

**K.L.MEHTA DAYANAND COLLEGE FOR WOMEN FARIDABAD**

**LIST OF COMMITTEES FOR THE YEAR 2019-20(01.01.2020)**

**Internal Quality Assurance Cell**

- : Sh. Anand Mehta (Management)
- : Ms. Archna Dua (NAAC Coordinator)
- : Ms. Priyamvada
- : Dr. Sheel Singh
- : Ms. Meena Rangila (Office Supdt)
- : Ms. Sudhin Khattar (Educationist)
- : Two Students & Their Parent

**Advisory Committee**

- : Ms. Kamalpreet Verma
- : Ms. Priyamvada
- : Dr Manju Khanna
- : Ms. Neeru Bhatia
- : Dr. Meenu Dua
- : Ms. Archna Dua
- : Dr. Sheel Singh
- : Dr. Madhurima
- : Dr. Shweta (Zoology)
- : Ms. Rajesh Kumari
- : Ms. Rekha Gulati

**Purchase Committee/Disposal Committee/E Waste**

- : Ms. Kamalpreet Verma (Home Science)
- : Dr. Manju Khanna (Sports)
- : Dr. Meenu Dua (Bursar + Non-Medical)
- : Ms. Neeru Bhatia (BBA)
- : Dr. Sheel Singh (Medical & Bio-Tech)
- : Ms. Archna Dua
- : Dr. Neha (BCA) / Ms. Leena (Computer)
- : Dr. Narmada Shanker (Music)
- : Mr. Laxman Singh

**Library Committee**

- : Dr. Sheel Singh
- : Ms. Sudesh Kumari
- : Ms. Alka Satya
- : Ms. Aloka Bhati
- : Dr. Annu Kalra (M. Sc Chemistry)
- : Ms. Shobha(Computer)
- : Dr. Veena pani Singh \ Dr Babita Singh
- : Ms. Diksha (Economics)
- : Ms. Shilpa (Maths)

: Ms. Pooja Tyagi (Hindi)  
: Ms. Gunjan (English)  
: Dr. Pragati

### **Sports Committee**

: Dr. Manju Khanna (Convener)  
: Ms. Kamal Preet  
: Dr. Sheel Singh  
: Dr. Beena Sethi  
: Ms. Sangeeta Adhlaka  
: Dr. Pragati Chitkara  
: Ms. Aparna

### **Attendance/Internal Assessment Incharge/Display & Record)**

: Ms. Priyamvada (M.Com)\Ms Rina Prasad  
: Ms. Neeru Bhatia (BBA) \Ms Chetali  
: Dr. Meenu Bhatia/Ms. Poornima (Non-Med)  
: Ms. Sudha Sahi/Ms. Poonam/Dr. Mithlesh  
: Dr. Sangeeta/ Dr. Pragati (Home Science)  
: Dr. Pooja Sawhney/Dr. Renu Pandey (B.Sc Bio-Tech)  
: Dr. Shweta Arya/Dr. Jasvinder Kaur (B.Sc Med.)  
: Ms Rajesh Khatri/ Ms Monika Bhatia (B.Com CA)  
: Dr Madhurima \ Dr Veenapani (M.A Pol.Sc)  
: Dr Vinita/ Ms Manisha(M.SC Chem)  
: Dr Vandana Kumari\Ms Shipra(M.Sc Maths)  
: Ms. Sandhya /Ms Neetu(Computer Sc)  
: Ms. Madhu Rathi /Ms. Diksha Chawla (Economics)  
: Ms. Alka Satya /Ms. Sudesh (B.Com Pass)  
: Ms. Amita /Ms. Neetu Sharma (B.Com Hons.)

### **Register Incharges**

#### **UG: -**

: Medical/ Bio-Tech /Dr. Shveta Arya/: Dr. Renu Pandey /Non-Medical/ Ms. Rajni/Ms. Vandana Kumari/  
(Commerce)/Ms. Alka Satya/Ms. Rekha Gulati/Ms. Madhu Saitya/Ms. Priya  
(Home Science)/Dr. Sangeeta Kulsherestha/Dr. Pragati Chitkara  
(Arts)/Ms. Poonam Sachdeva/Dr. Babita Singh

### **Register Incharges**

#### **PG:-**

: M.Sc(Chemistry)/Ms. Manisha/Dr. Vanita  
:M.Sc(Maths)/Ms. Shilpa/Ms. Sonam  
: (M.A Pol.Sc.)Dr. VeenaPani Singh/Ms. Bawa  
: M.A (Eco)/Ms. Madhu Rathi/Ms. Diksha Chawla

## **Road Safety Committee**

: Dr. Madhu Singh (convener)  
: Dr. Babita Singh  
: Ms. Rekha Barak  
: Ms. Vinita Sharma

## **Examination Cell:**

: Ms. Usha Pant /Ms. Alka Satya (Mock- Test)  
*(To Coordinate with)*  
: Ms Amita/ Ms Sudesh(Commerce)  
: Ms. Neeru Verma/Dr. Babita / (Arts)  
: Dr Meenu Dua/Dr Beena Sethi (Science)  
: Ms Archna/ Dr Sangeeta Kulshrestha (Home Science)  
: Dr Shweta Arya/Dr Neha Shekhawat (Science)  
: Ms Leena/ Ms. Neeru Siwas(Computer)  
: Ms Neetu/ Ms Meenakshi (BCA)

## **Time Table Committee:**

1. Commerce – Ms. Priyamvada/ Ms. Sudesh
2. Science- Med / Non- Med/- Dr. Meenu/Dr. Sheel Singh
3. Home Science – Dr. Sangeeta Kulshrestha /
4. Arts- Ms. Sudha Sahi/ Ms. Neeru Verma

## **Post Graduate Classes**

1. Commerce- M.Com- Ms. Priyamvada/ Ms. Sudesh
2. Science- M.Sc ( Chemistry) – Dr. Vinita/ Dr. Anu Kalra
3. Mathematics- Dr. Meenu
4. Arts- M.A (Pol.sc) & M.A (Eco) - Dr. Madhurima / Dr. Babita/ Ms. Madhu Rathi/Ms. Deeksha

## **Cultural/ Arts Club**

: Dr. Sheel Singh/Ms. Usha Pant (Convener Youth Festival)  
: Ms. Usha Pant / Ms. Beenu Mehta/Ms. Aparna (Art)  
: Ms. Poonam /Ms. Pooja (Hindi, Urdu, Punjabi Literary)  
: Ms. Sudha /Dr. Babita/Ms. Gunjan (English Literary)  
: Dr. Meenu /Ms. Manisha Suri (Theatre)  
: Dr. Mithlesh (Sanskrit)  
: Ms. Rajesh Khatri/ Ms. Madhu Singh (Dance)  
: Ms. Kavita/ Dr Narmada (Music)  
: Ms. Poornima (Chemistry) (Hindi Play)

**Fashion Design / ECE Coordinator**

: Ms. Usha Pant

**Women Cell/Sexual Harassment**

: Ms. Kamalpreet  
: Dr. Meenu  
: Ms. Amita Dureja/Ms. Poonam Sachdeva  
: Dr. Garima Sharma (Physics)/Ms. Vandana Kumari  
: Dr. Pragati Chitkara

**Earn while you learn**

: Dr. Veenapani Singh  
: Dr. Babita Singh

**B.com C.A And  
RCC Coordinator**

: Ms. Rajesh Khatri

**Prayer Incharge**

: Dr. Manju  
: Dr. Mithlesh  
: Dr Veena Pani

**Staff/ Common Room**

: Ms Alka Satya/ Ms Sudha Sahi (Inner Staff Room)  
: Dr Madhu Singh (Outer Staff Room)

**Staff/ Common Room (Hostel Area)**

: Ms. Rekha Gulati/ Ms. Madhu Rathi

**Magazine Committee**

: Ms. Sudha Sahi (English)  
: Ms. Poonam (Editor) (Hindi)  
: Dr. Mithlesh (Sanskrit)  
: Dr. Beena Sethi  
: Ms. Aparna / Ms. Babita Sharma / Ms. Gunjan

**NSS**

: Ms. Neeru Bhatia  
: Dr. Mithlesh

**Burser**

: Dr. Meenu Dua

**Excursion Committee**

: Ms. Sudha Sahi / Dr Madhu Singh/ Ms. Pooja Tyagi

: Ms. Sudesh/ Ms.Rekha Gulati / Ms. Babita (Commerce)  
: Dr. Meenu/ Ms. Benu Mehta/ Ms Manisha Suri /Ms. Gunjan (Physics)  
: Dr Neha (BCA) / Ms. Sandhya

### **Green Committee**

: Dr. Sheel Singh  
: Dr. Shweta Arya  
: Dr. Veenapani Singh

### **Canteen Committee**

: Ms. Archana Dua  
: Dr. Sangeeta Kulshrestha  
: Ms. Bawa  
: Ms. Vinita Sharma  
: Ms. Vandana Kumari (Maths)

### **Research Committee**

: Dr. Sheel Singh  
: Dr. Beena Sethi/ Dr. Vinita (M.Sc Chemistry)  
: Dr. Anu Kalra  
: Dr. Madhurima  
: Dr. Veenapani Singh  
: Dr. Neha (BCA)

### **Placement Cell** (NSDC) etc

: Ms. Priyamvada Convener  
: Ms. Sudesh (Co-convener)  
: Ms. Rekha Gulati/ Ms. Komal Malhotra/ Ms. Seema Behl  
: Dr. Neha (BCA)/ Ms. Shivani (BCA)/ Ms Konika Arora  
: Ms. Meenakshi Bhardwaj

### **Scholarship**

: Ms. Neeru Bhatia  
: Ms. Amita Dureja  
: Dr. Mithlesh Aggarwal

### **Discipline Committee**

: As per list Ground Floor +Front Area  
: Ms. Priyamvada (Commerce) First Floor + Ground  
: Ms. Leena (Com) Second Floor  
: Dr. Meenu/ Dr.Beena Sethi (Auditorium +Canteen+ Behind Audi)  
: Dr. Manju/ Ms. Sangeeta Adhlakha / Ms.Bhavna/Dr Narmada Shanker  
: Ms. Bhawna BCA (Front Area + Common room area)  
*(As per the list display as per period)*

## **Youth Red Cross Committee**

: Ms. Archana Dua  
: Dr. Sangeeta Kulshrestha

## **INTACH**

: Ms. Vinita Sharma  
: Ms. Pooja Tyagi  
: Dr. Gunjan

## **Cleanliness Committee**

: All Concern HOD's (Lab) (List to be provided of teachers)  
: Ms. Neeru Verma /Dr. Babita Sharma (Ground floor) (List to be provided)  
: Ms. Sudesh / Ms. Rajesh (1<sup>st</sup> floor) (List to be provided)  
: Ms. Leena/ Ms Meenakshi Bhardwaj (2<sup>nd</sup> floor) (List to be provided)  
: Dr. Beena Sethi/ Ms Vandana Kumari/ (Auditorium+ Common+back side room)

## **Press Committee**

: Dr. Madhurima / Dr. Madhu Singh (Release of news)  
: Dr. Madhurima/ Ms. Pooja (Formation of news)  
: Mr. Laxaman/ Ms. Bhawna (Sending to Media)

## **Website**

*(Concerned convener of the function to provide material in the website)*

: Ms. Bhawna Sehgal  
: Ms. Aparna/ Ms Babita Sharma (For language)  
: Mr. Laxman (Photo coverage)

HOD's are requested to submit details of their activities to Ms. Aparna / Dr. Babita. For photo Contact Ms. Bhawna for website.

Legal Literacy Cell : Dr. Veena Pani

Voter's Club : Dr. Madhurima  
: Dr. Babita Singh

## **Activity Record Maintenance of previous five year**

Arts : Dr. Manju /Ms. Sudha Sahi

Commerce : Ms. Neeru Bhatia /Ms. Sakshi

Science : Dr. Shweta (Medical)  
: Dr. Beena Sethi (Non-Medical)

Home Science  
BCA

: Dr. Sangeeta /Ms. Benu Mehta  
: Dr. Neha/ Ms. Savita

**(Officiating Principal)**