



Baijnath Chaudhary Government College For Women, Nangal Chaudhary
Kotputli Road, Nangal Chaudhary-123023, Distt.-Mahendergarh, Haryana
Contact No.: 01282-278554, Email: gcwnch@gmail.com, Website: bcgcwnch.edu.in



Baijnath Chaudhary Government College for Women, Nangal Chaudhary



Session 2018-2019

Formation of Committees



Office of the Principal, B.C. Govt. College for Women, **Nangal Chaudhary**

Order No. : BCGCW/NC/2018/_____.

Dated :_____

The following committees are hereby constituted for the smooth functioning of the college with immediate effect for the session 2018-19. The members of the staff are requested to take their charges immediately & perform their duties sincerely in consultation with the undersigned.

1. **College Council/Reception Committee :**

1. Dr. Akhilesh Kumar
2. Smt. Santosh Yadav
3. Dr. Harnam Singh
4. Amt. Mamta Bayla

In addition to Assisting the Principal in major internal decision of the college, the committee will also act as Grievances Redressal Cell (for students and staff), Advisory Committee of Library & NSS, Advisory Committee of Women Cell, Committee for providing Fee Concession, Student-Aid Fund, Poor Girls Fund, Red Cross Fund and Reception of Guests etc.

2. **Nodal Officer of online Examination :**

1. Dr. Akhilesh Kumar

3. **Nodal Officer of AEBAS :**

1. Dr. Akhilesh Kumar

4. **College Bursar :**

1. Dr. Akhilesh Kumar

5. **State Public Information Officer :**

1. Dr. Akhilesh Kumar

6. **Internal Quality Assurance Cell (IQAC) :**

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|-----------------------------|----------|
| 1. Principal of the College | Chairman |
| 2. Dr. Akhilesh Kumar | Convener |
| 3. Smt. Santosh Yadav | Member |
| 4. Dr. Harnam Singh | Member |
| 5. Smt. Mamta Bayla | Member |



7. Discipline Committee :

- | | |
|--------------------------|----------|
| 1. Dr. Harnam Singh | Convener |
| 2. Sh. Umesh Agarwal | Member |
| 3. Smt. Pinki(Chemistry) | Member |
| 4. Smt. Saroj Bala | Member |
| 5. Smt. Sunita | Member |
| 6. Sh. Pradeep | Member |

8. Senior Tutor/Incharge Proctorial Duties(Chief Proctor) :

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|-----------------------|----------------------------|
| 1. Dr. Akhilesh Kumar | Senior Tutor/Chief Proctor |
| 2. Smt. Sudesh | Member |

9. Photography and Videography Committee :

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|----------------------------|----------|
| 1. Sh. Kuldeep | Convener |
| 2. Sh. Umesh Kumar Agrawal | Member |
| 3. Sh. Sunil | Member |

10. Work Load and Time Table Committee :

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|--------------------------|----------|
| 1. Smt. Mamta Bayla | Convener |
| 2. Sh. Udai Bhan | Member |
| 3. Sh. Raman Yadav | Member |
| 4. Smt. Pinki(Chemistry) | Member |

11. Registrar & Internal Assessment :

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|---------------------|----------|
| 1. Dr. Harnam Singh | Convener |
| 2. Sh. Raman Yadav | Member |
| 3. Smt. Saroj Bala | Member |
| 4. Smt. Poonam Bai | Member |

12. New/Press Information :

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|-----------------------|----------|
| 1. Sh. Umesh Agarwal | Convener |
| 2. Sh. Raman Yadav | Member |
| 3. Smt. Sunita(Hindi) | Member |

13. Staff Secretary/Social Secretary :



1. Smt. Mamta Bayla

14. UGC Grants/UGC Matters/New Subjects/Vocational Courses etc. Academic Matter (University Matters, Vocational, Remedial Courses and Extension Activities) :

- | | |
|-----------------------|----------|
| 1. Dr. Akhilesh Kumar | Convener |
| 2. Smt. Santosh Yadav | Member |
| 3. Dr. Harnam Singh | Member |

15. Placement Cell, Career Guidance & Personality Development Cell :

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|---------------------------|----------|
| 1. Dr. Harnam Singh | Convener |
| 2. Sh. Udai Bhan | Member |
| 3. Smt. Sunita(Chemistry) | Member |
| 4. Miss. Anuja | Member |

16. Computer Education Project/Computer Lab :

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|--------------------|----------|
| 1. Sh. Udai bhan | Convener |
| 2. Smt. Sashi Bala | Member |

17. RUSA AISHE :

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|-----------------------|----------|
| 1. Dr. Akhilesh Kumar | Convener |
| 2. Sh. Kuldeep | Member |

18. Prize Purchase and Distribution Committee :

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|-----------------------|----------|
| 1. Smt. Santosh Yadav | Convener |
| 2. Sh. Kuldeep | Member |
| 3. Smt. Sunita(Hindi) | Member |
| 4. Smt. Poonam Bai | Member |

19. Environmental Studies Cell :

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|---------------------|----------|
| 1. Dr. Harnam Singh | Convener |
| 2. Smt. Saroj Bala | Member |

20. Public Health Works/R.O. Syter/Dilapidation :

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|------------------------|----------|
| 1. Sh. Raman Yadav | Convener |
| 2. Smt. Pinky Prajapat | Member |
| 3. Sh. Pradeep | Member |



21. Shamiyana, Seating, Mike and Tent Arrangement :

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|---------------------|----------|
| 1. Dr. Harnam Singh | Convener |
| 2. Sh. Raman Yadav | Member |
| 3. Sh. Sunil | Member |
| 4. Sh. Pradeep | Member |

22. General Purchase, Purchase of Furniture, Library Books, Sports, Equipments Out of Fund and Grant, New Construction and Repair of College Building etc. :

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|-----------------------|----------|
| 1. Smt. Santosh Yadav | Convener |
| 2. Dr. Harnam Singh | Member |
| 3. Smt. Mamta Bayla | Member |
| 4. Concerned Incharge | Member |

23. Electricity Fitting and Repair/Generator :

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|--------------------------|----------|
| 1. Sh. Kuldeep | Convener |
| 2. Smt. Pinki(Chemistry) | Member |
| 3. Smt. Rajbala | Member |

24. Decoration Committee :

- | | |
|------------------------|----------|
| 1. Smt. Mamta Bayla | Convener |
| 2. Smt. Saroj Bala | Member |
| 3. Smt. Pinky Prajapat | Member |
| 4. Miss. Hansa | Member |
| 5. Miss. Anuja Yadav | Member |

25. Printing of College Magazine/I-Card :

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|---------------------|----------|
| 1. Sh. Kuldeep | Convener |
| 2. Smt. Mamta Yadav | Member |
| 3. Smt. Sobhana | Member |

26. Printing and Invitation Committee :

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|---------------------|----------|
| 1. Sh. Raman Yadav | Convener |
| 2. Smt. Saroj Bala | Member |
| 3. Smt. Mamta Yadav | Member |



4. Sh. Sunil Member

27. Maintenance of Girls Common Room/Cleanliness of Wash Rooms :

1. Smt. Santosh Yadav Convener
2. Smt. Rajbala Member
3. Smt. Sunita(Hindi) Member

28. Bus Pass Committee :

1. Sh. Udai Bhan Convener
2. Sh. Raman Yadav Member
3. Sh. Monu Sharma Member

29. Women Development and Studies Cell/Beti Bachao Beti Padhao Cell :

1. Smt. Santosh Yadav Co-ordinator/Convener
2. Smt. Saroj Bala Member
3. Smt. Pinky Prajapat Member
4. Smt. Poonam Bai Member

30. College Property Committee :

1. Dr. Harnam Singh Convener
2. Sh. Udai Bhan Member
3. Sh. Kuldeep Member

31. National Service Scheme(NSS) :

1. Smt. Mamta Bayla Programme Officer Unit-I
2. Sh. Monu Sharma NSS Clerk Unit-I

32. Co-Curricular/Cultural Activities/Youth Festival :

1. Smt. Santosh Yadav Co-ordinator
2. Dr. Harnam Singh Member
3. Smt. Mamta Bayla Member
4. Sh. Raman Yadav Member
5. Smt. Pinky Prajapat Member
6. Smt. Saroj Bala Member
7. Smt. Sunita(Hindi) Member
8. Smt. Rajbala Member
9. Sh. Umesh Kumar Agarwal Member



33. Committee for Redressal of Complaints of Girls, Female Employees/Violence Against Women

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|-----------------------|----------|
| 1. Principal | Patron |
| 2. Dr. Akhilesh Kumar | Convener |
| 3. Smt. Santosh Yadav | Member |
| 4. Dr. Harnam Singh | Member |

34. Tea/Refereshment/Water Arrangement Committee :

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|----------------------------|----------|
| 1. Sh. Umesh Kumar Agarwal | Convener |
| 2. Smt. Sunita(Chemistry) | Member |
| 3. Smt. Rajbala | Member |

35. Information Technology Development Cell (College Website up keep and Management & Internet/WiFi Connections etc.

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|--------------------|----------|
| 1. Smt. Sashi Bala | Convener |
| 2. Sh. Monu Sharma | Member |

36. Legal Cell/Court Cases/Law Awareness Cell :

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|---------------------|--------|
| 1. Dr. Harnam Singh | Member |
| 2. Smt. Mamta Yadav | Member |
| 3. Sh. Pradeep | Member |

37. Educational Tours/Trips :

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|----------------------------|----------|
| 1. Smt. Mamta Bayla | Convener |
| 2. Sh. Kuldeep | Member |
| 3. Sh. Umesh Kumar Agarwal | Member |
| 4. Smt. Pinky Prajapat | Member |

38. Health/Medical/Red Cross/YRC/Dispensary/Red Ribbon Club :

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|--------------------------|----------|
| 1. Principal | Patron |
| 2. Sh. Udai Bhan | Convener |
| 3. Smt. Pinki(Chemistry) | Member |
| 4. Smt. Sudesh | Member |



39. Anti-Ragging Cell :

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|-----------------------|----------|
| 1. Principal | Patron |
| 2. Dr. Akhilesh Kumar | Convener |
| 3. Smt. Mamta Bayla | Member |
| 4. Sh. Udai Bhan | Member |

40. Absentee Slip Record :

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| 1. Smt. Sashi Bala |
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41. Lecturer Shortage Committee and Name Struck Off Committee :

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| 1. Sh. Kuldeep | Convener |
| 2. Smt. Sashi Bala | Member |
| 3. Sh. Monu Sharma | Member |
| 4. Smt. Sushma(Maths) | Member |

42. Aadhaar Card, Voter ID Card, Passport & Elc etc. :

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|--------------------|----------|
| 1. Sh. Raman Yadav | Convener |
| 2. Smt. Poonam Bai | Member |
| 3. Miss. Hansa | Member |

43. Road Safety Club :

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|----------------|----------|
| 1. Sh. Raman | Convener |
| 2. Smt. Sudesh | Member |
| 3. Smt. Sudha | Member |
| 4. Smt. Sushma | Member |

44. Cleanliness of Drinking Water Tank/Sanitation :

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|----------------------------|----------|
| 1. Sh. Kuldeep | Convener |
| 2. Sh. Umesh Kumar Agarwal | Member |
| 3. Sh. Sunil | Member |



45. Sports Committee :

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|---------------------|----------|
| 1. Dr. Harnam Singh | Convener |
| 2. Sh. Kuldeep | Member |
| 3. Sh. Raman Yadav | Member |
| 4. Smt. Rajbala | Member |
| 5. Smt. Poonam Bai | Member |
| 6. Sh. Pradeep | Member |

46. Earn While You Learn :

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|---------------------|----------|
| 1. Dr. Harnam Singh | Convener |
| 2. Smt. Mamta Bayla | Member |
| 3. Sh. Udai Bhan | Member |
| 4. Sh. Raman Yadav | Member |

47. SC/BC Students Welfare Scheme/Scholarship/National Scholarship :

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|------------------------|-------------------|
| 1. Smt. Mamta Bayla | Convener |
| 2. Sh. Kuldeep | Member |
| 3. Sh. Udai Bhan | Member |
| 4. Smt. Pinky Prajapat | Member |
| 5. Sh. Monu sharma | Scholarship Clerk |

48. Swayam & NDL (Digital Learning) :

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| 1. Smt. Santosh Yadav | Nodal Officer |
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49. Estate Officer :

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| 1. Smt. Santosh Yadav |
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50. Library Incharge :

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| 1. Dr. Harnam Singh |
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Copy to:

1. College Bursar
2. Dy. Supdt.
3. Fund Clerk
4. Staff Circulation

Principal,



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