

Approved by DGHE (Govt. of Haryana) & Affiliated to I.G. University, Meerpur, Rewari

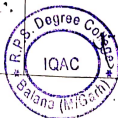
Ref. R.P.Soc/2020/3304

Date. 02/12/20

Office-order

Following sub-committees have been constituted for the smooth functioning of the institute for the academic session 2020-21.

Sr. No.	Name	Sub-committee
1	<b>Dr. Davender Singh – Convener</b> Members Ms. Archana Sahoo, HOD Physics Ms. Kalpana Yadav, Asst. Prof. Commerce Dr. Garima Tomar, Asst. Prof. Mathematics	Sexual Harassment
2	<b>Dr. Davender Singh – Convener</b> Members Dr. Yashpal Sharma, Dean Academics Dr. D.R. Bhardwaj, HOD Life Sciences Mr. Naresh, Head PG Departments Dr. Jitender, HOD Chemistry Mr. Y.P. Singh, HOD Maths Ms. Archana Sahoo, HOD Physics Dr. Rajesh, HOD Humanities Dr. Hemant Kumar, HOD Geography	Anti-Ragging Cell
3	<b>Ms. Garima Tomar – Convener</b> Members Ms. Shafali, Asst. Prof. Commerce Dr. Dr. Jyoti, Asst. Prof. Physics Ms. Gajal, Asst. Prof. Chemistry Ms. Poojana, Asst. Prof. Physics Ms. Neha Saini, Asst. Prof. Zoology	Women-Cell
4	<b>Dr. D.R. Bhardwaj – Convener</b> Members Dr. Parveen Gaur, Asst. Prof. Maths Dr. Prashant, Asst. Prof. Chemistry	Student Complaint Redressal Cell (Boys)
5	<b>Ms. Ananta Thakur – Convener</b> Members Dr. Kavita, Asst. Prof. Physics Ms. Vandana, Asst. Prof. Chemistry	Student Complaint Redressal Cell (Girls)
8	<b>Dr. Rajesh Dagar – Convener</b> Members Mr. Anil, Asst. Prof. Geography Mr. Krishna Kumar, Asst. Prof. Maths	NSS & Youth Red Cross
9	<b>Mr. Naresh – Convener</b> Members Mr. Y.P. Singh, HOD Maths Dr. Jitender, HOD Chemistry Ms. Archana Sahoo, HOD Physics Dr. Rajesh, HOD Humanities Mr. Mohit Sethia, HOD Commerce Dr. Hemant Kumar, HOD Geography Mr. Arvind Asst. Prof. Maths Mr. Manoj, Asst. Prof. Maths Mr. Devanar, Asst. Prof. Zoology Ms. Sapana Batra, Asst. Prof. Chemistry Ms. Poojana, Asst. Prof. Physics Ms. Nachita, Asst. Prof. Geography Mr. Yash Gaur, Asst. Prof. Botany Ms. Gajal, Asst. Prof. Chemistry	Discipline Committee



Principal  
RPS Degree College  
Balana (Haryana)

10	<p>Dr. Rajesh Dagar – Convener Members Dr. Raj Pal, Asst. Prof. English Ms. Kalpana, Asst. Prof. Commerce Mr. Rahul Sharma, Asst. Prof. Geography</p>	Cultural Committee
11	<p>Mr. Hansraj – Convener Members Mr. Hitesh Yadav, Asst. Prof. Chemistry Mr. Ajay, Asst. Prof. Mathematics</p>	Scholarship Cell
12	<p>Dr. Surjeet – Convener Members Ms. Nishu Saini, Asst. Prof. Commerce Dr. Dushyant Asst. Prof. Maths Mr. Shamsher, Asst. Prof. Chemistry Dr. Arun Kumar, Asst. Prof. Science</p>	Library Committee
13	<p>Dr. Yashpal Sharma – Convener Members Mr. Naresh, Head P.T. Departments Dr. D.R. Bhardwaj, HOD Life Sciences Dr. Jitender, HOD Chemistry Mr. Y.P. Singh, HOD Maths Ms. Archana Sahoo, HOD Physics Dr. Rajesh Dagar, HOD Humanities Dr. Hemant Kumar, HOD Geography Mr. Mohit Sethia, HOD Commerce</p>	Students Attendance & Performance Review Committee
14	<p>Dr. Jitender – Convener Members Dr. Jitendra Gangwar, Asst. Prof. Physics Dr. Parveen Gaur, Asst. Prof. Maths Mr. Naveen, Asst. Prof. Physics</p>	Research & Development Cell
15	<p>Dr. Barshant Kumar – Convener Members Dr. Jitendra Gangwar, Asst. Prof. Physics Dr. Garima Tomar, Asst. Prof. Mathematics</p>	Placement Cell
16	<p>Dr. B.R. Bhardwaj – Convener Members Mr. Hitesh, Asst. Prof. Chemistry Mr. Manjeet, Asst. Prof. Maths Mr. Parveen, Asst. Prof. Physics</p>	Alumni
17	<p>Sh. Hansraj – Convener Members Ms. Sapana Batoye, Asst. Prof. Chemistry Mr. Arvind, Asst. Prof. Mathematics</p>	SC/ST Cell
18	<p>Dr. Hemant Kumar – Convener Members Mr. Anil Kumar, Asst. Prof. Geography Ms. Anmol Yadav, Asst. Prof. Chemistry</p>	OBC Cell
19	<p>Dr. Yashpal Sharma – Convener Members Dr. Jitender Jindal, HOD Chemistry Mr. Y.P. Singh, HOD Mathematics Dr. D.R. Bhardwaj, HOD Life Sciences Ms. Archana Sahoo, HOD Physics</p>	Internal Compliant Committee

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Balana (W/Gurh)





# RAO PAHLAD SINGH DEGREE COLLEGE

(Approved by DGHE, Govt. of Haryana & Affiliated to Indira Gandhi University, Meerpur)

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E-mail: rpsbalana@gmail.com, Website: www.rpsdegreecollege.org

Ry. No. R.P.S.D.C. 2020/336A

Date: 02-12-2020

## 6.1.2 The Effective Leadership Is Visible in Various Institutional Practices Such as Decentralization and Participative Management

College has constituted various sub committees for smooth functioning of the institute that work indecently under the convener. All the members of the committee extend their full cooperation to the convener. Problems related to different committees are handled through meeting followed by the action taken report. The role and responsibility of various committees are given as under:

### LIBRARY COMMITTEE

Objective: To enrich Library collection and improve usage

Function: The committee will

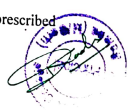
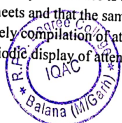
- Arrange for procuring subject wise books/magazines/journals
- Recommended measures for upgrading the library facilities
- Look after internet facilities
- Liaison between the library, the student and the faculty
- Strive for enriching stock with e-resources
- Ensure optimal use of library collection by students & staff
- Cause periodic stock verification as per rule
- To see that the library is computerized.
- To arrange talks for students to motivate them to cultivate reading habits.
- To organize book week, books displays on special occasions.
- To provide digital library facilities with National and International online journals.
- To see that Library building is enabled with Wi-Fi facility.
- To see that library issue/ return of books are maintained through software.
- To facilitate the services of National Digital Library an initiative by HRD Ministry.
- To acquire books for the book bank and distribute to the deserving students.
- To ensure that a Suggestion Box is installed in the Library and the reader's grievances are attended to and measures suggested.
- To maintain the sanctity of the Library.
- To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

### ATTENDANCE AND PERFORMANCE REVIEW COMMITTEE

Objective: To ensure regularity of attendance and performance by the students in the class and final examinations

Function: The committee will

- To ensure that daily attendance is recorded by the faculty members in the prescribed Attendance sheets and that the same are submitted to the concerned clerk.
- To ensure timely compilation of attendance record by the dealing clerks.
- To ensure periodic display of attendance on the Notice Boards.



- To keep track of regular absentees and counsel them, if required, along with their parents.
- To process genuine cases for condonation of attendance.
- consider application praying Leave of absence recommend names of students whose shortage of attendance deserves to be condoned.
- Recommend measures to check absenteeism.
- To keep the record of marks of students obtained in different class tests.
- To identify the slow learners and counsel them, if required, along with their parents.
- To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

### EXAMINATION COMMITTEE

Objective: Smooth conduction of examination

Function: The Committee will

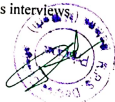
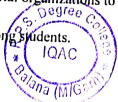
- To successfully conduct all the examinations and prepare the Results
- Collect statistics on various subjects/papers and enrolment therein including roll numbers of students.
- Arrange for paper setting by faculty & printing of paper
- Prepare examination blocks, requisition invigilators and support staff and allotment of supervision duties.
- Conduct the examination as per the schedule.
- Calculate allowance due for invigilation/examination duty.
- Arrange for distribution of answer-books to the examiners.
- Receive the assessed answer-books along with statement of marks.
- To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates.
- Enter marks into the merit register/arrange for computerization of marks.
- Consolidate marks-lists and prepare the results and arrange to send the same to students through campus pro software.
- Recommend to the Principal punitive measures for adoption of unfair means in the examination.
- To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance.
- To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.

### PLACEMENT CELL

Objective: To guide students in the matter of career options, and also to promote entrepreneurship.

Function: The committee will

- Help learners explore career options and to organize career oriented workshops for the outgoing students.
- Make assessment of student's efficiency & groom them for job they are fit for.
- Provide career guidance to students on the basis of their aptitudes & groom them for the jobs they are fitter.
- Invite commercial/ industrial organizations to the campus for conducting campus interviews and recruitment.
- Promote self-reliance among students.



- To provide details of campus placements.
- To arrange industrial visits to get practical exposure and knowledge of the industrial environment.
- To file and submit the records to the IQAC Committee.

### RESEARCH COMMITTEE

Objective: Promoting Research activity & output of the College

Function: This committee will

- Motivate faculty to apply for Research Projects.
- Arrange for publishing quality research papers.
- Identify emerging areas of research.
- Arrange for promoting consultancy service, organize seminars/workshops in the college.
- Assist the staff in submitting seminar proposal.
- Arrange for collaboration with other research institutes.
- Help the students with ideas for stall presentation.
- To raise funds for research activities of the College.
- To suggest steps for effective use of College resources for extension services.
- To promote Research Climate in the Institution.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### DISCIPLINE COMMITTEE

Objective: To attend the Students grievances and recommended suitable redressed measures & to ensure overall discipline

Function: This committee will

- Maintain Proper discipline in all the areas of college.
- Scrutinize, investigate & consider all complaints grievances of the students.
- Maintain a record of the Grievances redressed/reported/referred.
- Regulate & enforce discipline among the students of the college.
- Take appropriate action wherever necessary.
- To maintain the records and submit the same to the IQAC Committee.

### CULTURAL COMMITTEE

Objective: To create and ambience for expression and development

Function: This committee will

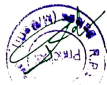
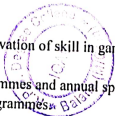
- Conduct annual cultural competition.
- Arrange for cultural presentation on various college occasions.
- Prepare the students for cultural competition outside the college.
- Select students who are represent the college in off-campus platforms.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### SPORTS COMMITTEE

Objective: To create scope for cultivation of skill in games & sports

Function: The committee will

- Arrange physical fitness programmes and annual sports meet.
- Arrange competitive sports programmes.



- Raise and administer funds for the above purpose.
- Prepare sports schedule for the year.
- Escort college sports achievers to sports meet outside the college.
- Arrange for regular use of multigym cum fitness centre.
- To organize Intra-mural sports and athletic competitions.
- To help in selecting College teams.
- To organize tournaments for staff members.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### **N.S.S. COMMITTEE**

Objective: To conduct socially relevant programmes.

Function: The Committee will

- Provide logistics and advisory support for execution of NSS Programmes.
- Prepare an annual calendar of NSS activities
- Co-ordinate activities of NSS students.
- Conduct periodic review meetings involving programme officers and students.
- Conduct various programmes for the realization of the committee objectives.
- To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.
- To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.
- To take care of campus beautification and gardening.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### **HOSTEL COMMITTEE**

Objective: To look after the hostel affairs

Function: This committee will

- Take decisions regarding hostel administration.
- Address problems regarding running of the mess of each hostel.
- Hostel staff discharge duty with responsibility.
- Recommend disciplinary measure in case of violation of rule by staff or students.

### **SC / ST CELL**

- To conduct activities for the betterment of students from SC /ST community.
- To create awareness of the schemes for the welfare of SC /ST community.
- To maintain data base of Staff and Students belonging to SC /ST community.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

### **SCHOLARSHIP COMMITTEE**

- To make the students aware of the various schemes / assistance / scholarships available for students.
- To scrutinize scholarship forms of the students and ensure to submit / process the same on time to the respective Dept.
- To maintain the records and submit the same to the IQAC Committee.



## ALUMNI COMMITTEE

- To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students.
- To encourage them to bring industries and companies for campus placements.
- To give an opportunity to the Alumni who are entrepreneurs to motivate the students.
- To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organizations and well placed Alumni.
- To conduct Alumni meet every year.
- To receive and attend to parents / guardians in the College.
- To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents.
- To hold at least Two General Body Meetings (August & November) to discuss issues regarding Students.
- To file and submit the records to the IQAC Committee.

## GRIEVANCE COMMITTEE (BOYS & GIRLS)

- To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
- To instruct the official/s concerned to attend to the grievances.
- To refer / report the matters to the Principal.
- To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
- To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

## WOMEN CELL

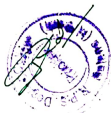
- To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
- To celebrate International Women's Day.
- To counsel and solve the personal and academic related problems of Women.
- To maintain the records of the activities conducted and submit the same to the IQAC Committee.

## ANTI RAGGING COMMITTEE

- To advise/counsel the senior students in the class rooms and hostels not to involve in ragging
- To prevent ragging at different places like bus stops, corridors, canteen, laboratories, hostels etc.
- To report/recommend actions on the students involved in ragging.
- To display the important factors of anti-ragging act including the punishments at different important places.

## PURCHASE COMMITTEE

- To collect the items required from various departments
- Ask about the quotations from different firms wherever applicable
- To submit the purchase order and finalize it




## SEXUAL HARRASEMENT COMMITTEE

- To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and implement a policy against sexual harassment of women.
- To uphold Women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.
- Sensitizing employees about sexual harassment issues.
- Provide fair and impartial procedures for resolution, settlement or prosecution of acts of sexual harassment by taking all necessary steps.

## INTERNAL COMPLIANT COMMITTEE

- Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.
- Promotes effective communication and collaboration among those responsible for compliance.
- Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.
- Encourages an open-dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance related processes. Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures.
- Makes recommendations to senior management as to any resources or actions required for Institute compliance.

  
(Dr. Davender Singh)  
Principal

Copy of the above is forwarded to followings:

1. Director, RPSGOI
2. Registrar, RPSGOI
3. Dean Academics
4. All Heads
5. All Committee Members

