

OFFICE OF THE PRINCIPAL, S.M.C.C. GOVERNMENT COLLEGE, ABUROAD

307026

NO. F1()/ Estt. / GCA/ 2024-25/ 214

Date: 06.07. 24

OFFICE ORDER

Following committees are constituted for the smooth conduct of curricular, co-curricular and extra-curricular activities and to ensure effective implementation of rules/policies/ schemes of Government of Rajasthan and the affiliating University in the academic session 2024-25.

1. Academic Promotion & Monitoring Committee

Faculty of Arts:

Prof. Anita Gupta Faculty-In- Charge
Prof. Richa P. Ranade Associate Fac.-In-Charge

Faculty of Commerce:

Mr. Pratap Chouhan Faculty-In- Charge

Faculty of Science:

Prof. Hanumant Singh Faculty-In- Charge

2. IQAC

Prof. Hanumant Singh	Coordinator
Prof. Richa P. Ranade	Member
Dr. Indu Aseri	Member
Sh. Bhagwan Dev Inani	Member
Ms. Neha Kumari	Member
Sh. Shambhu Singh Shekhawat	Member
Ms. Jaya Bhawnani	Member
Dr. Sonal Bairwa	Member
Sh Pratap Chouhan	Member
Sh. Mohan Lal Dangi(AO)	Member
One Local Academician	Member
One Industrialist	Member
One Parent of Student	Member

3. Research Promotion and Conference/ Seminar Committee

Prof. Anita Gupta	Convener
Prof. Richa P. Ranade	Member
Dr. Indu Aseri	Member
Dr. Sonal Bairwa	Member

4. Discipline and Anti Ragging Committee

Prof. Hanumant Singh	Convener
Prof. Richa P. Ranade	Member
Dr. Indu Aseri	Member
Sh. Bhagwan Dev Inani	Member
Sh. Pratap Chouhan	Member

**5. Gender Sansitization against Sexual Harassment and Internal Complaint Committee
[Formed under Sexual Harassment of Women at Workplace (Protection, Prohibition and Redressal)]**

Prof. Richa P. Ranade	Convener
Dr. Indu Aseri	Member
Sh. Bhagwan Dev Inani	Member


प्राचार्य
से.मं.च.वी.राज.महाविद्यालय,अ.र. : 5

Ms. Neha Kumari
Ms Ravina Purohit
Three Girls of College

Member
Member

6. Student's Grievance Redressal Committee and Student's Welfare Committee

Prof. Hanumant Singh Convener
Dr. Indu Aseri Member
Sh. Bhagwan Dev Inani Member
Sh. Shambhu Singh Shekhawat Member

**7. Navachaar Evam Kaushal Vikas Prakoshth (Innovation and Skill Development Cell)
Career Counselling , Skill counselling and Placement Cell, Entrepreneurship and Youth
Development Centre)**

Dr. Indu Aseri Convener and incharge YDC
Sh. Bhagwan Dev Inani Member
Smt. Jaya Bhawnani Member
Ms. Neha Kumari Member
Dr. Sonal Bairwa Member
Sh. Asu Ram Member

8. Attendance And Term Test Committee (Internal Evaluation Committee)

Dr. Indu Aseri Convener
Faculty of Arts
Sh. Bhagwan Dev Inani Co-Convener
Faculty of Commerce
Sh. Pratap Chouhan Co-Convener
Faculty of science
Mrs Jaya Bhavnani Co-Convener

9. Time Table & Work Load Committee

Under Graduate

Prof. Hanumant Singh Convener Science
Dr. Indu Aseri Convener Arts
Sh. Pratap Chouhan Convener Commence

Post Graduate

Prof. Anita Gupta Convener Hindi
Dr. Indu Aseri Convener Economics, English
Sh. Asu Ram Convener Geography

10. Library Monitoring and Development Committee

Prof. Richa P. Ranade Convener
Dr. Indu Aseri Co-convener
Sh. Bhagwan Dev Inani Incharge
Ms. Neha Kumari Member
Dr. Sonal Bairwa Member
Sh. Pratap Chouhan Member

11. Faculty's Association Committee

(1) Faculty of Arts Association

Sh. Shambhu Singh Shekhawat Incharge
Sh. Asu Ram Member

(2) Faculty of Commerce Association


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से.मं.च.ची.राज.महाविद्यालय,अ. : :

Sh. Pratap Chouhan Incharge
Sh. Kheta Ram Ghanchi Member

(3) Faculty of Science Association

Ms Neha Kumari Incharge
Smt. Jaya Bhawnani Member

12. Women Cell and Rajasthan Rajya Mahila Niti -2021 Committee

Prof. Richa P. Ranade Convener and Nodal Officer
Dr. Indu Aseri Member
Ms. Neha Kumari Member
Smt. Jaya Bhawnani Member
Dr. Sonal Bairwa Member

13. Campus Beautification Committee and Garden and Playground Monitoring Committee

Prof. Richa P. Ranade Convener
Dr. Indu Aseri Co-convener
Ms. Neha Kumari Member
Smt. Jaya Bhawnani Member
Sh. Kheta Ram Ghanchi Member
Sh. Sangrama Ram Store -in- Charge

14. Infrastructure Development and Building maintenance Committee

Prof. Hanumant Singh Convener
Sh. Bhagwan Dev Inani Member
Sh. Shambhu Singh Shekhawat Member
Sh. Pratap Chouhan Member
Sh. Sangrama Ram Store -in- Charge

15. RUSA Committee

Dr. Indu Aseri Nodal Officer
Dr. Sonal Bairwa Member
Sh. Asu Ram Member
All the staff Members Members of BOG & PMU
Ex. En. PWD, Aburoad External Member of BOG & PMU
Sh. Murlidhar Kumawat (A.A.O.) External Member of BOG & PMU
Sh. Mohan Lal Dangi A O

16. Purchase Committee

Prof. Hanumant Singh Convener
Prof. Richa P. Ranade Member
Dr. Indu Aseri Member
Sh. Bhagwan Dev Inani Member
Ms. Neha Kumari Member
Sh. Shambhu Singh Shekhawat Member
Sh. Pratap Chouhan Member

17. National Service Scheme (NSS)

MS. Neha Kumari Programme Officer
MS. Ravina Purohit Office Staff

18. NSS Advisory Committee

Dr. Indu Aseri Convener
Sh. Bhagwan Dev Inani Member


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Sh. Pratap Chouhan Member

19. Rover and Ranger Officers

Dr. Sonal Bairwa Ranger
Sh. Asu Ram Rover

20. UGC Committee

Prof. Hanumant Singh Convener
Sh. Shambhu Singh Shekhawat Swayam Mentor
Sh. Kheta Ram Ghanchi In-charge UGC

21. AISHE Committee

Dr. Sonal Bairwa Nodal officer
Ms. Ravina Purohit (Senior Assistant) Member

22. Language Lab

Dr. Sonal Bairwa Convener
Mr. Pratap Chauhan Member

23. Students Scholarships and Financial Aid Committee

Prof. Hanumant Singh Convener
Sh. Bhagwan Dev Inani Co-Convener
Sh. Asu Ram Member
Sh. Kheta Ram Ghanchi Member

24. Devnarayan Chhatra Scooty Evam Protsaahan Rashi Yojana and Kali Bai Bheel

Medhavi Chhatraa Scooty Yojana

Prof. Hanumant Singh Convener
Ms. Sonal Bairwa Co-Convener
Sh. Asu Ram Member
Sh. Kheta Ram Ghanchi Member

25. UDAAN

Dr. Indu Aseri Convener
Ms. Neha Kumari Member
Ms. Ravina Purohit Office Staff

26. Special Cell to Protect Rights of Transgender Community

Sh. Shambhu Singh Shekhawat Convener
Smt. Jaya Bhawnani Member

27. Antidiscrimination & Equal Opportunity Cell including SC/ST/OBC/Minority Cell


Prof. Richa P. Ranade Convener
Dr. Indu Aseri Member
Ms. Neha Kumar Member
Sh. Pratap Chouhan Member

28. Institutional Public Information Officers under R.T.I. ACT (2005)

Prof. Hanumant Singh APIO
Dr. Indu Aseri Member

29. Vidhan Sabha Question's Reply Committee

Prof. Hanumant Singh Convener


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Sh. Bhagwan Dev Inani
Smt. Jaya Bhawnani

Co-Convener
Member

30. Court Case Dealing Committee

Prof. Hanumant Singh
Sh. Bhagwan Dev Inani
Sh. Kheta Ram Ghanchi

Convener
Co-Convener
Member

31. Alumni Association Committee

Prof. Hanumant Singh
Sh. Asu Ram
Ms. Ravina Purohit

Convener
Co-Convener
Member

32. Income Tax Committee

Sh. Pratap Chouhan
Sh. Asu Ram

Convener
Member

33. Internal Audit Committee

Sh. Pratap Chouhan
Sh. Asu Ram

Convener
Member

34. Documentation Committee

Sh. Bhagwan Dev Inani
Ms. Neha Kumari
Dr. Sonal Bairwa

Monitoring Person and In-charge Library
Member
Member

35. Central Store Committee

Dr. Indu Aseri
Sh. Shambhu Singh Shekhawat
Sh. Kheta Ram Ghanchi
Sh. Sangrama Ram

Convener
Co-convener
Member
Store-in-Charge

**36. College Website Development and Updation Committee and IT
Solution Support Committee**

Smt. Jaya Bhawnani
Dr. Sonal Bairwa
Sh. Pratap Chouhan

Convener
Member
In-charge

37. Examination Cell

Prof. Hanumant Singh
Prof. Richa P. Ranade
Dr. Indu Aseri
Sh. Bhagwan Dev Inani
Ms. Neha Kumari

Convener
Co-Convener
Member
Member
Member

38. Literary Forum


Prof. Anita Gupta
Dr. Sonal Bairwa

Convener
Member

39. Games and Sports Committee

Sh. Bhagwan Dev Inani
Ms. Neha Kumar

Convener
Member


प्रचार्य
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Sh. Shambhu Singh Shekhawat	In-Charge
Smt. Jaya Bhawnani	Member
Dr. Sonal Bairwa	Member
Sh. Pratap Chouhan	Member
Sh. Asu Ram	Member
Sh. Kheta Ram Ghanchi	Member

40. Cultural Committee and Annual Function Committee

Dr.Indu Aseri	Convener
Sh. Bhagwan Dev Inani	Member
Ms. Neha Kumar	Member
Sh. Shambhu Singh Shekhawat	Member
Smt. Jaya Bhawnani	Member
Dr. Sonal Bairwa	Member
Sh. Pratap Chouhan	Member
Sh. Asu Ram	Member
Sh. Kheta Ram Ghanchi	Member

41. Human Rights Club

Prof. Richa P. Ranade	Convener
Sh. Shambhu Singh Shekhawat	Member

42. Planning Forum

Dr. Indu Aseri	Convener
Sh. Pratap Chouhan	Member
Sh. Kheta Ram Ghanchi	Member

43. Eco Club/ Nature Club

Ms. Neha Kumar	Convener
Smt. Jaya Bhawnani	Member
Dr. Sonal Bairwa	Member
Sh. Asu Ram	Member

44. Energy Conservation Audit Committee

Sh. Pratap Chouhan	Convener
Sh. Asu Ram	Member
Ms. Ravina Purohit	Member

45. Liasoning Officers with District / Tehsil Administration

Prof. Hanumant Singh Chouhan	Convener
Sh. Bhagwan Dev Inani	Member
Sh. Kheta Ram	Member

46. E Dak/ E-filing Committee

Sh. Pratap Chouhan	Convener
Sh. Asu Ram	Member
Sh. Sangrama Ram	Member
Ms. Ravina Purohit	Member

47. Girls Common Room Committee

Smt. Jaya Bhawnani	Convener
Dr. Sonal Bairwa	Member


प्राचार्य
 से.मं.व.ची.राज.महाविद्यालय,आनूरोड

48. Tent and Accomodation Committee

Prof. Hanumant Singh	Convener
Sh. Pratap Chouhan	Member
Sh. Asu Ram	Member
Sh. Kheta Ram Ghanchi	Member
Sh. Sangrama Ram	Member

49. Audio/ Video System & Photography Committee

Dr. Indu Aseri	Convener
Sh. Bhagwan Dev Inani	Member
Ms. Neha Kumar	Member
Sh. Shambhu Singh Shekhawat	Member

50. No- Tobacco/ No- Smoking Committee

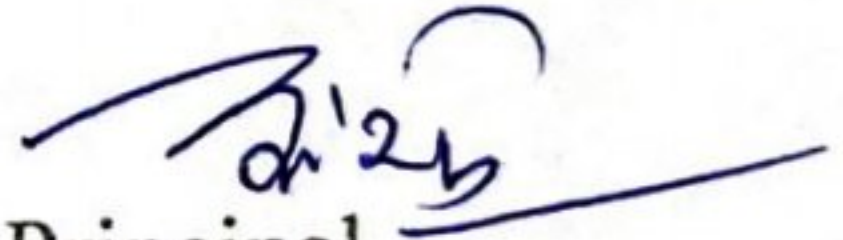
Ms. Neha Kumari	Convener
Mr. Asu Ram	Member

51. Cycle Stand Monitoring Committee

Sh. Shambhu Singh Shekhawat	Convener
Sh. Asu Ram	Member

General Instruction –

- 1- The committee members are to work as a team with immediate effect
- 2- In case, any expenditure involved, the convener of the committee shall get prior sanction/approval of the Principal/ Head of the Institution.
- 3- The list is not exhaustive and if need arises then the members can be added or removed by the Principal/ Head of the Institution in consultation with convener.
- 4- Separate list of committees shall be issued to ensure smooth conduct of such activities as student union election, admissions, examinations, physical verification, annual day, cultural and sports day events etc.
- 5- All the conveners of the committees are directed to take over/hand over the charge with the immediate effect.


Principal

S.M.C.C. Govt. College Aburoad

से.मं.च.चौ.राज.महाविद्यालय, आबूरोड

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Copy to :-

1. PS to the commissioner, college education Jaipur (Raj.)
2. Conveners, in chargers and members of the committees
3. Library/accounts section/establishment section/academic section/store in charge/cashier/guard file.


Principal

S.M.C.C. Govt. College Aburoad

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