

**HAMIDIA GIRLS' DEGREE COLLEGE**

**COMMITTEES 2023-24**

**Powers and Functions as per Ordinances (UoA)**

<b>S.No.</b>	<b>Name of Committees</b>	<b>Name of Members</b>	<b>Role</b>
1.	Admission Committee	Prof. Naseha Usmani	Chairperson
	Admission Committee B.A. I	Dr. Erum Farid Usmani	Chairperson
		Dr. Amna Farooqui	Member
		Dr. Shama Rani	Member
		Dr. Shabana Aziz	Member
		Dr. Shabnam Ara	Member
		Mrs. Hena Farheen	Member
		Ms. Tazeen Fatima	Member
	Admission Committee B.A. II	Dr. Nudrat Mahmood	Coordinator
	Admission Committee B.A. III	Dr. Gulshan Akhtar	Coordinator
		Dr. Nuzhat Fatima	Member
	Admission Committee B.Com. I, II & III	Dr. (Mrs.) Amna Farooqui	Coordinator
		Dr. Amita Agarwal	Member
		Mrs. Shahnaaz Fatima Kazmi	Member
		Ms. Zainab Abbas	Member
	Admission Committee B.Voc. - JMC & ST	Dr. Shabana Aziz	Coordinator
		Ms. Tasleem	
Admission Committee B.Voc. & M.Voc. - FD	Dr. Nasreen Begum	Nodal Officer	
	Ms. Baby Fatima		
P.G. Admission Committee	Mrs. Neerja Verma	Director	
	Dr. Zareena Begum	Coordinator	
	Dr. Farha Hashim	Member	
	Dr. Asma Siddiqui	Member	
	Dr. Subiya Hashmat	Member	
	Ms. Husna Bano	Member	
2.	Academic Advisory Committee	Prof. Naseha Usmani	Chairperson
		Dr. Gulshan Akhtar	Coordinator
		Dr. Nasreen Begum	Member
		Mrs. Hena Farheen	Member
		Dr. Siddeeqa Jabir	Member
		Dr. Kashish Fatima	Member
		Ms. Zainab Abbas	Member
3.	Advisory Committee of Centre for Women's Studies	Prof. Naseha Usmani	Chairperson
		Prof. Yusufaf Nafees	Sr. Advisor
		Dr. Sabiha Azmi	Coordinator
		Dr. Erum Farid Usmani	Asstt. Director
		Dr. Nasreen Begum	Member
		Dr. Shabana Aziz	Member
		Mrs. Sharmeen Fatima	Member
4.	Bidi Worker Scholarship Committee	Prof. Naseha Usmani	Chairperson
		Dr. Shabana Aziz	Coordinator
		Ms. Tazeen Fatima	Member
		Ms. Roqaiya Ansari	Member
5.	Building Committee	Prof. Naseha Usmani	Chairperson
		Dr. Amna Farooqui	Coordinator
		Mrs. Neerja Verma	Member
		Dr. Nasreen Begum	Member
		Dr. Erum Farid Usmani	Member
6.	B.Voc. Advisory Committee	Prof. Naseha Usmani	Chairperson
		Dr. Shabana Aziz	JMC & ST
		Dr. Nasreen Begum	FD
7.	Canteen Committee	Prof. Naseha Usmani	Chairperson
		Dr. Amna Farooqui	Coordinator
		Dr. Shahla Hasan	Member
		Dr. Shabana Aziz	Member

8.	College Upkeep Committee	Prof. Naseha Usmani	Chairperson		
		Dr. Amna Farooqui	Coordinator		
		Mrs. Neerja Verma	Member		
		Dr. Shama Rani	Member		
		Dr. Shahla Hasan	Member		
		Dr. Shabana Aziz	Member		
		Dr. Nuzhat Fatima	Member		
		Dr. Kashish Fatima	Member		
9.	Committee for Alumni Association	Prof. Naseha Usmani	Chairperson		
		Dr. Zareena Begum	Coordinator		
		Dr. Shabana Aziz	Member		
		Dr. Amita Agarwal	Member		
		Mrs. Hena Farheen	Member		
		Mrs. Sharmeen Fatima	Member		
		Ms. Tazeen Fatima	Member		
		Mrs. Ofiya	Member		
10	Committee for Career Counseling B.A.	Prof. Naseha Usmani	Chairperson		
		Dr. Shama Rani	Coordinator		
		Mrs. Hena Farheen	Member		
		Ms. Tazeen Fatima	Member		
		Ms. Roqaiya Ansari	Member		
		Ms. Tasleem	Member		
	B.Com. & B.Voc.	Dr. Nasreen Begum	Coordinator		
		Dr. Amita Agarwal	Coordinator		
		Mrs. Shahnaz Fatima Kazmi			
		Ms. Zainab Abbas	Member		
		Ms. Shweta Agarwal	Member		
		Prof. Naseha Usmani	Chairperson		
		Dr. Shabnam Ara	Coordinator		
		Dr. Gulshan Akhtar	Member		
		Mrs. Sharmeen Fatima	Member		
		Ms. Tasleem	Member		
		12.	Committee for <i>Nawa-e Urdu</i>	Prof. Naseha Usmani	Chairperson
				Dr. Zareena Begum	Coordinator
Dr. Shabana Aziz	Co-Editor				
Dr. Nudrat Mahmood	Assistant Editor				
Dr. Siddeeqa Jabir	Assistant Editor				
Dr. Farha Hashim	Assistant Editor				
13.	Cultural Activities Committee	Prof. Naseha Usmani	Chairperson		
		Mrs. Neerja Verma	Coordinator		
		Dr. Nasreen Begum	Member		
		Dr. Zareena Begum	Member		
		Mrs. Sharmeen Fatima	Member		
		Mrs. Shahnaz Fatima Kazmi	Member		
		Dr. Asma Siddiqui	Member		
14.	Examination Committee	Prof. Naseha Usmani	OSD		
		Dr. Nudrat Mahmood	CS (B.A.)		
		Dr. Shabana Aziz	CS (B.Voc.& M.Voc.)		
		Dr. Nasreen Begum	Flying (B.Voc.& M.Voc.)		
		Ms. Tasleem	B.Voc.& M.Voc.		
		Ms. Baby Fatima	B.Voc.& M.Voc.		
		Mrs. Neerja Verma	CS (M.A.)		
15.	Finance & Purchase Committee	Prof. Naseha Usmani	Chairperson		
		Dr. Sabiha Azmi	Coordinator		
		Mrs. Neerja Verma	Member		
		Dr. Shabana Aziz	Member		
		Dr. Erum Farid Usmani	Member		
16.	Green Campus Committee	Prof. Naseha Usmani	Chairperson		
		Dr. Nudrat Mahmood	Coordinator		

17.	Grievance & Redressal Committee	Prof. Naseha Usmani	Chairperson
		Dr. Amna Farooqui	Coordinator
		Mrs. Neerja Verma	Member
		Dr. Sabiha Azmi	Member
		Dr. Erum Farid Usmani	Member
18.	Help to Poor Committee	Prof. Naseha Usmani	Chairperson
		Dr. Zareena Begum	Coordinator
		Dr. Nudrat Mahmood	Member
		Dr. Amita Agarwal	Member
19.	<b>Hindi Rajbhasha</b> Committee	Prof. Naseha Usmani	Chairperson
		Dr. Haseena Bano	Coordinator
		Dr. Nasreen Begum	Member
20.	ICT & Website Updation Committee	Prof. Naseha Usmani	Chairperson
		Dr. Siddeeqa Jabir	Coordinator
		Dr. Gulshan Akhtar	Member
		Mrs. Hena Farheen	Member
		Ms. Tazeen Fatima	Member
21.	Institution Innovation Cell	Prof. Naseha Usmani	President
		Dr. Amna Farooqui	Vice-President
		Dr. Gulshan Akhtar	Convener
		Mrs. Neerja Verma	ARIIA Coordinator
		Dr. Nasreen Begum	Start-up Activity Coordinator, Innovation Activity
		Dr. Sabiha Azmi	NIRF Coordinator
		Dr. Erum Farid Usmani	Social Media Coordinator
		Dr. Siddeeqa Jabir	Internship Activity Coordinator
		Dr. Kashish Fatima	IPR Activity Coordinator
		Dr. Nuzhat Fatima	Member
		Mrs. Sharmeen Fatima	Member
		Dr. Amita Agarwal	Member
		Ms. Tazeen Fatima	Member
		Dr. Zainab Abbas	Member
		Prof. B.K. Singh, Librarian, UoA	External Member
		Prof. Ashish Khare, J.K. Institute , Prayagraj	External Member
Mr. Rajat Shrivastava	External Member		
Mr. Krishna Kumar Jaiswal	External Member		
22.	Internal Complaints C ommittee (As per UGC's order for cases of sexual harassment at woekplace)	Prof. Naseha Usmani	Chairperson
		Dr. Sabiha Azmi	Coordinator
		Dr. Erum Farid Usmani	Coordinator
		Dr. Amna Farooqui	Member
		Dr. Shabana Aziz	Member
23.	IQAC Committee	Prof. Naseha Usmani	Chairperson
		Mrs. Neerja Verma	Coordinator
		Dr. Sabiha Azmi	Member
		Dr. Nasreen Begum	Member
		Dr. Erum Farid Usmani	Member
		Dr. Amita Agarwal	Member
		Dr. Siddeeqa Jabir	Member
		Dr. Gulshan Akhtar	Member
		Dr. Anjum Ahmad	External Member
		Mrs. Shazia Ahsanulla	External Member
24.	Library Advisory Committee	Prof. Naseha Usmani	Chairperson
		Dr. Kashish Fatima	Member Secretary

		Mrs. Neerja Verma	Member
		Dr. Amna Farooqui	Member
		Dr. Erum Farid Usmani	Member
		Dr. Shabnam Ara	Member
		Dr. Nuzhat Fatima	Member
		Dr. Gulshan Akhtar	Member
		Dr. Amita Agarwal	Member (Book Bank /Lending Library)
		Prof. Yusuf Nafees	Special Invitee
25.	Magazine Committee	Prof. Naseha Usmani	Chairperson
		Prof. Yusuf Nafees	Sr. Advisor
		Dr. Sabiha Azmi	Editor-in- Chief
		Mrs. Neerja Verma	Asso. Editor (English)
		Dr. Shabana Aziz	Asso. Editor (Urdu)
		Dr.Zareena Begum	Asso. Editor (Urdu)
		Dr. Haseena Bano	Asso. Editor (Hindi)
		Dr. Nasreen Begum	Asso. Editor (Hindi)
		Dr. Erum Farid Usmani	Asso. Editor (Photos)
		Mrs. Hena Farheen	Asso. Editor
26.	<i>Naqsh-e-Nau</i> Committee	Prof. Naseha Usmani	Editor
		Dr. Zareena Begum	Co- Editor
		Dr. Shabana Aziz	Co- Editor
		Dr. Nudrat Mahmood	Asst. Editor
		Dr. Siddeeqa Jabir	Asst. Editor
		Dr. Farha Hashim	
27.	N.S.S. Advisory Committee	Prof. Naseha Usmani	Chairperson
		Dr. Shahla Hasan	Liaison Officer
		Mrs. Sharmeen Fatima	Liaison Officer
		Mrs. Hena Farheen	Liaison Officer
28.	Planning and Development Committee	Prof. Naseha Usmani	Chairperson
		Dr. Amna Farooqui	Coordinator
		Mrs. Neerja Verma	Member
		Dr. Nasreen Begum	Member
		Dr. Erum Farid Usmani	Member
		Mr. Mohd. Zaid Khan	
29.	Proctor	Dr. Shahla Hasan	Chief Proctor
		Dr. Amna Farooqui	Ground Floor
		Dr. Shaban Aziz	
		Dr. Shahla Hasan	First Floor
		Dr. Nasreen Begum	
		Dr. Gulshan Akhtar	Second Floor
		Dr. Kashish Fatima	
30.	Research Advisory Committee	Prof. Naseha Usmani	Chairperson
		Dr. Erum Farid Usmani	Director
	Finance & Infrastructure	Dr. Shabana Aziz	Member
		Dr. Gulshan Akhtar	Member
	Research Program Policy Development	Dr. Sabiha Azmi	Member
		Dr. Shabnam Ara	Member
	Collaboration & Community	Dr. Nuzhat Fatima	Member
		Mrs. Sharmeen Fatima	Member
	Product Development Monitoring & Commercialization	Dr. Amna Farooqui	Member
		Mrs. Hena Farheen	Member
	IPR, Legal & Ethical Matters	Dr. Kashish Fatima	Member
		Dr. Siddeeqa Jabir	Member

31.	Rotracct Committee	Prof. Naseha Usmani	Chairperson
		Dr. Sabiha Azmi	Faculty Advisor & Coordinator
		Mrs. Hena Farheen	Member (B.A)
		Ms. Tazeen Fatima	Member (B.Voc)
		Mrs. Shahnaaz Fatima Kazmi	Member (B.Com)
32.	RTI Committee	Prof. Naseha Usmani	Chairperson
		Dr. Amna Farooqui	CPIO
		Dr. Shabnam Ara	Member
33.	Sports Advisory Board	Prof. Naseha Usmani	Chairperson
		Prof. Yusufa Nafees	Sr. Advisor
		Dr. Sabiha Azmi	Coordinator
		Mrs. Sharmeen Fatima	Member
		Mrs. Hena Farheen	Member
		Dr. Amita Agarwal	Member
		Mrs. Shahnaaz Fatima Kazmi	Member
34.	Students Council Committee & Mentor Mentee	Prof. Naseha Usmani	Chairperson
		Dr. Shabnam Ara	Coordinator
		Dr. Erum Farid Usmani	Member
		Dr. Sabiha Azmi	Member
35.	Teacher Club HGDC	Prof. Naseha Usmani	Chairperson
		Dr. Sabiha Azmi	President
		Dr. Erum Farid Usmani	General Secretary
		Dr. Shabana Aziz	Treasurer
		Dr. Shabnam Ara	Event Organizer
		Rest of the staff members	Member
36.	UGC & AISHE Committee	Prof. Naseha Usmani	Chairperson
		Dr. Erum Farid Usmani	Coordinator
		Ms. Tazeen Fatima	Member
37.	UPNIC Scholarship Committee	Prof. Naseha Usmani	Chairperson
		Mrs. Hena Farheen	Nodal Officer
38.	Write-off Committee	Prof. Naseha Usmani	Chairperson
		Mrs. Sharmeen Fatima	Coordinator
		Dr. Zareena Begum	Member
		Mr. Arif Masroor	Member
		Mr. Tazaryan	Member