

Sat Jinda Kalyana (PG) College, Kalanaur

(NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE)

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AQAR: 2022-2023



CRITERION 6

Governance, Leadership and Management

6.1.2 The effective leadership is various institutional practices such as decentralization and participative management

Documents

Submitted to



National Assessment and Accreditation Council

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Dated : 28.09.2022

OFFICE ORDER

This is for the information to all concerned that the NAAC Steering Committee for the session 2022-23 is hereby constituted consisting of the following members of the faculty :

1. Dr. R.K.Bhaskar : Convener
2. Mrs. Urmil Dalal
3. Dr. Ritu Lall
4. Dr. Shalini Sharma
5. Dr. Gurvinder Singh
6. Dr. Mamta Rani
7. Dr. Poonam Adhlakha
8. Dr. Satish Narwal
9. Dr. Manasa Rai
10. Dr. Umesh Kumar
11. Sh. Harish Chander
12. Sh. Sanjay Khitha
13. Sh. Naresh Sharma


(Dr. N.K. Dua)
Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Annual Duties (2022-2023)

Dated : 14.08.2022

The duties mentioned against each faculty members shall come into force w.e.f. 16.08.2022
Convener/Incharges of various committees/cells are requested to note down the name of faculty members associated with them. Ex-Convener/Incharges are directed to hand over the charges, if any, to new incumbents by 19.08.2022 under intimation to the undersigned

1 College Council 1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K. Bhaskar (Co-Ordinator) 3 Mrs. Urmil Dalal 4 Dr. Sushma Sharma 5 Dr. Ritu Lall	9 Library Advisory & Book-Bank Committee 1 Dr. Mamta Rani (Convener) 2 Dr. Deepa Juneja 3 Sh. Raj Kumar Vats
2 IQAC 1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K. Bhaskar (Co-Ordinator) 3 Mrs. Urmil Dalal 4 Dr. Ritu Lall 5 Dr. Shalini Sharma 6 Dr. Gurvinder Singh 7 Dr. Mamta Rani 8 Dr. Poonam Adhlakha 9 Dr. Manasa Rai 10 Sh. Sanjay Khitha	10 SC/ST & Minority Cell 1 Dr. Mamta Rani (Convener) 2 Dr. Shalini Sharma 3 Dr. Gurvinder Singh 4 Dr. Suman
4 RUSA/UGC Committee 1 Dr. Gurvinder Singh (Convener) 2 Dr. Mamta Rani 3 Dr. Poonam Adhlakha 4 Sh. M.S.Sharma	11 Hospitality Committee 1 Dr. Sushma Sharma (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Ms. Payal Gulati 5 Dr. Suman
5 Purchase Committee 1 Dr. Ritu Lall (Convener) 2 Dr. Mamta Rani 3 Ms. Payal Gulati 4 Sh. M.S.Sharma	12 College Dispensary/First Aid 1 Dr. Ritu Lall 2 Dr. Gurvinder Singh 3 Dr. Poonam Adhlakha
6 Chief Mentor Dr. R.K.Bhaskar 7 Building Committee & Beautification of Campus 1 Dr. Vikas Kumar (Convener/Estate Officer) 2 Dr. Satish Narwal 3 Dr. Suman 4 Dr. Krishan Kumar 5 Sh. Hemant, Clerk	13 College Magazine Committee 1 Dr. Shalini Sharma (Chief Editor) 2 Dr. Vikas Kumar 3 Dr. Deepa Juneja 4 Dr. Poonam Adhlakha 5 Dr. Manasa Rai 6 Dr. Umesh Kumar
8 University Works Incharge 1 Dr. Manasa Rai 2 Dr. Umesh Kumar	14 Youth Red Cross & Red Ribbon Club Dr. Shalini Sharma (Counselor) Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Ritu Lall 3 Dr. Poonam Adhlakha 4 Dr. Satish Narwal
	15 Time Table Committee (UG) 1 Dr. Poonam Adhlakha 2 Mrs. Laxmi
	16 Time Table Committee (PG) 1 Mrs. Urmil Dalal 2 Dr. Anshu Ahuja

14/8/22

7.1.8/SC/59-Hisabdar

6.2.2 & 6.5.2 & 7.1.10

Tent / Sand /

17	Shamiana & Seating Arrangement Committee	29	Press/Media Committee
	1 Dr. Satish Narwal (Convener) <i>Harish</i> 2 Sh. Harish Chaner <i>Harish</i> 3 Dr. Krishan Kumar 5 Sh. Hemanet, Clerk		1 Dr. Manasa Rai <i>Harish</i> 2 Dr. Umesh Kumar <i>Harish</i> 3 Dr. Suman <i>Harish</i> 4 Sh. Naresh Kumar, Clerk
18	NCC Officer	30	Cultural & Youth Festival
	1 Dr. Vikas Kumar (Boys Unit) ANO <i>Harish</i> 2 Dr. Deepa Juneja (Girls Incharge) <i>Harish</i>		Dr. Shalini Sharma (Convener) <i>Harish</i> Dr. Manasa Rai (Co-Convener) <i>Harish</i> 1 Dr. Manasa Rai (Symposium, <i>Harish</i> 2 Dr. Umesh Kumar Debate, Poetry, <i>Harish</i> 3 Sh. Harish Chaner English) <i>Harish</i> 4 Dr. Vikas Kumar Debate (Hindi) <i>Harish</i> 5 Dr. Suman <i>Harish</i> 6 Dr. Shalini Sharma (Skit/Mime) <i>Harish</i> 7 Dr. Satish Narwal <i>Harish</i> 8 Dr. Mamta Rani (Poetry Haryanvi) <i>Harish</i> 9 Dr. Vikas Kumar (Poetry Hindi) <i>Harish</i> 10 Dr. Vikas Kumar (Poetry Urdu) <i>Harish</i> 11 Dr. Ritu Lall <i>Harish</i> 12 Dr. Mamta Rani <i>Harish</i> 13 Dr. Deepa Juneja <i>Harish</i> Quizes 14 Ms. Payal Gulati <i>Harish</i> 15 Dr. Umesh Kumar (Shalokacharan/ <i>Harish</i> Declamation-Skt.) <i>Harish</i> 16 Dr. Gurbinder Singh (Punjabi Poetry) <i>Harish</i>
19	Alumni Cell	31	NSS Officers
	1 Dr. Ritu Lall (Convener) <i>Harish</i> 2 Dr. Deepa Juneja <i>Harish</i> 3 Dr. Poonam Adhlakha <i>Harish</i> 4 Dr. Umesh Kumar <i>Harish</i> 5 Ms. Payal Gulati <i>Harish</i> 6 Sh. Sanjay Khitha <i>Harish</i>		Sh. Harish Chaner (Boys Unit-I) <i>Harish</i> Dr. Suman (Girls Unit-II) <i>Harish</i>
20	P.T.M.		NSS Advisory Committee
	1 Dr. Sushma Sharma (Convener) <i>Harish</i> 2 Dr. Umesh Kumar <i>Harish</i> 3 Dr. Suman <i>Harish</i> 4 Ms. Payal Gulati <i>Harish</i>		1 Dr. N.K.Dua (chairperson) 2 Dr. Shalini Sharma <i>Harish</i> 3 Dr. Poonam Adhlakha <i>Harish</i> 4 Dr. Satish Narwal <i>Harish</i>
21	Legal Literacy Cell	32	Discipline Committee
	1 Dr. Mamta Rani (Convener) <i>Harish</i> 2 Dr. Vikas Kumar <i>Harish</i> 3 Dr. Manasa Rai <i>Harish</i>		1 Dr. R.K.Bhaskar (Convener) 2 Mrs. Urmil Dalal <i>Harish</i> 3 Dr. Sushma Sharma <i>Harish</i> 4 Dr. Shalini Sharma <i>Harish</i> 5 Dr. Gurbinder Singh <i>Harish</i> 6 Dr. Mamta Rani <i>Harish</i> 7 Dr. Vikas Kumar <i>Harish</i> 8 Dr. Satish Narwal <i>Harish</i> 9 Dr. Suman <i>Harish</i> 10 Sh. Harish Chaner <i>Harish</i> 11 Dr. Krishan Kumar <i>Harish</i>
22	House Exam Cell	33	Decoration Committee
	1 Mrs. Urmil Dalal (Convener) <i>Harish</i> 2 Dr. Vikas Kumar <i>Harish</i>		1 Dr. Mamta Rani (Convener) <i>Harish</i> 2 Dr. Satish Narwal <i>Harish</i> 3 Dr. Suman <i>Harish</i> 4 Ms. Payal Gulati <i>Harish</i>
23	Women Cell		
	1 Dr. Mamta Rani (Convener) <i>Harish</i> 2 Dr. Umesh Kumar <i>Harish</i> 3 Ms. Payal Gulati <i>Harish</i>		
24	Income Tax Calculation Committee		
	1 Dr. R.K.Bhaskar 2 Ms. Payal Gulati <i>Harish</i>		
25	Bursar		
	Dr. Gurbinder Singh <i>Harish</i>		
26	Earn While You Learn		
	1 Dr. Sushma Sharma (Convener) <i>Harish</i> 2 Dr. Manasa Rai <i>Harish</i> 2 Dr. Suman <i>Harish</i> 3 Ms. Payal Gulati <i>Harish</i>		
27	Environmental Club		
	1 Mrs. Urmil Dalal (Convener) <i>Harish</i> 2 Dr. Deepa Juneja <i>Harish</i> 3 Dr. Satish Narwal <i>Harish</i> 4 Sh. Harish Chaner <i>Harish</i>		
28	A.S.P.I.O		
	1 Dr. Sushma Sharma <i>Harish</i> 2 Sh. M.S.Sharma <i>Harish</i>		

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34	Photography 1 Dr. Poonam Adhlakha (Convener) <i>Poonam</i> 2 Dr. Umesh Kumar <i>vs</i> 3 Sh. Harish Chander <i>Harish</i>	46	Grievances Cell 1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K.Bhaskar 3 Dr. Sushma Sharma <i>Spsname</i> 4 Dr. Ritu Lall <i>Rall</i> 5 Dr. Gurvinder Singh <i>Vys</i> 6 Dr. Vikas Kumar <i>MD</i> 7 Sh. M.S.Sharma
36	Anti Corruption Cell 1 Dr. Vikas Kumar (Convener) <i>Vys</i> 2 Dr. Deepa Juneja <i>Thaps</i> 3 Dr. Manasa Rai <i>Manu</i>		
36	Voter Awareness Cell 1 Dr. Sushma Sharma <i>Spsname</i> 2 Dr. Satish Narwal <i>Samuel</i> 3 Dr. Suman <i>Suman</i>	47	Entrepreneurship Development Club (EDC) 1 Dr. Deepa Juneja (Convener) <i>Dr</i> 2 Dr. Manasa Rai <i>Manu</i> 3 Ms. Payal Gulati <i>Payal</i> 4 Dr. Anshu Ahuja
37	NODAL Officer PRAN Dr. Deepa Juneja <i>Thaps</i>	48	Sports Board 1 Dr. N.K.Dua (Chairperson) 2 Dr. Krishan Kumar (Secretary) 3 Dr. Deepa Juneja 4 Dr. Umesh Kumar <i>vs</i>
38	Career Counselling & Guidance Cell 1 Dr. Sushma Sharma <i>Spsname</i> 2 Dr. Poonam Adhlakha <i>Poonam</i>	49	Employment/Placement/Information Cell 1 Dr. Deepa Juneja (Convener) <i>Thaps</i> 2 Dr. Poonam Adhlakha <i>Poonam</i> 3 Sh. Harish Chander <i>Harish</i>
39	Code of Conduct Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K.Bhaskar (Convener) <i>vs</i> 3 Dr. Ritu Lall <i>Rall</i> 4 Dr. Shalini Sharma <i>Shalini</i> 5 Dr. Manasa Rai <i>Manu</i>	50	Stage Secretary 1 Dr. Shalini Sharma (Convener) <i>Shalini</i> 2 Dr. Vikas Kumar <i>Vys</i> 3 Dr. Manasa Rai <i>Manu</i>
40	Brochure/Porspectus Committee 1 Dr. Shalini Sharma (Convener) <i>Shalini</i> 2 Dr. Vikas Kumar <i>Vys</i> 3 Dr. Manasa Rai <i>Manu</i>	51	Website Management 1 Dr. Manasa Rai <i>Manu</i> 2 Sh. Harish Chander <i>Harish</i> 3 Mrs. Laxmi <i>Laxmi</i>
41	Fee Concession Committee 1 Dr. R.K.Bhaskar <i>vs</i> 2 Dr. Mamta Rani <i>Mamta</i>	52	Road Safety Club 1 Dr. Deepa Juneja (Incharge) <i>Thaps</i> 2 Dr. Poonam Adhlakha <i>Poonam</i> 3 Dr. Satish Narwal <i>Samuel</i> 4 Ms. Payal Gulati <i>Payal</i>
42	Canteen Committee 1 Dr. Satish Narwal <i>Samuel</i> 2 Dr. Umesh Kumar <i>vs</i>	53	Planning Board 1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K.Bhaskar (Convener) 3 Dr. Sushma Sharma <i>Spsname</i> 4 Dr. Ritu Lall <i>Rall</i> 5 Dr. Gurvinder Singh <i>Thaps</i> 6 Sh. M.S. Sharma
43	Printing Committee 1 Dr. Shalini Sharma <i>Shalini</i> 2 Dr. Gurvinder Singh <i>Thaps</i> 3 Dr. Vikas Kumar <i>Vys</i> 4 Dr. Manasa Rai <i>Manu</i>	54	Online Admission 1 Dr. Gurvinder Singh (Nodal Officer) <i>Thaps</i> 2 Dr. Manasa Rai <i>Manu</i> 3 Sh. Sanjay Khitha, Clerk 4 Sh. Naresh Kumar, Clerk
44	Result Verification Committee 1 Dr. Sushma Sharma (Convener) <i>Spsname</i> 2 Dr. Deepa Juneja <i>Thaps</i> 3 Dr. Poonam Adhlakha <i>Poonam</i> 4 Sh. Harish Chander <i>Harish</i>		
45	Momento/Prizes Committee 1 Dr. Sushma Sharma (Convener) <i>Spsname</i> 2 Dr. Deepa Juneja <i>Thaps</i> 3 Dr. Poonam Adhlakha <i>Poonam</i> 4 Ms. Payal Gulati <i>Payal</i>		

NOTE
14/8/22

55	Lesson Plan Review Committee	60	Apex Committee for Anti Ragging
	1 Dr. R.K.Bhaskar 2 Dr. Ritu Lall <i>Rall</i>		1 Dr. N.K.Dua, Principal 2 Dr. R.K.Bhaskar Member <i>bw</i>
56	Bus Management Committee		3 Dr. Sushma Sharma, Membr Secretary <i>Sushma</i>
	1 Dr. Satish Narwal <i>Satish</i> 2 Dr. Suman <i>Suman</i>		4 Dr. Gurvinder Singh, Member <i>Gur</i>
57	Incharges Smart Class Rooms	61	Anti Ragging Squad
	1 Dr. Gurvinder Singh 2 Dr. Anshu Ahuja		1 Mrs. Urmil Dalal <i>Urmil</i>
58	University Outreach Programme		2 Dr. Shalini Sharma <i>Shalini</i>
	1 Dr. Ritu Lall <i>Rall</i> 2 Dr. Umesh Kumar <i>Umesh</i>		3 Dr. Mamta Rani <i>Mamta</i>
	Advisory Committee		4 Dr. Vikas Kumar <i>Vikas</i>
	1 Dr. N.K.Dua (Chairperson) <i>N.K.Dua</i>		5 Dr. Satish Narwal <i>Satish</i>
	2 Dr. Shalini Sharma (YRC Counsellor) <i>Shalini</i>		6 Dr. Umesh Kumar <i>Umesh</i>
	3 Dr. Vikas Kumar (NCC Officer Boys) <i>Vikas</i>		7 Dr. Suman <i>Suman</i>
	4 Dr. Manasa Rai (NCC Officer Girls) <i>Manasa</i>	62	Anti Sexual Harashment Committee
	5 Dr. Suman (NSS Officer Girls) <i>Suman</i>		1 Dr. Shalini Sharma (Convener) <i>Shalini</i>
	6 Sh. Harish Chander (NSS Officer Boys) <i>Harish</i>		2 Dr. Gurvinder Singh <i>Gur</i>
59	SC/BC and other Scholarship		3 Dr. Mamta Rani <i>Mamta</i>
	1 Dr. R.K.Bhaskar (Nodal Officer)		4 Dr. Umesh Kumar <i>Umesh</i>
	2 Dr. Shalini Sharma <i>Shalini</i>		5 Dr. Suman <i>Suman</i>
	3 Dr. Gurvinder Singh <i>Gur</i>	63	Equal Opprtunity Cell & Committee for differently abled students
	4 Dr. Mamta Rani <i>Mamta</i>		1 Dr. Manasa Rai (Convener) <i>Manasa</i>
	5 Dr. Manasa Rai <i>Manasa</i>		3 Dr. Satish Narwal <i>Satish</i>

N.K.Dua
14/08/2022
(Dr. N.K.Dua)
Principal