



उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल Institute for Excellence in Higher Education, Bhopal



Office: WALMI Hills, Kolar Road, Bhopal - 462016 Tele: (0755) 2492433, 2492460
E-mail: iehebhpal@mp.gov.in, iehe.iqac2020@gmail.com, Website: <https://www.iehe.ac.in>

Construction Committees (Year-wise)

Year: 2019-2020

For construction committee please see S.N. 17 as highlighted by yellow rectangular box

Institute for Excellence in Higher Education, Bhopal

Academic Session: 2019-2020

No: 44/Vividh/2019-20/2823

ORDER

Bhopal, Date: 05/12/2019

FOLLOWING COMMITTEES HAVE BEEN CONSTITUTED FOR THE SESSION 2019-2020

30 नवम्बर, 2019 की स्थिति में विभिन्न समितियाँ निम्नानुसार हैं :-

S.N.	Name of the Committee / Cell	Activities	Convenor	Members
1	Academic Committee	- 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 Suchitra Banerjee	(1) Dr Anita Shinde (Co-Convenor) (2) Dr Shailja Dube (3) Dr. Makhan Singh Chouhan (4) Dr. B.K. Sinha
2	IQAC Cell	- 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 Anuj Hundet	(1) Dr. Seeme Mahmood (Co-Convenor) (2) Dr. Jyoti Saxena (3) Dr. Anupam Shukla (4) Dr. Sadhna Pandey (5) Dr. Renu Jain (6) Dr. S.K. Jain
3	Planning & Evaluation Committee	- 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 - Evaluate and organise the academic activities of the Institute - Orientation programmes & work shop for the students and staff	Dr Anjali Jain	(1) Dr. D. K. Gupta (Co-Convenor) (2) Dr. Pushpa M. Rawtani (3) Dr. Swamiswaroop Shrivastav
4	U.G.C. Committee, NAAC & Autonomous	- 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 their 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 conducting the remedial classes for weaker students as per norms of UGC or as per Govt. Rules/directions	Dr Gyan S. Gautam	(1) Dr.Amit Jain (Co-Convenor) (2) Dr. Anjali Acharya (3) Dr. N.R. Das (4) Dr. Manish Sharma (5) Dr. A.K. Chaturvedi (6) Dr. Renu Jain (7) Dr. Manisha Sharma (V.Cell) (8) Shri Mukhtar (Eng.Deptt.) (9) Shri Amit Mandle

DIRECTOR,
INSTITUTE FOR EXCELLENCE
IN HIGHER EDUCATION
BHOPAL-462016

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You can also visit committee details (year wise) through the link:
<https://www.iehe.ac.in/PageContent.aspx?ID=En&PID=oxm+AGYZZq4sV/qu66wE+i2xxw0+S PCI5YXkGi0enC4=>



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14	Write Off & Auction Committee	- All matters related to 'Write Off' - All matters related to 'Auction'	Dr D.K. Gupta	(1) Dr. A.K. Chaturvedi (Co-Convenor) (2) Dr. Mukesh Jain (3) Dr. Pragna Gupta (4) Shri R.D. Dihuliyia
15	Court cases, Assembly Question and RTI	All matters related to court cases, Assembly Question and RTI	Dr V.K. Shukla	(1) Dr. Manoj Shukla (Co-Convenor) (2) Dr. Mahipal S. Yadav (3) Shri R.D. Dihuliyia (HC) (4) Smt. Tulsi Pal
16	C.M. Helpline	All matters related with the C.M. Helpline	Dr. Shishir Joshi	(1) Dr. D.K. Soranki (Co-Convenor) (2) Smt. Tulsi Pal
17	Construction :	All matters related to new construction	Dr Shirish Joshi	Shri K.S. Mohan
	(i) Maintenance Civil	maintenance civil work	Dr. Benoy K. Sinha	Shri Atul Saxena
	(ii) Maintenance Electric	maintenance Electric work	Dr. A.K. Rastogi	
	(iii) Campus Cleanliness, Beautification & greenery Development	- 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 (Co-Convenor) (2) Dr. Sandhya Prasad (3) Dr. Sandhya Prasad
18	Technical Committee	To provide guidance in all matters related to purchase of articles/equipment's for technical specification	Dr. Anuj Hundet	(1) Dr. Manoj Kumar Shukla (Co-Convenor) (2) Dr. Sunil Mishra (3) Dr. Mahipal Singh (4) Dr. Anjali Acharya (5) Dr. Mahendra Singhai (6) Dr. Amit Mandle
19	Security & Out Sourcing Committee	- 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. A. S. Saluja (Co-Convenor) (2) Dr. Mukesh Jain (3) Dr. Manis Sharma
20	Publicity Cell	- 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 2019-20 - To keep a soft/hard copy of the report prepared for the press release	Dr Arti Shirvastava	(1) Dr. Kalpana Mailik (Co-Convenor) (2) Dr. Seeme Mahmood (3) Shri Amit Mandle (4) Shri Saurabh (5) Student Representatives
21	Laboratory upgradation committee	All matters related preparation of proposal of Lab upgradation	Dr Sarita Shirivastava	(1) Dr. Pankaja Shukla (Co-Convenor) (2) Dr. Ajay K. Bharadwaj (3) Dr. Shirish Joshi (4) Dr. Renu Jain
22	Prospectus & Handbook	- To update courses, fee structure etc. - To obtain necessary information from Academic, Finance, Planning & Evaluation committees in order to update the prospectus for forthcoming session. - To submit updated draft of prospectus (session for next session) - To publish approved prospectus & Hand book	Dr Anjali Acharya	(1) Dr. Suchitra Banerjee (Co-Convenor) (2) Dr. Mukesh Jain (3) Dr. Seemen Mehamood
23	IT Infrastructure Development & Maintenance Cell	- 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 matters related to IT & ICT	Dr Sunil Mishra	(1) Dr. Amit Jain (Co-Convenor) (2) Dr. R.K. Shrivastava (3) Shri Amit Mandle (4) Shailesh Deshmukh (5) Jainendra Harode

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24	Admission	- 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 (Co-Convenor) (2) Shri Amit Mandle (3) Shri Shailesh Deshmukh (4) Shri Jainendra Harode
25	Girls' Hostel	- 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 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 a activities - To arrange yoga classes in the hostel	Dr Anita Deshpande	(1) Dr Sadhna pandey (Co-Convenor) (2) Prof. C. Anitha (3) Dr Manisha Sharma (4) Girls Hostel Manager (5) Student Representatives
26	Boy's Hostel	- 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 organise sports and cultural a activities - To arrange yoga classes in the hostel	Dr. Manish Sharma	(1) Dr. Manoj K. Shukla (Co-Convenor) (2) Dr. Shirish Joshi (3) Dr. Mukesh jain (4) Dr. A.S. Saluja (5) Dr. B.K. Sinha (6) Shri Atul Saxena
27	Time Table Committee	- 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 Indu Pandey	Co-ordinator for Time-table & GA: (1) Dr Anjali Acharya (2) Dr Semee Mehmood (3) Dr Mahendra Singhai
28	Tutor Guardian	- 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 Anupam Shukla	(1) Dr Deepa Jouhari (Co-Convenor) (2) Dr. Chanda Jain (3) Dr. Renu Jain (4) Dr. Saheed (Exam Cell) (5) Student Representatives
29	Discipline & Anti-Ragging Committee	- 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 / Identity Card - To inform about the untoward incidents to Director - To forward the names of the students involved 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	(1) Dr S.S. Vijayvargiya (Co-Convenor) (2) Dr. G.S. Gautam (3) Dr. Anita Deshpande (4) Dr. V.S. Rai (5) Student Representatives
30	(i) SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships (New & Renewal)	All matters related with these scholarships	Dr. Sarita Shrivastava	(1) Dr. D.K. Gupta (Co-Convenor) (2) Dr. Sandhya Trivedi



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	(ii) OBC Scholarships (new & renewal)	All matters related with these scholarships	Dr. S.K. Jain	(1) Prof. Govind Rai (Co-Convenor) (2) Dr. Anita Shinde (3) Dr. Sandhya Prasad
	(iii) Institutes/merit cum means Scholarship & merit awards	All matters related with these scholarships	Dr. Pankaja Shukla	(1) Dr. Usha Kahol (Co-Convenor)
	(iv) Gaon ki Beti/Pratibha Kiran/Vikramaditya/Lalima Scholarships	All matters related with these scholarships	Dr. Sadhna Pandey	(1) Dr. Jaya Sharma (Co-Convenor) (2) Prof. C. Anitha
	(v) Avagaman Bhatta (For Girls)	All matters related with this Yojna	from closed 2015	
	(vi) Central Sector/ Minority /Inspired Scholarships	All matters related with these scholarships	Dr. Arti Shrivastava	(1) Dr. Rajshri Shastri (Co-Convenor) (2) Dr. A. S. Saluja
31	(i) Extra/Co-curricular Activities	- 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 Pandey	(1) Dr. Shirish Joshi (Co-Convenor) (2) Dr. Anita Deshpande (3) Dr. Kalpana Malik (4) Dr. Anuj Hundet (5) Dr. Sadhna Pandey (6) Dr. V.S. Rai
	(ii) Youth Festival	Organise various events and all the activities related with youth festival	Dr. Shailja Dube	(1) Dr. Anita Deshpande (Co-Convenor) (2) Dr. Arti Dube (3) Dr. Manisha Sharma (4) Ms Archana Yadav (5) Honorary faculty members (6) Student Representatives
32	Mukhyamantri Medhavi Yojna	All matters related with these Yojna	Dr. S.S. Shrivastava	(1) Dr. Sharda Gangwar (Co-Convenor) (2) Dr. Sadhna Pandey (3) Dr. Mahendra Singhai (4) All HODs (5) Shri Amit Mandle
33	(i) Library / Reading Room/ Library Card	- 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 (Co-Convenor) (ii) Dr. Sarita Shrivastava (iii) Dr. Indu Pandey
	(ii) Library Development Committees	All matters related with Library Development	Dr. Pramod Patil	(1) Dr. Pankaja Shukla (Co-Convenor) (2) Dr. Arti Dubey (3) Dr. D.S. Solanki
34	Sports	- 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 (Co-Convenor) (2) Dr. Alok Kumar Rastogi (3) Dr. Mukesh Jain (4) Dr. Sadhna Pandey (5) Student representatives

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35	Placement Skill Development Cell	- Competition, Vocational Guidance - To identify the vocational education area and visits to these area - 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 (Co-Convenor) (2) Dr. Mahipal Singh Yadav (3) Prof. G.S. Rai (4) Dr. Manisha Sharma (5) Honorary faculty members (6) Student Representatives
36	National Service Scheme & Extension Activities Committee	- 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 initiate extension activities in the nearby – Village areas	Dr Indira Barman (Girls Unit) Prof. G.S. Rai (Boys Unit)	(1) Dr. Arti Dube (Co-Convenor) (2) Dr. Dinesh Kumar Gupta (3) Dr. N.R. Das (4) Dr. Sandhya Prasad
37	N.C.C.	All activities related to NCC	Dr. Manish Sharma	—
38	Educational Tour & Industrial Visit	- 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. S.K. Dwivedi (Co-Convenor) (2) Student Representatives
39	Grievance Redressal Cell (Staff Teaching & Non Teaching)	To resolve various problems complaints of Employees	Dr Sunil Mishra	(1) Dr. Mahendra Singhai (Co-Convenor) (2) Student Representatives
40	Women grievances Redressal Cell	To remove various problems on complaints of Employees	Dr Pankaja Shukla	(1) Dr. Sandhya Prasad (Co-Convenor) (2) Dr. Preeti Mishra (3) Prof. C. Anitha (4) Student representative
41	Mess & Canteen Committee	- 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 (Co-Convenor) (2) Dr. Anita Deshpandey (3) Shri Atul Saxena (4) Ms. Archana Yadav (5) Students Representatives
42	Photocopy, PCO & STD	All Matters related to Photocopy, PCO & STD facilities during Institute's hours	Dr. Pramod Patil	(1) Dr. Manisha Sharma (Co-Convenor) (2) Shri R.D. Dihuliya (H.C.)
43	Alumni Association	- 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 (Co-Convenor) (2) Dr. Madhu Jain
44	Computer Stationery & Accessories Committee	All matters related with computer stationary, cartridge refilling, repairing & replacement, softwares.	Dr. B.K. Sinha	(1) Dr. Anuj Hundait (Co-Convenor) (2) Dr. S.S. Shrivastava
45	S.C./S.T. Cell (All other matters except scholarship)	All matters related to the students of S.C./S.T. (except scholarship matters)	Dr. Sarita Shrivastav	(1) Dr. Pankaja Shukla (Co-Convenor) (2) Dr. Arti Shrivastav (3) Dr. D.K. Gupta (4) Dr. S.K. Jain (5) Dr. Sadhna Pandey
46	Mukhyamantri Jan kalyan Yojna	•	Dr. A.K. Chaturvedi	

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IEHE – CLUBS

ACTIVITIES	SN	Name of the Clubs	Convenor	Office bearers, Members & Student Representative declared by convenor separately
• 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	
	2.	<i>Personality Development</i>	Dr Anupam Shukla	
	3.	<i>Nature & Adventure</i>	Dr Suchitra Benarji	
	4.	<i>Red Ribbon Club</i>	Dr. Indira Barman	
	5.	<i>Current Event & Cultural Activity Club</i>	Dr. Indu Pandey	
	6.	<i>C.V. Raman Club</i>	Dr. S.K. Jain	
	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 computer club</i>	Dr. HOD Computer Science	
	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:
- 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 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 put the signature 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 15th Feb. 2018 whichever is earlier.

RefNo: 44/Vividh/2019-20/2834/19-20

Copy to: (i) To all Committee Convenor
(ii) To all the HOD (iii) Head Clerk (iv) Accountant (v) Store

Director

06/12/19

DIRECTOR
INSTITUTE FOR EXCELLENCE
IN HIGHER EDUCATION
BHOHAL-462016

Director

06/12/19

DIRECTOR
INSTITUTE FOR EXCELLENCE
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Year: 2020-2021

For construction committee please see S.N. 17 as highlighted by yellow rectangular box

Institute for Excellence in Higher Education, Bhopal

Academic Session: 2020-21 (New List from January-21)

No: 44/Vividh/2020-21/.....

ORDER

Bhopal, Date: -----

FOLLOWING COMMITTEES HAVE BEEN CONSTITUTED FOR THE SESSION 2019

S.N	Name of the Committee / Cell	Activities	Convenor	Members
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5	Exam Cell	• 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, Revaluation 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 Mahipal Singh Yadav	(1) Dr R.K. Shrivastav (Co-Convenor) (2) Dr Makhan Singh Chouhan (3) Dr. Sabhakant Dwivedi (4) Dr. Mahendra Singhai
6	Research Developments, Publication of Journal & Annual Magazine	• 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. Alok Rastogi	(1) Dr. Preeti Mishra (Co-Convenor) (2) Dr. R.K. Shrivastava
7	Finance controlling & Budget	• 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. Sharda Gangwar (Co-Convenor) (2) Dr. Mukesh Jain (3) All heads of Department (4) Accountant
8	Fee & Accounts	• To manage and supervise all matters related to fees • To supervise maintenance of Fees records • To Supervise refunds of caution money	Dr. Sharda Gangwar	(1) Dr. Mukesh Jain (Co-Convenor) (2) Dr. G.S. Rai (3) Accountant
9	Account Checking Committee	• All other matters related to Account Checking	Dr. Mukesh Jain	(1) Prof. G.S. Rai (Co-Convenor) (2) Dr. Amarjeet S. Saluja
10	Income Tax	• 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 (Co-Convenor) (2) Dr. N.R. Das (3) Accountant
11	Establishment	• All matters related to establishment of teaching/non teaching Staff • Matters related to honorary faculty	Dr. Ajay Kumar Mishra	(1) Dr. Manish Sharma (Co-Convenor) (2) Dr. N.R. Das (3) Dr Sharda Gangwar (4) Shri R.D. Dehuliya
12	Purchase Committee	• 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. Alok Rastogi	(1) Dr. Sabhakant Dwivedi (Co-Convenor) (2) Dr. M.K. Shukla (3) Dr. Dr. B.K. Sinha (4) Dr Anita Deshpandey (5) Dr. V.S. Rai
13	Store & Furniture	• All matters related to Store & Furniture	Dr B. K. Sinha	(1) Dr R.K. Shrivastava (Co-Convenor)



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				(2) Dr Manish Sharma (3) Dr M. Singhai
14	Write Off & Auction Committee	- All matters related to 'Write Off' - All matters related to 'Auction'	Dr D.K. Gupta	(1) Dr. A.K. Chaturvedi (Co-Convenor) (2) Dr. Mukesh Jain (3) Dr. V.K. Shukla (4) Dr. Shirish Joshi (5) Dr. N.R. Das (6) Dr. Pragya Gupta (7) Shri R.D. Dehuliyia
15	Court cases, Assembly Question and RTI	All matters related to court cases, Assembly Question and RTI	Dr V.K. Shukla	(1) Dr. Manoj Shukla (Co-Convenor) (2) Dr. Mahipal S. Yadav (3) Shri R.D. Dehuliyia (HC) (4) Smt. Tulsi Pal
16	C.M. Helpline	All matters related with the C.M. Helpline	Dr Shirish Joshi	(1) Dr. D.K. Solanki (Co-Convenor)
17	Construction :	All matters related to new construction	Dr B.K. Sinha	(2) Shri. Tulsi Pal
	(i) Maintenance Civil	maintenance civil work	Dr B.K. Sinha	Shri K.S. Mohan Shri Atul Saxena
	(ii) Maintenance Electric	maintenance Electric work	Dr A.K. Rastogi	
	(iii) Campus Cleanliness, Beautification & greenery Development	- 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 (Co-Convenor) (2) Dr. Sandhya Prasad (3) Shri Atul Saxena
18	Technical Committee	To provide guidance in all matters related to purchase of articles/equipment's for technical specification	Dr. Anuj Hundet	(1) Dr. Manoj Kumar Shukla (Co-Convenor) (2) Dr. Sunil Mishra (3) Dr. Mahipal Singh (4) Dr. Anjali Acharya (5) Dr. Mahendra Singhai (6) Dr. Amit Mandle
19	Security & Out Sourcing Committee	- 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. A. S. Saluja (Co-Convenor) (2) Dr. Mukesh Jain (3) Dr. Manis Sharma
20	Publicity Cell	- 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 2019-20 - To keep a soft/hard copy of the report prepared for the press release	Dr Arti Shirvastava	(1) Dr. Kalpana Mailik (Co-Convenor) (2) Dr. Seema Mahmood (3) Shri Amit Mandle (4) Shri Saurabh (5) Student Representatives
21	Laboratory upgradation committee	All matters related preparation of proposal of Lab upgradation	Dr Sarita Shirivastava	(1) Dr. Pankaja Shukla (Co-Convenor) (2) Dr. Ajay K. Bharadwaj (3) Dr. Shirish Joshi (4) Dr. Renu Jain
22	Prospectus & Handbook	- To update courses, fee structure etc. - To obtain necessary information from Academic, Finance, Planning & Evaluation committees in order to update the prospectus for forthcoming session. - To submit updated draft of prospectus (session for next session) - To publish approved prospectus & Hand book	Dr Anjali Acharya	(1) Dr Suchitra Banerjee (Co-Convenor) (2) Dr Mukesh Jain (3) Dr. Seemen Mehamood
23	IT Infrastructure	Establishment and maintenance of intranet	Dr Sunil Mishra	(1) Dr. Amit Jain (Co-Convenor)

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	Development & Maintenance Cell	- 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 matters related to IT & ICT		(2) Dr. R.K. Shrivastava (3) Shri Amit Mandle (4) Shailesh Deshmukh (5) Jainendra Harode
24	Admission	- 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 (Co-Convenor) (2) Shri Amit Mandle (3) Shri Shailesh Deshmukh (4) Shri Jainendra Harode
25	Girls' Hostel	- 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 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 a activities - To arrange yoga classes in the hostel	Dr Anita Deshpande	(1) Dr Sadhna pandey (Co-Convenor) (2) Dr Anjali Achary (3) Dr Anupam Shukla (4) Ms. Archana Yadav (5) Smt. Girija Kumari
26	Boy's Hostel	- 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 organise sports and cultural a activities - To arrange yoga classes in the hostel	Dr. Manish Sharma	(1) Dr. Manoj K. Shukla (Co-Convenor) (2) Dr. Shirish Joshi (3) Dr. Mukesh jain (4) Dr. A.S. Saluja (5) Dr. B.K. Sinha (6) Shri Atul Saxena
27	Time Table Committee	- 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 Indu Pandey	Co-ordinator for Time-table & GA: (1) Dr Anjali Acharya (2) Dr Semeer Mehamood (3) Dr Mahendra Singhai
28	Tutor Guardian	- 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 Anupam Shukla	(1) Dr Deepa Jouhari (Co-Convenor) (2) Dr. Chanda Jain (3) Dr. Renu Jain (4) Dr. Saheed (Exam Cell) (5) Student Representatives
29	Discipline & Anti-Ragging Committee	- 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 / Identity Card - To inform about the untoward incidents to Director - To forward the names of the students involved in indisciplinary 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	(1) Dr V.K. Shukla (Co-Convenor) (2) Dr. Alok Rastogi (3) Dr. Ranjana Verma (4) Dr. D.K. Gupta (5) Dr. Anita Deshpande (6) Dr. Anupam Shukla (7) Prof. G.S. Rai (8) Dr. V.S. Rai (9) Dr. Nidhi Paraser (10) Shri Amritlal Patel

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30	(i) SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships (New & Renewal)	All matters related with these scholarships	Dr. Jyoti Saxena	(1) Dr. D.K. Gupta (Co-Convenor) (2) Dr. Sandhya Trivedi
	(ii) OBC Scholarships (new & renewal)	All matters related with these scholarships	Dr. Anita Shinde	(1) Prof. Govind Rai (Co-Convenor) (2) Dr. Sandhya Prasad
	(iii) Institutes/merit cum means Scholarship & merit awards	All matters related with these scholarships	Dr. Pankaja Shukla	(1) Dr. Usha Kahol (Co-Convenor)
	(iv) Gaon ki Beti/Pratibha Kiran/Vikramaditya/Lalima Scholarships	All matters related with these scholarships	Dr. Sadhna Pandey	(1) Dr. Jaya Sharma (Co-Convenor) (2) Prof. C. Anitha
	(v) Avagaman Bhatta (For Girls)	All matters related with this Yojna	from closed 2015	
	(vi) Central Sector/ Minority /Inspired Scholarships	All matters related with these scholarships	Dr. Arti Shrivastava	(1) Dr. Rajshri Shastri (Co-Convenor) (2) Dr. A. S. Saluja
31	(i) Extra/Co-curricular Activities	- 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 Pandey	(1) Dr. Shirish Joshi (Co-Convenor) (2) Dr. Anita Deshpande (3) Dr. Kalpana Malik (4) Dr. Anuj Hundet (5) Dr. Sadhna Pandey (6) Dr. V.S. Rai
	(ii) Youth Festival	Organise various events and all the activities related with youth festival	Dr. Shailja Dube	(1) Dr. Anita Deshpande (Co-Convenor) (2) Dr. Arti Dube (3) Dr. Manisha Sharma (4) Ms Archana Yadav (5) Honorary faculty members (6) Student Representatives
32	Mukhyamantri Medhavi Yojna	All matters related with these Yojna	Dr. S.S. Shrivastava	(1) Dr. Sharda Gangwar (Co-Convenor) (2) Dr. Sadhna Pandey (3) Dr. Mahendra Singhai (4) All HODs (5) Shri Amit Mandle
33	(i) Library / Reading Room/ Library Card	- 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 (Co-Convenor) (ii) Dr. Sarita Shrivastava (iii) Dr. Indu Pandey



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(ii) Library Development Committees	All matters related with Library Development	Dr. Pankaja Shukla	(1) Dr. Arti Dubey (Co-Convenor) (2) Dr. D.S. Solanki
34 Sports	- To organise activities as per the Sports Calender 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 (Co-Convenor) (2) Dr Alok Kumar Rastogi (3) Dr. Mukesh Jain (4) Dr Sadhna Pandey (5) Student representatives
35 Placement Skill Development Cell	Competition, Vocational Guidance - To Identify the vocational education area and visits to these area - 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 (Co-Convenor) (2) Dr Mahipal Singh Yadav (3) Prof. G.S. Rai (4) Dr Manisha Sharma (5) Honorary faculty members (6) Student Representatives
36 National Service Scheme & Extension Activities Committee	- 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 initiate extension activities in the nearby – Village areas	Dr Indira Barman (Girls Unit) Prof. G.S. Rai (Boys Unit)	(1) Dr Arti Dube (Co-Convenor) (2) Dr Dinesh Kumar Gupta (3) Dr. N.R. Das (4) Dr. Sandhya Prasad
37 N.C.C.	All activities related to NCC	Dr. Manish Sharma	—
38 Educational Tour & Industrial Visit	- 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. S.K. Dwivedi (Co-Convenor) (2) Student Representatives
39 Grievance Redressal Cell (Staff Teaching & Non Teaching)	To resolve various problems complaints of Employees	Dr Sunil Mishra	(1) Dr Mahendra Singhai (Co-Convenor) (2) Student Representatives
40 Women grievances Redressal Cell	To remove various problems on complaints of Employees	Dr Pankaja Shukla	(1) Dr Sandhya Prasad (Co-Convenor) (2) Dr Preeti Mishra (3) Prof. C. Anitha (4) Student representative
41 Mess & Canteen Committee	- 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 (Co-Convenor) (2) Dr. Anita Deshpandey (3) Shri Atul Saxena (4) Ms. Archana Yadav (5) Students Representatives
42 Photocopy, PCO & STD	All Matters related to Photocopy, PCO & STD facilities during Institute's hours	Dr. Pramod Patil	(1) Dr. Manisha Sharma (Co-Convenor) (2) Shri R.D. Dihuliya (H.C.)



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43	Alumni Association	- 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 (Co-Convenor) (2) Dr. Madhu Jain
44	Computer Stationery & Accessories Committee	All matters related with computer stationary, cartridge refilling, repairing & replacement, softwares.	Dr. B.K. Sinha	(1) Dr. Anuj Hundait (Co-Convenor) (2) Dr. S.S. Shrivastava
45	S.C./S.T. Cell (All other matters except scholarship)	All matters related to the students of S.C./S.T. (except scholarship matters)	Dr. Sarita Shrivastav	(1) Dr. Pankaja Shukla (Co-Convenor) (2) Dr. Arti Shrivastav (3) Dr. D.K. Gupta (4) Dr. S.K. Jain (5) Dr. Sadhna Pandey
46	Mukhyamantri Jan kalyan Yojna	•	Dr. Jaya Sharma	

IEHE – CLUBS

ACTIVITIES	SN	Name of the Clubs	Convenor	Office bearers, Members & Student Representative declared by convenor separately
• 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	
	2.	<i>Personality Development</i>	Dr Anupam Shukla	
	3.	<i>Nature & Adventure</i>	Dr Suchitra Benarji	
	4.	<i>Red Ribbon Club</i>	Dr. Indira Barman	
	5.	<i>Current Event & Cultural Activity Club</i>	Dr. Indu Pandey	
	6.	<i>C.V. Raman Club</i>	Dr. S.K. Jain	
	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 computer club</i>	Dr. HOD Computer Science	
	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:
- 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 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 put the signature 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 15th Feb. 2018 whichever is earlier.

Director



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Year: 2020-21

For construction committee please see S.N. 17 as highlighted by yellow rectangular box

Institute for Excellence in Higher Education, Bhopal
Academic Session: 2021-22 (New List form 07-05-2022)

No: 44/Vividh/-324-/2022 Bhopal, Date: 07-05-2022

ORDER

FOLLOWING COMMITTEES HAVE BEEN CONSTITUTED FOR THE SESSION 2021-22 & ONWARDS

S.N.	Name of the Committee / Cell	Activities	Convenor	Members
1	Academic Committee	- 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 - To look into issue related to subjects selection in NEP - To monitor implementation of NEP	Dr. Shailja Dubey	(1) Dr. Anjali Acharya (Co-Convenor) (2) Dr. Makhan Singh Chouhan (3) Dr. B.K. Sinha (4) Prof. S.D. Mishra (5) Dr. Ranjana Verma (6) Ms. Simmy Balyan
2	IQAC Cell (Updated)	- 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 - All activities related to NAAC - To look after generic elective courses Internship/ project etc.	Dr Anuj Hundet	(1) Dr. Jyoti Saxena (Co-Convenor) (2) Dr. Seeme Mahmood (3) Dr. Preeti Mishra (4) Dr. Manish Sharma (5) Dr. Usha Kahol (6) Dr. Anjali Acharya (7) Dr. Sadhna Pandey (8) Dr. S.K. Jain
3	Planning & Evaluation Committee	- 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 - Evaluate and organise the academic activities of the Institute - Orientation programmes & work shop for the students and staff	Dr S.S. Vijayvargiya	(1) Dr. S.S. Shrivastav (Co-Convenor) (2) Dr. D.K. Gupta (3) Dr. Pushpa M. Rawtani (4) Dr. S.D. Mishra (5) Dr. Anshu Saluja
4	U.G.C. Committee (Autonomy)	- 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 their 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 conducting the remedial classes for weaker students as per norms of UGC or as per Govt. Rules/directions	Dr Gyan S. Gautam	(1) Dr. Amit Jain (Co-Convenor) (2) Dr. Anjali Acharya (3) Dr. N.R. Das (4) Dr. Neelam Dwivedi (5) Dr. Renu Jain (6) Shri Mukhtar (7) Dr. Amit Mandile

DIRECTOR,
INSTITUTE FOR EXCELLENCE
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BHOPL-462016

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5	Exam Cell	• 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, Revaluation 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 Mahipal S. Yadav	(1) Dr R.K. Shrivastava (Co-Convenor) (2) Dr Mahesh Singh Chouhan (3) Dr. Sabhakant Dwivedi (4) Dr. Mahendra Singhai
6	Research & Development Cell (Updated)	• To promote research activities and publication of research journal & research papers • Identify thrust areas of research & form cluster group of researcher • Collaborate with Industry, Research Organisation & Academic Institutes • Identification of Research Funding Agencies & extend guidance for preparation and submission of project proposals • Monitoring activities of Incubation Centre	Dr. Alok Rastogi	(1) Dr. Preeti Mishra (Co-Convenor) (2) Dr. H.B. Gupta (3) Dr. Jaya Sharma (4) Dr. S.D. Mishra
7	Finance controlling & Budget	• 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. Sharda Gangwar (Co-Convenor) (2) Dr. Mukesh Jain (3) All Heads of Department (4) Accountant (5) Ms. Geeta Tiwari
8	Fee & Accounts	• To manage and supervise all matters related to fees • To supervise maintenance of Fees records • To Supervise refunds of caution money	Dr. Sharda Gangwar	(1) Dr. Mukesh Jain (Co-Convenor) (2) Dr. Mahipal Singh Yadav (3) Accountant (4) Shri Tarun Chouhan
9	Account Checking Committee	• All other matters related to Account Checking	Dr. Mukesh Jain	(1) Dr. Mahendra Singhai (Co-Convenor) (2) Dr. Amarjeet S. Saluja (3) Dr. S.S. Vijayvargiya
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12	Purchase Committee	• 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. Alok Rastogi	(1) Dr. Sabhakant Dwivedi (Co-Convenor) (2) Dr. M.K. Shukla (3) Dr. Dr. B.K. Sinha (4) Dr Anita Deshpandey (5) Dr. V.S. Rai
13	Store & Furniture	• All matters related to Store & Furniture	Dr. B. K. Sinha	(1) Dr. Manish Sharma (Co-Convenor) (2) Dr. Sadhna Pandey

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				(3) Dr. M. Singhai (4) Shri Sanjeev Rathore
14	Write Off & Auction Committee	- All matters related to 'Write Off' - All matters related to 'Auction'	Dr. D.K. Gupta	(1) Dr. A.K. Chaturvedi (Co-Convenor) (2) Dr. V.K. Shukla (3) Dr. Shirish Joshi (4) Dr. N.R. Das (5) Dr. Pragya Gupta (6) Shri R.D. Dehuliyia
15	Court cases, Assembly Question and RTI	All matters related to court cases, Assembly Question and RTI	Dr V.K. Shukla	(1) Dr. Manoj Shukla (Co-Convenor) (2) Dr. A.K. Bhardwaj (3) Shri R.D. Dehuliyia (HC) (4) Smt. Tulsi Pal
16	C.M. Helpline	All matters related with the C.M. Helpline	Dr Shirish Joshi	(1) Dr. Ajay K. Bhardwaj (2) Smt. Tulsi Pal
17	Construction :	All matters related to new construction	Dr Shirish Joshi	(1) Dr. Sabhakant Dwivedi
	(i) Maintenance Civil	maintenance civil work	Dr B K. Sinha	(1) Dr. M.S. Chouhan
	(ii) Maintenance Electric	maintenance Electric work	Dr A.K. Rastogi	(1) Dr. R.K. Shrivastava
	(iii) Campus Cleanliness, Beautification & greenery Development	- 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 (Co-Convenor) (2) Dr. Sandhya Prasad
18	Technical Committee	To provide guidance in all matters related to purchase of articles/equipment's for technical specification	Dr. Anuj Hundet	(1) Dr. Manoj K. Shukla (Co-Convenor) (2) Dr. Sunil Mishra (3) Dr. R.K. Shrivastav (4) Dr. Mahendra Singhai (5) Dr. Amit Mandle
19	Security & Out Sourcing Committee	- All matters related to security work and campus Parking - To control and supervise heiring services on out sourcing basis	Dr Ajay K. Mishra	(1) Dr. A. S. Saluja (Co-Convenor) (2) Dr. Mukesh Jain (3) Dr. Manish Sharma
20	Publicity Cell	- 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 2019-20 - To keep a soft/hard copy of the report prepared for the press release	Dr Rajshri Shastri	(1) Dr. Arti Dubey (Co-Convenor) (2) Dr. Seeme Mahmood (3) Dr. Shreeja Tripathi Sharma (4) Dr. Nidhi Chouhan (5) Dr. Amit Mandle (6) Shri Saurabh (7) Student Representatives
21	Laboratory upgradation committee	All matters related preparation of proposal of Lab upgradation	Dr Anjali Acharya	(1) Dr. Pankaja Shukla (Co-Convenor) (2) Dr. Ajay K. Bhardwaj (3) Dr. Shirish Joshi (4) Dr. Renu Jain
22	Prospectus & Handbook	- To update courses, fee structure etc. - To obtain necessary information from Academic, Finance, Planning & Evaluation committees in order to update the prospectus for forthcoming session. - To submit updated draft of prospectus (session for next session) - To publish approved prospectus & Hand book	Dr Anjali Acharya	(1) Dr. Mukesh Jain (Co-Convenor) (2) Dr. Shreeja Tripathi Sharma (3) Dr. Amit Mandle

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23	IT Infrastructure Development & Maintenance Cell	- 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 matters related to IT & ICT	Dr Sunil Mishra	(1) Dr. Amit Jain (Co-Convenor) (2) Dr. R.K. Shrivastava (3) Dr. Amit Mandle (4) Shri Jainendra Harode
24	Admission	- 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 S.S. Shrivastava (Co-Convenor) (2) Dr A.K. Chaturvedi (3) Dr Sunil Mishra (4) Dr. Amit Mandle (5) Shri Jainendra Harode
25	Girls' Hostel	- 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 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 a activities - To arrange yoga classes in the hostel	Dr Anita Deshpande	(1) Dr Sadhna Pandey (Co-Convenor) (2) Dr Anjali Acharya (3) Dr Anupam Shukla (4) Ms. Archana Yadav (5) Smt. Girja Kumari
26	Boy's Hostel	- 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 organise sports and cultural a activities - To arrange yoga classes in the hostel	Dr. Manish Sharma	(1) Dr. Manoj K. Shukla (Co-Convenor) (2) Dr. Shirish Joshi (3) Dr. Mukesh jain (4) Dr. A.S. Saluja (5) Dr. B.K. Sinha
27	Time Table Committee	- 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 Indu Pandey	(1) Dr Anjali Acharya (Co-Convenor) (2) Dr Seme Mahamood (3) Dr Mahendra Singhai (4) Dr Anita Shinde (5) Dr. Rachna Singh Thakur (6) Ms. Pinki (Library)
28	Tutor Guardian	- 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 Anupam Shukla	(1) Dr. Chanda Jain (Co-Convenor) (2) Dr. Renu Jain (3) Mr. Shaheed (Exam Cell) (4) Student Representatives
29	Discipline & Anti-Ragging Committee	- 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 / Identity Card - To inform about the untoward incidents to Director - To forward the names of the students involved in indisciplinary 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	(1) Dr V.K. Shukla (Co-Convenor) (2) Dr. Alok Rastogi (3) Dr. Ranjana Verma (4) Dr. D.K. Gupta (5) Dr. Anita Deshpande (6) Dr. Anupam Shukla (7) Dr. V.S. Rai (8) Dr. Nidhi Paraser (9) Shri H.S. Chouhan

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30	(i) SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships (New & Renewal)	All matters related with these scholarships	Dr. Jyoti Saxena	(1) Dr. D.K. Gupta (Co-Convenor) (2) Dr. Sandhya Trivedi
	(ii) Scholarships	All matters related to various scholarships	Dr. A.K. Chaturvedi	Dr. A.S. Saluja
	(iii) SC/ST Cell	Matters related to Scholarships and welfare of SC/ST students	Dr. Surbhi Garde	(1) Dr. Jyoti Saxena (Co-Convenor) (2) Dr. D.K. Gupta (3) Dr. Smita Jain (4) Dr. Sandhya Trivedi
	(iv) OBC Cell Old name : Post Metric (New & Renewable)	Matters related to Scholarships & welfare of OBC students	Dr. A.S. Saluja	(1) Dr. Rachna Singh Thakur (2) Dr. Nidhi Chouhan
	(v) Mukhyamantri Jan Kalyan Yojna	All matters related with these scholarships	Dr. Pushpa Rawtani	(1) Dr. Jaya Sharma (Co-Convenor)
	(vi) Central Sector Scholarship	All matters related with these scholarships	Dr. Sandhya Prasad	(1) Dr. Arti Dubey (Co-Convenor) (2) Dr. S.K. Jain (3) Dr. Rajshree Shastri
	(vii) Institutes/merit cum means Scholarship & merit awards	All matters related with these scholarships	Dr. Usha Kahol	Dr. Pankaja Shukla (Co-Convenor)
	(viii) Gaon ki Beti/Pratibha Kiran	All matters related with these scholarships	Prof. C. Anita	Dr. Sadhna Pandey (Co-Convenor)
	(ix) Minority Cell Old Name : Central Sector (Minority/Inspired Scholarship)	Matters related to scholarships & welfare of minority students	Dr. Arit Shrivastava	Dr. Rajshri Shastri (Co-Convenor)
	(x) Technical Assistance	All matters related to scholarships		(1) Miss. Simmy Balyan (2) Sri Rishabh Raghuvanshi
31	(i) Extra/Co-curricular Activities	- 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	(1) Dr. Shirish Joshi (Co-Convenor) (2) Dr. Anita Deshpande (3) Dr. Kalpana Malik (4) Dr. Pankaja Shukla (5) Dr. Sadhna Pandey (6) Dr. Anshu Saluja (7) Dr. V.S. Rai (8) Ms. Somakshi
	(ii) Youth Festival	Organise various events and all the activities related with youth festival	Dr Shailja Dubey	(1) Dr. Anita Deshpande (Co-Convenor) (2) Dr. Arti Dubey (3) Dr. Manish Sharma (4) Ms Archana Yadav (5) Honorary faculty members (6) Student Representatives (7) Ms. Priyanka Rao

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32	Mukhyamantri Medhavi Yojna	All matters related with these Yojna	Dr. S.S. Shrivastava	(1) Dr. Sharda Gangwar (Co-Convenor) (2) Dr. Sadhna Pandey (3) Dr. Mahendra Singhai (4) All HODs (5) Shri Amit Mandle
33	(i) Library / Reading Room/ Library Card	- 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. Pragya Gupta Nayak	(1) All Employees (2) Advisors of library : (i) Dr. G.S. Gautam (Co-Convenor) (ii) Dr. Surabhi Garde (iii) Dr. Indu Pandey
	(ii) Library Development Committees	All matters related with Library Development	Dr. Pankaja Shukla	(1) Dr. Arti Dubey (Co-Convenor) (2) Dr. Rachna Singh Thakur
34	Sports	- To organise activities as per the Sports Calender 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 (Co-Convenor) (2) Dr. Alok Kumar Rastogi (3) Dr. Mukesh Jain (4) Dr. Sadhna Pandey (5) Student representatives
35	Vocational Cell	To introduce, run and manage the vocational courses offered by the institute	Dr. Kalpana Malik	(1) Dr. Ruchira Choudhary (Co-Convenor) (2) Dr. Nidhi Chouhan
36	Placement Skill Development Cell	Competition, Vocational Guidance - To Identify the vocational education area and visits to these area - 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	Dr. Kalpana Malik	(1) Dr. D.K. Gupta (Co-Convenor) (2) Dr. Mahipal Singh Yadav (3) Dr. Manish Sharma (4) Honorary faculty members (5) Student Representatives
37	National Service Scheme & Extension Activities Committee	- 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 initiate extension activities in the nearby – Village areas	Dr. Indira Barman (Girls Unit)	(1) Dr. Arti Dubey (Co-Convenor) (2) Dr. Dinesh Kumar Gupta (3) Dr. N.R. Das (4) Dr. Sandhya Prasad (5) Ms. Shalini
38	N.C.C.	All activities related to NCC	Dr. Rachna S.Thakur	(1) Dr. Manish Sharma
39	Educational Tour & Industrial Visit	- 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. S.K. Dwivedi (Co-Convenor) (2) Dr. Smita Jain (3) Student Representatives
40	Grievance Redressal Cell (Teaching, Non Teaching & Students) (Updated)	To resolve various problems of teaching and non-teaching staff & students of the Institute	Dr. Sunil Mishra	(1) Dr. Mahendra Singhai (Co-Convenor) (2) Dr. Anupam Shukla (3) Dr. S.D. Mishra (4) Dr. Arti Dubey (5) Student Representatives

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41	Internal Complaints Committee [New Committee formed by merging (i) Women Cell & (ii) Women harassment & Redressal Committee]	- Effective enforcement of basic human rights - Promote gender equality through informative sessions - Ensure environment free of sexual harassment & abuse	Dr. Anita Deshpande	(1) Dr. Sandhya Prasad (Co-Convenor) (2) Dr. Preeti Mishra (3) Mrs. C. Anitha (4) Dr. Shailja Dubey (5) Dr. Usha Kahol (6) Dr. Seema Mahmood (7) Student representative : (i) Ms. Anusha Dhiman-MA Pre. Pol.Sc. (ii) Ms. Stuti Pandey – B.Sc.II Math (H) (iii) Ms. Jhanvi Singh – B.Com. II Mgt.(H)
42	E-Content Development Committee (New)	- 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	Dr. R.K. Shrivastava	(1) Dr. Sunil Mishra (Co-Convenor) (2) Dr. A.S. Saluja
43	C.C.E. Monitoring Cell (New)	- Optimum Utilisation of C.C.E. modes - Ensure internal evaluation based on UGC guidelines of Nov. 2019	Dr. A.K. Bhardwaj	(1) Dr. Mahendra Singhai (Co-Convenor) (2) Dr. Renu Jain
44	Mess & Canteen Committee	- 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 (Co-Convenor) (2) Dr. Anita Deshpande (I/c Girls H.) (3) Dr. Manish Sharma (I/c Boys H.) (4) Ms. Archana Yadav (5) Students Representatives
45	Photocopy, PCO & STD	All Matters related to Photocopy, PCO & STD facilities during Institute's hours	Dr. Manish Sharma	(1) Dr. S.K. Jain (Co-Convenor) (2) Shri R.D. Dihuliyi (H.C.)
46	Alumni Association	- 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. Renu Jain (Co-Convenor) (2) Dr. Rachna Singh Thakur (3) Mrs. Anjana Yadav
47	Computer Stationery & Accessories Committee	All matters related with computer stationary, cartridge refilling, repairing & replacement, softwares.	Dr. B.K. Sinha	(1) Dr. Anuj Hundet (Co-Convenor) (2) Dr. S.S. Shrivastava
48	S.C./S.T. Cell (All other matters except scholarship)	All matters related to the students of S.C./S.T. (except scholarship matters)	Dr. Usha Kahol	(1) Dr. Pankaja Shukla (Co-Convenor) (2) Dr. Arti Shrivastav (3) Dr. D.K. Gupta (4) Dr. S.K. Jain (5) Dr. Sadhna Pandey
49	Publication of Journal	- To ensure procurement of e ISSN - To publish various issues of journal - To establish and maintain the quality of journal	Dr. H.K. Garg	(1) Dr. A.K. Bhardwaj (Co-Convenor) (2) Dr. Manish Sharma (3) Dr. Sunil Mishra (4) Dr. Amit Mandle
50	Publication of Annual Magazine	All matters related to publication of annual magazine	Dr. Neelam Dwivedi	(1) Dr. Arti Dubey (Co-Convenor) (2) Dr. Smita Jain (3) Dr. Amit Jain (4) Dr. Nidhi Chouhan (5) Dr. Shreeja Tripathi Sharma
51	Vocational Courses	To look into issues related to conduction of Vocational Courses under NEP	Dr. Ruchira Choudhary	(1) Dr. Usha Kahol (Co-Convenor) (2) Dr. Mahendra Singhai (3) Dr. Anjali Acharya (4) Dr. Jaya Sharma (5) Dr. Nidhi Chouhan

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52	Honourary Faculty	• All matters related to Honourary Faculty	Dr. Manoj K. Shukla	(1) Dr. A.S. Saluja (Co-Convenor) (2) Dr. S.D. Mishra (3) Dr. Ranjana Verma (4) Dr. Nidhi Chouhan
53	Tender Committee	• Activities related to tendering and e-tendering	Dr. Manoj K. Shukla	(1) Dr. Anuj Hundet (Co-Convenor) (2) Dr. Ajay K. Mishra (3) Dr. V.S. Rai (4) Dr. Pragya Gupta Nayak (5) Dr. N.R. Das (6) Dr. Amit Mandale
54	Students Tracking	• All matters related to student tracking	Dr. Mukesh Jain	(1) Dr. Pushpa Rawtani (Co-Convenor) (2) Dr. Sharda Gangwar (3) Dr. Rachna Singh Thakur
55	NIRF	• All matters related to NIF	Dr. H.K. Garg	(1) Dr. Ajay K. Bhardwaj (Co-Convenor) (2) Dr. Ruchi Choudhary (3) Dr. A.S. Saluja (4) Dr. B.K. Sinha (5) Dr. Amit Mandale
56	Memorandum of Understanding (MOU)	• All matters related to signing and implementation	Dr. S.S. Vijayvargiya	(1) Dr. Ranjana Verma (Science) (2) Dr. V.K. Shukla (Commerce) (3) Dr. Indu Pande (Arts)

IEHE - CLUBS			
ACTIVITIES	SN	Name of the Clubs	Convenor
- 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.	Literary	Dr. Sandhya Trivedi Dr. Shreeja Tripathi Sharma
	2.	Personality Development	Dr. Anupam Shukla
	3.	Nature & Adventure	Dr. Ranjana Verma
	4.	Red Ribbon Club	Dr. Indira Barman
	5.	Current Event & Cultural Activity Club	Dr. Indu Pandey
	6.	Dr. C. V. Raman Club	Dr. S.K. Jain
	7.	Rotract Club	Dr. Mahipal Singh Yadav
	8.	Sports Club	Dr. V.S. Rai
	9.	Social Service Club	Dr. Indira Barman
	10.	Techcellence Computer Club	Dr. Manish Sharma
	11.	Sakshatkar	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 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 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 before 15th Feb of the session whichever is earlier.

RefNo: 44/Vividh/2021-22/325/22-23

Copy to: (i) To all Committee Convenors (ii) To all the HOD (iii) Head Clerk (iv) Accountant (v) Store

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Director

Bhopal, Date: 07.05.22

Director

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Year: 2022-23

For construction committee please see S.N. 17 as highlighted by yellow rectangular box

Institute for Excellence in Higher Education, Bhopal
Academic Session: 2022-23

No: 3.1.1/Vividh/2022-23 Bhopal, Date: 01.07.2022

ORDER

FOLLOWING COMMITTEES HAVE BEEN CONSTITUTED FOR THE SESSION 2022-23 & ONWARDS

S.N.	Committee / Cell	Activities	Convenor/Co-convenor	Members
1	Academic Committee	- To organise meetings of Academic Council 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 Degree and Medal Distribution Programme - To look into issues related to subjects selection in NEP - To monitor overall implementation of NEP	Dr. Shailja Dubey Dr. Anjali Acharya	(1) Prof. S.D. Mishra (2) Dr. Ranjana Verma (3) Dr. Makhan Singh Chouhan (4) Dr. B.K. Sinha (5) Ms. Simmy Balyan
2	IQAC	- To prepare and monitor the annual action plan for various departments and institute - To organise meetings of IQAC - To prepare Annual Quality Assurance Reports and submit to NAAC and Govt. through Director - To assign various responsibilities related to academics and IQAC to its members - To form sub-committee/committees for effective functioning of the main committee if required - To collect and analyse feedbacks from the students, staff and parents for better results and academic upliftment - All activities related to NAAC - To look after implementation of generic elective courses, Internships/ projects etc.	Dr. Anuj Hundet Dr. Jyoti Saxena	(1) Dr. Seema Mahmood (2) Dr. Preeti Mishra (3) Dr. Manish Sharma (4) Dr. Usha Kahol (5) Dr. Anjali Acharya (6) Dr. Sadhna Pandey (7) Dr. S.K. Jain
3	Planning & Evaluation Committee	- To organise meetings of the Planning & Evaluation Committee and to maintain the records of the same - Formulation, implementation and monitoring of short term/long term Institutional Development Plan - Evaluate and organise the academic activities of the Institute - Orientation programmes & workshops for the students and staff	Dr. S.S. Vijayvargiya Dr. G. S. Gautam	(1) Dr. Pushpa M. Rawtani (2) Dr. S.D. Mishra (3) Dr. Anshu Saluja
4	U.G.C. Committee (Autonomy)	- To collect information about 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 thereafter - All other matters related to UGC / AICTE - To prepare plans to start professional courses like M.B.A./MCA/B.P.Ed. - To arrange bridge classes whenever necessary - To coordinate conduction of remedial classes for weaker students as per norms of UGC or as per Govt. Rules/directions	Dr. Gyan S. Gautam Dr. Amit Jain	(1) Dr. N.R. Das (2) Dr. Renu jain (3) Shri Mukhtar (4) Dr. Amit Mandie

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DIRECTOR,
INSTITUTE FOR EXCELLENCE
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उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल Institute for Excellence in Higher Education, Bhopal



Office: WALMI Hills, Kolar Road, Bhopal - 462016 Tele: (0755) 2492433, 2492460
E-mail: iehebhupal@mp.gov.in, iehe.iqac2020@gmail.com, Website: <https://www.iehe.ac.in>

5	Exam Cell	- 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, Revaluation 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. Mahipal S. Yadav Dr. R.K. Shrivastava	(1) Dr. Mahan Singh Chouhan (2) Dr. Sabhakant Dwivedi (3) Dr. Mahendra Singhai
6	Research & Development Cell (Updated)	- To promote research activities and publication of research journal & research papers - Identify thrust areas of research & form cluster group of researcher - Collaborate with Industry, Research Organisation & Academic Institutes - Identification of Research Funding Agencies & extend guidance for preparation and submission of project proposals - Monitoring activities of Incubation Centre	Dr. Alok Rastogi Dr. Preeti Mishra	(1) Dr. H.B. Gupta (2) Dr. S.D. Mishra
7	Finance controlling & Budget	- 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 Dr. Sharda Gangwar	(1) Dr. Mukesh Jain (2) All Heads of Department (3) Accountant (4) Ms. Geeta Tiwari
8	Fee & Accounts	- To manage and supervise all matters related to fees - To supervise maintenance of Fees records - To Supervise refunds of caution money	Dr. Sharda Gangwar Dr. Mukesh Jain	(1) Dr. Mahipal Singh Yadav (2) Accountant (3) Shri Tarun Chouhan
9	Account Checking Committee	All other matters related to Account Checking	Dr. Mukesh Jain Dr. Mahendra Singhai	Dr. Amarjeet S. Saluja
10	Income Tax	- 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 Dr. Mahendra Singhai	(1) Dr. N.R. Das (2) Accountant
11	Establishment	All matters related to establishment of teaching/non teaching Staff	Dr. Ajay K. Mishra Dr. S.K.Dwivedi	(1) Dr. N.R. Das (2) Dr. Sharda Gangwar (3) Shri R.D. Dehuliya
12	Purchase Committee	- 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. Alok Rastogi Dr. S.K.Dwivedi	(1) Dr. M.K. Shukla (2) Dr. Dr. B.K. Sinha (3) Dr. Anita Deshpandey (4) Dr. V.S. Rai
13	Store & Furniture	All matters related to Store & Furniture	Dr. B. K. Sinha Dr. Manish Sharma	(1) Dr. Sadhna Pandey (2) Dr. M. Singhai (3) Shri Sanjeev Rathore
14	Write Off & Auction Committee	- All matters related to 'Write Off' - All matters related to 'Auction'	Dr. D.K. Gupta Dr. A.K. Chaturvedi	(1) Dr. Shishir Joshi (2) Dr. N.R. Das (3) Dr. Pragya Gupta

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15	Court cases, Assembly Question and RTI	• All matters related to court cases, Assembly Question and RTI	Dr V.K. Shukla Dr. Manoj Shukla	(1) Dr. A.K. Bhardwaj (2) Shri R.D. Dehuliyia (HC) (3) Smt. Tulsi Pal
16	C.M. Helpline	• All matters related with the C.M. Helpline	Dr Shirish Joshi Dr. Anu K. Bhardwaj	(1) Smt. Tulsi Pal
17	Construction	• All matters related to new construction	Dr Shirish Joshi	Dr. S.K. Dwivedi
	(i) Maintenance Civil	• Maintenance - Civil work	Dr B K. Sinha	Dr. M.S. Chouhan
	(ii) Maintenance Electric	• Maintenance - Electric work	Dr A.K. Rastogi	Dr. R.K. Shrivastava
	(iii) Campus Cleanliness, Beautification & Greenery Development	• 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 Ranjana Verma Dr. Indira Barman	(1) Dr. Anupam Shukla (2) Dr. Ruchira Chaudhary (3) Dr. Ajay Bhardwaj
18	Technical Committee	• To provide guidance in all matters related to technical specifications for purchase of articles/equipments	Dr. Anuj Hundet Dr. Sunil Mishra	(1) Dr. R.K. Shrivastav (2) Dr. Mahendra Singhai (3) Dr. Amit Mandle
19	Security & Out Sourcing Committee	• All matters related to security work and campus Parking • To control and supervise heiring services on out sourcing basis	Dr Ajay K. Mishra Dr. A. S. Saluja	(1) Dr. Mukesh Jain (2) Dr. Manish Sharma
20	Publicity Cell	• 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 2022-23 • To keep a soft/hard copy of the report prepared for the press release	Dr Rajshri Shastri Dr. Arti Dubey	(1) Dr. Amit Mandle (2) Shri Saurabh
21	Laboratory Ppgradation committee	• All matters related preparation of proposal of Lab upgradation	Dr Anjali Acharya Dr. Renu Jain	Dr. Shirish Joshi
22	Prospectus & Handbook	• 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 • To prepare and publish approved Prospectus & Students' Hand Book	Dr Mukesh Jain Dr. Jaya Sharma	(1) Dr Anjali Acharya (2) Dr Shreeja Tripathi Sharma (3) Dr. Amit Mandle
23	IT Infrastructure Development & Maintenance Cell	• Establishment and maintenance of intranet • Maintenance of EPABX telephone and internet facilities • Updation of website and its management • General keep up of the IT equipments of the Institute and all matters related to IT & ICT	Dr Sunil Mishra Dr. Amit Jain	(1) Dr. R.K. Shrivastava (2) Dr. Amit Mandle (3) Shri Jainendra Harode
24	Admission	• 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 Dr A.K. Chaturvedi	(1) Dr S.S. Shrivastava (2) Dr. Sunil Mishra (3) Dr. Amit Mandle (5) Shri Jainendra Harode
25	Girls' Hostel	• Allotment of seats to the aspirants • To monitor regularly the cleanliness in the kitchen and mess • To see whether 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 • To arrange yoga and Vocational Course classes in the hostel	Dr Anita Deshpande Dr Sadhna Pandey	(1) Dr Anupam Shukla (2) Dr. Rachna Singh Thakur (2) Ms. Archana Yadav
26	Boy's Hostel	• To take necessary steps to maintain quality of food in Mess • To monitor regularly the cleanliness in the kitchen and Mess	Dr. Manish Sharma Dr. Manoj K. Shukla	(1) Dr. Shirish Joshi (2) Dr. Mukesh Jain

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[Signature] DIRECTOR,
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		- To see whether 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 - To arrange yoga and Vocational Course classes in the hostel		(3) Dr. A.S. Saluja
27	Time Table Committee	- To prepare and implement Time tables for all faculties - 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) Ms. Pinki (Library)
28	Tutor Guardian Scheme	- 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 Anupam Shukla Dr. Arti Shrivastava	(1) Dr. Chanda Jain (2) Mr. Shaheed (Exam Cell) (3) Student Representatives
29	Discipline & Anti-Ragging Committee	- To maintain discipline in the campus - To prepare and display rules and regulations of the institute - To take frequent and regular rounds to avert ragging - To check uniform / Identity Card - To inform about the untoward incidents to Director - To forward the names of the students involved in disciplinary act to Discipline Action Committee & to keep a record of them. - To recommend action against the students involved in disciplinary acts - To deal with the matter of Ragging in the Campus, if any	Dr. D.K. Gupta Dr. H.B. Gupta	(1) Dr. V.K. Shukla (2) Dr. Alok Rastogi (3) Dr. Anupam Shukla (4) Dr. Semma Mahmood (5) Shri H.S. Chouhan
30	(i) SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships	All matters related with these scholarships	Dr. Jyoti Saxena Dr. D.K. Gupta	(1) Dr. Sandhya Trivedi
	(ii) Scholarships	All matters related to various scholarships	Dr. A.K. Chaturvedi Dr. A.S. Saluja	Dr. Sandhya Prasad
	(iii) SC/ST Cell	Matters related to Scholarships and welfare of SC/ST students	Dr. Surbhi Garde Dr. Jyoti Saxena	Dr. D.K. Gupta
	(iv) OBC Cell Old name : Post Metric (New & Renewable)	Matters related to Scholarships & welfare of OBC students	Dr. A.S. Saluja Dr. Rachna S.Thakur	Dr. Nidhi Chouhan
	(v) Mukhyamantri Jan Kalyan Yojna	All matters related with these scholarships	Dr. Pushpa Rawtani	Dr. Jaya Sharma
	(vi) Central Sector Scholarship	All matters related with these scholarships	Dr. Sandhya Prasad Dr. Arti Dubey	(1) Dr. S.K. Jain (2) Dr. Rajshree Shastri
	(vii) Institute's Merit cum Means Scholarship & Merit awards	All matters related with these scholarships	Dr. Usha Kahol	Mrs. C. Anitha
	(viii) Gaon ki Beti/Pratibha Kiran	All matters related with these scholarships	Prof. C. Anita	Dr. Sadhna Pandey
	(ix) Minority Cell Old Name : Central Sector (Minority/Inspired Scholarship)	Matters related to scholarships & welfare of minority students	Dr. Arit Shrivastava	Dr. Rajshri Shastri

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(x) Technical Assistance	All matters related to scholarships	Shri Nilesh Rajput	Miss. Simmy Balyan
31 (i) Extra/Co-curricular Activities	- 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 Dr Anita Deshpande	(1) Dr. Shirish Joshi (2) Dr. Sadhna Pandey (3) Dr. Manoj Kumar Shukla (4) Dr. V.S. Rai (5) Ms. Somakshi Batham
(ii) Youth Festival	Organise various events and all the activities related with youth festival	Dr Shailja Dubey Dr. Anita Deshpande	(1) Dr. Manish Sharma (2) Honorary faculty members (3) Ms. Priyanka Rao
32 Mukhyamantri Medhavi Yojna	All matters related with these Yojna	Dr. S.S. Shrivastava Dr. Sharda Gangwar	(1) Dr. Sadhna Pandey (2) Dr. Mahendra Singhai (3) Dr. Amit Mandle
33 (i) Library / Reading Room/ Library Card	- 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 matters (inviting quotations, preparing 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. Pragya Gupta Nayak Dr. G.S. Gautam	(1) Dr. Surabhi Garde (2) Dr. Indu Pandey
(ii) Library Development Committees	All matters related with Library Development	Dr. Smita Jain Dr. Arti Dubey	(1) Dr. Rachna Singh Thakur
34 Sports	- To organise activities as per the Sports Calender of the Institute - Execution of the approved plan as per Calendar - To organise Annual Sports Competition	Dr. V.S. Rai Dr. S.K. Dwivedi	(1) Dr. Alok Kumar Rastogi (2) Dr. Mukesh Jain (3) Dr. Sadhna Pandey
35 Vocational Cell	To introduce, run and manage the vocational courses offered by the institute	Dr. Kalpana Malik Dr. Ruchira Chaudhary	Dr. Sandhya Trivedi Dr. Nidhi Chouhan
36 Placement & Skill Development Cell	- Organize competitions, Vocational Guidance, Record Keeping - To identify the vocational education area and visits to these area - To organise guest 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	Dr. Kalpana Malik Dr. D.K. Gupta	(1) Dr. Mahipal Singh Yadav (2) Dr. Manish Sharma (3) Honorary faculty members
37 National Service Scheme & Extension Activities Committee	- 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 initiate extension activities in the nearby – Village areas	Dr. Indira Barman Dr. Arti Dubey	(1) Dr. Manish Sharma (2) Dr. Surbhi Garde (3) Dr. B. K. Sinha
38 N.C.C.	All activities related to NCC	Dr. Rachna Singh Thakur	Dr. Manish Sharma
39 Educational Tour & Industrial Visit	- To plan & arrange educational tours - To execute the itinerary plan	Dr. R.K. Shrivastava Dr. S.K. Dwivedi	(1) Dr. Smita Jain (2) Student Representatives
40 Grievance Redressal Cell (Teaching, Non Teaching & Students)	To resolve various problems of teaching and non-teaching staff & students of the Institute	Dr. Sunil Mishra Dr. Mahendra Singhai	(1) Dr. Sandhya Prasad (2) Dr. Anupam Shukla

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41	Internal Complaints Committee <i>[New Committee formed by merging (i) Women Cell & (ii) Women harassment & Redressal Committee]</i>	- Effective enforcement of basic human rights - Promote gender equality through informative sessions - Ensure environment free of sexual harassment & abuse	Dr. Anita Deshpande Dr. Preeti Mishra	(1) Mrs. C. Anitha (2) Dr. Manoj Shukla
42	E-Content Development Committee	- 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	Dr. R.K. Shrivastava Dr. Sunil Mishra	Dr. Ajay Kumar Bhardwaj
43	C.C.E. Monitoring Cell	- Optimum Utilisation of C.C.E. modes - Ensure internal evaluation based on UGC guidelines of Nov. 2019	Dr. A.K. Bhardwaj Dr. Mahendra Singhai	Dr. Renu Jain
44	Mess & Canteen Committee	- 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 Shukla Dr. S.K. Dwivedi	(1) Dr. Anita Deshpande (l/c Girls Hostel) (2) Dr. Manish Sharma (l/c Boys Hostel) (3) Ms. Archana Yadav
45	Photocopy, PCO & STD	All Matters related to Photocopy, PCO & STD facilities during Institute's hours	Dr. Manish Sharma Dr. S.K. Jain	Shri R.D. Dehuliyia (H.C.)
46	Alumni Association	- To update the record and 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 Dr. Smita Jain	(1) Dr. Rachna Singh Thakur (2) Mrs. Anjana Yadav
47	S.C./S.T. Cell	All matters related to the students of S.C./S.T. categories (except scholarship matters)	Dr. Usha Kahol Dr. Arti Shrivastav	Dr. S.K. Jain
48	Research Journal	- 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. A. K. Bhardwaj	(1) Dr. Manish Sharma (2) Dr. Sunil Mishra (3) Dr. Amit Mandle
49	Publication of Annual Magazine	All matters related to publication of annual magazine	Dr. Neelam Dwivedi Dr. Amit Jain	(1) Dr. Arti Dubey (2) Dr. Smita Jain (4) Dr. Nidhi Chouhan
50	Vocational Courses	To look into all issues related to Vocational Courses under NEP	Dr. Ruchira Chaudhary Dr. Usha Kahol	(1) Dr. Mahendra Singhai (2) Dr. Anjali Acharya (3) Dr. Jaya Sharma (4) Dr. Nidhi Chouhan
51	Honourary Faculty	All matters related to Honourary Faculty	Dr. Manoj Shukla Dr. Ranjana Verma	(1) Dr. S.D. Mishra (2) Dr. Nidhi Chouhan
52	Tender Committee	Activities related to tendering and e-tendering	Dr. Manoj Shukla Dr. Anuj Hundet	(1) Dr. Ajay K. Mishra (2) Dr. V.S. Rai (3) Dr. Pragya Gupta Nayak (4) Dr. N.R. Das (5) Dr. Amit Mandle
53	Students' Tracking	All matters related to student tracking	Dr. Mukesh Jain Dr. Pushpa Rawtani	(1) Dr. Sharda Gangwar (2) Dr. Nidhi Chauhan
54	NIRF	All matters related to NIRF	Dr. H. K. Garg Dr. Ajay K. Bhardwaj	(1) Dr. Ruchira Chaudhary (2) Dr. B.K. Sinha (3) Dr. Amit Mandle

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55	Memorandum of Understanding (MOU)	• All matters related to signing and implementation	Dr. S.S. Vijayvargiya Dr. Indu Pandey	Dr. M.S. Chauhan
56	Incubation Center	• All matters related to incubation center and promotion to start-ups	Dr. Nidhi Chauhan Dr. Amit Jain	Dr. R. K. Shrivastava

IEHE – CLUBS			
ACTIVITIES	SN	Name of the Clubs	Convenor
- To prepare the action plan & submit it to the Director. - To enrol student 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.	Literary	Dr Sandhya Trivedi
	2.	Personality Development	Dr. Shreeja Tripathi Sharma
	3.	Nature & Adventure	Dr. Anupam Shukla
	4.	Red Ribbon Club	Dr. Ranjana Verma
	5.	Current Event & Cultural Activity Club	Dr. Indira Barman
	6.	Dr. C. V. Raman Club	Dr. Indu Pandey
	7.	Rotract Club	Dr. S.K. Jain
	8.	Sports Club	Dr. Mahipal Singh Yadav
	9.	Social Service Club	Dr. V.S. Rai
	10.	Techcellence Computer Club	Dr. Indira Barman
	11.	Sakshatkar	Dr. Manish Sharma
Note: All the departments should constitute their Societies/Clubs including students also for the co-curricular departmental activities.			Dr. Anupam Shukla
Office bearers, Members & Student Representative declared by convenor separately			

- Note: (i) The convenors of different Committees/Cells/Clubs will identify the honorary faculty and student members 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 before 15th Feb of the session whichever is earlier.
- (iv) Active involvement of students is necessary in all committees. Committee convenors will identify and nominate the students after due approval from the Director within a period of 10 days from the date of issuance of this order.
- (v) All other committees constituted in the last academic session which are not included in this order will continue to function.

Ref. No:/Nvidh/2022-23

Copy to: (i) Committee Convenors (ii) HODs (iii) Head Clerk (iv) Accountant (v) Store (vi) Nodal Officer, IT for displaying on website

Director
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Bhopal, Dated: 01/07/2022

Director
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