
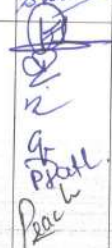

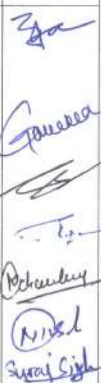



**ADMINISTRATIVE & ACADEMIC COLLEGE COMMITTEES 2019-2020**

S.No	Name of the Committee	Name of the members	Conveners & Members	Functions of Committee	Sign
1	Academic Feed Back Committee	<ul style="list-style-type: none"> <li>• Dr. Kuldeep Dubey</li> <li>• Dr. G. Padma Gouri</li> <li>• Mr. Vaibhav Shrivastava</li> <li>• Mrs. Gayatri Iyengar</li> <li>• Mrs. Pooja Rathi</li> <li>• Dr. Prachi Singh</li> <li>• Dr. Shradhha Verma</li> </ul>	<b>Convener</b> Members Members Members Members Members	<ul style="list-style-type: none"> <li>➤ To collect the feedback on curriculum, teachers and college from all the stakeholders and do analysis and take proper measures for improvement.</li> <li>➤ To prepare the agenda and minutes of the meetings</li> <li>➤ To maintain minutes of meeting</li> </ul>	
2	Grievance Redressal Committee	<ul style="list-style-type: none"> <li>• Dr. Kuldeep Dubey</li> <li>• Dr. G. Padma Gouri</li> <li>• Mr. Vaibhav Shrivastava</li> <li>• Mrs. Gayatri Iyengar</li> <li>• Mrs. Pooja Rathi</li> <li>• Dr. Prachi Singh</li> <li>• Mrs. Yashaswee Lonkar</li> </ul>	<b>Convener</b> Members Members Members Members Members	<ul style="list-style-type: none"> <li>➤ The Committee shall assure that discipline is adhered in the College by the Students.</li> <li>➤ The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same.</li> <li>➤ The Committee shall attend and resolve the grievances pertaining academic and nonacademic issues.</li> <li>➤ The Committee shall maintain minutes of meeting</li> </ul>	

  
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3	<b>Admission Committee</b>	<ul style="list-style-type: none"> <li>• Dr. G. Padma Gouri</li> <li>• Mr. Vaibhav Shrivastava</li> <li>• Mrs. Gayatri Iyengar</li> <li>• Mrs. Pooja Rathi</li> <li>• Dr. Prachi Singh</li> </ul>	<b>Convener</b> Deputy Convener Members Members Members	<ul style="list-style-type: none"> <li>➤ To oversee screening of students seeking admission in College.</li> <li>➤ To facilitate students by providing counseling.</li> <li>➤ To assist in admission</li> <li>➤ To maintain helpdesk</li> <li>➤ To maintain minutes of meeting</li> </ul>	
4	<b>Anti-Ragging, Discipline Committee</b>	<ul style="list-style-type: none"> <li>• Mr. Dhaneshwar Yadav</li> <li>• Ms. Sunita Pawar</li> <li>• Mrs. Bani Saha</li> <li>• Mrs. Garima Tahiliani</li> <li>• Mr. Singmala V. Krishna</li> <li>• Mr. Jay Kumar Shankh</li> <li>• Mr. Krishna Kant Choubey</li> <li>• Mr. Neelkanth Sahu</li> <li>• Mr. Suraj Singh</li> </ul>	<b>Convener</b> Members Members Members Members Members Members Members	<ul style="list-style-type: none"> <li>➤ The Committee shall assure that discipline is adhered in the College by the Students.</li> <li>➤ The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same.</li> <li>➤ The Committee shall decide on disciplinary matters pertaining to Students and Staff.</li> <li>➤ Set mechanism for prevention of ragging of students of the college</li> <li>➤ To maintain minutes of meeting</li> </ul>	
5	<b>Cultural Committee</b>	<ul style="list-style-type: none"> <li>• Mrs. Yashshwee Lonkar</li> <li>• Mrs. Garima Tahiliani</li> <li>• Ms. Aanchal Mishra</li> <li>• Mrs. Abhilasha Khare</li> <li>• Mrs. Ramola Vikas</li> </ul>	<b>Convener</b> Members Members Members Members Members	<ul style="list-style-type: none"> <li>➤ To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks.</li> <li>➤ The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.</li> <li>➤ To do the necessary procedure to organize</li> </ul>	

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		<ul style="list-style-type: none"> <li>Dan</li> <li>Mr. Krishna Kant</li> <li>Mrs. Piyali Hore</li> <li>Mrs. Ayesha Hendricks</li> <li>Mrs. Shikha Agrawal</li> <li>Miss Vidhi Chhabra</li> <li>Mr. Chandra Sekhar Bandhe</li> </ul>	<p>Members Members Members</p>	<p>cultural events.</p> <ul style="list-style-type: none"> <li>To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</li> <li>To maintain minutes of meeting</li> </ul>	<p><i>P. Chhabra</i> <i>Piyali Hore</i> <i>Ayesha</i> <i>Vidhi Chhabra</i> <i>[Signature]</i></p>
6	Alumni Association Committee	<ul style="list-style-type: none"> <li>Dr. Kalpana S. Kumar</li> <li>Miss Aanchal Mishra</li> <li>Mrs. Abhilasha Khare</li> <li>Mr. Singmala V. Krishna</li> </ul>	<p>Convener Members Members Members</p>	<ul style="list-style-type: none"> <li>To maintain an up-to-date and detailed database of the alumni.</li> <li>To highlight the success of alumni to improve the credibility and reputation of college.</li> <li>To promote the interests and welfare of alumni association.</li> <li>To plan on bringing together the former students and make efforts to contribute to the college on various aspects.</li> <li>To conduct the Alumni meet.</li> <li>To involve the Alumni for overall development of college</li> <li>To maintain minutes of meeting</li> </ul>	<p><i>[Signature]</i> <i>Aanchal</i> <i>[Signature]</i> <i>[Signature]</i></p>
7	Research Seminar & Guest Lecture Committee	<ul style="list-style-type: none"> <li>Dr. Prachi Singh</li> <li>Mrs. Gayatri Iyengar</li> <li>Mrs. Pooja Rathi</li> <li>Dr. Shradhha Verma</li> <li>Mrs. Neetu Gupta</li> </ul>	<p>Convener Members Members Members</p>	<ul style="list-style-type: none"> <li>To promote research attitude among the students.</li> <li>To promote faculty to apply for major and minor research projects for various funding agencies.</li> </ul>	<p><i>Prachi</i> <i>[Signature]</i> <i>Shradhha</i> <i>[Signature]</i></p>

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		<ul style="list-style-type: none"> <li>• Dr. Kiranjeet Kaur Bedi</li> </ul>	Members Members	<ul style="list-style-type: none"> <li>➤ To acquire skills of research, develop leadership as well as involve social activities for the benefit of mankind.</li> <li>➤ To encourage research paper publication..</li> <li>➤ To maintain minutes of meeting</li> </ul>	
8	<b>Newsletter &amp; Magazine Committee</b>	<ul style="list-style-type: none"> <li>• Dr. Kalpana S. Kumar</li> <li>• Mr. Singmala V. Krishna</li> <li>• Dr. Kiranjeet Kaur Bedi</li> <li>• Mr. Manoj Kumar</li> <li>• Ms Raginee Brijit lakra</li> </ul>	<b>Convener</b> Members Members Members	<ul style="list-style-type: none"> <li>➤ To receive the articles, reports, poems from the students as well as staff and edit the same biannually.</li> <li>➤ To get the magazine printed and distribute the same to students, staff and stakeholders.</li> <li>➤ To maintain minutes of meeting</li> </ul>	<p><i>Kalpana S. Kumar</i></p> <p><i>Manoj Kumar</i></p> <p><i>Raginee Brijit lakra</i></p>
9	<b>Women Cell</b>	<ul style="list-style-type: none"> <li>• MS. Sunita Pawar</li> <li>• Mrs. Bani Saha</li> <li>• Miss Raginee Brijit Lakra</li> <li>• Mrs. Sikha Agrawal</li> <li>• Dr. Usha Shrivastav</li> </ul>	<b>Convener</b> Members Members Members	<ul style="list-style-type: none"> <li>➤ To help women to realize their rights of freedom.</li> <li>➤ To treat sexual harassment as a misconduct and initiate disciplinary actions for such misconduct.</li> <li>➤ To provide safety and security for women in workplace.</li> <li>➤ To maintain minutes of meeting</li> </ul>	<p><i>Raginee Brijit Lakra</i></p> <p><i>Sikha Agrawal</i></p>
10	<b>Website Committee</b>	<ul style="list-style-type: none"> <li>• Dr. Shradhha Verma</li> <li>• Mrs. Abhilasha Khare</li> <li>• Mrs. Garima Tahiliani</li> <li>• Miss Vidhi Chhabra</li> <li>• Mr. Chandra Sekhar Bandhe</li> </ul>	<b>Convener</b> <b>Deputy Convener</b> Members Members Members	<ul style="list-style-type: none"> <li>➤ To monitor and maintain the website</li> <li>➤ To Manage content of web pages in a collaborative environment.</li> <li>➤ Each department and each committee/cell of the college creates their pages in the college website and updates their data.</li> <li>➤ To maintain minutes of meeting</li> </ul>	<p><i>Abhilasha Khare</i></p> <p><i>Garima Tahiliani</i></p> <p><i>Vidhi Chhabra</i></p> <p><i>Chandra Sekhar Bandhe</i></p>












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11	<b>Library Committee</b>	<ul style="list-style-type: none"> <li>Ms. Sunita Pawar</li> <li>Mrs. Mini S. Pillai</li> <li>Mrs. Abhilasha Khare</li> <li>Mr. Singmala V. Krishna</li> <li>Mr. Jay Kumar Shankh</li> <li>Mrs. Neetu Gupta</li> </ul>	<b>Convener</b> Members Members Members Members	<ul style="list-style-type: none"> <li>To administer, organize and maintain the Library, print as well as electronic material and related services of the college.</li> <li>To provide the approach and operational plan for modernization and improvement of Library and documentation services.</li> <li>To look after general maintenance of the library in terms of reading material and infrastructure.</li> <li>To involve in fostering the reading habit of staff and students.</li> <li>To prepare the agenda and minutes of the meetings.</li> </ul>	
12	<b>Charity &amp; Extension Committee</b>	<ul style="list-style-type: none"> <li>Mrs. Mini S. Pillai</li> <li>Mr. Manoj Kumar</li> <li>Mr. Jay Kumar Shankh</li> <li>Mr. Krishna Kant Choubey</li> <li>Miss Raginee Lakra</li> </ul>	<b>Convener</b> Members Members Members Members	<ul style="list-style-type: none"> <li>To inculcate the value of charity</li> <li>To organize charity activities</li> <li>To spread awareness about social responsibilities</li> <li>To organize extension activities</li> <li>To maintain minutes of meeting</li> </ul>	
13	<b>Excursion &amp; Picnic Committee</b>	<ul style="list-style-type: none"> <li>Miss Aanchal Mishra</li> <li>Mrs. Piyali Hore</li> <li>Mr. Dhaneeswar Yadav</li> <li>Mr. Suraj Singh</li> <li>Mr. Neelkanth Sahu</li> <li>Mr. Krishnakant Choubey</li> </ul>	<b>Convener</b> Members Members Members Members	<ul style="list-style-type: none"> <li>To organize field trips, field visit and tours.</li> <li>To take necessary permission for Tour/Field visit etc.</li> <li>To maintain safety and security of students at the time of Tour/Trip etc.</li> <li>To communicate with parents for Parental consent and provide the details of excursion for adventure activities.</li> </ul>	

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				<ul style="list-style-type: none"> <li>➤ residential and trips.</li> <li>➤ To maintain the record and prepare the report of Tour/Trip etc.</li> <li>➤ To maintain minutes of meeting</li> </ul>	
14	<b>Press Publication &amp; Photography Committee</b>	<ul style="list-style-type: none"> <li>• Mrs. Bani Saha</li> <li>• Mr. Jay Khumar Shankh</li> <li>• Mr. Akash Goenka</li> <li>• Mrs. Ramola Dan</li> <li>• Mr. Suraj Singh</li> </ul>	<b>Convener</b> Members Members Members Members	<ul style="list-style-type: none"> <li>➤ To work for writing, editing, and distributing news releases to the news media.</li> <li>➤ To prepare activity report of each and every programme in college.</li> <li>➤ To maintain an up-to-date list of news media for College..</li> <li>➤ To maintain a photo documents.</li> <li>➤ To maintain minutes of meeting</li> </ul>	  
15	<b>Placement, Guidance &amp; Counseling Committee</b>	<ul style="list-style-type: none"> <li>• Mrs. Yashaswee Lonkar</li> <li>• Mrs. Bani Saha</li> <li>• Dr. Prachi Singh</li> <li>• Mrs. Garima Tahiliani</li> <li>• Mr. Dhaneshwar Yadav</li> <li>• Mrs. AyeshaHendricks</li> <li>• Mr. Suraj Singh</li> <li>• Mr. Manoj Singh</li> </ul>	<b>Convener</b> <b>Deputy Convener</b> Members Members Members Members Members Members Members	<ul style="list-style-type: none"> <li>➤ To arrange Campus interview for students.</li> <li>➤ To organize the seminar/workshop regarding placement and career opportunities.</li> <li>➤ To help the students job and career related issues.</li> <li>➤ To maintain minutes of meeting</li> </ul>	    
16	<b>Special Days Celebrations &amp; Staff Association Committee</b>	<ul style="list-style-type: none"> <li>• Mrs. Garima Tahiliani</li> <li>• Mrs. Ramola Vikas Dan</li> <li>• Mrs. Ayesha Hendricks</li> </ul>	<b>Convener</b> Members Members Members	<ul style="list-style-type: none"> <li>➤ To work for the benefit and welfare of teaching and non-teaching staff and provide a channel to interact with each other.</li> <li>➤ To organize and conduct staff meetings</li> <li>➤ To ensure favorable working</li> </ul>	  

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		<ul style="list-style-type: none"> <li>Mrs. Sikha Agrawal</li> <li>Ms. Vidhi Chhabra</li> </ul>		<p>environment for members of staff.</p> <ul style="list-style-type: none"> <li>To organize Welcome/ Farewell programmes for the faculty..</li> <li>To implements various staff welfare schemes for teaching and non-teaching staff.</li> <li>To maintain minutes of meeting</li> </ul>	<i>Vidhi Chhabra</i>
17	<b>Industrial collaborations</b>	<ul style="list-style-type: none"> <li>Mr. Dhaneshwar Yadav</li> <li>Mr. Krishna Kant Choubey</li> <li>Mr. Suraj Singh</li> <li>Mr. Akash Goenka</li> </ul>	<b>Convener</b> Members Members Members	<ul style="list-style-type: none"> <li>To ensure that students are given the best possible opportunities in terms of industrial placements and graduate employment.</li> <li>To ensure that a significant proportion of the research carried out is relevant to industry and is carried out in collaboration with industry.</li> <li>To provide with contacts and targeted opportunities for collaboration and funding from Industry.</li> <li>To maintain minutes of meeting</li> </ul>	<i>Suraj Singh</i> <i>Akash</i>
18	<b>Canteen Committee</b>	<ul style="list-style-type: none"> <li>Ms. Sunita Pawar.</li> <li>Mr. Neelkanth Sahu</li> <li>Mr. Manoj Kumar Singh</li> <li>Mr. Akash Goenka</li> </ul>	<b>Convener</b> Members Members Members	<ul style="list-style-type: none"> <li>To provide a regular and high quality service at a reasonable cost.</li> <li>Maintain standards of hygiene and health care in relation to the preparation, supply and service of food to the canteen.</li> <li>To maintain minutes of meeting.</li> </ul>	<i>Neelkanth Sahu</i> <i>Akash</i>

  
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