



6.1.2. The effective leadership is visible in various institutional practices such as decentralization and participative management.

Contents

Decentralized and Participatory Governance 2

 Organogram of the Institute 3

 Roles and Responsibilities of Various Stakeholders..... 4

Decentralization through Various Types of Institute Committees 14

 Governing Body..... 15

 IQAC Committee 16

 Institute Industry Cell..... 17

 Students Grievance Redressal Committee..... 18

 Internal Complaints Committee..... 19

 Anti-Ragging Committee..... 21

 Anti-Ragging Squad 22

 Proctorial Board 23

 Committee for SC/ST..... 24

 Institute Discipline Committee 25

 Women’s Grievance Redressal Cell..... 26

 Student Activity Committee..... 27

 Library Advisory Committee 34

 Various Faculty Coordinators..... 35





Decentralized and Participatory Governance

The Institute ensures decentralized and participatory governance. It emphasizes **collaborative administration** by incorporating all its stakeholders.

The Management enlists the talents of the staff in shouldering various administrative responsibilities and appoints them as officials that include the General Manager (Finance & Account), Registrar, Chief administrative officer, Chief Marketing Officer, Director Placement, Director CDC, Dean – Sports, Head of R & D Cell, IQAC Coordinator, In-Charge Examinations, Heads of Departments, and Coordinator of various clubs and committee.

- Teachers play an important role in implementing the vision and mission of the Institute and to that end play a proactive part in the decision-making process.
- Heads of Departments enjoy considerable administrative, Finance and academic autonomy in running their disciplinary units.
- Students also participate in the governance of the Institution through effective representation through various clubs.
- The Student representative acts as an interface between the administration and the students in curricular and extracurricular endeavors responsibly.

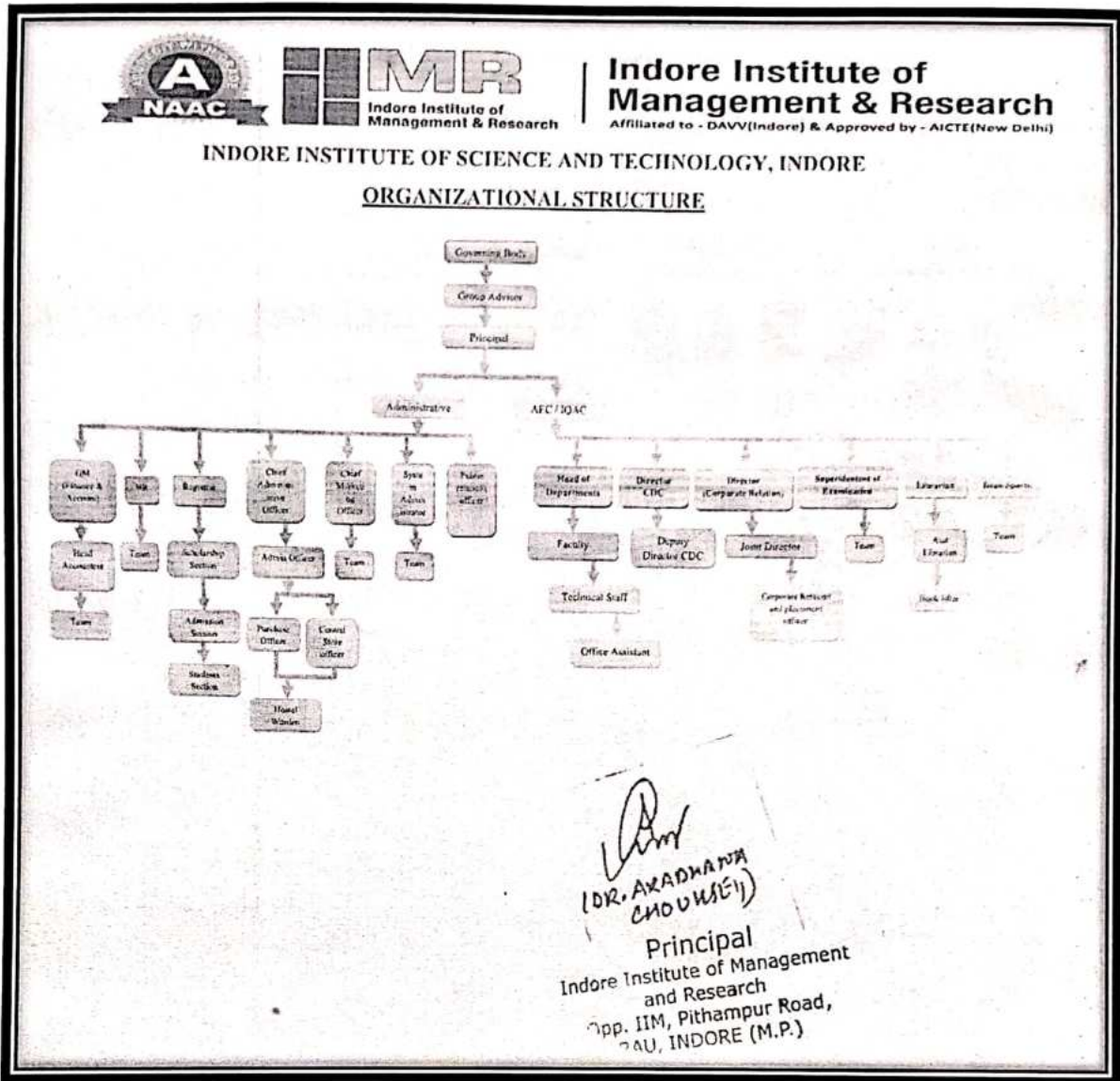
This hierarchical structure makes sure of delegating the power and allocation of responsibilities for the smooth functioning of the Institute.





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Organogram of the Institute





Roles and Responsibilities of Various Stakeholders

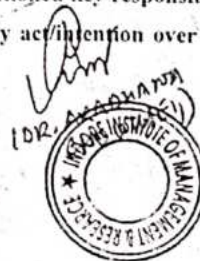


INDORE INSTITUTE OF MANAGEMENT AND RESEARCH

The major positions of Indore Institute of Management and Research include –

1. The Governing Body/Management
2. Group Advisor
3. Principal
4. Head of the Departments
5. Faculty
6. Technical Staff/Laboratory Staff (Lab I/C)
7. General Manager Finance
8. HR Manager
9. Registrar
10. Chief Administrative Officers
11. Chief Marketing Officers
12. Director of Corporate Relations and Team
13. Director CDC and Team
14. Public Relations Officer
15. System Administrator
16. Librarian
17. Exam Controller
18. Hostel Warden
19. Sports Officer
20. Central Store Officer

All the above said personnel are expected to follow the mentioned key responsibilities. This will serve as a roadmap for the said officer. However, any act/intention over and above, benefitting the Institute is always well appreciated.





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ROLES AND RESPONSIBILITIES

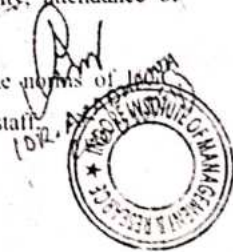
I. **The Governing Body/Management:** The Management of IIMR is highly committed and dedicated to serve the contemporary requirements in the field of technical education. To fulfill their commitments the GB decides a road map for achieving the goals of the institution.

1. Examine the budget proposals and approval of the annual budget.
2. Checking the audited income and expenditure accounts and approve the same.
3. Approval of the new program.
4. To fix the salaries of teaching and non teaching staff
5. Approval of appointment of teaching and non teaching staff
6. Approval of Institute Scholarship
7. Review and approval of fee structure for a program, hostel, canteen and transport.
8. Approval and review of draft of strategic plan
9. Approval of prize, medal, awards, certificate etc.
10. Approval of Special Interest Groups (SIG's).
11. Welfare measures

II. **Group Advisor:** -Group Advisor is the signing authority on behalf of the GB. He guides to run the institute aligns with the vision and mission. He is honorary member of IQAC. He regularly monitors the functioning of the institute.

III. **Principal** - The Principal of institute is a leader and a role model to all his colleagues. The Principal is vested with the following responsibilities -

1. Looks after all the Academic and related administrative activities falling in line with the AICTE and DAVV norms, in all aspects.
2. Overall in-charge of maintaining strict discipline, punctuality, attendance of students as well as of faculty.
3. Assess the requirement of Faculty & Staff according to the norms of AICTE and affiliating university and also manage faculty and staff.





4. All University & Statutory / Regulatory compliances.
5. Emphasis on R&D Activities (Academic Research/ Sponsored Research / Development Activities) / Entrepreneur / start up and Publications / Consultancy
6. Monitoring smooth conduct of Quality Management System in accordance with NBA and NAAC & all related process
7. Monitor the admission process.
8. Conduct of all examinations as per university norms in coordination with Exam Department.
9. Updation of Labs, workshops and stock verification.
10. Create an environment for industry institute interaction.
11. Arrange performance appraisal of faculty and supporting staff and also take feedback from students and put up to DG regularly.
12. Regular updation and monitoring of Library / e Library / Journal / Website etc
13. Monitoring of program specific budget utilization for training / workshop / FDP etc
14. Implementation of PDP and Aptitude Training in coordination with Director, CDC Cell
15. Membership of international reputed institutes and societies
16. Implementation of ERP in Coordination with CAO and System Administrator
17. Collaboration with reputed Institutes/ Industry across the world
18. Organizing FDPs / Conferences / Seminars / Eminent Guest Speakers / Technical Events
19. Launching and effective implementation of various SIGs
20. Identifying & strict implementing of the USPs
21. Any other work assigned by the Governing body from time to time.

IV. Head of the Departments: - HODs of every dept provide academic leadership to the department works under the guidance of principal sir. They assign responsibilities to all the faculties and staff of their department. He has following responsibilities

[Signature]
DIR. AKA
C/O
INDORE INSTITUTE OF MANAGEMENT & RESEARCH





1. Prepare departmental Activity Calendar in align with Institute academic calendar.
2. Responsible for all the academic affairs of the Department
3. Prepare the annual budget in consultation with Principal Sir for the financial year.
4. Ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
5. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
6. Organize Seminars / Conferences / Symposium /Workshop/training programmes in topics of relevance and importance to the department with financial support from external agencies.
7. Motivate faculty to attend FDP, Conference, seminar & promotion of Research culture.
8. Appoint Class coordinator, syndicate in charge, various coordinators like technical club coordinator, library coordinator, R&D coordinator etc.
9. Inculcate Internship and Value added courses in the department.
10. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
11. Ensure proper time table followed in coordination with time table coordinator and class coordinator.
12. Monitoring & Review the attendance register, daily dairy align with lesson plan, course file etc
13. To ensure Quality, Maintenance and cleanliness of the department.
14. Ensure properly and transparent student's feedbacks conduct.
15. Review and analysis of result of the students
16. Ensure properly PO / CO Assessment and attainment process follow.
17. Guide the students and faculty for career

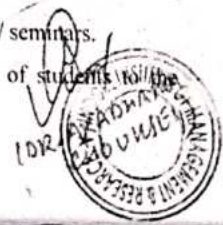




18. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
19. Promote the visibility of the department both internally and externally.
20. Maintain departmental Academic file.

V. Faculty - Roles and Responsibilities of the Faculty are as follows:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Prepare of course handout material / Notes / PPT
3. Prepares and executes Lesson Plan.
4. To implement the dress code among the students.
5. Completing syllabus within the stipulated time.
6. Counsel the students who are absent for the assessment tests or irregular to the class.
7. Show the MST marks for all students in their allocated classes
8. Coordinate for students' feedback.
9. Coordinator for various committees like time table coordinator, club coordinator, event coordinator etc as per assign by HoD/ Principal.
10. Monitoring and controlling students discipline in the campus.
11. Conduct students' activities in the college.
12. Encouraging the innovation and creativity ideas of the students.
13. Consolidated the evaluation and submit to the class coordinator for preparing university marks within the stipulated time.
14. Motivate the students to attend/ present papers in Conferences / seminars.
15. Communicate the attendance particulars and internal marks of students to the concerned parents.





16. Work as syndicate Incharge assign by HoD

VI. Technical Staff / Laboratory Staff (Lab I/C):

1. The Laboratory In charge (Lab I/C) is responsible for the safety, upkeep of all the equipment in room as listed in the inventory for the room.
2. The Lab I/C should maintain the following documents
 - a. The inventory of the laboratory
 - b. Layout
 - c. Room Time Table.
 - d. Organization Chart
 - e. Log Book for daily usage
 - f. Complaint Register
 - g. Lab Manuals
 - h. List of Experiments
3. The Lab I/C should ensure proper discipline at laboratories by ensuring the following:
 - a. No bags or eatables are to be allowed into the lab
 - b. Excess talking/unnecessary movement of the students is avoided
 - c. Chairs are in proper position at the time of leaving
 - d. Equipment is switched off or made inactive as per authorized procedure before leaving
 - e. All fans/ lights wherever not needed are in OFF condition
 - f. Room and equipment are maintained neat and clean at all times
4. Assist the class teachers in the laboratory proceedings.
5. Suitable motivation boards and list of experiments are displayed.
6. Lab I/C should be conversant with all the lab experiments and exercises.
7. Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.
8. Is responsible to maintain stock register & service register of the laboratory.
9. Update the lab manuals continuously.





VII. General Manager Finance – GM (Finance) is overall In-charge of the finance & Account function of IIMR. He has following responsibilities....

1. He takes care of statutory compliances in accordance with Income tax, GST, Management of finance in educational society and account keeping.
2. Prepare and present budget estimates. Prepare the budget and income expenditure statement, maintain all accounts and get them audited.
3. He shall be responsible for the proper implementation of the financial transactions as per Accounts Code/Statutes/Ordinances/rules and regulations.
4. Takes care of insurances and bank related issues.
5. Preparation of MIS.
6. Financial Risk management
7. Monitoring in SOP in purchases
8. Fee Collection
9. Monitoring & reviewing of accounting policies.

VIII. HR Manager – The roles and responsibilities of the HR Manager are as follows-

1. HR/Operations
2. Manpower planning and recruitment and advertisements in coordination with Principal.
3. Overall responsibilities of faculty and staff requirements as per the norms of regulatory bodies.
4. Takes care of HR policies of the institution including service and service rules, Annual Performance Appraisals, Annual Increments, PF, Medical Claim, Gratuity, leave rules, Service EXIT process like resignation etc.
5. Maintenance of Annual Confidential reports, personal files of the faculty and staff members of the institute and related issues.
6. Maintains faculty members leave records like casual leave, vacation leave, on duty leaves and its permissions.
7. Legal issues related to faculty and staff salary, PF, Gratuity, Arrears, Resignation and leave etc.
8. Grievances redressal for faculty and staff members.





IX. Registrar – The roles and responsibilities of the registrar are as follows –

1. Liaison with regulatory bodies AICTE/DTE/UGC/DHE/MHRD/other ministries/Departments of GOI, Central/State/Universities etc.
2. Being the custodian of the student section, which deals with academic matters such as enrollment, admission procedure and operations, migration, bonafide and transfer certificates.
3. Maintenance of records in respect of students belonging to SC, ST, Minority and OBC and their scholarship along with Institute scholarship details.
4. Issuing identity cards and bus card.
5. Maintaining personal record of admitted students.
6. Maintaining the record of legal cases arising out of academic matters.
7. General administrative assistance of Principal and GB in all matters.
8. Coordinator of admission module of ERP.
9. Nodal officer of AISHE

X. Chief Administrative Officers – Roles and responsibilities of the CAO are as follows –

1. All issues related to security and housekeeping and effective implementation of all statutory compliances in the campus.
2. Overall maintenance of Hostels, Staff Quarters and DG residence as well as all issues related to discipline in hostels.
3. Proper maintenance of buses/cars/other vehicles and medical checkup of all the drivers and cleaners and all statutory compliance in this regard.
4. Store and stock verification, Vendor management.
5. Implementation of ERP and coordination with the provider.
6. Fire and electrical safety, drinking water and other amenities.
7. Purchases for the institute requirements.
8. New projects
9. General maintenance.

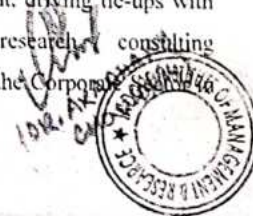




XI. Chief Marketing Officer – The roles and responsibilities of the CMO are as follows:

1. Implementation of Comprehensive and Marketing Policy both organic as well as Inorganic.
2. Situational Analysis (Sort Analysis) Based on SORT Analysis Differentiating IIST/IIMR/IIP from top Competitors
3. Pre-Admission Activity & Risk Management
4. Sourcing advertising opportunities and placing adverts in the press - local, regional, national and specialist publications - or on the radio, depending on the work and the campaign and also video updates & new video development for all college activities
5. Coordination with various Schools and arranging their visits, Exhibition and their Training to the institute
6. Communicating with target audiences and managing customer relationships
Target Audiences – Prospective Senior Sec. Students, UG Students, Parents of Senior Sec. Students, Prospective Graduate students, Perspective faculty, Influencers and decision makers, current students & their parents

XII. Director of Corporate Relations and Team- Director of Corporate Relation of IIMR acts as a link between Students, and company for their job placement. He works with his team & prepares and provides the list of students eligible for placements. The career development process includes self-awareness, career exploration and job placement. The Training and Placement Office performs the following activities, arranging in plant training/ Internship for final year students, Industrial/ Professional Tour, Campus Placement, Career Fair. He also arranges the trainings which prepare IIST students to be responsible, enterprising individuals who become entrepreneurs or entrepreneurial thinkers and contribute to economic development. He also develops a Placement Preparation Module along with CDC cell which provides guidance / preparation to the students for campus placement, driving tie-ups with top notch companies for manpower requirement / training / research / consulting requirements and reviewing the performance of students working in the Corporate





various capacities (Final Placement, Summer Training, Projects etc.) by taking feedback from companies.

XIII. Director CDC & Team- Career develops cell works for the students' professional skills growth along with his team members. The CDC team works for improving the skills and competencies of the students, teaching new skill sets to meet the demands of the industry. Roles and Responsibilities of the CDC team are as follows:

1. Organizes regular Classes/sessions for Soft Skills Development / PDP and Aptitude training of students for better performance in Placements as well as in their future exams in higher studies
2. Faculty Development Program in consultation with Principals
3. To develop appropriate methodology for gradual up-gradations of their capabilities
4. Arranging various Competitions like Debate/ Public Speaking, mock Parliament for students
5. Arranging motivational movies.

XIV. Public Relations Officer. Responsible for designing and printing of all the publications related to Electronic, print and social media, coordinates and liaison with Media agencies

XV. System Administrator- System administrator plays very important and crucial role in IIMR. Roles and Responsibilities of the System Admin are as follows:

1. Manages all the activities relating to the IT Service, Computer systems and networking.
2. Looks after the Updation, repair and maintenance of Computer system, Software and hardware and networking system.
3. Responsible for all matter related to data security & leakages.
4. Data Analytics
5. e-Library and Maintenance of ERP

XVI. Librarian - A librarian is in charge of management of library, collecting, organizing, and issuing library resources such as books, magazines, journals, publication and other study material.





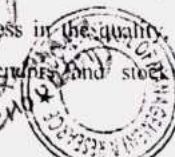
XVII. Exam Controller- The Superintendent of Examinations cell of IIMR shall be responsible for making all the arrangements necessary from holding examinations as per the University standards. Ensure necessary items to conduct examination i.e. question paper, answer sheets, mark sheets, to appoint examiners and moderators as prescribed in the rules & regulations; maintain data of examination held and result. Prepare guidelines for teachers to prepare question paper for different examination.

XVIII. Hostel Warden – IIMR is having well facilitated separate Hostels for Boys and girls. The institute appoints separate warden for both the hostels (boys & Girls) for taking care of everything. The wardens are completely responsible for allotment of rooms to the students, maintenance of the hostels, looks after the quality of food served in the hostels. Keeps strict discipline among students of the hostels, reports to the Principal in case of any indiscipline or misbehavior by the students, looks into the grievances/complaints of the students if found genuine and responsible for students safely and security.

XIX. Sports Officer- Sports officer of IIMR is tasked with creating and implementing programmes which encourage sports activity among students. He develops and delivers a varied range of sport activities, events and competitions at nodal, state, and national level. He makes requirements and prepares budgets for all kinds of sports and gets approvals from the Principal. He works with NGBs/ clubs and plan and implements different activities for social cause, health initiatives and environment awareness. He maintains records and produces written reports, and press releases of all activities.

XX. Central Store officer- The central store officer is responsible for the following duties and responsibilities: he will plan the store activities like estimating, budgeting, purchasing etc., receive the materials ordered by the purchase department and supplied by the vendors in a proper condition as per the laid down procedure, to ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors and store verification.

DR. A. K. CHOUDHARY
 CHAIRMAN



Decentralization through Various Types of Institute Committees





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To ensure the smooth functioning of the institute, various committees are formulated. The list of committees is enlisted as under


Governing Body

S. No	Name	Designation
1	Shri Arun S. Bhatnagar	Chairman
2	Dr. Keshav Patidar	Member
3	Dr. Nimita Manocha	Member
4	Dr. Vijay Babu Gupta	Member
5	Dr. Sanjay Tanwani	Member
6	Dr. Anoop Jaggi	Member
7	Dr. Rakshita Puranik	Member
8	Ms. Dimple Sukhija	Member
9	Dr. Aradhana Chouksey	Principal, Member Secretary





IQAC Committee



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Office Order

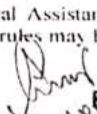
Ref No. IIMR / IQAC / 2023-24/146 20/11/2023

Subject: Re-Constitute of IQAC for Academic Year 2023-24 (Maximum for 2 Years)

As per guidelines provided by UGC- NAAC, New Delhi, the following IQAC is Re-Constitute in the Institution with an immediate effect for planning, guiding and monitoring quality assurance and commencement activities for the higher education in the Institute.

S no.	Name of the Member	No. of Member	Designation	Composition
1.	Prof. Dr. Aradhana Chouksey	01	Principal	Chairman/Head of Institute
2.	Dr. Vishal Geete Dr. Vaibhav Modak Dr. Shilji Shukla Mr. Gajendra Dubey	06	Professor Associate Professor Assistant Professor Assistant Professor	Teachers to represent all levels
3.	Shri Arun S. Bhatnagar	01	Group Advisor / Management Representative	One member form Management
4.	1. Mr. Nilesh Naik 2. Mr. Nilesh Bansal 3. Mr. Ranjan Potdar	03	System Administrator Administrative Officer Public Relation Officer	Few Senior Administrative Officer
5.	1. Dr. Lalita Sharma 2. Anshika Kusliwal 3. Gaurav Kuril 4. Yamini Phalak	04	Social Worker Student Student Alumni	One nominee each 1. Local Society 2. Students 3. Alumni
6.	Dr. Rupesh Shukla	01	Expert Member	External Expert Member
7.	1. Mr. Ashutosh Yadav 2. Mr. Shishir Agrawal 3. Mr. Neeraj Joshi	03	Employer Industrialist Parent	One nominee each 1. Employer 2. Industrialist 3. Stake holder
8.	Dr. Anuradha Pathak	01	Associate Professor	Coordinator IQAC

For the smooth functioning of IQAC, Meeting Room is designated. Clerical Assistance will be provided by Mr. Prathmesh Kaushal. Details of IQAC functioning and other rules may be obtained from NAAC Website www.naac.gov.in


Principal
 Indore Institute of Management
 and Research
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Institute Industry Cell

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IIMR/Nov.-2023-24/02

Date: 06/11/2023

Institute-Industry Cell
For the Academic Year 2023-24

In view of the Academic Year 2023-24, the Institute constitutes Industry-Institute Cell as mentioned below:

Sr. No.	Name	Designation	Contact No.	Email ID
1.	Prof Aradhana Chouksey	(Principal) Chairman	9425906731	aradhana.chouksey@indoreinstitute.com
2.	Dr. Rohit Inani	Head Corporate Relation	9511661335	corporate.relations@indoreinstitute.com
3.	Mr. Abhay Sahasrabudhe	CAO	7471130010	abhay.sahasrabudhe@indoreinstitute.com
4.	Mr. Biplab Dey	Joint Director- Corporate Relations	8878339258	biplab.dey@indoreinstitute.com
5.	Dr. Shijji Shukla	Coordinator (Assistant professor)	8120172110	Shijji.shukla@indoreinstitute.com
6.	Dr. Vinayak Khare	Member (Associate Professor)	9425901764	vinayak.khare@indoreinstitute.com
7.	Mr. Nayan Bhidodiya	Member Assistant Professor	9399540532	nayanbhidodiya@gmail.com

(Prof. (Dr.) Aradhana Chouksey)
Principal, Indore Institute of Management and Research
Opp. IIM, Pithampur Road, RAU, INDORE (M.P.)

C.C. to:-

1. All Students
2. All Faculty and Staff
3. Dean/HOD
4. Admin Dept.
5. DG Office
6. Office Board

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Students Grievance Redressal Committee

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Date: 06/11/2023

Students' Grievance Redressal Cell
For the Academic Year 2023-24

The Students' Grievance Redressal Cell is constituted for the Institute. The Students' Grievance Redressal Cell is aimed to ensure transparency, prevent unfair practices and to provide a mechanism to innocent students for redressal of their grievances as per Clause No. 37-3/Legal/2012 of the AICTE.

The following are the members of the Students' Grievance Redressal Cell:

Sr. No.	Name	Designation	Email ID	Mobile No.
1	Prof Aradhana Chouksey	Principal (Chairman)	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312278
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
6	Dr. Aastik Dave	Member	astik.dave@indoreinstitute.com	9827246982
7	Dr. Asha Mishra	Member	asha.mishra@indoreinstitute.com	9302412554
8	Dr. Vinayak Khare	Member	vinayak.khare@indoreinstitute.com	8889571818
9	Mr. Nayan Bhidodiya	Member	nayan.bhidodiya@indoreinstitute.com	9399540572
10	Mr. Wasim Khan	Member	wasim.khan@indoreinstitute.com	9755753352
11	Mr. Hemang Kataria	Student Representative	Hemangkataria0077@gmail.com	6263975810
12	Aashil Joshi	Student Representative	aashil.joshimba2023@indoreinstitute.com	8120394598

Grievances include the following:

- Marketing admission contrary to merit determined in accordance with the declared admission policy of the institute;

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2. Irregularity in the admission process adopted by the institute;
3. Refusing admission in accordance with the declared admission polity of the institute;
4. Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
5. Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be changed by such institution;
6. Breach of the policy for reservation in admission as may be applicable;
7. Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
8. Non-payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority.
9. Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
10. On provision of student amenities as may have been promised or required to be provided by the institution;
11. Denial of quality education as promised at the time of admission or required to be provided;
12. Non transparent or unfair evaluation practices;
13. Harassment and victimization of students including sexual harassment; and
14. Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

Roles and Responsibilities:

It shall be the duty of the members to ensure that there is appropriate redressal of any grievance filed by any student. The committee is to ensure that there is no discrimination amongst students based on caste or creed, or gender or any other reason. The student is to be assured no discrimination, unfair evaluation practice or harassment and victimization of the students shall be entertained and the welfare and wellbeing of the students shall be the prime.

(Signature)
Principal

(Prof. Dr. Anshu Chaudhary)
Principal
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)

C.C. to:- 1. All Students, 2. All Faculty and Staff, 3. Dean/HO 4. Admin Dept. 5. DO Office
6. Office Board



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Internal Complaints Committee





IIMR/Nov.-2023-24/07

Date: 06/11/2023

**Internal Complaints Committee
(Anti-Sexual Harassment)
For the Academic Year 2023-24**

In view of academic session 2023-24, the Institute constitutes **Internal Complaints (Anti-Sexual Harassment) Committee**. As per AICTE Regulations of 2016. The Committee aims to prevent sexual harassment of women at workplace and deals with the sexual harassment complaints of women at workplace.

The following are the members of The Internal Complaints (Anti-Sexual Harassment) Committee:

Sr. No.	Name	Designation	Contact No.	Email ID
1.	Prof Aradhana Chouksey	President	9425906731	aradhana.chouksey@indoreinstitute.com
2.	Dr. Rakshita Puranik	Member	9425312578	rakshita.puranik@indoreinstitute.com
3.	Dr. Vishal Geete	Member	9511661335	vishal.geete@indoreinstitute.com
4.	Dr. Anuradha Pathak	Member	9926064830	anuradha.pathak@indoreinstitute.com
5.	Dr. Ajay Patil	Member	9926631179	ajay.patil@indoreinstitute.com
6.	Mr. Gajendra Dubey (Registrar)	Member	9522562065	gd@indoreinstitute.com
7.	Ms. Kirti Chaubey (Warden-Girls Hostel)	Member	9454814820	kirti.chaubey@indoreinstitute.com
8.	Ms. Anshita Jain	Member	9977475979	rdanshita62204@gmail.com
9.	Ms. Anushree Rai	Member	7447077166	anushrerai2705@gmail.com
10.	Ms. Humera Qureshi	Member	9826014224	humera.quereashema2022@indoreinstitute.com
11.	Ms. Priyanka Soni	Member	7024500499	Priyanka.sonimba2022@indoreinstitute.com

(Prof. (Dr.) Aradhana Chouksey)
Principal

C.C.to:-

1. All faculty and staff, 2. Dean/HOD, 3. IIR Dept. 4. Registrar Office & DG Office
6. Office Record.



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Anti-Ragging Committee



**Indore Institute of
Management & Research**

Affiliated to - DAVV (Indore) | Approved by - AICTE (New Delhi)

IIMR/Nov.-2023-24/08

Date: 06/11/2023


Anti-Ragging Committee
For the Academic Year 2023-24

Reference to:

1. Letter Number Sanvik/ Ragging Roktham/(31) 2018-19/1320 Dated 5/7/2018 of Registrar DAVV
2. D.o No 1-15/2009 (ARC) pt III dated 28/5/2018 of UGC
3. UGC Regulation on curbing the menace of Ragging in Higher Educational Institutions, 2009 and subsequent amendments of 2016

In reference to the above order of competent authorities for formation of Anti-Ragging Committee, the committee for the Institute is modified as below, for the session 2022-23.

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	Principal (Chairman)	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
4	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
5	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
6	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
7	Dr. Vaibhav Modak	Member	vaibhav.modak@indoreinstitute.com	9926064830
9	Mr. Puneet Duggal	(CAO) Member	puneet.duggal@indoreinstitute.com	9893186681
10	Mr. Abhay Sahasrabuddhe	(CAO) Member	abhay.sahasrabuddhe@indoreinstitute.com	7471130010
12	Mr. Gajendra Dubey	(Registrar) Member	gd@indoreinstitute.com	9165360604
13	Dr. Sukhdev Bamboriya	(Dean- Physical Education) Member	sukhdev.bamboriya@indoreinstitute.com	8959363653
14	Ms. Rohit Dwivedi	(Warden-Boys Hostel) Member	rohit.dwivedi@indoreinstitute.com	7974596699
15	Ms. Kirti Chaubey	(Warden-Girls Hostel) Member	kirti.chaubey@indoreinstitute.com	9454814820
16	Ms. Girish K Kataria	Member	girishkataria72@gmail.com	8989549596
17	Mr. Sanjay Joshi	Member	sanjayjoshi6519@gmail.com	9977633102
18	Humera Qureshi	MBA - IInd Year Student	humera.quereashema2022@indoreinstitute.com	9826014224
19	Aashil Joshi	MBA - Ist Year Student	aashil.joshimba2023@indoreinstitute.com	



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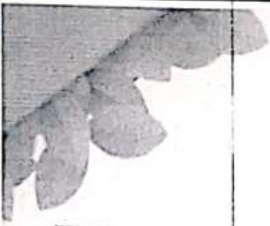
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20	Mr. Dipak Patel	BBA Plain- IIIrd Year Student	dipak.patel2021@indoreinstitute.com	8827437329
21	Mr. Aryan Chouksey	BBA Plain- 1st Year Student	Aryanchouksey841@gmail.com	6265426989
22	Ms. Deepika Dubey	(NGO-R.E.S.W.S.) Member	deepadubey652@gmail.com	9826802082
23	Sub. Inspector (Thana Rau, Indore)	Representative of Superintendent of Police		
24	Representative of District Administration			

The above committee will also work as Proctorial board also as per norms of University and Institute.

(Handwritten signature of Prof. Dr. Aradhana Chouksey)

(Prof. (Dr.) Aradhana Chouksey)
Principal

Principal
Indore Institute of Management and Research
Opp. IIM, Pithampur Road, RAU, INDORE (M.P.)

- C.C. to:-
1. All Students
 2. All Faculty and Staff
 3. Dean/HOD
 4. Admin Dept.
 5. DG Office
 6. Office Board



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Anti-Ragging Squad





IIMR/Nov.-2023-24/06

**Anti-Ragging Squad
For the Academic Year 2023-24**

Reference:

1. Letter Number Sanvik/ Ragging Roktham/(31) 2018-19/1320 Dated 5/7/2018 of Registrar DAVV
2. D.O No 1-15/2009 (ARC) pt III dated 28/5/2018 of UGC
3. UGC Regulation on curbing the menace of Ragging in Higher educational institutions, 2009 and subsequent amendments of 2016

In reference to the above order from the competent authorities for formation of Anti-Ragging Squad, the committee for the Institute is modified as below, for session the 2022-23.

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	President	aradhana_chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
6	Mr. Nayan Bhidodlya	Member	nayan.bhidodlya@indoreinstitute.com	9399540532
7	Mr. Hanish Kukreja	Member	hanish.kukreja@indoreinstitute.com	7879653019
8	Dr. Shijji Shukla	Member	shijji.shukla@indoreinstitute.com	8120172110
9	Ms. Dimple Sukhija	Member	dimple.sukhija@indoreinstitute.com	7389711010
10	Mr. Wasim Khan	Member	wasim.khan@indoreinstitute.com	9755753352
11	Mr. Gouri Shankar Saini	Member	gourishankar.saini@indoreinstitute.com	9826829863
12	Mr. Vikky Kushwah	Member	vikky.kushwah@indoreinstitute.com	9630246650

(Prof. (Dr.) Aradhana Chouksey)
Principal

Principal
Indore Institute of Management
and Research

C.C. to:- 1. All Students 2. All Faculty and Staff 3. Dean/IIOB 4. Admin Dept 5. DG Office
6. Office Board

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Green Waves Club

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Proctorial Board





IIMR/Nov.-2023-24/03

Date: 06/11/2023

Proctorial Board

For the Academic Year 2023-24

In view of the Academic Year 2023-24, The Institute constitutes Proctorial Board with following Members:

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	(Principal) Chairman	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Vinayak Khare	Member	vinayak.khare@indoreinstitute.com	9522562065
6	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
7	Dr. Shubhangi Jain	Member	shubhangi.jain@indoreinstitute.com	8989699292
8	Mr. Hanish Kukreja	Member	hanish.kukreja@indoreinstitute.com	7879653019

Indore Institute of
Management & Research

(Prof. (Dr.) Aradhana Chouksey)
Principal

Principal
Indore Institute of Management
and Research
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RAU, INDORE (M.P.)

- C.C. to:-
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 2. All Faculty and Staff
 3. Dean/HOD
 4. Admin Dept.
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Committee for SC/ST





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IIMR/Nov.-2023-24/01

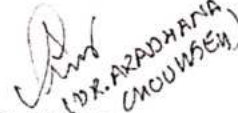
Date: 06/11/2023

Committee for SC/ST/OBC
For the Academic Year 2023-24

In view of the Academic Session 2023-24, The Institute constitutes SC/ST/OBC with following members as mentioned below:

Sr. No.	Name	Designation	Email ID	Mobile No
1	Ms. Simnalika Kushwah	Chairman	simnalika.kushwah@indoreinstitute.com	9424599613
2	Dr. Asha Mishra	Member	asha.mishra@indoreinstitute.com	9302412554
3	Dr. Vaibhav Modak	Member	vaibhav.modak@indoreinstitute.com	9926064830
4	Mr. Gouri Shankar Saini	Member	gourishankar.saini@indoreinstitute.com	9926088439
5	Mr. Anil Panchal	Member	anil.panchal@indoreinstitute.com	9754661937
6	Mr. Vikky Kushwah	Member	vikky.kushwah@indoreinstitute.com	9630246650
7	One Member from DTE (As nominated by the DTE, Bhopal)			
8	One Member from University (As nominated by the DAVV, Indore)			

- C.C. to:-
1. All Students
 2. All Faculty and Staff
 3. Dean/HOD
 4. Admin Dept.
 5. DG Office
 6. Office Board


(Prof. Dr.) Aradhana Chouksey
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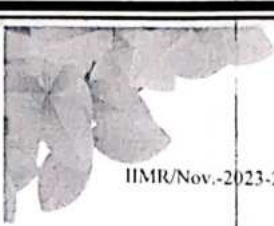
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Institute Discipline Committee





IIMR/Nov.-2023-24/05

Date: 06/11/2023

Institute Discipline Committee
For the Academic Year 2023-24

In view of the academic session 2023-24, the institute constitutes Discipline Committee as mentioned below:-

Name	Designation	Email ID	Mobile No
Prof Aradhana Chouksey	(Principal) Chairman	aradhana.chouksey@indoreinstitute.com	9425906731
Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9511661335
Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9926064830
Dr. Vaibhav Modak	Member	vaibhav.modak@indoreinstitute.com	9893186681
Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
Mr. Puneet Duggal	(CAO) Member	puneet.duggal@indoreinstitute.com	7471130010
Mr. Abhay Sahasrabuddhe	(CAO) Member	abhay.sahasrabuddhe@indoreinstitute.com	9165360604
Mr. Gajendra Dubey	(Registrar) Member	gd@indoreinstitute.com	9527562065
Dr. Vinayak Khare	Member	vinayak.khare@indoreinstitute.com	8889571818
Ms Dimple Sukhlja	Member	dimple.sukhlja@indoreinstitute.com	7389711011
Mr. Nayan Bhidodiya	Member	nayan.bhidodiya@indoreinstitute.com	7879653019
Mr. Hanish Kukreja	Member	hanish.kukreja@indoreinstitute.com	9425901764
Ms Simnalika Kushwah	Member	simnalika.kushwah@indoreinstitute.com	9424599513

- C.C. to:-
1. All Students
 2. All Faculty and Staff
 3. Dean/HOD
 4. Admin Dept.
 5. DG Office

(Prof. Dr. Aradhana Chouksey)
(Prof. Dr.) Aradhana Chouksey
Principal

Principal
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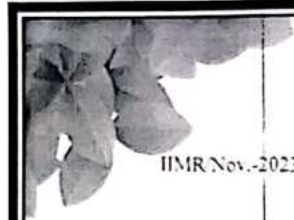
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Women's Grievance Redressal Cell





IIMR/Nov.-2023-24/04

Date: 06/11/2023

The Women's Grievance Redressal Cell
For the Academic Year 2023-24

In view of the Academic Session 2023-24, the institute constitutes Women's Grievance Redressal Cell with the aim to settle issues apart from sexual harassment at workplace: The following are the members of the Cell:

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	(Principal) Chairman	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Co-Chairman	rakshita.puranik@indoreinstitute.com	9425312578
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Shijji Shukla	Member	shijji.shukla@indoreinstitute.com	8120172110
6	Dr. Asha Mishra	Member	asha.mishra@indoreinstitute.com	9302412554
7	Ms. Sushma Ingle	Member	sushma.ingle@indoreinstitute.com	8120033099

There are various problems faced by female members in an organization. Especially, due to the lack of awareness amongst females, they become an easy target of harassment and face problems. The Cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, groupism, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment, etc.

Roles and Responsibilities:

The members are to ensure that no act or incident as mentioned hereinabove, and reported is ignored. The members must go to the roots of the harassments faced by students and sort out the matter harmoniously. The members to ensure that the students feel free to discuss such issues and rest assured that the members shall be by them to tackle such issues.

(Handwritten signature of Prof. Aradhana Chouksey)

(Prof. (Dr.) Aradhana Chouksey)
Principal
Indore Institute of Management
& Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)

C.C. to:- 1. All Student 2. All Faculty and Staff 3. Dean/HOD 4. Admin Dept. 5. DG Office
6. Office Board



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Student Activity Committee





Student Activity Committee (SAC) (2023 - 2024)

Student activity cell has been constituted at Indore Institute of Science and Technology. The institute has well organized structure of 19 student activity clubs. The clubs include **Co-Curricular, Extra Curricular, and technical activity** clubs. These student driven clubs aim to the holistic development of students along with curriculum. To support the students, faculty coordinators have been assigned to each activity club. The detailed list of clubs, their student coordinators and faculty coordinators are mentioned in attached list.

1. **Society for Contemporary Affairs (Lexicon Club):** To organizes various literary activities like debates, quiz, and panel discussion and paper presentations on contemporary/national/international issues to inculcate the habit of reading and bring about awareness for contemporary affairs.

S. No	Faculty Coordinator	Contact No
1	Dr. Ajay Patil	9926631179

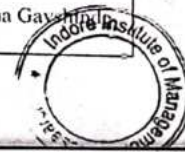
Club	President	Vice- President	Secretary
Lexicon	Arham Ali Rizvi	Amisha Patil	Ishika Singh

2. **Cultural Society:** To promote opportunities for students to experience culture, participate in educational programs and develop their creative abilities. The society also aims to give the students a chance to have fun while pursuing their passion for dance, drama, music and playing musical instruments.

- a) Dance & Drama Club
b) Music Club

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	898969292
2	Dr. Asha Mishra	9302412554
3	Dr. Ajay Patil	9926631179

Club	President	Vice- President	Secretary
Cultural	Arundhati Dehadraya	Sargam Sharma Aditya Roy	Swarna Gayatri





3. **Sports Club (Outdoor & Indoor):** To develop sense of unity and teamwork among students, learning how to work with others in reaching the same goals, the sports club of IIST is constituted. It also aims to build positive attitude, self-confidence and patience with sportsmanship and promoting physical fitness through activities like yoga, meditation, and exercise among students. The committee works under two heads – "indoor games" and "outdoor games".

S. No	Faculty Coordinator	Contact No
1	Dr. Sukhdev Bamoriya	8959363653
2	Mr. Nayan Bhidodiya	9399540532

Club	President	Vice- President	Secretary
Sports Club	Shivansh Patel	Mayank Mali	Harshal Tiwari

4. **Entrepreneur Development Cell:** To provide a dynamic entrepreneur that helps entrepreneur and business leaders to be inspired to create connections and to share knowledge that leads to business graduate and success.

S. No	Faculty Coordinator	Contact No
1	Dr. Vishal Geete	9826024755

Clubs	President	Vice- President	Secretary
EDC	Harshita Kasliwal	Manasvi Joshi	Arshpreet Kaur

5. **Society for Creative Arts:** To encourages the budding talents by providing opportunities through various activities to express their creativity in painting, sketching, art and craft with freedom of choices, thoughts & feelings.

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	8989699292

Club	President	Vice- President	Secretary
Art Club	Khushboo Jain	Ishita Mehta	Anshita Jain





6. **IPR Cell:** The main objective of an IPR Cell under academics is to integrate IPR with the education process to enhance the quality of thinking, propagate a culture of regard and respect for IPR, ensure speedy and accurate identification and protection of innovations arising out of the research work carried out in the Institute.

S. No	Faculty Coordinator	Contact No
1	Mr. Kaushal Yadav	8720857060

Club	President	Vice- President	Secretary
IPR Cell	Anushri Vishwakarma	Mandakini Tiwari	Chetan Singh Thakur

7. **Green Waves:** "Learning to live sustainably" is the core idea of constituting "Green Waves" Club. It is not just a club for extracurricular activities but an integral part of the value system followed by IIST to promote awareness about environment not only inside the campus but to the wider world.

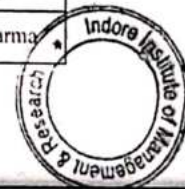
S. No	Faculty Coordinator	Contact No
1	Dr. Vaibhav Modak	9926064830

Club	President	Vice- President	Secretary
Green Waves Club	Sakshi Sharma	Arpit Gupta	Yamini Patidar

8. **Photography Club:** The club aims to provide a supportive environment to the students interested in photography/Videography through workshops, exhibitions, and competitions and to give them opportunity to share their creativity in presenting the world around them.

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	8989699292
2	Ms. Simnalika Kushwaha	9424599613

Club	President	Vice- President	Secretary
Photography Club	Vishal Dhakad	Ashwini Patidar	Prakhar Sharma





9. **Society for Film Making:** Film making club trains the students about the techniques of scripting, editing, movie making, create and analyze moving images through various advanced technology and ability to present all the characters of a story within the frame in presentable way.

S. No	Faculty Coordinator	Contact No
1	Ms. Simnalika Kushwaha	9424599613

Club	President	Vice- President	Secretary
Film Making Club	Urvashi Shriwas	Anurag Yadav	Aman Gour

10. **Samagra Samutkarsh:** This club is to assist the aspirants to frame an accurate and separate strategy and plan at every level of civil service examination, i.e., preliminary, main and Interview.

S. No	Faculty Coordinator	Contact No
1	Dr. Asha Mishra	9302412554

Club	President	Vice- President	Secretary
Samagra Samutkarsh Club	Harish Tiwari	Devkinandan	Swapnil Tiwari

11. **Sadashay Charitable Club:** With the objective of "Charity begins at home" this club encourages faculty, staff & students at institute to donate stationary, clothes and other useful stuffs in good condition to the poor & needy section of the society.

S. No	Faculty Coordinator	Contact No
1	Dr. Vaibhav Modak	9926064830

Club	President	Vice- President	Secretary
Sadashay Charitable Club	Harsh Jain	Nancy Goyal	Anushree Rai





12. Poetry Club (ABHIVYANJANA/SRIJAN): With the aim of providing our students a platform to nurture their poetic feelings and engaging the students' senses towards the beauty of language Poetry competitions based on various themes are organized under this club.

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	8989699292
2	CS Aastik Dave	9827246982

Club	President	Vice- President	Secretary
Poetry Club	Itisha Gupta	Khyati Asatiya	Neha Shikhawat

13. Club of Trekkers: This club aims at overall improved physical & mental fitness of students along with opportunity to explore natural beauty and nurture their passion for trekking as well as adventure sports.

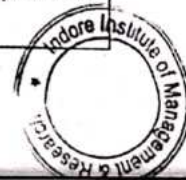
S. No	Faculty Coordinator	Contact No
1	Mr. Nayan Bhidodiya	9399540532

Club	President	Vice- President	Secretary
Trekkers Club	Riya Kanoujia	Ayushi Parihar	Yogesh Sengar

14. Club for Campus Beautification and Cleanliness: The objective of this club is to get the active participation of students for the beautification of the campus by applying their innovative ideas and creativity to make campus beautiful & lively.

S. No	Faculty Coordinator	Contact No
1	Dr. Vaibhav Modak	9926064830
1	Dr. Vishal Geete	9826024755

Club	President	Vice- President	Secretary
Campus Beautification and Cleanliness	Diksha Keswani	Yashika Raj	Nishpreet Kaur





15. Marketing Club: The marketing club strives to put the marketing theories into practice through industry interactions, on-campus activities and management games and make the student community aware of the latest happenings in the marketing world.

S. No	Faculty Coordinator	Contact No
	Mr. Kaushal Yadav	
1	Dr. Geetanjali Bhambhani	7974991698

Club	President	Vice- President	Secretary
Marketing	Prashansa Jain	Vedika Vaishnav	Prem Sachdev

16. Finance Club: To provide an opportunity for students to improve their understanding of the world of finance and make students aware of the latest happenings therein.

S. No	Faculty Coordinator	Contact No
1	CS Aastik Dave	9827246982

Club	President	Vice- President	Secretary
Finance	Khushbu Bhujade	Shaurya Tiwari	Tanu Maltare

17. HR Club: The purpose of HR club activity is to bring together the students interested in the field of Human Resources Management and help them develop interpersonal skills, leadership skills, team building etc. to meet future challenges.

S. No	Faculty Coordinator	Contact No
1	Mr. Nayan Bhidodiya	9406822410

Club	President	Vice- President	Secretary
HR	Humera Qureshi	Manasvi Joshi	Abhilasha Tiwari



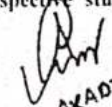


18. Analytics Club: To help students understand the best practices, applications and latest industry trends in the data science and analytics domain and to provide analytics knowledge and its applications in the real world to the future managers.

S. No	Faculty Coordinator	Contact No
1	Ms. Dimple Sukhija	7389711010

Club	President	Vice- President	Secretary
Analytics	Ishika Chouhan	Drashti Jain	Arpit Singh

To join the clubs of their interest students can contact respective student and faculty coordinators of clubs.


**DR. ARADHANA
CHOUKSEY**
Dr. Aradhana Chouksey
Principal, IIMR

CC: All HODs



Library Advisory Committee





INDORE INSTITUTE OF MANAGEMENT AND RESEARCH

Office Order

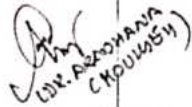
Date- November, 2023

Subject: - Revised Library Advisory Committee

As a practice of vigilance and continuance to maintain and upscale the operations, quality and deliverance of the Institute Library, the following members are being appointed as Library Advisory Committee.

1. Dr. Aradhana Chouksey (Principal) will be the chairman to the committee
2. Dr. Rakshita Puranik
3. Dr. Anuradha Pathak
4. Dr. Shijji Shukla
5. Dr. Vishal Geete
6. Dr. Vaibhav Modak
7. Mr. Anil Panchal
8. Mr. Vikky Kushwaha (Librarian) will be the secretary to the committee

The committee shall be responsible for all the activities pertaining to the operations of the Institute Library. Library belongings, Conduct, and quality measures, thus ensuring best library experience for the users.

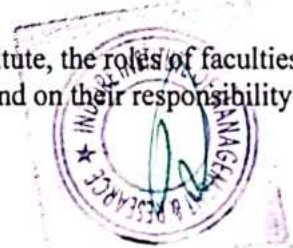

Dr. Aradhana Chouksey

Principal
Principal
Indore Institute of Management
and Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)



Various Faculty Coordinators



To facilitate the smooth functioning of various activities of the Institute, the roles of faculties is clearly defined. This helps the members to have a clearer command on their responsibility areas, too.






Indore Institute of Management & Research
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The effective roles and responsibilities are as under-

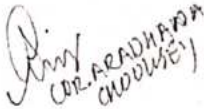
Indore Institute of Management & Research
Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)




IIMR/ 2023-24/Academic/133 Date: - 25/11/2023

OFFICE ORDER

This is to inform all the faculty & Staff members that administrative roles & responsibilities are assigned to all faculty members for session 2023-24.


 (Prof. (Dr.) Aradhana Chouksey)
 PrincipaPrincipal
 Institute of Management
 and Research
 Opp. IIM, Pithampur Road,
 RAU, INDORE (M.P.)

Please Find: - Attached List







ADMINISTRATIVE ROLES AND RESPONSIBILITIES

Administrative Roles	Convener/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
Administration and University Affairs	Dr. Rakshita Puranik	NA	Day-to-day monitoring of Institutional Administrative activities (IE, AISCHC, AICTE, University Examinations and Redressals, Internal Marks, University Compliances/Reporting etc.)		
HOD- MBA	Dr. Vishal Geete	NA			
I Year	Mr. Nayan bhidodiya (Section A) Mr. Hanish Kukreja (Section B)	NA	Overall Coordination, smooth class conduction, attendance monitoring, coordination with students and parents through whatsapp, mails, letters etc		
II Year	Dr. Vinayak Khare	NA			
HOD- BBA FT	Dr. Anuradha Pathak	NA			
I Year	Dr. Shubhangi Jain	NA	Overall Coordination, smooth class conduction, attendance monitoring, coordination with students and parents through whatsapp, mails, letters etc		
II Year	Dr. Shijji Shukla	NA			
III Year	Dr. Anuradha Pathak	NA			
HOD- B.Com	Dr. Vaibhav Modak	NA			
HOD- BBA	Dr. Ajay Patil	NA			
I Year	Ms. Dimple Sukhija (Section A) Dr. Asha Mishra (Section B)	NA	Overall Coordination, smooth class conduction, attendance monitoring, coordination with students and parents through whatsapp, mails, letters etc		
II Year	CS Astik Dave	NA			
III Year	Dr. Ajay Patil	NA			





STATUTORY TECHNICAL REPORTS

Administrative Roles	Convenor/ Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
IPR	Mr. Kaushal Yadav	NA	To plan and execute minimum 2 activity on IPR	Monthly reports to be submitted in DG Office and copy to Principal's Office	
DC, Incubation, Yukti, Kapiya	Dr. Vishal Geete	Dr. Vinayak Khare	To register, plan and execute relevant events under each category	Monthly reports to be submitted in DG Office and copy to Principal's Office	
IIC	Dr. Vinayak Khare	Dr. Vishal Geete Dr. Shijil Shukla Mr. Kaushal Yadav Mr. Wasim Khan	To register, plan and execute relevant events under each category	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NIRF/ARIIA	Dr. Anuradha Pathak	NA	To collect relevant data and reports	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NSS	Dr. Vaibhav Modak	CS Astik Dave	To plan and conduct the events as per NSS Calendar and event wise reporting.	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NISP	Dr. Reshu Agrawal	NA	To ensure compliance as per NISP and conduct related activities	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NPTEL/ MOOC	Dr. Shubhangi Jain	NA	To promote NPTEL/MOOC amongst faculties and students, while encouraging maximum registrations, certificate collection and look for financial assistance (if any)	Monthly reports to be submitted in DG Office and copy to Principal's Office	
Unnat Bharat	CS Astik Dave	NA	Registration and sourcing of financial assistance/grants for Mokiya/rural areas and conduct activities thereto	Monthly reports to be submitted in DG Office and copy to Principal's Office	





INDUSTRY EXPOSURE AND TRAININGS						
No.	Administrative Roles	Convenor/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
	Skill Improvement Group	Mr. Hanish Kukreja	Dr. Reshu Agrawal	Mr. Hanish- Overall Planning and Monitoring Dr. Reshu- Execution and Documentation	SIG wise reports and Year-end Summary report	
	MOU	Dr. Ajay Patil	NA	To execute quality MoUs along and ensuring activities to be conducted as per the MoUs (minimum 1 activity under each MoU)	Annual Report	
	Mktg/Internship/Field Work/Vocational Projects	Dr. Vinayak Khare (MBA) Dr. Asha Mishra (BBA) Dr. Shubhangi Jain (BBAFT) Dr. Vaibhav Modak (Bcom)	NA	Student Notices for guide/mentor allotment, follow-ups with mentors, conduction of viva and related activities		
	Industry Visits	Dr. Simmalika Kushwah	Mr. Kaushal Yadav	To ensure minimum 1 Industry Visit in each program in each semester. Meetings, liaisoning and visit wise report submission	Annual Report	
	IMA	Dr. Simmalika Kushwah	NA	IMA Coordination, conduction of activities and event wise report submission	Annual Report	
	MSME Membership	Dr. Simmalika Kushwah	Mr. Kaushal Yadav	IMA Coordination, conduction of activities and event wise report submission	Annual Report	

Question bank for MBA Students

Mr. Nayan Bhidodiya





CELLS AND COMMITTEES

Administrative Roles	Convenor/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
Research	Dr. Rakshita Purenik (Dean)	Dr. Ajay Patil (Member) Dr. Shijji Shukla (Member) Mr. Kaushal Yadav (Member)	To plan, draft an yearly calendar and implement conferences, research grants, project proposals, etc., accordingly		
Anti Ragging Committee and Squad	Dr. Vishal Geete	Refer to Office circulars	Comply with University requirements, submission of student anti-ragging forms, report generation, to address issues related to ragging	Bi-annual Reports or as per case/s reported	
IQAC/AQAR	Dr. Anuradha Pathak	Dr. Shijji Shukla Dr. Ajay Patil	To suggest and implement quality initiatives and monitor the institutional developments	Bi-Annual Meetings and Minutes	
Alumni Association	Ms. Dimple Sukhija	Dr. Vinayak Khare Dr. Shubhangi Jain	Calendar to be planned and executed for an Academic year and event wise reports	Annual Report	
Student Grievance Cell/ Student Counsellor	Dr. Vinayak Khare	Dr. Asha Mishra	Monthly meetings, minutes and reports	Annual Report	
Committee for SC/ST	Dr. Reshu Agrawal	Refer to Office circulars	Conduct meetings to address relevant issues	Bi-Annual Meeting, Minutes and Annual Report	
Placement	Dr. Shijji Shukla	Refer to Office circulars	To coordinate with CRC and smooth conduction of placements. To procure all relevant records from CRC at the end of the year	Annual Report	
CC/Anti Sexual/Women Cell/ Women Grievance redressal/Library Committee- MoMs	Dr. Shijji Shukla	Refer to Office circulars	To call meetings, address relevant issues and prepare minutes	Bi-Annual Reporting	
Discipline Committee	Mr. Nayan Bhidodiya	Refer to Office circulars	To address disciplinary issues as and when reported, conduct meetings, take necessary action and submit reports/documentation thereto	Bi-annual Reports or as per case/s reported	





Newsletter	Dr. Reshu Agrawal	NA	Collection of data and content evident to the newsletter and Bi-Annual release	Reshu
Time Table	CS Astik Dave	NA	To ensure, subject preferences, subject allotment, load chart preparation, draft classroom time-tables and remedial schedules for smooth academic conduct	CS Astik Dave
MST	Dr. Shiji Shukla	Mr. Nayan Bhidodiya	To ensure timely and smooth conduct of MSTs, Marks Display, handling of student grievances related to MSTs etc	Shiji Shukla
Feedback and Analysis	Mr. Hanish Kukreja	NA	Coordinate with Mr. Nilesh Naik sir for Online Feedback at the end of each program by sharing links, analysis and reporting UG / II Year and MBA / II/ III Semester - Course End Feedback UG and PG Final Year - Program End Feedback Teacher's Feedback Alumni Feedback Collect Employer's Feedback from CRC	Hanish Kukreja
Convenor- ERP/ Website	Ms. Dimple Sukhija	NA	Regular website updation and handling ERP issues as and when reported	
Attendance	Mr. Hanish Kukreja	NA	To circulate updated attendance sheets and necessary data to all faculty members.	Hanish Kukreja
Student Satisfaction Survey	Dr. Anuradha Pathak	Ms. Dimple Sukhija		Anuradha Pathak
FDP/MDP/SDP/ Workshops/JPR etc	Dr. Ajay Patil	NA	To plan and execute FDP/MDP/SDP/ Workshops etc, primarily on entrepreneurship, research methodology, etc	Ajay Patil





CLUBS

S. No.	Administrative Roles	Convenor/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
1	Lexicon Extension Activities/Green Waves/ Sadashay/ Campus Beautification and Cleanliness	Dr. Ajay Patil Dr. Vaibhav Modak	NA CS Astik Dave	to plan and conduct the events as per Lexicon Club Calendar and meeting minutes along with event wise reporting. to plan the calendar and conduct the events along with event wise reporting	Annual Summary Report Annual Summary Report	
2	Group and Institutional Events (Related to Gender Equity/ Communal Harmony/Energy, Water, Green Conservation/ Samagra Samutkarsh Club/ Constitutional Obligations, Values, responsibilities)	Dr. Asha Mishra	CS Astik Dave	Calendar to be planned and executed for an Academic year and event wise reports (minimum 1 activity under each category)	Annual Summary Report	
3	Group and Institutional Events (related to Cultural, commemorative, Festivals, Art, Poetry, photography, film-making,	Dr. Shubhangi Jain	Ms. Simmalika Kushwah	Calendar to be planned and executed for an Academic year and event wise reports (minimum 1 activity under each category)	Annual Summary Report	
4	Finance Club	CS Astik Dave	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshops/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
5	Marketing Club	Mr. Kaushal Yadav	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshops/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
6	HR Club	Mr. Nayan Bhudodra	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshops/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
7	Analytics Club	Ms. Dimple Subhija	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshops/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
8	Sports Club/ Physical Fitness/ Training	Mr. Nayan Bhudodra	NA	To conduct sports activities, seminars, banquets, Urban Physical Education and other regular events and event wise reporting	Annual Summary Report	

