

No: HC/224/60
Dt. 07/03/2024



Principal

OFFICE OF THE PRINCIPAL
GOVT. GIRDARI LAL DOGRA MEMORIAL DEGREE COLLEGE HIRANAGAR
(NAAC ACCREDITED WITH GRADE B+)

Website: <https://www.gldmdchiranagar.in> Email: hiranagardc@gmail.com
M.No.94192-20975 Telephone No. 19222-95455



ORDER

In supersession of all such previous orders, the following committees are hereby constituted for the session 2024-25, for smooth functioning of the college. The respective conveners are required to plan in advance their strategies for action, within the terms of reference, and maintain record of all the meeting notices, minutes of the meeting, comparative statements (wherever applicable), and copy of work / supply order etc.

COMMITTEE COMPOSITION		Signature	Term of Reference
1. College Advisory Committee			
Prof. Kawaljit Kaur	Convener		The advisory shall be required to keep advising / suggesting/recommending the measures to college administration, as warranted for the overall development of college and in the light of any situation, for safeguarding the interest of institution, students and staff. The committee shall have to be proactive for ensuring that college proceeds in earnest to realize its stated vision. To ensure the continual overall development of the institution in light of Academic, infrastructure, discipline for the overall welfare of students. Committee shall conduct atleast one fortnightly meeting and maintain the records of the same. In consultation with the HOD's, Conveners of the other committees and other stake holders like P.T.I, Librarian, Establishment, the committee shall advise the college administration in formulation of Annual Budgets (Revenue and Capex).
Prof. Bindu Sharma	Member	<i>[Signature]</i>	
Dr. Poonam Kamotra	Member	<i>[Signature]</i>	
Dr. Ashok Kumar	Member	<i>[Signature]</i>	
Dr. Harvinder Kour	Member	<i>[Signature]</i>	
Dr. Anupma Arora	Member	<i>[Signature]</i>	
Mr. Balbir Singh (PTI)	Member		
Dr. Rajesh Kumar Sharma	Member	<i>[Signature]</i>	
Mr. Sandeep Kumar (Librarian)	Member	<i>[Signature]</i>	
Head Assistant/Sr. Asstt.	Member	<i>[Signature]</i>	
2. College Infrastructural Maintenance and Development Committee			
Dr. Rajesh Kumar Sharma	Convener	<i>[Signature]</i>	The committee shall formulate plan for development of the college during the month of July and after approval by the college administration get it included in the Annual Action Plan. The domain of the committee shall be to conceptualize the new developmental plans, covering the areas of academics, Skill development, sports, parking facility for students and staff, repair and renovation of the existing infrastructure, up-gradation of the lab facilities etc. The committee is required to record the minutes of all the meetings to be held every fortnightly. The committee shall submit periodic requirements for development of the college infrastructure after conducting periodic physical survey of college campus and the committee shall also inspect the ongoing projects and shall submit the report to the college
Dr. Ram Krishan	Member	<i>[Signature]</i>	
Prof. Roopali Jamwal	Member	<i>[Signature]</i>	
Prof. Bhavana Jamwal	Member	<i>[Signature]</i>	
Prof. Shivani Slathia	Member		
Prof. Surinder Kumar	Member	<i>[Signature]</i>	
Prof. Raman Kumar	Member	<i>[Signature]</i>	
Mr. Balbir Singh (PTI)	Member	<i>[Signature]</i>	
College Accountant/Cashier	Member	<i>[Signature]</i>	
3. Purchase Committee			
Prof. Amit Kumar Sharma	Convener	<i>[Signature]</i>	The committee shall have the mandate to recommend and facilitate the purchase of scientific material and equipments furniture, stationary, teaching aids as required by different teaching departments after observing following the codal formalities and have all the minutes of meetings recorded and approved by the Principal. Committee is required to meet periodically to sort out the submitted requirements and place order through GeM Portal. The committee members shall scrutinize each purchase requirement on five parameters :- Name of the goods/services required, Quantity, Specifications (General/specific) Justification of procurement, tentative expenditure involved in the procurement. Committee to make use of the available funds judiciously and to undertake the procurement of urgent goods/services on priority basis.
Dr. Ram Krishan	Member	<i>[Signature]</i>	
Prof. Bhavana Jamwal	Member	<i>[Signature]</i>	
Prof. Amit Singh	Member	<i>[Signature]</i>	
Dr. Vijay Kumar	Member	<i>[Signature]</i>	
Prof. Roopali Jamwal	Member	<i>[Signature]</i>	
Prof. Surinder Kumar	Member	<i>[Signature]</i>	
Prof. Raman Kumar	Member	<i>[Signature]</i>	
Dr. Mukesh Kumar	Member	<i>[Signature]</i>	
Dr. Bharat Bhushan	Member	<i>[Signature]</i>	
Mr. Pawan Kumar (Cashier)	Member	<i>[Signature]</i>	
Miss Amitu Sharma (For Assistance)	Assistant	<i>[Signature]</i>	

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4. UGC/PM USHA/RUSA Committee			
Dr. Anupma Arora	Convener		The Committee shall draw up the proposals for seeking financial assistance, as available under different scheme floated by UGC for submission to the funding agency immediately after the accreditation of college by NAAC Bangalore. Further, the committee shall evaluate and recommend the project/proposals submitted by group of Teachers for onward submission. Formulate proposals under diferent UGC Schemes and submit to UGC for funding. Committee shall submit proposals and implement it.The committee shall formulate proposals related to college development as per the provisions provided under PM USHA Scheme for financial assistance, keep monitoring such proposals and their implementation,, if sanctioned, and maintain the record of fund utilization
Prof. Roopali Jamwal	Member		
Prof. Bhavana Jamwal	Member		
Prof. Amit Singh	Member		
Dr. Punam Rani	Member		
Prof. Shapia Shameem	Member		
Mr. Surinder Kumar	Member		
College Accountant/Cashier	Member		
6. AISHE/NIRF Committee			
Prof. Bhavana Jamwal	Nodal Officer AISHE		The Nodal Officers shall ensure timely submission of correct authentic dataon AISHE and NIRF Website in time and also maintain the record of the same. Other committee members shall assist the nodal officers for collection, tabulation, verification and submission of the data
Prof. Roopali Jamwal	Nodal Officer NIRF		
Prof. Amit Singh	Member		
Dr. Vijay Kumar	Member		
Prof. Shapia Shameem	Member		
Prof. Shivani Slathia	Member		
Prof. Neeru Sharma	Member		
7. GSCASH/POSH Committee			
Dr. Poonam Kamotra	Convener		The committee needs to be pro-active so that the acts of sexual harassment do not happen on campus. In the event of any such incident or complaint, the committee shall immediately intake a probe without naming or publicizing the name of the victim .The action against the person, found guilty or harassment shall be recommended by the committee to the college administration without any delay.
Dr. Anupma Arora	Member		
Prof. Madhvi Manohar Lal	Member		
Prof. Amit Singh	Member		
Dr. Vijay Kumar	Member		
Dr. Poonam Sambyal	Member		
8. Internal Complaint Committee			
Prof. Kawaljit Kaur	Convener		The Committee shall ensure the compliance of the college administrative orders by the staff and students and facilitate in removing the bottle necks, if any, in the way of their implementation and also resolve the issue related to internal complaints. To comply with Govt. & SC directives regarding Sexual harassment.
Prof. Rakesh Sharma	Member		
Prof. Amit Kumar Sharma	Member		
Prof. Shivani Slathia	Member		
Dr. Rajni Bala	Member		
Prof. Raman Kumar	Member		
Head Asstt./Sr. Asstt	Member		
9. Anti-Ragging Committee			
Prof. Madhvi Manohar Lal	Convener		The committee shall be required to stay proactive in order to ensure that students do not resort to the practice of ragging The committee shall ensure that anti-ragging message with the contact number of the administration, police and committee are displayed on campus .Any report of ragging shall be dealt by the committee as per the stated provisions punishment and recommend the same to the college administration.
Dr. Ram Krishan	Member		
Prof. Amit Singh	Member		
Dr. Vijay Kumar	Member		
10. Discipline Committee			
Prof. Kawaljit Kaur	Convener		This committee shall ensure proper discipline by the students on campus, ensure that they follow the stated code of conduct and recommended the necessary action to college Principal, in the event of
Prof. Bindu Sharma	Member		
Dr. Ashok Kumar	Member		

Dr. Harvinder Kour	Member		any misconduct / indiscipline by the students. The committee shall adopt a proactive approach by forming 3 sub- groups of 5-6 staff members each and each sub-group shall be responsible for maintenance of college discipline for 2 days in a week. The duty roster may be drawn up after taking the availability of member into consideration and may be rotated after every 2 weeks. Further committee will ensure frequent rounds of faculty members in the Campus during their vacant periods in group of 4 to 5 members.
Dr. Anupma Arora	Member		
Mr. Balbir Singh (PTI)	Member		
Prof. Amit Kumar Sharma	Member		
Prof. Rakesh Sharma	Member		
Prof. Amit Singh	Member		
Prof. Shapia Shameem	Member		
Prof. Namrata Choudhary	Member		
Prof. Ganga Sharma	Member		
Dr. Bharat Bhushan	Member		

11. Student Welfare Committee

Prof. Madhvi Manohar Lal	Convener		The Student Welfare Committee in college is responsible for addressing the overall well-being and development of students. The committee plays a crucial role in creating a supportive and conducive environment for students to thrive academically, socially, and personally.
Dr. Punam Rani	Member		
Dr. Poonam Sambyal	Member		
Prof. Namrata Choudhary	Member		
Prof. Ganga Sharma	Member		
Dr. Rajni Bala	Member		
Dr. Bharat Bhushan	Member		
Dr. Mukesh Kumar	Member		

12. Grievances Redressal Committee (Student and Employee)

Dr. Poonam Kamotra	Convener		Grievance redressal is of paramount significance in an educational institution. The committee is required to keep track of any grievance /complaint redressal request, submitted on line by the students / parents and process its redressal. The committee shall also notify the outcome of the enquiry for the information of the complaint within 10 days from the date of lodging of the complaint
Dr. Harvinder Kour	Member		
Mr. Balbir Singh (PTI)	Member		
Prof. Amit Singh	Member		
Prof. Ganga Sharma	Member		
Head Asstt./Sr. Asstt	Member		

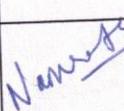
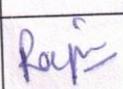
13. Minority Cell

Dr. Anupma Arora	Convener		The committee shall maintain a list of minority students a keep guiding them about different provision of reservation benefits and facility of scholarships available to them.
Prof. Madhvi Manohar Lal	Member		
Prof. Shivani Slathia	Member		
Prof. Shapia Shameem	Member		
Prof. Neeru Sharma	Member		

14. Post-Matric Scholarship/Financial Aid Committee

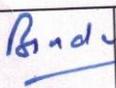
Prof. Rakesh Sharma	Convener		The Nodal officer shall ensure registration of the institute on various state/national level scholarship/financial assistance portals. The committee shall keep guiding the students about provisions and eligibilty of scholarships available to them. It shall facilitate students for filling of scholarship forms (fresh as well as renewal), and their verification so that no eligible student is left behind. Beside the committee shall ensure distribution of Scholarship and maintain the record of the beneficiaries. The committee is required to invite applications from finanically weak students who are orphan/ half orphan/ belonging to BPL/AAY families or otherwise as found very genuine; and have not availed financial assistance from any other scholarship scheme. The Committee shall scrutinize the applications, shortlist the eligible students on the basis of the merit and also the financial position of the family and recommend the same for scholarship. The committee shall be responsible for maintaining all the record of the beneficiaries students
Prof. Madhvi Manohar Lal	Member		
Dr. Ram Krishan	Member		
Prof. Roopali Jamwal	Member		
Dr. Punam Rani	Member		
Prof. Shivani Slathia	Member		
Prof. Shapia Shameem	Member		
Prof. Neeru Sharma	Member		

15. Women Counselling Cell

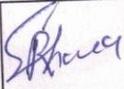
Prof. Shapia Shameem	Convener		<p>The Women Counselling Cell plays a crucial role in fostering an inclusive and empowering environment for female students, addressing their unique needs, and promoting their overall well-being during their college experience.</p> <p>1. Counselling and Guidance:</p> <ul style="list-style-type: none"> • Provide individual counselling sessions to female students on academic, personal, and emotional matters. • Offer guidance on coping with stress, time management, and personal development. <p>2. Addressing Gender-Based Issues:</p> <ul style="list-style-type: none"> • Address and support students facing gender-based issues, harassment, or discrimination. <p>3. Sexual Harassment Prevention:</p> <ul style="list-style-type: none"> • Implement and enforce policies and procedures related to preventing and addressing sexual harassment. • Conduct awareness campaigns and training sessions on creating a harassment-free environment. <p>4. Career Counselling:</p> <ul style="list-style-type: none"> • Offer career counselling services to female students, including guidance on career choices, skill development, and networking opportunities. <p>5. Workshops on Life Skills:</p> <ul style="list-style-type: none"> • Organize workshops on life skills such as communication, self-confidence, assertiveness, and negotiation. • Facilitate sessions on personal finance, decision-making, and goal-setting. <p>6. Academic Support:</p> <ul style="list-style-type: none"> • Assist female students in addressing academic challenges and navigating educational resources. <p>7. Health and Wellness Programs:</p> <ul style="list-style-type: none"> • Organize health camps, awareness programs, and workshops focusing on women's health and wellness. • Provide information on reproductive health and mental well-being. <p>8. Legal Guidance:</p> <ul style="list-style-type: none"> • Offer guidance on legal matters related to women's rights, safety, and protection. • Collaborate with legal professionals to provide workshops on relevant legal issues. <p>9. Confidential Reporting Mechanism:</p> <ul style="list-style-type: none"> • Establish a confidential reporting mechanism for female students to report any concerns or grievances. • Ensure a safe and supportive space for students to discuss sensitive issues. <p>10. Orientation Programs:</p> <ul style="list-style-type: none"> • Conduct orientation sessions for new female students to familiarize them with the Women Counselling Cell and available support services. • Provide information on campus resources and emergency contacts. <p>11. Awareness Campaigns:</p> <ul style="list-style-type: none"> • Organize awareness campaigns on issues such as domestic violence, mental health, and gender equality. • Participate in national and international awareness events related to women's rights. <p>12. Networking and Community Building:</p> <ul style="list-style-type: none"> • Facilitate networking opportunities for female students by connecting them with alumnae, professionals, and mentors. • Foster a sense of community and solidarity among female students. <p>13. Feedback Mechanism:</p> <ul style="list-style-type: none"> • Establish a feedback system to gather input from female students on the effectiveness of counselling services. <p>14. Collaboration with External Agencies:</p> <p>15. Celebration of Women's Achievements:</p>
Prof. Neeru Sharma	Member		
Dr. Poonam Sambyal	Member		
Prof. Namrata Choudhary	Member		
Prof. Ganga Sharma	Member		
Dr. Rajni Bala	Member		



16. Career Counselling Cell

Prof. Bindu Sharma	Convener		<p>The committee is required to stay updated about future academic / job prospects for degree students and keep conducting counseling sessions for students, besides arranging for the visits of professional Career Counselors and employer from corporate sector.</p> <p>1. Individual Counseling Sessions:</p> <ul style="list-style-type: none"> • Provide one-on-one counseling sessions to students to understand their interests, aptitudes, and career goals. • Help students identify and explore various career options based on their academic background and aspirations. <p>2. Career Assessments and Tests:</p> <ul style="list-style-type: none"> • Administer career assessment tools and personality tests to help students gain insights into their strengths, preferences, and areas for development. • Interpret and discuss the results of assessments with students to guide their career decisions. <p>3. Resume Building and Interview Skills & Job Search Assistance:</p> <ul style="list-style-type: none"> • Assist students in creating effective resumes and cover letters. • Conduct workshops on interview skills, including mock interviews, to enhance students' confidence in professional settings. • Provide guidance on effective job search strategies, including online platforms, networking, and industry-specific resources. • Offer support in navigating internship opportunities and part-time employment. <p>5. Internship and Industry Exposure:</p> <ul style="list-style-type: none"> • Collaborate with businesses, industries, and alumni networks to provide insights into various professional fields. <p>6. Career Workshops and Seminars:</p> <ul style="list-style-type: none"> • Organize workshops and seminars on topics such as career planning, goal setting, industry trends, and market demands. • Invite professionals and industry experts to share insights and experiences with students. <p>7. Entrepreneurship Guidance:</p> <ul style="list-style-type: none"> • Provide guidance to students interested in entrepreneurship, including information on starting and managing a business. • Organize sessions on innovation, business planning, and funding opportunities. <p>8. Higher Education Counseling:</p> <ul style="list-style-type: none"> • Assist students in exploring and applying for postgraduate studies, certifications, and specialized courses.
Dr. Harvinder Kour	Member		
Dr. Punam Rani	Member		
Prof. Raman Kumar	Member		
Dr. Bharat Bhushan	Member		

17. NSS Committee

N.S S Advisory Committee			<p>The NSS Committee in the college shall play a pivotal role in coordinating and overseeing the various activities associated with NSS.</p> <p>1. Program Planning and Coordination:</p> <ul style="list-style-type: none"> • Plan and organize NSS activities, programs, and camps in collaboration with NSS coordinators, faculty advisors, and volunteers. Develop a yearly action plan outlining various social and community service initiatives. <p>2. Volunteer Enrolment and Orientation:</p> <ul style="list-style-type: none"> • Facilitate the enrolment of students as NSS volunteers and Conduct orientation sessions to familiarize volunteers with the objectives, principles, and guidelines of NSS. <p>3. Community Outreach:</p> <ul style="list-style-type: none"> • Coordinate with local communities to understand their requirements and build partnerships. <p>4. Organizing Regular Activities:</p> <ul style="list-style-type: none"> • Conduct regular community service activities such as cleanliness drives, health camps, awareness programs, and educational initiatives and to Collaborate with NGOs, government agencies, and local bodies for effective program implementation. <p>5. Special Camps:</p> <ul style="list-style-type: none"> • Plan and execute annual special camps, which are extended community service programs typically held in rural or underprivileged areas. • Ensure logistics, safety, and proper execution of activities during special camps. <p>6. Training and Skill Development:</p>
Prof. Rakesh Sharma	Advisor		
Prof. Amit Kumar Sharma	Member		
Dr. Bharat Bhushan	Member		
Dr. Mukesh Kumar	Member		



NSS Committee Members			<ul style="list-style-type: none"> • Arrange training sessions for NSS volunteers to enhance their skills, leadership abilities, and understanding of social issues. • Focus on personal development, communication skills, and team building. 7. Documentation and Reporting: <ul style="list-style-type: none"> • Maintain records of NSS activities, including attendance, achievements, and impact assessments. • Submit regular reports to higher authorities on monthly basis and NSS regional offices as required. 8. Celebration of NSS Days and Events: <ul style="list-style-type: none"> • Organize and participate in national and international NSS observances, such as NSS Day, Youth Day, and other relevant events. • Conduct events that align with NSS themes and objectives. 9. Feedback and Evaluation: <ul style="list-style-type: none"> • Gather feedback from NSS volunteers and the community to assess the impact of activities and Conduct periodic evaluations to improve the effectiveness of NSS programs. 10. Coordination with Government Programs: <ul style="list-style-type: none"> • Collaborate with government initiatives and programs related to youth development, education, health, and community welfare. 11. Recognition and Awards: <ul style="list-style-type: none"> • Nominate and recognize outstanding NSS volunteers for awards and honors. • Encourage a culture of appreciation and acknowledgment for volunteers' contributions 12. Publicity and Awareness: Through Print and Electronic media , college website and social media
Dr. Ram Krishan	NSS (PO)		
Prof. Amit Singh	Member		
Prof. Shapia Shameem	Member		
Dr. Vijay Kumar	Member		
Dr. Poonam Sambyal	Member		
Prof. Neeru Sharma	Member		
Prof. Raman Kumar	Member		
Dr. Rajni Bala	Member		
Dr. Mukesh Kumar	Member		
Ms. Amitu Sharma (For Assistance)	Assistance		
Mr. Surinder Kumar (Computer Assistant)	Member		
18. Sports Committee			
Mr. Balbir Singh	Convener		
Prof. Amit Kumar Sharma	Member		
Dr. Ram Krishan	Member		
Dr. Vijay Kumar	Member		
Prof. Surinder Kumar	Member		
College Accountant/ Cashier	Member		
The committee shall be required to select the students for different sports games, organize inter-college sport tournaments, and ensure participation of college teams in different sports competition organized by the University of Jammu. The committee shall ensure the development and maintenance of sports infrastructure and purchase of sport goods after following due codal formalities.			
19. Cultural Committee			
Prof. Kawaliit Kaur	Convener		
Prof. Bindu Sharma	Member		
Dr. Poonam Kamotra	Member		
Dr. Ashok Kumar	Member		
Dr. Harvinder Kour	Member		
Dr. Punam Rani	Member		
Prof. Neeru Sharma	Member		
Dr. Poonam Sambyal	Member		
To hone the talent of the students, this committee is required to identify and nurture talent among the students for dancing, singing, painting etc. The committee shall encourage and inspiring the students and arrange for performing cultural events in the college on the occasion of Annual Day Celebration, academic events, etc.			
20. Literary Committee			
Prof. Bindu Sharma	Convener		
Prof. Bhavana Jamwal	Member		
Dr. Punam Rani	Member		
Prof. Neeru Sharma	Member		
Dr. Poonam Sambyal	Member		
With the objective of enriching the academic ambience and nurturing the proficiency of students, the committee is tasked with the organization of debates, quizzes, poster making competition, seminars, symposia, Display Your talent, etc. The committee shall draw up schedule for such activities in the II week of August and January for the Odd and even semesters respectively.			

21. Hospitality Protocol Committee

Prof. Kawaljit Kaur	Convener		<p>A Hospitality and Protocol Committee in a college is typically responsible for managing and coordinating various events, functions, and official visits within the institution. The committee ensures that these events run smoothly, and participants are treated with courtesy and professionalism.</p> <p>1. Event Planning and Coordination:</p> <ul style="list-style-type: none"> Plan and coordinate various college events, conferences, seminars, and workshops. Collaborate with other committees and departments to ensure seamless execution. <p>2. Reception and Welcome:</p> <ul style="list-style-type: none"> Organize a welcoming reception for guests, dignitaries, and participants. <p>3. Protocol Management:</p> <ul style="list-style-type: none"> Follow proper protocol in receiving and hosting dignitaries and VIP guests. Ensure that all protocol guidelines and etiquettes are observed during official events. <p>4. Catering and Hospitality:</p> <ul style="list-style-type: none"> Coordinate catering services for events, ensuring the availability of refreshments, meals, and snacks. Oversee hospitality arrangements to make guests feel comfortable and well-cared for. Coordinate with technical and maintenance teams to address any infrastructure needs. <p>5. Student Involvement:</p> <ul style="list-style-type: none"> Involve students in event management and hospitality tasks to provide them with hands-on experience. Organize training sessions for student volunteers involved in hospitality roles. <p>A well-functioning Hospitality and Protocol Committee contributes significantly to the positive image of the college and ensures that guests and participants have a memorable and professionally managed experience during various events.</p>
Prof. Bindu Sharma	Member	<i>[Signature]</i>	
Dr. Poonam Kamotra	Member	<i>[Signature]</i>	
Dr. Ashok Kumar	Member	<i>[Signature]</i>	
Dr. Harvinder Kour	Member	<i>[Signature]</i>	
Dr. Anupma Arora	Member	<i>[Signature]</i>	
Mr. Balbir Singh	Member	<i>[Signature]</i>	
Prof. Rakesh Sharma	Member	<i>[Signature]</i>	
Dr. Rajesh Kumar Sharma	Member	<i>[Signature]</i>	
Prof. Madhvi Manohar Lal	Member		
Prof. Amit Kumar Sharma	Member	<i>[Signature]</i>	

22. Library Committee

Dr. Harvinder Kour	Convener	<i>[Signature]</i>	<p>This committee shall be required to seek the requisition list of books and magazines from Heads of the teaching Departments, recommend and facilitate the purchase of such books from authorized publishers /book sellers. Besides, the committee shall also facilitate the purchase of Newspapers, magazines and periodicals for the library and also look after the proper maintenance of the library. The committee members are entrusted with the responsibility to finalise the term and conditions for notice inviting tenders for empanelment of vendors for providing books to college library . The committee members shall also recommend each bill for payment related to procurement of books, peroidicals, magazine etc .</p>
Prof. Rakesh Sharma	Member	<i>[Signature]</i>	
Prof. Shapia Shameem	Member		
Mr. Sandeep Kumar (Librarian)	Member	<i>[Signature]</i>	
Dr. Bharat Bhushan	Member	<i>[Signature]</i>	
Dr. Mukesh Kumar	Member	<i>[Signature]</i>	

23. Printing & Publication Committee

Prof. Amit Kumar Sharma	Convener		<p>The Committee is required to invite articles from the students and faculty for the college magazine , edit the write-ups and facilitate the publication ,. Besides, the committee is also tasked with the publication of college Newsletter and admission Brochure. Further, committee is directed to get the stationery and examination related Articles/Items periodically after observing codal formalities. Printing and Publication Committee shall work in tandem with Examination committee to undertake the printing of examination stationery in advance .</p>
Prof. Amit Singh	Member	<i>[Signature]</i>	
Prof. Shapia Shameem	Member		
Prof. Ganga Sharma	Member	<i>[Signature]</i>	
College Accountant/ Cashier	Member	<i>[Signature]</i>	

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24. Examination & Time-Table Committee			The committee shall timely formulate a clash-free time-table that is suitable to students, while optimally utilizing the available class rooms and learning resources. The committee shall be required to facilitate the timely and smooth conduct of internal Assessment Test in theory and practical through a centralized datesheet and also make necessary arrangement for the fair and smooth conduct of semester-end exams. Besides, the committee shall draw up a schedule for display of award rolls of internal assessment (theory/practical) by the respective Heads of the Teaching Departments. The committee shall ensure timebound redressal to grievance, if any, in respect of the marks awarded in order to have maximum transparency and student satisfaction. The committee shall compile the inspected internal assessment awards of all the subjects and ensures its timely submission to University. The committee is also required to facilitate the inspection of Internal Assessment Record and its final submission to University of Jammu. All the decisions shall be taken by the committee in consultation with the heads of the departments and the minutes of such meeting shall be recorded and got approved from the Principal before notification
Dr. Ram Krishan	Convener		
Prof. Shivani Slathia	Member		
Prof. Raman Kumar	Member		
Prof. Surinder Kumar	Member		
25. Canteen Committee			This committee shall facilitate the award of contract to a private party with to run a canteen, after publication of tender notice in the leading newspaper, ensure the quality of snacks served to students, and maintenance of hygienic environs. The members of the college committee shall finalise the terms and conditions for running the college canteen and issuance of tender notice /bid .
Prof. Kawaljit Kaur	Convener		
Prof. Bindu Sharma	Member		
Dr. Poonam Kamotra	Member		
Prof. Madhvi Manohar Lal	Member		
Prof. Amit Kumar Sharma	Member		
Prof. Amit Singh	Member		
Prof. Shivani Slathia	Member		
Prof. Namrata Choudhary	Member		
Dr. Bharat Bhushan	Member		
26. Tour and Picnic Committee			The committee shall finalize the Picnic and subject tour / field visit destinations in consultation with the concerned subject teachers, students and the college administration and facilitate the college in organizing such visit for students by arranging the transport facility after due process of inviting tenders from the transport companies. The committee shall be required to record minutes of all meeting and recommend to Principal for approval. The members of the Tour and Picnic Committee are entrusted with the responsibility of finalising the term and conditions for initiating the picnic/educational tour and issuance of final tender notice or bid . The committee members shall observe all the guidelines related to the tour/picnic .
Prof. Kawaljit Kaur	Convener		
Dr. Poonam Kamotra	Member		
Mr. Balbir Singh	Member		
Dr. Rajesh Kumar Sharma	Member		
Prof. Madhvi Manohar Lal	Member		
Prof. Surinder Kumar	Member		
Dr. Poonam Sambyal	Member		
Prof. Namrata Choudhary	Member		
Dr. Rajni Bala	Member		
Prof. Raman Kumar	Member		
College Accountant/ Cashier	Member		
27. College Beautification Committee			The committee is entrusted with the task of facilitating the proper maintenance and beautification of campus. The committee shall also ensure that college building stay sticker poster free.
Prof. Roopali Jamwal	Convener		
Dr. Punam Rani	Member		
Prof. Shivani Slathia	Member		
Prof. Shapia Shameem	Member		
Prof. Neeru Sharma	Member		
28. Website Designing/Maintenance Committee			The committee shall keep innovating the college website, updating it from time to time, besides ensuring its proper maintenance. The committee shall ensure that all the norms of hosting of website are complied in letter and spirit .
Prof. Roopali Jamwal	Convener		
Prof. Amit Singh	Member		
Prof. Surinder Kumar	Member		
Prof. Ganga Sharma	Member		
Mr. Sandeep Kumar	Member		
Dr. Bharat Bhushan	Member		

Mr. Surinder Kumar (Comp.Asstt.)	Member	
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29. RTI Committee

Dr. Rajesh Kumar Sharma	Convener	<i>RKS</i>
Dr. Ram Krishan	Member	<i>RKS</i>
Prof. Roopali Jamwal	Member	<i>RKS</i>
Dr. Vijay Kumar	Member	<i>RKS</i>
Prof. Shivani Slathia	Member	
Prof. Shapia Shameem	Member	
Prof. Surinder Kumar	Member	<i>SS</i>
Dr. Poonam Sambyal	Member	
Prof. Namrata Choudhary	Member	<i>Namrata</i>
Dr. Rajni Bala	Member	<i>Rajni</i>
Head Asstt./Sr. Asstt (Incharge Establishment)	Member	<i>Comp</i>

The committee shall submit the complete and relevant information as sought under RTI act within the stipulated time and also maintain the record of the same.

30. Genset and Bus Committee (Transport)

Dr. Rajesh Kumar Sharma	Convener	<i>RKS</i>
Dr. Ram Krishan	Member	<i>RKS</i>
Dr. Vijay Kumar	Member	<i>RKS</i>
Prof. Surinder Kumar	Member	<i>SS</i>
Dr. Bharat Bhushan	Member	<i>B</i>
Dr. Mukesh Kumar	Member	<i>M</i>

The committee shall manage the operation of the buses for facilitating the students transport. The maintenance shall be borne by the college while fuel shall be met out of the bus fee to be charged from the students availing the facility. The committee shall also maintain the use of Genset/power generator in case of electric power cuts/power failures. The members of the committee shall thoroughly examine the readings of meter of Genset and odometer of College Bus to ensure the genuineness of Log book entries and shall also recommended each fuel bill for payment after observing the genuineness of each claim . The members of the college genset and bus committee shall also ensure that all the releavnt documents of college bus are in proper order .

31. Local Fund/ Casual Labour Committee

Prof. Kawaljit Kaur	Convener	<i>RKS</i>
Prof. Bindu Sharma	Member	<i>RKS</i>
Dr. Poonam Kamotra	Member	<i>RKS</i>
Dr. Harvinder Kour	Member	<i>RKS</i>
Dr. Anupma Arora	Member	<i>RKS</i>
Mr. Balbir Singh (PTI)	Member	<i>RKS</i>

The requirement of daily waged, need based, non-teaching staff, shall be evaluated by the committee and recommended to the administration for their engagement. Besides, the committee shall also attend to the engagement of casual labourers as and when required; and maintain their muster roll register and recommend payment.

32. Academic Arrangement Committee

Dr. Rajesh Kumar Sharma	Convener	<i>RKS</i>
Prof. Amit Kumar Sharma	Member	<i>RKS</i>
Prof. Bhavana Jamwal	Member	<i>RKS</i>
Prof. Shivani Slathia	Member	
Prof. Namrata Choudhary	Member	<i>Namrata</i>
Head Asstt/ Sr. Asstt. (In Charge Establishment)	Member	<i>Comp</i>

The committee shall verify the genuineness of the demand of teaching faculty on Need basis/ Academic Arrangement Basis as per the workload of the various teaching departments and UGC/ Hr. Edu. Deptt. Guidelines; and recommend the number to the Nodal principal well in time. Besides the committe shall exercise the process of verification of original documents and calculation of merit of each candidate engaged as Academic Arrangement/ need based.

33. Institutional Innovation Council (IIC) Committee

Prof. Bindu Sharma	President	<i>Bindu</i>
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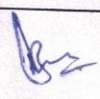
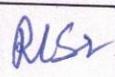
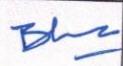
Role and Responsibilities:

Dr. Poonam Kamotra	Convener	
Dr. Harvinder Kour	Co-convener	
Dr. Anupma Arora	Overall Coordinator	
Prof. Madhvi Manohar Lal	Innovation Activity Coordinator	
Prof. Shapia Shameem	Member	
Prof. Neeru Sharma	Member	
Prof. Roopali Jamwal	Startup Activity Coordinator	
Dr. Punam Rani	Member	
Prof. Surinder Kumar	Member	
Prof. Bhavana Jamwal	Intership Coordinator	
Dr. Poonam Sambyal	Member	
Prof. Namrata Choudhary	Member	
Dr. Vijay Kumar	IPR Activity Coordinator	
Prof. Ganga Sharma	Member	
Dr. Rajni Bala	Member	
Dr. Bharat Bhushan	Member	
Dr. Mukesh Kumar	Member	
Prof. Rakesh Sharma	Support Committee	
Dr. Rajesh Kumar Sharma	Support Committee	
Dr. Ram Krishan	Support Committee	
Prof. Amit Kumar Sharma	Support Committee	

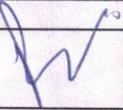
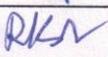
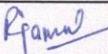
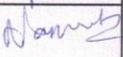
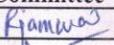
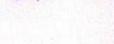
- Promoting Innovation:** The IIC is responsible for fostering a culture of innovation within the college. This includes encouraging faculty and students to engage in innovative projects and research.
- Organizing Innovation Challenges and Events:** Planning and conducting innovation challenges, competitions, and events to showcase and reward creative and groundbreaking ideas.
- Supporting Entrepreneurship:** Collaborating with entrepreneurship cells to support students interested in entrepreneurial ventures. Providing guidance, mentorship, and resources for startup initiatives.
- Facilitating Workshops and Training Programs:** Arranging workshops, seminars, and training programs to enhance the innovation and entrepreneurial skills of students and faculty.
- Liaisoning with Industries:** Establishing connections with industries, research institutions, and organizations to create opportunities for collaborative projects and research.
- Incubation Support:** Providing support for incubation facilities and helping transform innovative ideas into tangible projects or startups.
- Networking:** Building a network of alumni, professionals, and experts who can contribute to the innovation ecosystem of the college.
- Documentation and Reporting:** Keeping records of innovative projects, research outcomes, and activities. Preparing reports to showcase the achievements of the institution in the field of innovation.

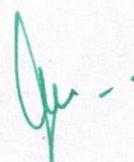
34. Red Ribbon Club Committee

Prof. Roopali Jamwal	Nodal Officer		<p>The Red Ribbon Club (RRC) in a college typically plays a crucial role in promoting awareness about HIV/AIDS and fostering a supportive environment.</p> <ul style="list-style-type: none"> Organizing and conducting awareness campaigns to educate students and the college community about HIV/AIDS, its transmission, prevention, and treatment. Distributing informational pamphlets, brochures, and organizing seminars or workshops on campus. <p>1. Volunteer Training and Engagement:</p> <ul style="list-style-type: none"> Recruiting and training student volunteers to actively participate in HIV/AIDS awareness and prevention initiatives. Encouraging student involvement in community outreach programs related to HIV/AIDS education and support. <p>2. Blood Donation Drives:</p> <ul style="list-style-type: none"> Collaborating with local blood banks to organize regular blood donation drives within the college campus. Raising awareness about the importance of voluntary blood donation and its role in HIV/AIDS prevention. <p>3. Counselling and Support Services:</p> <ul style="list-style-type: none"> Providing a confidential and supportive environment for individuals affected by HIV/AIDS. Offering counselling services for students dealing with issues related to HIV/AIDS, including stigma, discrimination, and mental health concerns. <p>4. Organizing Events and Competitions:</p> <ul style="list-style-type: none"> Hosting events, competitions, and campaigns to engage students creatively in
Prof. Bhavana Jamwal	Member		
Prof. Shapia Shameem	Member		

Prof. Ganga Sharma	Member		<p>spreading awareness about HIV/AIDS.</p> <ul style="list-style-type: none"> Recognizing and rewarding outstanding contributions to HIV/AIDS awareness within the college community. <p>5. Regular Meetings and Workshops:</p> <ul style="list-style-type: none"> Conducting regular meetings to assess ongoing initiatives, plan future activities, and address emerging issues related to HIV/AIDS. Organizing workshops for RRC members to enhance their knowledge about HIV/AIDS and related topics. <p>6. Monitoring and Evaluation:</p> <ul style="list-style-type: none"> Regularly evaluating the impact of RRC initiatives in terms of awareness levels, participation, and changes in attitudes towards HIV/AIDS. Using feedback to improve and refine future programs. <p>7. Documentation and Reporting:</p> <ul style="list-style-type: none"> Keeping detailed records of activities, events, and initiatives undertaken by the Red Ribbon Club. Providing periodic reports to college authorities and relevant health agencies
Dr. Bharat Bhushan	Member		
35. IQAC Committee			
Dr. Rajesh Kumar Sharma	Coordinator		<p>The Internal Quality Assurance Cell (IQAC) in a college is a pivotal entity responsible for ensuring and enhancing the quality of education and overall institutional performance. IQAC plays a crucial role in continuous improvement and maintaining the standards set by accrediting bodies. The duties and responsibilities of IQAC include:</p> <p>1. Formulating and Monitoring Quality Policies:</p> <ul style="list-style-type: none"> Developing and implementing quality policies and procedures in line with accreditation standards and regulatory requirements. Regularly reviewing and updating quality policies to ensure relevance and effectiveness. <p>2. Preparing for Accreditation:</p> <ul style="list-style-type: none"> Preparing the college for accreditation processes by coordinating the collection and documentation of data related to academic, administrative, and research activities. Ensuring that the college complies with the accreditation criteria and standards. <p>3. Institutional Planning and Development:</p> <ul style="list-style-type: none"> Facilitating the development and implementation of the college's strategic plans, with a focus on academic and administrative excellence. Aligning institutional goals with quality enhancement measures. <p>4. Performance Appraisal:</p> <ul style="list-style-type: none"> Developing mechanisms for performance appraisal of academic and administrative units within the institution. Conducting regular evaluations to identify areas for improvement and excellence. <p>5. Academic and Administrative Audits:</p> <ul style="list-style-type: none"> Conducting internal audits to assess the effectiveness of academic and administrative processes. Recommending improvements based on audit findings. <p>6. Promoting Research and Innovation:</p> <ul style="list-style-type: none"> Encouraging and facilitating research and innovation activities among faculty and students. Ensuring that research outcomes contribute to the enhancement of academic quality. <p>7. Quality Assurance in Teaching and Learning:</p> <ul style="list-style-type: none"> Monitoring the quality of teaching and learning processes. Implementing measures for the professional development of faculty to enhance teaching methodologies and content delivery. <p>8. Student Feedback and Grievance Redressal:</p>
Dr. Harvinder Kour	Co-coordinator		
Dr. Anupma Arora	Member		
Prof. Roopali Jamwal	Member		
Prof. Bhavana Jamwal	Member		
Dr. Vijay Kumar	Member		



Prof. Neeru Sharma	Member		<ul style="list-style-type: none"> Collecting and analyzing feedback from students regarding the quality of academic programs and support services. Establishing a mechanism for addressing student grievances promptly and effectively. <p>9. Promoting Best Practices:</p> <ul style="list-style-type: none"> Identifying and promoting best practices in various academic and administrative activities. Disseminating information about successful initiatives to other departments for replication. <p>10. Quality in Administrative Services:</p> <ul style="list-style-type: none"> Ensuring the quality of administrative services, including admissions, examinations, and student support services. Implementing measures to streamline administrative processes for efficiency and effectiveness. <p>11. Capacity Building:</p> <ul style="list-style-type: none"> Organizing workshops, seminars, and training programs for faculty and staff to enhance their understanding of quality assurance and accreditation processes. Promoting a culture of continuous learning and improvement. <p>12. Ensuring Ethical Practices:</p> <ul style="list-style-type: none"> Promoting and ensuring ethical practices in research, academic, and administrative activities. Monitoring adherence to ethical standards in all institutional processes. <p>13. Quality Metrics and Indicators:</p> <ul style="list-style-type: none"> Developing and monitoring key performance indicators (KPIs) and metrics to assess the overall quality of the institution. Using data-driven insights to inform decision-making processes. <p>14. Documentation and Reporting:</p> <ul style="list-style-type: none"> Maintaining comprehensive documentation of quality-related activities, assessments, and improvements. Preparing and submitting regular reports to accrediting bodies and other stakeholders. <p>15. Collaboration with External Agencies:</p> <ul style="list-style-type: none"> Collaborating with external agencies, industry partners, and other educational institutions to benchmark and enhance quality standards. Participating in external quality assessments and accreditation processes. <p>16. Social Responsibility and Community Engagement:</p> <ul style="list-style-type: none"> Encouraging and facilitating community engagement initiatives that contribute to societal development. Promoting a sense of social responsibility among students and faculty.
Prof. Ganga Sharma	Member		
Dr. Rajni Bala	Member		
36. Science Committee/Club			
Dr. Poonam Kamotra	Coordinator		1. To provide proper incentive and inspiration for the pursuit of scientific knowledge in rigorous way by broadening their scientific outlook.
Dr. Harvinder Kour	Member		2. To develop among the student the spirit and attitude of healthy competition for the individual and social cause
Dr. Anupma Arora	Member		3. To help the students in imbibing The habit of self-reliance, self-dependence and love for manual work
Dr. Rajesh Kumar Sharma	Member		4. To provide opportunity for the development of the constructive, explorative & inventive faculties of the students.
Prof. Madhvi Manohar Lal	Member		5. To make the students understand the values of time and to help them in the proper utilization to their hours.
Prof. Roopali Jamwal	Member		6. To grate interest in latest inventions and discoveries of science in various fields and to get acquainted with the life history and contributions of great scientists.
Prof. Namrata Choudhary	Member		7. To develop students, inters and participation in the practical application of the knowledge related to different branches of science
37 Technical Specification Certification Committee			
Prof. Roopali Jamwal	Convener		The committee members are entrusted with the responsibility to check all the procured goods /services on technical parameters and to certify that the specifications of procured goods/services are strictly in accordance with the specifications mentioned in the GeM Contract Order . The technical certification shall be done prior to generation of CRAC by the concerned consignee.
Prof. Amit Singh	Member		
Prof. Surinder Kumar	Member		
Prof. Vijay Kumar	Member		
Mr. Surinder Kumar	Member		



38. College Development Committee			To comply with the directives issued in the Revised Local fund Guidelines issued by the Higher Education Department
Principal of College	Chairperson	<i>[Signature]</i>	
Dr. Ashok Kumar	Member	<i>[Signature]</i>	
Dr. Harvinder Kour	Member	<i>[Signature]</i>	
Dr. Rajesh Kumar Sharma	Member	<i>[Signature]</i>	
Treasury Officer.,Hiranagar	Member		
39 E-Tendering and Bid Evaluation Committee			Besides procurement of Goods and Services on GeM portal , the college procure goods and services through e procurement portal- JKTenders (in case of non availbilty of goods/services on GeM portal). The member of E tendering and Bid Evaluation committee shall use the e procurement portal for floating tenders online and shall also evaluate the bids in consultation with the committee intending to procure the goods /services viz College Library Committee ,College Canteen Committee , College Purchase Committee etc. The committee shall also evaluate the bids floated on GeM portal .
Prof. Roopali Jamwal	Convener	<i>[Signature]</i>	
Prof. Amit Singh	Member	<i>[Signature]</i>	
Prof. Vijay Kumar	Member	<i>[Signature]</i>	
Prof. Poonam Sambyal	Member		
Prof. Raman Kumar	Member	<i>[Signature]</i>	
Mr. Surinder Kumar (Comp.Asstt.)	Member		
39 PMSSS Committee			The members of the PMSSS shall comply with the directives regarding PMSSS verification with due diligence and shall observe all the formalities in this regard .
Prof. Amit Singh	Convener		
Prof. Vijay Kumar	Member	<i>[Signature]</i>	
Prof. Shapia Shameem	Member		
Prof. Poonam Sambyal	Member		
Mr. Surinder Kumar (Comp.Asstt.)	Member		
Miss Mahima Sharma (For Assistance)	For Assistance		
40 Market Survey Committee			To conduct market survey to ascertain the reasonability of rates and to ensure that the procured goods/services are as per prevalent market rates only .
Dr. Rajesh Kumar Sharma	Convener	<i>[Signature]</i>	
Dr. Anupma Arora	Member		
Prof. Shapia Shameem	Member		
Prof. Neeru Sharma	Member	<i>[Signature]</i>	
Prof. Ganga Sharma	Member	<i>[Signature]</i>	
Dr. Rajni Bala	Member	<i>[Signature]</i>	
Mr. Sandeep Kumar (Librarian)	Member	<i>[Signature]</i>	

Principal *[Signature]* 4.03.2024.
 Govt. G.L. Dogra
 Memorial Degree College