

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. Makhan 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. Shirish Joshi (2) Dr. N.R. Das (3) Dr. Pragya Gupta