

No. GRB/22/145
Dated - 26-04-2022

OFFICE OF THE PRINCIPAL
GOVERNMENT DEGREE COLLEGE BILLAWAR

ORDER

The Below mentioned committees are hereby constituted for the smooth functioning of the college for the session 2022-23:-

I. COLLEGE ADVISORY COMMITTEE			MANDATE
S.NO	NAME		
1	Prof. Lekh Raj	Convener	The committee shall advise the college administration on the overall development of the college affairs related to augmenting and improving academics/ curricular/ co curricular activities. It shall formulate strategies for maintenance of discipline and improving academic ambience.
2	Prof. Parshotam Singh	Co-Convener	
3	Prof. Rakesh Sharma	Member	
4	Prof. Nisar Ahmed	Member	
5	Prof. Yash Paul	Member	
6	Dr. Shamim Ahmed Banday	Member	
7	Dr. Arun Sharma	Member	
8	Dr. Kulbir Singh	Member	
9	Dr. Pinkey	Member	
10	Dr. Mohd. Majeem	Member	
11	Sh. Joginder Gupta (SO)	Member	
II. IQAC/NAAC COMMITTEE			Formulate and implement annual action plan submit AQAR etc. for the NAAC inspection of the college. Prepare quality assurance plan and monitor all activities related to quality. Conduct workshops and seminars to disseminate information related to quality indicatives of NAAC.
1	Prof. Lekh Raj	Convener	
2	Prof. Parshotam Singh	Co-Convener	
3	Prof. Rakesh Sharma	Member	
4	Prof. Nisar Ahmed	Member	
5	Prof. Yash Paul	Member	
6	Dr. Shamim Ahmed Banday	Member	
7	Dr. Arun Sharma	Member	
8	Dr. Kulbir Singh	Member	
9	Dr. Anil Verma	Member	
10	Dr. Pinkey	Member	
11	Dr. Manu Sharma	Member	
III. UGC COMMITTEE			Formulate and implement annual action plan. Get the UGC Accounts audited and settles the same with UGC.
1	Prof. Rakesh Sharma	Convener	
2	Prof. Yash Paul	Co-Convener	
3	Dr. Rajni Kumari	Member	
4	Dr. Pinkey	Member	
5	Dr. Suram Singh	Member	
6	Sh. Joginder Gupta (SO)	Member	

7. Sh. Shobhit (JA) Member

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7	Sh. Suresh Sharma (HA) <i>SS</i>	Member	
IV. LIBRARY COMMITTEE			
1	Prof. Lekh Raj <i>Lekh</i>	Convener	Facilitate the purchase of books, periodicals, newspapers for library from time to time. The committee shall also be responsible for facilitating the library automation, general development, and maintenance of the reading room.
2	Prof. Parshotam Singh <i>PS</i>	Co-Convener	
3	Dr. Shamim Ahmed Banday <i>SA</i>	Member	
4	Dr. Arun Sharma <i>AS</i>	Member	
5	Dr. Kulbir Singh <i>Kulbir Singh</i>	Member	
6	Prof. Raman Kumar <i>Raman</i>	Member	
7	Mr. Vidya Lal Sh. Joginder Sh. Sharif <i>Sh. Sharif</i>	Member Member -so-	
V. COLLEGE DEVELOPMENT COMMITTEE			
1	Prof. Lekh Raj <i>Lekh</i>	Convener	This committee shall work for the overall development of the college, prepare plans for physical, academic and development for the college both short term and long term., facilitate all the physical works in the college, including the renovation and repairs of the existing building, up gradation of the existing labs, development / repair of the approach roads on the campus, development of parking place for vehicles of faculty and students, etc.
2	Prof. Parshotam Singh <i>PS</i>	Co-Convener	
3	Prof. Rakesh Sharma <i>Rakesh</i>	Member	
4	Dr. Shamim Ahmed Banday <i>SA</i>	Member	
5	Dr. Arun Sharma <i>AS</i>	Member	
6	Dr. Kulbir Singh <i>Kulbir Singh</i>	Member	
7	Dr. Rajni Kumari <i>Rajni</i>	Member	
8	Dr. Pinkey <i>Pinkey</i>	Member	
9	Dr. Mohd. Maqeen <i>Mohd</i>	Member	
VI. DISCIPLINE COMMITTEE			
1	Prof. Lekh Raj <i>Lekh</i>	Convener	The committee shall be required to prevent ragging and maintain the overall discipline on the campus and to inquire into the acts of indiscipline, if any, by the students and recommend necessary action to be taken by the Principal. The committee shall suggest the
2	Prof. Rakesh Sharma <i>Rakesh</i>	Co-Convener	
3	Dr. Rajni Kumari <i>Rajni</i>	Member	
4	Prof. Anil Kumar <i>Anil</i>	Member	
5	Dr. Mohd. Maqeen <i>Mohd</i>	Member	
6	Mr. Ravi Kumar <i>Ravi</i>	Member	
7	Dr. Shiv Kumar Khajuria <i>Shiv</i>	Member	
8	Dr. Sunil Dutt <i>Sunil Dutt</i>	Member	
9	Mr. Vidya Lal <i>Vidya</i>	Member	
10	Dr. Manu Sharma <i>Manu</i>	Member	

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			measures for overall improvement of discipline in the college.
VII.	COLLEGE PURCHASE COMMITTEE		
1	Prof. Lekh Raj	Convener	The committee shall be responsible for facilitating the process for purchase of all kinds of items of general requirement. On the basis of requirement/ demands of different departments and sections, strictly observing to codal formalities and formulating the rate contract wherever required.
2	Prof. Parshotam Singh	Co-Convener	
3	Prof. Rakesh Sharma	Member	
4	Prof. Yash Paul	Member	
5	Dr. Arun Sharma	Member	
6	Dr. Kulbir Singh	Member	
7	Dr. Rajni Kumari	Member	
8	Dr. Mohd. Maqem	Member	
9	Sh. Joginder Gupta (SO)	Member	
10	Suresh Sharma	Member	
VIII.	SPORTS COMMITTEE		
1	Prof. Yash Paul	Convener	Organize intra-college sports competition. Facilitate / encourage the participation of students in sports activities and competitions purchase of sports related items and mementoes for presentation to students for best performances in different academic and extra-curricular activities. Selection of students for participation in different sports events etc.
2	Dr. Arun Sharma	Co-Convener	
3	Prof. Anil Kumar	Member	
4	Dr. Shiv Kumar	Member	
5	Dr. Pinkey	Member	
6	Mr. Ravi Kumar	Member	
7	Mr. Vidya Lal	Member	
IX.	LITERARY COMMITTEE		
1	Dr. Shamim Ahmed Banday	Convener	The committee shall identify and nurture talent in the students for participation in various competitions. The committee in collaboration with cultural committee shall be responsible for arranging the
2	Dr. Kulbir Singh	Co-Convener	
3	Dr. Rajni Kumari	Member	
4	Dr. Pinkey	Member	
5	Dr. Mohd. Maqem	Member	
6	Prof. Sunita Devi	Member	
7.	Mr. Vidyalal Dr. Manu Sharma	Members Members	

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			presentation of cultural programs in the college by the students on the occasions of annual day functions, academic events, etc. besides, the committee in collaboration with activity club will conduct seminars, debates, quiz competitions etc.
X.	TOUR AND PICNIC COMMITTEE		
1	Prof. Pankaj Kumar S. Thakur	Convener	This committee shall be responsible for arranging the study tours, educational tours and picnics of students. The committee shall be required to invite applications from students for educational tours well in advance, arrange for their transport, boarding and lodging etc.
2	Prof. Nisar Ahmed	Co-Convener	
3	Prof. Yash Paul	Member	
4	Dr. Arun Sharma	Member	
5	Prof. Anil Kumar	Member	
6	Dr. Shiv Kumar	Member	
7	Mr. Ravi Kumar	Member	
XI.	PRINTING AND STATIONARY COMMITTEE		
1	Prof. Nisar Ahmed	Convener	The committee shall be responsible for arranging all sought of printing and stationary requirements of the college.
2	Dr. Mohd. Majeem	Co-Convener	
3	Dr. Suram Singh	Member	
4	Dr. Raman Kumar	Member	
5	Mr. Ravi Kumar	Member	
XII.	RTI COMMITTEE		
1	Prof. Rakesh Sharma	Convener	The committee shall look into the RTI applications and facilitate the reply of the same.
2	Dr. Arun Sharma	Co-Convener	
3	Prof. Anil Kumar	Member	
4	Dr. Pinkey	Member	
XIII.	COLLEGE BEAUTIFICATION AND LANDSCAPING COMMITTEE		
1	Prof. Yash Paul	Convener	The committee shall be responsible for beautification, landscaping, and cleanliness of the College campus.
2	Dr. Arun Sharma	Co-Convener	
3	Dr. Raman Kumar	Member	
4	Dr. Rajni Kumari	Member	
5	Mr. Ravi Kumar	Member	
6	Dr. Manu Sharma	Member	
XIV.	PREVENTION OF SEXUAL HARASSMENT COMMITTEE		
1	Prof. Yash Paul	Convener	To enquire and redress the grievances of staff
2	Dr. Rajni Kumari	Co-Convener	

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3	Dr. Pinkey	Member	and students related to sexual harassment and recommend action against those found involved.
4	Dr. Mohd. Maqem	Member	
5	Prof. Sunita Devi	Member	
6	Dr. Manu Sharma	Member	
XV. ACADEMIC AUDIT COMMITTEE			
1	Prof. Lekh Raj	Convener	The committee shall assess the academic performance of individual faculty as well as the whole college, formulate ways to improve the overall standards of teaching and learning.
2	Prof. Parshotam Singh	Co-Convener	
3	Prof. Rakesh Sharma	Member	
4	Dr. Shamim Ahmed Banday	Member	
5	Dr. Arun Sharma	Member	
XVI. COLLEGE CANTEEN COMMITTEE			
1	Dr. Arun Sharma	Convener	Make college canteen functional, prepare for award of contract for running the canteen. Prepare a comprehensive agreement to signed with the contractor. Monitor the functioning of the canteen.
2	Prof. Anil Kumar	Co-Convener	
3	Dr. Mohd. Maqem	Member	
4	Dr. Shiv Kumar	Member	
5	Mr. Ravi Kumar (PTI)	Member	
6	Mr. Vidya Lal	Member	
XVII. CAREER COUNSELLING/ PLACEMENT CELL			
1	Dr. Arun Sharma	Convener	The committee shall prepare annual calendar of activities of workshops, seminars, lectures whereby awareness about career opportunities available to the students will be given.
2	Dr. Suram Singh	Co-Convener	
3	Dr. Mohd. Maqem	Member	
4	Dr. Raman Kumar	Member	
5	Prof. Sunita Devi	Member	
XVIII. GREEN AUDIT COMMITTEE			
1	Prof. Yash Paul	Convener	The committee shall be responsible for the maintenance and audit of the green wealth of the college. The committee shall adopt a process of systematic identification and analysis of components of environmental diversity
2	Prof. Raman Kumar	Co-Convener	
3	Dr. Rajni Kumari	Member	
4	Dr. Sunil Dutt	Member	
5	Mr. Ravi Kumar	Member	

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of the college aiming to maintain eco-friendly ambience of the college.

XIX. COLLEGE GENSET COMMITTEE			The committee shall be responsible for management of Gensets and keeping them in functional order.
1	Prof. Parshotam Singh	Convener	
2	Dr. Mohd. Maqeen	Co-Convener	
3	Dr. Sunil Dutt	Member	
4	Mr. Ravi Kumar	Member	
XX. EXAMINATION COMMITTEE			The committee shall arrange for the conduct of internal assessments, practical's (external / internal). Evaluate and prepare award rolls ensure its timely inspection and submission to university etc. Arrange for conduct end semester examinations.
1	Prof. Rakesh Sharma	Convener	
2	Prof. Yash Paul	Co-Convener	
3	Dr. Arun Sharma	Member	
4	Dr. Pinkey	Member	
5	Dr. Mohd. Maqeen	Member	
6	Dr. Suram Singh	Member	
7	Dr. Raman Kumar	Member	
8	Prof. Sunita Devi	Member	
9.	Dr. Sunil Dutt	Member	
XXI. SCHOLARSHIP/ FINANCIAL AID COMMITTEE			The committee shall invite applications from students for financial aid on the basis of merit, while adopting the rules laid down by govt. for the purpose. Besides this, committee shall facilitate the students to apply for scholarships granted by different departments / agencies of state / centre / private.
1	Prof. Yash Paul	Convener	
2	Prof. Anil Kumar	Co-Convener	
3	Dr. Kulbir Singh	Member	
4	Dr. Rajni Kumari	Member	
5	Dr. Suram Singh	Member	
6	Dr. Shiv Kumar	Member	
7	Prof. Sunita Devi	Member	
8	Dr. Manu Sharma	Member	
XXII. NEWS LETTER/ MAGAZINE / MASS MEDIA /PRESS COMMITTEE			The committee shall be responsible for arranging quality matter for publication in the News Letter, Annual Magazine, Press Releases.
	Dr. Shamim Ahmed Banday	Convener	
	Dr. Rajni Kumari	Co-Convener	
3	Dr. Pinkey	Member	
4	Dr. Mohd. Maqeen	Member	
5	Mr. Vidya Lal	Member	
6	Dr. Manu Sharma	Member	
7	Prof. Sunita Devi	Member	
XXIII. WOMEN STUDIES CENTRE			The committee shall work on the guidelines
1	Dr. Rajni Kumari	Convener	
2	Dr. Pinkey	Co-Convener	

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3	Dr. Manu Sharma	Member	issued by the UGC and formulate and implement annual action plan. Get the accounts of the women study centre audited and settled with UGC.
4	Prof. Sunita Devi	Member	
XXIV. ACADEMIC ARRANGEMENT/ WORKLOAD COMMITTEE			
1	Prof. Parshotam Singh	Convener	The committee shall process preparation of merit list of the candidates applying for academic arrangement. The committee shall also verify the workload of the various departments
2	Prof. Rakesh Sharma	Co-Convener	
3	Prof. Nisar Ahmed	Member	
4	Dr. Kulbir Singh	Member	
5	Prof. Yash Paul	Member	
XXV. HOSPITALITY AND PROTOCOL COMMITTEE			
1	Dr. Mohd. Mageem	Convener	The committee shall be responsible for the arrangements related to hospitality and protocol wherever required for the guest of the College.
2	Dr. Shiv Kumar	Co-Convener	
3	Dr. Sunil Dutt	Member	
4	Dr. Manu Sharma	Member	
5	Mr. Ravi Kumar (PTI)	Member	
XXVI. I.T. PURCHASE/ GEM COMMITTEE			
1	Prof. Parshotam Singh	Convener	Shall be responsible for facilitating the process for purchase of I.T. equipments / science material on basis of requirement / demands of different departments and sections. Strictly observing to codal formalities and formulating the rate contract wherever required.
2	Dr. Arun Sharma	Co-Convener	
3	Prof. Anil Kumar	Member	
4	Dr. Pinkey	Member	
XXVII. RED CROSS AND RED RIBBON CLUB/ FIRST AID COMMITTEE			
1	Dr. Shamim Ahmed Banday	Convener	The committee shall be responsible for all the Red Cross Activities in the College.
2	Dr. Pinkey	Co-Convener	
3	Mr. Vidya Lal	Member	
4	Dr. Sunil Dutt	Member	
5	Prof. Sunita Devi	Member	
XXVIII. MACHINE SCIENTIFIC EQUIPMENTS, CHEMICALS, MATERIAL SUPPLY COMMITTEE			
1	Prof. Lekh Raj	Convener	The committee shall be

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2	Prof. Parshotam Singh	Co-Convener	responsible for distribution and utilization of govt. grants received for the purpose as per the codal formalities.
3	Prof. Rakesh Sharma	Member	
4	Prof. Yash Paul	Member	
5	Dr. Suram Singh	Member	
XXIX.	ROAD SAFETY CLUB COMMITTEE		
1	Dr. Arun Sharma	Convener	The committee shall be responsible for road safety within the college premises and observing any programme related with road safety.
2	Dr. Rajni Kumari	Co-Convener	
3	Prof. Anil Kumar	Member	
4	Dr. Sunil Dutt	Member	
5	Mr. Ravi Kumar	Member	
XXX.	STUDENTS WELFARE / AID COMMITTEE		
1	Dr. Arun Sharma	Convener	The committee shall look after various facilities for the students including health room, safe drinking water, clean toilets canteen etc.
2	Dr. Pinkey	Co-Convener	
3	Dr. Mohd. Maqem	Member	
4	Prof. Raman Kumar	Member	
XXXI.	TIME TABLE COMMITTEE		
1	Prof. Rakesh Sharma	Convener	Prepare time tables for all classes and semesters. Resolve clashes if any.
2	Dr. Arun Sharma	Co-Convener	
3	Dr. Raman Kumar	Member	
4	Dr. Sunil Dutt	Member	
	Dr. Manu Sharma	Member	
XXXII.	ACTIVITY CLUB		
1	Dr. Shamim Ahmed Bandey	Convener	The Activity shall conduct and organized various Academic Activities related to Science & Technology and is meant for the holistic development of the students.
2	Dr. Kulbir Singh	Co-Convener	
3	Dr. Rajni Kumari	Member	
4	Dr. Pinkey	Member	
5	Dr. Suram Singh	Member	
6	Prof. Raman Kumar	Member	
7	Prof. Sunita Devi	Member	
8	Dr. Manu Sharma	Member	
XXXIII.	CULTURAL COMMITTEE		
1	Dr. Shamim Ahmed Banday	Convener	The committee shall be responsible for all intra and inter collegiate cultural events in the college. To plan and schedule cultural events in the Academic Year.
2		Co-Convener	
3	Dr. Rajni Kumari	Member	
4	Dr. Anshika	Member	
5	Dr. Mohd. Maqem	Member	
6	Mr. Ravi Kumar	Member	
7	Prof. Sunita Devi	Member	
8	Dr. Manu Sharma	Member	
XXXIV.	GRIEVENCE REDRESSAL COMMITTEE		

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	Prof. Lekh Raj	Convener	The committee shall be responsible for enquires and review complaints or grievances of the students and formulate solution of the grievances
1	Prof. Parshotam Singh	Co-Convener	
2	Prof. Rakesh Sharma	Member	
3	Prof. Nisar Ahmed	Member	
4	Prof. Yash Paul	Member	
5	Dr. Shamim Ahmed Banday	Member	
6	STUDENTS MENTORING COMMITTEE		
XXXV.	Prof. Nisar Ahmed	Convener	For a student a mentor is someone who serves as a guide throughout their college span. Mentors provide both professional and personal advice and give emotional encouragement during challenging times. The committee shall chalk out a detailed programme to provide mentor to each and every student of the college.
1	Prof. Yash Paul	Co-Convener	
2	Prof. Anil Kumar	Member	
3	Dr. Shiv Kumar	Member	
4	Dr. Manu Sharma	Member	
5			
XXXVI.	NSS ADVISORY COMMITTEE		
1	Prof. Rakesh Sharma	Convener	The committee shall formulate the calendar of all the Programmes of NSS throughout the session (2022-23).
2	Prof. Nisar Ahmed	Co-Convener	
3	Prof. Yash Paul	Member	
4	Dr. Kulbir Singh	Member	
5	Dr. Sunil Dutt	Member	
XXXVII.	ONLINE WEB TASKS COMMITTEE		
1	Prof. Parshotam Singh	Convener	To maintain and update college website regularly and to develop and it tools for management of admissions, examinations etc.
2	Dr. Arun Sharma	Co-Convener	
3	Prof. Yash Paul	Member	
4	Prof. Anil Kumar	Member	
5	Dr. Mohd. Maqem	Member	
XXXVIII.	LOCAL FUND COMMITTEE		
1	Prof. Lekh Raj	Convener	Monitor the attendance and deployment of local fund employees.
2	Prof. Parshotam Singh	Co-Convener	
3	Prof. Rakesh Sharma	Member	
4	Dr. Shamim Ahmed Banday	Member	
XXXIX.	BROWSING CENTRE COMMITTEE		
1	Prof. Parshotam Singh	Convener	The committee shall be responsible for the management of browsing centre.
2	Dr. Arun Sharma	Co-Convener	
3	Dr. Suram Singh	Member	
4	Dr. Pinkey	Member	
XXXX.	COLLEGE GENERAL STORE STOCK VERIFICATION COMMITTEE		

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XXXX. College General, Store & Stock Verification Committee

1	Prof. Rakesh Sharma	Convener	The committee shall be responsible for the verification of the store stocks.
2	Prof. Yash Paul	Co-Convener	
3	Dr. Shamim Ahmed Banday	Member	
4	Dr. Mohd. Maqem	Member	
5	Sh. Joginder Lal	Member	
6	Sh. Suresh Sharma	Member	
6	Sh. Madan Lal	Member	
XXXXI.	PURCHASE VERIFICATION COMMITTEE		
1	Dr. Yash Paul	Convener	The committee shall verify the purchases made through GEM or any other sources.
2	Dr. Pinkey	Co-Convener	
3	Dr. Suram Singh	Member	
4	Prof. Raman	Member	
5	Dr. Shiv Kumar	Member	
6	Sh. Shori Lal	Member	
XXXXII.	PSYCHOLOGICAL CELL COMMITTEE		
1	Prof. Nisar Ahmed	Convener	The committee shall provide psychological assistance to the needy students.
2	Dr. Rajni Kumari	Co-Convener	
3	Dr. Mohd. Maqem	Member	
4	Dr. Sunil Dutt	Member	
XXXXIII.	NEP COMMITTEE		
1	Prof. Nisar Ahmed	Convener	The committee shall formulate the strategies for the implementation of new education policy from the current session (2022-23).
2	Prof. Yash Paul	Co-Convener	
3	Dr. Shamim Ahmed Banday	Member	
4	Dr. Arun Sharma	Member	
5	Dr. Pinkey	Member	
6	Mr. Anil Kumar	Member	
7	Dr. Manu Sharma	Member	
XXXXIV	BUS OPERATING/ PLYING COMMITTEE		
1	Prof. Lekh Raj	Convener	The committee shall make arrangements for Bus facility whenever required by the students and staff members and also ensure its maintenance.
2	Prof. Rakesh Sharma	Co-Convener	
3	Prof. Nisar Ahmed	Member	
4	Prof. Yash Paul	Member	
5	Sh. Joginder Gupta	Member	

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