

K.L.MEHTA DAYANAND COLLEGE FOR WOMEN FARIDABAD
LIST OF COMMITTEES FOR THE YEAR .2016-17

Internal Quality Assurance Cell

: Dr.Pamila Kalia
: Ms.Vibha
: Ms.Kamalpreet Verma
: Ms.Priyamvada
: Dr.Manju Khanna
: Ms.Archana Dua
: Dr.Sheel Singh

Advisory Committee

: Dr.Pamila Kalia
: Ms.Vibha
: Ms.Kamalpreet Verma
: Dr.Meenu Bhatia
: Dr.Sheel Singh

Purchase Committee

: Dr.Pamila Kalia Bursar +Commerce
: Ms.Rekha Joshi Arts + Music
: Ms.Kamalpreet Home Sc.
: Dr.Meenu Science
: Dr.Manju Khanna Sports

Examination Cell

: Dr.Beena Sethi/Dr.Amandeep(Non Med.)
: Dr.Sheel Singh/Dr.Shveta Arya(Med.)
: Dr.Archana Dua/Ms. Benu Mehta
: Ms.Sudesh /Ms.Soni Verma/Ms. Neetu(Commerce)
: Dr. Sushma Singh/Ms. Neeru (B.A)

Maintenance & Disposal

: Dr.Meenu+Archana Dua Water related + Generator
: Ms.Alka Satya+Ms.Amita (Class rooms Furniture Ist + II floor
: Dr.Mithlesh+Dr.Sushma(Ground Floor Furniture related)
: Dr.Sheel Singh+Ms.Usha (Electrical Assets)
: Ms.Sangeeta_Ms.Benu Mehta (Hm.Sc.Lab Furniture etc.)

: Dr.Beena Sethi+ 1 Adhoc (Chemistry Lab)
: Ms.Shweta + 1 adhoc (Botany & Zology Lab)
: Ms. Nitika + Ms.Vandana Outside auditorium Area
: Ms.Tara + Ms.Shweta (Physics Lab) + Outside Area

Library Committee

: Ms.Vibha Dutta
: Dr.Mithlesh
: Ms.Neeru
: Dr.Sangeeta
: Dr.Sheel Singh
: ms.Poonam
: Ms.Aloka Bhatti (Asstt.Librarian)

Sports Committee

: Dr.Manju Khanna - Convenor
: Ms.Kamalpreet Verma
: Ms.Priyamvada
: Ms,Neeru
: Dr.Sheel Singh

Grievance Cell

Examination

: Ms.Neeru Com
: Ms.Sudesh
: Ms.Sudha Sahi Arts
: Ms.Poonam
: Ms.Usha Pant Science
: Dr.Sheel Singh

Grievance General

: Ms.Vibha Dutta Arts
: Dr.Mithlesh
: Ms.Priyamvada Commerce
: Ms.Amita
: Dr.Meenu
: Ms.Archana Science

Discipline Incharge

: Ms.Manju Khanna Over all & Drive Area+Gate
: Ms.Vibha Dutta (Arts) Ground Floor+Front Area
: Ms.Priyamvada (Com) First Floor + Ground
: Dr.Pamila Kalia IInd Floor
: Dr.Sheel Singh (Auditorium +Canteen
: Ms.Bhawna (Front Area drive +side area, Fee Collection
: Ms.Sangeeta & Music Deptt(Hostel Area)

Cleanliness Committee

: Dr.Manju Hostal Area+Ground with Music Deptt
: Ms.Sangeeta
: Ms.Vibha } Ground Floor Overall
: Ms.Sudha Sahi }
: Ms.Priyamvada } Ist Floor overall
: Ms.Amita
: Dr.Pamila Kalia } IInd Floor overall
: Dr.Rekha Goel }

Room wise arrangements Room no. 1,3, (Ms.Amita + 1 Adhoc)
Room no.9,10 (Ms.Neeru + 1 adhoc)
Room no.2,4 (Ms.Sudesh + Shyantika)
Room no.5,6 (Ms.Poonam+Pooja)
Room no.7,8 (Ms.Babita Singh + Babita Sharma)
Room no.19,20 (Dr.Veena Pani + Dr.Madhurima)
Corridor : Ms.Madhu Dhama + Dr.Sushma + All inclusive

Ist Floor

Room no. 12-13 Ms.Gurpreet/Ms. Kusum
Room no.14,15 Ms Sandhya/Ms.Leena
Lab 1,2,3 Ms.Manjeeta Mangla
First Floor Ms.Neha (Even)
Ms.Neetu (Odd)
Room no.16 Ms.Soni
Room no.17 Ms.Tara
Room no.18 Ms.Rekha Gulati
M.Com(p) Ms.Seema B
M.Com.(F) Ms.Rekha B
Behind the Library Ms.Sonam Yadav,Jyotsna

IInd Floor

Room no. 23,25 Ms.Yukti & Ms Sonia Mehta
24,26 Ms.Sonam & Ms.Suman Lata Yadav
27,29 Ms.Neetu & Ms.Diksha
30,31 Ms.Shweta & Ms.Kavita
32,28 Ms.Nidhi & Ms.Sumitra

Staff Room & Hall Ms.Richa & Ms.Preeti

Corridor Ms.Pooja Gupta

Green Committee

Pots + Botanical Garden +Seasol Plants Dr.Sheel Singh + Dr.Shweta
Plantation in the College + Outside Area Dr.Meenu + Dr.Sangeeta
Outside beautification + Enterance Area All members of Committee

Press Committee

Ms.Vibha/Ms.Priyamvada Convener
Dr.Manju (Sports Coverage)
Dr.Sheel + Ms.Usha Pant (Extra Curricular coverage)
Dr.Meenu+Dr.Sangeeta (Reporting of Cells)
Ms.Neeru Ms.Sudha
And Dr.Meenu (Academics coverage)

Mock Test Incharge

Ms.Poonam Sachdeva + Ms.Pooja Arts
Ms.Sudesh+Ms.Komal Com.
Ms.Archana+Ms.Usha +Dr.Shweta Sc.& Hm.Science

Excursion

Dr.Pamila Kalia
Ms.Alka Satya
Ms.Archana Dua

A.C.R. : Ms.Sudha Sahi
: Ms.Sudesh

Income Tax & P.F. : Dr.Pamila Kalia
: Ms.Priyamvada

Cultural Committee
.Dr.Pamila Kalia
Dr.Sheel Singh
Ms. Usha Pant
Ms.Poonam Sachdeva+ Music Deptt.

Magazine & Wall Magazine : Ms.Vibha
: Ms. Priyamvada
: Ms.Neeru
: Ms.Mithlesh
: Ms.Poonam Sachdeva

Prayer Incharge : Dr. Manju Khanna
: Ms.Mithlesh

: Ms. Amita Dureja

Internal Assessment Incharge : Ms. Sudha Arts
: Ms.Amita Commerce
: Ms.Sangeeta Sc/H.Sc./Bio-Tech

Prospectus Incharge : Ms.Priyamvada Thakur
: Ms. Neeru Bhatia

R.C.C.Scheme : Dr.Rekha Goel

E-waste Management Committee : Ms.Priyamvada

: Dr.Rekha Goel

Communication Committee : Mike/Projector Incharge – Ms.Bhawna

Maintenance of Auditorium Mike & Seating etc. Dr.Beena Sethi

Mike & Seating etc.

Notices CC TV Incharge

Arts Dr.Mithlesh
Commerce : Ms.Sudesh
Science : Ms Usha

Common Room

: Ms.Alka Satya
: Ms.Sudha Sahi
: Ms.Usha

Dispensary Incharge : Ms.Shweta

Women Cell : Ms.Kamapreet

: Ms.Usha Pant

Scholarship Incharge

: SC/BC- Dr.Rekha Goel
Others- Ms Amita Dureja & Dr.Mithlesh

Earn while you learn

: Ms.Priyamvada Thakur
: Ms.Neeru Bhatia

Internal Assessment

ARTS B.A.I Dr.Mithlesh
B.A.II Ms.Poonam

B.A.III Ms.Sudha Sahi

Time Table & Classes Co-ordinator

- (i) Dr.Vandana Mohla } M.A
- (ii) Ms.Vibha Dutta & Ms.Sudha Sahi } B.A.
- (iii) Dr.Pamila Kalia } M.Com.
- (iv) Ms.Priyamvada Thakur } Commerce
- (v) Dr.Sangeeta } Science & Home.Science
- (vi) Dr.Sheel Singh } Med. & N.Med.
- (vii) Dr.Sangeeta } Home Science.

Career Counseling & Placement Cell

- (i) Ms. Vibha - Convenor
- (ii) Ms.Priyamvada (Co-ordinator)
- (iii) Ms.Amita
- (iv) Ms.Usha Pant
- (v) Dr.Sheel

Staff Room Maintenance

: Ms. Alka Satya

: Ms. Sudha Sahi

N.S.S .Incharge

: Dr.Meenu

: Dr.Sangeeta

Red Cross

: Ms.Poonam Sachdeva

Co-ordinator ECCE & Fashion Designing : Ms.Archana Dua

Staff Fund Incharge : Ms.Sudha Sahi

Memento/ purchase of Gifts : Ms.Alka Satya
Ms.Sudha Sahi
Ms..Madhu Dhama

Canteen Committee

- (i) Ms. Kamalpreet
- (ii) Dr.Sheel Singh
- (iii) Ms. Amarjeet Bawa

Photography Club

Ms.Archana Dua + 1 Student Science

Camera Incharge

Ms.Archana Dua (Sc/Hm.Sc.+2 students
Ms.Sudesh (Commerce) + 2 students
Ms.Madhurima (Arts) + 2 students

INTACH : Dr.Sushama