

Sat Jinda Kalyana (PG) College, Kalanaur

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

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AQAR: 2022-2023



CRITERION 7

Institutional Values and Best Practices

7.1.8 Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

Documents

Supporting Documents

Submitted to



National Assessment and Accreditation Council

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

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

NOTE
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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>Spsham</i> 4 Dr. Gurvinder Singh, Member <i>gus</i> 5 Sh. Sanjay Khitha, Member
	1 Dr. Satish Narwal <i>Satish</i> 2 Dr. Suman <i>Suman</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> 2 Dr. Shalini Sharma <i>Shalini</i> 3 Dr. Mamta Rani <i>Mamta</i> 4 Dr. Vikas Kumar <i>Vikas</i> 5 Dr. Satish Narwal <i>Satish</i> 6 Dr. Umesh Kumar <i>Umesh</i> 7 Dr. Suman <i>Suman</i> 8 Sh. Harish Chander <i>Harish</i> 9 Dr. Krishan Kumar
58	University Outreach Programme		
	1 Dr. Ritu Lall <i>Rall</i> 2 Dr. Umesh Kumar <i>Umesh</i> Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Shalini Sharma (YRC Counsellor) <i>Shalini</i> 3 Dr. Vikas Kumar (NCC Officer Boys) <i>Vikas</i> 4 Dr. Manasa Rai (NCC Officer Girls) <i>Manasa</i> 5 Dr. Suman (NSS Officer Girls) <i>Suman</i> 6 Sh. Harish Chander (NSS Officer Boys) <i>Harish</i>	62	Anti Sexual Harashment Committee
			1 Dr. Shalini Sharma (Convener) <i>Shalini</i> 2 Dr. Gurvinder Singh <i>Gus</i> 3 Dr. Mamta Rani <i>Mamta</i> 4 Dr. Umesh Kumar <i>Umesh</i> 5 Dr. Suman <i>Suman</i>
59	SC/BC and other Scholarship	63	Equal Opprtunity Cell & Committee for differently abled students
	1 Dr. R.K.Bhaskar (Nodal Officer) 2 Dr. Shalini Sharma <i>Shalini</i> 3 Dr. Gurvinder Singh <i>Gus</i> 4 Dr. Mamta Rani <i>Mamta</i> 5 Dr. Manasa Rai <i>Manasa</i>		1 Dr. Manasa Rai (Convener) <i>Manasa</i> 3 Dr. Satish Narwal <i>Satish</i>

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