

GOVERNMENT COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION
SECTOR-50, CHANDIGARH

Tel. No.: 0172-2674319

email: gccbachd@hotmail.com

NAAC ACCREDITED

Tel. no. 0172-2673394

Website: www.gccbachd.org

Ref. No. GCCBA-50/2019-20/P.A/146

Dated: 09.01.2020

REVISED ANNUAL DUTY LIST (2019-20)

In continuation to this office ref. no. GCCBA-50/2019-20/P.A/063, dated 15.07.2019 and . GCCBA-50/2019-20/P.A/048, dated 29th May, 2019. The following Committees are hereby re-constituted for the smooth functioning of the college for the session 2019-20:-

Steering Committee

Principal
Dean
Vice Principal

Advisory Committee

HOD Commerce *magesh*
HOD BBA *magesh*
HOD BCA *magesh*
Bursar *magesh*
Sports Incharge *B*
Registrar (Examination) *B*
Librarian *B*
Cultural Incharge *B*

(Note: Steering Committee will be part of this committee also)

Equal Opportunity Cell

Dean *B*
Vice Principal *magesh*
N.S.S P.O (Boys) *magesh*
N.S.S P.O (Girls) *magesh*
Incharge of Gender Sensitization Society

Grievance Cell of College Students & Employees

Dean (Coordinator) *B*
Office Incharge *B*
Respective HOD's
President of Student Council

College Bursar

Dr. V. Magesh *magesh*
(Assisted by Mr. Ashutosh Sharma)

Staff Secretary cum Treasurer

Ms. Aanchal Malik *A*

Prospectus Committee

Mr. Ashutosh Sharma (Coordinator) *AS*
Dr. Ajit Singh *AS*
Dr. Aarti Kaushal *AS*
Dr. Subina Syal *AS*
Mr. Manjeet Singh *AS*
Mr. Saurbh Dhiman *Bimbi*

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Tender & Contract Committee

Sh. Amarpreet Singh Sijher (Convenor) *AS*

Dr. V. Magesh, Bursar *mm*

Dr. Bikramjit Kaur *BK*

Dr. Ajit Singh, Sports Incharge *AS*

Establishment Incharge *mm*

Care Taker *mm*

HOD Commerce

Dr. Manoj Kumar *mm*

HOD BCA

Sh. Amarpreet Singh Sijher *AS*

HOD BBA

Dr. V. Magesh *mm*

TimeTable Incharges

Dean (Convenor) *AS*

HOD Commerce

HOD BBA *mm*

HOD BCA *AS*

Parent Teacher Meeting

Vice Principal *mm*

H.o.D. Commerce *mm*

H.o.D. B.B.A *mm*

H.o.D. B.C.A *AS*

General Secretary of Student Council

Election Literacy Club (ELC)

Dr. Manoj Kumar (Nodal Officer) *mm*

Mr. Rajat (Help Desk) *mm*

Social Media Champion (SMC)

Dr. Manoj Kumar *mm*

Youth Club

Dr. Manoj Kumar (Boys) *mm*

Dr. Bikramjit Kaur (Girls) *BK*

**Election Committee
(for holding students elections)**

Vice Principal *mm*

Dr. Ajit Singh, Sports Incharge *AS*

Dr. Amarnath Sharma, Librarian

Mr. Ashutosh Sharma *AS*

Ms. Mona Sodhi *mm*

Dr. Aarti Kaushal *AS*

Ms. Sandeep *mm*

Anti-Ragging Committee

Dean (Coordinator) *AS*

Vice Principal (Convenor) *mm*

Dr. Bikramjit Kaur *BK*

Mr. Ashutosh Sharma *AS*

**Examination Board (University)
And Mid Semester Exams**

Dr. Bikramjit Kaur (Registrar) *BK*

Ms. Vandana Jain *AS*

Mr. Manjit Singh (BCA) *AS*

Ms. Subina Sayal (BBA) *AS*

Ms. Aanchal Malik (Commerce) *AS*

Mr. Kuldeep Singh (Clerk) *AS*

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Competitive Exams

Dr. Manoj Kumar (Convenor)

Mr. Ashutosh Sharma

Mr. Sanjeev Kumar

Mr. Shalesh Kumar

COMMITTEES FOR COLLEGE FUNCTIONS

Cultural Committee

Dr. Bikramjit Kaur (Convenor)

Dr. Subina Syal & Preeti Sharma (B.B.A)

Ms. Sarbjit Kaur & Dr. Harinder Kaur (Commerce)

Ms. Disha Guru & Monika (B.C.A)

President of Student Council

Refreshment Committee

Ms. Vandana Jain (Convenor)

Dr. Renuka Mehra

Ms. Sandeep

Dr. Manjinder Kaur

Ms. Parul Wadhwa

General Secretary of Student Council

Decoration Committee

Dr. Harinder Kaur (Convenor)

Dr. Aarti Kaushal

Ms. Kriti Mahajan

Dr. Sujata

CareTaker

Secretary of Student Council

Purchase of Prizes

Internal Purchase Committee of the College

Photography, Printing/Press & Media

Mr. Ashutosh Sharma (Convenor)

Ms. Mona Sodhi

Mr. Saurbh Dhiman

Secretary of Student Council

Discipline Committee

Dr. Manoj Kumar (Convenor)

Mr. Yogesh Kumar

Dr. Amandeep Verma

Mr. Jappen Oberai

Mr. Mandeep Singh Gill

Mr. Neeraj Bansal

Ms. Ritika

All Student Council

Swachh Bharat Mission

Dr. Aarti Kaushal (Nodal Officer)

Ms. Kriti Mahajan

Ms. Abhilasha

Vice President of Student Council

Committee for prevention of
Sexual Harassment

Dr. Bikramjit Kaur

Mr. Ashutosh Sharma

Ms. Vandana Jain

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**Scholarship & Fee Concession
Including SC/ST Scholarship
And Concessions.**

Dr. Bikramjit Kaur (Convenor) *BK*
Dr. Amarnath *AS*
Office Incharge *AS*
President Student Council

Bus Passes

Mr. Yogesh Kumar *YK*

Counselling, Training & Placement Cell

Dean (Convenor) *AS*
Dr. Aarti Kaushal *AK*
Mr. Manjeet Singh *MS*
Dr. Subina Syal *SS*
President Student Council
General Secretary Student Council

Hostel Welfare Girls

Ms. Aanchal Malik (Convenor) *AM*
Dr. Renuka Mehra *RM*
Student Representative

Hostel Welfare Boys

Dr. Manoj Kumar (Convenor) *MS*
Dr. Ajit Singh *AS*
Student Representative

Website & Diary Committee

Mr. Amar Preet Singh Sijher (Convenor) *APS*
Inchrges of All Societies/Clubs/Committees
Ms. Shilpa Sharma *SS*
Mr. Manit Malhotra *MM*
Mr. Saurbh Dhiman *SD*

College Nodal Officer for AISHE

Dr. Bikramjit Kaur *BK*

RUSA Cell

Mr. Amar Preet Singh Sijher (Nodal Officer) *APS*
Ms. Sandeep Kaur *SK*
Mr. Manjeet Singh *MS*
Mr. Manit Malhotra *MM*
Mr. Naresh Kumar (Caretaker) *NS*
Mr. Saurbh Dhiman *SD*

IQAC

Dean (Coordinator) *AS*
Vice Principal *MS*
H.o.D. Commerce *MS*
H.o.D. B.B.A *MS*
H.o.D. B.C.A *MS* → Dr. Bikramjit Kaur *BK*
Mr. Ashutosh Sharma *AS*
Dr. Amarnath *AS*
Dr. Aarti Kaushal *AK*
Office Incharge *AK*

Alumni Incharge

Vice Principal (Convenor) *MS*
Dr. Aarti Kaushal (Commerce) *AK*
Student Council (President) *MS*
Dr. Subina Syal (BBA) *SS*
Mr. Manjeet Singh (BCA) *MS*

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SOCIETIES

Anti Stress Committee

Ms. Kriti Mahajan (Convenor) *Kriti*
Ms. Vandana Jain *VJ*
Dr. Amrinder Singh *AS*
Sh. Neeraj Bansal *NB*

Gender Sensitization Society

Ms. Sarbjit Kaur (Convenor) *SK*
Dr. Harinder Kaur *HK*
Dr. Sujata *Sujata*
Ms. Monika *Monika*

Drug Awareness Society

Ms. Sandeep (Convenor) *SD*
Ms. Vandana Jain *VJ*
Mr. Jappen Oberaj *JO*
Dr. Abhilasha *Abhilasha*

Computer Society

Mr. Amar Preet Singh Sijher (Convenor) *APS*
Mr. Manjeet Singh *MS*
Mr. Manit Malhotra *MM*
Ms. Ritika *Ritika*

Environment Society

Ms. Aanchal Malik (Convenor) *AM*
Dr. Renuka Mehra *RM*
Mr. Karamjit Singh *KS*
Dr. Natasha Sharma *NS*

Literary Society

Mr. Ashutosh Sharma (Convenor) *AS*
Ms. Sarbjit Kaur *SK*
Ms. Mona Sodhi *MS*
Ms. Gulveen Kaur *GK*
Vice President Student Council

NSS Officers Programme Officers

Dr. Manoj Kumar (Boys)
Dr. Renuka Mehra (Girls) *RM*

Infrastructure, Maintenance, Beautification
and upkeep of Campus

Vice Principal (Convenor)
Dr. Ajit Singh *AS*
CareTaker *CT*

Disaster Management

N.S.S P.O (Boys) *NSP*
N.S.S P.O (Girls) *NSG*
Dr. Ajit Singh, Sports Incharge *AS*
Environment Society

Proctorial Committee

Dean (Convenor) *D*
Mr. Yogesh Kumar *YK*
Dr. Ajit Singh *AS*

Notice

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

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
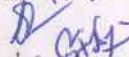


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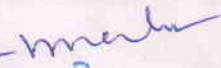




Committee for Students with Disabilities :

Vice Principal (Convenor) 
Mr. Yogesh Kumar 
Physically Challenged Student(s)
Parent of the Physical Challenged Person
CareTaker 

Committee for Grant of Student Aid Fund:

Dean 
Dr. Harinder Kaur 
Dr. Subina Syal 
Sh. Manjeet Singh 
P.L.A Fund Clerk 
President of Student Council


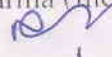

Lecture Shortage Committee

Vice Principal (Convenor) 
H.o.D. Commerce 
H.o.D. B.B.A. 
H.o.D. B.C.A. 
Fee Clerk 

Sports Committee

Dr. Ajit Singh, Sports Incharge 
Mr. Mandeep Singh Gill 
Mr. Naresh Kumar, Care Taker 
Mr. Kuldeep Singh (Clerk) 

**College Magazine, Grapewine, Newsletter :
and Annual Report**

Mr. Ashutosh Sharma (Incharge) 
Ms. Mona Sodhi 
Mr. Manit Malhotra 
Student (Editor)


Principal
GCCBA-50