

GOVERNMENT MOHANLAL HARGOVINDAS AUTONOMAS COLLEGE OF HOME SCIENCE AND SCIENCE FOR WOMEN JABALPUR

ACADEMIC SESSION 2024-25

Dispatch No. 1591

ORDER

JABALPUR DATE : 30.01.2025

महत्वपूर्ण दिशा-निर्देश

- 1 समस्त समितियां/प्रकोष्ठ शैक्षणिक सत्र 2024-25 के लिए प्लान ऑफ एक्शन तैयार कर आई.क्यू.ए.सी. से अग्रेषित करवाकर प्राचार्य से अनुमोदित करायेंगे।
- 2 समस्त समितियां/प्रकोष्ठ आवश्यकतानुसार प्रति सप्ताह बैठकें आयोजित करेंगी एवं बैठक के मिनिट्स पंजी में दर्ज कर प्राचार्य से अनुमोदित करायेंगे।
- 3 एक पृथक पंजी समिति/प्रकोष्ठ प्रत्येक किये गये कार्य का संक्षिप्त प्रतिवेदन तैयार करेंगे।
- 4 शैक्षणिक सत्र की समाप्ति पर सत्र के दौरान किये गये कार्यों की विस्तृत रिपोर्ट तैयार कर प्राचार्य को प्रस्तुत की जायेगी जिसकी एक प्रति आई.क्यू.ए.सी. को अनिवार्यतः उपलब्ध कराना होगी।
- 5 सभी समितियों के वित्तीय सलाहकार लेखापाल होंगे।

The following committees have been constituted for the session 2024-25 (Revised)

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
1	Academic Committee	<ul style="list-style-type: none"> * To organize at last two meeting of the Academic Council in a year and to maintain the record of the same. * To coordinate the activities of the Boards of Studies. *To establish a link with the University & other relevant agencies to get syllabi (Revised and new) approved. * To organize the certificate / Medal Distribution Programme. * To look into issues related to subjects selection in NEP. * To monitor the implementation of NEP. *To look after implementing generic elective courses, Internships /Apprenticeships / Projects etc. 	Dr. Nidhi Choubey Dr. Girish Verma		1. Chetna Tripathi 2. Sana Fatima 3. Rani Bhardwaj 4. Nikita 5. Kriti Nema
2	Planning & Evaluation	<ul style="list-style-type: none"> *To organize meetings of the Academic Planning & Evaluation Board (APEB) and to maintain the record of the same. * Formulation of implementation and monitoring of short term/ long term Institutional Development plan. * To organize and evaluate the academic activities of the Institute with the support of IQAC. 	Dr. Mamta Sharma Smt. Shivangi Mishra	All Head of the Department	1. Nidhi Singh 2. Muskan Tantuway 3. Sonam Dwivedi

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
3	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> * To prepare and monitor the annual action plan of IQAC in collaboration with departments. * To organize regular internal & external meetings of IQAC. *To prepare and implement the long-term action plan of IQAC. *To prepare and submit the Annual Quality Assurance Report (AQAR). * The assign various responsibilities to IQAC member. *To form sub-committees/ committees for effective functioning if required. * To collect and analyze feedback from the students, staff, parents & employers with the help of the Examination Cell and Departments and prepare action taken plan/report. * To organize induction, orientation programmes, FDPs & Workshops for the students and staff. *To scrutinize and submit the 'Annual Confidential Report (ACR)' to higher authorities. * All activities related to IQAC and NAAC. 	Dr. B.K Singh Dr. Girish Verma Dr. Pragya Agrawal	Dr. Archana Gupta Smt. Deepa Bansal Dr. Manju Gupta Smt. Shurti Singh Dr. Jyoti Jain Dr. Reena Bhairam Dr. Sudipta Sanyal Dr. Manisha Arya Dr. Sadhana Kesharwani Dr. Arjun Shukla Dr. Vinita Nanda Smt. Madhuri Khandelkar Smt. Rashmi Singrore Dr. Geeta Choubey Dr. Priyanka Toppo	1. Vishakha Yadav 2. Shubhangi Parihar 3. Suneha 4. Aakrati Tekam 5. Nidhi Mishra
4	U.G.C. Cell (Autonomy)	<ul style="list-style-type: none"> * To collect, identify and implement UGC schemes that benefit the Institute. * Submission of the research project proposals to the UGC within the prescribed time limit & follow-up after that. * To prepare a plan to start professional courses like MBA/BCA etc. * To arrange bridge classes whenever necessary. * Tocoordinate remedial classes for weaker students as per norms of UGC or as per government rules & directives. * All other matters related to UGC etc. 	Dr. Girish Verma Dr. Sudipta Sanyal	Dr. Mamta Singhai Dr. Pramesh Kumar Bohre Dr. Ankita Sharma Dr. Swati Tiwari Dr. Rohini Sharma	1. Mandvi Choubey 2. Kirti Koshta 3. Pragati Patel
5	AISHE	<ul style="list-style-type: none"> * To submit Institutional data on AISHE portal * All other matters related to AISHE 	Dr. Manju Gupta Dr. B.K.Singh	Smt Shurti Singh	1. Kumari Sneha Shukla 2. Raksha Jain
6	Assessment & Accreditation Committee for Innovative Pedagogy	<ul style="list-style-type: none"> * To motivate faculty members to develop innovative pedagogy * To invite proposals at the beginning of each semester. * To assess & accredit the pedagogy at the end of the session. 	Dr. Pragya Agrawal Dr. Shivangi Mishra	Dr. Rashmi Patel Dr. Shivani Dubey Dr. Pratibha Shrivastava	1. Priyanshi Patel 2. Poorvi Asati

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
7	Examination Cell	<ul style="list-style-type: none"> * Preparation & Conduction of examination, Preparation of the list of students not eligible for appearing in exams on account of Short Attendance & CCE marks. * To organize at least three 'General Knowledge' objective type tests in each semester. * To organize at least three 'Logic & Reasoning' objective-type tests in each semester. * To prepare a database of examiners. * Preparation of results & declaration of the result and co-ordinate with Continuous Evaluation & Result Committees. * Displaying valued Answer Books of subject toppers in the library. * To collect feedback from Examiners, Students, Parents & Staff (In consolation with IQAC); and analyze them. * After declaring results organize department-wise meetings to analyze results. * To organize a Workshop/Training programme for officials working in the Examination Cell of different autonomous Colleges & Universities. * To organize question bank preparation workshops and explore the possibility of making question paper based on question bank. * To help other committees/cells in various matters like- providing data, printing of certificates, etc. * Maintaining the sanctity of the entire examination process and all other matters related to examinations. 	Dr. Sudipta Sanyal Dr. Bhavna Sharma	Dr. Leena Rai Smt. Rashmi Singore Smt. Vibha Shripal Miss Manju Barkhane Smt. Shurti Singh Dr. Rashmi Patel Dr. Pragya Agrawal	1. Vaishnavi Soni 2. Vandana Chourasia 3. Surbhi Agrawal
8	Research & Development Cell	<ul style="list-style-type: none"> * To promote research activities and publication of research journals & research papers * Identify areas of research & form a cluster group of researchers. * Collaborate with Industry, Research Organizations Academic Institutes. * Identification of funding agencies & extend guidance for preparation and submission of project proposals. * Monitoring activities of Incubation Centre. 	Dr. Sadhana Kesharwani Dr. B.K.Singh	Dr. K.S. Bhatiya Dr. Geeta Choubey Dr. Manisha Arya Dr. Manisha Rathi Dr. Sudhir Singh Chandel Dr. Suman Upadhayay Dr. Swati Mishra	1. Mantasha Naaz 2. Krishika Sethi 3. Taruna Mishra 4. Disha Rajpoot
	(a) Research Advisory Committee		Dr. Pankaj Koshti Dr. Manisha Rathi	Dr. Tilottama Choudhury Dr. Rashmi Patel Miss Qamar Anjum	1. Sana Parveen 2. Ashi Sharma 3. Kanupriya Tiwari
	(b) Reserch Ethics Committee	All the matters related to Research ethics.	Dr. Pragya Agrawal	Dr. Parnashree Mukherjee Dr. Sandhya Shrivastava	

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9	Logic & Reasoning Test	<ul style="list-style-type: none"> * To make the students aware of the importance of Logic & Reasoning type questions in competitive examinations. * To prepare the panel of paper setters. * To help in organizing the test. * To help in the preparation of objective-type questions based on 'Logic & Reasoning' * To help in final answer key. 	Dr. Nidhi Choubey Dr. Parnashree Mukherjee	Dr. Rajesh Tiwari Dr. Priyanka Dubey Dr. Mamta Shrivastava Dr. Vinod Kumar Lodhi Dr. Shweta Golani	1. Prachi Rai 2. Muskan Jain
10	Finance Controlling & Budget	<ul style="list-style-type: none"> * To make payments of confidential work (paper setting, valuation, revaluation, A/B checking, other remunerations, etc.) & refund of caution money to students. * To seek proposals from departments/committees/cells/clubs for the enhancement of infrastructure & other facilities. * Assessment of the proposals & Budget preparation. * To get the approval of the budget from the Finance Committee & Executive Committee. * To provide a copy of the approved budget to the concerned departments/committees. * To display the copy of approved budget in the Office/Principal's Chamber. * Monitoring & timely reminders to the concerned heads/convener of the committee for the judicious use of the budget. * Regular internal & external audit of the Institute. * To monitor all financial matters. 	Dr. Mamta Sharma Dr. Vijya Khare	Head Clerk Accountant	1. Shanti Lodhi 2. Neha Kachhi 3. Garima Sharma
11	Fees Committee	<ul style="list-style-type: none"> * To manage and supervise all matters related to fees * To supervise maintenance of fee records * Weekly checking of the accounts prepared by the fee & accounts office. * To study the problems related to student fee deposition and suggest student-friendly ways. 	Dr. Anuradha Dave Dr. Sadhana Kesharwani	Head Clerk Accountant Dr. Rashmi Jha Dr. Priyanka Dubey Dr. Varsha Jain	1. Jamni Porte 2. Chetna Golhani 3. Ishita Namdev
12	Account Checking & Income Tax	<ul style="list-style-type: none"> * All matters related to Account Checking. * All matters related to Tax Deduction at Source. * Regular up-dation of Form 26AS, Yearly Salary Record, Form-16 etc. 	Dr. Kiran Singh Dr. K.S. Bhatiya	Smt. Subha Sinha Dr. Madhulika Shrivastava Smt. Vibha Shripal Smt. Rachana Pandey Dr. Shruti Singh	1. Shrutika Jain 2. Mahima Lodhi 3. Palak Nayak
13	Establishment	* All matters to the establishment of teaching/non-teaching Staff.	Dr. N.L. Patel	Smt. Lakshmi Kol Head Clerk	1. Astha Asati 2. Neelam Barman

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14	Purchase Committee	<ul style="list-style-type: none"> * To examine & dispose of the purchase related files of different departments. * To guide the departments on matters related to purchase * To recommend purchase as per store purchase rules of state Govt. or equivalent agency. * To verify physically the material purchased in the Institute. 	Dr. Abha Tiwari Dr. Mamta Sharma	Dr. Kiran Singh Shri Gunwant Singh Smt. Vandana Arnold Shri . Jagdish Sen	
15	Store	* All matters related to Store & Furniture.	Dr. K.S. Bhatiya	Dr. Mamta Singhai Dr. Reeta Singh Dr. Varsha Jain Dr. Pratima Bhagat Dr. Ram Naresh Saket	1. Arpita Mishra 2. Rashmi Uikey 3. Mansi Singh Rajput
16	Furniture	<ul style="list-style-type: none"> * Procurement of New and Repairing of Old Furniture * All issues related to placement and shifting of furniture. * Record keeping of the entire furniture of the institute. 	Dr. Kiran Singh Dr. Subha Sinha	Dr. Pramesh Bohre Shri Somkant Parwar Dr. Shweta Golani Dr. Sarika Singhai Dr. Priyanka Viswakarma Miss Qamar Anjum	
17	Write Off & Auction/ Waste Management	<ul style="list-style-type: none"> * All Matters related to 'Write Off' * All matters related to 'Auction' * Scraping of old materials 	Dr. Mamta Sharma Dr. N.L. Patel	Dr. Anuradha Dave Dr. Shadhana Kaserwani	1. Jigyash Jain 2. Anamika Kesharwani 3. Muskan Chourasiya
18	Court Cases, Assembly Questions and RTI	* All matters related to court cases, Assembly Questions and RTI.	Shri. Rajendra Mishra Dr.Vijay Khare	Dr. Devesh Kumar Dr. Pankaj Sahu Shri Purushottam Kumar Prajapati Dr. Pankaj Koshti	1. Aaliya Ansari 2. Sneha Patel
19	C.M. Helpline	* All matters related to the C.M. Helpline.	Smt . Viswashanti Parashar Smt Manju Barkhane	Smt. Deepa Bansal Dr. Pooja Sikarwar	1. Shivanjali Tiwari 2. Pratima Pandey 3. Preeti Vishwakarma
20	(A) Construction (i) Civil	<ul style="list-style-type: none"> * All matters related to new constructions. * Construction & Maintenance of civil work. 	Mr. Rajendra Mishra Dr. Anuradha Dave Dr. Smita Pathak	Dr. Pranita Bhatele Miss Mahima Bairagi Dr. Pragati Patel Dr. Shweta Choubey	1. Janhavi Shrivastava 2. Pratima Pandey
	(ii) Electric & Solar	* Installation of new electrical fixtures etc & their maintenance.	Dr. Girish Verma Dr. Rashmi Patel	Dr. Reeta Singh Dr. Richa Gumasta Dr. Sachin Nagre Shri Mukesh Gadewal	1. Sandiya Ansari 2. Juhi Soni

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	(iii) Compus Beautification	<ul style="list-style-type: none"> * To maintain cleanliness & beautification of the campus. * To work in coordination with the Security & Out Sourcing committee. * To ensure the safety of the plants/trees planted on the campus in coordination with NSS. * To develop landscaping at appropriate places on the campus. 	Dr. Anuradha Dave Dr. Pragya Agrawal	Dr. Pankaj Sahu Dr. Amrita Singh Dr. Richa Gumasta Dr. Nisha Singh	1. Khushboo Koshta 2. Pratima Sahu
	(B) Maintenance (i) Computer, Printer, Photocopier & Refilling	* All matters related to computer stationery, cartridge refilling repair & replacement & software updating etc.	Dr. Nidhi Choubey Dr. Vijay Khare	Smt. Aarti Chouksey Smt. Swati Mishra	1. Sanya Khan 2. Anjali Uikey
	(ii) Classrooms, washrooms and corridors	* All matters related to regular cleaning and maintenance of classrooms, etc.	Dr. Jyoti Jain Dr. Rajendra Pandey	Dr. Varsha Lotasway	1. Sneha Sahu 2. Palak Agrawal
	(iii) Girls Common Room	* All matters related to the maintenance of GCR.	Dr. Jyoti Jain Dr. Madhu Dubey Swarnkar	Smt. Madhuri Khandelkar Smt. Deepa Bansal Tabassum Ansari Dr. Priyanka Dubey	1. Roshni Patel 2. Sanjana Patel
	(iv) Water Fittings & Water Coolers/Rain Water Harvesting	* All matters related to maintenance of Water Coolers & water harvesting.	Dr. Archana Gupta	Dr. Namrata Shrivastava Dr. Neetu Soni Dr. Roshni Haldkar Dr. Archana Goswami	1. Nanshi Patel 2. Manya Awadhiya
	(v) Fire Audit and Fire Safety	* All matters related to the fire safety and maintenance of fire extinguishers.	Dr. Madhu Dubey Swarnkar Dr. Varsha Lotasway	Dr. Manisha Jain Dr. Priyanka Parashar Dr. Anjana Goswami	1. Pinki Agrawal 2. Srashti Mishra
21	Technical Committee	* To guide in all matters related to technical specifications for the purchase of articles/equipment.	Dr. Girish Verma Dr. Anuradha Dave	Dr. Manju Gupta	1. Aarzu 2. Sakshi Shrivastava 3. Palak Patel
22	Security & Out Sourcing	<ul style="list-style-type: none"> * All tender, billing, security and parking matters related to outsourcing agency. * To control and supervise hiring services on an outsourcing basis. 	Dr. N.L. Patel	Dr. Rajkumar Goutam Dr. Rashmi Jha Dr. Arjun Shukla Dr. Rachana Agarwal Dr. Prabha Dwivedi Dr. Manisha Jain	

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23	Laboratory Up-gradation and maintenance	<ul style="list-style-type: none"> * All matters related to Laboratory up-gradation. * To look into the maintenance and preparation of SOPs for all labs. 	Dr. B.K.Singh	Dr. Geeta Choubey Dr. Devesh Kumar Dr. Ankita Sharma Dr. Manisha Rath Dr. Swati Tiwari	1. Palak Pandey 2. Sadhna Golhani 3. Anamika Soni 4. Kavita Sahu
24	Prospectus & Handbook	<ul style="list-style-type: none"> * To display and update courses, fee structure, etc on the website and in the Prospectus and Handbook. * To obtain necessary information from Academic, Finance, Planning & Evaluation committees to update the prospectus for the forth coming session. * To prepare and publish the approved Prospectus & Students Handbook. 	Controller of Examination Asst. Controller of Examination	Members of Examination Cell	1. Prajakta Patel 2. Akriti Tiwari
25	IT Infrastructure Development & Maintenance Cell	<ul style="list-style-type: none"> * Establishment and maintenance of intranet & internet facility. * Updating of website and its management (security audit). * Regular maintenance of Leased-line & IT equipment of the Institute. * Technical support for the enrolment of students. * All matters related to the enrolment of students with Rani Durgawati University (RDVV). 	Dr. Nidhi Choubey Dr. Vijay Khare	Dr. Leena Rai Dr. Arjun Shukla Dr. Rajkumar Goutam Dr. Shivangi Mishra Dr. Rajesh Tiwari	1. Shikha Pandey 2. Anjali Chouasiya 3. Muskan Vishwakarma 4. Ambika Suryawanshi
26	Admission(New)	<ul style="list-style-type: none"> * To frame the admission guidelines of the Institute keeping in mind the admission guidelines of the Department of Higher Education, Govt of M.P. * To monitor the complete online admission process. * All work related to admission. * All matters related to the enrolment of students with Rani Durgawati University. 	Shri Rajendra Mishra Dr. Rajendra Pandey Dr. K.S.Bhatia Office Support Mrs. Ritu Ramrani	Smt. Deepa Bansal Dr. Reena Bhairam Miss Priyanka Toppo Dr. Rashmi Patel Shri Purushottam Kumar Prajapati Dr. Varsha Jain Dr. Rajesh Tiwari Dr. Pramesh Bohre	1. Niharika Patel 2. Rupali Viswakarma 3. Soumya Patel 4. Khushi Ahirwar 5. Prerna Singh
27	Admission * UG-II, III and IV Year * PG Sem-III	<ul style="list-style-type: none"> * All work related to admission to UG II, III and IV Year Classes. * To help students in selecting GEC, SEC & DSE courses. * All work related to admission to PG Sem- III. 	Dr. Rajni Nigam Dr. Pankaj Sahu	Dr. Riya Markam Dr. Pratibha Shrivastava Dr. Swati Mishra Dr. Sudhir Singh Chandale	1. Simmi Sahu 2. Khushi Sahu 3. Rayeesha Bano

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28	Girls Hostel	* Allotment of seats to the aspirants.	Smt. Subha Sinha	Dr. Smita Pathak	1. Alisha Yadav
		* To take necessary steps to maintain food quality in the Mess. * To monitor regular cleanliness in the hostel area, especially in the kitchen and mess. * To see whether the appropriate choice of hostellers is taken into consideration while preparing the menu. * To ensure that purified draining water is supplied to the hostellers. * To ensure regular doctor visits in the hostel and maintain visitor's books. * To organize regular sports and cultural activities for the hostellers. * To arrange yoga and vocational course classes in the hostel.	Dr. Manisha Arya Smt. Madhuri Khandelkar	Dr. Bhavna Sharma Smt. Rachana Pandey Smt. Vishwashanti Parashar Dr. Reena Bhairam Smt. Apoorva Soni Head Clerk	1. Anjali Jaiswal 2. Priya Tiwari 3. Harshita Korav 4. Vishaka Yadav
29	Time-Table	* To Prepare separate Time-Table for Home Science & Science faculty. * To prepare the consolidated Class-wise & Room-wise Time-tables before the beginning of the Semester / Year. * To help the departments in sorting out their time-table related problems so that each faculty can give their best.	Dr. Nidhi Choubey	Dr. Sadhana Kesharwani Dr. Bhavna Sharma Dr. Manju Gupta	1. Nisha Dubey 2. Bushra Iram Ansari
30	Discipline/ Code of conduct & Anti-Ragging	* To organize regular meetings of the committee and keep the records. * To maintain discipline in the campus. * To prepare and display the rules and regulations of the institute. * To take frequent and regular rounds to avoid ragging. * To check uniform/ Identity Card. * To inform about the untoward incidents to Principal. * To forward the names of the students involved in disciplinary acts to the Principal & to keep a record of them. * To provide an opportunity for hearing to students involved in indiscipline. * To recommend action against the students involved in in-disciplinary acts. * To deal with the matter of ragging in the Campus, if any.	Dr. Vinita Nanda Dr. Kiran Singh	Shri. Rajendra Mishra Dr. Vijaya Koushal Shrivastava Dr. Leena Rai Kewat Shri Gunwant Singh Smt. Madhuri Khandelkar Smt. Apoorva Soni Dr. Priyanka Toppo Dr. Madhu Dubey Swarnkar Dr. Mamta Singhai Dr. Rashmi Jha Dr. Sandash	1. Maneshwari Kudopa 2. Ankita Kachhi 3. Aarti Goswami 4. Yashika Lodhi 5. Khushi Patel

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31	Tutor Guardian	* To suggest methods to make the TG scheme more effective & useful. * To appoint TGs and ensure report submission. * To organize parent meetings as per the schedule mentioned in the prospectus. * To revive the Parents Association in each department.	Dr. Pooja Sikarwar Dr. Varsha Lotasway	Dr. Priyanka Parashar	1. Mansi Soni 2. Sharda Patel 3. Kavita Sahu
32	Scholarship & Welfare Measures				
	Scholarships	All matters related to various scholarships. All matters related to compulsory student insurance.	Shri Rajendra Mishra Dr. Rahendra Pandey Dr. K.S. Bhatiya		1. Anjani Maravi 2. Nidhi Lodhi 3. Pooja Jhariya 4. Neha Dahiya 5. Roshni Prajapati
	(i) SC/ST/Awas Bhatta/ Ghummakad & Vimukta Scholarships	All matters related to these scholarships (New & Renewal).		Dr. Madhulika Shrivastava Dr. Mamta Singhai	
	(ii) SC/ST	Matters related to Scholarships and the welfare of SC/ST students.		Smt. Vishwashanti Parashar Miss Priyanka Toppo	
	(iii) OBC	Matters related to Scholarships (New & Renewable) and welfare of OBC students.			
	(iv) MMVY & MMJKY	All matters related to these scholarships .		Dr. Rajni Nigam Dr. Madhu Dubey Swarnkar Dr. Manisha Arya Dr. Riya Markam	
	(v) Central Sector	All matters related to these scholarships .		Dr. Pankaj Sahu Smt. Apoorva Soni	
	(vi) Institutes/merit cum means Scholarship & merit awards	*All matters related to these scholarships.		Dr. Jyoti Jain	
	Inspire Yojana	All matters related to these scholarships.		Dr. Vijya Koushal Shrivastava	
	(vii) Goan ki Beti & Pratibha Kiran	All matters related to these scholarships.		Smt. Shurti Singh Smt. Rachana Pandey Smt. Vibha Shripal	
	(viii) Minority and Special Needs Person/Scholarships	Matters related to these scholarships & welfare of minority students.		Dr. Pankaj Koshti Smt. Apoorva Soni	

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33	(i) Extra/Co-curricular Activities/ Academic & Cultural activities	<ul style="list-style-type: none"> * To prepare a cultural calendar following Academic Calendar of the Institute. * To organize Extra Curricular activities as per the Academic Calendar 2024-2025. * To organize Welcome, Farewell, Annual Function & Gold Medal Distribution Programme. 	Dr. Smita Pathak Dr. Sadhana Kesharwani	Smt. Vishwashanti Parashar Dr. Jyoti Jain Dr. Leena Rai Shri Vedpraksah Narang Dr. Vinita Nanda Dr. Reena Bhairam Smt. Madhuri Khandelkar Smt. Apoorva Soni Smt. Deepa Bansal Dr. Devesh Kumar Dr. Archana Gupta	1. Asma Arshi 2. Mahima Sen 3. Ragini Maravi 4. Anushka Pathak 5. Neha Dahiya
	(ii) Youth Festival	To organize various events and all the activities related to the youth festival.	Dr. Kiran Singh	Sports Officer	1. Roshni Prajapati
	(iii) Casual Programme Arrangement Committee	All matters related to various casual Programmes.	Dr. Durga Mishra	NCC Officer NSS Officer Red Cross Incharge	2. Poorva Shukla 3. Pinky Sahu
34	Integration of the Indian Knowledge System fopkj i dkg	<ul style="list-style-type: none"> * Suggest measures regarding integration of the Indian Knowledge System in the curricula of regular courses. (This committee shall work as a sub-committee under the Academic Committee) 	Smt. Manju Barkhane	Smt. Madhuri Khandelkar Dr. Pankaj Sahu Dr. Riya Markam	1. Vanshika Kourav 2. Anushka Pathak 3. Aarti Goswami
35	(i) Library Advisory Committee	<ul style="list-style-type: none"> *All matters related to Library Development including new construction. *Give suggestions for regular working & up-gradation of library. *Explore the possibility of E-Library dedicated to research scholars only. *To Suggest steps for the fast computerization and up gradation of e-library * Any other suggestion as and when needed. 	Dr. Vinita Nanda Shri Vedpraksah Narang	Smt. Rachana Pandey Smt. Vandana Arnold Dr. Somkant Parwar Dr. Anju Kainwar Dr. Mahima Bairagi Dr. Ramnaresh Saket Dr. Garima Mishra	1. Ishita Meta 2. Muskan Pathak 3. Ankita Kachhi 4. Yashika Lodhi 5. Ragini Maravi
	(ii) Library Working Committee	<ul style="list-style-type: none"> * To organize regular book fairs. * To prepare a subject-wise record of the books available in library. * To get a list of books required to be included in the library following NEP. * To initiate purchase-related matters (inviting tenders, preparing comparative charts, placing orders) * To initiate a process of write-off of the damaged/unused books. * To prepare Statistics of library users & to get their feedback. * To implement suggestion of Library Advisory Committee. 		Dr. Richa Gumasta Dr. Priaynaka Parashar Dr. Seema Rani Dr. Prabha Dwivedi Dr. Varsha Jain	

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36	Sports Committee	<ul style="list-style-type: none"> * Prepare the Institute's sports calendar following DHE & RDVV * To organize activities as per the Sports Calendar of the Institute. * Execution of the approved plan as per calendar. * To organize an Annual Sports Competition. 	Shri Gunwant Singh	Dr. Archna Gupta Dr. Smita Pathak Smt. Vibha Shripal Dr. Neetu Soni Dr. Suja Kumari Sukumaran Dr. Mahima Bairagi	1. Chetna Tripathi 2. Sana Fatima 3. Rani Bhardwaj 4. Nikita 5. Kriti Nema
37	Vocational Cell	<ul style="list-style-type: none"> * To introduce, run, and manage the vocational courses offered by the institute. * To help students in project work/Internship/apprenticeships/community engagement under NEP. * Explore the possibilities of new MOUs with NGOs & Artists, etc. 	Dr. Jyoti Jain Dr. Durga Mishra	Dr. Geeta Choubey Dr.Nisha Singh Dr. Manisha Jain Dr. Anju Kainwar Dr. Roshni Haldkar	1. Vishaka Yadav 2. Shubhangi Parihar 3. Suneha
38	Placement & Skill Development Cell (Vivekanand Career Guidance Cell)	<ul style="list-style-type: none"> * To organize competitions' provide vocational guidance and keep placement records. * To identify the vocational education area and visits to these areas. * To organize invited lectures of resource persons. * To organize career and vocational guidance workshops, Training & Placement. * To invite potential organizations/companies for campus placement. * To guide students in ensuring their suitable placement. * To work in coordination with the Alumni Association. * Explore the possibilities of new MOUs with industries, companies,etc. 	Dr. Jyoti Jain	Dr. Manisha Arya Dr. Geeta Choubey Smt. Rashmi Singore Miss Anju Kainwar Miss Mahima Bairagi Smt. Shakti Shukla Dr. Manisha Jain Dr. Somkant Parwar	1. Nidhi Singh 2. Muskan Tantuway 3. Sonam Diwivedi
39	National Service Scheme & Extension Activities Committee	<ul style="list-style-type: none"> * To chalk out a time-bound programme & get it approved by the Principal for execution of the approved plan. * To work in coordination with the Campus Beautification Committee. * To organize Blood Donation Camps. * To organize extension activities for the overall development of students. 	Dr. Reena Bhairam Smt. Deepa Bansal		1. Nidhi Singh 2. Muskan Tantuway 3. Sonam Diwivedi 4. Mandvi Choubey
40	N.C.C.	* All activities related to NCC.	Smt. Apoorva Soni		1. Kirti Koshta 2. Pragati Patel 3. Vaishnavi Soni 4. Vandana Chourasia
41	Educational Tour & Industrial Visit	<ul style="list-style-type: none"> * To plan & arrange educational tour. * To execute the itinerary plan. 	Shri Rajendra Mishra	Dr. Rachana Agrawal Dr. Rashmi Jha Dr. Rachana Pandey Dr. Nisha Singh Dr. Seema Rani	1. Mantasha Naaz 2. Krishika Sethi 3. Taruna Mishra 4. Disha Rajpoot

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
42	Grievance Redressal Cell (teaching, Non-Teaching & Students)	* To resolve various problems of teaching and non-teaching staff & students of the Institute.	Dr. Vinita Nanda Dr. Madhu Dubey Swarnkar	Dr. Madhulika Shrivastava Dr. N. L. Patel	1. Sana Parveen 2. Ashi Sharma
43	Internal Complaints Committee	* Effective enforcement of basic human rights. * Promote gender equality through informative sessions. * Ensure environment free of sexual harassment & abuse.	Dr. Rajni Nigam	Smt. Chitra Maravi Dr. Prabha Dwivedi Dr. Rachana Agarwal	1. Kanupriya Tiwari 2. Kumari Sneha Shukla
44	E-Content Development	* To promote & motivate faculty to develop e-content of their course program. * To enrich the portal by uploading e-content of the Institutes educational program. * To organize programmes and maintain Digital-Studio.	Dr. Nidhi Choubey Dr. Smita Pathak	Dr. Arjun Shukla Dr. Rajkumar Goutam Smt Ritu Ramrani	1. Priyanshi Patel 2. Poorvi Asati
45	Academic monitoring Cell	* To ensure academic excellence in the Teaching-Learning process of the Institute by planning and monitoring the academic activities, like regular conduction of classes, completion of syllabi, special lectures etc. * To plan and monitor seminars/conferences /workshops etc organized by the departments. * Optimum utilization of CCE modes. * Ensure internal evaluation based on latest UGC guidelines of 2024. * To organise FDPs & Training programmes. * To scrutinize lectures of faculty members time to time for academic excellence. * To ensure academic upliftment of teaching faculty by sending them to National & International seminars/training etc. * This committee will work with IQAC to ensure the high quality of academics in the Institute.	Dr. Pragya Agrawal Dr. Girish Verma	Dr. Devesh Kumar Dr. Rajkumar Goutam Dr. Binay Kumar Singh	1. Prachi Rai 2. Muskan Jain 3. Shanti Lodhi 4. Neha Kachhi 5. Garima Sharma
46	Mess & Canteen Committee	* All matters related to Canteen management. * To make all arrangements for the important meetings as per approval of the Principal. * To help Extra/Co-curricular Activities Committee in organizing Welcome/Farewell Party, Annual Function, Degree Distribution Programme, etc.	Dr. Smita Pathak Smt. Vibha ShriPal	Sr. Vijya Koushal Shrivastava Dr. Varsha Lotasway	1. Jamni Porte 2. Chetna Golhani 3. Ishita Namdev
47	Photocopy & Stationery	* All Matters related to photocopy facilities during the Institute's hours. * Explore the possibility of the availability of lecture notes of faculty members.	Smt Shruti Singh Smt. Vibha Shripal Smt Ritu Thakur	Head Clerk	

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
48	Alumni Support Committee	<ul style="list-style-type: none"> * To update the records of all pass-outs of the Institute on the M.H.College portal. * Develop a Student-Tracking System on the M.H.College portal. * To felicitate rank-holders of competitive examinations, achievers in UPSC/PSC,etc. * To organize lectures of eminent Alumni on their expertise area. * To help in organizing the annual function of the Alumni Association * To make efforts to strengthen the bond and to exploit the potential of Alumni in the growth and developmental activities of the Institute. * Expedite financial support from the Alumni. 	Dr. Anuradha Dave Dr. Sadhana kesharwani Placement Incharge	Smt Madhuri Khandelkar Dr. Riya Markam Qamar Anjum Dr. Neetu Soni Dr. Mamta Shrivastava Dr. Pratima Bhagat	
49	Research Journal The Quest	<ul style="list-style-type: none"> * To ensure procurement of e-ISSN. * To publish various issues of the journal. * To establish and maintain the quality of the journal. 	Dr. Shivangi Mishra Smt. Vandana Arnold	Dr. Arjun Shukla Dr. Tilottama Choudhury Dr. Shraddha Khapre	
50	Multidisciplinary Research Journal based on IKS	<ul style="list-style-type: none"> * To ensure procurement of e-ISSN. * To publish various issues of the Journal. * To establish and maintain the quality of the Journal. 	Miss Manju Barkhane Smt. Vandana Arnold	Dr. Arjun Shukla Dr. Varsha Jain Miss Anju Kainwar Dr. Shraddha Khapre	
51	Publication of Annual Magazine	* All matters related to the publication of the annual magazine.	Dr. Vineta Nanda	Shri Somkant Parwar Dr. Durga Mishra Dr. Mamta Singhai Dr. Rajkumar Goutam Dr. Amrita Singh	
52	Vocational Cell (NEP)	<ul style="list-style-type: none"> * To look into issues related to the conduction of Vocational Courses offered under the umbrella of DHE. *Implementation of project work/ Internship/ apprenticeships/ community/engagement under NEP. 	Dr. Leena Rai	Dr. Rajni Nigam Dr. Vinita Nanda Dr. Reena Bhairam Dr. Parnashree Mukherjee	1. Shrutika Jain 2. Mahima Lodhi 3. Palak Nayak
53	Recruitment of full-time temporary Faculty members	* All matters related to the recruitment of full-time temporary faculty members.	Dr. Anuradha Dave Dr. Mamta Sharma	Dr. Manisha Arya	1. Astha Asati 2. Neelam Barman
54	E-Tender Committee	* Activities related to tendering and e-tendering.	Dr. Mamta Sharma Dr. Rajendra Pandey	Dr. Vinita Nanda	
55	NIRF	* All matters related to NIRF & HEGSC.	Dr. B.K.Singh	Dr. Nisha Singh	
56	Memorandum of understanding (MOU)	* All matters related to the functioning of MOUs & their record keeping.	Dr. Smita Pathak Dr. Shivangi Mishra	Dr. Rajkumar Goutam	1. Arpita Mishra 2. Rashmi Uikey

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
57	Incubation Centre & IIC	* All matters related to incubation centres and promotion to start-ups.	Dr. Geeta Choubey	Dr. Rajendra Pandey Smt. Vibha Shripal Dr. Sudhir Singh Chandel Dr. Rohini Sharma Dr. Priyanka Viswakarma	1. Jigyasha Jain 2. Anamika Kesharwani 3. Muskan Chourasiya
58	E-Cell	* All matters related to the electronic record keeping of the Institute's important documents.	Dr. Shivangi Mishra Dr. Rashmi Patel	Smt. Shruti Singh Dr. Pankaj Koshti Dr. Arjun Shukla Dr. Rajesh Tiwari	1. Aaliya Ansari 2. Sneha Patel 3. Shivanjali Tiwari 4. Pratima Pandey 5. Preeti Vishwakarma
59	SWAYAM/NPTEL	* All matters related to the local chapter of NPTEL/SWAYAM	Smt . Apoorva Soni	Dr. Pranita Bhatele Miss Mahima Bairagi	1. Janhavi Shrivastava 2. Pratima Pandey
60	Academic Bank of Credit (ABC) & Digilocker	* All matters related to ABC/Digilocker.	Controller of Examination	Members of Examination Cell	1. Sandiya Ansari 2. Juhi Soni
61	Social, Print and Electronic Media	* To Develop measures and ensure that the institute has an appropriate place in the print & digital media. * To maintain day-to-day records of the activities organized by different Committees/Cell/Clubs, especially Sports & Cultural activities proposed in the Academic Calendar of 2024-25. * To keep a soft/hard copy of the report prepared for the press release. * To update different social-media platforms with current geotagged photos and videos of various events organized in M.H.College.	Dr. Sadhana Kesharwani Dr. Vinita Nanda	Dr. Manhu Gupta Dr. Priyanka Parashar Dr. Suja Kumari Sukumaran	1. Khushboo Koshta 2. Pratima Sahu 3. Sanya Khan 4. Sneha Sahu 5. Palak Agrawal
62	Mental Health Cell	* All Matters related to the mental health of students.	Dr. Kiran Singh	Dr. Prabha Dwivedi Dr. Varsha Jain	1. Roshni Patel 2. Sanjana Patel
63	Energy Audit /Energy Sources and Energy Conservation Committee	* All matters related to the energy audit in the Institute.	Dr. Rashmi Patel	Mrs Roshni Haldkar Mrs Anjana Goswami	1. Nanshi Patel 2. Manya Awadhiya
64	Annual Progress Report	* Compilation of records and preparation of annual progress report of the institute.	Dr. Bhavna Sharma	Dr. Rachna Pandey	
65	Green & Environment Audit	* All matters related to the green & environment audit in the Institute.	Dr. Rajni Nigam	Dr. Pankaj Sahu	
66	RUSA In-charge	* All matters related to the grant received under RUSA funded schemes.	Dr. Manju Gupta	Dr. Puroshtam Kumar Prajapati	
67	World Bank In-charge	* All matters related to the grant received under World Bank funded schemes.	Dr. Girish Verma	Dr. Devesh Kumar	

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
68	Posters, Banners, Flex and Sign Boards	* All matters related to the tender compiled orders for printing/making Posters, Banners, Flex and Sign Boards from various departments/committees, verification of work and recommendation for payments.	Shri Gunwant Singh	Dr. Devesh Kumar Seema Rani Dr. Puroshtam Kumar Prajapati	
69	Hit Dharak (Stakeholder) Contact cell	All matters related to the stakeholders.	Dr. Parnashree Mukherjee Dr. Pankaj Koshti	Miss Priyanka Toppo Dr. Madhu Dubey Swarnkar Smt. Durga Mishra Smt. Shakti Shukla Smt. Ritu Ramrani Miss Reena Rajak Shri Bhupesh Chouhan	
70	Student Council Committee	All matters and activities related to the student council.	Shri Rajendra Mishra Dr. Pooja Sikarwar	Dr. K.S. Bhatiya Smt. Viswashanti Parashar	1. Chetna Tripathi (President) 2. Ishita Meta (Vice President) 3. Garima Sharma (Secretary) 4. Pinki Agrawal (Joint Secretary)
71	Jansunavai/Public hearing and public rights Committee	All matters related to under public hearing and public rights scheme.	Dr. B.K.Singh Dr. Mamta Shrivastava	Shri Gunwant Singh Head Clerk	
72	Committee for SC/ST/OBC class	To ensure there is no caste-based discrimination in the institution. To create and maintain safe, healthy and supportive environment for SC/ST/OBC students and staff in the campus.	Dr. Kiran Singh	Miss Priyanka Toppo Dr. Versha Lotasway Dr. Riya Markam	
73	Archive Development Sanvardhan Committee	All activities related to Archive Sanvardhan	Dr. Reena Bhairam	Smt. Madhuri Khandelkar	

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
74	Women & Gender Development Cell	All activities related to a women and Gender sensitization cell is focused on promoting the welfare and well being of female.	Dr. Jyoti Jain	Dr. Vijaya Koushal Shrivastava Dr. Manisha Rathi Dr. Masnisha Jain Dr. Prabha Dwivedi Dr. Rachana Agarwal	1. Chetna Tripathi 2. Sana Fatima
75	Women's Sexual Harassment Prevention and Internal Grievance redressal Committee	All activities related to effective anti-sexual harassment, including awareness and sensitization providing informative guidance information. To create a harmonious environment and ensure that grievances are resolved fairly and impartially.	Dr. Rajni Nigam Dr. Manju Gupta	Dr. Vijaya Koushal Shrivastava Shri Madhuri Khandelkar Shri Rajendra Mishra Mahila Thana, Madan Mahal (TI) Head Clerk	
76	Virtual Classroom Committee	All activities related students will help learn new facts develop critical thinking skills and interact with other.	Dr. Manju Gupta	Dr. Pooja Sikarwar	
77	Excellent Student Committee	To decide the criteria for short listing of students based on teaching learning and examination systems.	Dr Nidhi Choubey	Dr. Sadhana Kesharwani Dr. Sudipta Sanyal	
78	Data Handling Committee	All matters related to the data handling activities, include collect record and present data.	Dr. Jyoti Jain Dr. Sudipta Sanyal	Dr. Shivangi Mishra Dr. Arjun Shukla Dr. Shraddha Khapre Dr. Rajesh Tiwari	
79	Welfare Measurement Committee	All matters related to the benefit and welfare of all the staff.	Dr. Parnashree Mukherjee	Dr. Riya Markam	
80	Alumni Committee	* To arrange alumni meetings. * To Encourage alumni to participate in college activities and keep them updated. * To create a network for alumni. * To communicate with alumni and facilitate interaction between alumni and the institution.	Dr. Sadhana kesharwani Dr. Vijaya Koushal Shrivastava	Smt. Geeta Shard Tiwari (President) Dr. Neelima Raipuriya (Vice President) Dr. Shashi Tiwari (Secretary) Dr. Shashi Bala Shrivastava (Treasurer)	
81	ECO Club/Green Policy	All activities and matters related to ECO Club and Green Policy.	Dr. Pragya Agrawal	Dr. Parnashree Mukherjee Dr. Pooja Sikarwar	
82	Red Cross Samiti	All activities related to Red Cross.	NSS Incharge NCC Incharge	Dr. Deepa Bansal	
83	PM USHA	All activities related to PM USHA.	Dr. Rajendra Pandey	Dr. Manju Gupta	

S.N.	Name of the Committees/ Cell	Activities	Convener/ Co -convener	Members	Student Members
84	Work Management Support Committee	To assist in administrative responsibilities and activities.	Dr. Abha Tiwari Dr. Mamta Sharma	Dr. Rashmi Singrore Shri Gunwant Singh Sports Officer Mr. Rajendra Mishra Dr. Rajkumar Goutam Dr. Arjun Shukla	
85	Intellectual Property Rights	To help build a culture that enhances recognition the importance of IPR and to educate the students on basic concepts of IPR.	Shri Purushottam Kumar Prajapati	Dr. Rajesh Tiwari	
86		Activities	Name of the Club	Convener	Office bearers, members & student representatives declared by the conveners separately
	M.H.College -CLUBS	*To prepare the action plan & submit it to the Principal for approval. *To enroll student members of the club. *To initiate activities as per the approved plan. *To update the webpage/website on the M.H. College portal. *To submit the performance report to the Principal by the end of each semester.	1. J.C. BOSE CLUB 2. Curie Club 3. Einstein's Club 4. Srajan Club 5. Ramanujan Club 6. Ravindra Club 7. Rajamal Devdas 8. Health & Fitness Club (F&N) 9. Salim Ali Club 10. Election literacy Club	Dr. Praneeta Bhatele Smt. Shubha Sinha Dr. N.L. Patel Dr. Bhavna Sharma Dr. Sudipta Sanyal Dr. Madhulika Shrivastava Dr. Jyoti Jain Mrs. Apoorva Soni Mrs. Rashmi Singrore Dr. Reena Bhairam	

Net to HODs : All the departments should constitute their Societies/Clubs including students also for the co-curricular departmental activities.

विशेष टीप: उपरोक्त समितियों, सेल एवं क्लब के अतिरिक्त मध्यप्रदेश शासन, उच्च शिक्षा विभाग द्वारा समय-समय पर जारी दिशानिर्देशों के अनुरूप पूर्व में गठित समितियों, सेल एवं क्लब यथावत कार्यरत रहेंगे।

Note: (i) The convenors of different Committees/Cells/Clubs will identify the full-time temporary faculty and student members to assist them in organizing



Dr. Sameer Kumar Shukl
Principal

Govt. M.H. Collage of Home Science JBP

Ref.No. / विविध/2024-25, Jabalpur, Date.25-01-2025

Copy to : (i) To all Committee/Cell Convenors (ii) To all the HODs (iii) IT Cell (to upload on portal) (iv) Head Clerk (v) Accountant (vi) Store

Administrative Officer

IQAC Coordinator