



RAO LAL SINGH COLLEGE OF EDUCATION

V.P.O. – Sidhrawali, Distt. Gurugram (Haryana) – 122413

Tel.: 0124-2970028 | E-mail: rls.principal@gmail.com

Ref. No. RLSC/O.O/2026/OI

Date: 19.08.2026

OFFICE ORDER

CONSTITUTION OF COMMITTEES

FOR THE ACADEMIC SESSION 2026–27

For the smooth, systematic and effective functioning of the College during the Academic Session 2026–27, the following Committees & Cells are hereby constituted and institutional responsibilities are assigned. All Conveners, Nodal Officers, In-charges and Members shall discharge the duties assigned to them with due diligence, coordination, transparency, accountability and proper documentation.

GENERAL PROVISIONS APPLICABLE TO ALL COMMITTEES/ CELLS

1. **Tenure:** Unless otherwise specifically ordered, each Committee/Cell shall remain functional for the Academic Session 2026–27 or until reconstituted by the competent authority, whichever is earlier.
2. **Meetings:** Each Committee/Cell shall ordinarily meet at least twice during an academic year, preferably at appropriate intervals, and additionally as and when required. Where any statutory, regulatory, accreditation or institutional requirement prescribes a higher frequency of meetings, the Committee shall meet accordingly. The Convener/Nodal Officer/In-charge shall ensure timely issuance of notice and agenda, proper recording of attendance and minutes, and documentation and follow-up of action taken on the decisions of the Committee/Cell.
3. **Documentation:** Every Committee/Cell shall maintain a separate Committee File containing the Office Order, objectives, action plan, meeting notices, agenda, attendance sheets, minutes, Action Taken Reports, correspondence, activity reports, supporting evidence and annual report, wherever applicable.
4. **Reporting:** The Convener/Nodal Officer/In-charge shall ensure timely implementation of decisions, maintenance of records and submission of periodic/annual reports to the Principal.
5. **Member Responsibility:** Members shall attend meetings, participate actively, complete assigned work within the prescribed time and provide supporting records/evidence.

Tarun Singh 19/8/26.

Principal
R.L.S. College of Education
Sidhrawali (Gurugram)



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6. **Financial Matters:** No financial commitment shall be made by any Committee/Cell independently. Activities involving expenditure shall be undertaken only after approval of the competent authority.
7. **Coordination:** Committees/Cells shall coordinate with one another wherever responsibilities overlap and shall place significant issues requiring administrative intervention before the Principal.

1. ACADEMIC CORE COMMITTEE

- a. **Objective:** To coordinate academic planning, curriculum implementation, teaching-learning processes and continuous academic improvement.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Joyti Sehrawat	Convener
2	Dr. Poonam Bharti	Member
3	Dr. Vijay Laxmi	Member

e. Terms of Reference and Responsibilities

- i. Prepare and review the academic calendar and academic plan.
- ii. Monitor curriculum transaction, syllabus coverage and teaching-learning activities.
- iii. Review academic performance, identify gaps and recommend improvement measures.
- iv. Coordinate academic matters among faculty members and relevant committees.
- v. Maintain records of academic reviews, decisions and action taken.



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- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

2. ADMISSION COMMITTEE (HUMANITIES & SCIENCE)

- a. **Objective:** To ensure a transparent, systematic and well-documented admission process and proper verification of eligibility, documents and fee records.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Poonam Bharti	Convener
2	Dr. Anita Yadav (Arts)	Member
3	Dr. Joyti Sehrawat (Science)	Member
4	Dr. Vijay Laxmi (Science)	Member
5	Dr. Anupam (Science)	Member
6	Sh. Vijay Singh Yadav	Fee Collection
7	Sh. Rakesh Kumar	Document Collection

e. Terms of Reference and Responsibilities

- Coordinate admission activities and provide guidance to applicants.
- Verify eligibility, applications and supporting documents.
- Coordinate document collection, fee collection and record maintenance.
- Maintain admission registers, lists and supporting records.
- Report admission status, discrepancies and unresolved matters to the Principal.



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- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

3. ALUMNI ASSOCIATION

- a. **Objective:** To strengthen institutional engagement with alumni and involve them in mentoring, feedback, networking and development activities.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Anita Yadav	Convener
2	Dr. Vijay Laxmi	Member
3	Dr. Manjeet Yadav	Member
4	Dr. Joyti Sehrawat	Member

e. **Terms of Reference and Responsibilities**

- Maintain and update the alumni database.
 - Organize alumni meetings, interactions and engagement activities.
 - Collect alumni feedback and document alumni achievements.
 - Encourage alumni contribution to mentoring, career guidance and institutional development.
 - Maintain records of alumni participation and outcomes.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.



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4. ANTI-CORRUPTION & ANTI-RAGGING CELL

- a. **Objective:** To promote integrity, transparency, discipline and a safe campus environment free from corruption, intimidation and ragging.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Vijay Laxmi	Convener
2	Dr. Anita Yadav	Member

e. Terms of Reference and Responsibilities

- Undertake awareness and preventive activities.
- Display and communicate institutional norms relating to discipline and anti-ragging.
- Receive and appropriately process matters falling within the Cell's scope.
- Maintain confidentiality and proper records wherever required.
- Report serious matters promptly to the Principal and recommend appropriate action.

- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.


Principal
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19/8/26.



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5. ATTENDANCE COMMITTEE

- a. **Objective:** To ensure accurate, timely and systematic monitoring of student attendance.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

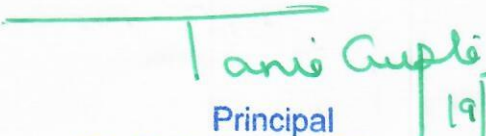
d. Composition

S. No.	Name	Role
1	Dr. Anupam	Convener
2	Dr. Preeti Sangwan	Member
3	Mr. Rakesh Kumar	Member

e. Terms of Reference and Responsibilities

- i. Verify attendance records periodically.
- ii. Identify attendance shortages and discrepancies.
- iii. Coordinate communication of shortage cases to concerned students/faculty.
- iv. Prepare consolidated attendance reports as required.
- v. Maintain attendance-related records and submit reports to the Principal.

- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.


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19/8/26



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6. COLLEGE LIBRARY COMMITTEE

- a. **Objective:** To support teaching, learning and research through effective development and utilization of library resources and services.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Anupam	Convener
2	Dr. Preeti Sangwan	Member
3	Mr. Dinesh Kumar	Member

e. Terms of Reference and Responsibilities

- i. Assess requirements for books, journals and digital resources.
 - ii. Recommend acquisitions and improvement of library facilities.
 - iii. Promote effective use of library and learning resources.
 - iv. Review utilization and identify service gaps.
 - v. Maintain records of recommendations, activities and follow-up action.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

7. COLLEGE YOUTH RED CROSS COMMITTEE

- a. **Objective:** To promote humanitarian values, health awareness, voluntary service and community engagement among students.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

Tani Anple
Principal
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Sidhrawali (Gurugram)
19/8/24



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c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Poonam Bharti (Nodal Officer)	Convener
2	Dr. Anita Yadav	Member
3	Dr. Manjeet Yadav	Member

e. **Terms of Reference and Responsibilities**

- Plan and conduct health, first-aid, service and awareness activities.
- Promote student participation in community-oriented programmes.
- Coordinate with relevant agencies whenever required.
- Observe important health and humanitarian days.
- Maintain activity reports, participation records and evidence.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

8. EXAMINATION / INTERNAL ASSESSMENT COMMITTEE

- Objective:** To ensure fair, confidential, accurate and timely conduct of examinations and internal assessment.
- Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.


Principal 19/01/26.
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d. Composition

S. No.	Name	Role
1	Dr. Manjeet Yadav	Convener
2	Dr. Anupam	Member

e. Terms of Reference and Responsibilities

- Prepare and coordinate examination and assessment schedules.
- Maintain confidentiality and integrity of examination processes.
- Coordinate compilation, verification and submission of internal assessment records.
- Resolve discrepancies through the prescribed institutional process.
- Maintain examination-related records and submit reports as required.

f. Records to be Maintained: Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

9. CULTURAL COMMITTEE

- Objective:** To promote creativity, cultural awareness, teamwork and student participation through cultural and co-curricular activities.
- Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. Composition

S. No.	Name	Role
1	Dr. Preeti Sangwan	Convener
2	Dr. Anupam	Member
3	Dr. Poonam Bharti	Member
4	Mr. Rakesh Kumar	Member



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e. Terms of Reference and Responsibilities

- Prepare an annual cultural activity plan.
 - Organize cultural programmes and celebrations.
 - Facilitate participation in inter-college and other relevant events.
 - Identify and encourage student talent.
 - Maintain activity reports, participation records and evidence.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

10. GRIEVANCES REDRESSAL / INTERNAL COMPLAINTS CELL

- a. **Objective:** To provide an accessible, fair, confidential and time-bound mechanism for consideration and redressal of grievances and complaints within the Cell's assigned scope.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Poonam Bharti	Convener
2	Dr. Preeti Sangwan	Member

e. Terms of Reference and Responsibilities

- Receive and record grievances/complaints.
- Examine matters objectively and maintain confidentiality where required.
- Facilitate resolution and recommend action to the competent authority.
- Maintain a record of grievances, disposal and follow-up.
- Promote awareness regarding available redressal mechanisms.



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- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

11. HORTICULTURE AND ECO CLUB / NIC/TIC

- a. **Objective:** To promote environmental awareness, campus greenery, cleanliness and sustainable practices.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Preeti Sangwan	Convener
2	Dr. Anupam	Member

e. **Terms of Reference and Responsibilities**

- Plan plantation, beautification and environmental activities.
 - Promote conservation of water, energy and natural resources.
 - Organize awareness campaigns and eco-friendly initiatives.
 - Monitor campus greenery and environmental practices.
 - Maintain activity records and evidence.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

12. MAINTENANCE / RENOVATION COMMITTEE

- a. **Objective:** To ensure timely maintenance, repair, renovation, safety and functional upkeep of institutional infrastructure.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.



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- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Anupam	Convener
2	Dr. Poonam Bharti	Member
3	Dr. Joyti Sehrawat	Member

e. **Terms of Reference and Responsibilities**

- Inspect infrastructure and identify maintenance requirements.
 - Prioritize repair and renovation needs.
 - Submit recommendations/estimates to the competent authority.
 - Monitor approved works and report safety concerns.
 - Maintain records of maintenance requests and completed works.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

13. NAAC / PM USHA COMMITTEE

- a. **Objective:** To coordinate institutional quality-related planning, documentation, review and development initiatives.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Poonam Dhull	Convener
2	Dr. Anita Yadav	Member
3	Dr. Poonam Bharti	Member



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e. Terms of Reference and Responsibilities

- Collect and organize institutional data and documentary evidence.
 - Coordinate quality-related planning and review across committees.
 - Monitor identified quality indicators and improvement measures.
 - Maintain systematic records of initiatives, outcomes and supporting documents.
 - Submit periodic progress reports and recommendations to the Principal.
- f. Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

14. UGC / NCTE / ITEP / NEP COMMITTEE

- Objective:** To monitor developments relevant to higher and teacher education and facilitate timely institutional planning, compliance and documentation.
- Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- Composition**

S. No.	Name	Role
1	Dr. Manjeet Yadav	Convener
2	Dr. Preeti Sangwan	Member
3	Dr. Vijay Laxmi	Member
4	Dr. Joyti Sehrawat	Member

Terms of Reference and Responsibilities

- Review relevant notifications, circulars and institutional requirements.
- Identify action points and communicate them to concerned sections.
- Coordinate preparation of required information and records.



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- iv. Recommend institutional measures for timely compliance and implementation.
- v. Maintain updated documentation and submit status reports to the Principal.

Records to be Maintained: Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

15. PLACEMENT CELL

- a. **Objective:** To enhance employability, provide career guidance and facilitate placement opportunities for students.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Poonam Bharti	Convener
2	Dr. Joyti Sehrawat	Member

e. Terms of Reference and Responsibilities

- i. Maintain student placement and progression data.
- ii. Organize career guidance, employability and interview-preparation activities.
- iii. Develop linkages with schools, institutions and prospective employers.
- iv. Disseminate placement opportunities and facilitate recruitment interactions.
- v. Maintain placement records, employer feedback and outcome reports.

- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.



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16. PURCHASE COMMITTEE

- a. **Objective:** To facilitate need-based, transparent, economical and properly documented procurement of goods and services.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Manjeet Yadav	Convener
2	Dr. Anita Yadav	Member
3	Dr. Poonam Bharti	Member
4	Mr. Rakesh Kumar	Member

e. **Terms of Reference and Responsibilities**

- i. Assess purchase requirements and specifications.
- ii. Obtain and compare quotations wherever required.
- iii. Examine quality, suitability and rates before recommendation.
- iv. Recommend purchases for approval by the competent authority.
- v. Maintain procurement-related records, comparative statements and supporting documents.

- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

17. RESEARCH / PUBLICATIONS CELL

- a. **Objective:** To promote research culture, scholarly inquiry, ethical research practices and quality publication among faculty and students.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

Tanis Cuple
Principal
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- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Preeti Sangwan	Convener
2	Dr. Poonam Bharti	Member
3	Dr. Manjeet Yadav	Member

e. **Terms of Reference and Responsibilities**

- Encourage faculty and student research activities.
- Disseminate information on research opportunities and academic events.
- Organize research methodology and publication-related activities.
- Maintain records of publications, presentations and research achievements.
- Promote ethical and quality-oriented research practices.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

18. RTI COMMITTEE

- a. **Objective:** To facilitate systematic compilation, maintenance and timely provision of institutional information through the designated authority.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Joyti Sehrawat	Convener
2	Dr. Vijay Laxmi	Member



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e. Terms of Reference and Responsibilities

- Coordinate collection of information from concerned sections.
- Maintain relevant records and institutional information systematically.
- Assist in timely preparation of responses through the appropriate authority.
- Ensure accuracy of information compiled.
- Maintain records of requests and action taken, as applicable.

f. Records to be Maintained: Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

19. SC / ST & SCHOLARSHIP CELL

- Objective:** To support eligible students in accessing scholarships, welfare schemes and related institutional assistance.
- Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Nodal Officer shall ensure notice, agenda, attendance, minutes and follow-up action.
- Composition**

S. No.	Name	Role
1	Dr. Anupam (Govt.)	Nodal Officer
2	Dr. Anita Yadav	Member

e. Terms of Reference and Responsibilities

- Disseminate information regarding scholarships and welfare schemes.
- Guide students in application and document requirements.
- Facilitate verification and processing of applications.
- Maintain beneficiary and application records.
- Coordinate with concerned offices and report unresolved matters.

f. Records to be Maintained: Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.



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20. SEMINAR / WORKSHOP COMMITTEE

- a. **Objective:** To promote academic enrichment and professional development through seminars, workshops, lectures and related activities.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Anita Yadav	Convener
2	Dr. Poonam Bharti	Member
3	Dr. Vijay Laxmi	Member
4	Dr. Manjeet Yadav	Member
5	Dr. Joyti Sehrawat	Member

e. Terms of Reference and Responsibilities

- Identify relevant themes, speakers and resource persons.
 - Prepare proposals and coordinate programme logistics.
 - Maintain attendance, feedback and activity records.
 - Prepare reports and documentary evidence of programmes conducted.
 - Review outcomes and recommend future academic enrichment activities.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

21. SKILL-IN-TEACHING COMMITTEE

- a. **Objective:** To strengthen professional teaching competencies through systematic planning, implementation, supervision and review of skill-in-teaching activities.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.



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c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Joyti Sehrawat	Convener
2	Dr. Poonam Bharti	Member
3	Dr. Manjeet Yadav	Member

e. **Terms of Reference and Responsibilities**

- Plan and coordinate skill-in-teaching activities.
- Orient students regarding teaching competencies and expectations.
- Facilitate observation, supervision and feedback.
- Maintain relevant schedules, records and assessment evidence.
- Review student progress and recommend improvement measures.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

22. SPORTS COMMITTEE

a. **Objective:** To promote physical fitness, sportsmanship, teamwork and student participation in sports and games.

b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Anita Yadav	Convener
2	Dr. Anupam	Member



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3	Dr. Poonam Bharti	Member
4	Dr. Manjeet Yadav	Member
5	Dr. Joyti Sehrawat	Member

e. Terms of Reference and Responsibilities

- Prepare the annual sports activity plan.
- Organize institutional sports events and competitions.
- Facilitate participation in external sports events.
- Maintain sports equipment and participation records.
- Document achievements and activity outcomes.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

23. STUDENTS WELFARE COMMITTEE

- Objective:** To promote student welfare, support and participation and to facilitate a responsive and supportive campus environment.
- Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- Composition**

S. No.	Name	Role
1	Dr. Vijay Laxmi	Convener
2	Dr. Joyti Sehrawat	Member

e. Terms of Reference and Responsibilities

- Identify student welfare needs and concerns.
- Coordinate welfare-oriented activities and support services.
- Facilitate access to institutional facilities and assistance.
- Recommend welfare measures to the Principal.

Tani Singh
Principal
R.L.S. College of Education
Sidhrawali (Gurugram)
19/8/24



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v. Maintain records of initiatives, beneficiaries and outcomes.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

24. TOUR AND EXCURSION COMMITTEE

a. **Objective:** To plan and coordinate safe, educational and professionally relevant tours, field visits and excursions.

b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. Composition

S. No.	Name	Role
1	Dr. Poonam Dhull	Convener
2	Dr. Anupam	Member
3	Dr. Poonam Bharti	Member
4	Dr. Joyti Sehrawat	Member

e. Terms of Reference and Responsibilities

- Identify suitable destinations and educational objectives.
- Prepare proposals, itineraries and participant lists.
- Coordinate permissions, consent, transport and logistics.
- Ensure safety, discipline and proper supervision.
- Maintain visit reports, attendance and supporting evidence.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

25. WASTE DISPOSAL COMMITTEE

a. **Objective:** To promote responsible waste management, segregation, cleanliness and environmentally sustainable disposal practices on campus.



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b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Vijay Laxmi	Convener
2	Dr. Anupam	Member

e. **Terms of Reference and Responsibilities**

- Review campus waste-generation and disposal practices.
- Promote segregation, reduction, reuse and responsible disposal.
- Conduct awareness activities on waste management.
- Coordinate cleanliness and waste-related initiatives.
- Maintain records of activities and improvement measures.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

26. WOMEN CELL / GENDER SENSITISATION COMMITTEE / SEXUAL HARASSMENT COMMITTEE

a. **Objective:** To promote dignity, equality, gender sensitivity, safety and awareness and to facilitate appropriate institutional support and redressal within the Committee's assigned scope.

b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Anita Yadav	Convener



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2	Dr. Anupam	Member
3	Dr. Vijay Laxmi	Member

e. Terms of Reference and Responsibilities

- Organize gender-sensitization and awareness programmes.
- Promote a safe, respectful and inclusive campus environment.
- Receive and appropriately refer/process matters within the Committee's assigned scope.
- Maintain confidentiality in sensitive matters.
- Maintain records of awareness activities, complaints and action taken, where applicable.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

27. YOGA & MEDITATION COMMITTEE

- Objective:** To promote physical well-being, mindfulness, healthy lifestyles and awareness of yoga and meditation.
- Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. Composition

S. No.	Name	Role
1	Dr. Anita Yadav	Convener
2	Dr. Joyti Sehrawat	Member
3	Dr. Anupam	Member

e. Terms of Reference and Responsibilities

- Plan and organize yoga and meditation sessions.
- Coordinate observance of Yoga Day and related activities.
- Promote staff and student participation.

Tani Anup
Principal
R.L.S. College of Education
Sidhrawali (Gurugram)



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- iv. Arrange awareness sessions on wellness and healthy living.
- v. Maintain participation and activity records.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

28. N.P.S COMMITTEE

- a. **Objective:** To facilitate systematic coordination, documentation and timely processing of institutional matters relating to N.P.S.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Manjeet Yadav (Nodal Officer)	Convener
2	Mr. Vijay Singh	Member
3	Mr. Rakesh Kumar	Member

e. Terms of Reference and Responsibilities

- i. Maintain relevant employee and contribution records.
- ii. Assist concerned employees with procedural documentation.
- iii. Coordinate with concerned offices/authorities as required.
- iv. Monitor pending cases and discrepancies.
- v. Maintain records and report unresolved matters to the Principal.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

29. SAMARTH PORTAL / UNIVERSITY WORK COMMITTEE

- a. **Objective:** To ensure timely, accurate and coordinated completion of work relating to the Samarth Portal and University-related institutional submissions.



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b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Anita Yadav	Convener
2	Dr. Manjeet Yadav	Member

e. **Terms of Reference and Responsibilities**

- Coordinate data collection, verification and uploading.
- Monitor submission schedules and deadlines.
- Maintain records of portal/university submissions and communications.
- Coordinate with concerned faculty and administrative staff.
- Report technical or administrative issues requiring intervention.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

30. COLLEGE WEBSITE / SOCIAL MEDIA COMMITTEE

a. **Objective:** To maintain accurate, updated and appropriate institutional information on the College website and authorized social media platforms.

b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Manjeet Yadav	Convener
2	Mr. Rakesh Kumar	Member



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e. Terms of Reference and Responsibilities

- Update approved notices, activities, achievements and institutional information.
 - Verify content before publication.
 - Maintain digital records of important updates and publications.
 - Protect confidential/personal information and ensure responsible communication.
 - Coordinate timely website updates required by the College.
- f. Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

31. INSTITUTIONAL DEVELOPMENT PLAN (IDP)

- Objective:** To facilitate systematic planning, implementation, monitoring and review of institutional development priorities.
- Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Nodal Officer shall ensure notice, agenda, attendance, minutes and follow-up action.
- Composition**

S. No.	Name	Role
1	Dr. Manjeet Yadav	Nodal Officer
2	Dr. Joyti Sehrawat	Member

e. Terms of Reference and Responsibilities

- Assess institutional strengths, needs and development priorities.
- Prepare short-, medium- and long-term action points.
- Identify measurable targets and responsibilities.
- Monitor progress and maintain supporting evidence.
- Submit periodic review reports and recommendations to the Principal.

Tani Singh
Principal 13/8/26
R.L.S. College of Education
Sidhrawali (Gurugram)



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- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

32. MORNING ASSEMBLY / ATTENDANCE & DISCIPLINE COMMITTEE

- a. **Objective:** To ensure systematic conduct of morning assembly and promote punctuality, regularity, discipline and responsible student behaviour.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. **Composition**

S. No.	Name	Role
1	Dr. Poonam Dhull	Convener
2	Dr. Poonam Bharti	Member

e. Terms of Reference and Responsibilities

- Prepare and coordinate morning assembly schedules.
 - Ensure orderly participation and punctuality.
 - Monitor discipline and attendance-related concerns.
 - Encourage student participation in assembly activities.
 - Report recurring disciplinary issues and maintain relevant records.
- f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

33. E.L COMMITTEE

- a. **Objective:** To facilitate systematic scrutiny, processing and maintenance of records relating to E.L. matters.
- b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.


Principal 18/8/26
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c. **Meetings:** The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Joyti Sehrawat	Convener
2	Dr. Manjeet Yadav	Member
3	Mr. Rakesh Kumar	Member

e. **Terms of Reference and Responsibilities**

- Examine relevant applications and records.
- Verify eligibility and supporting documentation.
- Maintain leave-related records and registers.
- Place recommendations before the competent authority.
- Ensure timely processing and record of decisions.

f. **Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

34. BIOMETRIC COMMITTEE

a. **Objective:** To ensure effective functioning, monitoring and maintenance of the institutional biometric attendance system.

b. **Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.

c. **Meetings:** a. The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.

d. **Composition**

S. No.	Name	Role
1	Dr. Joyti Sehrawat	Nodal Officer
2	Dr. Vijay Yadav	Member
3	Mr. Rakesh Kumar	Member



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e. Terms of Reference and Responsibilities

- i. Monitor biometric attendance and user enrolment.
 - ii. Identify discrepancies and technical issues.
 - iii. Coordinate corrections/maintenance with concerned staff.
 - iv. Maintain attendance and technical issue records.
 - v. Submit reports to the competent authority whenever required.
- f. Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.

35. TIME TABLE COMMITTEE

- a. Objective:** To prepare and administer an efficient academic timetable ensuring optimum utilization of faculty, classrooms and institutional resources.
- b. Tenure:** Academic Session 2026–27 or until reconstitution by the competent authority, whichever is earlier.
- c. Meetings:** a. The Committee shall meet at least twice during the academic year and additionally as required. The Convener shall ensure notice, agenda, attendance, minutes and follow-up action.
- d. Composition**

S. No.	Name	Role
1	Dr. Joyti Sehrawat	Convener
2	Dr. Poonam Bharti	Member
3	Dr. Vijay Laxmi	Member

e. Terms of Reference and Responsibilities

- i. Prepare the master timetable before commencement of teaching.
 - ii. Ensure appropriate distribution of workload and avoid scheduling conflicts.
 - iii. Coordinate room and resource allocation.
 - iv. Incorporate approved changes and communicate revised schedules.
 - v. Maintain updated timetable and workload records.
- f. Records to be Maintained:** Meeting notices/agendas, attendance, minutes, Action Taken Reports, activity/working records, relevant correspondence, documentary evidence and an annual summary/report.



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INSTITUTIONAL IN-CHARGES / NODAL RESPONSIBILITIES

The following institutional responsibilities are assigned for the Academic Session 2026-27:

S. No.	Responsibility	In-charge / Nodal Officer	Key Result Areas (KRAs)
1	A.I.S.H.E Nodal Officer	Dr. Preeti Sangwan	Ensure accurate, complete and timely submission of AISHE data as per prescribed timelines; coordinate collection and verification of data from concerned departments/sections; maintain year-wise supporting documents and evidence; reconcile inconsistencies before final submission; maintain acknowledgement/submission records and facilitate institutional compliance with AISHE requirements.
2	Burser	Dr. Joyti Sehrawat	Assist the Principal/competent authority in scrutiny and monitoring of financial matters assigned from time to time; verify relevant bills, expenditure statements and supporting documents as applicable; facilitate adherence to approved financial procedures; maintain systematic records of matters handled; promptly report discrepancies or issues requiring approval/corrective action.



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3	Daily Event Diary	Dr. Manjeet Yadav	Maintain an accurate and chronological record of significant institutional activities and events; collect authenticated information regarding academic, co-curricular, administrative, extension and outreach activities; ensure regular updating of the diary; maintain supporting evidence wherever required; provide records for annual reports, IQAC/NAAC and other institutional requirements.
4	Estate Officer	Dr. Anita Yadav	Monitor the proper upkeep, utilisation and safety of institutional property, infrastructure and physical assets; conduct/coordinate periodic inspection of facilities; identify and report repair, maintenance and safety requirements; maintain relevant records of reported deficiencies and action taken; coordinate with concerned authorities/committees for timely resolution.
5	Hospitality / Canteen In-charge	Dr. Anupam	Ensure effective coordination of institutional hospitality arrangements for authorized programmes/events; monitor cleanliness, hygiene and general functioning of the canteen; oversee service-related issues and communicate deficiencies to

Anupam
Principal
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			the competent authority/vendor; maintain records of inspections, complaints and corrective actions wherever applicable.
6	IQAC Coordinator	Dr. Poonam Dhull	Coordinate institutional quality assurance and quality enhancement processes; lead institutional preparedness for NAAC Binary Accreditation and subsequent accreditation requirements; coordinate collection, verification, consolidation and systematic maintenance of institutional data and supporting evidence; identify gaps against accreditation requirements and facilitate corrective/action plans; coordinate IQAC meetings, quality initiatives and action-taken reports; ensure timely preparation and submission of AQAR/accreditation-related documentation, as applicable; and promote continuous quality improvement across academic and administrative processes.
7	Minutes Register	Dr. Poonam Bharti	Ensure systematic, accurate and secure maintenance of the designated institutional Minutes Register; obtain/record duly approved minutes of relevant meetings; ensure appropriate authentication and chronological

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19/8/26



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			filing; maintain confidentiality wherever required; preserve the register and supporting records for institutional reference, audit and accreditation purposes.
8	Press Note	Dr. Poonam Dhull	Prepare and coordinate accurate and timely institutional press notes for approved activities/events; ensure content is released only after appropriate approval; coordinate dissemination to authorised media channels; maintain date-wise records of press notes, published reports and media coverage; preserve media documentation for institutional reporting and accreditation purposes.
9	Staff Representative	Dr. Anupam	Facilitate effective communication between staff and the institutional administration on appropriate institutional matters; represent collective staff concerns/suggestions through prescribed channels; communicate authorized decisions/information to staff; support coordination and constructive resolution of staff-related institutional matters while maintaining confidentiality and institutional discipline.

Tania Gupta
Principal
R.L.S. College of Education
Sidhrawali (Gurugram)



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10	M.I.S Portal	Dr. Preeti Sangwan	Ensure accurate, complete and timely updating of institutional information on the designated MIS Portal; coordinate data collection from concerned departments/sections; verify information before uploading/submission; monitor deadlines and pending requirements; rectify discrepancies in coordination with concerned officials; maintain supporting records and evidence of portal submissions/updates.
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STANDARD RESPONSIBILITY OF CONVENERS / NODAL OFFICERS

1. Prepare the annual/semester-wise action plan for the Committee/Cell.
2. Convene meetings and circulate the agenda.
3. Allocate work among members and ensure timely completion.
4. Maintain minutes, Action Taken Reports and documentary evidence.
5. Coordinate with other committees/office staff wherever required.
6. Place major issues and recommendations before the Principal.
7. Prepare and submit the Annual Committee Report at the end of the session.

STANDARD RESPONSIBILITIES OF MEMBERS

1. Attend meetings regularly and participate actively in deliberations.
2. Carry out duties assigned by the Convener/Nodal Officer.
3. Complete assigned work within the agreed time.
4. Provide documents, data and evidence required for Committee/Cell records.
5. Support implementation, monitoring and review of Committee/Cell activities.

GENERAL INSTRUCTIONS

1. All concerned shall treat Committee/Cell work as an official institutional responsibility.



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- Each Committee/Cell shall maintain complete and up-to-date records in physical and/or digital form.
- Pending matters shall be reviewed in the subsequent meeting until closure.
- Confidential matters shall be handled with due care and discretion.
- Any major issue requiring administrative decision shall be brought to the notice of the Principal.
- The Principal may review, modify or reconstitute any Committee/Cell whenever required in the interest of the institution.

All concerned are directed to take note of the above and ensure effective, timely and documented discharge of responsibilities.

Tania Gupta
19/8/26.
Prof. (Dr.) Tania Gupta

Principal
R.L.S. College of Education
Sidhrawali (Gurugram)

Copy to:

Hon'ble President, R.L.S. College of Education, Sidhrawali.

Hon'ble General Secretary, R.L.S. College of Education, Sidhrawali.

All concerned Conveners / Nodal Officers / In-charges / Members.

College Office for record.

S No.	Name	Sign.	S No.	Name	Sign.
1.	Dr. Anupam	<i>Anupam</i>	6.	Dr. Vijay Laxmi	<i>Vijay Laxmi</i>
2.	Dr. Poonam Dhull	<i>Poonam Dhull</i>	7.	Dr. Manjeet Yadav	<i>Manjeet</i>
3.	Dr. Anita Yadav	<i>Anita Yadav</i>	8.	Dr. Joyti Sehwat	
4.	Dr. Poonam Bharti	<i>Poonam Bharti</i>	9.	Sh. Vijay Singh	<i>Vijay Singh</i> 31/8/26
5.	Dr. Preeti Sangwan	<i>Preeti Sangwan</i> 31/08/26	10.	Sh. Rakesh Kumar	<i>Rakesh</i>