



# Post Graduate Government College Sector-46, Chandigarh



Affiliated to Panjab University, Chandigarh

NAAC Accredited 'A' Grade (Cycle-II)

AISHE CODE: C- 29314

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Dr Rajinder Singh Koura  
IQAC Coordinator

Dr Abha Sudarshan  
Principal



0172--2678022

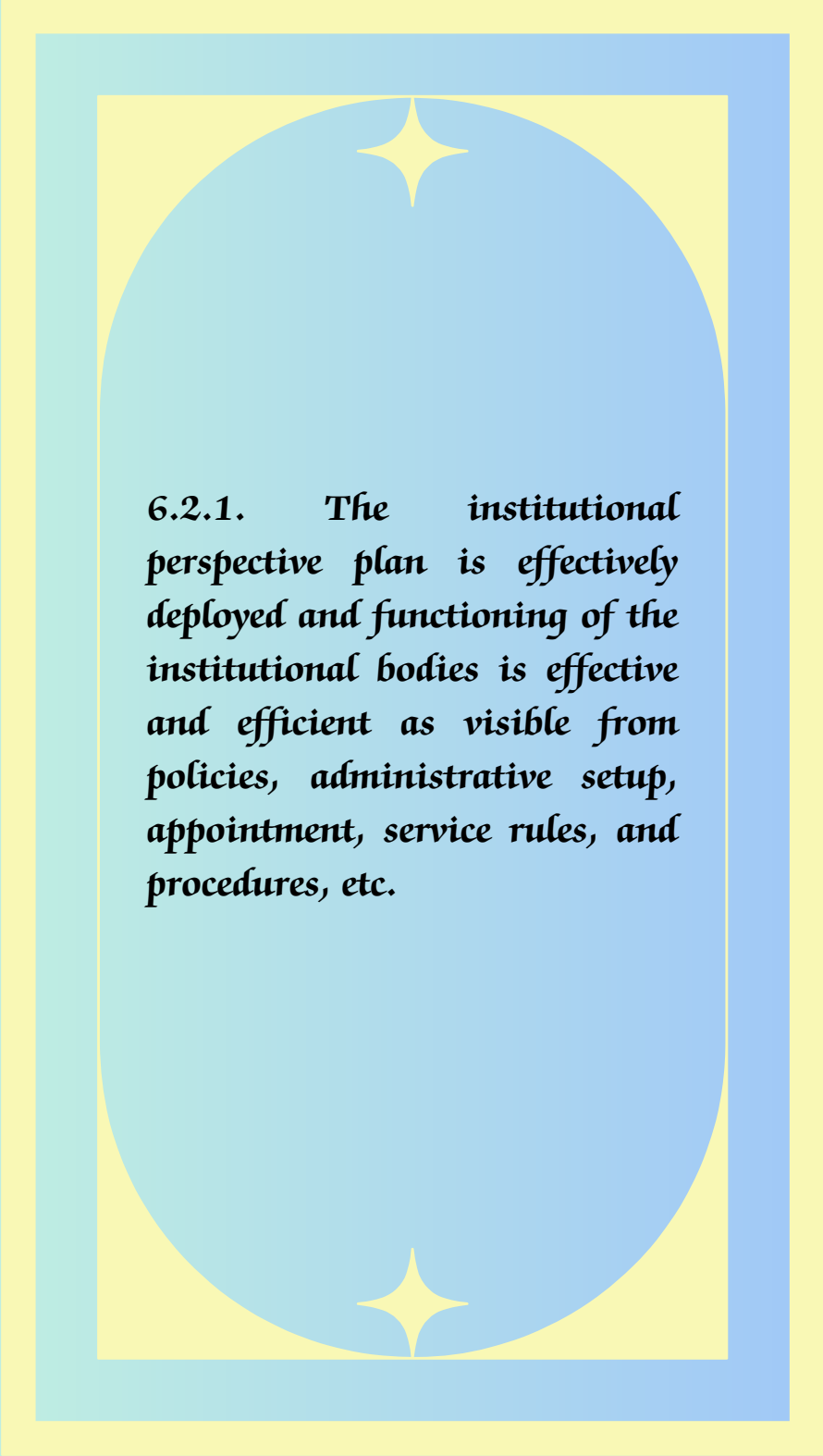


[www.pggc46.ac.in](http://www.pggc46.ac.in)



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**6.2.1. The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.**

6.2.1: Additional Information on College Organisation and its Institutional bodies mentioning “WHOM TO CONTACT” within College for various Administrative and Academic activities.

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# Whom to contact

Class/Category/Helpline	Convener	Contact No.	Venue
<b>Overall Coordinator Admissions</b>	Dr. Rajesh Kumar -Dean	9417723474	Room No.119
<b>Coordinator (Arts)</b>	Dr. Baljit Singh	9855108977	Room No. 118
<b>Coordinator (Commerce)</b>	Dr. Surinder Kaur	9815491430	Room No. 225
<b>Coordinator (BCA)</b>	Dr. Uma Narang	9872987371	Room No. 218
<b>Coordinator (BBA)</b>	Dr. Mukesh Chauhan	9357130698	Room No. 214
<b>Help Desk (9 a.m to 5 p.m on all working days)</b>	Dr. Leem Chand (convener)	8847097926	UGC Resource centre- Ground floor
<b>Student can mail or contact at mobile No.</b>	Mr. Raman	9888026929	
<b>Mail:</b>	Mr. Deep	7696615259	
<a href="mailto:helpdeskpggc46@gmail.com">helpdeskpggc46@gmail.com</a>	Mr. Amandeep Singh	9915727045	
<b>Guidance &amp; Counselling Cell and Anti Stress Helpline</b>	Dr. Beenu Verma	9872712726	Room No. 12

# Whom to contact

<b>Subject Combination Monitoring Committee</b>	Dr. Ramandeep Kaur	9876173435	Room No. 216
<b>B.A.I ( Semester I)</b>	Mr. Praveen Chaubey	9417885025	Room no. 216
<b>B.A.II ( Semester III)</b>	Dr. Sidharath Kumar	8146351200	Room No. 125
<b>B.A.III ( Semester V)</b>	Ms. Vandana Sharma	9872468456	Room No. 208
<b>B.Com. I ( Semester I)</b>	Dr. Tajinder Kaur	9646627759	Room No.225
<b>B.Com. II (Semester III) &amp; B.Com. III ( Semester V)</b>	Ms. Arvinder Kaur	9463310085	Room No. 207
<b>M.Com. I (Semester I)</b>	Ms. Arvinder Kaur	9463310085	Room no. 225
<b>M.Com. II (Semester III)</b>	Ms. Arvinder Kaur	9463310085	Room No. 129
<b>B.C.A. I (Semester I)</b>	Ms. Vandana	9915484482	Room No. 218

# Whom to contact

<b>B.C.A. II (Semester III)</b>	Ms. Shefali Aggarwal	9815546472	Room No. 217
<b>B.C.A. III (Semester V)</b>	Mr. Hemant	9888712313	Room No. 217
<b>B.B.A. I (Semester I)</b>	Dr. Sugandha Mittal	7087414144	Room No. 214
<b>B.B.A. II (Semester III) &amp; B.B.A. III (Semester V)</b>	Ms. Ruchee Aggarwal	9888088826	Room No. 214
<b>Personal Assistant of Principal</b>	Ms. Gurleen Kaur	0172-2678022	Room No. 120
<b>Hostel Admission (Boys)</b>	Dr. Prashant Gaurav	9888611009	Room No. 8
<b>Hostel Admission (Girls)</b>	Dr. Ch. Anupama	9711826308	Room No. 29
<b>Foreign Students</b>	Ms. Riju Sharma	8699082022	Room No. 130
<b>Fee Concession, Students Aid, Scholarship &amp; SC/ST</b>	Dr. Rajesh Chander	9914915125	Room No. 230
<b>NSS and Youth Services</b>	Dr. Sidharath Kumar	9417885025	Room No. 21
<b>NCC</b>	Dr. Kulvinder Singh	9888270398	Room No. 229

# Whom to contact

<b>Library</b>	Ms. Pratibha Pandey	9167096113	Third Floor
<b>Anti Ragging Helpline</b>	Dr. Sidharath Kumar	8146351200	Room No. 208
<b>Grievance Cell</b>	Dr. Ramandeep Kaur	9876173435	Room No. 310
<b>Internal Complaint Committee</b>	Dr. Ramandeep Kaur	9876173435	Room No. 310
<b>College Bursar</b>	Dr. Surinder Kaur	9815491430	Room No.114
<b>Timetable Incharge</b>	Dr. Pooja Garg	9779289639	Room No.132
<b>Registrar (Examination)</b>	Dr. Pooja Garg	9779289639	Room No.100
<b>Fee Deposit/Refund</b>	Ms. Bhupinder Kaur	98988302147	Office- Ground floor
<b>University Result</b>	Ms. Radhika	7015430417	Room No.113
<b>Students Documents Handling, Character Certificate, Degree, Migration, Deficiency of Subjects, etc</b>	Ms. Radhika	7015430417	Room No.113
	Mr. Gurprakash	8427453908	

## WHOM TO CONTACT

Class/Category/Helpline	Convener	Contact No.	Venue
Overall Coordinator Admissions	Dr. Rajesh Kumar-Dean	9417723474	Room No.119
Coordinator (Arts)	Mr. Rajinder Singh	9888951572	Room No. 134
Coordinator (Commerce)	Dr. Surinder Kaur	9815491430	Room No. 225
Coordinator (BCA)	Dr. Uma Narang	9872987371	Room No. 218
Coordinator (BBA)	Dr. Mukesh Chauhan	9357130698	Room No. 214
Help Desk (09 Am to 05 Pm on all working days) Student can mail or contact at mobile No. Mail: helpdeskpggc46@gmail.com	Ms. Sudha Sharma (convener) Mr. Raman Mr. Deepak Mr. Amandeep Singh	9779952327 9888026929 8872296676 9915727045	UGC Resource centre-Ground floor
Guidance & Counselling Cell and Anti Stress Helpline	Dr. Beenu Verma	9872712726	Room No. 12
Subject Combination Monitoring Committee	Dr. Ramandeep Kaur	9876173435	Multimedia Hall
B.A.I ( Semester I)	Mr. Praveen Chaubey	9417885025	Multimedia Hall
B.A.II ( Semester(III))	Dr. Baljit Singh	9855108977	Room No. 125
B.A.III ( Semester V)	Ms. Vandana Sharma	9872468456	Room No. 208
B.Com. I ( Semester I)	Mr. Ripan Grover	9876081621	Centralized Online Admission Room No.201
B.Com. II (Semester III) & B.Com. III ( Semester V)	Ms. Arvinder Kaur	9463310085	Room No. 207
M.Com. I (Semester I)	Ms. Arvinder Kaur	9463310085	Centralized Online Admission



M.Com. II (Semester III)	Ms. Arvinder Kaur	9463310085	Room No. 129
B.C.A. I (Semester I)	Ms. Vandana	9915484482	Room No. 218
B.C.A. II (Semester III)	Ms. Shefali Aggarwal	9815546472	Room No. 218
B.C.A. III (Semester V)	Mr. Hemant	9888712313	Room No. 218
B.B.A. I (Semester I)	Dr. Sugandha Mittal	7087414144	Room No. 214
B.B.A. II (Semester III) & B.B.A. III (Semester V)	Ms. Ruchee Aggarwal	9888088826	Room No. 214
Personal Assistant of Principal	Ms. Gurleen Kaur	0172-2678022	Adjoining Principal Room
Hostel Admission (Boys)	Dr. Prashant Gaurav	9888611009	Room No. 8
Hostel Admission (Girls)	Ms. Arvinder Kaur	9463310085	Room No. 129
Foreign Students	Ms. Riju Sharma	8699082022	Room No. 130
Fee Concession, Students Aid, Scholarship & SC/ST	Dr. Uma Narang	9872987371	Room No. 230
NSS and Youth Services	Mr. Praveen Chaubey	9417885025	Room No. 21
NCC	Dr. Kulvinder Singh	9888270398	Room No. 229
Library	Ms. Pratibha Pandey	9167096113	Third Floor
Anti Ragging Helpline	Dr. Sidharath Kumar	8146351200	Room No.208
Grievance Cell	Ms. Arvinder Kaur	9463310085	Room No.129
Anti Sexual Harassment	Ms. Arvinder Kaur	9463310085	Room No. 129
College Bursar	Dr. Surinder Kaur	9815491430	Room No.114
Timetable Incharge	Dr. Pooja Garg	9779289639	Room No.132
Registrar (Examination)	Dr. Pooja Garg	9779289639	Room No.100
Fee Deposit/Refund	Mr. Manoj	9569017523	Office-Ground floor

University Result	Ms. Radhika	7015430417	Room No.113
Students Documents Handling, Character Certificate, Degree, Migration, Deficiency of Subjects, etc	Ms. Radhika	7015430417	Room No.113
	Mr. Suraj	8558852572	

# Whom to Contact

<b>Class/Category/Helpline</b>	<b>Convener</b>	<b>Venue</b>
<b>Overall Co-ordinator Admissions</b>	Ms. Deepshikha	Room No.119
<b>Co-ordinator Commerce</b>	Dr. Surinder Kaur	Room No. 225
<b>Co-ordinator Arts</b>	Dr. Rajinder Singh	Room No. 134
<b>Co-ordinator BCA</b>	Dr. Rajiv Salwan	Room No. 218
<b>Co-ordinator BBA</b>	Dr. Rajiv Salwan	Room No. 218
<b>Guidance &amp; Counselling Cell</b>	Dr. Rajesh Kumar	Room No. 118
<b>Subject Combination Monitoring Committee</b>	Dr. Ramandeep Kaur	Auditorium
<b>B.A.I ( Semester I)</b>	Dr. Prashant Gaurav	Auditorium
<b>B.A.II ( Semester(III)</b>	Dr. Baljit Singh	Room No. 125
<b>B.A.III ( Semester V)</b>	Mr. Praveen Chaubey	Room No. 208
<b>B.Com .I ( Semester I)</b>	Dr. Uma Narang	Centralized Online Admission Room No.201
<b>B.Com .II ( Semester III)</b>	Dr. Mukesh Chauhan	Room No. 207
<b>B.Com .III ( Semester V)</b>	Dr. Mukesh Chauhan	Room No. 209

# Whom to Contact

<b>M.Com.I (Semester I)</b>	Ms. Arvinder Kaur	Centralized Online Admission
<b>M.Com.II (Semester III)</b>	Ms. Arvinder Kaur	Room No. 129
<b>B.C.A. I (Semester I)</b>	Dr. Rajiv Salwan	Room No. 218
<b>B.C.A. II (Semester III)</b>	Dr. Rajiv Salwan	Room No. 218
<b>B.C.A. III (Semester V)</b>	Dr. Rajiv Salwan	Room No. 218
<b>B.B.A. I (Semester I)</b>	Dr. Rajiv Salwan	Room No. 214
<b>B.B.A. II (Semester III)</b>	Dr. Rajiv Salwan	Room No. 214
<b>B.B.A. III (Semester V)</b>	Dr. Rajiv Salwan	Room No. 214
<b>Hostel Admission (Boys)</b>	Dr. Prashant Gaurav	Room No. 8
<b>Hostel Admission (Girls)</b>	Ms. Arvinder Kaur	Room No. 129
<b>Foreign Students</b>	Ms. Riju Sharma	Room No. 130
<b>Fee Concession, Students Aid, Scholarship &amp; SC/ST</b>	Dr. Uma Narang	Room No. 230
<b>NSS and Youth Services</b>	Mr. Praveen Chaubey	Room No. 21
<b>NCC</b>	Dr. Kulwinder Singh	Room No. 229
<b>Anti Stress Helpline</b>	Dr. Priyanka Sonkar Dr. Ritu Sarsoha	9582692523 78889285856 Room No.210

# Whom to Contact

<b>Anti Ragging Helpline</b>	Dr. Sidharath Kumar	8146351200 Room No.208
<b>Grievance Cell</b>	Ms. Arvinder Kaur	Room No.129
<b>Anti Sexual Harassment</b>	Ms. Arvinder Kaur	Room No. 129
<b>College Bursar</b>	Dr. Rajiv Salwan	Room No.114
<b>Timetable Management</b>	Dr. Pooja Garg	Room No.132

**WHOM TO CONTACT**

<b>Class/Category/Helpline</b>	<b>Convener</b>	<b>Venue</b>
<b>Overall Co-ordinator Admissions</b>	<b>Ms. Deepshikha</b>	<b>Room No. 119</b>
<b>Co-ordinator Commerce</b>	<b>Ms. Renu Arora</b>	<b>Room No. 225</b>
<b>Co-ordinator Arts</b>	<b>Ms. Parveen</b>	<b>Room No. 132</b>
<b>Co-ordinator BCA</b>	<b>Dr. Surinder Kaur</b>	<b>Room No. 218</b>
<b>Guidance &amp; Counseling Cell</b>	<b>Dr. Rajesh Kumar</b>	<b>Room No. 12</b>
<b>Subject Combination Monitoring Committee</b>	<b>Dr. Ramandeep Kaur</b>	<b>Auditorium</b>
<b>B.A.I (Semester I)</b>	<b>Dr. Prashant Gaurav</b>	<b>Auditorium</b>
<b>B.A.II ( Semester III )</b>	<b>Dr. Simmi Arora</b>	<b>Room No. 125</b>
<b>B.A.III (Semester V )</b>	<b>Dr. Rajinder Singh</b>	<b>Room No. 208</b>
<b>B.Com. I (Semester I)</b>	<b>Dr. Uma Narang</b>	<b>Centralized Online Admission &amp; Room No. 214</b>
<b>B.Com. II (Semester III)</b>	<b>Dr. Mukesh Chauhan</b>	<b>Room No. 201</b>
<b>B.Com. III (Semester V)</b>	<b>Mr. Ripan Grover</b>	<b>Room No. 206</b>
<b>M.Com. I (Semester I)</b>	<b>Dr. Tanuja Talwar</b>	<b>Centralized Online Admission</b>
<b>M.Com. II (Semester III)</b>	<b>Dr. Tanuja Talwar</b>	<b>Room No. 211</b>
<b>B.C.A.I (Semester I)</b>	<b>Dr. Surinder Kaur</b>	<b>Centralized Online Admission</b>
<b>B.C.A.II (Semester III)</b>	<b>Dr. Surinder Kaur</b>	<b>Room No. 218</b>
<b>B.C.A.III (Semester V)</b>	<b>Dr. Surinder Kaur</b>	<b>Room No. 218</b>
<b>B.B.A.I (Semester I)</b>	<b>Ms. Arvinder Kaur</b>	<b>Centralized Online Admission</b>
<b>B.B.A.II (Semester III)</b>	<b>Dr. Mukesh Chauhan</b>	<b>Room No. 201</b>
<b>B.B.A.III (Semester V)</b>	<b>Mr. Ripan Grover</b>	<b>Room No. 206</b>
<b>Hostel Admission (Boys)</b>	<b>Dr. Rajinder Kaura</b>	<b>Room No. 22</b>
<b>Hostel Admission (Girls)</b>	<b>Ms. Mona Singh</b>	<b>Room No. 100</b>
<b>Foreign Students</b>	<b>Ms. Riju Sharma</b>	<b>Room No. 130</b>

<b>Fee Concession, Students' Aid, Scholarship &amp; SC/ST Incharge</b>	<b>Dr. Uma Narang</b>	<b>Room No. 225</b>
<b>NCC, NSS and Youth Services</b>	<b>Dr. Rajesh Kumar</b>	<b>Room No. 12</b>
<b>Anti Stress Helpline</b>	<b>Dr. Shashi Wahi Khullar (9855409715) &amp; Dr. Tanuja Talwar (9815915023)</b>	<b>Room No. 118</b>
<b>Anti Ragging Helpline</b>	<b>Dr. Rajinder Kaura (9888199575)</b>	<b>Room No. 22</b>
<b>Grievance Cell</b>	<b>Ms. Mona Singh</b>	<b>Room No. 100</b>
<b>Anti Sexual Harassment &amp; Timetable Management</b>	<b>Ms. Parveen</b>	<b>Room No. 132</b>
<b>College Bursar</b>	<b>Dr. V. Magesh</b>	<b>Room No. 114</b>



## WHOM TO CONTACT

<b>Class/Category/Helpline</b>	<b>Convenor</b>	<b>Venue</b>
Co-ordinator, Admissions	Ms. Deepshikha, Dean	Room No. 119
Co-ordinator, Commerce	Ms. Renu Arora	Room No. 214
Co-ordinator, Arts	Ms. Gurvinder Kaur	Room No. 23
Co-ordinator, B.C.A.	Dr. Surinder Kaur	Room No. 218
Co-ordinator, B.B.A.	Ms. Renu Arora	Room No. 214
Guidance & Counselling Cell	Dr. Harjinder Singh	Porch First Floor
Subject Combinations Monitoring Committee	Dr. Prem Sagar	Auditorium
B.A. I (Semester I)	Dr. Prashant Gaurav	Auditorium
B.A. II (Semester III)	Mr. Rajinder Singh	Room No. 125
B.A. III (Semester -V)	Prof. (Dr) Sneh Sharma	Room No. 201
B.Com I (Semester I)	Dr. Uma Narang	Centralized online Admission
B.Com II (Semester III)	Dr. Mukesh Chauhan	Room No. 209
B.Com III (Semester V)	Mr. Ripen Grover	Room No. 206
M.Com I (Semester I)	Dr. Tanuja Talwar	Centralized online Admission
M.Com II (Semester III)	Ms. Arvinder Kaur	Room No. 211
BCA I (Semester I)	Dr. Surinder Kaur	Centralized online Admission
BCA II (Semester III)	Dr. Surinder Kaur	Room No. 218
BCA III (Semester V)	Dr. Surinder Kaur	Room No. 218
B.B.A. I	Ms. Renu Arora	Centralized online Admission
B.B.A. II	Ms. Renu Arora	Room No. 207
Hostel Admission (Boys)	Dr. Prashant Gaurav	UGC Room
Hostel Admission (Girls)	Ms. Mona Singh	Examination Room
Foreign Students	Ms. Riju Sharma	Room No. 130
Fee Concession, Students' Aid Scholarship & SC/ST	Dr. Surinder Kaur	Room No. 218



cases committee  
Anti Stress Helpline

Dr. Tanuja Talwar

Room No.125  
(9815915023)

Anti-Ragging Helpline

Dr. Mukesh Chauhan

Room No. 208  
(9357130698)