

Institute for Excellence in Higher Education, Bhopal

Academic Session: 2024-25

No: 44/विविध/855/2024-25

ORDER

Bhopal, Date: 24-06-2024

महत्वपूर्ण दिशा-निर्देश

- समस्त समितियां/सेल शैक्षणिक सत्र 2024-25 के लिए प्लान ऑफ एक्शन तैयार कर आई.क्यू.ए.सी. से अग्रेषित करवाकर संचालक से अनुमोदित करायेंगे।
- समस्त समितियां/सेल आवश्यकतानुसार नियमित अंतराल पर बैठकें आयोजित करेंगी एवं बैठक के मिनिट्स पंजी में दर्ज कर संचालक से अनुमोदित करायेंगे।
- एक पृथक पंजी में समिति/सेल प्रत्येक किये गये कार्य का संक्षिप्त प्रतिवेदन तैयार करेंगे।
- 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।

The following committees have been constituted for the session 2024-25:

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
1	Academic Committee	<ul style="list-style-type: none">To organize at least two meetings of the Academic Council in a year and to maintain the record of the sameTo coordinate the activities of the Boards of StudiesTo establish a link with the University & other relevant agencies to get syllabi (Revised and new) approvedTo organize the Certificate/Medal/Degree Distribution ProgrammeTo look into issues related to subjects' selection in NEPTo monitor the implementation of NEPTo look after implementing generic elective courses, Internships/Apprenticeships/Projects, etc.	Dr. Shailja Dubey Dr. Anjali Acharya	(1) Dr. Seemen Mahmood (2) Dr. Preeti Mishra (3) Dr. M.S. Chauhan Office support by- <ul style="list-style-type: none">Ms. Simmy BalyanSmt. 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 organize regular internal & external meetings of IQAC.To prepare and implement the long-term action plan of IQAC.To prepare and submit the 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 the Examination Cell and Departments; and prepare action taken plan/report.To organize Induction, orientation programmes, FDPs& workshops for the students and staff.To scrutinize and submit the 'Annual Confidential Report (ACR)' to higher authorities.All activities related to IQAC and NAAC.	Dr Anuj Hundet Dr. Jyoti Saxena	(1) Dr. Seemen Mahmood (2) Dr. Usha Kahol (3) Dr. Anjali Acharya (4) Dr. Sadhna Pandey (5) Dr. S.K. Jain (6) Dr. Nidhi Chauhan (7) Dr. Rachna Singh Thakur (8) Dr. Saman Ashfaq (9) Dr. Ram Milan Singh (10) Dr. Manoj Ughade (11) Mrs. Ankita Patel (12) Dr. Meenakshi Rathi (13) Mrs. Anamika Kujur <ul style="list-style-type: none">Ms. Priyanka Rao

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
3	Planning & Evaluation	<ul style="list-style-type: none"> To organize 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 organize and evaluate the academic activities of the Institute with the support of IQAC. 	Dr. Renu Jain (Member Secretary APEB) Dr. Sabhakant Dwivedi	(1) Dr. Ruchira Chaudhary (2) Dr. Pushpa Rawtani
4	U.G.C. Cell (Autonomy)	<ul style="list-style-type: none"> To collect, identify, and implement UGC schemes that benefit the Institute. Submission of the research project proposals to the UGC / AICTE within the prescribed time limit & follow-up after that. To prepare a plan to start professional courses like MBA/BCA/BSc (Agri)/BCom (Retail Management), BPEd, etc. 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. Amit Jain Dr. Renu Jain	(1) Dr. Mukesh Jain (2) Dr. H. K. Garg • 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 organize at least three 'General Knowledge' objective type tests in each semester. To organize at least three 'Logic & Reasoning' objective-type tests in each semester. To prepare a database of examiners. Preparation of results & declaration of the result and 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 analyze them. After declaring results organise department-wise meetings to analyse results. To organize a Workshop/Training programme for officials working in the Examination Cell of different autonomous Colleges & Universities. To organize question bank preparation workshops and explore the possibility of making question paper based on question bank. To help other committees/cells in various matters like – providing data, printing of certificates, etc. Maintaining the sanctity of the entire examination process and 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 journals & research papers Identify areas of research & form a 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. Jyoti Saxena Dr. Sharda Gangwar	(1) Dr. Ram Milan Sing (2) Dr. Manoj Ughade

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
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 Dr. Ram Milan Singh	(1) 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 at the beginning of each semester To assess & accredit the pedagogy at the end of the session 	Dr. Anuj Hundet Dr. Jyoti Saxena	(1) Dr. Ajay K. Bharadwaj
9	Logic & Reasoning Test	<ul style="list-style-type: none"> To make the students aware of the importance of Logic & Reasoning type questions in competitive examinations To prepare the panel of paper setters To help in organizing the test To help in the preparation of objective-type questions based on 'Logic & Reasoning' To help in final answer key 	Dr. Makhan Singh Chouhan Dr. Sabhakant Dwivedi	(1) Dr. Ajay Kumar Bhardwaj
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 the approval of the budget from the 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	Fees Committee	<ul style="list-style-type: none"> To manage and supervise all matters related to fees To supervise maintenance of fee records Weekly checking of the accounts prepared by the fee & accounts office To study the problems related to student fee deposition and suggest student-friendly ways 	Dr. Sharda Gangwar Dr. S. S. Shrivastava	(1) Dr. Ankita Patel (2) Cont. of Exam (3) Accountant • Ms. Deeksha Gawai
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. Ankita Patel (2) Dr. M. S. Chauhan
13	Establishment	<ul style="list-style-type: none"> All matters related to the establishment of teaching/non-teaching Staff 	Dr. N.R. Das Dr. Mahipal Singh Yadav	(1) Dr. Sharda Gangwar (2) Dr. A.S. Saluja (3) Dr. H.K. Garg (4) Smt. Gayatri Pandey (5) Shri R.D. Dehuliya
14	Purchase Committee	<ul style="list-style-type: none"> To examine & dispose of the purchase-related files of different departments To guide the departments on matters related to purchase To recommend purchase as per store purchase rules of state Govt. or equivalent agency 	Dr. A. S. Saluja Dr. Sabhakant Dwivedi	(1) Dr. Sharda Gangwar (2) Dr. Alok Rastogi (3) Dr. V.S. Rai

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		<ul style="list-style-type: none"> To verify physically the material purchased in the Institute 		(4) Dr. Pragya Gupta Nayak (5) Dr. Arti Shrivastava <ul style="list-style-type: none"> Shri Arvind Kushwaha
15	Store	<ul style="list-style-type: none"> All matters related to Store & Furniture. 	Dr. Jaya Sharma Dr. Surabhi Garde	(1) Dr. Rambilas Markam (2) Shri Sanjiv Rathore <ul style="list-style-type: none"> Sh. Saurabh Sen
16	Furniture	<ul style="list-style-type: none"> Procurement of New and Repairing of Old Furniture All issues related to placement and shifting of furniture Record Keeping of the entire furniture of the institute 	Dr. B. K. Sinha Dr. S. K. Jain	Smt. Neelam Dwivedi
17	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. Pragya Gupta Nayak (2) Rambilas Markam (3) Shri Sanjiv Rathore
18	Court Cases, Assembly Questions, and RTI	<ul style="list-style-type: none"> All matters related to court cases, Assembly Questions, and RTI. 	Dr. Mukesh Jain Dr. Ajay K. Bharadwaj	(1) Dr. Indu Pandey <ul style="list-style-type: none"> Head Clerk Smt. Tulsi Pal
19	C.M. Helpline	<ul style="list-style-type: none"> All matters related to the C.M. Helpline. 	Dr. Mukesh Jain Smt. Chandrakanta Mourya	(1) Dr. Ashok K. Chaturvedi <ul style="list-style-type: none"> Smt. Tulsi Pal
20	(A) Construction	<ul style="list-style-type: none"> All matters related to new constructions 	Dr. S. K. Dwivedi Dr. R. K. Shrivastava	(1) Dr. Durgesh Kurmi
	<i>(i) Civil</i>	<ul style="list-style-type: none"> Construction & Maintenance of civil work. 	Dr. B. K. Sinha	(1) Dr. M. S. Chouhan
	<i>(ii) Electric & Solar</i>	<ul style="list-style-type: none"> Installation of new electrical fixtures, etc & their maintenance. 	Dr. R. K. Shrivastava	(1) Dr. A. K. Rastogi (2) Dr. S. S. Shrivastav
	<i>(iii) Campus Beautification</i>	<ul style="list-style-type: none"> To maintain cleanliness & beautification of the campus To work in coordination with the Security & Out Sourcing committee To ensure the safety of the plants/trees planted on the campus in coordination with NSS To develop landscaping at appropriate places on the campus 	Dr. Sadhna Pandey Mrs. Ankita Patel	(1) Dr. Anupam Shukla (2) Dr. Ruchira Chaudhary (3) Dr. Smita Jain
	(B) Maintenance			
	<i>(i) Computer, Printer, Photocopier & Refiling</i>	<ul style="list-style-type: none"> All matters related to computer stationery, cartridge refilling, repair & replacement & software updating, etc. 	Dr. Amit Jain	(1) Dr. Manoj Ughade (2) Dr. Amit Mandle
	<i>(ii) Classrooms, washrooms and corridors</i>	<ul style="list-style-type: none"> All matters related to regular cleaning and maintenance of classrooms, etc. 	Dr. Arti Shrivastava Dr. Rambilas Markam	With the support of outsourcing employees, Store, Plumber, and Carpenter
	<i>(iii) Girls Common Room</i>	<ul style="list-style-type: none"> All matters related to the maintenance of GCR 	Smt. C. Anitha Dr. Indira Barman	
	<i>(iv) Water Fittings & Water Coolers</i>	<ul style="list-style-type: none"> All matters related to the maintenance of Water Coolers 	Dr. Sandhya Trivedi Dr. S.K. Jain	
	<i>(v) Fire Audit and Fire Safety</i>	<ul style="list-style-type: none"> All matters related to the fire safety and maintenance of fire extinguishers 	Dr. Sabhakant Dwivedi Dr. H. B. Gupta Dr. R. K. Shrivastava	

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21	Technical Committee	<ul style="list-style-type: none"> To guide in all matters related to technical specifications for the purchase of articles/equipment. 	Dr. Anuj Hundet Dr. Sunil Mishra	(1) Dr. R.K. Shrivastav (2) Dr. Pushpa Rawtani (3) Dr. Amit Mandle
22	Security & Out Sourcing	<ul style="list-style-type: none"> All tender, billing, security, and parking matters related to outsourcing agency To control and supervise hiring services on an outsourcing basis 	Dr. A. S. Saluja Dr. N.R. Das	(1) Dr. Ajay Kumar Mishra (2) Dr. Anita Deshpande (3) Dr. Ashish Chachondia
23	Laboratory Up-gradation and maintenance	<ul style="list-style-type: none"> All matters related to Laboratory up-gradation To look into the maintenance and preparation of SOPs for all labs 	Dr. Anjali Acharya Dr. Ajay K. Bharadwaj	(1) Dr. Sudhir Jain (2) Shri Sanjiv Rathore (3) Ms Simmy Balyan
24	Prospectus & Handbook	<ul style="list-style-type: none"> To display and update courses, fee structure, etc on the website and in the Prospectus and Handbook To obtain necessary information from Academic, Finance, Planning & Evaluation committees to update the prospectus for the forthcoming session To prepare and publish the approved Prospectus & Students' Handbook 	Dr. Seemen Mehmood Dr. Anjali Acharya	(1) Dr. H. K. Garg (2) Dr. Amit Mandle (3) Ms. Simmy Balyan
25	IT Infrastructure Development & Maintenance Cell	<ul style="list-style-type: none"> Establishment and maintenance of intranet & internet facility. Updating 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. R.K. Shrivastava	(1) Dr. Akhilesh Shende (2) Dr. Amit Mandle (3) Shri Jainendra Harode (4) 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 to admission All matters related to the enrolment of students with Barkatullah University 	Dr. Sharda Gangwar Dr. S.S. Shrivastava	(1) Dr. A.K. Chaturvedi (2) Dr. Sunil Mishra (3) Dr. Akhilesh Shende (4) Dr. Durgesh Kurmi (5) Shri Jainendra Harode • Miss. Akanksha Simoliya
27	Admission • UG-II, III, and IV Year • PG Sem-III	<ul style="list-style-type: none"> All work related to admission to UG II, III-, and IV-Year Classes. To help students in selecting GEC, SEC & DSE courses. All work related to admission to PG Sem-III. 	Dr. Preeti Mishra Smt. Anamika Kujur	(1) Dr. Jaya Sharma (2) Smt. Ankita Yadav
28	Girls' Hostel	<ul style="list-style-type: none"> Allotment of seats to the aspirants. To take necessary steps to maintain food quality in the Mess. To monitor regular cleanliness in the hostel area, especially in the kitchen and mess. To see whether the appropriate choice of hostellers is taken into consideration while preparing the menu To ensure that purified drinking water is supplied to the hostellers. To ensure regular doctor visits in the hostel and maintain visitor's books. To organize regular sports and cultural activities for the hostellers. 	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

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
		<ul style="list-style-type: none"> To arrange yoga and vocation course classes in the hostel. 		
29	Boy's Hostel	<ul style="list-style-type: none"> Allotment of seats to the aspirants. To take necessary steps to maintain the food quality in the mess. To monitor regular cleanliness in the hostel area especially in the kitchen and mess. To see whether an appropriate choice of hostellers is taken while preparing the menu. To ensure that purified drinking water is supplied to the hostellers. To organize 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. Rambilas 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. M. S. Chauhan • 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 To organize parent meetings as per the schedule mentioned in the prospectus To revive the Parents' Association in each department 	Dr. Anupam Shukla Dr. Pushpa Rawtani	(1) Dr. Durgesh Kurmi (2) Mr. Shaheed (Exam Cell) (3) Shri Arvind Kushwaha & Student Representatives
32	Discipline & Anti-Ragging	<ul style="list-style-type: none"> To organize regular meetings of the committee and keep the records To maintain discipline in the campus. To prepare and display the 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 disciplinary acts to the Director & to keep a record of them. To provide an opportunity for hearing to students involved in indiscipline. To recommend action against the students involved in in-disciplinary acts. To deal with the matter of raging in the Campus, if any. 	Dr. Sabhakant Dwivedi Dr. H.B. Gupta	(1) Dr. S.S. Vijayvargiya (2) Dr. Alok Rastogi (3) Dr. Anupam Shukla (4) Dr. Seemen Mahmood (5) Dr. Ruchira Chaudhary (6) Dr. Indira Barman (7) Dr. V.S. Rai & Student Representatives
33	Scholarship & Welfare Measures			
	(i) <i>Scholarships</i>	All matters related to various scholarships. All matters related to compulsory student' insurance.	Dr. A.K. Chaturvedi (1) Smt. Ankita Yadav (2) Dr. Rambilas Markam	<ul style="list-style-type: none"> Mr. Nilesh Rajput Ms. Simmy Balyan <i>(Technical Assistance to all the scholarships mentioned below)</i>
	(ii) <i>SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships</i>	All matters related to these scholarships (New & Renewal).	Smt. Anamika Kujur	(1) Dr. Sandhya Trivedi

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	(iii) SC/ST	Matters related to Scholarships and the welfare of SC/ST students.	Dr. Surbhi Garde Dr. Jyoti Saxena	(1) Dr. Rachna Singh Thakur (2) Dr. Rambilas Markam
	(iv) OBC	Matters related to Scholarships (New & Renewable) & welfare of OBC students.	Smt. Neelam Dwivedi	(1) Dr. Durgesh Kurmi
	(v)MMVY & MMJKY	All matters related to these scholarships.	Dr. S.S. Shrivastava Dr. Ram Milan Singh	(1) Dr. Jaya Sharma (2) Dr. Amit Mandle
	(vi) Central Sector	All matters related to these scholarships.	Dr. S.K. Jain	(1) Dr. Arti Dubey
	(vii) Institutes/merit cum means Scholarship & merit awards	<ul style="list-style-type: none"> All matters related to these scholarships. All matters related to N.P. Singh Memorial Award. 	Dr. Usha Kahol	(1) Mrs. C. Anitha
	(viii) Gaon ki Beti & Pratibha Kiran	All matters related to these scholarships.	Dr. Sadhna Pandey	(1) Dr. Anita Shinde
	(ix) Minority	Matters related to scholarships& welfare of minority students.	Dr. Saman Ashfaq	(1) Dr. S.K. Jain
34	(i) Extra/Co-curricular Activities	<ul style="list-style-type: none"> To prepare a cultural calendar following Academic Calendar of the Institute To organise Extra Curricular activities as per the Academic Calendar 2023-2024. To organize 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	To organize various events and all the activities related to the youth festival.	Dr Shailja Dubey Dr. Anita Deshpande	Smt. Chandrakanta Mourya & Student Representatives
35	Integration of the Indian Knowledge System विचार प्रवाह	<ul style="list-style-type: none"> Suggest measures regarding integration of the Indian Knowledge System in the curricula of regular courses. (This committee shall work as a sub-committee under the Academic Committee)	Dr. Anita Deshpande Dr. Ranjana Verma	(1) Dr. Arti Shrivastava (2) 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 to research scholars only. To suggest steps for the fast computerisation and upgradation of e-library. Any other suggestion as and when needed. 	Dr. Smita Jain Dr. Pragya Gupta Nayak	(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 organize 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 following NEP. 	Dr. Pragya Gupta Nayak (Librarian)	(1) Dr. Sandhya Trivedi (2) Dr. Jaya Sharma • Smt. Abha Sharma • Smt. Preeti Verma • Ms. Pinki Sikarwar

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		<ul style="list-style-type: none"> To initiate purchase-related matters (inviting quotations, preparing comparative charts, 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. 		• Shri Anar Singh
37	Sports Committee	<ul style="list-style-type: none"> Prepare the Institute's sports calendar following DHE & BU To organize activities as per the Sports Calendar of the Institute Execution of the approved plan as per calendar To organise an Annual Sports Competition 	Dr. V.S. Rai Dr. Sadhna Pandey	(1) Dr. Alok Kumar Rastogi (2) Dr. Mukesh Jain & Student Representatives
38	Vocational Cell (IEHE)	<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 & Artists, etc 	Dr. Ashish Chachondia Dr. Sandhya Trivedi	Smt. C. Anitha
39	Placement & Skill Development Cell	<ul style="list-style-type: none"> To organize competitions, provide vocational guidance, and keep placement records. To Identify the vocational education area and visits to these areas. To organize invited lecturers of resource persons. To organize career and vocational guidance workshops, Training & Placement. To invite potential organizations/companies for campus placement. To guide students in ensuring their suitable placement. To work in coordination with the Alumni Association. Explore the possibilities of new MOUs with industries, companies, etc. 	Dr. Meenakshi Rathi Dr. Manoj Ughade	(1) Dr. Preeti Mishra (2) Dr. Nidhi Chauhan & Student Representatives
40	National Service Scheme & Extension Activities Committee	<ul style="list-style-type: none"> To chalk out a time-bound programme & get it approved by the Director for execution of the approved plan To work in coordination with the Campus Beautification Committee To organize Blood Donation Camps To organize extension activities for the overall development of students 	Dr Indira Barman (Girls Unit) Dr. Ram Milan Singh (Boys Unit)	(1) Dr. Arti Dubey (2) Dr. Surbhi Garde (3) Dr. Rambilas Markam
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. Sharda Gangwar	(1) Dr. Smita Jain (2) Dr. Usha Kahol & Student Representatives
43	Grievance Redressal Cell	<ul style="list-style-type: none"> To resolve various problems of teaching and non-teaching staff & students of the Institute. 	Dr. Mahipal Singh Yadav Dr. Mahendra Singhai	(1) Dr. Anupam Shukla (2) Dr. A.K. Chaturvedi

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	<i>(Teaching, Non-Teaching & Students)</i>			(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. H.B. Gupta (2) Mrs. C. Anitha
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. Meenakshi Rathi	(1) Dr. Akhilesh Shende
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. • 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. 	Dr. Sandhya Trivedi Dr. Renu Jain	(1) Dr. Preeti Mishra
47	Mess & Canteen Committee, Coffee Shop	<ul style="list-style-type: none"> • All matters related to Canteen and Coffee Shop management • To make all arrangements for the important meetings as per approval of the Director • To help Extra/Co-curricular Activities Committee in organizing Welcome/Farewell Party, Annual Function, Degree Distribution Programme, etc 	Dr. Usha Kahol Dr. Sabhakant Dwivedi	(1) Smt. Chandrakanta Maurya (2) Dr. Akhilesh Shende (3) Ms. Archana Yadav
48	Photocopy & Stationery	<ul style="list-style-type: none"> • All Matters related to photocopy facilities during the Institute's hours. • Explore the possibility of 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 the IEHE portal • Develop a Student-Tracking System on the IEHE portal • To felicitate rank-holders of competitive examinations, achievers in UPSC/PSC, etc • To organize lectures of eminent Alumni on their expertise area • To help in organizing the 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. Meenakshi Rathi Smt. Ankita Yadav	(1) Dr. Indu Pandey (2) Dr. Manoj Ughade

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
50	Research Journal The Quest	<ul style="list-style-type: none"> To ensure procurement of e-ISSN. To publish various issues of the journal To establish and maintain the quality of the journal 	Dr. H. K. Garg Dr. Ajay K. Bhardwaj	(1) Dr. Sunil Mishra (2) Dr. Amit Mandle
51	Multidisciplinary Research Journal based on IKS	<ul style="list-style-type: none"> To ensure procurement of e-ISSN. To publish various issues of the journal To establish and maintain the quality of the journal 	Dr. R. K. Shrivastava Dr. Meenakshi Rathi	Dr. Nidhi Chauhan
52	Publication of Annual Magazine	<ul style="list-style-type: none"> All matters related to the publication of the annual magazine. 	Dr. Amit Jain Dr. Smita Jain	(1) Dr. Saman Ashfaq (2) Smt. Neelam Dwivedi (3) Dr. Nidhi Chouhan
53	Vocational Cell (NEP)	<ul style="list-style-type: none"> To look into issues related to the 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. Ashish Chachondia
54	Recruitment of full-time temporary Faculty members	<ul style="list-style-type: none"> All matters related to the recruitment of full-time temporary faculty members. 	Dr. N. R. Das Dr. A. S. Saluja	(1) Dr. Mahendra Singhai (2) Dr. Mukesh Jain
55	E-Tender Committee	<ul style="list-style-type: none"> Activities related to tendering and e-tendering. 	Dr. Anuj Hundet Dr. Akhilesh Shende Dr. M.S. Chauhan	(1) Dr. N.R. Das (2) Dr. V. S. Rai (3) Dr. Pragya Gupta Nayak (4) Dr. Amit Mandle
56	ISO9001, ISO140001, NIRF	<ul style="list-style-type: none"> All matters related to ISO9001, ISO140001, NIRF & HEGSC 	Dr. A.S. Saluja Dr. Anuj Hundet	(1) Dr. Ruchira Choudhari (2) Dr. Seemen Mehmood (3) Dr. Amit Mandle
57	Memorandum of Understanding (MOU)	<ul style="list-style-type: none"> All matters related to the functioning of MOUs & their record keeping. 	Dr. Surabhi Garde Smt. Neelam Dwivedi	(1) Dr. S. S. Vijayvargiya
58	Incubation Centre & IIC	<ul style="list-style-type: none"> All matters related to incubation centres and promotion to start-ups. 	Dr. Nidhi Chouhan Dr. Meenakshi Rathi	(1) Dr. R K. Shrivastava (2) Dr. Saman Ashfaq
59	E-Cell	<ul style="list-style-type: none"> All matters related to the electronic record keeping of the Institute's important documents 	Dr. S.S. Shrivastava Dr. Rachna Singh Thakur	(1) Dr. Sunil Mishra
60	SWAYAM/ NPTEL	<ul style="list-style-type: none"> All matters related to the local chapter of NPTEL/SWAYAM. 	Dr. R. K. Shrivastava Dr. Sharda Gangwar	(1) Dr. Shailaja Dubey
61	Academic Bank of Credit (ABC) & Digilocker	<ul style="list-style-type: none"> All matters related to ABC/Digilocker. 	Dr. R. K. Shrivastava	(1) Mohd. Shahid

S.N.	Name of the Committees / Cell	Activities	Convenor/ Co-convenor	Members
			Dr. Amit Jain	
62	Social, Print, and Electronic Media	<ul style="list-style-type: none"> To develop measures and ensure that the Institute has an appropriate place in the print & digital media. To maintain day-to-day records of the activities organized 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. To update different social-media platforms with current geotagged photos, and videos of various events organized in IEHE 	Dr. Preeti Mishra Dr. Arti Shrivastava Dr. Pragya Gupta Nayak	(1) Smt. Ankita Yadav (2) Smt. Anamika Kujur (3) Dr. Amit Mandle
63	Mental Health Cell	<ul style="list-style-type: none"> All matters related to the mental health of students. 	Dr. Anupam Shukla	(1) Dr. Jaya Sharma
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. Pushpa Rawtani (2) Dr. Sudhir Jain
65	Annual Progress Report	<ul style="list-style-type: none"> Compilation of records and preparation of annual progress report of the institute 	Dr. Rachna Singh Thakur Smt. Ankita Yadav	Dr. Saman Ashfaq
66	Green & Environment Audit	<ul style="list-style-type: none"> All matters related to the green & environment audit in the Institute. 	Dr. Ajay Kumar Bharadwaj Dr. Usha Kahol	(1) Smt. Neelam Dwivedi
67	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
68	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
69	Posters, Banners, Flex and Sign Boards	<ul style="list-style-type: none"> All matters related to the tender, compiled orders for printing/making Posters, Banners, Flex and Sign Boards from various departments/committees, verification of work and recommendation for payments 	Dr. Arti Dubey Smt. Anamika Kujur	Dr. Ashish Chachondia

IEHE – CLUBS

ACTIVITIES	SN	Name of the Club	Convenor	
<ul style="list-style-type: none"> To prepare the action plan & submit it to the Director for approval To enroll student members of the club To initiate activities as per the approved plan To update the webpage/website on the IEHE portal To submit the performance report to the Director by the end of each Semester 	1.	Literary	Dr. Seemen Mahmood (Associate Professor of English)	Office bearers, members & student representatives declared by the convenors separately.
	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.	Rotaract 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. Sabhakant Dwivedi (Professor of Commerce)	
	11.	Sakshatkar Club	Dr. Preeti Mishra (Professor of Commerce)	
	12.	Udghosh	Smt. Ankita Yadav (Assistant Professor of Geography)	
	13.	Samdrishti	Dr. Shailja Dubey (Professor of Sociology)	
	14.	Manvta (Empathy)	Dr. Sharda Gangwar (Professor of Commerce)	
	15.	Gyananrjan Manch	Dr. Pragya Gupta Nayak (Librarian)	
	16.	Energy Club	Dr. Amit Jain (Associate Professor of Physics) Dr. Durgesh Kurmi (Assistant Professor of Geography)	
	17.	Chem Catalyst Club	Dr. Pushpa Rawtani (Professor of Chemistry)	
	18.	Harit Vasundhara	Dr. Ram Milan Singh, Smt. Ankita Patel	
	19.	Aarogyam	Smt. Chandrakanta Maurya, Dr. Ruchira Chaudhary	
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 members 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.

(Dr. Pragyesk Kumar Agrawal)
In-charge Director

Ref No: 856/विधि/2024-25; Bhopal, Date: 24/06/2024

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Administrative Officer IQAC Coordinator

IEHE – CLUBS

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(Dr. Pragyesk Kumar Agrawal)

IN CHARGE
INSTITUTE FOR EXCELLENCE
IN HIGHER EDUCATION
BHOHAL-2024

Administrative Officer

IQAC Coordinator