

Rayat College of Law, Railmajra

Composition and Responsibilities of College Committees (01/07/2025 to 30/06/2026)

Sr. No.	Committee	Members	Responsibilities
1	IQAC	Dr. Monika Sharma (Chairperson) Dr. Akashdeep Singh (Coordinator) Dr. Mahender Singh Ms. Manjeet Kaur Dr. Kanchan Jaswal Mr. Sukhwinder Singh	- Monitoring the overall functioning of the college to maintain quality and standards. - Monitoring and review the teaching-learning process and its outcome. - Identifying the best practices and prepare guidelines for teachers. - Allocation of workload and approval of Time Table. - Review of syllabi and communicate suggestion, if any, to university. - Identify the needs for enhancing professional skills among students in coordination of Professional Development Cell and Career Guidance & Placement Cell. - All functions as prescribed under NAAC guidelines.
2	Standing Advisory Council	Dr. Mahender Singh Dr. Akashdeep Singh Dr. Charu Dureja	- Advising the Principal and staff on various matters as required by the Principal. - Ensuring the college adheres to rules and regulations of Panjab University and the BCI.
3	Academic Planning & Coordination Committee	Dr. Akashdeep Singh (Convenor) Ms. Manjeet Kaur Ms. Lakhwinder Kaur Ms. Nishtha Gautam	- Preparation of academic calendar - Preparation of monthly plan to conduct curricular, co-curricular and extra-curricular activities including extension-lectures and celebrations. - Coordinate with other committees or teachers to conduct the planned activities. - Ensure at least three inter-college activities during a semester. - Compilation of record for the above in coordination with NAAC Committee.
4	Students Grievances Redressal Cell	Dr. Mahender Singh (Chairperson) Dr. Charu Dureja Dr. Sohnu Ms. Rajni (Office)	- Look after the students' welfare and redressal of their grievances in the college as well as hostels. - Provide a transparent and accessible mechanism for grievance resolution. - Ensure fairness and accountability in resolving student issues in compliance with the standards prescribed by the Bar Council of India.
5	Internal Complaints Committee of RCL	Dr. Charu Dureja, (Presiding Officer) Dr. Akashdeep Singh Dr. Sarbjot Kaur	- To ensure zero tolerance policy towards sexual harassment in Rayat College of Law. - To keep the campus free from discrimination, harassment, retaliation or sexual assault at all levels. - To act for the above as per the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment etc Regulations, 2015 and Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. - Conduct programmes for gender sensitization against sexual harassment at work place.
6	NAAC Preparation Committee	Ms. Manjeet Kaur (Convenor) Dr. Sarbjot Kaur Mr. Sukhwinder Singh Dr. Kanchan Jaswal Ms. Lakhwinder Kaur	- Compilation of the required record/documents for the purpose of the AQAR (annual) and the SSR (after the cycle) to be submitted to the NAAC under the supervision of IQAC. - Reporting to the IQAC in this regards.

		Ms. Nishtha Gautam Ms. Pooja	
7	Admission Committee	Dr. Mahender Singh (Convenor) Dr. Sohnu Mr. Ajitabh Mishra Dr. Mumtaz Zabeen Dr. Karan Singh Ms. Gurpreet Kaur	• Devise strategy to ensure full and quality admissions. • Ensure smooth and effective conduct of admission process. • Liaison with all the relevant authorities w.r.t. admissions process. • Assign duties regarding admissions work.
8	Moot Court Club	Dr. Charu Dureja (Convenor) Ms. Manjeet Kaur Mr. Ajitabh Mishra Mr. Sukhwinder Singh Ms. Sahibjot Kaur	• Conduct of moot court activities: intra-college, inter-college and national • Prepare a schedule for moot court practice in all the classes in coherence with Time Table. • Maintain record of moot court activities including external participations of the students.
9	Legal Aid, Youth and Social Welfare Club	Dr. Akashdeep Singh (Convenor) Mr. Sukhwinder Singh Ms. Lakhwinder Kaur Ms. Nishtha Gautam	• Make arrangements for free legal aid to the needy. • Organise training of students in association with DLSA. • Conduct legal aid awareness activities/campaign in collaboration with others organisation. • Manage college participation in youth welfare related activities of PU. • Organise activities for social welfare.
10	Equal Opportunity Cell	Dr. Kanchan Jaswal (Convenor) Ms. Archana Ms. Rajni Bala (Scholarships for SC/T/OBC/Minority) Mr. Amrik Chand (Office) Ms. Rajni (Office)	• Identify eligible students for SC/ST/OBC/Minority Scholarship by the government. • Identify and publicise scholarships other than above for needy students. • Ensure effective completion of the application process till sectioning by the department. • Submission of record to the Department and follow up. (Mr. Amrik Chand) • Maintenance of year wise fee/scholarship record. (Mr. Amrik Chand). • Maintenance of year wise record of all necessary documents and drop out students. (Ms. Rajni, Office) • Organising awareness/sensitization activities regarding equal opportunities. • Identify the academic development needs of SC/OBC/Minority/transgender/rural students and apprise the IQAC for the same.
11	Committee against Cast-Based Discrimination	Ms. Rajni Bala (Convenor) Ms. Parveen Joshi Dr. Kanchan Jaswal Dr. Karan Singh Mr. Amrik Chand	• To address and prevent discrimination against students, faculty, and staff based on their caste or social origin. • To ensure a fair and inclusive environment within the institution. • To organise sensitisation programmes for the above.
12	Anti-Ragging Cell	Ms. Parveen Joshi (Convenor) Dr. Mumtaz Zabeen Ms. Sahibjot Kaur Dr. Karan Singh Ms. Aishmeen Kaur	• Devise and execute mechanism to ensure zero tolerance to the menace of ragging in the college as well as hostel. • Ensure strict adherence to guidelines by the UGC and other appropriate authorities in this regard. • Investigate the complaints of ragging if any and make recommendations to the Principal for necessary action as per UGC guidelines.
13	NSS Committee	Dr. Sohnu (Programme Officer) Ms. Nitika Soni Mr. Ajitabh Mishra Ms. Disha	• Look after the activities related to the college NSS unit as per govt. guidelines. • Devise and execute plan to make college operations environment friendly.

			• Sensitise students and staff regarding environment protection. • Organise programmes for the above.
14	Time Table Committee	Ms. Nitika Ms. Rajni Bala Ms. Ms. Parveen Joshi	• Prepare Time Table for smooth and effective conduct of classes.
15	Career Guidance & Placement Cell	Dr. Sohnu (Conv.) Mr. Ajitabh Mishra Ms. Susan Adv. Shailesh	• Make Arrangements for placements of Students. • Maintain year wise record of students' placements (through college as well as self). • Present the above before the IQAC. • Make arrangements for career guidance to the students. • Coordinate for internship programmes for students and maintain record.
16	Attendance Compilation Committee	Ms. Bharti (Convenor) Ms. Sahibjot Kaur Ms. Gurpreet Kaur Ms. Pooja	• Compile a common record of attendance of students and its analysis. • Make arrangements for informing parents of students' attendance. • Present the above before the IQAC.
17	Result Analysis Committee	Ms. Archana (Convenor) Ms. Parveen Joshi Ms. Bharti Ms. Kiran Bala Ms. Lakhwinder Kaur	• Prepare class/semester wise analysis of academic results of the students for both university exams and MSTs. • Ensure maintenance of record of academic results of each student in the college office. • Present the above before the IQAC. • Publicise the results achievements in newspapers and social media.
18	Cultural Committee	Ms. Rajni Bala (Convenor) Ms. Manjeet Kaur Ms. Bharti Ms. Susan Dr. Karan Singh Ms. Aishmeen Kaur	• Organise cultural activities in the college including annual celebrations events of students. • Look after students' participation in cultural activities in the Campus. • Maintain record of students' achievements other than that of college representations.
19	Library Advisory Committee	Ms. Balwinder Kaur (Convenor) Ms. Nitika Mr. Ajitabh Mishra Dr. Sarbjot Kaur Dr. Harminder Kaur	• Identify requirement of books as per course syllabus, general books journals etc. • Monitor maintenance of record of library. • Identify OERs related to courses and display information. • Take steps to establish Book Bank in coordination with Students Grievances Redressal Cell.
20	Infrastructure Maintenance (including ICT) & Cleanliness Committee	Dr. Sohnu (Convenor) Ms. Archana Dr. Karan Singh Ms. Susan Ms. Sunaina	• Look after infrastructural needs of the college including classrooms. • Monitor cleanliness in the college premises. • Sensitise all the stakeholders for cleanliness. • Ensure effective functioning of Computer Lab. • Look after ICT infrastructure related needs of the college including principal's office and administrative office. • Ensure effective internet connectivity in the college premises.
21	Website & Social Media Committee	Mr. Ajitabh Mishra (Convenor) Dr. Sohnu Dr. Mumtaz Zabeen	• Keep the college website update. • Regular coverage of college information/activities on social media. • To make arrangements for coverage college news in Newspapers. • Prepare minutes of meetings and reports of all the events or activities in the college and maintain record of these. • Provide all the record to NAAC Committee.

22	Alumni Committee	Mr. Sukhwinder (Convenor) Ms. Balwinder Kaur Ms. Archana Sahani Ms. Parveen Joshi Ms. Disha Adv. Shailesh	• Manage Alumni Association in the college. • Ensure sustained connect with alumni of the college. • Hold an alumni meet annually. • Pull together capacities of alumni in interest of existing students.
23	Research Committee	Dr. Mumtaz Zabeen (Convenor) Ms. Bharti Ms. Balwinder Ms. Disha	• Devise and execute plan for promotion of research activities in the college. • Maintain record of research activities by students and teachers. • Manage notice board and display of other information within the college. • Provide all the record to NAAC Committee.
24	Feedback Committee	Ms. Nitika Soni (Convenor) Ms. Kiran Bala Ms. Gurpreet Kaur Ms. Pooja	• To make arrangements for feedback of all stakeholders for teaching learning process. • Prepare an analysis of the above. • Present the report before IQAC.
25	Committee for Professional Development	Ms. Sahibjot Kaur (Convenor) Ms. Balwinder Kaur Ms. Disha Ms. Susan Ms. Aishmeen Kaur	• Identify needs for development of professional skills among the students. • To organise activities to fulfil the above needs. • Make arrangements for training related to ICT as per requirement.
26	RCL Sports Club	Dr. Mahender Singh (Convenor) Dr. Sohnu Dr. Karan Singh Ms. Aishmeen Kaur	• Look after students' participation in sports activities including sports facilities in the college. • Organise inter-college and intra-college sports activities.
27	RCL Literary Society	Teacher Coordinators- Ms. Manjeet Kaur Ms. Nishtha Gautam	• To plan, coordinate and facilitate the students' initiatives in Literary Society.
28	Rotaract Club of Rayat College of Law	Teacher Coordinator- Ms. Kiran Bala	• To plan, coordinate and facilitate the students' initiatives in the Club.
29	RCL Electoral Club	Teacher Coordinators- Dr. Mahender Singh (B.A.LL.B. Hons.) Dr. Akashdeep Singh (B.Com.LL.B. Hons.) Mr. Sukhwinder Singh (LL.B.)	• To organise activities for electoral awareness. • To ensure that all the eligible students have enrolled for voter card.

Important Note:

1. All the convenors will ensure a fortnightly meeting of their respective committee/cell/club.
2. It's mandatory to prepare minutes of meetings/activity report and get these **attested** by the undersigned.
3. The request for approval to conduct activity by any committee/club/cell must be routed through the IQAC.
4. All the reports/records **with geo-tagged photos** must be submitted to the IQAC at the end of Semester.

Monika Sharma

Dr. Monika Sharma
Off-Principal

Date: 27/06/2025