

Swami Vivekanand College of Education-Tarkwari

Committees for the Session: 2024-2025



The following are the conveners and members of the various committees constituted for the Session: 2024-2025

- All the committees shall be headed by Dr. Kuldeep Singh, Principal
- Management Secretary shall be Dr. Kuldeep Singh for all the Management- Staff Meetings.
- All the office orders and circulars shall be issued by the Principal only. The academic activities, official documents etc. shall be looked after jointly by the Principal & Superintendent.

01. Internal Quality Assurance Cell (IQAC)

Convener:	Sh. Pradeep Kumar	To work on different NAAC Criterias
Member(s)	Sh. Satish Kumar, Mrs. Amita Rani, Mrs. Priyanka Thakur, Mrs. Sonia Sharma, Mrs. Urmila Devi, Sh. Sunil Dutt, Sh. B.R. Sharma, Sh. Anil Sharma, Ankit, Abhishek Kumar (B.Ed. trainee), Isha (D.El.Ed. trainee)	

02. Academic/ House Examination Committee

Convener:	Dr. Vikram Singh	To prepare academic calendar and to get progress report from the staff of the course they are taking in both the programmes and to conduct house examinations
Co-Convener	Sh. Santosh Kumar	
Member(s)	Mrs. Urmila Devi, Sh. Sunil Dutt, Guru Trisha Singh, Mrs. Priyanka Thakur	

03. Seminar & Guest Lecture Committee

Convener:	Sh. Rajesh Kumar	To invite scholars from diverse field in order to provide vivid exposure and experience to trainees
Co-Convener	Mrs. Amita Rani,	
Member(s)	Mrs. Shalini Sharma	

04. Research Project, Research Journal (SVNJER)

Convener:	Mrs. Amita Rani	To work on major and minor projects in social sciences and to seek papers from scholars and academicians for SVNJER.
Co-Convener	Sh. Pardeep Kumar	
Member(s)	Sh. Rajesh Kumar, Mrs. Sonia Sharma	

05. College Prospectus & College Magazine

Convener:	Dr. Ravinder Singh	To work on updation of college prospectus and college magazine
Co-Convener	Sh. Pradeep Kumar	
Member(s)	Ms Arshdeep, Sh.Satish Kumar, Mrs. Sonia Sharma, Sh. Sunil Dutt	

06. Cultural Committee

Convener:	Mrs. Priyanka Thakur	To arrange cultural activities for all types of functions.
Co-Convener	Mrs. Sonia Sharma	
Member(s)	Mrs. Urmila Devi, Mrs. Shalu Kumari, Mrs. Shalini Sharma	

07. Educational Tour, Health Hygiene, Art of Living & Anemia Committee

Convener:	Mrs. Monika Chaudhary	To arrange Tours, Camps, Activities related to Health.
Co-Convener	Sh. Satish Kumar	
Member(s)	Sh. Arun Kumar, Sh. Santosh Kumar, Mrs. Urmila Devi, Mrs. Achla Sharma	

08. Grievances Redressal, Women Empowerment, Sexual Harassment at Workplace and Anti ragging Committee

Convener:	Dr. Meenu	To redress the complaints of the students and to send the report to the concerned authorities, if any
Co-Convener	Mrs. Sonia Sharma	
Member(s)	Mrs. Amita Rani, Sh. Rajesh Kumar, Sh. Arun Kumar	

09. Purchase of office material, Library, Labs Material Committee

Convener:	Sh. Sanjeev Kumar	To purchase office material, Library furniture or other consumable material for office
Co-Convener	Sh. Satish Kumar	
Member(s)	Mrs. Sonia Sharma, Mrs. Shalini Sharma, Sh. Swaroop Kapil	

10. Sports, Discipline & Disaster Management Committee

Convener:	Sh. Arun Kumar	To organize sports activities, Responsible to maintain discipline in the college & to manage and Prepare Plan for DM
Co-Convener	Dr. Guru Trisha Singh	
Member(s)	Sh. Rajesh Kumar, Sh. Pradeep Kumar, Mrs. Amita Rani, Sh. Satish Kumar, Sh. Santosh Kumar	

11. Library -cum -Furniture Stock verification Committee

Convener:	Sh. Satish Kumar	To purchase new books, Subscription of Journal for College library & to verify the stock of the college.
Co-Convener	Ms. Achla Sharma	
Member(s)	Sh. Sunil Dutt, Sh. Arun Kumar, Sh. Chandar Naveen	

12. Refreshment, Mess & Functions Committee

Convener:	Mrs. Shalini Sharma	To arrange tea, snacks, Lunch, Dinner, Stay of teams, officials and academicians etc
Co-Convener	Sh. Arun Kumar	
Member(s)	Mrs. Priyanka Thakur, Sh., Sh. Swaroop Kapil, Sh. Prem Dutt, Sh. Surjeet Kumar	

13. Guidance and Career Counseling, Placement, Alumni Committee

Convener:	Mrs. Amita Rani	To Meetings of Career Counseling and Placements
Co-Convener	Mrs. Shalu Kumari	
Member(s)	Sh. Satish Kumar, Mrs. Seema Devi	

14. Reception, Seating Arrangements & Decoration Committee

Convener:	Mrs. Priyanka Thakur	To make decoration and seating arrangement in various activities and functions
Co-Convener	Dr. Vikram Singh	
Member(s)	Sh. Arun Kumar, Mrs. Shalini Sharma, Sh. Sunil Dutt	

15. Campus Beautification cum Eco Club Committee

Convener:	Sh. Arun Kumar	To Maintain and Beautify the campus.
Co--Convener	Mrs. Shalini Sharma	
Member(s)	Sh. Swaroop Kapil Sh. Surjeet Kumar, Mrs. Meena Kumari, Sh. Prem Dutt	

16. Committee for SC/ST

Convener:	Sh. Satish Kumar	To aware about their constitutional rights and to prevent caste based harassment
Co--Convener	Sh. Santosh Kumar	
Member(s)	Sh. Rajesh Kumar, Dr. Guru Trisha Singh	

18. Minority Cell

Convener:	Mrs. Sonia Sharma	To aware about their constitutional rights and to prevent caste based harassment
Co--Convener	Mrs. Priyanka Thakur	
Member(s)	Ms. Achla Sharma, Mrs. Monika Choudhary, Mrs. Arshdeep	

19. OBC Cell

Convener:	Dr. Satish Kumaar	To aware about their constitutional rights and to prevent any sort of discrimination pertaining to their respective caste and creed
Co--Convener	Sh. Pradeep Kumar	
Member(s)	Sh. Sunil Dutt, Mrs. Urmila Devi, Sh. Santosh Kumar	

19. Time Table

Convener:	Mrs. Sonia	To prepare college time table for B.ed. /D.El.Ed. Classwise and teacher wise.
Co--Convener	Sh. Pradeep Kumar	
Member(s)	Sh. Satish Kumar, Mrs. Urmila Devi,	

20. Media & Press

Convener:	Mrs. Sonia	To prepare the news and send to different newspapers. And keep the record of different activities such as photos and videos.
Co--Convener	Sh. Chandar Naveen	
Member(s)	Mrs. Urmila Devi, Sh. Santosh Kumar	

Approved by the Management

Principal

