



MIT GROUP OF INSTITUTIONS (MITGI)

No: MIT/DIR-N/295

Date: 16/08/2021

NOTICE

Subject: - Constitution of different standing Committee for various Administrative, Academic and other Extra Curricular Activities during the Session 2021-22.

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)	Dr. Sanjay Srivastava	Director, FOA	Member
	(vi)	Prof. Vijendra Singh	DSW	Member
	(vii)	Dr. Kshitij Shinghal	Dean Academics	Member
	(viii)	Dr. Animesh Agarwal	Controller of Examination	Member
	(ix)	Dr. Manish Saxena	HOD, ASH	Member
	(x)	Dr. Somesh Kumar	HOD, CSE	Member
	(xi)	Dr. Rajul Misra	HOD, EE	Member
	(xii)	Dr. Munish Chhabra	HOD, ME	Member
	(xiii)	Mohd. Saquib Quadeer	HOD, CE	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)	Dr. Sanjay Srivastava	Director, 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:			
	(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	
2.	Boys & Girls, Hostel & Mess management			
	(i)	Mr. Pavendra Kumar	ME	Chief 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
3.	Anti Ragging Squad			
	(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. Harish Chandra Verma	FOP	Member
	(ix)	Mr. Krishna Kr. Varshney	MITCOP	Member
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.			
	(i)	Mr. Khilendra Singh	ASH	Convener

	(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. Sanjay Srivastava	Member	Director, FOA
	(vii)	Dr. Somesh Kumar	Member	HOD, CSE
	(viii)	Dr. Animesh Agarwal	Member	ASH
6.	Internal Complaint Committee-:			
	a. Women Task Force & Gender Sensitization			
	(i)	Dr. Deepti Gupta	ASH	Chairperson
	(ii)	Ms. Prachi Gupta	CSE	Member
	(iii)	Ms. Ruchi Varshney	EC	Member
	(iv)	Ms. Kanchan	CSE	Member
	(v)	Ms. Ameena Mujeeb	Admin	Member
	(vi)	Ms. Ginni Chauhan	Student (4 th year EE)	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
	(v)	Ms. Hifja Parveen	Admin	Member
	(vi)	Ms. Muskan Bhatnagar	Student(4 th year ME)	Member
	(vii)	Ms. Minal Sagar	Student (4 th year CS)	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)	Ms. Kanchan	CSE	Member

	(iv)	Mr. Deepak Singh	ME	Member
	(v)	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 Sigh 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	Convener
	(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
IV.	Time Table Committee			
	(i)	Mr. Rakesh Kr. Gangwar	ME	Convener
	(ii)	Dr. Lalit Mohan Trivedi	ASH	Member
	(iii)	Ms. Ruchi Varshney	EC	Member
	(iv)	Ms. Kanchan	CSE	Member
	(v)	Ms. Shilpi Rani	CSE	Member
	(vi)	Ms. Shipra Kumari	CE	Member
	(vii)	Mr. Ram Singh	EE	Member
V.	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
VI.	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	Convener
	(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
VII.	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)	Ms. Shipra Kumari	CE	Member
	(vi)	Dr. Amit Saxena	EC	Member
2.	NSS Activities			
	(i)	Dr. Manuj Kr. Agarwal	ASH	Convener
	(ii)	Dr. Nitin Kr. Agarwal	ASH	Member
	(iii)	Mr. Ravish Kumar Dubey	CSE	Member
	(iv)	Mr. Prashant Singh	ME	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. 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. Praveen Saini	CSE	Member
	(iv)	Mr. Saurabh Saxena	EE	Member
	(v)	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

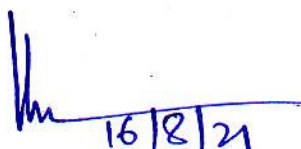
11.	Infrastructure & Maintenance Committee			
	(i)	Dr. Narendra Singh Pal	EC	Convener
	(ii)	Dr. Sachin Agarwal	ASH (Block-A)	Member
	(iii)	Ms. Richa Saxena	CSE (Block-B)	Member
	(iv)	Mr. Saurabh Saxena	EE (Block-C) (I & II floor)	Member
	(v)	Dr. Narendra Singh Pal	EC (Block-C) (III & IV floor)	Member
	(vi)	Mr. Pavendra 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)			
		Dr. Narendra Singh Pal	CE	NPTEL-Convener
13.	Spoken Tutorial (SPOC)			
		Mr. Himanshu Agarwal	CSE	SPOC-Convener
14.	GATE			
		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			
	(i)	Dr. Neelaksh Sheel	CSE	Convener
	(ii)	Dr. L.P.Verma	CSE	Member
17.	National Institutional Ranking Framework (NIRF) report			
	(i)	Dr. Kshitij Shinghal	EC	Convener
	(ii)	Dr. Manish Gupta	CSE	Co-Convener
	(iii)	Dr. Lalit Mohan Trivedi	ASH	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. Shilpi Rani	CSE	Member
	(vi)	Ms. Shipra Kumari	CE	Member
	(vii)	Ms. Ruchi Varshney	EC	Member
	(viii)	Mr. Saurabh Saxena	EE	Member
	(ix)	Mr. Shubham Vyas	ME	Member
	(x)	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. Pavendra Kumar	ME	Convener
	(ii)	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			

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
27.	Industry-Institution Cell			
	(i)	Mohd. Talha Khan	ME	Convener
	(ii)	Mr. Abhinav Gupta	CSE	Member
	(iii)	Mr. Ram Singh	EE	Member
	(iv)	Mr. Dinesh Kumar	EC	Member
28.	Webinar Committee			
	(i)	Dr. Amit Saxena	EC	Convener
	(ii)	Dr. Narendra Singh Pal	EC	Co-Convener
	(iii)	Mr. Pradeep Singh	CSE	Member
	(iv)	Mr. BrahmPal Saini	CSE	Member

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/coordinators, can expand their working committee as and when required with due permission from the undersigned.


 16/8/21
 Dean Academics
Prof. (Dr.) Kshitij Shingh
 Dean Academics
 MIT, Moradabad

Copy To:-

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

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