

 क.रा.बी.नि. ESIC	कर्मचारी राज्य बीमा निगम Employee State Insurance Corporation (श्रम एवं रोजगार मंत्रालय, भारत सरकार) (Ministry of Labour & Employment, Govt of India)	 सत्यमेव जयते	कर्मचारी राज्य बीमा निगम दंत महाविद्यालय एवं अस्पताल Employee State Insurance Corporation Dental College & Hospital सेक्टर/Sector - 15, रोहिणी/Rohini, नई दिल्ली/ New Delhi - 89 फोन/Phone – 011-27553099, deandc-roh.dl@esic.nic.in
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Dated:

Office Order No. 207 of 2023

In partial modification of Office Order No.09 dated 05-08-2019,with reference to the committees, revised list of different committees is framed for circulation among different departments of ESIC Dental College, Rohini.

Name of the Committee and its Members	Functions of the Committee
<u>Medical Officer In charge (Medical Store (Purchase))</u> 1. Dr. Sunil Kumar 2. Dr. Qury Mahapatra – Work Officer 3. Dr. Meenu Mittal <u>Medical Officer (Repair Dr. Maintenance)</u> 1. Dr. Jitin Kharbanda 2. Dr. Annu Nanda	<ul style="list-style-type: none"> • To purchase all the medical & dental equipments (consumable & non-consumable) • To maintain the repair of medical dental equipments, clearance of all bills related to medical store
<u>Internal Complaint Committee</u> 1. DMS, ESI Hospital 2. Dr. Sarang Sharma 3. Dr. Priya Yadav 4. Dr. Sunil Kumar 5. DDA (Admn.) 6. External Member	<ul style="list-style-type: none"> • To carry out inquiry for redressal of complaints received by the committee pertaining to harassment of women at work place • To spread awareness about gender related issues through workshops / lectures from time to time.
<u>Cultural Committee</u> 1. Dr. Pooja Dudeja 2. Dr. Rohini Pakhiddey 3. Dr. Sahil	<ul style="list-style-type: none"> • To organize the annual cultural programme • To supervise the Fresher's welcome programme • To organize other functions like Teachers' Day, White Coat Ceremony and Orientations (Freshers & Interns)
<u>Sports Committee</u> 1. Dr. Pranav Kapoor 2. Dr. Vivek Sharma 3. Dr. Rulie Buragohain	<ul style="list-style-type: none"> • To organize the annual sports programme • Maintenance of Gyms & sports grounds
<u>Purchase Committee related to non-medical stores</u>	<ul style="list-style-type: none"> • To purchase all the non-medical items for the college

<ol style="list-style-type: none"> 1. Dr. Minni Chadha 2. Dy. Dir. (Admn.) 3. Ms. Srishti 4. Office Supdt. 	
<p><u>Hostel Committee</u></p> <ol style="list-style-type: none"> 1. Dr. Santha Rao 2. Dr. Udita Singhal 3. Dr. Nithya S. 4. Dr. Mukesh 	<ul style="list-style-type: none"> • To supervise the allotment of hostel rooms • To look after the hostel amenities, smooth functioning and maintenance of hostel (Boys/Girls) • To look after the general welfare & discipline of students residing in the hostel • To report any unauthorized use of hostel rooms and brings to notice any untoward incident occurring in the hostel premises.
<p><u>Information Technology</u></p> <ol style="list-style-type: none"> 1. Dr. Bhawana Tiwari 2. Dr. Archana Sood 3. Dr. Harpreet Singh 	<ul style="list-style-type: none"> • To monitor/upkeep/repair & maintenance of Computer system distributed among faculties. • To lodge complaint related to IT issues.
<p><u>Local Complaint Committee</u></p> <ol style="list-style-type: none"> 1. Dr. Susmita Saxena 2. Dr. Sarang Sharma 3. Dr. Priya Yadav 4. Dr. Pranav Kapoor 	<ul style="list-style-type: none"> • To carry out inquiry for redressal of complaints received from staff.
<p><u>Institutional Ethics Committee</u></p> <ol style="list-style-type: none"> 1. Dr. Tulika Tripathi (Chairperson-External) 2. Dr. Meenu Mittal 3. Dr. Jugal Kishore, 4. Dr. Rachita Biswas 5. Dr. Binita Srivastava 6. Dr. Priya Yadav 7. Dr. Komal Maheshwari 8. Dr. Annu Nanda 9. Dr. Yashika Garg 10. Dr. Kanwal DP Singh 11. Mr. Rajesh Pande 12. Mr. Mukesh 13. MSW 	<p>To monitor that the research projects in the college are carried out in an ethical manner</p>
<p><u>Asepsis / Sterilizations & BMW</u></p> <ol style="list-style-type: none"> 1. Dr. Bhawana Tiwari 2. Dr. Meenu Garg 	<ul style="list-style-type: none"> • Implementation of the BMW Rules published in Gazette of India & to monitor & ensure effective Hospital waste management;

<p>3. Sister Swati 4. Balak Ram (NO)</p>	<ul style="list-style-type: none"> To ensure proper aseptic &sterile condition
<p><u>Student Grievances &Redressal Committee</u></p> <p>1. Dr.Susmita Saxena 2. Dr. Jitin Kharbanda 3. Dr. Pooja Dudeja 4. Sarvpriy (Student) 5. MSW</p>	<ul style="list-style-type: none"> To receive complaints of studentsredressal of grievances of students at both academic &redressal level.
<p><u>Internal Quality Assessment Committee</u></p> <p>1. Dr. Nagaraj M., Chairperson 2. Dr. Susmita Saxena, Co-ordinator 3. Dr. Mansi Atri, Member secretary 4. Other Members as per Guidelines</p>	<ul style="list-style-type: none"> Conduct regular meetings to improve the academic administrative Performance of the institution. Preparation of documents for NAAC accreditation. To prepare and update the records for the regular DCI and University inspections.
<p><u>DCI and University Inspection Committee</u></p> <p>1. Dr. Vipul Jaetli 2. Dr. Vivek Sharma 3. Dr. Vikrant Sainia 4. Dr. Sahil</p>	<ul style="list-style-type: none"> To prepare & update the records for the regular DCI and University Inspections.
<p><u>Anti Ragging Committee</u></p> <p>1. Dr. Nagaraj M. 2. Dr. Susmita Saxena 3. Dr. Santha Rao 4. Dr. Harpreet Singh 5. DD (Admn.) 6. Dr. Arundeeep Singh (Parent's representative) 7. Aru Gupta (BDS final yr) 8. Shubham Chopra(BDS3rdyear)</p>	<ul style="list-style-type: none"> To ensure compliance with the provision of "Prevention and Prohibition of Ragging in the Educational Institutions" regulations 2009. To monitor the anti-ragging activities in the institution. To consider the recommendations of anti-ragging squad and take appropriate decisions/actions.
<p><u>Anti Ragging Squad</u></p> <p>1. Dr. Minni Chadha 2. Dr. Bhawana Tiwari 3. Dr. Udit Singhal 4. Dr. Abhishek Gupta 5. Dr. Bhawna Koli 6. Office Superintendent (Admn.) 7. MSW 8.Mr. Rajesh Pande</p>	<ul style="list-style-type: none"> It shall work under the over-all guidance of anti-ragging committee. It shall have vigil patrolling functions. It shall conduct regular surprise checking at various places - hostels classrooms time to time and appraise the anti ragging committee
<p><u>Internship Coordination Committee</u></p> <p>1. Dr.Bhawna Tiwari 2. Dr.Pooja Dudeja</p>	<ul style="list-style-type: none"> To schedule the internship programme. To coordinate the selection of students from the institutions for internship training in an institution.

<ol style="list-style-type: none"> 3. Dr. Abhishek 4. DD.(Admn) 	
<p><u>Dental Education Department;</u></p> <ol style="list-style-type: none"> 1. Dr. Pranav Kapoor 2. Dr. Udit Singhal 3. Dr. Kamlesh Sharma 4. Dr. Nithya 5. Dr. Unnati Asthana 	<ul style="list-style-type: none"> • To organize special/seminars for the updation of knowledge and skills in the institution
<p><u>Condemnation Committee</u></p> <ol style="list-style-type: none"> 1. Dr.Poonam Sharma 2. Dr.Vivek Sharma 3. Sis. Monika Kapoor 4. DDA 5. DD(Fin) 	<ul style="list-style-type: none"> • To carry out the condemnation procedure of the various medical/non-medical equipments/items in the college.
<p><u>Repair & Maintenance Committee <Department wise></u> <u>MEDICAL</u></p> <ol style="list-style-type: none"> 1. Dr. Jitin Kharbanda 2. Dr. Annu Nanda 3. Dr. Vivek Sharma 4. Dr. Mansi Atri 5. Dr. Rohini 6. Dr. Qury 7. Dr. Rulie <p><u>NON-MEDICAL</u></p> <ol style="list-style-type: none"> 1. Dr.Neelchand Dhissa 2. Dr. Santha Rao 3. Dr. Sarita Kanojia 4. DD (A) 5. Caretaker 6. Tarun Kumar, Photographer 	<ul style="list-style-type: none"> • To look after the repair and maintenance of the medical equipments • To ensure the maintenance of the general cleanliness, maintenance of the Institute
<p><u>Scientific Committee(Research Projects)</u></p> <ol style="list-style-type: none"> 1. Dr. Harpreet Singh 2. Dr. Mansi Atri 3. Dr. Poonam (OMFS) 	<ul style="list-style-type: none"> • To review various research projects and study being carried out in the institution
<p><u>Library Committee</u></p> <ol style="list-style-type: none"> 1. Dr. Anitha G. 2. Dr. Nithya 	<ul style="list-style-type: none"> • To monitor the over-all functioning of the library
<p><u>Curriculum Committee</u></p> <ol style="list-style-type: none"> 1. Dean 2. All HODs 	<ul style="list-style-type: none"> • To ensure the implementation of the curriculum in the institution as put forward

3. Dr.Vipul Jaetli 4. Dr.Komal 5. Dr.Shweta Singh	by the DCI
<u>Student Council Committee</u> 1. Dr. Jitin 2. Dr. Pooja Dudeja 3. Class representatives (Others Members as per guidelines)	<ul style="list-style-type: none"> To help share students' ideas, interests and concerns with teachers.
<u>Mentor- mentee</u> 1. Dr. Annu Nanda 2. Dr.Rulie 3. Dr. Abhishek	<ul style="list-style-type: none"> To keep a record of the mentor-Mentees of each academic year To direct the mentors to organize regular meetings with the mentees
<u>Alumni Committee</u> 1.Dr.Pranav Kapoor 2. Dr.Komal Maheshwari 3. Dr.Vikrant 4. Dr.Unnati	<ul style="list-style-type: none"> To organize regular interactions with the alumni and take their feedbacks.
<u>SC/ST/OBC/Minority Cell</u> 1. Dr. Santha Rao 2. Dr. Sarita Kanojia 3. Dr. Rulie Buragohain 4. Dr. Nithya 5. Mr. Intzar Ali (Perio)	<ul style="list-style-type: none"> To redress the personal, social and academic problems of these students and carry out informal interactions.
<u>Student Scholarships & AISHE Committee</u> 1. Dr. Priya Yadav (Scholarship & AISHE) 2. Dr. Vipul Jaetli (Scholarship)	<ul style="list-style-type: none"> Record keeping of AISHE and Students' Scholarships
<u>Feedback Mechanism Committee</u> 1. Dr. Minni Chadha 2. Dr. Annu Nanda 3. Dr. Mansi Atri 4. Dr. Divya	<ul style="list-style-type: none"> To collect, analyze and report feedbacks from various stake holders on a regular basis
<u>NAAC Co-ordinaiton Committee& adherence to code of conduct</u> 1. Dr. Poonam Sharma 2. Dr. Meenu Mittal 3. Dr. Rohini Pakkhiddey 4. Dr. Ravinder 5. Otter NAAC Committees as per the NAAC Manual	<ul style="list-style-type: none"> To prepare and co-ordinate for the NAAC inspection.

I/882867/2023

(Dr. Nagaraj M.)
Dean

To,

1. All HODs
2. Faculty / Official Concerned
3. DD (Admn.)