



# 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.	<b>Administration</b>		
<b>Scope of Work:</b> As per Byelaws.			
1.	<b>Administrative Committee</b>		
(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.	<b>Grievance Redressal Cell (For faculty &amp; staff)</b>		
(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.	<b>Students Affairs</b>																																						
	Prof. Vijendra Singh	DSW	Chairman																																				
<b>Scope of Work :</b> To oversee <ul style="list-style-type: none"> <li>• All matters concerning the students affairs.</li> <li>• Students discipline, management of Boys &amp; Girls Hostels and Mess and co-curricular/extra curricular activities.</li> <li>• Any other work assigned by Director.</li> </ul> <p>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.</p>																																							
<b>1. Proctorial Board:</b> <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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<b>2. Boys &amp; Girls, Hostel &amp; Mess management</b> <table border="1"> <tr> <td>(i)</td><td>Mr. Pavnendra Kumar</td><td>ME</td><td>Chief Warden</td></tr> <tr> <td>(ii)</td><td>Mr. Ram Singh</td><td>EE</td><td>Warden &amp; 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	(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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<b>3. Anti Ragging Squad</b> <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. Harish Chandra Verma</td><td>FOP</td><td>Member</td></tr> <tr> <td>(ix)</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. Harish Chandra Verma	FOP	Member	(ix)	Mr. Krishna Kr. Varshney	MITCOP	Member
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<b>4. Quick Response Team</b> <p><b>Scope of work:</b></p> <ul style="list-style-type: none"> <li>• To initiate quick action and immediate respond in case of accident of any student/staff/faculty inside or outside the Campus.</li> </ul> <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.	<b>Grievance Redressal Cell for Students</b>			
	<b>Scope of work:</b> 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.	<b>Internal Complaint Committee:-</b>			
	<b>a. Women Task Force &amp; Gender Sensitization</b>			
	(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 <sup>th</sup> year EE)	Member
	<b>b. Prevention and prohibition of Sexual Harassment of Women Employees and Students</b>			
	(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 <sup>th</sup> year ME)	Member
	(vii)	Ms. Minal Sagar	Student (4 <sup>th</sup> year CS)	Member
7.	<b>Committee for SC/ST as per the scheduled Castes and Scheduled Tribes (prevention of Atrocities) act 1989</b>			
	(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.	<b>Anti Ragging Committee</b>			
	(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.	<b>Ex-officio Member as per AICTE Norms</b>			
	(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.	<b>Monitoring Cell (Separate List )*</b>			
	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.	<b>Students Counseling Cell</b>			
	Dr. Deepti Gupta	ASH	Convener	
12.	<b>MITSA</b>			
	(i)	Dr. Pratosh Kr. Awasthi	ASH	Convener
	(ii)	Mr. Abhinav Gupta	CSE	Member
	(iii)	Mr. Amit Dewal	PTI	Member
13.	<b>Literary Society</b>			
	(i)	Ms. Ruchi Varshney	EC	Convener
	(ii)	Ms. Neha Gupta	CSE	Member
	(iii)	Ms. Shilpi Rani	CSE	Member

14.	<b>Cultural Society</b>			
	(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.	<b>Academic Affairs</b>			
	Dr. Kshitij Shinghal		Dean Academics	Chairman
IV.	<b>Time Table Committee</b>			
	(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.	<b>Examinations/Test Series/Digital Evaluation/Nodal Center</b>			
	(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.	<b>Event Management</b>			
	Dr. Manish Agarwal		Director, MITCOM	Chairman, UTKARSH
1.	<b>Programme Conduction &amp; Control</b>			
	(i)	Dr. Munish Chhabra	ME	Convener
	(ii)	Mr. Deepak Singh	ME	Member
2.	<b>Dais Arrangement, Decoration, Pandal, Tent &amp; Stage, seating arrangement at Function site</b>			
	(i)	Mr. Himanshu Agarwal	CSE	Convener
	(ii)	Mr. Sandeep Kumar	ME	Member

3.	<b>Refreshment Committee</b>			
	(i)	Dr. Lalit Mohan Trivedi	ASH	Convener
	(ii)	Dr. Manuj Kr. Agarwal	ASH	Member
4.	<b>Photography/Videography/Multimedia Arrangement/ Audio System/Live Telecast and Computer Networks*</b>			
	(i)	Dr. Neelaksh Sheel	CSE	Convener
	(ii)	Mr. Munish Bhatnagar	CSE	Member
	(iii)	Mr. Pradeep Singh	CSE	Member
	(iv)	Mr. Arjun	CSE	Member
5.	<b>Invitation Card, Certificate Preparation, Printing and Distribution</b>			
	(i)	Mr. Manoj Kr. Singh	CSE	Convener
	(ii)	Mr. Zubair Iqbal	CSE	Member
	(iii)	Mr. Prashant Singh	ME	Member
6.	<b>Gift Selection/Purchase and Arrangement for Presentation in the Function</b>			
	Dr. Harendra Kumar		ASH	Convener
VII.	<b>Other Committees</b>			
1.	<b>EDP Cell</b>			
	(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.	<b>NSS Activities</b>			
	(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.	<b>T&amp;P, PDP Conduction Monitoring Committee</b>			
	(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.	<b>Hi-Tech*</b>			
	(i)	Dr. Rajul Misra	EE	Convener
	(ii)	Mr. Manoj Kr. Singh	CSE	Member
5.	<b>Hobbies Club</b>			
	(i)	Ms. Shuchita Saxena	EC	Convener
	(ii)	Ms. Prachi Gupta	CSE	Member
	(iii)	Ms. Shipra Kumari	CE	Member
6.	<b>Press and Publicity Committee</b>			
	(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.	<b>Institute Magazine</b>			
	(i)	Mr. Anurag Malik	CSE	Convener
	(ii)	Dr. Sugandha Agarwal	ASH	Member
8.	<b>ISTE affairs, IE (India) and IEEE</b>			
	(i)	Dr. L.P. Verma	CSE	Convener
	(ii)	Mr. Arvind Kumar Singh	ME	Member
9.	<b>Alumni</b>			
	(i)	Mr. Sanjeev Gupta	CSE	Convener
	(ii)	Mohd. Saquib Qadeer	CE	Member
	(iii)	Mr. Manas Singhal	EC	Member
10.	<b>Institute Website and Social Media</b>			
	(i)	Dr. Neelaksh Sheel	CSE	Convener
	(ii)	Mr. Himanshu Agarwal	CSE	Member
	(iii)	Mr. Vikas Bhatnagar	CSE	Member
	(iv)	Mr. Sanjeev Gupta	CSE	Member

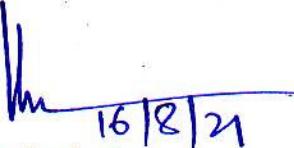
11.	<b>Infrastructure &amp; Maintenance Committee</b>			
(i)	Dr. Narendra Singh Pal	EC	Convener	
	Dr. Sachin Agarwal	ASH (Block-A)	Member	
	Ms. Richa Saxena	CSE (Block-B)	Member	
	Mr. Saurabh Saxena	EE (Block-C) (I & II floor)	Member	
	Dr. Narendra Singh Pal	EC (Block-C) (III & IV floor)	Member	
	Mr. Pavnendra Kumar	(Block-D)	Member	
	Mr. Mandeep Kumar Gupta	FOP (Block-E & J)	Member	
	Mr. Hariram Singh	MITCOP (Block-F)	Member	
	Mr. Ajeet Kumar Verma	FOA (Block-H)	Member	
	Mr. Saquib Quadeer	CE (Block-I) (I - floor)	Member	
	Dr. Sachin Bhardwaj	MBA (Block-J) (II floor)	Member	
12.	<b>NPTEL (SPOC)</b>			
	Dr. Narendra Singh Pal	CE	NPTEL-Convener	
13.	<b>Spoken Tutorial (SPOC)</b>			
	Mr. Himanshu Agarwal	CSE	SPOC-Convener	
14.	<b>GATE</b>			
	Dr. Sachin Agarwal	ASH	Convener	
15.	<b>Incubation, Start up and Innovation Cell</b>			
(i)	Dr. Rajul Misra	EE	Convener	
	Dr. Neelaksh Sheel	CSE	Member	
	Dr. Amit Saxena	EC	Member	
	Mr. Sanjeev Gupta	CSE	Member	
	Mr. Pravesh Chandra	ME	Member	
16.	<b>HACKATHON</b>			
(i)	Dr. Neelaksh Sheel	CSE	Convener	
	Dr. L.P.Verma	CSE	Member	
17.	<b>National Institutional Ranking Framework (NIRF) report</b>			
(i)	Dr. Kshitij Shinghal	EC	Convener	
	Dr. Manish Gupta	CSE	Co-Convener	
	Dr. Lalit Mohan Trivedi	ASH	Member	
	Dr. Neelaksh Sheel	CSE	Member	

	(v)	Dr. Narendra Singh Pal	EC	Member
	(vi)	Mr. Arvind Kumar Singh	ME	Member
18.	<b>AICTE-CII Survey of Industry-Linked Technical Institutes</b>			
	(i)	Dr. Manish Gupta	CSE	Convener
	(ii)	Mr. Manoj Kr. Singh	CSE	Member
19.	<b>MITGI Presentation Committee</b>			
	(i)	Ms. Shuchita Saxena	EC	Convener
	(ii)	Dr. Sugandha Agarwal	ASH	Member
	(iii)	Ms. Prachi Gupta	CSE	Member
20.	<b>Monitoring Committee for Solar System</b>			
	(i)	Mr. Ganesh K. Sharma	ME	Convener
	(ii)	Mr. Shubham Vyas	ME	Member
	(iii)	Mr. Shailendra Sharma	CSE (Lab Att)	Member
21.	<b>Monitoring Committee for Training Agencies</b>			
	(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.	<b>Research and Development Cell / MIT Transaction</b>			
	(i)	Dr. Manish Gupta	CSE	Convener
	(ii)	Mr. Rashid Ali	Library	Member
23.	<b>Rain Water Harvesting Committee</b>			
	(i)	Mr. Pavnendra Kumar	ME	Convener
	(ii)	Mr. Brahm Swaroop	ME	Member
24.	<b>NBA Steering Committee</b>			
	i)	Dr. Somesh Kumar	CSE	Convener
	ii)	Dr. Munish Chhabra	ME	Co-Convener
25.	<b>NAAC Steering Committee</b>			

25.	<b>NAAC Steering Committee</b>			
	(i)	Dr. Animesh Agarwal	ASH	Coordinator-NAAC
	(ii)	Dr. Rajul Misra	EE	Co-Coordinator
26.	<b>Value Education Cell</b>			
	(i)	Mr. Pavanendra Kumar	ME	Dean
	(ii)	Mohd. Ilyas	CSE	Co-coordinator
27.	<b>Industry-Institution Cell</b>			
	(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.	<b>Webinar Committee</b>			
	(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/coordinates 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
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- 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**.