

**GREEN HEAVEN INSTITUTE OF MANAGEMENT &
RESEARCH, NAGPUR**

Circular No: GHIMR/Admin/23-24/77

Date: 9th July 2023

CIRCULAR

As discussed in the meeting held dated 9th July 2023 the following committees have been constituted. However, new committees would be subsequently added as per requirement.

- Each committee shall consist of a minimum of two members. The Director will serve as the Chairperson for all committees.
- The convener of each committee is responsible for submitting the minutes or report of the meetings. These reports must be submitted biannually on the following dates:
December 15, June 15

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

Frequency of Meeting: Every Committee holds monthly meetings as per the dates decided by the Convener. Chairperson should be informed about the date of the meeting before the headland 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 besting the interest of the Institute.

Forexample:

1. Admission Committee: The scope would be to get maximum number of admissions with full tuition fees.
2. Placement Committee: Bringing 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	MEMBER'SNAM
1	Admission Committee	Dr. Anil Sharma, Dr. Rajani Kumar, Dr. Jayshree Kapse Mr. Roshan Dambhare, Ms. Shubhangi Bhingare
2	Placement Committee/SIP	Dr. Anil Sharma, Dr. Ashutosh Paturkar, Mr. Robin Ukey, Mrs. Arti Mahulkar Students-ApurvaTidke, Harsha Bakde
3	Academic Coordination Committee	Dr. Anil Sharma, Dr. Rajani Kumar, Dr. Swati Padole, Mr. Yogesh Deshpande Students- Anjali Zade, Aman Bopche
4.	Examination Committee	Dr. Rajani Kumar, Dr. Mubina Saifee, Mrs. Shweta Gaud, Dr. Jayshree Kapse
5.	IQAC	Dr. Rajani Kumar, Dr. Ashutosh Paturkar Dr. Swati Padole, Students: Kajal Tagde, Kalyani Ambildhuke
6.	Publication Committee <i>Magazine /Research Journal</i>	Dr. Rajani Kumar, Dr. Shital Hatewar Dr. Swati Padole Students- Apurva Tidke, Payal Khandekar
7.	Media Committee	Mr. Robin Ukey, Mr. Raja Jaiswal, Mr. Sameer Padole Students- Adiba Qureshi, Ayush Naigonkar
8.	Web RelatedServices	Dr. Samrudhi Dhote, Dr. Swati Padole Mr. Pankaj Kurve. Students- Manish Dayre, Neha Chandekar
9.	Maintenance & Cleanliness Committee <i>Campus Canteen Garden</i>	Mrs. Shubhangi Bhingare, Mr. Roshan Dambhare, Dr. Jayshri Kapse. Students- Nilesh Upadhyay, Payal Khandekar
10.	Annual Budget Committee	Dr. Anil Sharma, Mr. Yogesh Deshpande Mrs. Shweta Gaud Students- Pradip Machiye, Pragat Tule
11.	Alumni Association Committee	Dr. Swati Padole, Dr. Shital Hatewar, Mr. Robin Ukey Students- Priyanka Nimje, Raj Gupta

12.	Stock Verification Committee	Mr. Roshan Dambhare, Mrs. Shubhangi Bhingare, Dr. Jayshri Kapse Students: Puja Pethe, Raj Gupta
13.	Student Welfare Committee	
	Student Council	Dr. Rajani Kumar, Dr. Samrudhi Dhote, Mrs. Sandhya Sharma Students: Raj Gupta, Ms. Mayuri Yerne
	Anti-Ragging	Dr. Anil Sharma, Ms. Meenakshi Shendre, Mr. Vigesh Tagade Students- Adiba Qureshi, Ayush Naigonkar,
	Anti-Tobacco	Mr. Raja Jaiswal, Mrs. Arti Mahulkar Students-Rakesh Matre, Pranjali Meshram
	Internal Complaint Committee	Dr. Rajani Kumar, Mrs. Asha Khedwal, Ms. Meenakshi Shendre Students- Shejal Wasnik, Pooja Pethe
	Bus/Transport	Mrs. Arti Mahulkar, Mr. Raja Jaiswal, Mr. Yogesh Deshpande Students- Twinkal Ukey, Vaishnavi Bangale
14.	Sports Committee/Outward Bond Training/Industrial Visit	Mr. Robin Ukey, Mrs. Asha Khedwal Mrs. Arti Mahulkar, Mr. Roshan Dambhare, Students- Ghansham Patle, Aboli Raut
15.	National Service Scheme	Dr. Samrudhi Dhote, Mr. Robin Ukey Mrs. Shubhangi Bhingare Students- Arti Sarwa, Jay Dalwi, Aboli Raut
16.	Development Cell & Faculty Improvement Programs <i>Record of</i> <i>National/International</i> <i>Seminars/Conference/Workshop</i>	Dr. Anil Sharma, Dr. Rajani Kumar, Mrs. Sandhya Sharma Students- Rushita Kmable, Chanak Gauri
17.	Purchase Committee Uniform / ICards/Assets	Mr. Raja Jaiswal, Mrs. Shubhangi Bhingare, Dr. Jayshree Kapse, Students- Gulam Mustafa, Shejal Wasnik

18.	Library	Dr. Rajani Kumar, Dr. Jayshree Kapse, Ms. Meenakshi Shendre, Students: Puja Pethe, Raj Gupta
19.	Canteen Committee	Mr. Roshan Dambhare, Mr. Pankaj Kurve, Mrs. Shubhangi Bhingare Students- Ms. Neha Chandekar, Mr. Ayush Naigoankar



A handwritten signature in black ink, appearing to be "D.A.", written over a horizontal line.

DIRECTOR
Green Heaven Institute of
Management & Research
Nagpur