

GREEN HEAVEN INSTITUTE OF MANAGEMENT & RESEARCH,
NAGPUR

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

Date: 22nd September 2021

CIRCULAR

As discussed in the meeting held dated 22nd September 2021 the following committees have been constituted. However, new committees would be subsequently added as per requirement.

- Each committee would have atleast 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 15th Dec & 15th 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.

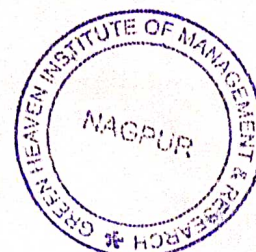

SCOPE: As the names of the committees suggest the principle responsibility of the committee would be to deliver the best in the interest of the Institute.

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.

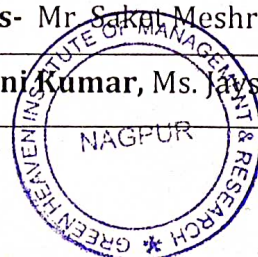
IMPLEMENTATION: All Heads of the committees are responsible for getting the plan implemented in a time bound way for the betterment of the institute.



Sr.No	COMMITTEE NAME	MEMBER'S NAME
1	Admission Committee	Dr. P.L. Thakur, Mr. Robin Ukey, Mr. Yogesh Deshpande, Mr. Roshan Dambhare, Ms. Shubhangi Bhingare
2	Placement Committee/SIP	Dr. Mubina Saifee, Prof. Sameer Padole, Mr. Robin Ukey Students- Ms. Priya Chahande, Ms. Priya Jaiswal
3	Academic Coordination Committee	Dr. Rajani Kumar, Dr. Mubina Saifee, Mrs. Asha B. Khedwal Students- Mr. Saket Meshram, Ms. Aboli Raut
4	Examination Committee	Dr. P.L. Thakur, Dr. Rajani Kumar, Dr. Mubina Saifee, Mrs. Sandhya Sharma, Mr. Robin Ukey, Ms. Jayshree Kapse
5	IQAC	Dr. Rajani Kumar, Dr. Mubina Saifee, Dr. P.L. Thakur, Prof. Sameer Padole, Ms. Jayshree Kapse, Mr. Roshan Dambhare, Ms. Shubhangi Bhingare Students: Ms. Supriya Gour, Ms. Nikita Gour, Mr. Aurav Jhambulkar
6	Publication Committee <i>Magazine /Research Journal</i>	Dr. P.L. Thakur, Dr. Rajani Kumar, Dr. Mubina Saifee, Prof. Sameer Padole Students- Mr. Prateek Gazalwar, Ms. Mr. Aurav Jhambulkar
7	Media Committee	Prof. Sameer Padole, Dr. Rajani Kumar, Dr. Mubina Saifee Students: Ms. Nikita Gour, Ms. Aboli Raut
8	Web Related Services	Dr. Mubina Saifee, Mr. Deepak Chowhan, Mrs. Sandhya Sharma Students- Ms. Supriya Gour, Ms. Nikita Gour
9	Maintenance & Cleanliness Committee <i>campus Canteen Garden</i>	Mrs. Shubhangi Bhingare, Mr. Robin Ukey, Mr. Pravin Patil, Ms. Jayshree Kapse Students- Ms. Muktai Sonkusare, Ms. Shweta Awchat
10	Annual Budget Committee	Dr. Mubina Saifee, Dr. Rajani Kumar, Prof. Sameer Padole, Mrs. Asha B. Khedwal Students- Mr. Saket Meshram, Ms. Shweta Awachat
11	Alumni Association Committee	Dr. Mubina Saifee, Prof. Sameer Padole, Mr. Robin Ukey Students- Mr. Saket Meshram, Mr. Aurav



		Jhambulkar, Ms. Pushpak Vaidya
12.	Stock Verification Committee	Mr. Robin Ukey, Mrs. Shubhangi Bhingare, Dr. Swati Padole Students: Ms. Pranali Bhosale, Ms. Monali Lakhpati
	Student Welfare Committee	
	Student Council	Dr. Rajani Kumar, Dr. Mubina Saifee, Mr. Robin Ukey Students: Mr. Saket Meshram, Ms. Aboli Raut
	Anti Ragging	Dr. P.L. Thakur, Dr. Rajani Kumar, Mr. Roshan Damhare Students- Ms. Supriya Gour, Ms. Nikita Gour, Mr. Aurav Jhambulkar
13.	Anti Tobacco	Dr. P.L. Thakur, Mr. Robin Ukey Students- Mr. Aurav Jhambulkar, Ms. Pushpak Vaidya
	Women Grievance Handling Cell	Dr. Rajani Kumar, Students- Ms. Pranali Bhosale, Ms. Monali Lakhpati
	Bus/Transport	Dr. P.L. Thakur Students- Ms. Muktai Sonkusare, Mr. Aniket
14.	Sports Committee/Outward Bond Training/Industrial Visit	Dr. Mubina Saifee, Mr. Robin Ukey, Dr. Swati Padole, Ms. Neha Sharma Students- Mr. Saket Meshram, Ms. Aboli Raut
15.	National Service Scheme	Dr. Mubina Saifee, Mr. Robin Ukey, Mrs. Shubhangi Bhingare Students- Ms. Supriya Gour, Ms. Nikita Gour, Mr. Saket Meshram, Ms. Aboli Raut
16.	Development Cell & Faculty Improvement Programs Record of National/International Seminars/Conference/Workshop participated and conducted	Dr. Rajani Kumar, Dr. Mubina Saifee, Prof. Sameer Padole Students- Ms. Pranali Bhosale, Ms. Monali Lakhpati
17.	Purchase Committee Uniform / I Cards/Assets	Dr. PL Thakur, Mrs. Shubhangi Bhingare, Ms. Jayshree Kapse, Mr. Niraj Mishra Students- Mr. Saket Meshram, Ms. Shweta Awachat
18.	Library	Dr. Rajani Kumar, Ms. Jayshree Kapse,



		Students:
19.	Hostel Committee	Dr. PL Thakur, Prof. Asha Khedwal, Mr. Raju Hinavat Students: Ms. Priya Chahande, Ms. Priya Jainwal
20.	Canteen Committee	Dr. PL Thakur, Mr. Robin Ukey, Mr. Raju Hinavat Students: Mr. Prateek Gazalwar, Ms. Mr. Aurav Jhambulkar


 IQAC Co-ordinator
 Green Heaven Institute of
 Management and Research, Nagpur

