

Maharaja Surajmal Institute

Date: 23/11/2023

MSI COMMITTEES

For the effective functioning of the Institute the following Committee will be coordinated by the staff members for the Academic Session 2023-2024.

SNo	Committee	Faculty Name
✓ 1	Admission Committee	Dr. Kumar Gaurav (Convener) Mr. Surajpal Chauhan (BCA-E) (Co-convener) Ms. Nisha Tokas (BBA-E) Mr. Manpreet Singh (BCA-E) (liaison with university) Dr. Arvind Kumar Gill (B.Ed.) Ms. Shubhrika (Law) <i>Dr. Faruq Khan</i>
✓ 2	Anti-Ragging Committee (Proctorial/ Discipline)	Dr. Vijay Dahiya (Convener) Dr. Vivek Solanki (B.Ed.) (Co-convener) Mr. Sundeep Kumar (BCA) Mr. Yashkant Teotia (BCom) Ms. Komal Khatri (BBA-E) Dr. Kirti Dahiya (Law) <i>Mr. Gaurav Bhadani</i>
3	Alumni Association	Dr. Shaliza Dutt (Convener) Mr. Ravinder Kajal (BCA) (Co-convener) Ms. Nisha Tokas (BBA-E) Dr. Usha Malik (B.Ed.) Ms. Pooja Dabas (BCom)
4	All Inspection and report preparation for JAC, SFRC, NIRF, NCTE, AISHE and Academic Audit	Dr. Kumar Gaurav (Convener) Dr. Sumita Kukreja (BBA-M) (Co-convener) Mr. Surajpal Chauhan (BCA-E) Dr. Arvind Kumar Gill (B.Ed.) Mr. Jitender Thakur Mr. Rohit Bisht
5	Akshaya- Centre of Happiness and Well-Being/Out Reach Activities	Dr. Anshu Lochab (Convener) Dr. Kavita Pabreja (Co-Convener) Dr. Preeti Malik (BCom) Dr. Kusum Gill (B.Ed.) Dr. Arti Malik (BBA-E) Dr. Preksha Dassani (BBA-E)
✓ 6	Cultural Committee (Debate/Literary/Tech Fest/ Annual Cultural Fest/Any other extra curricular/ co-curricular events etc.)	Dr. Seema Shokeen (Convener) Dr. Pooja Singh (Co-convener) Mr. Harjender Singh (BCA-E) Ms. Priyanka (BCom) Ms. Chanchal Phore (MBA) Dr. Mannat (Law)
7	Computer Lab and AMC	Mr. Sundeep Kumar (Convener) Mr. Manoj Kumar (BCA-M) (Co-convener)

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		Ms. Neha Mathur (BBA) All Lab Assistants
8	Disaster Management Committee	Mr. Hemendra Kumar (Convener) Dr. Poonam Beniwal (B.Ed.) (Co-convener) Dr. Itti Hooda (BBA-E) Ms. Rimpay (BCA-E)
9	Director Meeting & CR's meeting, report preparation	Dr. Monika Davar (Convener) All HOD's
10	Examination Committee (Conduct of Examination and implementation of Examination Reforms)	Dr. Parul Deshwal (Convener) Mr. Surajpal Chauhan (BCA) (Co-convener) Dr. Ajay Phogat (BBA-E) Dr. Monika Singh (B.Ed.) Ms. Aanchal Dabas (BCom)
✓ 11	Feedback Committee (Student/Faculty/Parents)	Ms. Vinita Tomar (Convener) Dr. Preeti Malik (BCom) (Co-convener) Dr. Mamta Gupta (MBA) ✓ Dr. Arti Bahuguna (B.Ed.) Ms. Priyanka Dhaka (BBA-M) Dr. Itti Hooda (BBA-E) Ms. Nikita Malik (BCA) Ms. Mahima Sharma (Law)
12	Green and Sustainable Campus Committee	Dr. Vipasha Rana (Convener) Dr. Bhoomika Saroha (BBA-M) (Co-convener) Dr. Sonam Kaushik (BCA-E) Ms. Minal Dhankar (BCA-E)
13	ICT Academy Membership-	Ms. Rhythm Choudhary (Convener) Mr. Manoj Kumar (BCA-M) (Co-convener) Ms. Nikita Malik (BCA-E)
✓ 14	Internal Complaint Committee (Sexual Harassment/ Anti-Women Harassment/ Women Development activities etc)	Dr. Sarita Choudhary (Convener) ✓ Dr. Jasbir Singh, Deputy Director Dr. Parul Deshwal (BBA) Dr. Neetu Narwal (BCA) Dr. Promila Dabas (B.Ed.) Dr. Kirti Dahiya (Law)
✓ 15	Institution Innovation Cell	Dr. Sarita Rana (Convener) Dr. Kumar Gaurav (BCA-M) (Co-convener) Ms. Shikha Shokeen (BBA) Ms. Kanika Kundu (BCA-E) Dr. Vanita Anand (B.Ed.) Ms. Priyanka (B.Com.(H)) Ms. Komal (BBA-E) Mr. Gaurav Bhardwaj (MBA) - Dr. Kallan Dr. Mahima Sharma (Law)
✓ 16	Institutional Report/Presentation Preparation for Governing Body Meeting, Academic Committee Meeting, Executive Committee Meeting.	Faculty Representatives in Governing Body

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17	Internal Academic Audit Committee	Dr. Sarita Choudhary (Convener) ✓ Dr. Monika Tushir (BBA-M) (Co-convener) Dr. Neetu Anand (BCA-M)
18	IQAC & NAAC/AQAR/SSR	Dr. Monika Tushir (Convener) Dr. Monika Davar (Co-Convener) NAAC Criteria 1 (Curricular Aspects) Dr. Anita Sharma (Convener) Ms. Chetna (B.Com) Dr. Manju Dhillon (BCA) Dr. Prekhsha Dassani(BBA-E) NAAC Criteria 2 (Teaching-Learning And Evaluation) Dr. Promila Dabas (Convener) Ms. Shubhrika (Law) Ms. Anshu Punshi (BBA-E) Ms. Dimpy Sanchar (BCA) NAAC Criteria 3 (Research, Innovations And Extension) Dr. Sumita Chaddha (Convener) Dr. Beena Devi (BBA-E) Ms. Mahima Sharma (Law) Dr. Sonam Kaushik (BCA-E) NAAC Criteria 4 (Infrastructure And Learning Resources) Dr. Rekha (Law) (Convener) Ms. Shikha Shokeen (BBA) ✓ Ms. Pallavi Rajain (MBA) Ms. Priyanka (B.Com.) NAAC Criteria 5- (Student Support And Progression) Dr. Menal Dahiya (BCA) (Convener) Dr. Shaliza (BBA-M) Dr. Monika Singh (B.Ed.) Ms. Rimpay (BCA-E) Ms. Taniya Malik(LAW) NAAC Criteria 6- (Governance, Leadership And Management) ✓ Dr. Shilpi Sindhu (MBA)(Convener) Dr. Kirti Dahiya (Law) Dr. Asha Choudhary (BBA) Ms. Aanchal Dabas (B.Com.)

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		NAAC Criteria 7- (Institutional Values and Best Practices) Dr. Heramb Nayak (BBA) (Convener) Dr. Anupama Sharma (BBA) Ms. Kanika Kundu (BCA-E) Dr. Aanchal Tehlan (BCA-M)
✓ 19	Library	Dr. Supriya Choudhary (Convener) Dr. Arti Bahuguna (B.Ed.) (Co-convener) Ms. Kanika Kundu(BCA) Ms. Anchal Dabas (BCom) Dr. Nidhi Dahiya (Law) Dr. Pallavi Rajain (MBA) ✓ Dr. Shruti Balhara(BBA-E)
20	Legal Aid Clinic	Ms. Mahima Sharma (Convener) Dr. Nidhi Dahiya (Law) (Co-convener) Dr. Pooja Sangwan (Law)
21	Mandatory Disclosure	Mr. Ravinder Kajal (Convener) Mr. Hemendra Kumar (BCA-M) (Co-convener) Dr. Taniya Malik (Law) Admn. Officer, MSI Mr. Shatanshu (Engineer)
22	MOOT Court	Dr. Taniya Malik (Convener) Dr. Mannat (Law) (Co-convener) Dr. Nidhi Dahiya (Law)
✓ 23	MSI Activities (Record Maintenance)	Dr. Neetu Anand (Convener) Dr. Shilpa Sindhu (MBA) ✓ (Co-convener) Dr. Arti Bahuguna(B.Ed.) Ms. Tarunim Sharma (BCA-E) Ms. Neha Mathur (BBA-M) Ms. Anshu Punshi (BBA-E) Ms. Priyanka Singh (BCom) Dr. Meenakshi Sehrawat(Law)
24	MSI Ranking (India Today, Times BBA, Open Magazine)	Dr. Neetu Anand (Convener) Dr. Supriya Choudhary (BBA-M) (Co-convener) Dr. Shruti Bhutani(BBA-E) Dr. Anviti Rawat(B.Com.) Ms. Kamakshi
25	NCC NSS (Outreach)	Dr. Seema Shokeen (Convener) Dr. Pooja Singh (BCA-M) (Co-convener) Ms. Kanika Choudhary (BBA-E) Dr. Minakshi Sehrawat (Law) Dr. Vivek Solanki (Convener) Mr. Harjender (BCA-E) (Co-convener) Ms. Shruti Balhara (BBA-E)

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		Dr. Pooja Dabas (BCom)
✓ 26	Sports Purchase Committee	Dr. Vivek Solanki (Convener) Dr. Vijay Dahiya (Convener) Dr. Neetu Anand (Co-Convener) ✓ Ms. Chanchal Phore (MBA) Ms. Yashkant Teotia (BCom) Ms. Priyanka Saluja (BBA-E) Dr. Kirti Dahiya (Law) Mr. Manpreet Singh (BCA-E)
✓ 27	Publication Committee Creation (Annual Magazine) Information Bulletin-MSI Newsletter/Annual Report Hostel Brochure Shodh-Chintan Book Research Journal (Parichay) LAW Journal	Dr. Anamika Rana (Convener) Dr. Usha Malik (B.Ed.) (Co-convener) Dr. Nidhi Jolly (BCA) Ms. Chetna (BCom) Dr. Minakshi Sehrawat (Law) Ms. Kanika Choudhary (BBA-E) Dr. Neetu Narwal (Convener) Ms. Minal Dhankar (BCA-E) (Co-convener) Dr. Kirti Dahiya (Law) Dr. Ruchika Gahlot (Convener) Dr. Rajesh Gill (B.Ed.) (Co-convener) Ms. Anchal Dabas (BCom) Ms. Shubhrika (Law) Dr. Aanchal Tehlan (BCA) Ms. Chanchal Phore (MBA) ✓ Mr. Surajpal Chauhan (Convener) Ms. Vinita Tomar (BCA-M) (Co-convener) Mr. Yashkant Teotia (BCom) Dr. Anshu Lochab (Convener) Dr. Kusum Gill (B.Ed.) (Co-convener) Dr. Beena Devi (BBA-E) Dr. Anviti Rawat (BCom) Dr. Preeti Malik (Convener) Dr. Kumar Gaurav (BCA-M) (Co-convener) Ms. Komal Khatri (BBA-E) Dr. Manju Dhillon (BCA-M) Dr. Mannat Singh (Convener)
✓ 28	Result Maintenance and Student Progression (As required by different Statutory Bodies, GB and SMES)	Dr. Pooja Singh (Convener) Dr. Anita Sharma (BBA-E) (Co-convener) ✓ Dr. Mamta Gupta (MBA) Dr. Arti Malik (BBA-M) Dr. Promila Dabas (B.Ed.)

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		Dr. Manju Dhillon (BCA-M) Dr. Nidhi Jolly (BCA-E) Ms. Pooja Dabas (BCom) Ms. Mahima Sharma (Law)
✓ 29	Research & Academic Growth Cell (Research publication database, Research grant awards, Patents Copyrights, National and International Awards & Recognition, Consultancy/Research proposal/MOU's and building relationship for conducting and grants with SIRO, ICSSR, GGIPU for FDP's, Workshops/Seminar/Conference/ Academic Research Collaborations)	Dr. Anviti Rawat (Convener), <i>Dr. Kavita Peshreja (Co-convener)</i> All HOD's ✓ Dr. Kumar Gaurav (BCA-M) Dr. Preeti Malik (B.Com) Dr. Sumita Kukreja (BBA-M) Dr. Nisha Solanki (BBA-E) Dr. Monika Singh (B.Ed.) Dr. Mannat (Law) Ms. Neha Mathur (BBA-M) Dr. Pallavi Rajain (MBA) ✓
✓ 30	Repair and Maintenance Committee (Classrooms/Floor/Scrap Disposal etc)	Mr. Harjender Singh (Convener) Dr. Suhasini Parashar (BBA-M) (Co-convener) Mr. Ravinder Kajal (BCA-M) Dr. Vivek Solanki (B.Ed.) Mr. Yashkant Teotia (BCom) Dr. Pooja Sangwan (Law) Dr. Preksha Dassani (BBA-E) <i>Dr. Sarita Choudhary Tanvi Rana</i>
✓ 31	Student Council Student Scholarship and record maintenance Student Counseling Bus Pass	Dr. Heramb Nayak (Convener) Dr. Usha Rani (B.Ed.) (Co-convener) Ms. Chetna Grewal (BCom) Dr. Kirti Dahiya (Law) <i>Ms. Chanchal Phare</i> Dr. Vanita Anand (Convener) Ms. Preeti Sinha (Psychologist) Dr. Vipasha Choudhary (Convener) Ms. Shikha Shokeen (BBA-M) (Co-convener)
32	Software Development Cell	Ms. Rhythm Choudhary (Convener) Mr. Manoj Kumar (Co-convener)
✓ 33	Student Grievance Redressal Committee	Dr. Kusum Gill (Convener) Ms. Neha Mathur (BBA-M) (Co-convener) Ms. Anchal Dabas (BCom) Ms. Ruchi Kalia (BBA-E) Dr. Dimpy Sanchar (BCA) Dr. Tanvi Rana (MBA) ✓
34	Student Society/Club	Ms. Ritu, NDLI Dr. Sarita Rana, E-Cell Dr. Kumar Gaurav, Placement Cell Dr. Rajesh Gill, Meraki Dr. Renu Hooda, Veda Dr. Anamika Rana, VITT Dr. Dimpy Sanchar, Tark

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		Dr. Harjender Singh, Rekt Mr. Yashkant Teotia, Enactus Dr. Bhoomika Saroha, Eco-Club Ms. Shikha Shokeen, Melius Dr. Nidhi Jolly, Advertere Ms. Nisha Tokas, Unity Street Mr. Ravinder Kajal, Synergy Ms. Priyanka Dhaka, Natraj Dr. Beena Devi, Innovision Ms. Aanchal Dabas, Antra Encore Dr. Manju Dhillon, Sifar Dr. Promila Dabas, Girl Up Union Ms. Anshu Punshi, Ethos
35	Social Media and Publicity	Dr. Shruti Bhutani (Convener) Dr. Poonam Beniwal (B.Ed.) (Co-convener) Ms. Shubhrika Pansari (Law) Mr. Rakesh (Tech Asst.)
36	Smart India Hackathon	Ms. Rhythm Choudhary (Convener) Mr. Manoj Kumar (BCA-M) (Co-convener)
37	Stock Verification	Mr. Surajpal Chauhan (Convener) Dr. Rajiv Dahiya (BBA) (Co-convener) Dr. Sarita Choudhary (MBA) ✓ Mr. Sundeep Kumar (BCA) Dr. Vivek Solanki (B.Ed.) Dr. Pooja Dabas (B.Com) Dr. Rekha (Law) Ms. Priyanka Saluja (BBA-E) Mr. Neeraj Nain Mr. Vineet Singh Mr. Narender Rawat Ms. Anu Beniwal
38	Training and Placement Cell	Ms. Sushmita Jaipuria, Senior Placement Executive, Head (Placement), MSI Dr. Kumar Gaurav (Convener, MSI) Dr. Ajay Phogat (BBA-E) Dr. Vanita Anand (B.Ed.) Ms. Priyanka Dhaka (BBA-M) Mr. Yashkant Teotia (B.Com) Mr. Gaurav Bhardwaj (MBA) ✓ Dr. Pooja Sagwan (Law) Others as given by Director (Placements)
	Pre-Placement Training	Dr. Asha Choudhary (Convener) Dr. Arti Malik (BBA-M) (Co-convener) Ms. Tarunim Sharma (BCA) Dr. Monika Davar (B.Ed.) Ms. Chetna (B.Com) Mr. Gaurav (MBA) ✓

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	✓ Industrial Visit/Education Visit	Dr. Nisha Solanki (BBA-E) Dr. Pooja Sagwan (Law) Dr. Vijay Dahiya (Convener) Dr. Ajay Phogat (BBA-E) (Co-convener) Mr. Hemendra Kumar (BCA-M) Dr. Arvind Gill (B.Ed.) Mr. Harjender Singh (BCA-E) Dr. Anviti Rawat (BCom) Mr. Gaurav (MBA) ✓ Dr. Tanya Malik (Law)
39	✓ Student with disability and minority (SC/ST)	Dr. Rajesh Gill (Convener) Dr. Suhasini Parashar (BBA-M) (Co-convener) Mr. Gaurav Bhardwaj (MBA) ✓ Dr. Tanya Malik (Law)
40	✓ SPOC (MOOC/NPTEL/ABC etc) Data of Student and Faculty done these courses	Dr. Anita Sharma (Convener) MOOC Coordinators Dr. Kavita Pabreja (BCA) (Co-convener) Dr. Shilpa Sindhu (MBA) ✓ Dr. Anupama Sharma (BBA-M) Dr. Poonam Beniwal (B.Ed.) Dr. Anviti Rawat (BCom) Dr. Pooja Sangwan (Law)
41	✓ Student Induction Program Cell, MSI	Dr. Sarita Choudhary (Convener) ✓ All HODs MSI
42	✓ Time Table Committee	Dr. Kavita Pabreja (Convener) Mr. Manoj Kumar (Co-convener) Dr. Menal Dahiya (BCA-M) Dr. Ruchika Gahlot (BBA-M) Dr. Preeti Malik (BCom) Dr. Vipasha Rana (B.Ed.) Ms. Nikita Malik (BCA-E) Dr. Reenu Hooda (BBA-E) Ms. Shubhrika Pansari (Law) Dr. Pallavi Rajain (MBA) ✓
43	Website Development Automation and Maintenance	Dr. Kumar Gaurav (Convener) Ms. Ruchi Kalia (BBA-E)
44	Women Development Cell	Dr. Promila Dabas (Convener) Dr. Menal Dahiya (BCA) (Co-convener) Ms. Pooja Dabas (BCom) Dr. Renu Hooda (BBA-E) Dr. Pooja Sangwan (Law)

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45	Summit of Minds- MUN Committee	Dr. Nidhi Dahiya (Convener) Dr. Preeti Malik (B.Com)(Co-convener) Dr. Anviti Rawat (B.Com) Ms. Mahima Sharma (Law)
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Note:

1. Normal working of the Faculty members will not be affected while working in these committees.
2. Concerned committee convener can include some members as per the requirements at department level. When the convener of the concerned committee is not available the next person will work as convener.
3. It is the responsibility of the convener/co-convener 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 HOD's.
5. Every Committee will conduct minimum three events where student's participation is involved. Monthly Progress Report of the committee should be submitted to Deputy Director, MSI with a copy to the Convener (MSI Records) for appraisal of committee.

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(Dr. Jasbir Singh)
Deputy Director, MSI

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(Prof. (Dr.) Harish Singh)
Director, MSI

1. Why such large number of committees are required?
2. Representation of MBA Dept is less.

(Sh. Kaptan Singh)
Hon'ble Chairman Governing Body, MSI

- 1) All faculty members of MBA are present in more than 3 committees as per requirements.
- 2) Five new committees are added keeping AICTE/BCE Norms
- 3) Student Club/Societies, Placement Internal Committee for coordination, ICC existing committees are now being centralised.

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