

No-354  
dt. 4/8/20**HINDU KANYA MAHAVIDYALYA, JIND****COMMITTEES FOR THE SESSION 2020-21****1 STUDENT WELFARE, ADVISORY & DISCIPLINE COMMITTEE**

CONVENOR

DR. SUDHA MALHOTRA

DR. UPASANA

DR. GEETA GUPTA

MRS ANJALI

**2 YOUTH WELFARE CLUB**CONVENOR  
ADVISORY COMMITTEE

DR. KEAUTY

MRS. ARTI SAINI

DR. SUDHA MALHOTRA

MRS ANJALI

DR. SEEMA DALAL

**NEW APPOINTMENT COMMITTEE****(a) (Regular)**

CONVENOR

DR. SUDHA MALHOTRA

DR. GEETA GUPTA

MRS. REKHA SAINI

MRS ANJALI

**(b) TEMPORARY**

CONVENOR

HEAD OF THE RESPECTIVE  
DEPARTMENTS**4 TIME TABLE COMMITTEE**INCHARGE  
INCHARGE ARTS & SCIENCE  
MEMBER

DR. UPASANA GARG (COMMERCE)

DR. PUNAM MOR

DR. KEAUTY

DR. PRIYANKA SAHNI

**5 MAGAZINE COMMITTEE**

CHIEF. EDI - DR. SUDHA MALHOTRA

EDITOR HINDI- Dr. POONAM MOR

EDITOR ENGLISH- DR. GEETA GUPTA

EDITOR MATHS &amp; COMPUTER SCI. - MRS. ANJU

EDITOR SANSKRIT- DR. NEELAM

**6 CHIEF TUTOR / MENTOR**

DR. SUDHA MALHOTRA

**7 PURCHASE & AUCTION COMMITTEE**

CONVENOR

DR. SUDHA MALHOTRA

DR. UPASANA GARG

DR. POONAM MOR

MRS ANJALI

MRS. ANJU

DR. RASHMI MALIK

8 LIBRARY COMMITTEE

CHAIR PERSON

ALL HEAD OF DIFF. DEPTT.

PRINCIPAL

- DR. SUDHA MALHOTRA
- DR. UPASANA
- DR. GEETA GUPTA (Eng., Physics, Chemistry)
- MRS. NEELAM (Social Science subjects)
- MRS. ANJU (Maths & Computer Sc.)
- DR. KEAUTY
- DR. NEELAM - (SANSKRIT)
- DR. PRIYANKA SAHNI
- MRS. ARTI SAINI
- DR. RASHMI MALIK
- DR. PINKI - LIBRARIAN

NAAC COMMITTEE

CONVENOR

- DR. GEETA GUPTA
- DR. SUDHA MALHOTRA
- DR. UPASANA GARG
- MRS. REKHA SAINI
- MRS. ANJALI
- MRS. ANJU
- DR. PRIYANKA SAHNI
- DR. ANSHU

10 TEA & MEALS COMMITTEE

CONVENOR

- MRS. KRANTI
- DR. ANSHU
- MRS. TANNU
- MRS. BABY RANI

STANDING COMMITTEE ON PROGRAMME FOR SC/ST

CHAIR PERSON  
CONVENOR

- PRINCIPAL
- MRS. NEELAM
- MRS. KRANTI
- MRS. ARTI SAINI

12 QUOTATION COMMITTEE

CHAIR PERSON

- PRINCIPAL
- DR. SUDHA MALHOTRA - BURSAR
- MRS. ANJU
- DR. PRIYANKA SAHNI
- DR. SEEMA

13 DECORATION COMMITTEE

CONVENOR

- MRS. ANITA - HOME SC.
- FASHION DESIGNING TEACHER
- HOME SCIENCE TEACHER- GUEST
- MRS. BABY RANI

SEATING ARRANGEMENT

CONVENOR

MRS. NEELAM  
DR. PINKI  
DR. SEEMA DALAL  
DR. NEELAM - SKT

15 COLLEGE PROPERTY COMMITTEE

a) (FURNITURE) CONVENOR

MRS. NEELAM  
MRS. KRANTI  
MR. YASHPAL SHARMA  
MR. NARAYANA SINGH  
MR. VIKAS DHULL

b) ALMIRAS & LOCKS

MRS. REKHA SAINI  
DR. NEELAM RANI

c) ELECRICAL EQUIPMENT(44)

INCHARGE

MRS. ANJALI  
DR. PINKI  
MRS KRANTI  
MR. YASHPAL  
MR. VIKAS

(d) COMPUTER COMMITTEE

OVER ALL INCARGES : MRS. ANJU GUPTA  
DR. POONAM GILL

f) INCHARGE COMPUTER LABS

DR. SEEMA DALAL ROOM NO. 201  
MRS. REKHA SAINI ROOM NO. 216  
MRS. GEETA GUPTA SCIENCE LAB  
MRS. ANJALI ROOM NO. 217  
DR. PRIYANKA SAHN ROOM NO. 218 & 203  
MRS. SHASHI OFFICE  
SH. YASHPAL

16 PERIODICAL INSPECTION

CONVENOR

MRS. REKHA SAINI  
DR. ANSHU  
DR. PINKI

17 RULE BOOK COMMITTEE

CONVENOR

MRS. ANJALI GUPTA  
DR. PRIYANKA

18 CANTEEN COMMITTEE

CONVENOR

DR. UPASANA GARG  
DR. KEAUTY  
DR. NEELAM -SKT  
DR. PINKI

19 COLLEGE PUBLICITY & ADVERTISMENT

CONVENOR

DR. GEETA GUPTA  
MRS. ANJALI  
DR. POONAM MOR  
DR. SEEMA DALAL

20 COLLEGE WORKLOAD

INCHARGE

DR. SUSHMA HOODA *Hand*

21 LEAVE RECORD

MRS. ANJU *Anju*

22 N.S.S. ADVISORY COMMITTEE INCHARGE  
MEMBER

DR. NEELAM RANI *of m*

DR. KEAUTY *Wank*

MRS. NEELAM *cut*

23 LEGAL LITERACY CELL

CONVENOR

DR. SUSHMA HOODA *Hand*

Dr. NEELAM -SKT *of m*

SCHOLARSHIP COMMITTEE

CONVENOR  
MEMBER

MRS. REKHA SAINI *Hand*

MRS. NEELAM *cut*

DR. ANSHU *Anshu*

MS. NEHA *Hand*

25 BURSAR

DR. SUDHA MALHOTRA *Hand*

26 RED CROSS

INCHARGE  
CO- INCHARGE

DR. POONAM MOR *Hand*

MRS. KRANTI *B*

27 CAREER COUNSELLING & PLACEMENT CELL  
CONVENOR

MRS. NEELAM *cut*

MRS. KRANTI *B*

DR. PRIYANKA SAHNI *Hand*

DR. PINKI *Hand*

28 PUBLIC INFORMATION OFFICER

MRS. REKHA SAINI *Hand*

29 ANTI CORRUPTION CELL

INCHARGE

DR. UPASANA *Hand*

DR. GEETA GUPTA *Hand*

30 GRIEVANCES CELL

INCHARGE

DR. GEETA GUPTA *Hand*

DR. SUDHA MALHOTRA *Hand*

MRS. REKHA SAINI *Hand*

MRS. KRANTI *B*

31 PHOTO GRAPHY

DR. ANSHU *Anshu*



- 5-
- |    |  |  |
|----|--|--|
| 32 | <u>VOTER'S Card &amp; ELECTION COMMITTEE</u><br>INCHARGE   | MRS. KRANTI<br>MR. NARAYAN SINGH<br>MR. PARVEEN  |
| 33 | <u>BEAUTIFICATION COMMITTEE</u><br>INCHARGE  | DR. POONAM MOR<br>MRS. NEELAM<br>DR. NEELAM  |
| 34 | <u>IQAC CELL</u><br>COORDINATOR  | DR. SUSHMA HOODA<br>DR. UPASANA GARG<br>MRS. REKHA SAINI<br>DR. GEETA GUPTA<br>MRS. ANJALI<br>MRS. ANJU<br>DR. ANSHU<br>DR. PRIYANKA SAHNI<br>MRS. KRANTI              |
| 35 | <u>INCHARGE</u> B.A.I/ M.A.I<br>B.A.II/ M.A.II<br>B.A.III<br>B.COM/ M.COM<br>B.SC.<br>M.SC MATHS | MRS. NEELAM, DR. RASHMI<br>DR. PRIYANKA, MRS. ARTI SAINI<br>DR. KEAUTY, DR. ANSHU<br>DR. SUSHMA HOODA<br>MRS. REKHA SAINI<br>DR. GEETA GUPTA, MRS. KRANTI<br>MRS. ANJU |
| 36 | <u>COMMITTEE OF MAINTENANCE AND REPAIR OF COLLEGE</u><br>INCHARGE                                | DR. SUSHMA HOODA<br>MRS. REKHA SAINI<br>MRS. NEELAM<br>MRS. ARTI SAINI   |
| 37 | <u>ALUMANI ASSOCIATION</u><br>INCHARGE   | DR. POONAM MOR<br>MRS. NEELAM<br>DR. RASHMI MALIK<br>MRS. KRANTI   |
| 38 | <u>I- CARD OF COLLEGE</u><br>INCHARGE  | MRS. REKHA SAINI<br>DR. KEAUTY<br>MRS. KRANTI  |
| 39 | <u>ROAD SAFETY CLUB</u><br><u>DRIVING I INCHARGE</u>   | DR. KEAUTY<br>DR. PINKI<br>DR. NEELAM -SKT   |

- |   |  |
|---|--|
| <p>40 <u>ENTERPRENEURSHIP CLUB</u><br/>INCHARGE</p>   | <p>MRS. NEELAM<br/>DR. PINKI<br/>MRS. KRANTI<br/>DR. PRIYANKA SAHNI</p>    |
| <p>41 <u>COMMITTEE FOR STARTING NEW COURSES</u><br/>INCHARGE</p>  | <p>DR. UPASANA<br/>MRS. ANJALI</p>   |
| <p>42 <u>SCIENCE EQUIPMENTS</u><br/>INCHARGE</p>  | <p>DR. GEETA GUPTA<br/>MRS. KRANTI</p>                                     |
| <p>43 <u>HOME SC. EQUIPMENTS</u><br/>INCHARGE</p>   | <p>MRS. ANITA<br/>PART TIME LEC. IN HOME SC.<br/>MRS. BABY RANI</p>        |
| <p>44 <u>INCHARGE MUSIC</u><br/>MUSIC (V) &amp; MUSIV (I)</p>   | <p>DR. KEAUTY, MRS. ARTI SAINI<br/>SH. PARVEEN, MRS. RAMAN</p>             |
| <p>45 <u>INCHARGE SPORTS EQUIPMENTS &amp; PHYSICAL EDUCATION</u></p>  | <p>DR. RASHMI MALIK<br/>LEC. IN SPORTS &amp; PHY.EDU.</p>                  |
| <p>46 <u>INCHARGE GEOGRAPHY &amp; EQUIPMENT</u></p>   | <p>DR. ANSHU<br/>SR. LECTURER IN GEOGRAPHY</p>                             |
| <p>47 <u>INCHARGE DEGREE CLASSES</u></p>  | <p>Dr. SUDHA MALHOTRA</p>  |
| <p>48 <u>EXAMINATION BOARD</u><br/>INCHARGE</p>   | <p>Dr. SUDHA MALHOTRA<br/>DR. SEEMA DALAL<br/>SENIOR PART TIME TEACHER</p> |
| <p>49 <u>WOMEN CELL</u><br/>INCHARGE</p>  | <p>DR. SUSHMA HOODA<br/>DR. ANSHU<br/>DR. SEEMA</p>                        |
| <p>50 <u>U.G.C.</u><br/>INCHARGE<br/>CO-INCHARGE</p>  | <p>MRS. ANJALI<br/>MRS. ANJU</p>   |
| <p>51 <u>RED RIBBON CLUB</u><br/>INCHARGE<br/><i>and receiving<br/>Licence &amp; passport<br/>committee</i></p> | <p>DR. Anshu<br/>MRS. Kranti<br/>Dr. Priyanka</p>                          |

52 FASHION DESIGNING

INCHARGE

MRS. ANITA

53 INFORMATION TECHNOLOGY

INCHARGE

MRS. ANJU GUPTA *Anju*

54 B.Sc (NON- MEDICAL)

INCHARGE  
CO-INCHARGE

DR. GEETA GUPTA *Geeta*  
MRS. KRANTI *Kranti*

55 ANTI SEXUAL HARASSMENT COMMITTEE

INCHARGE

MRS. ANJALI *Anjali*  
DR. UPASANA *Upasana*  
DR. POONAM MOR *Poonam*

ANTI RAGGING

INCHARGE

DR. GEETA GUPTA *Geeta*  
DR. UPASANA *Upasana*  
DR. POONAM MOR *Poonam*

57 ECO CLUB AND GARDENII INCHARGE

*and Harit Haryana  
Abhyan Committee.*

DR. SEEMA *Seema*  
DR. RASHMI *Rashmi*  
SH. DOODH NATH  
SH. PARDEEP *Pardeep*

58 ART & CULTURE CLUB

INCHARGE

DR. KEAUTY *Keauty*  
DR. RASHMI MALIK *Rashmi*  
MRS. BABY RANI *Baby Rani*  
SH. PARVEEN *Parveen*

PERSONAL COUNSELLING CELL

INCHARGE

DR. UPASANA *Upasana*  
DR. GEETA GUPTA *Geeta*  
DR. POONAM MOR *Poonam*

60 EQUAL OPPORTUNITY CLUB

INCHARGE

MRS. NEELAM *Neelam*  
DR. ANSHU *Anshu*

61 AISHE

INCHARGE

MRS. ANJU *Anju*  
DR. PRIYANKA *Priyanka*  
DR. SEEMA DALAL *Seema Dalal*

62 COLLEGE WEBSITE

INCHARGE

MRS. ANJU *Anju*  
DR. ANSHU *Anshu*  
DR. POONAM GILL (Lec. in C.S) *Poonam Gill*  
MRS. DEEPSHIKHA *Deepshikha*

63 ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

DR. SUDHA MALHOTRA  
 DR. UPASANA  
 MRS. REKHA SAINI  
 DR. GEETA GUPTA  
 MRS. ANJALI  
 MRS ANJU  
 DR. PRIYANKA SAHNI  
 MRS. KRANTI

64 STUDENT COUNCIL COMMITTEE

DR. SUSHMA HOODA  
 DR. POONAM MOR  
 MRS. NEELAM

65 CHILD CARE CENTRE

INCHARGE

DR. KEAUTY  
 DR. SEEMA DALAL

66 SMART CLASS ROOM

INCHARGE

DR. PRIYANKA  
 DR. ANSHU  
 LEC. IN COMPUTER SC..  
 SH. PARVEEN

67 College Cleanliness Committee  
OVER ALL INCHARGE

DR. SUDHA MALHOTRA

1 DR. UPASNA GARG

DR. NEELAM RANI -SKT

Ground floor of Block I & back passage of block I

2 DR. POONAM MOR

DR. PRIYANKA SAHNI

Ground floor of Block-II & Back of Block- II

3 DR. SUSHMA HOODA

DR. RASHMI MALIK

Sports room & Play ground

4 DR. GEETA GUPTA

MRS. KRANTI

Block of B.Sc. Lab & Opposite Play grounds.

5 MRS. REKHA SAINI

DR. PINKI

Seminar room, back & front of Seminar room



6 MRS. ANJALI *dr* ]

Cycle shed & Main gate, Lawn in front of Main gate

DR. SEEMA DALAL *Seema* ]

7 MRS. ANJU ]

1st floor of Block II & Main ground *Anju*

DR. ANSHU *Anshu* ]

8 MRS. NEELAM ]

*Anshu*  
Auditorium, passage & opposite ground

DR. POONAM GILL *Poonam* ]

9 DR. KEAUTY *Keauty* ]

Block I first floor, passage between both blocks

MRS. ARTI SAINI *Arti Saini* ]

& around peepal

68 CLEAN WATER SUPPLY STUDENTS & STAFF  
(MAINTENANCE AND SERVICING OF  
WATER COOLER & PURIFIER) INCHARGE

*Arti Saini*  
MRS ARTI SAINI  
DR. SEEMA DALAL  
LECTURER IN SPORTS  
MR. VIKAS DHULL *Vikas*

69 RUSA

INCHARGE

MRS. ANJU *Anju*

70 SOP IMPLEMENTATION COMMITTEE

MEMBER

*Arti Saini*  
DR. SUDHA MALHOTRA  
DR. POONAM MOR *Poonam*  
DR. SEEMA DALAL *Seema*  
SH. YASHPAL *Yashpal*  
SH. JASBIR KAJAL *Jasbir*  
SH. NARAYAN *Narayan*  
SH. VIKAS *Vikas*

71 AQAR COMMITTEE

CONVENOR

DR. SUSHMA HOODA *Hooda*

CRITERIA-1

MRS. ANJU  
MRS. NEELAM  
DR. KEAUTY *cut*

CRITERIA-2

MRS. REKHA SAINI  
DR. RASHMI *R*

CRITERIA-2(B)

DR. UPASANA *usg*  
MRS. KRANTI *K*

CRITERIA-3

DR. ANSHU *Anshu*  
MRS. ARTI *Arti*

CRITERIA-4

DR. PRIYANKA *Priyanka*  
DR. PINKI  
DR. POONAM PUNIA *Poonam*

CRITERIA-5

DR. SUDHA *Sudha*  
DR. SEEMA *Seema*

CRITERIA-6

MRS. ANJALI *Anjali*  
DR. POONAM KAJAL *Poonam*

CRITERIA-7

DR. GEETA GUPTA *Geeta*  
DR. NEELAM RANI *Neelam*

*Hooda*  
Official Principal  
Hindu Kanya Mahavidyalaya  
Jind (Haryana)

## Code of conduct committee

Chair person:- Principal (Mrs. Anita Kumari)

Members:-  
Dr. Sudha Malhotra सुधा  
Dr. Upasna Garg उपसना  
Mrs. Rekha Saini रेखा  
Dr. Geeta Gupta गीता गुप्ता  
Mrs. Anjali अंजलि

Anita

Officialing Principal  
Hindu Kanya Mahavidyalaya  
Jind (Haryana)