



giBS

Gitarattan International Business School

Grade 'A' Accredited by NAAC



STAFF CIRCULAR

Ref: GIBS/ADM/STAFF/22-23/276

Dated: 04.05.2023

REVISED

STATUTORY COMMITTEE / EVENT COMMITTEE FOR THE ACADEMIC SESSION 2022-23

Reference is made to Staff Circular GIBS/ADM/STAFF/22-23/194 dated 17.02.2023, all faculty & staff members are hereby informed to go through the Revised Committee's for Academic Session 2022-23.

Following revised committee is attached for ready reference:-

- a. Statutory Committees (Appendix 1)
- b. Academic Committees (Appendix 2)

All the Committee members are advised to start working on their activities immediately. For any clarification faculty may contact undersigned.

Prof.(Dr.) Vikas Nath

Director

For Gitarattan International Business School

Director

Appendix 1

Name of Committee		Tasks
1. STATUTORY COMMITTEES		
1.1 Student Affairs Committee (SAC)		
Prof. (Dr.) Vikas Nath	Director	
Dr A S Ram Narayanan	Program Coordinator (MBA & MBA-IB)	
Dr. Sneha Chaudhry	Program Coordinator BBA (FS)	
Dr. Yogesh	Program Coordinator BBA (SS)	
Dr. B.K Yadav	Program Coordinator (BBA - LLB)	
Dr. Neelam Seam	Program Coordinator (BA - LLB)	
1.2 Anti Ragging Committee		
Dr. Vinay Maitri	Coordinator (Nominated by Director)	As per AICTE/BCI/UGC orders 1. Read the instructions & implement them. 2. Brief students on various provisions on anti-ragging. 3. Be vigilant against ragging.
Dr. Yogesh	Coordinator (Nominated by Director)	
Dr. B.K. Yadav	Co-Coordinator, Law (Nominated by Director)	
Dr. A. S. Ram Narayanan	Co-Coordinator, Management (Nominated by Director)	
Dr. Sneha Chaudhary	Ex – Officio Member of SAC	
Dr. Neelam Seam	Ex – Officio Member of SAC	
Dr. Kratika Saharan	Member	
Ms. Deepika	Member	
Mr. Tej Prakash	Member – Non Teaching Staff	
Mr. Alok Kumar	Member - Parent	
Mr. Promise Tyagi	Member – Fresh Student	
Ms. Pratibha Nair	Member – Senior Student	
Dr. Amita Singh	Member – NGO	
Ms. Ruchi Singh	Member – Local Media	
Mr. A.S Awasthi	Member of Civil Administration	
Mr. Ram Mehar	Member of Police Administration	
1.3 Anti Ragging Squad		
Dr. Yogesh	Coordinator	As per AICTE/BCI/UGC orders 1. Read the instructions & implement them. 2. Act as Quick Reaction Team to
Dr. B.K. Yadav	Co-Coordinator-Ex Officio Member of SAC	
Dr. Urvesh Chaudhary	Ex Officio Member of SAC	
Mr. Rajesh Makol	Member	
Ms. Manisha K. Arora	Member	
Mr. Abhilash	Member	

Ms. Charu Bhatt	Member	diffuse any situation of ragging.
Ms. Deepika	Member	
1.4 Internal Complaint Committee (ICC) for Prevention of Sexual Harassment		
Prof.(Dr.) Urvesh Chaudhery	Chairperson	
Dr. Manisha K Arora	Coordinator	
Ms. Pavinder Kaur	External Member – Nominated by Chairman	
Dr. Sneha Chaudhry	Member	
Dr. Kalpana Devi	Member	
Dr. Dipti Jain	Member	
Ms. Nehal Shah	Member – Non Teaching Staff	
Ms. Priyanka	Member – Non Teaching Staff	
Ms. Deeksha Gulati	Member – Student – Female-Law	
Ms. Nandani Ahuja	Member – Student – Female - Management	
Ms. Kamakshi Kumar	Member – Student – Female - Management	
Dr. Amita Singh	Member - NGO	
1.5 SC/ST Cell		
Dr. Vinay Maitri	Coordinator	
Ms. Parul Lohia	Member	
Dr. Sonia Rajoria	Member	
Ms. Tinu Anand	Member	
Mr. Tej Prakash	Member	
1.6 Mentoring Cell		
Dr. Mamta Rani	Coordinator	1. As per AICTE/BCI/UGC/ GGSIPU orders 2. Read the instructions & implement them. Brief students on various provisions.
Ms. Sakshi Gupta	Member	
1.7 Board of Discipline		
Faculty Name	Department	Position in Committee
Prof.(Dr.) Vikas Nath	Director	Chairperson
Prof.(Dr.) Vinay Maitri	Professor CMS	Convener
Dr. Urvesh Chaudhery	Professor CMS	Co-Convener

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Dr. A.S. Ram Narayanan	Program Coordinator (MBA & MBA-IB)	Ex Officio Member – PC's
Dr. Sneha Chaudhry	Program Coordinator (BBA - FS)	Ex Officio Member – PC's
Dr. Yogesh	Program Coordinator (BBA - SS)	Ex Officio Member – PC's
Dr. Bijay Kr. Yadav	Program Coordinator (BBA - LLB)	Ex Officio Member – PC's
Dr. Neelam Seam	Program Coordinator (BA - LLB)	Ex Officio Member – PC's

1.8 Grievance Redressal Committee

Faculty Name	Position in Committee	
Prof. (Dr.) Vikas Nath	Chairperson	As per AICTE Approval Process Handbook, 6.3.2 – Structure of Committee & GGSIPU Circular ref no: F-20/GGSIPU/USGRC /Policy/2022-23/539 dt. 21.04.22
Prof. (Dr.) Vinay Maitri	Coordinator	
Dr A S Ram Narayanan	Co-Coordinator	
Dr. Yogesh	Member	
Dr. Sneha Chaudhary	Member	
Dr. Urvesh Chaudhary	Member	
Dr. B.K Yadav	Member	
Dr. Neelam Seam	Member	
Dr. Pooja Sharma	Member	
Mr. Vikas Garg	Student Representative	
Mr. Himanshu Jhanjaria	Student Representative	

1.9 IQAC Cell

Faculty Name	Position in Committee	
Dr. Urvesh Chaudhery	Coordinator	
Dr. Mamta Rani	Co-coordinator	
Ms. Soumya Agarwal	Co-coordinator	
Mr. Sain Dass	Member	

1.10 Code of Ethics Committee

Faculty Name	Position in Committee	
Dr. A.S. Ram Narayanan	Coordinator	
Dr. Mamta Rani	Co -Coordinator	
Dr. Sneha Chaudhry	Member	

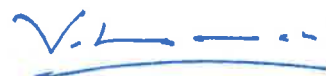
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Dr. Pooja Sharma	Member	
1.11 Policy Revision Committee		
Faculty Name	Position in Committee	
Prof. (Dr.) Vikas Nath	Coordinator	
All ACC, PCC & CCC	Ex-Officio members	

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Appendix 2

2. ACADEMIC COMMITTEES		
2.1 Time Table Management Committee (TTMC)		
Dr. Manisha Kaushal Arora	Coordinator	Plan and prepare Time Table as per subject allocation and academic plan
Dr. Sonia Rajoria	Co-Coordinator (Law)	
Ms. Deepika	Co-Coordinator (Mgmt.)	
2.2 ERP Committee & Teams/O 365		
Ms. Ashima Wadhwa	Coordinator	1. Complete upkeep of ERP & O365 & updating of various Academic, Curricular, Co Curricular Activities as peracademic plan. 2. Maintenance, Archiving, Development of ERP & O365 on regular basis
Ms. Sheetal Sherawat	Co-Coordinator	
Ms. Mikita Gupta	Member	
Ms. Kanchan	Member	
Mr. Amogh Gambhir	Member	
Mr. Bhaskar Mishra	Member	
2.3 Core Examination Committee		
Dr. Anjali Gupta	Coordinator	Complete coordination & execution of all Internal & External Exam related activities.
Ms. Shipra Bhutani	Co-Coordinator	
Ms. Sheetal Sherawat	Member- For ERP Work	
Dr. Jatin Lamba	Member- Management	
Mr. Abhilash	Member- Law	
Mr. Sain Dass Batta	Member	Admin related work
Mr. Naveen Kumar	Member	
Ms. Mikita Gupta	Member	
Mr. Amogh Gambhir	Member	
Mr. Bhaskar Mishra	Member	
2.4 Publication Committee		
2.4.1 J-GIBS - Dr. Sneha Chaudhry - Coordinator		
Dr. Mamta Rani	Co-Coordinator	- Publication of J-GIBS
Ms. Tinu Anand	Member	- Apply for UGC Care
Ms. Chandni Bisht	Member	- Improve Impact Factor
2.4.2 GIBS Law Journal Committee- Dr. B.K. Yadav - Coordinator		
Dr. Kalpana Devi	Member	- Publication of GIBS Law Journal
		- Apply for UGC Care
Ms. Parul Lohia	Member	- Improve Impact Factor
2.4.3 Anusandhan Committee- Dr. A. S. Ramnarayanan - Coordinator		
Dr. Neelam Seam	Member - Law	- Publish Anusandhan - Apply for E-ISSN
Dr. Mamta Rani	Member – Finance	
Dr. Chetna Mahaur	Member – HRM	

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Dr. Anjali Gupta	Member – Marketing	- Apply for Index Journal or Indexing of Journal
Ms. Veena Panjawani	Member – IB / Economics	

2.4.4 Newsletter Committee (ANUBHUTI)

Ms. Deepika Thakur	Coordinator	Publication of Institute Newsletter
Ms. Nidhi Sharma	Member	

2.4.5 Magazine Committee (GIBS DIGEST)

Ms. Veena Panjawani	Coordinator	Publication of Institute Magazine
Ms. Richa Arora	Member	

2.5 Alumni Committee – Coordinator – Dr. Swati Srivastava

Ms. Sakshi Gupta	Co-Coordinator	Organize Alumni Events
Ms. Geetika Mathur	Co-Coordinator	

2.6 Accreditation Committees: Overall Coordinator – Dr. Urvesh Chaudhery

Dr. Sneha Chaudhry	Co – Coordinator – QS Ranking	<ul style="list-style-type: none"> -Submission of AQAR -Preparation of SSR - Making the policy for QS Rankings - Applying to various rankings like ARIIA, IIC, NSIP, PARAKH, NIRF - Magazine Rankings
Dr. Mamta Rani	Member (NISIP)	
Dr. Pooja Sharma	Member (ARIIA), IIC, NIRF	
Dr. Urvesh Chaudhery	Member (IQAC Minutes)	
Ms. Ashima Wadhwa	Member- TOI & Other Business/Law Magazine Rankings	
Dr. Swati Srivastava	Member – CII	
Dr. Anjali Gupta	Member – Parakh	
Ms. Soumya Agarwal	Member – AQAR	

2.7 NSS Committee

Dr. Chetna Mahaur	Coordinator – Unit-I	Organise NSS Events as per separate schedule
Ms. Muskan Grover	Coordinator – Unit-II	

2.8 The Club & Society

Ms. Chandni Bisht	Coordinator	Mudra- The Dance & Music Society
Ms. Ramandeep Kaur	Coordinator	Abhinay- The Dramatic Society
Mr. Shriyak Jain	Coordinator	Heritage- The Cultural Society
Ms. Simran Jain	Coordinator	Expressions- The Fine Arts Society
Ms. Swati Sharma	Coordinator	Mind Bender-The Management Club
Ms. Parul Lohia	Coordinator	Court Room- The Legal Society of GIBS

Dr. Pooja Sharma	Coordinator	Frames – The Photography Club
Mr. Rajesh Makol	Coordinator	Lakshya – The Sports Club
Dr. Yogesh Kaushik	Coordinator Co-coordinator	IIC- Institute's Innovation and Entrepreneurship Cell
Ms. Sonia Rajoria	Coordinator	Legal Aid Clinic
Dr. Mahjabin Banu Dr. Kartika Saharan	Coordinator Coordinator	TEDx
Dr. Chetna Mahaur Ms. Muskan Grover	Coordinator Coordinator	NSS
Dr. Chetna Mahaur	Coordinator	G20

2.9 Events' Documentation

Ms. Nidhi Sharma	Coordinator	To collect all the files / documents of every events before & after its completion and uploading of Pre & Post Events Flyers, Reports, Videos on website and all Social Media platform.
Mr. Dhanpal	IT – Support Member	To edit all the videos

2.10 International Collaboration

Ms. Charu Bhatt	Management	Convener
Dr. Mahjabin Banu	Management	Co-Convener

2.11 IIPC

Faculty Name	Department	Position
Ms. Prachi Jindal	Management	Dean – Corporate Affairs
Dr. Swati Srivastava	Management	Placement Officer
Ms. Sakshi Gupta	Centre for Legal Studies	Assistant Placement Officer - Law
Dr. Priti Sambhalwal	Centre for Mgmt Studies	Assistant Placement Officer - Mgmt
Ms. Geetika Mathur	Centre for Mgmt Studies	Assistant Placement Officer - Mgmt

2.12 Student Counselor & Public Relation Officer

Ms. Ashima Wadhwa	PRO	- Counseling of Students - Dealing with all Public related matters
Ms. Riya Saini	Member-Admission	
Ms. Ambey Jain	Member-Admission	

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Ms. Akansha Goel	Member-Admission	- Spokesperson of GIBS
Ms. Nidhi Sharma	Member-Admission	- Admission related matters



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