



# COLLEGE DISASTER MANAGEMENT PLAN 2021



**Centre of Excellence  
Government College**  
Sanjauli, Shimla 171006



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## 1.

**INTRODUCTION TO THE COLLEGE DM PLAN****About the Plan**

This is the first-ever Disaster Management Plan made for the Centre of Excellence Government College, Sanjauli. As the college is located in Shimla- one of the most vulnerable cities in India- there is a huge need to have a disaster management plan at the college-level. While this institute does not have a notable history of disasters or major emergency situations, the risk of several natural hazards and other human-induced hazards is always there in and around the college premises. Considering the current and future impacts of climate change, which often manifest in the form of extreme weather events, planning for disaster preparedness and response becomes an essential part of college administration and management.

The Administration of the Centre of Excellence Government College, Sanjauli adopts the College Disaster Management Plan on **14th of July, 2021**.

**Conceptual Understanding**

A disaster is a serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. Considering the risk profile of the state, district and city, as well as other isolated phenomena, the possible disasters or emergency situations occurring in and around the college premises could range from a major fire outbreak to a high-intensity earthquake, and from the collapse of a building to a major stampede.

The term 'Disaster Management' refers to the organization, planning and application of measures preparing for, responding to and recovering from disasters. This College Disaster Management Plan aims to effectively prepare for, respond to and recover from unplanned events or incidents that can shut down or drastically hamper the operations of the institute, can cause physical damage to the buildings and/or assets, significant injury or death to students, college staff, visitors or the public.

**Statement of Purpose**

The College Disaster Management Plan (hereinafter referred to as the "Plan") is to be implemented by the College Disaster Management Committee (chaired by the Principal of the college) with the help of different Disaster Management Teams which are described further in the plan.

***The objectives of this plan are:***

- To protect the lives and property of the college community in all types of potentially-disastrous events or emergency situations.
- To timely restore the orderly functioning of the College after a disaster.
- To coordinate decision-making and effective use of available manpower and resources at the time of a disaster or emergency situation.
- To make disaster preparedness a regular practice and build the capacities of the College community for effective disaster response.
- To establish coordination among various departments/units of the College, and also with the District Disaster Management Authority (DDMA) Shimla, Municipal Corporation Shimla and various emergency services.

**Implementation of the Plan**

The Plan provides for a coordinated response and a clear line of command during disasters. Its implementation will be triggered by the following events:

- Notification of a disaster situation by a competent authority and/or a reliable agency.
- Severe weather-related warning that threaten the normal functions of the college community or a major crisis, either caused by natural or human-induced events.

**Updating the Plan**

The College Disaster Management Committee shall ensure that the Plan is reviewed and updated every year on any days between **1st to 15th of December**.



## 2.

## GENERAL INFORMATION ABOUT THE COLLEGE

## About the Institution



Founded on 1st of July 1969, the Government College, Sanjauli is not only the first degree college to have been set up in Shimla, but also the first college to have been conferred with the status of Centre of Excellence on 12th of January, 2006. The GPS Coordinates of the College are 31.1065648° N, 77.1885423° E and the altitude is 2215 mts. above sea level. Situated at a distance of about 2 Kms. from the Ridge, the College is easily accessible from Sanjauli, Lakkar Bazaar and Circular Road. It can be accessed both from the Sanjauli-Lakkar Bazar Main Road as well as from the Sanjauli-IGMC Road.

Heavy snowfall in winters usually cuts off the vehicular movement on both roads for a few days. There is a good cover of vegetation around the college which is marked by Ban Oak, Deodar and Kail trees. The College premises has multiple building blocks constructed at different points of times. The Science Block was constructed in 2012 by the Himachal Pradesh Public Works Department (HPPWD). Besides this, there is an Administrative Block, Arts Block and BCA Block in the college.

## Vital Numbers

A total of **3038 students (1502 boys and 1536 girls)** are currently enrolled in the college in various courses. Out of these students, 7 boys and 6 girls have some form of disabilities.

The total **number of staff in the college is 107** (64 Teaching staff and 43 Administrative or Non-Teaching staff).

## Hostel

Hostel facility is only available for the male students of the college. There are two hostel buildings, the old one which was built in 1982 and has a capacity of 70 students and the new one, which was inaugurated on 15th July, 2010. Capacity of the new hostel is 99. One of the important facilities in the hostel is that of a reading room which has a seating capacity of 50 students.

## History and Architectural Heritage

The original building was constructed way back in April 1869 as an institution for industrial orphanage under name of Himalayan Christina Orphanage and named as North Stoneham. The imposing structure of the main building, currently housing Administrative Block and Computer Laboratories reminds one of the days of Yore, when the jungle of concrete buildings had not defaced the Queen of Hills. In 1872, the Himalayan Christina Orphanage was reconstituted as the Mayo Industrial School for female orphans and order girls of European extraction. It was named after Lord Mayo, who was the Viceroy of India from 12 Jan 1869 to 8 Feb 1872. Later, the building was rebuilt at a grand cost of Rs. 73,545/- and was opened for use on 1st of March, 1905. The Structure was designed by the Architect A. Gaddock Esq. and built by the builder, M/s. Rivertt and Sons. After independence, this institution was converted into a B.Ed./B.T. College for girls affiliated to Punjab University, till it attained its present position.



Mayo Orphanage

## 3.

**HAZARD PROFILE OF THE COLLEGE****Major Hazards**

According to the United Nations Office for Disaster Risk Reduction (UNDRR), a Hazard is a process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation. Hazards may be natural or anthropogenic in origin. Natural hazards are predominantly associated with natural processes and phenomena. Anthropogenic hazards, or human-induced hazards, are induced entirely or predominantly by human activities and choices.

Shimla city has a moderately-significant history of natural and human-induced events which caused loss of life and damage to property. The hazard profile of the city is marked by its unique topography, geology, demography, climatic conditions and the built environment which also highlights its vulnerability to different types of natural and human-induced hazards. The Government College is located in the North-eastern side of the city where the micro-climate is moist and cold. Such conditions are conducive to different natural hazards in the vicinity of the college.

The College has a hazard profile not much different to that of other institutions situated in Shimla city. Following are some of the most common hazards for the college:

**Earthquake**

The Indian standard code of practice for earthquake resistant design of structures, IS 1893 (2002), has identified seven districts of HP Shimla in zone of most severe (zone V) seismic hazard. The remaining five districts lie in the zone of high seismic hazard (zone IV). The region has experienced strong earthquakes in the past. The 1905 Kangra earthquake (Mw 7.8) caused severe damage in Kangra and Dharmashala region of HP. Apart from this event, damages have been reported during the 1975 Kinnaur earthquake (Mw 6.8). In the present times, a similar event would cause far more damage and destruction due to a fragile built environment.



*Buildings damaged by the Kangra Earthquake of 1905.*

Shimla falls between two major tectonic elements of the Himalayas- the Main Central Thrust (MCT) in the north and Main Boundary Thrust (MBT) in the south. Based on the history of powerful and devastating earthquakes in the areas around the city, the possibility of a major earthquake hitting Shimla in the future cannot be ignored. Therefore, earthquake is a major hazard for the college which requires structural and non-structural risk mitigation measures.

**Landslide**

Almost every year, different parts of the state are affected by major landslides which result in the loss of lives and damage to property and infrastructure. Loss of life, damage to houses, roads, means of communication, agricultural land, etc. are some of the major consequences of landslides. The fragile nature of rocks forming the mountains, along with the climatic conditions and various anthropogenic activities has made the state vulnerable to the Landslides. In Shimla city, overloaded slopes have caused several minor landslides, but have the potential to trigger much larger landslides. The state capital Shimla is also sinking at several places due to digging of slopes for construction and infrastructure development. The first major landslide occurred in Shimla in February 1971 when a large northern portion of the Ridge slumped down threatening the safety of water reservoir below.

While there are no instances of a major landslide occurring near the college, this hazard has impacted the people in the adjacent areas such as Lakkar Bazar, Dhalli, Tibetan Market, etc. by causing extensive damage to property. Therefore landslide is one of the important hazards that may be concerning for the college administration.



*Landslide near Shani Mandir at Dhalli*

### Stampede

Any event leading to a fast, chaotic movement of a significantly large number of people could result into a stampede. The people of Himachal Pradesh can never forget the catastrophic stampede of year 2008 which killed 145 people at the Naina Devi Temple in district Bilaspur. The Government College, Sanjauli is a prestigious and renowned educational institution which is popular among the young people due to its quality of education. This popularity draws thousands of students from different parts of the state to the college. The present strength of students in the college is more than three thousand which also makes stampede as a potentially threatening event for the college. The number of people inside the premises of the college during a normal day of the academic session can go above 3200-3300, including the students, staff and visitors. Although there is no history of a stampede in the college, there are considerable chances of a stampede, especially during/after an event or function when a huge number of people are in the college premises. Narrow routes and staircases inside as well as steep slopes around the college premises may create conditions favorable for a serious stampede resulting in injuries and/or deaths. Therefore, stampede should be a given importance as a major hazard to the college.

### Fire

Fires in Shimla occur in two different ways – urban fires that originate from anthropogenic activities and forest fires, which originate from anthropogenic activities as well as natural causes like lightening over a mature patch of forest. There have been many incidents of fire in the city of Shimla. While the losses in these accidents run into crores of rupees, the heritage and architectural loss is irreplaceable. The Administrative Block of the college is a heritage building predominantly made of wood and is very prone to fire hazards. Besides this, the presence of high volumes of material like wood and paper in several parts of the building makes fire a major hazard for the college. While a day-time fire in the college premises can possibly be dealt in a quick and effective manner, night-time fires may cause significant damage to the building due to practical challenges including lighting and accessibility. Also, the lack of water storage inside the college premises can lead to a wider spread of fire.



*Gorton Castle (AG Office) Building damaged by fire in 2014.*

### COVID-19

While the whole world was affected by the COVID-19 pandemic, Shimla city did not experience the impact of COVID-19 in the same catastrophic manner as several other cities in the country did. Still, thousands of positive cases were reported and hundreds of people died in district Shimla. Considering the fact that this pandemic is not going to be completely eliminated in the next few years, it is high time that COVID-19 gets importance as a hazard which needs proper planning, strategic interventions for preparedness and risk mitigation at the College level.



## 4.

## VULNERABILITY PROFILE OF THE COLLEGE

## Vulnerabilities

Vulnerability refers to the conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards. For the purpose of the College Disaster Management Plan, two types of vulnerabilities have been analyzed:

**Physical:** Poor design and construction of buildings and critical infrastructure, unregulated land use planning, etc.

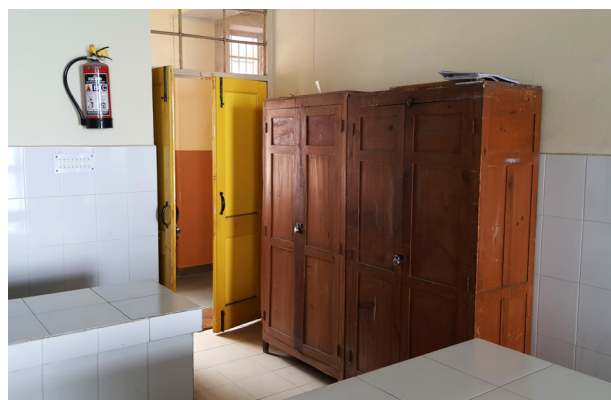
**Social:** Poverty and inequality, social exclusion and discrimination by gender, social status, disability and age (amongst other factors), etc.

## Physical Vulnerability

The physical vulnerability of a building is determined based on its own structural elements, i.e. strength of the columns, presence of foundation, regular horizontal bands, etc. It also includes the susceptibility of the building to the impacts of any external factors capable of causing damage. Lack of knowledge and skills for hazard-resistant construction is one of the most common factors which result in the form of weak structures causing building collapses. While the buildings constructed in traditional construction practices have been known for withstanding all natural hazards, the adoption of building materials and construction practices have been causing problem. RCC is one of the predominant construction materials that is used in almost all the new constructions in the city. However, there is a lack of trained engineers and masons to execute the construction of buildings as per the National Building Codes.

The Government College, Sanjauli constitutes of several building blocks constructed in different years. While the relatively newer Science Block is believed to be an earthquake-resistant structure, the same cannot be ascertained without conducting a proper Rapid Visual Screening and structural safety audit has not been conducted for this building.

The vulnerability of the college building also increases due to the non-structural elements and conditions created due to placing the objects at spots where they create obstruction in the passage or may cause injuries to people. The most important non-structural aspect which makes the college community vulnerable is the potential injuries caused by wrongly-placed furniture, bookshelves and almirahs, which generally get toppled down during earthquakes and also block the doors and exit routes.



*Heavy almirahs kept next to the doors can block the exit*

Besides the risk posed by the obstruction of passages and exit doors, loose and cracked window glasses were found to be one such element which, regardless of appearing to be insignificant, is very unsafe for the students, staff and visitors inside the college premises. There are evidences to support the claim that a big percentage of injuries occur due to the deep cuts caused by broken glasses, especially during an earthquake.



*Loose and cracked window glasses pose a threat to the safety.*



Apart from the potential obstruction in the exit routes caused by fallen almirah, bookshelves or heavy furniture and broken window glasses, some of the potentially harmful non-structural elements inside and outside the building elements are:

- ★ Overhead Water Tanks
- ★ Loosely hanging electrical wires
- ★ Liquid items kept near exit doors
- ★ Flower pots kept on the edge of high spots
- ★ Trophies and statues kept at height
- ★ Slippery paths (due to spillage/algae formation)
- ★ Dark exit routes and staircases
- ★ Sharp/heavy objects kept at height
- ★ Hazardous chemicals kept in an unsafe manner in the Laboratory
- ★ Live electricity wires close to the building

### **Social Vulnerability**

Social vulnerability is linked to the level of well-being of individuals, communities and societies; levels of literacy and education; the existence of peace and security; access to basic human rights; systems of good governance; social equity; positive traditional values, customs and ideological beliefs; and overall collective organizational systems. For example, when a disaster occurs vulnerable groups such as, children, elderly and differently-abled, may be unable to protect themselves or evacuate properly and timely if necessary. Social vulnerability takes into account that individuals and communities have different levels of access to resources to prepare for, cope with and recover from disasters. A myriad of factors may contribute to social vulnerability including, but not limited to, poverty, class/caste, race/ethnicity, religion, gender, age such as the elderly (> 65), the children (<5), disability, health, language/literacy, households and families, such as single-parental household.

In context of the Government College, Sanjauli, the dimensions of social vulnerability are represented by different groups of students who may experience any form of discrimination, inequity or injustice. In order to understand the social vulnerability in the

Government College, Sanjauli, the demographic information of the students and teaching and non-teaching staff was analyzed. Given below are some of the key information about the dimensions of social vulnerability among the students of the college.

There are 3038 students pursuing their education at the Government College, Sanjauli. Out of these students, 2239 (1065 boys and 1174 girls) belong to General category, 550 (294 boys and 256 girls) to the Scheduled Castes, 177 (110 boys and 67 girls) to the Scheduled Tribes and 73 (34 boys and 39 girls) are from the Other Backward Classes. Besides this, 70 students represent religious minorities in the college, with 37 Buddhists, 20 Muslims, 11 Sikhs and 3 Christians. It is seen that any form of discrimination on the basis of religion or caste may limit people's abilities to prepare for and cope up with disasters. Generally, the roots of social vulnerability are found in unjust systems and discriminatory practices which may expose some people to a potentially dangerous events or deprive them from being able to protect themselves from a threatening situation.

13 students (7 boys and 6 girls) enrolled in the college have some form of disabilities. While this number appears proportionately small, any structural, behavioral or systemic barriers that hinder equal access to information and resources required to prepare against potentially dangerous situations may prevent the persons with disabilities. The lack of accessible classrooms and basic amenities as well as assistive devices may render them susceptible to a threatening situation.

Any form of discrimination and unequal access to information and resources based on gender or economic status of the people is also a key indicator of social vulnerability.

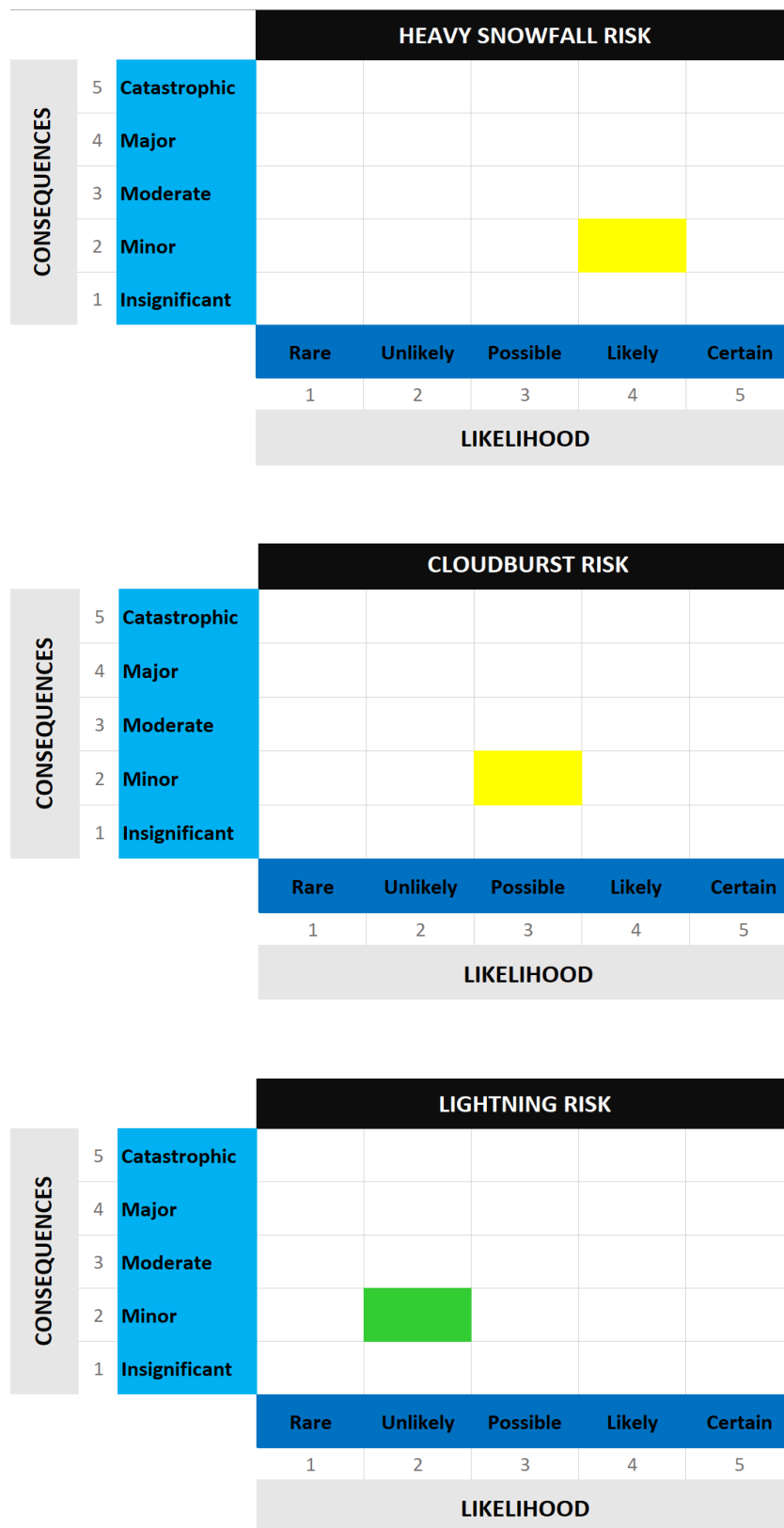


		LANDSLIDE RISK				
CONSEQUENCES	5	Catastrophic				
	4	Major				
	3	Moderate				
	2	Minor				
	1	Insignificant				
		Rare	Unlikely	Possible	Likely	Certain
		1	2	3	4	5
		LIKELIHOOD				

		STAMPEDE RISK				
CONSEQUENCES	5	Catastrophic				
	4	Major				
	3	Moderate				
	2	Minor				
	1	Insignificant				
		Rare	Unlikely	Possible	Likely	Certain
		1	2	3	4	5
		LIKELIHOOD				

		COVID-19 RISK				
CONSEQUENCES	5	Catastrophic				
	4	Major				
	3	Moderate				
	2	Minor				
	1	Insignificant				
		Rare	Unlikely	Possible	Likely	Certain
		1	2	3	4	5
		LIKELIHOOD				

Besides the five major risks concerning the college, the risk of three other hazards is also present in the college. Out of these, heavy snowfall has a higher frequency as compared to cloudburst and lightning.





## 6.

**PREPAREDNESS****Preparedness**

The term Preparedness may be defined as ‘the knowledge and capacities developed by the institutions, community and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, near or current disasters. Preparedness is based on a sound analysis and understanding of disaster risks and good linkages with early warning systems. It includes activities like Emergency Evacuation planning, stockpiling of equipment and supplies, constitution of the Disaster Management Committee and Disaster Management Teams, conducting relevant training courses and drills, creating mechanisms for early warning, etc. This will build the ability to quickly and appropriately respond when a disaster or an emergency situation occurs.

**Key Activities for Preparedness**

- Constitution of College Disaster Management Committee and Teams
- Resource Inventory
- Capacity Building and Training
- Mechanism for alerting students and teachers during college timing.
- College map with evacuation plan
- Action plan for conducting Mock Drills
- Development of a checklist to identify the gaps.
- Steps for updating of DM Plan

**Guiding Note for Preparedness**

A preparedness plan establishes arrangements in advance to enable timely, effective and appropriate responses to potential events or emerging situations that might threaten life or the infrastructure. In order to save lives and protect infrastructure and investments cost in the College, the college administration has to commit and start implementing college disaster management protocols and safety measures in line with the guidelines issued by DM Authorities.

***Constitution of College DM Committee & Team***

A higher level of preparedness helps to minimize the loss of life, prevent injuries and reduce the economic losses. It is must to constitute the College Disaster Management Committee and its teams to ensure a better preparedness and response to disasters and emergency situations. The various teams constituted will comprise of members from among staff member and students. The teams will work under the overall supervision of College DM committee. During the preparedness phase, the identification of Teams would be done and their roles and responsibilities will be allocated.

***Resource Inventory***

The enlisting of inventory is an essential part of preparedness. Listing out the available resources inside the Institute which can be used during any situation for effective response. Such tools may range from stretchers, flashlights, hammers, spades, fire extinguishers, ropes, etc. This will help the institute’s administration to find out the gaps between what is available and what is required.

The following actions should be taken to update the inventory list:

- Listing of resources available inside the Institute which could be used during any disaster situation for effective response.
- Identification and listing of resources outside the Institute within vicinity of one to five kilometers.
- Displaying the important telephone numbers in the Principal’s room as well as on a wall where everyone can read that information.
- Critical health problem record of staff and trainees also displayed on ID card with blood group along with updated contact details and alternate contact person.
- Disaster preparedness check-lists which help in a self-assessment on how prepared the College community is to deal with any hazard.

### Capacity Building & Training

Capacity building and training of students and teachers is an important step to ensure safety of institution's community in a disaster situation. Every year appropriate number of students should be trained in various skills of disaster management. As a part of preparedness exercise, college needs to prepare an Emergency Kit. It is suggested that College establish a network with nearest hospital for help in case of emergency.

The College Disaster Management Committee may prepare an Action plan for the training of teachers, non-teaching staff and students on Disaster Management including all the task force constituted and also organize refresher course. Annual calendar for conducting various preparedness activities along with plan to implement it. This will include the list of various awareness generation programs to be conducted by the college annually. The College DM Committee can plan out the Annual calendar for conducting various preparedness activities along with plan to implement it.

This will include a list of various awareness generation programs to be conducted by the college annually. Important days like the International Day for Disaster Risk Reduction (13 October) and 1905 Kangra Earthquake Anniversary (4 April) should be celebrated. The important dates can be celebrated to generate awareness and build capacity among students. It is also important to involve community members and other stakeholders (e.g. PTA, local government officials, NGOs working in the area, health workers) in the preparedness activities.

### Alarm System

The alarm system enables college administration, students, staff and everyone else to take timely action to reduce their risks in advance of hazardous events. In institutions like colleges, the fire alarm and chain of speakers with the power back up can be used to issue alerts. It is also recommended to prepare floor wise **evacuation plan** and display it properly on each floor of the building. The evacuation plan may be discussed by the evacuation team with teachers and students to generate awareness to conduct mock drills.

### Awareness Generation

Awareness generation/ sensitization is a part of preparedness measures aiming at sensitizing and educating all the stakeholders including students, teachers and officials/ parents, issues related to the safety of college. It is suggested that an annual calendar of the events may be prepared including various activities involving students/teachers etc. where experts from outside may be invited for giving their opinion on Institution safety issues. Some of the measures which could be undertaken by college management for creating awareness are as follows:

- Through posters, audio-visual clips, organizing debates, quizzes, sports activities, drawing competitions and rallies in the college.
- Through display of important information on notice boards including the Evacuation Plan.

### Mock Drills

Mock drills are a way of listing of preparedness plan. It is one of the last steps of preparedness. The mock drills on earthquake, fire etc. must be conducted at periodic intervals preferably once in every six months and the deficiencies may be assessed for updating the plan. Detailed guidelines to conduct Mock-drills are provided in the plan.

### Earthquake Drill

1. Practice drop, cover and hold,
2. Evacuate classrooms in less than one minute without falling and pushing.
3. Evacuate college in less than 4 minutes using different exits.
4. Lookout for the missing people.
5. Stay away from weak areas/structures.
6. Help those who need assistance (rescue of persons with special needs).

### Fire Drill

1. Evacuation from classrooms
2. Ensure safe storage of inflammable liquids/ chemicals
3. Put off electricity and turn off LPG cylinder regulators.

## 7.

## MITIGATION

## Mitigation

The term Mitigation can be defined as the lessening or minimizing of the adverse impacts of a hazardous event. The adverse impacts of hazards often cannot be fully prevented, but their impact can be reduced to a great extent. Mitigation measures include structural and non-structural techniques. Structural technique focuses on Engineering methods, Constructions, retrofitting etc. On the other hand, Non-structural technique concentrates on improved environmental and social policies, public awareness etc.

## Key Activities for Mitigation

List of **Non-Structural Measures** to be undertaken in the college:

- Clearing passages and stairways which are to be used as evacuation routes;
- Fixating of cupboards to the walls;
- In chemistry lab - the containers used for storing the chemical should be shatter proof;
- Securing computers in labs from falling;
- The availability of fire extinguisher in every room;

## Safety Audit

- Electric safety audit: checking of the electrical system by an electrician especially during winter;
- Fire safety audit: checking for possible sources of fire and identifying inflammable items within the college;
- WASH audit: Audit of purity of water supply and hygienic conditions in washrooms;

List of **Structural Measures** to be undertaken in the college:

- Rapid Visual Screening of Buildings for Potential Seismic Hazards;
- Repair and retrofitting of weak structures;
- Demolition of too weak and damage structures;

## Guiding Note for Mitigation

The mitigation strategy is a collective action that eliminates or reduces risk from future emergency events. Mitigation planning is complementary to preparedness planning. This is an approach which promotes the active and effective participation of stakeholders to proactively identify the major risks and take measures to reduce their impact.

Mitigation planning is a long-term exercise and hence it is essential to prioritize the actions along with a definite timeline and budget constraints. Some of the nonstructural mitigation measures like clearance of exit routes, securing chemistry lab and computer lab, installing fire extinguisher etc. could be done immediately by incurring minimal cost.

Some other structural mitigation measures like Rapid visual screening of buildings for potential hazard, repairing and retrofitting of weak structures and demolishing of too weak and damage structures etc. will require more time and funds. For this purpose, it is important to involve community members and other stakeholders (e.g. PTA, and local government officials, NGOs working in the area). This can help the college authority to mobilize maximum resources and at the same time will be having wider community reach to obtain more effective results.

As a part of mitigation action, the College should also undertake periodic fire and electrical safety checks by involving officials from the Electricity Board, Fire services etc. this safety audits should be more frequent during the Winter season because of the low temperature, the use of electricity is higher and the chances of short circuit too. Other measures like testing of purity of drinking water and hygiene conditions of washrooms in the college should also be undertaken.

## 8.

**RESPONSE****Response**

Response is 'Every action taken during or immediately after a disaster in order to save lives, reduce health impacts, and meet the basic needs of the people affected.' Disaster response is predominantly focused on immediate and short-term needs. A proactive response will be based on an effective early warning systems and communication, and the preparedness level of established school management committees leading in the implementation of College Disaster Management Plan.

**Key Activities for Response**

- Deployment of Evacuation, Search & Rescue and first aid teams
- Communication and alerting protocol
- Safe evacuation from the College area
- Informing the concerned departments like fire department, District Administration, Home guards and police etc.
- Arrangement of Food, water, shelter, logistic and necessary medicines.
- Preparing, reviewing and updating (if required) the Standard Operating Procedure (SOP)

**Guiding Note for Response**

This section of plan is directly related with the Preparedness section of the Plan. Essentially, it means the more you put your efforts in preparedness, the more prepared you will be for effective response the more efforts you put in your preparedness, more effective will be your response. Plan indicates the various roles and responsibilities of teachers, non-teaching staff and students during disaster situation.

The development of SOP at local or college level is must for a quick and efficient response. A standard operating procedure (SOP) is a pre decided set of instructions to follow during the time of emergency. The plan also mentions the steps to be followed in

case of an earthquake, fire, flash flooding, or any emergency situation, like stampede or health problems faced by any students. The plan includes all the steps that need to be taken up by the college disaster management committee to ensure safe evacuation from the affected site.

Communication and alerting protocols are to support the disaster management teams to take quick decision on the ground to avoid miscommunication. The protocols help respondents to take decision about the alert mechanism which includes the assessment of the level of hazard at college and accordingly informing the concerned level of administration.

Evacuation plans must provide for problems involved in students with mobility, visual and hearing impairments. The college disaster management committee have the responsibility to inform and give time to time updates to the concerned departments like fire department, District administration, Home guards, police, etc. The response should be a combined effort to save lives. In the assembly area, DM Committee needs to make arrangements to Provide food, water, sheets, beds, medicines to the victims.

The Standard Operating Procedures (SOPs) mainly focusing on Disaster Response during different emergency situations are provided in the plan for an orderly and well-coordinated action in the aftermath of a disaster.



## 9.

**RECOVERY****Recovery**

Recovery is the process by which affected population are assisted in returning to their proper level of functioning after a disaster. The restoring or improving of economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected society, aligning with the principles of sustainable development, including build back better, to avoid or reduce future disaster risk is called Recovery. Recovery is a long term and continuous process.

**Key Activities for Recovery**

- Construction and repairs of damaged buildings
- Providing Psycho-social support to students
- Reopening of college for Educational Continuity

**Guiding Note for Recovery**

Disasters have a widespread impact on the education institutions, which includes damage to the college building and infrastructure, and disruption of institutional and organizational structures, as well as individual health and well-being. Disaster disrupts college institute through:

- Damage to building & infrastructure;
- Use of building as temporary shelters;
- Deaths and injuries of students, staffs and visitors;
- Impact on Mental health of students and staffs;
- Damage to or loss of teaching and learning materials;
- Risk of outbreaks of diseases;

Combination of these factors interrupts functioning of the college over the short and long-time span. For these reasons, it is important to have College Disaster management plan that details how the college will protect its resources and return to normal activities. This planning should involve community members and other stakeholders e.g. PTA, local government officials, college students,

NGOs present in the area and the health workers. After the disaster, coordinated efforts of different stakeholders working for the college can help to maximize resource mobilization and at the same time, have a more effective result.

After any disaster, the extent of psycho-social and mental health problems is massive especially to the students. Psycho-social support in the context of disasters refers to comprehensive interventions aimed to address psycho-social problems arising in the aftermath of a disaster. These support help individuals to restore their mental well-being and social cohesion. Psycho-social support helps in reducing the level of stress that prevents adverse psychological consequences among disaster affected people.

The recovery process should also promote the administration to build back better which includes improving the college construction design to withstand future hazards and focuses on more inclusive and resilient college campus. It is also important to incorporate Disaster Risk Reduction education and life skills in core curriculum.

**A-1**

**COLLEGE DISASTER MANAGEMENT COMMITTEE**

**CORE COMMITTEE**

**Chairperson: Principal (Dr. C. B. Mehta)**

9418474124

**Vice-Chairperson: Vice Principal (Dr. B. S. Thakur)**

9418159073

**Co-Chairperson: Coordinator, DM Cell (Dr. G. P. Kapoor)**

9418014653

**Treasurer: Superintendent (Mr. Anil Kumar Chauhan)**

9418077383

**Secretary: Asstt. Coordinator, DM Cell (Dr. Aditya Singh Dulta)**

9805712373

**MEMBERS**

**Coordinator of College DM Teams: (Dr. Bharti Bhagra)**

9418310988

**Coordinator of NCC (Dr. Poonama Verma)**

7807959565

**Coordinator of NSS (Dr. Minakshi Sharma)**

9418460610

**Coordinator of Ranger and Rovers (Dr. Devender Sharma)**

8988376808

**In-charge of Hostel (Mr. Sandesh Kumar Kalta)**

8628809678

**Rep. of the Parents-Teachers' Association (Mr. Harsh Khanna, President, PTA)**

9736536007

**Rep. of Police Department (Mr. Het Ram, Sub-Inspector, Police Post Lakkar Bazar)**

8894728039

**Rep. of Health Department (Dr. Ashwani Sood, DDU Zonal Hospital)**

9418211888

**Rep. of Fire Department (Mr. Satya Prakash Sharma, Asstt. Fire Officer, FS Chhota Shimla)**

9418645721

**Rep. of Civil Defence (Mrs. Sangeeta Sood, Post Warden, Sanjauli)**

9418465609

**Representative of DM Cell, MC Shimla (Ms. Harkanchan Singh)**

9816115320

**A-2****COLLEGE DISASTER MANAGEMENT TEAMS****AWARENESS GENERATION TEAM**

**Dr. Sandhya Sharma**  
9816967019

**Mrs. Himani Saxena**  
9318817003

**Dr. Nidhi Dhatwalia**  
9418725263

**Dr. Kirti Singha**  
9418470909

**Dr. Monika Chandel**  
9418694977

**Mr. Yogesh Kumar**  
9418452005

**Mrs. Hem Lata Sharma**  
9418461423

**Dr. Kishori Lal**  
9418311184

**Mr. Uma Dutt**  
9816634818

**Mrs. Radha Devi**  
9816293056

**Cdt. Akhil Kashyap**  
7018037946

**Cdt. Samiksha Sharma**  
8580737297

**FIRST AID TEAM**

**Sh. Manoj Mehta**  
9418455577

**Mrs. Bharti Sharma**  
9418473001

**Dr. Ruby Kapoor**  
7018307146

**Mrs. Namita Chauhan Khagta**  
9418344430

**Dr. Anjana Sharma**  
9817115030

**Dr. Poonama Verma**  
7807959565

**Dr. Savita Thakur**  
9418080799

**Mrs. Priyanka**  
8580736732

**Mr. Gulab Singh Negi**  
9459038335

**Mr. Varinder Singh**  
9816423153

**Mrs. Giano Devi**  
9805057799

**Mrs. Kirta Devi**  
9817904785

**Cdt. Surender**  
8219820284

**Cdt. Tamanna**  
8219005442

## SEARCH AND RESCUE TEAM

**Dr. B.S. Thakur**

9418159073

**Dr. Minakshi Sharma**

9418460610

**Dr. Rameshwar Singh Jhobta**

9418343033

**Mrs. Shivani Kaprate**

9816074023

**Dr. Ajay Kaith**

9418838553

**Mrs. Saachi Sood**

9816639313

**Dr. Purnima Thapar**

9736155739

**Mr. Rajesh Sharma**

9418077499

**Mr. Rajinder Singh**

9418306263

**Mrs. Sumitra Verma**

9816310511

**Cdt. Shubham**

7807090038

**Cdt. Krishna Negi**

7807840203

## FIRE SAFETY TEAM

**Dr. Gian Chand**

9418482661

**Dr. Surinder Chauhan**

9418454474

**Dr. Amrit Singh Mehta**

8628872016

**Dr. Devender Chand**

8988376808

**Mr. Vikas Nathan**

9459738092

**Dr. Om Prakash**

7018547746

**Mr. Mrityunjay Sharma**

9418371963

**Mr. Nand Lal Verma**

9459741019

**Mr. Kewal Ram**

9418190208

**Mr. Lajpat Rai**

9418837639

**Mrs. Sheela Devi**

7807191290

**Cdt. Atul Verma**

9418097588

**Cdt. Cheena**

835087824



## EVACUATION TEAM

**Dr. Anita Rathour Chauhan**  
9418311151

**Dr. Kamayani Bisht**  
9418144479

**Dr. Vinay Mohan Sharma**  
9418457530

**Mrs. Rita Chandel**  
9418149705

**Mr. Aditya Singh Dulta**  
9805712373

**Dr. Satya Narain Sanehi**  
9418042938

**Dr. Poonam Sharma**  
9418342125

**Ms. Kamlesh Kumari Sharma**  
8988376728

**Mr. Chattar Singh**  
9459579677

**Smt. Meena Sharma**  
9459579677

**Mrs. Kanta**  
7807598503

**Cdt. Naveen Sharma**  
8219624272

**Cdt. Pranjal**  
9816712637

## PSYCHOSOCIAL SUPPORT TEAM

**Prof. Rajesh Dhorta**  
9816057188

**Dr. Manisha Kohli**  
9418382473

**Dr. Kamna Mahendru Negi**  
9418160034

**Dr. Naresh Verma**  
9418004141

**Dr. T. R. Sharma**  
9418110012

**Mrs. Deepti Gupta**  
9418963037

**Mrs. Geeta Sharma**  
9418141038

**Mr. Hem Dass**  
9459254902

**Mrs. Kanta Devi**  
9418264862

**Mrs. Parkashvati**  
9459253840

**Cdt. Anshul Sharma**  
7018299279

**Cdt. Priyanka**  
7876690373

### **SITE SECURITY TEAM**

**Dr. Manoj Jaret**  
9418488886

**Dr. Surender Sharma**  
9418882896

**Mr. Shubham Choudhary**  
9872006256

**Mr. Muneet Lakhanpal**  
9816125759

**Mrs. Pratiksha Chauhan**  
9418506580

**Mrs. Priyanka Chauhan**  
9418686327

**Mr. Mangat Ram**  
9418008217

**Mr. Ram Chand**  
9418842740

**Mr. Laiq Ram Sharma**  
8988375395

**Cdt. Bhavishya Sharma**  
8353080266

**Cdt. Vanshika**  
8091149299

### **PUBLIC RELATIONS TEAM**

**Dr. C. B. Mehta**  
9418474124

**Dr. G. P. Kapoor**  
9418014653

**Mr. Sandesh Kumar Kalta**  
8628809678

**Mr. Sanjeev Meghta**  
9816747566

**Mr. Rohit Verma**  
9418481738

**Mr. Raj Kumar**  
8988076517

**Cdt. Himanshu Verma**  
9459542751

**Cdt. Anjali**  
9805273221

## A-3 ROLES & RESPONSIBILITIES OF THE TEAMS

### AWARENESS GENERATION TEAM

The members of this team are expected to review and update the College Disaster Management Plan in accordance with the instructions received from the College Disaster Management Committee. This team will also coordinate with the Disaster Management Authorities at state, district and city level to obtain relevant Information, Education and Communication (IEC) material on disaster preparedness. This team will also strive to involve the students in learning and sensitization activities preparedness-related activities such as the development of IEC materials and display that material in the classrooms. The objective of this team is promote the knowledge and general awareness about disaster preparedness and to ensure that every individual in the college is aware of the steps to be followed before, during and after a disaster.

The Awareness Generation Team will also ensure that thematic capacity building and learning events are conducted in the college at least twice in a year, especially on **13 October** (International Day for Disaster Risk Reduction) and **4 April** (Anniversary of the 1905 Kangra Earthquake).

### Resources Required

Besides gathering the general training and awareness materials developed by the state and district disaster management authorities, the Awareness Generation Team will also endeavor to collect the following items:

- Emergency Evacuation Plan of the College
- Public Address System
- List of the Teaching & Non-Teaching Staff
- Class-wise List of Students
- Contact Details of nearby Emergency Services
- Videos, Posters & distributable IEC materials
- Multimedia Resources on Disaster Risk Management

### Training Required

A thorough orientation on different aspects of Disaster Risk Management which can help in creating a culture of preparedness among the College community.

### Key Roles of Awareness Generation Team

#### Before the disaster

- Develop IEC materials posters, pamphlets, simple tips and plan for alternative media such as street plays on Dos and Don'ts about different types of disasters.
- Conduct awareness generation activities systematically in the whole Institute, targeting different blocks and staff.
- Conduct awareness generation activities in the college and neighbouring areas in coordination with the RWA representatives, the local police station and local NGOs.

#### During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- In case of other hazards, assist the Evacuation Team in evacuation of the Institution building.
- For a biological hazard (such as the COVID-19 pandemic or any other disease outbreak), assist the Warning Team in disseminating the required safety tip to the entire Institute.

#### After the disaster

Disseminate information on Dos and Don'ts so that the situation doesn't worsen.

## FIRST AID TEAM

The members of this team are expected to maintain and control the First-Aid Room of the school with all the required First-aid kits up-to-date, to administer first aid and record all cases and treatments during the incident and to determine further assistance and refer to the nearest medical facility centre/hospital, etc.

This Team is expected to know all the practical steps to administer First Aid for common types of injuries such as excessive bleeding due to amputations, impalements or choking, fractures, etc. during disasters and emergency situations.

### Resources Required

- First aid kits for each block
- Health Cards containing information on Special medicines being regularly taken by any staff/employees
- Emergency Cards containing information on medical resources (health facilities) in the area

### Training Required

A Training on Basic First Aid techniques and CPR (cardio-pulmonary resuscitation) through any credible NGO, Red Cross, Civil Defence/Fire Services/St. John's Ambulance or the Department of Health & Family Welfare.

### Key Roles of First Aid Team

#### Before the disaster

- Make sure that first aid supplies are up to date and always complete
- Keep emergency cards and health cards up-to-date
- Ensure annual training for all new members and refresher training for existing members.
- Be aware of special medical requirements of staff/employees and ensure that they keep some stock medication in the area kept in the premises and regularly updated.
- Participate in regular drills.

#### During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.

#### After the disaster

- Administer first aid and record all cases and the types of first aid provided.
- Determine need for further medical assistance.
- Coordinate requests for assistance through the Administrator.
- Assign First Aid Team members to accompany Search and Rescue Teams during their search operations.

## SEARCH & RESCUE TEAM

The members of the Search & Rescue Team are expected to collect the details on the number of students/ Staffs/ Teachers/ employees present in the school during the drill or actual incident.

If anyone is reported to be missing, the team should quickly facilitate search and rescue by physically, visually and vocally checking every room and area in the college premises and safely carrying the victim to the First-Aid Team in case of injuries.

### Resources Required

- A detailed map of the institute with different exits, stairs, doors, and windows clearly marked.
- Information on number of staff and visitors
- Information on number of employees
- Flashlights/Torches with spare batteries
- Master keys to the locks of all emergency exit doors
- Hard hats for personal safety
- Stretchers, ropes and ladders



## Training Required

A Training through the Department of Home Guards and Civil Defence or the Fire Services in light Search and Rescue techniques.

## Key Roles of Search & Rescue Team

### Before the disaster

- Make sure the needed supplies are available on site
- Make sure the team members stay updated with their training
- Any special response technique for special needs persons must be tested during drills.

### During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- In case of other hazards, start search and rescue operations.

### After the disaster

- According to pre-established pattern, check (visually, vocally, physically) every room in the building.
- Report location of injured to First Aid Team.
- Report location of other problems to the College Disaster Management Committee.
- Look for obvious structural problems or significant structural damage as sweep is made through the building(s).
- Report any damage to the College Administration.

## FIRE SAFETY TEAM

The Fire Safety Team is the primary team to alert the whole school for Safe Exit in case of emergency through warning signs and with the help of different colour flags, alarm bells etc. The Fire Safety Team should-

- Regularly practice the warning signs, including waving of flags or ringing alarm bells, etc.
- Regularly monitor and update on the potential hazard that the college can face and inform the college authorities.
- Maintain contact with all the other teams and with external stakeholders and keep them informed about the latest situation especially the Fire services.
- Be acquainted with the use of all the existing fire fighting systems/extinguishers available in the college and should ensure that all the equipments are in working conditions.
- Confirm existence of fire and control it, if possible.
- Look for conditions that may cause further development of the fire and seek assistance from maintenance staffs for removal of such conditions.
- Ensure that electric main switches are turned off and the fire don't spread much until the local fire services control and douse off the fire completely.

## Resources Required

- Fire Extinguishers for different classes of fires
- Hard Hats, Gloves
- Map of the college showing the location of all exits, doors and windows, electrical main switches and the fire extinguishers.

## Training Required

A Training on Basic Firefighting and Fire Safety Techniques through the Department of Fire Services or local Civil Defence or a credible NGOs in the field of Disaster Management.

## Key Roles of Fire Safety Team

### Before the disaster

- Make sure that the firefighting equipment (extinguishers, etc.) is in working order and that the staff has received training in its use.
- Ensure that all non-structural hazards that can be the cause of fire (i.e. Chemical Laboratories,

electrical switches, kitchens, etc.) are properly secured.

- Coordinate with College Disaster Management Committee (CDMC) in ensuring that a fire safety assessment of the premises is conducted by Department of Fire Services and that the recommendations are implemented.

#### During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- Safely create a barrier between the fire and other parts of the building where the fire may reach if left uncontrolled.

#### After the disaster

- Check for and confirm whether a live/active fire is left anywhere. Report the location of the same to College Administration and Site Security team.
- Control the fire, if possible (ensure personal safety first).
- Look for conditions that may cause a fire to develop and seek maintenance staff assistance in removal of condition.
- In case of electrical fire, turn off the electric main switches.

## EVACUATION TEAM

The Evacuation Team is expected to be acquainted with all the exits routes and doors and to keep all the staffs and students informed about their nearest exits. It should also regularly check the exit routes and keep them clear of obstacles. The team should be prepared to provide assistance to the differently-abled students for safe evacuation. The team should ensure the evacuation of all in an orderly manner and practice the drill regularly to ensure that the emergency assembly area is safe and accessible.

After a disaster, the Evacuation Team takes the Roll Call and report to the College Disaster Management Committee (CDMC) and the Search & Rescue Team.

## Resources Required

- Evacuation Plan
- Information on number of employees
- Master keys
- Public Address System and Siren.

## Training Required

A Training on Evacuation Procedures through the Department of Fire Services or any credible organization in the field of Disaster Management.

## Key Roles of Evacuation Team

### Before the disaster

- Check the exits
- Identify the open areas where staff members can assemble after evacuation in an emergency.
- Make sure there are no hazards present for evacuating to the designated area.
- Make sure that necessary supplies are accessible.
- Assist the College DM Committee in developing options in the event evacuation is required during inclement weather.
- Be prepared for special equipment needs for mobility-impaired visiting trainees and staff.
- Any special response procedure for special needs visiting trainees and staff must be tested during drills.
- Conduct regular drills in coordination with the other teams and practice the different evacuation procedures used in different hazards.
- These different procedures have to be disseminated to the entire staff and separate drills to be conducted for them.

### During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- In case of other hazards like fire, assist every one in safely evacuating the building.

**After the disaster**

- Ensure that emergency assembly area is accessible and safe.
- Determine if any additional assistance is required for evacuation.
- Take Roll Call and report to the College Disaster Management Committee (CDMC) and the Search & Rescue Team.

**PSYCHOSOCIAL SUPPORT TEAM**

Disasters cause tremendous mental trauma to the survivors. Psychosocial Support Team provides psychological first aid and support to the affected community immediately after a disaster so as to reduce the stress and trauma of the affected people and facilitate speedy recovery.

**Training Required**

Trained manpower for psycho-social and mental health services shall be mobilized and deputed for psycho-social first aid and transfer of critically ill persons to referral hospitals. A thorough orientation training program on 'Psychosocial Support in Disasters' should be organized by the college administration for this team.

**Key Roles of Psychosocial Support Team****Before the disaster**

- Conduct a three-day practical training program on Psychosocial Support
- Orientation of NSS/NCC and other voluntary organizations volunteers on Mental Health & Psychosocial Support (MHPSS)

**Cover the following aspects:**

- Psychological First Aid givers shall be sensitized to local, cultural, traditional and ethical values and practices.
- Made aware about 'Survivors experience'
- Normal abnormal reactions
- Psycho-social care techniques
- Self care, etc.

**During the disaster**

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- Keep observing the people who appear to be in a state of shock or confusion.

**After the disaster**

- Provide Psychological First Aid immediately.
- Help affected people with basic needs.
- Ask for their well-being.
- Provide right information by coordinating with other teams.
- Rapport building with the survivors.
- Listen more than you speak.
- Don't force people to speak if they are not willing, observe closely.
- Don't make any false promises while trying to offer psycho-social support.
- Refer to specialized help, if required.
- Behave appropriately according to age and culture.
- Take care of yourself, take help if you feel disturbed after dealing with affected people.

**SITE SECURITY TEAM**

The Site Security Team is expected to work with the College Disaster Management Committee and the other teams to establish a release policy and should communicate the same with the parents. It has been observed in the past disasters that the security of the institution and its property is compromised in the chaos of a disaster. This team develops effective procedures on how the security of the property and the release of students will be handled during and after an emergency. This Team is also responsible for locking all the external gates/doors and secure the entire building premises, allowing only the Emergency Response Services and their functionaries into the building and facilitate them to reach their concerned spots.

## Resources Required

- Map of the College Premises
- Evacuation Plan
- Master keys
- Signage to post and materials to control the movement of people in and around the college premises
- Identification badge or armbands

## Training Required

An orientation on the crucial aspects of Site Security with the help of an expert agency.

## Key Roles of Site Security Team

### Before the disaster

- Work with the CDMC, PTA and the local Authorities to establish a release policy and communicate this policy to employees/staff.
- Develop procedures for the handling of release.

### During the disaster

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- Keep observing the people who appear to be in a state of shock or confusion.

### After the disaster

- Lock all the external gates and doors, and secure buildings. (Note: Be sure locked doors can be opened from inside to prevent entrapment).
- Station one team member at main gate/front door to deal with community/outside.
- Have that member route fire, police, rescue and medical to area of need.
- Release staff/visitors according to pre-arranged policy.
- Emergency Cards containing information on medical resources (health facilities) in the area.
- Take care of yourself, take help if you feel disturbed after dealing with affected people.

## PUBLIC RELATIONS TEAM

The Public Relations Team is expected to hold media briefings in consultation with the College Disaster Management Committee on any matters pertaining to a disaster or emergency situation. The team should be well acquainted with all the present/media policies. The team must keep in mind that only one member from the team would brief the media at one time in order to keep the clarity.

This team should be in constant contact with all the local media personal for promoting disaster-related awareness in print as well as electronic media time to time.

## Key Roles of Site Security Team

### Before the disaster

- Conduct an annual orientation workshop for the PR team
- Establish channels of Communication and Social Networking
- Invite Media Personnel to cover drills and relevant events

### During the disaster

- Follow the safety procedures and try to coordinate with all Disaster Management Teams to collect actual information about the disaster or emergency situation.

### After the disaster

- In case of a major disaster, set-up a Media Desk with all the relevant information properly compiled.
- Keep issuing periodical bulletins through Press Clubs and Media Bureaus.
- Hold Media Briefings as and when necessary.

**A-4****CONTACT DETAILS OF COLLEGE STAFF****FACULTY OF ARTS****DEPARTMENT OF ENGLISH**

<b>S. #</b>	<b>Name of the Staff Member</b>	<b>Designation</b>	<b>Mobile No.</b>
1.	Dr. Sandhya Sharma	Associate Professor	9816967019
2.	Mrs. Himani Saxena	Associate Professor	9318817003
3.	Dr. Kamayani Bisht	Associate Professor	9418144479
4.	Dr. Vinay Mohan Sharma	Associate Professor	9418457530
5.	Dr. Shivani Khatri	Assistant Professor	9418453299
6.	Mrs. Hem Lata Sharma	Assistant Professor	9418461423
7.	Mr. Aditya Singh Dulta	Assistant Professor	9805712373
8.	Mrs. Priyanka	Assistant Professor	8580736732

**DEPARTMENT OF HINDI**

<b>S. #</b>	<b>Name of the Staff Member</b>	<b>Designation</b>	<b>Mobile No.</b>
1.	Dr. Kamna Mehendru	Associate Professor	9418160034
2.	Dr. Surinder Sharma	Associate Professor	9418882896
3.	Dr. Satya Narain Sanehi	Assistant Professor	9418042938

**DEPARTMENT OF ECONOMICS**

<b>S. #</b>	<b>Name of the Staff Member</b>	<b>Designation</b>	<b>Mobile No.</b>
1.	Dr. T.R. Sharma	Associate Professor	9418110012
2.	Dr. G.P. Kapoor	Associate Professor	9418014653

**DEPARTMENT OF PUBLIC ADMINISTRATION**

<b>S. #</b>	<b>Name of the Staff Member</b>	<b>Designation</b>	<b>Mobile No.</b>
1.	Dr. Naresh Verma	Associate Professor	9418004141
2.	Dr. Purnima Thapar	Assistant Professor	9736155739



**DEPARTMENT OF MATHEMATICS**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Surinder Chauhan	Associate Professor	9418454474
2.	Dr. Anjana Sharma	Assistant Professor	9817115030
3.	Dr. Poonam Sharma	Assistant Professor	9418342125

**DEPARTMENT OF GEOGRAPHY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mrs. Bharti Bhagra	Associate Professor	9418310988
2.	Dr. Manoj Jaret	Associate Professor	9418488886
3.	Mrs. Saachi Sood	Assistant Professor	9816639313

**DEPARTMENT OF PHILOSOPHY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Poonama Verma	Assistant Professor	7807959565

**DEPARTMENT OF MUSIC**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Gian Chand	Associate Professor	9418482661
2.	Dr. Om Prakash	Assistant Professor	7018547746

**DEPARTMENT OF HISTORY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Rameshwar Singh Jhobta	Associate Professor	9418343033
2.	Dr. Savita Thakur	Assistant Professor	9418080799
3.	Dr. Kishori Lal	Assistant Professor	9418311184

**DEPARTMENT OF POLITICAL SCIENCE**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mrs. Namita C. Khagta	Assistant Professor	9418344430
2.	Dr. Devender Chand	Assistant Professor	8988376808

**DEPARTMENT OF PHYSICAL EDUCATION**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. B.S. Thakur	Associate Professor	9418159073
2.	Sh. Manoj Mehta	Associate Professor	9418455577

**DEPARTMENT OF SANSKRIT**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Ms. Kamlesh Kumari Sharma	Assistant Professor	8988376728

**DEPARTMENT OF PSYCHOLOGY**

S. #	Name of the Staff Member	Designation	Mobile No.
	Vacant	-	-

**DEPARTMENT OF SOCIOLOGY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Anita Rathour Chauhan	Associate Professor	9418311151
2.	Dr. Amrit Singh Mehta	Assistant Professor	8628872016

**DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mr. Sandesh Kumar Kalta	Assistant Professor	8628809678

**FACULTY OF COMMERCE****DEPARTMENT OF COMMERCE**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Rajesh Dhorta	Associate Professor	9816057188
2.	Dr. Ruby Kapoor	Associate Professor	7018307146
3.	Mr. Ajay Kaith	Assistant Professor	9418838553

**FACULTY OF SCIENCE****DEPARTMENT OF BOTANY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Maneesha Kohli	Associate Professor	9418382473
2.	Mrs. Deepti Gupta	Assistant Professor	9418963037

**DEPARTMENT OF CHEMISTRY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mrs. Bharti Sharma	Associate Professor	9418473001
2.	Mr. Yogesh Kumar	Assistant Professor	9418452005
3.	Mrs. Rita Chandel	Assistant Professor	9418149705
4.	Mr. Vikas Nathan	Assistant Professor	9459738092

**DEPARTMENT OF PHYSICS**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Kirti Singha	Assistant Professor	9418470909
2.	Dr. Monika Chandel	Assistant Professor	9418694977

**DEPARTMENT OF ZOOLOGY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Dr. Minakshi Sharma	Associate Professor	9418460610
2.	Dr. Nidhi Dhatwalia	Assistant Professor	9418725263
3.	Mrs. Shivani Kaprate	Assistant Professor	9816074023

**DEPARTMENT OF GEOLOGY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mr. Shubham Choudhary	-	9872006256

**DEPARTMENT OF COMPUTER SCIENCE**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mr. Mrityunjay Sharma	Assistant Professor	9418371963

**FACULTY OF BCA**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mr. Muneet Lakhanpal	-	9816125759
2.	Mrs. Pratiksha Chauhan	-	9418506580
3.	Mrs. Priyanka Chauhan	-	9418686327

**FACULTY OF B.VOC**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Mr. Umesh Singh Rana	V.T	9805902211
2.	Miss. Surbhi Sharma	V.T	9736123163
3.	Mrs. Uma Kanwar	V.T	8091200080
4.	Dr. Amrik Singh Thakur	V.T	7018943360
5.	Miss. Pinky	V.T	7018273143
6.	Mr. Suraj Jamalta	V.T	9816607262

**FACULTY OF BBA**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	Ms. Nidhi Thakur	-	7018806092
2.	Ms. Anita Verma	-	7018615807
3.	Mr. Rakesh Kumar	-	9418915671

**LIBRARY**

S. #	Name of the Staff Member	Designation	Mobile No.
1.	-	Librarian	-
2.	Mr. Manoj Kumar Sharma	Assistant Librarian	9418396171