

Government College Sultanpur, Farrukhnagar, Gurugram

College Annual Committees - Academic Session 2023-24

Duty list w.e.f. 01.01.2024

- Smt. Kusum Lata, Principal
- Smt. Pooja Kumari, Bursar

The following committees have been constituted to assist the Principal in the day to day functioning and administration of the college. These duties come into force with immediate effect. Conveners/Teachers, in charge, if any are requested to handover their charge to the new incumbents within a week and report to and get counter signature of the undersigned.

The convener/teachers in of the committees should note down the names of the members and assistant / associated with them. They are also advised to invite fresh quotations for the items of the work to be undertaken by them throughout the year immediately.

Special Note:-

01.No spot quotation will be managed unless it is pertinent in view of the situation, with prior permission from the Principal. In case of emergency situation, the on the spot quotation shall be called under the supervision of the Principal.

02.All the quotation formalities should be completed as early as possible.

Sr. No.	Name of the Committee	Name of the Committee Member Dr./Sh./Smt./Ms.	Subject	Designation in committee
01.	College Council	Smt. Kusum Lata	-	Principal/ Chairperson
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Sh. Dinesh Bera	Pol. Science	Member
02	IQAC Committee	Smt. Kusum Lata	-	Principal / Chairperson
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Sh. Dinesh Bera	Pol. Science	Member
		Dr. Anupama Yadav	-	Rtd. Principal, External Member
		Sh. Somvir	-	Social Worker/Resident of Sultanpur college, External Member
03.	ACR	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
04.	Absentee In-Charge	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
05.	AISHE Portal	Ms. Lamha Bano	History	Convener

		Dr. Hemlata	Hindi	Member
		Smt. Pooja Kumari	Commerce	Member
06.	Academic Calendar/Issue Management	Dr. Swati Hooda	English	Convener
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
07.	Annual Report Writing Committee	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
08.	Anti-Ragging Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
		Dinesh Bera	Pol. Science	Member
		Anupama	Commerce	Member
09	Anti Drug Awareness Cell	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
		Sh. Dinesh Bera	Pol. Science	Member
10.	Bio-Metric Attendance machine handing committee	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Sh. Dinesh Bera	Pol. Science	Member
11.	Building and Construction work Committee	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
		Sh. Dinesh Bera	Pol. Science	Member
.12	Bus Pass Committee	Sh. Dinesh Bera	Pol. Science	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
13	College Property Committee	Dr. Hemlata	Hindi	Convener
		Sh. Dinesh Bera	Pol. Science	Member (Steal Items)
		Dr. Swati Hooda	English	Member (Wooden items)
		Ms. Lamha Bano	History	Member (Plastic Items)
14	Court Case/Legal Cell Committee	Sh. Dinesh Bera	Pol. Science	Convener
		Dr. Swati Hooda	English	Member
15	College Computer Incharge/Repair Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
		Smt. Nirmal Godara	Computer Science	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member

16	College Magazine Committee	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
17	Cultural Committee	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
18	DHE-IT Plan Committee HRMS/MIS/Assets Management	Smt. Pooja Kumari	Commerce	Nodal Officer
		Smt. Nirmal Godara	Computer Science	Member
19	Day Celebration Committee	Dr. Swati Hooda	English	Convener
		Anupama	Commerce	Member
20	Digital and Digital Learning Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
21	Dilapidation Committee	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
22	Discipline Committee	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Dinesh Bera	Pol. Science	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
23.	Divyang Cell	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
24.	Earn While You Learn Scheme	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
25.	Extension Lecturer engagement committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
		Dr. Hemlata	Hindi	Member
26.	Examination Branch	Dinesh Bera	Pol. Science	Registrar
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
27.	Electricity & Internet connectivity	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Anupama	Extension Le.	Member

28.	Eco Club	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
29.	E-Learning Awareness and Management Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
30.	GEM Portal Purchase Committee	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
31.	High Level Purchase Committee	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
32.	Income Tax Committee	Smt. Pooja Kumari	Commerce	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
33.	Internal Assessment Committee	Dinesh Bera	Pol. Science	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
34.	Library Committee	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
35.	Literary Club	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
		Dr. Hemlata	Hindi	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
36.	Legal Literacy Cell	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
37.	LMS	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
38.	NAAC Committee	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Dinesh Bera	Pol. Science	Member
39.	NSS Committee	Smt. Anupama (Ext. Lecturer)	Commerce	NSS co-convener
		Sh. Dinesh Bera	Pol. Science	P.O. Boys
		Ms. Lamha Bano	History	P.O. Girls
40.	Outsourcing Committee	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member

41.	Online Admissions	Sh. Dinesh Bera	Pol. Science	Nodal Officer
	B.A. Admission	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
	B.Com Admission	Dr. Hemlata	Hindi	Convener
Smt. Anupama		Commerce	Member	
42.	OE/Stationary Committee	Dr. Hemlata	Hindi	Convener
		Smt. Anupama	Commerce	Member
		Dr. Swati Hooda	English	Member
43.	Passport and Learners Driving License Committee	Dr. Hemlata	Hindi	Convener
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
		Ms. Lamha Bano	History	Member
		Sh. Dinesh Bera	Pol. Science	Member
44.	Placement Cell	Sh. Dinesh Bera	Pol. Science	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama	Commerce	Member
45.	Press and Media Committee	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
46.	Printing Committee	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
47.	Prize Committee	Ms. Lamha Bano	History	Convener
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
		Dr. Swati Hooda	English	Member
48.	Proctorial/Tutorial Group Committee	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
49.	Red Ribbon/Red Cross Committee	Dr. Swati Hooda	English	Nodal Officer
		Dr. Hemlata	Hindi	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
50	Result Verification Committee	Smt. Kumari	Commerce	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama	Commerce	Member
51	Rahagir Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member

52	RTI Cell Committee	Dr. Hemlata	Hindi	Convener/PIO
		Smt. Pooja Kumari	Commerce	Member
53	Road Safety	Dr. Hemlata	Hindi	Nodal Officer
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
54.	RUSA Committee	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
		Dinesh Bera	Pol. Science	Member
55.	Section Formation Committee	Smt. Anupama	Commerce	2nd Year
		Ms. Lamha Bano	History	1st Year
		Dr. Swati Hooda	English	3 rd Year
56.	Scholarship Cell	Dr. Hemlata	Hindi	Nodal Officer
57.	Student/Teacher Mapping)	Dinesh Bera	Pol. Science	Convener
58.	Sexual Harassment and Internal Complaint Committee	Dr. Hemlata	Presiding Officer	
		Ms. Lamha Bano	Member	
		Dr. Swati Hooda	Member	
		Sh. Dinesh Bera	Member	
		Dr. Anupama Yadav	Rtd Principal, External Member	
59.	Sports Board/Cell	Sh. Dinesh Bera	Pol. Science	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
60.	Staff Secretary	Dr. Swati Hooda	English	Secretary
61.	Student Grievances /Counseling Committee	Dr. Hemlata	Hindi	Convener
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
		Dr. Swati Hooda	English	Member
62.	Suggestion Box Committee	Dr. Swati Hooda	English	Convener
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
63	Training	Dr. Swati Hooda	English	Nodal Officer
64	Time Table Committee	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
65	Tour and Travel Committee	Dr. Hemlata	Hindi	Convener
		Sh. Dinesh Bera	Pol. Science	Member
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
66	University RR/CR, Subject Booking Committee	Dinesh Bera	Pol. Science	Registrar
		Dr. Swati Hooda	English	Member
		Smt. Anupama	Commerce	Convener

67	Workload Committee	Ms. Lamha Bano	History	Convener
		Dinesh Bera	Pol. Science	Member
68	Women Cell/ Students Welfare Committee	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
		Dr. Hemlata	Hindi	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
69	Water Resource Management/ Arrangement Committee	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
70	Web Portal & Mobile App (Downloads)	Smt. Pooja Kumari	Commerce	Nodal Officer
		Dr. Swati Hooda	English	Member
71	Yoga Club	Ms. Lamha Bano	History	Convener
		Dinesh Bera	Political Science	Member
		Dr. Swati Hooda	English	Member

-sd-
Principal
Govt. College, Sultanpur
Farrukhnagar, Gurugram