

OFFICE OF THE PRINCIPAL JANKI DEVI BAJAJ RAJAKIYA KANYA MAHAVIDYALAYA KOTA
Phone 0744-2324489, E-mail id: ggsckota@gmail.com

No./JDB/2022/8099

Date: 10.9.2022

The following committees are constituted to carry out specific tasks and run the college smoothly. All conveners/Nodal officers will keep the record of orders, documents and correspondence and act as responding officers as far as the work of respective committees are concerned. The correspondence/record must be made available to the Principal, NAAC & AAP committee whenever needed. The committees will work with new conveners and teams with immediate effect. The earlier conveners are directed to ensure the transfer of earlier files/reports/data to new conveners latest by 12th September, 2022.

S No	NAME OF COMMITTEE/ NAME MEMBER	POST
1	ADMISSION COMMITTEES	
	PRATIMA SHRIVASTAVA	TOTAL ADMISSION INCHARGE
	FATIMA SULTANA	PG NODAL OFFICER
	VIJAY DEVRA	UG NODAL OFFICER
	BSc PART I	
	SANGEETA SINGH	Convener BSc PART I
	MANISHA SHARMA	Convener Computer Committee
	POONAM JAISWAL	Member
	JAISHREE DAVEREY	Member
	JAGRATI MEENA	Member
	NIMISH KUMAR	Member
	PREETI BAIRWA	Member
	REKHA KALANI	Convener Document Verification Committee
	SARASWATI AGARWAL	Member
	MOSMEE MEENA	Member
	MAMTA CHAUDHARY	Member
	RAKHI METHI	Member
	BSc PART II	
	SMRITI JOHARI	Convener BSc PART II
	ANNU BANSHIWAL	Member
	ANITA MALAV	Member
	BSc PART III	
	RENU TYAGI	Convener BSc PART III
	VIKAS JANGID	Member
	SARITA KHANDELWAL	Member
	MSc (Prev & Final)	
	ARTI SHAH	Convener
	NITIKA SINGH	Member
2	AISHE COMMITTEE	
	JAISHREE DAVEREY	NODAL OFFICER
	ANSHU BANSHIWAL	ASST NODAL OFFICER
3	ANNUAL AUDIT PROGRAM (AAP) COMMITTEE	
	FATIMA SULTANA	Convener
	SHUCHITA JAIN	Co-Convener
	ARTI SHAH	Member
	VIJAY DEVRA	Member
	NITIKA SINGH	Member
4	APEX COMMITTEE/PLANNING BOARD	
	PRATIMA SHRIVASTAVA	Convener
	SANGEETA SINGH	Member
	FATIMA SULTANA	Member
5	ASSEMBLY QUESTION COMMITTEE	
	SARASWATI AGARWAL	Convener
	CHANDRESH PAREEK	Member
6	CASH BOOK CHECKING & INTERNAL AUDIT COMMITTEE	
	MANISHA SHARMA	Convener
	NITIKA SINGH	Member
	ANITA MALAV	Member
7	CAMPUS BEAUTIFICATION, CLEANLINESS & BUILDING MAINTENANCE (CYCLE STAND/LIGHT/PIPE/SANITATION/ FURNITURE/ SMALL CONSTRUCTION) COMMITTEE	
	FATIMA SULTANA	Convener
	SARASWATI AGARWAL	Member
	MANISHA SHARMA	Member
	CHANDRESH PAREEK	Member
	GURMEET SINGH	Member

24/9/22

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	MOSMEE MEENA	Member
	NIMISH	Member
	ANITA MALAV	Member
	VIKAS JANGID	Member
	RAKHI METHI	Member
8	CHILD CARE LEAVE COMMITTEE	
	SHUCHITA JAIN	Convener
	REKHA KALANI	Member
9	CLASS CHECKING, STUDENT TEST & ATTENDANCE COMMITTEE	
	PRATIMA SHRIVASTAVA	Convener
	SANGEETA SINGH	Member
	RENU TYAGI	Member
10	CULTURAL COMMITTEE	
	SMRITI JOHARI	Convener
	JAGRATI MEENA	Member
	ANNU BANSHIWAL	Member
	PREETI BAIRWA	Member
	MAMTA CHAUDHARY	Member
	RAKHI METHI	Member
11	DISCIPLINE AND ANTI RAGGING SQUAD	
	SANGEETA SINGH	Convener
	REKHA KALANI	Member
	SMRITI JOHARI	Member
	MOSMEE MEENA	Member
	NIMISH	Member
12	E-CONTENT MONITORING CELL (Rajeev Gandhi e-content bank, Youtube Channel)	
	FATIMA SULTANA	Convener
	VIKAS JANGID	Member
	NITIKA SINGH	Member
13	E PROCUREMENT/SPPP NODAL OFFICER	
	PRATIMA SHRIVASTAVA	Nodal Officer
	POONAM JAISWAL	Assistant Nodal Officer
	AAO	Member
	Store keeper	Member
14	E SAMPARK/SUGAM PORTAL	
	ARTI SHAH	Nodal Officer
	CHANDRESH PAREEK	Assistant Nodal Officer
15	EK BHARAT SHRESTHA BHARAT (EBSB) CLUB	Convener
	JAGRATI MEENA	Member
	ANITA MALAV	Member
16	ENERGY AUDIT COMMITTEE (SOLAR)	Convener
	CHANDRESH PAREEK	Member
	VIKAS JANGID	Member
17	ELCS CLUB (SWEEP Activities)	
	JAISHREE DAVEREY	Convener
	JAGRATI MEENA	Member
	MOSMEE MEENA	Member (Rangering)
	PREETI BAIRWA	Member (NSS)
	VIKAS JANGID	Member (NSS)
	SARITA KHANDELWAL	Member (NCC)
18	EQUAL OPPORTUNITY CELL	
	GURMEET SINGH	Convener
	MOSMEE MEENA	Member
	ANNU BANSHIWAL	Member
19	EXAMINATION COMMITTEE	
	RENU TYAGI	Convener
	SHUCHITA JAIN	Member
	REKHA KALANI	Member
	SARASWATI AGARWAL	Member
	ARTI SHAH	Member
	VIJAY DEVRA	Member
	SMRITI JOHARI	Member

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20	FEE COMMITTEE	
	FATIMA SULTANA	Convener
	SHUCHITA JAIN	Member
	ARTI SHAH	Member
	GURMEET SINGH	Member
21	GAMES COMMITTEE	
	SARASWATI AGARWAL	Convener
	GURMEET SINGH	Member
	JAYSHREE DAVEREY	Member
	MAMTA CHAUDHARY	Member
22	GANDHI ADDHAYAN KENDRA SAMITI	
	GURMEET SINGH	Convener
	RAKHI METHI	Member
23	GEM PORTAL COMMITTEE	
	PRATIMA SHRIVASTAVA	Convener
	VIJAY DEVRA	Member
	POONAM JAISWAL	Member
	AAO	Member
24	GREEN AUDIT/ENVIRONMENT CONSERVATION COMMITTEE	Convener
	NIMISH KUMAR	Member
	ANITA MALAV	Member
	MAMTA CHAUDHARY	Member
25	HOSTEL MANAGEMENT COMMITTEE	
	MOSMEE MEENA	Convener
	ANNU BANSHIWAL	Member
	ANITA MALAV	Member
26	HTE MANAGER PORTAL & WEB SITE COMMITTEE OF COLLEGE	
	POONAM JAISWAL	Convener
	NITIKA SINGH	Member
27	HUMAN RIGHTS CLUB	
	CHANDRESH PAREEK	Convener
	RAKHI METHI	Member
28	INCOME TAX COMMITTEE	
	SHUCHITA JAIN	Convener
	MANISHA SHARMA	Member
	CHANDRESH PAREEK	Member
	ANNU BANSHIWAL	Member
	AAO	Member
29	INTERNAL COMPLAINT COMMITTEE FOR PREVENTION AND REDRESSAL OF SEXUAL HARRASMENT AGAINST WOMEN	
	RENU TYAGI	Convener
	VIJAY DEVRA	Member
	ANNU BANSHIWAL	Member
	MADHU KHANNA	External Member
30	INTERNAL QUALITY ASSURANCE CELL (IQAC)	
	SANJAY BHARGAVA	PRINCIPAL & CHAIRPERSON
	SHUCHITA JAIN	COORDINATOR IQAC
	RAGHURAJ PARIHAR	Management Representative
	PRATIMA SHRIVASTAVA	Member
	FATIMA SULTANA	Member
	VIJAY DEVRA	Member, Convener UGC
	POONAM JAISWAL	Member
	SMRITI JOHARI	Member CDC
	K M GAVENDRA	Member local Society, Ex Principal
	PRACHI DIXIT	Member Alumni
	SAYED AQSA ABID BSc III yr	Member Student Representative
	PRAVEEN BHANDARI	Industry Representative
	VINOD SAXENA	ADDITIONAL ADMINISTRATIVE OFFICER
31	Intellectual Property Right (IPR) CELL	
	SHUCHITA JAIN	Convener
	VIJAY DEVRA	Member

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32	IT INFRASTRUCTURE & NETWORKING COMMITTEE	
	POONAM JAISWAL	Convener
	NIMISH KUMAR	Member
	NITIKA SINGH	Member
	AAO	Member
	STORE KEEPER	Member
33	JANKALYAN & AKAM PORTAL	
	SMRITI JOHARI	NODAL OFFICER
	SARITA KHANDELWAL	MEMBER
34	LEGAL CELL	
	SARASWATI AGARWAL	Convener
	CHANDRESH PAREEK	Member
	VINOD SAXENA (ADDITIONAL ADMINISTRATIVE OFFICER)	Member
35	LIBRARY & COMMUNITY BOOK BANK PROGRAM COMMITTEE	
	SANGEETA SINGH	Convener
	SARASWATI AGARWAL	Member
	MANISHA SHARMA	Member
	MAMTA CHAUDHARY	Member
36	NAAC COMMITTEE	
	SHUCHITA JAIN	CONVENER & IQAC COORDINATOR
1	POONAM JAISWAL	CRITERION 1
	ANITA MALAV	
2	SARASWATI AGARWAL	CRITERION 2
	VIKAS JANGID	
3	VUJAY DEVRA	CRITERION 3
	JAGRATI MEENA	
4	MANISHA SHARMA	CRITERION 4
	SARITA KHANDELWAL	
5	SMRITI JOHARI	CRITERION 5
	NIMISH KUMAR	
6	CHANDRESH PAREEK	CRITERION 6
	JAISHREE DAVEREY	
7	ARTI SHAH	CRITERION 7
	NITIKA SINGH	
37	NAVACHAR COMMITTEE (ENTERPRENEUR SHIP, INNOVATION, SKILL DEVELOPMENT, RSLDC, PLACEMENT, STUDENT ADVISORY BUREAU & EMPLOYMENT READINESS)	
	SARASWATI AGARWAL	Convener
	SMRITI JOHARI	Member
	POONAM JAISWAL	Member
	JAISHREE DAVEREY	Member
	ANNU BANSHIWAL	Member
	RAKHI METHI	Member
38	NCC COMMITTEE	
	GURMEET SINGH	Advisor
	SARITA KHANDELWAL	CTO Army wing
39	NEWS LETTER/ MAGAZINE VAGDHARA COMMITTEE	
	SANGEETA SINGH	Convener
	GURMEET SINGH	Member
	SMIRITI JOHARI	Member
	SARITA KHANDELWAL	Member
	AAO	Member
40	NSS COMMITTEE	
	VIKAS JANGID	Unit Incharge
	PREETI BAIJWA	Unit Incharge
41	PRACTICAL CONDUCTION COMMITTEE (REGULAR & NON COLLEGIATE)	
	FATIMA SULTANA	Convener
	REKHA KALANI	Member
42	PRIVATE COLLEGE COMMITTEE	
	SANJAY BHARGAVA	PRINCIPAL, NODAL OFFICER
	ARTI SHAH	Member
	JAISHREE DAVEREY	Member

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43	RTI COMMITTEE	
	SANJAY BHARGAVA	PIO
	ARTI SHAH	APIO
	JAGRATI MEENA	Member
44	RACE COMMITTEE	
	SANJAY BHARGAVA	PRINCIPAL
	RENU TYAGI	Co Coordinator
	SHUCHITA JAIN	Member
45	RANGERING	
	MOSMEE MEENA	Convener
46	RED RIBBON CLUB	
	JAGRATI MEENA	Convener
	PRITI BAIRWA	Member
47	RESEARCH MENTORING CELL	
	VIJAY DEVRA	Convener
	POONAM JAISWAL	Member
48	ROAD SAFETY AND AWARENESS CLUB	
	PRITI BAIRWA	Convener
	SARITA KHANDELWAL	Member
	MAMTA CHAUDHARY	Member
49	SCHOLARSHIP COMMITTEE : ONLINE VERIFICATION OF FORMS, FORWARDING & REMOVAL OF OBJECTIONS AS PER RULES	
	RENU TYAGI	Convener, Scholarship
A	JAYSHREE DAVRE	Member & Nodal Officer, C M Scholarship
	ANITA MALAV	Member & Assistant Nodal Officer, C M Scholarship
B	JAGRATI MEENA	Member & Nodal Officer, Social Justice & Empowerment Scholarship
	MOSMEEI MEENA	Member & Assistant Nodal Officer, Social Justice & Empowerment Scholarship
C	VIKAS JANGID	Member & Nodal officer, National Scholarship For Minorities, Shramik, Inspire & Ghumantu etc
	PREETI BAIRWA	Member & Nodal officer, National Scholarship For Minorities, Shramik, Inspire & Ghumantu etc
D	REKHA KALANI	Member & Nodal Officer, KALIBAI BHEEL MEDHAVI CHHATRA SCOOTY YOJANA
	MANISHA SHARMA	Member & Asst Nodal Officer, KALIBAI BHEEL MEDHAVI CHHATRA SCOOTY YOJANA
E	ANNU BANSIWAL	Member & Nodal Officer, DEVNARAYAN CHHATRA SCOOTY YOJANA
	SARITA KHANDELWAL	Member & Asst Nodal Officer, DEVNARAYAN CHHATRA SCOOTY YOJANA
	NIMISH KUMAR	Member, SCOOTY YOJANA
F	NITIKA SINGH	Member & Nodal Officer TADA, MADA, Palanhar Yojana
50	STAFF COUNCIL	
	PRATIMA SHRIVASTAVA	Secretary
51	STATISTICS COMMITTEE	
	JAISHREE DAVEREY	Convener
	ANITA MALAV	Member
52	STORE PURSHASE VERIFICATION COMMITTEE	
	REKHA KALANI	Convener (STORE OFFICER)
	MANISHA SHARMA	Member
	VIKAS JANGID	Member
53	STUDENTS DOCUMENTS TC, CC, ADHYAAN PRAMAN PATR, DEGREES & CONSESSION)	
	PRATIMA SHRIVASTAVA	Signing Officer
54	STUDENT COUNCIL ADVISORS	
	SARASWATI AGARWAL	Convener
	JAGRATI MEENA	Member
55	STUDENT COUNCILING, INQUIRY & MENTAL HEALTH	
	FATIMA SULTANA	Convener
	JAISHREE DAVEREY	Member
	JAGRATI MEENA	Member

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56	TIME TABLE COMMITTEE	
	ARTI SHAH	Convener
	POONAM JAISWAL	Member
57	TOBACCO FREE CAMPUS SAMITI	
	MOUSMEE MEENA	Convener
	ANITA MALAV	MEMBER
58	UDDAN YOJANA	
	SANGEETA SINGH	NODAL OFFICER, UDDAN YOJANA
	SARITA KHANDELWAL	ASSISTANT NODAL OFFICER
59	UGC COMMITTEE	
	VIJAY DEVRA	Convener & Nodal Officer Student Fellowship Portal
	JAGRATI MEENA	Member & Incharge INFLIB NET
	NIMISH KUMAR	Member & Incharge Faculty Research Data
	NITIKA SINGH	Member
60	UPAPAN/PURCHASE SAMITI (Tender preparation, opening and rating of bids, mointoring of contract, mauka kray etc)	
	PRATIMA SHRIVASTAVA	Convener
	FATIMA SULTANA	Member
	RENU TYAGI	Member
	VIJAY DEVRA	Member
	NIMISH	Member
	AAO	Member
	Store keeper	Member
61	UPBHOGTA CLUB	
	REKHA KALANI	Convener
	PREETI BAIRWA	Member
62	VIKAS SAMITI-ATTENDANCE VERIFICATION, BALANCE SHEET AND AUDIT REPORT PREPRATION COMMITTEE	
	PRATIMA SHRIVASTAVA, Secretary Vikas samiti	Convener
	SMRITI JOHARI, Treasurer Vikas Samiti	Member
	AAO	Member
	Pradeep Nagar, Cashier	Member
63	WOMEN CELL	
	SANGEETA SINGH	Convener & Nodal officer Mahila Neeti
	REKHA KALANI	Member
	MANISHA SHARMA	Member
	MAMTA CHAUDHARY	Member
	RAKHI METI	Member


 Principal, Janki Devi Bajaj Rajakiya Kanya Mahavidyalay, Kota