

## **Admission Committees-**

Admission committees are made to inspect the admission forms and forward them to the Principal. The students should appear before the respective committees for taking admission in different classes-

### **BA First year-**

Prof Sujata Kumari (Convenor)

Prof Santosh Singh

Dr Shruti Jaiswal

Ms Sneha Kumari

Ms Neetu Singh

### **BA Second year-**

#### **Prof Ritu Dixit (Convenor)**

Mrs Anita Pharswan

Dr Chhaya Rani

Dr Anjali Upadhyaya

Dr Anuradha Singh

### **BA Third Year-**

#### **Prof Kanchan Singh(Convenor)**

Dr Abhilasha Bajpayee

Dr Kanchan Singh (Edu)

### **B Sc First & Second Year-**

#### **Prof Shobha Gupta (Convenor)**

Dr Nisha Yadav

### **B Sc Third year-**

#### **Prof Jolly Garg (Convenor)**

Dr Seema Mahendra

### **B Ed-**

Mrs Vidushi (Convenor)

Mrs Sushma

**MA Hindi-**

Prof Kanchan Singh (Convenor)

**M Sc Zoology-**

**Prof Jolly Garg** (Convenor)

**Orientation Programme Committee-** To welcome the freshers and introduce them to the college teaching staff and the various activities of the college, the orientation programme is held. The date and time is mentioned in the prospectus and is duly informed when the students go to seek admission.

Dr Shobha Gupta (Convenor)

Dr Archana Rathore

Dr Kanchan Singh

**Computer Training-** The College has a well equipped computer lab with internet facility, wherein the students are given computer training by the trained computer instructors. There's also the facility of certificate course based on semester system.

**Library Advisory Committee** – The College has a well furnished Library with a system data base. The regular financial audit is also done. The text books, the reference books, journals, competitive magazines, question papers of different exams and entertainment magazines are available. The students can get their library cards by getting themselves registered by showing their admit card and identity card to the librarian from 18<sup>th</sup> August and then can issue the books from 1<sup>st</sup> September.

Prof Mani Bansal (Convenor)

Dr Anjali Upadhyay

Ms Sneha Kumari

Dr Anuradha Singh

**Internal Quality Assurance Cell (IQAC)** -The college has constituted Internal Quality Assurance Cell (IQAC) to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.

Dr Reena Mittal (Convenor)

Dr Archana Rathore

Mrs Neetu Singh

Mrs Anita Pharswan

Dr Shruti Jaiswal

Dr Nemika

**Student Welfare Committee-** The institution has a committee for Student welfare that looks after the wellbeing of the students. This committee makes a student wing also that works as liaison between the committee and the students. Parent –Teacher Association holds meeting once a year and if the need be, there can be another meeting.-

Dr Sujata Kumari (Convenor)

Prof Santosh Singh

Dr Nisha Yadav

Dr Nemika

**UGC & Research Development Committee-** To strengthen the prospects of research and development and to strategise the ushering of research projects in college, this committee is made.

Prof Seema Rani (Convenor)

Prof Reena Mittal

Dr Nisha Yadav

**Sports Committee-**There is a sports committee in the college to run the classes and practicals of the graduation as Sports and Physical Education is a compulsory subject. So, along with the Sports Faculty of the college, other members are also involved in the committee to make a strategy and escort teams to other places.

Mrs Neetu Singh (Converner)

Mrs Anita Pharswan (Co Convenor)

Prof Santosh Singh

Dr Chhaya Rani

Dr Anuradha Singh

Dr Kanchan Singh

**The Alumni Association-** There is an active alumni association also to keep in touch with the students who have passed out from the college The alumni get together is done annually while the workshops involving the alumni are regularly organized. The alumni introduce

themselves and thus the college is provided with their track record of how they are doing professionally.

Prof Reena Mittal (Convenor)

Prof Mani Bansal

Mrs Vidushi Yadav

Mrs Ruchi Agrawal

**Career, Counselling & Placement Cell-** For student counselling and career guidance, the college has a Career Counselling and Placement Cell.

Prof Archana Rathore (Convenor)

Prof Mani Bansal,

Dr Nisha Yadav

Mrs Anita Pharswan

Dr Kanchan Singh

**Eco Club-** The Eco Club is comprised of the Department of Botany, Department of Home Science, NSS and NCC. The college is very concerned about the measures that affect the environment issues. .

Prof Shobha Gupta (Convenor)

Prof Mani Bansal NCC

Prof Ritu Dixit Social Service

Dr Chhaya Rani NSS

Ms Anita Pharswan NSS

**Community Services and School adoption Committee-** The College has adopted a slum area called Saini Basti. The committee conducts programmes to bring about awareness about health and hygiene, nutrition, family planning, population control, bad effect of drinking, dowry and gambling.-

Dr Ritu Dixit (Convenor)

Mrs Sushma

Mrs Anjali Bharadwaj

Dr Nemika Singh

Dr Abhilasha Bajpayee

**NCC-** The students doing graduation, specially first and second year should contact the NCC incharge Captain Prof Mani Bansal to apply for NCC selection.

**NSS Unit-** The National Service Scheme allows the volunteers to observe and serve the nation from close quarters. The college has one NSS unit that can enrol 100 volunteers. The unit aims at encouraging social service and its related benefits to the volunteers in the form of exhibiting cultural talents, doing workshops, attending residential camps. After successful completion of the stipulated service hours and qualifying for the certificate, the volunteers get 15 weight age marks in Government services exams. Dr Chhaya Rani and Ms Vidushi Yadav are Programme Officers.

**Rangers Unit-** The College has a rangers unit whose incharge is Ms Shruti Jaiswal. The students who want to be enrolled in this should contact Dr Shruti Jaiswal of Economics Department.

**Academic and Vividh kala Committee-** this committee looks into the organisation of competitions related to academics like debate, quiz etc.

Prof Archana Rathore (Convenor)

Prof Mani Bansal

Dr Nisha Yadav

Dr Nemika

Ms Sneha Kumari

**Magazine committee-** The college has an indigenous magazine of its own 'Bharati' wherein the students and the teachers can get their articles, poems, short stories, motivating anecdotes in English, Hindi or Sanskrit.

Dr Reena Mittal (Convenor)

Prof Kanchan Singh

Dr Anjali Upadhyay

Ms Sneha Kumari

Dr Nemika

**Foundation Day and Cultural Committee-** College has its foundation day on 12th December that is the birth anniversary of the founder Late Shri Dayanand Gupt Ji. To commemorate the founder's day by beautiful performances of skit, classical dances and songs, there is a cultural committee that looks into the preparation and management. It also organises various cultural programmes throughout the year, including the Republic day and Independence Day.

Dr Anjali Upadhaya (Convenor)

Ms Neetu Singh

Dr Anuradha Singh

Ms Sneha Kumari

Dr Abhilasha Bajpayee

**Assembly Committee-** This committee helps hold the assembly on 15<sup>th</sup> and the last date of the month wherein the teachers address the students and share informations with them.

Prof Kanchan Singh

Mrs Neetu Singh

Mrs Vidushi Yadav

**Add on Course-Journalism-**The college runs a diploma course on Journalism under the aegis of UGC's add on course scheme.

Dr Reena Mittal (Convenor)

Dr Archana Rathore

Dr Kanchan Singh

**Legal Aid Cell-**To introduce the students with the laws on domestic violence and anti dowry laws and to make them better equipped with legal knowledge, the college has a legal aid cell.

Prof Santosh Singh (Convenor)

Dr Chhaya Rani NSS

Mrs Anita Pharswan NSS

Dr Nisha Yadav

**Discipline Committee-** The Discipline Committee is constituted for the maintenance of discipline in the college. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuant of educational objectives/goals in the college community. The structure of the committee is as follows-

Prof Sujata Kumari (Convenor)

Prof Reena Mittal

Prof Kanchan Singh

Prof Mani Bansal

Prof Santosh Singh

Mrs Neetu Singh

Mrs Anita Pharswan

**Website Committee**

Dr Reena Mittal (Convenor)

Dr Archana Rathore

Mrs Neetu Singh

Mrs Anita Pharswan

Dr Nemika

**Newsletter Committee**

Prof Archana Rathore (Convenor)

Mrs Neetu Singh

Dr Nemika Singh

Ms Sneha Kumari

Dr Kanchan Singh

**Gender Discrimination, Harassment and Grievances Cell**

Prof Shobha Gupta

Prof Reena Mittal

Dr Sushma

Dr Shruti Jaiswal

Dr Nisha Yadav nishacdri2009@ gmail.com 8765591021

**The responsibilities of Committee are as follows:**

To maintain and enforce strict discipline within the college.

Use of cell phones and polythene is strictly prohibited in the college campus.

They should not only abide by the Fundamental Duties inscribed in the college campus but also try to imbibe them in their lives.

All the students should wear their ID Cards while they are in the campus and their respective class rooms.

In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.

To monitor the movement of the students in the college and prevent students loitering around in the corridors and sitting on staircases and gather in front of the Psychology lab.

To ensure that students maintain complete silence in the library.

To maintain proper discipline in the college canteen and student waiting room during the college working hours and also check that the students should not be eating and throwing the eating residues in the college campus, other than the canteen and the dustbins.

If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.

If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.