

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

Ref. No. GCCBA-50/2022-23/P.A/ 043

Dated: 11/07/2022

ANNUAL DUTY LIST (ACADEMIC SESSION 2022-23)

The following Committees are hereby constituted for the smooth functioning of the college for the Academic Session 2022-23:-

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. Yogesh Kumar
Sh. Ashutosh Sharma
Dr. Amarnath, Librarian
(Note: Steering Committee will be part of this committee also)

NAAC Coordinator : Dr. V. Magesh

Core Committee (NAAC) : Dr. Bikramjit Kaur (Convener)
Sh. Yogesh Kumar (Infrastructure)
Sh. Ashutosh Sharma (for Qualitative questions)
Dr. Subina Syal
Ms. Sandeep
Sh. Manjeet Singh

IQAC Cell

Dr. V. Magesh, Vice Principal (Coordinator)
Sh. Amarpreet Singh Sijher, Dean/H.O.D I.T (Member)
Dr. Manoj Kumar, Bursar
Dr. Bikramjit Kuar (Academics) Examination Incharge
Dr. Yogesh Kumar (Infrastructure)
Sh. Ashutosh Sharma (NSS)
Dr. Subina Syal (Cultural)
Ms. Sandeep (Drug Awareness)
Sh. Manjeet Singh (e-Kartavya)
Dr. Aarti Kaushal (Placement)
Dr. Renuka Mehra (Environment/Swachhta)
Sh. Balwinder Singh (Office Indhcharge)
President, Student Council
CII Industry
Alumni;- (Student)
DHE Nominee, Sh. Rajesh Khaneja

College Bursar

: Dr. Manoj Kumar
(Assisted by Dr. 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
Sh. Ashutosh Sharma
Dr. Amarnath Sharma, Librarian
Ms. Mona Sodhi
Dr. Aarti Kaushal
Ms. Sandeep

Election Literacy Club (ELC)

: Dr. Renuka Mehra (Nodal Officer)
Dr. Amandeep Verma
Lab Attendant (Help Desk)

Examination Board

: Dr. Bikramjit Kaur (Registrar)
Ms. Aanchal Malik (Commerce)
Ms. Vandana Jain (Commerce)
Sh. Manjeet Singh (BCA)
Dr. Subina Syal (BBA)
Examination Clerk

Competitive Exams

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

Anti-Ragging Committee

: Sh. Amarpreet Singh Sijher, Dean (Coordinator)
Sh. Ashutosh Sharma
Ms. Sandeep Kaur
Ms. Mona Sodhi

RUSA Cell/UGC

: Sh. Amar Preet Singh Sijher (Nodal Officer)
Mr. Manjeet Singh
Dr. Amandeep Verma
Mr. Naresh Kumar (Caretaker)
Sh. Gaganpreet Singh, Lab Attendant

Alumni Incharge

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

Lecture Shortage Committee

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

Cultural Committee

: Dr. Bikramjit Kaur (Convener) *B.K.*
Dr. Subina Syal (BBA) (Co-Convener) *S*
Dr. Sarbjit Kaur & Dr. Harinder Kaur (Commerce) *H*
Dr. Amandeep Verma (BCA)
Vice President of Student Council

e-Kartavya

: Sh. Manjeet Singh (BCA) *GM*

SOCIETIES**Overall Coordinator**

: Sh. Amarpreet Singh Sijher (Dean) *AS*

Anti Stress Society

: Ms. Kriti Mahajan (Convener) *K*
Ms. Vandana Jain *V*

Gender Sensitization Society

: Dr. Sarbjit Kaur (Convener) *S*
Dr. Harinder Kaur *H*

Drug Awareness Society

: Ms. Sandeep (Convener) *S*
Dr. Subina Syal *S*

Computer Society

: Mr. Manjeet Singh (Convener) *GM*
Dr. Sarabjit Kaur *S*

Red Ribbon Club

: Dr. Subina Syal (Convener) *S*
Ms. Sandeep *S*

Literary Society

: Mr. Ashutosh Sharma (Convener) *AS*
Dr. Sarbjit Kaur *S*
Ms. Mona Sodhi *M*
Vice President Student Council

NSS Officers Programme Officers :

Sh. Ashutosh Sharma (Boys) *AS*
Ms. Vandana Jain (Girls) *V*

Parent Teacher Meeting Committee:

Dr. V. Magesh, Vice Principal (Convener) *V*
Ms. Aanchal Malik (Co-convener) *A*
Dr. Harinder Kaur *H*
Ms. Mona Sodhi *M*
Sh. Manjeet Singh *GM*
General Secretary of Student Council

Time Table Committee :

Mr. Manjeet Singh (BCA) *GM*
Ms. Sandeep Kaur (B.Com/M.Com) *S*
Dr. Subina Syal (BBA) *S*

**Grievance Cell of College Students :
& Employees/ Opening up suggestion
Box**


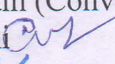


Sh. Amarpreet Singh Sijher, Dean (Coordinator) *AS*
Sh. Balwinder Singh, Office Incharge *B*
Respective HOD's *M*
President of Student Council

Staff Secretary cum Treasurer






: Ms. Aanchal Malik *A*

COMMITTEES FOR COLLEGE FUNCTIONS



Refreshment Committee

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

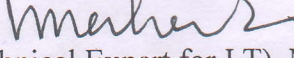
Decoration Committee

: Dr. Subina Syal (Convener) 
Dr. Aarti Kaushal 
Ms. Kriti Mahajan 
Ms. Mona Sodhi 
✓ Sh. Naresh Kumar, Care Taker 
General Secretary of Student Council


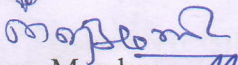



GeM Buyer

: Sh. Amarpreet Singh Sijher, RUSA Incharge (RUSA) 
Sh. Balwinder Singh, Accountant (M&S, O.C, PLA, O.E and all contracts) 
(Assisted by Dr. Amandeep Verma)

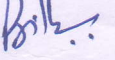


Technical Committee:-

Dr. V. Magesh, Convener 
Member of I.T Deptt. (Technical Expert for I.T), Member
Mr. Vinod Kumar, Technical Expert (Wood), Member
User Department, GCCBA-50, Chd, Member
Dr. Renuka Mehra, Member

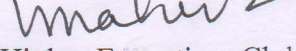
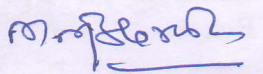



Purchase Committee:-

Sh. Amarpreet Singh Sijher, Member 
Dr. Manoj Kumar, Bursar, Member 
Dr. Yogesh Kumar, Associate Professor, Member 
Sh. Balwinder Singh, Accountant, Member 
Dr. Amandeep Verma, Assistant Professor, Member
(to assist GeM Buyer & Preparation of Minutes of Purchase Committee meeting)
Ms. Kriti Mahajan, Assistant Professor, Member 
D.C (F & A) / A.C (F & A) or his nominee (for purchases more than 2.00 Lakh), Member

Physical Verification Committee:-

Dr. Bikramjit Kaur, Associate Professor, Convener 
Dr. Amarnath, Librarian, Member 
✓ Sh. Naresh Kumar, Care Taker, Member/Consignee 
User Department, GCCBA-50, Chd. Member
Technical Expert (as per 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) 
Ms. Mona Sodhi (Member)
Sh. Balwinder Singh, Office Incharge/Accountant (Member) 
✓ Sh. Naresh Kumar, Care Taker (Member) 

Photography, Printing/Press & Media:

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

Discipline Committee

: Sh. Yogesh Kumar (Convener)
Ms. Kriti Mahajan
Ms. Mona Sodhi
Dr. Renuka Mehra
Dr. Amandeep Verma
President, Vice President, General Secretary, Joint Secretary
of Student Council

Swachch 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
Dr. Sarbjit Kaur
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

Career Placement Cell

: Sh. Amarpreet Singh Sijher, Dean (Ex-Officio)
Dr. Aarti Kaushal (Convener)
Sh. Manjeet Singh
Ms. Kriti Mahajan
President Student Council
General Secretary Student Council

Hostel Welfare Committee

: Dr. Manoj Kumar (BOYS)
Ms. Aanchal Malik (GIRLS)

College Nodal Officer for AISHE/ NIRF Infrastructure

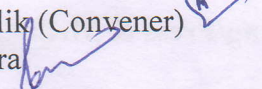
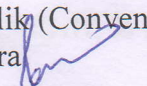
: Dr. Bikramjit Kaur
Sh. Yogesh Kumar (Convener)
Dr. Amandeep Verma
Sh. Balwinder Singh, Office Incharge
Sh. Naresh Kumar, Care Taker


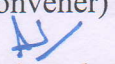

Maintenance of Play Grounds, Beautification: and upkeep of Campus


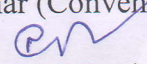

: Sh. Naresh Kumar, Care Taker



Disaster Management


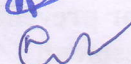
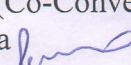
: Sh. Ashutosh Sharma, N.S.S P.O (Boys) (Convener)

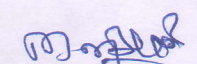
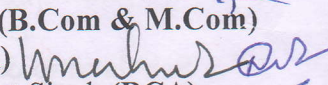
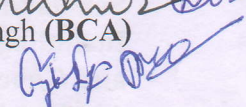
Eco Club : Ms. Aanchal Malik (Convener) 
Dr. Renuka Mehra 

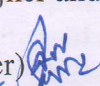


Photography Club : Dr. Subina Syal (Convener) 
Ms. Sandeep Kaur 
Sh. Gaganpreet Singh, Lab Attendant 


Committee for Students with Disabilities : Dr. Yogesh Kumar (Convener) 
Ms. Mona Sodhi 
Physically Challenged Student(s)
✓ Parent of the Physical Challenged Person
Care Taker 

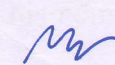


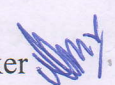
Sports Committee Ms. Mona Sodhi (Convener) 
✓ Mr. Naresh Kumar, Care Taker 
✓ Ms. Dalvir Kaur, Clerk with Sports Incharge
Store Keeper/Peon


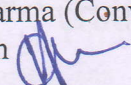
College Magazine (Grapewine) Newsletter and Annual Report Mr. Ashutosh Sharma (Convener) 
Ms. Mona Sodhi (Co-Convener) 
Dr. Renuka Mehra 
Student (Editor)


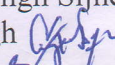

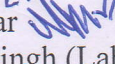

Annual Report of the Departments: Dr. Manoj Kumar and Ms. Aanchal Malik (B.Com & M.Com) 
Dr. V. Magesh and Ms. Mona Sodhi (BBA) 
Sh. Amarpreet Singh Sijher and Sh. Manjeet Singh (BCA) 

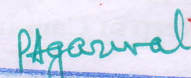
Equal Opportunity Cell: Dr. Amarnath (Convener) 
Ms. Kriti Mahajan 
Dr. Sarbjit Kaur
Dr. Harinder Kaur 

Bus Passes: Dr. Yogesh Kumar (Convener) 
Dr. Amandeep Verma

Proctorial Duties/ Cleanliness Committee: Dr. Yogesh Kumar (Convener) 
Dr. Amandeep Verma
Ms. Sandeep 
Dr. Sarbjit Kaur 
✓ Sh. Naresh Kumar, Care Taker 

Vigilance Cell : Sh. Ashutosh Sharma (Convener) 
Ms. Vandana Jain 

Committee for Disposal of I.T/Electronic Items/equipment's 2021-22 Sh. Amarpreet Singh Sijher, Dean/I.T Incharge (Convener) 
Sh. Manjeet Singh 
Dr. Sarbjit Kaur 
✓ Sh. Naresh Kumar 
Sh. Gagandeep Singh (Lab Attendant BCA) 


Principal