

Ideal Group of Institutions, Ghaziabad (UP)

ORGANISATIONAL FRAMEWORK

The organizational framework are governed and controlled by the following councils and committees.

ACADEMIC PROMOTION COMMITTEE

Sr.No.	Name	Designation
1	Dr.G.P.Govil (Director)	Chairman
2	Prof.T.N.Tandon(Dean Academic)	Member
3	Prof.NP Gupta(HOD,ECE)	Member
4	Prof.Naresh Trivedi(HOD,IT)	Member
5	Prof.DK Jain(HOD,ASH)	Member
6	Prof.Yusuf Ali(HOD,EEE)	Member
7	Prof. Vikrant Chauhan (HOD,MCA)	Member
8	Prof. S.A. Siddqui (HOD,MBA)	Member
9	Prof. Sudhir Dawra(HOD,CSE)	Member
10	Prof. Nidhi Jain(HOD,CE)	Member
11	Prof. Som Ashutosh(HOD,ME)	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Four in an Academic Year
2	Date of Last Meeting	28/02/2011
3	Attendance	90% to100 %

Constituted under Director as Chairman with all Heads of Departments as Members for the following functions:-

- Academic Planning and Control
- Regulations and Academic Policies
- Communications and Transparency
- Admissions and Examinations
- Smooth Working of Institution
- Organization of Annual Convocation /Institute Day / Seminars, Conferences, Workshops

PURCHASE COMMITTEE

Sr.No.	Name	Designation
1	Dr.G.P.Govil (Director)	Chairman
2	Prof.T.N.Tandon(Dean Academic)	Member
3	Prof.NP Gupta(HOD,ECE)	Member
4	Prof.Naresh Trivedi(HOD,IT)	Member
5	Prof.DK Jain(HOD,ASH)	Member
6	Prof.Yosuf Ali(HOD,EEE)	Member
7	Prof.Vikrant Chauhan(HOD,MCA)	Member
8	Prof. S.A. Siddqui(HOD,MBA)	Member
9	Prof.Sudhir Dawra(HOD,CSE)	Member
10	Prof. Nidhi Jain(HOD,CE)	Member
11	Prof. Som Ashutosh(HOD,ME)	Member
12	Mr.DM Gandhi(Store Keeper)	Secretary

Sr.No.	Items	Description
1	Frequency of Meeting	Two in an Academic Year
2	Date of Last Meeting	15/01/2011
3	Attendance	90% to100 %

Constituted under Director as Chairman with all Heads of Departments and Registrar as Members and Purchase Officer as Secretary for the following functions :-

- Annual Procurement Plans
- Presentation of Requisite Budgets
- Standardized Procurement
- Inventory Management
- Registration of Vendors
- Follow-up maintenance and Insurance
- Inspection /Installation

LIBRARY COMMITTEE

Sr.No.	Name	Designation
1	Prof.T.N.Tandon(Dean Academic)	Chairman
2	Nominee of HOD,ECE	Member
3	Nominee of HOD,IT	Member
4	Nominee of HOD,ASH	Member
5	Nominee of HOD,EEE	Member
6	Nominee of HOD,MCA	Member
7	Nominee of HOD,MBA	Member
8	Nominee of HOD,CSE	Member
9	Nominee of HOD,CE	Member

10	Nominee of HOD,ME	Member
11	Librarian	Secretary

Sr.No.	Items	Description
1	Frequency of Meeting	Two in an Academic Year
2	Date of Last Meeting	16/01/2011
3	Attendance	90% to100 %

Constituted under Dean Academic as Chairman with Nominees of Heads of Departments as members and Librarian as Secretary for the following functions:-

- Annual Budget
- Registration of Vendors
- Procurement of Books, Magazines and Journals
- Annual Stock Verification
- Automation Process / e-Library
- Easy and Smooth Accessibility of Books to Users
- Regular Catalogue up gradation of Books and information available on the internet
- Book-bank facilities.
- Reprographic facilities.

CAMPUS MAINTENANCE AND SAFETY COMMITTEE

Sr.No.	Name	Designation
1	Dr.G.P.Govil	Chairman
2	Nominee of HOD,ECE	Member
3	Nominee of HOD,IT	Member
4	Nominee of HOD,ASH	Member

5	Nominee of HOD,EEE	Member
6	Nominee of HOD,MCA	Member
7	Nominee of HOD,MBA	Member
8	Nominee of HOD,CSE	Member
9	Nominee of HOD,CE	Member
10	Nominee of HOD,ME	Member
11	Warden	Member
12	Registrar/Deputy Registrar	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Six in an Academic Year
2	Date of Last Meeting	10/01/2011
3	Attendance	90% to100 %

Constituted under Director as Chairman , HODs or their nominee, Chief Warden, Registrar, and Assistant Registrar (Administration) as members for the following functions:-

- Maintenance and general upkeep of the Campus.
- Identify immediate and long-term plans for maintenance, repairs and modifications of buildings and structures in the campus.
- Landscaping, beautification and horticulture requirements.
- Water supply, regular inspection of potable water, drainage system, approach roads, waste management, cleanliness, hygienic conditions for living of students, Student's Mess and Cafeteria.

CONTINUING EDUCATION AND STAFF TRAINING COMMITTEE

Sr.No.	Name	Designation
1	Dr.G.P.Govil (Director)	Chairman
2	Prof.T.N.Tandon(Dean Academic)	Member
3	Prof.NP Gupta(HOD,ECE)	Member
4	Prof.Naresh Trivedi(HOD,IT)	Member
5	Prof.DK Jain(HOD,ASH)	Member
6	Prof.Yusuf Ali(HOD,EEE)	Member
7	Prof.Vikrant Chauhan(HOD,MCA)	Member
8	Prof. S.A. Siddqui(HOD,MBA)	Member
9	Prof.Sudhir Dawra(HOD,CSE)	Member
10	Prof. Nidhi Jain(HOD,CE)	Member
11	Prof. Som Ashutosh(HOD,ME)	Member
12	TP Officer	Member
13	Registrar	Secretary

Sr.No.	Items	Description
1	Frequency of Meeting	Two in an Academic Year
2	Date of Last Meeting	17/01/2011
3	Attendance	90% to100 %

Constituted under Director as Chairman with Heads of Departments, Training and Placement Officer and Registrar as members for the following functions:-

- Identify areas where faculty and other staff need to be trained for specialisation and better performance.
- Provide opportunities to Faculty and Other Staff for improving their educational qualifications through Regular/Part-Time/Distance Education Programmes.
- Organize Faculty and Staff Development Programmes /Workshops/Seminars by providing for Resource persons from the Faculty or Invitees from other Institutions/Organizations.

TRAINING AND PLACEMENT COMMITTEE

Sr.No.	Name	Designation
1	Dr.G.P.Govil (Director)	Chairman
2	Prof.T.N.Tandon(Dean Academic)	Member
3	Nominee of HOD,ECE	Member
4	Nominee of HOD,IT	Member
5	Nominee of HOD,ASH	Member
6	Nominee of HOD,EEE	Member
7	Nominee of HOD,MCA	Member
8	Nominee of HOD,MBA	Member
9	Nominee of HOD,CSE	Member
10	Nominee of HOD,CE	Member
11	Nominee of HOD,ME	Member
12	Mr.HS Rawat (Head, TP Cell)	Secretary

Sr.No.	Items	Description
1	Frequency of Meeting	Four in an Academic Year

		or as and when needed.
2	Date of Last Meeting	19/02/2011
3	Attendance	90% to 100 %

Constituted under Director as Chairman with Heads of Departments, Dean, Students Welfare and Training and Placement Officer as members for the following functions:-

- Counsel Students for Training and Placement
- Identify Institutions/Organizations for Training and Placement of Students.
- Hold regular training programmes/workshops for students to develop their personality, communication skills, interview skills, motivation and confidence levels etc.
- Liaison with corporate/government/public/private sectors for best training and placement of students.
- Inviting key persons from such organizations on regular basis to address students on current subjects and specialized topics or orientation of students.
- Industry-Institute Interaction.
- Guiding students for Post-graduate studies, GRE, GATE, CAT, TOEFL and Foreign Language Course etc.
- Awareness/Training for Entrepreneurship.

STUDENTS GUIDANCE AND COUNSELLING COMMITTEE

Sr.No.	Name	Designation
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1.	Prof.T.N.Tandon(Dean Academic)	Chairman
2.	Ms.Anita Mudgal(ECE)	Member
3.	Mr.Raju Ranjan(IT)	Member
4.	Dr.G.B.Varshney(Applied Science)	Member
5.	Mr.AH Quadri(EEE)	Member
6.	Mr.Neeraj Chauhan(MCA)	Member
7.	Mr.B. Bharti(MBA)	Member
8.	Mr. HO Sharma(CSE)	Member
9.	Ms.Nidhi Jain(CE)	Member
10.	Mr.Nitin Updhayay(ME)	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Two in an Academic Year
2	Date of Last Meeting	23/02/2011
3	Attendance	80% to90 %

Constituted under Dean Academics with every faculty member allocated with 20-30 students for the following functions:-

- Each counselor meet the allotted students on a fortnightly basis and counsel them on academic, personal matters.
- Counselors to promote discipline, regularity, communication of relevant university or college rules and regulations to students.
- Monitor the progress of students and interact with parents/guardians on regular basis.

STUDENTS' SPORTS AND EXTRA-CURRICULAR ACTIVITIES COMMITTEE

Sr.No.	Name	Designation
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1.	Ms.Suman Kaushik	Chairperson
2.	Ms.Geeta Saini(ECE)	Member
3.	Ms.Archana Pandey(IT)	Member
4.	Ms.Anchal Mishra(Applied Science)	Member
5.	Ms.Arika Singh(EEE)	Member
6.	Ms.Krati Sharma(MCA)	Member
7.	Mr.B. Bharti(MBA)	Member
8.	Ms.Menu Sharma(CSE)	Member
9.	Ms.Nidhi Jain(CE)	Member
10.	Ms.Shweata Triphati(ME)	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Two in an Academic Year
2	Date of Last Meeting	06/04/2011
3	Attendance	90% to100 %

Constituted under Dean Students Welfare as Chairman, selected Faculty Members as Officers-In-charge of different games and activities, Sports Officer and Student captains or leaders of various games and activities for the following functions:-

- Develop Sports facilities on the Campus.
- Organize and participate in Intra-college and Inter-college games and activities.
- Organize Annual Sports and Functions.
- Community Programmes.
- Organizing College Day, Founder's Day, Panache, Horizon etc.

DISCIPLINE AND HOSTEL ADMINISTRATION COMMITTEE

Sr.No.	Name	Designation
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1.	Ms.Suman Kaushik	Chairperson
2.	Mr.Sonu(Hostel Warden Boys)	Member
3.	Ms.Anita Chaudhary(Hostel Warden Girls)	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Every Month
2	Date of Last Meeting	01/04/2011
3	Attendance	90% to100 %

Constituted under the Dean Students' Welfare as Chairman, Chief Warden, Hostel Wardens and one senior student from each Hostel Block as members for the following functions:-

- Maintenance of Discipline on the Campus including Hostels.
- Sort out day-to-day problems of students living in the Hostels.
- Allotment of Rooms to Students in the Hostels.
- Initiate Disciplinary action against erring students
- Arranging Medical Facilities to Students.
- Effectively prohibit Ragging on the Campus.
- Nominate Student Committees to Monitor Mess and Canteen Facilities.
- Overview of Medical facilities in Hostels.
- Arrangements of Psychological and Psychiatric Doctors for counseling of Students.

R&D AND CONSULTANCY COMMITTEE

Sr.No.	Name	Designation
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1.	Dr.G.P.Govil	Chairman
2.	Prof.NP Gupta(HOD,ECE)	Member
3.	Prof.Naresh Trivedi(HOD,IT)	Member
4.	Prof.DK Jain(HOD,ASH)	Member
5.	Prof.Yosuf Ali(HOD,EEE)	Member
6.	Prof.Vikrant Chauhan(HOD,MCA)	Member
7.	Prof. S.A. Siddqui(HOD,MBA)	Member
8.	Prof.Sudhir Dawra(HOD,CSE)	Member
9.	Prof. Nidhi Jain(HOD,CE)	Member
10.	Prof. Som Ashutosh(HOD,ME)	Member
11.	Prof. Ruchi Srivastava(HOD,MBA)	Member
12.	Mr.Anupam Sharma(Associate Engg.,TCS Noida) (By Rotation)	Member
13.	Mr.Tarun Gupta(CEO, Ghaziabad Polymer Ltd.) (By Rotation)	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Two in an Academic Year
2	Date of Last Meeting	01/02/2011
3	Attendance	80% to90 %

Director, all HODs' and two Invitees from Industries constitute the R&D and Consultancy Committee:-

The function of the above committee shall be:-

- To control, monitor and execute research and developments activities.
- To prepare long terms and short term plan of action for research, development and consultancy activities.
- Plan research projects and prepare budgets.
- Ensure meaningful participation of Industries.
- Organizing continuing education activities.
- All other matters which may be relevant to make it effective and meaningful.

ALUMINI ASSOCIATION COMMITTEE

Sr.No.	Name	Designation
1.	Prof. Som Ashutosh(HOD,ME)	Chairman
2.	Mr.H.S.Rawat (Head, Training and Placement)	Vice Chairman
3.	Ms.Anushka Singh(IT 4 th Year)	Member
4.	Mr.Abhishek Gupta(CSE 4 th Year)	Member
5.	Mr.Vikas Jain(ECE 4 th Year)	Member
6.	Mr.Anoop Singh(ME 4 th Year)	Member
7.	Ms. Shweta Singh(MCA 3 rd Year)	Member
8.	Mr.Deepak Singh(MBA 2 nd Year)	Member
9.	Ms.Rakhi Jain(EEE 4 th Year)	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Two in an Academic Year
2	Date of Last Meeting	15/02/2011
3	Attendance	80% to 90 %

Constituted under one of the HODs as Chairman and Head, Training and Placement as Vice Chairman and one student of each branch as members for the following functions:-

- To keep in touch with each other and our almmater and thereby rejuvenate and strengthen the bonds created during the education.
- To share and project our engineering and business skills by organizing technical seminars.
- To establish a network of the members to help each other in the areas of their interest.
- To welcome and help new immigrants to adapt and settle into a new life and also assist in their search for employment.
- To be true Indian and to use our talents and resources to help our country.

FINANCE COMMITTEE

Sr.No.	Name	Designation
1.	Mr.Shubash Chand Gupta (Chairman, Ideal Institute of Technology, Ghaziabad)	Chairman
2.	Dr.Atul K. Jain (Vice-Chairman, Ideal Institute of Technology, Ghaziabad)	Vice-Chairman
3.	Dr.G.P.Govil	Member
4.	Mr.OP Gupta	Member
5.	Mr.Manoj Gupta	Member

Sr.No.	Items	Description
1	Frequency of Meeting	Two in anAcademic Year
2	Date of Last Meeting	01/04/2011

3	Attendance	90% to 100 %
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The committee would function under the supervision of the Chairman . The committee will consist of the following members:-

1. Chairman
2. Vice Chairman
3. Director
4. Finance Manager
5. Sr. Accounts Officer

The main functions of the Finance Committee will be as follows:-

- Budgeting and Budget Control
 - Monthly Variance Analysis of the Budget.
 - Planning Revenue & Capital Expenditure,
 - Cost Control Measures
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