



NVT QUALITY EDUCATIONAL TRUST

Date: 25-6-2019

COMMITTEES FORMATION AND OPERATIONS

I K G Garg announce the formation of various committees for the functioning of

International School of Management Excellence
Sy. No. 88, Chembanahalli, Near Dommasanadra Circle,
Sajapur Road, Bangalore 562125

The Committees are constituted on the guidelines of UGC, NAAC, and AICTE and will be revised as per any guidelines from the above-mentioned authorities in the future.

I instruct and authorize the committee members to undertake the charge and responsibilities as stated in document -Allocation of duties for the Academic year 2019-20

K. G Garg

K.G. Garg

Chairman

NVT QUALITY EDUCATIONAL TRUST

Sub: Allocation of duties for the academic year 2019-20

The following committees have been formed for the academic year 2019-20. The composition of the committees is as per the guidelines of UGC/NAAC/AICTE. The following duties are assigned to the members working in the college for the academic year 2019-20. The members are requested to accept the assignment and to discharge the duties allotted to them as under.

1. Governing Body:

Meetings: Once every 6 months

Functions:

- Guide the college while fulfilling the objectives
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programs of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be approved by the Governing Body
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

| Sl No. | Name | Profile | Category |
|--------|--------------------|-------------------------------|--|
| 1. | K G Garg | Founder & Chairman, NVT Trust | Chairman and Signing Authority - Management |
| 2. | Nitin Garg | Director, ISME | Co-Chairman and Signing Authority - Management |
| 3. | Vivek Garg | Director, ISME | Management |
| 4. | Tanuj Garg | Director, ISME | Management |
| 5. | Pallavi Jain Garg | Director, ISME | Management |
| 6. | Dr. S Shyam Prasad | Professor, ISME | Faculty Member |
| 7. | Dr.Rony Kurien | Dean, ISME | Dean, Senior Administrative Staff |
| 8. | A N Chandramouli | Board Member – | Industrialist |

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| | | Starragheckert & CEO ANCM Management Consulting | |
| 9. | Kiran Kumar K V | Principal | Member Secretary |
| 10. | Dr. Anand K Joshi | Ex-Founder Vice Chancellor, CMR University | Educationist |
| 11. | Dr. Devaraju J T | Professor, Department of Electronic Science, Bangalore University | Nominated by the University |
| 12. | Dr. Kodanda Rama | Professor, Department of Social Work, Bangalore University | Nominated by the University |

1. Infrastructure and Finance Committee:

Meetings: The Finance Committee shall meet at least twice a year

Functions:

- Budget estimates and income from fees, etc. collected for the activities
- Audited accounts for the above.
- Review infrastructure and maintenance requirements and approve expenditure

| Sl No. | Name of the person | Designation | Role |
|--------|--------------------|---|---------------------------------------|
| 1. | Nitin Garg | Director | Finance Officer and Signing Authority |
| 2. | Kiran Kumar K V | Principal | Head and Signing Authority |
| 3. | Dr. Rony Kurien | Dean | Senior Management |
| 4. | Tanuj Garg | Director | Governing Body Nominee |
| 5. | Krishnan Iyer | Head – Facilities and Infrastructure | Senior Management |
| 6. | Dr Shyam Prasad | Professor | Senior Faculty |

2. Academic and Examination Administration:

Meetings: Once a month

Functions:

- a. Academic b. Academic Quality Monitoring

- c. Timetable d. Supporting for Academic Weak Students
 e. Library f. Curriculum Development
 g. Session Plan Review h. Value Added and Addon Programs
 i. Controller of Examination j. Malpractice

| Sl No. | Name of the person | Designation | Role |
|--------|--------------------|------------------------|--------------------------------|
| 01 | Kiran Kumar K V | Principal | Chairman |
| 02 | Dr. S Shyam Prasad | Examination Controller | Convener and Signing Authority |
| 03 | Dr. Rony G Kurien | Dean | Member and Signing authority |
| 04 | Sudindra VR | Faculty | Convener |
| 05 | Susanth | Sr Admin | Member |

3. Curriculum Development Committee:

Meetings: Once every 6 months

Functions:

- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study and value added programs. Add-on programs, guest lectures , Industrial Visit.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it. Recommendation on hiring Faculty
- Perform such other functions as may be assigned by the Governing Body.

| Sl No. | Name of the person | Designation | Role |
|--------|--------------------|-------------|--------------------------------|
| 01 | Kiran Kumar K V | Principal | Chairman and signing authority |

| | | | |
|----|-------------------|--|---|
| 02 | Dr. Rony G Kurien | Dean | Co-Chairman, Member and signing authority |
| 03 | Dr. Shyam Prasad | Faculty | Controller of Examination |
| 04 | Shurly Tiwari | Faculty | Member |
| 05 | Anshu Sharma | Faculty | Member |
| 06 | A N Chandramouli | Board Member – Starragheckert & CEO | Industry Representative |
| 07 | S Devarajan | Director-Design, TVS Motors | Industry Representative |
| 08 | Pronob J Chetia | Director HR – Asia Pacific Region – Volvo, Singapore | Industry Representative |
| 09 | N.K.Palta | CEO – Maini Global Aerospace | Industry Representative |

4. Internal Complaints Committee (Anti-Sexual Harassment and Women Grievance Redressal):

Meetings: Once in Six Months and within one week of written complaint raised to ICC

Functions:

- Provide assistance if an employee or a student chooses to file a complaint with the police;
- provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

| Sl No. | Name of the person | Designation | Role |
|---------------|---------------------------|----------------------|---|
| 01 | Shurllly Tiwari | Associate Professor | Presiding Officer and Signing Authority |
| 02 | Krishnan Iyer | Head- Administration | Non Teaching |
| 03 | Pallavi Jain | Director | Member |
| 05 | Andrew | Staff – COC | Non Teaching |
| 06 | Dr. Ramesh Kumar | Faculty | Faculty Member |
| 07 | Shoma Bakre | NGO | NGO Member |
| 08 | Anish Mittal | Student- UG | Students representative |
| 09 | Shreya Kavitha | Student- UG | Students representative |
| 10 | Rishav Chakrabarti | Student- UG | Students representative |

5. Anti-Ragging:

Meetings: Twice a Year and within one week of complaint

Functions:

- Ensure compliance with the provisions of anti-ragging Regulations as well as the provisions of any law for the time being in force concerning ragging;
- Monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

| Sl No. | Name of the person | Designation | Role |
|---------------|---------------------------|--------------------------------------|--|
| 01 | Kiran Kumar K V | Principal | Head and Signing Authority |
| 02 | Dr. S Shyam Prasad | Examination Controller | Faculty Representative and Signing Authority |
| 03 | Shurllly Tiwari | Associate Professor | Faculty Representative and Signing Authority |
| 04 | Krishnan Iyer | Head – Facilities and Infrastructure | Non Teaching and Signing Authority |
| 05 | Sarjapur Police | Nominee from Local Police station | Inspector of Police |
| 06 | Shoma Bakre | NGO | Member |
| 07 | Shreya Kavitha | Student UG | Student Representative |
| 08 | Mr. Udal Ram | Parent Representative | Parent Representative |

| | | | |
|----|-----------------|------------------------------|------------------------|
| | | | |
| 09 | Arya Behera | 1 st year student | Student Representative |
| 10 | Meerakani Hariz | Senior Student | Senior Student |
| 11 | Selvi | Hostel Warden | Non Teaching Staff |

6. SC/ST and Minority/OBC Committee:

Meetings: Twice a Year and within one week of complaint

Functions:

- To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
- To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.
- To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
- To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.
- To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
- To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.

| Sl No. | Name of the person | Designation | Role |
|--------|--------------------|---------------------|---------------------------------------|
| 01 | Krishnan R | Head Administration | Liaison Officer and Signing Authority |
| 02 | Dr. Rony Kurien | Dean | Head and Signing Authority |
| 03 | Shurllly Tiwari | Faculty | Head |
| 04 | Kiran Kumar KV | Principal | Principal |

| | | | |
|----|-----------------|-------|--------------------|
| 05 | Ufak Shan | Staff | Non Teaching Staff |
| 06 | Naveen Kumar SM | Staff | Non Teaching Staff |
| 07 | Peter J | Staff | Non Teaching Staff |

7. Internal Quality Assurance Committee (IQAC):

Meetings: The IQAC should meet at least once in a quarter

Functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;

| Sl No. | Name | Designation | Role |
|--------|--------------------|------------------------|--|
| 01 | Kiran Kumar KV | Principal | Chairperson and Signing Authority |
| 02 | Dr. Rony Kurien | Dean | Senior Administrative Officer and Signing Authority |
| 03 | Dr. S Shyam Prasad | Examination Controller | Coordinator, Senior Administrative Officer and Signing Authority |
| 04 | Dr. Ramesh Kumar | Associate Professor | Faculty |

| | | | |
|----|--------------------|---|---|
| | Murugesan | | |
| 05 | Shurly Tiwari | Senior Assistant Professor | Faculty |
| 06 | Sudindra VR | Senior Assistant Professor | Faculty |
| 07 | Nitin Garg | Director and Board Member | Member of Management |
| 08 | R Vardharaju | External Auditor | External Auditor |
| 09 | Joy | Sarjapur Welfare association- President | Invitee: Nominee from Local association |
| 10 | Rishav Chakrabarti | Student | Invitee: Student Coordinators |
| 11 | Shivakumar | Education / Industry | Member |

8. Admissions Committee:

- a. Admission Coordinators b. Website and Social Media

| Sl No. | Name | Designation | Role |
|--------|-------------------|--------------------|-------------|
| 01 | Dr. Rony G Kurien | Dean | Chairman |
| 02 | Pallavi | Admission Director | Co-Chairman |
| 03 | Dattaray | Admission Head | Convener |
| 04 | J K Srivastava | Admission Team | Member |
| 05 | Dr. Madhur Gupta | Admission Team | Member |

9. Research Committee:

- a. Publications b. FDP's c. Conference
d. Research and Innovation Promotions

| Sl No. | Name | Designation | Role |
|--------|----------------|-------------|--------------------------------|
| 01 | Kiran Kumar KV | Principal | Chairman and Signing Authority |

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|----|---------------------------|---------------------|-----------------------------------|
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| 02 | Dr. RameshKumar Murugesan | Associate Professor | Member and Signing Authority |
| 03 | Dr. Rony G Kurien | Dean | Co-Chairman and Signing Authority |

10. Department Student Grievance Redressal Committee:

Meetings: Within one week of written receipt of grievance

Functions:

To address student or other stake holders' grievances in the following areas and any other issues related to the department / institution.

- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- iii. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- iv. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- v. nonpayment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
- vi. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
- vii. failure by the institution to provide student amenities as-set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- viii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
- ix. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;

- x. denial of quality education as promised at the time of admission or required to be provided; and
- xi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

| Sl No. | Name | Designation | Role |
|---------------|--------------------|------------------------|-----------------------------------|
| 01 | Rema Viswanathan | Principal | Chairperson and Signing Authority |
| 02 | Pallavi Jain | Director - Admissions | Member and Signing Authority |
| 03 | Krishnan R | Head - Administration | Member and Signing Authority |
| 04 | Shurly Tiwari | Head – Student Affairs | Chairperson - Member |
| 05 | Rishav Chakrabarti | Student | Special Invitee |