



Swami Vivekanand College of Education-Tarkwari

Committees for the Session: 2025-2026

The following are the conveners and members of the various committees constituted for the Session: 2025-2026

- 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)

Convener: Sh. Pradeep Kumar		To work on different NAAC Criteria's
Member(s)	Sh. Rajesh Kumar, Dr. Guru Trisha Singh, Mrs. Urmila Devi, Mrs. Amita Rani, Mrs. Shweta Sharma, Sh. B.R. Sharma, Sh. Anil Sharma, Mr. Vikas Bharti, Miss Jagriti	

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, Dr. Satish Kumar	

03. Research and Development Cell-Seminar & Guest Lecture National and International Conference, Research Project, Research Journal Committee, Best Practices (Value Added Course)

Convener:	Dr. Anjali	To invite scholars from diverse field in order to provide vivid exposure and experience to trainees
Co--Convener	Mrs. Amita Rani	
Member(s)	Sh. Rajesh Kumar, Dr. Ravinder Singh, Mrs. Urmila Devi, Sh. Chandar Naveen	

04. College Prospectus & College Magazine

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

05. Cultural Committee

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

06. Educational Tour

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

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

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

08. 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. Shalini Sharma, Sh. Jitender Kumar	

09. 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. Mrs. Amita Rani, Sh. Satish Kumar, Sh. Santosh Kumar, Mrs. Komal	

10. 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, Mrs Komal	

11. 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)	Sh. Sunil Dutt, Sh. Jitender Kumar, Sh. Prem Dutt, Sh. Surjeet Kumar	

12. Guidance and Career Counselling & Placement Cell

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

13. Alumni Committee

Convener:	Sh. Rajesh Kumar	To Meetings of Career Counseling and Placements
Co--Convener	Mrs. Shalini Sharma	
Member(s)	Mrs. Monika Choudhary, Sh. Satish Kumar, Urmila Devi, Mrs. Seema Devi	

14. Reception, Seating Arrangements & Decoration Committee

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

15. Eco Club

Convener:	Sh. Arun Kumar	To Maintain and Beautify the campus.
Co--Convener	Sh. Sunil Dutt	
Member(s)	Sh. Jitender Kumar, 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. Vikram Singh	

17. Minority Cell

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

18. OBC Cell

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

20. Media & Press

Convener:	Sh. Santosh Kumar	To aware about their constitutional rights and to prevent any sort of discrimination pertaining to their respective caste and creed
Co--Convener	Mrs. Shweta Sharma	
Member(s)	Sh. Sunil Dutt, Sh. Chander Naveen, Sh. Jitender Kumar	

21. Red Ribbon Club, Health Hygiene and Anaemia Committee

Convener:	Mrs. Sonia	To aware about their constitutional rights and to prevent any sort of discrimination pertaining to their respective caste and creed
Co--Convener	Mrs. Shweta Sharma	
Member(s)	Mrs. Urmila Devi, Mrs. Arshdeep, Sh. Arun Sharma	

22. Road Safety Club

Convener:	Sh. Sunil Dutt	To aware about their constitutional rights and to prevent any sort of discrimination pertaining to their respective caste and creed
Co--Convener	Dr. Ravinder Singh	
Member(s)	Dr. Satish Kumar, Mrs. Komal Bhatt, Sh. Jitender Kumar	

23. Academic Audit Committee (Internal)

Convener:	Dr. Raj Kumar Mishra	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. Rajesh Kumar, Sh. BR Sharma (IQAC Member, Educationist)	

24. Green Audit Committee

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

25. Admission Committee B.Ed. (2025-2027)

Convener:	Sh. Pradeep Kumar	The members of admission committee will be fully responsible for the admission new entrants
Member(s)	Sh. Rajesh Kumar Mrs. Amita Rani Mrs. Shweta Sharma (WhatsApp Group)	

26. Admission Committee D.El.Ed. (2025-2027)

Convener:	Sh. Satish Kumar	The members of admission committee will be fully responsible for the admission new entrants
Member(s)	Mrs. Sonia Sh. Santosh Kumar Mrs. Shalini Sharma (WhatsApp Group)	

27. NSS Advisory Committee

Convener:	Dr. R K Mishra	The members of admission committee will be fully responsible for the admission new entrants
Programme Officer	Mrs. Amita Rani	
Member(s)	Sh. Pradeep Kumar, Sh. Satish Kumar, Sh. Arun Kumar	

