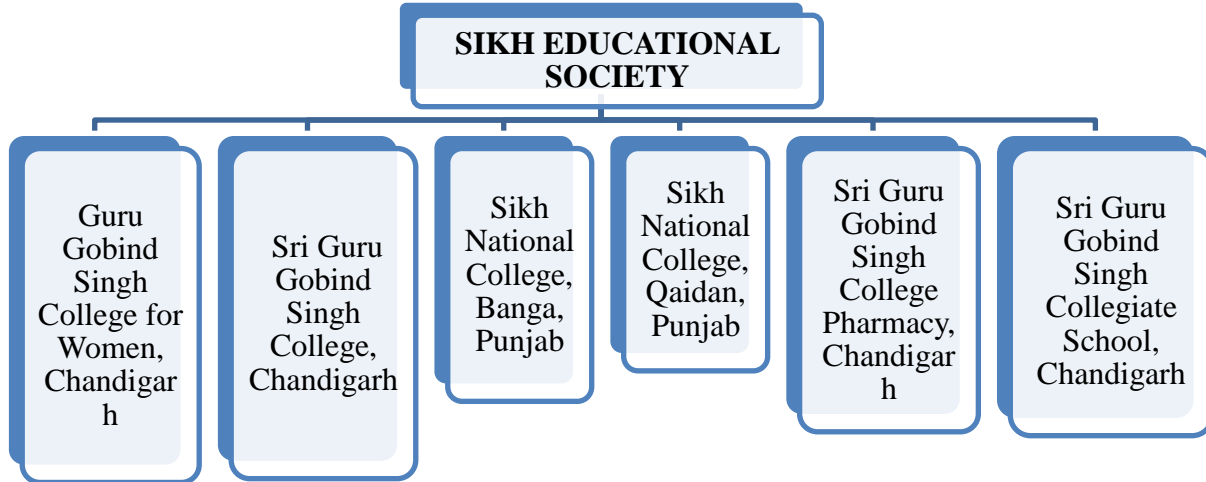
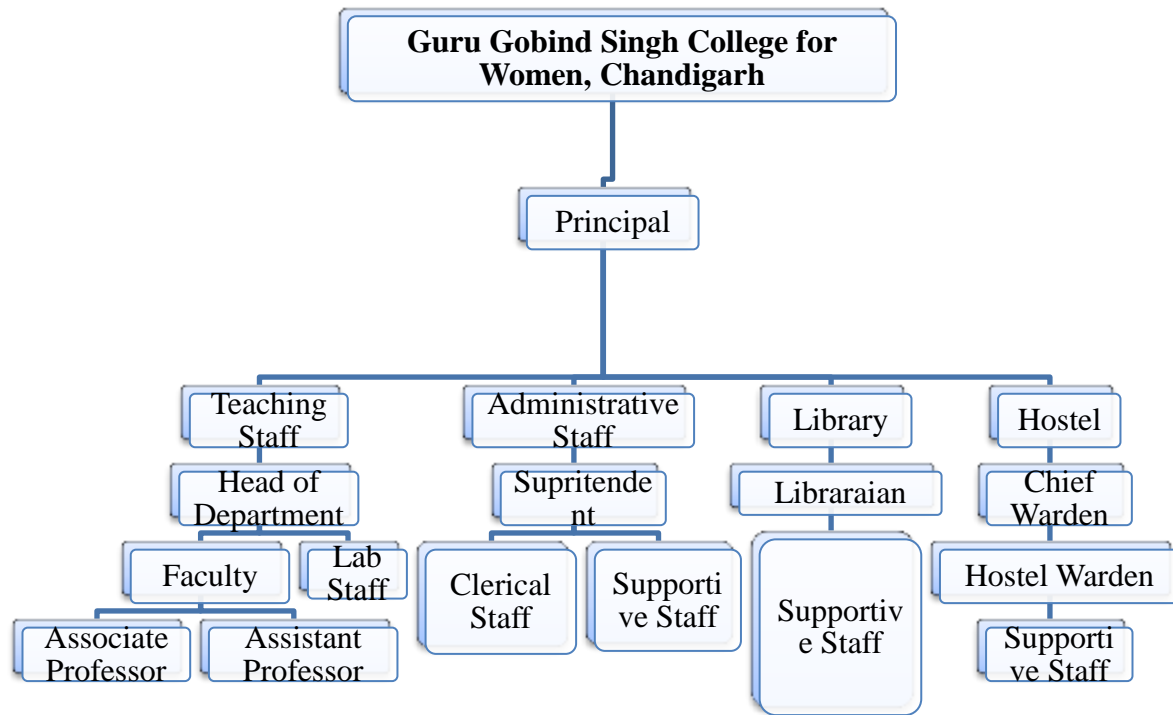


6.2.2 Organizational Structure of the Institution

ORGANOGRAM





6.2.2 FUNCTIONS OF VARIOUS BODIES

The college has successfully developed various committees which require participation from all the staff members of the college. The various committees are as follows:

- **Advisory Committee:** The Advisory committee plays critical role in the operation of different programs of the college and provides a cross-section of expertise and experience to effectively influence the direction and momentum of programs.
- **Alumni Committee:** The Alumni Association serves as a forum to strengthen the bond between the old students and their alma mater. The association organizes a special function annually for the Alumni who are also invited to important functions of the college.
- **AISHE:** This committee of the college collects data on several parameters like teachers, student enrollment, examination results, education, finance, infrastructure etc. Every year this information is uploaded on AISHE portal by the team members.
- **Internal Complaints Committee (ICC):** ICC looks swiftly and diligently into matters related to sexual harassment. Complaint boxes and display boards with contact numbers of committee members have been placed in college for the reporting of grievances.
- **Anti-Ragging Cell:** Ragging in all forms is totally banned in the college. The college shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging cell.
- **Building Committee:** The Building Committee make recommendations regarding all building works in the college, execution of building projects and for maintaining college building in a satisfactory condition. Also, it provides recommendations regarding proposed building projects.
- **Cleanliness Committee:** The Cleanliness Committee endeavors to keep a hygienically clean, eco friendly environment on the campus, and at the same time takes care of its beautification.

- **Canteen Committee:** A Canteen with a wide variety of eateries and both indoor and outdoor seating space is situated in the Student Centre. This committee looks into the daily chores of canteen.
- **Chief Editor (College Magazine):** The Chief Editor is responsible for printing of college magazine “GyanManik” which is a platform for creative output of students of all disciplines. The magazine is divided into 6 sections English, Punjabi, Hindi, Commerce, Computer Science and Science.
- **Counseling Cell:** The College has established a special cell called Counseling Cell which provides guidance to students of the college to improve their overall personalities and help them to face challenges in life.
- **Dance Society:** This society looks into the participation of students in cultural programmes within the college and Panjab University Youth Festival.
- **Discipline Committee:** The Discipline Committee ensures calm and peaceful academic atmosphere in the college campus. Also, it strives to avoid physical confrontation among students.
- **Dramatic Society:** The Dramatics Society gives an opportunity to the students of college to stand out from the crowd as stupendous performers as well as stupendous human beings and leaves them with priceless experiences and values which last a lifetime.
- **Editorial Board:** The Editorial Board provides an opportunity to the students of the college to unleash their creative writing skills through short stories, poems, articles etc.
- **Environment Society:** The Environment Society of the college is committed to spread awareness regarding environment preservation of three 'R' i.e. Reduce, Re-cycle, Re-use. The society organizes various activities for the awareness and protection of student rights
- **Financial Aid/ Scholarship Committee:** The Scholarship Committee is responsible for college-level scholarships, policies, procedures, and other concerns related to student scholarship matters.
- **Foreign Student Incharge:** The Incharge looks into the issues related to foreign students.
- **Gender Champions' Club:** The College is committed to the cause of creation of awareness regarding gender sensitization. Gender Champions' are instituted for this purpose that function as per guidelines of the UGC.

- **Grievance Redressal Cell:** The Grievance Redressal Cell looks into the grievances of the students/faculty/staff and provides remedial measures.
- **Giddha Society/ Luddi:** This society encourages the students to participate in the cultural dance form like Giddha and Luddi.
- **Gurmat Vichar Society:** The Gurmat Vichar Sabha endeavors to enrich the lives of the young women by developing firm spiritual strength in them. The inculcation of strong ethical, moral and spiritual values is made possible by actively involving the students in various religious activities. Theological discourses/ workshops are arranged in the college, which help the students to evolve as good human beings and contribute meaningfully to society at large.
- **Hostel Committee:** The members of this committee along Chief Warden and Hostel Warden look into the matters related to the mental and physical well being of the students residing in the College Hostel. They try their best to provide a homely atmosphere to the boarders.
- **Horticulture Committee:** The Horticulture Committee is concerned with planning and maintaining the campus landscape. Also, it stimulates the knowledge and love of gardening to the students of the college.
- **IQAC Cell:** The IQAC Cell helps the college in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.
- **Library Committee:** The Librarian and four to five other senior members of the Faculty and the student representative are on the College Library committee. They plan, coordinate and decide on the GGSCW-26 various activities of the library- from purchase of new books to adding facilities in the library as per the requirement of the library users.
- **Literary Society:** It has been successfully bringing out a College magazine "Gayan Manik" for the past many years. It is heartening to find the students sharpening their writing skills and giving expression to their creativity through this forum.
- **Media Committee:** This committee covers all the important events that takes place in the college.
- **Mentoring:** A mentor is an experienced individual that provides support, guidance, and assistance to students of the college.

- **NAAC Review Committee:** It is the responsibility of this committee to thoroughly review the criteria established by NAAC and prepare a comprehensive NAAC Report.
- **NIRF:** This committee focuses on the parameters and objective criteria established by NIRF, MHRD to rank higher educational institutions in the country.
- **National Cadet Corps:** The National Cadet Corps, a voluntary organization comprising Army, Naval and Air Wings is engaged in grooming the youth into disciplined and patriotic citizens. The aim of NCC is to develop qualities of character, courage, comradeship, discipline, leadership and the ideals of selfless service among students. The college NCC unit recruits about 200 cadets, who are given basic training in small arms and parades
- **National Service Scheme:** Social and community services are selflessly rendered by the NSS unit of the college. To develop among students a sense of social and civic responsibility, about 200 volunteers are enrolled every year in the NSS.
- **NGO RAAHAT:** The college has a society to extend help to the under privileged in the college and also to the community outside. The purpose of the society is to render community extension services through financial aid, awareness programmes, skill based workshops etc.
- **Placement Cell:** The Placement Cell of the college collects information about various positions advertised in the newspapers, magazines and journals as well as about entrance/ competitive examinations and career guidance columns by experts and displays them on the college notice board. Professional consultants and experts are invited to interact with the students. It also invites industrial and other firms for campus interviews and placements of outgoing students.
- **Research Committee:** The Research Committee of the college strives to make a contribution to the furthering of research at the college.
- **RUSA:** This committee looks into the grants and other issues related to RUSA for up gradation and development of the college.
- **Sports Committee:** Right from the admission of the students opting for a course/ subject in Physical Education and initial interaction with them, to looking after their needs and interests, the members of the committee coordinate with the teachers of the sports department to address the needs of their students. The sports committee also screens and

selects the students who opt for various games to be played at Inter-college, National or International level.

- **Safety and Security Committee:** The Safety and Security Committee develops, recommends, and conducts programs to promote general understanding of safety and security issues.
- **Time Table Committee:** It consists of teachers from different departments. They make the college time table and ensure proper distribution of the time schedule both for teachers and students. Workload is equally distributed and time span is equally divided among all the Faculty members. This committee allots rooms for all the classes and is responsible for the proper implementation of the time table.
- **Trips and Tours:** Short trips and tours are organized for the students to places of historical interest to widen their horizons and to improve their perspectives on various subjects.
- **Youth Festival:** It polishes and hones the hidden talents/ skills of the students. For this purpose Talent Search Contest is organized in the college. All those students who excel in the various activities further represent the college in Inter-College/ Inter-University competitions and Youth Festival
- **Home Science Club:** The Home Science club deals with promotion and preservation of general health matters like body cleanliness, mental, dental and health hygiene. Also, students are taught simple issues in cooking.
- **Fine Arts Club:** The Fine Arts Club aims to inspire and enable our students to actively learn and develop their talent and skills through art. In addition to this, students are encouraged to participate in competitions held outside the campus.
- **RTI:** CPIO is nominated to deal with the RTI cases.

GRIEVANCES


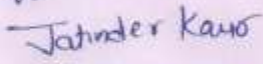
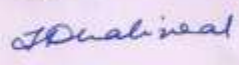
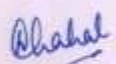
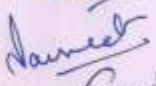
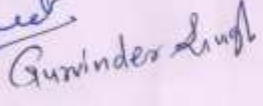
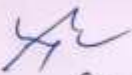

Year	Grievance Appealed	No. of days taken to redress
2017-18	Indoor Games in the Hostel	10 days
2017-18	Beautification of Hostel Lawn	10 days
2017-18	Lights in Hostel Lawn	10 days
2016-17	Demand of Generator	6 months, 7 days
2016-17	Wi-fi Password	7 days
2015-16	ATM Machine	7 days
2015-16	Monkey Menance	7 days
2015-16	Vehicle facility for hostelers	7 days
2015-16	Cleanliness of washrooms	7 days
2015-16	Seating Arrangement around Canteen	7 days
2014-15	Relaxation in gate timings	7 days
2014-15	Increase in library timings	7 days
2013-14	Issues regarding canteen	4 Days
2013-14	Requirement of washing machines in hostel	3 Months and 28 Days

Grievances Session 2014-15

The grievance boxes were opened on 10/11/2014 and following grievances of students were marked.

1. College gate should remain open during college hours.
2. Library timings should be 24*7.

Members:-

1. Ms. Satwinder Kaur 
2. Ms. Gurpreet Kaur 
3. Dr. Jatinder Kayur 
4. Dr. Jaslene Dhaliwal 
5. Ms. Harbinder Kaur 
6. Dr. Savneet Kaur 
7. Mr. Gurbinder Singh 
8. Mr. T.S. Cheema 
9. Student Representative (Anita Rai) 

Grievance dated 18/11/2016 by student of BAI regarding availability of Wi-Fi Password is being addressed and resolved.

Steps Taken:

- 1) Separate User IDs for staff & students were created and Roll Number wise issued to the students
- 2) Interested students were also given with introductory session regarding connectivity procedure.

Three faculty members were involved in this Grievance Redressal.

a) Dr. Rohini Arora

Rohini

b) Ms. Ramandeep Kaur

R. Kaur

c) Mr. Gurvinder Singh (Lab Technicians)

Technical Assistant

G. Singh

d) Ms. Pratibha Sharma (Vice President)

Pratibha Sharma