

# NOTE

## Revised committees AS 2022-23

**Institute of Information Technology and Management  
D-29, Janak Puri Institutional area, New Delhi-110058**

Dated: 16<sup>th</sup> February, 2023

For effective functioning of the Institute the following Committees will be coordinated by the Staff Members for Academic Session 22-23.

| S. No.                                | Committees   | Conveners/Co-ordinators   |
|---------------------------------------|--|---|
| <b>I CO-CURRICULAR COMMITTEE</b>      |  |   |
| 01.                                   | Result Maintenance Committee and Student Progression<br>(As required by different statuary bodies, GB and BOM of IITM)   | HoD's through Acad-office   |
| 02.                                   | Publication & e-journal Committee<br>(for annual magazine/ News Letter/ Annual Report etc.) Appoint student members and representatives.   | E-Journal - Dr. Pankaj Kr. Varshney / Dr. Vandana Raghava<br>Annual Magazine - Ms. Divya Gupta / Ms. Aditi Methi<br>Annual Report - Dr. Diksha Khera<br>Newsletter - Dr. Jyoti Bhamhani |
| 03.                                   | Research & Academic Growth Cell:-<br>Research Project Proposal & Building Relationship for conducting and grants with SIRO, ICSSR, GGSIP for FDPs, Workshops, Seminars/ Conferences etc. Institutional Memberships, Academic partnership and MOUs at least five in an academic year. | Research IT - Dr. Sudhir Kr. Sharma<br>Research Management - Dr. Vandana Raghava  |
| 04.                                   | ED Cell  | Mr. Raghav Jain   |
| 05.                                   | Debate and Literary Events Committee   | Ms. Shikha Dabral   |
| 06.                                   | Software Development Cell  | Ms. Kavita Srivastava   |
| 07.                                   | Students Feedback  | Programme Co-ordinators   |
| <b>II EXTRA CURRICULAR COMMITTEES</b> |  |   |
| 01.                                   | Cultural Committee/ fiesta   | Dr. Harmeet Malhotra / Ms. Ankita   |
| 02                                    | Environment and Sustainability and as In-charge for various events for SWACHHTA ACTION PLAN  | Dr. Ramandeep Kaur  |
| 03.                                   | NSS & Sports Committee   | Dr. Amit Kumar  |
| 04.                                   | Tech. Fest/ Management & Commerce Fest   | Mr. Ashish Nayyar / Dr. Deepika Arora / Dr. Vikas Bharara   |

### III. INFRASTRUCTURAL RELATED COMMITTEE

|         |   |   |
|---------|---|---|
| 01.     | Library & Book Bank   | Dr. Dipti Gulati                                  |
| 02. (a) | Website Administration & Maintenance                                | Mr. Gautam Kumar                                  |
| 02. (b) | Google class room/ MS teams & Online Courses (NPTEL, MOOCS/ SWAYAM) | Dr. Ramandeep Kaur                                |
| 03.     | Lab. Maintenance  | Mr. Rajeev Pathak                                 |
| 04.     | Repair & Maintenance/ Stock Verification/ AMC compliance            | Dr. Dipti Gulati / Mr. Rajeev Pathak / Mr. Piyush |

#### Essential Requirements and Compliances

|     |  |                         |
|-----|--|-------------------------|
| 01. | Student Grievance Redressal Committee                                    | Dr. Ganesh Kr. Wadhwani |
| 02. | Women Development & Internal Complaint Committee (ICC)                   | Dr. Vandana Raghava     |
| 03. | Anti-Ragging/ Proctorial / Discipline Committee                          | Mr. Ashish Nayyar       |
| 04. | Alumni Association/committee   | Dr. Deepika Arora       |
| 05. | Student Welfare & Counseling   | Respective HoD's        |
| 06  | Inclusion Committee for Students with Disability and Minorities ( SC/ST) | Dr. Rohit Yadav         |

#### OTHERS

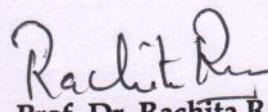
|     |  |  |
|-----|--|--|
| 01. | Training & Placement Cell/ Industrial Visit  | Dr. Mandeep Singh  |
| 02. | ACADEMIC COORDIANTION & Time Table Committee   | Dr. Ganesh Kr. Wadhwani / Ms. Leena Gupta  |
| 03. | AI Experience Centre   | Dr. Sudhir Kr. Sharma  |
| 04. | IQAC/ AQAR/ Surveys  | Dr. Vandana Raghava / Ms. Chitra Nasa  |
| 06. | Activities (Records Maintenance) & Social Media  | Mr. Ashish Nayyar / Mr. Gautam Kumar   |
| 08. | Committee for Board of Management & Program Academic Committee Meets of departments (All kinds of records) Director Meetings | Dr. Diksha Khera / Ms. Shikha Dabral   |
| 09. | Canteen Committee  | Mr. Raghav Jain  |
| 10. | Mandatory Disclosure   | Dr. Gopal Singh Latwal / Dr. Ganesh Kr. Wadhwani   |
| 11. | All Inspections and Report preparation for JAC, NIRF and AISHE & Academic Audit  | Dr. Ganesh Kr. Wadhwani / Dr. Gopal Singh Latwal   |
| 12. | Examination Committee  | Dr. Vikas Bharara  |
| 13. | Repository Maintenance   | Documents - Mr. Rajeev Pathak<br>Photographs - Mr. Rajeev Verma<br>Video Mr. Pravendra Kumar |

**Note:-**

1. Appoint Faculty members and student representatives.
2. Normal working of the faculty members will not be affected while working in these committees.
3. 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.
4. It is the responsibility of Convenor/ Co-ordinator/ members to collect the relevant information independently and verify at their end before final submission to the concerned authority and annual report committee - softcopy of all documents should be submitted to Mr. Rajeev Pathak.
5. Departmental Committees will be formed by concerned HODs.

**HODs**

- BBA Morning & Evening Shift
- BCA Morning & Evening Shift
- B.Com Morning & Evening Shift
- MBA



Prof. Dr. Rachita Rana  
Director, IITM

**Hon'ble Chairman Governing Body, IITM**