



## **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**

- A. All the committees shall be headed by Dr. R.K. Mishra, Principal
- B. Management Secretary shall be Dr. R.K. Mishra for all the Management- Staff Meetings.
- C. 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)**

<b>Convener: Sh. Pradeep Kumar</b>		To work on different NAAC Criteria's
<b>Member(s)</b>	Sh. Rajesh Kumar, Mrs. Priyanka Thakur, Mrs. Urmila Devi, Mrs. Amita Rani, Sh. B.R. Sharma, Sh. Anil Sharma, Mr. Vikas Bharti, Mr. Surender Kumar	

#### **02. Academic/ House Examination Committee**

<b>Convener:</b>	<b>Dr. Vikram Singh</b>	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
<b>Co-Convener</b>	<b>Sh. Santosh Kumar</b>	
<b>Member(s)</b>	Mrs. Urmila Devi, Sh. Sunil Dutt, Guru Trisha Singh, Mrs. Priyanka Thakur	

#### **03. Research and Development Cell-Seminar & Guest Lecture National and International Conference, Research Project, Research Journal Committee**

<b>Convener:</b>	<b>Sh. Rajesh Kumar</b>	To invite scholars from diverse field in order to provide vivid exposure and experience to trainees
<b>Co-Convener</b>	<b>Mrs. Amita Rani</b>	
<b>Member(s)</b>	Dr. Ravinder Singh, Dr. Anjali & Dr. Satish Kumar	



#### 04. College Prospectus & College Magazine

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

#### 05. Cultural Committee

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

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

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

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

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

#### 08. Purchase of office material, Library, Labs Material Committee

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



### 09. Sports, Discipline & Disaster Management Committee

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

### 10. Library -cum -Furniture Stock verification Committee

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

### 11. Refreshment, Mess & Functions Committee

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

### 12. Guidance and Career Counseling, Placement, Alumni Committee

<b>Convener:</b>	<b>Mrs. Amita Rani</b>	To Meetings of Career Counseling and Placements
<b>Co-Convener</b>	<b>Mrs. Rajesh Kumar</b>	
<b>Member(s)</b>	Sh. Satish Kumar, Mrs. Shalini, Urmila Devi, Mrs. Seema Devi	

### 13. Reception, Seating Arrangements & Decoration Committee

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

### 14. Campus Beautification cum Eco Club Committee

<b>Convener:</b>	<b>Sh. Arun Kumar</b>	To Maintain and Beautify the campus.
<b>Co--Convener</b>	<b>Mrs. Shalini Sharma</b>	
<b>Member(s)</b>	Sh. Jitender Kumar, Sh. Surjeet Kumar, Mrs. Meena Kumari, Sh. Prem Dutt	



## 15. Committee for SC/ST

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

## 16. Minority Cell

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

## 17. OBC Cell

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

## 18. Time Table

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

## 19. Media & Press

<b>Convener:</b>	<b>Mrs. Sonia</b>	To aware about their constitutional rights and to prevent any sort of discrimination pertaining to their respective caste and creed
<b>Co--Convener</b>	<b>Mrs. Priyanka Thakur</b>	
<b>Member(s)</b>	Sh. Sunil Dutt, Sh. Chander Naveen Sh. Jitender Kumar,	



## 20. Women Cell Committee

<b>Convener:</b>	<b>Mrs. Priyanka Thakur</b>	To aware about their constitutional rights and to prevent any sort of discrimination pertaining to their respective caste and creed
<b>Co--Convener</b>	<b>Mrs. Sonia</b>	
<b>Member(s)</b>	Mrs. Urmila Devi , Mrs. Shalini Sharma	

