

# Ranchi Women's College, Ranchi



## Directory of Committees 2022 -2023

### Notification

Ranchi Women's College, Ranchi has constituted following committees for 2022-23 with the names of teachers/Staff/stake Holder/Peers as Coordinators /Members mentioned against the committees. All the Coordinators /Members are directed to conduct their meetings at least twice in a year at their own functioning to translate the vision and mission of college and to encourage and support students in the fields of their choice. The teachers will render their time and service as catalyst and trainer.

#### GOVERNANCE OF AN AUTONOMOUS COLLEGE

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs. The following are statutory bodies in the Autonomous College.

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

The college will, in addition have other non-statutory committees such as the planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student welfare Committee, Sexual Harassment Committee, Extra- Curricular Activities Committee and Academic Audit Committee.

#### **Constitution of Governing Body of Constituent Colleges run by University as per UGC Guidelines**

<b>1.Governing Body (Composition)</b>		
i.	Chairman	Prof. V. P. Sharan, Former Pro. Vice Chancellor, Ranchi University, Ranchi

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023



## Directory of Committees 2022 -2023

### Notification

Ranchi Women's College, Ranchi has constituted following committees for 2022-23 with the names of teachers/Staff/stake Holder/Peers as Coordinators /Members mentioned against the committees. All the Coordinators /Members are directed to conduct their meetings at least twice in a year at their own functioning to translate the vision and mission of college and to encourage and support students in the fields of their choice. The teachers will render their time and service as catalyst and trainer.

### GOVERNANCE OF AN AUTONOMOUS COLLEGE

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs. The following are statutory bodies in the Autonomous College.

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

The college will, in addition have other non-statutory committees such as the planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student welfare Committee, Sexual Harassment Committee, Extra- Curricular Activities Committee and Academic Audit Committee.

### Constitution of Governing Body of Constituent Colleges run by University as per UGC Guidelines

1.Governing Body (Composition)		
i.	Chairman	Prof. V. P. Sharan, Former Pro. Vice Chancellor, Ranchi University, Ranchi
ii.	UGC Nominee	Dr. Mahima Thakur, Faculty of Management Studies, University of Delhi, Delhi



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

iii.	University Nominee	Dr. KunulKandir, Professor, University Department of Botany, Ranchi University, Ranchi
iv	State Government Nominee	Sri Nagendra Choudhary, Deputy Secretary, Higher and Technical Education Department, Directorate of Higher Studies, Govt. of Jharkhand, Ranchi
v	Member	Sri Ravi Shrivastava, Hotel Shivani International, Hinoo, Ranchi
vi	Member	Sri V K Gadhyan, C.A., Church Complex, Ranchi
vii	Senior Teacher	Dr. Vinita Singh, Prof-in-charge, Arts Block
(viii)	Senior Teacher	Dr. Lily Upadhyay, Prof-in-charge, Science Block
ix	Principal -cum-ex-officio Member	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023) (since 21.01.2023)

**Term:** The Governing Body will be reconstituted every two years except in the case of UGC nominee which will have term of five years.

**Meeting:** Meeting of the Governing Body will be conducted a minimum of two times in a year.

**Function of the Governing Body:** Subject to the existing provision in the bye- laws of respective college and rules laid down by the state government /parent university, the governing body of the above colleges shall have powers to:

- ♡ Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs, make it skill oriented and in consonance with the job requirements:
- ♡ Prescribe rules for admission in consonance with the reservation policy of the state government / national policy;
- ♡ Promote research in relevant fields
- ♡ Evolve methods of assessment of students' performance, the conduct of examination and notification of results
- ♡ Use modern tools of education technology to achieve higher standards and grater creativity
- ♡ Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighborhood Programmes, etc.
- ♡ Institute scholarships, fellowship, studentships medals, prizes and certificates on the recommendation of the Academic Council
- ♡ Approve new Programmes of study leading to degrees and /Or diplomas
- ♡ Perform such other function and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objective for which the college has been declared as autonomous.

### The College once granted autonomous status will have the privilege of:

- (i) Constitute their own Governing Body, Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the Specification of Degree 2014 and amended from time to time.
- (ii) Constitute their own Finance Committee.
- (iii) The above bodies will also have the powers to review all existing courses making curricula more community relevant, skill oriented and keeping in view the employability requirements of the graduates.
- (iv) It can fix fees of the courses at their own level.
- (v) It will have complete administrative autonomy.
- (vi) The College will continue to receive funds as being done before the grant of autonomous status(vii)However, the degree will be awarded by the parent University.

### Composition and functions of Academic Council of Autonomous Colleges:

#### 2.Academic Council (Composition)

Sr.	Category	Name	Designation
-----	----------	------	-------------

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

i.	The Principal	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023) (since 21.01.2023)	Chairperson
ii.	Heads/ Coordinators of All Departments		Member
iii.	Four Teachers of College representing category of Teaching staff by rotation on the basis of seniority of service in the college	1.Dr. Vinita Singh 2.Dr. Lily Upadhayay	Prof.-in-charge, Arts Block Prof.-in-charge, Science Block
iv.	Four Expert from the outside of the college representing different areas	1.Dr. Firoz Ahmad 2.Dr. Shyamla 3.Mr. Punit Kumar Poddar 4.Dr. R.C. Mishra	Former Vice Chancellor, N.P.U (Academic) NLU, Ranchi (Academics) MD, Premsons Moter (Industry) Professional (Medicine)
v.	Three Nominee from Ranchi University nominated by RU letter no. RU/R/6543/21 dt 29.01.2021	1.Dr. Abhijit Dutta 2.Dr. Sanjay Mishra 3.Dr. Karma Oraon	University Nominee University Nominee University Nominee
vi.	Member Secretary	Dr. Vinita Singh	Dept. of Sociology

**Term:** The term of the nomination members shall be two years.

**Meetings:** Academic Council will meet at least twice a year.

**Functions of the Academic Council:** Without Prejudice to the generality of functions mentioned, the academic Council will have powers to:

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations curricula syllabi and modification thereof, instructional and evaluation arrangements, methods, procedures etc. provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different Programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra- curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new Programmes of study.
- Recommend to the Governing Body institution of scholarship, studentship, fellowship, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions (s) pertaining to academic affairs made by it. (g) Perform such other functions as may be assigned by the Governing Body.

Composition and function of Board of Studies of Autonomous Colleges	
3.Board of Studies (Composition)	
	Head of the Department concerned (Chairman)
	The entire faculty of each specialization
	Two subject experts from outside the parent university to be nominated by the Academic Council.
	One expert to be nominated by the Vice-chancellor from a panel of six recommended by the college principal.
	One representative from industry / corporate sector /allied area relating to placement.



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

- The chairman, Board of Studies, may with the approval of the principal of the college, Co-opt:
- Expert from outside the college whenever special courses of studies are to be formulated.
  - Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be two years.

**Meetings:** The Board of Studies will meet at least twice a year.

**Functions:** The Board of Studies of a department in the college shall:

- Prepare syllabus for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council:
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment of examination:
- Coordinate research, teaching, extension and other academic activities in the department/college.

Composition and function of Finance Committee of Autonomous Colleges	
4.Finance Committee (Composition)	Name
(a) The Principal (Chairman):	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
(b) One person to be nominated by the Governing Body of the college for a period of two years	Dr. Supriya (since 21.01.2023)
(c) Finance officer of the affiliating University (w.e.f...2017)	FO, RU
(d) One senior -most teacher of the college to be nominated in rotation by the principal for two years:	

**Term:** Term of the Finance Committee will be two years.

**Meeting:** The Finance Committee will meet at least twice a year

**Function of the Finance Committee:** The Finance Committee will be an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grant received / receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy: and
- Audited accounts for the above.

**Other Committees as per UGC/ NAAC/RUSA Guidelines**

1.Internal Quality Assurance Cell (As per NAAC's Guidelines)		
i	Chairperson (Head of Institution)	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
ii	Teachers to represent all level (Three to eight)	Dr. Shobhna Sharan Dr. Shalini Mehta Dr. Kiran Tiwari Dr. Urvashi Dr. Usha Kiran Dr. Arati Modak Dr. Nilima Rose Kullu Dr. Surbhi Tigga Dr. Purbasha Ojha Dr. Neha Kaur
iii	One Member from Management	Dr. Shipra Kumari- IQAC Coordinator, Ranchi University
iv	Administrative Officers	Dr. Vinita Singh Dr. Lily Upadhyay Dr. Parag Guru Dr. Kumari Swarnim

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

v	One Nominee each from local Society, Students and Alumni	i. Roshni Khalkho ii. Deepshikha Kumari (Dept. of Geography) iii. Mrs. Mahua Manjhi (Rajya Sabha member)
vi	One Nominees each from Employers/ Industrialist & Stake Holders	i. Mr. Punit Poddar, Premson's Udyog Ltd. ii. Dr. Ramesh Sharan, Eminent Academician, Ex VC, VBU, Jharkhand
vii	Coordinator of IQAC as Member Secretary	Dr. Smita Linda

### 2.Board of Governors (As per RUSA Guidelines)

Sr.	Designation	Office Bearers	Name
i	Principal:	Chairperson	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
ii	Prof-in-charge Arts:	Member	Dr. Vinita Singh
iii	Prof-in-charge Science:	Member	Dr. Lily Upadhyay
iv	RUSA Coordinator:	Member	Dr. Meera Kumari
v	IQAC Coordinator:	Member	Dr. Smita Linda
vi	Controller of Exam:	Member	Dr. Swarnim
vii	Senior Teacher:	Member	Dr. Sunita Yadav
viii	B.Ed. Coordinator:	Member	Dr. Shalini Mehta
ix	N.S.S. Coordinator:	Member	Dr. Kumari Urvashi
x	N.C.C. Coordinator:	Member	Dr. Kiran Tiwari
xi	External Stakeholder:	Member	CCDC, RU
		Member	Director HRDC, RU
xii	Student Representatives:	Member	College Students Union President
xiv	Student Representatives:	Member	College Students Union Secretary

The project at the institution level will be managed by two bodies: The Board of Governors (BoG) and a Project Monitoring Unit.

### Composition:

Each institution will necessarily have its own BOG as per the State Universities Act or as per the guidelines issued by regulatory bodies as the case may be, to be either appointed by the sponsoring Government or by itself through due procedure.

- ♥ Take all policy decisions with regard to smooth, cost effective and timely implementation of the institutional project.
- ♥ From, supervise and guide various Committee required for project implementation and internal project monitoring.
- ♥ Ensure overall faculty development.
- ♥ Enable implementation of all academic and nonacademic institutional reforms.
- ♥ Ensure proper utilization of project fund and timely submission of Financial management Reports (FMRs) and Utilization Certificates.
- ♥ Ensure compliance with the agreed procedures for procurement of Goods Works and Services and Financial Management.
- ♥ Ensure compliance with other fiduciary requirements under the project such as Access, Equity and Excellence Assurance Plan (EAP), and Disclosure Management Framework (DMF), and
- ♥ Monitor progress in the carrying out of all the proposed activities, resolve bottlenecks, and enable the institution to achieve targets for all key indicators.



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

### 3. Project Monitoring Units

Sr.	Designation	Office Bearers
i.	Dr. Shamsun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	Chairperson
ii.	Dr. Vinita Singh	Member
iii.	Dr. Lily Upadhyay	Member
iv.	Dr. Chaitali Adhikari	Member
v.	Dr. Shalini Mehta	Member
vi.	Dr. Shusmita Kundu	Member
vii.	Dr. Swarnim	Member
viii.	Dr. Arati Modak	Member
ix.	Dr. Smita Linda	Member
x.	Dr. Prajna Gupta	Member
xi.	Ms. Surbhi Tigga	Member
xii.	Ms. Neelima Rose Kullu	Member
xiii.	Dr. Prity Deepika Minz	Member

#### Project Monitoring Unit:

Each institution will form a Project Monitoring Unit with appropriate representation from academic officials of the institution, faculty, senior administrative officers. Technical and non-technical support staff and students. The Unit, headed by the Head of the institution, will be responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

The Project Monitoring Unit will perform the following roles:

- ♡ Procurement of Good Works and Services,
- ♡ Financial management,
- ♡ Implementation of faculty and staff development activities and programs,
- ♡ Achievement of target for all indicators as proposed and keeping MIS updated, ♡  
Organizing efficient conduct of monitoring and performance audits, etc.

### 4. Institutional Development Plan Committee

Head of the Institution and other Officers

Head of the Institution	Dr. Shamsun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
-------------------------	--

RUSA Institutional Coordinator & IDP Coordinator	Dr. Meera Kumari
--	------------------

Nodal Officers For:

Academic Activities	Dr. Vinita Singh Dr. Shalini Mehta
Civil work including Environment Management	Dr. Renu Kumari Dr. Chaitali Adhikari Dr. Namrata Sinha Dr. Harsimrat Kaur Dr. Anita tudu Ms. Surabhi Tigga

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

Procurement	Dr. Parag Kumari Guru Dr. Shalini Mehta
Financial Aspects	Dr. Arati Modak Dr. Surbhi Sahu
Equity Assurance Plan Implementation	Dr. Smita Linda Ms. Anjali Toppo

### 5. Women Cell Against Sexual Harassment (As per UGC Guidelines)

Sr.	Designation	Office Bearers
(i)	Chairperson	Dr. Supriya
(ii)	Member Secretary	Dr. Reena Bhadani
(iii)	Coordinator	Dr. Usha Kiran
(iv)	Member	Dr. Madhubala Sinha
(v)	Member	Dr. Kumari Urvashi
(vi)	Member	Dr. Manu Bharti
(vii)	Member	Dr. Jaimuni Baraind
(viii)	Member	Dr. Alka Bara
(ix)	Member	Dr. Surabhi Tigga
(x)	Member	Dr. Prity Deepika Minz
(xi)	Member	Dr. Surbhi Sahu
(xii)	Member	Dr. Priti Deepika Minz
(xiii)	Member	Mrs. Vijeta
(xiv)	Member	Mrs. Shashi Singh {Non- Teaching Staff Representative}

### 6.I.C.C (Internal Complaint Committee)

In light of letter of UGC an "Internal Complaint Committee" has been formed under" Women Cell against "Sexual Harassment" Following Members have been nominated as its Chairperson and Members for a period of three years subject to reshuffling of one third member each years if possible.

Sr.	Name	Designation
(i)	Dr. Vinita Singh	Chairperson



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

(ii)	Dr. Madhubala Sinha	Member
(iii)	Dr. Sunita Yadav (Hindi Dept.)	Member
(iv)	Dr. Pushpa Singh (Psychology Dept.)	Member
(v)	Dr. Sushma Das Guru	Member
(vi)	Dr. Seema Prasad (English Dept.)	Member
(vii)	Dr. Urvashi (Hindi Deptt.)	Member

### 7. Grievance Redressal Committee (As per UGC Guidelines)

I.	Dr. Supriya, Principal	Chairperson
II.	Dr. Parag Kumari Guru	Member
III.	Dr. Shobhana Sharan, Chemistry Deptt.	Member
IV.	Dr. Namrata Sinha	Member
V.	Dr. Shalini Mehta Dr. Reena Bhadani	Complaint Box in Charge (Science Block)
VI.	Dr. Kiran Tiwari Dr. Riya Dey	Complaint Box in Charge (Arts Block)
VII.	Dr. Radhika Oraon	Member

### 8. Anti-Ragging Committee (As Per UGC Guidelines)

(i)	Chairperson (Head of the Institution) Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
(ii)	S.D.O., Ranchi
(iii)	Dr. Vinita Singh
(iv)	Dr. Kiran Kumari
(v)	Dr. Madhubala Singh
(vi)	Dr. Pushpa Singh
(vii)	Dr. Seema Prasad
(viii)	Dr. Surbhi Sahu
(ix)	Dr. Amita Runda
(x)	Mrs. Nilmani Topno (Head Assistant)

### 9. Anti-Ragging Squad (As per UGC Guidelines): Toll Free Number: 1800-180-5522.

Sr.	Name	Department/ Designation
i.	Dr. Vinita Singh	Dept. of Sociology (Arts Block)
ii.	Dr. Usha Kiran	Dept. of Sanskrit (Arts Block)
iii.	Dr. Shalini Mehta	Dept. of Botany (Science Block)
iv.	Dr. Shobhana Sharan	Dept. of Chemistry (Science Block)

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

v.	Dr. Nanda Bannerjee	Dept. of Mathematics (Science Block)
vi.	Dr. Debjani Bose	Dept. of Physics (Science Block)
vii.	Mrs. Meeta Bhatia	Dept. of Computer Application (Science Block)
viii.	Mrs. Ratna	Dept. of Fashion Designing (Science Block)
ix.	Mrs. Arpita Mishra	Dept. of C.N.&D. (Science Block)
x.	Dr. Neha Kaur	Dept. of MBA (Science Block)
xi.	Mrs. Sarita Singh	Dept. of B.Ed (Science Block)
xii.	Mr. Rohit	Grade III Staff
xiii.	Mr. Pran Thakur	Grade IV Staff

### 10. AISHE Portal, IMS (Information Management System) and Technical Wing

i	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023) (English Deptt.)	Institutional Coordinator of RUSA
ii	Mr. Sonu Afroj	Over All Automation System, Website, Online pre & Post Admission and Examination System, Software & Hardwar -in -Charge, Chancellor Portal, AISHE, NSP Nodal Officer

### Students Union and General Council

(As per the Students Union Statute" at Ranchi University) Aims

**and Objectives:** The following will be the aims and objective of the Students Union.

- To foster students activities and unity, designed to inculcate sense of responsibility and discipline among the students.
- To, Promote and enrich intellectual educational, cultural and Physical development of the students.
- To encourage co-curricular activities amongst students.
- To promote among the students of the university, a sense of service to the people and duty towards the state.
- To promote harmonious relation among all sections of the university community.
- To meet, discuss and make representations to the University authorities on matters concerning common interest of the students.

#### **Activates:**

- To organize debate, elocution competition, essay competition, Seminars, Symposium, Excursion and Tour, Dramatic activities, Social Service and such other activities as are likely to benefit co-curricular activities of the students.
- To organize and hold sports and games from time to time.
- To make donation to poor boys fund of the university, colleges and university departments.
- To publish magazines, bulletin and wall newspapers which may be displayed on the notice board.
- Organizing and running Co-operatives.
- Such other activities as will help in enhancing aims and objectives of the union.
- To assist in solving students' problems.

#### 1. "General Council of College Students' Union

Sr.	Name	Designation	Post
	<b>Patron</b>		
	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	Principal	Patron
	<b>Fifteen Staff Advisers (Teachers)</b>		
i.	Dr. Lily Upadhyay	Prof-in -Charge, Science Block	Member



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

ii.	Dr. Vinita Singh	Prof-in – Charge, Arts Block	Member
iii.	Dr. Seema Prasad	DSW	Member
iv.	Dr. Parag Kumari Guru	Bursar I	Member
v.	Dr. Aarti Modak	Bursar II	Member
vi.	Dr. Sushma Das Guru	Coordinator BBA	Member
vii.	Dr. Smita Linda	IQAC Coordinator	Member
viii.	Dr. Kiran Tiwari	NCC Care Take officer, Dept. of Hindi	Member
ix.	Dr. Bharti Singh	NSS Prog. Officer, Dept. of English	Member
x.	President	College Students Union	Member
xi.	Vice-President	College Students Union	Member
xii.	Secretary	College Students Union	Member
xiv.	Joint Secretary	College Students Union	Member
xv.	Deputy Secretary	College Students Union	Member

### Non- Statutory Committees

#### Objective:

Following Committees, Boards or Councils Have been formed by the decision of IQAC to promote and project the inherent hidden talents of students in almost all fields to identify the best of students. By such forums we try to sustain atmosphere for graduate attributes. So all coordinator, Conveners & Members are requested to support and encourage students in the fields of their choice. They all are directed to conduct at least two programmes in a year.

<b>1.</b>	<b>Proctor's Board</b>		
	i.	Chairperson	Principal, Ranchi Women's College. Ranchi
	ii.	Prof.in Charge	Dr Vinita Singh /Dr. Lily Upadhyay
	iii.	Proctor	Dr. Sunita Yadav
	iv.	Head Assistant	Smt.Nilmani Topno
	v.	Grade IV Staff	Mr. Pran Thakur

<b>2.</b>	<b>DSW Cell</b>		
	i.	Chairperson	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023), Principal
	ii.	Dean Student Welfare	Dr. Seema Prasad
	iii.	Office Assistant	Mr. Bharat Kalindi

<b>3.</b>	<b>Building &amp; Development Committee</b>		
	i.	The Principal of the College	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
	ii.	Professor-in -Charge (Science Block)	Dr. Lily Upadhyay
	iii.	Professor-in -Charge (Art' Block)	Dr. Vinita Singh
	iv.	A representative of the affiliating Ranchi University	CCDC, RU
	v.	Assistant Engineer of R.U	
	vi.	Two Representatives of the Teachers	1. Dr. Supriya 2. Dr. Smita Linda
	vii.	A representative of the Teaching Department	Dr. Arati Modak
	viii.	A representative each from administration & accounts division	
	ix.	Architect engaged by the College (University Architect)	

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

<b>4.</b>	<b>Examination Cell</b>		
i	Chief Controller of Examination	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	
ii	Controller of Examination	Dr. Swarnim	
iii	Dy. Controller of Examination	Dr. Chaitali Adhikari	

<b>5.</b>	<b>Examination Committee (Board)</b>		
i	Chairperson	Principal of the College	
ii	All Deans	Dr. Vinita Singh (Prof.in-charge, Arts Block) Dr. Lily Upadhyay (Prof.in-charge, Science Block) Dr. Supriya Dr. Asha Lata Keshri Mrs Sabita Keshri Dr. Seema Prasad (DSW)	
iii	Member Secretary	Controller of Examination, Dr. Swarnim	
iv	Member	Deputy Controller of Examination, Dr. Chaitali Adhikari	
v	Member		

<b>6.</b>	<b>Career Counseling &amp; Coaching for Entry in Services Cell</b>		
i	Chairperson	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	
ii	Coordinator	Dr. Renu Kumari	
iii	Member	Dr. Kiran kumari	
vi	Member	Dr. Mamta Kerketta	
v	Member	Ms. Rohita Vikash	
vi	Member	Dr. Rajbala	
vii	Member	Mrs. Harshita	
viii	Member	Mrs. Dolly	
ix	Member		



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

<b>7</b>	<b>Placement / Training / Skill Development Cell</b>		
	I.	Chairperson	Principal, Dr. Supriya
	II.	Coordinator	Dr. Rohita Vikash, Department of Psychology
	III.	Ass. Coordinator	Dr. Neha Kaur- Business Administration, Ms. Harshita- Fashion Designing
	IV.	Catalyst	Dr. Shalini Mehta- Coordinator, Vocational studies Ms. Surbhi Tigga – Commerce Ms. Manu Bharti- English Dr. Soma Roy – Biotechnology Dr. Sachin Kumar – B.Ed. Ms. Dolly Kumari – IT Dr. Ratna Singh – Fashion Designing Dr. Surbhi Srivastava – B.B.A Mrs. Arpita Mishra – C.N&D Ms. Nigar Fatma Rizmi (Grade III) – C.N&D Sri Sujeet Kumar Grade IV
	V.	Student Representatives	10

<b>8.</b>	<b>RTI Cell</b>		
	i	Principal – Dr. Supriya	First Appellate Officer
	ii	Dr. Lily Upadhyay	Public Information Officer (Science Block)
	iii	Dr. Parag Kumari Guru	Public Information Officer (Arts Block)
	iv	Office Assistant	Mrs.Nilmani Topno (General Section)

<b>9.</b>	<b>Legal Cell</b>		
	i	Dr. Shamshun Nehar	Principal – Chairperson
	ii	Dr. Parag Kumari Guru	Member Secretary Cum Convener
	iii	Dr. Swarnim	Member (Zoology Department)
	vi	Dr. Shalini Mehta	Member (Botany Department)

<b>10</b>	<b>Estate Committee/ Face Lifting Committee</b>		
	i.	Principal - Chairperson	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
	ii.	Prof. in-Charge	Science Block
	iii.	Prof-in-Chage	Arts Block
	iv.	Dr. Reena Bhadani	Fund-in Charge & Ambulance -in – Charge
	v.	Dr. Shobhna Sharan	Science Block Wooden Court in Charge
	vi.	H.A General Section	Building Documents in Charge
	vii.	Acting Accountant	Fund Advance-in -Charge
	viii.	Govind Jha	Generator -in -Charge
	ix.	Mr. Ali Azad Ansari	LCD Projector & Photography-in-Charge
	x.	Mr. Bharat Kalindi	Sound System & Hall -in -Charge

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

xi.	Mr. S.K.Sinha	Building Committee Works & Tender -in Charge
xii.	Mr. Lal Babu Roy	Ambulance in Charge

<b>11.</b>	<b>Service Book Committee</b>	
i.	Chairperson	Dr. Shamsun Nehar
ii.	Convener (Arts Block)	Dr. Arati Modak & Dr. Smita Linda
iii.	Head Assistant	General Section
iv.	Accountant	
v.	Leave -in - Charge	Mr. Lal Babu Roy
vi.	Service Book	Mr. John Baxla

<b>12.</b>	<b>Routine Committee (Science)</b>	
i.	Dr. Lily Upadhyay	Deptt. of Zoology (Coordinator)
ii.	Dr. Shobhna Sharan	Deptt. of Chemistry
iii.	Dr. Namrata Sinha	Deptt. of Chemistry
iv.	Ms. Surbhi Tigga	Commerce

<b>13.</b>	<b>Routine Committee (Arts)</b>	
i.	Dr. Vinita Singh	Deptt. of Sociology
ii.	Dr. Sunita Yadav	Deptt. of Hindi
iii.	Dr. Meera Kumari	Deptt. of Economics
iv.	Dr. Harsimrat Kaur	Deptt. of Geography
v.	Dr. Rajbala	Deptt. of Psychology
	Dr. Karmi Manjhi	Deptt. of TRL

<b>14.</b>	<b>Selection Committee</b>	
i.	Principal - Chairperson	Dr. Shamsun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
ii.	Prof. in-Charge	Science Block
iii.	Prof-in-Chage	Arts Block
iv.	HoD / Coordinator (User Department)	Member



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

### Financial Committees

<b>1.</b>	<b>Bona-fide Certificate &amp; Scholarship/ Stipend Verification of Students</b>	
	i.	Verification of Bona-fide Certificate or any other Scholarship Form- All Concerned Heads & Coordinators authorized to verify and sign after certification by concerned Admission Clerks
	ii	Submission of printed copy of Scholarship after on -line submission of duly filled up form to Mr. Sunil Dungdung at Scholarship Counter at Arts. Block
	iii	Scholarship / Stipend-in- Charge: Mr Sunil Dungdung
	iv	On-line Verification: all Computer Literate Grade III Staff (Specially Computer Operators of each department and office appointed in Autonomy Cell)
	v	Online Verification-in-charge : Ali Azad Ansari

<b>2.</b>	<b>Finance Committee</b>	
	i.	Chairperson Dr. Shamsun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)
	ii.	Member Prof in Charge, Arts Block
	iii.	Member Prof in Charge, Science Block
	iv.	Senior Teacher Board of Management Nominee (2 Years)
	v.	Principal's Nominee (2 Years)

<b>3.</b>	<b>Purchase Committee</b>	
	i	Chairperson Principal
	ii	Member Prof-in – Charge, Art's Block
	iii	Member Prof-in-Charge, Science Block
	iv	Member Bursar 1 Parag Kumari Guru
	v	Member Dr. Sunita Yadav
	vi	Member Teacher's Nominee (Dr. Sarita Oraon& Dr. Surbhi Sahu)
	vii	Member Representative from Accounts Section
	viii	Member Dr. Kumari Swarnim
	ix	Contractual Accountant Mr. S.K. Sinha
	ii	Coordinator
	iii	Dr. Kiran Kumari (Home Science) Coordinator
	iv	Dr. Smita Linda (Geography) Coordinator
	v	Custodian of Records
	vi	Mr. S.K. Sinha (Contractual Accountant) Utilization -in -Charge

<b>4.</b>	<b>Budget, Claim &amp; Utilization Committee</b>	
	i.	Bursar 1 Member

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

	ii.	Bursar 2	Member
	iii.	All Coordinators	Member
	iv.	Accountant	Member
	v.	Mr. S.K. Sinha	Member
	vi.	Mr. Babban Prasad (Registered Chartered Accountant, Babban Prasad & Associates, Ranchi)	Member
<b>5.</b>	<b>Salary, Increment, Arrear &amp; TDS Committee for Pay Fixation Rectification &amp; Calculation</b>		
	i	Dr. Meera Kumari (Economics)	Convener
	ii	Bursar 1	Member
	iii	Bursar 2	Member
	iv	Dr. Reena Bhadani	Member
	v	Dr. Shalini Mehta	Member
	vi	Accountant	Member
	vii	Mr. S.K.Sinha	Member
	viii	Mr. Babban Prasad- Registered Chartered Accountant, Babban Prasad & Associates, Ranchi	Member
<b>6.</b>	<b>UGC Grants Cell</b>		
	i	Principal, Dr. Supriya	Chairperson cum convener

## Academic Committees

<b>1.</b>	<b>Admission Committee</b>		
	i	Principal, Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	Over All in Charge
	ii	Concerned Head of all Department	
	iii	Coordinators of all Vocational Courses	
<b>2.</b>	<b>Library Committee</b>		
	i	Principal, Dr. Supriya	Chairperson
	ii	Dr. Vinita Singh	Member
	iii	Dr. Lily Upadhyay	Member
	iv	Dr. Swarnim	Coordinator
	v	Dr. Urvashi	Member
	vi	Dr. Geeta Singh	Member
	vii	Dr. Rita Ganshi	Member
	Viii	Dr. Geeta Singh	Member
	ix	Mr Deepak Jha	Librarian
	x	Mr Ritesh Kumar	Librarian

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

<b>3.</b>	<b>Job Oriented/Self Financing Course Committee</b>	
i	Principal , Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	Director of all Self Financing Courses
ii	Dr. Smita Linda	Coordinator IQAC
iii	Dr. Shalini Mehta	Coordinator- Vocational Programme
iv	Dr. Arati Modak	Bursar (Income)
v	Dr. Lily Upadhyay	Coordinator- I.T.
vi	Dr. Parag Kumari Guru	Bursar (Expenditure)
vii	Dr. Sushma Das Guru	Coordinator-BBA
viii	Dr. Shalini Mehta	Coordinator- B.Ed
ix	Dr. Shalini Mehta	Coordinator- F.D
x	Dr. Reena Bhadani	Coordinator- C.A
xi		Accountant
Xii	Mr. S.K. Sinha	Special Invitee
xiii	Mr Ali Azad Ansari	System Administrator
	Dr. Prity	
<b>4.</b>	<b>Research &amp; Publication Committee (Seminar/Symposium/Workshop/Journal/ Magazine/ Newsletter)</b>	
i.	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	Chairperson
iii.	Dr. Urvashi	Coordinator (Magazine /News Letter)
iv.	Dr. Smita Linda	IQAC Coordinator
v.	Dr. Shalini Mehta	Coordinator (Seminar / Symposium / Workshop)
vi.	Dr. Swarnim	Coordinator (Seminar / Symposium / Workshop)
vii.	Dr. Reena Bhadani	Coordinator (Seminar / Symposium / News Letter)
viii.	Dr. Sarita Oraon	Member
ix.	Dr. Namrata Sinha	Member
x.	Dr. Prajna Gupta	Member
xi.	Dr. Mamta Kerketta	Member
xii.	Dr. Amita Runda	Member
xiv.	Dr. Karmi Manjhi	Member

### Extra/Co-Curricular Committees



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

<b>5.</b>	<b>NSS Wing</b>		
	i	Dr. Urvashi	Programme Officer-Arts Block (Humanities Students) Unit 1
	ii	Dr. Bharti Singh	Programme Officer Arts Block (Social Science Students) Unit 2
	iii	Ms. Harshita	Programme Officer- Science Block(Science Students) Unit 3

<b>6.</b>	<b>NCC Wing</b>		
	i	Care Taker	Kiran Tiwari

<b>7.</b>	<b>Sports Committee</b>		
	i.	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	Principal
	ii.	Dr. Vinita Singh	Prof. -In-Charge(Arts)
	iii.	Dr. Lily Upadhyay	Prof-In-Charge(Science)
	iv.	Dr. Surabhi Sahu	Co-ordinator(Geography)
	v.	Dr. Bharti Singh	Deputy Sports Co-ordinator
	vi.	Dr. Parag Kumari Guru	Bursur-I
	vii.	Dr. Arati Modak	Bursur-II
	viii.	Dr. Alka Rani Bara	Member
	ix.	Mrs. Ratna Singh	Member
	x.	Ms. Surabhi Tigga	Member
	xi.	Dr. Anita Tudu	Member
	xii.	Dr. Ritu Ghansi	Member
	xiii.	Mrs. Jaimunai Baraind	Member
	xiv.	Mrs. Jharna Roy	PTI
	xv.	Mr. Anil Oraon	PTI

<b>8.</b>	<b>Cultural Committee</b>		
	i.	Dr. Pushpa Singh	Coordinator
	ii.	Dr. Lily Upadhaya	Deputy Coordinator
	iii.	Dr. Seema Prasad	Member
	iv.	Ms. Punam Dhan	Member
	v.	Dr. Rita Ghansi	Member
	vi.	Dr. Riya Dey	Member
	vii.	Dr. Shalija Bara Barwar	Member
	viii.	Dr. Chaitali Adhikari	Member
	ix.	Dr. Sujata Mazumdar (B.Ed)	Member
	x.	Dr. Ranjana Kanth	Member
	xi.	Kunjilata Lal	Member

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

xii.	Dr. Poonam Singh Chouhan	Member
xiii.	Mrinali Akhauri	Member
xiv.	Dr. Savita Munda	Member
xv.	Sri Diwakar	Supporting Staff
xvi.	Sri Bharat	Supporting Staff
xvii.	Sri Govind Jha	Supporting Staff
xviii.	Sri Pran Thakur	Supporting Staff
<b>9.</b>	<b>Press &amp; Media Communication Committee</b>	
i	Dr. Kiran Tiwari (Deptt. of Hindi)	Press Release in Charge
ii	Dr. Urvashi (Deptt. of Hindi)	Press Release in Charge
iii	Dr. Bharti Singh (Deptt. of English)	Press Release in Charge
iv	Dr. Neha Kaur	Press Release in Charge

### Contact Numbers of Staff for student's Support

Sr.	Name	Post	Phone No.
1.	Mrs. Nilmani Topno	Head Assistant	8969506582

<b>10.</b>	<b>Student Counselling Committee</b>	
i	Dr. Rohita Vikas	Coordinator I
ii	Dr. Alka Rani Bara	Coordinator II
iii	Dr. Smita Linda	IQAC Coordinator
iv	Dr. Pushpa Singh	Member
v	Dr. Reena Bhadani	Member

<b>11.</b>	<b>Discipline</b>	
i.	Dr. Vinita singh	
ii.	Dr. Lily Upadhyay	
iii.	Dr. Shobhna Sharan	
iv.	Dr. Nanda Banerji	
v.	Dr. Swarnim	
vi.	Dr. Seema Prasad	
vii.	Dr. Geeta Singh	
viii.	Dr. Shalini Mehta	
ix.	Dr. Meeta Bhatia	
x.	Dr. Ratna	
xi.	Dr. Ranjana Kanth	

<b>12.</b>	<b>Hall Committee</b>	
------------	-----------------------	--

# Ranchi Women's College, Ranchi

## Directory of Committees -- 2022 -2023

i.	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	
ii.	Dr. Seema Prasad	Co-Ordinator
iii.	Mr. Bharat Kalindi	
iv.	Mr. Pran Thakur	
v.	Mr. Ram Sevak	
vi.	Mr. Rajiv Kumar	
vii.	Mr. Sujeet Kumar	

<b>13.</b>	<b>Advisory Committee</b>	
i.	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	
ii.	Dr. Vinita Singh	
iii.	Dr. Lily Upadhyay	
iv.	Dr. Parag Kumari Guru	
v.	Dr. Shalini Mehta	
vi.	Dr. Arati Modak	
vii.	Dr. Swarnim	
viii.	Dr. Smita Linda	

<b>14.</b>	<b>College Meeting Proceeding</b>	
i.	Dr. Mamta Kerketta	
ii.	Dr. Prajna Gupta	

<b>15.</b>	<b>Waste Disposal Committee</b>	
i.	Dr. Shamshun Nehar (till 19.02.2023) / Dr. Supriya (since 21.01.2023)	
ii.	Dr. Vinita Singh	
iii.	Dr. Lily Upadhyay	
iv.	Dr. Renu Kumari	
v.	Dr. Seema Prasad	
vi.	Dr. Surbhi Sahu	
vii.	Dr. Amita Runda	
viii.	Smt. Neelmani Topno	
ix.	Sri Bharat Kalindi	



# Ranchi Women's College, Ranchi

Directory of Committees -- 2022 -2023

## Students Club

<b>1.</b>	<b>Literacy Club/Debate/Assay/Quiz/Recitation</b>		
	i.	Dr. Mamta Kerketta	Coordinator I (English)
	ii.	Dr. Prajna Gupta	Coordinator II (Hindi)
	iii.	Dr. Punam Singh Chouhan (TRL)	
	iv.	Student President of the club	
	v.	Student Secretary of the club	
	vi.	Executive Members	
<b>2</b>	<b>Sports Club</b>		
	i.	Dr. Surabhi Sahu	Coordinator
	ii.	Dr. Bharti Singh	Deputy Coordinator
	iii.	Dr. Jayanti Kumari (TRL)	
<b>3</b>	<b>Cultural Club/ Dance / Drama/ Music</b>		
	i.	Dr. Pushpa Singh	(Psychology)
	ii.	Dr. Lily Banerjee	(Zoology)
	iii.	Dr. Poonam Dhan	(Music)
	iv.	Dr. Sujata Majumdar	(B.Ed.)
	v.	Dr. Shailja Bala	(TRL)
<b>4</b>	<b>Fine Arts Club</b>		
	i.	Dr. Kiran Kumari	Home Science
	ii.	Dr. Kunjlata	B.Ed.
	iii.	Kumari Kanchan Barnwal	TRL