

Duties for the Session 2022-2023 allotted for teaching and Non Teaching staffs are as under. Please note your duties for the necessary Compliance.

Admission

Help Desk

Dr.Madhulika Shrivastava
Mrs.Pratibha Claudius
Dr.Pratiksha Pandey
Dr.Bharti Verma
Dr.Archana Sharan
Dr.Nishi Verma
Mrs.Jyoti Sharma
Sports Officer

Committee For Admission PG

Subject	SEM I	SEM III
Physics	Mrs. Pratibha Claudius	Dr.Kanchana
Chemistry	Dr. Amarpreet	Dr. Vijaylaxmi
Maths	Dr.Reena Shukla	Dr.Reena Shukla
Zoology	Dr.Nishtha	Dr.Nishtha
Botany	Dr.Pratiksha Pandey	Dr.Pratiksha Pandey
BT	Dr.Bhawana Pandey	Mrs. Divya
MB	Dr. Ranjana Sahu	Mrs. Varsha
Comp. Sci	Ms.Salma	Mrs.Kavita
Text & Cloth	Dr.Sarita Joshi	Dr.Sarita Joshi
Human Dev	Mrs.Jyoti Choubey	Dr.Swarnalata
M.Com	Dr.Rajshree	Dr. Nidhi Monika
PGDCA	Mrs. Kavita	

Subject	Class	Allotted
Home Science	Part I	Dr.Swarnlata Verma
Home Science	Part II & III	Ms.Jyoti Bala Choubey
Mathematics	Part I	Dr.Kanchana Shahi
BCA	Part I	Dr. Salma Sheikh
C.Sc	Part I	Dr.Amarpreet Kaur Bhatia
Bio	Part I	Dr. Madhulika Shrivastava
MB/IMB	Part I	Dr.Ranjana Sahu/ Dr.Varsha Chandrakar
BT	Part I	Dr.Bhawana Pandey/Ms.Divya Paikra

B. Com	Page I	Dr. Rajshree Sharma / Dr. Nishi Monika Sharma
B. Com with C. Aggr	Page I	Dr. Rajshree Sharma / Dr. Nishi Monika Sharma
B. A	Page I, II & III	Dr. Sangeeta Joshi
B. A. H. I	Page I	Dr. Vijayshree K
Home Science	Page II & III	Dr. Rajshree Chandrakar
Mathematics	Page II	Ms. Bhagyalaxmi
Mathematics	Page III	Dr. Sapana Thakur
B. A	Page II & III	Mr. Deepak Manikewari
C. Aggr	Page II	Dr. Nandini Khanna
C. Aggr	Page III	Dr. Reena Shukla
B. Ed	Page II	Dr. Deepsi Chaudhan
B. Ed	Page III	Dr. Anusuma Srivastava
M. Ed / M. Ed	Page II	Ms. Renuka Yadav
M. Ed / M. Ed	Page III	Dr. Pratima Mishra
B. Ed	Page II & III	Ms. Bhavika Sharma
B. Com	Page II	Dr. Alpana Sharma
B. Com	Page III	Dr. M. Madhuri
B. Com with C. Aggr	Page II	Dr. Alpana Sharma
B. Com with C. Aggr	Page III	Dr. M. Madhuri
B. A	Page I, II & III	Dr. Raghav Ajay Yadav

Academic Planning & Evaluation

Time Table, Calendar Cell & Sitting Committee

Dr. Sumita Razi
 Dr. Nishta Shukla
 Dr. Madhuri Srivastava
 Mrs. P. C. Clavious
 Dr. Shanti Verma
 Dr. Manana Pandit

Curriculum Cell & Teaching Methodology Cell

Dr.Sandhya Madan Mohan (Principal)

Dr.Sunita G Rao

Dr.Nisha Shukla

Dr. Madhulika Srivastava

Mrs. Pratibha Chhaya Claudius

Dr. Pratiksha Pandey

Dr. Bhawna Pandey

Dr.Asha Rani Das

Dr.Bharti Verma

Dr.Anupama Shrivastava

Dr.Mohana Sushant Pandit

Ms. Salma Sheikh

Dr. Nidhi Tiwari

Student Welfare

Post Matric SC/ST/OBC Scholarship

Mrs. Jyoti Bala Choubey

Mrs. Salma Sheikh

Dr.Rajshree Chandrakar

Dr. Alpana Sharma

Dr.Kanchana Shahi

Mrs. Varsha Chandrakar

Ms. Geetanjali

Post Matric Minority Scholarship

Mrs. Pratibha Chhaya Claudius

Ms. Jyoti Sharma

Post Matric Jindal/Inspire Scholarship

Dr.Asha Rani Das

Members of Maths Department

Post Matric National Scholarship Merit & MCM

Dr.Sarita Joshi

Ms. Jyoti Sharma

Post Matric Santoor Scholarship

Dr.Barna Pal Mazumdar

Dr.Amarpreet Kaur

PTA Meeting Cell

Secretary

Dr.Sandhya Madan Mohan (Principal)

Supportive Staffs

Dr. Sunita.G.Rao

Dr.Nisha Shukla

Dr.Madhulika Shrivastava

Mrs. Pratibha Chhaya Claudius

Dr.Bhawana Pandey

Dr.Mohana Sushant Pandit

Ms. Salma Md Shafi

Dr.Nidhi Monika Sharma

Office Staff

Mr. Mahesh Gaikwad

Placement, Carrier Guidance & Start Ups

Mrs. P. C. Claudius

Dr. Madhulika Shrivastava

Dr. Mohana Sushant Pandit

Dr. Archana Sharan

Mentor / Mentee

LIST OF TEACHER MENTORS OF VARIOUS CLASSES ALONG WITH THE

Course	Total	Name of the Mentor
B.Com -I	42	DR. ALPANA SHARMA
B.Com - II	61	DR. BHARTI VERMA , DR. RAJSHREE. SHRMA
B.Com - III	84	DR. NIDHI MONIKA SHARMA, DR. M. MADHURI DEVI
B.Com with Computer I	35	DR. ARCHANA SHARAN
B.Com with Computer II	32	DR. VIJAYSHRI

B.Com with Computer III	29	MS. NISHI VERMA
B.Sc (Bio) I	40	DR. NISHA SHUKLA
B.Sc (Bio) II	45	MS. GEETANJALI MISHRA
B.Sc (Bio) III	51	DR. AMARPREET KAUR BHATIA
B.Sc (H.Sc.) I	11	DR. SUNITA G. RAO
B.Sc. (H.Sc) - II	4	
B.Sc. (H.Sc) - III	9	
B.Sc. (BT) I	19	DR. BHAVANA PANDEY
B.Sc. (BT) II	27	MS. SABIHA NAZ
B.Sc. (BT) III	25	MS. DIVYA PAIKRA
B.Sc. (Maths) I	29	MS. M. BHAGYALAXMI
B.Sc. (Maths) II	30	MS. NANDITA KHANRA
B.Sc. (Maths) III	38	DR. KANCHANA SHAHI
B.Sc.(MB) I	20	DR. RANJANA SAHU
B.Sc.(MB) II	24	DR. VARSHA CHANDRAKAR
B.Sc.(MB) III	26	MS. BHAVIKA SHARMA
B.Sc.(IMB) I	3	MS. DIVYA PAIKRA
B.Sc.(IMB) II	7	
B.Sc.(IMB) III	15	MS. BHAVIKA SHARMA
BCA I	17	MS. KAVITA DUBEY
BCA II	23	MR. DEEPAK DAS MANIKPURI
BCA III	17	MR. DEEPAK DAS MANIKPURI
B.Sc.Computer Science I	32	MS. KAVITA DUBEY
B.Sc.Computer Science II	31	DR. SWARNA VERMA
B.Sc.Computer Science III	30	DR. R. CHANRAKAR
B.A. I	13	DR. SARITA JOSHI
B.A.II	15	
B.A.III	5	
B.Ed. I	63	MS. HEMLATA SIDAR MS. NAZNEEN BAIG, MS. ASHA SAHU
B.Ed. II	99	DR. M. S. PANDIT, MS. BHAVANA, MS. KAKOLI
TOTAL -> (A)		1051

PG

Course	Total	Name of the Mentor
M.SC (HD) I	6	MS. JYOTI BALA CHOUBEY
M.Sc.(H.D) III	18	

B.Sc. (T & C) I	2	DR. SARITA JOSHI
M.Sc. (T & C) III	8	
M.Sc.(C.S.) I	10	MS. S. M. SHAFI
M.Sc.(C.S.) III	4	
M.Sc.(Zoology.) I	20	DR. NISHTHA VAIDYA
M.Sc.(Zoology.) III	18	DR. ANUPMA SHRIVASTAVA
M.Sc.(Physics) I	10	MS. P. C. CLAUDIUS
M.Sc.(Physics) III	9	
M.Sc.(Maths) I	20	DR. ASHA RANI DAS
M.Sc.(Maths) III	20	DR. REENA SHUKLA
M.Sc.(Botany) I	20	DR. DEEPTI CHAUHAN
M.Sc.(Botany) III	19	DR. PRATIKSHA PANDEY
M.Sc.(Micro) I	20	DR. VARSHA CHANDRAKAR
M.Sc.(Micro) III	20	DR. RANJANA SAHU
M.Sc.(Chemistry) I	20	DR. BARNA MAZUMDAR
M.Sc.(Chemistry) III	20	DR. MADHULIKA SHRIVASTAVA
M.Com -I	22	DR. RAJSHRI SHARMA
M.Com -III	16	DR. BHARTI VERMA
M.Sc.(Biotech) I	12	DR. BHAVANA PANDEY
M.Sc.(Biotech) III	11	MS. SABIHA NAZ
PGDCA	25	MS. SURAIYA BANO
TOTAL -> (B)		350
TOTAL -> (A+B)		1401

Counselling Committee

Dr.Sandhya Madan Mohan (Principal)
Mrs. Jyoti Bala Choubey
Dr.Swarnalata Verma
Dr.Sunita G Rao
Dr.Nisha Shukla
Dr. Madhulika Srivastava
Mrs. P.C.Claudius
Dr. Pratiksha Pandey
Dr. Bhawna Pandey
Dr.Asha Rani Das

Dr. Bharti Verma
Dr. Mohana Shushant Pandit
Ms. Salma Sheikh
Dr. Nidhi Tiwari

Research, Project & Paper Publications

Dr. Bhawana Pandey
Dr. Barna Pal Mazumdar
Dr. Ranjana Sahu
Dr. Amarpreet Kaur
Dr. Nishtha Vaidya
Mrs. Divya Paikra

MOU's

Dr. Sandhya Madan Mohan (Principal)
Dr. Sunita G Rao
Dr. Madhulika Srivastava
Mrs. P. C. Claudius
Dr. Pratiksha Pandey
Dr. Bhawna Pandey
Dr. Asha Rani Das
Dr. Bharti Verma
Ms. Salma Sheikh

Examination Committee

Annual Examination Committee

Dr. Sandhya Madan Mohan (Principal)
Dr. Sunita G Rao
Dr. Nisha Shukla
Dr. Madhulika Srivastava

Non Teaching Staff

Mr. Mahesh Gaikwad
Mr. Yuvraj Sen
Mr. Hitesh Sahu

Internal & Model Examination Committee

Dr. Swarnalata Verma
Dr. Barna Pal Mazumdar
Dr. Alpana Sharma

Dr. Kanchana Shahi
Ms. Suraiya Bano

Result Analysis

Ms. P. Tanuja
Mr. Yuvraj Sen
Mr. Hitesh Sahu

Staff Welfare

Dr. Sandhya Madan Mohan (Principal)
Mr. R. K. Sharma
Dr. Madhulika Srivastava
Ms. Pratibha Claudius
Dr. Bharti Verma
Mrs. Neha Srivastava

Discipline Committee

Dr. Asha Rani Das
Dr. Bhawana Pandey
Dr. Barna Pal Mazumdar
Dr. Alpana Sharma
Dr. Nidhi Tiwari
Ms. Suraiya Bano

Students

Innovation & Awards

Dr. Sandhya Madan Mohan (Principal)
Dr. Rupam Ajeet Yadav
Dr. Bhawana Pandey
Dr. M. Madhuri Devi
Dr. Nishtha Vaidya
Dr. Vijayshree

National Service Scheme

Dr. Rajshree Sharma
Dr. Anupama Srivastava

Infrastructure & Facilities

Dr. Sandhya Madan Mohan (Principal)
Mrs. Pratibha Chhaya Claudius
Dr. Bharti Verma
Dr. Nidhi Monika Sharma
Mrs. Neha Srivastava
Ms. P. Tanuja
Mr. Mahesh Gaikwad
Sports Officer

Hostel Committee

Dr. Sandhya Madan Mohan (Principal)
Dr. Nidhi Monika Sharma
Dr. Madhulika Srivastava
Dr. Nisha Shukla
Mrs. P. C. Claudius
Dr. Rupam Ajeet Yadav
Dr. Rajshree Sharma

Energy Conservation & Audit

Dr. Sandhya Madan Mohan (Principal)
Mr. R. K. Sharma (Administrator)
Mrs. Neha Srivastava
Mr. Mahesh Gaikwad
Mr. Vikas Srivastava

External Member

Mr. S. K. Mishra

Waste Recycling & Green Campus

Dr. Pratiksha Pandey
Dr. Bhawana Pandey
Dr. Mohana Sushant Pandit

Dr. Deepti Chauhan
Dr. Nidhi Monika Sharma
Dr. Vijayshree
Mrs. Neha Srivastava
Ms. P.Tanuja
Ms. Alpana Adil
Mrs. Kakoli Singh

Mr. Hari Singh
Mr. Ramprasad
Mr. SohanLal
Mr.Tikam

Constitution of Condemnation Committee

Dr.Sandhya Madan Mohan (Principal)
Dr.Sunita G Rao
Dr Nisha Shukla
Dr Madhulika Srivastava
Mrs. P.C.Claudius
Dr Pratiksha Pandey
Dr Bhawna Pandey
Dr.Asha Rani Das
Dr Bharti Verma
Dr.Mohana Shushant Pandit
Ms. Salma Sheikh
Dr. Nidhi Tiwari
Mrs.Neha Srivastava
Accountant

E-Waste Management (Project)

Chief Patron

Dr.Sandhya Madan Mohan (Principal)

Incharges

Dr.Madhulika Shrivastava

Co-Ordinators

Dr.Nandita Khanara

Dr.Vijayshree.k

Organizers

Mrs.Nandita Khanara

Dr.Amarpreet Kaur

Dr.Archana Sharan

Dr. Nishi Verma
Dr. Vijayshree K

Members

M.Sc III SEM Students of Chemistry & Physics

Department

M.Sc I SEM Students of Chemistry & Physics

Department

ECO- CLUB

Patron

Dr. Sandhya Madan Mohan (Principal)

Incharge

Dr. Sunita G Rao

Co-Ordinator

Dr. Madhulika Shrivastava

Mrs. Pratibha Chhaya Claudius

Dr. Bhawana Pandey

Dr. Pratiksha Pandey

Dr. Deepti Chauhan

Dr. Nishtha Vaidhya

Dr. Bharti Verma

Member

Dr. Amarpreet Kaur

Dr. Vijayshree K

Dr. Nandita Khanara

Dr. Archana Sharan

Dr. Ranjana Sahu

Dr. Sabeeha Naaz

Dr. Sarita Joshi

Library Improvements

Dr. Sandhya Madan Mohan (Principal)

Dr. Sunita G Rao

Dr. Nisha Shukla

Dr. Madhulika Srivastava

Mrs. P. C. Claudius

Dr. Pratiksha Pandey

Dr. Bhawana Pandey

Dr. Asha Rani Das

Dr. Bharti Verma

Dr. Mohana Shushant Pandit

Ms. Salma Sheikh

Dr. Nidhi Tiwari

Dr. Kanchana Shahi

Ms. Uzma

Mrs. Sharda

Mrs. Tejshree

Mrs. Parmeshwari

Mr. Mukesh Kumar Soni

Standard Club

Mrs. P. C. Claudius

Dr. Sarita Joshi

Dr. Nidhi Monika Sharma

Mrs. Nandita Khanra

Mrs. Sadhana

Physically Challenge

Dr. Vijayshree

Mrs. Sabiha Naaz

Dr. Sapna Thakur

Sweep

Dr. Nisha Shukla

Mrs. Bhavika Sharma

Ms. Jyoti Sharma

SWAYAM

Dr. Barna Pal Mazumdar

Mrs. Nandita Khanra

Dr. Kanchana Shahi

Special Classes

Dr. Sunita G Rao

Dr. Nisha Shukla

Dr. Madhulika Srivastava

Mrs. P. C. Claudius

Dr. Pratiksha Pandey

Dr. Bhawna Pandey

Dr. Asha Rani Das
Dr. Bharti Verma
Dr. Anupama Shrivastava
Dr. Mohana Shushant Pandit
Ms. Salma Sheikh
Dr. Nidhi Tiwari

Feedback From various committee

Dr. Mohana Sushant Pandit
Dr. Bharti Verma
Dr. Deepti Chauhan
Dr. Reena Shukla

Girl's Common Room

Mrs. Neha Srivastava
Ms. P. Tanuja
Dr. Archana Sharan
Dr. Vijayshree
Ms. P. S. Vishakha

First Aid Room

Ms. P. Tanuja
Mrs. Neha Srivastava
Mrs. Vibha Tamrakar
Mr. Hitesh Sahu

Add-on Courses

Dr. Sunita G Rao
Dr. Nisha Shukla
Dr. Madhulika Shrivastava
Mrs. P. C. Claudius
Dr. Pratiksha Pandey
Dr. Bhawna Pandey
Dr. Asha Rani Das
Dr. Bharti Verma
Dr. Mohana Shushant Pandit
Dr. Anupama Shrivastava
Ms. Salma Sheikh
Dr. Nidhi Tiwari

Maximum Utilization of Rooms & Spaces in the College

Dr. Sandhya Madan Mohan (Principal)
Mrs. Neha Srivastava
Ms. P. Tanuja

Merit Board With Merit List, Code of Conduct & Other Sign Board

Dr. Sandhya Madan Mohan (Principal)
Mrs. Neha Srivastava
Ms. P. Tanuja
Dr. Nidhi Tiwari
Mr. Hitesh Sahu

Sports Committee

P. S. Vishakha
Dr. Nidhi Monika Sharma
Dr. M. Madhuri
Ms. P. Tanuja
Mrs. Neha Srivastava

Website Committee

Dr. Sandhya Madan Mohan (Principal)
Dr. Mohana Sushant Pandit
Dr. Deepti Chauhan
Mr. Deepak Das Manikpuri
Dr. Nidhi Tiwari
Ms. P. Tanuja
Mrs. Neha Srivastava

Staff Secretary

Dr. Madhulika Srivastava

Student Union Committee

Dr. Nisha Shukla
Dr. Rupam Ajeet Yadav
Mrs. Hemlata Sidar
Dr. Archana Sharan
Mrs. Bhavika Sharma

College Assets

Dr. Swarnalata Verma
Dr. Amarpreet Kaur
Mrs. Kavita Dubey

Short Attendance Committee

Dr. Rajshree Chandrakar
Dr. Alpana Sharma
Dr. Nishi Verma
Mrs. Renuka
Mrs. Varsha Chandrakar

Rusa Building & Construction

Dr. Sandhya Madan Mohan (Principal)
Dr. Sunita G Rao
Dr. Nisha Shukla
Mrs. P. C. Claudius
Dr. Bharti Verma
Mrs. Neha Srivastava
Mr. Mahesh Gaikwad
Mr. Vikas Shrivastava

Tender & Purchase

Dr. Asha Rani Das
Dr. Bharti Verma
Ms. P. Tanuja
Mr. Gajendra

Ek Bharat Swachh Bharat

Dr. Nisha Shukla
Dr. Rupam Ajeet Yadav
Dr. Ranjana Sahu
Mrs. Asha Sahu

IT Champion

Mr. Deepak Das Manikpuri
Ms. P. Tanuja
Mrs. Neha Srivastava

Canteen

Dr.Nisha Shukla
Dr.Rajshree Chandrakar
Mrs. Neha Srivastava
Ms.P.Tanuja
Ms. Anindita Biswas

Cultural Programme Committee

Dr. Asha Rani Das
MS. P.Tanuja
Mrs. Neha Srivastava
Mrs. Bhawana

Alumini Cell

Dr. Sandhya Madan Mohan (Principal)
Dr. Pratiksha Pandey
Dr. Deepti Chauhan
Dr.Pratima Mishra
Dr.Sunita G Rao
Dr.Nisha Shukla
Dr. Madhulika Shrivastava
Mrs. P.C.Claudius
Dr. Pratiksha Pandey
Dr. Bhawana Pandey
Dr.Asha Rani Das
Dr.Bharti Verma
Dr.Mohana Shushant Pandit
Dr. Anupama Shrivastava
Ms. Salma Sheikh
Dr. Nidhi Tiwari

QAC Cell

Chairperson

Dr.Sandhya Madan Mohan (Principal)
Mr.Subhash Patel, Deputy Manager, HRDD,BSP

Administrative Officer

Dr.Prashant Shrivastava

Teacher to Represent at all Level

Mrs.Pratibha Chhaya Claudius

Dr. Bharti Verma
Dr. Bhawana Pandey
Dr. Mohana S. Pandit
Dr. Barna Pal Mazumdar
Mrs. Nandita Khanara
Dr. Alpana Sharma

One Member From Management

Mr. Arvind Jain Chairman, College Governing Body,
BMM, Bhilai

One Nominee each from

Additional Supportive Staff

Hardware

Dr. Sarita Joshi
Dr. Reena Shukla
Dr. Deepti Chauhan

Software

Dr. Nidhi Tiwari
Ms. P. Tanuja
Mrs. Neha Srivastava

Condemnation Committee

Dr. Asha Rani Das
Dr. Alpana Sharma
Mrs. Neha Shrivastava
Mrs. Padma Kanaujiya

DST Project (New Delhi)

Principal Investigator

Dr. Sandhya Madan Mohan (Principal)

Nodal Officer

Dr. Rupam Ajeet Yadav

Co-Nodal Officer

Dr. Bhawana Pandey

Members of the Project

Dr. Pratiksha Pandey
Dr. Ranjana Sahu
Dr. Amarpreet Kaur

Project Assistant
Mr. Sanjay Kumar


30/9/2022

P.S. In case, any other duty/duties have already been distributed to the staff other than above mentioned duties for the session 2022-23 the incharge is required to contact me in the regard personally.