

Institute for Excellence in Higher Education, Bhopal

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

No: 44/Vividh/2020-21/...353A

ORDER

Bhopal, Date: 10-09-20

FOLLOWING COMMITTEES HAVE BEEN CONSTITUTED FOR THE SESSION 2020-21

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) Shri Mukhtar (Eng.Deptt.) (8) Shri Amit Mandle

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 Makhn 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)

				(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. Dihuliya
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. Dehuliya (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) (2) Smt. Tulsi Pal
17	Construction :	All matters related to new construction	Dr B.K. Sinha	Shri K.S. Mohan Shri Atul Saxena
	(i) Maintenance Civil	maintenance civil work	Dr B K. Sinha	
	(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. 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	Establishment and maintenance of intranet	Dr Sunil Mishra	(1) Dr. Amit Jain (Co-Convenor)

	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 Semee 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 indisciplin - 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

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 Pande	(1) Dr. Jaya Sharma (Co-Convenor) (2) Prof. C. Anitha
	(v) Avagaman Bhatta (For Girls)	All matters related with thisYojna	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 Pande	(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 Deshpandey (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 Shirvastava (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. 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.)

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	
- To prepare the action plan & submit it to the Director. - To enrol students members of the club - To initiate activities as per approved plan. - To submit the performance report to Director by the end of each Semester. - Self appraisal.	1.	<i>Literary</i>	Dr Sandhya Trivedi	Office bearers, Members & Student Representative declared by convenor separately
	2.	<i>Personality Development</i>	Dr Anupam Shukla	
	3.	<i>Nature & Adventure</i>	Dr Suchitra Benarji	
	4.	<i>Red Ribbon Club</i>	Dr. 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
 INSTITUTE FOR EXCELLENCE
 IN HIGHER EDUCATION
 BHOPAL-462016

Director

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



Director DIRECTOR,
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