



S.No.-RDGC/2020 / 387-390

Date: 11/07/2020

Following committees are constituted with immediate effect to run the co-curricular & extra-curricular activities and smooth functioning of the routine official work at this college.

### List of Committees

#### Principle's Advisory Committee

1. Dr. Madhu Sharma (Academic Incharge)
2. ShriNiranjan Singh (Sports Officer)
3. IQAC Coordinator (Officiating)

#### Special Invitee

AAO-I (Officiating)

Additional Administrative Officer (AAO) (Officiating)

S.No.	Name of Committee	Member officer	Link officer	Signature
1.	Teaching Monitoring Committee	1. Dr. R.C Verma 2. Dr. Karuna Gaur 3. Dr. S.R Lahari	Dr. Madhu Sharma	
2.	IQAC Committee	1. Dr. Anju Pathak (Coordinator) 2. Dr. L.S Gayawal 3. Dr. Alka Goyal 4. Dr. Krati Sharma 5. Shri Jagdish Kumar	Direct reporting to Principal	
3.	NAAC Committee & AAP (Annual Audit Programme)	1. Dr. R.C Verma (Coordinator) 2. Dr. Shilpi Deep Mathur 3. Dr. Kamlesh Sisodia 4. Dr. Rajani Vashishth 5. Dr. Deepti Agrawal	Direct reporting to Principal	
4.	UGC & AISHE Committee  SWAYAM  ANANDAM	1. Dr. Karuna Gaur (Coordinator) 2. Dr. Nisha Goyal 3. Dr. Anju Pathak 4. Shri Jagdish Kumar  Dr. Sadhan Sharma (OIC)  Dr. AlkaGoyal (OIC)	Dr. R.C Verma	

5.	RUSA Committee	<ol style="list-style-type: none"> <li>1. Dr. Shilpi Deep Mathur (Coordinator)</li> <li>2. Dr. Kamlesh Sisodia</li> <li>3. Dr. Shashi Prabha</li> <li>4. Shri Man Singh Meena</li> </ol> Invitee as Project Monitoring Unit Dr. K.K. Gupta Invitee as Board Of Governor Dr. S.R. Lahari	Dr. Karuna Gaur	
6.	Research Committee	<ol style="list-style-type: none"> <li>1. Dr. S.R. Lahari (Coordinator)</li> <li>2. Dr. L.S. Gayawal</li> <li>3. Dr. Alka Goyal</li> <li>4. Dr. Rajani Vashishth</li> </ol>	Dr. Karuna Gaur	
7.	Time-table Committee	<ol style="list-style-type: none"> <li>1. Dr. S.R. Lahari (Coordinator)</li> <li>2. Smt. Anjana Kaul (Science)</li> <li>3. Dr. Nisha Goyal (Arts)</li> <li>4. Dr. Sadhna Sharma (Arts)</li> <li>5. Smt Pooja Pareek (Commerce)</li> </ol>	Dr. Shilpi Deep Mathur	
8.	Building construction, maintenance, repair and protection Committee	<ol style="list-style-type: none"> <li>1. Dr. R.C. Verma (Coordinator)</li> <li>2. Dr. S.R. Lahari</li> <li>3. Dr. K.K. Gupta</li> <li>4. Dr. Shilpi Deep Mathur</li> <li>5. Dr. Sunil Gupta AAO-I (Officiating) AAO (Officiating) Store Keeper (Officiating)</li> </ol>	Shri Niranjn Singh	
9.	Scholarship/Devnarayan Scooty/Medhavi Scooty distribution and other scholarships like minority students scholarship Committee	<ol style="list-style-type: none"> <li>1. Smt. Anjana Kaul (Coordinator)</li> <li>2. Dr. Sadhana Sharma</li> <li>3. Shri Man Singh Meena</li> <li>4. Smt. Deepti Agrawal</li> <li>5. Shri Gajendra Beniwal (Lab Assistant)</li> </ol>	Dr. S.R. Lahari	
10.	Antiragging Committee	<ol style="list-style-type: none"> <li>1. Dr. Anju Pathak (Coordinator)</li> <li>2. Smt. Suman Goyal</li> <li>3. Dr. Krati Sharma</li> </ol>	Dr. Meenu Arvind Agrawal	
11.	Eco-Club	<ol style="list-style-type: none"> <li>1. Dr. Anjali Bhartiya (Coordinator)</li> <li>2. Dr. Anju Pathak</li> <li>3. Smt. Suman Goyal</li> <li>4. Smt. Anita Meena</li> </ol>	Smt. Anjana Kaul	
12.	Store related matters and Archives (records) Committee	<ol style="list-style-type: none"> <li>1. Dr. R.C. Verma (Coordinator)</li> <li>2. Dr. K.K. Gupta</li> <li>3. Dr. Sunil Gupta</li> <li>4. Shri Vimlesh Sisodia</li> </ol>	Direct reporting to Advisory Committee	

13.	Career counselling placement and Students advisory Committee	<ol style="list-style-type: none"> <li>1. Dr. Meenu Arvind Agrawal (Coordinator)</li> <li>2. Dr. Sunil Gupta</li> <li>3. Dr. Sadhna Sharma</li> </ol>	Dr. K.K. Gupta	
14.	Equipment's maintenance, repair Committee (R.O., Generator, CCTV, Water taps, copiers, computers and other all devices)	<ol style="list-style-type: none"> <li>1. Dr. S.R. Lahari (Coordinator)</li> <li>2. Dr. K.K. Gupta</li> <li>3. Dr. Sunil Gupta</li> <li>4. Shri Vimlesh Sisodia</li> </ol> Anil Kumar Sharma - Mechanic	Dr. R.C. Verma	
15.	Women Harassment at working place, Internal complaints abatement and Women's study Cell	<ol style="list-style-type: none"> <li>1. Dr. Nisha Goyal (Coordinator)</li> <li>2. Dr. Rajni Vashishth</li> <li>3. Dr. Madhu Agrawal</li> <li>4. Shri Man Singh Meena</li> <li>5. Dr. Saroj</li> <li>6. Dr. Krati Sharma</li> </ol> External Member Smt. Babita Sharma	Dr. Madhu Sharma	
16.	Discipline Committee	Team A: <ol style="list-style-type: none"> <li>1. Shri Niranjan Singh (Coordinator)</li> <li>2. Dr. S.R. Lahari</li> <li>3. Dr. K.K. Gupta</li> <li>4. Dr. Meenu Arvind Agrawal</li> </ol> Team B: <ol style="list-style-type: none"> <li>1. Dr. R.C. Verma (Coordinator)</li> <li>2. Dr. Sunil Gupta</li> <li>3. Dr. Shashi Prabha</li> <li>4. Shri Man Singh Meena</li> </ol>	Direct reporting to Advisory Committee	
17.	Sports Committee	<ol style="list-style-type: none"> <li>1. Shri Niranjan Singh (Coordinator)</li> <li>2. Dr. S.R. Lahari</li> <li>3. Dr. Shashi Prabha</li> <li>4. Shri Man Singh Meena</li> <li>5. Shri Vimlesh Sisodia</li> </ol>	Direct reporting to Principal	
18.	Cultural & literature and prize distribution Committee	<ol style="list-style-type: none"> <li>1. Dr. Alka Goyal (Coordinator)</li> <li>2. Dr. Shadhna Sharma</li> <li>3. Smt. Deepti Agrawal</li> <li>4. Smt. Pooja Pareek</li> <li>5. Smt. Lalita Bairwa</li> </ol>	Smt. Anjana Kaul	
19.	NSS, Red ribbon and General cleanliness Committee  EBSB	<ol style="list-style-type: none"> <li>1. Dr. Saroj (Coordinator)</li> <li>2. Smt. Suman Goyal (Unit Head)</li> <li>3. Smt. Deepti Agrawal (Unit Head)</li> <li>4. Smt. Anita Meena (Unit Head)</li> </ol> Store Keeper (Officiating) Special Invitee <ol style="list-style-type: none"> <li>1- Dr. Shashi Prabha</li> <li>2- Shri Man Singh Meena</li> </ol>	Direct reporting to Advisory Committee	

20.	<p>*Arts association</p> <p>**Science association</p> <p>***Commerce association</p>	<p>1. Smt. Suman Goyal (Coordinator) 2. Shri Man Singh Meena 3. Smt. Anita Meena</p> <p>1. Dr. Krati Sharma (Coordinator) 2. Shri Jagdish Kumar</p> <p>1. Smt. Pooja Pareek (Coordinator) 2. Shri Vimlesh Sisodiya</p>	<p>Dr. Shashi Prabha</p> <p>Dr. Kamlesh Sisodia</p> <p>Dr. Rajni Vashishth</p>
21.	Biometric attendance Committee	<p>1. Dr. K.K. Gupta (Coordinator) 2. Dr. Sunil Gupta</p>	Direct reporting to Advisory Committee
22.	Public information Committee (RTI)	<p>1. Dr. K.K. Gupta (Coordinator) 2. Smt. Pooja Pareek</p>	Direct reporting to Advisory Committee
23.	Scouts & guide/ Ranger rovers and Disaster management & Anti-tobacco Committee	<p>1. Dr. Shashi Prabha (Coordinator) 2. Shri Man Singh Meena 3. Smt. Lalita Bairwa Store Keeper (Officiating)</p>	Shri Niranjn Singh
24.	Planning and Consumer Forum	<p>1. Dr. Rajni Vashishth (Coordinator) 2. Vimlesh Sisodia 3. Smt. Pooja Pareek 4. Shri Deepak Kumar (Junior Assistant)</p>	Direct reporting to Advisory Committee
25.	Elementary computer's education Committee	<p>1. Dr. Sunil Gupta (Coordinator) 2. Shri Man Singh Meena 3. Shri Manish Puri (Lab Assistant)</p>	Dr. Meenu Arvind Agrawal
26.	Upapan Committee	<p>1. Dr. R.C. Verma (Coordinator) 2. Dr. Karuna Gaur 3. Shri Vimlesh Sisodia AAO-I (Officiating) AAO (Officiating) Store Keeper (Officiating)</p>	Direct reporting to Advisory Committee
27.	Rail/Bus concession and ration card Committee	<p>1. Dr. S.R. Lahari (Coordinator) 2. Smt. Anita Meena 3. Smt. Lalita Bairwa</p>	Direct reporting to Advisory Committee
28.	Legal Aid and LITES Committee	<p>1. Dr. Anju Pathak (Coordinator) 2. Smt. Pooja Pareek 3. Shri Jagmal Singh Sagar (Junior Assistant)</p>	Direct reporting to Advisory Committee


29.	Internal audit and Vigilance, Income tax, Inspection and small saving Committee  Inspection of Pvt. Colleges	1. Dr. S.R. Lahari (Coordinator) 2. Smt Anjana Kaul 3. Dr. Laxmi Gupta 4. Shri Vimlesh Sisodia  Team A :- 1. Dr. R.C. Verma (Coordinator) 2. Dr. K.K. Gupta Team B :- 1. Dr. S.R. Lahari (Coordinator) 2. Dr. Kamlesh Sisodia	Direct reporting to Principal  Direct reporting to Advisory Committee	
30.	Alumini and student-parent complaints Committee	1. Dr. Meenu Arvind Agrawal (Coordinator) 2. Dr. Saroj 3. Dr. Deepti Agrawal 4. Dr. Krati Sharma	Dr. R.C. Verma	
31.	Cycle, Car stand and Canteen Committee	1. Dr. Sunil Gupta (Coordinator) 2. Dr. Shashi Prabha 3. Shri Man Singh Meena AAO-I (Officiating) AAO (Officiating) Store Keeper (Officiating)	Dr. Anju Pathak	
32.	Student attendance register/Results/Internal examination & trimester reports Committee	1. Dr. Kavita Acharya (Coordinator) 2. Dr. Kamlesh Sisodia 3. Dr. Rajani Vashishth 4. Dr. Madhu Agrawal 5. Smt. Lalita Bairwa	Dr. K.K. Gupta	
33.	YDC Committee	1. Shri Man Singh Meena (Coordinator) 2. Smt. Anita Meena 3. Smt. Lalita Bairwa	Dr. Madhu Agrawal	
34.	Media Cell	1. Dr. Nisha Goyal (Coordinator) 2. Dr. Kavita Acharya 3. Dr. Madhu Agrawal	Direct reporting to Advisory Committee	
35.	Sampark portal & assembly questions Committee and Mental Health Counselling	1. Dr. Meenu Arvind Agrawal (Coordinator) 2. Dr. Sunil Gupta AAO (Officiating)	Direct reporting to Advisory Committee	
36.	Lokupapan & GIS Committee	1. Dr. Kamlesh Sisodiya (Coordinator) 2. Dr. Laxmi Gupta AAO-I (Officiating)	Dr. L.S. Gayawal	
37.	ICT	1. Dr. L.S. Gayawal (Coordinator) 2. Dr. Krati Sharma 3. Shri Vimlesh Sisodia 4. Shri Manish Puri (Lab. Assistant) 5. Shri Jagmal Singh Sagar (Junior Assistant)	Smt. Anjana Kaul	

38.	Library Committee	1. Dr. Rajni Vashishth (Coordinator) 2. Smt. Pooja Pareek 3. Smt. Lalita Bairwa	Dr. Sadhna Sharma
39.	College website Committee	1. Dr. L.S. Gayawal (Coordinator) 2. Shri Jagdish Kumar 3. Shri Mohan Singh (Junior Assistant)	Direct reporting to Advisory Committee
40.	Inter Faculty Dialogue Forum	1. Shri Jagdish Kumar (Coordinator) 2. Shri Vimlesh Sisodia 3. Smt. Lalita Bairwa <u>Special Invitee Members</u> Dr. Anju Pathak (Science) Dr. Nisha Goyal (Arts) Dr. Rajni Vashishth (Arts & Commerce) <u>Jury Member</u> 1. Dr. S.R. Lahari 2. Dr. K.K. Gupta 3. Dr. Madhu Agrawal	Direct reporting to Advisory Committee
41.	College magazine & Prospectus printing Committee	1. Dr. S.R. Lahari (Coordinator) 2. Dr. Shilpi Deep Mathur 3. Dr. Sunil Gupta 4. Dr. Shashi Prabha 5. Smt. Lalita Bairwa	Dr. Karuna Gaur

Note: - (i) All Committees will work under the guidance of respective Coordinators and the overall control and supervision will be exercised by the Link officer who will report to the chair time to time. The coordinators can held their meeting in the chairmanship of Link officer concern. All committee will be under the administrative control of Academic Incharge. Dr. Madhu Sharma shall brief all progress report to the Principal time to time.

(ii) The Vigilance Committee will inspect suddenly the cash book & other relevant entries in Cash section and submit confidential report to the Principal directly.

(iii) Coordinators of the old Committees are instructed to hand over the charge to new ones leaving no pendency of work with in a week.

  
(Dr. M.M. Trigunayat)  
Principal


R.D. Govt. Girls (PG) College  
Bharatpur (Raj.)

Date: 11/07/2020

S.No.-RDGC/Accounts/2020-21/ 387-390

Copy for information & necessary action:-

- 1- Dr. Madhu Sharma, Academic Incharge & Senior Most Faculty.
- 2- Officer Concern.
- 3- Establishment.
- 4- Guard file.

  
(Dr. M.M. Trigunayat)  
Principal

R.D. Govt. Girls (PG) College  
Bharatpur (Raj.)