



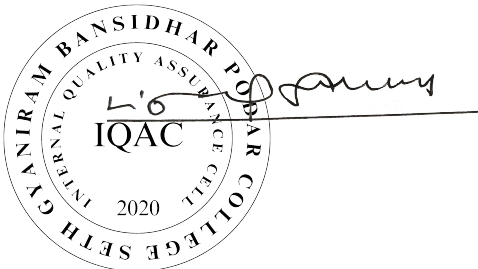
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

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Recognition of *college* under **Section 2(f)/12(B)**, UGC Act, 1956

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6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.





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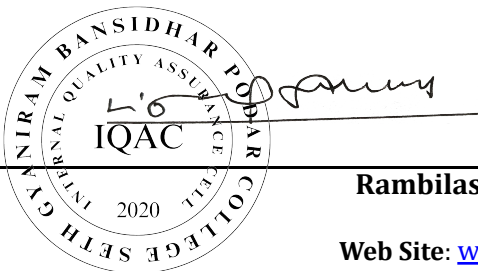
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3. College Committees



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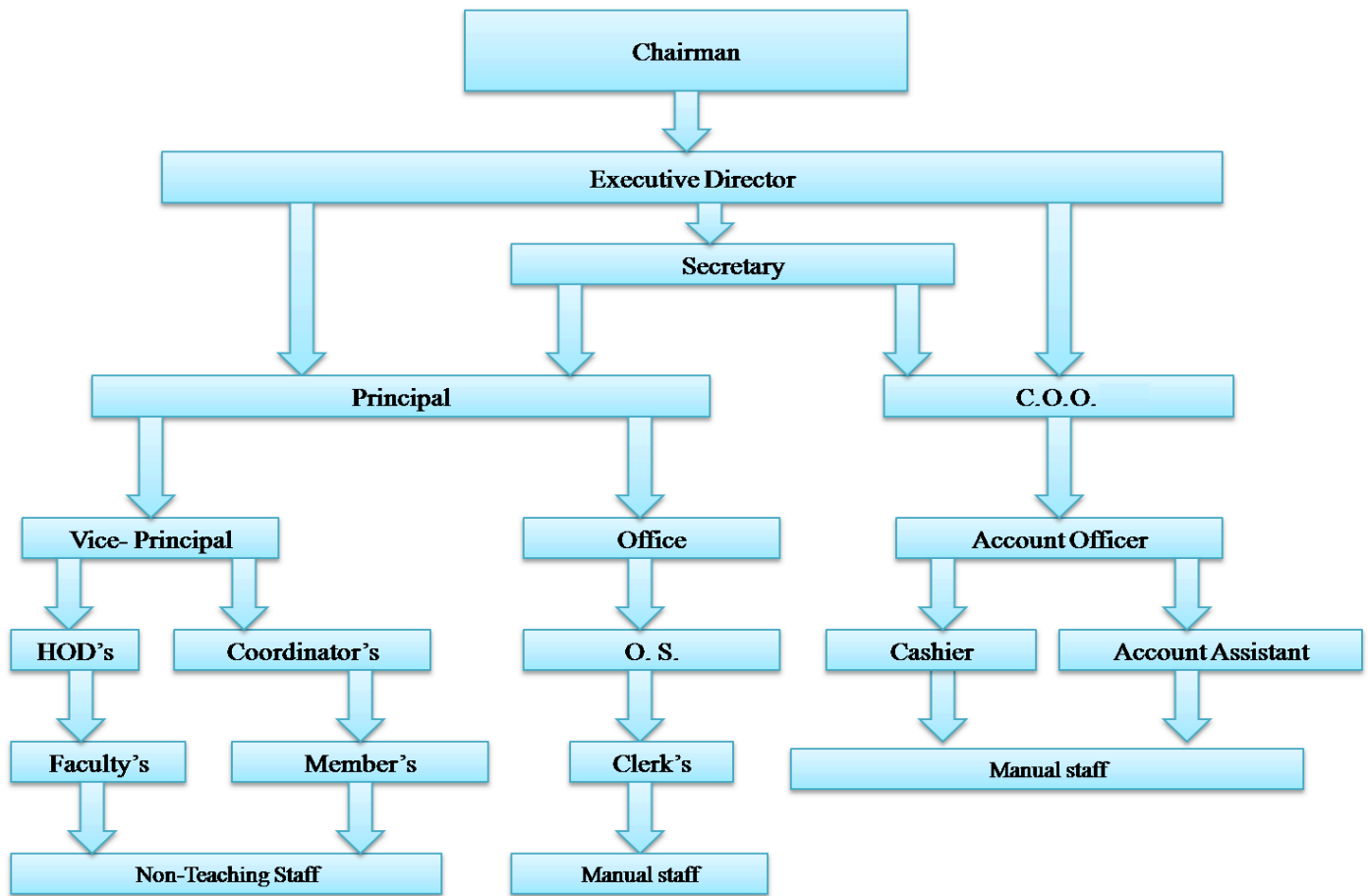


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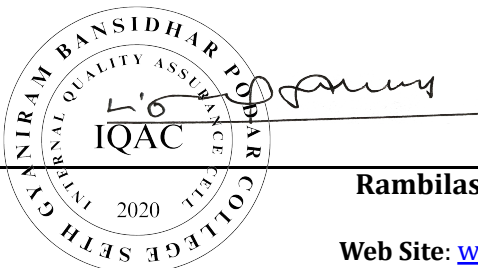
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Structure of Governance body of Seth Gyaniram Bansidhar Podar College



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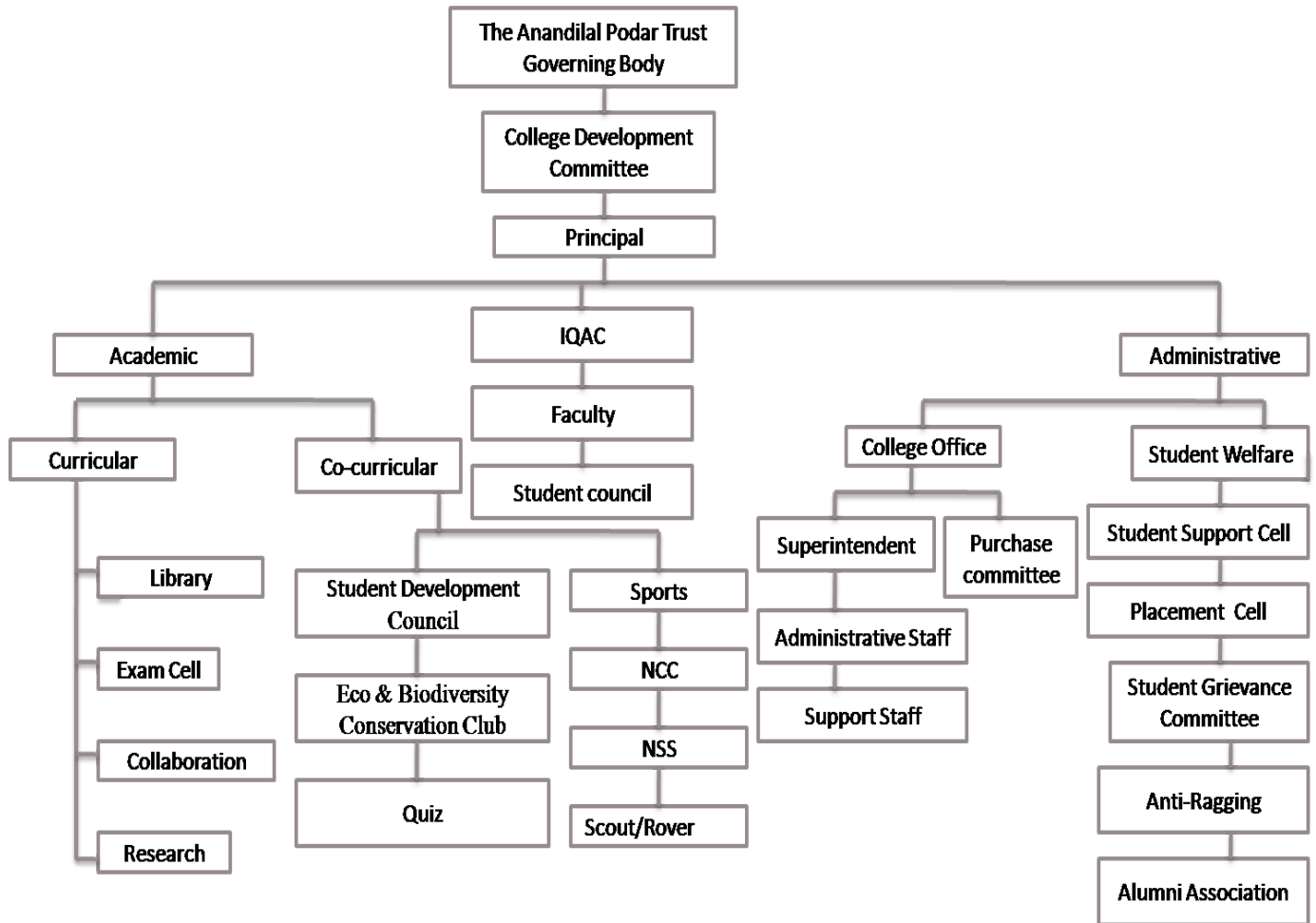


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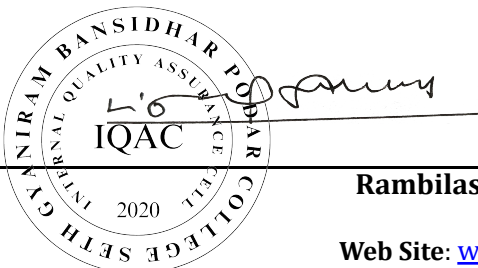
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Seth Gyanirm Bansidhar Podar College, Nawalgarh Institutional Organogram



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Policy Document

POLICY TITLE: - E-Governance Policy

OBJECT:

1. Implementation of E-governance in various functioning of the institution.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability.
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities of the institution.
6. Providing easy access to information.
7. Making the institution visible globally.

POLICY:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, teaching and learning etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the college goes through updation from time to time when it needs an improvement. The website acts as a mirror of the college activities and information about all activities, important notices, etc. It makes easily available to the outsiders. For this purpose, a separate service provider/web designer has been appointed by the Executive Director of the Podar Trust. Alongwith it, training is given to the existing staff and persons. It is identified who will undertake the responsibility of website administration and updation at the college level.
2. **Student Admission:** The College processes admissions in both online and offline mode. This will cover admissions to all courses whether graduate, post graduate and autonomous courses. The Executive Director of the Podar Trust is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

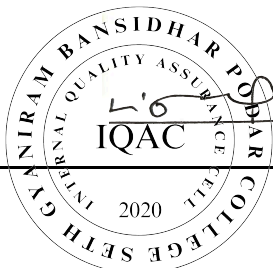
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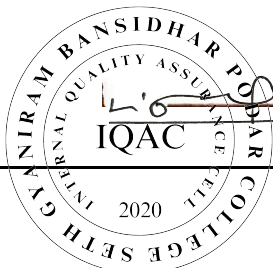
- 3. Accounts:** For ease of maintaining accounts, the trust is already using LINUX software. But, with new accounting methods and compliances, it has become necessary to procure other softwares as well. Accordingly, requirements are assessed by the Executive Director of the Podar Trust by discussion with accountant and other accounts staff and accordingly new softwares are purchased. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares are done on timely basis.
- 4. Library:** We have the privilege of having one of the best libraries in the country. To continue with this legacy, we add more and more e-learning resources for the benefit of the teachers and students. Library is presently using KOHA software for its internal working. It is updated timely. Similarly newer e-learning resources like journals, etc are identified. Appropriate training to the staff and the students for using the e-learning resources are provided.
- 5. Administration:** To provide a hassle free, convenient and cheap process, maximum of the administration of the trust are handled with ICT based technology. Facilities are provided for online leave management of employees, e copy of salary certificates, internal communication between the employees interse, etc. Students are able to obtain services like transfer certificates, bonafide certificates, etc. in online mode.
- 6. Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything is done in online manner. Utmost secrecy and confidentiality is maintained while handling examinations and work is done utmost care and caution. College Examination Officer supervises the entire process of examination under the guidance of the Principal of the college.
- 7. Alumni:** In order to strengthen alumni interaction, an alumni google form is used to provide facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

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College Committee 2022-23

The various statutory, academic and non-academic committees constituted, monitored and complied for key academic policies, extension activities recommend, suggested and take actions related to their respective committees. Each committee is headed by a Convener who works with the assistance of the members taken from teaching and administration staff.

Following is the list of the committees that are operative during 2022-23 formed for monitoring and governing various activities:-

1.	Core Committee		Signature	Functions of working Committee
I	Dr. Ram Gopal Sharma	Member		<ul style="list-style-type: none"> To observe all work of various committees.
II	Dr. Satyendra Singh	Member		
III	Dr. Vinod Kumar Saini	Member		

2.	Admission & Review Committee		Department	Signature	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science		<ul style="list-style-type: none"> To oversee screening of students seeking admission in the college. Distribute brochures, hand out stand display posters depicting salient features of the college. To consider and adopt all efforts to attract students, such as-printing of brochures, handouts, advertisements, banners, written appeals, etc.
II	Mr. Sandeep Jangir	Member	B. Adm.		
III	Mr. Rakesh Mahala	Member	Computer Science		
IV	Mr. Rakesh Kumar Jangir	Member	Zoology		
V	Mr. Vidyadhar Sharma	Member	Mathematics		
VI	Mr. Shantilal Joshi	Member	Geography		
VII	Mr. Pramod Kumar Saini	Member	English		

3.	Feedback Committee		Department	Signature	Functions of working Committee
I	Mr. Ambesh Kumar	Convener	Chemistry		<ul style="list-style-type: none"> To conduct the internal and external academic and administrative audit with the help of IQAC. To collect the feedback on curriculum, teachers and college from all the stakeholders and analyses to take proper measures for improvement. To prepare the agenda and minutes of the meetings.
II	Dr. Sanjay Saini	Member	B. Adm.		
III	Dr. D. L. Bohra	Member	Zoology		
IV	Dr. B. S. Rathore	Member	Physics		
V	Dr. Uma Soni	Member	Computer Science		
VI	Mrs. Rachna	Member	Management		
VII	Mr. Sanjay Kumar	Member	Mathematics		

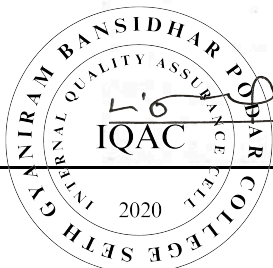
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4.	Performance Appraisal System Committee		Department	Signature	Functions of working Committee
I	Mr. Chetan Dadheech	Convener	Chemistry		<ul style="list-style-type: none"> A performance appraisal is a systematic and objective method of judging the quality of an employee in performing his job and a part of guiding and managing career development. It is the process to obtain, analyze, and record the information about the relative worth of an employee to the organization.

5.	Infrastructure Development & Maintenance Committee		Department	Signature	Functions of working Committee
I	Dr. Vidyadhar Sharma	Convener	Mathematics		<ul style="list-style-type: none"> To assess requirements of infrastructure of the institute. To identify the required infrastructure for branches of institute through branches as per the infrastructure policy approved by the council. To approve the infrastructure proposal for construction of building at institute offices as per the infrastructure policy guideline. To review the ongoing projects, if any, infrastructure issue from time to time. To advise, assist and scrutinize the work of every department for infrastructure.
II	Mr. Rakesh Kumar Jangir	Member	Zoology		
III	Mr. Pramod Kumar Saini	Member	English		
IV	Dr. Harsh Kumar	Member	Botany		

6.	MOU and Collaboration with other institutions Committee		Department	Signature	Functions of working Committee
I	Dr. Ravindra Goswami	Convener	Botany		<ul style="list-style-type: none"> To exchange information on research and educational programs. To exchange information on teaching, learning material and other literature relevant to their educational and research programs. To jointly organize short-term continuing education programs on topics of mutual interest and to invite each other's faculty to participate therein. To jointly organize seminars, conferences, or workshops on topics of mutual interest and to invite faculties of every departments to participate therein.
II	Dr. Daulal Bohra	Member	Zoology		

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III	Dr. B. S. Rathore	Member	Physics		
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7.	Time Table Committee		Department	Signature	Functions of working Committee
I	Mr. Chetan Dadheech	Convener	Chemistry		<ul style="list-style-type: none">The Committee shall plan and prepare time tables for regular classes, practical's and shall see to it that all departments are allocated equal number of classes during the academic session/ semester.
II	Dr. Vidyadhar Sharma	Member	Mathematics		
III	Mr. Shantilal Joshi	Member	Geography		
IV	Mr. Pramod Kumar Saini	Member	English		
V	Dr. Sanjay Saini	Member	B. Adm		
VI	Dr. Neeraj Basotiya	Member	EAFM		
VII	Mr. Rakesh Mahala	Member	Computer Science		
VIII	Mrs. Rachna	Member	Management		

8.	Research and Consultancy Committee		Department	Signature	Functions of working Committee
I	Dr. D.L. Bohra	Convener	Zoology		<ul style="list-style-type: none">To promote research attitude among the students.To promote faculty to apply for major and minor research projects for various funding agencies.To acquire skills of research, develop leadership as well as involve social activities for the benefit of mankind.
II	Mr. Chetan Dadheech	Member	Chemistry		
III	Dr. B. S. Rathore	Member	Physics		
IV	Dr. Neeraj Basotiya	Member	EAFM		
V	Dr. Ravindra Goswami	Member	Botany		

9.	Ecology and Biodiversity Conservation Club Committee		Department	Signature	Functions of working Committee
I	Dr. Ravindra Goswami	Convener	Botany		<ul style="list-style-type: none">To make students aware about Ecology and Biodiversity Conservation.To organize activities for the conservation of Eco System.
II	Dr. Harsh Kumar	Member	Botany		

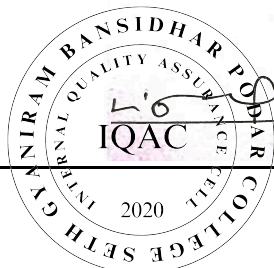
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III	Ms. Shyama Didwania	Member	Botany	<ul style="list-style-type: none"> To conduct Green audit.
II	Mr. Rajkumar Saxsena	Member	Zoology	

10.	Student Welfare Committee	Department	Signature	Functions of working Committee
I	Mr. Sandeep Jangir	Convener	B. Adm.	<ul style="list-style-type: none"> To develop students as a versatile personality with academic excellence and commitment to a democratic society. To bridge the gap between rural and urban India. To help economically weak students; they are selected and allotted jobs in the college campus and paid are paid honorarium.
II	Dr. Lalit Kumar Gaur	Member	Physics	
III	Ms. Suchita Jangir	Member	Mathematics	

11.	I.T. Proficiency Development Cell Committee	Department	Signature	Functions of working Committee
I	Mr. Rakesh Mahala	Convener	Computer Science	<ul style="list-style-type: none"> The Local Managing Committee shall meet at least twice a year. To approve the budgetary provision for the development of college. To endorse the recommendation made by Internal Quality Assurance Cell (IQAC). Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate college to promote excellence in curricular, co-curricular and extra-curricular activities.
II	Dr. Uma Soni	Member	Computer Science	

12.	Remedial Coaching Committee	Department	Signature	Functions of working Committee
I	Mr. Shantilal Joshi	Convener	Geography	<ul style="list-style-type: none"> To apply for financial assistance for various schemes of Podar College, Nawalgarh. Implementation of quality improvement activities. Such as-staff training program, special development programs for slow and advance learners, refresher training, etc.
II	Mr. Deepak Kumar	Member	Geography	
III	Mr. Krishan Kumar	Member	Physics	

13.	Students' Council Committee	Department	Signature	Functions of working Committee
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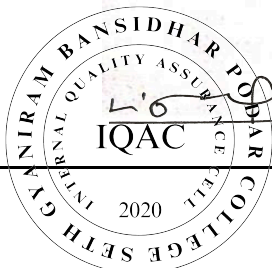
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I	Dr. Anil Sharma	Convener	Hindi		<ul style="list-style-type: none"> To promote an environment favorable for educational and personal development To support the management and staff in the development of the college. To represent the views of the students on matters of general concern to them.
II	Mr. Pramod Kumar Saini	Member	English		
II	Mr. Sudhir Jangir	Member	English		

14.	Competitive Examination Cell Committee		Department	Signature	Functions of working Committee
I	Mr. Shantilal Joshi	Convener	Geography		<ul style="list-style-type: none"> To provide special training and coaching for competitive examinations to students such as RPSC/UPSC/Other. To organize expert lectures on competitive examination for students.
II	Mr. Pramod Kumar Saini	Member	English		
III	Mr. Sudhir Jangir	Member	English		
IV	Mr. Jitendra Saini	Member	History		

15.	NSS Advisory Committee		Department	Signature	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science		<ul style="list-style-type: none"> College NSS unit shall function according to the specified guidelines laid down by the NSS. To arrange discussions and workshops of group of students on regular basis on issues of social importance, ethical relevance and moral values. To arrange social service groups and outdoor field activities. To support and involve students in social service activities.
II	Mr. Shantilal Joshi	Member	Geography		
III	Ms. Suman Saini	Member	Botany		

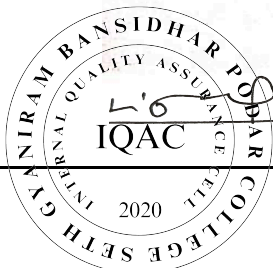
16.	Cell to prevent Sexual Harassment of Woman and Women's Welfare Committee		Department	Signature	Functions of working Committee
I	Ms. Suman Saini	Convener	Botany		<ul style="list-style-type: none"> To treat sexual harassment as misconduct and initiate disciplinary action for the misconduct. To support the distressed women's to place their complaint. To provide safety and security for women at workplace.
II	Dr. Uma Soni	Member	Computer Science		
III	Ms. Rachana	Member	Management		

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17.	Botanical and College Garden Committee		Department	Signature	Functions of working Committee
I	Dr. Ravindra Goswami	Convener	Botany		<ul style="list-style-type: none"> To organize various programs like save environment campaign, tree plantation and cleanliness drive, plastic free campus, no vehicle day etc. on the campus. To seek funding, make proposals and develop the Botanical Garden in college campus. To maintain eco-friendly atmosphere in the college.
II	Dr. Harsh Kumar	Member	Botany		
III	Mr. Rajkumar Saxena	Member	Zoology		
IV	Mr. A. K. Paliwal	Member	APT		

18.	Prospectus Committee		Department	Signature	Functions of working Committee
I	Mr. Rakesh Mahala	Convener	Computer Science		<ul style="list-style-type: none"> To bring out every year the prospectus which is a complete hand book giving an insight of the college details and the admission procedure and other information for the new entrance in the institution.
II	Dr. D. L. Bohra	Member	Zoology		
III	Mr. Rajesh Verma	Member	Management		

19.	Web Maintenance Committee		Department	Signature	Functions of working Committee
I	Mr. Ashish Sati	Convener	APT		<ul style="list-style-type: none"> To develop and maintain the college website. To disseminate the efforts and the achievements of the college, students and staff to the outer world through website updates, publicity through media, newspapers, etc. To maintain the records of the activities conducted and submit the same to the IQAC Committee.
II	Mr. Rakesh Mahala	Convener	Computer Science		
III	Dr. Uma Soni	Member	Computer Science		
IV	Mr. Narendra Saini	Member	PIMS Lab. Assistant		

20.	Discipline, Cleanliness and Campus Supervision Committee		Department	Signature	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science		<ul style="list-style-type: none"> The committee shall assure that discipline is adhered to in the college by the students. The committee shall lay down the college rules and regulations to be
II	Dr. V. S. Jakhar	Member	Sociology		

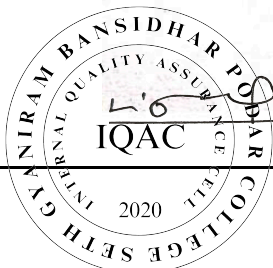
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Recognition of college under Section 2(f)/12(B), UGC Act, 1956

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Podar Educational Campus, Nawalgarh - 333042 (Raj.)

III	Mr. Chetan Dadheech	Member	Chemistry		<p>followed by the college community and shall enforce the same.</p> <ul style="list-style-type: none">The committee shall decide on disciplinary matters pertaining to students and staff. Set mechanism for prevention of ragging of students of the college.
IV	Dr. Vidyadhar Sharma	Member	Mathematics		
V	Mr. Rakesh Mahala	Member	Computer Science		
VI	Dr. Daulal Bohra	Member	Zoology		
VII	Ms. Shyama Didwania	Member	Botany		
VIII	Ms. Suman Saini	Member	Botany		
IX	Mr. Kamelsh Kumar	Member	NCC- ANO		

21.	Academic Planning and Audit Committee		Department	Signature	Functions of working Committee
I	Mr. Chetan Dadheech	Convener	Chemistry		<ul style="list-style-type: none">To conduct the internal, mid external academic and administrative audit with the help of IQAC.To collect the feedback from all the stakeholders and do analysis and take proper measures for improvement.To prepare the agenda and minutes of the meetings.
II	Dr. Vidyadhar Sharma	Member	Mathematics		
III	Mr. Ambesh Kumar	Member	Chemistry		

22.	Alumni Association Committee		Department	Signature	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science		<ul style="list-style-type: none">To maintain an up-to-date and detailed database of the alumni.To highlight the success of alumni to improve the credibility and reputation of the college.To promote the interest and welfare of alumni association.To plan on bringing together the former students and make efforts to contribute to the college on various aspects.
II	Mr. Chetan Dadheech	Member	Chemistry		
III	Mr. Ambesh Kumar	Member	Chemistry		
IV	Mr. Suchita Jangir	Member	Mathematics		
V	Anil Jangir	Member	Botany Lab. Assistant		

RambilasPodar Road, NawalgarhDist: Jhunjhunu - 333042

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Principal
Seth G.B. Podar College
Nawalgarh - 333042



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23.	Social Outreach and Enabling Center (SOEC) Committee		Department	Signature	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science		<ul style="list-style-type: none">To enroll members for the club and to create awareness among the Students and staff about the need for the protection of natural habitats.To invite speakers to talk on environmental protection.To organize relevant programs.To maintain records of the activities conducted.To maintain the records of the programs conducted and submit the same to the IOAC committee.
II	Dr. Anil Sharma	Member	Hindi		
III	Mr. Shantilal Joshi	Member	Geography		
IV	Ms. Suman Saini	Member	Botany		
V	Mr. Rajendra Kumar	Member	Economics		

24.	Library Advisory Committee		Department	Signature	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science		<ul style="list-style-type: none">To administer, organize and maintain the library, print as well as the electronic material and related services of the college.To provide the approach and operational plan for modernization and improvement of library and documentation service.To prepare the annual budget and proposal for development of Library.To look after general maintenance of the library in terms of reading material and infrastructure.To involve in fostering the reading habit of staff and students.To prepare the agenda and minutes of the meetings.
II	Mr. Chetan Dadheech	Member	Chemistry		
III	Mr. Rakesh Mahala	Member	Computer Science		
IV	Dr. D.L. Bohra	Member	Zoology		
V	Dr. Vidyadhar Sharma	Member	Mathematics		
VI	Dr. B.S. Rathore	Member	Physics		
VII	Dr. Ravindra Goswami	Member	Botany		

25.	Purchase Committee		Department	Signature	Functions of working Committee
I	Dr. Satyendra Singh	Convener	Physics		<ul style="list-style-type: none">To deal with all matters pertaining to purchases of the college.To make necessary procurement when the need arise.To provide the necessary expertise, advice, information with regard to the best quality of material available in the market, suppliers capability and performance etc.To acquire materials economically at a cost reliable with the quality and service required and all purchases maybe
II	Mr. Rakesh Kumar Jangir	Member	Zoology		
III	Mr. Pramod Kumar Saini	Member	English		

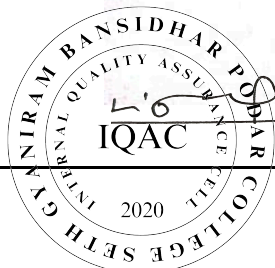
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					attempted at the lowest cost.
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26.	UGC, NIRF, AISHE and PNOG/College Statistics University Affiliation Committee		Department	Signature	Functions of working Committee
I	Dr. D. L. Bohra	Convener	Zoology		<ul style="list-style-type: none"> To prepare proposals for grants and take Necessary steps to receive grants. To work as bridge between UGC, NIRF, AISHE and PNOG/College Statistics University Affiliation and Respective College. To implement the policies which are Recommended by UGC, NIRF, AISHE and PNOG/College Statistics University Affiliation. →
II	Dr. Ravindra Goswami	Member	Botany		
III	Dr. Uma Soni	Member	Computer Science		

27.	University Practical Committee		Department	Signature	Functions of working Committee
I	Dr. B. S. Rathore	Convener	Physics		<ul style="list-style-type: none"> To look after the work of practical examination. To Coordinator with COE of PDSU for conducting practical examination.
II	Dr. Harsh Kumar	Member	Botany		

28.	Anti-Ragging Committee		Department	Signature	Functions of working Committee
I	Dr. V. S Jakhar	Convener	Sociology		<ul style="list-style-type: none"> The Committee shall lay down the Collegerules and regulations to be followed by the College Community and shall enforce the same. The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college To look after any misconduct happening in the College campus and report to the principal. To establish a work culture that focuses on creating the healthiest and safest workplace possible.
II	Ms. Shyama Didwania	Member	Botany		
III	Mrs. Rachna	Member	Management		
IV	Mr. Sandeep Jangir	Member	BAdm		

29.	Class Tests and Pre-University	Department	Signature	Functions of working Committee
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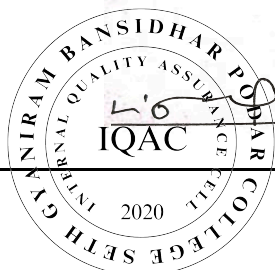
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Exam Committee				
I	Dr. Vidyadhar Sharmaa	Convener	Mathematics	<ul style="list-style-type: none"> To plan and schedule Class Tests and Pre-University Examination for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks. To prepare question papers, time table, seating arrangement and roll number provided to the students. Keeping record of each and every issue related to the Pre-University examinations for the improvement of the examination system To ensure that after examination within one week evaluation are completed After Class Tests/Pre-University Exam result published in notice board as well as College Website.
II	Mr. Rakesh Kumar Jangir	Member	Zoology	
III	Mr. Ambesh Kumar	Member	Chemistry	

30.	PG Seminar Committee	Department	Signature	Functions of working Committee
	HOD of Respective Departments			<ul style="list-style-type: none"> Distribute topics to the students Make schedule on every Friday and Saturday To check the PPT and then allow to present the seminar After seminar students make a report and submit it to the department Head. After seminar HOD shall take feedback from the students.

31.	Extra-Curricular Activities Committee	Department	Signature	Functions of working Committee
I	Mr. Shantilal Joshi	Convener	Geography	<ul style="list-style-type: none"> To plan and schedule extracurricular activities events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks. The extracurricular activities committee shall be responsible for all intra and inter collegiate Extra Curricular Activities events in the College. To do the necessary procedure to organize extracurricular activities events. To communicate about various festivals and events to be celebrated in the college and give a wide publicity. To prepare students for annual function of the college.
II	Ms. Shyama Didwania	Member	Botany	
III	Ms. Rama Didwania	Member	Zoology	
IV	Dr. Pramod Kumar Saini	Member	English	
V	Mrs. Reena Saini	Member	Chemistry	
VI	Mrs. Vishakha	Member	Chemistry	
VII	Mr. Suchita Jangir	Member	Mathematics	

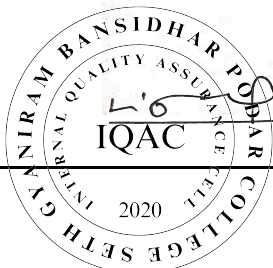
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32.	Sports Committee		Department	Signature	Functions of working Committee
I	Mr. Kamlesh Kumar	Convener	NCC-ANO		<ul style="list-style-type: none"> To plan and schedule Sports events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks. The Sports Committee shall be responsible for all intra and inter collegiate Sports events in the College. To do the necessary procedure to organize Sports events. To motivate students for participation in University/State level games.
II	Dr. Sanjay Saini	Convener	B. Adm.		
III	Mr. Mukesh Kumar Saini	Member	EAFM		
IV	Ms. Suman Saini	Member	Botany		
V	Mr. Deepak Kumar	Member	Geography		
VI	Mrs. Rachna	Member			
VII	Mr. Denesh Kadwasara	Member	Security In charge		

33.	Scout/Rover Committee		Department	Signature	Functions of working Committee
I	Dr. Sanjay Saini (Rover Leader)	Rover Leader	B. Adm.		<ul style="list-style-type: none"> To follow the instructions provide by the Scout Head quarter or College administration

34.	Press Note committee		Department	Signature	Functions of working Committee
I	Mr. Shantilal Joshi	Convener	Geography		<ul style="list-style-type: none"> Make a Press report after every event and submit to the Principal Sir in same day. After checking the report by Principal Sir, then this report is sent to the News Papers with photographs.
II	Dr. Anil Sharma	Member	Hindi		
III	Mr. Awadhesh Kumar Paliwal	Member	APT		

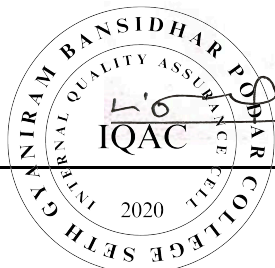
35.	University Result committee analyzed	Result Class to be analyzed	Department	Signature	Functions of working Committee
I	Dr. B. S. Rathore	B.Sc.-III (Maths)	Physics		<ul style="list-style-type: none"> After result this committee will submit result analysis within 24 hours.

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[Signature]

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II	Mr. Ambesh Kumar	B.Sc.-II (Maths)	Chemistry	
III	Dr. Vidyadhar Sharma	B.Sc.-I (Maths)	mathematics	
IV	Mr. Anil Jangir (lab. Asst.)	B.Sc.-III (Bio)	Botany	
V	Mr. Rakesh Kumar Jangir	B.Sc.-II (Bio)	Zoology	
VI	Ms. Shyama Didwania	B.Sc.-I (Bio)	Zoology	
VII	Mr. Shantilal Joshi	B.A. -III	Geography	
VIII	Mr. Pramod Kumar Saini	B.A. -II	English	
IX	Mr. Sunil Kumar Saini	B.A. -I	Geography	
X	Dr. Neeraj Basotiya	All B.Com	EAFM	
XI	Dr. Uma Soni	All BCA	Computer Science	
XII	Mrs. Rachna	All BBA	Management	
XIII	All HOD's	PG Classes	All Department	

36.	Student Grievance Committee	Department	Signature	Functions of working Committee
I	Dr. V.S. Jakhar	Convener	Sociology	<ul style="list-style-type: none">The Committee shall assure that discipline is adhered in the College by the Students.The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same.The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of college students
II	Mr. Mukesh Saini		EAFM	
III	Ms. Shyama Didwania	Member	Zoology	

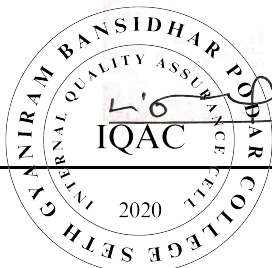
37.	NCC Support Committee	Department	Signature	Functions of working Committee
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I	Mr. Kamelsh Kumar	Convener	NCC-ANO		<ul style="list-style-type: none">To follow the instructions provided by the NCC Head quarter or College administration at the time of admission of students in NCC.
II	Mr. Rakesh Mahala	Member	Computer Science		
III	Dr. Sanjay Saini	Member	B. Adm.		
IV	Dr. D. L. Bohra	Member	Zoology		

38.	TC Committee		Department	Signature	Functions of working Committee
I	Dr. D. L. Bohra	Convener	Zoology		<ul style="list-style-type: none">To follow the instructions provided by the NCC Head quarter or College administration at the time of admission of students in NCC.
II	Mr. Rakesh Mahala	Member	Computer Science		
III	Dr. V.S. Jakhar	Member	Sociology		

39.	I Card Distribution Committee		Department	Signature	Functions of working Committee
I	Mr. Ambesh Kumar		Chemistry		<ul style="list-style-type: none">Prepared I Cards distribution work.
II	Mr. Mukesh Saini		EAFM		
III	Mr. Sunil Kumar		Geography		
IV	Mr. Deepak Kumar		Geography		
V	Mr. Krishan Kumar		Physics		

40.	University Work Committee		Department	Signature	Functions of working Committee
I	Dr. V.S. Jakhar	Convener	Sociology		<ul style="list-style-type: none">To check the University website from time to timeTo make sure that every student fills the examination form and submit it to the College.After submission of examination form that form must be submitted to the UniversityKeeping records of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system
II	Dr. B. S. Rathore	Member	Physics		
III	Dr. Ravindra Goswami	Member	Botany		

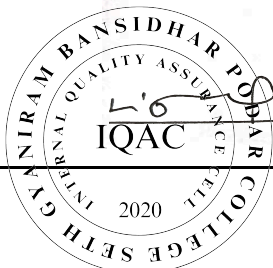
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41.	Committee/Persons in charge for College Social Media		Department	Signature	Functions of working Committee
I	Dr. Vinod Kumar Saini	Convener	Pol. Science		▪ To prepare departmental videos, College videos, Flex, Pamphlets and send them to all the faculty members for advertisement
II	Dr. Anil Sharma	Member	Hindi		
III	Mr. Kamelsh Kumar	Member	NCC-ANO		

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Ref.No./GBPC/2022-23/

Date: - August 18, 2022

INNOVATION AND INCUBATION CENTRE

Chairman

Dr. Satyendra Singh, Principal

Convener

Dr. Dau Lal Bohra, Assistant Professor, Department of Zoology

Members:

1. Dr. Ravindra Goswami, Assistant Professor, Department of Botany
2. Dr. Bhupendra Singh, Assistant Professor, Department of Physics
3. Ms. Shayama Deedwania, Assistant Professor, Department of Botany
4. Mr. Rajesh Verma, Assistant Professor, Department of Management Studies
5. Mr. Rakesh Mahala, Assistant Professor, Department of Computer Science
6. Mr. Ashish Sati, Anandilal Podar Trust, Nawalgarh

Duties:

- They guide startups/ventures on how to compete with established industry players.
- Business incubators help with the basics of business.
- They provide networking activities.
- They help startups save on operating costs.
- Incubators provide marketing assistance.

Dr. Satyendra Singh
18/8/22
(Dr. Satyendra Singh)
Principal

Principal
Seth G.B. Podar College
Nawalgarh - 333042

Copy to:

1. Establishment Cell
2. Convener
3. All Members

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Ref.No./GBPC/2022-23/

Date: - August 13, 2022

DISTANCE AND ONLINE LEARNING COMMITTEE

Chairman

Dr. Satyendra Singh, Principal

Convener

Dr. Ravindra Goswami, Assistant Professor, Department of Botany

Members:

1. Dr. Vikram Singh Jhakar, Department of Humanities
2. Mr. Krishan Kumar, Assistant Professor, Department of Physics
3. Mr. Rakesh Mahala, Assistant Professor, Department of Computer Science
4. Ms. Rachna, Assistant Professor, Department of Management Studies
5. Mr. Rakesh Jangir, Assistant Professor, Department of Zoology

Duties:

The main role in distance education includes preparing a coherent plan for learning, and design mechanisms and implementation procedures to manage teaching and learning on online mode. To facilitate the learners for online and distance education who are not able to join regular mode education.


(Dr. Satyendra Singh)

Principal

Principal

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Nawalgarh - 333042

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3. All Members

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Ref.No./GBPC/2022-23/

Date: - August 16, 2022

ENTREPRENEURSHIP & SKILL DEVELOPMENT

Chairman

Dr. Satyendra Singh, Principal

Convener

Dr. Ravindra Goswami, Assistant Professor, Department of Botany

Members:

1. Mr. Shanti Lal Joshi, Department of Geography
2. Dr. Lalit Kumar, Assistant Professor, Department of Physics
3. Mr. Rakesh Mahala, Assistant Professor, Department of Computer Science
4. Dr. Anil Kumar Sharma - External Member

Duties:

The main role includes preparing plan for learning, and design syllabus, mechanisms under National Skill Quality Framework and implementation procedures to manage teaching and learning for developing Skills and Entrepreneurship among the students. Also facilitate the learners online/regular and Skill education for the students who are not able to join regular mode education or engage in somewhere.

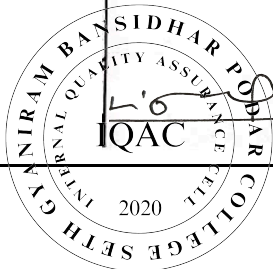

(Dr. Satyendra Singh)
Principal

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Nawalgarh - 333042

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1. Establishment Cell
2. Convener
3. All Members

Rambilas Podar Road, Nawalgarh Dist: Jhunjhunu - 333042
Phone No: 01594- 222030, 225892 Fax No: 01594-223198
Web Site: www.podarcollege.com E-Mail: principal@podarcollege.com



Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu - 333042

Contact No: 8619868884

Web Site: www.podarcollege.com E-Mail: principal@podarcollege.com



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC

Recognition of *college* under Section 2(f)/12(B), UGC Act, 1956

Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Ref.No./GBPC/2022-23/

Date: - August 17, 2022

ENERGY AUDIT COMMITTEE

Chairman

Dr. Satyendra Singh, Principal

Convener

Dr. Bhupendra Singh Rathore, Assistant Professor, Department of Physics

Members:

1. Dr. Dau Lal Bohra, Assistant Professor, Department of Zoology
2. Dr. Sanjay Kumar Saini, Assistant Professor, Department of Commerce
3. Mr. Rakesh Mahala, Assistant Professor, Department of Computer Science
4. Mr. A. K. Paliwal, Campus Incharge, Seth G. B. Podar College, Nawalgarh, Rajasthan
5. Er. Sandeep Jangir, Engineer, Seth G. B. Podar College, Nawalgarh, Rajasthan

Duties:

- As a practicing Energy Audit Firms in India, It helps to identify areas of strength & weakness and provides a structured approach to continual improvement.
- Energy audit is the first step towards your comprehensive energy management strategy. Work for improving the energy efficiency to meet the dual objectives of promoting sustainable development and of making the economy competitive.


(Dr. Satyendra Singh)

Principal

Principal

Seth G.B. Podar College
Nawalgarh - 333042

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Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Ref.No./GBPC/2022-23/

Date: - August 23, 2022

GREEN AUDIT COMMITTEE

Chairman

Dr. Satyendra Singh, Principal

Convener

Dr. Ravindra Goswami, Assistant Professor, Department of Botany

Members:

1. Prof. Seema Bhadauria, Principal Balwant Vidhyapeeth Rural Institute, Bichpuri
2. Dr. Dau Lal Bohra, Assistant Professor, Department of Zoology
3. Dr. Rakesh Kumar Jangir, Assistant Professor, Department of Zoology
4. Ms. Shyama Deedwania, Assistant Professor, Department of Botany
5. Mr. A. K. Paliwal, Campus Incharge, Seth G.B. Podar College, Nawalgarh, Rajasthan
6. Er. Sandeep Jangir Engineer, Seth G.B. Podar College Nawalgarh, Rajasthan

Duties:

This can acronymically be called as "Global Readiness in Ensuring Ecological Neutrality" (GREEN). The 'Green Audit' aims to analyze environmental practices within and outside the college campus, which will have an impact on the eco-friendly ambience.

It was initiated with the motive of inspecting the work conducted within the organizations whose exercises can cause risk to the health of inhabitants and the environment. Through


(Dr. Satyendra Singh)
Principal

Principal

Seth G.B. Podar College
Nawalgarh - 333042

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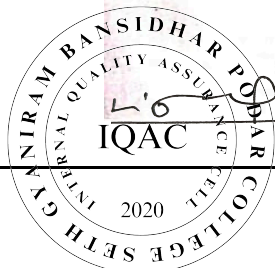
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Rambilas Podar Road, Nawalgarh (Rajasthan) - 333042

Website: www.podarcollege.com Mobile: +91-8619868884

College Development Committee Year 2022-23

1. Mr. Rajeev K. Podar (Chairman, The Anandilal Podar Trust, Nawalgarh)	Chairperson
2. Prof. M. C. Maloo (Secretary, The Anandilal Podar Trust, Nawalgarh)	Member
3. Mr. M. D. Shanbhag (Executive Director, The Anandilal Podar Trust, Nawalgarh)	Member
4. Dr. Ram Gopal Sharma (Adviser, The Anandilal Podar Trust, Nawalgarh)	Member
5. Dr. Vinod Kumar Saini (Co-ordinator, IQAC)	Member
6. Mr. Chetan Dadheech (Teachers' Representative)	Member
7. Dr. Vikram Singh Jakhar (Teachers' Representative)	Member
8. Mr. A. K. Paliwal (Non-Teachers' Representative)	Member
9. Dr. Vidyadhar Sharma (Management's Nominee- Social Service)	Member
10. Dr. Dau Lal Bohara (Management's Nominee- Research)	Member
11. Mr. Rakesh Kumar Mahala (Management's Nominee- Industry)	Member
12. Dr. Satyendra Singh (Principal)	Member Secretary



Principal

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