

# Lingaya's Lalita Devi Institute of Management & Sciences

(NAAC Accredited "A" Grade Institute & Approved u/s 2(f) of UGC Act 1956)

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18 Feb. 2022

## Academic Session 2021-22 Committees

| Name of Committees  | Members                                   | Periodicity of Meetings | Duties and Responsibilities           |
|---|---|-------------------------|---------------------------------------|
| (1) <b>Central Coordination, of the institute</b><br>Academic matters | <b>Academic Committee:</b> Dr. K. K. Garg | Quarterly               | Time Table                            |
|   | Dr. Pranav Mishra                         |                         | Lesson Plans                          |
|   | Dr. Mala Dixit                            |                         |                                       |
|   | Dr. Manju Sharma                          |                         | Course Files                          |
|   | Dr. Geeta Arora                           |                         | Student files                         |
| Dr. Ashish Dubey  | <b>Report to Director</b>                 |                         | Attendance                            |
|   | Mr. Nishant Jaiswal                       |                         |                                       |
|   | Mr. Gyanendra Shukla                      |                         |                                       |
|   | Mr. Sachin Lohia                          |                         |                                       |
| (2) <b>Discipline Committee:</b>                                      | Mr. Hardeep (Coordinator)                 | Weekly                  | Report to Addl. Director              |
|   | Dr. Ashish Dubey                          |                         | Students Discipline,                  |
|   | Ms. Rohini Jain                           |                         | Staff Discipline                      |
|   | Dr. Geeta Arora                           |                         | Harmonial atmosphere of the Institute |
|   | Dr. Manju Sharma                          |                         |                                       |
|   | Mr. Gyanender Shukla                      |                         |                                       |
|   | Mr. Vijaypal Singh                        |                         |                                       |
|   | Mr. Masroor Hasan                         |                         |                                       |
|   | Mr. Sachin Lohia                          |                         |                                       |
|   | Mr. Gaurav Yadav                          |                         |                                       |

| Name of Committees                     | Members  | Periodicity of Meetings  | Duties and Responsibilities  |
|--|--|--|--|
| <b>(3) Library Committee:</b>          | Dr. Ankita   | Dr. Khushid Anwar (Coordinator) Quarterly/<br>Dr. Manju Sharma As per requirement<br>List of Books | Report to Director<br>Library Maintenance<br>Journals, Newspaper, Magazine           |
| <b>(4) Cultural Affairs Committee:</b> | Dr. sangeet (Coordinator)<br>Ms. Kritika Pallavi<br>Ms. Mansi Chopra<br>Ms. Heena Mansoori<br>Ms. Arshiya<br>Mr. Abhik | Monthly  | Report to AdvisorMam<br>Budgeting<br>Participating in music/Dance<br><br>Equipments. |
|  | Two Students from each Deptt.<br>to be nominated by Coordinator  |  |  |

**(5) Sports Committee**

Mr. Masroor Hasan  
Mr. Vijaypal Singh Gusain  
Dr. Gaurav Yadav  
Mr. Nishant Jaiswal  
Mr. Sachin Lohia  
Mr. Arun Uttam

Monthly

Report to Director

One Student from each Deptt. to be  
nominated by the Coordinator

**Name of Committees**

**Members**

**Periodicity  
of Meetings**

**Duties and Responsibilities**

**(6) Canteen Committee:**

Mr. Vijaypal Singh (Coordinator)  
Dr. Bharat Kumar  
Mr. Sumant Kumar  
Ms. Rupal Ramawat  
Ms. Jyoti  
One Student from each Deptt.  
to be nominated by Coordinator

Quarterly  
(As per requirement)

Report to Advisor Mam

**(7) Housekeeping & Infrastructure  
Maintenance Committee:**

Mr. Vijaypal Singh Gusain (Coordinator)  
Mr. Masroor Hassan

Monthly

Report to HoD  
Admin maintenance

**(8) Transportation Committee :**

Mr. Vijaypal Singh Gusain (Coordinator)  
Mr. Roop Narayan  
One student from each Route to be nominated by the Coordinator

Monthly

|          |  |         |                       |
|----------|--|---------|-----------------------|
| (9) CAMU | Mr. Gyanendra Shukla<br>Dr. Gaurav Yadav<br>Ms. Ghazala<br>Dr. Ankita Nagpal<br>Mr. Arun Kumar<br>Ms. Roopal Ramawat<br>Mr. Anwar<br>Mr. Suraj Kumar<br>Ms. Roopal Ramawat | Monthly | Report to Advisor Mam |
|----------|--|---------|-----------------------|

| Name of Committees           | Members  | Periodicity of Meetings        | Duties and Responsibilities   |
|------------------------------|--|--------------------------------|---|
| (10) Website & IT Committee: | Mr. Nishant Jaiswal (Coordinator)<br>Mr. Gyanendra Shukla<br>Dr. Shikha Gupta<br>Ms. Ghazala<br>Mr. Hardeep<br>Mr. Sourabh Jha<br>Mr. Roop Narayan | Monthly<br>Admin               | Website<br>Social network   |
| (11) Examination Committee:  | Dr. Ashish Dubey (Coordinator)<br>Mr. Gyandra Shukla<br>Dr. Jyoti Dahiya<br>Dr. Gaurav Yadav<br>Dr. Ankita Nagpal<br>Ms. Roopal Ramawat            | Quarterly<br>Conduct Practical | Report to Advisor Madam<br>Conduct Examination<br>Submission of sessional |

**(12) Training, Placement & PDP**

Mr. Sumant

Mr. Nishant Jaiswal (Coordinator) Monthly Report to Secretary  
Dr. Shikha Gupta Campus placement  
Dr. Mala Dixit PDP Programme, Guest lecture  
Training in companies  
Mr. Gyanendra Shukla  
Ms. Ghazala  
Mr. Hardeep Singh

**(13) Research & Publication :  
In IQAC**

Dr. Mala Dixit (Coordinator) Quarterly Report to Director  
Dr. Manju Sharma Publication  
Dr. Shikha Gupta  
Dr. Geeta Arora  
Dr. Ankita Nagpal  
Dr. Nagendra Pal  
Dr. Bharat Kumar  
Mr. Khurshid Anwar

**Name of Committees**

**Members**

**Periodicity  
of Meetings**

**Duties and Responsibilities**

**(14) Women Community Extension Activities**

Dr. Shikha Gupta

Dr. Manju Sharma (Coordinator)  
Dr. Geeta  
Ms. Rupal N Asati  
Dr. Jyoti Dahiya

Quarterly

Report To Director

**(15) Grievance Redressal Committee**

Dr. K. K. Garg  
Dr. Pranav Mishra  
Dr. Mala Dixit  
Dr. Manju Sharma  
Dr. Ashish Dubey  
Dr. Geeta Arora  
Mr. Gyandndra Shukla  
Ms. Heena Mansoori  
Mr. Vijay Pal Singh  
Mr. Masroor Hasan

Monthly

Report To Director

**(16) IQAC Cell :**

Director  
AllAdministrators

MonthlyReport to Director

**(17) Eco Cell :**

Ms. Rohini Jain (Coordinator)  
Ms. Rupal N Asati  
Ms. Mansi  
Ms. Heena Mansoori

Twice a YearReport to Director

**(18) Alumni Committee :**

Dr. Manju Sharma(Coordinator)  
Dr. Shikha Gupta  
Dr. Gaurav Yadav  
Mr. Nishant Jaiswal  
Mr. Khurshid Anwar  
Dr. Ankita

QuarterlyReport to Addl. Director

- |      |  |  |           |  |
|------|--|--|-----------|--|
| (19) | <b>Sexual Harassment Prevention Committee</b> :                  | Dr. K. K. Garg (Coordinator)<br>Dr. Pranav Mishra<br>Dr. Mala Dixit<br>Dr. Manju Sharma<br>Dr. Geeta Arora<br>Mr. Gyanendra Shukla<br>Ms. Heena Mansoori | Monthly   | Report to Director   |
| (20) | <b>Student Welfare Committee:</b>                                | Dr. Bharat Kumar (Coordinator)<br>Dr. Ashish Dubey<br>Ms. Rohini Jain<br>Dr. Gaurav Yadav<br>Mr. Gyandndra Shukla<br>Mr. Sachin Kumar                    | Quarterly | Report to Director   |
| (21) | <b>Finance/Accounts</b> :<br>Finance Officer<br>Accounts Officer | Dr. Pranav Mishra(Coordinator)<br>Mr. Satya Narain Sharma  | Monthly   | Report to Secretary<br>Account reconciliation<br>Fees collection |
| (22) | <b>Media &amp; PR</b>  | Dr. Bharat Kumar (Coordinator)<br>Dr. Ankita Dhamija<br>Mr. Abhik<br>Dr. Nagendra  | Monthly   | Report to Director   |
| (23) | <b>News Letter</b> :   | Mr. Hardeepr (Coordinator)<br>Ms. Arshiya<br>Mr. Mansi Chopra  | Quarterly | Director   |

|                                   |  |                           |  |
|-----------------------------------|--|---------------------------|--|
| <b>(24) HR/Academic</b>           | Ms. Stuti (HR)<br>Mr. Anil   | Maintenance of Attendance | Teaching & Non Teaching Staff  |
| <b>(25) Admin. Deptt.</b>         | Mr. Vijaypal Singh Gusain  |                           | Report to Director<br>Stores Purchase<br>Housekeeping<br>Maintenance, Discriming.<br>Canteen, Security, Infrastructure |
| <b>(26) NSS/Social Services</b>   | Mr. Masroor Hasan (Coordinator)<br>Mr. Nishant Jaiswal<br>Mr. Hardeep Singh<br>Dr. Ankita Dhamija<br>Mr. Sachin Lohia                        | Quarterly                 | Report to Director   |
| <b>(27) Research &amp; Grants</b> | Mr. Sachin Lohia(Coordinator)<br>Dr. Nagendra Pal<br>Dr. Shikha Gupta<br>Dr. Mala Dixit<br>Dr. Sangeet<br>Dr. Ankita<br>Mr. Gyanendra Shukla | Quarterly                 | Report to Director& Adl. Director  |

**(DIRECTOR)**