Officiating) 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
47.	Anti Tobacco	<ol style="list-style-type: none"> 1. Sh. Jai Ram (Nodal Officer) 	<ol style="list-style-type: none"> 2. Smt. Manju Verma (Add. Admins. Off.)

48.	Student Advisory Committee	<ol style="list-style-type: none"> 1. Dr. Nisha Goyal (Coordinator) 2. Dr. Saroj 3. Sh. Jagdish Kumar 	<ol style="list-style-type: none"> 1. Jagmal Singh Sagar (Junior Assistant)
49.	Vidhya Sambal Yojana	<ol style="list-style-type: none"> 1. Smt. Madhu Sharma (Coordinator) 2. Dr. S. R. Lahary 3. Dr. Anju Pathak 4. Dr. Alka Goyal 5. Dr. Kavita Acharya 6. Sh. Jai Ram 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
50.	Pay Fixation Committee	<ol style="list-style-type: none"> 1. Dr. S. R. Lahary (Coordinator) 2. Dr. K. K. Gupta 3. Dr. Sunil Kumar Gupta 4. Sh. Jagdish Kumar 5. AAO-I(Officiating) 	<ol style="list-style-type: none"> 1. Smt. Manju Verma (Add. Admins. Off.)
51.	Record retention and Record Weeding Committee	<ol style="list-style-type: none"> 1. Dr. Karuna Gaur (Coordinator) 2. Dr. K. K. Gupta 3. Dr. Sadhna Sharma 4. Dr. Laxmi Gupta 5. Sh. Ghanshyam Gupta AAO-I 6. Smt. Manju Verma (Ad. Admins. Off.) 	<ol style="list-style-type: none"> 1. Jagmal Singh Sagar (Junior Assistant)

Note: -

- (i) All Committees will work under the guidance of respective Coordinators.
- (ii) All committee will be under the administrative control of **Academic Incharge**, who shall brief about the progress to the Principal.
- (iii) The Vigilance Committee is expected to make surprise check of the Cash Book & other relevant record of Cash section and submit confidential report to the Principal.
- (iv) In case of change in coordinator, the Coordinator of the old Committee as directed to hand over all relevant record to his/her incumbent as early as possible.
- (v) Any other committee formed earlier but not mentioned in this order shall also remain in force.
- (vi) These committees shall be functional in next academic session as well, till formation of new committees.
- (vii) Regular monitoring of classes shall be done by Teaching-Monitoring Committee.


 26/9/22

(Dr. Dharendra Devarshi)
 Principal
 R.D. Girls College Bharatpur (Raj.)

N.D.-RDGC/EsttL/2022-23

Date:

Copy for information & necessary action:-

1. Joint Director Academic, CCE, Jaipur
1. Smt. Madhu Sharma, Academic Incharge & Senior most Faculty.
2. Officer Concern.
3. Establishment.
4. Accounts Section.
5. Faculty.

1)

(Dr. Dhirendra devarshi)
Principal
R.D. Girls College Bharatpur (Raj.)