

Institute for Excellence in Higher Education, Bhopal

FOLLOWING COMMITTEES HAVE BEEN CONSTITUTED FOR THE SESSION 2017-2018

S.N -	Name of the Committee / Cell	Activities	Convenor	Members
1	Academic Committee	<ul style="list-style-type: none"> • To organise meetings of Academic council and to maintain the record of the same • To coordinate the activities of the Board of studies • To establish link with the University & other relevant agencies to get syllabus (Revised and new both) approved • To organise Degree Distribution Programme 	Dr Geeta Saxena	(1) Dr Suchitra Benarji (2) Dr Shailja Dube (3) Exam Cell & Extra Co-curricular activities committee
2	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> • To organise meetings of IQAC • To prepare Annual Quality Assurance report and submit to NAAC and Govt. Through Director • To assign various responsibilities related to academic and IQAC to its members • To form sub-committee/committees for effective functioning of the main committee if required • To collect feed back from the students, staff and parents and analyse the feed back for better results and academic upliftment 	Dr S.S. Vijayvargiya	(1) Dr. Seeme Mahmood (2) Prof. C. Anitha (3) Dr. Sadhna Pandey (4) Shri Amit Mandle
3	Planning & Evaluation Committee	<ul style="list-style-type: none"> • To organise meetings of the Planning & Evaluation Committee and to maintain the record of the same • Formulation of short term/long term Academic plans of the Institute • Monitoring and implementation of the formulated plans. • Evaluation of the academic activities of the Institute to organise • Orientation programmes & work shop for the students and staff 	Dr Anjali Jain	(1) Dr. Dinesh Kumar Gupta (2) Dr. Pushpa M. Rawtani (3) Dr. Swamiswaroop Shrivastav
4	U.G.C. Cell	<ul style="list-style-type: none"> • To collect information about the various UGC schemes & to identify the schemes which can benefit the Institute • Submission of the proposals to the UGC / AICTE within prescribed time limit & follow up there after • All other matters related to UGC / AICTE • To prepare a plan to start professional courses like M.B.A./MCA/B.P.Ed. • To arrange bridge classes on self training basis, whenever necessary • To coordinate for the conduct of remedial classes for weaker students as per norms of UGC or as per Govt. Rules/directions 	Dr Ajay K. Bhardwaj	(1) Dr. Mahipal Singh Yadav (2) Dr. N.R. Das (3) Dr. Manish Sharma (4) Dr. Sharda Gangwar (5) Dr. Pushpa Rawatani

5	Confidential Cell (i) Examination	<ul style="list-style-type: none"> • Works related to Examination: Preparation & Conduction of examination, Preparation of the list of students not eligible for appearing in exams on account of Short Attendance, Reevaluation etc. • To prepare a database of examiners • Preparation of result & declaration of the result and to co-ordinate with Continuous Evaluation & Result Committees • Displaying Answer Books of toppers in the Library • To collect feedback from Examiners, Students, Parents and Staff members • To organise Workshop/Training programme for officials working in the Exam section of different Colleges & Universities • All other matters related to Examinations 	Dr Anuj Hundet	(1) Dr Jyoti Saxena (2) Dr S.K. Divedi (3) Dr. Mahipal Singh (4) Dr. Makhan Singh Chouhan
	(ii) General Knowledge Test	<ul style="list-style-type: none"> • To get question paper set based on current events & mental ability; and to arrange the prompt payment of remuneration • To get the GK test papers evaluated • To help & work in coordination with examination cell in conducting the test • To monitor the scheme of continuous evaluation regularly and submit semester wise for enhancement of quality of education • To prepare necessary performs and distribute among the persons/departments concerned 	Dr Jyoti Saxena	(1) Dr. S.K. Dwivedi
	(iii) Result	<ul style="list-style-type: none"> • Approval of the result prepared by Examination committee • To analyse & discuss the results • To give suggestions to improve the performance • To review the results of various exams and recommend changes in the exam rules if required 	Dr Anuj Hundet	(1) All heads of Department (Ex-officio members) (2) All members of Confidential, Finance & Exam. Committee (Ex-officio members) (3) Convenor Academic Committee
	(iv) Identity Card	<ul style="list-style-type: none"> • To prepare and distribute the Identity Card / Library Card to the students as soon as the admission process is over 	Dr Anuj Hundet	Members of Confidential Cell
6	Research Developments, publication journal & Annual Magazine	<ul style="list-style-type: none"> • To promote research activities • To take necessary steps for the establishment of research centres in P.G. departments all the faculties • To provide necessary help to the faculty in undertaking major/minor research projects • To publish research journal 	Dr Pragyesh Agrawal	(1) Dr. Manish Sharma (2) Dr. A.K. Chaturvedi (3) Dr. Arti Shrivastava (4) Dr. B.K. Sinha
7	Finance controlling & Budget	<ul style="list-style-type: none"> • To seek proposals from departments/Committees for the enhancement of infrastructure & other facilities • Assessment of the proposals & Budget preparation • To get approval of the budget from Finance Committee & Executive Committee • To provide a copy of the approved budget to the concerned departments / Committees • To display the copy of the approved budget in the Office / Director's Chamber • Monitoring & timely reminders to the concerned heads / Convenor of the committee for the judicious use of the budget • Regular internal & external audit • To monitor all financial matters 	Dr N.R. Das	(1) Dr. Mahendra Singhai (2) Dr. Mukesh Jain (3) All heads of Department (4) Accountant

8	Fee & Accounts	<ul style="list-style-type: none"> To manage and superwise all matters related fees To supervise maintenance of Fees records To Supervise refunds of caution money 	Dr. Sharda Gangwar	(1)Dr. Mukesh Jain (2) Dr. G.S. Rai (3) Accountant
9	Account Checking Committee	<ul style="list-style-type: none"> All other matters related to Account Checking 	Dr. Mukesh Jain	(1)Prof. G.S. Rai (2)Dr. Amarjeet S. Saluja
10	Income Tax	<ul style="list-style-type: none"> Weekly checking of the accounts prepared by the fees & accounts office To study the problems related to fee deposition by students and to suggest student friendly ways 	Dr. V.K. Shukla	(1)Dr. Mahendra Singhai (2)Dr. N.R. Das (3)Accountant
11	Establishment	<ul style="list-style-type: none"> All matters related to establishment of teaching/non teaching Staff Matters related to honorary faculty 	Dr P.L. Sanodia	(1) Dr. Ajay Kumar Mishra (2) Dr. Manish Sharma (3)Dr. N.R. Das (4)Dr Sharda Gangwar (5) Shri R.D. Dehuliya
12	Purchase Committee	<ul style="list-style-type: none"> To examine& dispose the purchase related files of different departments To guide the departments on matters related to purchase To make recommendation for purchase as per store purchase rules of stats Govt. or equivalent agency To verify physically the material purchased in the Institute 	Dr G. S. Gautam	(1) Dr. A.K. Rastogi (2) Dr. D.K. Gupta (3) Dr.Indu Pandey (4) Dr S.K. Dwivedi
13	Store & Furniture	<ul style="list-style-type: none"> All matters related to Store & Furniture 	Dr B. K. Sinha	(1) Dr R.K. Shrivastava (2) Dr Manish Sharma (3) Dr M. Singhai
14	Write Off & Auction Committee	<ul style="list-style-type: none"> All matters related to Write Off All matters related to auction 	Dr Arti Shrivastava	(1) Dr. Shailja dube (2) Dr. Suchitra Benarji (3) Shri R.D. Dehuliya (HC)
15	Court cases, Assembly Question and RTI	<ul style="list-style-type: none"> All matters related to court cases, Assembly Question and RTI 	Dr V.K. Shukla	(1)Dr. Manoj Shukla (2)Dr. Mahipal S. Yadav (3)Shri R.D. Dehuliya (HC) (4) Smt. Tulsi Pal
16	C.M. Helpline	<ul style="list-style-type: none"> All matters related with these C.M. Helpline 	Dr Shirish Joshi	(1) Dr. D.K. Solanki (2) Smt. Tulsi Pal
17	Construction :	<ul style="list-style-type: none"> All matters related to new construction 	Dr Shirish Joshi	Shri K.S. Mohan
	(i) Maintenance Civil	<ul style="list-style-type: none"> maintenance civil work 	Dr. Benoy K. Sinha	
	(ii) Maintenance Electric	<ul style="list-style-type: none"> maintenance Electric work 	Dr. A.K. Rastogi	
	(iii) Campus Cleanliness, Beautification& greenery Development	<ul style="list-style-type: none"> To maintain cleanliness & beautification of the campus To work in coordination with security committee To ensure safety of the plants/trees planted in the campus in coordination with NSS 	Dr. Indira Barman	(1) Dr. Sandhya Trivedi (2) Dr. Madhu Jain (3) Dr. Sandhya Prasad (4) Dr. Ranjana Sharma
18	Technical Committee	<ul style="list-style-type: none"> To provide technical opinions to all matters related to purchase of articles/equipments of technical specification 	Dr. Anuj Hundait	(1) Dr. Sunil Mishra (2) Dr. Prgyesh Kumar Agrawal (3) Dr. S.K. Jain
19	Security & Out Sourcing Committee	<ul style="list-style-type: none"> All matters related to security work and campus Parking To control and supervise heiring services on out sourcing basis 	Dr Ajay Kumar Mishra	(1) Dr. Amarjeet Singh Saluja (2) Dr. Mukesh Jain (3) Dr. Manis Sharma

20	Publicity Cell	<ul style="list-style-type: none"> To prepare action plan so that the activities of the Institute may be highlighted in print and electronic media To maintain a day to day record of the activities organised by different Committees/ Cells/Clubs, especially activities proposed in the Sports & Cultural Calendar of 2014-15 To keep a soft/hard copy of the report prepared for the press release 	Dr Arti Shirvastava	(1) Dr. Kalpana Mailik (2) Dr. Seeme Mahmood (3) Shri Amit Mandle (4) Shri Saurabh (5) Student Representatives
21	Laboratory upgradation committee	<ul style="list-style-type: none"> All matters related preparation of proposal of Lab upgradation 	Dr Sarita Shirivastava	(1) Dr. Pankaja Shukla (2) Dr. Ajay K. Bharadwaj (3) Dr. Shirish Joshi (4) Dr. Pragyesh Agrawal (5) Dr. Renu Jain
22	Prospectus & Handbook	<ul style="list-style-type: none"> To update courses, fee structure etc. To obtain necessary information from Academic, Finance, Planning & Evaluation committees in order to update the prospectus for session 2015-16 To submit updated draft of prospectus (session 2015-16) To publish approved prospectus & Hand book 	Dr Anjali Acharya	(1) Dr Mukesh Jain (2) Dr Anupam Shukla (3) Dr. Seemen Mehamood
23	ICT Infrastructure Development & Maintenance Cell	<ul style="list-style-type: none"> Establishment and maintenance of intranet Maintenance of EPABX telephone and internet facilities Updation of website and its management General keep up of the IT equipment's of the Institute *All other matters related to IT * All matters related ICT 	Dr R.K. Shrivastava	(1) Dr. B.K. Sinha (2) Manish Sharma (3) Shri Amit Mandle, (4) Shailesh Deshmukh, (5) Jainendra Harode
24	Admission	<ul style="list-style-type: none"> To frame the admission guidelines of the Institute keeping in mind the admission guidelines of the Department of Higher Education, Govt. of M.P. To monitor the complete online admission process All work related with admission 	Dr Sharda Gangwar	(1) Dr Sarita Shrivastava (2) Shri Amit Mandle (3) Shri Shailesh Deshmukh (4) Shri Jainendra Harode
25	Girls' Hostel	<ul style="list-style-type: none"> To take necessary steps to maintain quality of food in mess To monitor regularly the cleanliness in the kitchen and mess To see whether choice of hostellers is taken while preparing menu To ensure that purified drinking water is supplied to the hostellers To ensure regular visit of doctor in the hostel and maintain visitor's books To organise regular sports and cultural a activities To arrange yoga classes in the hostel 	Dr Anita Deshpande	(1) Dr Sadhna pandey (2) Prof. C. Anitha (3) Dr Manisha Sharma (4) Girls Hostel Manager (5) Student Representatives
26	Time Table Committee	<ul style="list-style-type: none"> To prepare separate Time table for Commerce faculty To prepare separate Time table for Arts/Science faculty To prepare the Consolidated Class-wise & Room-wise Time tables before the beginning of the Semester To help the departments in sorting out their time-table related problems so that each faculty can give their best 	Dr P.L. Sanodia	Co-ordinator for Time-table & GA: (1) Dr Indu Pandey (2) Dr M. Singhai (3) Dr M. S. Chouhan
27	Tutor Guardian	<ul style="list-style-type: none"> To suggest methods to make the TG scheme more effective & useful To appoint TGs To organise Parents meeting as per the schedule mentioned in the prospectus To revive Parents' Association 	Dr Anita Deshpande	(1) Dr Chanda Jain (2) Dr. Anupam Shukla (3) Dr. Deepa Jouhari (4) Dr. Suchitra Benarji (5) Shri Saheed (Exam Cell) (6) Student Representatives

28	Discipline & Anti-Ragging Committee	<ul style="list-style-type: none"> To maintain discipline in the campus To suggest the names of the suitable students who can be members of Discipline Committee To display rules and regulations To take frequent and regular rounds to avert ragging To check uniform / IC To inform about the untoward incidents to Director To forward the names of the students involved in in-disciplinary act to Discipline Action Committee & to keep a record of them. To provide an opportunity of hearing to students involved in an act of indiscipline To recommend action against the students involved in in-disciplinary act To deal with the matter of Ragging in the Campus, if any 	Dr H.B. Gupta	<ol style="list-style-type: none"> Dr. Meera Pingle Dr. Geeta Saxena Dr S.S. Vijayvargiya Dr. G.S. Gautam Dr. Anita Deshpande Dr P.L Sanodia Dr. V.S. Rai Student Representatives
29	(i)SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships (New & Renewal)	All matters related with these scholarships	Dr. Sarita Shrivastava	<ol style="list-style-type: none"> Dr. D.K. Gupta Dr. Sandhya Trivedi
	(ii) OBC Scholarships (new & renewal)	All matters related with these scholarships	Dr. S.K. Jain	<ol style="list-style-type: none"> Prof. Govind Rai Dr. Anita Shinde Dr. Sandhya Prasad
	(iii)Institutes/merit cum means Scholarship & merit awards	All matters related with these scholarships	Dr. Pankaja Shukla	<ol style="list-style-type: none"> Dr. Usha Kahol
	(iv) Gaon ki Beti/Pratibha Kiran/Vikramaditya/ Lalima Scholarships	All matters related with these scholarships	Dr. Sadhna Pande	<ol style="list-style-type: none"> Dr. Jaya Sharma Prof. C. Anitha
	(v) Avagaman Bhatta (For Girls)	All matters related with this Yojna	Dr. Ranjana Sharma	<ol style="list-style-type: none"> Dr. Pushpa M. Rawatani Dr. Madhu Jain
	(vi) Central Sector/ Minority /Inspired Scholarships	All matters related with these scholarships	Dr. Arti Shrivastava	<ol style="list-style-type: none"> Dr. Rajshri Shastri Dr. A. S. Saluja
30	(i) Extra/Co-curricular Activities	<ul style="list-style-type: none"> To organise Extra Curricular activities as per the Cultural Calendar 2012-2013 Execution of the approved plan as per Calendar To organise Annual Function & Degree Distribution Programme 	Dr Indu Pande	<ol style="list-style-type: none"> Dr. Shirish Joshi Dr Kalpana Malik Dr Pankaja Shukla Dr Madhu Jain Dr. V.S. Rai Student Representatives
	(ii) Youth Festival	Organise various events and all the activities related with youth festival	Dr Sailja Dube	<ol style="list-style-type: none"> Dr. Anita Deshpandey Dr. Arti Dube Dr Manisha Sharma Ms Archana Yadav Honorary faculty members Student Representatives
31	Mukhyamantri Medhavi Yojna	All matters related with these Yojna	Dr. S.S. Shrivastava	<ol style="list-style-type: none"> Dr. Sharda Gangwar All HODs Shri Amit Mandle

32	(i) Library / Reading Room/ Library Card	<ul style="list-style-type: none"> To prepare a subject-wise record of the books available in library (Librarian) To get a list of books required to be included in the library To initiate purchase related matter (inviting the quotations and prepare comparative chart, placing orders) To initiate a process of write-off of the damaged/unused books To take steps for the fast computerisation •To initiate the functioning of e-library To prepare Statistics of library users & to get their feedback 	(Dr) Smt. Pragya Gupta	(1) All Employees (2) Advisors of library : (i) Dr. G.S. Gautam (ii) Dr. Sarita Shirvastava (iii) Dr. Indu Pandey
	(ii) Library Development Committees	All matters related with Library Development	Dr. Pramod Patil	(1) Dr. Meera Pingle (2) Dr. Pankaja Shukla (3) Dr. Arti Dubey (4) Dr. D.S. Solanki
33	Sports	<ul style="list-style-type: none"> To organise activities as per the Sports Calendar of the Institute Execution of the approved plan as per Calendar To organise Annual Sports Competition 	Dr. V.S. Rai	(1) Dr S.K. Dwivedi (2) Dr Alok Kumar Rastogi (3) Dr. Mukesh Jain (4) Dr Sadhna Pandey (5) Dr. Ranjana Sharma (6) Student representatives
34	Placement Skill Development Cell	<p>Competition, Vocational Guidance</p> <ul style="list-style-type: none"> To Identify the vocational education area and visits to these areas To organise guest lectures of resource persons To organise career and vocational guidance workshops, Trainings& Placement To invite potential organisation/companies for campus placement To guide students in ensuring their suitable placement •To work in coordination with Alumni Association 	Smt Kalpana Malik	(1) Dr. D.K. Gupta (2) Dr Mahipal Singh Yadav (3) Prof. G.S. Rai (4) Dr Manisha Sharma (5) Honorary faculty members (6) Student Representatives
35	National Service Scheme & Extension Activities Committee	<p>To chalk out Time-bound programme & get it approved by the Director</p> <p>Execution of the approved plan</p> <p>To work in coordination with Campus Beautification committee</p> <p>To organise Blood Donation Camps</p> <p>To initiate extension activities in the nearby – Village areas</p>	Dr Indira Barman (Girls Unit) Prof. G.S. Rai (Boys Unit)	(1) Dr Arti Dube (2) Dr Dinesh Kumar Gupta (3) Dr. N.R. Das (4) Dr. Ranjana Sharma (5) Dr. Sandhya Prasad
36	N.C.C.	<ul style="list-style-type: none"> All activities related to NCC 	Dr P.L. Sanodia (Air Sqn. Ldr.) Dr. Manish Sharma (CT) Infantry	—
37	Educational Tour & Industrial Visit	<ul style="list-style-type: none"> To plan & arrange educational tour To get tour plan approval by the director To execute the itinerary plan To update the record of old students To organise annual function of Alumni Association 	Dr Shirish Joshi	(1) Dr P.L. Sanodiya (2) Dr. S.K. Dwivedi (3) Student Representatives
38	Grievance Redressed Cell (Staff Teaching & Non Teaching)	<ul style="list-style-type: none"> To resolve various problems to complaints of Employees 	Dr Geeta Saxena	(1) Dr Sunil Mishra (2) Dr Mahendra Singhai (3) Student Representatives

39	Women grievances Redressed Cell	<ul style="list-style-type: none"> To remove various problems on complaints of Employees 	Dr Meera Pingle	(1) Dr Sandhya Prasad (2) Dr Jaya Sharma (3) Prof. C. Anitha
40	Mess & Canteen Committee	<ul style="list-style-type: none"> All matters related to Canteen management To make all arrangements for the important meetings as per instructions of the Director To help Extra/Co-curricular Activities Committee in organising Welcome/Farewell Party, Annual Function, Degree Distribution Programme etc 	Dr Manoj K. Shukla	(1) Dr. Sabhakant Dwivedi (2) Dr. Anita Deshpandey (3) Ms. Archana Yadav (4) Students Representatives
41	Photocopy, PCO & STD	<ul style="list-style-type: none"> All Matters related to Photocopy, PCO & STD facilities during Institute's hours 	Dr. Pragyesh Agrawal	(1) Dr. Manisha Sharma (2) Shri R.D. Dehuliya (H.C.)
42	Alumni Association	<ul style="list-style-type: none"> To update the record To organise annual function of the Association To make efforts to strengthen the bond and to exploit the potential of Alumni in the growth and developmental activities of the Institute 	Dr.Mukesh Jain	(1) Dr. Anjali Acharya (2) Dr. Madhu Jain
43	Computer Stationery & Accessories Committee	<ul style="list-style-type: none"> All matters related with computer stationary, cartridge refiling, repairing & replacement, software's. 	Dr. Pragyesh Agrawal	(1)Dr. Anuj Hundait (2)Dr. S.S. Shrivastava (3)Dr. B.K. Sinha

IEHE – CLUBS

ACTIVITIES	SN	Name of the Clubs	Convenor	
<ul style="list-style-type: none"> To prepare the action plan & submit it to the Director. To enrol students members of the club To initiate activities as per approved plan. To submit the performance report to Director by the end of each Semester. Self appraisal. 	1.	<i>Literary</i>	Dr Sandhya Trivedi	Office bearers, Members & Student Representative declared by convenor separately
	2.	<i>Personality Development</i>	Dr Anupam Shukla	
	3.	<i>Nature & Adventure</i>	Dr Suchitra Benarji	
	4.	<i>Red Ribbon Club</i>	Dr. P.L. Sanodiya	
	5.	<i>Current Event & Cultural Activity Club</i>	Dr. Indu Pandey	
	6.	<i>C.V. Raman Club</i>	Dr. Pragyesh Agrawal	
	7.	<i>Rotract Club</i>	Dr. Anjali Jain	
	8.	<i>Sports Club</i>	Dr. V.S. Rai	
	9.	<i>Social Service Club</i>	Dr. Indira Barman	
	10.	<i>Tech cell once computer club</i>	Dr. Pragyesh Agrawal	
	11.	<i>Sakshatkar</i>	Dr. Anupam Shukla	
Note: All the departments should constitute their Societies/Clubs including students also for the co-curricular departmental activities.				

- Note:*
- (i) The convenors of different Committees/Cells/Clubs will identify the honorary faculty and student member to assist them in organizing various activities concerned with their respective committee/club/cell. The convener will prepare the plan of action for the activities proposed, record it in the note-sheet and take care of the stock, if any, related to the functioning of the Committee/Cell/Club and also put the signature on stock register. All faculty members of the Committee/Cell/Club will be equally responsible for the activities assigned as above.
 - (ii) Any notice/instruction issued by the Committee/Cell/Club should be countersigned by the Director.

- (iii) Any advance taken for the Conduction and smooth running of the activities, should be adjusted compulsorily within 15 days of completion of activities or 15th Feb. 2018 whichever is earlier.

Director