



GOVT. COLLEGE FOR WOMEN SAFIDON (JIND)-126112  
Phone: 01686-265122, email: [gewsafidon@yahoo.in](mailto:gewsafidon@yahoo.in)

Memo No.-GCWS/2020/4583

Dated:- 13/07/2020

### List of the Annual Committee for the Session 2020-21

The following Committees have been constituted for the smooth functioning of the college during the Session 2020-21. The below listed duties will come into force with immediate effect. All the concerned are directed to take over and hand over the charges immediately. The Convenor/Incharge of various activities shall note down the name of faculty members associated with them. They are also directed to call quotation immediately for the work to be undertaken by them.

#### Name of Committee:-

Dr./Mr./Ms.	Signature
<b>1. <u>College Council :</u></b>	
1. Dr. Shamsher Singh Mor , Principal (Chairman)	
2. Sushmana <i>Sush</i> (Secretary)	
3. Tejvir Saini	
4. Ganesh Das <i>Ganesh</i>	
5. Neha <i>Neha</i>	
6. Neelam <i>Neelam</i>	
7. Seema Devi <i>Seema</i>	
<b>2. <u>Public Information Officer :</u></b>	
1. Dr. Shamsher Singh Mor , Principal First Appeal Authority	
2. Tejvir Saini (SPIO)	
3. Sanjeev Kumar (Dy. Supdt.)/(ASPIO) <i>Sanjeev</i>	
<b>3. <u>Bursar :</u></b>	
1. Tejvir Saini	

4. Staff Secretary/Social Secretary/Photography and Office Refreshment :

1. Neelam (Convenor) *Neelam*
2. Seema Devi (Member) *Seema*
3. Geeta Goel (Member) *Geeta*
4. Mona Yadav (Member) *Mona*

5. Proctorial Board

1. Seema Devi (Convenor) *Seema*
2. Tejvir Saini (Advisor/ Ex Officio)

6. RKFF & SAF Committee

1. Neha (Convenor) *Neha*
2. Tejvir Saini (Ex. Officio)
4. Neelam Rani (Member) *Neelam*
5. Seema Devi (Member) *Seema*

7. Central Purchase Committee/ Hiring of Required Services(Tent and Shamiyana and Sound System etc.)

1. Tejvir Saini (Ex. Officio)
2. Sushmana *Sush* (Convenor)
3. Balbir Singh (Member) *Balbir*
4. Neha (Member) *Neha*
5. Ganesh Das (Member) *Ganesh*
6. Neelam (Member) *Neelam*
7. Seema Devi (Member) *Seema*
8. Sanjeev Kumar, Dy.Suptd(Member) *Sanjeev*

8. University Affair/Internal Assessment/EVS/ACR Committee

1. Tejvir Saini (Convenor)
2. Neha (Member) *Neha*
3. Seema Devi (Member) *Seema*
4. Munish Kumar (Member) *Munish*

5. Geeta Goel (Member) *Geeta*  
6. Nirmla (Member) *Nirmla*  
7. Mona Yadav (Member) *Mona*

9. **Building Fund Committee/ A cell to avoid idle parking of funds**

1. Dr. Shamsher Singh Mor , Principal(Chairman)  
2. Sushmana (Convenor) *Sush*  
3. Tejvir Saini (Ex. Officio)  
4. Balbir Singh (Member) *Bs*  
5. Neha (Member) *Neha*  
6. Seema Devi (Member) *Seema*

10. **EWYL Committee/ Invitation and Hospitality Committee**

1. Neha (Convenor) *Neha*  
2. Neelam (Member) *Neelam*  
3. Seema Devi (Member) *Seema*  
4. Indu Bala (Member) *Indu*  
5. Mona Yadav (Member) *Mona*  
6. Savita (Member) *Savita*

11. **College Dispensary/ Red Cross/ First Aid/ Health Fund Committee**

1. Balbir Singh (Convenor) *Bs*  
2. Ganesh Das (Member) *Ganesh*  
3. Savita (Member) *Savita*  
4. Nirmla *Nirmla* (Member) *Nirmla*

12. **Welfare of SC/BC/PH/FF/ESM/Meritorious and Minorities and SC Scholarship Committee**

1. Sushmana (Convenor) *Sush*  
2. Balbir Singh (Member) *Bs*  
3. Neha (Member) *Neha*  
4. Nirmla (Member) *Nirmla*  
5. Pawan Kumar (Member) *Pawan*

6. Manjeet

(Member)

7. Mona Yadav

(Member)

8. Rammehar

(Member)

**13. Prize Purchase / Tour and Travel/ News Publication Committee**

1. Balbir Singh

(Convenor)

2. Neelam Rani

(Member)

3. Seema Devi

(Member)

4. Mona Yadav

(Member)

5. Savita

(Member)

6. Nirmala

(Member)

7. Rammehar

(Member)

8. Munish

(Member)

**14. NSS/Road safety/ New Voters(Nodal Officer)/Driving License Committee**

1. Neha

(Convenor)

2. Seema Devi

(Member)

3. Savita

(Member)

4. Sanjiv

(Member)

5. Pawan

(Member)

6. Nirmala

(Member)

**15. Women Advisory Board/ Development Cell/ Women Cell/Passport(Nodal Officer) Committee**

1. Dr. Shamsheer Singh Mor , Principal

(Patron)

2. Sushmana

(Convenor)

3. Neelam Rani

(Member)

4. Seema Devi

(Member)

5. Geeta Goel

(Member)

6. Savita

(Member)

7. Indu Bala

(Member)

**16. Anti Corruption/ Anti Smoking/Anti Regging/ Anti Sexual Hrassment**

**Committee**

- |                 |            |               |
|-----------------|------------|---------------|
| 1.Sushmana      | (Convenor) | <i>Sush</i>   |
| 2. Tejvir Saini | (Member)   |               |
| 3. Neha         | (Member)   | <i>Neha</i>   |
| 4. Neelam.      | (Member)   | <i>Neelam</i> |
| 5. Seema Devi   | (Member)   | <i>Seema</i>  |
| 6.Munish        | (Member)   | <i>Munish</i> |
| 7.Mona Yadav    | (Member)   | <i>Mona</i>   |
| 8.Geeta Goel    | (Member)   | <i>Geeta</i>  |

**17. UGC/NAAC/IOAC/RUSA/QAC/AISHE/ Mantor-Mantee Group Committee**

- |                |            |                 |
|----------------|------------|-----------------|
| 1.Tejvir Saini | (Convenor) |                 |
| 2.Balbir Singh | (Member)   | <i>Balbir</i>   |
| 3.Neha         | (Member)   | <i>Neha</i>     |
| 4. Ganesh Das  | (Member)   | <i>Ganesh</i>   |
| 5. Neelam      | (Member)   | <i>Neelam</i>   |
| 6. Seema Devi  | (Member)   | <i>Seema</i>    |
| 7.Pawan        | (Member)   | <i>Pawan</i>    |
| 8.Rammehar     | (Member)   | <i>Rammehar</i> |
| 9.Geeta Goel   | (Member)   | <i>Geeta</i>    |
| 10.Mona Yadav  | (Member)   | <i>Mona</i>     |
| 11. Savita     | (Member)   | <i>Savita</i>   |

**18. Decoration/ Bouquets & Garland/Wall Magazine Committee**

- |               |            |               |
|---------------|------------|---------------|
| 1.Neelam Rani | (Convenor) | <i>Neelam</i> |
| 2.Seema Devi. | (Member)   | <i>Seema</i>  |
| 3.Geeta Goel  | (Member)   | <i>Geeta</i>  |
| 4.Savita      | (Member)   | <i>Savita</i> |

5. Mona Yadav

(Member)



6. Indu Bala

(Member)



**19. Beautification/Cleanliness/Sanitation/Eco Club Committee( Building, parks, Surrounding) Harit-Unnat Haryana Abhlyan Committe**

1. Sushmana

(Convenor)



2. Neha

(Member)



3. Nirmala

(Member)



4. Pawan

(Member)




5. Manjeet

(Member)



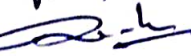
6. Geeta Goel

(Member)



7. Rammehar

(Member)



**20. Court Case/Legal Cell/Audit Report Committee**

1. Tejvir Saini

(Convenor)

2. Neelam

(Member)



3. Munish

(Member)



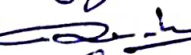
4. Sanjeev Kumar

(Member)



5. Rammehar

(Member)



6. Pawan

(Member)



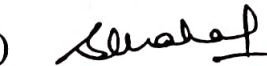
**21. Celebration of important days/ national integration council/ Youth and Cultural Affairs Committee**

1. Dr. Shamsheer Singh Mor, Principal

(Patron)

2. Seema Devi

(Convenor)



3. Tejvir Saini

(Advisor/Ex.Offico)

4. Balbir Singh

(Member)



5. Neha

(Member) NSS



7. Geeta Goyal

(Member)



8. Mona Yadav

(Member)



9. Sanjeev Kumar

(Member)



## 22. Library/ Parking for Staff/Students/Placement cell/ Guidance Bureau

### Committee

- |                  |            |         |
|------------------|------------|---------|
| 1. Neelam        | (Convener) | Neelam  |
| 2. Geeta Goel    | (Member)   | Geeta   |
| 3. Sanjeev Kumar | (Member)   | Sanjeev |
| 4. Nirmala       | (Member)   | Nirmala |
| 5. Savita        | (Member)   | Savita  |

## 23. Canteen / Lapsed Security/Printing & Stationary/Dilapidation Committee.

- |                  |              |          |
|------------------|--------------|----------|
| 1. Tejvir Saini  | (Convener)   |          |
| 2. Neelam        | (Member)     | Neelam   |
| 3. Neha          | (Member)     | Neha     |
| 4. Geeta Goel    | (Member)     | Geeta    |
| 5. Munish        | (Member)     | Munish   |
| 6. Rammehar      | (Member)     | Rammehar |
| 7. Mona Yadav    | (Member)     | Mona     |
| 8. Sanjeev Kumar | (Dy. Supdt.) | Sanjeev  |

## 24. Water/Electricity/Generator/maintenance and operation/ IT/Including

### AEBAS Committee

- |               |            |         |
|---------------|------------|---------|
| 1. Ganesh Das | (Convener) | Ganesh  |
| 2. Pawan      | (Member)   | Pawan   |
| 3. Mona Yadav | (Member)   | Mona    |
| 4. Nirmala    | (Member)   | Nirmala |
| 5. Munish     | (Member)   | Munish  |

### 25. Bus Pass Committee

- |                 |               |          |
|-----------------|---------------|----------|
| 1. Balbir Singh | (Convener)    | Balbir   |
| 2. Neha         | (Member)      | Neha     |
| 3. Mona Yadav   | (Member)      | Mona     |
| 4. Indu Bala    | (Member)      | Indu     |
| 5. Pawan        | (Member)      | Pawan    |
| 6. Nirmala      | (Member)      | Nirmala  |
| 7. Jagmohan     | (LA/(Member)) | Jagmohan |

**26. College Property Committee**

**Wooden Furniture**

- 1. Neelam (Convener) *Neelam*
- 2. Munish (Member) *M*

**Steel Furniture**

- 1. Sushmana (Convener) *Sush*
- 2. Pawan (Member) *P*

**Misc. Furniture**

- 1. Ganesh Das (Convener) *Ganesh*
- 2. Rammehar (Member) *R*

**27. Lecture Shortage /re-admission/ regular absentees/absentees slip/detention Committee**

- 1. Balbir Singh (Convener) *B*
- 2. Ganesh Das (Member) *Ganesh*
- 3. Pawan (Member) *P*
- 4. Geeta Goel (Member) *Geeta*
- 5. Nirmla (Member) *Nirmla*

**28. Discipline Committee**

- 1. Sushmana (Convener) *Sush*
- 2. Balbir Singh (Member) *B*
- 3. Seema Devi (Member) *Seema*
- 4. Pawan (Member) *P*
- 5. Savita (Member) *Savita*
- 6. Indu Bala (Member) *Indu*
- 7. Mona Yadav (Member) *Mona*
- 8. Manjeet (Member) *M*
- 9. Munish (Member) *M*
- 10. Rammehar (Member) *R*
- 11. Sanjiv (Member) *Sanjiv*
- 12. Nirmala (Member) *Nirmala*
- 13. Geeta Goel (Member) *Geeta*



## 29. Student Welfare & General Development / Student Feedback Committee

1. Tejvir Saini (Convener)
2. Neelam (Member) *Neelam*
3. Seema Devi (Member) *Seema*
4. Mona Yadav (Member) *Mona*
5. Munish (Member) *Munish*
6. Sanjiv (Member) *Sanjiv*
7. Rammehar (Member) *Rammehar*

## 30. Income tax (Calculation and Uniform Deductions) Committee

1. Sushmana (Convener) *Sush*
2. Ganesh das (Member) *Ganesh*

## 31. General Purchase (Grants and Proposal) / Inspection (Physical Verification of Newly Purchased Items and Stock Entry Verification Committee

1. Sushmana (Convener) *Sush*
2. Neha (Member) *Neha*
3. Indu bala (Member) *Indu*
4. Savita (Member) *Savita*
5. Nirmala (Member) *Nirmala*

## 32. Library Advisory / Book Bank Committee / Liason Officer / Office expenditure and Office Incharge

1. Dr. Samsher Singh Mor, Principal (Patron)
2. Neelam (Convener) *Neelam*
3. Seema Devi (Member) *Seema*
4. Geeta Goel (Member) *Geeta*
5. Mona Yadav (Member) *Mona*
6. Munish (Member) *Munish*
7. Rammehar (Member) *Rammehar*

## 33. Write Off / Auction Committee

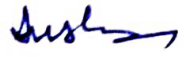

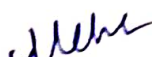
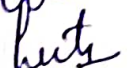
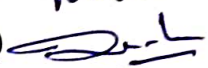

1. Tejvir Saini (Advisor)
2. Ganesh das (Convener) *Ganesh*
3. Manjeet (Member) *Manjeet*

4. Sanjiv (Member) 
5. Pawan (Member) 


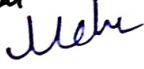





**34. Character Certificate Committee**

1. Sushmana (Commerce) 
2. Tejvir Saini (Arts)

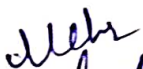
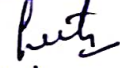

**35. Time Table/Subject or faculty Change Committee**

1. Tejvir Saini (Convener) 
2. Neelam (Member) 
3. Neha (Member) 
4. Geeta Goel (Member) 
5. Rammehar (Member) 
6. Pawan (Member) 

**36. Sports Board**

1. Dr. Shamsher Singh Mor, Principal (Patron)
2. Tejvir Saini (Secretary)
3. Balbir Singh (Assist. Secretary) 
4. Neha (Incharge of sports Deptt. In the absence of ~~Dr. Balbir~~ )
5. Geeta Goel (Badminton) 
6. Savita (Athletics) 
7. Nirmala (Kho-Kho, kabaddi) 
8. Mona Yadav (Yoga/Chess) 
9. Indu Bala (Tennis) 

**37. NSS Advisory Committee**

1. Dr. Shamsher Singh Mor, Principal (Patron)
2. Tejvir Saini (Secretary)
3. Neha (P.O.) 
4. Geeta Goel (Member) 
5. Mona Yadav (Member) 

**38. College Annual Report Committee.**

1. Balbir Singh (Convenor) *BS*
2. Sushmana (Member) *Sush*
3. Tejvir Saini (Advisor/Member/Ex.Officio)
4. Seema Devi (Member) *Seema*
5. Pawan (Member) *Pawan*
6. Savita (Member) *Savita*
7. Sanjeev Kumar, Dy. Supdt. (Member) *SK*

**39. Outsourcing Part -I & Part -II /Resource Persons (Extension Lect.)**

**Committee.**

1. Sushmana (Convenor) *Sush*
2. Balbir Singh (Member) *BS*
3. Tejvir Saini (Member/Ex. Officio)
4. Neha (Member) *Neha*
5. Ganesh Das (Member) *Ganesh*
6. Seema Devi (Member) *Seema*
7. Neelam (Member) *Neelam*
8. Mona (Member) *Mona*
9. Sanjeev Kumar, Dy. Supdt. (Member) *SK*

**40. Periodical Inspection / Stock Verification Committee.**

1. Sushmana (Convenor) *Sush*
2. Neelam (Member) *Neelam*
3. Neha (Member) *Neha*
4. Seema Devi (Member) *Seema*
5. Assisted by Dy. Supdt., E.C., Fund & Bill Clerk. *SK*

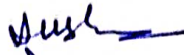
**41. Staff-Stage Secretary Committee.**

1. Tejvir Saini (Convenor)
2. Balbir Singh (Member) *BS*
3. Mona (Member) *Mona*
4. Geeta Goel (Member) *Geeta*

42.

Commerce Society :

1. Sushmana

(Convenor) 


2. Ganesh Das

(Member) 


43.

Literary Society :

1. Savita

(Convenor) 


2. Pawan

(Member) 

44.

Social Science Society :

1. Geeta Goel

(Convenor) 


2. Sanjeev

(Member) 


45.

Young Geographer's Club :

1. Seema Devi

(Convenor) 

2. Mona Yadav

(Member) 

3. Rammehar

(Member) 

46.

Student Union Election/ Any Election Related to State Assembly or Lok

Sabha Committee:


1. Sushmana

(Convenor) 

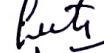
2. Tejvir Saini

(Member)


3. Neha

(Member) 


4. Geeta Goel

(Member) 

5. Savita

(Member) 

6. Mona Yadav

(Member) 

  
Principal

SMGGC, SAFIDON

(JIND)