

Government College Sultanpur, Farrukhnagar, Gurugram

College Annual Committees - Academic Session 2024-25

- 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	Coordinator
		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 village, External Member
		Mr. Tarun and Mr. Kanak Khandelwal	-	Alumni
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
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
05.	AISHE Portal	Dinesh Bera	Political Science	Convener

06.	Academic Calendar/Activity Management	Dr. Lalita Gaur	English	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
07.	Annual Report Writing Committee	Dr. Lalita Gaur	English	Convener
		Dr. Swati Hooda	English	Member
		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
		Ms. Lamha Bano	History	Member
		Sh. Dinesh Bera	Pol. Science	Member
11.	Building Development and Maintenance 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. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
13	College Canteen Committee	Sh. Dinesh Bera	Pol. Science	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
		Sh. Rohit Sharma	Mathematics	Member
14	CCTV Cameras installation and Maintenance Committee	Sh. Dinesh Bera	Pol. Science	Convener
		Smt. Pooja Kumari	Commerce	Member
		Ms. Lamha Bano	History	Member
15	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)
16	Court Case/Legal Cell Committee	Sh. Dinesh Bera	Pol. Science	Convener
		Dr. Swati Hooda	English	Member

17.	College Computer Incharge/Repair Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
18.	College Magazine Committee	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
19.	Cultural Committee	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Dr. Lalita Gaur	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
20.	DHE-IT Plan Committee HRMS/MIS/Assets Management	Smt. Pooja Kumari	Commerce	Nodal Officer
21.	Day Celebration Committee	Sh. Rohit Sharma	Mathematics	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
22.	Digital and Digital Learning Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
23.	Dilapidation Committee	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
24.	Discipline Committee	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Dinesh Bera	Pol. Science	Member
		Sh. Rohit Sharma	Mathematics	Member
25.	Divyang Cell	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
26.	Earn While You Learn Scheme	Sh. Rohit Sharma	Mathematics	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member

27.	Examination Branch	Sh. Rohit Sharma	Mathematics	Registrar
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
28.	Electricity & Internet connectivity (Wi-fi)	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Anupama	Extension Le.	Member
29.	Eco Club	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
30.	E-Learning Awareness and Management Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
31.	GEM Portal Purchase Committee	Dr. Swati Hooda	English	Convener
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Sh. Dinesh Bera	Pol. Science	Member
		Sh. Rohit Sharma	Mathematics	Member
32.	Generator Set Maintenance Committee	Sh. Rohit Sharma	Mathematics	Convener
		Dr. Swati Hooda	English	Member
		Dr. Hemlata	Hindi	Member
33.	High Level Purchase Committee	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
34.	Housekeeping /Cleanness /Maintenance Committee	Ground Floor with outer area	Ms. Lamha Bano	Incharge
			Dr. Hemlata	Member
			Dr. Swati Hooda	Member
		1 st Floor with Canteen and auditorium	Sh. Rohit Sharma	Incharge
			Sh. Dinesh Bera	Member
			Sh. Harish Kumar	Member
35.	Income Tax Committee	Smt. Pooja Kumari	Commerce	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
36.	Internal Assessment Committee	Sh. Rohit Sharma	Mathematics	Convener
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
38.	Library Committee	Ms. Lamha Bano	History	Convener
		Sh. Dinesh Bera	Political Science	Member
		Dr. Swati Hooda	English	Member

39.	Literary Club	Dr. Swati Hooda	English	Convener
		Dr. Lalita Gaur	English	Member
		Ms. Lamha Bano	History	Member
		Dr. Hemlata	Hindi	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
40.	Legal Literacy Cell	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
		Sh. Rohit Sharma	Mathematics	Member
41.	LMS	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
42.	NAAC Committee	Sh. Rohit Sharma	Mathematics	Convener
		Dr. Lalita Gaur	English	Member
		Dr. Hemlata	Hindi	Member
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Sh. Dinesh Bera	Pol. Science	Member
43.	NEP Committee	Sh. Rohit Sharma	Mathematics	Convener
		Dr. Lalita Gaur	English	Member
		Dr. Swati Hooda	English	Member
		Smt. Pooja Kumari	Commerce	Member
44.	NSS Committee	Sh. Rohit Sharma	Mathematics	P.O. Boys
		Ms. Lamha Bano	History	P.O. Girls
45.	Outsourcing Committee	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
		Sh. Dinesh Bera	Political Science	Member
46.	Online Admissions	Sh. Rohit Sharma	Mathematics	Nodal Officer
47.	OE/Stationary Committee	Dr. Hemlata	Hindi	Convener
		Smt. Anupama	Commerce	Member
		Dr. Swati Hooda	English	Member
48.	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
49.	Placement Cell	Sh. Dinesh Bera	Pol. Science	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama	Commerce	Member
50.	Press and Media Committee	Sh. Rohit Sharma	Mathematics	Convener
		Dr. Lalita Gaur	English	Member

51.	Printing Committee	Dr. Hemlata	Hindi	Convener
		Dr. Swati Hooda	English	Member
52.	Prize Committee	Ms. Lamha Bano	History	Convener
		Smt. Anupama	Commerce	Member
		Dr. Swati Hooda	English	Member
53.	Proctorial/ Tutorial Group Committee	Sh. Rohit Sharma	Mathematics	Convener
		Smt. Pooja Kumari	Commerce	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
54.	Red Ribbon/Red Cross Committee	Dr. Swati Hooda	English	Nodal Officer
		Dr. Hemlata	Hindi	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
55.	Result Verification Committee	Smt. Pooja Kumari	Commerce	Convener
		Dr. Swati Hooda	English	Member
		Smt. Anupama	Commerce	Member
56.	Rahagir Committee	Ms. Lamha Bano	History	Convener
		Dr. Swati Hooda	English	Member
57.	RTI Cell Committee	Dr. Hemlata	Hindi	PIO
		Smt. Pooja Kumari	Commerce	Member
58.	Road Safety	Dr. Hemlata	Hindi	Nodal Officer
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
59.	RUSA Committee	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
		Dinesh Bera	Pol. Science	Member
60.	Section Formation Committee	Ms. Lamha Bano	History	1 st Year
		Smt. Anupama	Commerce	2 nd Year
		Dr. Swati Hooda	English	3 rd Year
61.	Scholarship Cell	Dr. Hemlata	Hindi	Nodal Officer
		Smt. Anupama	Commerce	Member
62.	Student/Teacher Mapping)	Dinesh Bera	Pol. Science	Convener
		Smt. Pooja Kumari	Commerce	Member
63.	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	
		Ms. Sapna Verma	External Member, President NGO, Parivartan Ek Prayas)	
64.	Sports Board/Cell	Sh. Dinesh Bera	Pol. Science	Convener
		Ms. Lamha Bano	History	Member

		Dr. Swati Hooda	English	Member
		Sh. Rohit Sharma	Mathematics	Member
65.	Staff Secretary	Dr. Swati Hooda	English	Secretary
66.	Student Grievances /Counseling Committee	Dr. Hemlata	Hindi	Convener
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
		Dr. Swati Hooda	English	Member
67.	Suggestion Box Committee	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
		Smt. Anupama	Commerce	Member
68.	Training	Dr. Swati Hooda	English	Nodal Officer
69.	Time Table Committee	Dr. Swati Hooda	English	Convener
		Ms. Lamha Bano	History	Member
		Smt. Pooja Kumari	Commerce	Member
70.	Tour and Travel Committee	Sh. Rohit Sharma	Mathematics	Convener
		Sh. Dinesh Bera	Pol. Science	Member
		Dr. Swati Hooda	English	Member
		Ms. Lamha Bano	History	Member
71.	University RR/CR, Subject Booking Committee	Sh. Rohit Sharma	Mathematics	Registrar
		Dr. Swati Hooda	English	Member
		Smt. Anupama	Commerce	Convener
72.	Workload Committee	Sh. Rohit Sharma	Mathematics	Convener
		Dinesh Bera	Pol. Science	Member
73.	Women Cell/ Students Welfare Committee	Dr. Hemlata	Hindi	Convener
		Ms. Lamha Bano	History	Member
		Dr. Swati Hooda	English	Member
		Smt. Anupama (Ext. Lecturer)	Commerce	Member
74.	Water Resource Management/ Arrangement Committee	Ms. Lamha Bano	History	Convener
		Dr. Hemlata	Hindi	Member
		Dr. Swati Hooda	English	Member
75.	Web Portal & Mobile App (Downloads)	Smt. Pooja Kumari	Commerce	Nodal Officer
		Dr. Swati Hooda	English	Member
76.	Yoga Club	Ms. Lamha Bano	History	Convener
		Dinesh Bera	Political Science	Member
		Dr. Swati Hooda	English	Member
77.	SC/ST Cell	Dr. Hemlata	Hindi	Coordinator
		Smt. Pooja Kumari	Commerce	Research-cum-Statistical Officer
		Sh. Anil Kumar, Assistant	-	Data Entry Operator

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Principal**

**Govt. College Sultanpur
Farrukhnagar, Gurugram**