

**Circular No: GHIMR/Admin/21-22/77**

**Date: 9<sup>th</sup> July 2022**

**CIRCULAR**

As discussed in the meeting held dated **9<sup>th</sup> July 2022** the following committees have been constituted. However, new committees would be subsequently added as per requirement.

Each committee would have at least two members. **The Director would be the Chairperson of each committee.**

**The convener of each committee has to submit the minutes/report of the meetings on 15<sup>th</sup> Dec & 15<sup>th</sup> June every year**

**Reporting Structure of Committee:** The first name in the list above would be the Convener who would define the roles and responsibilities of the committee and its members. The Chairperson should be informed about the same.

**Frequency of Meeting:** Every Committee should hold monthly meetings as per the dates decided by the Convener. Chairperson should be informed about the date of the meeting beforehand and report submitted within 2 days of the meeting.

**SCOPE:** As the names of the committees suggest the principle responsibility of the committee would be to deliver the best in the interest of the Institute.

For example:

1. Admission Committee: The scope would be to get maximum number of admissions with full tuition fees.
2. Placement Committee: Brining good companies to the institute and placing Students at a reasonable package.

**LIMITATION:** All suggestions by the committees for implementation have to be approved by the Director, who in turn will take the approval from the managing committee.

**IMPLEMENTATION:** All Heads of the committees are responsible for getting the plan implemented in a time bound way for the betterment of the institute.

Sr.No	COMMITTEE NAME	MEMBERS NAME
1	Admission Committee	<b>Dr.Anil Sharma</b> , Mr. Robin Ukey, Mr. Yogesh Deshpande, Mr.Roshan Dambhare, Ms.Shubhangi Bhingare
2	Placement Committee/SIP	<b>Dr. Mubina Saifee</b> , Dr. Samrudhi Dhote, Mr. Robin Ukey <b>Students-</b> Ms. Anjali , Ms. Tanushree Patil
3	Academic Coordination Committee	<b>Dr.Rajani Kumar</b> ,Dr. Mubina Saifee, Mrs. Asha B. Khedwal <b>Students-</b> Ms. Namrata Kamdi, Mr. Manish Dayre
4.	Examination Committee	<b>Dr. Mubina Saifee</b> , Dr. Rajani Kumar, Prof. Raja Jaiswal, Mrs. Sandhya Sharma, Mr. Robin Ukey, Dr. Jayshree Kapse
5.	IQAC	<b>Dr.Rajani Kumar</b> , Dr. Mubina Saifee, Dr. Swati Padole, Dr. Samrudhi Dhote, Dr. Jayshree Kapse, Mr. Roshan Dambhare, Ms.Shubhangi Bhingare <b>Students:</b> Diksha Devidas Suryawanshi, Mr. Manish Dayre
6.	Publication Committee <i>Magazine /Research Journal</i>	<b>Dr. Samrudhi Dhote</b> , Dr. Rajani Kumar,Dr. Mubina Saifee <b>Students-</b> Anjali Rambhau Zade, Dhanshri Waman Ghawde
7.	Media Committee	<b>Dr. Anil Sharma</b> , Dr. Rajani Kumar, Dr. Mubina Saifee <b>Students:</b> Jay Hemant Dalvi, Harsh Bhaskar Bakade
8.	Web Related Services	<b>Dr. Mubina Saifee</b> , Mr. Pankaj Kurve, Mrs. Sandhya Sharma <b>Students-</b> Pallavi Vinod Nachapelwar, Neha Kamlakar Chandekar
9.	Maintenance & Cleanliness Committee <i>campus Canteen Garden</i>	<b>Mrs. Shubhangi Bhingare</b> , Dr. Jayshree Kapse, Mr. Robin Ukey, Mr. Pravin Patil, Ms.Ujwala Gawande <b>Students-</b> Neha Kamlakar Chandekar, Saurabh Bhaudas Ganvir
10.	Annual Budget Committee	<b>Dr. Mubina Saifee</b> , Dr. Rajani Kumar,Dr. Samrudhi Dhote, Mrs. Asha B. Khedwal <b>Students-</b> Payal Sahebrao Khandekar, Namrata Kamdi
11.	Alumni Association Committee	<b>Dr. Mubina Saifee</b> , Prof. Raja Jaiswal , Mr.Robin Ukey <b>Students-</b> Mahima Puran Patarkar, Aman Jageshwar Bopche

12.	Stock Verification Committee	<b>Mr.Robin Ukey, Mrs. Shubhangi Bhingare, Dr. Swati Padole</b> <b>Students:</b> Ms. Akansha Wandre, Ms. Dhanashree Gawande
13.	<b>Student Welfare Committee</b>	
	<i>Student Council</i>	<i>Dr.Rajani Kumar,Dr. Mubina Saifee, Mr.Robin Ukey</i> <b>Students:</b> Mr.Suraj Wasnik, Ms. Mayuri Yerne
	<i>Anti Ragging</i>	<i>Dr. Anil Sharma, Dr.Rajani Kumar, Mr. Roshan Dambhare</i> <b>Students-</b> Ms. Adiba Qureshi Ms. Abhilasha Ghongade, Mr. Ayush Naigonkar
	<i>Anti Tobacco</i>	<i>Dr. Y. Deshpande, Mr.Robin Ukey</i> <b>Students-</b> Mr.Rakesh Matre, Ms.Pranjali Meshram
	<i>Internal Complaint Committee</i>	<i>Dr. Rajani Kumar, Dr. Samrudhi Dhote</i> <b>Students-</b> Ms.Aboli Raut, Ms. Pooja Pethe
	<i>Bus/Transport</i>	<i>Dr. Jayshri Kapse</i> <b>Students-</b> Ms.Twinkle Ukey, Ms. Vaishnavi Bangale
14.	Sports Committee/Outward Bond Training/Industrial Visit	<b>Dr. Mubina Saifee, Mr.Robin Ukey, Dr. Swati Padole, Ms. Neha Sharma</b> <b>Students-</b> Mr.Ghansham Patle, Ms.Aboli Raut
15.	National Service Scheme	<b>Dr. Mubina Saifee, Mr.Robin Ukey, Mrs. Shubhangi Bhingare</b> <b>Students-</b> Mangesh Vitthalrao Ghode, Ms Dhanshri Waman Ghawde, Mr. Jay Dalwi, Ms.Aboli Raut
16.	Development Cell &Faculty Improvement Programs <i>Record of National/International Seminars/Conference/Workshop participated and conducted</i>	<b>Dr. Rajani Kumar,Dr. Mubina Saifee, Dr. Samrudhi Dhote,</b> <b>Students-</b> Ms. Rushita Kmable, Mr. Chanak Gauri
17.	Purchase Committee Uniform / I Cards/Assets	<b>Dr. Samrudhi Dhote ,Mrs.Shubhangi Bhingare, Dr. Jayshree Kapse, Mr. Niraj Mishra</b> <b>Students-</b> Mr. Gulam Mustafa , Ms.Twinkle Ukey
18.	Library	<b>Dr. Rajani Kumar, Dr. Jayshree Kapse, Students: Puja Pethe, Mangesh Vitthalrao Ghode,</b>
19.	Canteen Committee	<b>Prof. Raja Jaiswal, Mr.Robin Ukey, Mrs. Nilima</b> Students: Ms. Neha Chandekar, Mr. Jay Dalwi