

Ref No. /SMS/DIR./ADMN/CIR (D&R)2024-25/01

Date: 10.09.2024

CIRCULAR

As we start the academic year 2024-25, various committees essential for smooth functioning and effective implementation of activities have been constituted.

1. All Committee coordinators may inform the members regarding their functions.
2. Department Heads/Coordinators are required to prepare their departmental plans for professional growth by introducing Value Added Courses, Industry visits, Expert Lecturers, Workshops and Social outreach Activities for holistic development of the students.
3. Regular review meeting to be conducted by Reporting Officer's and Committee Coordinators for effective implementation.

All concerned are expected to ensure compliance to the best of their abilities for continuous, progressive enhancement of the overall quality and goodwill of the Institute.



Prof. (Dr.) Ashish Bhatnagar

Director

SMS, Lucknow

Director
School of Management Sciences
Lucknow

C.C:

- CEO, SMS, Lucknow
- DG (Technical) SMS, Lucknow
- Director-(Administration & Admissions)
- Associate Director, SMS, Lucknow
- Registrar, SMS, Lucknow
- Dean-Engg, SMS, Lucknow
- Dean Student Welfare
- GM (Corp. Affairs), SMS, Lucknow
- All Concerned

SCHOOL OF MANAGEMENT SCIENCES

Duties & Responsibilities

(Academic Session 2024-25)

Sr. No.	Designation	Person In-charge	Duties & Responsibilities	Reporting Officer
1.	Dean – Engineering	Dr. Hemant Kumar Singh	<ul style="list-style-type: none"> Supervision and Overall academic Control of the teaching of B.Tech, in Engg. programs and maintaining regularity / attendance & other records for the same. Any other function assigned by the Associate Director from time to time. Observance of the ordinances, rules and regulation pertaining to B.Tech. programme. Implementation of EEP for better placement of B.Tech. students. 	Associate Director
2.	Dean-Student Welfare Student Welfare Committee: Coordinator: Members:	Dr. P.K. Singh Mr. Vikram Singh Ms. Sujata Sinha Dr. Jyoti Prakash Mr. Chandra Mani Singh Mr. Aditya Pratap Singh Mr. Amod Kumar Pandey Dr. Uroj Shameem Mr. Manish Kumar Singh	<ul style="list-style-type: none"> Serve as the primary advocate for students, addressing their concerns, grievances, and needs within the institution. Provide guidance and support to students on personal, academic, and social matters, ensuring their overall well-being. Promote and facilitate student participation in extracurricular activities, including sports, cultural events, clubs, and societies. Establish systems for collecting and analyzing student feedback on welfare services and campus life. 	Director, SMS/ D.G.(Tech)
3.	Incharge- Diploma in Engineering Program	Mr. Amod Kumar Pandey	<ul style="list-style-type: none"> Supervision and Overall academic Control of the teaching of Diploma in Engg. programs and maintaining regularity / attendance & other records for the same. Any other function assigned by the Associate Director from time to time. Observance of the ordinances, rules and regulation pertaining to Diploma programme. Implementation of EEP for better 	Associate Director

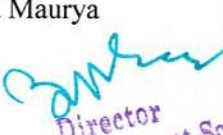
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Director
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			<p>placement of Diploma students.</p> <ul style="list-style-type: none"> • Diploma in Engg. and the Course Coordinators, through strict monitoring and assessment of internal and external examination shall ensure best result throughout the year. 	
4.	MBA Program Coordinator: Co-coordinator:	Mr. Ashok Sengupta Dr. Jyoti Prakash	<ul style="list-style-type: none"> • Coordination of the program as per the ordinance, rules and the regulation of the Institute. • Proper Induction of newly admitted students. • Regularity and proper management of the classes. • Ensuring students' attendance, proper internal assessment tests and monitoring progress of the course coverage and thereby ensuring best results throughout the year. • Implementation of an effective mentoring system for better growth and employability of students. • Organising and monitoring the co-curricular activities to maintain healthy and congenial environment for the students. • Any other function assigned by the Director from time to time. 	Director, SMS
5.	Diploma in Engg. Program Coordinator:	Mr. Amod Kumar Pandey	<ul style="list-style-type: none"> • Duties & Responsibilities as mentioned in Sr. No. 03 	Incharge-Diploma / Associate Director/


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	Co-coordinator:	Mr. Aditya R. Mishra	<ul style="list-style-type: none"> Diploma in Engg. and the Course Coordinators, through strict monitoring and assessment of internal and external examination shall ensure best result throughout the year. 	D.G. (Tech.)
6.	Head of the Departments CSE CSE (Emerging) AI(DS), AI-ML, IoT EE ME CE HAS	Dr. Hemant Kumar Singh- Head Mr. Sunit Kumar Mishra-Coordinator Mr. Umesh Pratap Singh Ms. Niyati Gaur-Coordinator Mr. Shivam Dixit Dr. Amarjeet Singh-Head Mr. Alok Kumar-Coordinator Dr. Kamlesh Singh Mr. Pankaj Yadav Dr. Asha Kulshrestha-Head Mr. Urooj Shameem-Coordinator Dr. Ajay Singh Yadav-Head Dr. Shrinkhala Srivastava-Coordinator	<ul style="list-style-type: none"> Taking stock of the academic movement from subject faculty of 1st, 2nd, 3rd & 4th year B.Tech on daily basis. To check attendance of students on daily basis. To ensure adherence of academic calendar activities and growth of external marks of students. To ensure the implementation of the Employability Enhancement Programme in an effective manner to the students. Priority be given to regularity & punctuality in providing various academic inputs at different levels. To constitute an Academic Advisory Council consist of Academician Industry representative, Alumni etc. for betterment of departmental activity. Academic Advisory meeting at least to be conducted twice in a year preferably after every semester. 	Dean Engg./ Associate Director/ D.G. (Tech.)
7.	Time Table Coordinator-Engg.: Coordinator-Mgmt.:	Dr. Hemant Kumar Singh Mr. Asad Raza	Preparation and revision, if required, of the Class-routine for various applicable courses / semesters.	Director, SMS/ D.G. (Tech.)/ Associate Director
8.	Computer Centre Coordinator: Co-coordinator: Members:	Mr. Rahul Awasthi Mr. Rahul Yadav Mr. Rajesh Verma Mr. Ram Babu Mr. Mahendra Maurya	<ul style="list-style-type: none"> Being responsible towards the monitoring and maintaining all the operative & execution aspects relating to the Lab Classes for all the academic courses in terms of regularity & punctuality in class-management, students' attendance-tracking, discipline, curricular tests & exercises, etc. as per SMS-policies and schedules Ensuring the maintenance of a 	Dean Engg./ HOD-CS/ D.G. (Tech.)


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			presentable look to all the various Labs through the pertinent staff in Computer Centre under the overall guidance from the Dean (Engg.).	
9.	ADHYAYAN Managing Editors: (ADHYAYAN) Marketing & Consultant inclusive E- marketing: Content compilation : Printing Coordinator:	Dr. Ashok Sengupta Mr. Shamit Srivastava (Lib.) Dr. Abhishek Kr. Pandey Dr. Pallavi Banjare Mr. Ashok Sengupta	To ensure publication-punctuality, to continuously widen the subscription-network (paid + exchange), to make efforts for attracting better & more valuable Papers, and to subject the final manuscript to a blind review by a Committee to be constituted for the same. Planning and organization of the publication, distribution / subscription of ADHYAYAN.	Director, SMS
10.	(i) SAMRIDDHI / (ii) SHRISHTI Managing Editors : Consulting Editor: Marketing & Circulation (inclusive E- marketing): Content Compilation & Printing Coordinator:	Dr. Shrinkhala Srivastava Dr. Ved Kumar Mr. Anoop Kumar Singh Ms. Ritu Singh Mr. Rajesh Singh (Lib.). Ms. Amrita Narayan Mr. Amit Kumar	To ensure publication-punctuality, to continuously widen the subscription-network (paid + exchange), to make efforts for attracting better & more valuable Papers, and to subject the final manuscript to a blind review by a Committee to be constituted shortly. Planning and organization of the publication, distribution / subscription of SAMRIDDHI.	D.G. (Tech.)
11.	NEWS LETTER Managing Editor: Circulation inclusive E-marketing): Content Compilation: Printing Layout Coordinator:	Ms. Sujata Sinha Mr. Rajesh Singh Mr. Shamit Srivastava Dr. Suman Kundi Ms. Niyati Gaur Mr. Abhishek Kumar Pandey Mr. Zamir Khan	<ul style="list-style-type: none"> To highlight and publish the details of academic and other related events & activities held at and through the institute during the period. To maintain the publication periodicity without fail, i.e. first week of July & January. To ensure a meaningful and robust contribution of the SMS News letter towards the overall brand equity of SMS. 	Director, SMS / D.G. (Tech.)
12.	Library (Engg.) Coordinator : Co-coordinator: Library (Mgmt.) Coordinator:	Dr. P.K. Singh Dr. V.D. Tripathi Dr. Madhurima	<ul style="list-style-type: none"> To ensure the operation of all the various tasks needed to make the library an excellent & a modern one in terms of providing services to our stakeholders. For every Academic Year Coordinator of Library will put- 	D.G. (Tech.) Director, SMS


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	Co-coordinator:	Mr. Alok Singh	<p>up a proposal to constitute a committee which will examine & finalize the requirement of Books and Journals required by each faculty.</p> <ul style="list-style-type: none"> To enrich it by adding new & latest titles, to add a substantial number of On-line Journals. To maintain the library as a presentable one. 	
13.	Canteen Coordinator: Mess Coordinator:	Mr. Vikram Singh Dr. Anod Kr. Singh Mr. Alok Kumar Singh Mr. Manujendra Singh	<ul style="list-style-type: none"> To ensure hygienic conditions and discipline at the canteen. To ensure kindly service of meals as per the decided menu. Coordinators to be present in person during Lunch hour. 	Director (Admin. & Admissions)
14.	Transport Committee Coordinator: Co-coordinator: Transport Incharge:	Mr. Aditya Pratap Singh Mr. Alok Singh Mr. Deepak Srivastava	(a) To ensure the route fixation, daily traveling movement and proper operation of Student Bus / Official Vehicle. (b) Allotting buses for Industrial Visits, Placement/ Training activities/ Co-curricular activities etc. (c) Vehicle Insurance, Registration, Servicing & Maintenance of Official Vehicle.	Director (Admin. & Admissions)
15.	Hostel Review & Grievance Redressal Committee Chairman (Boys' Hostel): Co-Chairman Members: Chairman (Girls' Hostel): Members:	Dr. P.K. Singh Dr. Ajay Singh Yadav Dr. Kailashpati Mr. Pankaj Kumar Yadav Mr. Sunit Kumar Mishra Mr. Alok Singh Warden Boys Hostel Dr. Jyoti Prakash Ms. Sujata Sinha Ms. Akansha Singh Ms. Bindu Singh Warden Girls Hostel	To ensure the speedy redressal of student grievances related to the Hostel matters. To ensure the various facilities and other services, for the hostel for students. To further maintain an environment of complete discipline, with zero incidence of any type of ragging or undesirable practices.	Director (Admin. & Admissions)/ Associate Director
16.	Campus Grievance Redressal Cell		To monitor the Grievance Portal and adhere to monthly reporting required by AICTE	Director, SMS & D.G. (Tech.)


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	Chairman Co-ordinators: Members:	Director 1. Ms. Sujata Sinha 2. Mr. Abhishek Srivastava Dr. Amarjeet Singh Mr. Rahul Singh Mr. Aditya Pratap Singh Mr. Ravi Dr. Pallavi Banjare Prof. O.P. Singh (HAS-IET)- <i>University Representative</i> Mr. Saurabh Singh (Asstt. Registrar-AKTU)- <i>V.C. Nominee</i>	<ul style="list-style-type: none"> To ensure the speedy redressal of student grievances or from any other stakeholder. Maintain proper records of the grievances received and disposal / action initiated. 	
17.	Guest Lectures & PR Cell Coordinator: Co-coordinator: Members :	Mr. Abhinav Dwivedi Mr. Rahul Awasthi Mr. Shyam Mani Tripathi Dr. Suman Kundi Mr. Alok Kumar Mr. Suyash Gupta	<ul style="list-style-type: none"> To ensure the availability of Resource Person(s) in relevant area(s), preferably from the corporate sector, and to use them for Guest Lecture(s) from Academia to the students of all the various courses. To look into the hospitality and other related jobs in consultation with the in-house mechanism. Updating & Enriching the Mailing Lists for different occasions. Sending of New Year greetings / Birthday wishes. Organize Conference/ Seminars/ Webinar on relevant topic for betterment of the department. 	G.M. (Corporate Affairs)
18.	Industrial Visits, Tour and Excursions Coordinator : <u>Members :</u> i) Mgmt. ii) Engg.	Mr. Surendra Srivastava Mr. Manish Kumar Singh Ms. Richa Tripathi Mr. Gaurav Gupta Mr. Abhishek Srivastava - Mr. Anoop Kumar Singh- Mr. Kuldeep Katiyar Mr. Yivek Mishra- Ms. Shruti Chandra	<ul style="list-style-type: none"> To efficiently, meaningfully, and successfully organize the Industrial / Port Visits and Tour Excursions for the students (as applicable) of all the courses at both the International as well as Domestic levels in tune with the timing earmarked in the Academic Calendar for the purposes. To ensure that each and every student gets at least one opportunity for Industrial Visit during his academic journey at SMS. To further look into the other related jobs in consultation with the in-house mechanism, if required. 	Director, SMS / D.G. (Tech.)


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19.	Departmental In-charge for Lab EC EE CS ME CE Diploma	Mr. Ravi Kumar Ms. Pooja Singh Ms. Akanksha Singh Mr. Gaurav Ojha Mr. Syed Shuja Askari Mr. Ashish Puri	To ensure proper & smooth functioning of Labs and overall responsibilities of maintenance of records.	Associate Director/ D.G. (Tech.) Director, SMS
20.	SMS Event diary/ Visitors Book & Photography/ Video coverage of Events Coordinator: Co-coordinator: Members:	Mr. Abhinav Dwivedi Mr. Syed Shuja Askari Mr. Shyam Mani Tripathi Dr. Abhishek Kumar Pandey Ms. Pooja Singh Mr. Santosh Kumar (Library) Mr. Adarsh Kumar Ms. Bindu Singh	Preservation of SMS events records, CD's/ Photographs. To ensure getting remarks of Guests Dignitaries on important events on visitors book. To ensure snapshots/ Videography on visits of guests / dignitaries and important events.	GM (Corporate Relations)
21.	Sports Committee Coordinators: Co-coordinator: Members:	Mr. Vikram Singh Mr. Chandramani Singh Mr. Pankaj Yadav Mr. Manish Kumar Singh Mr. Manmohan Singh Chauhan Mr. Himanshu Minotra Mr. Uroj Shameem Ms. Savita Gautam Mr. Abhishek Pal Mr. Gaurav Gupta Mr. Ankur Srivastava Warden Boys Hostel	<ul style="list-style-type: none"> Organizing Indoor & Outdoor Games' competition for the students. Organising regular fitness and sports activities for students. 	DIRECTOR (ADMIN. & ADMISSIONS)/ Dean (Engg.)/ Dean Student Welfare
22.	Cultural & Events Committee Coordinator: Co-coordinator: Members:	Ms. Sujata Sinha Ms. Smita Tripathi Dr. Suman Kundi Dr. Manisha Gupta Dr. Shobhna Singh Mr. Gaurav Sharma Ms. Isha Singh Ms. Pooja Singh Ms. Amrita Narayan	<ul style="list-style-type: none"> Organise the Intra and Institutional cultural competitions To prepare the students for participating in cultural activities for various events. Event wise - subcommittee for that event must be constituted & submitted in advance. Planning and organizing of the various programmes from time to time as mentioned. 	Dean Student Welfare/ DIRECTOR (ADMIN. & ADMISSIONS)

S. K. Singh
Director
School of Management Sciences
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23.	Anti-Ragging Committee Chairman: Co-Chairman: Members:	Director Dr. P.K. Singh-DSW Dr. Amarjeet Singh Mr. Manish Singh Dr. Pallavi Banjare <i>(Student Representatives)</i> Mr. Piyush Giri, B.Tech-CSE (AI&ML) 1 st Year Er. S.N. Singh <i>(Parent Representative)</i> Mr. Surya Pratap Singh <i>(Media Representative)</i> Shri Ramesh Bhai <i>(NGO Representative)</i> S.O. Gosainganj (Rep. of Police) Registrar-SMS Lucknow Warden Boys Hostel Warden Girls Hostel	<ul style="list-style-type: none"> To ensure zero incidence of any kind of ragging to any of the student in the campus or the hostels. 	Director, SMS
24.	Internal Complaint Cell Women's Anti-Harassment Committee Presiding Officer: Members: Student Member -1 Student Member -2 Student Member -3 NGO Member	Director, SMS Ms. Sujata Sinha Mr. Asad Kareem Usmani Ms. Smita Tripathi Dr. Pushpanjali Singh Dr. Jyoti Prakash Dr. Neerja Dixit Dr. Vivek Asthana Mr. Jitendra Singh Mrs. Bindu Singh Ms. Harshita Srivastava, CS-4 th Yr Ms. Vaishnavi Mishra, AIDS-4 th Yr Ms. Zainab Khan, MBA, 2nd Yr Mr. Ramesh Bhai	<p>To ensure zero incidence of harassment towards women on the campus & in the hostels.</p> 	Director, SMS
25.	Proctorial Board Chief Proctor: Dy. Chief Proctor (Mgt) Dy. Chief Proctor (Eng)	Dr. Amarjeet Singh Mr. Vikram Singh Mr. Pankaj Yadav	To ensure a hassle free & congenial environment with an absolute discipline among the students, both in the campus and hostels. For each weekly day, a Day Officer must be nominated by Chief Proctor. Day Officer should enter the day activities in the register & put up to the Chief-proctor. Other members	Director, SMS


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	Members :	Mr. Sunit Mishra Mr. Urooj Shamim Mr. Satyajeet Asthana Mr. Abhishek Pandey Mr. Gaurav Ojha Mr. Anant Singh Mr. Manish Singh Mr. Alok Singh Ms. Ritu Singh Ms. Smita Tripathi	should also visit the campus buildings, canteen hostel & main gates etc for smooth running of all institutional activities.	
26.	Media Cell Coordinator: Co-coordinator: Members :	Mr. Rahul Awasthi Ms. Amrita Narayan Mr. Amit Srivastava Mr. Chandramani Singh Mohd. Zamir Khan Mohd. Furqan	To ensure the coverage of the various programmes and events of SMS by deploying the relevant functionaries.	G.M. (Corp Affairs)
27.	Training & Placement Cell Chairman: Coordinator: Members	Dr. Om Prakash Mr. Surendra Srivastava Mr. Abhinav Dwivedi Mr. Shyam Mani Tripathi Mr. Urooj Shameem Mr. Alok Kumar Mr. Atul Tiwari Ms. Niyati Gaur Mr. Rahul Singh Mr. Shashwat Bajpai Mr. Abhishek Pandey	To organize and control the entire activities of Training & Placement Cell of the Institute.	Director, SMS / D.G. (Tech.)
28.	Employability Enhancement Programme (EEP) Coordinators : Co-Coordinator: Members:	1. Dr. Hemant Kumar Singh 2. Dr. Om Prakash 1. Ms. Mamta Sharma 2. Mr. Rahul Awasthi Mr. Amod Kumar Pandey Ms. Amrita Narayan Dr. Shobhna Singh Mr. Gopal Krishna Mishra Ms. Khyati Seth Mr. Suyash Gupta	<ul style="list-style-type: none"> To coordinate and deliberate various kinds of tools and techniques to enhance the employability of students. Enhance students understanding towards various topics by some stimulation exercises/ role play/ case studies/ management games etc. 	Director, SMS / GM (Corp. Affs.)  Director School of Management Sciences Lucknow
29.	Alumni Association Cell (Executive Committee) President Sr. Vice President Sr. Vice President	Dr. Dharmendra Singh Dr. P.K. Singh Dr. Amarjeet Singh	To continuously explore the contacts with the passed-out students and organize meetings of Alumni Association at different cities across the cities such as Delhi, Mumbai, Bangalore, etc.	Associate Director, SMS

	Vice President Vice President General Secretary Joint Secretary Cultural Secretary Treasurer Members :	Mr. Surendra Srivastava Mr. Asad Kareem Usmani Mr. Pankaj Kumar Yadav Mr. Vikram Singh Ms. Sujata Sinha Dr. Hemant Kumar Singh Mr. Sunit Kumar Mishra Mr. Manish Kumar Singh Dr. S.A.A. Rizvi Mr. Rahul Mishra Ms. Smita Tripathi Mr. Alok Singh Mr. Rahul Awasthi Mr. Abhinav Dwivedi Mr. Shyam Mani Tripathi Ms. Amrita Narayan	<ul style="list-style-type: none"> • To create a database in regard to our alumni. • All members to execute the assigned work as per the instructions issued by the executive committee of Alumni Association Cell 	
30.	Website Updation & Social Media Branding Cell Coordinator: Co-coordinator: Members:	Mr. Rahul Awasthi, DGM-IT Mr. Umesh Pratap Singh Mr. Shuja Askari Mr. Abhinav Dwivedi Ms. Richa Tripathi Ms. Pooja Singh Mr. Dipanshu Mishra Mr. Archit	<ul style="list-style-type: none"> • Updating the various events / activities of the Institute of SMS Websites by keeping them updated on a DAILY basis. • Free Classified, Free News Portal, Social Networking Sites, Web advertising Ranking of the SMS websites. • To promote branding and marketing of the Institute on day-to-day basis on various Social Media sites like Facebook, Twitter, LinkedIn, Word Press etc. • Will ensure active participation of faculty/ staff on social media to enhance positive image and visibility of the Institute. • Faculty should write atleast two blogs in a month. 	G.M. (Corporate Affairis)
31.	Research, Innovation, Incubation and Entrepreneurship Cell Coordinators: Members:	1. Dr. Hemant Kumar Singh 2. Dr. Om Prakash Dr. Kamlesh Mr. Anoop Kumar Singh Mr. Ashok Sengupta Dr. Pallavi Banjare Dr. Shrinkhala Srivastava	<ul style="list-style-type: none"> • Promoting and facilitating research and consultancy activities of the Institute. • Lead the Innovation Project, build and maintain Institute's capability to innovate and secure it's long term goal to devise innovative products, services or processes so as to benefit the society and the nation as a whole. • Supervise, evaluate and validate the innovative 	DG (Tech.), SMS


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		Dr. Manmohan Singh Chauhan Dr. Rajeev Tripathi Dr. Pushpanjali Singh Ms. Akanksha Singh Dr. Ved Kumar	products, services and processes to ensure that they are developed and implemented successfully. <ul style="list-style-type: none"> Create a culture that encourages uniqueness and innovation. 	
32.	Consultancy/ MDP Cell Coordinator: Co-coordinators: Members:	Dr. Om Prakash Dr. SAA Rizvi Dr. Asha Kulshrestha Dr. Pallavi Banjare Mr. Abhishek Kumar Pandey Ms. Mamta Sharma	<ul style="list-style-type: none"> Planning organizing and coordination of the MDP/Consultancy and other such activities. Resource generation through sponsored projects, industrials consultancy and other means. 	Director, SMS & D.G. (Tech.)
33.	Internal Communication Cell Coordinator: Link Officer:	Mr. Gaurav Sharma Dr. Laxmi Kumari	To notify a development having taken place on the institutional floor, carrying news value, on a day-to-day basis through internal communication portals in order to make the members of SMS-family aware of such development without delay.	Director, SMS & D.G. (Tech.)
34.	Examination Cell Coordinator Co-coordinator (Mgmt.) Member Co-coordinator (Engg.) Member	Dr. P.K. Singh Mr. Vikram Singh Mr. Manish Kr. Singh Dr. Ajay Singh Yadav Mr. Atul Tiwari	<ul style="list-style-type: none"> To conduct internal and external examinations smoothly. Coordinators will ensure pooling of resources and persons for smooth implementation of examination process and other Registrar Office work as and when required. 	Director, SMS
35.	IQAC & NAAC Cell Chairman: Co-Chairman: Coordinator : Members:	Director, SMS D.G. (Tech.) 1. Mr. Asad Kareem Usmani 2. Dr. P.K. Singh Mr. Sharad Singh Dr. Jagdish Singh Dr. Om Prakash Dr. Dharmendra Singh Dr. Amarjeet Singh Dr. Hemant Kumar Singh Dr. Asha Kulshrestha Dr. S.A.A. Rizvi	<ul style="list-style-type: none"> Effective functioning of IQAC and preparation of Annual Quality Assurance Report and ensure compliances of NAAC. Propose, implement and reporting of quality improvement initiatives at SMS. Ensure functioning in accordance with the requirements of NAAC. 	Director, SMS

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		Dr. Neerja Dixit Mr. Satyajeet Asthana Dr. Ashok Sengupta Dr. Madhurima Mr. Surendra Srivastava Mr. Rishi Kumar (HCL) Mr. Shishir Jindal (ISTD) Mr. Prem Chandra (NGO/ Society) Mr. Vivek Pandey (Alumni) Ms. Shivani (Alumni)		
36.	Social Responsibilities NSS & UBA Coordinators: Co-Coordination: Members:	1. Mr. Aditya Pratap Singh 2. Mr. Vikram Singh 1. Dr. Anod Kumar Singh 2. Mr. Chandramani Singh Mr. Gaurav Sharma Mr. Anoop Kumar Singh Mr. Shuja Askari Mr. Rahul Singh Ms. Savita Gautam Ms. Divya Mishra	<ul style="list-style-type: none"> Organizations of Blood Donation Camp, Free Medical check-up Camp, Plantation, other Literacy Drive & other Social Marketing, Economic & Material Assistance to poor class of the society. To organize marathon time to time on any social cause. 	DIRECTOR (ADMIN. & ADMISSIONS)/ D.G. (Tech.)
37.	Resource Generation and Funding Cell Coordinator: Co-coordinator: Members:	Dr. Om Prakash Dr. Asha Kulshrestha Mr. Surendra Srivastava Dr. Kailash Pati Mr. Ashok Sengupta	To continuously explore the avenues of liaisoning with the governmental agencies including, AICTE, AIU, UGC, ICSSR, DST/CST, CSIR, DRDO, etc, and various ministries for getting relevant consultancy projects as well as different possible grants.	D.G.(Tech.)
38.	NBA Accreditation Cell Chairman: Coordinators: Co-coordinator : Members: <i>(*Members from Department of Engineering will be included in due course of time)</i> DTP	Director SMS DG (Tech.) Mr. Satyajeet Asthana (Mgmt.) Dr. Hemant Kumar Singh (Engg.) Dr. Neerja Dixit (Mgmt.) Mr. Abhishek Pal Dr. Ashok Sengupta Dr. Jyoti Prakash Mr. Gaurav Sharma Mr. Abhishek Kumar Pandey Mr. Asad Raza Mohd. Furqan	<ul style="list-style-type: none"> To take up the various activities pertaining to the accreditation as well as association with National Board of Accreditation (NBA) and the Association of Indian Universities towards the developmental causes of SMS. 	Director, SMS


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39.	CISCO Networking Committee Centre Head: Coordinator: Members:	Mr. Rahul Awasthi Ms. Akansha Singh Mr. Amod Kumar Pandey Mr. Alok Singh Dr. Rajeev Tripathi	<ul style="list-style-type: none"> To ensure smooth conduct of the Networking course as per defined norms of CISCO. To ensure sufficient enrolment to make it a profit centre. To ensure grant of global CCNA certification by the applicants. 	Associate Director/ Dean Engg.
40.	NIRF Committee Coordinators (AICTE Programs): Coordinator (LU Programs): Members:	1. Dr. Hemant Kumar Singh 2. Ms. Smita Tripathi Mr. Anant Singh Dr. Manisha Gupta Mr. Surendra Srivastava Ms. Aditi Verma Dr. Pushpanjali Singh Mr. Vipul Bhargava Mr. Rohit Krishnani Mr. Jitendra Singh Mr. Sunit Kumar Mishra	<ul style="list-style-type: none"> To register & submit the information as required for improved ranking in NIRF for Management. 	Director, SMS/ DG (Tech)
41.	Hobby Club Conveners: Members:	Dr. Shobhna Singh Ms. Smita Tripathi Dr. Suman Kundi Ms. Ritu Singh Ms. Richa Tripathi Dr. Laxmi Kumari Dr. Shrinkhla Srivastava Ms. Amrita Narayan	<ul style="list-style-type: none"> Planning and organization of the various Hobby Clubs from time to time. 	Associate Director/ DIRECTOR (ADMIN. & ADMISSIONS)/ Director

Note:

1. Activities of Admission Committee will be notified separately.
2. SMS-Branding Cell will be constituted and notified separately.
3. Departmental activities are to be decided and implemented by HOD/Course coordinator.
4. A separate notification will be issued for any new committees & Activities.

[Signature]
Director
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