

COLLEGE COMMITTEES

The following Committees are constituted to ensure the operational administration functionalities of the institute. This diversification ensures that the committees address any issues faced by the stake holders and also aims for the improvements under the purview of the respective committees. The various committees for the session 2021-22 are as follows:

SNO	Name of Committee	President/Coordinator	Frequency of Meetings
1	Admission Committee	Mr Neetin Kumar	Need based
2	Central Purchase/Stores Committee	Mr. Nitin Jain	Need based
3	Faculty and Staff welfare Committee	Mr Shard Kumar Kaushik	Need based
4	Planning & Development Committee	Mr. Ashish Jaiswal	Once in a semester; Need based
5	NBA Committee	Mr Shard Kumar Kaushik	Once in a semester
6	Web Site Committee	Mr. Nitin Jain	Need based
7	Water Supply Committee	Mr Vinay Pandey	Need Based
8	Write off Committee	Mr. Nitin Jain	Once in a semester
9	Scholarship Committee	Mr Shard Kumar Kaushik	Need Based
10	Hostel Management Committee	Mr J P Singh	Need Based
11	Carrier Guidance, Training & Placement Cell	Mr V S Kharsan	Continuous; Need Based
12	Entrepreneur Development Cell	Mr Shard Kumar Kaushik	Once in a semester
13	Electricity Maintenance Committee	Mr A K Jain	Continuous; Need Based
14	Garden and Campus Beautification Committee	Mr Ranbir Paul	Need Based
15	NSS Cell	Dr Barun Yadav	Need Based
16	Examination Committee	Mr Shard Kumar Kaushik	Need Based
17	Linkage office and Central Evaluation Committee	Mr Shard Kumar Kaushik	Need Based
18	Alumni Coordination Committee	Mr Sanjay Vaidya	Once in a year
19	IT Network Management Committee	Mr Nilesh Gupta	Need Based
20	Central Library Committee	Mrs. Shanu K Rakesh	Once in a semester
21	Central Public Relation Committee, Press & media publication Committee	Mr Nilesh Gupta	Event Based

22	Finance, Account and Budget Committee	Mr. Ashish Jaiswal	Once in a semester
23	Maintenance of Computers, Printers & Biometric System committee	Mr Nilesh Gupta	Need Based
24	House Keeping Committee	Mr Anand Shrivastava	Continuous; Need Based
25	Civil Work & maintenance Committee	Dr Shubhalakshmi Tiwari	Need Based
26	Central Social Welfare Committee(BC/SC/ST)	Mr Sachin Meshram	Need Based
27	Grievance Redressal Committee	Mr Sharad Kaushik	Once in a semester; Need based
28	Internal Complaint Committee & Sexual Harassment Committee	Dr Shubhalakshmi Tiwari	Once in a semester; Need based
29	Internal Quality Assurance Cell	Dr Shailesh Dewangan	Need Based
30	Institution's Innovation Council(IIC)	Dr Shailesh Dewangan	Once in a semester; Need based
31	Academic Review Committee	Mr Shard Kumar Kaushik	Once in a semester; Need based
32	Industry-Institution Interaction Committee	Mr V S Kharsan	Once in a semester; Need based
33	Cultural Committee	Mr. Jaykishan Gupta	Need based
34	Sports Committee	Dr. M.S. Shahid	Need based
35	Anti-Ragging Committee	Dr. M.S. Shahid	Once in a semester;
36	Staff Selection Committee	Mr. Ashish Jaiswal	Need based

1. Admission Committee

S.No.	Particulars	Details of members
1	Composition	1. Mr. Neetin Kumar, Coordinator 2. Dr Reena Nashine, member 3. Mr Vivek Rathore, member 4. Mr Anand Shrivastava, member
2	Role & Responsibilities	<ul style="list-style-type: none"> Admission of students in BTech, MTech & MBA First year and BTech Second year. Spot counseling at institute level. Branch change at institute level.

2. Central Purchase/Stores Committee

S.No.	Particulars	Details of members
1	Composition	1. Dr. Nitin Jain, Coordinator 2. Mr Vinay Pandey, Member 3. Mr. Murit Kaushik, Member 4. Mr. Pushkar Sahu, Member 5. Mr. Prasanna Choubey, Member 6. Mr. Shantanu Mandal, Member 7. Mr B P Joshi, Member
2	Objectives	The purpose is to establish policy and procedures for the College to procure goods and services. These policies will ensure SIET College has a sound purchasing practices and appropriate controls in place to support the efficient and effective expenditure of funds.
3	Functions:	The function of PC is to procure all necessary, economically and efficient materials and services needed for production or daily operation of the institute.
4.	Responsibilities of the Purchase Committee:	<ul style="list-style-type: none"> ➤ To analyze quotations provided by the department, and provide recommendation for approval. To ensure all documentation is accurately completed. ➤ To ensure that the supplies/services quoted for comply with what was requested. ➤ Seek clarification from suppliers/service providers where necessary. ➤ To request technical input from relevant staff as required. The PC should also be assigned a role within the supplier pre-qualification process ➤ In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in

		<p>the collection of quotations</p> <ul style="list-style-type: none"> ➤ Ensuring proportionality, transparency, accountability and fairness in the procurement process ➤ Ensuring all relevant documentation is prepared prior to PC meeting ➤ Ensuring that the Quote Evaluation Form is completed accurately ➤ Ensuring all necessary procurement procedures is properly followed.
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3. Faculty and Staff welfare Committee

S.No.	Particulars	Details of members
1	Composition	1. Mr Sharad Kaushik, President 2. Mr Nitin Jain, Member 3. Dr Shubhlakshmi Tiwari, Member 4. Dr. Shanu K Rakesh, Member 5. Dr Shailesh Dewangan, Member 6. Mrs. Mou Halidar, Member
2	Role & Responsibilities	Implementing a variety of initiatives aimed at enhancing the well-being of faculty and staff.

4. Planning & Development Committee

S.No.	Particulars	Details of members
1	Composition	1. Dr Ashish Jaiswal, President 2. Dr K C Mahajan, Member 3. Mr Sharad Kaushik, Member 4. Dr Nitin Jain, Member
2	Role & Responsibilities	Planning and coordination of Civil, Electrical and other work for the campus development of the Institute.

5. NBA Committee

S.No	Particulars	Details of members
1	Composition	1. Mr. Sharad Kumar Kaushik, President 2. Dr Shubhlakshmi Tiwari , Member 3. Dr Shanu K Rakaseh, Member 4. Dr Shailesh Dewangan, Member 5. Mr A K Jain, Member 6. Mr Sachin Meshram, Member 7. Mr Amit S henry, Member 8. Dr Joji Thomas, Member 9. Mr J P Singh, Member
2	Role & Responsibilities	Tasks associated with obtaining NBA accreditation for different departments

6. Web Site Committee

S.No	Particulars	Details of members
1	Composition	1. Dr. Nitin Jain ,President 2. Mr. Nitin Kumar ,Member 3. Mr V S Kharsan, Member 4. Ms Sejal Mishra ,Member 5. Mr. Mirza T Beg ,Member 6. Mr J P Singh, Member
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Designing and keeping up to date the Institute's website. ➤ Keeping Institute data on the AICTE website current. ➤ Installing software for student use.

7. Water Supply Committee

S.No	Particulars	Details of members
1	Composition	1. Mr Vinay Pandey,Coordinator 2. Mr. Jeevan Nishad,Member 3. Mr Rameshwar Prasad,Member
2	Role & Responsibilities	Ensuring a continuous water supply to institute buildings, staff quarters, and hostels.

8. Write off Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Dr Nitin Jain, President 2. Mr Sanjay Vaidya, Member 3. Mr Nilesh Gupta, Member 4. Mr. Sanjeev Tiwari, Member 5. Mr Pushkar Sahu, Member 6. Mr. Murit Kaushik, Member
2	Role & Responsibilities	To provide recommendations for items that should be marked for write-off following an inspection.

9. Scholarship Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Sharad Kumar Kaushik, President 2. Mr J P Singh, Member 3. Mr Amit Kumar Vishwakarma, Member 4. Mr Pushkar Sahu, Member
2	Role & Responsibilities	To handle all online scholarship related tasks.

10. Hostel Management Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr J P Singh, Hostel warden, Coordinator 2. Mr Sanjay Vaidya, Member 3. Mr Vikash Chandra, Member 4. Mr G P Sharma, Member 5. Mr Manoj Lakra, Member 6. Mr Ravindra Jaiswal, Member
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Comprehensive oversight of hostel management. ➤ Formulating plans for hostel development. ➤ Supervising sports activities, maintaining discipline, and preventing ragging within the hostel.

11. Carrier Guidance, Training & Placement Cell

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Vinod Singh Kharsan, TPO, Coordinator 2. Mr Amit Vishwakarma, Member 3. Mr G P Sharma, Member 4. Ms. Raina Jain, Member 5. Mrs. Pratibha Sao, Member 6. Mr Amit Pandey, Member 7. Mr Subhash Chawla, Member
2	Objectives	<ul style="list-style-type: none"> ➤ The main objective of the CGPC is to give career guidance with respect to job. ➤ To facilitate job opportunities and communicate them to the students seeking employment. ➤ To build and maintain good relations with the industry thereby bridging the gap between industry and our institution. ➤ Organize lectures/workshops for various areas like personality development, career opportunities, resume writing, etc.
3	Functions	To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.
4.	Roles and responsibilities	<ul style="list-style-type: none"> ➤ CGPC of the college provides placement assistance to all its students. ➤ The cell regularly conducts grooming sessions for the students in areas like soft skills, interview facing skills, behavioral skills thereby making them industry-fit. ➤ To gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers. ➤ To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio- economic policies and to impart training in soft skills. ➤ The Career Guidance and Counseling Cell is constituted to provide to student community all possible assistance in choosing the appropriate avenues. ➤ To enable the students to realize their primary ambition, it has become imperative to counsel and

		<p>encourage them to set definite goals. The cell provides guidance and training by briefing about various avenues during the time of admission.</p> <ul style="list-style-type: none"> ➤ Inviting career counselors to inform students about job prospects of different subjects, Conducting aptitude tests, mock interviews and group discussions.
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12. Entrepreneur Development Cell

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Sharad Kumar Kaushik, President 2. Mr. V S Kharsan, Member 3. Mr. Amit Stieve Henry, Member 4. Mr J P Singh, Member
2	Objectives	The main objective of this committee is to train the students and integrate the culture of entrepreneurship and to make the students eligible to achieve their dreams of starting their own enterprise
3	Functions	Young graduating Engineering students across the country need proper placements depending upon their talents for which a proper industrial exposure is essential. The curriculum also should have a great bearing in accordance with the need of the industry. The important institute interaction will help to achieve the above objectives.
4.	Roles and responsibilities	<ul style="list-style-type: none"> ➤ Awareness ➤ To create awareness among the students of the Institution regarding entrepreneurship as a career option. ➤ Arrange guest lectures by inviting engineers and top executives from industry to visit the institution to deliver lectures and to impart industrial exposure to the students. ➤ Providing opportunities to the degree level engineering institutions to improve their knowledge upgrade their skills and enhance their qualifications.

13. Electricity Maintenance Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr A K Jain, President 2. Mr Vikash Chandra, Coordinator 3. Mr. Ram Prasad Nishad, Member 4. Mr R D Sharma, Member 5. Mr.Santosh Vastrakar, Member 6. Mr Dhruw Kumar Rathore, Member
2	Role & Responsibilities	Maintaining the electrical systems in institute buildings, staff quarters, and hostels.

14. Garden and Campus Beautification Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Ranbir Paul, Incharge 2. Mr V S Kharsan, Member 3. All gardeners(07) ,Member 4. Cleanness staffs(14), Member
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Enhancing the aesthetics of the campus. ➤ Ensuring the cleanliness of the campus. ➤ Cultivating and improving the campus garden.

15. NSS Cell

S.No.	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Barun Yadav, Coordinator 2. Ms Usha Jaiswal, Member 3. NSS Volunteers(Boys & Girls),Member
2	Role & Responsibilities	To organize Programs of National Service Scheme (NSS).

16. Examination Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Sharad Kumar Kaushik, Exam Supdt, Coordinator 2. Mr. Ranbeer Paul, Member 3. Mr J P Singh, Member 4. Mr Basant Kewart, Member
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Overseeing the seamless administration of both university and mid-semester examinations. ➤ Conducting diverse competitive exams, such as PSC, NET, and assessments organized by VYAPAM, JEE, NEET, NTA etc.

17. Linkage office and Central Evaluation Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Sharad Kumar Kaushik, Coordinator 2. Mr J P Singh, Member 3. Mr. Nilesh Gupta, Member
2	Role & Responsibilities	<ul style="list-style-type: none"> ● Approval/Affiliation activity with AICTE/CSVTU. ● Communication with AICTE/CSVTU. ● Evaluation of Answer sheets at Institute.

18. Alumni Coordination Committee

S.No	Particulars	Details of members
1	Composition	<ul style="list-style-type: none"> ● Mr Sanjay Vaidya ● Mr Binod Tiwari ● Mr Deepak Mishra ● Mr. Amit Pandey ● Mr Arihant Thakur ● Mr Abhuday Bhatt ● Mr Gopal Das Somani ● Mr Arpita Ghosh ● Mr Prakash Mourya ● Mr Kush Singh

2	Objectives	The need for an Alumni Committee is to provide a platform and an interface to serve and to promote the mutual interests of the institution and its alumni.
3	Functions	To act as a bridge between the college and the alumni for interaction on new developments in different.
4.	Roles and responsibilities	<ul style="list-style-type: none"> ➤ To maintain an up-to-date and detailed database of the alumni ➤ To highlight the success of alumni to improve the credibility and reputation of the institute. ➤ Plan and promote a platform for interaction between all stakeholders of Sreyas institute of engineering and technology. ➤ Maintain healthy relationship with the alumni body ➤ Assist management in creating an environment in the college which enables the students to have lasting memories. ➤ To organize alumni meets ➤ To organize AGM. ➤ To motivate for development of alumni association. ➤ To prepare data base of Alumni and communication with them.

19. IT Network Management Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Mr Nilesh Gupta 2. Mr. Birbal Rajput 3. Mr Sanjay Kaushik 4. Mr. Mirza T Beg 5. Mr Khilesndra Vastrakar 6. Mr. Neeraj Thakur
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Maintenance of internet connections and network infrastructure. ➤ Installing and caring for servers and Wi-Fi systems.

20. Central Library Committee

S.No	Particulars	Details of members
1	Composition	1. Mr Sanjeev Tiwari, Librarian, Member 2. Dr Shanu K Rakesh, President 3. Dr. Shailesh Dewangan, Member 4. Mr Shashikant Jaiswal, Member 5. All Library Supporting staffs, Member
2	Objectives	The main objective of this committee is to ensure that all the resources are provided by the Library and all the students are well informed about the resources available.
3	Functions	<ul style="list-style-type: none"> ➤ Books and other e-learning media are very essential for gaining knowledge as learning is a continuous process. Faculty and students require resources to attain knowledge for the day to-day requirements and to function as a channel between the library and its users. ➤ Inform the staff and students about the latest titles, new arrivals of books and journal. ➤ Pursue the titles available and recommended additional titles on requirements. ➤ Recommend the latest resources journals on periodical basis. ➤ Maintain and upgrade digital library. ➤ Suggest and provide the quotation for yearly budgetary allocations for library resources.
4.	Roles and responsibilities	<ul style="list-style-type: none"> ➤ To assist the Librarian in formulating a Library policy. ➤ Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces.

21. Central Public Relation, Press & Media publication Committee

S.No	Particulars	Details of members
1	Composition	1. Mr Ashutosh Pande, PRO, President 2. Mr Nilesh Gupta, Member 3. Mrs Mohini Moitra, Member 4. Mr Subhash Chawla, Member
2	Objectives	The CGC try to be best to create and maintain a very positive image amongst the minds of the people.
3	Functions	The Media and PR Cell looks after all communication and publications - internal & external and also serves as the official spokesperson of the institute.

4.	Roles and responsibilities	<ul style="list-style-type: none"> ➤ The role of Media and PR Cell is to manage relations with external stakeholders through several media relation activities. ➤ It accomplishes this through engagement with the print media and by facilitating institute's online presence across various platforms. ➤ The Media and PR Cell also manages internal communication by reporting events, happenings and achievements to the administration, faculty and student community. ➤ Besides focusing on Corporate Interactions, one of the major Media and PR Cell activity is to provide necessary assistance to prospective candidates in their admission related queries, thereby supporting the admission process conducted at SIET ➤ Improve internal relations; teachers, students, other administrative staff. ➤ Maintain good relations with the community. ➤ Maintain positive relations with the alumni.
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22. Finance, Account and Budget Committee

S.No	Particulars	Details of members
1	Composition	<ol style="list-style-type: none"> 1. Dr Ashish Jaiswal, MD-President 2. Dr K C Mahajan, Principal-Member 3. Mr Sharad Kaushik, OSD-Member 4. Dr Nitin Jain, AO-Member 5. Mr Murit Kaushik, Account Officer-Member
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Handling all financial responsibilities. ➤ Preparing the budget. ➤ Collecting fees via online banking. ➤ Resolving audit objections to ensure the proper utilization of allocated funds. ➤ To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time. ➤ To plan proper utilization of resources for implying effective fund management. ➤ To update the budgetary provisions by working out the budgetary implications of various plans of Planning & Institutional Development Committee ➤ To mobilize resources through donations from society, through funding agencies under various schemes, etc. ➤ To identify the potential areas of research in various disciplines of engineering and from the faculty into various clusters based

		<p>on their specialization</p> <ul style="list-style-type: none"> ➤ Encourage the staff to attend /papers in various national/international conferences of their specialized areas/ research oriented faculty development program ➤ To coordinate the research activities among the various departments of college ➤ Encourage the faculty to attend various research oriented faculty development program
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23. Maintenance of Computers, Printers & Biometric System committee

S.No	Particulars	Details of members
1	Composition	1. Mr Nilesh Gupta 2. Mr. Birbal Rajput 3. Mr Sanjay Kaushik 4. Mr Vikash Rana 5. Mr. Mirza T Beg 6. Mr. Khilendra Vastrakar 7. Mr. Neeraj Thakur
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Maintenance of Computers, Printers, Scanners and Photocopiers. ➤ Implementing and up keeping the Biometric system for tracking the attendance of faculty and staff.

24. House Keeping Committee

S.No	Particulars	Details of members
1	Composition	1. Mr Anand Shrivastava, President 2. Mr. Kishore Jogelkar, Member 3. All housekeeping staffs, Member
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ All works of Housekeeping in the institute and Hostels premises. ➤ Ensure favorable clean working environment for members of staff and students. ➤ Arrange for regular meetings regarding cleanliness to all housekeeping staff. ➤ Mentor and orientate housekeeping staff. ➤ Audits are done properly every week. ➤ Provide sanitary and cleaning products replacements for toilets without fail.

25. Civil Work & maintenance Committee

S.No.	Particulars	Details of members
1	Composition	1. Dr Shubhlakshmi Tiwari, President 2. Mr Karan Singh, Member 3. Mr. L K Shukla, Member 4. Mr Parimal Shukla, Member
2	Role & Responsibilities	To maintain institute buildings, staff quarters, and hostels through college management.

26. Central Social Welfare Committee(BC/SC/ST)

S.No	Particulars	Details of members
1	Composition	1. Mr Sachin Meshram, President 2. Mr. Chitrakant Tiger, Member 3. Mrs. Shanu K. Rakesh, Member 4. Mr. Amit Stieve Henry, Member 5. Mr. Arun Kumar Jain, Member
2	Objectives:	<ul style="list-style-type: none"> ➤ To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus. ➤ To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them. ➤ To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989).
3.	Role & Responsibilities	<ul style="list-style-type: none"> ➤ To look into the complaints if any received from the concerned staff and students belonging to SC / ST. ➤ The Social Welfare Committee functions to promote technical and management education among BC/SC/ST students and other weaker section of the society. ➤ It continuously monitors and evaluates reservation policies intended for BC/SC/STs Welfare by the Govt of Chhattisgarh and also for the effective implementation of the same Welfare. ➤ Monitoring qualified and eligible students to get both fee reimbursement and scholarship. ➤ To counsel and guide SC/ ST students and help them to manage academic and personal issues if any. ➤ To inform the SC/ST students regarding various scholarships / program of State Govt. and UGC. ➤ To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students. ➤ To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained

27. Grievance Redressal Committee

S.No.	Particulars	Details of members
1	Composition	1. Mr. Sharad Kumar Kaushik, Asst. Prof.-Incharge 2. Dr. Sanjay Pandey, HOD, MBA-Member 3. Dr. (Smt.) Reena Nashine, HOD, Chem.-Member 4. Dr. Shanu K Rakesh, Associate. Prof., CSE -Member 5. Mr. J.P. Singh, Asst. Prof., CSE -Member
2	Mechanism	<ul style="list-style-type: none"> ➤ Individuals may reach out to any member of the cell through approaches such as in-person visits, telephone calls, written correspondence, or emails. ➤ The identity of the complainant is kept confidential. ➤ Written complaints should be directed to the Principal. ➤ If a complaint is made to any presiding officer or committee member, they may choose to forward it to the Principal. ➤ The cell conducts meetings with the complainants to better understand the nature and severity of the issue. ➤ These meetings with complainants can be conducted individually or involve all relevant parties, as deemed appropriate by the committee. ➤ The committee thoroughly discusses the problem and, if necessary, contacts relevant individuals to ascertain the facts. ➤ Adequate opportunities are provided for both parties to present their evidence. ➤ Time may be granted as needed. ➤ The committee critically examines all aspects of the complaint. ➤ The primary aim is to resolve the matter through counseling, but the severity of the situation may influence the approach. ➤ If warnings or counseling prove ineffective, the committee may recommend appropriate sanctions. ➤ The final decision rests with the Principal.
3	Responsibilities	<ul style="list-style-type: none"> ➤ To address various concerns raised by staff and students pertaining to the institute and its surroundings. ➤ To establish an organizational structure for addressing grievances from both students and staff. ➤ The aim of the grievance cell is to foster a responsive and accountable mindset among all members, fostering a harmonious educational environment within the institute.

28. Internal Complaint Committee & SexualHarassmentCommittee

S. No.	Particulars	Details of members
1	Composition	Dr.Shubhlakshmi Tiwari (Presiding Officer)Mr.A.K.Jain (Member) Dr.Shanu K Rakesh (Member)Mrs. Mou Haldar (Member) Ms.Pooja Sharma (NGO) Ms Soniya Pipalwa (Student Member)Nidhi Tiwari (Student Member) Krish Saluja (Student Member)
2	Mechanism	<ul style="list-style-type: none"> ➤ The committee addresses matters concerning sexual harassmentwithin the college. ➤ This applies to all female students, staff, and faculty members. ➤ Individuals have the option to personally reach out via visit, call,letter, or email to any member of the committee. ➤ Confidentiality of the complainant's identity is ensured uponrequest. ➤ If a complaint is made to any presiding officer or committeemember, they have the authority to escalate it to the Principal.
3	Responsibilities	<ul style="list-style-type: none"> ➤ Complaints are documented. ➤ The committee upholds confidentiality throughout the proceedings. ➤ Adequate opportunity is provided for both parties to present their evidence. ➤ Time is allocated as needed in accordance with the situation. ➤ The committee critically examines all aspects of the complaint internally. ➤ Special consideration is given to the safety of female candidates, particularly after they have filed a complaint. ➤ Initially, the aim is to resolve the issue through counseling, contingent upon its gravity. ➤ If counseling or warnings prove ineffective, appropriate disciplinary measures are suggested.

29. Internal Quality Assurance Cell (IQAC)

S. No.	Particulars	Details of members		
1	Composition	1	Mr. Ashish Jaiswal	Managing Director
		2	Dr K C Mahajan	Chairperson
		3	Mr Sharad Kumar Kaushik	Member
		4	Dr Nitin Jain	Coordinator
		5	Dr Sanjay Pandey	Member
		6	Dr Shanu K Rakesh	Member
		7	Dr Shubhalakshmi Tiwari	Member
		8	Dr. Ankita Dwivedi	Member
		9	Mr. Sachin Meshram	Member
		10	Dr Shailesh Kumar Dewangan	Member
		11	Mr Aryan Agrawal	Student Member
		12	Ms Komal Kashyap	Alumini Member
		13	Mr Deepak Laikhmania	Member from Industry
		14	Mr. Vijayan K	Member from Industry
2	Mechanism	<ul style="list-style-type: none"> ➤ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks; ➤ Relevant and quality academic/ research programs; ➤ Equitable access to and affordability of academic programs for various sections of society; ➤ Optimization and integration of modern methods of teaching and learning; ➤ The credibility of assessment and evaluation process; ➤ Ensuring the adequacy, maintenance and proper allocation of support structure and services; ➤ Sharing of research findings and networking with other institutions in India and abroad. 		
3	Functions	<ul style="list-style-type: none"> ❖ Development and application of quality benchmarks ❖ Parameters for various academic and administrative activities of the institution; ❖ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process; ❖ Collection and analysis of feedback from all stakeholders on quality-related institutional processes; ❖ Dissemination of information on various quality parameters to all stakeholders; ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; ❖ Documentation of the various programmes/activities leading to quality improvement; ❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices; 		

		<ul style="list-style-type: none"> ❖ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; ❖ Periodical conduct of Academic and Administrative Audit and its follow-up
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30. Institution's Innovation Council (IIC 4.0)

Designation	Name	Work & Responsibility
President	Mr Sharad Kumar Kushik OSD	Performed the role as Head of Council Initiate, identify and form the council and assign the role and responsibility to members.
Convener	Dr. Shailesh Dewangan, HOD, Mech	Immediate point of contact and coordination. (preferably Incubation in charge of institute or Faculty with Entrepreneurship Experience or interest)
Innovation activity coordinator	Dr. Joji Thomas, Asst. Prof., Mech	Primary responsible for organizing and coordination after Innovation promotion activities and extend support to other activities.
Startup activity coordinator	Dr. Shanu K. Rakesh, HOD, CSE	Primary responsible for organizing and coordination after Startup promotion activities and extend support to other activities.
Internship Coordinator	Prof. Vinod S. Kharsan, TPO	Primary responsible for organizing and coordinating after Internship opportunity and engage student in Start-ups, innovation labs and incubation centre etc. to promote innovation activities and extend support to other activities.
IPR Activity Coordinator	Prof. Amit Vishwakarma, Asst. Prof., Mech	Primary responsible for organizing and coordinating after IPR mentoring, awareness opportunity to promote innovation activities and extend support to other activities.
Social Media Coordinator	Prof. Mohini Moitra, Asst. Prof., EEE	Primary responsible for organizing and coordinating after social media promotion and public relation and effectively communicating regarding various activities undertaken to promote innovation activities and extend support to other activities.
ARIIA Coordinator	Dr. Nitin Jain, Asst. Prof., ET&T	Primary responsible for creating repository and advising on more innovation and startup activities in campus to increase the ranking in ARIIA and also extend support to other activities.
NIRF Coordinator	Prof. J. P. Singh, Asst. Prof., CSE	Primary responsible for creating repository and advising on more innovation and Research activities in campus to increase the ranking in NIRF and also extend support to other activities.
Member	Dr. Reena Nashine, HOD, Chemistry	As per Responsibilities assigned by the President of the Council

Member	Dr. Shubhalaxmi Tiwari, HOD, Civil	As per Responsibilities assigned by the President of the Council
Member	Prof. A.K. Jain, HOD, EEE	As per Responsibilities assigned by the President of the Council
Member	Prof. Sachin Meshram, HOD, ET&T	As per Responsibilities assigned by the President of the Council
Member	Prof. Barun Yadav, HOD, Maths	As per Responsibilities assigned by the President of the Council

31. Academic Review Committee

S.No.	Particulars	Details of members
1	Composition	1. Dr K C Mahajan, Principal-Chairman 2. Mr Sharad Kumar Kaushik- Convenor 3. Dr Nitin Jain-Member 4. Dr Shubhlakshmi Tiwari- Member 5. Dr Shanu K Rakesh-Member 6. Dr Shailesh Dewangan-Member 7. Mr Sachin Meshram-Member 8. Mr A K Jain-Member
2	Functions	<ul style="list-style-type: none"> ➤ To review students attendance /malpractices in examinations. ➤ To supervise the internal examinations/ evaluation/ recording. ➤ To plan for sustaining the quality of education. ➤ Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically. ➤ Recommending the Management for encouraging academic toppers students with prizes.
3	Role & Responsibilities	<p>Chairman:</p> <ul style="list-style-type: none"> ➤ The chairman will convene the meeting of the ARC ➤ The Chairman presents the agenda of the meeting before the committee and initiates the session <p>Convener:</p> <ul style="list-style-type: none"> ➤ Convener is responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute. ➤ Convener shall prepare the meeting agenda ➤ Convener shall prepare minutes of the meetings and circulated after obtaining the approval of the Chairman. <p>Member:</p> <ul style="list-style-type: none"> ➤ Members of the committee represent the respective department in all academic related matters and fore see the effective implementation of the resolutions made by ARC ➤ Prepares the academic calendar of the department. ➤ Monitors functions of Class teachers. ➤ Approving the Internal Assessment marks of the students ➤ Monitors the student's feedback ➤ Monitors the faculty performance and analyzing the results. ➤ Prepares the action plans as well as suggest measures for improvement. ➤ Monitors and controlling students discipline in the campus.

32. Industry-Institution Interaction Committee

S.No	Particulars	Details of members
1	Composition	<ul style="list-style-type: none"> ○ Mr Ashish Jaiswal, Chief mentor ○ Dr Palak Jaiswal, mentor ○ Dr K C mahajan, Advisor ○ Mr. Vinod Singh Kharsan, Coordinator ○ Dr. Shanu K Rakesh, Member ○ Dr Sanjay Pandey, Member ○ Dr Reena Nashine, member ○ Dr Nitin jain, member ○ Dr Manojit Dey, Member ○ Dr Ankita Dwivedi, Member ○ Dr Shailesh Dewangan, Member ○ Dr Shubhalaxmi Tiwari, Member ○ Dr Barun Yadav, Member ○ Mr Santosh Agrwal, Member-Industry ○ Mr Vijayan k, Member-Industry ○ Mr Lao manna, Member-Industry ○ Mr Deepak Likhmania, member-Industry
2	Role & Responsibilities	<ul style="list-style-type: none"> ➤ Establish linkage between industry and the institute. ➤ Identify industry problems and provide solutions ➤ Joint research projects ➤ Industrial consultancy ➤ Dissemination of knowledge ➤ Continuing education programs ➤ Greater utilization of resources ➤ Access to library and other infrastructure ➤ Access to laboratory testing ➤ Promoting industrial training for students ➤ Faculty and students training in industry

36. Staff Selection Committee

S.No	Particulars	Details of members
1	Composition	<ul style="list-style-type: none"> ○ Mr. Ashish Jaiswal, President ○ Dr. K.C. Mahajan, Member Secretary ○ Mr. Nitin Jain, Member ○ Heads of the Departments, Member ○ Subject Expert (Internal), Member
2	Objectives	The main objective of the Staff Selection Committee is to evaluate the requirement of teaching staff for the college and plan accordingly to recruit adequate qualitative faculty on merit.
3	Functions	<ul style="list-style-type: none"> ➤ This Committee is in charge of recruitment process including the recruitment and it makes recommendations to the chairman about the recruitment of individual faculty members. ➤ To develop the policies and practices needed to conduct an annual monitoring of faculty intellectual contributions. ➤ To develop criteria that assure those faculty members that possesses sufficient academic and professional qualifications.