



SANDIPANI ACADEMY

ACHHOTI(MURMUNDA),DURG(C.G.)

1. ADMISSION & ANNUAL PLAN COMMITTEE	SIGNATURE
<p>Chairperson- Principal/HOD</p> <p>Members: 1.<u>Ms. Meena Pandey</u> (Asst. Prof.) (Mo.7898274333)</p> <p>2. Ms. Minakshi Panchal (Asst. Prof.) (Mo.7988181072)</p> <p>3. Mr. Sudhir Tiwari (Librarian) (Mo.8878210058)</p> <p>4. Ms. Ritu Verma(Front Office Executive) (Mo.9630126316)</p> <p>5. Mrs. Saroj Shukla (Asst. Professor) (Mo. 9399920362)</p> <p>6. Takeshwari sahu (Office Asst. Cum Computer Operator) (Mo.7471181965)</p> <p>7. Ms. Nabamita Das (Asst. Prof.)(Mo.9752312995)</p>	

DUTIES:

1. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.
2. To draft the Annual Plan of activities for the year 2020-2021 and to incorporate the same in the Prospectus.
3. To finalize College Prospectus & Admission Form for the year 2020-2021.
4. To assist the students and to interact with the parents during admissions for the year 2020-2021.
5. To provide proper College Identity Cards to the students after the reopening of the College for the year 2020-2021
6. To file and maintain the records of the admissions and Annual Plan.
7. To submit the enrollment records to the IQAC Committee.



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2. TIME TABLE COMMITTEE	SIGNATURE
<p>Chairperson - Principal/HOD</p> <p>Member: 1. <u>Ms. Preeti Dewangan</u> (Asst. Prof.) (Mo.9713963171)</p> <p>2. Mr. Vinod Sahui (Asst. Prof.) (Mo. 9575483363)</p> <p>3. Ms. Kavita Patel (Asst. Prof.) (Mo. 6264315151)</p> <p>4. Mrs. Sujata Rao (Asst. Prof.)</p> <p>5. Ms. Vandana Singh (Asst. Prof)</p>	

DUTIES :

1. To frame a suitable, clash free time-table for conducting Theory/Practical Time/ Test/ Exam -Table as per University rules.
2. To attend to various complaints of clashes in the time-table and make necessary adjustments.
3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.
4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

Principal
(Dr. Nazia Ahmed)
Sandipani Academy, Acchoti, Durg



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3. ATTENDANCE COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members-: 1. <u>Ms. Ankita Barwa</u> (Asst. Professor) (Mo.8305601418)</p> <p>2. Ms. Kavita Patel (Asst. Professor) (Mo. 6264315151)</p> <p>3. Ms. Sandhya Shrivastava (Asst. Prof.) (Mo.9329849585)</p> <p>4. Dibyendu Mitra (Asst. Prof.)</p>	

DUTIES:

1. To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance sheets and that the same are submitted.
2. To inform the Principal the name/s of the defaulting Lecturer/s by 3rd of the following month.
3. To ensure timely compilation of attendance record by the dealing clerks.
5. To ensure periodic display of attendance on the Notice Boards.
6. To keep track of regular absentees and counsel them, if required, along with their parents. Short Attendance Notice
8. To maintain the records of the attendance compiled and submit the same to the IQAC Committee.

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4. LITERARY ASSOCIATION	SIGNATURE
<p>Chairperson – Chairperson – Principal/HOD</p> <p>Members: 1. <u>MS. Vidya Chandrakar</u> (Asst. Professor) (Mo.7389987298)</p> <p>2. Ms. Deepti Dhoke (Asst. Professor) (Mo.9039208418)</p> <p>3. Mr. Mayank Mishra (Asst. Professor) (Mo.9039208418)</p> <p>4. Ms. Anjali Jain (Asst. Professor) (Mo.9039208418)</p>	

DUTIES:

1. To arrange guest speakers at least once in a month preferably after the scheduled teaching hours.
2. To encourage students to write articles for wall papers and for the College Magazine.
3. To display important newspaper/magazine/journal cuttings (notable poems /articles, etc.) on notice board.
4. To arrange Personality Development Programmes for the students.
5. To celebrate Hindi and other Literary Days.
6. To hold Inter-Collegiate Literary competitions.
7. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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5. SCIENCE ASSOCIATION	SIGNATURE
Chairperson – Principal/HOD	
Members: 1. <u>Ms. Minakshi Panchal</u> (Asst. Prof.)(Mo.7988181072) 2. Mr. Vivek Kumar Gautam (Asst. Prof.)(Mo.6260641168) 3. Mr. Kamlesh Patel (Asst. Prof.)	

DUTIES:

1. To arrange guests / students' meet at least once in a month.
2. To encourage students to write articles for wall papers and for the College Magazine.
3. To organise Science exhibitions.
4. To display cuttings/photographs copies of important scientific achievements reported in magazines / journals on notice board.
5. To organise visits to appropriate Institutions.
6. To bring out bulletin of activities conducted, articles written by the students, etc.
7. To arrange personality development programme for science students.
8. To organise activities such as training camps, awareness campaigns etc. in co-ordination with other committees.
9. To maintain records of the activities conducted and submit the same to the IQAC Committee.



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6. NATIONAL DAYS/ NATIONAL FESTIVALS CELEBRATIONS COMMITTEE	SIGNATURE
Chairperson – Principal/HOD	
Members: 1. <u>Mamta Dhruw</u> (Asst. Prof.) (Mo. 8319651564)	
2. Mr. Vivek Dewangan(Asst. Prof.) (Mo. 6260641168)	
3. Ms. Sandhya Shrivastava (Asst. Prof.) (Mo.9329849585)	
4. Ms. Lokshwari Sahu (Asst. Prof.)	

DUTIES:

- 1.To make necessary arrangements for the flag hoisting ceremony to celebrate the National Days i.e Independence Day, and Republic day.
2. To celebrate National festivals.
3. National Days Celebrations records should be submitted to the IQAC Committee.

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<p>7. NATURE CLUB</p> <p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Ms. Vidya Chandrakar</u> (Asst. Prof.) (Mo.7389987298)</p> <p>2. Mrs. Saroj Shukla (Asst. Prof.) (Mo. 9399920362)</p> <p>3. Mrs. Mona Bikrol (Asst. Prof.)</p> <p>4. Mr. Mukesh Kumar Verma (Asst. Prof.)</p>	<p>SIGNATURE</p>
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DUTIES:

1. To enroll members for the club and to create awareness among the Students and the staff about the need for protection of natural habitat.
2. To invite speakers to talk on environmental protection.
3. To organise relevant programmes.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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	SIGNATURE
<p>8. HEALTHY PRACTICES/ CAMPUS ECO-FRIENDLY CELL</p> <p>Chairperson – Principal/HOD</p> <p>Member: 1. <u>Mr. Vivek Kumar Gautam</u> (Asst. Prof.) (Mo.6260641168)</p> <p>2. Mr. Mukesh Kumar Verma (Asst. Prof.) (Mo.9584558154)</p> <p>3. Ms. Vandana Singh (Asst. Prof.) (Mo.9584558154)</p>	

DUTIES:

1. To facilitate healthy practices.
2. To organise relevant programmes to promote healthy practices.
3. To facilitate rain water harvesting, energy conservation, Solar lights, LED lights.
4. To promote and maintain green ambience.
5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.



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9. LIBRARY SERVICES COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Mr. Sudhir Tiwari</u> (Librarian) (Mo.8878210058)</p> <p>2. Ms. Tarini Sahu (Library Asst.)(Mo.8817250735)</p> <p>3. Mr. Lokesh Dewangan (Asst. Prof.)(Mo.8871497141)</p> <p>4. Mr. Jaypal Singh Tekam (Asst. Prof.) (Mo.9131461147)</p>	

DUTIES:

1. To take stock of the existing, newly added and total number of books.
2. To introduce bar coding system.
3. To see that autolib software is used for automation.
4. To see that the library is computerised.
5. To arrange talks for students to motivate them to cultivate reading habits.
6. To organise book week, books display's on special occasions.
7. To provide digital library facilities with National and International online journals.
8. To see that Library building is enabled with Wi-fi facility.
9. To see that library issue/ return of books are maintained through software.
10. To facilitate the services of National Digital Library an initiative by HRD Ministry.
11. To acquire books for the book bank and distribute to the deserving students.
12. To ensure that a Suggestion Box is installed in the Library and the reader's grievances are attended to and measures suggested.
13. To maintain the sanctity of the Library.
14. To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.
15. To maintain Departmental Library

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10. N.S.S. UNIT/ NCC	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members- Members- 1. <u>Mr. Vivek Kumar Gautam</u> (Asst. Prof.) (Mo.6260641168)</p> <p>2. Dr. Sujata Atul Sharma(Asst. Prof.) (Mo.9981613570)</p> <p>3. Mrs. V. Sujata Rao (Asst. Prof.)</p> <p>4. Mr. Gautam Choubey (Asst. Prof.)</p>	

DUTIES:

1. To open N.S.S. and NCC Unit in the college
2. Reporting to Authorities regarding your progress
3. After getting NCC Unit in the college, all management of the unit to be done

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11. SPORTS COUNCIL	SIGNATURE
<p>Chairperson: Principal/HOD</p> <p>Members: 1. <u>Ms. P. Nagratnam</u> (Sports Officer) (Mo.8817284774)</p> <p>2. Ms. Ankita Barwa (Asst. Professor) (Mo.8305601418)</p> <p>3. Dr. Vani Tiwari (Asst. Professor)</p> <p>4. Ms. Anita Tiwari (Asst. Professor)</p>	

DUTIES:

1. To organise Intra-mural sports and athletic competitions.
2. To help in selecting College teams.
3. To organise tournaments for staff members.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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12. STUDENTS' COUNCIL	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Mrs. Mona Bikrol</u> (Asst. Professor) (Mo.9993363302)</p> <p>2. Ms. Ankita Barwa (Asst. Professor) (Mo. 8305601418)</p> <p>3. Mr. Vinod Sahu (Asst. Professor) (Mo. 9775483363)</p> <p>4. Mr. Vivek Kumar Gautam (Asst. Professor) (Mo.6260641168)</p> <p>5. Mr. Gautam Choubey (Asst. Professor) (Mo.)</p>	

DUTIES:

1. To hold elections for the Students' Council (CRs, UCRs, UFRs).
2. To raise funds and organise various Intra-mural competitions such as essay, quiz, elocution, debate, patriotic singing, Youth Festival / Jubilations and Annual College Day.
3. To arrange to photograph the College functions and maintain photo albums.
4. To prepare College team/s for Inter-Collegiate/Institutional Cultural and Literary activities and to arrange personality development programmes, etc.
5. To organise farewell function for the outgoing students and to arrange to have photographs of the students with the staff members.
6. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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<p>13. CAREER GUIDANCE/ PLACEMENT / ENTREPRENEUR DEVELOPMENT CELL</p> <p>Chairperson - Principal/HOD</p> <p>Members: 1. <u>Ms. Preeti Dewangan</u> (Asst. Professor) (Mo. 9713963171)</p> <p>2. Mr. Vinod Sahu (Asst. Professor) (Mo. 9575483363)</p> <p>3. Mr. Tikesh Kumar Sahu (Asst. Professor) (Mo.8878913435)</p> <p>4. Mrs. Deepti Dhoke (Asst. Professor)</p>	<p>SIGNATURE</p>
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DUTIES:

1. To organise career oriented workshops for the outgoing students.
2. To organise coaching classes for competitive exams by inviting experts.
3. To organise programmes to create awareness on the importance of higher education in India and abroad.
4. To invite industries and companies for Campus placements.
5. To provide details of campus placements.
6. To conduct awareness programmes on entrepreneurship skills for students.
7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.
8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.
9. To file and submit the records to the IQAC Committee.

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14. SC / ST CELL	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Mr. Vinod Sahu</u> (Asst. Professor) (Mo.9575483363)</p> <p>2. Mr. Manak Chand Tondon (Asst. Professor) (Mo.7828186970)</p> <p>3. Ms. Lomeshwari (Asst. Prof.) (Mo.9575483363)</p>	

DUTIES:

1. To conduct activities for the betterment of students from SC /ST community.
2. To create awareness of the schemes for the welfare of SC /ST community.
3. To maintain data base of Staff and Students belonging to SC /ST community.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee

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15. MERIT SCHOLARSHIP COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Ms. Kavita Patel</u> (Asst. Professor) (Mo.6264315151)</p> <p>2. Mr. Sudir Tiwari Liberian(Mo. 8878210058)</p> <p>3.Mr. Neeraj Sir Computer Operator (Mo. 7974530794)</p> <p>4.Mr. Mayank Mishra (Asst. Professor) (Mo.7828274547)</p>	

DUTIES:

1. To make the students aware of the various schemes / assistance / scholarships available for students.
2. To scrutinize scholarship forms of the students and ensure to submit / process the same on time to the respective Dept.
3. To maintain the records and submit the same to the IQAC Committee.



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16. FIELD TRIPS/INDUSTRY VISITS TRANSPORT COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Member: 1. Ms.<u>Vidya Chandrakar</u> (Asst. Professor) (Mo.7389987298)</p> <p>2. <u>Mr.Vinod Sahu</u> (Asst. Professor) (Mo.9575483363)</p> <p>3. Mrs. Saroj Shukla (Asst. Professor) (Mo.9399920362)</p> <p>3. Mr. Pankaj Kumar Dinesh(Asst. Professor)</p>	

DUTIES:

1. To co-ordinate the Educational Trips and field visits conducted by different Departments / Associations.
2. To provide College Bus to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of bus facility.
3. To maintain the records of the Study Visits/ Educational Trips conducted and submit the same to the IQAC Committee.

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<p>17. FIRST AID, HEALTH WATCH, RED RIBBON, COUNSELLING CLUB</p> <p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Ms. Minakshi Panchal</u> (Asst. Professor) (Mo.7988181072)</p> <p>2. Ms. Nabamita Das (Asst. Professor) (Mo.9752312995)</p> <p>3. Mr. Anita Tiwari (Asst. Professor)</p> <p>4. Mrs. Nirmala Gogineni (Asst. Professor) (Mo.9826904290)</p> <p>5. Mr. Vikas Kumar (Clinical Instructor) (Mo.8234025168)</p>	<p>SIGNATURE</p>
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DUTIES:

1. To see that there is a First Aid Room with all the basic facilities in case of emergency.
2. To act as Nodal Officer for Vector Borne Diseases.
3. To organise programmes for students and Staff related to Health and First Aid.
4. To conduct activities under Red Ribbon Club.
5. To organise Community Welfare programmes. i.e. to involve their participation in Yoga camps etc.
6. To celebrate International Yoga Day and to conduct awareness programmes regarding importance of Yoga.
7. To guide and help students to develop study habits, resolving personal and emotional difficulties & interpersonal relationships.
8. To organise activities to inculcate values, civic responsibilities and promote all round development of personality of students.
9. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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18. ALUMNI COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members:1. <u>Mrs. Meena Pandey</u> (Asst. Professor) (Mo.7898174333)</p> <p>2. <u>Mr. Vinod Sahu</u> (Asst. Professor) (Mo.9575483363)</p> <p>3. Mrs. Saroj Shukla (Asst. Professor) (Mo.9399920362)</p> <p>4. Ms. Mamta Dhruw (Asst. Professor) (Mo.8319651564)</p>	

DUTIES:

1. To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students.
2. To encourage them to bring industries and companies for campus placements.
3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students.
4. To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organisations and well placed Alumni.
5. To conduct Alumni meet every year.
6. To receive and attend to parents / guardians in the College.
7. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents.
8. To hold at least Two General Body Meetings (August & November) to discuss issues regarding Students.
9. To file and submit the records to the IQAC Committee.

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19. CANTEEN COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Mrs. Preeti Dewangan</u> (Asst. Professor) (Mo.9713963171)</p> <p>2. Mrs. Mona Bikrol (Asst. Professor) (Mo.9993363302)</p> <p>3. Ms.Vandana Singh (Asst. Professor)</p> <p>4. Mr.Vikas Kumar Dewangan (Asst. Professor) (Mo. 8234025168)</p>	

DUTIES:

1. To see that the Canteen services to students / staff are good.
2. To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.
3. To decide the menu having nutritional values

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<p>20. INTRA SEMESTER ASSESSMENT MONITORING COMMITTEE EXAMINATION COMMITTEE</p> <p>Chairperson-Principal/HOD</p> <p>Members 1. <u>Ms. Saroj Shukla</u> (Asst. Professor) (Mo.9399920362) 2. Ms. Kavita Patel (Asst. Professor) (Mo. 6264315151) 3. Mrs. Mona Bikrol (Asst. Professor) (Mo.9993363302) 4. Mr.Vivek Kumar Gautam (Asst. Professor) (Mo.6260641168)</p>	<p>SIGNATURE</p>
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DUTIES:

1. To co-ordinate the conduct unit test, tests and prepare the consolidated Results.
2. To prepare Time -Table
3. Question Paper
4. To arrange Stationary, Answer sheets and required materials
5. To keep record of attendance
6. To maintain result analysis
7. To Check the unfair means if any keep record

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21. UNFAIR MEANS INQUIRY COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Mr. Vinod Sahu</u> (Asst. Professor) (Mo.9575483363)</p> <p>2. Mrs. M. Sujata Rao (Asst. Professor)</p>	

DUTIES:

1. To examine the cases of malpractices by students in the examinations, if any and recommend course of action to be taken against defaulting students.
2. To maintain records of the cases investigated and submit the same to the IQAC Committee.

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22. DISCIPLINE & ANTI-RAGGING COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Mr. Vinod Sahu</u> (Asst. Professor) (Mo. 9575483363)</p> <p>2. Mr. Vivek Gautam (Asst. Professor) (Mo.6260641168)</p> <p>3. Mrs. Mona Bikrol (Asst. Professor)</p> <p>(Mo. 8871497141)</p> <p>4. Mrs. Saroj Shukla (Asst. Professor) (Mo.)</p>	

DUTIES:

1. To ensure overall disciplined environment in the College.
2. To initiate timely action against erring students.
3. To sensitise students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
4. To address complaints about ragging as per the Govt. and University procedures.
5. To maintain records of the cases investigated and submit the same to the IQAC Committee.

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23. GRIEVANCE COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Member: 1. <u>Mrs. Saroj Shukla</u> (Asst. Professor) (Mo.9399920362)</p> <p>2.Mr. Lokesh Dewangan (Only Format Drafting)(Mo.6260641168)</p> <p>3. Mr.Ishwar Sahu (Asst. Professor) (Mo.)</p>	

DUTIES:

- 1.To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
- 2 To instruct the official/s concerned to attend to the grievances.
3. To refer / report the matters to the Principal.
- 4.To attend to Students’ grievances related to Examination/s and recommend suitable redressal measures.
- 5.To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.

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<p>24. FACULTY ASSESSMENT / REMEDIAL/ MENTORING COMMITTEE (FEED BACK COMMITTEE)</p> <p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Ms.Ankita Barwa</u>(Asst. Professor) (Mo.8305601418)</p> <p>2. Mr. Lokesh Dewangan (Only Format Drafting)(Mo.6260641168)</p> <p>3. Mr.Ghasuram (Asst. Professor)</p> <p>4. Mr. Kausal Tarak (Asst. Professor)</p>	

DUTIES:

1. To facilitate online faculty assessment.
2. To obtain objective opinion from the students about the effectiveness of the faculty and the facilities in the College.
3. To promote mentoring and maintain the records regarding the same.
4. To see that remedial classes are conducted by teachers for weaker students and maintain records regarding the same.
5. To submit all the records to the IQAC Committee.

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25. COMPUTER LITERACY/ CYBER CELL	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members:</p> <ol style="list-style-type: none">1. <u>Ms.Sonam Shukla</u> (ICT incharge) (Mo.9644429922)2. Mr. Mayank Mishra (Asst. Professor) (Mo.7828274547)3. Mr. Lokesh Dewangan (Asst. Professor) (Mo. 8871497141)4. Mr. Vinod Sahu (Asst. Professor) (Mo. 9575483363)	

DUTIES:

1. To organize Computer/Internet access training to teachers/non-teaching /students and other programmes for teaching ugradation during non-instructional days.
2. To conduct activities and workshops for Students on Computer awareness, Cyber crime etc.
3. To submit all the records to the IQAC Committee.



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26. MAGAZINE COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Mr. Lokesh Dewangan</u> (Asst. Professor)(Mo.8871497141)</p> <p>2. Mrs. Saroj Shukla (Asst. Professor) (Mo. 9399920362)</p> <p>3. Mrs. Meena Pandey (Asst. Professor) (Mo.7898174333)</p> <p>4. Ms. Nabamita Das (Asst. Professor)(Mo.9752312995)</p>	

DUTIES:

1. To raise resources for publication of the magazine.
2. To receive the articles / reports from the students/staff and edit the same.
3. To ensure that no reports/articles objectionable in nature are published.
4. To appoint students as sectional editors.
5. To arrange to have photographs of staff and students required for the magazine on College Day and on the send-off day.
6. To get the magazine printed by April end and distribute the same to students and staff.

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27. RESEARCH CELL & EXTENSION SERVICES COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1.Mrs. Meena Pandey (Asst. Professor)(Mo.7898174333)</p> <p>2. Mr. Vivek Kumar Gautam (Asst. Professor) (Mo.626064168)</p> <p>3. Ms. Ankita Barwa (Asst. Professor) (Mo.8305601418)</p> <p>4.Mr. Mukesh Kumar Verma (Asst. Professor)</p> <p>5. Mr.Dibyendu Mitra (Asst. Professor)</p>	

DUTIES:

1. To organize research activities for the staff and Students of the college.
2. To organize orientation lectures in research for the project work students.
3. To assist the Departments in organizing research Seminars.
4. To take up major / minor research projects for the College.
5. To raise funds for research activities of the College.
6. To suggest steps for effective use of College resources for extension services.
7. To conduct activities during the year in the sphere of extension activities and Institutional Social responsibility.
8. To promote Research Climate in the Institution.
9. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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28. STAFF WELFARE COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD/Advisor (Asst. Prof.)</p> <p>Members: 1. <u>Dr.Nazia Ahmed (Principal) (Mo.9893397860)</u></p> <p>2. Dr. Sandhya Pujari (H.O.D.) (Mo.7000729670)</p> <p>3. Dr. Abha Dubey (Advisor/Asst. Prof.) (Mo. 9303265811)</p>	

DUTIES:

1. To organise staff welfare activities such as Staff / Faculty Improvement Programmes, Felicitations, Literary Competitions / Picnics, Hikes, etc.
2. To pursue the matter with the Directorate of Higher Education related to Confirmation, Career Advancement, Pay Fixation etc. of the lecturers.
3. To maintain the records of the activities conducted and submit the same to the IQAC Committee

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<p>29. WOMEN CELL/ PREVENTION OF SEXUAL HARASSMENT</p> <p>Chairperson- Principal/HOD</p> <p>Members: 1. <u>Mrs. Saroj Shukla</u> (Asst. Professor) (Mo.9399920362)</p> <p>2. Ms. Meenakshi Panchal (Asst. Professor) (Mo.7988181072)</p> <p>3. Ms. Vidya Chandrakar (Asst. Professor) (Mo.7389987298)</p> <p>4. Mrs. M.Sujata Rao (Asst. Professor)</p>	<p>SIGNATURE</p>
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DUTIES:

1. To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
2. To celebrate International Women's Day.
3. To council and solve the personal and academic related problems of Women.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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30. ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members: 1. <u>Ms. Kavita Patel</u>(Asst. Professor) (Mo.6264315151)</p> <p>2. Ms. Ankita Barwa (Asst. Professor)(Mo.8305601418)</p> <p>3. Mr. Vinod Kumar Sahu (Asst. Professor) (Mo. 9575483363)</p> <p>4. Ms. Lokeshwari Sahu (Asst. Professor)</p>	

DUTIES:

1. To see that Academic audit is conducted every Semester to evaluate the progress.
2. To ensure that the Syllabus is completed in time and the Question Papers are set accordingly.
3. To inspect the Library Services.
4. To inspect whether the Head Clerk files and maintains the records of the biometric and see whether it tallies with the Muster Roll and Movement Register.
5. To ensure that the Non-Teaching Staff abide by the arrival & departure timings.
6. To ensure immediate regularization of leave/s by the Teaching and Non-teaching Staff.
7. To inspect whether the Head -Clerk maintains records pertaining to timings, leaves, service- books, syllabus, enrollment, examination and other matters related to the Institution.
8. To ensure that all the Teaching and Non-Teaching Staff maintain a Log-Book.
9. To see whether annual financial audit has been done and records are maintained.

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31. WEBSITE DEVELOPMENT, PUBLIC RELATIONS/ PRESS RELEASE COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Website Incharge:</p> <ol style="list-style-type: none">1. Mr. Lokesh (Asst. Professor) (Mo.7772083771)2. Ms. Mamta Dhruw(Asst. Professor) (Mo.8319651564)3. Mr. Neeraj Kurre (Office Cum Computer Operator) (Mo.7974530794)4. Mrs. Sandhya Shrivastava (Asst. Professor)5. Mr. Kaushal Tarak (Asst. Professor)6. Ms.Sonam Shukla (From ITI, Department) (Mo.9644429922)	

DUTIES:

1. To develop and maintain the College Website.
2. To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates, publicity through Media, News Papers, etc.
3. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

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<p>32. PURCHASE AND GRANT UTILIZATION / INFRASTRUCTURE MAINTENANCE &DEVELOPMENT COMMITTEE</p> <p>Chairperson –Administrator/Principal/HOD</p> <p>Members: 1. <u>Ms. Ritu Verma</u> (Asst. Professor) (Mo.9630126316)</p> <p>2. . Mr. Firanta Farikar (Office Accountant) (Mo.7389786738)</p> <p>3. Ms. Takeshwari Sahu (Office Assistance Cum Computer Operator) (Mo.7471181965)</p>	<p>SIGNATURE</p>
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DUTIES:

1. To scrutinise the indents put forth by the Depts./ Labs. /Committees/and various sections of the College from time to time.
2. To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
3. To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.
4. To suggest measures for the safety, development and maintenance of Old College building infrastructure.
5. To ensure optimal use of the College resources, get defective gadgets repaired.
6. To suggest measures to dispose off outdated and unusable items.
7. To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
- 8.To ensure Computerisation /Automation of Library and Administration/Technology upgradation (overall)
9. To provide internet facility with Wi-Fi connectivity.
10. To provide details of infrastructure facilities to the IQAC Committee.
11. To maintain the records of the purchase and grant utilisation and submit the same to the IQAC Committee.

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<p>33. SEMINAR HALL SERVICES</p> <p>COMMITTEE/INFRASTRUCTURE MAINTANENCE</p> <p>Chairperson – Administrator- <u>Mr. Vineet Choubey (Administrator)</u> <u>(Mo.93400008230)</u></p> <p>Members:</p> <p>1. Mr. Lokesh Dewangan (Asst. Prof.) (Mo. 8871497141)</p>	<p>SIGNATURE</p>
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DUTIES

1. To visit the Infrastructure regularly and keep its maintenance records.
2. Report of any damage to the administration.
3. To Maintain the Infrastructure Facilities .

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34. PROJECT MONITORING COMMITTEE	SIGNATURE
Chairperson – Principal/HOD	
Members:	
1. Ms. Vidya Chandrakar (Asst. Professor) (Mo.7389987298)	
2. Mrs. Saroj Shukla (Asst. Professor) (Mo.9399920362)	
3. Mr. Sudhir Tiwari (Librarian) (Mo. 8878210058)	
4. Dr. Sujata Atul Sharma (Asst. Professor) (Mo.9981613570)	

DUTIES

1. To select project work with students
2. Make proper record
3. To approve project from government institution, local level and with NGO.

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	SIGNATURE
<p>35. RUSA/AISHE COMMITTEE</p> <p>Institutional Co-ordinator – Principal/HOD</p> <p>Members:</p> <ol style="list-style-type: none">1. Ms. Meena Pandey (Asst. Professor) (Mo.7898274333)2. <u>Mr. Sudhir Tiwari</u> (Librarian) (Mo.8878210058)3. Mrs. Saroj Shukla (Asst. Professor) (Mo.9399920362)4. Mr. Tikesh Kumar Sahu (Asst. Professor)(Mo.8878913435)	

DUTIES

1. Timely submission of the report to the higher education portals
2. Upkeeping records

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36.ACADEMIC – STUDENTS EXCHANGE PROGRAMME COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members:</p> <ol style="list-style-type: none">1. <u>Ms. Preeti Dewangan</u> (Asst. Professor) (Mo.9713963171)2. Ms. Saroj Shukla (Asst. Professor) (Mo.9399920362)3. Mr. Tikesh Kumar Sahu (Asst. Professor) (Mo.8878913435)4. Mrs. M. Sujata Rao (Asst. Professor)	

DUTIES

1. To collaborate with Educational Institution
2. To organize students and teachers exchange programme
3. To keep proper records



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	SIGNATURE
<p>37. ONLINE LEARNING COMMITTEE</p> <p>Chairperson– Principal/HOD</p> <p>Members:</p> <ol style="list-style-type: none">1. <u>Mr. Lokesh Dewangan</u> (Asst. Professor) (Mo.8871497141)2. Mr.Vivek Kumar Gautam (Asst. Professor) (Mo. 6260641168)3. Mrs. M. Sujata Rao (Asst. Professor) (Mo. 9399920362)4. Mr. Manak Chand Tondon (Asst. Professor) (Mo.7828186970)5. Mr. Gautam Choubey (Asst. Professor)	

DUTIES

1. To organize workshop on online learning opportunities
2. To motivate teachers to teach by new modes of ICT
3. To Keep proper records

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38.YOGA/MEDITATION/WELLNESS CENTRE

Chairperson – Principal/HOD

Member:

1. Ms. Meena Pandey (Asst. Professor) (Mo.7898274333)
2. Ms. Minakshi (Asst. Professor)(Mo.7988181072)
3. Ms.Nabamita Das (Asst. Professor) (Mo.9752312995)
4. Ms. Kavita Patel (Asst. Professor) (Mo.6264315151)
5. Mrs. P.Nagratnam (Asst. Professor) (Mo. 8871151688)
6. Ms.Anita Tiwari (Asst. Professor)

DUTIES

1. To organize yoga class and workshop for teachers and students
2. To upkeep of records
3. To develop yoga room withal equipments

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39. INSTITUTIONAL INDUSTRY COLLABORATION COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members:</p> <ol style="list-style-type: none">1. <u>Mr. Lokesh Dewangan</u> (Asst. Professor) (Mo.8871497141)2. Ms. Ankita Barwa (Asst. Professor) (Mo.8305621418)3. Mr. Vinod Sahu (Asst. Professor) (Mo. 9575483363)4. Mr.Kamlesh Patel (Asst. Professor) (Mo.)	

DUTIES

1. To create MOUs with institutional industry collaboration
2. To organize different social and educational programme
3. To keep proper Reports

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40. STUDENT WELFARE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members:</p> <ol style="list-style-type: none">1. <u>Mr. Vivek Kumar Gautam</u>(Asst. Professor) (Mo.6260641168)2. Ms. Ankita Barwa (Asst. Professor) (Mo.8305601418)3. Ms. Mona Bikrol(Asst. Professor) (Mo.9993363302)4. Mrs. Saroj (Asst. Professor) (Mo. 9399920362)	

DUTIES

1. To form various students committees
2. To work for the students's welfare
3. To upkeep proper records

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<p>41. INSTITUTIONAL SOCIAL RESPONSIBILITY (VILLAGE ADOPTION PROGRAMME)</p> <p>Chairperson – Principal/HOD</p> <p>Members:</p> <ol style="list-style-type: none">1. <u>Mr. Vivek Kumar Gautam</u> (Asst. Professor) (Mo.6260641168)2. Ms. Ankita Barwa (Asst. Professor) (Mo.8305601418)3. Mrs. P.Nagrathnam (Asst. Professor) (Mo. 8871151688)4. Mr. Dibyendu Mitra (Asst. Professor)	<p>SIGNATURE</p>
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DUTIES

1. To organize social awareness programmes
2. To organize rallys, nukkad natak etc.
3. To organize environmental awareness programme and others trending issues
4. To keep records



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42. SHORT TERM CERTIFICATE COURSES COMMITTEE	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Members:</p> <p>1.<u>Mr. Vivek Kumar Gautam</u>(Asst. Professor) (Mo.6260641168)</p> <p>2.Ms. Ankita Barwa (Asst. Professor) (Mo.8305601418)</p> <p>3.Mr. Pankaj Kumar Gautam (Asst. Professor)(Mo.9453770013)</p> <p>4. Mr. Mukesh Kumar Verma (Asst. Professor)</p> <p>5. Mr.Kausal Tarak (Asst. Professor)</p>	

DUTIES

1. To design short-term course for students according to their needs.
2. To collaborate with other universities for short term –course
3. To keep records properly



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43. COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE Chairperson – Principal/HOD Members: 1. <u>Ms. Ankita Barwa</u> (Asst. Professor) (Mo.8305601418) 2. Ms. Kavita Patel (Asst. Professor)(Mo.6264315151) 3. Mr. Ishwar Prasad Sahu(Asst.Professor)(Mo.9827891474)	SIGNATURE
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Student Representative

B.SC. B.ED- Ms. Renuka Sahu
B.A. B.ED- Mr. Kushal Verma

B.ED- MS. Upasana

D.ELED- Ms. Vidya

DUTIES

1. To understand students grievances and solve them on time
2. Proper upkeepment of records.

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44. Intellectual Property Right (IPR) Cell	SIGNATURE
<p>Chairperson – Principal/HOD</p> <p>Dr. Nazia Ahmed (Principal) (Mo.9893397860)</p> <p>Members:</p> <p>Dr. Abha Dubey (Advisor/Asst. Prof.) (Mo. 9303265811)</p> <p>Dr. Sandhya Pujari (H.O.D.) (Mo.7000729670)</p> <p>Mrs. Meena Pandey (Asst. Prof.) (Mo.7898274333)</p> <p>Dr. Sujata Atul Sharma (Asst. Prof.) (Mo.9981613570)</p> <p>Mrs. Vandana Singh (Asst. Prof.) (Mo.9584558154)</p>	

DUTIES

1. To guide them to conduct research activity of their own.
2. To promote research activities.
3. To conduct research by following code of conduct and research activities.
4. To maintain plagiarism free research work.
5. To get the Patent/Copyright of any topic.
6. To get the copyright of Institution logo.
7. Motivate staff to get copyright of their own creative work / literary and artistic work.

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