

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

Proceedings of the meeting of the Institutional Committee held on 07.11.2019 at 02.30 p.m. in the office of Director, IMSAR, M.D. University, Rohtak

The following members were present:

1. Prof. Raj Kumar
2. Prof. Satyawan Baroda
3. Dr. Jagdeep Singla
4. Dr. Kuldeep Chaudhary
5. Dr. Seema Singh
6. Dr. Karamvir Sheokand
7. Dr. Saurabh Kant
8. Dr. Sanjay Nandal
9. Dr. Ramphul
10. Dr. Ishwar Mittal
11. Dr. Neetu Rani
12. Dr. Nitu
13. Dr. Sapna

The following resolutions were taken:

**Item No.1:** It was decided that the following committees be constituted for the smooth organization of Alumni Meet to be held on 10.11.2019:-

S.No.	Name of the Committee	Name of the faculty member
1.	Registration Committee	1. Dr. Karamvir Sheokand 2. Dr. Ishwar Mittal 3. Dr. Neetu Rani
2.	Refreshment Committee	1. Dr. Karamvir Sheokand 2. Dr. Sanjay Nandal 3. Dr. Ekta Rani
3.	Stage Cultural Committee	1. Dr. Seema Singh 2. Dr. Saurabh Kant 3. Dr. Priyanka Yadav
4.	Invitation Committee	1. Dr. Jagdeep Singla 2. Dr. Sanjay Nandal 3. Dr. Ishwar Mittal
5.	Media Committee	1. Dr. Kuldeep Chaudhary

It was further decided that the attendance of all the students shall be compulsory in the R.K. Auditorium and the mentors of the concerned classes are requested to ensure the presence of the students.

**Item No.2:** It was decided that the concerned committee related to NIRF online data be prepared well in time.

**Item No.3:** It was decided that the information related to IQAC data be submitted well in time in the office and respond the messages/mail delivered by the office.

**Item No. 4:** It was decided that the faculty members and research scholars (who are taking classes) be submit the attendance record in online format latest by 15.11.2019 so that the roll numbers be issued to the students .

**Any other item:-**

**Item No.1:** The Committee considered and resolved that the following Faculty Members be assigned the examination duties for the odd semesters of various programmes of MBA to be held in the month of November/December, 2019:-

Job assigned	Morning Shift	Evening Shift
Centre Supdt.	Prof. Satyawan Baroda	Prof. Satyawan Baroda
Dy. Centre Supdt.	Dr. Karamvir Sheokand	Dr. Ramphul
Centre Clerk	Mr. Sanjay Gupta	Mr. Sanjay Gupta

Further duty chart will be prepared by the Centre Supdt. of morning and evening shift

**Item No. 2:** It was decided that the sessional exam. of the odd semester will be held from 20<sup>th</sup> November to 22<sup>nd</sup> November, 2019 and the schedule will be prepared by the following faculty members:-

1. Dr. Ishwar Mittal
2. Dr. Sapna

**Item No. 2:** It was decided that the practical exam. of the odd semester will be held as per the schedule supplied by the Conduct Branch and the following faculty members will finalize the date of practical after consulting the external examiner:-

1. Dr. Sanjay Nandal
2. Mr. Jitender Rathee
3. Dr. Priyanka Yadav

**Item No. 3:** It was resolved in the meeting held on 05.08.2019 vide item No.-7 that the concerned member of the club be maintain the record/register on their concerned event and produce the same as and when required. However, following faculty members will take care/maintain a register of the following activity:-

- |    |                   |                   |
|----|-------------------|-------------------|
| 1. | Dr. Seema Singh   | Academic activity |
| 2. | Dr. Saurabh Kant  | Cultural activity |
| 3. | Dr. Ishwar Mittal | Alumni data       |

**CHAIRPERSON  
INSTITUTIONAL COMMITTEE**

Endst. No. IMSAR/2019/ 2363-71

Dated: 8/11/19

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

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

**CHAIRPERSON  
INSTITUTIONAL COMMITTEE**

*G. Saurabh Kant*  
11/11