

Bhagat Phool Singh Mahila Vishwavidyalaya
Department of Education

Khanpur Kalan (Sonapat), Haryana (India) Pin-131305
(Established by the State Legislature Act 31 of 2006)
(‘B++’ Grade, NAAC Accredited)



Ref. no.BPSMV/DOE/25/187

Dated 01/07/2025

OFFICE ORDER

In order to ensure the smooth academic, administrative, and co-curricular functioning of the Department of Education, the following committees are hereby constituted for the session 2025–2027. All convenors and members are requested to take cognizance of their roles and responsibilities and function in coordination with the Chairperson of Department for effective execution of departmental goals.

DETAILS OF DEPARMENTAL COMMITTEES			
S. No.	Committee Name	Convenor/Coordinator	Members
1	Examination and Assessment Committee	Prof Priya Dhingra (Convenor)	1. Dr. Suman Ranga 2. Dr Sunita 3. Dr. Manjeet
2	Purchase Committee	Dr. Reena Rani (Convenor)	1. Dr. Anju Bala 2. Dr Rajkumari 3. Jaitirath (Office Clerk)
3	Timetable and Academic Planning Committee	Dr. Sushil Kumar (Convenor)	1. Dr. Goldy Gupta 2. Dr. Jyotika
4	Internship and School Engagement Committee	Dr. Sushil Kumar (Convenor)	1. Dr. Jyotika 2. Dr. Goldy Gupta 3. Mr. Manoj
5	Tour & Excursion Committee	Dr. Sushil Kumar (Convenor)	1. Dr. Jyotika 2. Dr. Goldy Gupta 3. Mr. Manoj
6	Literary Committee	Dr. Anju Bala (Convenor)	1. Dr. Suman Sheoran 2. Dr. Rajkumari
7	Cultural & Co-curricular Activities Committee	Dr. Monika (Convenor)	1. Dr. Rajkumari 2. Dr. Anju Bala

8	Fine Arts Committee	Mr. Manoj Kumar (Convenor)	• Dr Sunita
9	SC/ST Cell Committee	Dr. Suman Ranga (Convenor)	• Mr. Manoj Kumar
10	Student Training Placement Cell & Alumni Committee	Dr. Poonam (Convenor)	1. Dr. Sushila 2. Dr. Manjeet 3. Dr. Suman Ranga
11	Uniform Committee	Dr. Jyotika (Convenor)	• Ms. Nidhi Yadav
12	PM-USHA Scholarship/Any Scholarship Committee	Prof Sarla Rani (Convenor)	1. Dr Sunita 2. Mr. Jaitirath
13	Website & Social Media Updation Committee	Dr. Goldy Gupta (Convenor)	1. Dr. Manjeet 2. Dr. Suman Ranga 3. Dr Sushila
14	Identity Card Committee	Dr. Sunita (Convenor)	1. Mr. Jitendra 2. Ms. Promila 3. Mr. Mukesh
15	Grievance Redressal Cell Committee	Dr. Poonam (Convenor)	1. Dr. Sarla 2. Dr Sushil Kumar
16	Anti-Ragging & Sexual Harassment Committee	Dr. Monika (Convenor)	1. Dr. Suman Sheoran 2. Ms. Nidhi
17	Academic Audit Committee	Prof. Sarla Rani (Convenor)	1. Dr. Poonam 2. Dr. Sushil Kumar 3. Dr. Reena Rani
18	PR & Media Cell	Dr. Manjeet (Convenor)	1. Dr. Anju 2. Dr. Suman Sheoran 3. Dr Suman Ranga
19	Library Committee	Dr. Monika (Convenor)	1. Dr. Suman Ranga 2. Ms. Nirmala 3. Ms. Promila
20	Plagiarism Committee	Dr. Sushil Kumar	
21	Beautification and Cleanliness Committee	Prof Sarla Rani (Convenor)	1. Dr. Rajkumari, 2. Dr. Sunita, 3. Ms. Nidhi 4. Dr. Suman Sheoran

22	Organization of Conference/ Extension/ Lectures /Seminars/ Workshop Committee:	Dr. Reena Rani (Convenor)	1. Dr. Anju Bala 2. Dr. Sushila 3. Dr. Rajkumari 4. Ms. Nidhi
23.	Record Keeping Committee (All Academic Events)	Dr Sushila (Convenor)	1. Dr Sunita 2. Dr Manjeet
24.	Research Cell	Dr Reena (Convenor)	JRF Scholars of the Department
25	B.Ed. Programme (Academic Coordinator)	Prof Priya Dhingra	
26	M.Ed. Academic Programme (Academic Coordinator)	Prof Sarla Rani	
27	M.A. Education Programme (Academic Coordinator)	Dr. Monika	
28	ITEP Programme (Academic Coordinator)	Dr Sushil Kumar	
29	Ph. D. Programme (Academic Coordinator)	Dr. Sushil Kumar	

General Roles and Responsibilities of Committees:

- To plan, initiate, and execute the assigned academic, administrative, or student-related tasks in a time-bound and systematic manner.
- To maintain proper documentation and transparency of committee proceedings.
- To ensure coordination among members and uphold the vision and values of the Department and University.
- To contribute constructively to the enhancement of academic standards, institutional outreach, and student welfare.
- All committees shall work in close coordination with the Chairperson of the department to ensure alignment with departmental goals and university policies.

(3)

Roles and Responsibilities of Academic Coordinators
(For B.Ed., M.Ed., M.A. Education, ITEP, and Ph.D. Programmes)

Academic Coordinators are appointed to provide academic leadership, streamline programme implementation, and ensure effective coordination between students, faculty, and administration. Their role is academic in nature and does not involve clerical or routine office work. Academic Coordinators are entrusted with supervisory and facilitative roles focused on academic quality and student support. They are not required to perform clerical, data entry, or routine administrative tasks, which shall continue to be handled by designated office staff.

All office staff, including Ms. Kamlesh (Office Clerk), Mr. Jaitirath (Office Clerk), Mr. Mukesh (Lab Attendant), and Mr. Jitender (Lab Attendant), Ms. Promila (Library Attendant), and Ms. Nirmala (Restorer), are kindly directed to assist and coordinate with the convenors and members of the above committees as and when required.

This order shall come into effect immediately and shall remain in force for the academic session 2025-27 or until further orders. Convenors are requested to convene meetings as per the requirements of their respective committees.

Karuna
11 July 2025
Chairperson
Department of Education
BPS Mahila Vishwavidyalaya
Khahpur Kalan (Sonapat)