



# C.M.P. Degree College, Prayagraj

(A Constituent P.G. College of Allahabad University)

M.G. Marg, Allahabad- 211002

Ref No. ...CMP/472/2022

Date : 29<sup>th</sup> June 2022

29/6/2022

## OFFICE MEMORANDUM

To develop a well synchronized system of academics and meticulous execution of administrative activities in the college following committees are constituted for the session 2022-2023.

(Note: all the previous committees existing will be defunct w.e.f 1<sup>st</sup> July 2022 till further notice)

S. No.	Name of the Committee	Activities	Convener	Co-Convener	Members
1.	Academic Planning & Evaluation Committee	<ul style="list-style-type: none"><li>• Planning and monitoring of all the administrative and academic activities of the College</li><li>• Development of short term and long-term plans of the college</li><li>• Implementation and execution of different plans through various committees</li><li>• Evaluation of running courses in terms of its relevance and course outcome</li><li>• Preparation of learning course material</li><li>• Initiation of new courses and its approval from the University/ authorized Institutions.</li></ul>	<b>Mr. Bhupendra Kumar</b>	Dr. Vandana Mathur Dr. Marju Srivastava	Conveners of all the Departments Chief Proctor Co-ordinator Students Welfare Co-ordinator IQAC Co-ordinator NAAC Co-ordinator ICT
2.	Academic Programme Committee	<ul style="list-style-type: none"><li>• Management of teaching requirements for successful implementation and execution of Academic programs in the College.</li><li>• Periodic assessment, ensuring quality based teaching and learning methods for smooth running of classes.</li><li>• Arrangement of bridge classes on self-training basis as required</li><li>• Conducting the remedial classes for slow and weak learners as per norms of UGC</li></ul>	<b>Dr. Abha Singh</b>	Dr. Santosh Srivastava	Dr. Ravindra Pratap Singh Dr. Kirti Rajee Singh Dr. Tej Bahadur Kannaujia Mrs. Renu Singh Dr. Ritu Raghuvanshi Dr. Monika Singh

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3.	Admission Committee UG	<ul style="list-style-type: none"> <li>• Management and execution of UG admissions.</li> <li>• Framing of admission guidelines of the College in consonance with the University of Allahabad.</li> <li>• Monitoring and management of the online admission process.</li> </ul>	<b>Dr Neeta Sinha</b>	Dr. Satyamvada Singh Dr. Bhupesh Kumar Tripathi	Dr. Rajendra Srivastava Dr. Bhupendra Kumar Dr. Archana Srivastava Dr. Abha Tripathi Dr. Sarita Srivastava Dr. Saroj Singh Dr. Prateek Srivastava
4.	Admission Committee PG	<ul style="list-style-type: none"> <li>• Management and execution of PG admissions</li> <li>• Framing of admission guidelines of the College in consonance with the University of Allahabad.</li> <li>• Monitoring and management of the online admission process.</li> </ul>	Dr. Archana Pandey	Dr. S. P. Singh	Dr. Mridula Tripathi Dr. Bhavna Chauhan Dr. Anjani Kumar Dr. Akhilesh Kumar Yadav Dr. Ajay Pratap Singh
5.	Convener Students Welfare	<ul style="list-style-type: none"> <li>• Promotion of student welfare activities in the College</li> <li>• Forwarding authority of promotion certificates, Degree forms, bonafide certificates and Scholarship forms</li> <li>• Issue of Transfer certificate</li> <li>• Assistance in sports quota admissions</li> <li>• Forwarding authority for all the Govt./ University and Student welfare schemes of scholarships/ fellowships</li> </ul>	<b>Dr. Archana Srivastava</b>	Dr. Bhupesh Tripathi	Dr. Saroj Singh Dr. Khushboo Agarwal Dr. Vijay Laxmi Saxena Dr. Renu Chaudhary Dr. Himani Chaurasiya Dr. Hari Pratap Bhaskar Dr. Surya Prakash Dr. Raj Kumar Singh Dr. Deepti Vishnu Dr. Rohit Kumar Mrs. Anjalika Dr. Sanjana Gupta Dr. Nandini Raizada Dr. Manoj Kumar Jaiswal Mr. Tushar Srivastava Mr. Ramesh Kumar Bharti Dr. Amit Mishra Dr. Anant Jeliyang Dr Anita Singh
6.	Proctorial Board	<ul style="list-style-type: none"> <li>• Monitoring academic discipline in the campus</li> <li>• Conducting fair examinations /tests in the campus</li> <li>• Ensuring observance of discipline in maintaining the rules and regulations in the college.</li> <li>• Keeping a moral code of conduct for the students in the campus.</li> </ul>	<b>Dr. Archana Tripathi</b>	Dr. Bhavna Chauhan Dr. Rajat Srivastava	Dr. Deenanath Dr. Ajeet Kumar Singh Dr. Archana Raje Dr. Atul Singh Bharadwaj Dr. Neeraj Kumar Singh Mr. Amit Singh Dr. Tanya Roy

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		<ul style="list-style-type: none"> <li>• Ensuring safety of the students in the college campus.</li> <li>• Periodic checking of Id cards for management of discipline in the campus.</li> <li>• Observing anti-social elements in the campus and maintaining the college code of conduct.</li> <li>• Grievance redresal of the students involved in indiscipline activities.</li> <li>• Issue of Identity Cards / character certificates to the students.</li> </ul>			Dr. Anurag Shukla Dr. Priya Soni Khare Dr. Neelesh Kumar Rai Dr. Akees Ahmad Dr. Hemlata Pant Dr. Munindra Shukla Dr. Akram Ali Dr. Ruchika Chaudhary Dr. Ashok K. Ranjan Dr. Nandini Raizada Dr. Manoj Kumar Jaiswal Dr. Amit Mishra Dr. B. D. Pandey Mr. Ramesh Kumar Bharti Mr. Gaurav Patel Dr. Ajay Kumar Dr. Ritu Raghuvanshi Dr. Pallavi Rai
7.	Anti-Ragging Cell	<ul style="list-style-type: none"> <li>• Sensitisation of students about the menace of ragging and various provisions against it.</li> <li>• Periodic monitoring to avert ragging in the campus.</li> <li>• Observing and addressing Proctorial board for taking action against the students involved in ragging</li> <li>• All correspondence related to ragging</li> </ul>	<b>Dr. S. P. Singh</b>	Dr. Ajay Pratap Singh	Dr. Archana Tripathi Dr. Hari Pratap Bhaskar Dr. Renu Chaudhary Mr. Ashok Kumar Dr. Pratibha K.S. Dikshit Dr. Purnendu Mishra Mr. R. D. Kishor Dr. Anant Jeliyang Dr. Sanjay Kumar Pandey
8.	Internal Complaints Committee (Anti-Sexual harassment and gender sensitization related work)	<ul style="list-style-type: none"> <li>• Counselling students and faculty against sexual harassment and promoting gender sensitization</li> <li>• Conducting awareness programmes through lectures, seminars, talks, workshops, debates, showing films and documentaries etc. about anti sexual harassment and gender sensitization</li> <li>• To facilitate a gender – sensitive environment enabling women and men to maximize their potential.</li> <li>• To make a forum for open dialogue and discussion on gender issues.</li> <li>• Proper counselling and management of cases of sexual/</li> </ul>	<b>Dr. Saroj Singh</b>	Dr. Ruchika Verma	Dr. Charu Tripathi Dr. Avinash Chandra Mrs. Sonal Khare Dr. Himani Chaurasiya Dr. Sudhi Srivastava Dr. Satyendra Kumar Dr. Dharendra Kumar Sahu Dr. Sanu Tiwari Dr. Akram Ali Mr. Ashok Kumar

  
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		<p>psychological/emotional/ physical harassment within the capability of the college as an academic institution.</p> <ul style="list-style-type: none"> <li>To advice complainants of means of resolution as specified by the legislation.</li> <li>Timely redresal of sexual harassment complaints.</li> <li>To ensure that students, faculty and staff are provided with current and comprehensive updates on sexual harassment</li> </ul>			
9.	Sports Committee	<ul style="list-style-type: none"> <li>Promotion of physical activities in the campus to maintain a healthy environment</li> <li>To organize inter college/ intra college sports activities.</li> <li>Purchase and maintain sports equipment and up gradation of sports facilities for students</li> <li>Maintenance of sports ground and the gymnasium</li> <li>Conduction of Annual sports</li> </ul>	<b>Dr. Bhupesh Tripathi</b>	Mr. Amit Singh	Dr. Akhilesh Yadav Dr. Neeraj Kumar Dr. Ruchika Verma Mr. Tushar Srivastava Dr. Sonika Dr. Sarika Susheel Dr. Priya Soni Khare Dr. Aditi Pandey Dr. Dilip Kumar Singh
10.	ICT Cell	<ul style="list-style-type: none"> <li>Management of the data resource of students and faculty in the college.</li> <li>Management of College website and its development with regular up gradation.</li> <li>Management of online teaching platform and Learning management system in the college.</li> <li>Management of online admissions and fee submission portal.</li> <li>ICT services to the college</li> <li>To ensure wi-fi Internet facilities in the campus</li> </ul>	<b>Dr. Sarita Srivastava</b>	Dr. Govind Gaurav	Dr. Deepti Samantre Dr. Shwetabh Srivastava Dr. Rohit Kumar Dr. Yashwant Kumar Dr. Avinash Pratap Singh Dr. Bireswar Pandey Dr. Charu Tripathi Dr. Rajkumar Singh Mr. Tushar Srivastava
11.	IQAC	<ul style="list-style-type: none"> <li>To organize meetings of IQAC</li> <li>To prepare Annual Quality Assurance Report and submit to NAAC and University</li> <li>AISHE, NIRF. related work</li> <li>Periodic management of CAS promotions of eligible faculty members</li> <li>To form sub-committee/committees for effective functioning of the main committee if required</li> <li>Ensuring feedback management at different levels (Students/ Employees/ Parents) for better results and academic upliftment</li> </ul>	<b>Dr. Sarita Srivastava</b>	Dr. Nandini Raizada	Dr. Archana Srivastava Dr. Saroj Singh Dr. Deepti Samantray Dr. Vijay Laxmi Saxena Dr. Ranjana Tiwari Dr. Pawan Kumar Yadav Dr. Raj Kumar Singh Dr. Arun Kumar Verma Dr. Neeraj Kumar Singh Dr. Priya Soni Khare Dr. Satyendra Kumar

  
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		<ul style="list-style-type: none"> <li>• Introduction of new plans for proper quality assurance and academic excellence in the College.</li> <li>• To undertake quality-related research studies, consultancy and training programs.</li> <li>• To conduct Students Satisfaction Survey</li> </ul>			<p>Dr. Uttara Singh  Dr. Rachana Srivastava  Dr. Rashmi Gupta  Dr. Manoj Kumar Jaiswal  Dr. Sarika Susheel  Dr. Sangeeta Singh  Dr. Charu Tripathi  Dr. Kirti Rajee  Dr. Yadavendra Singh</p>
12.	Library Committee	<ul style="list-style-type: none"> <li>• Advice and review library policies for instruction, resources, services, and the facility.</li> <li>• Periodic up gradation of library as per UGC norms</li> <li>• Ensure library services, especially for the benefit of students and teacher.</li> <li>• Discuss and evaluate budgetary issues for books, journals, e-resources etc.</li> <li>• Establishment of a Learning Resource Centre in the library</li> </ul>	<b>Dr. Santosh Srivastava</b>	Dr. A. K. Tewari Mr. R. D. Kishor	<p>Dr. Bhanu Prakash Tripathi  Dr. Shiv Shankar Singh  Dr. Govind Gaurav  Dr. Manish Kumar Singh  Dr. Jitendra Kumar  Dr. Shwetabh Srivastava  Dr. Jyoti Verma  Dr. Kiran Verma  Dr. Gaurav Patel</p>
13.	PG Committee	<ul style="list-style-type: none"> <li>• To monitor and supervise timely completion of classes and examination work of PG students.</li> <li>• To provide all necessary assistance to PG Student and act as a link between students , College and University</li> <li>• To assist all academic and examination related issues of PG students</li> </ul>	<b>Dr. Mridula Tripathi</b>	Dr. Ritesh Tripathi	<p>Dr. Anurag Shukla  Dr. Vijay Pratap Singh  Dr. Ramesh Kumar Singh  Dr. Tej Bahadur Kannaujia  Dr. Atul Kumar Bharadwaj  Dr. Uttara Singh  Mrs. Anjalika</p>
14.	Project/Research Committee	<ul style="list-style-type: none"> <li>• Promotion of research activities and publication of research papers by students and faculty members</li> <li>• To organize lectures on research methodology and other faculty development programme.</li> <li>• To start a multi-disciplinary research journal with ISSN Number</li> <li>• To identify thrust areas of research &amp; form cluster group of researchers</li> <li>• To collaborate with Industries, Research Organisations &amp; other Colleges</li> <li>• Identification of research funding agencies &amp; extending</li> </ul>	<b>Dr. Sunanda Das</b>	Dr. Neerja Kapoor Dr. Abha Tripathi	<p>Dr. Anjani Singh  Dr. Vijay Pratap Singh  Dr. Punit Kumar Singh  Dr. Priya Soni Khare  Dr. Jyoti Verma  Dr. Yadvendra Singh  Dr. Deepa Srivastava  Dr. Rekha Srivastava  Dr. Harishchandra Yadav  Dr. Jitendra Kumar  Dr. Dilip Singh</p>

  
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		<p>guidance for preparation and submission of project proposals</p> <ul style="list-style-type: none"> <li>Monitoring activities of Incubation Centre</li> <li>To seek research proposals from departments/Committees</li> </ul>			Dr. Rachna
15.	Establishment /Recruitment Cell	<ul style="list-style-type: none"> <li>Managing guidelines for the maintenance of service records of Teaching and non-teaching employees.</li> <li>Assistance in the fixation of salary and preparation of arrear bills.</li> <li>Settlement of various claims of Employees.</li> <li>Assistance in the process of recruitments in the College.</li> </ul>	<b>Dr. Sanjay Singh</b>	Dr. Manish Sinha	Dr. Sarita Srivastava Dr. Rajkumar Singh Dr. A. K. Tewari Dr. Ajay Kumar Yadav Dr. Nidhi Tripathi Dr. Nafees Ahmad Dr. Yashwant Dr. Avinash Chandra
16.	Career Counselling and Placement Cell	<ul style="list-style-type: none"> <li>Counselling/ assistance to the students in choosing appropriate career</li> <li>Organizing Career/Vocation oriented workshop and Training Programme</li> <li>Inviting potential Organization/Companies for campus placement</li> <li>Providing updated information regarding various choices of subject, courses offered by the college and the current career trends.</li> <li>Conducting personality development programs for the students facilitating suitable job opportunities</li> </ul>	<b>Dr. Arti Gupta</b>	Dr. Ruchika Verma	Dr. Khushboo Agarwal Dr. Pranay Kr. Biswas Dr. Purnendu Mishra Dr. Ranjana Tiwari Mr. Gaurav Patel Mrs. Sharmila Srivastava Dr. Archana Rajee
17.	College Building/maintenance Committee	<ul style="list-style-type: none"> <li>Planning the infrastructural framework of the College and its execution</li> <li>Periodic infrastructural maintenance of the college building and campus area</li> <li>Maintenance of water supply &amp; other plumbing related works in the college campus</li> <li>Management and planning of Electricity supply in the college</li> <li>Maintenance of wood work in the College</li> </ul>	<b>Dr. Kumar Rakesh</b>	Dr. Nilesh Kumar Rai (Building) Dr. Ram Chiranjeevi (plumbing) Dr. Pradmod Kumar (Electricity) Dr. Alok Kumar Singh (Wood work)	<b>Building</b> Dr. Anil Srivastava Dr. Rakesh Kumar Gautam Dr. Ajay Pratap Singh Mr. Shashank Srivastava Dr. Raj Kumar  <b>Plumbing</b> Dr. Vinay Kumar Singh Dr. B. D. Pandey Dr. Manish Kumar Singh Dr. Yashwant  <b>Electricity</b>

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					Dr. Manoj Kumar Jaiswal Dr. Raj Kumar Singh Dr. Praveen Tripathi
					<b>Wood Work</b>
					Dr. Deepak Kumar Gond
18.	Campus Beautification Committee	<ul style="list-style-type: none"> <li>Maintenance of neat &amp; clean campus in the college</li> <li>Fixing Notice Boards wherever required</li> <li>Putting up directional signage in the campus</li> <li>To work in coordination with Green Youth Brigade/ Garden Committee</li> </ul>	<b>Dr. Sangeeta</b>	Dr. Shashibala Mr. Amit Singh	Dr. Pawan Kumar Yadav Dr. Munindra Kumar Shukla Dr. Sumedha Pandey Dr. Akhilesh Kumar Yadav Dr. Chandan Kumar
19.	Canteen Committee	<ul style="list-style-type: none"> <li>All matters related to Canteen management</li> <li>Assistance in Extra/Co-curricular Activities Committee in organising Welcome/Farewell Party, Annual Function, other college Programme etc</li> <li>Required assistance shall be provided by the Chief Proctor</li> </ul>	<b>Dr. Neeta Sinha</b>	Dr. Niraj Singh	Dr. Saroj Singh Dr. Archana Srivastava Dr. B. D. Pandey Mr. Ramesh Kumar Bharti
20.	Computer Maintenance Cell	<ul style="list-style-type: none"> <li>Maintenance of Computers, Printers, Refilling of Toner etc.</li> </ul>	<b>Dr. Manish Sinha</b>	Dr. Gyan Prakash	Dr. Rohit Kumar Dr. Nandini Raizada Dr. Prateek Srivastava Dr. Shwetabh Srivastava Dr. Yashwant
21.	Fee & Accounts Committee	<ul style="list-style-type: none"> <li>All matters related to account checking</li> <li>To manage and supervise all matters related to fees</li> <li>To supervise maintenance of Fees records</li> <li>To Supervise refunds of Fee/Caution money</li> <li></li> </ul>	<b>Dr Rajendra Srivastava</b>	Dr. R B L Srivastava	Dr. A. K. Tewari Dr. Sumedha Pandey Dr. Aditi Pandey Mr. Tej Bahadur Kannaujia Dr. Vishal Srivastava
22.	Cultural Committee	<ul style="list-style-type: none"> <li>To organize cultural events in the College.</li> <li>Periodic conduction of extracurricular activities in the college</li> </ul>	<b>Dr. Archana Srivastava</b>	Dr. Rashmi Gupta	Dr. Abha Tripathi Dr. Sarita Srivastava Dr. Sangeeta Dr. Govind Gaurav Dr. Monika Singh Dr. Nandini Raizada Dr. Ritu Raghuvanshi

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					Dr. Dipti Vishnu Dr. Satya Prakash Srivastav
23.	Founder's Day Committee	<ul style="list-style-type: none"> <li>• Planning and execution of Founder's Day function in the college</li> <li>• Management by sub committees</li> </ul>	<b>Dr. Abha Tripathi</b>	Dr. Bhavna Chauhan	Dr. Ramesh Chandra Singh Dr. Saroj Singh Dr. Manish Kumar Sinha Dr. Santosh Srivastava Dr. Satya Prakash Srivastava
24.	Grievance Redressal Cell	<ul style="list-style-type: none"> <li>• To resolve various problems of students / faculty / staff of the College</li> </ul>	<b>Dr. A. K. Shukla</b>	Dr. Vinita Jaiswal Dr. Rajat Srivastava	Dr. Rekha Srivastava Dr. Niti Agarwal Saran Dr. Anuradha Dr. Sanjeev Kumar Dr. Nafees Ahmad
25.	Academic & Admin Audit Committee	<ul style="list-style-type: none"> <li>• Periodic conduction of internal audits Academic audit Administrative audit</li> </ul>	<b>Dr. Rajat Srivastava</b>	Dr. Ranjana Tewari	Dr. Mahesh Kumar Maurya Dr. Neeti Agrawal Saran Dr. Tushar Srivastava Dr. Raj Kumar Singh Dr. Ruchika Chaudhary Dr. Neha Pandey
26.	Media Committee	<ul style="list-style-type: none"> <li>• Highlighting the activities of College in the print and social media platform.</li> <li>• Preparation of news of day to day activities in the college and circulating it to different media for circulation.</li> <li>• Maintenance and record keeping of a day-to-day activities organised by different Committees/ Cells/Clubs</li> <li>• To keep a soft/hard copy of the report prepared for the press release</li> </ul>	<b>Dr. Saroj Singh</b>	Dr. Govind. Gaurav Dr. Tanya Rai	Dr. Niraj Singh Dr. Jyoti Verma Mrs. Renu Singh Dr. Mohammad Ahashan Dr. Ritesh Tripathi
27.	NAAC Committee	<ul style="list-style-type: none"> <li>• Periodic assessment and accreditation of the College</li> <li>• To stimulate the academic environment for promotion of quality in teaching-learning and research.</li> <li>• To encourage self-evaluation, accountability, autonomy and innovations in higher education</li> </ul>	<b>Dr. Babita Agarwal</b>	Dr. Vandana Mathur Dr. Sarita Srivastava	Dr. Divya Singh Dr. Vishal Srivastava Dr. Rohit Kumar Dr. Deepthi Samantre Dr. Sarika Susheel Mrs. Sonal Khare Dr. Kirti Rajee Singh Dr. Nandini Raizada Dr. Arun Kumar Verma Dr. Himani Chaurasia
28.	Rajbhasha Samiti	<ul style="list-style-type: none"> <li>• To sensitize students towards the importance and heritage of Hindi language</li> </ul>	<b>Dr. Saroj Singh</b>	Dr. Abha Tripathi	Dr. Deenanath Dr. Satya Prakash Srivastava

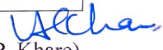
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					Dr. Nafees Ahmad Dr. Khushboo Agrawal
29.	National Service Scheme	<ul style="list-style-type: none"> <li>To chalk out time-bound programme &amp; get it approved by the principal for execution of the approved plan.</li> <li>To work in coordination with Campus Beautification committee</li> <li>To organise Blood Donation Camps</li> <li>To initiate extension activities in the nearby- Village areas</li> </ul>	<b>Dr. Ritesh Tripathi</b>		Dr. Rajesh Kumar Yadav Dr. Alok Kumar Singh Dr. Arun Kumar Verma Dr. Jyoti Verma Dr. Anuradha Singh Mr. Ramesh Kumar Singh
30.	Purchase Committee	<ul style="list-style-type: none"> <li>To examine &amp; dispose the purchase related files of different departments</li> <li>To guide the departments on matters related to purchase</li> <li>To make recommendation for purchase as per store purchase rules of state Govt. or equivalent agency</li> <li>Physical verification of the material purchased in the College</li> </ul>	<b>Dr Manish Sinha</b>	Dr. Vishal Srivastava	Dr. Prateek Srivastava Dr. Ajay Kumar Dr. Ashok Kumar Ranjan Dr. Deepti Samantare Dr. Anurag Shukla Dr. Tej Bahadur Kannaujia Dr. Alok Kumar Singh Mrs. Renu Singh
31.	Publication Committee	<ul style="list-style-type: none"> <li>To publish the annual prospectus</li> <li>To publish College Magazine/Newsletter</li> </ul>	<b>Dr. Saroj Singh</b>	Dr. Santosh Kumar Srivastava	Dr. Abha Singh Dr. Bireshwar Pandey Dr. Nafees Ahmed Dr. Charu Tripathi Mrs. Renu Singh Mr. Tushar Srivastava Dr. Anuradha Singh
32.	Time Table Committee	<ul style="list-style-type: none"> <li>Preparation and implementation of Academic time-table as per the different course programs run by the college.</li> <li>Ensuring a balanced work load on the faculty members as per the UGC norms.</li> <li>Assistance in sorting out time-table related issues problems for a better academic harmony</li> </ul>	<b>Dr. Bhavna Chauhan</b>	Dr. Neerja Kapoor Dr. Sanjay Singh	Dr. Anuradha Singh Mr. Azeem Uddin Ansari Mr. Awdhesh Kumar Tiwari Dr. Ram Prakash Gupta Dr. Zaibunnisa Dr. Divya Singh
33.	Store, Equipment & Furniture Committee	<ul style="list-style-type: none"> <li>All matters related to store, equipment and furniture</li> </ul>	<b>Mr. Rajendra Srivastav</b>	Dr. R.B.L. Srivastava	Dr. Rakesh Kumar Gautam Dr. Anjani Kumar Smt. Sharmila Srivastava Dr. Manoj Kumar Jayaswal Dr. Subhash Kumar Saroj
34.	UGC/CSIR/DST/DBT/AICTE/HEFA	<ul style="list-style-type: none"> <li>Awareness about various funding agencies and their schemes for fund generation in the college.</li> </ul>	<b>Dr. Sanjay Singh</b>	Dr. Sarita Srivastava Dr. Bhupesh Kumar	Dr. Atul Bharadwaj Dr. Charu Tripathi

  
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	Committee	<ul style="list-style-type: none"> <li>Submission of the proposals to the UGC/AICTE/DBT/HEFA etc. within prescribed time limit &amp; follow up their after</li> <li>All other matters related to UGC/AICTE/DST/DBT/CSIR</li> </ul>		Tripathi	Dr. Deepa Srivastava Dr. Purnendu Mishra Dr. Raj Kumar Singh Dr. Govind Gaurav Dr. Ranjana Tewari
35.	Verification Committee	<ul style="list-style-type: none"> <li>Verification of all procurements.</li> </ul>	<b>Dr. Rajendra Srivastava</b>	Mr. Anant Singh Jaiyang	Dr. Avinash Chandra Mrs. Sapna Maurya Mr. Rajkumar Singh Dr. Pallavi Rai
36.	Green Campus Committee	<ul style="list-style-type: none"> <li>To keep College campus green, neat and clean</li> <li>Create environmental awareness amongst the students, faculty members through lectures, seminars and plantation drives</li> <li>To Coordinate with NSS teams and Campus Beautification committee.</li> </ul>	<b>Dr. Archana Pandey</b>	Dr. Deepak Kumar Gond Mrs. Sonal Khare (Law)	Dr. Deepanjali Pandey Dr. Ashish Kumar Mishra Dr. Ram Chiranjeev Dr. Alok Kumar Singh Dr. Pramod Kumar Mrs. Renu Singh Mr. Gaurav Patel
37.	SC/ST Cell	<ul style="list-style-type: none"> <li>Matters related to scholarship and welfare of SC/ST students</li> </ul>	<b>Dr. Deenanath</b>	Dr. Sangeeta	Dr. Ranjeet Kumar Dr. Vijay Bahadur Dr. Subhash Kumar Saroj
38.	Scrap Committee	<ul style="list-style-type: none"> <li>Inspection of the material proposed to be declared as Surplus/obsolete/unserviceable/Scrap/Empties.</li> <li>Assessment of the estimated price of materials to be disposed off</li> <li>Channelized auction of the scrap items as per rules.</li> </ul>	<b>Dr. Rajat Kumar Srivastava</b>	Dr. Harish Chandra Yadav	Dr. Rohit Kumar Dr. Pramod Kumar Dr. Divya Singh Dr. Manish Singh Dr. Ajay Kumar
39.	Parent Teacher Association	<ul style="list-style-type: none"> <li>To maintain the communication between parents, teachers and the students.</li> <li>Feedbacks from the parents about College and its programs for improvisation</li> </ul>	<b>Dr. Amita Pandey</b>	Dr. Ruchika Verma	Dr. Aditi Pandey Dr. Rachna Dr. Kirti Raje Singh Dr. Dipti Vishnu Dr. Sapna Maurya Dr. Anita Singh
40.	OBC Cell	<ul style="list-style-type: none"> <li>Matters related to scholarship and welfare of OBC students</li> </ul>	<b>Dr. Shiv Shankar Singh</b>	Dr. Dilip Singh	Dr. Manoj Kumar Jaiswal Dr. Ajay Kumar Yadav Dr. Manoj Kumar Dr. Dharmendra Kumar Sahu

  
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41.	NCC	<ul style="list-style-type: none"> <li>All activities related to NCC</li> </ul>			Dr. Kiran Verma Mr. Amit Singh
42.	Legal Aid & Services Clinic	<ul style="list-style-type: none"> <li>To provide legal services to the students, teachers, employees and people at large</li> <li>To organize legal awareness programs in the college campus and in other relevant areas</li> </ul>	<b>Dr. Shiv Shankar Singh</b>	Mr. R. D. Kishor	Mrs. Anjalika Dr. Sanjeev Kumar Dr. Padma A. Parija Dr. Ritu Raghuvanshi Mr. Ramesh Kumar Bharti Mr. Ramesh Kumar Singh
43.	Legal Cell	<ul style="list-style-type: none"> <li>All matters related to court cases related to college</li> </ul>	<b>Dr. Ajay Pratap Singh</b>	Mr. Gaurav Patel	Dr. Ajay Kumar Dr. Sanjeev Kumar Dr. Purnendu Mishra
44.	CPIO	<ul style="list-style-type: none"> <li>To sensitize staff about the importance of RTI Act 2005</li> <li>To provide the reply on the online/offline RTI Applications</li> </ul>	<b>Dr. Praveen Kumar Singh</b>	Mr. Gaurav Patel	Dr. B.D. Pandey Dr. Nidhi Tripathi
45.	Alumni Committee	<ul style="list-style-type: none"> <li>To update the record of Alumni Association</li> <li>To coordinate with the Alumni Association</li> <li>To organise annual function of the Association</li> <li>To make efforts to strengthen the bond and to exploit the potentials of Alumni in the growth and developmental activities of the Institution</li> </ul>	<b>Dr. R. B. L. Srivastava</b>	Dr. Vishal Srivastava	Mrs. Sonal Khare Mr. Ramesh Bharti Dr. Rashmi Gupta Mr. Tushar Srivastava Dr. Tanya Roy
46.	Vocational Studies and skill Development Committee	<ul style="list-style-type: none"> <li>To integrate general education courses with vocational courses</li> <li>To provide vocational training to students, enhancing their employment skills.</li> </ul>	<b>Dr Amita Pandey</b>		Dr. Bireshwar Pandey Dr. Govind Gaurav Dr. Jyoti Verma
47.	Forwarding Authority	<ul style="list-style-type: none"> <li>To forward all the documents on behalf of Principal</li> </ul>	<b>Mr. Bhupendra Kumar</b>	Dr. Neeta Sinha, Dr. Bhupesh Tripathi	Dr. Archana Srivastava, Dr.
48.	Women Cell	<ul style="list-style-type: none"> <li>Safeguarding the interests of the female faculty members, office staff and female students of the College.</li> <li>Awareness of female students and employees through sensitization programs towards laws for woman safety in the society.</li> </ul>	<b>Dr. Abha Tripathi</b>	Dr. Deepti Vishnu	Dr. Sanjana Gupta Dr. Ritu Raghuvanshi Dr. Sangeeta Singh Dr. Shashibala Dr. Deepanjali Pandey

Copy to:

1. Establishment section
2. ICT cell for upload on website
3. Conveners, All Departments

  
(Prof. A.P. Khare)  
Principal