

## Rayat College of Law, Railmajra

### Composition and Responsibilities of College Committees (01/07/2021 to 30/06/2022)

Sr. No.	Committee	Members	Responsibilities
1	<b>Board of Studies</b>	Dr. Monika Sharma (Convenor) Dr. Mahender Singh Dr. Manish Kumar Dr. Akashdeep Singh Dr. Charu Dureja	<ul style="list-style-type: none"> <li>• Monitoring and review the teaching-learning process and its outcome in coordination with Feedback Committee.</li> <li>• Identifying the best practices and prepare guidelines for teachers</li> <li>• Allocation of workload and approval of Time Table.</li> <li>• Review of syllabi and communicate suggestion if any to university.</li> <li>• Identify the needs for enhancing professional skills among students in coordination of Professional Development Cell.</li> </ul>
2	<b>Academic/Professional Programmes Committee</b>	Dr. Akashdeep Singh (Convenor) Dr. Charu Dureja Ms. Manjit Kaur Ms. Kanchan Jaswal Ms. Balwinder	<ul style="list-style-type: none"> <li>• Preparation of academic calendar</li> <li>• Preparation of monthly plan to conduct curricular, co-curricular and extra-curricular activities including extension-lectures and celebrations.</li> <li>• Coordinate with other committees or teachers to conduct the planned activities.</li> <li>• Ensure at least three inter-college activities during a semester.</li> </ul>
3	<b>Admission Committee</b>	Dr. Mahender Singh (Convenor) Dr. Sohnu Saini Dr. Karan Singh	<ul style="list-style-type: none"> <li>• Devise strategy to ensure full and quality admissions.</li> <li>• Ensure smooth and effective conduct of admission process.</li> <li>• Liaison with all the relevant authorities w.r.t. admissions process.</li> <li>• Assign duties regarding admissions work.</li> </ul>
4	<b>Moot Court Club</b>	Dr. Charu Dureja (Convenor) Ms. Disha Khullar Ms. Sahibjot Kaur Ms. Neeraj	<ul style="list-style-type: none"> <li>• Conduct of moot court activities: intra-college, inter-college and national</li> <li>• Prepare a schedule for moot court practice in all the classes in coherence with Time Table</li> <li>• Maintain record of moot court activities including external participations of the students.</li> </ul>
5	<b>Collaboration Committee</b>	Dr. Manish Kumar (Convenor) Dr. Mahender Singh Dr. Akashdeep Singh	<ul style="list-style-type: none"> <li>• Make arrangements for academic and professional collaboration of the college with other higher educational institutions, organisations related to profession of law, NGOs etc.</li> </ul>

<b>6</b>	<b>Counselling and Advertisement Committee</b>	Dr. Mahender Singh (Convenor) Dr. Sohnu Saini Dr. Karan Singh	<ul style="list-style-type: none"> <li>• Devise and execute strategy for expansive reach of the college in terms of publicity for admissions.</li> <li>• Manage display of banners and any information outside the college premise.</li> </ul>
<b>7</b>	<b>Career Guidance Cell</b>	Dr. Sohnu Saini (Convenor) Mr. Ajitabh Mishra	<ul style="list-style-type: none"> <li>• Make arrangements for career guidance to the students in coordination with the college Placement Cell.</li> <li>• Conduct programmes related to above.</li> </ul>
<b>8</b>	<b>Attendance and Result Compilation and Review Committee</b>	Ms. Archana Sahni (Convenor) Ms. Bharti Ms. Nitika Soni Ms. Disha Khullar Ms. Neeraj	<ul style="list-style-type: none"> <li>• Compile a common record of attendance of students and its analysis.</li> <li>• Make arrangements for informing parents of students' attendance.</li> <li>• Prepare class/semester wise analysis of academic results of the students.</li> <li>• Present both of the above before Board of Studies.</li> <li>• Ensure maintenance of record of academic results of each student in the college office.</li> </ul>
<b>9</b>	<b>Research Committee</b>	Ms. Kanchan Jaswal (Convenor) Dr. Sohnu Saini Dr. Akanksha	<ul style="list-style-type: none"> <li>• Devise and execute plan for promotion of research activities in the college.</li> <li>• Maintain record of research activities by students and teachers.</li> <li>• Manage notice board and display of other information within the college.</li> </ul>
<b>10</b>	<b>Legal Aid, Youth and Social Welfare Cell</b>	Dr. Akashdeep Singh (Convenor) Mr. Sukhwinder Singh Ms. Parveen Ms. Sahibjot Kaur	<ul style="list-style-type: none"> <li>• Make arrangements for free legal aid to the needy.</li> <li>• Organise training of students in association with DLSA.</li> <li>• Conduct legal aid awareness activities/campaign in collaboration with others organisation.</li> <li>• Manage college participation in youth welfare related activities of PU.</li> <li>• Organise activities for social welfare.</li> </ul>
<b>11</b>	<b>NSS, NCC, YRC and Sports Committee</b>	Dr. Mahender Singh (Convenor) Dr. Karan Singh Ms. Neeraj	<ul style="list-style-type: none"> <li>• Look after students' participation in NSS, NCC, YRC and Sports activities including sports facilities in the college.</li> <li>• Organise inter-college and intra-college sports activities.</li> </ul>

12	<b>Cultural Committee</b>	Ms. Rajni (Convenor) Ms. Manjit Kaur Ms. Kanchan	<ul style="list-style-type: none"> <li>• Organise cultural activities in the college including annual celebrations events of students.</li> <li>• Look after students' participation in cultural activities in the Campus.</li> <li>• Maintain record of students' achievements other than that of college representations.</li> </ul>
13	<b>Construction Committee</b>	Dr. Sohnu Saini (Convenor) Dr. Karan Singh Ms. Sahibjot Kaur	<ul style="list-style-type: none"> <li>• Look after infrastructural needs of the college including classrooms.</li> <li>• Monitor cleanliness in the college premises.</li> <li>• Sensitise all the stakeholders for cleanliness.</li> </ul>
14	<b>IT Infrastructure Development Committee</b>	Mr. Sukhwinder Singh (Convenor) Dr. Akashdeep Singh Mr. Ajitabh Mishra Mr. Sushil Lekhi (Head, Campus IT Cell)	<ul style="list-style-type: none"> <li>• Look after ICT infrastructure related needs of the college including principal's office and administrative office.</li> <li>• Ensure effective internet connectivity in the college premises.</li> <li>• Make arrangements for training related to ICT as per requirement.</li> </ul>
15	<b>Library Committee</b>	Ms. Manjit Kaur (Convenor) Ms. Archana Sahni Ms. Kanchan Jaswal Ms Balwinder Kaur Ms. Harminder Kaur (Asstt. Librarian)	<ul style="list-style-type: none"> <li>• Identify requirement of books as per course syllabus, general books journals etc.</li> <li>• Monitor maintenance of record of library.</li> <li>• Identify OERs related to courses and display information.</li> <li>• Take steps to establish Book Bank in coordination with Students Grievances Redressal Cell.</li> </ul>
16	<b>Equal Opportunities Cell</b>	Dr. Manish Kumar (Convenor) Ms. Kanchan Jaswal Mr. Sukhwinder Singh Mr. Amrik Chand (Office) Ms. Rajni (Office)	<ul style="list-style-type: none"> <li>• Identify eligible students for SC/ST/OBC/Minority Scholarship by the government.</li> <li>• Identify and publicise scholarships other than above for needy students.</li> <li>• Ensure effective completion of the application process till sectioning by the department.</li> <li>• Submission of record to the Department and follow up. (Mr. Amrik Chand)</li> <li>• Maintenance of year wise fee/scholarship record. (Mr. Amrik Chand)</li> <li>• Maintenance of year wise record of all necessary documents and drop out students. (Ms. Rajni, Office)</li> </ul>

<b>17</b>	<b>Students Grievances Redressal Cell</b>	Dr. Akashdeep Singh (Convenor) Ms. Balwinder Kaur Ms. Disha	<ul style="list-style-type: none"> <li>• Look after the students' welfare and redressal of their grievances in the college as well as hostels.</li> </ul>
<b>18</b>	<b>Anti-Ragging Cell</b>	Ms. Parveen (Convenor) Dr. Sohnu Saini Dr. Karan Singh Ms. Balwinder Kaur	<ul style="list-style-type: none"> <li>• Devise and execute mechanism to ensure zero tolerance to the menace of ragging in the college as well as hostel.</li> <li>• Ensure strict adherence to guidelines by the UGC and other appropriate authorities in this regard.</li> </ul>
<b>19</b>	<b>Placement Cell</b>	Mr. Sukhwinder Singh (Convenor) Dr. Sohnu Saini Ms. Kanchan Jaswal	<ul style="list-style-type: none"> <li>• Make Arrangements for Placements of Students.</li> <li>• Coordinate With Campus Placement Cell.</li> <li>• Maintain year wise record of students' placements (through college as well as self)</li> </ul>
<b>20</b>	<b>Alumni Association</b>	Dr. Charu Dureja (Convenor) Dr. Mahender Singh Ms. Balwinder Ms. Bharti	<ul style="list-style-type: none"> <li>• Manage Alumni Association in the college.</li> <li>• Ensure sustained connect with alumni of the college.</li> <li>• Hold an alumni meet annually.</li> <li>• Pull together capacities of alumni in interest of existing students.</li> </ul>
<b>21</b>	<b>ERP Committee</b>	Dr. Mahender Singh (Convenor) Ms. Sahibjot Kaur Mr. Amrik Chand (Office) Ms. Rajni (Office)	<ul style="list-style-type: none"> <li>• Ensure smooth and effective conduct of ERP.</li> <li>• Management of students' profiling and fee.</li> <li>• Devise fee concession policy and maintenance of records concessions granted.</li> </ul>
<b>22</b>	<b>Environment Cell</b>	Ms. Balwinder (Convenor) Ms. Bharti Ms. Baljit	<ul style="list-style-type: none"> <li>• Devise and execute plan to make college operations environment friendly.</li> <li>• Set up and coordinate activities of 'Green Warriors' a students' club.</li> <li>• Sensitise students and staff regarding environment protection.</li> <li>• Organise programmes for the above.</li> </ul>
<b>23</b>	<b>Medea Coverage Committee</b>	Mr. Ajitabh Mishra (Convenor) Ms. Kanchan Jaswal Ms. Manjit Kaur Ms. Baljit Ms. Akanksha	<ul style="list-style-type: none"> <li>• Keep the college website update.</li> <li>• Regular coverage of college information/activities on Social Medea.</li> <li>• Make arrangements for coverage college news in Newspapers.</li> <li>• Prepare minutes of meetings and reports of all the events or activities in the college and maintain record of these.</li> </ul>

<b>24</b>	<b>Professional Development Cell</b>	Dr. Sohnu Saini (Convenor) Mr. Ajitabh Mishra Mr. Sukhwinder Singh	<ul style="list-style-type: none"> <li>• Devise and execute plans for development of professional skills amongst the students.</li> <li>• Organise activities for the above.</li> </ul>
<b>25</b>	<b>Time Table Committee</b>	Dr. Manish Kumar (Convenor) Ms. Nitika Mr. Sukhwinder Singh	<ul style="list-style-type: none"> <li>• Prepare Time Table for smooth and effective conduct of classes.</li> </ul>
<b>27</b>	<b>Feedback Committee</b>	Dr. Manish Kumar (Convenor) Dr. Akashdeep Singh Ms. Rajni Bala Ms. Nitika Soni	<ul style="list-style-type: none"> <li>• Make arrangements for feedback of students for teaching learning process.</li> <li>• Prepare an analysis of the above.</li> </ul>
<b>28</b>	<b>Sexual Harassment Grievances Redressal Committee</b>	Dr. Monika Sharma (Convenor) Dr. Charu Dureja Dr. Mahender Singh Dr. Manish Kumar	<ul style="list-style-type: none"> <li>• Investigate reported cases of commission of acts of sexual harassment of female students and staff, if any and submit the report with recommendations to authorities.</li> </ul>

**Note: All the committees are required to make a fortnightly presentation regarding their work progress to IQAC.**

**Dr. Manish Kumar**  
Coordinator IQAC

**Dr. Monika Sharma**  
Off-Principal