

## Committees for 2024-25

Date: March 4, 2023

These committees are for the smooth functioning of the college activities along with the regular academic activities. The responsibility is not limited to the above committees, rather the faculty members are directed to cooperate in all other necessary work, which will be allotted from time to time.

S. No	Name of the Committees	Names of the Coordinators, Co-Coordinators, Members & Supporting Staff	Responsibilities
1	<b>Admission</b>	<p><b>Coordinator: Dr. Anukriti</b></p> <p>Co-Coordinator:            Ms. Apurva Kanungo            Mr. Vikas Saxena            Mr. Neeraj Bansal            Mr. Dileep K Chouhan            Mr. Omesh Hada            Mr. Ravi Jat</p>	<ol style="list-style-type: none"> <li>1. Formation of faculty groups for the admission campaign</li> <li>2. These faculty groups will take the slot and time for counseling and PPT presentations at schools.</li> <li>3. The faculty will prepare the quiz papers in four sets in all streams (Science/ Comm./ Management).</li> <li>4. Conduction of quizzes at school and after evaluation of the test, result declaration, and prize distribution should be done on the same day.</li> <li>5. Effective student counseling for course selection and admission.</li> <li>6. The faculty group will provide regular updates every week.</li> <li>7. Final admission process and document verification should be done with all precautions.</li> <li>8. All other activities will be done time-to -time as per requirements and updates from MP online/ DAVV/ Higher Education/ IPS Indore campus.</li> </ol>
2	<b>Account and Fee collection</b>	<p><b>Coordinator: Mr. Vikas Saxena</b></p> <p>Co-Coordinator:            Mr. Shailendra Kumawat</p>	<ol style="list-style-type: none"> <li>1. Will be responsible for the fee collection from all the students time-to-time.</li> <li>2. Regular calls to the students for the collection of fees.</li> </ol>

			<p>3. Issuance of T.C. and NO-Dues certificates, with the approval of the concerned authority.</p> <p>4. Settlement of accounts and other expenditures in time.</p> <p>5. Dispatch and calculation of salary (as per norms and IPS Indore campus) for staff and faculties.</p> <p>6. Personal files of staff and faculties should be maintained.</p>
3	<b>University and HE</b>	<p><b>Coordinator: Dr Anukriti</b></p> <p>Co-Coordinator: Mr. Neeraj Bansal Mr. Dileep K Chouhan</p>	<p>Will be responsible for coordination with AICTE, DAVV university, Higher Education department, and other nearby institutions.</p>
4	<b>Scholarship, AISHE code, University Affiliation renewable process etc.</b>	<p><b>Coordinator: Mr. Omesh Hada</b></p>	<p>1. Will be responsible for all scholarship-related work at the university and college level.</p> <p>2. Will ensure the collection of fees from students once the Govt releases the scholarship in student's accounts.</p> <p>3. Will investigate all documentation processes for scholarship applications and fulfill the requirements.</p> <p>4. This committee will ensure the collection of PDC from students for the fee collections.</p> <p>5. Will take care of the account opening of students for scholarships.</p>
5	<b>Alumni</b>	<p><b>Coordinator: Mr. Vikas Saxena</b></p> <p>Co-Coordinator: Dr. B. B. Gupta Ms. Apurva Kanungo Mr. Ravi Jat</p>	<p>1. To connect and engage the alumni, the students and the IPS with each other for the purpose of generating a multifaceted support for IPS academy, Jhabua, and the main campus.</p> <p>2. To continuously work on enhancing the relationship with alumni and expand the alumni base by reaching out to members of the IPS'ans fraternity through various activities undertaken by the alumni team.</p> <p>3. To maintain an extensive database of alumni addresses and to update the Alumni Directory.</p>

			<p>4. To maintain a detailed database of alumni graduating from IPSAJ and also who have graduated from IPSAJ since 2019.</p> <p>5. To organize Alumni Meet every year.</p>
6	<b>Anti-ragging &amp; Disciplinary Committee</b>	<p><b>Coordinator: Mr. Omesh Hada</b></p> <p>Co-Coordinator: Mr. Vikas Saxena Ms. Apurva Kanungo Mr. Shailendra Kumawat</p>	<p>1. To review the University's/ UGC rules for students' behavior and its policies and practices in relation to discipline and student behavior.</p> <p>2. To ensure that anti-bullying policies are implemented and reviewed.</p> <p>3. To support the IPS faculties concerning the responsibilities in relation to discipline and student behavior.</p> <p>4. To review and ensure the implementation of the suspension and expulsion policies and procedures.</p> <p>5. To ensure that proper records in relation to disciplinary matters are maintained in the campus.</p>
7	<b>Corporate relation and Placement</b>	<p><b>Coordinator: Mr. Vikas Saxena</b></p> <p>Co-Coordinator: Ms. Apurva Kanungo Mr. Shailendra Kumawat</p>	<p>1. Will be responsible for student's placement process.</p> <p>2. Will be responsible for coordinating with the industries for making good relation for internship/ training/ jobs possibilities.</p> <p>3. Proper data maintenance must be done</p>
8	<b>Cultural &amp; Literary</b>	<p><b>Coordinator: Ms. Apurva Kanungo</b></p> <p>Co-Coordinator: Ms. Mukti Bansal Mr. Ravi Jat</p>	<p>1. The Cultural &amp; Literary Committee shall be responsible for all intra and inter-institutional cultural &amp; literary events of the college.</p> <p>2. To plan and schedule cultural &amp; literary events for the academic year. (Tentative dates to be included in the academic calendar of the college.)</p> <p>3. The meetings to be held regularly for the planning the events and delegating the tasks.</p> <p>4. To prepare the Annual Budget for various cultural and literary events.</p> <p>5. To obtain formal permission from the college authorities to arrange program/s.</p>

			6. The Committee shall display on the Notice Board/Website the information about events to be celebrated.
9	<b>Examination</b>	<b>Coordinator: Mr. Neeraj Bansal</b>  Co-Coordinator: Mr. Ravi Jat Mr. Dileep K Chouhan	1. Will ensure smooth conduct of all the internal and external examinations as per norms. 2. Will maintain all data confidential. 3. Will keep the records of student's data and marks.
10	<b>Library</b>	<b>Coordinator: Mr. Omesh Hada</b>  Co-Coordinator: Dr B. B. Gupta	1. To formulate and implement policies and programs for the library of IPS academy, Jhabua. 2. To provide supervision and direction for library development. 3. To make and implement the work plans. 4. To recommend books for purchase and Journals/Databases for subscription based on the requisitions of Departments. 5. Regular process of issue and return of books should be maintained. 6. Will be responsible for the maintenance of books.
11	<b>Media</b>	<b>Coordinator: Mr. Vikas Saxena</b>  Co-Coordinator: Mr. Neeraj Bansal Apurva Kanungo	1. Will be responsible for coordination with local media/ press. 2. Will take care of regular news to be printed in newspapers. 3. Local coverage of college activities and achievements.
12	<b>Sports</b>	<b>Coordinator: Mr. Omesh Hada</b>  Co-Coordinator: Mr. Shailendra Kumawat Mr. Ravi Jat	1. Will be responsible for all sports activities at college and university level. 2. Will try to promote students for sports activities at university level. 3. Will try to make a college level team on different sports activities.
13	<b>Store and stock management</b>	<b>Coordinator: Mr. Vikas Saxena</b>  Co-Coordinator: Mr. Neeraj Bansal Dr B. B. Gupta	1. Store management ensures that all the activities involved in storekeeping and stock control are carried out efficiently and economically. 2. Plan and monitor retail budgets and product inventory, purchasing and sales.

			<p>3. To monitor day-to-day processes which are carried out in the store.</p> <p>4. Prepare annual budget and submit estimates to authorized officials for approval.</p>
14	<b>Student welfare cells</b>	<p><b>Coordinator: Mr. Omesh Hada</b></p> <p>Co-Coordinator: Dr. B. B. Gupta</p>	<p>1. For the all-round development of students</p> <p>2. To resolve the student's scholarship related problem.</p>
15	<b>Timetable</b>	<p><b>Coordinator: Dr. Anukriti</b></p> <p>Co-Coordinator: Ms. Apurva Kanungo Mr. Shailendra Kumawat Mr. Neeraj Bansal</p>	<p>1. To prepare Academic Calendar for the college session-wise.</p> <p>2. To prepare an Activity Calendar for various events of the college, year-wise.</p> <p>3. To prepare the calendar from commencement to completion for each semester, including allotment of classes/labs and faculty timetable for all the subjects/ departments.</p>
16	<b>Transport</b>	<p><b>Coordinator: Mr. Vikas Saxena</b></p> <p>Co-Coordinator: Mr. Ravi Jat</p>	<p>1. Allocating bus routes for the students.</p> <p>2. Supervising the daily bus operation and giving instructions to the bus supervisors.</p> <p>3. Conducting meetings with all staff in-charges of buses once in three months.</p> <p>4. Inspecting the condition of buses and reporting for necessary action.</p> <p>5. Periodically checking the fee submission of students for the buses.</p> <p>6. Verifying and passing the bills for making payments related to transport.</p> <p>7. Allotting buses for Industrial visits/Placement and Training activities / Co-curricular activities.</p> <p>8. Reporting to the superiors as and when required</p>
17	<b>Women's Grievance redressal committee</b>	<p><b>Coordinator: Ms. Mukti Bansal</b></p> <p>Co-Coordinator:</p>	<p>1. To ensure implementation of the directions as may be laid down by the University/ UGC.</p>

		Ms. Apurva Kanungo	<p>2. To conduct an awareness program for the Students &amp; Faculty.</p> <p>3. To process individual grievances concerning sexual harassment in the college and recommend suitable action.</p> <p>4. To exercise such other powers and perform such other duties as may be assigned by the competent authority.</p> <p>5. To do all such acts and things as may be necessary to achieve the objectives of the college.</p> <p>6. To prevent sexual harassment and to promote the general wellbeing of Girls/Women.</p> <p>7. To provide the healthy and safe environment in the college for the Girls/Women.</p> <p>8. To provide guidelines for the redressal of grievances related to sexual harassment of Girls/Women students employees of the college.</p>
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**Principal**

IPS Academy, Jhabua

1. Mr. Vikas Saxena
2. Dr. B. B. Gupta
3. Mr. Neeraj Bansal
4. Mr. Omesh Hada
5. Mrs. Mukti Bansal
6. Mr. Shailendra
7. Mr. Ravi Jat
8. Ms. Apurva Kanungo
9. Mr. Dileep K Chouhan