

**SHRI MATA MANSA DEVI GOVT. SANSKRIT MAHAVIDYALAYA, PANCHKULA  
ANNUAL DUTY 2024-25**

Sr. No	Committees	Convenors & Members
1.	College Council	Dr. Renuka Dhyani <i>R</i> Dr. Daisy Rani <i>D</i>
2.	RTI	Dr. Renuka Dhyani (SPIO) <i>R</i> Dr. Daisy Rani (ASPIO) <i>D</i> Ms. Meenakshi (to assist)
3.	Senior Proctors/ Tutors	Dr. Renuka Dhyani <i>R</i> Dr. Sarika <i>S</i> Mrs. Mamta (to assist)
4.	Academic Calendar, Annual Report, Progress Report of Subject Societies, Clubs and Personal Achievements College Newsletter and Clubs a Literacy Club b Sports Club c Social Science Club d Sanskrit Sanskrit Club	Dr. Renuka Dhyani (Convener) <i>R</i>  Dr. Sarika, Mr. Rohit (Scan Documents) Dr. Daisy, Mr. Kamil (scan documents) <i>D</i> Ms. Yamini, Mr. Hardeep (Scan documents) Dr. Rajbir, Mr. Vinod (Scan documents) Ms. Ashu (For English typing) Ms. Promila/Ms. Mamta (for Hindi typing)
5.	Annual Stock Verification and Physical Verification of New Purchases	Dr. Renuka Dhyani Ms. Mamta (to assist)
6.	AISHE Portal	Dr Renuka <i>R</i> Ms. Meenakshi
7.	Printing committee	Dr. Rajbir Mr. Rajbir (to assist) Mr. Honey
8.	Bus Pass	Dr. Rajbir (For Boys) Dr. Pushpa (For Girls) <i>P</i> Mr. Rajbir (to assist)
9.	Bursar	Ms. Yamini
10.	Career Guidance & Placement Cell MOU Generation & Execution	Dr. Rajbir Dr Pushpa <i>P</i> Mr. Rajbir (to assist) Ms. Ashu (to assist)
11.	Cleanliness Committee	Dr. Daisy Rani <i>D</i> Dr. Pushpa <i>P</i> Mr. Vinod (to assist) Mr. Hardeep (to assist)
12.	CM Window, Grievance Redressal Cell and Protection Cell: From Violence against Women and Sexual Harassment, Vigilance Committee, ICC, Counselling Cell	Dr. Renuka Dhyani <i>R</i> Dr. Sarika <i>S</i> Dr. Rajbir Ms. Mamta (to assist)
13.	Contract Committee/HKRN	Dr. Renuka Dhyani <i>R</i> Dr. Sarika <i>S</i> Mr. Honey (to assist)
14.	Court Cases	Dr. Daisy Rani <i>D</i> Ms. Yamini Ms. Meenakshi (to assist)
15.	Cultural Committee	<del>Dr. Daisy</del>

		Dr. Sarika Ms Yamini Dr. Rajbir Dr Pushpa Ms. Ashu (to assist) Mr. Kamil (scan documents)	<i>Council Co-Council Rohit Mamta to assist</i>
16.	Discipline and Anti-ragging, Anti-smoking Cell	Dr. Daisy Rani Dr. Pushpa Mr. Rajbir (L.A.) Mr. Ravi (to assist)	
17.	Disabled Employees Grievances Redressal Cell	Dr. Renuka Dhyani Dr. Daisy Dr. Rajbir	
18.	Eco Club: Tree Plantation, Anti-polythene, Vehicle free and Vehicle Pool Day and College Beautification and Nature interpretation and traffic club	Dr. Renuka Dhyani Dr. Sarika Mr. Hardeep (scan documents) Mr. Gourav (to assist)	
19.	Earn While You Learn	Dr. Daisy Rani Ms. Yamini Dr. Rajbir Ms. Seema ( for typing work)	
20.	Educational Tours.	Dr. Daisy Rani Dr. Pushpa Dr Rajbir Mr. Rajbir (to assist)	
21.	Feedback Collection and Analysis Committee, Student parents and aluminee	Dr. Renuka Dhyani Dr. Rajbir Dr. Pushpa Ms. Seema (Type work) Mrs. Mamta (to assist and to open suggestion box weekly)	
22.	Hostel Work Committee	Dr. Daisy Rani (Overall Incharge) Dr. Rajbir (Hostel Warden) Dr. Sarika (for girls hostel) Ms. Promila (to assist)	
23.	Income Tax and TDS Committee	Mrs. Anju Jindal Mr. Honey (to assist)	
24.	Library Quality Assurance Cell	Dr. Renuka Dhyani Dr. Daisy Rani Dr. Rajbir Dr. Ashutosh (External Advisor) Dr. Pushpendar (External Advisor) Mrs. Mamta (to assist)	
25.	Library Committee	Dr. Sarika Dr. Rajbir Ms. Mamta	
26.	Legal Literacy Cell	Dr. Sarika Dr. Pushpa Mr. Rohit (Scan Documents)	<i>Dr. Sarika Dr. Pushpa Dr. Rajbir</i>
27.	Lecture Shortage	Dr. Sarika Dr. Rajbir Ms. Seema	
28.	Road Safety	Dr. Daisy Rani Dr. Pushpa	

		Mr. Rajbir (to assist) Mr. Kamil(scan documents)
29.	Parivar Pehchan Patra (PPP)	Dr. Sarika Dr. Pushpa Ms. Seema (to assist)
30.	Property Committee	Dr. Daisy Dr. Rajbir Mr. Gaurav (to assist)
31.	Public Relations and Photography	Dr. Pushpa Ms. Seema (to assist)
32.	Purchase Committee	Dr. Renuka Dhyani Dr. Daisy Dr. Sarika Dr Rajbir Ms. Meenakshi
33.	PWD, Electricity, Public Health Maintenance	Dr. Rajbir Dr Pushpa Mr. Gaurav (to assist) Mr. Ravi (to assist)
34.	Prize Committee (Academics, Sports, Cultural).	Dr. Daisy Rani Dr. Sarika Dr. Rajbir Dr Pushpa Mr. Honey (to assist)
35.	Scholarships and Fee Concession	Dr. Rajbir Ms Meenakshi
36.	Tent, Shamiana, Sound System Committee	Dr. Daisy Rani Dr. Pushpa Dr. Rajbir Mr. Honey (to assist) Mr. Gourav (to assist)
37.	Sports Advisory Council	Dr. Daisy Rani (Convenor) Member Dr. Rajbir Dr Pushpa Mr. Rajbir (to assist)
38.	Staff and Student Notice Board	Dr. Pushpa Ms. Seema (to assist)
39.	Stage Coordination Committee	Dr. Renuka Dhyani(Convenor) Dr Rajbir
40.	Tea, Refreshment and Lunch	Dr. Sarika Dr. Rajbir Ms. Meenakshi Mr. Gourav(to assist) Mr. Vijay (to assist) Mr. Hardeep(to assist)
41.	Telephone, Broadband and EPABX System and Computer Maintenance, Wi Fi, AMC Committee, Leaseline CCTV	Dr. Rajbir Mr. Honey(to assist)
42.	Time Table and Work Load Assessment	Dr. Renuka Dhyani (Morning) Dr. Rajbir (Evening) Ms Mamta (to assist)
43.	University Cell ,	Dr. Daisy Rani Ms. Meenakshi (to assist) Mr. Gaurav(to assist)

44.	UGC/NAAC/IQAC	Mrs. Reeta Gupta, Chairperson Dr. Renuka Dhyani, Co-ordinator Dr. Daisy Rani, Member Dr. Rajbir, Member Dr. Ajit, DHE Nominee Dr. Ashutosh Angiras, External Members (Subject Expert) DR. Pushpender (External Members (Subject Expert) Mr. Rakesh Pahuja, Local Representative Mr. Tek Chand, Stake Holder Ms. Meenakshi, Administrative Officer Anjali, Student Nominee Bhupinder, Student Nominee
45.	Women Studies and Development Cell	Dr. Sarika Dr. Pushpa Ms. Promila (to assist) Mr. Rohit (Scan Documents)
46.	HRMS	Dr. Renuka Ms. Meenakshi
47.	Youth Red Cross	Dr. Renuka Dhyani Dr. Rajbir Mrs. Mamta (to assist) Mr. Hardeep (Scan Documents)
48.	Write off Committee and Auction Committee	Dr. Daisy Rani Dr. Sarika Ms. Seema (Typing and maintains of record) Mr. Rajbir (for external work) Mr. Honey (for Financial work)
49.	Registrar (Examination)	Dr. Renuka Ms. Mamta (to assist)
50.	Internal Assessment Committee and Calculation of College Pass Percentage and result verification Committee	Dr. Daisy Rani Ms. Mamta (for result) Ms. Ashu (internal assessment) Mr. Rajbir (for issue of DMC)
51.	IDP	Dr. Renuka Dhyani Ms. Yamini Dr. Rajbir Ms. Seema Ms. Ashu
52.	Building committee	Dr. Rajbir Ms. Seema (for typing) Mr. Honey Mr. Gaurav
53.	Decoration committee	Ms. Yamini Dr. Pushpa Ms. Ashu Mr. Hardeep
54.	Drug Awareness	Dr. Renuka Dhyani Dr. Daisy Rani Dr. Rajbir

The concerned committee are directed to complete the process of collection of quotation for purchase of material for the whole year up to 31<sup>st</sup> July.

Principal

Alumni Committee

Dr. Renuka Dhyani

Dr. Daisy

Dr. Rajbir

Dr. Titender

Dr. Pushpa

Dr. Sarika

to assist

Principal  
SMMDGSM, PKL