



MIT GROUP OF INSTITUTIONS (MITGI)

No: MIT/DIR-N/2070
Date: 21/01/2021

NOTICE

Subject: - Constitution of different standing Committee for various Administrative, Academic and other Extra Curricular Activities during the Session 2020-21.

I.	Administration Scope of Work: As per Byelaws.		
1.	Administrative Committee		
(i)	Dr. Rohit Garg	Director, MIT	Chairman
(ii)	Dr. Manish Agarwal	Director, MITCOM	Member
(iii)	Dr. S.R. Swain	Director, METFOP	Member
(iv)	Dr. Shubhranshu Panda	Director, MITCOP	Member
(v)	Prof. Vijendra Singh	DSW	Member
(vi)	Dr. Kshitij Shinghal	Dean Academics	Member
(vii)	Dr. Animesh Agarwal	Controller of Examination	Member
(viii)	Dr. Manish Saxena	HOD, ASH	Member
(ix)	Dr. Somesh Kumar	HOD, CSE	Member
(x)	Dr. Rajul Misra	HOD, EE	Member
(xi)	Dr. Munish Chhabra	HOD, ME	Member
(xii)	Mr. Ankur Kumar Bansal	HOD, CE	Member
(xiii)	Ms. Barkha Kataria	HOD FOA	Member
(xiv)	Mr. Vikas Kumar	Associate DSW and Convener Adm. Cell	Member
(xv)	Mohd. Talha Khan	Nodal Officer-B.Voc	Member
(xvi)	Mr. S.N. Shukla	Registrar	Member Secretary
(xvii)	Mr. Ritesh Srivastava	Head T,P&CA	Member
2.	Grievance Redressal Cell (For faculty & staff)		
(i)	Dr. Rohit Garg	Director, MIT	Chairman
(ii)	Dr. Manish Agarwal	Director, MITCOM	Member
(iii)	Dr. S.R. Swain	Director, METFOP	Member
(iv)	Dr. Shubhranshu Panda	Director, MITCOP	Member
(v)	Ms. Barkha Kataria	HOD FOA	Member
(vi)	Prof. Vijendra Singh	DSW	Member
(vii)	Dr. Kshitij Shinghal	Dean Academics	Member

II.	Students Affairs																																										
	Prof. Vijendra Singh	DSW	Chairman																																								
Scope of Work : To oversee <ul style="list-style-type: none"> • All matters concerning the students affairs. • Students discipline, management of Boys & Girls Hostels and Mess and co-curricular/extra curricular activities. • Any other work assigned by Director. DOSW will be assisted by following sub committees who will be working under his direct control. Scope of work for these sub committees may be defined by DOSW.																																											
1. Proctorial Board: <table border="1"> <tr> <td>(i)</td><td>Mr. Khilendra Singh</td><td>ASH</td><td>Chief Proctor, Convener</td></tr> <tr> <td>(ii)</td><td>Dr. Rahul Singh</td><td>MBA</td><td>Deputy Chief Proctor</td></tr> <tr> <td>(iii)</td><td>Dr. Deepti Gupta</td><td>ASH</td><td>Proctor</td></tr> <tr> <td>(iv)</td><td>Mr. Ravish Kumar Dubey</td><td>CSE</td><td>Proctor</td></tr> <tr> <td>(v)</td><td>Mohd. Talha Khan</td><td>ME</td><td>Proctor</td></tr> <tr> <td>(vi)</td><td>Mr. Harish Chandra Verma</td><td>FOP</td><td>Proctor</td></tr> <tr> <td>(vii)</td><td>Ex Officio Members</td><td colspan="2" rowspan="2">All PTI's and Chief Wardens, Wardens</td></tr> </table>				(i)	Mr. Khilendra Singh	ASH	Chief Proctor, Convener	(ii)	Dr. Rahul Singh	MBA	Deputy Chief Proctor	(iii)	Dr. Deepti Gupta	ASH	Proctor	(iv)	Mr. Ravish Kumar Dubey	CSE	Proctor	(v)	Mohd. Talha Khan	ME	Proctor	(vi)	Mr. Harish Chandra Verma	FOP	Proctor	(vii)	Ex Officio Members	All PTI's and Chief Wardens, Wardens													
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2. Boys & Girls, Hostel & Mess management <table border="1"> <tr> <td>(i)</td><td>Mr. Pavnendra Kumar</td><td>ME</td><td>Chief Warden & Mess Warden</td></tr> <tr> <td>(ii)</td><td>Mr. Ram Singh</td><td>EE</td><td>Warden & Mess Warden Boys Hostel</td></tr> <tr> <td>(iii)</td><td>Ms. Shipra Kumari</td><td>CE</td><td>Warden, Girls Hostel</td></tr> <tr> <td>(iv)</td><td>Ms. Batul Zainab</td><td>FOA</td><td>Mess Warden, Girls Hostel</td></tr> </table>				(i)	Mr. Pavnendra Kumar	ME	Chief Warden & Mess Warden	(ii)	Mr. Ram Singh	EE	Warden & Mess Warden Boys Hostel	(iii)	Ms. Shipra Kumari	CE	Warden, Girls Hostel	(iv)	Ms. Batul Zainab	FOA	Mess Warden, Girls Hostel																								
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3. Anti Ragging Squad <table border="1"> <tr> <td>(i)</td><td>Prof. Vijendra Singh</td><td>ASH</td><td>Chairman</td></tr> <tr> <td>(ii)</td><td>Mr. Khilendra Singh</td><td>ASH</td><td>Convener</td></tr> <tr> <td>(iii)</td><td>Dr. Kshitij Shinghal</td><td>EC</td><td>Member</td></tr> <tr> <td>(iv)</td><td>Dr. Sachin Agarwal</td><td>ASH</td><td>Member</td></tr> <tr> <td>(v)</td><td>Mohd. Saquib Quadeer</td><td>CE</td><td>Member</td></tr> <tr> <td>(vi)</td><td>Mr. Vikas Bhatnagar</td><td>CSE</td><td>Member</td></tr> <tr> <td>(vii)</td><td>Mr. Anurag Malik</td><td>CSE</td><td>Member</td></tr> <tr> <td>(viii)</td><td>Mr. Gurpreet Singh</td><td>FOA</td><td>Member</td></tr> <tr> <td>(ix)</td><td>Mr. Harish Chandra Verma</td><td>FOP</td><td>Member</td></tr> <tr> <td>(x)</td><td>Mr. Krishna Kr. Varshney</td><td>MITCOP</td><td>Member</td></tr> </table>				(i)	Prof. Vijendra Singh	ASH	Chairman	(ii)	Mr. Khilendra Singh	ASH	Convener	(iii)	Dr. Kshitij Shinghal	EC	Member	(iv)	Dr. Sachin Agarwal	ASH	Member	(v)	Mohd. Saquib Quadeer	CE	Member	(vi)	Mr. Vikas Bhatnagar	CSE	Member	(vii)	Mr. Anurag Malik	CSE	Member	(viii)	Mr. Gurpreet Singh	FOA	Member	(ix)	Mr. Harish Chandra Verma	FOP	Member	(x)	Mr. Krishna Kr. Varshney	MITCOP	Member
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4. Quick Response Team Scope of work: <ul style="list-style-type: none"> • To initiate quick action and immediate respond in case of accident of any student/staff/faculty inside or outside the Campus. <table border="1"> <tr> <td>(i)</td><td>Mr. Khilendra Singh</td><td>ASH</td><td>Convener</td></tr> </table>				(i)	Mr. Khilendra Singh	ASH	Convener																																				
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	(ii)	Mohd. Talha Khan	ME	Member
	(iii)	Mr. Harish Chandra Verma	FOP	Member
	(iv)	Dr. Rahul Singh	MBA	Member
	(v)	Mr. Amit Dewal	PTI	Member
5.	Grievance Redressal Cell for Students			
	Scope of work: To take action on students' complaint and resolve the issue immediately.			
	(i)	Prof. Vijendra Singh	Chairman	DSW
	(ii)	Dr. Rohit Garg	Member	Director, MIT
	(iii)	Dr. Manish Agarwal	Member	Director, MITCOM
	(iv)	Dr. S.R. Swain	Member	Director, FOP
	(v)	Dr. Subhranshu Panda	Member	Director, MITCOP
	(vi)	Dr. Somesh Kumar	Member	HOD, CSE
	(vii)	Dr. Animesh Agarwal	Member	ASH
	(viii)	Ms. Barkha Kataria	Member	HOD, FOA
6.	Internal Complaint Committee:-			
	a. Women Task Force & Gender Sensitization			
	(i)	Dr. Deepti Gupta	ASH	Convener
	(ii)	Ms. Prachi Gupta	CSE	Member
	(iii)	Ms. Ruchi Varshney	EC	Member
	(iv)	Ms. Kanchan	CSE	Member
	b. Prevention and prohibition of Sexual Harassment of Women Employees and Students			
	(i)	Dr. Deepti Gupta	ASH	Convener
	(ii)	Ms. Richa Saxena	CSE	Member
	(iii)	Ms. Priyanka Goel	CSE	Member
	(iv)	Ms. Shuchita Saxena	EC	Member
7.	Committee for SC/ST as per the scheduled Castes and Scheduled Tribes (prevention of Atrocities) act 1989			
	(i)	Prof. Vijendra Singh	DSW	Convener
	(ii)	Mr. Khilendra Singh	Chief Proctor	Member
	(iii)	Mr. Deepak Singh	ME	Member
	(iv)	Mr. Ganesh Kr. Sharma	ME	Member
8.	Anti Ragging Committee			
	(i)	Dr. Rohit Garg	Director	Chairman
	(ii)	Prof. Vijendra Singh	DSW	Convener
	(iii)	Mr. Khilendra Singh	Chief Proctor	Member

	(iv)	Dr. Jaipal Singh Vyast	Social Worker & MLC from Bareilly-Moradabad Division Graduates Constituency	Member			
	(v)	Dr. Vishesh Gupta	Sociologist and President of Child Welfare Commission	Member			
	(vi)	Dr. Minu Malhotra	Psychologist & Parent Representative	Member			
	(vii)	Mr. Anupratap Tyagi	Final year (EE) Student Representative	Member*			
	(viii)	Mr. Shambhav Singh	First year Student Representative (CE)	Member*			
9.	Ex-officio Member as per AICTE Norms						
	(i)	Representative of Civil Administration**					
	(ii)	Representative of Police Administration**					
	(iii)	Media Representative **					
	* Chief Proctor will get the list of students. As per the list available with Chief Proctor.						
	** Registrar will get the list of Civil, Police and Media Representative.						
10.	Monitoring Cell (Separate List)*						
	a.	Mentors: Third Year students for every six students of first year (130)					
	b.	Senior Mentors: Fourth Year students for every six mentors. *(As per list available with Chief Proctor)					
11.	Students Counseling Cell						
	Dr. Deepti Gupta		ASH	Convener			
12.	MITSA						
	(i)	Dr. Pratosh Kr. Awasthi	ASH	Member			
	(ii)	Mr. Abhinav Gupta	CSE	Member			
	(iii)	Mr. Amit Dewal	PTI	Member			
13.	Literary Society						
	(i)	Ms. Ruchi Varshney	EC	Convener			
	(ii)	Ms. Neha Gupta	CSE	Member			
	(iii)	Ms. Shilpi Rani	CSE	Member			
14.	Cultural Society						
	(i)	Dr. Munish Chhabra	ME	Convener			
	(ii)	Mr. Deepak Singh	ME	Member			
	(iii)	Mr. Pravesh Chandra	ME	Member			
	(iv)	Ms. Neha Gupta	CSE	Member			
III.	Academic Affairs						
	Dr. Kshitij Shinghal		Dean Academics	Chairman			

	Mr. Rakesh Kr. Gangwar	ME	Time Table Convener
IV.	Examinations/Test Series/Digital Evaluation/Nodal Center		
	(i) Dr. Animesh Agarwal	ASH	Controller- Examination & CS Exam
	(ii) Mr. Arvind K Singh	ME	AS – Exam
	(iii) Dr. Amit Saxena	EC	AS-Exam
	(iv) Mr. Abhinav Gupta	CSE	Member
	(v) Ms. Prachi Gupta	CSE	Member
	(vi) Ms. Priyanka Goel	CSE	Member
	(vii) Mr. Vikas Bhatnagar	CSE	Member
	(viii) Mr. Mohd. Ilyas	CSE	Member
	(ix) Mr. Deepak Singh	ME	Member
	(x) Mr. Shubham Vyas	ME	Member
V.	Event Management		
	Dr. Manish Agarwal	Director, MITCOM	Chairman, UTKARSH
1.	Programme Conduction & Control		
	(i) Dr. Munish Chhabra	ME	Convener
	(ii) Mr. Deepak Singh	ME	Member
2.	Dais Arrangement, Decoration, Pandal, Tent & Stage, seating arrangement at Function site		
	(i) Mr. Himanshu Agarwal	CSE	Convener
	(ii) Mr. Sandeep Kumar	ME	Member
3.	Refreshment Committee		
	(i) Dr. Lalit Mohan Trivedi	ASH	Convener
	(ii) Dr. Manuj Kr. Agarwal	ASH	Member
4.	Photography/Videography/Multimedia Arrangement/ Audio System/Live Telecast and Computer Networks*		
	(i) Dr. Neelaksh Sheel	CSE	Convener
	(ii) Mr. Munish Bhatnagar	CSE	Member
	(iii) Mr. Pradeep Singh	CSE	Member
	(iv) Mr. Arjun	CSE	Member
5.	Invitation Card, Certificate Preparation, Printing and Distribution		
	(i) Mr. Manoj Kr. Singh	CSE	Member
	(ii) Mr. Zubair Iqbal	CSE	Member
	(iii) Mr. Prashant Singh	ME	Member

6.	Gift Selection/Purchase and Arrangement for Presentation in the Function		
	Dr. Harendra Kumar	ASH	Convener
VI.	Other Committees		
1.	EDP Cell		
	(i) Dr. Kshitij Shinghal	EC	Convener
	(ii) Mohd. Talha Khan	ME	Co-convener
	(iii) Dr. L.P. Verma	CSE	Member
	(iv) Ms. Richa Saxena	CSE	Member
	(v) Mr. Ankur Kumar Bansal	CE	Member
	(vi) Dr. Amit Saxena	EC	Member
2.	NSS Activities		
	(i) Dr. Manuj Kr. Agarwal	ASH	Convener
	(ii) Mr. Ravish Kumar Dubey	CSE	Member
3.	T&P, PDP Conduction Monitoring Committee		
	(i) Mr. Ritesh Kr. Srivastava	Head, T,P&CA	Convener
	(ii) Mr. Narendra Singh Pal	EC	Co-convener
	(iii) Mr. Anurag Malik	CSE	Member
	(iv) Mr. Saquib Quadeer	CE	Member
	(v) Mr. Saurabh Saxena	EE	Member
	(vi) Mr. Ganesh Kr. Sharma	ME	Member
	(vii) Mr. Shubham Vyas	ME	Member
	(viii) Dr. Kapil Kapoor	MBA	Member
	(ix) Ms. Batul Zainab	FOA	Member
	(x) Mr. Hitesh Kumar	FOP	Member
	(xi) Ms. Neha Gupta	MITCOP	Member
4.	Hi-Tech*		
	(i) Dr. Rajul Misra	EE	Convener
	(ii) Mr. Manoj Kr. Singh	CSE	Member
5.	Hobbies Club		
	(i) Ms. Shuchita Saxena	EC	Convener
	(ii) Ms. Prachi Gupta	CSE	Member
	(iii) Ms. Navita Agarwal	CSE	Member
	(iv) Ms. Shipra Kumari	CE	Member
6.	Press and Publicity Committee		
	(i) Mr. Ritesh Srivastava	T,P & CA	Convener
	(ii) Dr. Sachin Agarwal	ASH	Member

	(iii)	Mr. Ankur Kr. Bansal	CE	Member
	(iv)	Mr. Praveen Saini	CSE	Member
	(v)	Mr. Saurabh Saxena	EE	Member
	(vi)	Mr. Ganesh Kumar Sharma	ME	Member
7.	Institute Magazine			
	(i)	Mr. Anurag Malik	CSE	Convener
	(ii)	Dr. Sugandha Agarwal	ASH	Member
8.	ISTE affairs, IE (India) and IEEE			
	(i)	Dr. L.P. Verma	CSE	Convener
	(ii)	Mr. Arvind Kumar Singh	ME	Member
9.	Alumni			
	(i)	Mr. Sanjeev Gupta	CSE	Convener
	(ii)	Mohd. Saquib Qadeer	CE	Member
	(iii)	Mr. Manas Singhal	EC	Member
10.	Institute Website and Social Media			
	(i)	Dr. Neelaksh Sheel	CSE	Convener
	(ii)	Mr. Himanshu Agarwal	CSE	Member
	(iii)	Mr. Vikas Bhatnagar	CSE	Member
	(iv)	Mr. Sanjeev Gupta	CSE	Member
11.	Infrastructure & Maintenance Committee			
	(i)	Dr. Narendra Singh Pal	EC	Convener
	(ii)	Dr. Sachin Agarwal	ASH (Block-A)	Member
	(iii)	Ms. Richa Saxena	CSE (Block-B)	Member
	(iv)	Mr. Saurabh Saxena	EE (Block-C) (I & II floor)	Member
	(v)	Dr. Narendra Singh Pal	EC (Block-C) (III & IV floor)	Member
	(vi)	Mr. Pavnendra Kumar	(Block-D)	Member
	(vii)	Mr. Mandeep Kumar Gupta	FOP (Block-E & J)	Member
	(viii)	Mr. Hariram Singh	MITCOP (Block-F)	Member
	(ix)	Mr. Ajeet Kumar Verma	FOA (Block-H)	Member
	(i)	Mr. Saquib Quadeer	CE (Block-I) (I - floor)	Member
	(ii)	Dr. Sachin Bhardwaj	MBA (Block-J) (II floor)	Member
12.	NPTEL (SPOC)			
	Mr. Ankur Kumar Bansal	CE	NPTEL-Convener	

13.	Spoken Tutorial (SPOC)		
	Mr. Himanshu Agarwal	CSE	SPOC-Convener
14.	GATE-2020		
	Dr. Sachin Agarwal	ASH	Convener
15.	Incubation, Start up and Innovation Cell		
	(i) Dr. Rajul Misra	EE	Convener
	(ii) Dr. Neelaksh Sheel	CSE	Member
	(iii) Dr. Amit Saxena	EC	Member
	(iv) Mr. Sanjeev Gupta	CSE	Member
	(v) Mr. Pravesh Chandra	ME	Member
16.	HACKATHON-2019-20		
	(i) Dr. Neelaksh Sheel	CSE	Convener
	(ii) Dr. L.P.Verma	CSE	Member
17.	National Institutional Ranking Framework (NIRF) report -2020		
	(i) Dr. Kshitij Shinghal	EC	Convener
	(ii) Dr. Lalit Mohan Trivedi	ASH	Member
	(iii) Dr. Manish Gupta	CSE	Member
	(iv) Dr. Neelaksh Sheel	CSE	Member
	(v) Dr. Narendra Singh Pal	EC	Member
	(vi) Mr. Arvind Kumar Singh	ME	Member
18.	AICTE-CII Survey of Industry-Linked Technical Institutes		
	(i) Dr. Manish Gupta	CSE	Convener
	(ii) Mr. Manoj Kr. Singh	CSE	Member
19.	MITGI Presentation Committee		
	(i) Ms. Shuchita Saxena	EC	Convener
	(ii) Dr. Sugandha Agarwal	ASH	Member
	(iii) Ms. Prachi Gupta	CSE	Member
20.	Monitoring Committee for Solar System		
	(i) Mr. Ganesh K. Sharma	ME	Convener
	(ii) Mr. Shubham Vyas	ME	Member
	(iii) Mr. Shailendra Sharma	CSE (Lab Att)	Member
21.	Monitoring Committee for Training Agencies		
	(i) Dr. Kshitij Shinghal	EC	Convener
	(ii) Mr. Ritesh Srivastava	Head T,P&CA	Co-Convener

	(iii)	Dr. Sugandha Agarwal	ASH	Member
	(iv)	Ms. Prachi Gupta	CSE	Member
	(v)	Ms. Navita Agarwal	CSE	Member
	(vi)	Ms. Shilpi Rani	CSE	Member
	(vii)	Ms. Shipra Kumari	CE	Member
	(viii)	Ms. Ruchi Varshney	EC	Member
	(ix)	Mr. Saurabh Saxena	EE	Member
	(x)	Mr. Shubham Vyas	ME	Member
	(xi)	Mr. Prashant Singh	ME	Member
22.	Research and Development Cell / MIT Transaction			
	(i)	Dr. Manish Gupta	CSE	Convener
	(ii)	Mr. Rashid Ali	Library	Member
23.	Rain Water Harvesting Committee			
	(i)	Mr. Pavnendra Kumar	ME	Convener
	(ii)	Mr. Ankur Kumar Bansal	CE	Member
	(iii)	Mr. Brahm Swaroop	ME	Member
24.	NBA Steering Committee			
	i)	Dr. Somesh Kumar	CSE	Convener
	ii)	Dr. Munish Chhabra	ME	Co-Convener
25.	NAAC Steering Committee			
	(i)	Dr. Animesh Agarwal	ASH	Coordinator-NAAC
	(ii)	Dr. Rajul Misra	EE	Co-Coordinator
26.	Value Education Cell			
	(i)	Mr. Pavanendra Kumar	ME	Dean
	(ii)	Mohd. Ilyas	CSE	Co-coordinator

NOTE: -

1. Routine Departmental activities to be managed by respective departments/cells.
2. Other duties at departmental level such as O.C. Labs, O.C. Project, OC. Seminar, etc. shall be notified by concerned HODs.
3. All the Chairpersons/Conveners shall regularly keep the undersigned informed about functioning of respective committees.
4. It is also suggested to all Chair persons/Conveners that they hold a meeting in a semester with their committee members and maintain a file of their proposed work and activities.

5. Administrative duties related to METFOP, MITCOP, MITCOM and FOA shall be notified by respective Director.
6. For smooth conduction of duties, respective incharge/conveners/coordinates can expand their working committee as and when required with due permission from the undersigned.


Director

Copy To:-

- Chairman, MITGI
- Secretary, MITGI
- All Directors
- DSW/Dean Academic
- Controller Examination
- All HODs, MIT
- Head, T,P&CA
- Chief Proctor
- Chief Wardens/Wardens
- Registrar
- OS Academic
- Accounts/Librarian

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All are requested to distribute amongst all the faculty and staff members **via e-mail.**