

**SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc are as follows :**

<b>Maintenance Procedures, Policies &amp; Utilization</b>	
<ul style="list-style-type: none"><li>● Constitution of Committees like Building and Beautification of Campus Committee, Library Advisory and Book Bank Committee, Sports Committee, First-aid Committee, Purchase Committee etc.</li><li>● Regular monitoring of the resources by the above mentioned Committees.</li><li>● Submission of requirements by H.O.D's/Conveners/Incharges on regular basis and fulfillment of the same by the concerned committees.</li><li>● AMC for technical support and maintenance.</li><li>● Stock verification.</li><li>● CCTV supervision of the resources to prevent vandalism.</li></ul>	<ul style="list-style-type: none"><li>● Preparation of time-table keeping in view the optimum utilization of physical facilities</li><li>● Book bank facility for meritorious and needy students</li><li>● Issuing books, magazine &amp; newspaper as per norms.</li><li>● Students are motivated to utilize the sports facilities and are provided the same under the guidance.</li><li>● Utilization of first-aid facilities on SOS basis.</li><li>● Utilization of Guidance and Counseling Cell for the Counseling of the needy. Apart from this, counseling week is observed before the commencement of exams</li></ul>

**Annual Committees constituted for the session 2018-2019**

Dated : 24.07.2018

The duties mentioned against each faculty member shall come into force with immediate effect. Convener/Incharges of various committees are requested to note down the name of faculty members associated with them. Ex-Convener/Incharges are requested to hand over the charge, if any, to new incumbents immediately

<b>1</b>	<b>College Council (Academic)</b>	<b>8</b>	<b>RUSA/UGC Committee</b>
	1. Ms. Sunita Sachdeva (Co-ordinator) 2. Dr. Indu Pal 3. Dr. R.K.Bhaskar		1. Dr. J.K.Sharma (Convener) 2. Dr. Ritu Lall 3. Sh. Gurvinder Singh

	4. Mrs. Urmila Dalal		4. Dr. Vikas Kumar 5. Sh. M.S.Sharma
<b>2</b>	<b>IQAC</b>		
	1. Ms. Sunita Sachdeva (Co-ordinator) 2. Dr. R.K.bhaskar 3. Dr. J.K.Sharma 4. Dr. Sushma Sharma 5. Dr. Ritu Lall 6. Dr. Usha Chawla 7. Sh. Gurvinder Singh 8. Dr. Manasa Rai 9. Sh. Sanjay Khitha	<b>9</b>	<b>Library Advisory &amp; Book-Bank Committee</b> 1. Dr. J.K. Sharma (Convener) 2. Dr. Deepa Juneja 3. Dr. Satish Narwal 4. Librarian
		<b>10</b>	<b>Youth Red Cross &amp; Red Ribbon Club</b> Dr. Shalini Sharma (Counselor)
<b>3</b>	<b>Purchase Committee</b>		Advisory Committee
	1. Dr. R.K.Bhaskar (Convener) 2. Mrs. Urmila Dalal 3. Dr. Satish Narwal		1. Dr. Vikas Kumar (NCC) 2. Dr. Deepa Juneja (NCC) 3. Mrs. Poonam Adhlakha (NSS-II) 4. Dr. Satish Narwal (NSS-I)
<b>4</b>	<b>SC/ST &amp; Minority Cell</b>		
	1. Dr. Mamta Rani (Convener)  <b>Advisory Committee</b> 1. Dr. Shalini Sharma 2. Sh. Gurvinder Singh	<b>11</b>	<b>Press/Media</b> 1. Dr. Mamta Rani 2. Dr. Manasa Rai 3. Dr. Umesh Kumar
<b>5</b>	<b>Hospitality Committee</b>	<b>12</b>	<b>Youth Festival</b>
	1. Dr. Sushma Sharma 2. Dr. Usha Chawla 3. Ms. Poonam Adhlakha 4. Dr. Umesh Kumar 5. Ms. Payal Gulati 6. Ms. Sonia		Mrs. Umila Dalal (Convener) 1. Dr. J.K.Sharma (Symposium, 2. Dr. Shalini Sharma Debate/Poetry, 3. Dr. Manasa Rai English) 4. Dr. J.K.Sharma Debate(Hindi) 5. Dr. Vikas Kumar
<b>6</b>	<b>College Dispensary/First Aid</b>		6. Dr. Shalini Sharma (Skit/Mime) 7. Dr. Satish Narwal
	1. Dr. Sushma Sharma 2. Sh. Gurvinder Singh 3. Mrs. Poonam Adhlkaha		8. Dr. Mamta Rani (Poetry Haryanvi)
<b>7</b>	<b>College Magazine Committee</b>		9. Dr. Usha Chawla (Poetry Hindi) 10. Dr. Vikas Kumar
	1. Dr. Usha Chawla (Chief Editor)		11. Dr. Usha Chawla (Poetry Urdu)

2. Dr. Ritu Lall 3. Dr. Shalini Sharma 4. Dr. Vikas Kumar 5. Dr. Deepa Juneja 6. Dr. Umesh Kumar 7. Ms. Sonia	12. Dr. Ritu Lall 13. Dr. Mamta Rani 14. Dr. Deepa Juneja 15. Dr. Umesh Kumar (Shalokacharan/ Declamation-Skt 16. Sh. Gurvinder Singh (Punjabi Poetry)
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<b>13</b>	<b>Building Committee &amp; Beautification of Campus</b>	<b>24</b>	<b>Extra Co-Curriculum Activities</b>
	1. Dr. Indu Pal (Convener) 2. Dr. J.K.Sharma 3. Dr. Satish Narwal		1. Dr. Indu Pal 2. Mrs. Urmil Dalal 3. Dr. Shalini Sharma
<b>14</b>	<b>Shamiana &amp; Seating Arrangement Committee</b>	<b>25</b>	<b>NSS Officer</b>
	1. Dr. J.K. Sharma (Convener) 2. Dr. Satish Narwal 3. Mr. Harish Chander 4. Ms. Sonia		1. Dr. Satish Narwal (Boys Unit-I) 2. Mrs. Poonam Adhlakha (Girls Unit-II)
<b>15</b>	<b>NCC Officer</b>	<b>26</b>	<b>N.S.S.Advisory Committee</b>
	1. Dr. Vikas Kumar (Boys Unit) ANO 2. Dr. Deepa Juneja (Girls Incharge)		1. Dr. Usha Chawla (Convener) 2. Dr. Mamta Rani 3. Mrs. Poonam Adhlakha 4. Dr. Satish Narwal
<b>16</b>	<b>Alumni</b>	<b>27</b>	<b>Personality Development &amp; Counselling Cell</b>
	1. Dr. Ritu Lall (Convener) 2. Dr. Deepa Juneja 3. Dr. Umesh Kumar		Ms. Sunita Sachdeva
<b>17</b>	<b>P.T.M</b>	<b>28</b>	<b>Grievance Cell</b>
	1. Dr. Sushma Sharma (Convener) 2. Dr. Umesh Kumar 3. Ms. Payal gulati		1. Ms. Sunita Sachdeva 2. Dr. Indu Pal 3. Dr. R.K.Bhsakar 4. Ms. Arpeeta
<b>18</b>	<b>Legal Literacy Cell</b>	<b>29</b>	<b>Discipline Committee</b>
	1. Dr. Vikas Kumar (Convener) 2. Dr. Satish Narwal 3. Dr. Suman		1. Ms. Sunita Sachdeva (Convener) 2. Dr. R.K.Bhaskar 3. Mrs. Urmila Dalal 4. Dr. Shalini Sharma 5. Dr. Mamta Rani 6. Dr. Satish Narwal 7. Dr. Suman
<b>19</b>	<b>Bursar</b>		
	Sh. Gurvinder Singh		
<b>20</b>	<b>NAAC COMMITTEE</b>		

	1. Dr. R.K.Bhaskar (Convener) 2. Dr. Ritu Lall 3. Dr. Shalini Sharma 4. Sh. Gurvinder Singh 5. Dr. Mamta Rani		8. Sh. Harish Chander <b>9.</b> D.P.E.
<b>21</b>	<b>House Exam Cell</b>	<b>30</b>	<b>Prospectus Committee</b> 1. Dr. Shalini Sharma (Convener) 2. Dr. Vikas Kumar <b>3.</b> Dr. Manasa Rai
	1. Dr. Indu Pal 2. Mrs. Urmil Dalal	<b>31</b>	<b>Fee Concession Committee</b> 1. Dr. R.K.Bhaskar 2. Dr. Usha Chawla 3. Dr. Vikas Kumar
<b>22</b>	<b>Women Cell &amp; Anti Sexual Harassment Cell</b>		
	1. Dr. Ritu Lall (Convener) 2. Dr. Usha Chawla 3. Sh. Gurvinder Singh 4. Dr. Mamta Rani 5. Dr. Umesh Kumar	<b>32</b>	<b>Canteen Committee</b> 1. Mrs. Urmila Dalal 2. Sh. Satish Kumar <b>3.</b> Dr. Umesh Kumar
<b>23</b>	<b>Income Tax</b>	<b>33</b>	<b>Time Table Committee &amp; EDUSAT</b> 1. Mrs. Urmila Dalal 2. Ms. Sonia
	1. Dr. R.K.Bhaskar 2. Mrs. Poonam Adhlakha		

<b>34</b>	<b>Earn While You Learn</b>	<b>43</b>	<b>Sports &amp; Gym Advisory Committee</b> 1. Dr. Deepa Juneja 2. Dr. Umesh Kumar 3. D.P.E.
	1. Dr. Sushma Sharma 2. Dr. Suman 3. Ms. Payal Gulati		
<b>35</b>	<b>Environmental Club</b>	<b>44</b>	<b>Employment/Placement/Information Cell</b> 1. Dr. Deepa Juneja 2. Dr. Satish Narwal 3. Dr. Manasa Rai
	1. Dr. Usha Chawla 2. Mrs. Poonam Adhlakha 3. Dr. Satish Narwal		
<b>36</b>	<b>A.S.P.I.O</b>	<b>45</b>	<b>Stage Secretary</b> 1. Dr. Indu Pal 2. Dr. Shalini Sharma 3. Dr. Vikas Kumar 4. Mrs. Poonam Adhlakha
	1. Dr. Sushma Sharma 2. Sh. M.S.Sharma		
<b>37</b>	<b>Decoration Committee</b>	<b>46</b>	<b>Planning Board</b> 1. Ms. Sunita Sachdeva (IQAC Coordinator)
	1. Dr. Shalini Sharma 2. Dr. Mamta Rani 3. Dr. Satish Narwal		

	4. Dr. Suman 5. Mrs. Yogita		2. Dr. R.K.Bhaskar (NAAC Coordinator) 3. Dr. J.K.Sharma (UGC/Rusa Coordinator) 4. Sh. Gurvinder Singh (Bursar) 5. Sh. M.S.Sharma (Hc/Acctt.)
<b>38</b>	<b>Photography</b>		
	1. Dr. Usha Chawla 2. Mrs. Poonam Adhlakha 3. Dr. Umesh Kumar	<b>47</b>	<b>Website</b>
			1. Dr. Manasa Rai 2. Ms. Nisha Rani 3. Ms. Sonia
<b>39</b>	<b>Anti Corruption</b>		
	1. Sh. Gurvinder Singh 2. Dr. Vikas Kumar 3. Dr. Manasa Rai	<b>48</b>	<b>Road Safety Club</b>
			1. Dr. Deepa Juneja (Incharge) 2. Mrs. Poonam Adhlakha 3. Dr. Satish Narwal 4. Ms. Payal Gulati
<b>40</b>	<b>Voter Awareness</b>		
	1. Dr. Sushma Sharma 2. Dr. Satish Narwal 3. Mrs. Yogita	<b>49</b>	<b>Outreach Programme</b>
			1. Dr. Indu Pal 2. Dr.J.K.Sharma 3. Dr. Ritu Lall
<b>41</b>	<b>NODAL Officer PRAN</b>		
	1 Dr. Deepa Juneja		
<b>42</b>	<b>Online Admission</b>		<b>Advisory Committee</b>
	1. Dr. R.K.Bhaskar-Nodal Officer 2. Dr. Manasa Rai 3. Sh. Sanjay Kumar-Clerk 4. Sh. Naresh Kumar-Clerk		1. Mrs.Shalini Sharma (YRC Counsellor) 2. Dr. Vikas Kumar (NCC Officer Boys) 3. Dr. Deepa Juneja (NCC Officer Girls) 4. Dr. Satish Narwal (NSS Officer Boys) 5. Mrs. Poonam Adhlakha (NSS Officer Girls)
<b>50</b>	<b>Entrepreneurship Development Club (EDC)</b>	<b>51</b>	<b>Lesson Plan Review Committee</b>
	1. Dr. R.,K.Bhaskar 2. Mrs. Urmil Dalal 3. Sh. Gurvinder Singh 4. Dr. Vikas Kumar 5. Dr. Deepa Juneja 6. Dr. Manasa Rai		1. Ms. Sunita Sachdeva (Convener) 2. Mrs. Urmila Dalal 3. Dr. J.K.Sharma
		<b>52</b>	<b>Printing Committee</b>
			1. Dr. Indu Pal (Convener) 2. Dr. Shalini Sharma 3. Sh. Gurvinder Singh 4. Dr. Vikas Kumar



