

Institute for Excellence in Higher Education, Bhopal

Academic Session: 2023-24

No: 44/विविध/830/2023-24

ORDER (w.e.f. 01-07-2023)

Bhopal, Date: 13-06-2023

महत्वपूर्ण दिशा-निर्देश :

1. समस्त समितियां/सेल शैक्षणिक सत्र 2023-24 के लिए प्लान ऑफ एक्शन तैयार कर आई.क्यू.ए.सी. से अग्रेषित करवाकर संचालक से अनुमोदित करायेंगे।
2. समस्त समितियां/सेल आवश्यकतानुसार नियमित अंतराल पर बैठकें आयोजित करेंगी एवं बैठक के मिनिट्स पंजी में दर्ज कर संचालक से अनुमोदित करायेंगे।
3. एक पृथक पंजी में समिति/सेल प्रत्येक किये गये कार्य का संक्षिप्त प्रतिवेदन तैयार करेंगे।
4. शैक्षणिक सत्र की समाप्ति पर सत्र के दौरान किये गये कार्यों की विस्तृत रिपोर्ट तैयार कर संचालक को प्रस्तुत की जायेगी जिसकी एक प्रति आई.क्यू.ए.सी. को अनिवार्यतः उपलब्ध कराना होगी।

Following committees have been constituted for the session 2023-24:

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
1	Academic Committee	<ul style="list-style-type: none">• To organise at least two meetings of Academic-Council in a year and to maintain the record of the same.• To coordinate the activities of the Boards of Studies.• To establish link with the University & other relevant agencies to get syllabi (Revised and new both) approved.• To organise the Degree Distribution Programme.• To look into issue related to subjects' selection in NEP.• To monitor implementation of NEP.• To look-after implementation of generic elective courses, Internship/Apprenticeship/Project etc.	Dr. Shailja Dubey Dr. Anjali Acharya	(1) Dr. Mahendra Singhai (2) Dr. A.S. Saluja (3) Dr. B.K. Sinha (4) Dr. Pushpa Rawtani (5) Smt. Chandrkanta Mourya Office support by- • Ms. Simmy Balyan • Smt. Seema Chouhan
2	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none">• To prepare and monitor the annual action plan of IQAC in collaboration with departments.• To organise regular internal & external meetings of IQAC.• To prepare and implement long-term action plan of IQAC.• To prepare and submit Annual Quality Assurance Report (AQAR).• To assign various responsibilities to IQAC members.• To form sub-committees/committees for effective functioning if required.• To collect and analyse feedback from the students, staff, parents & employers with the help of Examination Cell and Departments; and prepare action taken plan/report.• To organise Induction, orientation programmes, FDPs & workshops for the students and staff.• To scrutinise and submit 'Annual Confidential Report (ACR)' to higher authorities.• All activities related to NAAC.	Dr Anuj Hundet Dr. Jyoti Saxena	(1) Dr. Seeme Mahmood (2) Dr. Usha Kahol (3) Dr. Anjali Acharya (4) Dr. Sadhna Pandey (5) Dr. S.K. Jain (6) Dr. Madan Dhanora (7) Dr. Rachna Singh Thakur & Student Representatives Office support by- • Ms. Priyanka Rao
3	Planning & Evaluation	<ul style="list-style-type: none">• To organise meetings of the 'Academic Planning & Evaluation Board (APEB)' and to maintain the record of the same.• Formulation of implementation and monitoring of short term/long term Institutional Development plan.• To organise and evaluate the academic activities of the Institute with the support of IQAC.	Dr. Renu Jain (Member Secretary APEB) Dr. Sabhakant Dwivedi	(1) Dr. Pushpa Rawtani (2) Dr. Sadhna Pandey (3) Dr. M.S. Chouhan (4) Dr. B.K. Sinha
4	U.G.C. Cell (Autonomy)	<ul style="list-style-type: none">• To collect, identify and implement UGC schemes which can benefit the Institute.	Dr. Amit Jain	(1) Dr. N.R. Das

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
		<ul style="list-style-type: none"> Submission of the research project proposals to the UGC / AICTE within prescribed time limit & follow up thereafter. To prepare a plan to start professional courses like MBA/MCA/BPEd. To arrange bridge classes whenever necessary. To coordinate remedial classes for weaker students as per norms of UGC or as per government rules & directives. All other matters related to UGC / AICTE etc. 	Dr. Renu Jain	(2) Dr. Jaya Sharma (3) Dr. Ashish Chachondia (4) Dr. Amit Mandle • Ms. Geeta Tiwari
5	Examination Cell	<ul style="list-style-type: none"> Preparation & Conduction of examination, Preparation of the list of students not eligible for appearing in exams on account of Short Attendance & CCE marks. To organise at least three 'General Knowledge' objective type tests in each semester. To organise at least three 'Logic & Reasoning' objective type tests in each semester. To prepare a database of examiners. Preparation of result & declaration of the result and to co-ordinate with Continuous Evaluation & Result Committees. Displaying valued Answer Books of subject toppers in the library. To collect feedback from Examiners, Students, Parents & Staff (In consultation with IQAC); and analyse them. After declaring results organise department wise meetings to analyse results. To organise Workshop/Training programme for officials working in the Examination Cell of different autonomous Colleges & Universities. To organise question bank preparation workshops and explore the possibility of making question paper on the basis of question bank. To help other committees/cells in various matters like – providing data, printing of certificates, etc. All other matters related to Examinations. 	Dr. Mahipal Singh Yadav (Controller of Examination) Dr. R.K. Shrivastava (Deputy Controller of Examination) Dr. Mahendra Singhai (Deputy Controller of Examination)	(1) Dr. Manoj Ughade (Asstt. Controller of Examination) (2) Smt. Ankita Yadav (Asstt. Controller of Examination)
6	Research & Development Cell	<ul style="list-style-type: none"> To promote research activities and publication of research journal & research papers. Identify thrust areas of research & form cluster group of researchers. Collaborate with Industry, Research Organisations & Academic Institutes. Identification of funding agencies & extend guidance for preparation and submission of project proposals. Monitoring activities of Incubation Centre. 	Dr. Alok Rastogi Dr. Preeti Mishra	(1) Dr. M.S. Chouhan (2) Dr. B.K. Sinha (3) Dr. Manish Sharma (4) Dr. Manoj Ughade (5) Dr. Madan Dhanora
7	AISHE	<ul style="list-style-type: none"> To submit Institutional data on AISHE portal. All other matters related to AISHE. 	Dr. S.S. Shrivastava	(1) Dr. Ram Milan Singh (2) Dr. Manoj Ughade (3) Mohd. Shaheed
8	Assessment & Accreditation Committee for Innovative Pedagogy	<ul style="list-style-type: none"> To motivate faculty members to develop innovative pedagogy. To invite proposals in the beginning of each semester. To assess & accredit the pedagogy at the end of the session. 	Dr. Ajay K. Bharadwaj	(1) Dr. Anuj Hundet (2) Dr. Preeti Mishra (3) Dr. Renu Jain (4) Dr. Jyoti Saxena
9	Logic & Reasoning Test	<ul style="list-style-type: none"> To aware the students about the importance of Logic & Reasoning type questions in any competitive examinations. To prepare the panel of paper setters. To help in organising the test. 	Dr. Makhan Singh Chouhan	(1) Dr. Sabhakant Dwivedi (2) Dr. Anuj Hundet (3) Dr. Amit Jain

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
		<ul style="list-style-type: none"> To help in the preparation of objective type questions based on 'Logic & Reasoning'. To help in final answer key. 		
10	Finance Controlling & Budget	<ul style="list-style-type: none"> To make payments of confidential work (paper setting, valuation, revaluation, A/B checking, other remunerations etc.) & refund of caution money to students. To seek proposals from departments/committees/cells/clubs 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 of the Institute. To monitor all financial matters. 	Dr. Mukesh Jain (Controller of Finance) Dr. S.S. Shrivastava (Asstt. Controller of Finance)	(1) All Heads of Department (2) Accountant • Ms. Geeta Tiwari
11	Fee & Accounts	<ul style="list-style-type: none"> To manage and supervise all matters related to fees. To supervise maintenance of fees records. Weekly checking of the accounts prepared by the fee & accounts office. To study the problems related to fee deposition by students and to suggest student friendly ways. 	Dr. Sharda Gangwar Dr. A.S. Saluja	(1) Dr. S.K. Jain (2) Cont. of Exam (3) Accountant • Shri Tarun Chouhan
12	Account Checking & Income Tax	<ul style="list-style-type: none"> All matters related to Account Checking. All matters related to Tax Deduction at Source. Regular up-dation of Form 26AS, Yearly Salary Record, Form-16 etc. 	Dr. N.R. Das (Account Checking) Dr. Mahendra Singhai (Income Tax)	(1) Dr. A.S. Saluja (2) Dr. Ram Milan Singh
13	Establishment	<ul style="list-style-type: none"> All matters related to establishment of teaching/non-teaching Staff. 	Dr. Ajay Kumar Mishra Dr. N.R. Das	(1) Dr. Anil Kumar Pathak (2) Dr. A.S. Saluja (3) Dr. H.K. Garg (4) Dr. Sharda Gangwar (5) Smt. Gayatri Pandey (6) Shri R.D. Dehuliya
14	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 state Govt. or equivalent agency. To verify physically the material purchased in the Institute. 	Dr. Alok Rastogi Dr. Sabhakant Dwivedi	(1) Dr. Manoj Kumar Shukla (2) Dr. A.S. Saluja (3) Dr. Ruchira Choudhary (4) Dr. V.S. Rai • Shri Arvind Kushwaha
15	Store & Furniture	<ul style="list-style-type: none"> All matters related to Store & Furniture. 	Dr. B. K. Sinha Dr. Ramvilas Markam	(1) Dr. Ashish Chachondia (2) Dr. Surbhi Garde (3) Dr. Neelam Dwivedi • Smt. Kiran Nigam
16	Write Off & Auction	<ul style="list-style-type: none"> All matters related to 'Write Off'. All matters related to 'Auction'. Scraping of old Van. 	Dr. M.S. Chouhan Dr. N.R. Das	(1) Dr. Anil Kumar Pathak (2) Dr. V.S. Rai (3) Dr. D.K. Gupta (4) Dr. Pragya Gupta

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
17	Court-cases, Assembly Question and RTI	<ul style="list-style-type: none"> All matters related to court cases, Assembly Question and RTI. 	Dr. Manoj Kumar Shukla Dr. Anil Kumar Pathak	(1) Dr. Ajay K. Bharadwaj (2) Head Clerk • Smt. Tulsi Pal
18	C.M. Helpline	<ul style="list-style-type: none"> All matters related with the C.M. Helpline. 	Dr. Mukesh Jain Smt. Chandrakanta Mourya	(1) Dr. Ajay K. Bhardwaj • Smt. Tulsi Pal
19	(A) Construction:	<ul style="list-style-type: none"> All matters related to new construction. 	Dr. S.K. Dwivedi Dr. R.K. Shrivastava	(1) Dr. Usha Kahol (2) Dr. Ram Milan Singh
	(i) <i>Civil</i>	<ul style="list-style-type: none"> Construction & Maintenance of civil work. 	Dr B.K. Sinha	(1) Dr. M.S. Chouhan
	(ii) <i>Electric & Solar</i>	<ul style="list-style-type: none"> Installation of new electrical fixtures, etc & their maintenance. 	Dr A.K. Rastogi	(1) Dr. R.K. Shrivastava (2) Dr. S.S. Shrivastav
	(iii) <i>Campus Beautification</i>	<ul style="list-style-type: none"> To maintain cleanliness & beautification of the campus. To work in coordination with Security & Out Sourcing committee. To ensure safety of the plants/trees planted in the campus in coordination with NSS. To develop landscaping at appropriate places in the campus. 	Dr. Indira Barman Dr. Durgesh Kurmi	(1) Dr. Anupam Shukla (2) Dr. Ruchira Chaudhary (3) Dr. Smita Jain (4) Dr. Ramvilas Markam
	(B) Maintenance:			
	(i) <i>Computer, Printer, Photocopier & Refiling</i>	<ul style="list-style-type: none"> All matters related with computer stationary, cartridge refiling, repairing & replacement & software up- dation etc. 	Dr. Amit Jain	(1) Dr. Manoj Ughade (2) Dr. Amit Mandle
	(ii) <i>Classrooms etc</i>	<ul style="list-style-type: none"> All matters related with regular cleaning and maintenance of classrooms etc. 	Dr. Arti Shrivastava Dr. Manoj Ughade	With support of outsourcing employees
	(iii) <i>Girls Common Room</i>	<ul style="list-style-type: none"> All matters related with the maintenance of GCR. 	Smt. C. Anitha Smt. Neelam Dwivedi	
	(iv) <i>Water Fittings & Water Coolers</i>	<ul style="list-style-type: none"> All matters related with the maintenance of Water Coolers. 	Dr. Sandhya Trivedi Dr. S.K. Jain	With support of storekeeper & Mr Ramesh
	(v) <i>Furniture</i>	<ul style="list-style-type: none"> All matters related with the maintenance of furniture. 	Dr B.K. Sinha Dr. Manoj Ughade	With support of Mr Bhiyalal
	(vi) <i>Fire-extinguishers</i>	<ul style="list-style-type: none"> All matters related with the maintenance of fire-extinguishers. 	Dr. Anita Shinde Smt. Neelam Dwivedi	
20	Technical	<ul style="list-style-type: none"> To provide guidance in all matters related to technical specification for purchase of articles / equipment. 	Dr. Anuj Hundet Dr. Sunil Mishra	(1) Dr. R.K. Shrivastav (2) Dr. H.K. Garg (3) Dr. Amit Mandle
21	Security & Out Sourcing	<ul style="list-style-type: none"> All matters related to security work and parking. To control and supervise hiring services on out sourcing basis. 	Dr. Ajay K. Mishra Dr. N.R. Das	(1) Dr. Mukesh Jain (2) Dr. M.S. Chouhan
22	Publicity Cell	<ul style="list-style-type: none"> To develop measures and ensure that the Institute has appropriate place in the print & digital media. To maintain day to day record of the activities organised by different Committees/Cell/Clubs, especially Sports & Cultural activities proposed in the Academic Calendar of 2023-24. To keep a soft/hard copy of the report prepared for the press release. 	Dr. Rajshree Shastri Dr. A.K. Chaturvedi	(1) Dr. Arti Shrivastava (2) Dr. Arti Dubey (3) Dr. Jaya Sharma (4) Dr. Amit Mandle • Shri Saurabh Sen
23	Laboratory Up-gradation	<ul style="list-style-type: none"> All matters related to Lab up-gradation proposals. 	Dr. Anjali Acharya Dr. Ajay K. Bharadwaj	(1) Dr. Sudhir Jain (2) Dr. Rachna Singh Thakur
24	Prospectus & Handbook	<ul style="list-style-type: none"> To display and update courses, fee structure etc on website and in Prospectus and Handbook. To obtain necessary information from Academic, Finance, Planning & Evaluation committees in order to update the prospectus for forthcoming session. 	Dr. Seeme Mehmood Smt. Chandrakanta Mourya	(1) Dr. Anjali Acharya (2) Dr. Indu Pandey (3) Dr. Amit Mandle

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
		<ul style="list-style-type: none"> To prepare and publish approved Prospectus & Students Handbook. 		
25	IT Infrastructure Development & Maintenance Cell	<ul style="list-style-type: none"> Establishment and maintenance of intranet & internet facility. Up-dation of website and its management (security audit). Regular maintenance of Leased-line & IT equipment of the Institute. Technical support for the enrolment of students. All matters related to IT & ICT. 	Dr. Sunil Mishra Dr. Amit Jain	(1) Dr. R.K. Shrivastava (2) Dr. Akhilesh Shende (3) Dr. Amit Mandle (4) Shri Jainendra Harode (5) Shri Devendra Rajpoot
26	Admission (New)	<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. All matters related to enrolment of students with Barkatullah University. 	Dr. Sharda Gangwar Dr. S.S. Shrivastava	(1) Dr. A.K. Chaturvedi (2) Dr. Sunil Mishra (Enrol I/c) (3) Dr. Akhilesh Shende (4) Dr. Durgesh Kurmi (5) Dr. Amit Mandle (6) Shri Jainendra Harode <ul style="list-style-type: none"> Miss. Akanksha Simoliya Miss. Diksha Gawai
27	Admission • UG-II & III • PG Sem-III	<ul style="list-style-type: none"> All work related with admission to UG II & III Year Classes. To help students in selecting GEC, SEC & DSE courses. All work related with admission to PG Sem-III. 	Dr. Preeti Mishra Dr. Manoj Ughade	(1) Smt. Ankita Yadav (2) Smt. Chandrakanta Mourya
28	Girls' Hostel	<ul style="list-style-type: none"> Allotment of seats to the aspirants. To take necessary steps to maintain quality of food in the Mess. To monitor regular cleanliness in the hostel area specially in the kitchen and mess. To see whether appropriate choice of hostellers is taken consideration 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 activities for the hostellers. To arrange yoga and vocation course classes in the hostel. 	Dr. Anita Deshpande Smt. Chandrakanta Mourya	(1) Dr. Anupam Shukla (2) Dr. Sadhna Pandey (3) Dr. Rachna Singh Thakur (4) Ms. Archana Yadav & Student Representatives
29	Boy's Hostel	<ul style="list-style-type: none"> Allotment of seats to the aspirants. To take necessary steps to maintain quality of food in mess. To monitor regular cleanliness in the hostel area specially in the kitchen and mess. To see whether appropriate choice of hostellers is taken while preparing menu. To ensure that purified drinking water is supplied to the hostellers. To organise sports and cultural activities for the hostellers. To arrange yoga and vocational course classes in the hostel. 	Dr. Akhilesh Shende Dr. Ashish Chachondia	(1) Dr. A.K. Chaturvedi (2) Dr. B.K. Sinha (3) Dr. Sabhakant Dwivedi (4) Dr. Ramvilas Markam & Student Representatives
30	Time-Table	<ul style="list-style-type: none"> To prepare separate Time-Table for Commerce, Science & Arts 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. Indu Pandey Dr. Anjali Acharya	(1) Dr. Mahendra Singhai (2) Dr. A.S. Saluja <ul style="list-style-type: none"> Mr Hare Singh Chouhan
31	Tutor Guardian	<ul style="list-style-type: none"> To suggest methods to make the TG scheme more effective & useful. To appoint TGs and ensure report submission. 	Dr. Anupam Shukla Dr. Arti Shrivastava	(1) Dr. Rajshree Shastri (2) Mr. Shaheed (Exam Cell)

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		<ul style="list-style-type: none"> To organise Parents meeting as per the schedule mentioned in the prospectus. To revive Parents' Association in each department. 		(3) Shri Arvind Kushwaha & Student Representatives
32	Discipline & Anti-Ragging	<ul style="list-style-type: none"> To organise regular meetings of the committee and keep the records. To maintain discipline in the campus. To prepare and display rules and regulations of the institute. To take frequent and regular rounds to avoid ragging. To check uniform / Identity Card. To inform about the untoward incidents to Director. To forward the names of the students involved in in-disciplinary act to Director & 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. Sabhakant Dwivedi Dr. H.B. Gupta	(1) Dr. S.S. Vijayvargiya (2) Dr. Anita Shinde (3) Dr. Alok Rastogi (4) Dr. Anupam Shukla (5) Dr. Semme Mahmood (6) Dr. Ajay Kumar Mishra (7) Dr. Indira Barman (8) Dr. V.S. Rai (9) Shri Durgesh Kurmi & Student Representatives
33	Scholarship & Welfare Measures:			
	(i) Scholarships	All matters related to various scholarships. All matters related to compulsory students' insurance.	Dr. A.K. Chaturvedi (1) Smt. Ankita Yadav (2) Dr. Ramvilas Markam	<ul style="list-style-type: none"> Mr. Nilesh Rajput Ms. Simmy Balyan (Technical Assistance to all the scholarships mentioned below)
	(ii) SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships	All matters related with these scholarships (New & Renewal).	Dr. Jyoti Saxena Dr. D.K. Gupta	(1) Dr. Sandhya Trivedi (2) Dr. Ramvilas Markam
	(iii) SC/ST	Matters related to Scholarships and welfare of SC/ST students.	Dr. Surbhi Garde Dr. Jyoti Saxena	(1) Dr. D.K. Gupta (2) Dr. Ramvilas Markam
	(iv) OBC	Matters related to Scholarships (New & Renewable) & welfare of OBC students.	Dr. Neelam Dwivedi	(1) Dr. Durgesh Kurmi
	(v) Mukhyamantri Jan Kalyan Yojna	All matters related with these scholarships.	Dr. Pushpa Rawtani	(1) Dr. Jaya Sharma
	(vi) Central Sector	All matters related with these scholarships.	Dr. Arti Dubey	(1) Dr. S.K. Jain (2) Dr. Rajshree Shastri
	(vii) Institutes/merit cum means Scholarship & merit awards	<ul style="list-style-type: none"> All matters related with these scholarships. All matters related with N.P. Singh Memorial award. 	Dr. Usha Kahol	(1) Mrs. C. Anitha
	(viii) Gaon ki Beti & Pratibha Kiran	All matters related with these scholarships.	Dr. Sadhna Pandey	(1) Dr. Anita Shinde
	(ix) Minority	Matters related to scholarships & welfare of minority students.	Dr. A.S. Saluja	(1) Dr. Rajshree Shastri (2) Dr. S.K. Jain

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
	(x) Mukhyamantri Medhavi Vidhyarthi Yojna (MMVY)	All matters related with these Yojna.	Dr. S.S. Shrivastava	(1) Dr. Ram Milan Singh (2) Shri Amit Mandle
34	(i) Extra/Co-curricular Activities	<ul style="list-style-type: none"> To prepare cultural calendar in accordance with Academic Calendar of the Institute. To organise Extra Curricular activities as per the Academic Calendar 2023-2024. To organise Welcome, Farewell, Annual Function & Degree Distribution Programme. 	Dr. Indu Pandey Dr. Anita Deshpande	(1) Dr. Shailja Dubey (2) Dr. Sadhna Pandey (3) Dr. Indira Barman (4) Dr. V.S. Rai • Ms. Somakshi Batham
	(ii) Youth Festival	Organise various events and all the activities related with youth festival.	Dr Shailja Dubey Dr. Anita Deshpande	Smt. Chandrakanta Mourya & Student Representatives
35	Integration of Indian Knowledge System	<ul style="list-style-type: none"> Suggest measures regarding integration of Indian Knowledge System in the curricula of regular courses. (This committee shall work as a sub-committee under Academic-Committee)	Dr. Anita Deshpande Dr. Ranjana Verma	(1) Dr. Arti Shrivastava (2) Dr. Arti Dubey (3) Mrs. C. Anitha
36	(i) Library Advisory Committee	<ul style="list-style-type: none"> All matters related to Library Development including new construction. Give suggestions for regular working & up-gradation of library. Explore the possibility of E-Library dedicated for research scholars only. To suggest steps for the fast computerisation and upgradation of e-library. Any other suggestion as and when needed. 	Dr. A.K. Pathak Librarian Dr. Pragya Gupta Nayak (Secretary)	(1) Dr. Indu Pandey (2) Dr. Smita Jain (3) Dr. Arti Dubey (4) Dr. Surbhi Garde & Student Representatives
	(ii) Library Working Committee	<ul style="list-style-type: none"> To organise regular book fairs. To prepare a subject-wise record of the books available in library. To get a list of books required to be included in the library in accordance with NEP. To initiate purchase related matter (inviting the quotations, preparing comparative chart, placing orders). To initiate a process of write-off of the damaged/unused books. To prepare Statistics of library users & to get their feedback. To implement suggestion of Library Advisory Committee. 	Dr. Pragya Gupta Nayak (Librarian)	(1) Dr. Sandhya Trivedi (2) Dr. Jaya Sharma (3) Dr. Rachna Singh Thakur (4) Dr. Ram Milan Singh • Smt. Abha Sharma • Smt. Preeti Verma • Ms. Pinki Sikarwar • Shri Anar Singh
37	Sports Committee	<ul style="list-style-type: none"> Prepare Institute's sports calendar in accordance with DHE & BU. 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 Dr. A.K. Mishra	(1) Dr. Alok Kumar Rastogi (2) Dr. Mukesh Jain (3) Dr. Sadhna Pandey & Student Representatives
38	Vocational Cell (IEHE) ¼ Lokoyacu Hkou½	<ul style="list-style-type: none"> To introduce, run and manage the vocational courses offered by the Institute. To help third year students in project-work/Internship/apprenticeships/community-engagement under NEP. Explore the possibilities of new MOUs with NGOs & Artist etc. 	Dr. Madan Dhanora Dr. Ashish Chachondia	(1) Dr. Sandhya Trivedi (2) Dr. Nidhi Chouhan
39	Placement & Skill Development Cell	<ul style="list-style-type: none"> To organize competitions, provide vocational guidance and record keeping of placement. 	Dr. Manoj Ughade Dr. Preeti Mishra	(1) Dr. Mahipal Singh Yadav

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
		<ul style="list-style-type: none"> To Identify the vocational education area and visits to these areas. To organise invited lecturers 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. Explore the possibilities of new MOUs with industries, companies, etc. 		(2) Dr. Nidhi Chauhan & Student Representatives
40	National Service Scheme & Extension Activities Committee	<ul style="list-style-type: none"> To chalk out time-bound programme & get it approved by the Director for execution of the approved plan. To work in coordination with Campus Beautification committee. To organise Blood Donation Camps. To organise extension activities for overall development of students. 	Dr Indira Barman (Girls Unit) Dr. Ram Milan Singh (Boys Unit)	(1) Dr. Manish Sharma (2) Dr. Surbhi Garde (3) Dr. B.K. Sinha
41	N.C.C.	<ul style="list-style-type: none"> All activities related to NCC Boys & Girls Units. 	Dr. Durgesh Kurmi	Dr. Rachna Singh Thakur
42	Educational Tour & Industrial Visit	<ul style="list-style-type: none"> To plan & arrange educational tour. To execute the itinerary plan. 	Dr. H.B. Gupta Dr. Sabhakant Dwivedi	(1) Dr. Smita Jain (2) Dr. Usha Kahol (3) Dr. Sharda Gangwar & Student Representatives
43	Grievance Redressal Cell (Teaching, Non-Teaching & Students)	<ul style="list-style-type: none"> To resolve various problems of teaching and non-teaching staff & students of the Institute. 	Dr. H.B. Gupta Dr. Mahendra Singhai	(1) Dr. Anupam Shukla (2) Dr. A.K. Chaturvedi (3) Dr. Sharda Gangwar (4) Dr. H.K. Garg
44	Internal Complaints Committee	<ul style="list-style-type: none"> Effective enforcement of basic human rights. Promote gender equality through informative sessions. Ensure environment free of sexual harassment & abuse. 	Dr. Ranjana Verma Dr. Anita Deshpande	(1) Dr. Manoj Kumar Shukla (2) Dr. Preeti Mishra (3) Mrs. C. Anitha (4) Smt. Chandrakanta Mourya
45	E-Content Development	<ul style="list-style-type: none"> To promote & motivate faculty to develop e-content of their course program. To enrich the portal by uploading e-content of the Institutes educational program. To organise programmes and maintain Digital-Studio. 	Dr. R.K. Shrivastava Dr. Akhilesh Shende	(1) Dr. Madan Dhanora (2) Dr. Ram Milan Singh (3) Smt. Chandrakanta Mourya
46	Academic Monitoring Cell	<ul style="list-style-type: none"> To ensure academic excellence in the Teaching-Learning process of the Institute by planning and monitoring the academic activities, like regular conduction of classes, completion of syllabi, special lectures, etc. To plan and monitor seminars/conferences/workshops etc. organized by the departments. 	Dr. Anil Kumar Pathak Dr. Mahendra Singhai	(1) Dr. Mahipal Singh Yadav (2) Dr. Preeti Mishra (3) Dr. Renu Jain (4) Dr. Ranjana Verma

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
		<ul style="list-style-type: none"> • Optimum utilisation of CCE modes. • Ensure internal evaluation based on UGC guidelines of Nov. 2019. • To organise FDPs & Training programmes. • To scrutinise lectures of faculty members time to time for academic excellence. • To ensure academic upliftment of teaching faculty by sending them to National & International seminars/trainings etc. • This committee will work with IQAC to ensure the high quality of academics in the Institute. 		(5) Dr. Ashish Chachondia
47	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 approval of the Director. • To help Extra/Co-curricular Activities Committee in organising Welcome/Farewell Party, Annual Function, Degree Distribution Programme etc. 	Dr. Manoj Kumar Shukla Dr. Ajay Kumar Mishra	(1) Dr. Anita Deshpande (l/c Girls Hostel) (2) Dr. Akhilesh Shende (l/c Boys Hostel) (3) Ms. Archana Yadav
48	Photocopy & Stationery	<ul style="list-style-type: none"> • All Matters related to photocopy facilities during Institute's hours. • Explore the possibility for the availability of lecture notes of faculty members. 	Dr. B.K. Sinha Dr. S.K. Jain	(1) Smt. Gayatri Pandey
49	Alumni Support Committee	<ul style="list-style-type: none"> • To update the records of all pass outs of the Institute on IEHE portal. • Develop Student-Tracking System on IEHE portal. • To felicitate rank-holders of competitive examinations, achievers in UPSC/PSC etc. • To organise lectures of eminent Alumni on their expertise area. • To help in organising annual function of the Alumni Association. • To make efforts to strengthen the bond and to exploit the potential of Alumni in the growth and developmental activities of the Institute. • Expedite financial support from the Alumni. 	Dr. Mukesh Jain Smt. Ankita Yadav	(1) Dr. Indu Pandey (2) Dr. Rachna Singh Thakur
50	Research Journal	<ul style="list-style-type: none"> • To ensure procurement of e-ISSN. • To publish various issues of journal. • To establish and maintain the quality of journal. 	Dr. H.K. Garg Dr. Ajay K. Bhardwaj	(1) Dr. Manish Sharma (2) Dr. Sunil Mishra (3) Dr. Amit Mandle
51	Publication of Annual Magazine	<ul style="list-style-type: none"> • All matters related to publication of annual magazine. 	Dr. Amit Jain Dr. Smita Jain	(1) Dr. Akhilesh Shende (2) Dr. Jaya Sharma (3) Smt. Neelam Dwivedi (4) Dr. Nidhi Chouhan (5) Mr. Harsh Verma
52	Vocational Cell (NEP) ¼vk;ZHkV~V Hkou½	<ul style="list-style-type: none"> • To look into issues related to conduction of Vocational Courses offered under the umbrella of DHE. 	Dr. Ruchira Choudhary Dr. Usha Kahol	(1) Dr. Mahendra Singhai (2) Dr. Anjali Acharya (3) Dr. Akhilesh Shende (4) Dr. Nidhi Chouhan

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
53	Recruitment of Fulltime Temporary Faculty members	<ul style="list-style-type: none"> All matters related to the recruitment of fulltime temporary faculty members. 	Dr. Manoj Kumar Shukla Dr. Ajay Kumar Mishra	(1) Dr. Mahendra Singhai (2) Dr. Mukesh Jain (3) Dr. N.R. Das
54	E-Tender Committee	<ul style="list-style-type: none"> Activities related to tendering and e-tendering. 	Dr. Manoj Kumar Shukla Dr. Anuj Hundet	(1) Dr. Ajay Kumar Mishra (2) Dr. N.R. Das (3) Dr. V.S. Rai (4) Dr. Pragya Gupta Nayak (5) Dr. Amit Mandle
55	ISO9001, ISO140001, NIRF & Higher Education Governance Screening Card (HEGSC)	<ul style="list-style-type: none"> All matters related to ISO9001, ISO140001, NIF & HEGSC. 	Dr. A.S. Saluja Dr. H.K. Garg Dr. Seeme Mehmood	(1) Dr. Ruchira Choudhari (2) Dr. Ajay K. Bhardwaj (3) Dr. Anuj Hundet (4) Dr. Amit Mandle
56	Memorandum of Understanding (MOU)	<ul style="list-style-type: none"> All matters related to the functioning of MOUs & their record keeping. 	Dr. S.S. Vijayvargiya Dr. Indu Pandey	(1) Dr. M.S. Chouhan (2) Dr. Neelam Dwivedi
57	Incubation Centre	<ul style="list-style-type: none"> All matters related to incubation Centre and promotion to start-ups. 	Dr. Nidhi Chouhan Dr. Madan Dhanora	(1) Dr. Ram Milan Singh
58	E-Cell	<ul style="list-style-type: none"> All matters related to the electronic record keeping of Institute's important documents. 	Dr. Nidhi Chauhan Dr. R.K. Shrivastava	(1) Dr. Smita Jain (2) Dr. Alok Rastogi (3) Dr. Ranjana Verma (4) Dr. Sunil Mishra
59	SWAYAM / NPTEL	<ul style="list-style-type: none"> All matters related to local chapter of NPTEL/SWAYAM. 	Dr. R.K. Shrivastava Dr. Sharda Gangwar	(1) Dr. M.S. Chouhan
60	Academic Bank of Credit (ABC) & Digilocker	<ul style="list-style-type: none"> All matters related to ABC/Digilocker. 	Dr. R.K. Shrivastava Dr. Amit Jain	(1) Mohd. Saheed
61	Social Media: (i) Facebook (ii) Instagram (iii) You-tube	<ul style="list-style-type: none"> To update different social-media platforms with current geotagged photos, videos of various events organised in IEHE. 	Dr. Sharda Gangwar Dr. Akhilesh Shende	(1) Dr. Madan Dhanora (2) Mr. Harsh Varma (3) Dr. Nimra Saleem (4) Dr. Kamlesh Patel
62	Mental Health Cell	<ul style="list-style-type: none"> All matters related to the mental health of students. 	Dr. Anupam Shukla Dr. Rachna Singh Thakur	(1) Dr. Preeti Mishra (2) Dr. R.K. Shrivastava
63	E-Procurement of Goods & Services	<ul style="list-style-type: none"> All matters related to the purchases on GEM-portal. 	Dr. N.R. Das Dr. Akhilesh Shende	(1) Dr. Madan Dhanora (2) Dr. Amit Mandle

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
64	Energy Audit Committee	<ul style="list-style-type: none"> All matters related to the energy audit in the Institute. 	Dr. R.K. Shrivastava Dr Alok Rastogi	(1) Dr. Amit Jain (2) Dr. Sudhir Jain
65	Green & Environment Audit	<ul style="list-style-type: none"> All matters related to the green & environment audit in the Institute. 	Dr. Ranjana Verma Dr Ajay Kumar Bharadwaj	(1) Dr. Indira Barman (2) Dr. Usha Kahol
66	RUSA In-Charge	<ul style="list-style-type: none"> All matters related to the grant received under RUSA funded schemes. 	Dr. Anuj Hundet	Dr. Sunil Mishra
67	World Bank In-charge	<ul style="list-style-type: none"> All matters related to the grant received under World Bank funded schemes. 	Dr. Mukesh Jain	Dr. S.S. Shrivastava

IEHE – CLUBS

ACTIVITIES	SN	Name of the Club	Convenor	Office bearers, members & student representative declared by the convenors separately.
<ul style="list-style-type: none">To prepare the action plan & submit it to the Director for approval.To enrol student members of the club.To initiate activities as per approved plan.To update the webpage/website on IEHE portalTo submit the performance report to Director by the end of each Semester.	1.	Literary	Dr. Seeme Mahmood (Associate Professor of English)	
	2.	Personality Development	Dr. Anupam Shukla (Professor of Psychology)	
	3.	Nature	Dr. Ranjana Verma (Professor of Biotechnology)	
	4.	Red Ribbon Club	Dr. Indira Barman (Associate Professor of Sociology)	
	5.	Cultural Activity Club	Dr. Indu Pandey (Professor of Political Science)	
	6.	Dr. C.V. Raman Club	Dr. S.K. Jain (Associate Professor of Physics)	
	7.	Rotract Club	Dr. Mahipal Singh Yadav (Professor of Economics)	
	8.	Sports Club	Dr. V.S. Rai (Sports Officer)	
	9.	Social Service Club	Dr. Indira Barman (Associate Professor of Sociology)	
	10.	Techcellence Club	Dr. Mukesh Jain (Professor of Commerce)	
	11.	साक्षात्कार क्लब	Dr. Preeti Mishra (Professor of Commerce)	
	12.	उद्घोष क्लब	Smt. Ankita Yadav (Assistant Professor of Geography)	
	13.	समदृष्टि क्लब	Dr. Shailja Dubey (Professor of Sociology)	
	14.	मानवता क्लब (Empathy)	Dr. Sharda Gangwar (Professor of Commerce)	
	15.	ज्ञानार्जन मंच	Dr. Pragya Nayak (Librarian)	
	16.	Energy Club	Dr. Amit Jain (Associate Professor of Physics) Dr. Durgesh Kurmi (Assistant Professor of Geography) Smt. Chandrakanta Mourya (Assistant Professor of Clinical Nutrition & Dietetics)	
	17.	Chem Catalyst Club	Dr. Pushpa Rawtani (Professor of Chemistry)	
Note to HODs: All the departments should constitute their Societies/Clubs including students also for the co-curricular departmental activities.				

विशेष टीप: उपरोक्त समितियों, सेल एवं क्लब के अतिरिक्त मध्यप्रदेश शासन, उच्च शिक्षा विभाग द्वारा समय-समय पर जारी दिशानिर्देशों के अनुरूप पूर्व में गठित समितियां, सेल एवं क्लब यथावत कार्यरत रहेंगे।

- Note:**
- The convenors of different Committees/Cells/Clubs will identify the full-time temporary faculty and student member to assist them in organizing various activities concerned with their respective committee/club/cell. The convenor 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 sign on stock register. All faculty members of the Committee/Cell/Club will be equally responsible for the activities assigned as above.
 - Any notice/instruction issued by the Committee/Cell/Club should be countersigned by the Director.
 - Any advance taken for the conduction and smooth running of the activities should be adjusted compulsorily within 15 days of completion of activities or before 15th Feb of the session whichever is earlier.
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(Dr. Pragyesh Kumar Agrawal)
 In-charge Director

Ref No: 44/विधि/2023-24/831

Bhopal, Date: 13/06/2023

Copy to: (i) To all Committee/Cell Convenors (ii) To all the HODs (iii) IT Cell (to upload on portal) (iv) Head Clerk (v) Accountant (vi) Store


Administrative Officer


IQAC Coordinator