

GURU TEG BAHADUR KHALSA COLLEGE OF EDUCATION, DASUYA

Staff Associated with various Councils/Committees/Cells/Clubs of the Institution

(2022-23)

(All committees would function with the Principal in Chair as Chairperson)

Committee	Members	Roles & Responsibilities	Frequency Meeting
Governing Body	<p>Chairman S. Jasbir Singh Randhawa</p> <p>Vice-Chairman S Ajmer Pal Singh Ghuman</p> <p>Manager S. Gurpreet Singh Cheema</p> <p>Deputy Manager S. Deep Gagan Singh Gill</p> <p>Secretary S. Bhupinder Singh Randhawa</p> <p>Joint Secretary S. Purshotam Singh Devidas</p> <p>Educational Advisor S. Upkar Singh Randhawa Dr. Varinder Kaur, Principal Dr. Surjit Kaur Bajwa, Principal Dr. Rupinder Kaur Randhawa</p>	<ul style="list-style-type: none"> • The council is accountable for formation of the vision, mission, and policies of the institution for the desirable growth and development of the institution. The council members time to time provides the right direction to the institution with their enormous and varied experience in the field of academic, administrative and research. • The council is jointly responsible for supervising the institutional activities, deciding its future purposes and developing an environment through which mission of the institution can be achieved. • Governing council has a responsibility to facilitate the institution to develops the objectives and core value of the institution derive from the mission for teaching, learning, and extension activities. The duty comprises and accepting the institutional strategic plan which should help to design the academic activities and core values of the institution and recognize the institutional financial and detailing teaching learning process is necessary to achieve the requisite 	Biannually

	<p>Trustee S. Balbir Singh Randhawa S. Mohan Singh</p> <p>Staff Ms. Sandeep Kaur Boski Mr. Inderpreet Singh</p>	<p>objectives and values.</p> <ul style="list-style-type: none"> It is the responsibility of the Governing Council to deploy the strategic plan developed by the council in the direction of the institution, which will provide the environment to achieve the mission and objectives of the institution. 	
<p>IQAC</p>	<p>Teachers Ms. Sandeep Kaur Boski Vice-Principal S. Inderpreet Singh Asst. Prof. Dr. Ranju Bala Asst. Prof. Ms. Seema Rani Asst. Prof. Mr. Pardeep Singh Sahota Asst. Prof. Mr. Manpreet Singh Asst. Prof. Mr. Raj Kumar Asst. Prof. Ms. Tajinder Kaur Asst. Prof.</p> <p>Management Member S. Jasbir Singh Randhawa Chairman</p> <p>Senior Administrative Officer Mr. Tek Chand</p> <p>Nominee from Local Society S. Jagdish Singh Soie</p>	<ul style="list-style-type: none"> Acquire quality measures to improve the academic and administrative growth and development of the institution. Promotion of innovative methods of teaching including ICT. Various activities designed for the quality enhancement internship programme including Micro-teaching, Macro teaching, preparation of teaching aids, extension lectures of experts. Continuously efforts for the student-council environment and help in implementing the code of conduct among students. Strengthen best-practices for higher standard of exceptional learning. Promotion of quality circles and the organization of workshops, seminars, and inter- and intra-institutional workshops on quality-related topics; IQAC have student members who help to disseminate polices of IQAC of the institution the student interns and vice help to the IQAC by projecting the point of view while taking any quality policy decision. Documentation of the various programs and activities that are improving quality; 	<p>Quarterly</p>

	<p>Student Rajwinder Kaur</p> <p>Alumni Member Ms. Sudesh Verma Asst. Prof.</p> <p>Employers Dr. Surjit Kaur Bajwa Principal</p> <p>Industrialists S. Gurpreet Singh Ghuman</p> <p>Stakeholders S. Harbans Singh Parents</p> <p>IQAC Co-ordinator Ms. Gagandeep Kaur</p>	<ul style="list-style-type: none"> • Coordinating quality-related activities, including the adoption and dissemination of best practices, as the Institution's nodal agency. • The institution's development of a culture of quality. • Preparing the Annual Quality Assurance Report (AQAR) in accordance with NAAC's guidelines and parameters for submission to NAAC. • Arrangements for students, parents, and other stakeholders to provide feedback on institutional processes related to quality; 	
<p>Academic Core Committee</p>	<p>Coordinator Dr. Ranju Bala Asst. Prof.</p> <p>Members Ms. Sandeep Kaur Boski Asst. Prof.</p> <p>S. Inderpreet Singh Asst. Prof.</p> <p>Ms. Gagandeep Kaur Asst. Prof.</p> <p>Mr. Pardeep Singh Sahota Asst. Prof.</p>	<ul style="list-style-type: none"> • Academic core committee is the top most academic body of the institution, which is accountable for planning, processing, implementing and maintain the quality of teaching examination extension activities and research work. • Review, prepare and approve academic calendar of the institution on the basis of Panjab University academic calendar, value added courses, reforms in examination, feedback and report submitted by IQAC. • Review all the activities of the institution i.e. academic and co-curricular. 	<p>Quarterly</p>

	<p>Dr. Surjit Kaur Bajwa Principal G.T.B. Khalsa Sen. Sec. Public School, Dasuya</p> <p>Mr. Rajesh Gupta Principal DAV Sen. Sec. School, Dasuya</p> <p>Alumni Member Ms. Sudesh Verma Asst. Prof.</p> <p>Student Members Students of Council or Nominated by IQAC</p>	<ul style="list-style-type: none"> • Asses the value added courses for students. • Review and encourage the faculty for faculty development programme. • Give promotion to creativity in teaching, internship programme, preparation of teaching aids for sustaining the quality of education and qualitative improvements initiatives (NAAC & NCTE). • Establish that academic process is befitting with the institutional mission and in accordance with the industrial (schools) prerequisites. • Benefits infuse a intellectual achievements in research in relation to student interns. • Give advice to the timetable committee for the preparation of timetable according to the requirement of committee. • File and maintain the records and to submit the same to the IQAC Committee. 	
<p>Examination Committee</p>	<p>Exam Coordinator Ms. Sandeep Kaur Boski Vice-Principal</p> <p>Members Ms. Seema Rani Asst. Prof.</p> <p>Ms. Bhawna Sharma Asst. Prof</p> <p>Mr. Tekchand Superintendent</p> <p>Ms. Minakshi Computer Operator</p>	<ul style="list-style-type: none"> • The exam coordinator is in charge of distributing hall tickets and marks sheets, preparing arrears lists, and submitting student applications for the exam based on the eligibility list. He collaborates with the institute's exam cell to ensure a smooth examination process. • The COE office announces the Panjab University, Chandigarh academic schedule as provided by the Controller of Examination. • This academic schedule adopted by examination cell of the institution and the 	<p>According to requirement</p>

process is as.

- Conducts the internal tests and final exams of the semester.

Internal Evaluations(Test and assessment) :

- Conducts and oversees internal examinations.
- Prepares the internal examination time table, performs invigilation duties, and plans the seating, among other things.
- In accordance with the university's schedule, monitors the evaluation of answer scripts and uploads marks and attendance data to the Anna University web portal.
- Redressel related to examination according to the grievances' of the students.
- Arrangements of remedial classes and enrichment classes.
- Conduction of special tests to fulfill the requirement of final examination.
- Organize the parents' teacher meeting about the awareness of result.
- Keeps track of the examination records, including information about attendance, invigilation responsibilities, supporting staff, and so on.

End-of-semester Examination:

- Conducts the theory and practical exams at the end of the semester.
- Selects the internal examiners to carry out the practical tests.
- Manages the scheduling of the university

		<p>exam, invigilation responsibilities, seating plans, and other responsibilities.</p> <ul style="list-style-type: none"> • File and maintain the records of the Commerce Association and submit the same to the IQAC. 	
<p>Youth Festival, Co-Curricular Activities Committee and Morning Assembly Committee</p>	<p>Coordinator Mr. Pardeep Singh Sahota Asst. Prof.</p> <p>Members Mr. Inderpreet Singh Asst. Prof.</p> <p>Ms. Manwinderjit Kaur Asst. Prof.</p> <p>Ms. Seema Rani Asst. Prof.</p> <p>Ms. Vishakha Sharma Asst. Prof.</p> <p>Mr. Tanveer Thaper Asst. Prof.</p> <p>All the house in-charges according to their turn (Morning Assembly Committee)</p>	<ul style="list-style-type: none"> • Organizes a variety of events, including important days, annual celebrations, and so on. • Encourage students to participate fully in the Youth Festival in order to maximize student and institution accomplishments. • Invite prominent individuals in their fields to participate in seminars, workshops, guest lectures, demonstrations, and stage performances on a variety of cultural and fine arts-related topics. • Set up informal events to introduce students to the academic world in the hopes that they will become more motivated, more aware of their social responsibilities, and more aware of the consequences of their actions. • To plan activities that teaches students about humanist values, equality, and justice. • Coordination and promotion of all extracurricular activities, including social, cultural, and artistic ones. • Conduction of numerous cultural and fine-arts competitions within the institution under the Red Ribbon Club's auspices. • Encouraging and facilitating students to participate in other colleges' extracurricular competitions. 	<p>Triannually</p>

		<ul style="list-style-type: none"> • On each Tuesday/Saturday toward the beginning of day House wise Morning Assembly committee organizes morning assembly in the Seminar hall/ Lawn of the institution, where students present college shabad, other than this most recent news, a few lovely considerations and talks on different cultural and most recent issues, significant days national and international are likewise conveyed to elevate the information of the student interns. • Photographs, news, and activity reports should be kept of all activities and uploaded to the institution's website and Face-book page by their respective coordinators. • File and maintain the records of the Commerce Association and submit the same to the IQAC Committee. 	
School Internship and Placement Cell	Coordinator/s Mr. Inderpreet Singh Asst. Prof. Mr. Raj Kumar Asst. Prof. Members Ms. Gagandeep Kaur Asst. Prof. Mr. Pardeep Singh Sahota Asst. Prof.	<ul style="list-style-type: none"> • Preparing students for the industries' recruitment process during school internship. • To inspire students to improve their teaching skills, knowledge as well as their soft skills in goal-setting and career planning. • To encourage students to pursue higher education and to help them prepare for competitive exams like PSTET, CTET, UGC. • Aiming to place as many students as possible through Campus and Schools-Campus Interviews with Leading Institution of the local area. 	Triannually

<p>Educational visits /Tour Committee</p>	<p>Coordinator Mr. Inderpreet Singh Asst. Prof.</p> <p>Members Mr. Pardeep Singh Sahota Asst. Prof</p> <p>Mr. Tanvir Thapar Asst. Prof</p> <p>Ms. Navjot Kaur Asst. Prof.</p> <p>Ms. Sandeep Kaur Librarian</p>	<ul style="list-style-type: none"> • The Trips Committee's role is to help the teachers who plan educational trips and tours for the institution's students. • In supporting the educational trips/tours coordinators, the Trips/Tour Committee should: <ul style="list-style-type: none"> a) ensure that, in accordance with the curriculum of Panjab University, Chandigarh, all fourth-semester students are required to participate in one-day educational trips; b) The institution can organize subject wise trip/tour. For this purpose: <ul style="list-style-type: none"> ➤ ensure that the criteria and number of students set by the teacher-in-charge and approved by the Principal reflect the diversity of the institution and that the selection of students by the teacher-in-charge is needs-blind, as well as that the students participating in the trip represent a reasonable distribution of genders, regions, ages (if applicable), and other characteristics; ➤ make certain that all of the financial needs of students are met; • Educational trips and tours require written permission from parents or guardians. • Students should not receive direct communication from the Trips Committee regarding trips under its control. The teacher in charge should be in-charge of all trip-related communications with students, with the 	<p>Biannually</p>
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		<p>exception of extreme or emergency situations, in which case the Principal should be in-charge.</p> <ul style="list-style-type: none"> • The Trips Committee's meeting schedule may change depending on the circumstances, particularly in the lead-up to a trip's departure. • Maintain and submit the records of the Educational Trips and Study Visits that were made to the IQAC Committee. 	
<p>Research and Extension Committee</p>	<p>Coordinator Dr. Ranju Bala</p> <p>Members Ms. Gagandeep Kaur Asst. Prof.</p> <p>Mr. Manpreet Singh Asst. Prof.</p> <p>Ms. Tajinder Kaur Asst. Prof.</p> <p>Ms. Vishakha Asst. Prof.</p>	<ul style="list-style-type: none"> • Plan research activities for the faculty and students. • Arrange research orientation lectures for faculty and students. • Help the Divisions in sorting out research courses. • Provide the platform to the faculty to participate in the orientation, refresher courses, seminar etc. • To suggest steps for utilizing resources of institution for extension services in an efficient manner. • To carry out year-round activities in the areas of extension and institutional social responsibility. • To improve the institution's research climate. to establish the necessary connection with the community in order to encourage social change by providing educational programs that are relevant and based on the needs of the community and may ultimately help people 	<p>Biannually</p>

		<p>become self-sufficient.</p> <ul style="list-style-type: none"> To expose the problems and realities to both the faculty and the students at the same time by presenting field experiences. To keep track of the activities those were done and give those records to the IQAC Committee. 	
<p>Annual Report, Prospectus, College Magazine, Wall Magazine & Notice Board cell</p>	<p>Coordinators Ms.Sandeep Kaur Boski Asst. Prof. (Magazine)</p> <p>Ms.Gagandeep Kaur Asst. Prof. (Magazine)</p> <p>Mr. Manpreet Singh Asst. Prof. (Annual Report)</p> <p>Ms.Tajinder Kaur Asst. Prof. (Prospectus)</p>	<ul style="list-style-type: none"> Obtain funding form management the annual report, prospectus, magazine, and bulletin boards' publication. Receive the reports/updated details from the institution/articles/ articles for the notice boards from the students and staff. Make sure that no articles or reports with objectionable content are published. Student sectional editors should be appointed. Organize to have photos of staff and students expected for the magazine on College Day and on the farewell day. Print the annual report and magazine by the end of May, inaugurate in July and distribute the same to students, staff and other stakeholders. The prospectus is prepared prior to the admissions process, which begins in July. 	<p>Biannually</p>
<p>Alumni Association</p>	<p>Coordinator Ms. Sandeep Kaur Boski Vice-Principal</p> <p>Members Mr. Pardeep Singh Sahota</p>	<ul style="list-style-type: none"> Through the designated students, institution oversees the coordination and contact activities with alumni. Gives an open door to every one of the graduated class to rejoin consistently. 	<p>Biannually</p>

	<p>Asst. Prof.</p> <p>Mr. Manpreet Singh Asst. Prof.</p> <p>Ms. Vishakha Asst. Prof.</p> <p>Mr. Tanvir Thaper Asst. Prof.</p>	<ul style="list-style-type: none"> • Gives amazing chances to share their experience, information and inventive thoughts through graduated class lecture series. • Provides assistance to students in the areas of internships and training career counseling, job opportunities and Educational visits. 	
Grievance Redressal Cell	<p>Coordinator Ms. Sandeep Kaur Boski Vice-Principal</p> <p>Members Dr. Ranju Bala Asst. Prof.</p> <p>Mr. Manpreet Singh Asst. Prof.</p> <p>Ms. Navjot Kaur Asst. Prof.</p> <p>Ms. Sandeep Kaur Librarian.</p> <p>Mr. Tek Chand Offc. Supdt.</p> <p>Ms. Minakshi Computer Operator</p>	<ul style="list-style-type: none"> • Focuses on real issues and complaints from students and help in implementing the code of conduct among students. • Allows students to voice their grievance without fear. • On campus, there are suggestion box, and the grievance cell in charge keep records of complaints. • In consultation with the authorities, the necessary actions are taken in response to the complaints. • The students' suggestions and complaints are being immediately presented to the authorities for the necessary corrective actions. • Students are reassured by the college that any complaints will be treated confidentially. • Delegates faculty members in locating areas of disagreement among students and promoting the power of cooperation and unity. 	Quarterly
Women Empowerment Cell / Anti-Sexual Harassment committee	<p>Coordinator Dr. Ranju Bala Asst. Prof.</p> <p>Members Ms. Sandeep Kaur Boski</p>	<ul style="list-style-type: none"> • Addressing issues pertaining to the wellbeing of female faculty and students. • Inviting experts and doctors to discuss issues pertaining to women. 	Annually

	<p>Asst. Prof</p> <p>Ms. Navjot Kaur Asst. Prof.</p> <p>Ms. Sandeep Kaur Librarian</p> <p>Ms. Minakshi Computer Operator</p>	<ul style="list-style-type: none"> • Providing students with a variety of women's enrichment programs. • Exhibit the talent of female students. • Keeping sexual harassment at bay. 	
Admission Committee	<p>Coordinator Ms. Sandeep Kaur Boski</p> <p>Members Mr. Inderpreet Singh Asst. Prof.</p> <p>Mr. Pardeep Singh Sahota Asst. Prof.</p> <p>Mr. Tek Chand Offc. Supdt.</p>	<ul style="list-style-type: none"> • Draft an annual plan with the active participation of the Academic Core Committee of activities for the year using materials and proposals from committees and faculty for inclusion in the Prospectus. • Create the year's activities in the Annual Plan and include it in the Prospectus. • Complete the year's College Prospectus and Admission Form. • During the year's admissions process, assist students (help desk) and interact with parents. • After the college has reopened for the year, give the students the right College Identity and library Cards. • Keep track of the admissions and Annual Plan records. • The enrollment records should be given to the IQAC Committee. 	Annually
Anti Ragging Committee	<p>Coordinator Ms. Sandeep Kaur Boski Asst. Prof.</p> <p>Members Mr. Pardeep Singh Sahota Asst. Prof.</p>	<ul style="list-style-type: none"> • Student members of the anti-ragging committee help the institution put strict anti-ragging measures into place so that the campus is free of ragging. • Representatives of faculty Non-teaching staff, representatives of parents, representatives of 	Annually

	<p>SHO Dasuya Sub-Inspector Dasuya</p> <p>Mr. Sanjeev Dabar (Journalist)</p> <p>Squad : Ms. Tajinder Kaur Asst. Prof.</p> <p>Ms. Navjot Kaur Asst. Prof.</p> <p>Mr. Tekchand Superintendent</p>	<p>students in the fresher's category as well as senior students, representatives of civil and police administration, representatives of local media, representatives of non-governmental organizations involved in youth activities, and members of the Anti-ragging Committee must be nominated and led by the Head of the Institution. They must also have a diverse mix of membership in terms of level and gender. The hostels, food court, parking lots, various buildings, play areas, buses, and other locations where students gather and meet are monitored by faculty members.</p> <ul style="list-style-type: none"> • Educates students about the seriousness of punishments and the likely repercussions based on government procedures. • Help in implementing the code of conduct among students. • Disseminate anti-ragging information on circulars, flexes, posters, and displaying boards throughout the college and its surroundings. 	
<p>AISHE / AQAR/PAAR (NCTE) Committee</p>	<p>Coordinators Ms. Sandeep Kaur Boski Vice-Principal</p> <p>Ms. Gagandeep Kaur Asst. Prof.</p> <p>Members Mr. Tekchand Superintendent</p> <p>Ms. Minakshi Computer Operator</p>	<ul style="list-style-type: none"> • Keep check on timely announcement by AISHE/ AQAR/PAAR (NCTE). • Prepare the framework for the submission of the institutional data on time. • Fulfill the objective of data submission before last time • Timely information to all the committees for their necessary arrangements. • All the records submit to the IQAC. 	<p>Annually</p>

<p>Academic and Administrative Audit Committee</p>	<p>Coordinators Ms. Sandeep Kaur Vice-Principal (NAAC Coordinator)</p> <p>Ms. Gagandeep Kaur (IQAC Coordinator)</p> <p>Dr. Ranju Bala Asst. Prof. (Academic Core Committee Coordinator)</p> <p>Criteria Coordinators</p> <p># Representative of Management</p>	<ul style="list-style-type: none"> • Development and implementation of quality parameters and benchmarks for the institution's various academic and administrative activities. • Keep in mind that an academic audit is carried out each semester to assess progress. • Assisting in the development of a learner-centered environment that is conducive to high-quality education and the maturation of faculty members so that they can adopt the necessary technology and knowledge for the participatory teaching and learning process. • Dissemination of information regarding various higher education quality parameters, as well collect the data from all the criteria in-charges and committees to assess the quality development in the academics and administration for the year. • Make certain that the syllabus is finished on time and that the question papers are prepared appropriately. • Take a look at the library services. • Make certain that the Non-Teaching Staff adheres to the arrival and departure schedules. • Ensure that the Teaching and Non-Teaching Staff immediately regularize any unused leave. • Assess whether the Head - Agent keeps up with records relating to timings, leaves, administration books, prospectus, enlistment, assessment and different issues connected with the Organization. 	<p>Annually</p>
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		<ul style="list-style-type: none"> • Make sure that every member of staff-teaching and non-teaching keeps their record updated.. • Examine whether records are kept and a financial audit is conducted annually. • After the completion of the Academic and Administrative Audit report submit to the IQAC with complete records of the audit. 	
Time Table Committee	<p>Coordinator Ms.Sandeep Kaur Boski Vice-Principal</p> <p>Members Ms. Gagandeep Kaur Asst. Prof.</p> <p>Ms. Bhawna Sharma Asst. Prof.</p>	<ul style="list-style-type: none"> • To set up the time table as per the academic calendar for every one of the classes. • Keeps up with the Class Schedule in common template. • In consultation with the Academic Core Committee, prepares the timetable plan prior to each semester. • Schedules the arrangement of the seminar hall, laboratory, and classrooms in accordance with availability. 	According to requirement
Green Initiative Committee (Eco Club)	<p>Coordinator Ms. Tajinder Kaur Asst Prof.</p> <p>Members Mr. Raj Kumar Asst Prof.</p> <p>Mr. Tanvir Thaper Asst Prof.</p>	<ul style="list-style-type: none"> • Start with intensive advocacy programs to turn the campus into a "no plastics zone." • To make people more aware of the need for environment management, hold competitions. • Teach the grounds partners on the need to keep their current circumstance perfect, green and sterile. • Educate students about the re-use of waste material and the predation of products out of waste by organizing tree plantation programs and awareness programs like quizzes, essay competitions, and so on about various environmental issues. 	According to requirement

		<ul style="list-style-type: none"> • Educate students to raise awareness among public and sanitary workers to prevent the indiscriminate burning of waste that leads to respiratory diseases. Inspire students to adopt habits and lifestyles that minimize waste generation, separate waste at the source, and move waste to the nearest storage location. • To promote love for the biodiversity in the area and raise awareness of the need to protect the environment. • To implement a three-R (Reduce, Reuse, and Recycle) campus policy. • On the college campus, to plant fruit, shade, rare, and medicinal/herbal plants. • To help and carry out 'Swachh Baharat Abhiyan' for solid India. • To adorn the seating areas of parks, buildings, and paths with a variety of flowers, tall trees, and soft grass. • Striving for a clean campus cleaning is essential for safety and health. • A clean college setting sets an excellent example for students. 	
Infrastructure Committee	Coordinator Mr. Raj Kumar Asst Prof Members Ms. Manwinderjit Kaur Asst. Prof. Ms. Seema Rani Asst. Prof.	<ul style="list-style-type: none"> • To ensure proper upkeep of the campus's physical assets and facilities. • Regular maintenance to keep things safe. • Plans for equipment replacement or repairs over the long term. • Examine the state of the infrastructure and other facilities on a regular basis. 	Annually

	<p>Mr. Tekchand Superintendent (Bursar)</p>	<ul style="list-style-type: none"> • Create a strategy for responding appropriately and quickly to maintenance issues. • Coordinate maintenance work with staff members responsible. • To check on the building, ground, utilities, and other campus infrastructure on a regular basis to make sure they are adequate. • To prepare the record of the entire infrastructure available in the campus in detail. • To inform authorities of any irregularities in the conditions of the facilities and infrastructure. • Maintain order and cleanliness throughout the campus. 	
<p>Decoration & Campus Beautification Committee</p>	<p>Coordinator Ms. Vishakha Sharma Asst. Prof.</p> <p>Members Ms. Gagandeep Kaur Asst. Prof.</p> <p>Mr. Pardeep Singh Sahota Asst. Prof.</p> <p>5-7 Students of both the semesters.</p>	<ul style="list-style-type: none"> • Detailing each student, building a one-on-one relationship with them. • Encouraging students to use their creative skills. • Recognizing and analyzing works of art from various cultures and traditions. • Recognizing and communicating students' own ideas, values, and beliefs through the visual arts. • Cultivating an attitude of learning and appreciation for art. • Encouraging self-expression. • Beautifying and decorating the campus building, Notice Board, Principal Chamber, Seminar Hall, and Literary house boards both inside and outside the classroom 	<p>Annually</p>

		<ul style="list-style-type: none"> • Preparation of educational aids for display and exhibitions in consultation with various pedagogy teachers and students. • Prepare students for the creation of content for various cultural activities and programs at the institution, other institutions, and university level competitions. • Exceptional Craftsmanship Tasks and Show. • Banners, decorations, etc. for all purposes of the institution. • Promote cleanliness and neatness inside the institution. 	
College News, Face book Page Updating, Photographs and Records	Coordinator /s Mr. Inderpreet Singh (News) Asst. Prof. Mr. Manpreet Singh (Website) Asst. Prof. Mr. Pardeep Singh Sahota (Face Book) Asst. Prof. Ms. Vishakha Sharma (Photograph) Asst. Prof.	<ul style="list-style-type: none"> • The activity in-charge/Placement Officer /Student members/In-charges related to admissions and recruitment of staff) present the drafted copy and photos of the event of importance which should reach the stake holders to the News coordinator of the committee. • News Coordinator checks the draft, informs the Principal. • Principal forwards the finalized draft to the News Coordinator. • News Coordinator will send this for Media publication. • The clips of published item in newspapers will be presented by Activity in-charge, Library Department (Maintain News Coverage hard copies) to News Coordinator to Principal for 	Annually

		<p>filing. Media Coordinator will inform the Website Coordinator and Face Book Coordinator and pass on the same to post in website and Face Book page of the institution.</p> <ul style="list-style-type: none"> • The Website and Face Book Coordinator will post the event photo and information and newspaper clip in the website upon approval by Activity In-charge and Principal, Website Coordinator will periodically update the site accordingly. • Decoration and Campus Beautification Committee can arrange to display the newspaper clip in classrooms and corridors notice boards/college notice board in administrative block, the authorized copy sent by principal. • Pictures Records in form of Album maintain by Photograph Coordinator. 	
Canteen & Refreshment Committee	<p>Coordinator Ms. Seema Rani Asst. Prof.</p> <p>Members Ms. Gurpreet Kaur Asst. Prof.</p> <p>Ms. Bhawna Asst. Prof.</p>	<ul style="list-style-type: none"> • To see that the Flask administrations to understudies/staff are great. • To set prices for the items served in the canteen and to keep the canteen clean. 	Biannually
Discipline Maintenance Committee	<p>Coordinator Dr. Ranju Bala Asst. Prof.</p> <p>Members Ms. Gagandeep Kaur Asst. Prof.</p>	<ul style="list-style-type: none"> • Guarantee a disciplined atmosphere throughout the College and help in implementing the code of conduct among students. • Take prompt action against students who make mistakes. 	Annually

	<p>Mr. Pardeep Singh Sahota Asst. Prof.</p> <p>Ms. Navjot Kaur Asst. Prof.</p>	<ul style="list-style-type: none"> • Educate college students about the negative effects of ragging and how to stop it on campus by holding talks, programs, and other events. • To keep track of the cases that was investigated and sends those records to the IQAC Committee. 	
<p>Library Committee/ NPTEL- Swayam Chapter</p>	<p>Convener Dr. Ranju Bala Asst. Prof.</p> <p>Ms. Gagandeep Kaur Asst. Prof.</p> <p>Member Ms. Rajkumar Asst. Prof.</p> <p>Librarian Ms. Sandeep Kaur</p> <p>NPTEL- Swayam Coordinators Ms. Bhawna Asst. Prof.</p> <p>Ms. Minakshi Computer Operator</p>	<ul style="list-style-type: none"> • Library has in excess of five thousand a great many specialized records comprising of reading material, CD ROMS etc.. • N-List also available for open and free access of learning material. • Organizes and records news about various institutional activities and keeps up with the most recent information. • Create guidelines for a well-organized library, establish guidelines for annual reports, ensure the safety of library assets, select relevant books, periodicals, and other informational records, and maintain the book bank. • Additionally, the library committee ensures that nothing is insufficient, up to par, or uncomfortable without wasting resources or space. • The library committee should try to come up with rules for the library that are adaptable to the needs of the students. 	Annually
<p>Student Council Committee</p>	<p>Coordinator Ms. Sandeep Kaur Vice-Principal</p> <p>Members</p>	<ul style="list-style-type: none"> • Organize student council elections (President, Vice-President, Secretary, CRs,). • Raise funds and coordinate different Intra- 	Biannually

	<p>Dr. Ranju Bala Asst. Prof.</p> <p>Ms. Gagandeep Kaur Asst. Prof.</p> <p>Ms. Vishakha Sharma Asst. Prof</p> <p>Ms. Navjot Kaur Asst. Prof.</p> <p>Mr. Tanvir Thaper Asst. Prof.</p>	<p>college competitions contests like essay, quiz, elocution, debate, patriotic singing, Youth Festival and Annual Prize Distribution Day etc.</p> <ul style="list-style-type: none"> • Make arrangements to photograph (Geo-tag) college events and keep photo albums. • Organize personality development programs, prepare college teams for inter-college and institutional cultural and literary events, and so on. • Give awareness about the code of conduct among students. • Make arrangements for a welcome and farewell function for the entering & departing students, as well as for photographs of GTB students with staff members. • Keep track of the activities that were done and give those records to the IQAC Committee. 	
<p>First Aid, Health Monitoring, Red Ribbon, Counseling Club</p>	<p>Coordinator Ms. Manwinderjit Kaur Asst. Prof</p> <p>Members Ms. Seema Rani Asst. Prof.</p> <p>Mr. Pardeep Singh Sahota Asst. Prof</p> <p>Ms. Gurpreet Kaur Asst. Prof</p> <p>Mr. Sikander Singh Asst. Prof</p>	<ul style="list-style-type: none"> • Check out the First Aid Room, necessary amenities in case of an emergency. • Create health and first aid-related programs for staff and students. • Participate in Red Ribbon Club activities. • Coordinate People group Government assistance programs. e.g., to get them involved in yoga camps and other activities. • Celebrate International Yoga Day and organize programs to raise awareness about yoga's significance. • Assist students in overcoming personal and 	<p>Triannually</p>

		<p>emotional challenges, cultivating study habits, and fostering interpersonal relationships.</p> <ul style="list-style-type: none"> • Plan activities that teach students about values, civic responsibilities, and the overall development of their personalities. • Keep track of the activities that were done and send the records to the IQAC Committee. 	
Literary Club	<p>Coordinator Mr. Pardeep Singh Sahota Asst. Prof</p> <p>Members Mr. Inderpreet Singh Asst. Prof.</p> <p>Ms. Tajinder Kaur Asst. Prof</p>	<ul style="list-style-type: none"> • Make arrangements for guest speakers, and ideally after the scheduled teaching hours. • Encourage students to write articles for the College Magazine and wall magazine. • Display noteworthy newspaper, magazine, and journal articles and cuttings on a poster board. • Make arrangements for the students' personality development programs. • Celebrate literary days in Punjabi, Hindi, English and other languages. • Hold Inter-College Literary competitions and stress on maximum participation in Youth Festival competition. • Keep track of the activities that were done and send the records to the IQAC Committee. 	Annually
Science and Mathematics Club	<p>Coordinator Ms. Sandeep Kaur Boski Vice-Principal</p> <p>Members Dr. Ranju Bala Asst. Prof.</p> <p>Ms. Manwiderjit Kaur Asst. Prof.</p>	<ul style="list-style-type: none"> • Make arrangements for guest speakers, and ideally after the scheduled teaching hours. • Encourage students to write articles for the College Magazine and wall papers. • Set up science exhibits. • On a notice-board, place copies of cuttings or photographs of significant scientific accomplishments reported in magazines or 	Annually

		<p>journals.</p> <ul style="list-style-type: none"> • Plan out visits to the right places. • Distribute a bulletin with information about the activities that were completed, student articles, and so on. • Set up a science student personality development program. • Plan events like training camps and awareness campaigns, among other things. in concert with the other committees. • Keep track of the events that took place and give those records to the IQAC Committee. 	
Social Sciences Club	<p>Coordinator Mr. Manpreet Singh Asst. Prof.</p> <p>Members Ms. Gagandeep Kaur Asst. Prof.</p> <p>Ms. Seema Rani Asst. Prof.</p> <p>Mr. Rajkumar Asst. Prof.</p>	<ul style="list-style-type: none"> • Arrange talks by experts, wall papers displays, Seminars, etc. • Organise student trips to Industrial Units. • Organise personality development programme/s for Social-Science students. • Ascertain proper maintenance of College • Committees' Accounts and suggest measures to improve maintenance of College Accounts. • File and maintain the records of the Commerce Association and submit the same to the IQAC Committee. 	Annually

(Dr. Varinder Kaur)
Principal