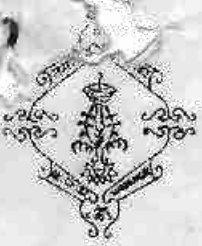


E-Mail ID: davcollegeynr@rediffmail.com
Website: www.davyamunanagar.in

Ph. No. +91 1732 - 228152, 224674
Fax No. +91 1732 - 260561



D.A.V. College for Girls

College with Potential for Excellence

Best Women College of Kurukshetra University, Kurukshetra
NAAC accredited Grade 'B++'
Jagadhri Road, Yamuna Nagar-135001 (Haryana) INDIA

Ref. No. DAV CG/11/2025

Dated : 20-07-2010

M/s Consociate Software & Consulting
Chandigarh

Dear Sirs,

Your quotation for ERP implementation in this college is hereby approved. You are required to execute the work against the payment of Rs. 13,50,000/- + Vat 5.5% i.e. Rs. 14,24,250/- under the following terms and conditions:

1. **Payment:** Delivery wise Breakup of Cost

a) SRS + User Interface Acceptance Phase	20% of cost of module
b) Delivery Module for Testing	30% of cost of module
c) Module verified and Accepted	40% of cost of module
d) After integrated testing of all modules	Remaining cost

2. **Maintenance Cost:**

10% of product cost will be charged every year for maintenance. The cost will decrease by 1% for every successive year.

A Cheque No. 979865 Dated 20-07-2010 for Rs. 30,400/- against 20% advance of Two modules **Admission Module and College Website** is enclosed herewith.

Thanking you,

Yours faithfully,

Dr. Ms. Sushma Arya
Principal

8

Comparative Statement for ERP Implementation

Modules :

- | | |
|-----------------------|-----------------------------|
| Library Module | Hostel Management |
| Accounts | Internal E-Mail |
| Admission | Reminder Notices |
| Examination | Event Management |
| Attendance | Smart Class Room Management |
| Transport | System Administration |
| Time table Management | Inventory Management |
| Payroll | |

Cost	
	Consociate Software & Consulting
	Rs. 13,50,000/- + VAT 5.5 % = 14,24,250/-
	HCL Kalinga
	14,68,750/-
	+10.30% service tax
	+4% vat after adding service tax on total amount
	Rs. 1626511.37/-

ERP DOCUMENT

Payment Terms			
Consociate Software & Consulting			
Delivery Wise Breakup of Cost			
SRS + User Interface Acceptance Phase		20% of cost of module	
Delivery of module for testing		30% of cost of module	
Module Verified and Accepted		40% of cost of module	
After integrated testing of all modules		Remaining cost	
HCL Kalinga			
Sl. No.	Head	Deliverable	Amount Payable (% of Total Project Cost)
1	Mobilization Advance - Payable on Installation of the Base Version at Yamuna Nagar	CPU based perpetual license	50%
2	Gap Analysis / Requirement Analysis	Gap Analysis Report	10%
3.	Release post customization	Module-wise customized software	20 %
4.	Release post UAT linked modification	Module-wise modified software post UAT	
5.	Implementation & Application hand Holding User Sign-off at Yamuna Nagar	Module-wise Module coordinator sign-off	20%
Total (%)			100%

ERP DOCUMENT

AMC	
	Consociate Software & Consulting
	Maintenance Cost 10% of product cost charged every year for maintenance. The cost will decrement by 1% for every successive year.
	HCL Kalinga
	<ul style="list-style-type: none">• AMC: Offsite AMC support with remote login shall be at 20% of the total project cost. This shall include debugging and available features upgrade as per product roadmap. Any other model of AMC may be frozen after further discussions.
Hidden Costs	
	Consociate Software & Consulting
	None
	HCL Kalinga
	13.2 Professional Charges (as required) <ul style="list-style-type: none">• Additional customization charges for increase in scope beyond gap analysis or additional implementation delays because of delay in support / review / feedback from DAV College for Girls beyond the respective man-months projections, if any will be charged at Rs. 5000 per person – day.<ul style="list-style-type: none">○ As already mentioned, a Time Tracker sheet will be prepared to keep track of the man-months spent on each phase.• Any additional training will be charged at Rs. 5000 per person – day.• Additional application support beyond the project time lines at a later stage would be charged at Rs. 5000 per person day.

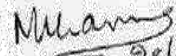
ERP DOCUMENT


- DAV College for Girls shall provide comfortable boarding, lodging and travel facilities for project team members for outstation travel out of Bhubaneswar
- The pricing considers that DAV College for Girls will extend its full co-operation to ensure project completion within the project time-frame. HCL Kalingasoft reserves the right to request a revision of terms if project goes beyond envisaged time frame.
- In case delays in project execution are attributable to significant variation in requirements of processes in different wings of DAV College for Girls or in delays in receipt of requirement, feedback and unavailability of time of users for training then an additional Rs. 5000 per person-day is chargeable for the efforts expended by Kalingasoft beyond the envisaged project timeframe.
- Any increase in scope beyond the envisaged scope or time-line will be changed based on person-days rates of Rs. 5000 per man day.

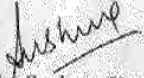
- Cost of ERP Implementation given by Consociate Software & Consulting is less as compared to HCL Kalinga
- Payment terms for Consociate Software & Consulting are better as compared to HCL Kalinga
- AMC terms given by Consociate Software & Consulting are cost effective as compared to HCL Kalinga
- Other terms given by Consociate Software & Consulting are flexible and is suitable to college working. As college is going for ERP solution first time so the implementation process need flexibility. HCL Kalinga has given terms and condition that may lead to increased cost of development

On the basis of above comparison Consociate Software & Consulting is recommended for implementation of ERP System in college



Dr. Rachna Soni
20/07/10


Dr. Manju Khanna
20/7/10



Mrs. Sangeeta Goel
20/7/10


Mrs Sushma Sharma


Mr. Gulshan


Mr. Sanjay Bhardwaj


Mr. Davender Malhotra


Dr. Sushma Arya

Consociate Software & Consulting
Product Estimate and Quotation

1257
29/1/10

Name of the Company: Consociate Software & Consulting

From: Vishav Vikram Kapoor, Manmeet Singh

Contact: 91-9814076231

Email: consociatesnc@gmail.com, dodgevipcr.vishav@gmail.com, manmeet4u@gmail.com

H.O. 23 GF HIGH FLATS

OPP KHALSA COLLEGE FOR WOMEN
GHUMAR MANDI
LUDHIANA

Company Profile

Our vision is:

"Creating ubiquitous systems for multimedia rich education."

We believe in creating technologies that can be beneficial for the common man. We believe in delivering quality products. Entertainment and education are the 2-e's which are at the forefront of our thought process for creating products. With technology we build more meaningful products and relations with our clients.

Our goal is to create complete learning solutions using different wireless and wired technologies, designed to target the whole cross-section of students' right from elementary schools to professional institutions.

To achieve our vision and to be constantly updated with the latest in technology, we work with the experts in the field. People who work for us have great industry exposure and are the experts of their field. We motivate our employees to learn and grow. We believe that the growth of the organization is guided by the growth of the individuals who work for it. Our organization is guided by the wisdom and technical expertise of Vishav Vikram Kapoor and Manmeet Singh.

We strive for perfection.

Our aim is to excel at everything that we do. As a result of our dedicated efforts we have been constantly rewarded and honored by the most prestigious institutions in India as well as abroad.

India Innovation Initiative - I3 2009-2010 Awards

India Innovation Initiative is a competition held by the Department of Science and Technology, India. Our products were selected among the top 10 business Ideas by IIM-A at the competition for the year 2009-2010.

Nirma Labs - Technology Business Innovation Competition

Our products clicker response system and bluetooth based m-Learning were adjudged the best in the category by the Nirma Labs and hence we were honored with Technology Idea Business Innovation Award for the year 2009-2010.

We have successfully delivered our clicker response system to Education Initiative – Ahmedabad based company dealing in education and research.

Infrastructure Requirements

Hardware Requirements:

- Application Server for hosting the portals and websites
- Database Server for storing the data
- Back-up Database Server for taking the back-up of the data on a routine basis.
- Mail Server: A linux based system for hosting the webmail.

Software Requirements

Software License for MySQL enterprise solution

Consociate Software & Consulting
Product Estimate and Quotation

Cost Estimation

Total Cost Estimation: Rs. 13,50,000.00 (Thirteen lakh fifty thousand)

Module Wise Cost Breakage:

1. **Library Management:** This includes the following:
a. Online distribution of library membership form to students and staff
b. Issue/Return of books
c. Books reservation by students and staff
d. Book count/inventory management
e. Catalogue cards for books
f. Lost books reports
g. Frequency of users
h. Library fine collection management
i. Reports related to the module as required by the institute
Estimated Cost: Rs.1,75,000.00
2. **Accounts Management:**
a. Voucher creation
b. Voucher authentication
c. Voucher tagging with user id
d. Reports related to voucher as given by the institute
Estimated Cost: Rs. 75,000.00
3. **Admission Management:**
a. Online distribution of registration form
b. Online filling of registration form
c. Lists – Merit based, class based, category wise lists, quota based lists
d. Online distribution and acceptance of admission form – this will ask the student to choose the subjects apart from filling the other relevant information
e. Roll number generation and distribution
f. Along with roll number, email ids and passwords generated and distributed to the students
g. Placement basis of student record
h. Reports related to the module as required by the institute
i. Management of different types of fees paid by the student
j. Generating standard reports as given by the institute
Estimated Cost: Rs. 1,25,000.00
4. **Examination Management**
a. Publishing list of examination forms combination wise
b. Examination fees
c. Checking student attendance
d. No dues check for students
e. Supplementary result list
f. Maintaining result register
g. Generating merit list
h. Reports related to the module as required by the institute
Estimated Cost: Rs. 50,000.00
5. **Attendance**
a. **Student Attendance**
• Every day attendance of student in every lecture
• Fines
• Reports for attendance – available to students, relevant staff, parents
• Leave management system – online leave application/approval/rejection
b. **Staff Attendance**
• Every day attendance of staff
• Leave management system – online leave application/approval/rejection
• Integrating the final deductions due to leaves with the payroll
Estimated Cost: Rs. 2,25,000.00

Consociate Software & Consulting
Product Estimate and Quotation

c. Reports related to the module as required by the institute	
6. Transport Management	Estimated Cost: Rs. 40,000.00
a. Vehicle Management – allotment to routes	
b. Student enrollment for transport facilities	
c. Bus details	
d. Fees details	
e. Reports related to the module as required by the institute	
7. Staff Profiles	Estimated Cost: Rs. 10,000.00
a. Bio-data of the staff temporary and permanent	
b. Reports related to the module as required by the institute	
8. Time Table Management	Estimated Cost: Rs. 35,000.00
a. Automatic time table generation for classes	
b. Allocation of professors	
c. Exam time tables	
d. Reports related to the module as required by the institute	
9. Inventory Management	Estimated Cost: Rs. 1,00,000.00
a. Quantity management	
b. Cost of inventory	
c. Usage management	
d. Scanning of bills	
e. Reports related to the module as required by the institute	
10. Payroll Management	Estimated Cost: Rs. 1,75,000.00
a. Form 16 generation	
b. Payroll of every month generation	
c. Calculations/reports related to Income tax	
d. Employee Salary according to the bank format	
e. Reports related to the module as required by the institute	
11. Hostel Management	Estimated Cost: Rs. 1,50,000.00
a. Allocation of rooms to students	
b. Fess collection	
c. Mess management	
d. Reports related to the module as required by the institute	
12. Internal Email System: An internal web mail server for the institute which allows sending of mails to people within the institute and outside. Attachments of specific size also permitted to every category.	Estimated Cost: Rs. 50,000.00
13. Reminders/Notices: Used for sending reminders/notifications for a number of events, dues related notifications. These can be both automatic and manual.	Estimated Cost: Rs. 10,000.00
14. Event Management: Keeping records of the various events, seminars etc. Generation of reports in the prescribed formats on demand.	Estimated Cost: Rs. 28,000.00
15. College Website: College Profiles/ Department Profiles	Estimated Cost: Rs. 27,000.00
16. Smart classroom Management: Online Allocation/ Deallocation /Reservation of smart class rooms for college activities.	Estimated Cost: Rs. 25,000.00
17. System-administration/Administrative module	Estimated Cost: Rs. 35,000.00
18. Content Management for every day lectures	Estimated Cost: Rs. 15,000.00
19. Some additional reports as required by institute	

Time estimation

Estimated time for the final product delivery required by 10 months

Delivery Wise Breakup of Cost

SRS + User Interface Acceptance Phase	20% of cost of module
Delivery of module for testing	30% of cost of module
Module Verified and Accepted	40% of cost of module

Consociate Software & Consulting
Product Estimate and Quotation

After integrated testing of all modules

Remaining cost

Maintenance Cost

10% of product cost charged every year for maintenance. The cost will decrement by 1% for every successive year.

Handwritten notes: G.D. 8/4/10

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20/1/10

DAV COLLEGE FOR GIRLS
YAMUNA NAGAR
Haryana

**PROPOSAL
FOR IMPLEMENTATION OF GREYCELLS
INSTITUTE MANAGEMENT SYSTEM
HCL/CHD/DAVCG/ERP EGOV/2010/01**

Prepared by



Authorized by	Pawan sharma	Date	January 21, 2010
Version	1.00	Last Modified	January 21, 2010

Revision Log:

Document Revision	Revision Date	Description	Author	Reviewed By
1.00	January 21, 2010	New version	Barjinder Sharma	Pawan Sharma

January 21, 2010		Pawan Sharma	
January 21, 2010			

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1 Introduction

D.A.V. College for Girls, Yamuna Nagar, established in 1958 and awarded with the title of Best Women's College, Haryana in 2003 and a NAAC Ranking of B++, has become a synonym for dedication, commitment and service to the community. This multi-faculty Post Graduate institution boasts a proud strength of more than 3000 students and around 250 members of teaching and staff. To cope up with the demands of growth and time, the institution has decided to embrace technology. The Institution wants to automate the management and administration of regular office activities, as well as providing benefits to students and staff.

HCL and its ISV partner Kalingasoft are providing a joint solution to the Institution to enable them to fulfill all the requirements.

We are proposing to provide proven solutions from HCL and Kalingasoft. We will provide Kalingasoft's Greycells ERP solution for the automation of the Institution's administrative, academic & financial processes.

Kalingasoft has been jointly promoted by edupreneurs and professional techno-preneurs (professionals from PwC, Infosys, CTS, ICRA, etc) with rich IT and consulting experience. *We have over six years of experience in end to end education consulting and technology.*

Greycells, a web enabled Enterprise Resource Planning software, is Kalingasoft's Generation 2 Edu-ERP solution. It is a result of 6 years of domain experience and a belief in incorporating modern technologies to achieve the automation goals of educational institutes of tomorrow. It encompasses total integration of academic, administrative and financial activities to facilitate automation of education institutes. It well addresses all data and information processing needs of all the partners of an institute— teachers, cadets, parents, support staffs and management.

Kalingasoft has bagged, in its portfolio, varied clientele in and across the country. It currently has over 80 installations with over 50,000 users all over the country. Our clientele attribute their satisfaction to the engineering of unique product features. They include distinguished institutes like National Institute of Technology, Rourkela; Guwahati University; IIT-Bhubaneswar; KIIT Deemed University, Doon School, Dehradun; Mayo College, Ajmer; Educomp Millennium Schools at Amritsar, Panipat, Meerut, Lucknow & Gurgaon, DPS Schools at Ludhiana, Patna, Pune & Dhaka, Takshila Schools at Hoshiarpur, Ahmednagar & Gaya, DCM Presidency School at Ludhiana, SIEM, Sonipat, DAV Schools, besides others. They state, they are comfortable enough to justify their investment for the operational and intangible benefits, which they believe, has translated into an appreciable rate of return on investment.

At HCL Infosystems, we have a strong team of functional experts, business analysts, technical consultants and programmers to address a wide array of Business and Technical Issues. Over the past 30 years this combination of business and technology expertise has helped us offer to our customer the best possible services and given them the highest return of their investment.

HCL Infosystems has skills required to rollout large and complex projects and the table below provides a snapshot of our offerings:

Organizational Highlights

- Over 30 years experience in IT industry
- Operating world-wide in 19 countries, 57 locations covering 80 of the World' IT market
- Diversified blue-chip client base (458 out of Fortune 500)
- Among the Top 20 business houses in India
- Alliances with leading Global Corporations
- Multi location Software Development Centers

2 Our Understanding of DAV College for Girls' needs

Kalingasoft's flagship solution framework, Greycells, fits in to the functional automation requirements of DAV College for Girls for its endeavor of complete automation of the schools' processes, in a modular manner. Greycells has a set of well defined processes and modules which can be customized to meet the unique requirements and become the ideal solution that DAV College for Girls has envisioned. This proposal has been created keeping in mind the points of discussions between the Kalingasoft and DAV College for Girls teams. **The project in-scope, approach and commercials are reflective of these discussions.**

As per our discussions with the DAV College for Girls team, the overall requirements of DAV College for Girls were elucidated as follows:

- Web-based one-time hassle free installation
- Proposed integration of various functionalities including academic, administrative and other value-enhancing features under one solution
- Unique login to each individual staff, management members and administrator
- Highly secured data and information transaction
- Improved quality of interaction

Based on discussions between representatives of DAV College for Girls and Kalingasoft, the prioritized functional requirements of the group include the following, as shown in Section 4.1.

These prioritized requirements have been reflected in the In – Scope of the project in Section 4. The functionalities of the base version of the system to be customized for DAV College for Girls is reflected in Annexure 1.

3 Project Objectives

Based on our understanding of DAV College for Girls' orientation and approach towards building the state of art technology infrastructure for the school, Kalingasoft proposes the following:

- To automate the key processes of DAV College for Girls under a single solution,
- Give the top management a dashboard view of the entire activities at the college, using reports and allow them to manage, co-ordinate and control the internal operations & functions of the colleges in a location independent manner.
- To minimize the redundancies and duplication of effort by integration of data and processes across various functionalities
- To facilitate all stake holders of the institutes including officers, staff, teachers, students, parents and alumni to access relevant information on the internet
- To enhance DAV College for Girls' responsiveness & effectiveness of the management
- To help DAV College for Girls in reaping significant benefits in terms of process gains
- To enhance all these above stated data & information transaction in a secure environment to take care of data integrity & confidentiality

4 Project scope

4.1 In Scope

The scope of the project includes carrying out the customization and implementation of a web-based integrated, ERP solution for automation of the academic & administrative processes identified during the interactions with the DAV College for Girls team. The list of proposed modules and functionalities includes the features mentioned below.

Sl. No.	Module Name	Module Features Overview
1	System Administration	<ul style="list-style-type: none"> Defines the data used in other modules User creation and security password through authentication and authorization Defines roles & rights for different users Maintains data integrity and security
2	Student Information	<ul style="list-style-type: none"> Maintain detailed information of students: viz. Personal, academic, health, qualification, experience etc. Facilitate on-line operations of academic process like assigning classes, batches, subjects, etc. On-line information of students Provide need based operational and decision support reports Acts as a feeder module for other modules like library, fee collection, examination, placements, alumni, hostel management, financial accounting, e-notice, email, e-group discussion, events management, transport etc.
3	Staff Information	<ul style="list-style-type: none"> Maintain detailed information of staffs: viz. Personal, address, health, qualification, experience, specialization, work-shops, papers, researches etc. Staff attendance, along with in and out time. Excel sheet will be imported from biometric staff attendance system.

Sl. No.	Module Name	Module Features Overview	
		<ul style="list-style-type: none"> Facilitate on-line operations of Leave requests & approvals On-line availability of information of staffs. Provide need based operational and decision support reports 	<ul style="list-style-type: none"> Acts as feeder module for all other modules like payroll, financial accounting, course management, examination, library, hostel management, facility management, e-notice, email, group discussion, e-sms, placements etc.
4	Facility Management	<ul style="list-style-type: none"> Deals with the infrastructure available 	<ul style="list-style-type: none"> Descriptions of facilities & their locations
5	Curriculum Management	<ul style="list-style-type: none"> Describes the courses and course structure within the institute Copying of all configuration data from batch to batch to reduce data entry Preparation of timetable Projects and Assignments 	<ul style="list-style-type: none"> Lesson Plan and course progression Uploading of files related to the lesson plan Student Attendance - Comparison of daily attendance of students to class wise attendance
6	Admission Process	<ul style="list-style-type: none"> Applicant's details (both on-line and off-line). A link will be provided on the institute's website for applicants to enter data. Automatic selection list generation along with waitlisted candidates for different categories of students under different courses offered. Customization will be 	<ul style="list-style-type: none"> Provisional admission, admission fees collection and final admissions (integrated with fee collection, student information and course management module, automatic voucher posting to financial accounting module)

Sl. No.	Module Name	Module Features Overview
		required as per the logic of selection followed by the customer.
7	Financial Accounting	<ul style="list-style-type: none"> Summarizing financial data taken from an organization's accounting records and publishing in the form of annual (or more frequent) reports for the benefit of people outside the organization. Dealing with the financial aspect of your institution. <ul style="list-style-type: none"> Preparation of financial statement for decision makers, such as stake holders, suppliers, banks, employees, government agencies, owners, and other stakeholders.
8	Payroll	<ul style="list-style-type: none"> Automating the payroll generation, TDS, PF, Gratuity calculations Make available on-line payroll slips, TDS information like Form 16A etc. <ul style="list-style-type: none"> Automated posting of salary journals and salary payment vouchers Reports generation
9	Fee Collection	<ul style="list-style-type: none"> Set & view fee type & categories of fee. Assign fee schemes to students Give appropriate waivers View for collection with receipt options Flexible methods for fee collection <ul style="list-style-type: none"> Partial Fee collection and Penalties MIS received from bank received from bank daily regarding all fees related deposits made at the bank on that day. Reports for progress Student Ledgers Defaulters List
10	Procurement & Inventory	<ul style="list-style-type: none"> Automate the entire store activities of the institute Vendor quotation comparison <ul style="list-style-type: none"> Material return from departments or individuals Tracking return of

Sl. No.	Module Name	Module Features Overview	
		<ul style="list-style-type: none"> • Data Fields – Vendor Name, Date, Price Quoted • Upload scanned copy of quotations • Purchase orders. • Goods Inward Receipt. • Inspection. • Materials Receipt. • Adjustments • Material issued to department or individuals 	<ul style="list-style-type: none"> • returnable materials (that have gone out of the campus for say repair or maintenance) • Includes service contracts • Reports on need basis • Issuance of any items procured in departmental stores should also reflect in the central stores details.
11	E-Notice	<ul style="list-style-type: none"> • Name, Date, Price Quoted • Upload scanned copy of • Generation of notices. • Only selected user can view notice. • Notice preparation and approval done by only authorized users. • Material issued to department or individuals 	<ul style="list-style-type: none"> • The body of the notice can contain multiple attachments. • When the preparer will prepare the notice, then he/she can send the notice to selected staffs (as in the application) or can select a group as the receiver.
12	Library	<ul style="list-style-type: none"> • Book details • Details of subject, delivery modes, budget heads currency, authors, libraries, document approver, library user, publication, Edition • Details of voucher stages, voucher permission, Maximum booking 	<ul style="list-style-type: none"> • Details of taxes and duties • Details of budget head opening balance • Inter library loan facility • Assigning key word and author to edition • (OPAC): Open Public Access Cataloguing

Sl. No.	Module Name	Module Features Overview	
		<ul style="list-style-type: none"> • advance days facility • Periodicals details • Subscription of books and periodicals • Members & membership details • Book issue and book return. in a particular organization • Acquisition detail contains budget head transaction, indent, purchase order book receipt, inspection, material receipt, Edition key word 	<ul style="list-style-type: none"> • based searching • Fine, Terms and condition Management • Shelf Management
13	Events Management	<ul style="list-style-type: none"> • Data Fields- event, date, grant 	<ul style="list-style-type: none"> • File upload

The individual screen – wise functionalities of each module is detailed in Annexure 1.

The features will be customized / configured for DAV College for Girls and customization is expected to be limited to a period of 6 person/ months.

4.2 Activities

- Installation of base version at one server at DAV College for Girls, Yamuna Nagar
- Carrying out screen wise Gap Analysis at that location
- Customize the deployed software as mutually agreed upon by the management of DAV College for Girls and Kalingasoft during Gap Analysis
- Release of the customized solution & deployment of the customized solution at Yamuna Nagar
- Fixing of the bugs in software as pointed out by DAV College for Girls in the User Acceptance Testing (UAT) Report
- Documentation related to project Management
- Training & Application hand-holding to users of DAV College for Girls over a pre-determined period during the project life cycle

A detailed study of the project life cycle stages has been presented in Section 6.

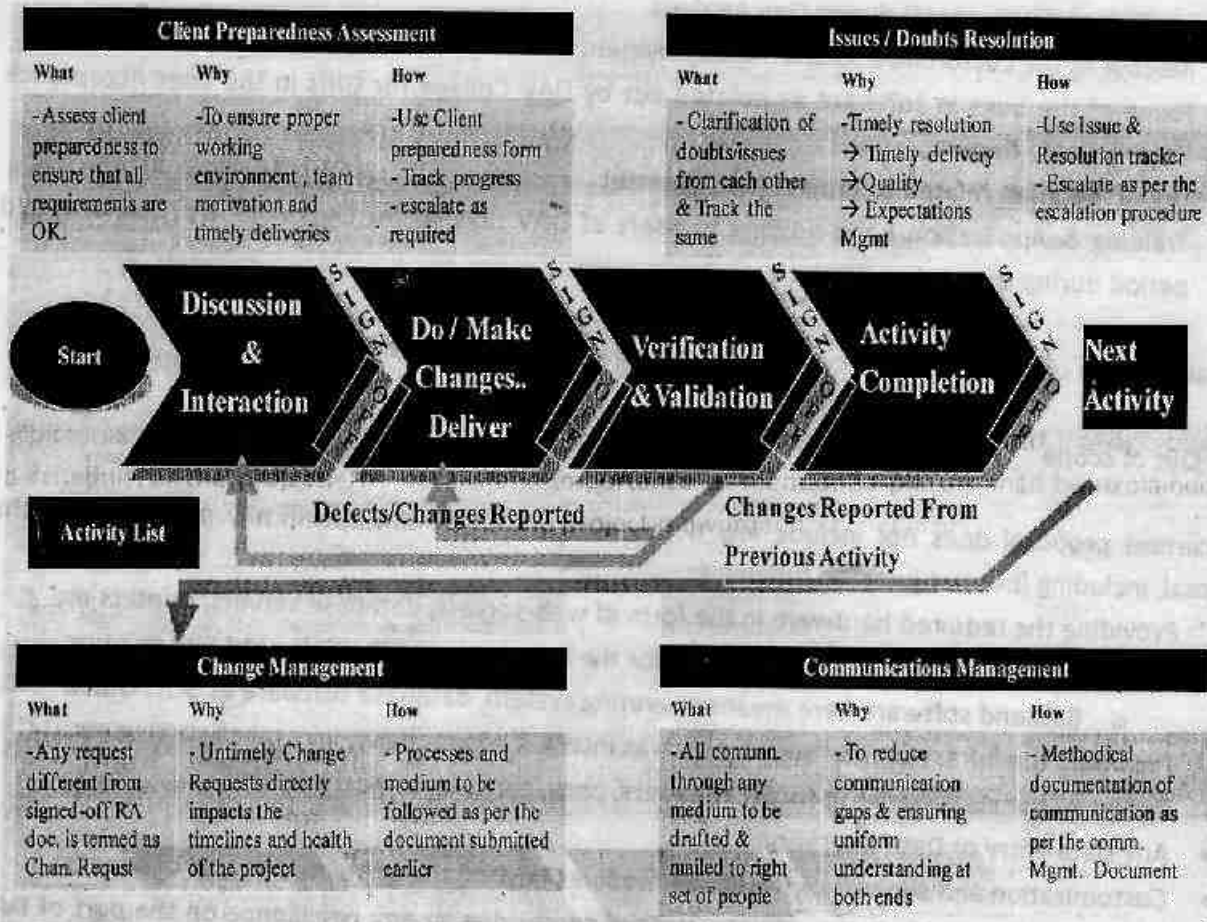
4.3 Out of scope

The current proposal does not include any deliverable or service not specifically mentioned in the proposal, including (but not just) the following:

- Providing the required hardware in the form of web-servers, database servers, printers etc
- Providing the backend software required for the functioning of the delivered ERP solution.
 - Backend software here means operating system, database software as SQL, Oracle, etc.
- Providing the infrastructural support such as internet connectivity, wires, networking etc.
- Providing the stationeries in forms of papers, pens, cartridges, markers etc.
- Any Data entry or Data Migration
- Customization and support of the above modules beyond the stipulated period of support.
- Application re-installation on the centralized server due to any negligence on the part of DAV College in taking regular back-ups, server crash due to virus attack/ Operating System malfunction/ any other reasons which are not application related.
- Any other thing not mentioned in "In scope" under sections 6.1

5 Project Approach

The pictorial representation below shall broadly illustrate the step-wise progress to manage quality and schedule of the project. The details and importance of mentioned phases shall be explained in detail during the kick-off presentation after the project is awarded to Kalingasoft.



6 Project Life Cycle Stages

The project approach has been arrived at after an overview of DAV College for Girls' requirements, based on our experience with other colleges of similar size and needs. This may change depending on a proper Requirement Analysis.

6.1 Project Life Cycle for Installation at Yamuna Nagar

Sl No	Phase	Activity	Approach	Deliverables
1	Base Version Installation	Installation of Base Version	Kalingasoft will install the base version of Greycells at Yamuna Nagar and will give demonstration of different modules of Greycells to designated module coordinators.	Base Version of Greycells
2	Gap Analysis for existing features & Requirement Analysis for new features	Change Request Consolidation	Kalingasoft will submit a Change Request Template (CRT) to DAV College for Girls and carry the Requirement Analysis of new features. The institute will circulate the Change Request Template to the nominated module coordinators; to be filled with the desired change requests and shall be submitted to the Project Coordinator. The entire GA activity is expected to last for 1 man month.	Change Request Template & Change Request Document
			Kalingasoft will collect the reported change requests from the designated Project Coordinator. A copy of this Change Request Document (CRD) shall be submitted to DAV College for Girls for verification of the accuracy of the laying down of the interaction. On approval of the document by the institute this will be the reference document for all phases of the project life cycle. Based on this document, the	No deliverables

SI No	Phase	Activity	Approach	Deliverables
			project team shall finalize the degree of customization required for this ERP solution. This document will also be the reference for detailed activity level project planning.	
		Gap Analysis/ Requirement Analysis Validation	Kalingasoft will study the Change Request Document and prepare a comprehensive Gap Analysis acceptance report and Requirement Analysis Document to the project team of DAV College for Girls for approval. They will review the Gap analysis and share its comments for suggestions / improvements. DAV College for Girls will complete this process and inform Kalingasoft of the changes within five calendar days.	Module wise Gap Analysis Document & Requirement Analysis Document
		Project Scheduling and Planning	Based on the Gap analysis, the exact man-hours of customization will be estimated and the precise staffing will be decided. On evaluation; if the customization efforts extend beyond the scheduled timelines; Kalingasoft will try to prioritize the identified requirements to meet effort estimates. For very significant deviations (even after prioritization), Kalingasoft will request for a discussion on cost increase or limiting the project scope based on DAV College for Girls priorities	Detailed activity level project milestones
3	Software Customization	Customization	Kalingasoft will customize the software as per the requirements of Gap Analysis Report and Requirement Analysis report. There shall be no violation of the Gap Analysis report	Customized Software

SI No	Phase	Activity	Approach	Deliverables
			either by DAV College for Girls or Kalingasoft without specific approval of the other part. Customization efforts will be limited to a period of 6 man - months.	
4	Software Deployment	Release of customized/ modified modules	Kalingasoft will release the customized modules at Yamuna Nagar. The order of modules to be released will be selected on completion of Gap Analysis / Requirement Analysis by Kalingasoft.	Release schedule of modules
		Deployment of Modified software	The modified software will be deployed on one Server of DAV College for Girls at Yamuna Nagar.	No deliverables
5	Implementation	User Acceptance testing	The module coordinators will conduct the user acceptance test (UAT). They will prepare a note of their observations pointing out the defects and share it with Kalingasoft. The UAT report to be submitted to Kalingasoft within 5 days from the date of release document.	No deliverables
		Master Data Entry	DAV College for Girls will enter the required master data for the modules to be functional. Kalingasoft may guide the data entry process and clarify any doubts during the project schedule. The guidance from Kalingasoft to be carried for the specified time frame of the project. The data entry will be carried out by DAV College for Girls along with other project activities.	Guideline for Data Entry

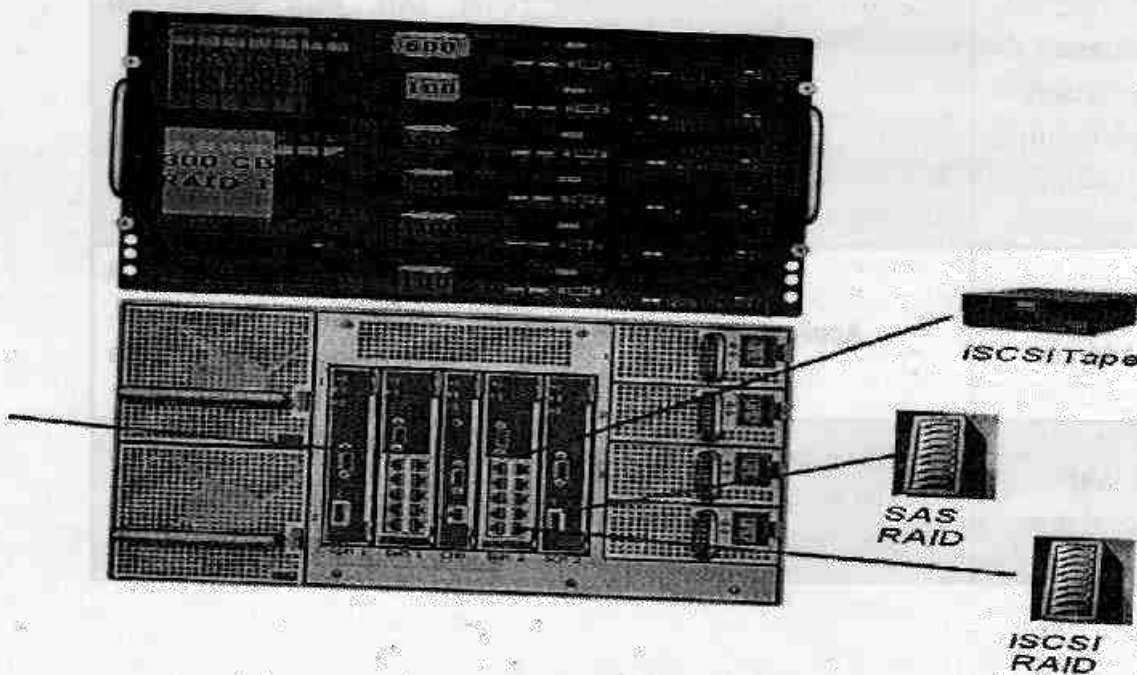
Sl No	Phase	Activity	Approach	Deliverables
6	Training	Training & Application Hand Holding Support	<p>Kalingasoft will provide training based on a 'Train the Trainer' approach to the designated coordinators from DAV College for Girls by holding a training workshop for functional representatives of the college. The duration of these workshops at Yamuna Nagar will be 1.5 man month.</p> <p>Any other training model suggested or mutually accepted at a later stage would bear an impact on the commercials of the project.</p>	User Training Schedule
7	Warranty & Support	Warranty, on-site & off-site support	After the complete installation of any module of the solution, Kalingasoft will provide, through remote support, a product warranty for the benefit of coordinators from DAV College for Girls for a period of 6 calendar months from the date of installation of the particular module.	

7 Hardware, Back-end Software & Bandwidth Recommendations

7.1 Representative Hardware Requirements

Sl. No	Particulars	Required for	Nos.	Specifications
1	HCL DCIB Servers	Web Servers / Application Server	1	HCL Datacenter in BOX High end server with Xeon processor, Redundant Power, RAID-5, Redundant NIC, 1000 MBPS Ethernet, Min. 2 Hot Swappable of approximately 72 GB, 2GB RAM
2		Database Servers	1 central database	HCL Datacenter in BOX High end server with Xeon processor, Redundant Power, RAID-5, Redundant NIC, 1000 MBPS Ethernet, Min. 2 Hot Swappable of approximately 72 GB, 2GB RAM
3		Back-up Server	1	HCL Datacenter in BOX low end server with Xeon processors, Redundant NIC, 1000 MBPS Ethernet, 1 GB RAM and Windows 2003 OS

VIEW OF DATACENTRE IN A BOX



Back-end Software

Sl. No	Software	Required on	Specifications
1	Operating System	Web Servers and Database Servers	Red Hat Linux / Windows 2003 Server Standard Edition
		Client Machines	Windows XP/ Linux
2	Browsers	Web Servers, Database Servers, Client Machines	Internet Explorer 5.0 or higher
3	Web Server Software	Web Servers	IBM WAS or Apache Tomcat
4	Database	Database Servers	IBM DB2 or Oracle 10g Express Edition
5	Security	Servers / Workstations	(Antivirus + Antispyware + AntiSpam + Firewall + Data Theft Protection) Recommended: Symantec end Point protection SEP 11
6	Internet Connectivity – bandwidth	Servers	When the solution is accessed over LAN, high speed LAN connectivity is required. When accessed over internet, redundant internet connectivity of high bandwidth would be required.
7	Global IP Address	Application Server	When accessed over internet, a real IP Address is recommended. Normally this comes with a leased line.
8	Web-Application	Database on database servers and the web-application executable on Web server	Based on the Java 5.0 EE, JSP 2.0, Servlet, Java Bean, Hessian, Struts and Spring Framework

7.2 - Bandwidth Requirements

Where the solution is accessed over LAN, high speed LAN connectivity is required. For all internal operations & users this would suffice.

For all other users i.e. parents, visitors, etc. who would access the solution over the internet, redundant internet connectivity of high bandwidth would be required on the server. For client machines, an internet connection with reasonable connectivity would suffice. In this case, a real IP Address on the server is recommended. Normally this comes with a leased line.

8 Assumptions

The project approach assumes that:

- The bulk of the customization will be carried out from the development center of Kalingasoft at Bhubaneswar to ensure quality control standards.
- DAV College for Girls will frame Project Teams for the College which includes Project Coordinator (SPOC) and Module coordinators, who will specify the requirement, interact with the development team during the course of Customization of the solution and participate in the training and project management. The Project Teams shall be nominated within seven days from the date of the order so that the work can start immediately.
- A team of dedicated staff members to monitor the progress of the project and provide support to Kalingasoft team on their visit to the campus for different planned activities
- DAV College for Girls will provide all necessary information regarding their operational processes, MIS infrastructure, numerical data, categories of operational dimensions viz. disciplines, sample forms/vouchers/ reports/registers, etc. and any other information required for understanding the operations to Kalingasoft
- DAV College for Girls will arrange all the necessary hardware including PCs, printers, server and back-end software for development, customization, testing and implementation of the modules/ solution
- No change or development will happen on agreed signed-off processes of the modules under the scope of the project after initiation of this project. This is to reduce the re-conciliation effort.
- DAV College for Girls will identify representatives from functional areas who will be responsible for supply of information, giving required sign-offs, clarification of issues etc.
- Change of functional representatives for any particular module during the course of the project should not any have any impact on the agreed processes earlier.
- Queries raised by Kalingasoft are clarified by DAV College for Girls in a reasonable period; generally within one business day.
- Required reviews/sign-offs will also be provided. Delay in response may affect the cost of project & delivery schedule.
- DAV College for Girls shall provide office space, sitting arrangements, PCs to the Kalingasoft team during their deployment at DAV College for Girls to carry the project activities.
- DAV College for Girls shall provide comfortable boarding, lodging and travel facilities for project team members for outstation travel out of Bhubaneswar
- DAV College for Girls shall provide remote login facility to the Kalingasoft team.
- **DAV College for Girls shall provide Internet and PC connectivity at guest house/residing place**

- DAV College for Girls will enter the required master data for the modules to be functional. Kalingasoft will guide the data entry process and clarify any doubts. The guidance from Kalingasoft to be carried for the specified time frame of the project. The data entry will be carried out by DAV College for Girls along with other project activities.
- All change requests should be sent in the given format over mail to all concerned to reduce communication gaps.
- Telephonic discussions and other meetings in context of the project (MOM) should be documented on either ends and mailed to all concerned.
- Any communication over mail would be considered as official communication and would be deemed to be accepted, if not reverted back within 2-3 working days.
- The deployment of the solution will be on one server only.
- Any change required in the gap analysis will be communicated to Kalingasoft within ten days from the date of submission of gap analysis report.
- No major change or customization shall be introduced on existing business processes once the gap analysis is validated.
- Any change in functionality/requirements during the life cycle of the project will have an adverse impact on the schedule and cost. Such changes will be tracked through mutually agreed **Change Management System**. In such case, Kalingasoft will raise an addendum to this MOU and further work will be taken up after written consent from DAV College for Girls.
- DAV College for Girls will provide a single point of contact to Kalingasoft (ideally a dedicated resource) who would be responsible for supply of information, obtaining required sign-offs, clarification of issues etc.
- Queries raised by Kalingasoft will be clarified by DAV College for Girls expeditiously, generally within one business day from the date of the query so that the project execution shall be as per the time schedule.
- Acceptance of software would imply that the functions are delivered as per Gap analysis report. Software will be deemed to be accepted by DAV College for Girls if Kalingasoft does not receive non-acceptance notice within 15 business days of date of software delivery.
- DAV College for Girls will provide the necessary resources including people, hardware and system software for User Acceptance Testing immediately after the delivery of the software.
- Any defect pointed out during User Acceptance Testing will be fixed by Kalingasoft provided the defect is pointed out in writing within a reasonable period of time (say, within fifteen business days from the date of the delivery of the software). A defect is defined as any deviation from the specification laid down in the Gap analysis report.

In case DAV College for Girls feels that the above-mentioned assumptions do not hold true, then project approach and other parts of the MOU may be indicated by DAV College for Girls before start of project.

9 Responsibilities

9.1 HCL Kalingasoft's Responsibilities

- Project Management
- Raise issues proactively
- Status reporting on weekly basis
- Documentation
- Installation of the modified/customized application software
- Fixing reported defects in time
- Maintain a tracker to keep track of the time consumed in each phase
- Raising timely invoices
- Carrying out the activities that are mentioned in the scope.

9.2 DAV College for Girls' Responsibilities

9.2.1 Top Management's responsibilities

- Facilitating the entire process by making quick decisions
- Choosing which location need be automated first
- Resolving escalated issues in time
- Providing office facilities to Kalingasoft team
- Identification of functional representatives, users for discussions on project related issues.
- Participation in status review meeting (on need basis)
- Timely payments as per the payment terms

9.2.2 Functional Representative's responsibilities

- Providing the user requirements with detailed documentation (Kalingasoft will provide the templates if required and the project team will assist in documentation as required)
- Providing all necessary information regarding DAV College for Girls 's functional processes, MIS infrastructure, operational procedures, categories of operational dimensions and any other information required for understanding the operations
- Giving required sign-offs of individual discussions, MOMs, other project related documents.

10 Status reporting and Escalation

10.1 Status Reporting

Project status will be reported on a fortnightly basis. Both Kalingasoft and DAV College for Girls will take up any issues raised in this promptly.

10.2 Escalations

- Kalingasoft will escalate issues in the following order, if they remain unresolved at the previous level.

LEVEL	UNRESOLVED FOR
Module Coordinators	2 days
Project Coordinator	4 days
Project Sponsor	6 days

- DAV College for Girls will escalate issues in the following order, if they remain unresolved at the previous level.

LEVEL	UNRESOLVED FOR
Team Leader	2 days
Project Manager	4 days
Account Manager	6 days

11 Project Staffing

Kalingasoft will have project team of 2 members including 1 Team Leader (combination of on-site and off-site on an as need basis. A Kalingasoft Team Leader typically handles 2 projects at any point in time) and 1 Consultant (mainly on-site).

Phase	Kalingasoft Members	DAV College for Girls Members
Gap Analysis Phase	<ul style="list-style-type: none"> 1 Team Leader (Off-site) 1 Consultant (On-site) 	<ul style="list-style-type: none"> Project Sponsor Project Coordinator Module Coordinators
Greycells Customization	<ul style="list-style-type: none"> 1 Team Leader (Off-site) 1 Consultant (Off-site) 	<ul style="list-style-type: none"> Project Coordinator Module Coordinators
Implementation & Application Hand Holding Support	<ul style="list-style-type: none"> 1 Team Leader (On/Off-site) 1 Consultant (On site) 	<ul style="list-style-type: none"> Project Coordinator Module Coordinators

HCL Kalingasoft's team members will have overall responsibilities for meeting the timelines as per the project schedules.

However, DAV College for Girls team members shall facilitate the entire process by ensuring availability of relevant data and resources (trainees, rooms, meeting fixtures) for timely implementation and training. The team members can also participate on the technical aspects, based on their personal interest and willingness. However, a high involvement in the technical matters is recommended as this would result in early ownership and easy adoption of the new system.

12 Project Timelines

The total project time estimated will be an estimated 5 – 6 calendar months from the date of initiation of Gap Analysis activities. The detailed project schedule will be provided, during project kick-off phase after understanding the exact nature of changes in different modules.

13 Commercials

Keeping under consideration the opportunity HCL Kalingasoft has to partner with a reputed and growing college like DAV College for Girls in its IT related development efforts put forth; Kalingasoft proposes the following commercials for DAV College for Girls subject to limitations of customizations as discussed.

13.1 Product & Support

The price points suggested for the implementation of Greycells & Data center in a BOX server is as below.

Sl. No.	Price Elements	Unit	Price/Unit (Rs.)	Qty	Price for DAVCG INR
Product Cost					
1	Product Cost	Module	31250	13	4,06,250
Service Cost					
1	Gap Analysis	Man - Months	1,25,000	1	1,25,000
2	Customization & Deployment Charges		1,25,000	6	7,50,000
3	Training & Hand Holding Support		1,25,000	1.5	1,87,500
Total Value for implementation (in Rs)					14,68,750

*Taxes extra as applicable (resent rate of tax on S/w: - 10.30% Service Tax & 4% Vat after adding Service Tax on total amount) 4% vat on hardware
Note: This above pricing includes:

- Product License Fee,
- Gap Analysis limited to 1 man month
- Customization & Deployment Charges:- 6 man - months of customization efforts
- 1.5 month of Training & Hand-Holding support to designated module coordinators
- 6 months warranty for debugging, if any from the date of deployment of respective modules at Yamuna Nagar.

DCIB v2.0 (2700MF) – Value Configuration (Lead time – 5-7 weeks)
Contains 3 Server Blades with 1* E5405 2GHz CPU
Intel 5000P Chipset
2*2GB FBDIMM Memory on each Blade
Expansion Slots: No PCI Slots
High Performance SFF SAS 10K 148 GB HDDs * 2 ; Upgradeable up to 14 HDDs for 42TB of Storage
Option for External USB based DVD Writer
Input - Output ports: Up to 2* 10 Port Gbe switches, 2* USB 2.0 ports per blade, up to 2* HS redundant Storage controller modules, 1* CMM with dedicated LAN Port for mgmt.
Network: 10 Port Gigabit Ethernet switch and 2 Gbe ports per Blade
Graphics: ATI E81000 Controller with 1GB
EU Form Factor
Management Features: USB Redirection, Serial Console Redirection, Virtual media redirection, Web based GUI Support, LED's display support for each component, Support Remote KVM over IP
Simplified Maintenance with Tool-less sliding rail kit for rack mounting
1000W * 2 PS supporting up to 3 Servers plus 1000W * 1 PS for redundancy
Supported OS: W2008 Std., RHEL 5.x
1- year on-site Warranty
Management made easy with Remote KVM over IP & Virtual Management Software
MDP - 4,93,261 INR

13.2 Professional Charges (as required)

- Additional customization charges for increase in scope beyond gap analysis or additional implementation delays because of delay in support / review / feedback from DAV College for Girls beyond the respective man-months projections, if any will be charged at Rs. 5000 per person – day.
 - As already mentioned, a Time Tracker sheet will be prepared to keep track of the man-months spent on each phase.
- Any additional training will be charged at Rs. 5000 per person – day.
- Additional application support beyond the project time lines at a later stage would be charged at Rs. 5000 per person day.
- AMC: Offsite AMC support with remote login shall be at 20% of the total project cost. This shall include debugging and available features upgrade as per product roadmap. Any other model of AMC may be frozen after further discussions.

13.3 Taxes as applicable (resent rate of tax on S/w: - 10.30% Service Tax & 4% Vat after adding Service Tax amount on total amount)

on	total	amount

on	total	amount

Payment terms

The following table illustrates the pricing framework for the project of implementation of Greycells to be employed for DAV College for Girls at Yamuna Nagar. Payment will be done on every 1st of every month based on **pro-rata as per completion of deliverables** (as calculated by the table below) by the 25th of the previous month as indicated by sign-offs received from different module coordinators. The payment is payable only through Cheque/Draft in favour of "HCL INFOSYSTEMS LIMITED." payable at CHANDIGARH. Gap Analysis will begin within 4 weeks from the receipt of the advance by Kalingasoft.

Sl. No.	Head	Deliverable	Amount Payable (% of Total Project Cost)
1	Mobilization Advance - Payable on Installation of the Base Version at Yamuna Nagar	CPU based perpetual license	50%
2	Gap Analysis / Requirement Analysis	Gap Analysis Report	10%
3.	Release post customization	Module-wise customized software	20 %
4.	Release post UAT linked modification	Module-wise modified software post UAT	-
5.	Implementation & Application hand Holding User Sign-off at Yamuna Nagar	Module-wise Module coordinator sign-off	20%
Total (%)			100%

14 Caveats

- The price is exclusive of any service or sales tax. These will be calculated as per of the rule of the land during the time of the payment.
- The priced quoted is for the software package only The price quoted does not include the costs of associated back end systems (e.g. hardware, LAN, server space, systems software, internet connectivity, and web IP address) required for the smooth operations of the system.
- The price quoted does not include the cost of data entry operators for entry of data, either master or transactional.
- **DAV College for Girls shall provide comfortable boarding, lodging and travel facilities for project team members for outstation travel out of Bhubaneswar**
- The pricing considers that DAV College for Girls will extend its full co-operation to ensure project completion within the project time-frame. HCL Kalingasoft reserves the right to request a revision of terms if project goes beyond envisaged time frame.
- In case delays in project execution are attributable to significant variation in requirements of processes in different wings of DAV College for Girls or in delays in receipt of requirement, feedback and unavailability of time of users for training then an additional Rs. 5000 per person-day is chargeable for the efforts expended by Kalingasoft beyond the envisaged project timeframe.
- Any increase in scope beyond the envisaged scope or time-line will be changed based on person-days rates of Rs. 5000 per man day.
- The pricing is for a single CPU/Server installation within the identified premises of DAV College for Girls, Yamuna Nagar, Haryana.

15 Critical Success Factors for the Project

- **Senior Administration & Project Coordinator role is critical. Role starts after awarding the project**
 - Inputs during process mapping of DAV College for Girls
 - Ensure people involvement as per project plans; and
 - Participation in Steering Committee meetings
- **All communications as regards to the project** (e.g. Change requests within the scope of work, Issues/Queries (weekly basis), Formats of documents (to be scanned or couriered), Status reports etc.) should be sent by email and should necessarily have the following person in the CC List of the email
 - Kalingasoft - Consultant deputed on site, Project & Account Manager (SPOC)
 - DAV College for Girls - SPOC, Module Coordinator, Principal/Director
- **Change requests without the scope of the work:** To be documented and raised to the senior management for approval as this would create an impact on timelines and commercials
- **Escalations:** In case no formal written communication is received within 7 days of any issue/change request/query being raised, the other party shall escalate the same via a separate e-mail.
- **All verbal communications** should be documented and mailed to all concerned.

16 Other Terms

16.1 Other terms & Conditions

- Post Go-Live and warranty; DAV College for Girls may sign up for onsite support/application hand-holding for additional 1 year, as per mentioned cost.
- Greycells license to DAV College for Girls would on the following terms a non-exclusive, worldwide, paid-up and irrevocable license, to use, execute, reproduce, display, perform, modify (including creating Derivative Works based on) and distribute copies of the software, but only for: the purpose of DAV College for Girls's receipt of the Services during the Term, and DAV College for Girls's and its Affiliate's sole benefit and exclusive use after termination or expiration in accordance with the terms of this Agreement
- The cost assumes that there will be no project delays because of non-availability requirements, feedback, and time for data entry and training from DAV College for Girls. Any increase in project efforts/timelines because of the same will be charged @ of benchmark p-month costs.
- The cost includes customization of Greycells to suite the DAV College for Girls requirements but assumes that there will be no enhancement of scope after gap analysis of modules or there will be no increase in the processes / sub-processes / modules than those envisaged / included in the MOU.

16.2 Legal Jurisdiction

In the event of disputes, the parties agree to resolve the same through direct dialogue and communications, failing which, the parties shall submit to mediation or arbitration proceedings pursuant to the laws and practices of the State of Orissa.

16.3 Non-Hiring

DAV College for Girls will not hire directly/indirectly any employee of HCL Kalingasoft during the period of engagement and until 5 years from the end date of engagement with Kalingasoft.

16.4 Rights

HCL Kalingasoft will be and remain the sole owner of all legal rights including copyrights over all artifacts produced by the Kalingasoft team, including but not limited to, source codes, designs, database structures, process methodologies and any other document/intellectual property produced during the course of the engagement with DAV College for Girls.

16.5 Validity Period

The project commercials mentioned are based on a basic pricing framework and are valid for a period of 15 days from the date mentioned in the proposal.

**STAFF ANNUAL DUTY LIST
FOR THE SESSION 2013-14**

Sr. no.	Name of Duties	Name of Lectures
1	Staff Secretary	Dr. Abha Khetarpal
2	Prospectus Incharge	Convener : Dr. Vineet Member : Dr. Shashi Sharma
3	Time-Table Incharge	Dr. Ms. Manju Khanna Mrs. Sangeeta Goel
4	Student-aid Fund, fee-concession	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Member : Ms. Santosh
5	Scholarship to Students	Incharge : Mrs. Anjana Arora Mrs. Sangeeta Goel
6	Admission Committee	Registrar : Mrs. Sangeeta Goel Members-I : Mrs. Suman Makkar : Mr. Sanjay Member-II (ERP): Mr. Sanjay Bhardwaj : Mr. Gulshan : Mr. Gagan : Mrs. Sushma Sharma : Mrs. Ruchi : Ms. Manika : Ms. Ruby : Ms. Mamta Thapar
7	College Bus Incharge	Mrs. Anjana Arora Dr. Shashi Sharma ERP – Mr. Gulshan Nanda
8	Duty Leave Register (Computer feeding and file maintenance of the Performa)	Mr. Anand
9	Function Register (External & Internal)	Dr. Nitasha Bajaj (Text) Mrs. Guneet (Text) Photograph – Mr. Parmesh
10	Cultural Council	Patron : Dr. Sushma Arya Convener : Dr. Mrs. Neeta Dwivedi : Dr. Ravi Gautam Members : Dr. Gursharan Mr. Vikas Ms. Santosh Ms. Ranjana Helper : Mr. Mukesh Mr. Rajkumar
11	Prizes and Certificates (a) Preparing and displaying list, purchase of prizes and its distribution (b) Collecting name of the	Convener : Mrs. Shalini Chhabra (a) Mrs. Dolly Lamba Ms. Nandini Ms. Khushboo (b) Dr. Vibha Gupta

	students and follow up	Mrs. Anjana Arora Dr. Neeta Dwivedi
12	Sports Council & Prize Committee (Sports)	Patron : Dr. Sushma Arya Convener : Dr. Vibha Gupta Members : Arts : Dr. Divya Dr. Kiran Sharma Dr. Seema Mahajan Dr. Asha Bajaj Ms. Geeta Ms. Harjeet Science Dr. Ravi Bathla Commerce Mrs. Nishi Mrs. Meenu Gulati PG Dr. Anuja
13	Bursar	Mrs. Nishi Grover
14	Religious Classes	Convener : Dr. Kiran Sharma Dr. Asha Bajaj Dr. Deepika
15	Environment Classes	Convener : Dr. Sunita Kaushik Member : New Hands (Botany & Zoology)
16	(a) College Magazine	Chief Editors : Dr. Sudha Chugh Mrs. Guneet Dr. Nitasha Bajaj Editors of Various Sections : Hindi : Dr. Kiran Sharma Dr. Deepika Ghai Mass Comm. : Ms. Sukhjeet Yoga : Ms. Anuja English : Dr. Nitasha Bajaj Sanskrit : Dr. Divya Tripathi Punjabi : Dr. Gursharan Kaur Science : Dr. Rachna Soni Dr. Neena Bajaj Commerce : Dr. Meenakshi Mrs. Vivek
	(b) Research Journals :- General Journal of the college	Chief Editor : Dr. Divya Tripathi Editorial Board : Dr. Abha Khetarpal Mrs. Kanchan Khanna
17	Information Officer	Ms. Santosh
18	Hawan Incharge	Dr. Vishav Prabha Mrs. Sangeeta Goel
19	Canteen Incharge	Dr. Abha Khetarpal

		Dr. Surinder Kaur Mrs. Shalini Chhabra
20	Women Cell	Convener : Mrs. Vivek Co-Convener : Dr. Surinder Kaur Members : Dr. Rachna Soni Dr. Sunita Kaushik Ms. Geeta Sharma Mrs. Saloni Mrs. Pooja Sindwani Mrs. Shikha Ms. Manmeet
21	Spot Evaluation	Dr. Meenu Jain Mr. Anand
22	NSS	Dr. Gursharan Kaur Mrs. Bhawna Sethi
23	NCC	Ms. Geeta Sharma Assisted by Mrs. Shikha
24	Discipline duties to be given to staff	Mrs. Anita Moudgil Dr. Meenakshi Saini
25	Guidance & Counselling Cell/ Placement Cell	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Ruchi Ms. Manika
26	English Faculty Room Incharge & Common Room Incharge	Dr. Shashi Sharma Ms. Tamanna
27	(a) Purchase of new furniture & repair of old furniture	Conveners : Mr. Bhupinder Singh
	(b) Wood Work in College	Mr. Bhupinder Singh
28	Purchase of Electrical goods and repair Works	Mrs. Monica Sharma Mr. Bhupinder Singh Store Incharge Mr. Balwinder
29	Purchase Committee (a) Science	Dr. Manju Khanna Dr. Ravi Bathla Dr. Sunita Kaushik Mrs. Anjana Arora Dr. Rachna Soni
	(b) Purchase Committee Computers	Mr. Sanjay Bhardwaj Mrs. Sushma Sharma Mr. Anil Mr. Gulshan Mr. Gagan
30	(a) Incharges	

	(i) Civil Works	Mrs. Sangeeta Mr. Bhupinder Mr. Gulshan
	(ii) Black Boards and Display Boards	Dr. Manju Khanna Mrs. Sangeeta Goel
	(b) Annual Report	English : Mrs. Vineet Hindi : Dr. Vishav Prabha Dr. Deepika Ghai
31	Alumni Performa, Feed Back and Security- 3 rd Year	Arts : Mrs. Anita Moudgil Dr. Kiran Sharma Dr. Shashi Sharma Mrs. Rita Singh Dr. Asha Bajaj Science : Mrs. Anjana Arora Commerce : Dr. Surinder Kaur Dr. Meenakshi
32	(a) Incharges (Practical Exam -Annual)	Dr. Ravi Bathla Dr. Urmil Rana Dr. Rachna Soni
	(b) Incharge (Making Practical Groups of Science Faculty)	Dr. Ravi Bathla Dr. Urmil Rana
33	Incharge EPA BX -College & Hostel	Mr. Gulshan Mr. Bhupinder Singh Mr. Anand Mrs. Anjana (Warden)
34	Formation of Academic Calendar of the College	Patron : Dr. Ms. Sushma Arya Convenor : Dr. Urmil Rana Members : Mrs. Shalini Chhabra Mrs. Sangeeta Goel Dr. Neeta Dwivedi Dr. Neena Bajaj
35	Standing Advisory Committee	Patron : Dr. Ms. Sushma Arya Convenor : Mrs. Sangeeta Goel Member : Dr. Vibha Gupta Dr. Manju Khanna Dr. Urmil Rana Mrs. Anita Moudgil

		Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Mrs. Rita Singh Mr. Sanjay Bhardwaj
36	Planning Board	Patron : Dr. Ms. Sushma Arya Convener : Dr. Manju Khanna Members : Dr. Urmil Rana Dr. Abha Khetarpal Mrs. Shalini Chhabra Dr. Surinder Kaur Dr. Rachna Soni Dr. Neena Bajaj Mr. Sanjay Bhardwaj
37	UGC Cell	Patron : Dr. Ms. Sushma Arya Convener : Dr. Manju Khanna Members : Dr. Sunita Kaushik Dr. Rita Singh Dr. Meenakshi Mrs. Sangeeta Goel Mrs. Vivek Mr. Sanjay Bhardwaj Mr. Malkit Singh Mr. Gulshan
38	Board of Student Council	Patron : Dr. Ms. Sushma Arya Convener : Dr. Kiran Sharma Election Incharge: Dr. Urmil : Dr. Neena Bajaj Members : Arts : Dr. Divya Tripathi : Dr. Vishav Prabha : Dr. Meenu Jain Dr. Asha Bajaj Science & : Dr. Sunita Kaushik Computers : Dr. Ravi Bathla Mrs. Ruchi Commerce : Mrs. Nishi : Mrs. Monika Sharma
39	Prayer Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Members : Dr. Vishav Prabha Dr. Neeta Dwiedi Mrs. Sangeeta Goel Dr. Seema Mahajan Mrs. Vivek Mrs. Bhawna Sethi

		Ms. Geeta Sharma Dr. Gursharan Mr. Bhupinder Singh (At the back gate) and Members of Executive Council
40	Academic Council	Patron : Dr. Sushma Arya Convener : Mrs. Anita Moudgil Co-Convener: Dr. Ravi Bathla Members : Arts : Incharge : Mrs. Anjana Arora Members : Mrs. Rita Singh Mrs. Lovely Dr. Deepika Commerce : Member : Mr. Manoj Gaba Ms. Manjot Science & Computers Incharge : Dr. Sunita Kaushik Members : Dr. Rachna Soni Ms. Manika Sethi PG Classes : Ms. Neeru Kang
41	Formation of Club and Committees	Patron : Dr. Sushma Arya
(a)	Youth Club	Convener : Dr. Nitasha Bajaj Co-Convener: Mrs. Dolly Lamba Ms. Akanksha Gogia Members : Mrs. Guneet Ms. Ritu (Commerce) Ms. Ritika (Commerce)
(b)	Eco Club	Convener : Dr. Sunita Kaushik Members : Dr. Urmil Rana Dr. Neena Bajaj New Hands of Botany & Zoology
(c)	D.A.V. Phulwari	Convener : Dr. Ms Neena Bajaj Members : Dr. Sunita Kaushik New Hands of Biotech & IMB, Bio- informatics + Students of Botany & Zoology
(d)	Rotaract Club	Convener : Dr. Abha Khetarpal Mrs. Rati puri Ms. Kamna Ms. Garima Mrs. Ravinder
(e)	Red Ribbon Club	Convener : Dr. Seema Mahajan Members : Dr. Ravi Bathla

		Mrs. Rita Singh Mrs. Monica Ms. Lovely Ms. Priyanka
(f)	Tour & Trips	Dr. Meenakshi Saini Dr. Neena Bajaj
(f)	Committee for the selection of 'Miss D.A.V.'	Convener : Dr. Meenakshi Saini Members : Dr. Vibha Gupta Dr. Urmil Rana Mrs. Anjana Arora Dr. Vishav Prabha Mrs. Shalini Chhabra Dr. Neeta Dwivedi
42	Internal Quality Assurance Cell (IQAC)	Patron : Dr. Ms. Sushma Arya Co-ordinator: Mrs. Sangeeta Goel Members : Dr. Manju Khanna Dr. Urmil Rana Dr. Surinder Kaur Mrs. Anita Moudgil Dr. Neena Bajaj Mrs. Shalini Chhabra Dr. Seema Mahajan Mr. Sanjay Bhardwaj
43	Tutorial Board	Conveners & Coordinators : (Faculty wise) Science : Dr. Sunita Kaushik-Medical- Convener Dr. Neena Bajaj - Medical -Coordinator Mrs. Anjana Arora– Non-Medical - Convener Mrs. Kanika - Non-Medical-Coordinator Computers : Dr. Rachna Soni - Convener Ms. Manika - Coordinator Commerce : Dr. Surinder Kaur - Convener Ms. Saloni - Coordinator Arts : Dr. Meenu Jain - Convener Mrs. Shalini Chhabra - Convener Dr. Kiran Sharma - Convener Mr. Kapil Batra - Coordinator
44	Formation of Alumni	Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Prabha Members : Dr. Urmil Rana Dr. Rachna Soni Mrs. Rita Singh Mrs. Sangeeta Goel Dr. Seema Sethi Mrs. Vivek

		Dr. Deepika Ghai
45	Hostel Committee	Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Mohini Members : Dr. Vibha Gupta Dr. Abha Khetarpal Mrs. Anjana Arora Dr. Surinder Kaur Dr. Seema Mahajan Dr. Meenakshi Saini Ms. Santosh Mrs. Anjana (Warden) Ms. Suman Ms. Sushma (Nurse)
	Purchase Committee (Hostel)	Convener : Mrs. Anjana (Warden) Members : Dr. Vishav Mohini Ms Santosh Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh
46	Library Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Geeta Member : Dr. Manju Khanna Dr. Sudha Chugh Dr. Urmil Rana Dr. Vishav Prabha Dr. Surinder Kaur Dr. Neena Bajaj Mrs. Anjana Arora Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj
47	SC, ST, OBC & Minority Coaching	Incharge : Coaching for NET, SET: Mr. Malkit Singh Entry into Services : Dr. Meenakshi Saini Remedial Coaching : Mrs. Vivek
48	a) ERP Implementation and Wi-fi implementation committee	Patron : Dr. Ms. Sushma Arya Convener : Mr. Sanjay Bhardwaj Members : Ms. Santosh Mrs. Sushma Sharma Mr. Gulshan Mr. Gagan Mr. Anil
	b) Computer and OHP Purchase Committee	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Sushma Sharma Mr. Gulshan Mr. Gagan
49	Incharge Convocation	Dr. Manju Khanna Mrs. Sangeeta Goel

50	Incharge issuing of Spirit for Practicals	Dr. Urmil Rana
51	Hostel Construction & Repair Committee	Patron : Dr. Sushma Arya Convener : Mrs. Anjana (Warden) Members : Dr. Vishav Mohini Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh
52	Parents-Teachers Association (PTA)	Patron : Dr. Sushma Arya Overall Incharge: Dr. Rachna Soni Conveners : Arts : Mrs. Rita Singh Commerce : Dr. Surinder Kaur Science : Dr. Ravi Bathla Computers : Dr. Rachna Soni 10 Parents each from the faculties of Arts, Commerce, Science & Computers.
53	Anti-Ragging Committee & Anti - Ragging Squad	Patron : Dr. Sushma Arya Overall Incharge : Dr. Rachna Soni CONVENERS : Commerce : Dr. Meenakshi Saini Mr. Manoj Gaba Science : Dr. Sunita Kaushik Arts : Dr. Vishav Prabha Computers : Dr. Rachna Soni Members : College Faculty : (Teaching & Non-Teaching) Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj Mr. Gulshan Mr. Gagan 1 Parent each from the faculty of Arts, Science, Commerce & Computers
54	Grievance Redressel Cell	Principal : Dr. Sushma Arya Staff Secretary : Dr. Abha Khetarpal Registrar : Mrs. Sangeeta Goel Bursar : Mrs. Nishi Grover Hostel Warden : Mrs. Anjana (Warden) Inch. Student Council: Dr. Kiran Sharma Library Incharge : Mrs. Geeta Members : Dr. Surnider : Mr. Gulshan : Mr. Gagan
55	Personal Counselling Cell	Mrs. Nandini

56	Life Style Club	Patron : Dr. Sushma Arya Convener : Mrs. Dolly Lamba Members : Mrs. Guneet Dr. Nitasha Mrs. Rati Puri Mr. Vikas Walia
57	Nodal Officer (Preparing Voter ID Cards of Students)	Convenor : Dr. Kiran Sharma Co-Convenors : Dr. Meenu Jain (For attending meetings at DC Office) Members : Dr. Asha Bajaj Mrs. Lovely (ERP)
58	Ambassador (Nominated by DC Office)	Dr. Bhawna Sethi
59.	Composition of Sexual Harassment Cell Student Representatives Commerce : UG PG Science : UG PG Arts : UG PG	Patron : Dr. Sushma Arya Convenor : Dr. Vishavmohini Co-ordinator : Dr. Surinder Kaur Members : Dr. Abha Khetarpal Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Ms. Laurel, B.Com-II (Gen.) Ms. Himani, M.Com (P) Ms. Davinder, BCA-III Ms. Vinto, M.Sc.-I Ms. Sapna, B.A.-III Ms. Simarpreet, M.A. (English) Final

CLEANLINESS DUTY 2013-2014

1.	General Maintenance of the College & Cleanliness	Patron : Dr. Ms. Sushma Arya Convener: Dr. Abha Khetarpal Assisted By: Mr. Bhupinder Singh
2.	Incharges of Floors & Blocks (Please register your complain online)	Incharges to inform the Lab Attendants and Class IV Employees on duty with them.
(i)	Ground Floor Convenor : Dr. Seema Mahajan Co-Convenor: Mrs. Meenu Gulati Mr. Manoj Gaba	<u>Lab. Attendants and Class-IV Employees</u> 1. <u>Mr. Rajesh Kumar</u> ➤ Cleaning of Basement ➤ Ground Floor ➤ Basket Ball Court ➤ Parking Area ➤ Backside of Commerce Block ➤ Canteen Front ➤ 3 rd Gate ➤ Water Cooler Area near Canteen ➤ Gali Back Side ➤ Canteen ➤ Common Room ➤ New Cosmetology Lab and Lift ➤ Generator shed & guard room ➤ Toilets for students and staff (on ground floor of commerce block and near 3rd gate) ➤ Dusting - Mr. Anil Kumar (Commerce Block, L-type of New Building, Smart Class Rooms, Ground Floor.
(ii)	Ground Floor Convenor : Dr. Vishav Prabha Co-Convenor: Dr. Divya Tripathi Mrs. Lovely	<u>Mr. Ramesh Kumar</u> ➤ Cleaning of Main gate inside & outside ➤ Administrative Office ➤ Principal's Office ➤ Reception ➤ Hall ➤ Passage at the back of the hall ➤ Conference Room 1 & 2 ➤ Staff Room ➤ Ground ➤ 2 nd Gate ➤ Generator Room ➤ Class Rooms from 1 to 9 ➤ Guard Room at Gate No. 1 & 2 ➤ Dusting Duty – Mr. Sanjeev Kumar Mr. Prem ➤ - Administrative Officer ➤ - Principal's Office ➤ - Reception ➤ Dusting Duty - Mr. Jugal Kishore Mr. Sanjeev Kumar ➤ - A.V. Room Hall, Reception & R. No. 1-9 and Staff Room (English) Mr. Balwinder will switch on the water cooler near canteen at 8.00 am and switch it off at 3.00 pm.

(iii)	<p>Ist Floor Convenor : Dr. Urmil Rana Co-Convenor: Dr. Meenakshi Saini Ms. Saloni</p>	<p>1. <u>Mr. Kiranpal</u> ➤ Cleaning of Old academic building 1st floor – Library, Computer Labs, IMB Labs, Chemistry Labs, Water Drinking Area ➤ Class Room Nos. 10 & 12 ➤ Stairs till ground floor ➤ Faculty Room of Commerce (Dusting Duty Ms. Neelam) ➤ Dusting Duty Library- Attendants of Library a) 1st Floor – Labs, One Class Room and Commerce Block & L- Type New Building and all class rooms of commerce----Mr.Balwinder b) Old Computer Lab, Room No. 49 and faculty room of Commerce - dusting and filling of water camper - Mr. Parveen Kumar c) Basement & Vibha Mam’s Room and shooting range - Mr. Ram Sharan ➤ Mr. Mani Ram will check that all the doors of the college are properly locked on each floor before leaving.</p>
(iv)	<p>IInd Floor Convenor : Dr. Neena Bajaj Co-Convenor: Mrs. Shalini Chhabra Mrs. Nishi Grover Ms. Anju Bala New hand in Home Science Lab</p>	<p>1. <u>Mr. Sanjay</u> ➤ Cleaning of Botany Labs ➤ Psychology Labs ➤ Home Science Labs + Office ➤ Physics Labs ➤ Yoga Labs ➤ Naturopathy Labs ➤ Room No. 14 ➤ Passage upto Commerce Block ➤ Stairs from 2nd Floor to 1st Floor ➤ Dusting Duty – Mr. Anil Kumar - Maths faculty room, Stats Lab, Class Room 14 ➤ Dusting Duty – Mr. Raj Kumar - Room No. 31 to 36 & 53 to 55. ➤ Dusting Duty – Mr. Arvind - Psychology labs, Commerce Block (2nd Floor), Room No. 26 to 30 & Room No. 50 to 52 ➤ Mr. Gurnam – Physics Faculty Room (1st Floor), Physics Labs (1st Floor) & Dark Room ➤ Mr. Satbir – Physics Faculty Room (IInd Floor), Physics Lab (IInd Floor). ➤ Mrs. Sushila Devi – Botany Labs. ➤ Mrs. Preeti Devi – Home Science Lab. ➤ Mrs. Ruchika - Fashion Designing Labs & Faculty Room (Fashion Designing) Lock & Unlock will be checked by Mr. Mani Ram.</p>
(v)	<p>IIIrd Floor Convenor : Dr. Sunita Kaushik Co-Convenor: Ms. Neha Ms. Sonika</p>	<p>1. <u>Mr. Ravinder Kumar</u> ➤ Cleaning of Bio-Technology Labs ➤ Bio-Informatics Labs ➤ Zoology Labs ➤ Shooting Range ➤ Gym</p>

		<ul style="list-style-type: none"> ➤ New Computer Labs ➤ Faculty Room of Social Sciences ➤ Language Lab ➤ Dusting Duty – Shakti - Room Nos. 14 to 19 and rooms on Top Floor and labs on top floor. ➤ Dusting Duty - Mr. Raj Kumar - Faculty room of Mass Comm and faculty room of social sciences, Room No. 37-41 (1st Floor) and 3rd Floor - Commerce Block & L-type new building, rooms in mass comm. & yoga block (Old Polytechnic), top floor-economics faculty room, 2 class rooms. ➤ Dusting Duty - Mr. Mukesh – Women Study Centre, Yoga Dept., Naturopathy Labs, Gym, Room No. 47, 48. <p>Lock & Unlock will be checked by Mr. Mani Ram.</p>
vi)	<p>Ground Floor, Ist Floor, IInd Floor & IIIrd Floor Convenor : Dr. Neeta Dwivedi Co-Convenor: Dr. Anuja Mr. Vikas</p>	<ul style="list-style-type: none"> ➤ Mr. Balbir - Commerce Block and L-Type New Building (Ground Floor), Ist Floor Smart Class Room, Dance Room, Music Room, Students Toilets and Fine Arts Room. ➤ Mr. Shyam Lal – Old Polytechnic Block, Ground Floor to Top. ➤ Mr. Pintu- Cleaning of 2nd floor and 3rd floor of commerce block and L-type new building, all class rooms, corridor and toilets of students, staircase and smart class room. Dusting Duty – 42 to 46 Mrs. Seema. ➤ Dusting Duty - Mrs. Neelam - NCC Room, Class Rooms on Ground and 1st Floor of old polytechnic, seminar room of Commerce. ➤ Dusting Duty - Mrs. Sharda - Cosmetology Labs ➤ Dusting Duty - Mr. Arjun Prasad (Mali) - Faculty room of Nehru Studies Centre & Room No.

PRINCIPAL

**STAFF ANNUAL DUTY LIST
FOR THE SESSION 2013-14**

Sr. no.	Name of Duties	Name of Lectures
1	Staff Secretary	Dr. Abha Khetarpal
2	Prospectus Incharge	Convener : Dr. Vineet Member : Dr. Shashi Sharma
3	Time-Table Incharge	Dr. Ms. Manju Khanna Mrs. Sangeeta Goel
4	Student-aid Fund, fee-concession	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Member : Ms. Santosh
5	Scholarship to Students	Incharge : Mrs. Anjana Arora Mrs. Sangeeta Goel
6	Admission Committee	Registrar : Mrs. Sangeeta Goel Members-I : Mrs. Suman Makkar : Mr. Sanjay Member-II (ERP): Mr. Sanjay Bhardwaj : Mr. Gulshan : Mr. Gagan : Mrs. Sushma Sharma : Mrs. Ruchi : Ms. Manika : Ms. Ruby : Ms. Mamta Thapar
7	College Bus Incharge	Mrs. Anjana Arora Dr. Shashi Sharma ERP – Mr. Gulshan Nanda
8	Duty Leave Register (Computer feeding and file maintenance of the Performa)	Mr. Anand
9	Function Register (External & Internal)	Dr. Nitasha Bajaj (Text) Mrs. Guneet (Text) Photograph – Mr. Parmesh
10	Cultural Council	Patron : Dr. Sushma Arya Convener : Dr. Mrs. Neeta Dwivedi : Dr. Ravi Gautam Members : Dr. Gursharan Mr. Vikas Ms. Santosh Ms. Ranjana Helper : Mr. Mukesh Mr. Rajkumar
11	Prizes and Certificates (a) Preparing and displaying list, purchase of prizes and its distribution (b) Collecting name of the	Convener : Mrs. Shalini Chhabra (a) Mrs. Dolly Lamba Ms. Nandini Ms. Khushboo (b) Dr. Vibha Gupta

	students and follow up	Mrs. Anjana Arora Dr. Neeta Dwivedi
12	Sports Council & Prize Committee (Sports)	Patron : Dr. Sushma Arya Convener : Dr. Vibha Gupta Members : Arts : Dr. Divya Dr. Kiran Sharma Dr. Seema Mahajan Dr. Asha Bajaj Ms. Geeta Ms. Harjeet Science Dr. Ravi Bathla Commerce Mrs. Nishi Mrs. Meenu Gulati PG Dr. Anuja
13	Bursar	Mrs. Nishi Grover
14	Religious Classes	Convener : Dr. Kiran Sharma Dr. Asha Bajaj Dr. Deepika
15	Environment Classes	Convener : Dr. Sunita Kaushik Member : New Hands (Botany & Zoology)
16	(a) College Magazine	Chief Editors : Dr. Sudha Chugh Mrs. Guneet Dr. Nitasha Bajaj Editors of Various Sections : Hindi : Dr. Kiran Sharma Dr. Deepika Ghai Mass Comm. : Ms. Sukhjeet Yoga : Ms. Anuja English : Dr. Nitasha Bajaj Sanskrit : Dr. Divya Tripathi Punjabi : Dr. Gursharan Kaur Science : Dr. Rachna Soni Dr. Neena Bajaj Commerce : Dr. Meenakshi Mrs. Vivek
	(b) Research Journals :- General Journal of the college	Chief Editor : Dr. Divya Tripathi Editorial Board : Dr. Abha Khetarpal Mrs. Kanchan Khanna
17	Information Officer	Ms. Santosh
18	Hawan Incharge	Dr. Vishav Prabha Mrs. Sangeeta Goel
19	Canteen Incharge	Dr. Abha Khetarpal

		Dr. Surinder Kaur Mrs. Shalini Chhabra
20	Women Cell	Convener : Mrs. Vivek Co-Convener : Dr. Surinder Kaur Members : Dr. Rachna Soni Dr. Sunita Kaushik Ms. Geeta Sharma Mrs. Saloni Mrs. Pooja Sindwani Mrs. Shikha Ms. Manmeet
21	Spot Evaluation	Dr. Meenu Jain Mr. Anand
22	NSS	Dr. Gursharan Kaur Mrs. Bhawna Sethi
23	NCC	Ms. Geeta Sharma Assisted by Mrs. Shikha
24	Discipline duties to be given to staff	Mrs. Anita Moudgil Dr. Meenakshi Saini
25	Guidance & Counselling Cell/ Placement Cell	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Ruchi Ms. Manika
26	English Faculty Room Incharge & Common Room Incharge	Dr. Shashi Sharma Ms. Tamanna
27	(a) Purchase of new furniture & repair of old furniture	Conveners : Mr. Bhupinder Singh
	(b) Wood Work in College	Mr. Bhupinder Singh
28	Purchase of Electrical goods and repair Works	Mrs. Monica Sharma Mr. Bhupinder Singh Store Incharge Mr. Balwinder
29	Purchase Committee (a) Science	Dr. Manju Khanna Dr. Ravi Bathla Dr. Sunita Kaushik Mrs. Anjana Arora Dr. Rachna Soni
	(b) Purchase Committee Computers	Mr. Sanjay Bhardwaj Mrs. Sushma Sharma Mr. Anil Mr. Gulshan Mr. Gagan
30	(a) Incharges	

	(i) Civil Works	Mrs. Sangeeta Mr. Bhupinder Mr. Gulshan
	(ii) Black Boards and Display Boards	Dr. Manju Khanna Mrs. Sangeeta Goel
	(b) Annual Report	English : Mrs. Vineet Hindi : Dr. Vishav Prabha Dr. Deepika Ghai
31	Alumni Performa, Feed Back and Security- 3 rd Year	Arts : Mrs. Anita Moudgil Dr. Kiran Sharma Dr. Shashi Sharma Mrs. Rita Singh Dr. Asha Bajaj Science : Mrs. Anjana Arora Commerce : Dr. Surinder Kaur Dr. Meenakshi
32	(a) Incharges (Practical Exam -Annual)	Dr. Ravi Bathla Dr. Urmil Rana Dr. Rachna Soni
	(b) Incharge (Making Practical Groups of Science Faculty)	Dr. Ravi Bathla Dr. Urmil Rana
33	Incharge EPA BX -College & Hostel	Mr. Gulshan Mr. Bhupinder Singh Mr. Anand Mrs. Anjana (Warden)
34	Formation of Academic Calendar of the College	Patron : Dr. Ms. Sushma Arya Convenor : Dr. Urmil Rana Members : Mrs. Shalini Chhabra Mrs. Sangeeta Goel Dr. Neeta Dwivedi Dr. Neena Bajaj
35	Standing Advisory Committee	Patron : Dr. Ms. Sushma Arya Convenor : Mrs. Sangeeta Goel Member : Dr. Vibha Gupta Dr. Manju Khanna Dr. Urmil Rana Mrs. Anita Moudgil

		Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Mrs. Rita Singh Mr. Sanjay Bhardwaj
36	Planning Board	Patron : Dr. Ms. Sushma Arya Convener : Dr. Manju Khanna Members : Dr. Urmil Rana Dr. Abha Khetarpal Mrs. Shalini Chhabra Dr. Surinder Kaur Dr. Rachna Soni Dr. Neena Bajaj Mr. Sanjay Bhardwaj
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38	Board of Student Council	Patron : Dr. Ms. Sushma Arya Convener : Dr. Kiran Sharma Election Incharge: Dr. Urmil : Dr. Neena Bajaj Members : Arts : Dr. Divya Tripathi : Dr. Vishav Prabha : Dr. Meenu Jain Dr. Asha Bajaj Science & : Dr. Sunita Kaushik Computers : Dr. Ravi Bathla Mrs. Ruchi Commerce : Mrs. Nishi : Mrs. Monika Sharma
39	Prayer Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Members : Dr. Vishav Prabha Dr. Neeta Dwiedi Mrs. Sangeeta Goel Dr. Seema Mahajan Mrs. Vivek Mrs. Bhawna Sethi

		Ms. Geeta Sharma Dr. Gursharan Mr. Bhupinder Singh (At the back gate) and Members of Executive Council
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(b)	Eco Club	Convener : Dr. Sunita Kaushik Members : Dr. Urmil Rana Dr. Neena Bajaj New Hands of Botany & Zoology
(c)	D.A.V. Phulwari	Convener : Dr. Ms Neena Bajaj Members : Dr. Sunita Kaushik New Hands of Biotech & IMB, Bio- informatics + Students of Botany & Zoology
(d)	Rotaract Club	Convener : Dr. Abha Khetarpal Mrs. Rati puri Ms. Kamna Ms. Garima Mrs. Ravinder
(e)	Red Ribbon Club	Convener : Dr. Seema Mahajan Members : Dr. Ravi Bathla

		<p>Mrs. Rita Singh Mrs. Monica Ms. Lovely Ms. Priyanka</p>
(f)	Tour & Trips	<p>Dr. Meenakshi Saini Dr. Neena Bajaj</p>
(f)	Committee for the selection of 'Miss D.A.V.'	<p>Convener : Dr. Meenakshi Saini Members : Dr. Vibha Gupta Dr. Urmil Rana Mrs. Anjana Arora Dr. Vishav Prabha Mrs. Shalini Chhabra Dr. Neeta Dwivedi</p>
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		Dr. Deepika Ghai
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52	Parents-Teachers Association (PTA)	Patron : Dr. Sushma Arya Overall Incharge: Dr. Rachna Soni Conveners : Arts : Mrs. Rita Singh Commerce : Dr. Surinder Kaur Science : Dr. Ravi Bathla Computers : Dr. Rachna Soni 10 Parents each from the faculties of Arts, Commerce, Science & Computers.
53	Anti-Ragging Committee & Anti - Ragging Squad	Patron : Dr. Sushma Arya Overall Incharge : Dr. Rachna Soni CONVENERS : Commerce : Dr. Meenakshi Saini Mr. Manoj Gaba Science : Dr. Sunita Kaushik Arts : Dr. Vishav Prabha Computers : Dr. Rachna Soni Members : College Faculty : (Teaching & Non-Teaching) Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj Mr. Gulshan Mr. Gagan 1 Parent each from the faculty of Arts, Science, Commerce & Computers
54	Grievance Redressel Cell	Principal : Dr. Sushma Arya Staff Secretary : Dr. Abha Khetarpal Registrar : Mrs. Sangeeta Goel Bursar : Mrs. Nishi Grover Hostel Warden : Mrs. Anjana (Warden) Inch. Student Council: Dr. Kiran Sharma Library Incharge : Mrs. Geeta Members : Dr. Surnider : Mr. Gulshan : Mr. Gagan
55	Personal Counselling Cell	Mrs. Nandini

56	Life Style Club	Patron : Dr. Sushma Arya Convener : Mrs. Dolly Lamba Members : Mrs. Guneet Dr. Nitasha Mrs. Rati Puri Mr. Vikas Walia
57	Nodal Officer (Preparing Voter ID Cards of Students)	Convenor : Dr. Kiran Sharma Co-Convenors : Dr. Meenu Jain (For attending meetings at DC Office) Members : Dr. Asha Bajaj Mrs. Lovely (ERP)
58	Ambassador (Nominated by DC Office)	Dr. Bhawna Sethi
59.	Composition of Sexual Harassment Cell Student Representatives Commerce : UG PG Science : UG PG Arts : UG PG	Patron : Dr. Sushma Arya Convenor : Dr. Vishavmohini Co-ordinator : Dr. Surinder Kaur Members : Dr. Abha Khetarpal Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Ms. Laurel, B.Com-II (Gen.) Ms. Himani, M.Com (P) Ms. Davinder, BCA-III Ms. Vinto, M.Sc.-I Ms. Sapna, B.A.-III Ms. Simarpreet, M.A. (English) Final

CLEANLINESS DUTY 2013-2014

1.	General Maintenance of the College & Cleanliness	Patron : Dr. Ms. Sushma Arya Convener: Dr. Abha Khetarpal Assisted By: Mr. Bhupinder Singh
2.	Incharges of Floors & Blocks (Please register your complain online)	Incharges to inform the Lab Attendants and Class IV Employees on duty with them.
(i)	Ground Floor Convenor : Dr. Seema Mahajan Co-Convenor: Mrs. Meenu Gulati Mr. Manoj Gaba	<u>Lab. Attendants and Class-IV Employees</u> 1. <u>Mr. Rajesh Kumar</u> ➤ Cleaning of Basement ➤ Ground Floor ➤ Basket Ball Court ➤ Parking Area ➤ Backside of Commerce Block ➤ Canteen Front ➤ 3 rd Gate ➤ Water Cooler Area near Canteen ➤ Gali Back Side ➤ Canteen ➤ Common Room ➤ New Cosmetology Lab and Lift ➤ Generator shed & guard room ➤ Toilets for students and staff (on ground floor of commerce block and near 3rd gate) ➤ Dusting - Mr. Anil Kumar (Commerce Block, L-type of New Building, Smart Class Rooms, Ground Floor.
(ii)	Ground Floor Convenor : Dr. Vishav Prabha Co-Convenor: Dr. Divya Tripathi Mrs. Lovely	<u>Mr. Ramesh Kumar</u> ➤ Cleaning of Main gate inside & outside ➤ Administrative Office ➤ Principal's Office ➤ Reception ➤ Hall ➤ Passage at the back of the hall ➤ Conference Room 1 & 2 ➤ Staff Room ➤ Ground ➤ 2 nd Gate ➤ Generator Room ➤ Class Rooms from 1 to 9 ➤ Guard Room at Gate No. 1 & 2 ➤ Dusting Duty – Mr. Sanjeev Kumar Mr. Prem ➤ - Administrative Officer ➤ - Principal's Office ➤ - Reception ➤ Dusting Duty - Mr. Jugal Kishore Mr. Sanjeev Kumar ➤ - A.V. Room Hall, Reception & R. No. 1-9 and Staff Room (English) Mr. Balwinder will switch on the water cooler near canteen at 8.00 am and switch it off at 3.00 pm.

(iii)	<p>Ist Floor Convenor : Dr. Urmil Rana Co-Convenor: Dr. Meenakshi Saini Ms. Saloni</p>	<p>1. <u>Mr. Kiranpal</u> ➤ Cleaning of Old academic building 1st floor – Library, Computer Labs, IMB Labs, Chemistry Labs, Water Drinking Area ➤ Class Room Nos. 10 & 12 ➤ Stairs till ground floor ➤ Faculty Room of Commerce (Dusting Duty Ms. Neelam) ➤ Dusting Duty Library- Attendants of Library a) 1st Floor – Labs, One Class Room and Commerce Block & L- Type New Building and all class rooms of commerce----Mr.Balwinder b) Old Computer Lab, Room No. 49 and faculty room of Commerce - dusting and filling of water camper - Mr. Parveen Kumar c) Basement & Vibha Mam’s Room and shooting range - Mr. Ram Sharan ➤ Mr. Mani Ram will check that all the doors of the college are properly locked on each floor before leaving.</p>
(iv)	<p>IInd Floor Convenor : Dr. Neena Bajaj Co-Convenor: Mrs. Shalini Chhabra Mrs. Nishi Grover Ms. Anju Bala New hand in Home Science Lab</p>	<p>1. <u>Mr. Sanjay</u> ➤ Cleaning of Botany Labs ➤ Psychology Labs ➤ Home Science Labs + Office ➤ Physics Labs ➤ Yoga Labs ➤ Naturopathy Labs ➤ Room No. 14 ➤ Passage upto Commerce Block ➤ Stairs from 2nd Floor to 1st Floor ➤ Dusting Duty – Mr. Anil Kumar - Maths faculty room, Stats Lab, Class Room 14 ➤ Dusting Duty – Mr. Raj Kumar - Room No. 31 to 36 & 53 to 55. ➤ Dusting Duty – Mr. Arvind - Psychology labs, Commerce Block (2nd Floor), Room No. 26 to 30 & Room No. 50 to 52 ➤ Mr. Gurnam – Physics Faculty Room (1st Floor), Physics Labs (1st Floor) & Dark Room ➤ Mr. Satbir – Physics Faculty Room (IInd Floor), Physics Lab (IInd Floor). ➤ Mrs. Sushila Devi – Botany Labs. ➤ Mrs. Preeti Devi – Home Science Lab. ➤ Mrs. Ruchika - Fashion Designing Labs & Faculty Room (Fashion Designing) Lock & Unlock will be checked by Mr. Mani Ram.</p>
(v)	<p>IIIrd Floor Convenor : Dr. Sunita Kaushik Co-Convenor: Ms. Neha Ms. Sonika</p>	<p>1. <u>Mr. Ravinder Kumar</u> ➤ Cleaning of Bio-Technology Labs ➤ Bio-Informatics Labs ➤ Zoology Labs ➤ Shooting Range ➤ Gym</p>

		<ul style="list-style-type: none"> ➤ New Computer Labs ➤ Faculty Room of Social Sciences ➤ Language Lab ➤ Dusting Duty – Shakti - Room Nos. 14 to 19 and rooms on Top Floor and labs on top floor. ➤ Dusting Duty - Mr. Raj Kumar - Faculty room of Mass Comm and faculty room of social sciences, Room No. 37-41 (1st Floor) and 3rd Floor - Commerce Block & L-type new building, rooms in mass comm. & yoga block (Old Polytechnic), top floor-economics faculty room, 2 class rooms. ➤ Dusting Duty - Mr. Mukesh – Women Study Centre, Yoga Dept., Naturopathy Labs, Gym, Room No. 47, 48. <p>Lock & Unlock will be checked by Mr. Mani Ram.</p>
vi)	<p>Ground Floor, Ist Floor, IInd Floor & IIIrd Floor Convenor : Dr. Neeta Dwivedi Co-Convenor: Dr. Anuja Mr. Vikas</p>	<ul style="list-style-type: none"> ➤ Mr. Balbir - Commerce Block and L-Type New Building (Ground Floor), Ist Floor Smart Class Room, Dance Room, Music Room, Students Toilets and Fine Arts Room. ➤ Mr. Shyam Lal – Old Polytechnic Block, Ground Floor to Top. ➤ Mr. Pintu- Cleaning of 2nd floor and 3rd floor of commerce block and L-type new building, all class rooms, corridor and toilets of students, staircase and smart class room. Dusting Duty – 42 to 46 Mrs. Seema. ➤ Dusting Duty - Mrs. Neelam - NCC Room, Class Rooms on Ground and 1st Floor of old polytechnic, seminar room of Commerce. ➤ Dusting Duty - Mrs. Sharda - Cosmetology Labs ➤ Dusting Duty - Mr. Arjun Prasad (Mali) - Faculty room of Nehru Studies Centre & Room No.

PRINCIPAL

**STAFF ANNUAL DUTY LIST
FOR THE SESSION 2013-14**

Sr. no.	Name of Duties	Name of Lectures
1	Staff Secretary	Dr. Abha Khetarpal
2	Prospectus Incharge	Convener : Dr. Vineet Member : Dr. Shashi Sharma
3	Time-Table Incharge	Dr. Ms. Manju Khanna Mrs. Sangeeta Goel
4	Student-aid Fund, fee-concession	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Member : Ms. Santosh
5	Scholarship to Students	Incharge : Mrs. Anjana Arora Mrs. Sangeeta Goel
6	Admission Committee	Registrar : Mrs. Sangeeta Goel Members-I : Mrs. Suman Makkar : Mr. Sanjay Member-II (ERP): Mr. Sanjay Bhardwaj : Mr. Gulshan : Mr. Gagan : Mrs. Sushma Sharma : Mrs. Ruchi : Ms. Manika : Ms. Ruby : Ms. Mamta Thapar
7	College Bus Incharge	Mrs. Anjana Arora Dr. Shashi Sharma ERP – Mr. Gulshan Nanda
8	Duty Leave Register (Computer feeding and file maintenance of the Performa)	Mr. Anand
9	Function Register (External & Internal)	Dr. Nitasha Bajaj (Text) Mrs. Guneet (Text) Photograph – Mr. Parmesh
10	Cultural Council	Patron : Dr. Sushma Arya Convener : Dr. Mrs. Neeta Dwivedi : Dr. Ravi Gautam Members : Dr. Gursharan Mr. Vikas Ms. Santosh Ms. Ranjana Helper : Mr. Mukesh Mr. Rajkumar
11	Prizes and Certificates (a) Preparing and displaying list, purchase of prizes and its distribution (b) Collecting name of the	Convener : Mrs. Shalini Chhabra (a) Mrs. Dolly Lamba Ms. Nandini Ms. Khushboo (b) Dr. Vibha Gupta

	students and follow up	Mrs. Anjana Arora Dr. Neeta Dwivedi
12	Sports Council & Prize Committee (Sports)	Patron : Dr. Sushma Arya Convener : Dr. Vibha Gupta Members : Arts : Dr. Divya Dr. Kiran Sharma Dr. Seema Mahajan Dr. Asha Bajaj Ms. Geeta Ms. Harjeet Science Dr. Ravi Bathla Commerce Mrs. Nishi Mrs. Meenu Gulati PG Dr. Anuja
13	Bursar	Mrs. Nishi Grover
14	Religious Classes	Convener : Dr. Kiran Sharma Dr. Asha Bajaj Dr. Deepika
15	Environment Classes	Convener : Dr. Sunita Kaushik Member : New Hands (Botany & Zoology)
16	(a) College Magazine	Chief Editors : Dr. Sudha Chugh Mrs. Guneet Dr. Nitasha Bajaj Editors of Various Sections : Hindi : Dr. Kiran Sharma Dr. Deepika Ghai Mass Comm. : Ms. Sukhjeet Yoga : Ms. Anuja English : Dr. Nitasha Bajaj Sanskrit : Dr. Divya Tripathi Punjabi : Dr. Gursharan Kaur Science : Dr. Rachna Soni Dr. Neena Bajaj Commerce : Dr. Meenakshi Mrs. Vivek
	(b) Research Journals :- General Journal of the college	Chief Editor : Dr. Divya Tripathi Editorial Board : Dr. Abha Khetarpal Mrs. Kanchan Khanna
17	Information Officer	Ms. Santosh
18	Hawan Incharge	Dr. Vishav Prabha Mrs. Sangeeta Goel
19	Canteen Incharge	Dr. Abha Khetarpal

		Dr. Surinder Kaur Mrs. Shalini Chhabra
20	Women Cell	Convener : Mrs. Vivek Co-Convener : Dr. Surinder Kaur Members : Dr. Rachna Soni Dr. Sunita Kaushik Ms. Geeta Sharma Mrs. Saloni Mrs. Pooja Sindwani Mrs. Shikha Ms. Manmeet
21	Spot Evaluation	Dr. Meenu Jain Mr. Anand
22	NSS	Dr. Gursharan Kaur Mrs. Bhawna Sethi
23	NCC	Ms. Geeta Sharma Assisted by Mrs. Shikha
24	Discipline duties to be given to staff	Mrs. Anita Moudgil Dr. Meenakshi Saini
25	Guidance & Counselling Cell/ Placement Cell	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Ruchi Ms. Manika
26	English Faculty Room Incharge & Common Room Incharge	Dr. Shashi Sharma Ms. Tamanna
27	(a) Purchase of new furniture & repair of old furniture	Conveners : Mr. Bhupinder Singh
	(b) Wood Work in College	Mr. Bhupinder Singh
28	Purchase of Electrical goods and repair Works	Mrs. Monica Sharma Mr. Bhupinder Singh Store Incharge Mr. Balwinder
29	Purchase Committee (a) Science	Dr. Manju Khanna Dr. Ravi Bathla Dr. Sunita Kaushik Mrs. Anjana Arora Dr. Rachna Soni
	(b) Purchase Committee Computers	Mr. Sanjay Bhardwaj Mrs. Sushma Sharma Mr. Anil Mr. Gulshan Mr. Gagan
30	(a) Incharges	

	(i) Civil Works	Mrs. Sangeeta Mr. Bhupinder Mr. Gulshan
	(ii) Black Boards and Display Boards	Dr. Manju Khanna Mrs. Sangeeta Goel
	(b) Annual Report	English : Mrs. Vineet Hindi : Dr. Vishav Prabha Dr. Deepika Ghai
31	Alumni Performa, Feed Back and Security- 3 rd Year	Arts : Mrs. Anita Moudgil Dr. Kiran Sharma Dr. Shashi Sharma Mrs. Rita Singh Dr. Asha Bajaj Science : Mrs. Anjana Arora Commerce : Dr. Surinder Kaur Dr. Meenakshi
32	(a) Incharges (Practical Exam -Annual)	Dr. Ravi Bathla Dr. Urmil Rana Dr. Rachna Soni
	(b) Incharge (Making Practical Groups of Science Faculty)	Dr. Ravi Bathla Dr. Urmil Rana
33	Incharge EPA BX -College & Hostel	Mr. Gulshan Mr. Bhupinder Singh Mr. Anand Mrs. Anjana (Warden)
34	Formation of Academic Calendar of the College	Patron : Dr. Ms. Sushma Arya Convenor : Dr. Urmil Rana Members : Mrs. Shalini Chhabra Mrs. Sangeeta Goel Dr. Neeta Dwivedi Dr. Neena Bajaj
35	Standing Advisory Committee	Patron : Dr. Ms. Sushma Arya Convenor : Mrs. Sangeeta Goel Member : Dr. Vibha Gupta Dr. Manju Khanna Dr. Urmil Rana Mrs. Anita Moudgil

		Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Mrs. Rita Singh Mr. Sanjay Bhardwaj
36	Planning Board	Patron : Dr. Ms. Sushma Arya Convener : Dr. Manju Khanna Members : Dr. Urmil Rana Dr. Abha Khetarpal Mrs. Shalini Chhabra Dr. Surinder Kaur Dr. Rachna Soni Dr. Neena Bajaj Mr. Sanjay Bhardwaj
37	UGC Cell	Patron : Dr. Ms. Sushma Arya Convener : Dr. Manju Khanna Members : Dr. Sunita Kaushik Dr. Rita Singh Dr. Meenakshi Mrs. Sangeeta Goel Mrs. Vivek Mr. Sanjay Bhardwaj Mr. Malkit Singh Mr. Gulshan
38	Board of Student Council	Patron : Dr. Ms. Sushma Arya Convener : Dr. Kiran Sharma Election Incharge: Dr. Urmil : Dr. Neena Bajaj Members : Arts : Dr. Divya Tripathi : Dr. Vishav Prabha : Dr. Meenu Jain Dr. Asha Bajaj Science & : Dr. Sunita Kaushik Computers : Dr. Ravi Bathla Mrs. Ruchi Commerce : Mrs. Nishi : Mrs. Monika Sharma
39	Prayer Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Members : Dr. Vishav Prabha Dr. Neeta Dwiedi Mrs. Sangeeta Goel Dr. Seema Mahajan Mrs. Vivek Mrs. Bhawna Sethi

		Ms. Geeta Sharma Dr. Gursharan Mr. Bhupinder Singh (At the back gate) and Members of Executive Council
40	Academic Council	Patron : Dr. Sushma Arya Convener : Mrs. Anita Moudgil Co-Convener: Dr. Ravi Bathla Members : Arts : Incharge : Mrs. Anjana Arora Members : Mrs. Rita Singh Mrs. Lovely Dr. Deepika Commerce : Member : Mr. Manoj Gaba Ms. Manjot Science & Computers Incharge : Dr. Sunita Kaushik Members : Dr. Rachna Soni Ms. Manika Sethi PG Classes : Ms. Neeru Kang
41	Formation of Club and Committees	Patron : Dr. Sushma Arya
(a)	Youth Club	Convener : Dr. Nitasha Bajaj Co-Convener: Mrs. Dolly Lamba Ms. Akanksha Gogia Members : Mrs. Guneet Ms. Ritu (Commerce) Ms. Ritika (Commerce)
(b)	Eco Club	Convener : Dr. Sunita Kaushik Members : Dr. Urmil Rana Dr. Neena Bajaj New Hands of Botany & Zoology
(c)	D.A.V. Phulwari	Convener : Dr. Ms Neena Bajaj Members : Dr. Sunita Kaushik New Hands of Biotech & IMB, Bio- informatics + Students of Botany & Zoology
(d)	Rotaract Club	Convener : Dr. Abha Khetarpal Mrs. Rati puri Ms. Kamna Ms. Garima Mrs. Ravinder
(e)	Red Ribbon Club	Convener : Dr. Seema Mahajan Members : Dr. Ravi Bathla

		<p>Mrs. Rita Singh Mrs. Monica Ms. Lovely Ms. Priyanka</p>
(f)	Tour & Trips	<p>Dr. Meenakshi Saini Dr. Neena Bajaj</p>
(f)	Committee for the selection of 'Miss D.A.V.'	<p>Convener : Dr. Meenakshi Saini Members : Dr. Vibha Gupta Dr. Urmil Rana Mrs. Anjana Arora Dr. Vishav Prabha Mrs. Shalini Chhabra Dr. Neeta Dwivedi</p>
42	Internal Quality Assurance Cell (IQAC)	<p>Patron : Dr. Ms. Sushma Arya Co-ordinator: Mrs. Sangeeta Goel Members : Dr. Manju Khanna Dr. Urmil Rana Dr. Surinder Kaur Mrs. Anita Moudgil Dr. Neena Bajaj Mrs. Shalini Chhabra Dr. Seema Mahajan Mr. Sanjay Bhardwaj</p>
43	Tutorial Board	<p>Conveners & Coordinators : (Faculty wise) Science : Dr. Sunita Kaushik-Medical- Convener Dr. Neena Bajaj - Medical -Coordinator Mrs. Anjana Arora– Non-Medical - Convener Mrs. Kanika - Non-Medical-Coordinator Computers : Dr. Rachna Soni - Convener Ms. Manika - Coordinator Commerce : Dr. Surinder Kaur - Convener Ms. Saloni - Coordinator Arts : Dr. Meenu Jain - Convener Mrs. Shalini Chhabra - Convener Dr. Kiran Sharma - Convener Mr. Kapil Batra - Coordinator</p>
44	Formation of Alumni	<p>Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Prabha Members : Dr. Urmil Rana Dr. Rachna Soni Mrs. Rita Singh Mrs. Sangeeta Goel Dr. Seema Sethi Mrs. Vivek</p>

		Dr. Deepika Ghai
45	Hostel Committee	Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Mohini Members : Dr. Vibha Gupta Dr. Abha Khetarpal Mrs. Anjana Arora Dr. Surinder Kaur Dr. Seema Mahajan Dr. Meenakshi Saini Ms. Santosh Mrs. Anjana (Warden) Ms. Suman Ms. Sushma (Nurse)
	Purchase Committee (Hostel)	Convener : Mrs. Anjana (Warden) Members : Dr. Vishav Mohini Ms Santosh Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh
46	Library Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Geeta Member : Dr. Manju Khanna Dr. Sudha Chugh Dr. Urmil Rana Dr. Vishav Prabha Dr. Surinder Kaur Dr. Neena Bajaj Mrs. Anjana Arora Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj
47	SC, ST, OBC & Minority Coaching	Incharge : Coaching for NET, SET: Mr. Malkit Singh Entry into Services : Dr. Meenakshi Saini Remedial Coaching : Mrs. Vivek
48	a) ERP Implementation and Wi-fi implementation committee	Patron : Dr. Ms. Sushma Arya Convener : Mr. Sanjay Bhardwaj Members : Ms. Santosh Mrs. Sushma Sharma Mr. Gulshan Mr. Gagan Mr. Anil
	b) Computer and OHP Purchase Committee	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Sushma Sharma Mr. Gulshan Mr. Gagan
49	Incharge Convocation	Dr. Manju Khanna Mrs. Sangeeta Goel

50	Incharge issuing of Spirit for Practicals	Dr. Urmil Rana
51	Hostel Construction & Repair Committee	Patron : Dr. Sushma Arya Convener : Mrs. Anjana (Warden) Members : Dr. Vishav Mohini Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh
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58	Ambassador (Nominated by DC Office)	Dr. Bhawna Sethi
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(ii)	Ground Floor Convenor : Dr. Vishav Prabha Co-Convenor: Dr. Divya Tripathi Mrs. Lovely	<u>Mr. Ramesh Kumar</u> ➤ Cleaning of Main gate inside & outside ➤ Administrative Office ➤ Principal's Office ➤ Reception ➤ Hall ➤ Passage at the back of the hall ➤ Conference Room 1 & 2 ➤ Staff Room ➤ Ground ➤ 2 nd Gate ➤ Generator Room ➤ Class Rooms from 1 to 9 ➤ Guard Room at Gate No. 1 & 2 ➤ Dusting Duty – Mr. Sanjeev Kumar Mr. Prem ➤ - Administrative Officer ➤ - Principal's Office ➤ - Reception ➤ Dusting Duty - Mr. Jugal Kishore Mr. Sanjeev Kumar ➤ - A.V. Room Hall, Reception & R. No. 1-9 and Staff Room (English) Mr. Balwinder will switch on the water cooler near canteen at 8.00 am and switch it off at 3.00 pm.

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(v)	<p>IIIrd Floor Convenor : Dr. Sunita Kaushik Co-Convenor: Ms. Neha Ms. Sonika</p>	<p>1. <u>Mr. Ravinder Kumar</u> ➤ Cleaning of Bio-Technology Labs ➤ Bio-Informatics Labs ➤ Zoology Labs ➤ Shooting Range ➤ Gym</p>

		<ul style="list-style-type: none"> ➤ New Computer Labs ➤ Faculty Room of Social Sciences ➤ Language Lab ➤ Dusting Duty – Shakti - Room Nos. 14 to 19 and rooms on Top Floor and labs on top floor. ➤ Dusting Duty - Mr. Raj Kumar - Faculty room of Mass Comm and faculty room of social sciences, Room No. 37-41 (1st Floor) and 3rd Floor - Commerce Block & L-type new building, rooms in mass comm. & yoga block (Old Polytechnic), top floor-economics faculty room, 2 class rooms. ➤ Dusting Duty - Mr. Mukesh – Women Study Centre, Yoga Dept., Naturopathy Labs, Gym, Room No. 47, 48. <p>Lock & Unlock will be checked by Mr. Mani Ram.</p>
vi)	<p>Ground Floor, Ist Floor, IInd Floor & IIIrd Floor Convenor : Dr. Neeta Dwivedi Co-Convenor: Dr. Anuja Mr. Vikas</p>	<ul style="list-style-type: none"> ➤ Mr. Balbir - Commerce Block and L-Type New Building (Ground Floor), Ist Floor Smart Class Room, Dance Room, Music Room, Students Toilets and Fine Arts Room. ➤ Mr. Shyam Lal – Old Polytechnic Block, Ground Floor to Top. ➤ Mr. Pintu- Cleaning of 2nd floor and 3rd floor of commerce block and L-type new building, all class rooms, corridor and toilets of students, staircase and smart class room. Dusting Duty – 42 to 46 Mrs. Seema. ➤ Dusting Duty - Mrs. Neelam - NCC Room, Class Rooms on Ground and 1st Floor of old polytechnic, seminar room of Commerce. ➤ Dusting Duty - Mrs. Sharda - Cosmetology Labs ➤ Dusting Duty - Mr. Arjun Prasad (Mali) - Faculty room of Nehru Studies Centre & Room No.

PRINCIPAL

**STAFF ANNUAL DUTY LIST
FOR THE SESSION 2014-15**

Sr. no.	Name of Duties	Name of Lectures
1	Staff Secretary	Dr. Abha Khetarpal
2	Prospectus Incharge	Dr. Vineet Dr. Shashi Sharma
3	Time-Table Incharge	Dr. Ms. Manju Khanna Mrs. Sangeeta Goel
4	Student-aid Fund, fee-concession	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Member : Ms. Santosh
5	Scholarship to Students	Mrs. Anjana Arora Mrs. Sangeeta Goel
6	Admission Committee	Registrar : Mrs. Sangeeta Goel Members-I : Mrs. Suman Makkar : Mr. Sanjay Member-II (ERP): Mr. Sanjay Bhardwaj : Mr. Gulshan : Mr. Gagan : Mrs. Sushma Sharma : Mrs. Ruchi : Ms. Manika : Ms. Ruby : Ms. Mamta Thapar
7	College Bus Incharge	Mrs. Anjana Arora Dr. Shashi Sharma ERP – Mr. Gulshan Nanda
8	Duty Leave Register (Computer feeding and file maintenance of the Performa)	Mr. Anand
9	Function Register (External & Internal)	Dr. Nitasha Bajaj (Text) Mrs. Guneet (Text) Photographs – Mr. Parmesh
10	Cultural Council	Patron : Dr. Sushma Arya Conveners : Dr. Mrs. Neeta Dwivedi : Dr. Gursharan Kaur Members : Mrs. Lovely Mr. Vikas Ms. Santosh Ms. Neha Ms. Poonam Helper : Mr. Mukesh Mr. Rajkumar
11	Prizes and Certificates (a) Preparing and displaying list, purchase of prizes and its distribution	Convener : Mrs. Shalini Chhabra (a) Mrs. Dolly Lamba and Fashion Designing Dept. Ms. Santosh

	(b) Collecting name of the students and follow up	Ms. Nandini Ms. Divya (b) Dr. Vibha Gupta Mrs. Anjana Arora Dr. Neeta Dwivedi
12	Sports Council & Prize Committee (Sports)	Patron : Dr. Sushma Arya Convener : Dr. Vibha Gupta Members : Arts : Dr. Vishav Prabha Dr. Kiran Sharma Dr. Seema Sethi Dr. Asha Bajaj Ms. Geeta Ms. Saroj Singh Science Dr. Ravi Bathla Dr. Neena Bajaj Commerce Mrs. Nishi Mrs. Meenu Gulati PG Dr. Anuja
13	Bursar	Mrs. Nishi Grover
14	Religious Classes	Conveners : Dr. Kiran Sharma Dr. Asha Bajaj Dr. Deepika
15	Environment Classes	Convener : Dr. Sunita Kaushik Member : New Hands (Botany & Zoology)
16	(a) College Magazine	Chief Editors : Dr. Sudha Chugh Mrs. Guneet Dr. Nitasha Bajaj Editors of Various Sections : Hindi : Dr. Kiran Sharma Dr. Deepika Ghai Mass Comm. : Ms. Sukhjeet Yoga : Dr. Anuja English : Dr. Nitasha Bajaj Sanskrit : Dr. Mukesh Punjabi : Dr. Gursharan Kaur Science : Dr. Rachna Soni Dr. Neena Bajaj Commerce : Dr. Meenakshi Mrs. Vivek
	(b) Research Journal :- Coherence	Editorial Board : Dr. Abha Khetarpal Mrs. Parul Singh Mrs. Kanchan Khanna
17	Information Officer	Ms. Santosh
18	Hawan Incharge	Dr. Vishav Prabha Mrs. Sangeeta Goel

19	Canteen Incharge	Dr. Abha Khetarpal Mrs. Parul Singh Dr. Surinder Kaur Mrs. Shalini Chhabra
20	Women Cell	Convener : Mrs. Vivek Co-Convener : Dr. Surinder Kaur Members : Dr. Rachna Soni Dr. Sunita Kaushik Ms. Geeta Sharma Mrs. Saloni Mrs. Pooja Sindwani Mrs. Shikha Ms. Manmeet
21	Spot Evaluation	Dr. Meenu Jain Mr. Anand
22	NSS	Dr. Gursharan Kaur Mrs. Shikha Saini
23	NCC	Ms. Geeta Sharma
24	Discipline duties to be given to staff	Mrs. Anita Moudgil Dr. Meenakshi Saini
25	Guidance & Counselling Cell/ Placement Cell	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Ruchi Ms. Manika
26	Incharge of English Faculty Room (1st Floor) & Common Room Incharge	Dr. Rita Singh Dr. Shashi Sharma
27	(a) Purchase of new furniture & repair of old furniture	Mr. Bhupinder Singh
	(b) Wood Work in College	Mr. Bhupinder Singh
28	Purchase of Electrical goods and repair Works	Dr. Monica Sharma Mr. Bhupinder Singh Store Incharge Mr. Balwinder
29	Purchase Committee (a) Science	Dr. Manju Khanna Dr. Ravi Bathla Dr. Sunita Kaushik Mrs. Anjana Arora Dr. Rachna Soni
	(b) Purchase Committee Computers	Mr. Sanjay Bhardwaj Mrs. Sushma Sharma Mr. Anil Mr. Gulshan Mr. Gagan

30	(a) Incharges (i) Civil Works	Mrs. Sangeeta Mr. Bhupinder Mr. Gulshan
	(ii) Black Boards and Display Boards	Dr. Manju Khanna Mrs. Sangeeta Goel
	(b) Annual Report	English : Mrs. Vineet Hindi : Dr. Vishav Prabha Dr. Deepika Ghai
31	Alumni Performa, Feed Back and Security- 3 rd Year	Arts : Mrs. Anita Moudgil Dr. Kiran Sharma Dr. Shashi Sharma Mrs. Rita Singh Dr. Asha Bajaj Science : Mrs. Anjana Arora Commerce : Dr. Surinder Kaur Dr. Meenakshi
32	(a) Incharges (Practical Exam -Annual)	Dr. Ravi Bathla Dr. Urmil Rana Dr. Rachna Soni
	(b) Incharge (Making Practical Groups of Science Faculty)	Dr. Ravi Bathla Dr. Urmil Rana
33	Incharge EPA BX -College & Hostel	Mr. Gulshan Mr. Bhupinder Singh Mr. Anand Mrs. Anjana (Warden)
34	Formation of Academic Calendar of the College	Patron : Dr. Ms. Sushma Arya Convenor : Dr. Urmil Rana Members : Mrs. Shalini Chhabra Mrs. Sangeeta Goel Dr. Neeta Dwivedi Dr. Neena Bajaj
35	Standing Advisory Committee	Patron : Dr. Ms. Sushma Arya Convenor : Mrs. Sangeeta Goel Member : Dr. Vibha Gupta Dr. Manju Khanna Dr. Urmil Rana Mrs. Anita Moudgil Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Mrs. Rita Singh Mr. Sanjay Bhardwaj

36	Planning Board	Patron : Dr. Ms. Sushma Arya Convener : Dr. Manju Khanna Members : Dr. Urmil Rana Dr. Abha Khetarpal Mrs. Shalini Chhabra Dr. Surinder Kaur Dr. Rachna Soni Dr. Neena Bajaj Mr. Sanjay Bhardwaj
37	UGC Cell	Patron : Dr. Ms. Sushma Arya Convener : Dr. Manju Khanna Members : Dr. Sunita Kaushik Dr. Rita Singh Dr. Meenakshi Mrs. Sangeeta Goel Mrs. Vivek Mr. Sanjay Bhardwaj Mr. Malkit Singh Mr. Gulshan
38	Board of Student Council	Patron : Dr. Ms. Sushma Arya Convener : Dr. Kiran Sharma Election Incharge: Dr. Urmil : Dr. Neena Bajaj Members : Arts : Dr. Vineet : Dr. Vishav Prabha : Dr. Meenu Jain Dr. Asha Bajaj Science & : Dr. Sunita Kaushik Computers : Dr. Ravi Bathla Mrs. Ruchi Commerce : Mrs. Nishi : Dr. Monika Sharma
39	Prayer Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Members : Dr. Vishav Prabha Dr. Neeta Dwivedi Mrs. Sangeeta Goel Dr. Seema Sethi Mrs. Vivek Ms. Geeta Sharma Dr. Gursharan Mr. Bhupinder Singh Members of student Council

40	Academic Council	Patron : Dr. Sushma Arya Convener : Mrs. Anita Moudgil Co-Convener: Dr. Ravi Bathla Members : <u>Arts :</u> Incharge : Mrs. Anjana Arora Members : Mrs. Rita Singh Mrs. Lovely Dr. Deepika <u>Commerce :</u> Incharge : Mrs. Vivek Member : Ms. Jagjeet Ms. Manjot <u>Science & Computers</u> Incharge : Dr. Sunita Kaushik Members : Dr. Rachna Soni Ms. Manika Sethi PG Classes : Ms. Neeru Kang
41	Formation of Club and Committees	Patron : Dr. Sushma Arya Convener : Dr. Nitasha Bajaj Co-Convener: Mrs. Dolly Lamba Ms. Akanksha Gogia Members : Mrs. Guneet Ms. Ritu (Commerce) Ms. Ritika (Commerce)
(a)	Youth Club	
(b)	Eco Club	Convener : Dr. Sunita Kaushik Members : Dr. Urmil Rana Dr. Neena Bajaj New Hands of Botany & Zoology
(c)	D.A.V. Phulwari	Convener : Dr. Ms Neena Bajaj Members : Dr. Sunita Kaushik New Hands of Biotech & IMB, Bio- informatics + Students of Botany & Zoology
(d)	Rotaract Club	Convener : Dr. Abha Khetarpal
(e)	Red Ribbon Club	Convener : Dr. Seema Sethi Members : Dr. Ravi Bathla Mrs. Rita Singh Dr. Monica Ms. Lovely Ms. Priyanka
(f)	Tour & Trips	Dr. Meenakshi Saini Dr. Neena Bajaj

(f)	Committee for the selection of 'Miss D.A.V.'	Convener : Dr. Meenakshi Saini Members : Dr. Vibha Gupta Dr. Urmil Rana Mrs. Anjana Arora Dr. Vishav Prabha Mrs. Shalini Chhabra Dr. Neeta Dwivedi
42	Internal Quality Assurance Cell (IQAC)	Patron : Dr. Ms. Sushma Arya Co-ordinator: Mrs. Sangeeta Goel Members : Dr. Manju Khanna Dr. Urmil Rana Dr. Surinder Kaur Mrs. Anita Moudgil Dr. Neena Bajaj Mrs. Shalini Chhabra Dr. Seema Sethi Mr. Sanjay Bhardwaj
43	Tutorial Board	Conveners & Coordinators : (Faculty wise) Science : Dr. Sunita Kaushik-Medical- Convener Dr. Neena Bajaj - Medical -Coordinator Mrs. Anjana Arora– Non-Medical - Convener Mrs. Kanika - Non-Medical-Coordinator Computers : Dr. Rachna Soni - Convener Ms. Manika - Coordinator Commerce : Dr. Surinder Kaur - Convener Ms. Saloni - Coordinator Arts : Dr. Meenu Jain - Convener Mrs. Shalini Chhabra - Convener Dr. Kiran Sharma - Orientation of teachers regarding tutorial Mr. Kapil Batra - Coordinator
44	Formation of Alumni	Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Prabha Members : Dr. Urmil Rana Dr. Rachna Soni Mrs. Rita Singh Mrs. Sangeeta Goel Dr. Seema Sethi Mrs. Vivek Dr. Deepika Ghai

45	Hostel Committee	Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Mohini Members : Dr. Abha Khetarpal Dr. Sunita Kaushik Mrs. Anjana Arora Dr. Surinder Kaur Dr. Seema Sethi Dr. Meenakshi Saini Dr. Neena Bajaj Mrs. Dolly Lamba Mrs. Nishi Grover Mrs. Vivek Narula Mr. Sanjay Bhardwaj
	Purchase Committee (Hostel)	Convener : Mrs. Anjana (Warden) Members : Dr. Vishav Mohini Ms Santosh Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh
46	Library Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Geeta Member : Dr. Manju Khanna Dr. Sudha Chugh Dr. Urmil Rana Dr. Vishav Prabha Dr. Surinder Kaur Dr. Neena Bajaj Mrs. Anjana Arora Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj
47	SC, ST, OBC & Minority Coaching	Incharge : Coaching for NET, SET: Mr. Malkit Singh Entry into Services : Dr. Meenakshi Saini Remedial Coaching : Mrs. Vivek
48	a) ERP Implementation and Wi-fi implementation committee	Patron : Dr. Ms. Sushma Arya Convener : Mr. Sanjay Bhardwaj Members : Ms. Santosh Mrs. Sushma Sharma Mr. Gulshan Mr. Gagan Mr. Anil
	b) Computer and OHP Purchase Committee	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Sushma Sharma Mr. Gulshan Mr. Gagan

49	Incharge Convocation	Dr. Manju Khanna Mrs. Sangeeta Goel
50	Incharge issuing of Spirit for Practicals	Dr. Urmil Rana
51	Hostel Construction & Repair Committee	Patron : Dr. Sushma Arya Convener : Mrs. Anjana (Warden) Members : Dr. Vishav Mohini Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh
52	Parents-Teachers Association (PTA)	Patron : Dr. Sushma Arya Overall Incharge: Dr. Rachna Soni Conveners : Arts : Mrs. Rita Singh Commerce : Dr. Surinder Kaur Science : Dr. Ravi Bathla Computers : Dr. Rachna Soni 10 Parents each from the faculties of Arts, Commerce, Science & Computers.
53	Anti-Ragging Committee & Anti - Ragging Squad	Patron : Dr. Sushma Arya Overall Incharge : Dr. Rachna Soni CONVENERS : Commerce : Dr. Meenakshi Saini Science : Dr. Sunita Kaushik Arts : Dr. Vishav Prabha Computers : Dr. Rachna Soni Members : College Faculty : (Teaching & Non-Teaching) Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj Mr. Gulshan Mr. Gagan 1 Parent each from the faculty of Arts, Science, Commerce & Computers
54	Grievance Redressel Cell	Principal : Dr. Sushma Arya Staff Secretary : Dr. Abha Khetarpal Registrar : Mrs. Sangeeta Goel Bursar : Mrs. Nishi Grover Hostel Warden : Mrs. Anjana (Warden) Inch. Student Council: Dr. Kiran Sharma Library Incharge : Mrs. Geeta Members : Dr. Surnider : Mr. Gulshan Mr. Gagan

55	Personal Counselling Cell	Mrs. Nandini
56	Life Style Club	Patron : Dr. Sushma Arya Convener : Mrs. Dolly Lamba Members : Mrs. Guneet Dr. Nitasha Mrs. Rati Puri Mr. Vikas Walia
57	Nodal Officer (Preparing Voter ID Cards of Students)	Convenor : Dr. Kiran Sharma Co-Convenors : Dr. Meenu Jain (For attending meetings at DC Office) Members : Dr. Asha Bajaj Mrs. Lovely (ERP)
58	Composition of Sexual Harassment Cell Student Representatives Commerce : UG PG Science : UG PG Arts : UG PG	Patron : Dr. Sushma Arya Convenor : Dr. Vishavmohini Co-ordinator : Dr. Surinder Kaur Members : Dr. Abha Khetarpal Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Ms. Laurel, B.Com-III (Gen.) Ms. Himani, M.Com (Final) Ms. Sakshi, B.Sc.-II (C.Sc.) Ms. Gunjan, M.Sc.-II (C.Sc.) Ms. Inderjeet Kaur, B.A.-II Ms. Shivani, M.A. (English) Final

Principal

CLEANLINESS DUTY 2014-2015

INCHARGES OF FLOORS & BLOCKS ARE REQUESTED TO PLEASE REGISTER COMPLAINT ONLINE AND INFORM THE LAB ATTENDANTS AND CLASS-IV EMPLOYEES ON DUTY WITH THEM.

1.	General Maintenance of the College & Cleanliness	Patron : Dr. Ms. Sushma Arya Convener: Dr. Abha Khetarpal Mrs. Parul Singh Assisted By: Mr. Bhupinder Singh
(i)	Ground Floor Convenor : Mrs. Meenu Gulati Co-Convenor: Mrs. Pooja Sindwani Mrs. Pooja Anand Ms. Shivani Puri Room No. 1 Dr. Deepika Room No. 2 Dr. Meenakshi Saini Room No. 3 Dr. Indu Narang Room No. 4 Mrs. Nishi Grover	<u>Lab. Attendants and Class-IV Employees</u> 1. Mr. Amit Kumar > Cleaning of Basement and Stage > Ground Floor > Backside of Commerce Block > Canteen Front > 3 rd Gate > Water Cooler Area near Canteen > Gali Back Side > Canteen > Generator Room 1 and 2 > New Cosmetology Lab and Lift > Generator shed & guard room > Toilets for students and staff (Ground and ground floor of commerce block and near 2nd gate)
(ii)	Ground Floor Convenor : Dr. Meenakshi Co-Convenor: Mrs. Nishi Grover Mrs. Saloni Ms. Jasleen Room No. 5 Dr. Surinder Kaur Room No. 6 Dr. Kiran Sharma Room No. 8 Dr. Malkit Singh Room No. 9 Dr. Asha Bajaj	<u>Mr. Kiran Pal</u> > Cleaning of Main gate (inside & outside) > Administrative Office > Principal's Office > Reception > Hall > Passage at the back of the hall > A.V. Room, Conference Room > Staff Room (Commerce) > Class Rooms from 1 to 9 > Guard Room at Gate No. 1 (All front area) > Dusting Duty - Mr. Jugal Kishore (Principal Mam Office, Pantry) > Mrs. Sharda Devi (Principal Mam Office, Pantry) > Mr. Sanjeev Kumar (Administrative Office) > Dusting Duty - A.V. Room and Conference Room, Class Room 1 to 9, Two cutout, Staff Room of commerce, Balcony of Hall- (Ms. Sangeeta) Reception & front area of Office (All Glass), Sign Model of college, Guard Room -(Mr. Prem) Hall (Mr. Dinesh, Mr. Tarun Sharma & Mr. Anuj Kumar) Mr. Balwinder will switch on the water cooler near canteen at 8.00 am and switch it off at 3.00 pm.

(iii)	<p>Ist Floor Convenor : Dr. Urmil Rana Co-Convenor: Dr. Rachna Soni Dr. Vineet Dr. Shashi Sharma Mrs. Lovely</p> <p>Incharges of Rooms : Room No. 10 Dr. Ravi Bathla Room No. 12 Dr. Sudha Chugh</p>	<p>1. Mr. Ravinder Kumar</p> <ul style="list-style-type: none"> ➤ Cleaning of Old academic building 1st floor – Library, Computer Labs, IMB Labs, Chemistry Labs, Water Drinking Area ➤ Class Room Nos. 10 & 12 ➤ Stairs till ground floor ➤ Faculty Room of English (Dusting Duty + filling of Water Camper - Ms. Neelam) ➤ New Building (1st Floor) ➤ Dusting Duty Library- Attendants of Library <ul style="list-style-type: none"> a) 1st Floor – Labs, One Class Room and Commerce Block & L- Type New Building and all class rooms of commerce----Mr. Ishwar (Chemistry Dept.) b) Old Computer Lab, Room No. 49 - Mr. Parveen Ahmed c) Basement & Vibha Mam’s Room and shooting range - Mr. Ram Sharan ➤ Mr. Mani Ram will check that all the doors of the college are properly locked on each floor before leaving.
(iv)	<p>IInd Floor Convenor : Dr. Neena Bajaj Co-Convenor: Mrs. Shalini Chhabra Dr. Anuja Mr. Suryakant Ms. Akanksha</p> <p>Incharges of Rooms Room No. 26 Ms. Sunanda Room No. 27 Dr. Anuja Rawat Room No. 28 Ms. Deepakshi Room No. 29 Ms. Vivek Room No. 30 Mrs. Shalini Chhabra Room No. 31 Mrs. Parul Singh Room No. 32 Dr. Meenu Jain Room No. 33 Ms. Nandini Room No. 34 Ms. Sandeep Room No. 35 Ms. Ritika Room No. 36 Ms. Pooja Anand Room No. 50 Mrs. Sangeeta Goel Room No. 51 Dr. Neeta Dwivedi Room No. 52 Mr. Suryakant Room No. 53 Ms. Akanksha Room No. 54 Ms. Shavinder Room No. 55 Ms. Megha Arora</p>	<p>1. Mr. Sanjeev Kumar</p> <ul style="list-style-type: none"> ➤ Cleaning of Botany Labs + Office ➤ Psychology Labs + Office ➤ Home Science Labs + Office ➤ Physics Labs + Office ➤ Yoga Labs ➤ Naturopathy Labs ➤ Room No. 14 ➤ Passage upto Commerce Block ➤ Stairs from 2nd Floor to 1st Floor & New Building ➤ Dusting Duty – Mr. Arvind - Room No. 31 to 36 & 53 to 55, Psychology Lab. ➤ Dusting Duty – Mr. Ishwar (Chemistry Dept.) - Commerce Block (2nd Floor), Room No. 26 to 30 & Room No. 50 to 52 and Smart Class Room ➤ Mr. Gurnam – Physics Faculty Room (1st Floor), Physics Labs (1st Floor) & Dark Room ➤ Mr. Satbir – Physics Faculty Room (IInd Floor), Physics Lab (IInd Floor). ➤ Mrs. Sushila Devi – Botany Labs. ➤ Mrs. Anu – Home Science Lab, Diet Clinic and Home Science Office. ➤ Ms. Rakesh - Fashion Designing Labs, Room & Faculty Room (Fashion Designing), M.A. English Class Room, Seminar Room (Economics) ➤ Mr. Anuj Kumar – Maths Classroom, Maths Faculty Room & Filling of Camper (Maths Room), Dusting Duty in Hall and cleaning of Trophy Almirah (Cutout Near Hall) <p>Lock & Unlock will be checked by Mr. Mani Ram.</p>
(v)	<p>IIIrd Floor Convenor : Dr. Sunita Kaushik Dr. Alka</p>	<p>1. Mr. Ramesh Kumar</p> <ul style="list-style-type: none"> ➤ Cleaning of Bio-Technology Labs ➤ Bio-Informatics Labs

	<p>Co-Convenor: Mrs. Ruby Ms. Neeru Kang Ms. Sukhjeet</p> <p>Incharges of Rooms Room No. 14 Dr. Alka Room No. 16 Ms. Ruby Room No. 17 Ms. Neeru Kang Room No. 18 Ms. Sukhjeet Room No. 19 Dr. Vishav Prabha Room No. 37 Mr. Parmesh Tyagi Room No. 38 Ms. Manjot Kaur Room No. 39 Ms. Jasleen Kaur Room No. 40 Mrs. Pooja Sindwani Room No. 41 Mrs. Minka Batra Room No. 42 Dr. Gursharan Room No. 43 Ms. Neeru Kang Room No. 44 Mrs. Manjeet Room No. 45 Ms. Akanksha Room No. 46 Dr. Nitasha Bajaj Room No. 47 Mrs. Anita Moudgil Room No. 48 Mrs. Anjana Arora</p>	<ul style="list-style-type: none"> ➤ Zoology Labs ➤ Shooting Range ➤ Gym ➤ New Computer Labs ➤ Faculty Room of Social Sciences ➤ Language Lab ➤ Dusting Duty – Shakti - Room Nos. 14 to 19 and rooms on Top Floor and labs on top floor. ➤ Dusting Duty - Mr. Raj Kumar - Faculty room of Mass Comm and faculty room of social sciences, Room No. 37-41 and 3rd Floor - Commerce Block & L-type new building, rooms in mass comm. & yoga block (Old Polytechnic), Studio (Mass Comm.). ➤ Dusting Duty - Mr. Mukesh - Women Study Centre, Yoga Dept., Naturopathy Labs, Gym, Room No. 47, 48, top floor - economics faculty room, 2 class room. <p>Lock & Unlock will be checked by Mr. Mani Ram.</p>
vi)	<p>Ground Floor, Ist Floor, IInd Floor & IIIrd Floor (New Building) Convenor : Dr. Seema Sethi Mrs. Shikha Saini Co-Convenor: Ms. Geeta Sharma Dr. Shalini (HRVE) Mrs. Dolly Lamba Mrs. Kanika Ms. Neha</p> <p>Incharges of Rooms Room No. 20 Ms. Megha Oberoi Room No. 21 Dr. Vineet Room No. 22 Dr. Rachna Room No. 23 Mrs. Lovely Room No. 24 Ms. Geeta Room No. 25 Dr. Shashi Sharma Room No. 56 Mrs. Dolly Lamba Room No. 57 Mrs. Kanika Room No. 58 Dr. Shalini Sharma Commerce Seminar Room – Ms. Shivani Puri Ad. Lab – Ms. Gurleen</p>	<ul style="list-style-type: none"> ➤ Mr. Pintoo ➤ Basement in Cycle Stand ➤ Basket Ball Court, STP Plant ➤ Commerce Block and L-Type New Building (Ground Floor), Ist Floor Smart Class Room, Dance Room, Music Room, Students Toilets and Fine Arts Room. ➤ Common Room ➤ Sports Basement and Rooms (Dusting Duty - Mr. Ram Saran) ➤ Ms. Seema (Dusting Duty) – All class room of ground floor commerce block and music room, Fine Arts Room (1st floor) - ➤ Mr. Ravi Kumar - Old Polytechnic Block, Ground Floor to Top. ➤ Dusting Duty- Mrs. Neelam & Mr. Mukesh Kr. - NCC Room, Class Rooms on Ground and 1st Floor of old polytechnic, seminar room of Commerce, Cosmetology Room, Creative Needles Office. ➤ Dusting Duty - Mr. Balbir Kumar 2nd & 3rd floor in Commerce all class room water cooler area, student washroom, faculty room, L-type new building, smart class room, top. ➤ Dusting Duty - Mr. Arjun Prasad - Faculty room of Nehru Studies Centre - Tailors Room & Mr. Shibu

PRINCIPAL

**STAFF ANNUAL DUTY LIST
FOR THE SESSION 2015-16**

Sr. no.	Name of Duties	Name of Lectures
1	Staff Secretary	Dr. Abha Khetarpal
2	Prospectus Incharge	Dr. Vineet Dr. Shashi Sharma
3	Time-Table Incharge	Mrs. Sangeeta Goel Mrs. Kanika
4	Student-aid Fund, fee-concession	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Member : Ms. Santosh
5	Scholarship to Students	Mrs. Anjana Arora Mr. Gagan
6	Admission Committee	Registrar : Mrs. Sangeeta Goel Members-I : Mrs. Suman Makkar : Mr. Sanjay Member-II : Mr. Sanjay Bhardwaj (ERP) : Mr. Gulshan : Mr. Gagan : Mrs. Sushma Sharma : Mrs. Ruchi : Ms. Manika : Ms. Ruby : Ms. Mamta Thapar
7	College Bus Incharge	Mrs. Anjana Arora Dr. Shashi Sharma ERP – Mr. Gulshan Nanda
8	Duty Leave Register (Computer feeding and file maintenance of the Performa)	Mr. Anand
9	Function Register (External & Internal)	Dr. Nitasha Bajaj (Text) Photographs – Mr. Parmesh
10	Cultural Club	Patron : Dr. Sushma Arya Conveners : Dr. Mrs. Neeta Dwivedi : Dr. Gursharan Kaur Members : Mrs. Lovely Mr. Vikas Ms. Santosh Ms. Neha Helper : Mr. Mukesh Mr. Rajkumar

11	Prizes and Certificates (a) Preparing and displaying list, purchase of prizes and its distribution (b) Collecting name of the students and follow up	Convener : Mrs. Shalini Chhabra (a) Mrs. Dolly Lamba and F.D. Dept. Ms. Santosh Ms. Divya Ms. Rajni Kochhar (b) Dr. Vibha Gupta Mrs. Anjana Arora Dr. Neeta Dwivedi
12	Sports Club	Patron : Dr. Sushma Arya Convener : Dr. Vibha Gupta Members : Arts : Dr. Vishav Prabha Dr. Kiran Sharma Dr. Seema Sethi Dr. Asha Bajaj Ms. Geeta Ms. Saroj Singh Science : Dr. Ravi Bathla Dr. Neena Bajaj Commerce : Mrs. Nishi Mrs. Meenu Gulati
13	Bursar	Mrs. Nishi Grover
14	Religious Classes	Conveners : Dr. Kiran Sharma Dr. Asha Bajaj Dr. Deepika
15	Environment Classes	Convener : Dr. Sunita Kaushik Member : New Hands (Botany & Zoology)
16	(a) College Magazine	Chief Editors : Dr. Sudha Chugh Dr. Nitasha Bajaj Editors of Various Sections : Hindi : Dr. Kiran Sharma Dr. Deepika Ghai Mass Comm. : Ms. Sukhjeet Yoga : Dr. Anuja English : Dr. Nitasha Bajaj Sanskrit : Dr. Mukesh Punjabi : Dr. Gursharan Kaur Science : Dr. Rachna Soni Dr. Neena Bajaj Commerce : Dr. Meenakshi Mrs. Vivek
	(b) Research Journal :- Coherence	Editorial Board : Dr. Abha Khetarpal Mrs. Kanchan Khanna

17	Information Officer	Ms. Santosh
18	Hawan Incharge	Dr. Vishav Prabha Mrs. Sangeeta Goel Dr. Anuja + Dept. of Yoga
19	Canteen Incharge	Dr. Abha Khetarpal Mrs. Parul Singh Dr. Surinder Kaur
20	Women Cell	Convener : Mrs. Vivek Co-Convener : Dr. Surinder Kaur Members : Dr. Rachna Soni Ms. Ritika (Commerce) Mrs. Pooja Sindwani Ms. Neenu
21	Spot Evaluation	Dr. Meenu Jain Mr. Anand
22	NSS	Dr. Gursharan Kaur Mrs. Shikha Saini
23	NCC	Ms. Geeta Sharma Mrs. Lovely Raj
24	Discipline Committee	
25	Guidance & Counselling Cell/ Placement Cell	Convener : Mr. Sanjay Bhardwaj Members : Mrs. Ruchi Ms. Manika
26	Common Room Incharge	Dr. Rita Singh Dr. Shashi Sharma
27	(a) Purchase of new furniture & repair of old furniture and Wood Work in College	Mrs. Sangeeta Goel Dr. Alka Goel Mr, Niket Mr. Bhupinder Singh
28	Purchase of Electrical goods and repair Works	Dr. Alka Singhal Dr. Monica Sharma Mr. Bhupinder Singh Mr. Balwinder
29	Purchase Committee (a) Science	Dr. Ravi Bathla Dr. Sunita Kaushik Mrs. Anjana Arora Dr. Rachna Soni Dr. Alka Singhal

	(b) Purchase Committee Computers	Mr. Sanjay Bhardwaj Dr. Sima Mr. Anil Mr. Gulshan Mr. Gagan
30	(a) Incharges (i) Civil Works	Dr. Vishav Mohini Dr. Alka Singhal Mrs. Sangeeta Mr. Bhupinder Mr. Gagan Mr. Gulshan
	(ii) Black Boards and Display Boards	Mrs. Sangeeta Goel Mr. Niket
	(b) Annual Report	English : Mrs. Vineet Hindi : Dr. Vishav Prabha Dr. Deepika Ghai
31	(a) Incharges (Practical Exam-Annual)	Dr. Ravi Bathla Dr. Urmil Rana Dr. Rachna Soni
	(b) Incharge (Making Practical Groups of Science Faculty)	Dr. Ravi Bathla Dr. Urmil Rana
32	Intercom	Mr. Gagan Mr. Gulshan Mr. Anand
33	Standing Advisory Committee	Patron : Dr. Ms. Sushma Arya Convenor : Mrs. Sangeeta Goel Member : Dr. Vibha Gupta Dr. Manju Khanna Dr. Urmil Rana Dr. Abha Khetarpal Mrs. Anita Moudgil Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Mrs. Rita Singh Dr. Neeta Dwivedi Mr. Sanjay Bhardwaj

34	UGC Cell/Planning Board	Patron : Dr. Ms. Sushma Arya Convener : Dr. Abha Khetarpal Members : Dr. Sunita Kaushik Dr. Surinder Kaur Mr. Sanjay Bhardwaj Dr. Sima Mrs. Dolly Lamba Mr. Gagan Mr. Gulshan
35	Prayer Committee	Patron : Dr. Ms. Sushma Arya Convener : Mrs. Anjana Arora Members : Dr. Vishav Prabha Dr. Neeta Dwivedi Mrs. Sangeeta Goel Dr. Seema Sethi Mrs. Vivek Ms. Kanika Goel Dr. Gursharan Mr. Bhupinder Singh Mr. Niket
36	Scholars Club	Patron : Dr. Sushma Arya Convener : Mrs. Anita Moudgil Members : <u>Arts :</u> Mrs. Anjana Arora Mrs. Rita Singh Mrs. Lovely <u>Mass Communication</u> Mr. Parmesh Tyagi <u>Commerce :</u> Mrs. Vivek <u>Science & Computers</u> Dr. Ravi Bathla Dr. Sunita Kaushik Dr. Rachna Soni Ms. Manika Sethi
37	Formation of Club and Committees	Patron : Dr. Sushma Arya
(a)	Youth Club	Convener : Dr. Nitasha Bajaj Co-Convener : Mrs. Dolly Lamba Members : Mrs. Gunet Ms. Ritu (Commerce) Ms. Ritika (Commerce)
(b)	Eco Club	Convener : Dr. Sunita Kaushik Members : Dr. Urmil Rana Dr. Neena Bajaj + New Hands of Botany & Zoology

(c)	D.A.V. Phulwari	Convener : Dr. Ms Neena Bajaj Members : Dr. Sunita Kaushik New Hands of Biotech & IMB, Bio- informatics + Students of Botany & Zoology
(d)	Rotaract Club	Conveners : Arts: Dr. Abha Khetarpal Mrs. Parul Singh Ms. Kamna Duggal Mrs. Ravinder Commerce : Dr. Surinder Kaur Ms. Himani
(e)	Red Ribbon Club	Convener : Dr. Seema Sethi Members : Dr. Ravi Bathla Mrs. Rita Singh Dr. Monica Ms. Lovely Ms. Priyanka
(f)	Tour & Trips	Dr. Meenakshi Saini Dr. Neena Bajaj
(f)	Committee for the selection of 'Miss D.A.V.'	Convener : Dr. Meenakshi Saini Members : Dr. Vibha Gupta Dr. Urmil Rana Mrs. Anjana Arora Dr. Vishav Prabha Mrs. Shalini Chhabra Dr. Neeta Dwivedi
(g)	Committee for the Selection of Mahatma Hansraj Award	Convener : Dr. Vishav Mohini Members : Commerce : Dr. Surinder Kaur Dr. Meenakshi Saini Arts : Dr. Abha Khetarpal Mrs. Shalini Chhabra Science : Dr. Ravi Bathla Computer : Dr. Rachna Soni
38	Internal Quality Assurance Cell (IQAC)	Patron : Dr. Ms. Sushma Arya Co-ordinator: Mrs. Sangeeta Goel Members : Dr. Abha Khetarpal Dr. Urmil Rana Dr. Surinder Kaur Mrs. Anita Moudgil Dr. Neena Bajaj Mrs. Shalini Chhabra Dr. Seema Sethi Mr. Sanjay Bhardwaj

39	Tutorial Board	<p>Conveners & Coordinators : (Faculty wise)</p> <p>Science : Dr. Sunita Kaushik-Medical- Convener Dr. Neena Bajaj - Medical -Coordinator Mrs. Anjana Arora– Non-Medical - Convener Mrs. Kanika - Non-Medical-Coordinator</p> <p>Computers : Dr. Rachna Soni - Convener Ms. Manika - Coordinator</p> <p>Commerce : Dr. Surinder Kaur - Convener Ms. Saloni - Coordinator</p> <p>Arts : Dr. Meenu Jain - Convener Mrs. Shalini Chhabra - Convener Mr. Kunal - Coordinator</p>
40	Formation of Alumni	<p>Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Prabha Members : Dr. Abha Khetarpal Dr. Urmil Rana Dr. Rachna Soni Mrs. Rita Singh Dr. Neena Bajaj Dr. Seema Sethi Mrs. Vivek Dr. Deepika Ghai</p>
41	Hostel Committee	<p>Patron : Dr. Ms. Sushma Arya Convener : Dr. Vishav Mohini Members : Dr. Vibha Gupta Dr. Abha Khetarpal Dr. Sunita Kaushik Mrs. Anjana Arora Dr. Surinder Kaur Dr. Seema Sethi Dr. Meenakshi Saini Dr. Neena Bajaj Mrs. Dolly Lamba Mrs. Nishi Grover Mrs. Vivek Narula Mr. Sanjay Bhardwaj</p>
42	Purchase Committee (Hostel)	<p>Convenor : Mrs. Anjana (Warden) Members : Dr. Vishav Mohini Ms Santosh Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh</p>

43	Library Committee	Patron : Dr. Ms. Sushma Arya Convenor : Mrs. Geeta Member : Dr. Vineet Dr. Ravi Bathla Dr. Vishav Prabha Dr. Surinder Kaur Dr. Neena Bajaj Mrs. Anjana Arora Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj
44	a) ERP Implementation and Wi-fi implementation committee	Patron : Dr. Ms. Sushma Arya Convener : Mr. Gulshan Members : Mr. Sanjay Bhardwaj Ms. Santosh Mr. Gagan Mr. Anil
45	Incharge Convocation	Dr. Sunita Kaushik Dr. Neena Bajaj Mrs. Sangeeta Goel
46	Incharge issuing of Spirit for Practicals	Dr. Urmil Rana
47	Hostel Construction & Repair Committee	Patron : Dr. Sushma Arya Convener : Dr. Alka Singhal Members : Dr. Vishav Mohini Mrs. Anjana (Warden) Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh
48	Parents-Teachers Association (PTA)	Patron : Dr. Sushma Arya Overall Incharge: Dr. Rachna Soni Conveners : Arts : Mrs. Rita Singh Commerce : Dr. Surinder Kaur Science : Dr. Ravi Bathla Computers : Dr. Rachna Soni 10 Parents each from the faculties of Arts, Commerce, Science & Computers.

49	Anti-Ragging Committee & Anti - Ragging Squad	Patron : Dr. Sushma Arya Overall Incharge : Dr. Rachna Soni CONVENERS : Commerce : Dr. Meenakshi Saini Science : Dr. Sunita Kaushik Arts : Dr. Vishav Prabha Computers : Dr. Rachna Soni Members : College Faculty : (Teaching & Non-Teaching) Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj Mr. Gulshan Mr. Gagan 1 Parent each from the faculty of Arts, Science, Commerce & Computers
50	Grievance Redressel Cell	Principal : Dr. Sushma Arya Staff Secretary : Dr. Abha Khetarpal Registrar : Mrs. Sangeeta Goel Bursar : Mrs. Nishi Grover Hostel Warden : Mrs. Anjana (Warden) Inch. Student Council:Dr. Kiran Sharma Library Incharge : Mrs. Geeta Members : Dr. Surnider : Mr. Gulshan : Mr. Gagan
51	(a) Discipline Committee	Convenors : Arts : Dr. Seema Mahajan Science : Dr. Rachna Soni Commerce : Dr. Surinder Kaur Co-Convenors : Arts : Dr. Vibha Gupta Dr. Meenu Jain Dr. Vineet Dr. Vishav Prabha Mrs. Shalini Chhabra Dr. Malkit Singh Dr. Anuja Science : Dr. Ravi Bathla Dr. Sunita Kaushik Mrs. Anjana Arora Mrs. Sangeeta Goel Dr. Neena Bajaj Commerce : Dr. Meenakshi Saini Mrs. Vivek Narula Dr. Sima Dr. Monika Sharma

	(b) Cleanliness Committee	Convenors : Arts : Dr. Seema Mahajan Science : Dr. Rachna Soni Commerce : Dr. Surinder Kaur Co-Convenors : Arts : Dr. Abha Khetarpal Mrs. Anita Moudgil Dr. Kiran Sharma Mrs. Rita Singh Dr. Asha Bajaj Dr. Neeta Dwivedi Mrs. Shikha Dr. Nitasha Mrs. Parul Singh Science : Dr. Urmil Rana Dr. Alka Singhal Mrs. Kanika Mr. Davinder K. Malhotra Mr. Niket Commerce : Mr. Nishi Grover Ms. Ritika Mrs. Meenu Gulati Mrs. Pooja Sindwani
52	Personal Counselling Cell	Ms. Khushboo Minocha
53	Nodal Officer (Preparing Voter ID Cards of Students)	Convenor : Dr. Kiran Sharma Co-Convenors: Dr. Meenu Jain (For attending meetings at DC Office) Members : Dr. Asha Bajaj Mrs. Lovely (ERP)
54	Incharge General Maintenance + Cleanliness of the college campus	Convenor : Dr. Abha Khetarpal Co-Convenors: Mrs. Parul Singh Ms. Kamna Duggal Mr. Gagan Mr. Gulshan Assisted by : Mr. Bhupinder Singh
55	Asst. Supdt. in Chief (Examination Duty)	Dr. Kiran Sharma
56	Women Study Centre	Director : Dr. Vishav Mohini Member : Dr. Seema Sethi Dr. Deepika Ghai Mrs. Shikha

57	UGC Study Centres	<p>Gandhian Studies Centre : Dr. Asha Bajaj Dr. Malkit Singh</p> <p>Nehru Studies Centre : Dr. Malkit Singh Ms. Monika</p>
58	ICC (Internal Complaint Committee)	Dr. Vishav Mohini (Presiding Officer) Dr. meenakshi Saini Dr. Sabhayata (HRVE Dept.) Ms. Ruchi Mahajan (NGO)
59	<p>Composition of Sexual Harassment Cell</p> <p>Student Representatives</p> <p>Commerce : UG PG</p> <p>Science : UG PG</p> <p>Arts : UG PG</p>	<p>Patron : Dr. Sushma Arya Convenor : Dr. Vishavmohini Co-ordinator : Dr. Surinder Kaur Members : Dr. Abha Khetarpal Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini</p> <p>Ms. Sadgi, B.Com-III (Hons.) Ms. Rachna, M.Com (Final) Ms. Aditi, B.Sc.-III (C.Sc.) Ms. Davinder, M.Sc.-II (C.Sc.) Ms. Kajal, B.A.-I Ms. Palak, M.A. (English) (P)</p>

Principal

**STAFF ANNUAL DUTY LIST
FOR THE SESSION 2016-17**

Sr. no.	Name of Duties	Faculty
1	Staff Secretary	Dr. Meenakshi Saini
2	Prospectus Committee	Dr. Vineet Dr. Shashi Sharma
3	Time-Table Incharge	Mrs. Sangeeta Goel Mrs. Kanika Mrs. Sunamika
4	Student-aid Fund, fee-concession	Patron : Principal Convener : Mrs. Anjana Arora Member : Ms. Santosh
5	Scholarship to Students	Mrs. Anjana Arora Mr. Gagan
6	Admission Committee	Registrar : Mrs. Sangeeta Goel Sub-Registrar : Dr. Rita Singh Mrs. Parul Singh Ms. Ritika Members-I : Mrs. Suman Makkar : Mr. Sanjay : Mr. Saurav Member-II : Dr. Sima (ERP) : Mr. Vikas Walia (Fine Arts) : Mr. Gulshan : Mr. Gagan : Mrs. Sushma Sharma : Mrs. Meenu Gulati : Mrs. Sunamika : Mrs. Mamta - Library : Mrs. Kanwaljeet - Library : Ms. Parul (Library) : Mr. Anil Nanda : Mr. Inderjeet Kathuria
7	College Bus Incharge	Mrs. Anjana Arora Dr. Shashi Sharma Mrs. Lovely Raj ERP – Mr. Gulshan Nanda - Mrs. Kanchan Khanna
8	Duty Leave Register (Computer feeding and file maintenance of the Performa)	Mr. Anand

9	Function Register (External & Internal)	Dr. Nitasha Bajaj (Incharge of Collection of Text & Pictures of all events in the college) Photographs – Mr. Parmesh
10	Cultural Club	Patron : Dr. Sushma Arya Convener : Dr. Mrs. Neeta Dwivedi Co-Convener: Mrs. Meenu Gulati Members : Mrs. Lovely Dr. Gursharan Mr. Vikas Mrs. Pooja Sindwani Ms. Santosh Ms. Neha Helper : Mr. Mukesh Mr. Rajkumar
11	Prizes and Certificates (a) Preparing and displaying list, purchase of prizes and its distribution (b) Collecting name of the students and follow up	Patron : Dr. Sushma Arya Convener : Mrs. Shalini Chhabra Co-Convener : Mrs. Dolly Lamba Co-ordinator : Dept. of Psychology Dept. of Fashion Designing Ms. Santosh Sports : Dr. Vibha Gupta Academic : Mrs. Anjana Arora Cultural : Dr. Neeta Dwivedi
12	Sports Club	Patron : Dr. Sushma Arya Convener : Dr. Vibha Gupta Co-convener : Ms. Saroj Singh Members : Arts : Dr. Vishav Prabha Dr. Kiran Sharma Dr. Seema Sethi Dr. Asha Bajaj Ms. Geeta Sharma Science : Dr. Ravi Bathla Dr. Neena Bajaj Commerce : Mrs. Nishi Mrs. Meenu Gulati
13	Bursar	Mrs. Nishi Grover
14	Religious Classes	Patron : Dr. Sushma Arya Conveners : Dr. Kiran Sharma Dr. Asha Bajaj Dr. Deepika

15	Environment Classes	Convener : Dr. Sunita Kaushik Co-convener : Dr. Neena Bajaj
16	College Magazine/Year book	Chief Editors : Dr. Vineet Dr. Nitasha Bajaj Editors of Various Sections : Hindi : Dr. Kiran Sharma Dr. Deepika Ghai Mass Comm. : New Hand in Mass Comm. Yoga : Dr. Anuja English : Dr. Nitasha Bajaj Sanskrit : Dr. Indu Narang Punjabi : Dr. Gursharan Kaur Science : Dr. Rachna Soni Dr. Neena Bajaj Commerce : Mrs. Vivek Ms. Ritika
17	(a) Research Journal :- Coherence	Patron : Dr. Sushma Arya Editor-in-Chief : Dr. Abha Khetarpal Editors : Dr. Alka Goel Mrs. Parul Singh Office : Mrs. Kanchan Khanna Subscription : Mrs. Geeta (Library)
	(b) Research Journal in Social Science	Patron : Dr. Sushma Arya Editor-in-Chief : Dr. Vishav Mohini Editors : Dr. Vibha Gupta Mrs. Anita Moudgil Sub-Editors : Dr. Seema Sethi Dr. Nitasha Bajaj Dr. Malkit Singh Mrs. Shikha Saini Dr. Sabhyata Bansal
18	Hawan Incharge	Dr. Vishav Prabha Mrs. Sangeeta Goel Dr. Anuja + Dept. of Yoga
19	Canteen Incharge	Dr. Abha Khetarpal Dr. Surinder Kaur Mrs. Parul Singh
20	Women Cell	Patron : Dr. Sushma Arya Convener : Mrs. Vivek Co-Convener : Dr. Surinder Kaur Members : Dr. Meenu Jain Dr. Rachna Soni Ms. Geeta Sharma Ms. Ritika Mrs. Pooja Sindwani Ms. Neenu

21	Spot Evaluation	Dr. Meenu Jain Mr. Anand
22	NSS	Dr. Gursharan Kaur Mrs. Shikha Saini
23	NCC	Ms. Geeta Sharma Mrs. Lovely Raj
24	Placement Cell	Patron : Dr. Sushma Arya Convener : Mr. Sanjay Bhardwaj Co-convener : New Hand in the Dept. of Computer
25	Common Room Incharge	Dr. Rita Singh Dr. Shashi Sharma
26	Purchase of new furniture & repair of old furniture and Wood Work in College	Patron : Dr. Sushma Arya Convener : Mrs. Sangeeta Goel Co-Convener : Dr. Alka Goel Member : Mr, Niket Mr. Bhupinder Singh
27	Purchase of Electrical goods and repair Works	Patron : Dr. Sushma Arya Convener : Dr. Monica Sharma Co-Convener : Dr. Alka Goel Member : Mr. Bhupinder Singh Mr. Balwinder
28	Purchase Committee (a) Science	Patron : Dr. Sushma Arya Convener : Dr. Ravi Bathla Co-Convener : Dr. Sunita Kaushik Mrs. Anjana Arora Members : Dr. Rachna Soni Dr. Alka Goel Mr. Sanjay Bhardwaj
	(b) Purchase Committee Computers	Patron : Dr. Sushma Arya Convener : Dr. Sima Co-convener : Dr. Rachna Soni Mr. Sanjay Bhardwaj Member : Mr. Anil Mr. Inderjeet Mr. Gulshan Mr. Gagan

29	(i) Civil Works	Patron : Dr. Sushma Arya Convener : Dr. Alka Goel Co-convener : Dr. Vishav Mohini Member : Mrs. Sangeeta Mr. Bhupinder Mr. Gagan Mr. Gulshan
	(ii) Black Boards and Display Boards	Convener : Mrs. Sangeeta Goel Member : Mr. Niket
	(iii) Glass Work	Incharge : Mrs. Vivek Narula
	(iv) Plumbing	Incharge : Mr. Vikas Walia
(b) Annual Report	Patron : Dr. Sushma Arya Convener English: Mrs. Vineet Mrs. Guneet Convener Hindi : Dr. Vishav Prabha Dr. Deepika Ghai	
30	(a) Incharges (Practical Exam-Annual)	Dr. Ravi Bathla Dr. Rachna Soni + New Hand in Chemistry Dept.
	(b) Incharges (Making Practical Groups of Science Faculty)	
31	Intercom	Mr. Anand Mr. Gagan Mr. Gulshan
32	Standing Advisory Committee	Patron : Principal Convener : Mrs. Sangeeta Goel Members : Dr. Vishav Mohini Dr. Vibha Gupta Dr. Abha Khetarpal Dr. Sunita Kaushik Dr. Vineet Mrs. Anita Moudgil Dr. Rachna Soni Dr. Surinder Kaur Mrs. Shalini Chhabra Dr. Meenakshi Saini Dr. Neeta Dwivedi Dr. Alka Goel Mr. Sanjay Bhardwaj

33	UGC Cell/Planning Board	Patron : Principal Convener : Dr. Abha Khetarpal Co-convener : Dr. Meenakshi Saini Members : Dr. Vishav Mohini Mrs. Vivek Narula Mr. Sanjay Bhardwaj Dr. Malkit Singh Dr. Sima Ms. Ritika
34	Prayer Committee	Patron : Principal Convener : Mrs. Anjana Arora Members : Dr. Vishav Prabha Dr. Neeta Dwivedi Mrs. Sangeeta Goel Dr. Seema Sethi Mrs. Vivek Ms. Geeta Sharma Mrs. Sunamika Dr. Gursharan Mr. Niket Mr. Bhupinder Singh
35	Scholars Club	Patron : Dr. Sushma Arya Convener : Mrs. Anita Moudgil Members : <u>Arts :</u> Mrs. Anjana Arora Mrs. Rita Singh Mrs. Lovely <u>Mass Communication</u> Mr. Parmesh Tyagi <u>Commerce :</u> Mrs. Vivek <u>Science & Computers</u> Dr. Ravi Bathla Dr. Sunita Kaushik Dr. Rachna Soni Ms. Manika Sethi
36	Formation of Club and Committees	
(a)	Youth Club	Patron : Dr. Sushma Arya Convener : Dr. Nitasha Bajaj Co-Convener : Mrs. Dolly Lamba Members : Mrs. Guneet Ms. Ritika (Commerce) + New Hand (Fashion Desig.)

(b)	Eco Club	Patron : Dr. Sushma Arya Convener : Dr. Sunita Kaushik Members : Dr. Neena Bajaj + New Hands of Bio-Sciences
(c)	D.A.V. Phulwari	Patron : Dr. Sushma Arya Convener : Dr. Ms Neena Bajaj Members : Dr. Sunita Kaushik New Hands of Biotech & IMB, Bio- informatics + Students of Botany & Zoology
(d)	Rotaract Club	Patron : Dr. Sushma Arya Conveners : Arts: Dr. Abha Khetarpal Mrs. Parul Singh + New Hand in H.Sc. Commerce : Dr. Surinder Kaur + New Hand in Commerce.
(e)	Red Ribbon Club	Patron : Dr. Sushma Arya Convener : Dr. Seema Sethi Members : Dr. Ravi Bathla Mrs. Rita Singh Dr. Monica Ms. Lovely Ms. Priyanka
(f)	Tour & Trips	Dr. Meenakshi Saini Dr. Neena Bajaj
(g)	Committee for the selection of 'Miss D.A.V.'	Patron : Dr. Sushma Arya Convener : Dr. Meenakshi Saini Members : Dr. Vishav Prabha Dr. Sima Mrs. Anjana Arora Mrs. Shalini Chhabra Dr. Neeta Dwivedi
(h)	Committee for the Selection of Mahatma Hansraj Award	Convener : Dr. Vishav Mohini Members : Commerce : Dr. Surinder Kaur Dr. Meenakshi Saini Arts : Dr. Abha Khetarpal Mrs. Shalini Chhabra Science : Dr. Ravi Bathla Computer : Dr. Rachna Soni

37	Internal Quality Assurance Cell (IQAC)	Patron : Principal Co-ordinator: Mrs. Sangeeta Goel Members : Dr. Abha Khetarpal Dr. Ravi Bathla Dr. Meenu Jain Dr. Vineet Dr. Surinder Kaur Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Dr. Seema Sethi Dr. Alka Singhal Dr. Nitasha Bajaj Dr. Sima Dr. Neena Bajaj Mr. Sanjay Bhardwaj Ms. Guneet
39	Formation of Alumni	Patron : Principal Convener : Dr. Vishav Prabha Members : Dr. Abha Khetarpal Dr. Ravi Bathla Dr. Rachna Soni Mrs. Rita Singh Dr. Neena Bajaj Dr. Seema Sethi Mrs. Vivek Mrs. Nishi Dr. Deepika Ghai
40	Hostel Committee	Patron : Principal Convener : Dr. Vishav Mohini Members : Dr. Vibha Gupta Dr. Abha Khetarpal Mrs. Anjana Arora Dr. Surinder Kaur Mrs. Sangeeta Goel Dr. Meenakshi Saini Dr. Seema Sethi Dr. Alka Goel Dr. Neena Bajaj Mrs. Dolly Lamba Mr. Sanjay Bhardwaj Mrs. Nishi Grover Mrs. Vivek Narula

41	Purchase Committee (Hostel)	Patron : Dr. Sushma Arya Convener : Mrs. Anjana (Warden) Co-convener : Ms. Santosh (Asst. Warden) Members : Dr. Vishav Mohini Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh Wood Works : Mrs. Sangeeta Plumbing : Mr. Vikas Electrical : Dr. Monika Civil : Dr. Alka
42	Library Committee	Patron : Principal Convener : Mrs. Geeta Member : Dr. Vineet Dr. Ravi Bathla Dr. Vishav Prabha Dr. Surinder Kaur Dr. Neena Bajaj Mrs. Anjana Arora Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj
43	a) ERP Implementation and Wi-fi implementation committee	Patron : Principal Convener : Mr. Gulshan Members : Dr. Rachna Soni Dr. Sima Mr. Sanjay Bhardwaj Ms. Santosh Mr. Gagan Mr. Anil Mr. Inderjeet Kathuria
44	Incharge Convocation	Patron : Principal Convener : Mrs. Sangeeta Goel Co-convener: Dr. Sunita Kaushik Dr. Neena Bajaj Mrs. Lovely Raj
45	Incharge issuing of Spirit for Practicals	Dr. Ravi Bathla
46	Parents-Teachers Association (PTA)	Patron : Dr. Sushma Arya Overall Incharge: Dr. Rachna Soni Conveners : Arts : Mrs. Rita Singh Commerce : Dr. Surinder Kaur Science : Dr. Ravi Bathla Computers : Dr. Rachna Soni 10 Parents each from the faculties of Arts, Commerce, Science & Computers.

47	Anti-Ragging Committee & Anti - Ragging Squad	Patron : Dr. Sushma Arya Overall Incharge : Dr. Rachna Soni CONVENERS : Commerce : Dr. Meenakshi Saini Science : Dr. Sunita Kaushik Arts : Dr. Vishav Prabha Computers : Dr. Rachna Soni Members : College Faculty : (Teaching & Non-Teaching) Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj Mr. Gulshan Mr. Gagan 1 Parent each from the faculty of Arts, Science, Commerce & Computers
48	Grievance Redressal Cell	Principal : Dr. Sushma Arya Staff Secretary : Dr. Meenakshi Saini Registrar : Mrs. Sangeeta Goel Bursar : Mrs. Nishi Grover Hostel Warden : Mrs. Anjana (Warden) Inch. Student Council: Dr. Kiran Sharma Library Incharge : Mrs. Geeta Members : Dr. Surnider : Mr. Gulshan : Mr. Gagan
49	SC, ST, OBC and Minority Coaching	Patron : Dr. Sushma Arya Conveners : (a) Entry into Services : Dr. Meenakshi Saini (b) Remedial Coaching : Mrs. Vivek (c) Equal Opportunity Cell : Ms. Ritika
50	Nodal Officer (Preparing Voter ID Cards of Students)	Patron : Dr. Sushma Arya Convenor : Dr. Kiran Sharma Members Arts : Dr. Asha Bajaj Science : New Hand in Physics Commerce : Mrs. Pooja Sindwani
51	Incharge General Maintenance + Cleanliness of the college campus	Convenor : Dr. Abha Khetarpal Co-Convenors: Mrs. Parul Singh Mr. Gagan Mr. Gulshan Assisted by : Mr. Bhupinder Singh

52	Examination (a) Supdt. in Chief (b) Asst. Supdt. in Chief (Examination Duty) (c) Issuing of University Practical Sheets and keeping record	Dr. Sushma Arya Dr. Kiran Sharma Dr. Deepika Ghai Mrs. Vivek Narula
53	Women Study Centre	Director : Dr. Vishav Mohini Members : Dr. Seema Sethi Dr. Deepika Ghai Mrs. Shikha
54	UGC Study Centres	Patron : Dr. Sushma Arya Coordinator : Dr. Vishav Mohini Gandhian Studies Centre : Dr. Asha Bajaj Dr. Malkit Singh Mrs. Sabhyata Goel Nehru Studies Centre : Dr. Malkit Singh Ms. Monika (HRVE)
55	ICC (Internal Complaint Committee)	Patron : Dr. Sushma Arya Convener : Dr. Vishav Mohini (Presiding Officer) Member : Dr. Meenakshi Saini Dr. Sabhayata (HRVE Dept.) Ms. Ruchi Mahajan (NGO) Counsellor
56	Sexual Harassment Cell	Patron : Dr. Sushma Arya Convenor : Dr. Vishav Mohini Co-ordinator : Dr. Surinder Kaur Members : Dr. Abha Khetarpal Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini
57	Kaushal Kendras	Patron : Dr. Sushma Arya Convener : Mr. Sanjay Bhardwaj Co-convener : Dr. Vishav Mohini Dr. Abha Khetarpal Dr. Sima Mrs. Sunamika Mrs. Meenu Gulati Mrs. Dolly Lamba Ms. Garima Mr. Gagan Mr. Gulshan

58	Cisco	Patron : Dr. Sushma Arya Convener : Dr. Rachna Soni Co-convener : Dr. Sima Tech. Asstt. : Mr. Anil + New Hand in C.Sc. Dept.
59	Swimming Pool & Gym	Patron : Dr. Sushma Arya Convener : Dr. Vishav Mohini Members : Dr. Vibha Gupta Dr. Alka Goel Ms. Meenakshi (Gym) Mr. Gagan Mr. Gulshan Mr. Bhupinder Singh
60	Yoga + Meditation Classes (For all the students of the college)	Dr. Vishav prabha Dr. Anuja
61	Student Council	Patron : Dr. Sushma Arya Convener : Dr. Kiran Sharma Co-convener : Arts : Dr. Vibha Gupta Dr. Abha Khetarpal Commerce : Dr. Surinder Kaur Dr. Meenakshi Saini Mrs. Nishi Grover Science : Dr. Ravi Bathla Dr. Yogita Gupta
62	Printing of Attendance Register	Mrs. Vivek Narula
63	Student Counselling Centre (a) Tutorial Board	Patron : Dr. Sushma Arya Convener : Mrs. Shalini Chhabra Co-Convener & Coordinators : (Faculty wise) Science : Dr. Sunita Kaushik-Medical- Co-ordinator Dr. Neena Bajaj - Medical -Co-convener Mrs. Anjana Arora– Non-Medical - Co-convener Mrs. Kanika - Non-Medical-Coordinator Computers : Dr. Rachna Soni - Co-convener Ms. Manika - Coordinator Commerce : Dr. Surinder Kaur - Co-convener Ms. Saloni - Coordinator Arts : Dr. Meenu Jain - Co-convener Mrs. Anita Moudgil - Coordinator

	(b) Personal Counselling Cell (c) Personal Development Programme Cell (PDP Cell)	Dept. of psychology Patron : Dr. Sushma Arya Convenor : Dr. Surinder Kaur Co-convenor : Arts : Dr. Nitasha Bajaj Commerce : Dr. Meenakshi Saini Science : Dr. Neena Bajaj Dr. Rachna Soni
64.	Enrolment for Hobby Courses	Ms. Santosh
65.	Composition of Faculty Development Cell	Patron : Dr. Sushma Arya (Principal) Convenors : Dr. Vishav Mohini (Director, Women Studies Centre) Dr. Surinder Kaur (Head, Dept. of Commerce) Co-ordinators : Dr. Rachna Soni (Head, Dept. of Computer Science) Dr. Meenakshi Saini (Associate Professor, Dept. of Commerce) Dr. Sima (Assistant Professor, Dept. of Computer Science) Members : Mr. Gagandeep (Head Clerk) Mr. Gulshan Nanda (Data Processing Supdt.)

Principal

**STAFF ANNUAL DUTY LIST
FOR THE SESSION 2017-18**

Sr. no.	Name of Duties	Faculty
1	Staff Secretary	Dr. Meenakshi Saini
2	Prospectus Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Vineet Co-Convener : Dr. Shashi Sharma Member : Ms. Geeta Sharma
3	Time-Table Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Sangeeta Members : Mrs. Kanika Mrs. Sunamika
4	Student-aid Fund, fee-concession Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Anjana Arora Member : Mrs. Sunamika
5	Scholarship to Students	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Anjana Arora Members : Mr. Gagan Mr. Sanjay Mishra
6	Admission Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Registrar : Mrs. Sangeeta Goel Sub-Registrar : Dr. Rita Singh Mrs. Vivek Narula Mrs. Parul Singh Ms. Ritika Members-I : Mrs. Suman Makkar : Mr. Sanjay Mr. Saurav Members-II : Dr. Sima (ERP) : Mr. Vikas Walia (Fine Arts) : Mrs. Meenu Gulati : Mrs. Sunamika : Mrs. Sushma Sharma : Mr. Gulshan : Mr. Gagan : Mrs. Mamta - Library : Mrs. Aarti - Library : Mr. Anil Nanda : Mr. Inderjeet Kathuria

7	College Bus Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Anjana Arora Co-Convener : Dr. Shashi Sharma Member : Mrs. Lovely Raj ERP : Mr. Gulshan Nanda : Mrs. Kanchan Khanna
8	Duty Leave Register (Computer feeding and file maintenance of the Performa)	Mr. Anand
9	Function Register (External & Internal)	Dr. Nitasha Bajaj (Incharge of Collection of Text & Pictures of all events in the college) Photographs – Mr. Parmesh
10	Awards and Honours Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Meenakshi Saini Members : Dr. Vibha Gupta Mrs. Sangeeta Mrs. Shalini Dr. Neeta Dwivedi Dr. Neena Bajaj
11	Prizes and Certificates Committee (a) Preparing and displaying list, purchase of prizes and its distribution (b) Collecting name of the students and follow up	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Shalini Chhabra Co-Convener : Mrs. Dolly Lamba Co-ordinator : Dept. of Psychology Dept. of Fashion Designing Ms. Santosh Sports : Dr. Vibha Gupta Academic : Mrs. Anjana Arora Cultural : Dr. Neeta Dwivedi
12	Tour & Trips Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Incharges : Dr. Meenakshi Saini Dr. Neena Bajaj
13	Bursar	Mrs. Nishi Grover
14	Religious Classes	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Kiran Sharma Co-conveners : Dr. Asha Bajaj Dr. Deepika
15	Environment Classes	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Sunita Kaushik Co-convener : Dr. Neena Bajaj

16	College Magazine/Year book	Patron : Dr. Vibha Gupta (Offg. Principal) Chief Editors : Dr. Vineet Dr. Nitasha Bajaj Assistance : Ms. Poonam Bhattal Editors of Various Sections : Hindi : Dr. Kiran Sharma Dr. Deepika Ghai Mass Comm. : New Hand in Mass Comm. Yoga : Dr. Anuja English : Dr. Nitasha Bajaj Sanskrit : Dr. Indu Narang Punjabi : Dr. Gursharan Kaur Science : Dr. Rachna Soni Dr. Neena Bajaj Commerce : Mrs. Vivek Ms. Ritika
17	(a) Research Journal :- Coherence	Patron : Dr. Vibha Gupta (Offg. Principal) Editor-in-Chief : Dr. Rita Singh Editors : Dr. Ravi Bathla Mrs. Lovely Mrs. Parul Singh Office : Mrs. Kanchan Khanna Subscription : Mrs. Geeta (Library)
	(b) Research Journal in Social Science	Patron : Dr. Vibha Gupta (Offg. Principal) Editor-in-Chief : Mrs. Anita Moudgil Editors : Dr. Vibha Gupta Dr. Malkit Singh Sub-Editors : Dr. Seema Sethi Dr. Nitasha Bajaj Mrs. Shikha Saini Dr. Sabhyata Bansal
18	English Literary Society	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Vineet Co-convener : Dr. Pooja Jain (English Dept.) Members : Students
19	Hawan Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Conveners : Dr. Vishav Prabha Mrs. Sangeeta Members : Dr. Anuja & Dept. of Yoga
20	Canteen Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Conveners : Dr. Abha Khetarpal Dr. Surinder Kaur

		Member : Mrs. Parul Singh
21	NSS	Patron : Dr. Vibha Gupta (Offg. Principal) Incharges : Dr. Gursharan Kaur Ms. Ritika Bhola
22	NCC	Patron : Dr. Vibha Gupta (Offg. Principal) Incharges : Ms. Geeta Sharma Mrs. Lovely Raj
23	Common Room Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Incharges : Dr. Shashi Sharma Mrs. Suman Bali (English)
24	Purchase of new furniture & repair of old furniture and Wood Work in College	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Sangeeta Goel Co-Convener : Mrs. Kanika Members : Mr, Niket Mr. Gulshan Nanda Mr. Gagan Mr. Bhupinder Singh
25	Purchase of Electrical goods and repair Works	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Monica Sharma Co-Convener : Mrs. Pooja Anand Members : Mr. Gulshan Nanda Mr. Gagan Mr. Bhupinder Singh Mr. Balwinder
26	Purchase Committee (a) Science	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Ravi Bathla Co-Conveners: Dr. Sunita Kaushik Mrs. Anjana Arora Members : Mrs. Sangeeta Goel Dr. Rachna Soni Dr. Neena Bajaj Dr. Sima
	(b) Computers	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Rachna Soni Co-conveners: Dr. Sima Mr. Sanjay Bhardwaj Members : Mr. Davender K. Malhotra Mr. Anil Mr. Inderjeet Mr. Gulshan Mr. Gagan

	(c) Hostel	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Anjana (Warden) Co-convener : Members : Dr. Surinder Kaur Mr. Gulshan Mr. Gagan Mr. Bhupinder Singh Wood Works : Mrs. Sangeeta Plumbing : Mr. Vikas Electrical : Dr. Monika Civil : Mrs. Pooja Sindwani Glass : Mrs. Vivek Narula
27	Library Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Geeta Members : Dr. Vibha Gupta Dr. Ravi Bathla Mrs. Anjana Arora Dr. Rachna Soni Dr. Vineet Dr. Surinder Kaur Dr. Vishav Prabha Mrs. Sangeeta Goel Dr. Neena Bajaj Mr. Sanjay Bhardwaj
28	ERP Implementation and Wi-fi implementation committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mr. Gulshan Members : Dr. Rachna Soni Dr. Sima Mr. Sanjay Bhardwaj Mr. Gagan Mr. Anil Mr. Inderjeet Kathuria
29	Convocation Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Sangeeta Goel Co-conveners: Dr. Sunita Kaushik Dr. Neena Bajaj Mrs. Lovely Raj
30	Construction & Maintenance Committee (i) Civil Works	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Lovely Raj Co-convener : Mrs. Pooja Sindwani Members : Ms. Geeta Sharma Mr. Niket Mr. Gulshan Mr. Gagan

	<p>(ii) Black Boards and Display Boards</p> <p>(iii) Glass Work</p> <p>(iv) Plumbing</p>	<p>Mr. Bhupinder Singh</p> <p>Convener : Mrs. Sangeeta Goel</p> <p>Member : Mr. Niket</p> <p>Incharge : Mrs. Vivek Narula</p> <p>Incharge : Mr. Vikas Walia</p>
31	Annual Report Committee	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Conveners English: Mrs. Vineet Ms. Geeta Sharma</p> <p>Conveners Hindi : Dr. Vishav Prabha Dr. Deepika Ghai</p>
32	Intercom Committee	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Members : Mr. Anand Mr. Gulshan Mr. Gagan</p>
33	Standing Advisory Committee	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Convener : Mrs. Sangeeta Goel</p> <p>Members : Dr. Vibha Gupta Dr. Ravi Bathla Dr. Abha Khetarpal Dr. Meenu Jain Dr. Vineet Dr. Sunita Kaushik Dr. Surinder Kaur Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini Dr. Neeta Dwivedi</p>
34	UGC Cell/Planning Board	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Convener : Dr. Sunita Kaushik</p> <p>Members : Dr. Vishav Mohini Dr. Nitasha Dr. Rachna Soni Mrs. Parul Singh Dr. Sima Mr. Sanjay Bhardwaj Dr. Malkit Singh Ms. Garima Malik Mr. Niket</p>

35	Prayer Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Anjana Arora Members : Mrs. Sangeeta Goel Dr. Vishav Prabha Dr. Neeta Dwivedi Mrs. Vivek Dr. Seema Sethi Ms. Geeta Sharma Dr. Gursharan Mrs. Kanika Mrs. Sunamika Mr. Niket Mr. Bhupinder Singh
36	Clubs, Councils and Committees	
(a)	Cultural Council	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Mrs. Neeta Dwivedi Co-Convener : Mr. Vikas Members : Mrs. Lovely Dr. Gursharan Mrs. Pooja Sindwani Ms. Neha Ms. Chinki Helper : Mr. Mukesh Mr. Rajkumar
(b)	Sports Council	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Vibha Gupta Co-conveners : Ms. Jagriti Ms. Radha Members : Arts : Dr. Vishav Prabha Dr. Kiran Sharma Dr. Asha Bajaj Dr. Seema Sethi Ms. Geeta Sharma Science : Dr. Ravi Bathla Dr. Neena Bajaj Commerce : Mrs. Nishi

		Mrs. Meenu Gulati
(c)	Scholars Club	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Rachna Soni Members : <u>Arts</u> : Mrs. Anjana Arora Mrs. Rita Singh Mrs. Lovely <u>Mass Communication</u> : Mr. Parmesh Tyagi <u>Commerce</u> : Dr. Monika Sharma Ms. Ritika Bhola <u>Science & Computers</u> :Dr. Ravi Bathla Dr. Sunita Kaushik Mrs. Sunamika Ms. Manika Sethi
(d)	Eco Club	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Sunita Kaushik Members : Dr. Neena Bajaj Dr. Inam Mohammed and Dept. of Bio-Sciences
(e)	D.A.V. Phulwari	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Ms Neena Bajaj Members : Dr. Sunita Kaushik Dr. Inam Mohammed and Dept. of Bio-Sciences
(f)	Youth Club	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Sabhayata Bansal Co-convener : Mrs. Meenu Gulati Members : <u>Arts</u> : Ms. Divya Sharma (Psych.) Mrs. Vibhati (Yoga) <u>Commerce</u> : Ms. Kritika Ms. Ritika Chopra <u>Science</u> : Ms. Romika (IMB) Ms. Poonam (Zoology) <u>Computers</u> : Ms. Nitika

		Ms. Poonam
(g)	Red Ribbon Club	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Seema Sethi Members : Dr. Ravi Bathla Mrs. Rita Singh Dr. Monica Ms. Lovely Mrs. Yogita Ms. Priyanka Ms. Harmandeep Ms. Ritika Chopra
37	Internal Quality Assurance Cell (IQAC)	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Vibha Gupta Co-Convener : Mrs. Sangeeta Goel Members : Dr. Ravi Bathla Dr. Abha Khetarpal Dr. Meenu Jain Mrs. Anjana Arora Dr. Vineet Dr. Sunita Kaushik Dr. Surinder Kaur Dr. Rachna Soni Dr. Vishav Prabha Mrs. Shalini Chhabra Dr. Meenakshi Saini Dr. Seema Sethi Dr. Nitasha Bajaj Dr. Sima Mrs. Kanika Goyal Dr. Neena Bajaj
38	NAAC Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Coordinator : Dr. Rachna Soni Secretary : Dr. Neena Bajaj Members : Dr. Ravi Bathla Dr. Abha Khetarpal Dr. Meenu Jain Mrs. Anjana Arora Dr. Vineet Dr. Sunita Kaushik Dr. Surinder Kaur Dr. Vishav Prabha Mrs. Sangeeta Goel Mrs. Shalini Chhabra Mrs. Reeta Singh Dr. Meenakshi Saini

			<p>Mrs. Nishi Grover Mrs. Vivek Narula Dr. Neeta Dwivedi Dr. Seema Sethi Dr. Shashi Sharma Ms. Geeta Sharma Dr. Monika Sharma Dr. Gursharan Kaur Ms. Lovely Raj Dr. Nitasha Bajaj Mrs. Parul Singh Dr. Sima Mrs. Kanika Goyal Ms. Ritika Mr. Niket Mrs. Aruna Dhir Dr. Pooja Jain</p>
39	Women Cell	<p>Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Ms. Ritika Bhola Co-Convener : Mrs. Pooja Sindwani Members : Dr. Meenu Jain Dr. Rachna Soni Ms. Geeta Sharma Ms. Ritika Ms. Neenu</p>	
40	Placement Cell	<p>Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Vibha Gupta Co-convener : Mr. Sanjay Bhardwaj Members : Dr. Ravi Bathla (Non-Med.) Dr. Sunita Kaushik (Med.) Dr. Surinder Kaur (Commerce) Mr. Parmesh Tyagi (Arts)</p>	
41	Faculty Development Cell	<p>Patron : Dr. Vibha Gupta (Offg. Principal) Conveners : Director (Women Studies Centre) Dr. Surinder Kaur (Head, Dept. of Commerce) Co-ordinators: Dr. Rachna Soni (Head, Dept. of Computer Science) Dr. Meenakshi Saini (Associate Professor, Dept. of Commerce)</p>	

		<p>Dr. Sima (Assistant Professor, Dept. of Computer Science)</p> <p>Members : Mr. Gagandeep (Head Clerk)</p> <p>Mr. Gulshan Nanda (Data Processing Supdt.)</p>
42	Tutorial Board	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Convener : Mrs. Shalini Chhabra</p> <p>Co-Conveners & Coordinators : (Faculty wise)</p> <p>Science : Dr. Neena Bajaj -Medical- Co-convener Dr. Sunita Kaushik - Medical -Coordinator Mrs. Anjana Arora– Non-Medical - Co-convener Mrs. Kanika - Non-Medical-Coordinator</p> <p>Computers : Dr. Rachna Soni - Co-convener Ms. Manika - Coordinator</p> <p>Commerce : Dr. Surinder Kaur - Co-convener Ms. Kritika - Coordinator</p> <p>Arts : Dr. Meenu Jain - Co-convener Dr. Nitasha Bajaj - Coordinator</p>
43	Personal Counselling Cell	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Convener : Mrs. Shalini Chhabra</p> <p>Members : Dept. of Psychology</p>
44	Personal Development Programme Cell (PDP Cell)	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Convener : Dr. Surinder Kaur</p> <p>Co-conveners : Arts : Dr. Nitasha Bajaj Commerce : Dr. Meenakshi Saini Science : Dr. Neena Bajaj Dr. Rachna Soni</p>
45	Grievance Redressal Cell	<p>Patron : Dr. Vibha Gupta (Offg. Principal)</p> <p>Staff Secretary : Dr. Meenakshi Saini</p> <p>Registrar : Mrs. Sangeeta Goel</p> <p>Bursar : Mrs. Nishi Grover</p> <p>Hostel Warden : Mrs. Anjana (Warden)</p> <p>Inch. Student Council: Dr. Kiran Sharma</p>

		Library Incharge : Mrs. Geeta Members : Dr. Surinder : Mr. Gulshan Mr. Gagan
46	Sexual Harassment Cell	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Surinder Kaur Members : Dr. Abha Khetarpal Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Shalini Chhabra Dr. Meenakshi Saini
47	Alumni Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Vishav Prabha Members : Dr. Ravi Bathla Dr. Abha Khetarpal Dr. Rachna Soni Mrs. Rita Singh Dr. Seema Sethi Mrs. Nishi Mrs. Vivek Dr. Neena Bajaj Dr. Deepika Ghai
48	Hostel Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Surinder Kaur Co-Convener : Dr. Seema Sethi Members : Dr. Vibha Gupta Dr. Abha Khetarpal Mrs. Anjana Arora Dr. Sunita Kaushik Dr. Rachna Soni Mrs. Sangeeta Goel Dr. Meenakshi Saini Mrs. Nishi Grover Mrs. Vivek Narula Dr. Neena Bajaj Mrs. Dolly Lamba Mr. Sanjay Bhardwaj

49	Incharge issuing of Spirit for Practicals	Dr. Sunita Kaushik
50	Parents-Teachers Association (PTA)	Patron : Dr. Vibha Gupta (Offg. Principal) Overall Incharge: Dr. Rachna Soni Conveners : Arts : Mrs. Rita Singh Commerce : Dr. Surinder Kaur Science : Dr. Ravi Bathla Computers : Dr. Rachna Soni 10 Parents each from the faculties of Arts, Commerce, Science & Computers.
51	Anti-Ragging Committee & Anti - Ragging Squad	Patron : Dr. Vibha Gupta (Offg. Principal) Overall Incharge: Dr. Rachna Soni CONVENERS : Commerce : Dr. Meenakshi Saini Science : Dr. Sunita Kaushik Arts : Dr. Vishav Prabha Computers : Dr. Rachna Soni Members : College Faculty : (Teaching & Non-Teaching) Mrs. Sangeeta Goel Mr. Sanjay Bhardwaj Mr. Gulshan Mr. Gagan 1 Parent each from the faculty of Arts, Science, Commerce & Computers
52	SC, ST and OBC Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Conveners : (a) Entry into Services Coaching : Mr. Niket (b) Remedial Coaching : Dr. Nitasha (c) Equal Opportunity Cell : Mrs. Parul Singh (d) SC/ST Awards : Dr. Vibha Gupta (e) SC/ST/OBC Scholarships : Mrs. Lovely Raj
53	Voter ID Cards Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Dr. Kiran Sharma Members

		Arts : Dr. Asha Bajaj Science : Dr. Yogita Gupta Commerce : Mrs. Pooja Sindwani
54	Cleanliness Committee	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Mrs. Vivek Narula Co-Conveners : Mrs. Nishi Grover Mr. Gagan Mr. Gulshan Assisted by : Mr. Bhupinder Singh
55	ICC (Internal Complaint Committee)	Patron : Dr. Vibha Gupta (Offg. Principal) Convener : Director, Women Studies Centre (Presiding Officer) Members : Dr. Meenakshi Saini Dr. Sabhayata (HRVE Dept.) Ms. Ruchi Mahajan (NGO) Counsellor
56	Examination (a) Patron (b) Controller of Exams (To handle all exam related matters/issues) (c) Issuing of University Practical Sheets and keeping record	Dr. Vibha Gupta (Offg. Principal) Dr. Kiran Sharma Dr. Deepika Ghai Mrs. Vivek Narula
57	Spot Evaluation	Patron : Dr. Vibha Gupta (Offg. Principal) Incharge : Dr. Meenu Jain Member : Mr. Anand
58	Women Studies Centre	Patron : Dr. Vibha Gupta (Offg. Principal) Coordinator : Dr. Shikha Saini Co-coordinator: Dr. Seema Sethi Members : Dr. Deepika Ghai Mrs. Dolly Lamba Dr. Meenu Gulati Ms. Neha Kamboj
59	Practical Exam Committee	Patron : Dr. Vibha Gupta (Offg. Principal)

		Incharges :	Dr. Ravi Bathla Dr. Rachna Soni Dr. Yogita Gupta
60	Gandhian Studies Centre and Nehru Studies Centre :	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Coordinator :	Dr. Malkeet Singh
		Co-coordinator:	Dr. Asha Bajaj
		Members :	Mrs. Ranjana Mrs. Vibhati Ms. Sakshi
61	Kaushal Kendras Committee	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Convener :	Mr. Sanjay Bhardwaj
		Co-conveners :	Dr. Vineet Dr. Sunita Kaushik Dr. Sima Mrs. Meenu Gulati Mrs. Dolly Lamba Mr. Niket Ms. Garima Mrs. Sunamika Ms. Kriti Mr. Gagan Mr. Gulshan
62	Cisco Committee	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Convener :	Dr. Rachna Soni
		Co-convener :	Dr. Sima
		Tech. Asstt. :	Mr. Anil + New Hand in C.Sc. Dept.
63	Swimming Pool Committee	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Convener :	Dr. Seema Sethi Ms. Ritika Bhola
		Co-Converners:	Mr. Gulshan Mr. Gagan
		Member :	Ms. Dolly Lamba Mr. Vikas Walia
		Assisted by :	Mr. Bhupinder Singh
64	Gym Committee (College and Hostel)	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Convener :	Dr. Anuja Rawat

		Members :	Mrs. Vibhati Mrs. Ranjana Mr. Sumit Mr. Pardeep
65	Yoga + Meditation Classes (For all the students of the college)	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Convener :	Mrs. Sangeeta Goel
		Members :	Dr. Anuja Mrs. Vibhati Mrs. Ranjana
66	Student Council	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Convener :	Dr. Kiran Sharma
		Co-conveners :	
		Arts :	Dr. Vibha Gupta Dr. Abha Khetarpal
		Commerce :	Dr. Surinder Kaur Dr. Meenakshi Saini Mrs. Nishi Grover
		Science :	Dr. Ravi Bathla Dr. Yogita Gupta
67	Printing of Attendance Register		Mrs. Vivek Narula
68	Hobby Courses Committee	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Conveners :	Mrs. Dolly Lamba Mrs. Sunamika
		Members :	Dr. Meenu Gulati Ms. Kriti Mr. Gulshan Mr. Gagan
69	Stock Verification of Cosmetology Dept. and Aalia Saloon	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Incharges :	Mrs. Kanika Goyal Mrs. Dolly Lamba
70	Stock Verification of Restaurant and Bakery & Confectionery	Patron :	Dr. Vibha Gupta (Offg. Principal)
		Incharges :	Mrs. Parul Singh Ms. Garima Malik

Dr. Vibha Gupta (Offg. Principal)