



Office of the Principal
GOVT. DEGREE COLLEGE RAMBAN, J&K

Website: www.gdcramban.com, Email: principalgdcramban@gmail.com
Post Office: Chanderkot, Ramban – 182148 (Jammu & Kashmir), Mob. 9419167464

Ref.No: Rbn/Coll/19/
Dated: / /2019

ORDER

The following Committees are hereby constituted for the conduct of affairs of the college for the session 2019-20.

Name		Mandate
1. Advisory Committee 1. Dr. Rajeev Kumar 2. Dr. O.R. Katoch 3. Dr. Bharat Singh 4. Prof. Kamaljeet Singh 5. Prof. Pervaiz Ahmed 6. Prof. Vijay Kumar 7. Prof. Bansi Lal	Convener Member --Do-- --Do-- --Do-- --Do-- --Do--	The committee shall advise the college administration on the overall development of the college and affairs related to augmenting and improving the academics / curricular/ co-curricular activities. Shall formulate strategies for maintenance of discipline and improving academic ambience and development plans.
2. College Development Committee 1. Dr. O.R. Katoch 2. Dr. Bharat Singh 3. Prof. Kamaljeet Singh 4. Prof. Vijay Kumar 5. Prof. Ajaz Ahmed 6. Dr. Pervaiz Ahmed 7. Dr. Sajad Ahmed (AA Chemistry) 8. Mr. Surjeet Singh (AA Geography)	Convener Member --Do-- --Do-- --Do-- --Do-- --Do-- --Do--	This committee shall work for the overall development of the college, prepare plans for physical, academic and development for the college both short term and long term, facilitate all the physical works in the college, including the renovation and repairs of the existing buildings, up gradation of the existing labs, development / repair of the approach roads on the campus, development of parking place for vehicles of faculty and students, etc
3. Purchase Committee (General) 1. Dr. O.R. Katoch 2. Dr. Bharat Singh 3. Prof. Kamaljeet Singh 4. Prof. Vijay Kumar 5. Prof. Jaideep Kumar 6. Mr. Amjad Rafiq (AA Commerce) 7. Sh. Prem Chand 8. Sh. Jagdish Raj	Convener Member --Do-- --Do-- --Do-- --Do-- --Do-- --Do--	Shall be responsible for facilitating the process for purchase of furniture, stationary, printing and other items of general requirement, on basis of requirement / demands of different departments and sections, strictly observing to codal formalities and formulating the rate contract wherever required.
4. Purchase Committee IT and Science 1. Dr. Bharat Singh 2. Prof. Kamaljeet Singh 3. Prof. Bansi Lal 4. Prof. Jaideep Kumar 5. Mr. Deepak Chauhan (AA Botany) 6. Dr. Akash Ahmed Bhat (AA Comp App)	Convener Member --Do-- --Do-- --Do-- --Do--	Shall be responsible for facilitating the process for purchase of IT equipment / science material for the conduct of practicals etc on basis of requirement / demands of different departments and sections, strictly observing to codal formalities and formulating the rate contract wherever required.
5. Library Committee 1. Dr. Pervaiz Ahmed 2. Prof. Bansi Lal 3. Prof. Ajaz Ahmed 4. Ms. Manju Sharma (AA Librarian) 5. Ms. Romika Devi (Lab. Asstt.)	Convener Member --Do-- --Do-- --Do--	Facilitate the purchase of books, periodicals, Newspapers for library from time to time. The committee shall also be responsible for facilitating the Library automation, general development and maintenance of the reading room.



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<p>6. Local Fund Employees & Academic Arrangement Committee</p> <ol style="list-style-type: none"> 1. Dr. Rajeev Kumar 2. Dr. O.R. Katoch 3. Prof. Kamaljeet Singh 4. Prof. Zakir Hussian 5. Mr. Ramandeep Kralia (PTI) 5. Sh. Jagdish Raj 	<p>Convener Member --Do-- --Do-- --Do-- --Do--</p>	<p>Monitor the attendance of Academic Arrangement and deployment of LFEs</p>
<p>7. Tour and Picnic Committee</p> <ol style="list-style-type: none"> 1. Prof. Vijay Kumar 2. Prof. Jaideep Kumar 3. Prof. Bansi Lal 4. Prof. Ajaz Ahmed 5. Mr. Showkat Hussain (AA English) 6. Mr. Prince Shabir Ahmad (AA EVS) 7. Two students 	<p>Convener Member --Do-- --Do-- --Do-- --Do--</p>	<p>This committee shall be responsible for arranging the study tours, subject specific tours and picnics of students, The committee shall be required to invite applications from students for study tours well in advance, arrange for their transport, boarding and lodging etc</p>
<p>8. Literary and Cultural Committee</p> <ol style="list-style-type: none"> 1. Prof. Vijay Kumar 2. Prof. Jaideep Kumar 3. Prof. Zakir Hussian 4. Ms. Princy Sharma (AA Hindi) 5. Mr. Ramandeep Kralia (PTI) 6. Ms. Romika Devi (Lab. Asstt.) 	<p>Convener Member --Do-- --Do-- --Do--</p>	<p>Shall be required to identify and nurture talent in the students for participation in cultural programmes including singing, dancing, painting, musical concerts, etc. The committee shall be responsible for arranging the presentation of cultural programmes in the college by the students on the occasions of Annual Day functions, academic events, etc. Besides, the committee will conduct seminars, debates, quiz competitions etc.</p>
<p>9. Discipline Committee and Anti Ragging Committee</p> <ol style="list-style-type: none"> 1. Dr. Bharat Singh 2. Prof. Kamaljeet Singh 3. Prof. Vijay Kumar 4. Dr. Pervaiz Ahmed 5. Prof. Bansi Lal 6. Ramandeep Kralia (PTI) 7. Ms. Princy Sharma (AA Hindi) 8. Mr. Ashak Hussian Khan (AA Botany) 	<p>Convener Member --Do-- --Do-- --Do-- --Do-- --Do-- --Do--</p>	<p>The committee shall be required to prevent ragging and maintain the overall discipline on the campus and to inquire into the acts of indiscipline, if any, by the students and recommend necessary action to be taken by the Principal. The committee shall suggest the majors for overall improvement of discipline. Matter relating indiscipline can also be referred opinion etc.</p>
<p>10 IQAC /NAAC Committee</p> <ol style="list-style-type: none"> 1. Dr. O.R. Katoch 2. Dr. Bharat Singh 3. Prof. Kamaljeet Singh 4. Prof. Jaideep Kumar 5. Dr. Pervaiz Ahmed 6. Prof. Ajaz Ahmed 7. Prof. Zakir Hussian 8. Dr. Akash Ahmed Bhat (AA Comp App) 9. Dr. Deepak Chouhan (AA Botany) 10 Dr. Muzafar Ahmed (AA History) 	<p>Convener Member --Do-- --Do-- --Do-- --Do-- --Do-- --Do-- --Do-- --Do--</p>	<p>Formulate and implement annual action plan. Formulate the plan for NAAC inspection of the College. Submit AQAR etc. Get the UGC accounts audited and settle the same with UGC and RUSA</p>



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<p>11. Examination & Internal Assessment Committee</p> <ol style="list-style-type: none"> 1. Dr. Parvaiz Ahmed 2. Prof. Jaideep Kumar 3. Prof. Ajaz Ahmed 4. Prof. Zakir Hussain 5. Dr. Ashiq Hussian Khan (AA Botany) 6. Mr. Mudsir Ayoub (AA Physics) 	<p>Convener Member --Do-- --Do-- --Do-- --Do--</p>	<p>Arrange for the conduct of internal assessments, practicals (external/internal). Evaluate and prepare award rolls, ensure its timely inspection and submission to university etc. Arrange for conduct semester end examinations</p>
<p>12. Time Table Committee</p> <ol style="list-style-type: none"> 1. Dr. O.R. Katoch 2. Prof. Jaideep 3. Prof. Ajaz Ahmed 	<p>Convener Member --Do--</p>	<p>Prepare time tables for all classes and semesters. Resolve clashes if any.</p>
<p>13. Transport Committee</p> <ol style="list-style-type: none"> 1. Prof. Jaideep Kumar 2. Prof. Zakir Hussain 3. Mr. Ramandeep Kralia (PTI) 4. Two Students 	<p>Convener Member --Do-- --Do--</p>	<p>The committee shall supervise the operation of college buses and ensure all documents required for running the buses are timely renewed.</p>
<p>14. Sports Committee</p> <ol style="list-style-type: none"> 1. Prof. Vijay Kumar 2. Dr. Pervaiz Ahmed 3. Prof. Bansi Lal 4. Mr. Hilal Bashir (AA Education) 5. Mr. Showkat Hussian (AA English) 6. Mr. Ramandeep Kralia (PTI) 7. Sh. Jagdish Raj 8. Two students 	<p>Convener Member --Do-- --Do-- --Do--</p>	<p>Organize intra- College sports competition Facilitate/encourage the participation of students in sports activities and competitions purchase of sports related items and mementoes for presentation to students for best performances in different academic and extra-curricular activities, selection of students for participation in different sports events etc</p>
<p>15. Scholarships & Financial Aid & Committee against SC/ST Harassment</p> <ol style="list-style-type: none"> 1. Prof. Bansi Lal 2. Prof. Ajaz Ahmed 3. Prof. Zakir Hussain 4. Mr. Waseem Ahmad (AA English) 5. Dr. Akash Ahmad (AA Comp App) 6. Sh. Jagdish Raj 	<p>Convener Member --Do-- --Do-- --Do-- --Do--</p>	<p>The committee shall be required to invite applications from students for financial aid on the basis of merit – cum – means while adopting the rules laid down by govt. for the purpose. Besides this, committee shall facilitate the application students for scholarships granted by different departments / agencies of state/centre/private.</p>
<p>16. College Canteen Committee</p> <ol style="list-style-type: none"> 1. Dr. Bharat Singh 2. Prof. Kamaljeet Singh 3. Prof. Vijay Kumar 4. Prof. Bansi Lal 5. Prof. Ajaz Ahmed 6. Dr. Sabzar Ahmed (AA English) 7. Two students 	<p>Convener Member --Do-- --Do-- --Do-- --Do-- --Do--</p>	<p>To look after the operation of canteen of the college. Monitor and supervise the quality of food/snacks being served and hygiene in and around canteen.</p>

<p>17. NSS Committee</p>	<p>Convener</p>	<p>The committee shall prepare the annual</p>
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1. Dr. Bharat Singh 2. Prof. Vijay Kumar 3. Prof. Zakir Hussain 4. Dr. Muzaffar Ahmad (AA History)	Member --Do-- --Do--	calendar of activities and implement the same.
18. Carrier Counselling & Placement Cell 1. Prof. Zakir Hussain 2. Prof. Vijay Kumar 3. Prof. Jaideep Kumar 4. Dr. Pervaiz Ahmed 5. Dr. Akash Ahmad (AA Comp App)	Convener Member --Do-- --Do-- --Do--	The committee shall prepare the annual calendar of activities of workshops, seminars, lectures whereby awareness about career opportunities available to the students will given.
19. Repair & Maintenance Committee 1. Dr. Bharat Singh 2. Prof. Jaideep Kumar 3. Prof. Ajaz Ahmed 4. Sh. Jagdish Raj 5. Sh. Kalyan Singh	Convener Member --Do-- --Do-- --Do--	The committee shall look after the general working and repairs of electrical fixtures, plumbing and other repairs required in the college.
20. Prevention & Sexual Harassment at work Place 1. Dr. O.R. Katoch 2. Ms. Princy Sharma (AA Hindi) 3. Ms. Manju Sharma (AA Librarian)	Convener Member	To enquire and redress the grievances of staff and students related sexual harassment and recommend action against those found involved.
21. Grievances Redressed Cell 1. Dr. Rajeev Kumar 2. Dr. O.R. Katoch 3. Dr. Sajad Ahmad (AA Chemistry) 4. Ms. Princy Sharma (AA Hindi) 5. Ms. Manju Sharma (AA Librarian)	Convener Member --Do--	To enquire and redress the grievances of staff and students other than sexual harassment and recommend action against those found involved.
22. Red Ribbon Club 1. Prof. Zakir Hussain 2. Dr. Deepak Chouhan (AA Botany) 3. Mr Surjeet Singh (AA Geography) 4. Two Students	Convener Member --Do-- --Do--	To conduct the activities of red ribbon club and other related activities.
23. Website Maintenance & IT Committee 1. Dr. O.R. Katoch 2. Prof. Kamaljeet Singh 3. Dr. Akash Ahmad (AA Comp App) 4. Mr. Showkat Hussain (AA English)	Convener Member --Do-- --Do--	To maintain and update college website regularly and to develop and IT tools for management of admissions, examination etc.
24. Printing & Publication Committee 1. Prof. Ajaz Ahmed 2. Prof. Jaideep Kumar 3. Prof. Bansi Lal 4. Prof. Ajaz Ahmed 5. Dr. Sabzar Ahmed (AA English) 6. Ms. Princy Sharma (AA Hindi) 7. Two Students	Convener Member --Do-- --Do-- --Do-- --Do-- --Do--	The committee shall work to publish college newsletter, annual magazines and arrange printing and stationary required for college affairs.
25. Generator operation and maintenance		The committee shall be responsible for



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Committee.		
1. Dr. Bharat Singh	Convener	operation and maintenance of Generator and Log Book.
2. Prof. Kamaljeet Singh	Member	
3. Mr. Ramandeep Kralia (PTI)	--Do--	
4. Sh. Kalyan Singh	--Do--	

All the convener shall maintain the record of the proceeding of meetings conducted and action taken report with regard to mandate of the committee. Nomination of the students shall be done by the convener of the committee in consultation with the undersigned.

Sd/-
PRINCIPAL

No.Rbn/Coll/19/110
Dated: 01-05-2019