

# GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT

## ANNUAL DUTY LIST (2024-25)

The composition of various committees for smooth functioning of college activities is hereby notified for the academic session 2024-25. Necessary steps as per requirement of the committee may kindly be initiated immediately. The below-mentioned committees are effective w.e.f. 04.09.2024.

Sr. No		Name of the Members	Name of the Members
1	<b>Advisory Council</b>	1. Dr. Dr. S.S. Nain (Convener) 2. Sh. Brijesh Kumar 3. Dr. Krishan Kumar	4. Dr. S.K. Pandey 5. Ms. Kamlesh Kumari
2	<b>Examination Committee</b> Examination, Evaluation and Results	Dr. Surender Kumar (COE) 1. Dr. Pinki 2. Dr. Amita 3. Dr. Sujata Goyal	4. Dr. Rakesh 5. Dr. Neha Aggarwal 6. Mr. Naresh Kumar
3	<b>Attestation Committee</b>	1. Dr. S.S. Nain	2. Dr. Surender Kumar
4	<b>Building Construction Infrastructure Development, Purchase, Maintenance and Disposal/Auction/Write off Committee</b>	Sh. S.K. Bathla(Convener) 1. Dr. S.S. Nain 2. Sh. Brijesh Kumar	3. Dr. Ravneet Kaur 4. Dr. Rajinder Kumar
5	<b>General Purchase Committee</b>	Dr. C.P. Punias (Convener) 1. Dr. Upinder Kaur 2. Dr. Rakesh 3. Mr. Shyam Raheja	4. Dr. Ravneet Kaur 5. Mr. Sanjeev (L.A)
6	<b>Computer Hardware/Software/ICT Purchase Committee</b>	Dr. Upinder Kaur (Convener) 1. Dr. Deepak Kumar (Website Admin) 2. Dr. Ravneet Kaur	3. Mr. Shyam Raheja 4. Jai Singh Chauhan (BCA-III) 5. Kajal (BCA-III)
7	<b>Cultural Committee (Cultural Club)</b>	Dr. Rajinder Kumar (Convener) 1. Dr. Manjeet Kaur (Co-Convener) 2. Dr. Krishan Kumar 3. Dr. Amit Kumar	4. Dr. C.P. Punia 5. Dr. Anish 6. Sheetal (BA-III) 7. Ankush (M.Com-II)
8	<b>Legal Literacy Cell</b>	Dr. Surender Kumar (Convener) 1. Dr. Saroj Bala	2. Ms. Jasmita
9	<b>Cleanliness and Hygiene Club</b>	Dr. Rajesh (Convener) 1. Dr. Sujata Goyal 2. Mr. Vikram 3. Mr. Ankit	4. Mr. Gunjeet Singh 5. Mr. Kishori Lal 6. Jaspreet (BA-II) 7. Jasmeet Kaur (BA-II)
10	<b>Admission Committee</b>	UG: Dr. Krishan Kumar, Convener Dr. Jyoti, Co-convener Nodal Officer :Mr. Shyam Raheja	PG: Dr. Tripti, Convener Dr. Parbleen Kaur, Convener (BCA/MCA) Dr. Bharti Sujan, Convener (MBA)

11	<b>Student Progression and Alumni Cell (SPAC)</b>	Dr. Tripti Sharma (Convener) 1. Dr. Pinki Gupta 2. Dr. Bharti Vij	3. Dr. Manjeet Kaur 4. Ms. Neelam
12	<b>Career Counseling and Guidance Cell</b>	Dr. Krishan Kumar (Convener) 1. Dr. Anuradha 2. Ms. Upinder Kaur	3. Dr. Neha Aggarwal 4. Radhika Saini (BA-II) 5. Manorma (BA-II)
13	<b>Corporate Resource Center (CRC)/ Placement Cell – cum-Entrepreneurship Club</b>	1. Dr. Bharti Sujan (Chairperson) 2. Sh. Shyam Raheja (TPO) 3. Dr. Niyti	4. Dr. Anshu 5. Dr. Shivani 6. Ms. Jasmita
14	<b>Publication Committee (Magazine, Prospectus, Newsletter, Annual Report)</b>	1. Dr. Rohit Dutt- Chief Editor 2. Dr. Jyoti –Editor 3. Dr. Anshu – Co-Editor 4. Dr. Deepak Kumar (Librarian) 5. Dr. Ritu Gupta 6. Ms. Mehak	7. Dr. Jasbir Kaur 8. Ms. Priyanka (Skt) 9. Dr. C.P. Punia 10. Ms. Sushma 11. Ms. Khushboo, B.Com-III 12. Ms. Diya, B.Com-III
15	<b>Research Advisory Committee</b>	Dr. Kuldeep Yadav (Convener) 1. Ms. Pinki	2. Dr. Neha 3. Dr. Shikha
16	<b>Time - Table Committee</b>	Dr. Surjeet Singh (Convener) 1. Ms. Upinder Kaur, Co-Convener	2. Dr. Anshu Chaudhary 3. Ms. Sujata Goyal
17	<b>Stage Secretary</b>	1. Dr. Amit Kumar(Convener) 2. Dr. Manjeet Kaur	3. Dr. Anupama Sihag 4. Ms. Jasmita
18	<b>Women Cell</b>	Dr. Neha Aggarwal (Convener) 1. Dr. Ravneet Kaur, Co-Convener 2. Dr. Saroj Bala 3. Dr. Niyti	4. Dr. Neena 5. Pranjal Rana (MA-II English) 6. Gargi Sharma (MA-II English)
19	<b>Mentor Mentee Committee</b>	Dr. Anuradha (Convener) 1. Dr. Rajesh	2. Ms. Mandeep Kaur
20	<b>NCC (Boys) NCC (Girls)</b>	1. Capt. (Dr.) S.S. Nain 2. Dr. Tripti Sharma	
21	<b>NSS Programme Officers</b>	1. Dr. Saroj Bala	2. Dr. Anish Kumar
22	<b>NSS Advisory (Awareness Club)</b>	1. Sh. Brijesh Kumar (Convener) 2. Dr. Dharmveer Saini	3. Ms. Priyanka 4. Lovekesh (MA-Pol. Sc.) 5. Kajal (MA-Pol. Sc.)
23	<b>Proctorial/Discipline Committee</b>	Dr. S.S. Nain (Convener) 1. Sh. Brijesh Gupta (Co-Convener) 2. Dr. Saroj 3. Sh. Ram Murti 4. Dr. S. K. Pandey 5. Dr. Surjeet Singh 6. Dr. Seema Kansal	7. Dr. Krishan Kumar 8. Dr. Deepak Kumar 9. Ms. Nisha Singh Atri, M.Com-II All other staff members (Teaching and Non-Teaching) will be the additional members of the committee
24	<b>Anti- Ragging Committee</b>	Dr. Manjeet Kaur (Convener) 1. Sh. Brijesh Kumar 2. Dr. Krishan Kumar 3. Dr. Amita 4. Maj. Bharat Singh (Parents) 5. Mr. Sandeep Singh Chopra(Parents)	6. Subhasm (BA-II) 7. Monalika (BA-III) (Student Representatives) 8. Mr. Ravinder Singh (Dy. Supdt.)

25	<b>Student Grievance Redressal Committee</b>	Dr. Neena (Convener) 1. Dr. Surender Kumar	2. Dr. Niyti 3. Ms. Mehak
26	<b>Library and Book Bank Committee</b>	Dr. Bharti Vij (Convener) 1. Dr. Deepak Kumar (Librarian)	2. Dr. Ritu Gupta 3. Dr. Geeta Kaushik
27	<b>Sports Council (Sports Club)</b>	Sh. Brijesh Kumar (Convener) 1. Dr. S.S. Nain 2. Dr. Surjeet Singh 3. Dr. Bharti Vij 4. Dr. Rajinder Kumar	5. Ms. Harshit Chopra, M.Com-Final 6. Ms. Sakshi, M.Com-Final 7. Kritika (MA-I Pol.Sc.) 8. Yash (BA-III)
28	<b>Venue Arrangement Committee (Seating/Sound etc.)</b>	Sh. Ram Murti (Convener) 1. Dr. Rajesh 2. Dr. Suman 3. Dr. Anish	4. Dr. Dharamveer 5. Sh. Jai Chand 6. Sh. Kuldeep Singh
29	<b>SC/BC Cell</b>	1. Sh. Ram Murti (Convener) 2. Dr. Suman	3. Dr. Amit Kumar 4. Dr. Rakesh Kumar 5. Ms. Anju Dhiman
30	<b>Youth Red Cross (Youth Club) Blood Bank</b>	Dr. Rakesh Kumar (Convener) 1. Dr. Tripti 2. Dr. Neha 3. Dr. Bharti Vij 4. Dr. Amit Kumar	5. Dr. C.P. Punia 6. Dr. Rajinder Kumar 7. Ms. Rabjot 8. Mr. Ritesh 9. Samar Gujjat (BA-II) 10. Krish (B.Com-II)
31	<b>Red Ribbon Club</b>	Dr. Gulshan Nagpal (Medical Officer) 1. Dr. Suman (Convener) 2. Dr. Niyti 3. Dr. Saroj 4. Dr. C.P. Punia	5. Mr. Deepak, MA-II 6. Mr. Mehakpreet Singh, MA-II 7. Saif Ali Khan (MA-Pol.Sc.) 8. Avneet Kaur (BA-Eng. Hons.)
32	<b>College Dispensary - Cum-Health Club</b>	Dr. Gulshan Nagpal (Medical Officer) 1. Dr. Rakesh (Convener) 2. Dr. Neha Aggarwal	3. Chinmay, BCA-II 4. Kirti, BCA-II
33	<b>Earn While You Learn (EWYL) Club</b>	Dr. Deepak Kumar (Convener)	1. Ms. Preeti Mehta 2. Bhargav (BCA-II) 3. Roshan (BCA-II)
34	<b>Canteen Committee</b>	Dr. S K Pandey (Convener) 1. Dr. Anish	2. Mr. Ravinder Singh 3. Mr. Sanjeev Dhiman
35	<b>Cycle Stand Committee</b>	Sh. Brijesh Kumar (Convener) 1. Dr. Dharamveer 2. Dr. Rajesh	3. Dr. Rajinder Kumar 4. Mr. Sanjeev (L.A)
36	<b>Prize Committee</b>	Dr. S. S. Nain (Convener) 1. Dr. Suman	2. Dr. Amita 3. Dr. Manjeet Kaur
37	<b>Eco Club</b>	Dr. Kuldeep Yadav (Convener) 1. Dr. Meenu Rathi 2. Dr. Amita 3. Mr. Sunil Tiwari (Gardener)	4. Mr. Mange Ram, BCA-I 5. Mr. Kartik Gosain, BCA-I 6. Simranjeet Kaur (BBA-III) 7. Gunjan (BBA-III)

38	<b>Decoration Committee</b>	Dr. Ritu Gupta (Convener) 1. Dr. Niyti 2. Dr. Neena	3. Mr. Sunil Tiwari (Gardener) 4. Mr. Rahul Rana, BCA-III 5. Ms. Khushi, BCA-I
39	<b>College Archives Gandhi Study Centre &amp; Museum (Gandhi Club)</b>	1. Dr. Dharamveer (Convener)	2. Dr. Deepak
40	<b>Press and Publicity (Media Club)</b>	Dr. C.P. Punia (Convener) 1. Dr. Shivani Nijhawan, Co-Convener 2. Dr. Ritu Gupta	3. Ms. Mehak 4. Ms. Sushma 5. Nikhil (BA-II) 6. Pawan (BA-III)
41	<b>Important Days Celebration</b>	Dr. Saroj Bala (Convener) 1. Dr. Anuradha Sheokand	2. Dr. Manjeet Kaur
42	<b>Language Lab (Language Club)</b>	Ms. Kamlesh (Convener) 1. Dr. Neena 2. Ms. Mehak	3. Ms. Yogita 4. Udbhav Partap Singh (BA-III) 5. Neha (MA-II English)
43	<b>Data Base Committee</b>	Dr. Neelam (Convener) 1. Dr. Neena	
44	<b>RUSA/ UGC/ AISHE</b>	Dr. Tripti Sharma (Nodal Officer) 1. Dr. Surender Kumar	2. Dr. Ravneet
45	<b>NIRF</b>	Dr. Surjeet Singh (Convener) 1. Dr. Jyoti Sorout (Co-Convener) 2. Ms. Pinki	3. Dr. Meenu Rathi 4. Ms. Sujata Goyal
46	<b>Fee Concession and Scholarship Committee</b>	Ms. Pinki Gupta (Convener) 1. Dr. Surender Kumar	2. Dr. Bharti Vij 3. Sh. Shyam Raheja
47	<b>PTM Committee (Student Welfare Club)</b>	Dr. Anshu (Convener) 1. Dr. Neena	2. Ms. Neelam 3. Moni (BA-Hons-5 <sup>th</sup> Sem) 4. Ruslee (MA-Pol.Sc.-II)
48	<b>Refreshment Committee</b>	Dr. S.K. Pandey (Convener) 1. Dr. Dharamveer	2. Dr. Ritu Gupta
49	<b>Staff Secretary</b>	Dr. S.S. Nain	
50	<b>Dean Student Welfare</b>	Dr. Rakesh Kumar	
51	<b>Psychological Counseling Centre (Mental Health Club)</b>	Dr. Anupama (Chairperson) 1. Dr. Gulshan Nagpal (Medical Officer)	2. Dr. Rajinder Kumar 3. Ritika (BA-III) 4. Hartaj Kaur (BA-III)
52	<b>Coordination Committee</b>	Dr. Rohit Dutt, Principal (Patron) 1. Dr. S.S. Nain 2. Dr. Surender Kumar (COE) 3. Dr. Surjeet Singh (NIRF Coordinator)	4. Dr. Shikha Jaggi (IQAC Coordinator) 5. Dr. Tripti Sharma (Member Secretary) Dr. Rakesh (DSW)
53	<b>International Students Affairs</b>	Dr. Prableen Kaur (Convener)	1. Mr. Shyam Raheja 2. Dr. Bharti Sujan
54	<b>Electoral Literacy Club</b>	Dr. Saroj Bala 1. Dr. Dharamveer Saini	2. Tarun Kumar (BBA-III) 3. Garima (B.Com-II)
55	<b>NEP (National Education Policy) Committee (Education Club)</b>	Dr. K.K. Punia (Convener) 1. Dr. Pinki Gupta 2. Dr. Surender Kumar 4. Dr. Geeta Kaushik	3. Rajni (BA-II) 5. Deepti (BA-II)

56	<b>Internal Board of Studies</b>	Dr. Rohit Dutt (Principal)-Chairman Dr. S.S. Nain - Convener	1. Dr. Pinki Gupta 2. Dr. Surender Kumar All the HOD's
57	<b>Road Safety Club</b>	Dr. S.S. Nain, Convener 1. Dr. Rajesh, Co-convener 2. Dr. C.P. Punia 3. Dr. Tripti Sharma	4. Dharmender (MA-II Pol. Sc.) 5. Lovekesh (MA-II Pol.Sc.)
58	<b>Innovation and Entrepreneurship Development Cell (Incubation Club)</b>	Ms. Neelam (Convener) 1. Dr. Geeta Kaushik 2. Ms. Priyanka Verma 3. Mr. Shyam Raheja (Nodal Officer ILC)	4. Ms. Sujata Goyal 5. Vaneet Kaur (B.Sc.-II) 6. Udbhav (BA-III)
59	<b>IPR (Intellectual Property Rights) Cell</b>	Dr. Shikha Jaggi – Convener 1. Dr. Meenu Rathi	2. Ms. Srithi
60	<b>Yoga Club/Cell</b>	Sh. Brijesh Kumar (Convener) 1. Ms. Neelam 2. Dr. Amit Kumar	1. Pawan (BA-I) 3. Kritika (MA-I Pol.Sc.)
61	<b>Indian Knowledge System (IKS) Club</b>	Dr. Anshu Chaudhary (Convener) 1. Dr. Anish 2. Dr. Jasvir Kaur	3. MS. Priyanka (Skt)
62	<b>Swachh Bharat Mission (Swachhta Club)</b>	Dr. Rakesh Kumar- Nodal Officer 1. Ms. Kamlesh Kumari 2. Mr. Deepak (NTS)	2. Mr. Rakesh (NTS) 3. Lovekesh (MA-Pol.Sc.) 4. Kajal (MA-Pol.Sc.)
63	<b>Atam Nirbhar Bharat</b>	Dr. Rakesh Kumar- Nodal Officer 1. Dr. Amit Kumar 2. Ms. Yogita	3. Dharmendra Kumar (MA-Pol.Sc.) 4. Shabana (B.A-III)
64	<b>IUMS Portal</b>	Ms. Kamlesh Kumari – Convener 1. Dr. Suman 2. Dr. Niyti 3. Dr. Saroj	4. Dr. Dharamveer 5. Dr. Jyoti 6. Ms. Priyanka Verma 7. Mr. Naresh Kumar
65	<b>Academic Bank of Credits (ABC)</b>	Dr. Surender Kumar (Convener) 1. Ms. Upinder Kaur	2. Mr. Naresh Kumar
66	<b>Energy, Green &amp; Environmental Audit Committee</b>	Dr. Amita (Convener) 1. Dr. Kuldeep Yadav	2. Mr. Ravinder Singh
67	<b>Dean Academic Affairs</b>	Dr. Krishan Kumar	
68	<b>ERP (Techno Club)</b>	Dr. Surjeet Singh (Convener) 1. Dr. Shivani	2. Dr. Ritika (ERP Member) 3. Ms. Yogita (ERP Member)
69	<b>DHEO SPOC Related Activities</b>	Dr. C.P. Punia (Convener)	All concerned faculty are members
70	<b>AICTE Committee</b>	Dr. Prableen Kaur (Convener) 1. Mr. Shyam Raheja (Nodal Officer) 2. Dr. Bharti Sujan	3. Dr. Geeta Kaushik
71	<b>SDG (Sustainable Development Goal) Club</b>	Dr. Bharti Vij (Convener) 1. Dr. Amita (Co-convener) 2. Dr. Saroj (NSS Representative)	3. Dr. Rakesh (YRC Representative) 4. Dr. Suman (Red Ribbon Representative)

**Dr. Rohit Dutt**  
**Principal**