The following committees have been constituted for the smooth functioning of various academic, sports, cultural and extra co-curricular activities during the session 2019-20. All the staff members may kindly note their respective duties for compliance:-

1. **Advisory Committee:-**

Senior faculty members & members of concerned department.

**2. Academic Committtee:-**

Dr. Rashmi Lohchab, Principal Chairperson

Dr. Asha Kharb, (Dept of Home Science) Member

Dr. Susheela Dhankhar (Dept of Sociology) Member

Dr. Seema (Dept of Economics) Member

Ms. Urmila Rathee (Librarian) Member

Dr. Veena Phogat (Dept of Sanskrit) Member

Dr. Sunita Deswal (Dept of Hindi) Member

**3. Alumni Committee:-**

Ms. Asha Kharb ( Dept of Home Science) Convenor

Dr. Sunita Duhan (Dept of Chemistry) Member

Ms. Neeraj (Dept of Geography) Member

Ms. Mona (Dept of Commerce) Member

Dr. Mukesh Goyat (Dept of Physical Edu) Member

**4. Anti Ragging Committee:-**

Dr. Mukesh Goyat (Dept of Physical Education) Convenor

Dr. Sunita Duhan (Dept of Chemistry) Member

Ms. Sunil Hooda (Warden) Member

Four Gender Champions students

5. **Creative Vision & Fine Arts Society:-**

Ms. Satyawati (Dept of Fashion Designing) Convenor

Ms. Neelam Hooda (Dept of Fashion Designing) Member

Ms. Renu Kumari (Dept of Arts & Crafts) Member

6. **Cleanliness Committee:-**

Dr. Sarita Sehrawat (Dept of History) Convenor

Dr. Anita Chaudhary (Dept of Geography) Member

Mrs. Urmila Rathee (Librarian) Member

Dr. Anshu (Dept of Physics) Member

Ms. Sarita (Lab Attendant Geography) Member

Ms. Kamlesh (Peon) Member

**7. Computer Maintenance Committee:-**

Ms. Urmila Rathee (Librarian) Convenor

Ms. Neeraj (Dept of Geography) Member

Ms. Anupriya (Dept of Computer Sci) Member

Sh. Bijender Singh (Steno) Member

**8. Discipline Committee:-**

Ms. Kusumlata (Dept of Physical Education) Convenor

Dr. Deepika (Dept of Physisc) Member

Dr. Mukesh Goyat (Dept of Physical ducation ) Member

Dr. Hemlata (Dept of Physical Edu.) Member

NCC Cadets, NSS Volunteers & Gender Champions

**9. Employment Cell:-**

Ms. Urmila Rathee (Librarian) Convenor

Dr. Sunita Duhan (Dept of Physics) Member

Ms. Neeraj (Dept of Geography) Member

Dr. Hemlata (Dept of Physical Edu.) Member

Ms. Anupriya (Dept of Computer Science) Member

Three Students from various Classes

**10. E-Waste Management:-**

Dr. Anshu (Dept of Physics) Convenor

Ms. Anupriya (Dept of Computer Science) Member

Sh. Shakti, Clerk Member

**11. Electricity Committee:-**

Ms. Kiran Malik, (Dept of Geography) Convener

Dr. Sarita Sehrawat (Dept of History) Member

Dr. Veena Phogat (Dept of Sanskrit) Member

Dr. Sunita Duhan (Dept of Chemistry) Member

Sh. Krishan Chander (Peon) Member

**12. Grievance Redressal Cell :-**

Ms. Suman Jatain (Dept of Hindi) Convenor

Dr. Savita Malik (Dept of Mathematics) Member

Dr. Anshu (Dept of Physics) Member

Ms. Neeraj (Dept of Geography) Member

**13. Guidance & Counseling Cell:-**

Dr. Snehlata (Dept of Psychology) Convenor

Dr. Sunita Duhan (Dept of Chemistry) Member

Dr. Mukesh Goyat (Dept of Phy Edu) Member

Ms. Sarita (Lab Attendant Psychology) Member

**14. Hostel Committee:-**

Dr. Savita Malik (Dept of Mathematics) Convenor

Dr. Veena Phogat (Dept of Sanskrit) Member

Dr. Dhanpati Siwach (Dept of Geography) Member

Ms. Saroj Kadian (Dept of Sociology) Member

Dr. Seema (Dept of Economics) Member

Dr. Mukesh Goyat, (Dept of Physical Edu.) Member

Dr. Sunita Duhan (Dept of Chemistry) Member

Ms. Sunil Hooda (Warden) Member

Four Student Volunteers

**15. Horticulture Committee:-**

Ms. Asha Kharb (Dept of Home Science) Convenor

Dr. Susheela Dhankhar (Dept of Sociology) Member

Ms. Neeraj (Dept of Geography) Member

Sh. Jitender (Mali)

Sh. Somparkash (Mali)

**16. Information Technology Cell:-**

Ms. Anupriya, (Dept of Computer Science) Convenor

Ms. Sofiya (Dept of English) Member

Ms. Urmila Rathee (Librarian) Member

Sh. Shakti, Clerk Member

**17. Gender Championship Committee:-**

Ms. Neeraj (Dept of Geography) Convener

Dr. Sarita Sehrawat (Dept of History) Member

Dr. Nisha Hooda (Dept of Sanskrit) Member

**18. Welfare of Disable students & Staff Cell**

Ms. Neeraj (Dept of Geography) Convener

Ms. Suman (Dept of Physics) Member

Ms. Neelam (Dept of English) Member

Ms. Kavita (Lab Attend. Physics) Member

Sh. Ravinder (Chowkidar) Member

Ms. Arti (Student of B.A. 1st) Member

Ms. Rashmi (Student of B.Sc. Sports Sci 1st ) Member

Mrs. Kanta Devi (Mother of Arti) Member

Mrs. Pushpa (Mother of Ms. Rashmi) Member

**19. Internal Quality Assurance Cell (IQAC):-**

Dr. Rashmi Lohchab (Principal, MKJK College Rtk) Chairperson

Dr. Susheela Dhankhar, Associate Prof. of Sociology Coordinator

Brig M.S. Hooda (Retd.) Nominee of Management

Dr. Sanket Vij (Dean, Faculty of Comm. & Mgt, Nominee from Local Society

 BPSM University, Khanpur kalan)

Sh. Sunit Mukherjee (Assist. Prof. , Dept of Journalism & Nominee from Local Society

 Mass Communi. and Director, Public Relation Dept.

 M.D.University Rohtak

Dr. Santosh Mudgil Stakeholder

 Principal (Retd) VAK Mahavidyalaya Bahadurgarh

Sh. S.K. Aggarwal (Industrialist) Industrialist

Dr. Savita Malik,( Associate Prof. & NCC Incharge) Member (Teacher)

Ms. Asha Kharb, Associate Prof. & Member (Teacher)

(Alumni, Horticulture & Refreshment incharge)

Dr. Seema, Associate Prof.

 (Bursar, RUSA Nodal Officer, MIS Portal Incharge) Member (Teacher)

Dr. Dhanpati Siwach, Associate Prof. Member (Teacher)

 (YRC Unit –I incharge)

Ms. Suman Jatain, Associate Prof. Member (Teacher)

 UGC, Tutorial & Grievance Redressal Incharge

Ms. Urmila Rathee, Librarian Member (Teacher)

Ms. Sofiya, Assist Prof. , NSS Unit-1 Incharge Member (Teacher)

Ms. Anupriya, Assist Prof. , IT Cell Incharge Member (Teacher)

Ms. Jyoti, (Administrative Officer) Member (Non-Teaching)

Ms. Parvesh, Social Worker Alumni

Ms. Poonam, Social Worker Alumni

Ms. Kiran , M.A. English 1st year Student (Day Scholar)

Ms. Sushma, B.Sc. 3rd Year (Medical) Student (Hosteller)

**20. Library Advisory Committee:-**

Dr. Rashmi Lohchab, Principal Chairperson

Ms. Urmila Rathee (Librarian) Convenor

Dr. Sunita Deswal (Dept of Hindi) Member

Dr. Susheela Dhankhar (Dept of Sociology) Member

Ms. Neeraj (Dept of Geography) Member

Dr. Anita Gulia (Dept of Mathematics) Member

Dr. Hemlata (Dept of Physical Edu.) Member

**21. Legal Literacy Cell & Election Awareness Cell:-**

Dr. Nisha Hooda, (Dept of Sanskrit) Convener

Dr. Susheela Dhankhar (Dept of Sociology) Member

Dr. Sarita Sehrawat (Dept of History) Member

Ms. Suman (Dept of Physics) Member

Four Student Volunteers

**22. NCC :-**

Dr. Savita Malik (Dept of Mathematics) ANO

Ms. Asha Kharb, (Dept of Homa Science) Member

Ms. Kiran Malik (Dept of Geography) Member

Ms. Anita (Hostel Attend.) Attendant

Four NCC Cadets

**23. NSS:-**

Ms. Sofiya (Dept of English) Program Officer Unit- I

Dr. Snehlata (Dept of Psychology) Program Officer Unit- II

Dr. Dhanpati Siwach (Dept of Geography) Member

Ms.Saroj Kadian (Dept of Sociology) Member

Ms. Sudesh (Lecture Assistant) Clerk

Sh. Jitender (Mali) Peon

**24. Prevention against Sexual Harassment Committee:-**

Dr. Deepika (Dept of Physics) Convenor

Ms. Neeraj (Dept of Geography) Member

Ms. Neelam (Dept of English) Member

Ms. Sunil Hooda (Warden) Member

**25. Refreshment Committee:-**

Ms. Asha Kharb (Dept of Home Science) Convenor

Ms. Suman Jatain (Dept of Hindi) Member

Ms. Seema Singh (Dept of Geography) Member

Ms. Sukesh ( Lab Attendant Geography) Member

Ms. Santosh (Lab Attendant Home Science) Member

**26. Sports Board:-**

Dr. Veena Phogat (Dept of Sanskrit) Convenor

Ms. Kiran Malik (Dept of Geography) Member

Ms. Suman Jatain (Dept of Hindi) Member

Dr. Mukesh Goyat (Dept of Phy Edu) Member

Dr. Kusumlata (Dept of Phy Edu) Member

**27. SC/ BC Cell:-**

Ms.Neelam Kataria (Dept of English) Convenor

Ms. Neeraj (Dept of Geography) Member

Ms. Suman (Dept of Physics) Member

Four Student Volunteers

**28. Social Media Committee:-**

Ms. Anupriya (Dept of Computer Sci) Convenor

Ms. Sofiya (Dept of English) Member

Dr. Kusumlata (Dept of Phy Edu) Member

Sh. Bijender Singh (Steno) Member

Four Students from Various Classes

**29. University Outreach Programme:-**

Dr. Rashmi Lohchab, Principal Chairpeson

Dr. Mehtab Singh (Director University Outreach Programme) Ex-Officio Member

Dr. Anita Gulia (Dept of Mathematics) Co-ordinator

Ms. Sofiya (Dept of English) PO NSS –I Member

Dr. Snehlata (Dept of Psychology) PO NSS –II Member

Dr. Dhanpati Siwach (Dept of Geography) YRC Coordinator Unit -I Member

Ms. Saroj Kadian (Dept of Sociology) YRC Coordinator unit- II Member

Dr. Savita Malik (Dept of Maths) ANO NCC Member

Ms. Parvesh Arya (Representative of NGO) Member

Ms. Poonam Arya (Representative of NGO) Member

**30. Wall Magazine & Printing Committee:-**

Dr. Sunita Deswal (Dept of Hindi) Convenor

Dr. Snehlata (Dept of Psychology) Member

Ms. Seema Singh ( Dept of Geography) Member

Dr. Deepika (Dept of Physics) Member

Four Students from various classes

**31. Women Cell & Beti Bachao Beti Padhao:-**

Dr. Sarita Sehrawat (Dept of History) Convenor

Dr. Nisha Hooda (Dept of Sanskrit) Member

Ms. Neeraj (Dept of Geography) Member

Four Student Volunteers

**32. Youth Red Cross:-**

 Dr. Dhanpati Siwach (Dept of Geography) Convenor Unit -I

Ms.Saroj Kadian (Dept of Sociology) Convenor Unit –II

Ms. Sofiya (Dept of English) Member

Dr. Snehlata (Dept of Psychology) Member

Ms. Santosh (Chemistry Lab Attend) Clerk

Four Youth Red Cross Volunteers

**33. Bursar:-**

Dr. Seema, (Dept of Economics)

**34. Cultural Incharge:-**

Dr. Veena Phogat (Dept of Sanskrit) Convenor

Ms.Neeraj (Dept of Geography) Member

**35. Tutorial Incharge:-**

Ms. Suman Jatain (Dept of Hindi)

**36. UGC Incharge :-**

Ms. Suman Jatain (Dept of Hindi)

**37. RUSA Nodal Officer:-**

Dr. Seema, (Dept of Economics)

**38. MIS Portal Incharge:-**

Dr. Seema, (Dept of Economics)

Sh. Bijender Singh, Steno

**39. Public Relation Officer:-**

Dr. Anita Chaudhry (Dept of Geography)

**40. Property Incharge:-**

 Ms. Kiran Malik (Dept of Geography)

**41. Licence Nodal Officer:-**

Ms. Seema Singh (Dept of Geography) Convenor

Ms. Punam , Clerk Member

Sh. Shakti, Clerk Member

**42. Attestation Authorities:-**

1. Dr. Susheela Dhankhar (Dept of Sociology)

 2. Ms. Suman Jatain (Dept of Hindi)

 3. Ms. Urmila Rathee (Librarian)

**43. Water Arrangement Committee:-**

Dr. Nisha Hooda (Dept of Sanskrit)

Dr. Anita Gulia (Dept of Mathematics)

Ms. Savita Rathee (Lab Attendant , Dept of Geography)

Ms. Geeta ( Lecture Asstt. Dept of Zoology)

**44. Sukarma Society:-**

Dr. Susheela Dhankhar, (Dept of Sociology) Convenor

Dr. Sarita Sehrawat (Dept of History) Member

Dr. Nisha Hooda, (Dept of Sanskrit) Member

Dr. Anit Gulia (Dept of Mathematics) Member

Three students from various classes

**45. Social Science Society:-**

Ms. Kiran Malik ( Dept of Geography) Convenor

All Faculty members of Dept of Social Sciences Member

Three students from Dept of Social Science

**46. Mathematics Society:-**

Dr. Anita Gulia (Dept of Mathematics) Convenor

All Faculty members of Dept of Mathematics Member

**47. Science Society:-**

Dr. Sunita Duhan (Dept of Chemistry) Convenor

All Staff members of Science Faculty Member

Two students from Medical & Two from Non-Medical Member

**48. Commerce Society:-**

 Ms. Mona Nandal (Dept of Commerce) Convenor

All staff members of Commerce Dept. Member

Three students from Dept of Commerce

**49. Literary Society:-**

Dr. Sunita Deswal, (Dept of Hindi) Convenor

All staff members from Dept of Sanskrit, Hindi, & English Member

**Note:-** All Incharges & Convenors of various activities and committees are advised to include students in their respective committees and submit their name, class and Roll no in Principal`s office latest by September 18th, 2019.

**Office Order**

A Committee with the following staff members is constituted to manage/purchase the necessary arrangement/ equipments for sanitizing the college campus and to monitor the social distancing among staff members, in view of CORONA pandemic.

1. Dr. (Lt.)Savita Malik, Associate Prof. (NCC Incharge)
2. Dr. Dhanpati Siwach, Associate Prof. (YRC Co-ordinator)
3. Ms. Snehlata, Asstt. Prof. (NSS Co-ordinator)

Principal

**Office Order**

An Electricity Committee with the following staff members is constituted to maintain the Electricity components in College campus.

1. Ms. Savita Rathee, Lab. Attend.
2. Sh. Krishan Chander, Peon
3. Sh. Rajesh, Lab Attend.

Principal

**Office Order**

A Water Committee is constituted with the following staff members to maintain water resources in the college campus.

1. Ms. Sarita Devi, Lab Attend. (Psychology)
2. Sh. Ravinder Singh, Chowkidar
3. Sh. Sandeep Kumar, Peon

Principal

**Office Order**

 A Fee concession committee is constituted with the following staff members to allow fee concession to the students on the basis of NCC, NSS, Cultural and Academic performances.

1. Dr. Susheela Dhankhar, IQAC Incharge
2. Dr. (Lt) Savita Malik, ANO, NCC
3. Ms. Sofiya, P.O. NSS
4. Ms. Neeraj, Cultural Incharge

Principal

**Office Order**

 A Sports Fee concession committee is constituted with the following staff members to allow fee concession to the students on the basis of their Sports Achievements. The signature of all committee members on the application of student is necessary for fee concession.

1. Dr. Hemlata, Asstt. Prof. of Physical Edu. Convener
2. Dr. Mukesh Goyat, Asstt. Prof. of Physical Edu.
3. Dr. Kusumlata, Asstt. Prof. of Physical Edu.

Principal

**Office Order**

A maintenance committee is constituted with the following staff members to take necessary actions regarding repair work of class rooms at ground floor near multipurpose hall.

1. Dr. Mukesh Goyat, Asstt. Prof. of Phy Education Convener
2. Sh. Krishan Chander, Peon
3. Sh. Jai Bhagwan, Chowkidar

Principal

**Office Order**

A maintenance committee is constituted with the following staff members to take necessary actions regarding conversion of the Store room into class room.

1. Dr. Kusumlata, Asstt. Prof. of Phy Education Convener
2. Sh. Ravinder, Chowkidar
3. Sh. Jai Bhagwan, Chowkidar

Principal

 **OFFICE ORDER**

Ms. Kiran Malik, Assistant Prof. of Geography is hereby directed to take over the charge of Red Cross Unit-II with immediate effect from Dr. Dhanpati Siwach.

 Principal

 **OFFICE ORDER**

All the staff members are requested to note that from tomorrow onwards there will be two batches of Level (I) of computer classes.

**Level (I)**

1st Batch 11:00 To 12:00 Teaching Staff Members

**Level (I)**

2nd Batch 12:00 To 1:00 Non-Teaching Members

**Level (II)** 1:00 To 2:00 Teaching and Non- Teaching Members

 Principal

**Office Order**

An Information Technology Committee (IT Cell) is constituted with the following staff members to managing internet facilities in the college campus for all purposes.

1. Ms. Urmil Rathee, Librarian Convener
2. Ms. Sofiya, Asstt. Prof. of English
3. Ms. Neeraj, Asstt. Prof. of Geography
4. Ms. Deepika, Asstt. Prof. of Physics
5. Sh. Shakti, Clerk

Principal