

**GOVT. COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION,
SECTOR-50, CHANDIGARH**

Ref. No. GCCBA-50/2020-21/P.A/ 047

Dated: 25/07/2020

ANNUAL DUTY LIST (ACADEMIC SESSION 2020-21)

The following Committees are hereby constituted for the smooth functioning of the college for the Academic Session 2020-21:-

Steering Committee	:	Principal Dean Vice Principal
Advisory Committee	:	HOD Commerce HOD BBA HOD BCA Bursar Sports Incharge Registrar (Examination) Librarian Cultural Incharge (Note: Steering Committee will be part of this committee also)
Equal Opportunity Cell	:	Dean Vice Principal N.S.S P.O (Boys) N.S.S P.O (Girls) Incharge of Gender Sensitization Society
Grievance Cell of College Students & Employees	:	Dean (Coordinator) Office Incharge Respective HOD's President of Student Council
College Bursar	:	Dr. Manoj Kumar Bhambu (Assisted by Sh. Yogesh Kumar)
Staff Secretary cum Treasurer	:	Ms. Aanchal Malik
Prospectus Committee	:	Sh. Amarpreet Singh Sijher (Overall Coordinator) Sh. Ashutosh Sharma (Coordinator) Dr. Ajit Singh Dr. Aarti Kaushal Dr. Subina Syal Sh. Manjeet Singh Lab Technician
HOD Commerce	:	Dr. Manoj Kumar
HOD BCA	:	Sh. Amarpreet Singh Sijher
HOD BBA	:	Dr. V. Magesh

TimeTable Incharges	:	Dean (Convener) HOD Commerce HOD BBA HOD BCA
Parent Teacher Meeting	:	Vice Principal (Convener) HOD. Commerce HOD. B.B.A HOD. B.C.A HOD Economics HOD English General Secretary of Student Council
Election Literacy Club (ELC)	:	Dr. Manoj Kumar (Nodal Officer) Lab Attendant (Help Desk)
Social Media Champion (SMC)	:	Dr. Manoj Kumar
Youth Club	:	Dr. Manoj Kumar (Boys) Dr. Bikramjit Kaur (Girls)
Election Committee (for holding students elections)	:	Vice Principal Dr. Ajit Singh, Sports Incharge Dr. Amarnath Sharma, Librarian Sh. Ashutosh Sharma Ms. Mona Sodhi Dr. Aarti Kaushal Ms. Sandeep
Anti-Ragging Committee	:	Dean (Coordinator) Vice Principal (Convener) Dr. Bikramjit Kaur Sh. Ashutosh Sharma
Examination Board (University) And Mid Semester Exams	:	Dr. Bikramjit Kaur (Registrar) Sh. Ashutosh Sharma (Deputy Registrar) Ms. Aanchal Malik (Commerce) Ms. Vandana Jain (Commerce) Mr. Manjit Singh (BCA) Ms. Subina Sayal (BBA) Examination Clerk
Competitive Exams	:	Dr. Manoj Kumar (Convener) Mr. Ashutosh Sharma Steno Typist Clerk/Assistant to Care Taker

COMMITTEES FOR COLLEGE FUNCTIONS

Cultural Committee* (for Organizing Youth Festival, National Days, Sports Day, Prize Distribution and Convocation, sending teams to Inter-College Competitions of other Colleges)	:	Dr. Bikramjit Kaur (Convener) Dr. Subina Syal (BBA) Ms. Sarbjit Kaur & Dr. Harinder Kaur (Commerce) Sh. Manjeet Singh (B.C.A) President of Student Council
---	---	--

* Department Functions (Fresher's, Farewell, Intra/Inter College Competitions)	:	Respective HODs
Refreshment Committee	:	Ms. Vandana Jain (Convener) Dr. Renuka Mehra Ms. Sandeep General Secretary of Student Council
Decoration Committee	:	Dr. Harinder Kaur (Convener) Dr. Aarti Kaushal Ms. Kriti Mahajan CareTaker Secretary of Student Council
College Purchases (with in the Principal Limit)	:	Internal Purchase Committee of the College
Photography, Printing/Press & Media	:	Sh. Ashutosh Sharma (Convener) Ms. Mona Sodhi Lab Technician Secretary of Student Council
Discipline Committee	:	Dr. Ajit Singh (Convener) Sh. Yogesh Kumar Dr. Amandeep Verma All Student Council
Swachh Bharat Mission	:	Dr. Aarti Kaushal (Nodal Officer) Ms. Kriti Mahajan Vice President of Student Council
Committee for prevention of Sexual Harassment	:	Dr. Bikramjit Kaur Sh. Ashutosh Sharma Ms. Vandana Jain
Scholarship & Fee Concession Including SC/ST Scholarship And Concessions.	:	Dr. Bikramjit Kaur (Convener) Dr. Amarnath Office Incharge President Student Council
Bus Passes	:	Sh. Yogesh Kumar
Counselling ,Training & Placement Cell	:	Dean (Convener) Dr. Aarti Kaushal Sh. Manjeet Singh Dr. Subina Syal President Student Council General Secretary Student Council
Hostel Welfare Girls	:	Ms. Aanchal Malik (Convenor) Dr. Renuka Mehra Student Representative
Hostel Welfare Boys	:	Dr. Manoj Kumar (Convenor) Dr. Ajit Singh Student Representative

Website & Diary Committee	:	Sh. Amar Preet Singh Sijher (Convenor) Inchrge of All Societies/Clubs/Committees Lab Technician
College Nodal Officer for AISHE	:	Dr. Bikramjit Kaur
RUSA Cell	:	Sh. Amar Preet Singh Sijher (Nodal Officer) Ms. Sandeep Kaur Mr. Manjeet Singh Mr. Naresh Kumar (Caretaker) Lab Technician
IQAC	:	Dean (Coordinator) Vice Principal H.o.D. Commerce/Bursar H.o.D. B.B.A H.o.D. B.C.A Registrar Examination H.o.D Economics H.o.D English H.o.D Physical Education Librarian Dr. Aarti Kaushal (compilation of reports) Office Incharge
Alumni Incharge	:	Vice Principal (Convener) Dr. Aarti Kaushal (Commerce) Dr. Subina Syal (BBA) Sh. Manjeet Singh All Student Council

SOCIETIES

Overall Coordinator	:	Sh. Amarpreet Singh Sijher (Dean)
Anti Stress Committee	:	Ms. Kriti Mahajan (Convener) Ms. Vandana Jain
Gender Sensitization Society	:	Ms. Sarbjit Kaur (Convener) Dr. Harinder Kaur
Drug Awareness Society	:	Ms. Sandeep (Convener) Ms. Vandana Jain
Computer Society	:	Mr. Amar Preet Singh Sijher (Convener) Mr. Manjeet Singh
Environment Society	:	Ms. Aanchal Malik (Convener) Dr. Renuka Mehra
Literary Society	:	Mr. Ashutosh Sharma (Convenor) Ms. Sarbjit Kaur Ms. Mona Sodhi Vice President Student Council
NSS Officers Programme Officers	:	Dr. Ajit Singh (Boys) Dr. Renuka Mehra (Girls)

Infrastructure	:	Sh. Yogesh Kumar Office Incharge Care Taker
Maintenance of Play Grounds, Beautification: and upkeep of Campus	:	Dr. Ajit Singh CareTaker
Disaster Management	:	N.S.S P.O (Boys) N.S.S P.O (Girls) Environment Society
Eco Club	:	Ms. Aanchal Malik Dr. Renuka Mehra
Proctorial Committee	:	Dean (Convenor) Mr. Yogesh Kumar Dr. Ajit Singh
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 (Convener) 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. Naresh Kumar, Care Taker Clerk with Sports Incharge Store Keeper/Peon
College Magazine (Grapewine) Newsletter : and Annual Report		Mr. Ashutosh Sharma (Incharge) Ms. Mona Sodhi Student (Editor)
Compilation of Faculty Achievements for the session	:	All HODs to compile data of their respective department and submit to Dean (Academics)

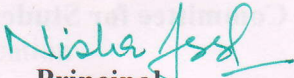
Compilation of students achievements for Academic Session to be submitted to Dean:

Academics	:	All HODs
Sports	:	Sports Incharge
Inter College Competitions & Cultural Activities	:	Cultural Incharge
Literary Events	:	Sh. Ashutosh Sharma
Compilation of Society Activities	:	Society Incharges

*** Inspection of All the Stock i.e., purchased out of M&S, O.C, O.E and RUSA to be done by Internal Physical Verification/Inspection Committee.**

*** All HODs/Society Incharges/Committees/Cultural Incharge/NSS P.Os should submit a copy of activities undertaken by them within week to:**

- 1. Website Committee/ IT Head, Prospectus/Annual Report/Press Note Incharge and to display them on Students Notice Board also.**


Principal
GCCBA-50