

AMENDED DUTY LIST FOR THE SESSION 2013-2014

Govt. College of Commerce & Business Administration Sector-42, Chandigarh.

Dated: 18/4/2013

The following committees/duties consisting of the members mentioned against each are hereby constituted for the session 2013-14 for the smooth functioning of the college:-

Advisory Committee	:	Dr. Rosv Walia <i>hro</i> Mr. Amarpreet Singh <i>hro</i> Dr. Bikramjit Kaur <i>B</i> Dr. Rajiv Salwan Dr. Amarnath <i>h</i>
Purchase Committee	:	Mr. Amarpreet Singh (Convener) <i>hro</i> Dr. Rosy Walia (Bursar) <i>hro</i> Dr. Amarnath (Member) <i>h</i> Ms. Kriti Mahajan (Member) <i>Kriti</i> Mr. Anil Kumar (Member) <i>h</i> Mr. Balwinder Singh (Member) <i>BS</i>
Tender and Contract Committee	:	Dr. Rajiv Salwan (Convener) <i>h</i> Dr. Rosy Walia (Bursar) <i>hro</i> Mr. Amarpreet Singh (Member I.T.) <i>hro</i> Dr. Amarnath (Member) <i>h</i> Mr. Anil Kumar (Member) <i>h</i> Mr. Balwinder Singh (Member) <i>BS</i>
Prospectus Committee	:	Mr. Amarpreet Singh (c) <i>hro</i> Ms. Kriti Mahajan <i>Kriti</i> Ms. Harinder Kaur <i>HK</i>
Admission Committee B.Com (I)	:	Mr. Amarpreet Singh (c) <i>hro</i> Ms. Kriti Mahajan <i>Kriti</i> Ms. Aanchal Malik <i>Aanchal</i> Ms. Sandeep Kaur <i>Sandeep</i> Ms. Harinder Kaur <i>HK</i> Ms. Subina Syal <i>Subina</i> Mr. Naresh Kumar Mr. Kuldeep Singh <i>KS</i>
Admission Committee B.Com II & III	:	Dr. Bikramjit Kaur (C) <i>B</i> Ms. Kamalpreet Kaur Ms. Sarabjit Kaur <i>Sarabjit</i> Mr. Amandeep Verma <i>AV</i> Mr. Naresh Kumar Mr. Kuldeep Singh <i>KS</i>
Admission Committee BBA (I, II & III)	:	Dr. Rajiv Salwan (c) <i>hro</i> Ms. Vandana Jain <i>Vandana</i> Dr. AartiKaushal <i>Aarti</i> Ms. Renuka Mehra <i>Renuka</i> Dr. Geeta Sharma <i>Geeta</i> Ms. Mona Sodhi <i>Mona</i>

Election Committee

Mr. Manjit Singh
Mr. Naresh Kumar
Mr. Sanjeev Kumar

Anti-Ragging Committee

Mr. Amarpreet Singh (c)
Dr. Amarnath
Dr. Rajiv Salwan
Mr. Manjit Singh
Mr. Amandeep Verma

College Bursar

Dr. Rosy Walia
Mr. Amarpreet Singh
Dr. Rajiv Salwan

NSS Officers

Dr. Rosy Walia (Girls)
Mr. Amarpreet Singh (Boys)

Staff Secretary

Ms. Aanchal Malik

Staff Treasurer

Ms. Vandana Jain

Examination Board

Dr. Rajiv Salwan (Registrar)
Ms. Vandana Jain
Ms. Kriti Mahajan
Ms. Harinder Kaur
Mr. Manjit Singh

Cultural Activities

Dr. Bikramjit Kaur (c)
Ms. Subina Syal
Mr. Amandeep Verma
Ms. Sarajit Kaur
Ms. Kamalpreet Kaur
Ms. Sandeep Kaur

Seating & Discipline Committee
Tent and other hired infrastructure

Mr. Amandeep Verma (C)
Ms. Mona Sodhi
Mr. Manjit Singh
Mr. Balwinder Singh (C.T.)
Mr. Sanjeev Kumar (A.C.T.)
Mr. Kuldeep Singh

Refreshment Committee

Dr. Bikramjit kaur (C)
Ms. Vandana Jain
Ms. Renuka Mehra
Dr. Geeta Sharma
Ms. Sandeep Kaur

Decoration Committee

Mrs. Kriti Mahajan (c)
Dr. Aarti kaushal

Photography, Printing/Press &Media

Mrs. Sarabjit Kaur *Sarabjit*

Ms. Subina Syal *Subina*
Ms. Mona Sodhi *Mona*

Ms. Mona Sodhi (c) *Mona*
Mr. Amandeep Verma *AV*
Ms. Kriti Mahajan *Kriti*
Mr. Manjit Singh *Manjit*
Mr. Kuldeep Singh *Kuldeep*

Campus Cleanliness

Ms. Sarabjit Kaur (c) *Sarabjit*
Ms. Mona Sodhi *Mona*
Dr. Geeta Sharma *Geeta*
Mr. Amandeep Verma *AV*

Committee for prevention of Sexual Harassment

Dr. Rosy Walia (c) *Rosy*
Mr. Amarpreet Singh *Amarpreet*
Ms. Vandana Jain *Vandana*

Scholarship & Fee Concession Including SC/ST Scholarship and Concessions.

Dr. Bikramjit Kaur (C) *BK*
Dr. Amarnath *Amarnath*
Ms. Kamalpreet Kaur *Kamalpreet*
Dr. Geeta Sharma *Geeta*
Ms. Aanchal Malik *Aanchal*

Sports Activities

Dr. Rajiv Salwan (C) *Rajiv*
Mr. Manjit Singh *Manjit*
Mr. Amandeep Verma *AV*
Dr. Geeta Sharma *Geeta*
Ms. Subina Syal *Subina*
Ms. Sandeep Kaur *Sandeep*

Bus Passes

Dr. Bikramjit Kaur *BK*

Career Guidance/Placement Cell

Dr. Rosy Walia (c) *Rosy*
Mr. Amarpreet Singh *Amarpreet*
Dr. Aarti Kaushal *Aarti*
Ms. Renuka Mehra *Renuka*

Hostel Welfare Girls

Dr. Rosy Walia *Rosy*
Ms. Aanchal Malik *Aanchal*

Hostel Welfare Boys

Dr. Rajiv Salwan *Rajiv*
Ms. Kamalpreet Kaur *Kamalpreet*

Diary Committee*

Mr. Amarpreet Singh (C) *Amarpreet*
Mr. Manjit Singh *Manjit*
Mr. Kuldeep Singh *Kuldeep*

***Important Note:** All the conveners of various Activities/Societies are to inform the convener the details to be added on the website with a softcopy. They are also to maintain a record with themselves on a register in the chronological order. *R. N. S.*

Anti Stress Committee

Dr. Amarnath (c) *AS*
Dr. Aarti Kaushal *AK*
Resource Person (Phy. Edu.)

Nodal Officer

*University of Higher
Education (UHE)*

Dr. Bikramjit Kaur *BK*

SOCIETIES

Gender Sensitization Society

Ms. Vandana Jain (C) *VJ*
Ms. Harinder Kaur *HK*
Ms. Sarbjit Kaur *SK*
Mr. Amandeep Verma *AV*

Drug Awareness Society

Ms. Sandeep Kaur (c) *SK*
Ms. Kamalpreet Kaur
Ms. Sarabjeet Kaur *SK*
Dr. Geeta Sharma *GS*

Computer Society

Mr. Manjit Singh (c) *MS*
Ms. Vandana Jain *VJ*
Ms. Harinder Kaur *HK*
Dr. Geeta Sharma *GS*

Environment Club

(is a society)

Ms. Aanchal Malik (c) *AM*
Ms. Kriti Mahajan *KM*
Ms. Kamalpreet Kaur
Ms. Sandeep Kaur *SK*

Literary Society

Dr. Bikramjit Kaur (c) *BK*
Ms. Mor.a Sodhi *MS*
Ms. Harinder Kaur *HK*
Ms. Kriti Mahajan *KM*

Management Club

Dr. Rosy Walia (c) *RW*
Dr. Aarti Kaushal *AK*
Ms. Aanchal Malik *AM*
Ms. Reeta Ka Mehra *RM*
Ms. Subina Syal *SS*

NSS Committee

Dr. Aarti Kaushal *AK*
Ms. Subina Syal *SS*
Mr. Manjit Singh *MS*
Mr. Amandeep Verma *AV*

IQAC

Principal
HOD *HOD*
Examination (Registrar) *ER*
Incharge Cultural Activities *IC*
I.T Incharge *IT*

Manoj Kumar
Principal