

# **Ranchi Women's College, Ranchi**



## **Directory of Committees 2021 -2022**

### Notification

Ranchi Women's College, Ranchi has constituted following committees for 2021-22 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
ii.	UGC Nominee	Dr. Mahima Thakur, Faculty of Management Studies, University of Delhi, Delhi
iii.	University Nominee	Dr. Kunul Kandir, 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. Phulmani Dhan, Prof-in-charge, Arts Block
viii.	Senior Teacher	Dr. Abha Prasad, Prof-in-charge, Science Block
ix.	Principal-cum-ex-officio Member	Dr. Shamshun Nehar

**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
i.	The Principal	Dr. Shamshun Nehar	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. Phulmani Dhan 2. Dr. Abha Prashad 3. Dr. Abha Xalxo 4. Mrs Sabita Keshri	Prof.-in-charge, Arts Block Dean of Science & Commerce Dean of Social Science Dean of Humanities
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:

- (a) 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.
- (b) Make regulations regarding the admission of students to different Programmes of study in the college keeping in view the policy of the Government.
- (c) Make regulations for sports, extra- curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new Programmes of study.
- (e) Recommend to the Governing Body institution of scholarship, studentship, fellowship, prizes and medals, and to frame regulations for the award of the same.
- (f) 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	
<b>3. Board of Studies (Composition)</b>	
	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.
	The chairman, Board of Studies, may with the approval of the principal of the college, Co-opt:
	(a) Expert from outside the college whenever special courses of studies are to be formulated.
	(b) 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	
<b>4. Finance Committee (Composition)</b>	
(a)	The Principal (Chairman):
(b)	One person to be nominated by the Governing Body of the college for a period of two years
(c)	Finance officer of the affiliating University (w.e.f...2017)
(d)	One senior -most teacher of the college to be nominated in rotation by the principal for two years:
	<b>Name</b>
	Dr. Shamshun Nehar
	Dr. Supriya
	FO, RU
	Dr. Phulmani Dhan

**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)
ii	Teachers to represent all level (Three to eight)
iii	One Member from Management
iv	A few senior Administrative Officers
v	One Nominee each from local Society, Students and Alumni
vi	One Nominees each from Employers/ Industrialist & Stake Holders
vii	Coordinator of IQAC as Member Secretary
	Dr. Shamshun Nehar
	i. Dr. Phulmani Dhan ii. Dr. Abha Prasad iii. Dr. Supriya iv. Dr. Sushma Das Guru v. Dr. Swarnim vi. Dr. Reena Bhadani vii. Mr. Ratnesh
	Dr. Ramesh Sharan, Ex V.C. , V.B.U.
	i. Mr. Surendra Kumar Sinha ii. Mr. Ali Azad Ansari
	i. Vishal Choudhary, CEO, Frontline NGO ii. Ms. Kahkashan Perween (Math Hons Sem III) iii. Dr. Denis Dadel, Retd. Reader, Dept. of Zoology, RWC
	i. Dr. Rajkumar, DSW, RU, ii. Mr Sayeed Ansari, Executive Director, Medanta iii. Mr Samir Lohia, CMD, Fairmine Carbons Pvt. Ltd. iv. Dr. Venkat Appa Rao
	Dr. Shobhna Sharan



2. Board of Governors (As per RUSA Guidelines)			
Sr.	Designation	Office Bearers	Name
i	Principal:	Chairperson	Dr. Shamshun Nehar
ii	Prof-in-charge Arts:	Member	Dr. Phulmani Dhan
iii	Prof-in-charge Science:	Member	Dr. Abha Prasad
iv	RUSA Coordinator:	Member	Dr. Supriya
v	IQAC Coordinator:	Member	Dr. Shobhna Sharan
vi	Controller of Exam:	Member	Dr. Neeta Sinha
vii	Senior Teacher:	Member	Dr. Abha Xalxo
viii	B.Ed. Coordinator:	Member	Dr. Seema Prasad
ix	N.S.S. Coordinator:	Member	Dr. Kumari Urvashi
x	N.C.C. Coordinator:	Member	Dr. Kiran Tiwari
xi	System Administrator:	Member	Mr. Ali Azad Ansari
xii	External Stakeholder:	Member	CCDC, RU
		Member	Director HRDC, RU
xiii	Student Representatives:	Member	College Students Union President
xix	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.

3. Project Monitoring Units		
Sr.	Designation	Office Bearers
i.	Dr. Shamshun Nehar	Chairperson
ii.	Dr. Phulmani Dhan	Member
iii.	Dr. Abha Prasad	Member
iv.	Dr. Bandana Kumari	Member
v.	Dr. Supriya	Member
vi.	Dr. Swarnim	Member
vii.	Dr. Shalini Mehta	Member
viii.	Dr. Reena Bhadani	Member
ix.	Dr. Surbhi Sahu	Member
x.	Dr. Kumari Urvashi	Member
xi.	Dr. Sushmaita Kundu	Member
xii.	Dr. Smita Linda	Member
xiii.	Dr. Shobhna Sharan	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 proposes 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. Shamshun Nehar
RUSA Institutional Coordinator & IDP Coordinator	Dr. Supriya
Nodal Officers For:	
Academic Activities	Dr. Shalini Mehta Dr. Vinita Singh
Civil work including Environment Management	Dr. Phulmani Dhan Dr. Abha Prasad Dr. Sushma Das Guru Dr. Parag Kumari Guru Dr. Chaitali Adhikari Dr. Gita Singh Dr. Reena Bhadani Dr. Snigdha
Procurement	Dr. Abha Khalkho Dr. Supriya
Financial Aspects	Dr. Phumani Dhan Dr. Abha Prasad
Equity Assurance Plan Implementation	Dr. Smita Linda Dr. Seema Prasad

5. Women Cell Against Sexual Harassment (As per UGC Guidelines)		
Sr.	Designation	Office Bearers
(i)	Chairperson	Dr. Shamshun Nehar
(ii)	Member Secretary	Dr. Sabita Keshri
(iii)	Coordinator	Dr. Vinita Singh
(iv)	Member	Dr. Abha Prasad
(v)	Member	Dr. Bandana Kumari
(vi)	Member	Dr. Beena Pandey
(vii)	Member	Dr. Madhubala Sinha
(viii)	Member	Dr. Roselina
(ix)	Member	Dr. Reena Bhadani
(x)	Member	Dr. Geeta Jaiswal
(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. Phulamani Dhan (Philosophy Dept.)	Chairperson



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

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

I.	Dr. Shamshun Nehar, Principal	Chairperson
II.	Dr. Supriya , English Deptt	Member
III.	Dr. Shobhana Sharan, Chemistry Deptt.	Member
IV.	Dr. Pranjana Gupta Dept, Hindi	Member
V.	Dr. Shalini Mehta Dr. Neelam	Complaint Box in Charge (Science Block)
VI.	Dr. Parag Kumari Guru Dr. Seema Prasad	Complaint Box in Charge (Arts Block)
VII.	Dr. Manu Bharti	Member

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

(i)	Chairperson (Head of the Institution) Dr. Shamshun Nehar
(ii)	S.D.O., Ranchi
(iii)	Dr. Bandana Kumari
(iv)	Dr. Vinita Singh
(v)	Dr. Madhubala Sinha
(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)
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. Gita	Dept. of C.N.&D. (Science Block)
x.	Dr. Neha Kaur	Dept. of BBA (Science Block)
xi.	Mrs. Biplavi	Dept. of B.Ed (Science Block)
xii.	Mr. Rohit	Grade III Staff
xiii.	Mr. Ambarish	Grade III Staff
xiv.	Mr. Pran Thakur	Grade IV Staff

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

i	Dr. Supriya (English Deptt.)	Institutional Coordinator of RUSA
ii	Mr. Ali Azad Ansari (MBA, MCSA), System Administrator	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 Statue" 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	Principal	Patron
	<b>Fifteen Staff Advisers (Teachers)</b>		
i.	Dr. Abha Prasad	Prof-in -Charge, Science Block	Member
ii.	Dr. Phumani Dhan	Prof-in - Charge, Arts Block	Member
iii.	Dr. Seema Prasad	DSW	Member
iv.	Dr. Abha Xalxo	Bursar I	Member
v.	Dr. Beena Pandey	Department of History	Member
vi.	Dr. Supriya	Bursar II	Member
vii.	Dr. Sushma Das Guru	Coordinator BBA	Member
viii.	Dr. Shobhna Sharan	IQAC Coordinator	Member
ix.	Dr. Kiran Tiwari	NCC Care Take officer, Dept. of Hindi	Member
x.	Dr. Bharti Singh	NSS Prog. Officer, Dept. of English	Member
xi.	President	College Students Union	Member
xii.	Vice-President	College Students Union	Member
xiii.	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.

Programmes in a year:

1.	Proctor's Board		
	i.	Chairperson	Principal, Ranchi Women's College. Ranchi
	ii.	Prof.in Charge	Dr Phulmani Dhan /Dr. Abha Prasad
	iii.	Proctor	Dr. Geeta Singh
	iv.	Head Assistant	Smt Nilmani Topno
	v.	Grade IV Staff	Mr. Pran Thakur
2.	DSW Cell		
	i.	Chairperson	Dr. Shamshun Nehar, Principal
	ii.	Dean Student Welfare	Dr. Seema Prasad
	iii.	Office Assistant	Mr. Bharat Kalindi
3.	Building & Development Committee		
	i.	The Principal of the College	Dr. Shamshun Nehar
	ii.	Professor-in -Charge (Science Block)	Dr. Abha Prasad
	iii.	Professor-in -Charge (Art' Block)	Dr. Phulmani Dhan
	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. Chaitali Adhikari
	vii.	A representative of the Teaching Department	Dr. Abha Xalxo
	viii.	A representative each from administration & accounts division	Shri S.K. Sinha & Mr Ambrish
	ix.	Architect engaged by the College (University Architect)	
4.	Examination Cell		
	i	Chief Controller of Examination	Dr. Shamshun Nehar
	ii	Controller of Examination	Dr. Neeta Sinha
	iii	Dy. Controller of Examination	Dr. Sunita Kumari
5.	Examination Committee (Board)		
	i	Chairperson	Principal of the College
	ii	All Deans	Dr. Phulmani Dhan (Prof.in-charge, Arts Block) Dr. Abha Prasad (Prof.in-charge, Science Block) Dr. Abha Xalxo Dr. Supriya Dr. Asha Lata Keshri Mrs Sabita Keshri Dr. Seema Prasad (DSW)
	Iii	Member Secretary	Controller of Examination, Dr. Neeta Sinha
	iv	Member	Deputy Controller of Examination, Dr. Sunita Kumari
	v	Member	On- line and Technical-in-Charge, Mr. Ali Azad Ansari
6.	Career Counseling & Coaching for Entry in Services Cell		
	i	Chairperson	Dr. Shamshun Nehar
	ii	Coordinator	Dr. Vinita Singh
	iii	Member	Dr. Arti Modak
	vi	Member	Dr. Soma Roy and Dr. Roselina
	v	Member	Mrs Harshita
	vi	Member	Dr. Vijyata
	vii	Member	Mrs Dolly
	viii	Member	Mrs Geeta
	ix	Member	Mr. Ali Azad Ansari

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<b>7</b>	<b>Placement / Training / Skill Development Cell</b>		
	I.	Chairperson	Dr. Shamshun Nehar
	II.	Coordinator	Dr. Reena Bhadani
	III.	Asst. Coordinator	Dr. Vijyata
	IV.	Asst. Coordinator	Mrs. Dolly Kumari
	V.	Asst. Coordinator	Dr. Harshita
	VI.	Catalyst	Dr. Soma Roy
	VII.	Catalyst	Mrs. Geeta
	VIII.	Catalyst	Mrs. Meeta Bhatia
	IX.	Catalyst	Dr. Neha Kaur
	X.	Catalyst	Mrs Mamta Pandey
	XI.	Catalyst	Dr. Shalini (BBA)
	XII.	Placement & Progression cum Technical Support-in -Charge	Mr. Ali Azad Ansari
	XIII.	Mrs Kiran (Sanjivan Yoga Centre)	Special Invited
	XIV.	Representative of TISS for NUSSD	Special Invited Member

<b>8.</b>	<b>RTI Cell</b>		
	i	Principal – Dr. Shamshun Nehar	First Appellate Officer
	ii	Dr. Abha Prasad	Public Information Officer (Science Block)
	iii	Dr. Roselina Singh	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. Bandana	Member (Zoology Department)
	vi	Dr. Shalini	Member (Botany Department)

<b>10</b>	<b>Estate Committee/ Face Lifting Committee</b>		
	i.	Principal - Chairperson	Dr. Shamshun Nehar
	ii.	Prof. in-Charge	Science Block
	iii.	Prof-in-Chage	Arts Block
	iv.	Dr. Lily Upadhyay	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
	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. Shamshun Nehar
	ii.	Convener (Arts Block)	Dr. Usha Kiran & Dr. Bharti Singh
	iii.	Head Assistant	General Section
	iv.	Accountant	Mr. Ambrish
	v.	Leave -in - Charge	Mr. Lal Babu Roy
	vi.	Service Book	Mr. John Baxla

<b>12.</b>	<b>Routine Committee (Science)</b>		
	i.	Dr. Abha Prasad	Deptt. of Zoology (Coordinator)
	ii.	Dr. Shalini Mehta	Deptt of Botany (Coordinator)
	iii.	M. Nanda Banerjee	Deptt. of Mathematics
	iv.	Dr. Neeta Sinha	Deptt. of Chemistry



<b>13.</b>	<b>Routine Committee (Arts &amp; Commerce)</b>		
	i.	Dr. Abha Prasad	Deptt. of Commerce (Coordinator)
	ii.	Dr. Chaitali Adhikari	Deptt. of Economics (Coordinator)
	iii.	Dr. Sunita Yadav	Deptt. of Hindi
	iv.	Dr. Roselina	Psychology
	v.	Dr. Geeta Singh	Philosophy
	vi.	Dr. Bharti Singh	Deptt. of English

<b>14.</b>	<b>Selection Committee</b>		
	i.	Principal - Chairperson	Dr. Shamshun Nehar
	ii.	Prof. in-Charge	Science Block
	iii.	Prof-in-Chage	Arts Block
	iv.	Dean	Member
	v.	HoD / Coordinator (User Department)	Member

### 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. Shamshun Nehar
	ii.	Member	Prof in Charge, Arts Block
	iii.	Member	Prof in Charge, Science Block
	iv.	Senior Teacher Board of Management Nominee (2 Years)	Dr. Supriya
	v.	Principal's Nominee (2 Years)	Dr. Abha Xalxo

<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 Abha Xalxo
	v	Member	Dr. Parag Guru
	vi	Member	Teacher's Nominee (Dr. Neeta Sinha & Dr. Surbhi Sahu)
	vii	Member	Representative from Accounts Section (Mr. Ambrish Kumar)
	viii	Member	Mr. Ali Azad Ansari
	ix	Contractual Accountant	Mr. S.K. Sinha

<b>4.</b>	<b>UGC Grants Cell</b>		
	i	Principal, Dr Shamshun Nehar	Chairperson cum convener

	ii	Dr. Bandana Kumari	Coordinator
	iii	Dr. Kiran Kumari (Home Science)	Coordinator
	iv	Dr. Smita Linda (Geography)	Coordinator
	v	Mr. Ambrish Kumar	Custodian of Records
	vi	Mr. S.K. Sinha (Contractual Accountant)	Utilization -in -Charge
<b>5.</b>	<b>Budget, Claim &amp; Utilization Committee</b>		
	i.	Bursar 1	Member
	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>6.</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. Asha Lata Keshri	Member
	v	Dr. Parag Guru	Member
	vi	Dr. Shalini Mehta	Member
	vii	Accountant	Member
	viii	Mr. S.K.Sinha	Member
	ix	Mr. Babban Prasad- Registered Chartered Accountant, Babban Prasad & Associates, Ranchi	Member

## Academic Committees

<b>1.</b>	<b>Admission Committee</b>		
	i	Principal, Dr. Shamshun Nehar	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. Shamshun Nehar	Chairperson
	ii	Dr. Phumani Dhan	Member
	iii	Dr. Abha Prasad	Member
	iv	Dr. Vinita Singh	Coordinator
	v	Dr. Swarnim	Member
	vi	Dr. Urvashi	Member
	vii	Dr. Reena Bhadani	Member
	Viii	Dr. Amita Runda	Member
	ix	Mr Deepak Jha	Librarian
	x	Mr Ritesh Kumar	Librarian



3.	Job Oriented/Self Financing Course Committee		
i	Principal , Dr. Shamshun Nehar	Director of all Self Financing Courses	
ii	Dr. Shobhna Sharan	Coordinator IQAC & Bio-Tech	
iii	Dr. Abha Prasad	Coordinator- CND	
iv	Dr. Supriya	Bursar (Income)	
v	Dr. Asha Lata Keshri	Coordinator- I.T.	
vi	Dr. Abha Xalxo	Bursar (Expenditure)	
vii	Dr. Sushma Das Guru	Coordinator-BBA	
viii	Dr. Seema Prasad	Coordinator- B.Ed	
ix	Dr. Shalini Mehta	Coordinator- F.D	
x	Dr. Reena Bhadani	Coordinator- C.A	
xi	Mr. Ambrish Kumar	Accountant	
xii	Mr. S.K. Sinha	Special Invitee	
xiii	Mr Ali Azad Ansari	System Administrator	

4.	Research & Publication Committee (Seminar/Symposium/Workshop/Journal/ Magazine/ Newsletter)		
i.	Dr. Shamshun Nehar	Chairperson	
ii.	Dr. Supriya	Coordinator (Magazine /News Letter)	
iii.	Dr. Urvashi	Coordinator (Magazine /News Letter)	
iv.	Dr. Shobhna Sharan	IQAC Coordinator	
v.	Dr. Shalini Mehta	Coordinator (Seminar / Symposium / Workshop)	
vi.	Dr. Rohita Vikash	Coordinator (Seminar / Symposium / Workshop)	
vii.	Dr. Reena Bhadani	Coordinator (Seminar / Symposium / News Letter)	
viii.	Dr. Bandana	Member	
ix.	Dr. Beena Pandey	Member	
x.	Dr. Savita Keshri	Member	
xi.	Dr. Kiran Tiwari	Member	
xii.	Dr. Savita Oraon	Member	
xiii.	Dr. Geeta Jaiswal	Member	
xiv.	Dr. Mamta Kerketta	Member	
xv.	Dr. Arti Modak	Member	
xvi.	Dr. Jayati Bhattacharya	Member	
xvii.	Dr. Afsana Parveen	Member	

### Extra/Co-Curricular Committees

<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	Dr. Surbhi Srivastava	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. Surbhi Sahu	Coordinator (Geography)
	ii.	Dr. Smita Linda	Member
	iii.	Dr. Renu Kumari	Member
	iv.	Dr. Kiran Kumari	Member
	v.	Dr. Swarnim	Member
	vi.	Dr. Geeta Singh	Member
	vii.	Dr. Savita Oraon	Member
	viii.	Dr. Usha Kiran	Member
	ix.	Dr. Shalini Mehta	Member
	x.	Dr. Kiran Tiwari	Member
	xi.	Dr. Roselina Singh	Member
	xii.	Dr. Arti Modak	Member
	xiii.	Dr. Manu Bharti	Member
	xiv.	Dr. Pratibha Mahto	Member
	xv.	Dr. Amita Runda	Member
	xvi.	Mrs. Harshita	Member
	xvii.	Mrs. Jharna Roy	PTI
	xviii.	Mr. Anil Oraon	PTI

<b>8.</b>	<b>Cultural Committee</b>		
	i.	Dr. Pushpa Singh	Coordinator
	ii.	Dr. Lily Upadhaya	Deputy Coordinator
	iii.	Dr. Poonam Nigam Sahay	Member
	iv.	Dr. Renu Kumari	Member
	v.	Dr. Sushma Das Guru	Member
	vi.	Dr. Savita Keshri	Member
	vii.	Dr. Seema Prasad	Member
	viii.	Dr. Chaitali Adhikari	Member
	ix.	Dr. Reena Bhadani	Member
	x.	Dr. Surbhi Sahu	Member
	xi.	Dr. Roselina Singh	Member
	xii.	Dr. Urvashi	Member
	xiii.	Dr. Poonam Dhan	Member
	xiv.	Dr. Smita Linda	Member
	xv.	Dr. Jayati Bhattacharya	Member



# Ranchi Women's College, Ranchi

## Directory of Committees -- 2021 -2022

Ref : G/588/21

Date : 04/12/2021

	xvi.	Dr. Shobhna Sharan	Member
	xvii.	Dr. Sujata Mazumdar (B.Ed)	Member
	xviii.	Dr. Ranjana Kanth	Member
	xix.	Sri Gopal Krishnan	Invited Member
	xx.	Dr. Shailja Bala Barwar	Member
	xxi.	Kunjata Lal	Member
	xxii.	Dr. Poonam Singh Chouhan	Member
	xxiii.	Mrinali Akhauri	Member
	xxiv.	Dr. Savita Munda	Member
	xxv.	Sri Diwakar	Supporting Staff
	xxvi.	Sri Bharat	Supporting Staff
	xxvii.	Sri Govind Jha	Supporting Staff
	xxviii.	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. Vijyata (Placement Cell)	Press Release in Charge
	v	Mr. Ali Azad Ansari (MIS)	Press Release in Charge (Fax & Mail)

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

Sr.	Name	Post	Phone No.
1.	Mrs. Nilmani Topno	Head Assistant	8969506582
2.	Mr. Ali Azad Ansari	System Administrator	9835900475

<b>10.</b>	<b>Student Counselling Committee</b>		
	i	Dr. Roselina Singh	Coordinator I
	ii	Dr. Rohita Vikash	Coordinator II
	iii	Dr. Shobhna Sharan	IQAC Coordinator
	iv	Dr. Pushpa Singh	Member
	v	Dr. Reena Bhadani	Member

<b>11.</b>	<b>Discipline</b>		
	i.	Dr. Phulamni Dhan	
	ii.	Dr. Abha Prasad	
	iii.	Dr. Shobhna Sharan	
	iv.	Dr. Bandana Kumari	
	v.	Dr. Vinita Singh	
	vi.	Dr. Nanda Banerji	
	vii.	Dr. Swarnim	
	viii.	Dr. Seema Prasad	
	ix.	Dr. Geeta Jaiswal	
	x.	Dr. Geeta Singh	
	xi.	Dr. Shalini Mehta	
	xii.	Dr. Meeta Bhatia	
	xiii.	Dr. Vijyata	
	xiv.	Dr. Ranjana Kanth	

<b>12.</b>	<b>Hall Committee</b>	
i.	Dr. Shamshun Nehar	
ii.	Dr. Phulamni Dhan	
iii.	Dr. Abha Prasad	
iv.	Dr. Seema Prasad	Co-Ordinator
v.	Dr. Abha Xalxo	
vi.	Dr. Renu Kumar	
vii.	Dr. Sabita Keshri	
viii.	Dr. Jayati Bhattacharya	
ix.	Dr. Ranjana Kanth	
x.	Mr. Bharat Kalindi	
xi.	Mr. Pran Thakur	
xii.	Mr. Ram Sevak	
xiii.	Mr. Rajiv Kumar	
xiv.	Mr. Sujeet Kumar	
<b>13.</b>	<b>Advisory Committee</b>	
i.	Dr. Phulamni Dhan	
ii.	Dr. Abha Prasad	
iii.	Dr. Supriya	
iv.	Dr. Vinita Singh	
v.	Dr. Sushma Das Guru	
vi.	Dr. Sabita Keshri	
vii.	Dr. Shobhna Sharan	
viii.	Dr. Roselina Singh	
<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	
ii.	Dr. Phulmani Dhan	
iii.	Dr. Abha Prasad	
iv.	Dr. Vinita Singh	
v.	Dr. Neeta Sinha	
vi.	Dr. Seema Prasad	
vii.	Dr. Surbhi Sahu	
viii.	Smt Neelmani Topno	
ix.	Sri Ambrish	
x.	Sri Bharat Kalindi	



### 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 I
	ii.	Dr. Sabita Keshri	Coordinator II
	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