

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

Ref. No.

Dated:

DUTY LIST

**Duties for Admission to M.Com, B.Com & B.B.A in GCCBA-42 for the session
2014-15:-**

Advisory Committee	:	Dr. Rosy Walia Dr. Manoj Kumar Mr. Amarpreet Singh Dr. Bikramjit Kaur Mr. Naveen Pandhi Dr. Rajiv Salwan Mr. Yogesh Kumar
Admission Committee		
B.Com I	:	Dr. Manoj Kumar Ms. Kriti mahajan Ms. Sandeep Ms. Subina Syal Mr. Naresh Kumar Mr. Sanjeev Kumar
BBA I, II & III	:	Dr. Rajiv Salwan Mr. Yogesh Kumar Ms. Vandana Jain Ms. Mona Sodhi Dr. Renuka Mehra
B.Com-II & III (Old & New)	:	Mr. Naveen Pandhi Ms. Kamalpreet Kaur Ms. Sarabjeet Kaur Ms. Harinder Kaur
M. Com- I	:	Dr. Manoj Kumar Dr. Bikramjit Kaur Dr. Aarti Kaushal Ms. Aanchal Malik Dr. Amandeep Verma
I.T Coordinator for Admissions	:	Mr. Amarpreet Singh Mr. Manjeet Singh

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

The following committee/duties consisting of the members mentioned against each are hereby constituted for the session 2014-15 for the smooth functioning of the college:-

1. **Advisory & Reception Committee**
Principal
Dr. Rosy Walia (HOD)
Dr. Manoj Kumar
Mr. Amarpreet Singh Sijher (I.T Incharge)
Dr. Bikramjit Kaur (Cultural Activity Inch.)
Mr. Yogesh Kumar (Placement Officer)
Dr. Rajiv Salwan (Examination Registrar)
Mr. Naveen Pandhi
Dr. Amar Nath Sharma (Library Incharge)
2. **College Bursar**
Dr. Rosy Walia
3. **Staff Secretary**
Ms. Aanchal Malik
4. **Staff Treasurer**
Ms. Vandana Jain
5. **Purchase Committee**
Dr. Manoj Kumar (Convener)
Mr. Amarpreet Singh Sijher (Co-convener)
Dr. Rosy Walia (Bursar)
Mr. Yogesh Kumar (Member)
Mr. Anil Kumar (Member)
Mr. Naveesh Kumar (Care Taker)
6. **Tender and Contract Committee**
Dr. Rajiv Salwan (Convener)
Dr. Rosy Walia (Bursar)
Mr. Amarpreet Singh Sijher (Member I.T.)
Mr. Naveen Pandhi (Member)
Mr. Balwinder Singh (Member)
Mr. Naveesh kumar (care Taker)
7. **Prospectus Committee**
Dr. Rosy Walia (Co ordinator)
Ms. Kirti Mahajan (Member)
Mr. Sandeep Kaur (Member)
Ms. Sumina Syal (Member)
Mr. Manjeet Singh (Member)
8. **Admission Committee**
 - 8 (i) **B.Com I**
Dr. Manoj Kumar
Ms. Kirti mahajan
Mr. Sandeep
Ms. Sumina Syal
Mr. Naveesh Kumar
Mr. Sanjeev Kumar

8 (ii)	BBA I, II & III	Dr. Rajiv Salwan Mr. Yogesh Kumar Ms. Vandana Jain Ms. Monica Sodhi Dr. Renuka Mehra	
8 (iii)	B.Com-II & III (Old & New)	Mr. Naveen Pandhi Ms. Kamalpreet Kaur Ms. Sarabjeet Kaur Ms. Harinder Kaur	
8 (iv)	M. Com- I	Dr. Manoj Kumar Dr. Bikramjit Kaur Dr. Aarji Kaushal Ms. Aanchal Malik Dr. Amandeep Verma	
8 (v)	I.T Coordinator for Admissions	Mr. Amarpreet Singh Sijher Mr. Manjeet Singh	
9	Time Table Committee	Dr. Rosy Walia Dr. Manoj Kumar Dr. Rajiv Salwan	(Convenor)
10.	Head of IT & I.T Infrastructure	Mr. Amarpreet Singh Sijher	(Convenor)
11.	Election Committee	Mr. Manoj Kumar Mr. Amarpreet Singh Sijher Dr. Amarnath Mr. Manjeet Singh Mr. Amandeep Verma	(Convenor)
12.	Anti-Ragging Committee	Dr. Rosy Walia Dr. Manoj Kumar Mr. Amarpreet Singh Sijher Dr. Bikramjit Kaur Mr. Naveen Pndhi Dr. Rajiv Salwan	
13.	NSS Officers	Dr. Rosy Walia Mr. Amarpreet Singh Sijher	(Girls) (Boys)
14.	Examination Board	Dr. Rajiv Salwan Mr. Naveen Pandhi Ms. Vandana Jain Ms. Kirti Mahajan Ms. Harinder Kaur Mr. Manjit Singh	(Registrar) (Deputy Registrar)

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| 15. Youth festival Committee | Dr. Bikramjit Kaur
Ms. Kamalpreet Kaur
Mr. Sarabjit Kaur
Ms. Mona Sodhi
Ms. Sandeep | (Convener) |
| 16. Management Fests Committee | Dr. Rosy Walia
Dr. Rajiv Salwan
Dr. Aarti Kaushal
Dr. Renuka Mehra
Ms. Aanchal Malik
Ms. Subina Syal | (Convener) |
| 17. Proctorial Duties & Discipline Committee
& Seating, Tent & other hired infrastructure | Dr. Manoj Kumar
Mr. Naveen Pandhi
Mr. Yogesh Kumar
Mr. Amandeep Verma
Ms. Mona Sodhi
Mr. Manjeet Singh
Mr. Naresh Kumar
Mr. Kuldeep Singh | (Convener)

(Care Taker) |
| 18. Refreshment Committee | Mr. Naveen Pandhi
Ms. Vandana Jain
Ms. Renuka Mehra
Ms. Kamalpreet Kaur
Ms. Sandeep Kaur
Mr. Manjit Singh | (Convener)
(Co- Convener) |
| 19. Decoration Committee | Ms. Kriti Mahajan
Dr. Aarti Kaushal
Ms. Sarabjit Kaur
Ms. Subina Syal
Ms. Mona Sodhi | (Convener) |
| 20. VTP Incharge | Mr. Amarpreet Singh Sijher
Mr. Yogesh Kumar | (Convener) |
| 21. Photography, Printing/Press&Media | Mr. Naveen Pandhi
Ms. Sandeep
Ms. Kriti Mahajan
Mr. Manjit Singh
Mr. Kuleep Singh | (Convener) |
| 20. Campus Cleanliness | Mr. Yogesh Kumar
Ms. Sarabjit Kaur
Ms. Mona Sodhi
Mr. Manjit Singh
Mr. Amandeep Verma | (Convener) |
| 21. Committee for prevention of Sexual Harassment | Dr. Rosy Walia
Mr. Amarpreet Singh Sijher
Ms. Vandana Jain | (Convener) |
| 22. Scholarship & Fee Concession Including SC/ST Scholarship And Concessions. | Dr. Bikramjit Kaur
Mr. Yogesh Kumar
Dr. Amarnath Sharma | (Convener) |

- Ms. Kamalpreet Kaur
23. **Sports Activities** Dr. Rajiv Salwan (Convenor)
Mr. Naveen Pandhi
Mr. Manjit Singh
Mr. Amandeep Verma
Ms. Subina Syal
Ms. Sandeep Kaur
24. **Bus Passes** Mr. Manjit Singh
25. **Career Guidance/Placement Cell** Mr. Yogesh Kumar (Convenor)
Mr. Naveen Pandhi
Dr. Aarti Kaushal
Dr. Renuka Mehra
26. **Hostel Welfare Girls** Dr. Rosy Walia
Ms. Aanchal Malik
27. **Hostel Welfare Boys** Mr. Manoj (Convenor)
Dr. Rajiv Salwan
28. **Diary Committee** Mr. Amarpreet Singh Sijher (Convenor)
Mr. Manjit Singh
Mr. Kuldeep Singh
- *Important Note:** All the Convenors of various **Activities/Societies** are to inform the convenor the details to added on the website with a softcopy. They are also to maintain a record with themselves on a register in the chronological order.
29. **Anti Stress Committee** Dr. Manoj Kumar (Convenor)
Dr. Amarnath Sharma (Co-Convenor)
Resource Person (Physical Education)
30. **College Nodal Officer (AISHE) :** Dr. Bikramjit Kaur
31. **IQAC** Principal
Dr. Rosy Walia (HOD)
Dr. Manoj Kumar
Mr. Amarpreet Singh Sijher I.T Incharge
Dr. Bikramjeet Kaur, Inch. Cultural Activities
Dr. Rajiv Salwan Examination (Registrar)
Dr. Amarnath Librarian
32. **Infrastructure** Dr. Manoj Kumar
Mr. Amarpreet Singh Sijher
Mr. Balwinder Singh
Mr. Naresh Kumar
33. **Alumni Incharge** Dr. Rosy Walia
Mr. Amarpreet Singh Sijher
Mr. Yogesh
Dr. Aarti Kaushal
Dr. Renuka Mehra
34. **Co-ordinator of Sports Function** Dr. Rajiv Salwan
35. **Prize Distribution and convocation
Over all Co-ordinator Assessment** Dr. Rosy Walia (HOD)
Dr. Rajiv Salwan (Convenor)

36	Assessment	Mr. Naveen Pandhi (Co-convenor) Dr. Rosy Walia (HOD) (Over Incharge) Dr. Rajiv Salwan (Co-ordinator)
	M.COM B.COM BBA	Dr. Manoj Kumar Mr. Amarpreet Singh Sijher Mr. Naveen Pandhi
37	Class Co-ordinator	Dr. Rosy Walia (HOD) (Overall Co-ordinator)
	M.Com –I B.Com-III Section A Section B	Dr. Manoj Kumar (Co-ordinator) Mr. Naveen Panhi (Co-ordinator) Ms. Kamalpreet Kaur (Class Incharge) Ms. Sarabjeet Kaur (Class Incharge)
	B.Com II Section -A Section-B	Mr. Yogesh Kumar (Co-ordinator) Mr. Kriti Mahajan (Class Incharge) Ms. Harinder Kaur (Class Incharge)
	B.Com I Section- A Section-B	Dr. Bikramjit Kaur (Co-ordinator) Mr. Aanchal Malik Ms. Subina Syal
	BBA-III, II, I	Dr. Rajiv Salwan (Co-ordinator) Ms. Aarti Kaushik (Class Incharge)
	BBA-II	Dr. Renuka Mehra (Class Incharge)
	BBA-I	Ms. Vandana Jain (Class Incharge)

SOCIETIES

38	Gender Sensitization Society	Ms. Vandana Jain (Convenor) Ms. Harinder Kaur Ms. Sarabjit Kaur Mr. Amandeep Verma
39	Drug Awareness Society	Ms. Sandeep Kaur (Convenor) Ms. Kamalpreet Kaur Ms. Sarabjeet Kaur
40	Computer Society	Mr. Amarpreet Singh Sijher (Convenor) Mr. Yogesh Kumar Mr. Manjit Singh Ms. Vandana Jain Ms. Harinder Kaur
41	Environment Club	Ms. Aanchal Malik (Convenor) Ms. Kriti Mahajan Ms. Kamalpreet Kaur Ms. Sandeep
42	Literary Society	Mr. Naveen Pandhi (Convenor) Ms. Kriti Mahajan Ms. Mona Sodni Ms. Harinder Kaur Ms. Sarabjeet Kaur

- 43 **Management Club & other students :** Dr. Rosy Walia (Convenor)
- 44 **Functions & working of canteen**
Dr. Rajiv Salwan
Dr. Aarti Kaushal
Ms. Aanchal Malik
Dr. Renuka Mehra
Ms. Subina Syal
- 45 **NSS Committee**
Dr. Aarti Kaushal
Ms. Subina Syal
Mr. Manjit Singh
Mr. Amandeep Verma

PRINCIPAL
Principal,
Government College of Commerce
& Business Administration
Sector 42, Chandigarh