

Maharaja Surajmal Institute

C-4, Janak Puri, New Delhi 110058

Dated: 26th July, 2018

Notice

With the approval of competent authority the committee of the following staff members is constituted for Placement Cell:

MSI Placement Cell (Staffing Pattern):

1. Director-Placements (MSI & MSIT): Prof. Ashok Oberoi
2. Head-Training & Placement Cell (MSI): Prof. Jagbir Ahlawat
(Deputy Director, MSI)

3. Training & Placement Officers / Coordinators:-

(i). Department of Business Administration:

1. Dr. Rajeev Dahiya
2. Mr. Raj Karan
3. Mr. Jitendra Kr. Thakur

(ii). Department of Commerce:

1. Ms. Neeti Panwar


(iii). Department of Computer Science:

1. Mr. Kumar Gaurav (TPO)
2. Mr. Manoj Kumar
3. Mr. Suraj Pal Chauhan
4. Mr. Rohit Bisht

(iv). Department of Education:

1. Dr. Aarti Bhauguna

4. **Pre Placement Training cell:** Final year class coordinators of each department will be ex-officio members of this cell.


(Prof. (Dr.) Rachita Rana)
Director, MSI


Hon'ble Chairman Governing Body, MSI

Copy to:

- Director Placements
- All teaching & non-teaching staff – for circulation
- Administrative Officer
- Guard File


S. P. SINGH
President
Surajmal Memorial Education Society
C-4, Janakpuri, New Delhi-110058

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For effective functioning of the Institute, the following committees will function with immediate effect:-

S.No	Committees	Staff Members
1.	Result Maintenance Committee [As required by different statutory bodies, GB and SMES]	Dr. Kavita Pabreja (Convenor-MSI) Result Committee Conveners of all Departments
2.	Time Table Committee	Already Constituted
3.	Lab Maintenance Committee Repair & Maintenance of PCs, Printers, & LCD Projectors etc).	Mr. Sundeep Kumar (Convenor) Mr. Hemender Kumar (Co-convenor)
4.	Purchase Committee	Ms. Neetu Narwal (Convenor) Dr. Menal Dahiya (Co-convenor)
5.	Library Committee	Dr. Ruchika Gahlot (Convenor) Dr. Neetu Narwal (Co-convenor) Ms. Ekta Kharbanda Dr. Rajesh Gill
6.	Publication Committee (a) E-Journal of MSI (b) Creation/News Letter/Inf. Brochure etc.	(a) Prof. J.P Singh (Editor) (b) Dr. Shavita Deshwal (Convenor) Dr. Meenal Dahiya (Co-convenor) Dr. Usha Rani Ms. Preeti Bedi
7.	IQAC/AQAR/Surveys	Prof. Harish Singh (Convenor) Dr. Rajeshwari Malik (Coordinator) Dr. Monika Davar (Coordinator) Dr. Neetu Narwal
8.	Repair and Maintenance Committee (Building, Electric equipments, Furniture, Water coolers, Building Cleanliness / Swachh MSI, Disposal, Discard of items etc.)	Dr. Jasbir Singh (Convenor) Dr. Vivek Solanki (Co-convenor) Ms. Neeti Panwar Dr. Menal Dhankar Mr. Uday Veer Singh (Caretaker) Mr. Sudheer Bajaj (ME)
9.	Sports Committee	Dr. Vivek Solanki (Convenor) Dr. Arvind Gill (Co-Convenor)
10.	Annual Report Committee	Dr. Supriya Chaudhary (Convenor) All HODs (Co-Convenor)
11.	Student's Feedback Committee	Ms. Vinita Tomar (Convenor) All Class Coordinators
12.	Google Class Room Management, Internet and Website Committee	Mr. Kumar Gaurav (Convenor) Mr. Suraj Pal Chauhan (Co-convenor) All Lab Assistants
13.	Research & Academic Growth Cell:- (a) Research Project Proposal, Students Scholarships (b) FDPs, Workshops, Seminars/Conferences (if any) etc.	Prof. Harish Singh (Convenor) Dr. Rajeshwari Malik (Co-convenor)
14.	MSI Activities - Records Maintenance Including Faculty achievements record (Maintenance of records of all events of all the departments and coordinate with Suraj Sujan Coordinator and Website committee)	Dr. Aarti Bahuguna (Convenor) Ms. Neetu Anand (Co-convenor)
15.	Staff Grievances and Complaints Committee	Dr. Promila Dabas (Presiding Officer) Ms. Sumita Kukreja (Co-convenor) Ms. Tarunim Sharma Mr. Manoj Kumar Mr. Paramveer Singh Ms. Pinki Rani(NGO)

16.	Student Grievances and Anti-Ragging Committee	Prof. Harish Singh (Convener) Dr. Vivek Solanki (Co-convener) Ms. Pooja Singh Dr. Punam Ahlawat Ms. Preeti Bedi
17.	Cultural Committee	Dr. Asha Chaudhary (Convener) Dr. Anviti Rawat (Co-convener) Ms. Shailza Dutt Ms. Sumita Kukreja Dr. Punam Ahlawat Ms. Taruna Tokas Ms. Pooja Singh Mr. Harjender Singh Ms. Neeti Panwar Dr. Vanita Anand
18.	Student Welfare and development [Students Cells, Alumni activities and maintenance of all students' activities record etc.]	Dr. Rajeev Dahiya (Convener) Mr. Raj Karan (Co-Convener) Dr. Kavita Pabreja Ms. Ekta Kharbanda
19.	Entrepreneurship Cell	Ms. Sarita Rana (Convener) Dr. Seema Shokeen (Co-convener)
20.	Committee for Governing Body and Academic committee meetings (all kind of records)	Dr. Amit Chaudhary (Convener) Dr. Preeti Malik (Co-Convener)
21.	Director's Meeting Committee	Dr. Monika Tushir Dr. Vijeta Banwari All HOD's + Special invitees (Members)
22.	Social Media and Relationship Committee	Mr. Manoj Kumar Mr. Kumar Gaurav Ms. Taruna Tokas Ms. Neha Mathur Mr. Ajay Phogat
23.	Mandatory Disclosure report	Dr. Kavita Pabreja (Convener) Administrative Officer
24.	All inspections Report preparation for <u>Joint Assessment Committee(JAC), NIRF & AISHE (DHE), Academic Audit</u>	Prof. Jagbir Ahlawat (Convener) All HODs (Co-Convener) Ms. Sumita Kukreja Ms. Tarunim Sharma Ms. Vinita Tomar Ms. Seema Shokeen


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. When Convenor of the concerned committee is not available the next person will work as Convenor.
3. It is the responsibility of 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 HODs in consultation with Director.


28/7/2018
(Prof. Jagbir Ahlawat)
Deputy Director, MSI


28/7/18
(Prof. Rachita Rana)
Director, MSI

Hon'ble Chairman Governing Body, MSI


28.7.18
S. P. SINGH
President
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