



Rajarshi Tandon Mahila Mahavidyalaya, Prayagraj
(A Constituent College of Allahabad University)

Letter No.: 72 /RTMM/2026-2027

Date: 27.07.2026

Following Committees have been formed for the Session 2026-2027. The conveners are requested to please hold discussion/deliberations with their committee members and formulate action plan accordingly.

S.No.	Name of Committee	Activities	Convener	Members
1.	Admission Committee UG	1. To frame the admission guidelines of the College keeping in mind the admission guidelines of University of Allahabad	Prof. Neelima Singh	Prof. Namita Yadav Dr. Priyanka Sharma Dr. Vivek Singh Dr. Amitendra Pratap Singh Dr. Manoj Kumar
2.	Students Welfare	1. To promote student welfare activities in the College 2. Forwarding authority for Promotion certificates, Degree forms, Bonafide certificates and Scholarship forms 3. Assistance in sports quota admissions 4. Forwarding authority for Govt./University and Student welfare schemes	Prof. Namita Yadav	Dr. Vivek Singh


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3.	Proctorial Bord	1. To issue Identity Cards and Character Certificate of the students 2. To monitor tests and exams. 3. To maintain discipline in the College 4. To ensure that College rules are understood and followed 5. To keep an eye on the general behavior of the students 6. To ensure safety of the students within the campus 7. To suggest the names of the suitable students who can be members of Discipline Committee 8. To display rules and regulations 9. To check Identity Card 10. To forward the names of the students involved in act of indiscipline to the Principal through Disciplinary Board and to keep a record of them. 11. To provide an opportunity of hearing to students involved in an act of indiscipline 12. To ensure the conduct of copying free examination	Dr. Vivek Singh	Dr. Yashasvi Singh Dr. Amitendra Pratap Singh Dr. Ansu Tripathi
4.	Examination	1. To Plan and Conduct all the exams of the University 2. To formulate a policy regarding various examination of other Bodies	Prof. Neelima Singh Prof. Namita Yadav	Dr. Yashasvi Singh Dr. Amitendra Pratap Singh
5.	Anti-Ragging Cell	1. To sensitise and make students aware about the menace of ragging and various provisions against it 2. To take frequent and regular rounds to avert ragging 3. To recommend action the students involved in ragging 4. To do all correspondence related to ragging	Dr. Yashasvi Singh	Dr. Amitendra Pratap Singh
6.	Internal Complaints Committee (Anti-Sexual harassment and gender	1. To create awareness programmes through lectures. Seminars, talks, workshops, debates, showing films and documentaries etc, about anti sexual harassment and gender sensitization 2. To facilitate a gender – sensitive enabling women to maximize their potential 3. To make a forum for open dialogue and discussion on gender issues. 4. To deal with cases of sexual/psychological/emotional/physical	Prof. Neelima Singh	Dr. Priyanka Sharma Dr. Yashasvi Singh Dr. Vivek Singh



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	sensitization related work)	harassment as per the capability of the college as on academic institution 5. To advice complainants of means of resolution as specified by the legislation. 6. To ensure fair and timely resolution of sexual harassment complaints, 7. To provide counseling and support services on campus 8. To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment.		
7.	ICT Cell	1. To assist in online teaching learning process 2. To assist in Website development of the college 3. To provide ICT services to the college 4. To ensure wi-fi internet facilities in the campus	Dr. Priyanka Sharma	Dr. Yashasvi Singh Dr. Vivek Singh
8.	IQAC	1. To organize meetings of IQAC 2. To prepare Annual Quality Assurance Report and submit to NAAC and University 3. To AISHE, NIRF related work 4. To organize meeting of CAS 5. To ensure Periodic assessment and accreditation of college 6. To stimulate the academic environment for promotion of quality in teaching-learning and research. 7. To encourage self-evaluation, accountability, autonomy and innovations in higher education 8. To form sub-committee/committees for effective functioning of the main committee if required with the permission of Principal 9. To collect feedback from the students, staff and parents and analyses the feedback for better results and academic upliftment 10. To introduce and ensure practices that promote and sustain quality culture in the college 11. To undertake quality-related research studies, consultancy and training programmes 12. To conduct Students Satisfaction Survey.	Prof. Neelima Singh	Prof. Namita Yadav Dr. Priyanka Sharma Dr. Yashasvi Singh


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9.	Career Counselling and Placement Cell	1. To provide counselling/assistance to the students in choosing appropriate career 2. To organize Career/Vocation oriented workshop and Training Programme 3. To invite potential Organization/Companies for Placement 4. Providing updated information regarding various choices of subject, courses offered by the college and the current career trends	Dr. Yashasvi Singh	Dr. Vivek Singh Dr. Amitendra Pratap Singh
10.	College Building Committee	1. To assist in the construction and maintenance of the college building	Prof. Namita Yadav	Dr. Amitendra Pratap Singh Dr. Vivek Singh
11.	Cultural Committee	1. To organize cultural events in the college 2. To promote the spirit of participation among students in cultural programs	Prof. Namita Yadav	Dr. Priyanka Sharma Dr. Yashasvi Singh Dr. Shamenaz Bano
12.	Student Grievance Redressal Cell	1. To resolve various problems of students of the college	Dr. Priyanka Sharma	Dr. Amitendra Pratap Singh Dr. Vivek Singh
13.	Purchase Committee	1. To examine & dispose the purchase related files of different departments 2. To guide the departments on matters related to purchase 3. To make recommendation for purchase as per government rules 4. To verify physically the material purchased in the College	Prof. Namita Yadav	Dr. Priyanka Sharma Dr. Vivek Singh
14.	Time Table Committee	1. To prepare the time-table of the different courses offered by the college 2. To prepare the Consolidated Class-wise & Room-wise Time tables before the Consolidated of the Semester 3. To help the departments in sorting out their time-table related problems so that each faculty can give their best	Dr. Priyanka Sharma	Dr. Vivek Singh
15.	Parent Teacher Association Committee	1. To maintain the communication between parents, Teachers and the students, 2. To ensure that every department organizes Parent Teacher student meeting at least once a year	Dr. Amitendra Pratap Singh	Dr. Priyanka Sharma Dr. Vivek Singh
16.	CPIO	1. To sensitize staff about the importance of RTI Act 2005 2. To provide the reply on the online/offline RTI Applications	Prof. Neelima Singh	Dr. Vivek Singh


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17.	Library Committee	1. Advise and review library policies for instruction, resources. 2. Ensure library policies for the benefit of students and teachers. 3. Discuss and evaluate budgetary issues for books, journals. E-resource etc. 4. To establish a Learning Resource in the library.	Dr. Yashasvi Singh	Dr. Amitendra Pratap Singh Dr. Vivek Singh
18.	Fee & Accounts Committee	1. All matters related to Account Checking. 2. To manage and supervise all matters related to fees. 3. To supervise maintenance of fees records. 4. To Supervise refunds of Fee/Caution money.	Prof. Neelima Singh Prof. Namita Yadav	Dr. Vivek Singh
19.	Media Committee	1. To prepare action so that the activities of the College may be highlighted in print, electronic and social media. 2. To maintain a day-to-day record of the activities organized by different Committees/Cells/Clubs. 3. To keep a soft/hard copy of the report prepared for the press release.	Prof. Neelima Singh	Dr. Amitendra Pratap Singh Dr. Vivek Singh Dr. Shamenaz Bano
20.	Rajbhasha Samiti	1. To sensitize students towards the importance and heritage of Hindi language.	Prof. Neelima Singh	Dr. Yashasvi Singh Dr. Varsha Agrawal
21.	National Serves Scheme Committee	1. To Chalk out time-bound programme & get it approved by the Principal for execution of the approved plan. 2. To organize Blood Donation Camps. 3. To initiate extension activities in the nearby- Village areas	Dr. Priyanka Sharma	
22.	Sports Committee	1. To promote physical/sports activities in the campus 2. To organize inter college/intra college sports activities. 3. To purchase and maintain sports equipment and other facilities for students 4. To look after various sports ground	Dr. Priyanka Sharma	Dr. Anil Kumar
23.	SC/ST, OBC Committee	1. Matters related to scholarship and welfare of SC/ST students	Prof. Namita Yadav	Dr. Amitendra Pratap Singh Dr. Vivek Singh
24.	Alumni Committee	1. To update the record of Alumni Association 2. To Coordinate with the Alumni Association. 3. To organize periodic meetings of the Association. 4. To make efforts to strengthen the bond and to exploit the potential of Alumni in the growth and developmental activities of the Institution.	Prof. Namita Yadav	Dr. Priyanka Sharma Dr. Amitendra Pratap Singh


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