

Maharaja Surajmal Institute

C-4, Janakpuri, New Delhi-110058

For effective functioning of the Institute the following Committees will be coordinated by the staff members for Academic Session 2022-2023.

S.No	Committees	Staff Members
I: CO-CURRICULAR COMMITTEES		
1.	Result Maintenance committee and Student progression (As required by different statutory bodies, GB and SMES)	Dr.Kavita Pabreja (Convenor) Dr.Arati Bahuguna (B.Ed) Dr.Anupama Sharma(BBA)(M) Dr. Vijay Dahiya (BBA (E) Dr,Pooja Singh (BCA,(M) Ms.Nikita Malik (BCA (E) Dr.Aanchal Tehlan(B.Com (M&E) Dr. Mamta Gupta, MBA Ms. Mahima Sharma, LAW
2.	Publication & E-Journal Committee (for Creation/ News Letter /Information Brochure/Annual Report	Prof.J.P Singh (Editor for MSI journal) Dr.Neetu Narwal (Convenor publication and E-journal) Dr. Kumar Gaurav (Member E-journal) Dr Seema Shokeen Ms. Minal Dhankar Dr. Arti Bahuguna Dr. Ruchika Gehlot Ms. Chetna Ms. Pooja Sangwan
3.	Research &Academic Growth Cell: - Research Project proposal and Building Relationship for Conducting and Grants with SIRO,ICSSR, GGSIP for FDP's ,Workshops, Seminar/Conferences etc. Institutional Membership, academic Partnership and MOU's at least five in an Academic year.	Dr. Anviti Rawat (Convenor) Ms. Neha Mathur-Academic partnership MOU's with industries Ms. Tarunim Sharma Dr. Kusum Ms. Rhythm Choudhary-CSI Institutional membership Dr. Kumar Gaurav Dr. Kirti Dahiya All HOD's and professors (Co-Convenor)
4.	Students Scholarships	Dr. Heramb Nayak(Convenor) Dr.Usha Rani Malik Prof. (Dr.) Harish Singh (Nodal Officer) Dr. Kanika Chaudhary Mr. Rohit Bisht (Asst System Admn) Ms. Seema Seedhar (Office Assistant)
5.	Debate and literary Events committee	Dr.Promila Dabas (Convenor) Ms.Kanika Kundu Ms.Aanchal Dabas Ms.Vishakha Mann

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6.	Software development Cell	Dr. Usha Rani Malik Ms. Rhythm Choudhary (Convenor) Dr. Itti Hooda (social media in-charge MSI) Dr. Anamika Rana Ms. Priyanka Dhaka Dr. Shailza Dutt
7.	Student's Feedback	Ms. Vinita Tomar (Convenor) Dr. Anamika Rana Dr. Vanita Anand Ms. Priyanka Dhaka Dr. Mamta Gupta Dr. Kirti Dahiya
8.	Annual Day Committee	All HODs Dy. Director

II. EXTRA CURRICULAR COMMITTEES

1.	Cultural Committee	Dr. Seema Shokeen (Convenor) Dr. Pooja Singh Ms. Vishakha Dr. Arvind Gill Ms. Promila Dabas Dr. Dimpy Sachar Ms. Chachal Phore
2.	I. NSS II. NCC III. Sports committee in-charge of various events for SWACHHTA Action plan, Ministry of Education	Dr. Seema Shokeen (NCC) Mr. Suraj Pal Chauhan Dr. Vivek Solanki (NSS, Sports) Ms. Chetna Dr. Anupama Sharma (Eco-club & Environment) Dr. Rajiv Dhaiya Dr. Arvind Gill (Disaster management, implementation of safety and security measures) Sanitation and hygiene.
3.	Tech Fest Avensis/Management & commerce	Mr. Manoj Kumar (Convenor) Mr. Ravinder Kajal Dr. Shavita Deswal Dr. Anshu Lochab Ms. Neha Mathur Ms. Pallavi

III: INFRASTRUCTURAL RELATED COMMITTEE

1.	Library and Book Bank	Dr. Ruchika Gehlot (Convenor) Dr. Bhoomika Saroha Ms. Kanika Kundu Dr. Rajesh Gill Ms. Priyanka (B.Com.)
2.	Website administration & management/Google classroom/MS Team	Dr. Kumar Gaurav (Convenor) Mr. Rohit Bisht Dr. Itti Hooda (Convenor) monitoring and daily updating information on social media platforms Ms. Nikita Malik (Convenor MS teams)
3.	Online courses (NPTEL, MOOC's)	Dr. Kumar Gaurav, Convenor Dr. Kavita Pabreja, BCA Dr. Anviti Rawat, B.Com. Dr. Anita Sharma, BBA Ms. Chanchal Phore, MBA Dr. Poonam Beniwal, B.Ed. Ms. Shubhrika, Law


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4.	Computer Lab Maintenance	Mr.Sundeep Kumar(Convenor) Dr.Kavita Pabreja All Lab Techs (for their respective labs)
5.	Repair and maintenance/stock verification/AMC Compliance/Scrape dispose	Dr. Shavita Deswal (Convenor) Mr. Hemendra Kumar Dr. Vivek Solanki Mr. Harjender Singh Ms. Priyanka Ms. Nisha Tokas Mr. Udaiveer (caretaker) Mr. Shantanshu (M.E) Mr. Narendra Rawat (store keeper)

IV: ESSENTIAL REQUIREMENTS AND COMPLIANCES

1.	Online Student Grievance Redressal committee	Dr. Alka Mittal(Convenor) Deputy Director Ex-Officio Dr. Kusum Gill (Co-Convenor) Mr. Surajpal Chauhan Mr. Yashkant Teotia Dr. Mamta Gupta Elected student representatives of each department
2.	Internal complaint committee(ICC)	Dr. Sarita Chaudhary (Presiding officer) Prof.(Dr.) Harish Singh Dr. Promila Dabas Dr. Kirti Dahiya Dr. Parul Deswal Dr. Neetu Narwal NGO- Ms .Satya Student Representatives-Nominated
3.	Anti-Ragging/Proctorial discipline committee	Dr. Vijay Dahiya (Convenor) Dr. Rajiv Dahiya Dr. Arvind Kumar Gill Mr. Sundeep Kumar Dr. Anshu Lochab Dr. Sarita Rana Dr. Sarita Choudhary Dr. Kirti Dahiya
4.	MSI Alumni Association	Dr. Shailza Dutt (Convenor) Mr. Ravinder Kajal Mr. Surajpal Chauhan Dr. Monika Singh Dr. Anviti Rawat Ms. Nisha Tokas
5.	Student welfare and counselling	Dr.Vanita Anand (Convenor and counsellor) Dr.Beena Devi Dr. Manju Dhillon Ms. Aanchal Tehlan
6.	Committee for students with disability & minorities (SC/ST)	Dr. Rajesh Gill (Convenor) Dr. Rajeev Dahiya Dr. Sarita Rana Mr. Harjender Singh
7	Bus Pass Committee	Mr. Hemendra Kumar Dr. Vipasha Rana

V. OTHERS

1.	Training and placement cell	Dr. Kumar Gaurav-TPO (Convenor-MSI)
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	(institution –industry cell)/Industrial visit	Dr. Nisha Solanki, Co-Convenor Mr. Surajpal Chauhan (Faculty Incharge-BCA) Dr. Neetu Narwal (Training Incharge BCA) Dr. Sarita Rana (Incharg E-cell & Branding of MSI) Dr. Asha Chaudhary-Pre placement Incharge (BBA & B.Com) Dr. Rajeev Dahiya-Incharge Industrial Lectures and Industrial visits Mr. Yashkant Teotia (Faculty Incharge-B.Com) Mr. Ajay Phogat (Faculty Incharge BBA) Ms. Komal (Faculty Incharge BBA) Mr. Priyanka Dhaka (Faculty Incharge BBA) Dr. Rajesh Gill (Faculty Incharge B.Ed) Mr. Gaurav Bhardwaj (Faculty Incharge MBA) Ms. Mahima (Faculty Incharge Law) Dr. Ruchika Gehlot (Faculty Incharge-High Ed., BBA-B.Com.) Ms. Nikita Malik (Faculty Incharge-High Ed., BCA) Ms. Shikha Shokeen (Faculty Incharge-IIC, BBA, BCOM- 1 st Shift) Ms. Priyanka (Faculty Incharge-IIC, BBA, BCOM- 2 nd Shift) Ms. Kanika Kundu (Faculty Incharge-IIC, BCA)
2.	Time Table committee	Mr. Manoj Kumar (Convenor –MSI) Dr. Neetu Narwal Ms. Tarunim Sharma Dr. Suhasini Parashar, <i>Dr. Arti Malik</i> Ms. Pooja Dabas Dr. Alka Mittal Dr. Usha Rani Malik Dr. Kirti Dahiya Ms. Pallavi
3.	Purchase Committee	Dr. Vijay Dahiya (Convenor) Dr. Heramb Nayak
4.	IQAC/AQAR/NAAC	Dr.Monika Tushir(Convenor) Dr.Monika Davar (Co-Convenor) Dy. Director (Ex-officio) All HODs (Ex-Officio) Dr.Supriya Chaudhary Dr.Vinita Tomar Dr.Arati Bahuguna Dr.Anshu Dr.Manju Dhillon Mr.Rohit Bisht
5.	MSI Activities (Record maintenance) & Social media Postings and material	Dr. Neetu Anand (Convenor) Ms. Shikha Shokeen Dr. Pooja Dabas Dr. Nidhi Jolly Mr. Rohit Bisht
6.	Committee for Governing Body & Academic Committee Meets (All kinds of records)	Faculty Representative in Governing body Dr. Poonam Beniwal (B.Ed) Dr. Parul Deshwal (BBA) Dr. Preeti Malik (B.Com) Ms. Meenal Dahiya (BCA)
7.	Director Meetings (To	Dr. Monika Davar (Convenor)

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	conduct Online/offline Meetings)	Administrative Officer & All HOD's
8.	Mandatory Disclosure	Mr. Ravinder Kajal (Convenor) Mr. Hemendra Kumar Administrative Officer
9.	All Inspections and report preparation for JAC, SFRC, NIRF, AISHE & Academic Audit	Dr. Kumar Gaurav (Convenor) Mr. Suraj Pal Chauhan Dr. Neetu Anand Mr. Manoj Kumar Dr. Arti Bahuguna Dr. Jyoti Dagar Ms. Chanchal Phore Ms. Pooja Sangwan Ms. Aanchal Dabas Mr. Rohit Bisht Mr. Jitender Kumar Thakur
10.	Admission Committee	Dr. Kumar Gaurav (Convenor) Mr. Suraj Pal Chauhan Mr. Rohit Bisht Mr. Jitender Kumar Thakur
12.	Examination Committee (Conduct of Examination and implementation of Examination Reforms)	Dr. Parul Deshwal (Convenor) Dy. Director- Ex Officio Mr. Ajay Phogat Dr. Vanita Anand Mr. Gaurav Bharadwaj Ms. Mahima Mr. Vineet Singh Ms. Seema Seedhar MSI Internal Exam Cell be co-coordinated by the Convenor
13.	Task Force for Ranking upgradation and Ranking Surveys	Dr. Neetu Anand(Convenor) Dr. Anviti Rawat-Research & Academic performance Dr. Neetu Anand(MSI activity record) Dr. Kumar Gaurav(Placement) Ms. Vinita Tomar(Feedback) Dr. Meenal Dahiya(BCA (E) Dr. Anita Sharma(HOD,BBA (E) Dr. Poonam Beniwal (HOD,B.Ed) Dr. Supriya Chaudhary (HOD,BBA(M) Dr. Preeti Malijk (HOD,B.Com) Dr. Sarita Chaudhary (HOD, MBA/Law) Mr. Ajay Phogat (Curriculum enrichment) Dr. Vivek Solanki (NSS/Sports/Students Achievements) Dr. Seema Shokeen (NCC)
14.	Women development Cell	Dr. Promila Dabas (Convenor) Dr. Monika Singh Dr. Meenal Dahiya Dr. Pooja Dabas Ms. Pooja Sangwan Ms. Chanchal Phore Ms. Renu Hooda
15.	Notice board Committee	Dr. Rajesh Gill Dr. Anshu Punshi Dr. Aanchal Tehlan

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		Ms.Vinita Tomar Dr. Poonam Ahlawat Dr. Nidhi Jolly Ms. Pallavi Rajain Ms. Shubhrika Pansari
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Note:

1. Normal working of the Faculty members will not be affected while working in these committees.
2. Concerned committee Convenor can include some members as per the requirements at department level. When the convenor of the concerned committee is not available the as next person will work as Convenor.
3. It is the responsibility of the convenor/co-convenor/members to collect the relevant information independently and verify at their end before final submission to the concerned authority and annual report committee.
4. Departmental Committees will be formed by concerned HOD's.
5. Every Committee will conduct minimum three events where student's participation is involved. Monthly Progress Report of the committee should be submitted to Deputy Director ,MSI with a copy to the Convenor (MSI Records) for appraisal of committee.


09.01-23

Prof (Dr.) H.S. Rawat

Director, MSI


9/1/23

Hon'ble Chairman Governing Body, MSI