

GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT

ANNUAL DUTY LIST (2024-25)

The composition of various committees for smooth functioning of college activities is hereby notified for the academic session 2024-25. Necessary steps as per requirement of the committee may kindly be initiated immediately. The below-mentioned committees are effective w.e.f. 04.09.2024.

Sr. No		Name of the Members	Name of the Members
1	Advisory Council	1. Dr. Dr. S.S. Nain (Convener) 2. Sh. Brijesh Kumar 3. Dr. Krishan Kumar	4. Dr. S.K. Pandey 5. Ms. Kamlesh Kumari
2	Examination Committee Examination, Evaluation and Results	Dr. Surender Kumar (COE) 1. Dr. Pinki 2. Dr. Amita 3. Dr. Sujata Goyal	4. Dr. Rakesh 5. Dr. Neha Aggarwal 6. Mr. Naresh Kumar
3	Attestation Committee	1. Dr. S.S. Nain	2. Dr. Surender Kumar
4	Building Construction Infrastructure Development, Purchase, Maintenance and Disposal/Auction/Write off Committee	Sh. S.K. Bathla(Convener) 1. Dr. S.S. Nain 2. Sh. Brijesh Kumar	3. Dr. Ravneet Kaur 4. Dr. Rajinder Kumar
5	General Purchase Committee	Dr. C.P. Punia (Convener) 1. Dr. Upinder Kaur 2. Dr. Rakesh 3. Mr. Shyam Raheja	4. Dr. Ravneet Kaur 5. Mr. Sanjeev (L.A)
6	Computer Hardware/Software/ICT Purchase Committee	Dr. Upinder Kaur (Convener) 1. Dr. Deepak Kumar (Website Admin) 2. Dr. Ravneet Kaur	3. Mr. Shyam Raheja 4. Jai Singh Chauhan (BCA-III) 5. Kajal (BCA-III)
7	Cultural Committee (Cultural Club)	Dr. Rajinder Kumar (Convener) 1. Dr. Manjeet Kaur (Co-Convener) 2. Dr. Krishan Kumar 3. Dr. Amit Kumar	4. Dr. C.P. Punia 5. Dr. Anish 6. Sheetal (BA-III) 7. Ankush (M.Com-II)
8	Legal Literacy Cell	Dr. Surender Kumar (Convener) 1. Dr. Saroj Bala	2. Ms. Jasmita
9	Cleanliness and Hygiene Club	Dr. Rajesh (Convener) 1. Dr. Sujata Goyal 2. Mr. Vikram 3. Mr. Ankit	4. Mr. Gunjeet Singh 5. Mr. Kishori Lal 6. Jaspreet (BA-II) 7. Jasmeet Kaur (BA-II)
10	Admission Committee	UG: Dr. Krishan Kumar, Convener Dr. Jyoti, Co-convener Nodal Officer :Mr. Shyam Raheja	PG: Dr. Tripti, Convener Dr. Parbleen Kaur, Convener (BCA/MCA) Dr. Bharti Sujana, Convener (MBA)



11	Student Progression and Alumni Cell (SPAC)	Dr. Tripti Sharma (Convener) 1. Dr. Pinki Gupta 2. Dr. Bharti Vij	3. Dr. Manjeet Kaur 4. Ms. Neelam
12	Career Counseling and Guidance Cell	Dr. Krishan Kumar (Convener) 1. Dr. Anuradha 2. Ms. Upinder Kaur	3. Dr. Neha Aggarwal 4. Radhika Saini (BA-II) 5. Manorma (BA-II)
13	Corporate Resource Center (CRC)/ Placement Cell – cum- Entrepreneurship Club	1. Dr. Bharti Sujan (Chairperson) 2. Sh. Shyam Raheja (TPO) 3. Dr. Niyti	4. Dr. Anshu 5. Dr. Shivani 6. Ms. Jasmita
14	Publication Committee (Magazine, Prospectus, Newsletter, Annual Report)	1. Dr. Rohit Dutt- Chief Editor 2. Dr. Jyoti –Editor 3. Dr. Anshu – Co-Editor 4. Dr. Deepak Kumar (Librarian) 5. Dr. Ritu Gupta 6. Ms. Mehak	7. Dr. Jasbir Kaur 8. Ms. Priyanka (Skt) 9. Dr. C.P. Punia 10. Ms. Sushma 11. Ms. Khushboo, B.Com-III 12. Ms. Diya, B.Com-III
15	Research Advisory Committee	Dr. Kuldeep Yadav (Convener) 1. Ms. Pinki	2. Dr. Neha 3. Dr. Shikha
16	Time - Table Committee	Dr. Surjeet Singh (Convener) 1. Ms. Upinder Kaur, Co-Convener	2. Dr. Anshu Chaudhary 3. Ms. Sujata Goyal
17	Stage Secretary	1. Dr. Amit Kumar (Convener) 2. Dr. Manjeet Kaur	3. Dr. Anupama Sihag 4. Ms. Jasmita
18	Women Cell	Dr. Neha Aggarwal (Convener) 1. Dr. Ravneet Kaur, Co-Convener 2. Dr. Saroj Bala 3. Dr. Niyti	4. Dr. Neena 5. Pranjal Rana (MA-II English) 6. Gargi Sharma (MA-II English)
19	Mentor Mentee Committee	Dr. Anuradha (Convener) 1. Dr. Rajesh	2. Dr. Shivani
20	NCC (Boys) NCC (Girls)	1. Capt. (Dr.) S.S. Nain 2. Dr. Tripti Sharma	
21	NSS Programme Officers	1. Dr. Saroj Bala	2. Dr. Anish Kumar
22	NSS Advisory (Awareness Club)	1. Sh. Brijesh Kumar (Convener) 2. Dr. Dharmveer Saini	3. Ms. Priyanka 4. Lovekesh (MA-Pol. Sc.) 5. Kajal (MA-Pol. Sc.)
23	Proctorial/Discipline Committee	Dr. S.S. Nain (Convener) 1. Sh. Brijesh Gupta (Co-Convener) 2. Dr. Saroj 3. Sh. Ram Murti 4. Dr. S. K. Pandey 5. Dr. Surjeet Singh 6. Dr. Seema Kansal	7. Dr. Krishan Kumar 8. Dr. Deepak Kumar 9. Ms. Nisha Singh Atri, M.Com-II All other staff members (Teaching and Non-Teaching) will be the additional members of the committee
24	Anti- Ragging Committee	Dr. Manjeet Kaur (Convener) 1. Sh. Brijesh Kumar 2. Dr. Krishan Kumar 3. Dr. Amita 4. Maj. Bharat Singh (Parents) 5. Mr. Sandeep Singh Chopra (Parents)	6. Subhasm (BA-II) 7. Monalika (BA-III) (Student Representatives) 8. Mr. Ravinder Singh (Dy. Supdt.)

25	Student Grievance Redressal Committee	Dr. Neena (Convener) 1. Dr. Surender Kumar	2. Dr. Niyti 3. Ms. Mehak
26	Library and Book Bank Committee	Dr. Bharti Vij (Convener) 1. Dr. Deepak Kumar (Librarian)	2. Dr. Ritu Gupta 3. Dr. Geeta Kaushik
27	Sports Council (Sports Club)	Sh. Brijesh Kumar (Convener) 1. Dr. S.S. Nain 2. Dr. Surjeet Singh 3. Dr. Bharti Vij 4. Dr. Rajinder Kumar	5. Ms. Harshit Chopra, M.Com-Final 6. Ms. Sakshi, M.Com-Final 7. Kritika (MA-I Pol.Sc.) 8. Yash (BA-III)
28	Venue Arrangement Committee (Seating/Sound etc.)	Sh. Ram Murti (Convener) 1. Dr. Rajesh 2. Dr. Suman 3. Dr. Anish	4. Dr. Dharamveer 5. Sh. Jai Chand 6. Sh. Kuldeep Singh
29	SC/BC Cell	1. Sh. Ram Murti (Convener) 2. Dr. Suman	3. Dr. Amit Kumar 4. Dr. Rakesh Kumar 5. Ms. Anju Dhiman
30	Youth Red Cross (Youth Club) Blood Bank	Dr. Rakesh Kumar (Convener) 1. Dr. Tripti 2. Dr. Neha 3. Dr. Bharti Vij 4. Dr. Amit Kumar	5. Dr. C.P. Punia 6. Dr. Rajinder Kumar 7. Ms. Rabjot 8. Mr. Ritesh 9. Samar Gujjat (BA-II) 10. Krish (B.Com-II)
31	Red Ribbon Club	Dr. Gulshan Nagpal (Medical Officer) 1. Dr. Suman (Convener) 2. Dr. Niyti 3. Dr. Saroj 4. Dr. C.P. Punia	5. Mr. Deepak, MA-II 6. Mr. Mehakpreet Singh, MA-II 7. Saif Ali Khan (MA-Pol.Sc.) 8. Avneet Kaur (BA-Eng. Hons.)
32	College Dispensary - Cum-Health Club	Dr. Gulshan Nagpal (Medical Officer) 1. Dr. Rakesh (Convener) 2. Dr. Neha Aggarwal	3. Chinmay, BCA-II 4. Kirti, BCA-II
33	Earn While You Learn (EWYL) Club	Dr. Deepak Kumar (Convener)	1. Ms. Preeti Mehta 2. Bhargav (BCA-II) 3. Roshan (BCA-II)
34	Canteen Committee	Dr. S K Pandey (Convener) 1. Dr. Anish	2. Mr. Ravinder Singh 3. Mr. Sanjeev Dhiman
35	Cycle Stand Committee	Sh. Brijesh Kumar (Convener) 1. Dr. Dharamveer 2. Dr. Rajesh	3. Dr. Rajinder Kumar 4. Mr. Sanjeev (L.A)
36	Prize Committee	Dr. S. S. Nain (Convener) 1. Dr. Suman	2. Dr. Amita 3. Dr. Manjeet Kaur
37	Eco - SDG (Sustainable Development Goal) Club	Dr. Kuldeep Yadav (Convener) 1. Dr. Meenu Rathi 2. Dr. Amita 3. Mr. Sunil Tiwari (Gardener)	4. Mr. Mange Ram, BCA-I 5. Mr. Kartik Gosain, BCA-I 6. Simranjeet Kaur (BBA-III) 7. Gunjan (BBA-III)

38	Decoration Committee	Dr. Ritu Gupta (Convener) 1. Dr. Niyti 2. Dr. Neena	3. Mr. Sunil Tiwari (Gardener) 4. Mr. Rahul Rana, BCA-III 5. Ms. Khushi, BCA-I
39	College Archives Gandhi Study Centre & Museum (Gandhi Club)	1. Dr. Dharamveer (Convener)	2. Dr. Deepak
40	Press and Publicity (Media Club)	Dr. C.P. Punia (Convener) 1. Dr. Shivani Nijhawan, Co-Convener 2. Dr. Ritu Gupta	3. Ms. Mehak 4. Ms. Sushma 5. Nikhil (BA-II) 6. Pawan (BA-III)
41	Important Days Celebration	Dr. Saroj Bala (Convener) 1. Dr. Anuradha Sheokand	2. Dr. Manjeet Kaur
42	Language Lab (Language Club)	Ms. Kamlesh (Convener) 1. Dr. Neena 2. Ms. Mehak	3. Ms. Yogita 4. Udbhav Partap Singh (BA-III) 5. Neha (MA-II English)
43	Data Base Committee	Dr. Neelam (Convener) 1. Dr. Neena	
44	RUSA/ UGC/ AISHE	Dr. Tripti Sharma (Nodal Officer) 1. Dr. Surender Kumar	2. Dr. Ravneet
45	NIRF	Dr. Surjeet Singh (Convener) 1. Dr. Jyoti Sorout (Co-Convener) 2. Ms. Pinki	3. Dr. Meenu Rathi 4. Ms. Sujata Goyal
46	Fee Concession and Scholarship Committee	Ms. Pinki Gupta (Convener) 1. Dr. Surender Kumar	2. Dr. Bharti Vij 3. Sh. Shyam Raheja
47	PTM Committee (Student Welfare Club)	Dr. Anshu (Convener) 1. Dr. Neena	2. Ms. Neelam 3. Moni (BA-Hons-5 th Sem) 4. Ruslee (MA-Pol.Sc.-II)
48	Refreshment Committee	Dr. S.K. Pandey (Convener) 1. Dr. Dharamveer	2. Dr. Ritu Gupta
49	Staff Secretary	Dr. S.S. Nain	
50	Dean Student Welfare	Dr. Rakesh Kumar	
51	Psychological Counseling Centre (Mental Health Club)	Dr. Anupama (Chairperson) 1. Dr. Gulshan Nagpal (Medical Officer)	2. Dr. Rajinder Kumar 3. Ritika (BA-III) 4. Hartaj Kaur (BA-III)
52	Coordination Committee	Dr. Rohit Dutt, Principal (Patron) 1. Dr. S.S. Nain 2. Dr. Surender Kumar (COE) 3. Dr. Surjeet Singh (NIRF Coordinator)	4. Dr. Shikha Jaggi (IQAC Coordinator) 5. Dr. Tripti Sharma (Member Secretary) Dr. Rakesh (DSW)
53	International Students Affairs	Dr. Prableen Kaur (Convener)	1. Mr. Shyam Raheja 2. Dr. Bharti Sujana
54	Electoral Literacy Club	Dr. Saroj Bala 1. Dr. Dharamveer Saini	2. Tarun Kumar (BBA-III) 3. Garima (B.Com-II)
55	NEP (National Education Policy) Committee (Education Club)	Dr. K.K. Punia (Convener) 1. Dr. Pinki Gupta 2. Dr. Surender Kumar 4. Dr. Geeta Kaushik	3. Rajni (BA-II) 5. Deepti (BA-II)

56	Internal Board of Studies	Dr. Rohit Dutt (Principal)-Chairman Dr. S.S. Nain - Convener	1. Dr. Pinki Gupta 2. Dr. Surender Kumar All the HOD's
57	Road Safety Club	Dr. Rajesh, Convener 1. Dr. C.P. Punia, Co Convener 2. Dr. Tripti Sharma	3. Dharmender (MA-II Pol. Sc.) 4. Lovekesh (MA-II Pol.Sc.)
58	Innovation and Entrepreneurship Development Cell (Incubation Club)	Ms. Neelam (Convener) 1. Dr. Geeta Kaushik 2. Ms. Priyanka Verma 3. Mr. Shyam Raheja (Nodal Officer ILC)	4. Ms. Sujata Goyal 5. Vaneet Kaur (B.Sc.-II) 6. Udbhav (BA-III)
59	IPR (Intellectual Property Rights) Cell	Dr. Shikha Jaggi – Convener 1. Dr. Meenu Rathi	2. Ms. Srithi
60	Yoga Club/Cell	Sh. Brijesh Kumar (Convener) 1. Ms. Neelam 2. Dr. Amit Kumar	1. Pawan (BA-I) 3. Kritika (MA-I Pol.Sc.)
61	Indian Knowledge System (IKS) Club	Dr. Anshu Chaudhary (Convener) 1. Dr. Anish 2. Dr. Jasvir Kaur	3. MS. Priyanka (Skt)
62	Swachh Bharat Mission (Swachhta Club)	Dr. Rakesh Kumar- Nodal Officer 1. Ms. Kamlesh Kumari 2. Mr. Deepak (NTS)	2. Mr. Rakesh (NTS) 3. Lovekesh (MA-Pol.Sc.) 4. Kajal (MA-Pol.Sc.)
63	Atam Nirbhar Bharat	Dr. Rakesh Kumar- Nodal Officer 1. Dr. Amit Kumar 2. Ms. Yogita	3. Dharmendra Kumar (MA-Pol.Sc.) 4. Shabana (B.A-III)
64	IUMS Portal	Ms. Kamlesh Kumari – Convener 1. Dr. Suman 2. Dr. Niyti 3. Dr. Saroj	4. Dr. Dharamveer 5. Dr. Jyoti 6. Ms. Priyanka Verma 7. Mr. Naresh Kumar
65	Academic Bank of Credits (ABC)	Dr. Surender Kumar (Convener) 1. Ms. Upinder Kaur	2. Mr. Naresh Kumar
66	Energy, Green & Environmental Audit Committee	Dr. Amita (Convener) 1. Dr. Kuldeep Yadav	2. Mr. Ravinder Singh
67	Dean Academic Affairs	Dr. Krishan Kumar	
68	ERP (Techno Club)	Dr. Surjeet Singh (Convener) 1. Dr. Shivani	2. Dr. Ritika (ERP Member) 3. Ms. Yogita (ERP Member)
69	DHEO SPOC Related Activities	Dr. C.P. Punia (Convener)	All concerned faculty are members
70	AICTE Committee	Dr. Prableen Kaur (Convener) 1. Mr. Shyam Raheja (Nodal Officer) 2. Dr. Bharti Sujan	3. Dr. Geeta Kaushik
71	SDG (Sustainable Development Goal) Club	Dr. Bharti Vij (Convener) 1. Dr. Amita (Co-convener) 2. Dr. Saroj (NSS Representative)	3. Dr. Rakesh (YRC Representative) 4. Dr. Suman (Red Ribbon Representative)

Dr. Rohit Dutt
Principal

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