

**INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
MAHARSHI DAYANAND UNIVERSITY ROHTAK**

Proceedings of the meeting of the Institutional Committee held on 05.08.2019 at 12.30 p.m. in the office of Director, IMSAR, M.D. University, Rohtak

The following members were present:

1. Prof. Rishi Chaudhry
2. Prof. Satyawan Baroda
3. Prof. Pardeep Ahlawat
4. Dr. Jagdeep Singla
5. Dr. Seema Singh
6. Dr. Karamvir Sheokand
7. Dr. Sonia
8. Dr. Garima Dalal
9. Dr. Divya Malhan
10. Dr. Saurabh Kant
11. Dr. Sanjay Nandal
12. Dr. Aarti
13. Dr. Ishwar Mittal
14. Sh. Jitender Rathee
15. Dr. Nitu
16. Dr. Sapna
17. Dr. Ekta
18. Dr. Priyanka Yadav

The following resolutions were taken:

Item No.1: The committee discussed about the empanelment of Adjunct Faculty of Prof. Sudhir K Jain, Ex Vice-Chancellor, SMVDU, Katra (Jammu) in the area of Entrepreneurship and IPR Management and resolved that being no faculty in IMSAR in the area of IPR Management, Prof. Sudhir K Jain be considered for the empanelment of Adjunct Faculty. Further, the committee also recommended the request of Dr. R.S. Dabas being having rich experience and exposure at various positions in the corporate world and resolved to empanel him as an Adjunct Faculty.

Item No. 2: The Committee considered the constitution of statutory committees and constituted the following committees. The name of the committee members alongwith their e-mail and mobile No. should be displayed on the notice board as well as upload the same on IMSAR web page available on University web-site:-

1. **Anti-Ragging Committee**
 - a. Prof. Satyawan Baroda
 - b. Dr. Sonia
 - c. Dr. Garima Dalal
 - d. Dr. Karamvir Sheokand

2. Sexual Harrasment Committee

- a. Prof. Neelam Jain
- b. Dr. Naresh Kumar
- c. Dr. Seema Singh
- d. Dr. Saurabh Kant
- e. Dr. Priyanka Yadav

Item No. 3: It was resolved that International Conference will be organized in the month of January/February, 2020 and modalities as well as area of the conference will work out by the members of the Academic Club upto 30th September, 2019.

Item No. 4: It was resolved that 10 laptops be purchased for the newly appointed faculty.

Item No. 5: Keeping in view the request of the students, it was unanimously resolved that 10% seats may be increased in 5 Year MBA Programme.

Item No. 6: The committee seriously deliberated on the issue of absentisim of the students in the class. Therefore, the following mechanism be adopted for ensuring the attendance of the students:

- a. The faculty members shall take their respective classes regulary and sincerely and inform about any kind of leave, preferable in advace and assign the duty to their research scholars for engaging the class on the day of leave of any kind.
- b. The weekly absentee list of the students will be submitted in the office of IMSAR to Mr. Manoj. However, after starting classes 1st list of absentee students will be displayed by 1st September, 2019 so that students could be timely informed with regard to their attendance and necessary action may be taken accordingly.
- c. Keeping in view of placement of final year students in the mid of the last semester, a mechnasim of attendance of such types of students will be worked out by the committee constituted by the Director.
- d. Dress code shall be compulsory on all the days except Wednesday and all the faculty members are requested not to allow in the class such students who are not in the proper dress code. **(FORMAL BLACK TROUSER, BLACK SHOE AND GREY SHIRT)**

Item No. 7: The Committee considered the issues regarding the formation of students club related to various activities of the Institute and it was resolved that the following clubs will be constituted:

1. ACADEMIC CLUB

- a. Prof. Pardeep Ahlawat
- b. Dr. Naresh (G.D., case study, news analysis and Management Games)
- c. Dr. Priyanka Yadav (Debate, quiz and role playing)
- d. Dr. Aarti (Ad-mad and dumbchard)
- e. Dr. Seema Singh (Conference, workshop and extension lecture)

2. CULTURAL CLUB

- a. Prof. Satyawan Baroda
- b. Dr. Sonia (Dance)
- c. Dr. Garima Dalal (Theatre)
- d. Dr. Ekta Rani (gap fillers)

3. SPORTS CLUB

- a. Prof. Rishi Chaudhry
- b. Dr. Ashok Kumar (Outdoor games)
- c. Dr. Ramphul (Indoor games)

4. INDUSTRY INTERACTION AND PLACEMENT CELL

- a. Prof. Raj Kumar
- b. Dr. Jagdeep Singla/Dr. Divya Malhan (Placement)
- c. Dr. Ishwar Mittal (Alumni)
- d. Dr. Sanjay Nandal (New business idea)
- e. Sh. Jitender Rathee (Industrial tour and business incubation)

5. GENERAL MANAGEMENT CLUB

- a. Prof. Neelam Jain
- b. Dr. Kuldeep Chaudhary (Press and photography)
- c. Dr. Karamvir Sheokand (Stage management and anchoring)
- d. Dr. Saurabh Kant (Event management)
- e. Dr. Neetu Rani (Hospitality)
- f. Dr. Nitu (Computer and technical committee)
- g. Dr. Sapna (Decoration and invitation)

NOTE: All the faculty members involved in the above clubs are requested to maintain proper record of their activity with them and produce the same as and when required.

Item No. 8: It was decided that the faculty members involved in the various clubs be submit their detail of activities latest by 30th August, 2019 so that the academic activity calendar may be prepared.

Item No. 9: It was resolved that the concerned faculty members may submit the revised syllabus of BBA up to 30th August, 2019.

Any other item:

Item No.-1: It was resolved that the as per the requirement of NAAC following faculty members will act as mentor:-

| SR. NO. | CLASS | NAME OF THE MENTOR |
|---------|-----------------|-----------------------|
| 1 | MBA 2.1 GENERAL | DR. SAURABH KANT |
| 2 | MBA 2.3 GENERAL | DR. KULDEEP CHAUDHARY |
| 3 | MBA 2.1 HONS | DR. SANJAY NANDAL |
| 4 | MBA 2.3 HONS | DR. ISHWAR MITTAL |
| 5 | MBA 2.1 BE | DR. PRIYANKA YADAV |
| 6 | MBA 2.3 BE | DR. KARAMVIR SHEOKAND |
| 7 | MBA 5.1(A) | DR. SAPNA |
| 8 | MBA 5.1 (B) | DR. ASHOK KUMAR |
| 9 | MBA 5.3 (A) | MR. JITENDER RATHEE |
| 10 | MBA 5.3 (B) | DR. NEETU RANI |
| 11 | MBA 5.5 (A) | DR. GARIMA DALAL |
| 12 | MBA 5.5 (B) | DR. SONIA |

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|----|-------------|------------------|
| 13 | MBA 5.7(A) | DR. NITU |
| 14 | MBA 5.7 (B) | DR. EKTA |
| 15 | MBA 5.9(A) | DR. SEEMA SINGH |
| 16 | MBA 5.9(B) | DR. NARESH KUMAR |

Item No.-2: It was resolved that the project for the students of 5 Year MBA be allotted in the 9th semester and the students of 2 Year MBA be allotted in the 3rd semester. It was further resolved that a schedule of the same be displayed well in time.

Item No.-3: It was resolved that for smooth functioning of the Institute, following duties are hereby assigned to the faculty members :

- Prof. Neelam Jain is authorised to sign on all the library card, hostel form, bus pass form and wi-fi, NCC, NSS forms etc.
- Prof. Satyawan Baroda will take care the work of students of Ph.D/JRF/URS. Further all the SRF/JRF and URS students be directed to mark their presence in the office of Prof. Satyawan Baroda. No scholar will be allowed to mark their attendance after 10.00 a.m. and will be treated as absent. In addition to this, he/she will stay in the Institute as per UGC norms.
- Prof. Pardeep Ahlawat will take care the cleanliness and maintenance of the Institute. The satisfactory report with regard to cleanliness will be issued after taking the remarks of the Prof. Pardeep Ahlawat. Mr. Balwan Ahlawat will assist in the matter.
- All types of scholarship cases of the students will be look after by Dr. Saurabh Kant and Dr. Nitu
- Dr. Nitu and Dr. Priyanka Yadav, Assistant Professors is assigned the duty of recording the proceedings of all kind of meetings held in the Institute.

Item No. -4: A new budget head be created in IMSAR to meet out the expenditure like IMSAR foundation day and IMSAR alumni meet and other important function.

In the end, Director requested all those faculty members who did not attend the meeting, to be punctual in the ensuing meetings.

Meeting ended with a vote of thanks to the Chair.

**CHAIRPERSON
INSTITUTIONAL COMMITTEE**

Endst. No. IMSAR/2019/1968-1982

Dated: 09.08.2019

Copy of the above is forwarded to the following for information and further necessary action:

- All the members of Institutional Committee, IMSAR, M.D. University, Rohtak.
- Director, UCC, M.D. University, Rohtak with the request to upload the proceedings on the University website

**CHAIRPERSON
INSTITUTIONAL COMMITTEE**

G. Saurabh
14/8/19

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