

Sat Jinda Kalyana (PG) College, Kalanaur

(NAAC ACCREDITED 'A' GRADE & ISO 9001:2015 CERTIFIED INSTITUTE)

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AQAR: 2023-2024



CRITERION 7

Institutional Values and Best Practices

7.1.8 Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

Documents

Supporting Documents

Submitted to



National Assessment and Accreditation Council

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Annual Duties (2023-2024)

Dated : 18.07.2023


The duties mentioned against each faculty members shall come into force w.e.f. 21.07.2023
Convener/Incharges of various committees/cells are requested to note down the name of faculty members associated with them. Ex-Convener/Incharges are directed to hand over the charges, if any, to new incumbents by 26.07.2023 under intimation to the undersigned

1	College Council	8	Library Advisory & Book-Bank Committee
	1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K.Bhaskar 3 Mrs. Urmil Dalal (Co-Ordinator) 4 Dr. Ritu Lall 5 Dr. Shalini Sharma 6 Dr. Gurvinder Singh		1 Dr. Mamta Rani (Convener) 2 Dr. Deepa Juneja 3 Sh. Raj Kumar Vats
		9	SC/ST & Minority Cell
			1 Dr. Mamta Rani (Convener) 2 Dr. Shalini Sharma 3 Dr. Gurvinder Singh 4 Dr. Suman
2	IQAC	10	Hospitality Committee
	1 Dr. N.K.Dua (Chairperson) 2 Dr. R.K.Bhaskar 3 Mrs. Urmil Dalal 4 Dr. Ritu Lall (Co-Ordinator) 5 Dr. Shalini Sharma 6 Dr. Gurvinder Singh 7 Dr. Mamta Rani 8 Dr. Vikas Kumar 9 Dr. Poonam Adhlakha 10 Dr. Manasa Rai 11 Dr. Umesh Kumar 12 Sh. Sanjay Khitha		1 Dr. Ritu Lall (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Dr. Payal Gulati 5 Dr. Suman 7 Dr. Chetna 8 Mrs. Laxmi 9 Dr. Reetu Sharma
3	RUSA/UGC Committee	11	College Dispensary/First Aid
	1 Dr. Gurvinder Singh (Convener) 2 Dr. Mamta Rani 3 Dr. Poonam Adhlakha 4 Sh. M.S.Sharma		1 Dr. Poonam Adhlakha 2 Dr. Payal Gulati
4	Purchase Committee	12	College Magazine Committee
	1 Dr. Ritu Lall (Convener) 2 Dr. Mamta Rani 3 Sh. Harish Chander 4 Sh. Sanjay Khitha		1 Dr. Shalini Sharma (Chief Editor) 2 Dr. Vikas Kumar, Editor-Hindi 3 Dr. Deepa Juneja, Editor Planning Form 4 Dr. Poonam Adhlakha, Editor-Science 5 Dr. Manasa Rai, Editor-English 6 Dr. Umesh Kumar, Editor-Sanskrit
5	Chief Mentor	13	Youth Red Cross & Red Ribbon Club
	Dr. Ritu Lall		Dr. Satish Narwal (Counselor) Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Shalini Sharma 3 Dr. Poonam Adhlakha 4 Sh. Harish Chander
6	Building Committee & Beautification of Campus	14	Time Table Committee (UG)
	1 Dr. Mamta Rani (Convener/Estate Officer) 2 Dr. Satish Narwal 3 Dr. Suman 4 Dr. Krishan Kumar 5 Sh. Hemant, Clerk		1 Dr. Poonam Adhlakha 2 Mrs. Laxmi
7	University Works Incharge	15	Time Table Committee (PG)
	1 Dr. Satish Narwal 2 Dr. Manasa Rai		1 Mrs. Urmil Dalal 2 Dr. Rajesh Kumar

16	Shamiana & Seating Arrangement Committee / Sound	28	Press/Media Committee
	1 Dr. Satish Narwal (Convener) 2 Sh. Harish Chaner 3 Dr. Krishan Kumar 5 Sh. Hemant, Clerk		1 Dr. Deepa Juneja 2 Dr. Suman 3 Ms. Payal Gulati 4 Sh. Naresh Kumar, Clerk
17	NCC Officer	29	Cultural & Youth Festival
	1 Dr. Vikas Kumar (Boys Unit) ANO 2 Dr. Deepa Juneja (Girls Incharge)		Dr. Shalini Sharma (Convener) Dr. Manasa Rai (Co-Convener) Dr. Umesh Kumar (Co-Convener)
18	Alumni Cell		1 Dr. Manasa Rai } (Symposium, 2 Dr. Umesh Kumar } Debate, Poetry, 3 Sh. Harish Chander } English) 4 Dr. Vikas Kumar } Debate (Hindi) 5 Dr. Suman 6 Dr. Shalini Sharma (Skit/Mime) 7 Dr. Satish Narwal
19	P.T.M.		8 Dr. Mamta Rani (Poetry Haryanvi) 9 Dr. Vikas Kumar (Poetry Hindi) 10 Dr. Vikas Kumar (Poetry Urdu)
	1 Dr. Umesh Kumar (Convener) 2 Dr. Suman 3 Dr. Payal Gulati 4 Dr. Chetna		11 Dr. Ritu Lall } 12 Dr. Mamta Rani } 13 Dr. Deepa Juneja } Quizes 14 Dr. Payal Gulati }
20	Legal Literacy Cell		15 Dr. Umesh Kumar (Shalokacharan/ Declamation-Skt.) 16 Dr. Gurvinder Singh (Punjabi Poetry)
	1 Dr. Vikas Kumar (Convener) 2 Dr. Manasa Rai 3 Dr. Ritu Sharma	31	NSS Officers
21	House Exam Cell		Dr. Umesh Kumar (Boys Unit-I) Dr. Manasa Rai (Girls Unit-II)
	1 Dr. Vikas Kumar (Convener) 2 Dr. Satish Narwal		NSS Advisory Committee
22	Women Cell		1 Dr. N.K. Dua (chairperson) 2 Dr. Shalini Sharma 3 Dr. Poonam Adhlakha 4 Dr. Satish Narwal
	1 Dr. Suman (Convener) 2 Dr. Payal Gulati 3 Dr. Chetna	32	Discipline Committee
23	Income Tax Calculation Committee		1 Dr. Shalini Sharma (Convener) 2 Mrs. Urmil Dalal 3 Dr. Gurvinder Singh 4 Dr. Mamta Rani 5 Dr. Vikas Kumar 6 Dr. Satish Narwal 7 Dr. Suman 8 Sh. Harish Chander 9 Dr. Krishan Kumar 10 Dr. Rajesh Kumar 11 Mrs. Laxmi 12 Dr. Ritu Sharma
	1 Sh. Harish Chander 2 Dr. Payal Gulati	33	Decoration Committee
24	Bursar		1 Dr. Mamta Rani (Convener) 2 Dr. Suman 3 Dr. Payal Gulati 4 Dr. Rajesh Kumar
	Dr. Gurvinder Singh		
25	Earn While You Learn		
	1 Dr. Poonam Adhlakha (Convener) 2 Dr. Manasa Rai 2 Dr. Suman 3 Dr. Payal Gulati		
26	Environmental Club		
	1 Mrs. Urmil Dalal (Convener) 2 Dr. Deepa Juneja 3 Dr. Satish Narwal 4 Dr. Suman		
27	A.S.P.I.O		
	1 Dr. Vikas Kumar 2 Sh. M.S.Sharma		

34	Photography	47	Grievances Cell
	1 Dr. Poonam Adhlakha (Convener) 2 Dr. Umesh Kumar		1 Dr. N.K.Dua (Chairperson) 2 Dr. Ritu Lall 3 Dr. Shalini Sharma 4 Dr. Gurvinder Singh 5 Dr. Vikas Kumar 6 Sh. M.S.Sharma
35	Voter Awareness Cell		
	1 Dr. Satish Narwal 2 Dr. Suman 3 Sh. Harish Chander		
36	NODAL Officer PRAN	48	Entrepreneurship Development Club (EDC)
	Dr. Deepa Juneja		1 Dr. Poonam Adhlakha (Convener) 2 Dr. Manasa Rai 3 Dr. Payal Gulati 4 Dr. Rajesh Kumar
37	Career Counselling & Guidance Cell		
	Dr. Chetna		
38	Code of Conduct Committee	49	Sports Board
	1 Dr. N.K.Dua (Chairperson) 2 Dr. Ritu Lall (Convener) 3 Dr. Shalini Sharma 4 Dr. Manasa Rai		1 Dr. N.K.Dua (Chairperson) 2 Dr. Krishan Kumar (Secretary) 3 Dr. Poonam Adhlakha 4 Dr. Satish Narwal
39	Fee Concession Committee	50	Employment/Placement/Information Cell
	1 Dr. Mamta Rani 2 Dr. Poonam Adhlakha		1 Dr. Poonam Adhlakha (Convener) 2 Sh. Harish Chander 3 Dr. Chetna
40	Canteen Committee	51	Stage Secretary
	1 Dr. Satish Narwal 2 Dr. Umesh Kumar		1 Dr. Shalini Sharma (Convener) 2 Dr. Vikas Kumar 3 Dr. Manasa Rai 4 Dr. Umesh Kumar
41	Printing/Brochure Committee	52	Website Management
	1 Dr. Shalini Sharma 2 Dr. Gurvinder Singh 3 Dr. Vikas Kumar 4 Dr. Manasa Rai		1 Dr. Manasa Rai 2 Mrs. Laxmi
42	Result Verification Committee	53	Road Safety Club
	1 Dr. Deepa Juneja (Convener) 3 Dr. Poonam Adhlakha 4 Sh. Harish Chander		1 Dr. Deepa Juneja (Incharge) 2 Dr. Poonam Adhlakha 3 Dr. Satish Narwal 4 Dr. Payal Gulati
43	Memento/Prizes Committee	54	Planning Board
	1 Dr. Deepa Juneja (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Payal Gulati 4 Dr. Chetna 5 Dr. Rajesh Kumar		1 Dr. N.K.Dua (Chairperson) 2 Dr. Ritu Lall (Convener) 3 Dr. Shalini Sharma 4 Dr. Gurvinder Singh 5 Sh. M.S. Sharma
44	Lesson Plan Review Committee	55	Online Admission
	1 Dr. Ritu Lall 2 Dr. Shalini Sharma		1 Dr. Gurvinder Singh (Nodal Officer) 2 Dr. Manasa Rai 3 Sh. Sanjay Khitha, Dy. Supdt. 4 Sh. Naresh Kumar, Clerk
45	Bus Management Committee		
	1 Dr. Satish Narwal 2 Dr. Suman		
46	Incharges Smart Class Rooms		
	1 Dr. Gurvinder Singh 2 Mrs. Laxmi		

56	University Outreach Programme 1 Dr. Mamta Rani 2 Sh. Harish Chander Advisory Committee 1 Dr. N.K.Dua (Chairperson) 2 Dr. Vikas Kumar (NCC Officer Boys) 3 Dr. Deepa Juneja (NCC Officer Girls) 4 Dr. Satish Narwal (YRC Counsellor) 5 Dr. Manasa Rai (NSS Officer Girls) 6 Dr. Umesh Kumar (NSS Officer Boys)	61	Apex Committee for Anti Ragging 1 Dr. N.K.Dua, Principal 2 Dr.Ritu Lall, Member Secretary 3 Dr. Shalini Sharma, Member 4 Dr. Gurvinder Singh, Member 5 Sh. Sanjay Khitha, Member
	57	SC/BC and other Scholarship 1 Dr.Gurvinder Singh (Nodal Officer) 2 Dr. Shalini Sharma 3 Dr. Mamta Rani 4 Dr. Manasa Rai	62
58	Feedback Committee 1 Dr. Gurvinder Singh (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Dr. Suman 5 Dr. Payal Gulati 6 Dr. Chetna 7 Mrs. Laxmi	63	Anti Sexual Harassment Committee 1 Dr. Shalini Sharma (Convener) 2 Dr. Gurvinder Singh 3 Dr. Mamta Rani 4 Dr. Umesh Kumar 5 Dr. Suman
59	AISHE Cell 1 Dr. Gurvinder Singh (Convener) 2 Dr. Poonam Adhlakha 3 Dr. Umesh Kumar 4 Sh. Sanjay Khitha	64	Equal Opprtunity Cell & Committee for differently abled students 1 Dr. Manasa Rai (Convener) 3 Dr. Satish Narwal
60	Add-on-Courses 1 Dr. Poonam Adhlakha 2 Dr. Manasa Rai 3 Dr. Payal Gulati 4 Mrs. Laxmi	65	Campus Cleanliness 1 Dr. Krishan Kumar 2 Sh. M.S. Sharma


 (Dr. N.K.Dua)
 Principal