


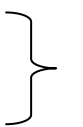

**HAMIDIA GIRLS' DEGREE COLLEGE
ALLAHABAD**

COMMITTEES

Powers and Functions as per Ordinances (UoA)

2018-19

COMMITTEES
Powers and Functions as per Ordinances (UoA)
2018-19

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| IQAC Committee | Dr. (Mrs.)Yusufa Nafees – Chairman Dr. (Mrs.) Sabiha Azmi – Coordinator Mrs. Neerja Verma Mrs. Naseha Usmani Dr. (Mrs.) Shama Rani Dr. (Mrs.)Shabana Aziz Mrs. Hina Farheen Dr. (Mrs.) Erum Farid Usmani Dr. (Mrs.) Amita Agarwal <div style="float: right; margin-left: 20px;">  <p>Members</p> </div> |
| Admission Committee B.A. I Faculty of Arts Faculty of Commerce B.Com. I, II & III | Dr. (Mrs.)Yusufa Nafees – Director Dr. (Mrs.) Erum Farid Usmani – Chairperson Dr. (Mrs.)Sabiha Azmi – Coordinator Dr. (Mrs.) Shama Rani Dr. (Mrs.) Shahla Hasan Dr. ShabnamAra Mrs. Hina Farheen <div style="float: right; margin-left: 20px;">  <p>Members</p> </div> Dr. (Mrs.)Bilqees Farooq – Chairperson Dr. (Mrs.)Amita Agarwal Mrs. Shahnaaz Fatima Kazmi |
| Admission Committee B.A. II | Dr. (Mrs.) Haseena Bano – Chairperson Dr. (Mrs.)Siddiqua Jabir |
| Admission Committee B.A. III | Dr. (Mrs.)Amna Farooqui – Chairperson Dr. (Mrs.) Gulshan Akhtar |
| Proctorial Board | Dr. (Mrs.)Bilqees Farooq – Chief Proctor Dr. (Mrs.) Haseena Bano Dr. (Mrs.) Shahla Hasan Dr. (Mrs.)Shabana Aziz Dr. (Mrs.) Erum Farid Usmani <div style="float: right; margin-left: 20px;">  <p>Proctor</p> </div> |
| UGC Committee | Dr. (Mrs.)Yusufa Nafees Mrs. Naseha Usmani – Nodal Officer |
| Research Committee | Dr. (Mrs.)Yusufa Nafees – Chairperson Mrs. Neerja Verma Mrs. Naseha Usmani Dr. (Mrs.)Nasreen Begum Dr. Siddiqua Jabir Mrs. Sharmeen Fatima |

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| RTI Committee | Dr. (Mrs.)Yusufa Nafees Dr. (Mrs.)Amna Farooqui |
| Academic Advisory Committee | Dr. (Mrs.)Yusufa Nafees Mrs. Naseha Usmani Dr. (Mrs.) Sabiha Azmi Dr. (Mrs.) Erum Farid Usmani Dr. (Mrs.) Gulshan Akhtar Mrs. Hina Farheen |
| Library Advisory Committee | Dr. (Mrs.)Yusufa Nafees Mrs. Neerja Verma Mrs. Naseha Usmani Dr. (Mrs.) Nudrat Mahmood Dr. (Mrs.) Amita Agarwal Mrs. Kashish Fatima Dr. Shabnam Ara Dr. (Mrs.) Gulshan Akhtar Mrs. Hina Farheen Mrs. Sharmeen Fatima |
| Sports Advisory Board | Dr. (Mrs.) Gulshan Akhtar Dr. (Mrs.) Amita Agarwal Mrs. Shahnaz Kazmi Dr. (Mrs.)Nasreen Begum |
| Committee for Alumni Association | Mrs. Naseha Usmani Mrs. Zareena Begum Dr. (Mrs.)Shabana Aziz Mrs. Sharmeen Fatima Dr. Nuzhat Fatima |
| Advisory Committee of Centre for Women's Studies | Dr. (Mrs.) Yusufa Nafees – Chairperson Dr. (Mrs.)Sabiha Azmi – Director Dr. (Mrs.) Erum Farid Usmani – Asstt. Director Dr. (Mrs.)Shama Rani Dr. Shabana Aziz Mrs. Zareena Begum Mrs. Sharmeen Fatima } Members |
| College Maintenance Committee | Dr. Nuzhat Fatima II Floor Mrs. Sharmeen Fatima II Floor Dr. (Mrs.) Haseena Bano I Floor Dr. (Mrs.) Shahla Hasan I Floor Dr. (Mrs.) Amna Farooqui Ground Floor Dr. (Mrs.) Gulshan Akhtar Ground Floor |

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| ICT Committee & Website Updating | Dr. (Mrs.)Yusufa Nafees Mrs. Naseha Usmani Dr. (Mrs.) Erum Farid Usmani Ms. Tazeen Fatima Ms. Tasleem Mrs. Ofiya |
| N.S.S. Advisory Committee | Dr. (Mrs.)Yusufa Nafees Dr. (Mrs.) Erum Farid Usmani Dr. (Mrs.)Shama Rani Dr. (Mrs.) Gulshan Akhtar |
| Finance & Purchase Committee | Dr. (Mrs.)Yusufa Nafees Dr. (Mrs.)Haseena Bano Dr. (Mrs.) Nudrat Mahmood Mrs. Naseha Usmani Dr. (Mrs.) Amna Farooqui |
| Planning and Development Committee | Dr. (Mrs.)Yusufa Nafees Dr. (Mrs.)Bilqees Farooq Dr. (Mrs.)Shabana Aziz Mrs. Naseha Usmani Dr. (Mrs.)Nasreen Begum |
| Scholarship Committee & Help to Poor | a) Dr. (Mrs.) Haseena Bano Dr. (Mrs.) Nudrat Mahmood Dr. (Mrs.) Siddiqua Jabir Mrs. Hina Farheen b) Dr. (Mrs.) Amita Agarwal c) Dr. (Mrs.) Shabnam Ara Dr. (Mrs.) Gulshan Akhtar Mrs. Sharmeen Fatima Dr. (Mrs.) Asma Siddiqui Ms. Shweta Sinha |
| Extension Activities | Dr. (Mrs.) Nudrat Mahmood Dr. (Mrs.) Sabiha Azmi Mrs. Zareena Begum Dr. (Mrs.) Rehana Siddiqui Dr. (Mrs.) Erum Farid Usmani Dr. Nuzhat Fatima |

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| Examination Committee | Dr. (Mrs.)Yusufa Nafees Dr. (Mrs.) Shabana Aziz Dr. (Mrs.) Erum Farid Usmani Dr. (Mrs.) Gulshan Akhtar Dr. (Mrs.) Shama Rani Dr. (Mrs.) Bilqees Farooq Dr. (Mrs.) Nudrat Mahmood Dr. (Mrs.) Haseena Bano | I Meeting II Meeting |
| Magazine Committee | Dr. (Mrs.)Yusufa Nafees Dr. (Mrs.) Shama Rani Mrs. Neerja Verma Dr. (Mrs.) Sabiha Azmi Dr. (Mrs.) Haseena Bano Dr. (Mrs.) Rehana Siddiqui Mrs. Naseha Usmani Mrs. Zareena Begum Dr. (Mrs.) Nasreen Begum Dr. (Mrs.) Erum Farid Usmani Mrs. Hina Farheen | – Patron – Editor-in- Chief |
| P.G. Admission Committee | Mrs. Neerja Verma Mrs. Zareena Begum Mrs. Naseha Usmani Dr. (Mrs.) Sabiha Azmi Dr. (Mrs.) Erum Farid Usmani Dr. Nuzhat Fatima Mrs. Sharmeen Fatima | – Director – Coordinator Members |
| B.Voc. Admission Committee | Dr. (Mrs.)Yusufa Nafees Mrs. Naseha Usmani Dr. (Mrs.)Nasreen Begum | JMC FD |
| Canteen Committee | Dr. (Mrs.) ShabanaAziz Mrs. Hina Farheen | |
| Plantation Upkeep Committee | Dr. (Mrs.) Nasreen Begum Dr. Nuzhat Fatima | I Floor Ground Floor |

**COMMITTEE AGAINST SEXUAL HARASSMENT
2014-15**

With regard to the Supreme Court Judgment and guidelines to Colleges to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the Universities and Colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with. Keeping the above guidelines Hamidia Girls' Degree College has constituted a Complaints Cell to address issues of sexual harassment at workplace.

Composition

The Committee consists of members of the faculty, administration and students' representatives. The members of the committee for the current academic year are:

| Sl.No. | Name |
|--------|---|
| 1. | Dr. Rehana Tariq <i>(Administrative Head)</i> |
| 2. | Dr. Bilqees Farooq <i>(Coordinator)</i> |
| 3. | Mrs. Neerja Verma <i>(Member)</i> |
| 4. | Dr. Shama Rani <i>(Member)</i> |
| 5. | Dr. (Mrs.) Erum Farid Usmani <i>(Member)</i> |

Students Representative

| Sl.No. | Name | Class | Subjects |
|--------|-------------------|----------|----------------------|
| 1. | Muzammil Siddiqui | B.A. I | English, Sociology & |
| 2. | Kashafna Roshni | B. Com.I | |

Objectives

The objectives of the Committee are -

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees
- Make recommendations to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment
- Recommend appropriate punitive action against the guilty party to the coordinator.

Procedure for Approaching Committee

The Committee deals with issues relating to sexual harassment at Hamidia Girls' Degree College. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be made to the Coordinator.

Here it should be noted that according to the Supreme Court guidelines Sexual Harassment can be defined as 'unwelcome' sexually determined behaviour (whether directly or by implication) as -

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Vishaka judgment by Supreme Court).

The following is also sexual harassment and is covered by the committee -

- Unsavoury remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like
- Physical confinement against one's will and any other act likely to violate one's privacy.

| Associations for | |
|-------------------------|--|
| 1. Social Sciences | Dr. (Mrs.) Sheela Ansari Dr. (Mrs.) Amna Farooqui Dr. (Mrs.) Yusuf Nafees Dr. (Mrs.) Nasreen Begum |
| 2. Humanities | Mrs. Neerja Verma Mrs. Zareena Begum Dr. (Mrs.) Shabana Aziz Dr. (Mrs.) Nudrat Mahmood Dr. (Mrs.) Shahla Hasan |
| 3. Commerce | Dr. (Mrs.) M.M.N. Siddiqui Dr. (Mrs.) Bilqees Farooq Dr. (Mrs.) Amita Agarwal |
| 4. Vocational Subjects | Dr. (Mrs.) Yusuf Nafees Mrs. Naseha Usmani Dr. (Mrs.) Nasreen Begum |