


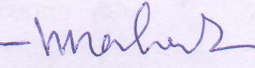

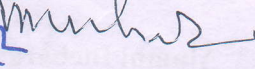
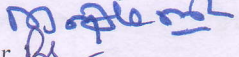



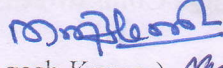






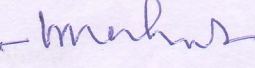






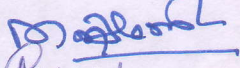
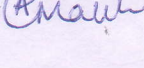


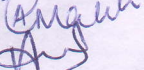




GOVT. COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION,
SECTOR-50, CHANDIGARH

Ref. No. GCCBA-50/2021-22/P.A/049

Dated: 26/7/21

ANNUAL DUTY LIST (ACADEMIC SESSION 2021-22)

The following Committees are hereby constituted for the smooth functioning of the college for the Academic Session 2021-22:-

- Steering Committee** : Principal
Dean 
Vice Principal - 
- Advisory Committee** : Sh. Amarpreet Singh Sijher, Dean 
Dr. V. Magesh, Vice Principal - 
Dr. Manoj Kumar 
Dr. Bikramjit Kaur 
Dr. Ajit Singh 
Dr. Amarnath, Librarian 
(Note: Steering Committee will be part of this committee also)
- College Bursar** : Dr. Manoj Kumar 
(Assisted by Sh. Yogesh Kumar) 
- Prospectus Committee** : Dr. Bikramjit Kaur (Overall Coordinator) 
Sh. Ashutosh Sharma (Coordinator) 
Dr. Aarti Kaushal 
Dr. Subina Syal 
Sh. Manjeet Singh 
- Election Committee
(for holding students elections)** : Dr. V. Magesh, Vice Principal - 
Dr. Ajit Singh 
Sh. Ashutosh Sharma 
Dr. Amarnath Sharma, Librarian 
Ms. Mona Sodhi 
Dr. Aarti Kaushal 
Ms. Sandeep 
- Election Literacy Club (ELC)** : Dr. Manoj Kumar (Nodal Officer) 
Ms. Aanchal Malik, Staff Secretary 
Lab Attendant (Help Desk) 
- Examination Board** : Dr. Bikramjit Kaur (Registrar) 
Ms. Aanchal Malik (Commerce) 
Ms. Vandana Jain (Commerce) 
Sh. Manjeet Singh (BCA) 
Dr. Subina Sayal (BBA) 
Examination Clerk 

Competitive Exams

: Dr. Manoj Kumar (Convener) *Manoj Kumar*
Sh. Sanjeev Kumar, Steno Typist *Sanjeev*
Clerk/Assistant to Care Taker *Akshay K.*

Anti-Ragging Committee

: Sh. Amarpreet Singh Sijher, Dean (Coordinator) *Amarpreet*
Dr. V. Magesh, Vice Principal (Convener) *V. Magesh*
Sh. Ashutosh Sharma *Ashutosh*
Ms. Sandeep Kaur *Sandeep*

RUSA Cell/UGC

: Sh. Amar Preet Singh Sijher (Nodal Officer) *Amarpreet*
Ms. Sandeep Kaur *Sandeep*
Mr. Manjeet Singh *Manjeet*
Mr. Naresh Kumar (Caretaker) *Naresh*
Sh. Gaganpreet Singh, Lab Attendant *Gaganpreet*

Alumni Incharge

: Dr. V. Magesh, Vice Principal (Convener) *V. Magesh*
Dr. Aarti Kaushal (Commerce) *Aarti*
Dr. Subina Syal (BBA) *Subina*
Sh. Manjeet Singh (BCA) *Manjeet*
President/Joint Secretary Student Council

Lecture Shortage Committee

Dr. V. Magesh, Vice Principal (Convener) *V. Magesh*
Commerce- Ms. Aanchal Malik *Aanchal*
BBA- Ms. Vandana Jain *Vandana*
BCA- Sh. Manjeet Singh *Manjeet*
Fee Clerk *Fee Clerk*

Cultural Committee

: Dr. Bikramjit Kaur (Convener) *Bikramjit*
Dr. Subina Syal (BBA) *Subina*
Ms. Sarbjit Kaur & Dr. Harinder Kaur (Commerce) *Sarbjit*
Dr. Amandeep Verma *Amandeep*
Vice President of Student Council

IQAC Cell

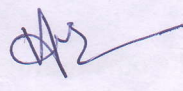
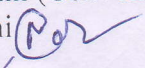

: Ex-Principal, Dr. Manjit Kaur
Industry President- Dr. S. Chadda
Alumni;- M.S Negi
President, Student Council
Sh. Amarpreet Singh Sijher, Dean *Amarpreet*
Dr. V. Magesh, Vice Principal *V. Magesh*
Dr. Manoj Kumar, Bursar *Manoj Kumar*
Dr. Bikramjit Kaur *Bikramjit*
Dr. Amarnath, Librarian *Amarnath*
DHE Nominee
Sh. Yogesh Kumar *Yogesh*
Sh. Balwinder Singh *Balwinder*
27/7/21
10/8/2021

SOCIETIES





Overall Coordinator	:	Sh. Amarpreet Singh Sijher (Dean)	<i>AS</i>
Anti Stress Society	:	Ms. Kriti Mahajan (Convener)	<i>@</i>
		Ms. Vandana Jain	<i>AS</i>
Gender Sensitization Society	:	Ms. Sarbjit Kaur (Convener)	<i>AS</i>
		Dr. Harinder Kaur	<i>AS</i>
Drug Awareness Society	:	Ms. Sandeep (Convener)	<i>AS</i>
		Dr. Amandeep Verma	<i>AS</i>
Computer Society	:	Ms. Sarabjit Kaur	<i>AS</i>
		Mr. Manjeet Singh	<i>AS</i>
Environment Society	:	Ms. Aanchal Malik (Convener)	<i>AS</i>
		Dr. Renuka Mehra	<i>AS</i>
Literary Society	:	Mr. Ashutosh Sharma (Convener)	<i>AS</i>
		Ms. Sarbjit Kaur	<i>AS</i>
		Ms. Mona Sodhi	<i>AS</i>
		Vice President Student Council	
NSS Officers Programme Officers :		Sh. Ashutosh Sharma (Boys)	<i>AS</i>
		Dr. Renuka Mehra (Girls)	<i>AS</i>
Parent Teacher Meeting Committee:		Dr. V. Magesh, Vice Principal (Convener)	<i>AS</i>
		Ms. Aanchal Malik (Co-convener)	<i>AS</i>
		Dr. Harinder Kaur	<i>AS</i>
		Dr. Renuka Mehra	<i>AS</i>
		Sh. Manjeet Singh	<i>AS</i>
		General Secretary of Student Council	
Time Table Committee/Proctorial Duties	:	Sh. Amarpreet Singh Sijher, Dean (Convener)	<i>AS</i>
		Ms. Sandeep Kaur	<i>AS</i>
		Dr. Subina Syal	<i>AS</i>
Grievance Cell of College Students : & Employees/ Opening up suggestion Box		Sh. Amarpreet Singh Sijher, Dean (Coordinator)	<i>AS</i>
		Sh. Balwinder Singh, Office Incharge	<i>AS</i>
		Respective HOD's	<i>AS</i>
		President of Student Council	<i>AS</i>
Staff Secretary cum Treasurer	:	Ms. Aanchal Malik	<i>AS</i>
Youth Club	:	Dr. Manoj Kumar (Boys)	<i>AS</i>
		Dr. Bikramjit Kaur (Girls)	<i>AS</i>

COMMITTEES FOR COLLEGE FUNCTIONS



Refreshment Committee

: Ms. Vandana Jain (Convener) 
Ms. Mona Sodhi 
Ms. Sandeep 
General Secretary of Student Council

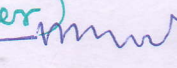


Decoration Committee

: Dr. Harinder Kaur (Convener) 
Dr. Aarti Kaushal 
Ms. Kriti Mahajan 
Sh. Naresh Kumar, Care Taker 
General Secretary of Student Council



Technical Committee:-

Dr. Amarnath (Chairperson) 
Sh. Amarpreet Singh Sijher, Dean (for I.T equipment and Services) 
One Faculty Member of the User Department (Member)
Two Technical Experts for IT items (Nominee of DIT)/
Furniture/Soft Furniture/Sports items (will vary)

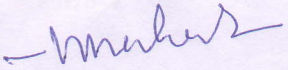
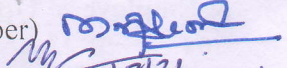
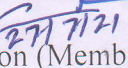

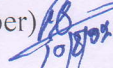
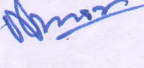
Purchase Committee:-

Nominee of DHE or JDA (Member) only for the purchases of above 02 lacs
D.C (F & A) or his Nominee (Member) only for the purchases of above 02 lacs
Dr. V. Magesh, Vice Principal (Convener) (Member) 
GeM Buyer (will vary) (Member)
One Faculty Member of the User Department (Member)
Ms. Kriti Mahajan
Sh. Balwinder Singh, Office Incharge (Member) 
Sh. Naresh Kumar, Care Taker (Consignee)  10/8/2021



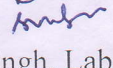

Inspection/Verification Committee:-







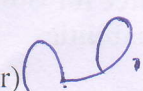

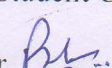

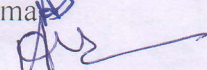




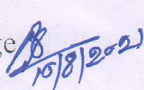


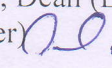


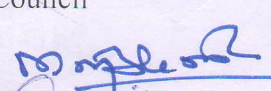
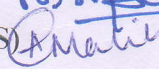

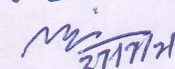

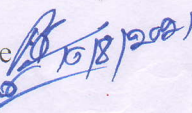
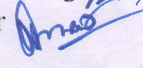
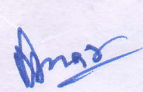

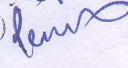
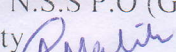
Sh. Yogesh Kumar (Convener)  27/7/21
One Faculty Member of the User Department
Sh. Naresh Kumar, Care Taker (Consignee) 
Technical Expert (same as in Technical Committee) (Member)

Tender & Contract Committee:

Dr. V. Magesh, Vice Principal (Convener) 
D.C (F & A) or his Nominee, O/o Director Higher Education, Chd (Member)*
Dr. Manoj Kumar, Bursar (Member) 
Sh. Yogesh Kumar, (Member)  27/7/21
Dr. Ajit Singh, HOD Physical Education (Member) 
Sh. Balwinder Singh, Office Incharge/Accountant (Member) 
Sh. Naresh Kumar, Care Taker (Member)  10/8/2021

Photography, Printing/Press & Media:

Sh. Ashutosh Sharma (Convener) 
Ms. Mona Sodhi 
Ms. Sarabjit Kaur 
Sh. Gaganpreet Singh, Lab Attendant 
General Secretary of Student Council

Discipline Committee	:	Dr. Ajit Singh (Convener)  Sh. Yogesh Kumar  Ms. Kriti Mahajan  Ms. Mona Sodhi  Dr. Renuka Mehra  Dr. Amandeep Verma  President, Vice President, General Secretary, Joint Secretary of 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  NGO Partner Independent Member
Scholarship & Fee Concession Including SC/ST Scholarship and Concessions and Student Aid Fund	:	Dr. Amarnath (Convener)  Dr. Harinder Kaur (Commerce)  Dr. Aarti Kaushal (BBA)  Sh. Manjeet Singh (BCA)  Sh. Balwinder Singh, Office Incharge  President Student Council
Bus Passes	:	Sh. Yogesh Kumar 
Career Placement Cell	:	Sh. Amarpreet Singh Sijher, Dean (Ex-Officio)  Dr. Aarti Kaushal (Convener)  Sh. Manjeet Singh  Dr. Subina Syal  President Student Council General Secretary Student Council
Hostel Welfare Committee	:	Dr. Manoj Kumar (BOYS)  Ms. Aanchal Malik (GIRLS) 
College Nodal Officer for AISHE	:	Dr. Bikramjit Kaur 
Infrastructure	:	Sh. Yogesh Kumar  Dr. Ajit Singh  Sh. Balwinder Singh, Office Incharge  Sh. Naresh Kumar, Care Taker 
Maintenance of Play Grounds, Beautification: and upkeep of Campus	:	Dr. Ajit Singh Sh. Naresh Kumar, CareTaker 
Disaster Management	:	Sh. Ashutosh Sharma, N.S.S P.O (Boys)  Dr. Renuka Mehra, N.S.S P.O (Girls)  Environment Society 

Eco Club

: Ms. Aanchal Malik
Dr. Renuka Mehra

Photography Club

: Dr. Subina Syal
Ms. Sandeep Kaur
Sh. Gaganpreet Singh, Lab Attendant

Committee for Students
with Disabilities

: Vice Principal (Convener)
Mr. Yogesh Kumar
Physically Challenged Student(s)
Parent of the Physical Challenged Person
Care Taker

Sports Committee

Dr. Ajit Singh, Sports Incharge
Mr. Naresh Kumar, Care Taker
Ms. Dalvir Kaur, Clerk with Sports Incharge
Store Keeper/Peon

College Magazine (Grapewine)
Newsletter and Annual Report

Mr. Ashutosh Sharma (Convener)
Ms. Mona Sodhi (Co-Convener)
Dr. Amandeep Verma
Student (Editor)

Annual Report of the Departments:

Dr. Manoj Kumar and Ms. Aanchal Malik (Commerce)
Dr. V. Magesh and Ms. Mona Sodhi (BBA)
Sh. Amarpreet Singh Sijher and Sh. Manjeet Singh (BCA)

Workshops/Seminar/Conference
Committee

Sh. Amarpreet Singh Sijher, Dean

Agarwal
26/7/21
Principal
GCCBA-50