

Annexure 2.1 List of Committees

1. National Board of Accreditation Coordination Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Oversight of the whole process, liaison with NBA, strategic direction
Senior Faculty In-Charge Dr. Vishal J. Mali Dr. Divyesh J. Gandhi	Coordination with head of institute, planning and collecting necessary documentation.
Junior Faculty Mr. Rigal H. Rana	Assistance in documentation, ground-level implementation of standards

Functions:

- Ensuring compliance with NBA standards
- Coordination between departments for required documentation.
- Regular monitoring and assessment

2. University Coordination Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Strategic alignment with university objectives, official communication with the university
GTU Co-ordinator Dr. Vishal J. Mali	Coordination with university faculty, ensuring adherence to university guidelines
Senior Supervisor/Exam Co-ordinator Dr. Divyesh J. Gandhi	Facilitating inter-department collaboration, reporting progress to senior members
Admin Ms. Komal Chalke	Ensuring work execution and completion within stipulated deadline and support to work allocated by senior members.

Functions:

- Liaison between the institute and the university for exam, affiliation work etc.
- Ensuring alignment with university regulations and objectives.
- Facilitation of university-level events and collaborations such as 'Spirit'.

3. College Liaison Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Co-ordination and statutory compliance with AICTE, DTE, MHRD and other relevant government bodies.
Senior Faculty In-Charge Dr. Vishal J. Mali	Planning and executing compliance, liaison with counterparts with relevant bodies.
Senior Faculty Dr. Divyesh J. Gandhi	Coordination of data collection and file preparation, administrative support for collaboration.

Functions:

- Creating and maintaining relationships with other colleges
- Joint initiatives, research, and events
- Exchange programs and best practice sharing

4. Cultural Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Encouragement and Assistance for participation in youth festival as well as other events.
Senior Faculty In-Charge Dr. Vishal J. Mali	Planning and executing cultural events, mentorship for cultural events chosen to participate in given year.
Faculty Co-ordinator Mrs. Heema T. Dhamecha	Day-to-day coordination of cultural activities, support for students

Functions:

- Promoting cultural awareness and diversity
- Organizing cultural events and festivals
- Encouraging student participation in cultural activities

5. Admission Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Setting admission policies, ultimate decision-making.
Nodal Officer Dr. Vishal J. Mali	Ensuring admission procedure to be followed at institute as per university and ACPC norms.
Senior Faculty Dr. Divyesh J. Gandhi	Executing admission processes, reviewing applications and relevant guidance to students.
Admin Ms. Komal Chalke	Administrative support for admission process, coordination with applicants

Functions:

- Managing and overseeing the entire admission process
- Ensuring fairness and transparency in admissions
- Regular review and updating of admission criteria and processes.

6. Public Relation Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Strategy for public relations, high-level relationship management
Senior Faculty In-charge Dr. Vishal J. Mali	Implementation of PR strategies, media relations, Handling the social media accounts
Senior Faculty Dr. Divyesh J. Gandhi	Coordination with PR agencies, social media management

Functions:

- Managing the institute's public image
- Media engagement and relationship building
- Event planning and public outreach

7. Website Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Overall direction for website content and design
Senior Faculty In-charge Dr. Vishal J. Mali	Managing website structure, ensuring content accuracy
Senior Faculty Dr. Divyesh J. Gandhi	Regular updates, technical support, user experience enhancement

Functions:

- Ensuring the website aligns with the institute's goals and branding.
- Regular updating and maintenance
- User engagement and accessibility optimization

8. Placement Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Building relationships with industry, placement strategy
Placement Officer Mr. Rigal H. Rana	Organizing placement drives, Coordinating with companies, student guidance
Admin Ms. Komal K. Chalke	Administrative tasks

Functions:

- Ensuring successful placements for students
- Building and maintaining corporate relationships
- Organizing training and placement drives

9. Timetable Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Ensuring timetable aligns with academic objectives
Senior Faculty Dr. Divyesh J. Gandhi	Drafting and implementing the timetable, resolving conflicts, Coordination with faculties
Admin Ms. Komal Chalke	Daily monitoring for documentation

Functions:

- Creation and management of academic timetable
- Ensuring optimum utilization of resources
- Addressing faculty and student concerns related to scheduling

10. Exam Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Setting exam policies, ensuring integrity and quality
Senior Faculty Dr. Divyesh J. Gandhi	Exam planning, question paper design, coordination with Faculties
Admin Ms. Komal Chalke	Exam administration, student coordination, logistical support

Functions:

- Planning and conducting examinations
- Ensuring fairness and transparency in evaluation
- Coordination with faculty and students for smooth execution of exams

11. Internship/Projects Coordination Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Strategy for internships and projects, collaboration with industry
Placement Officer Mr. Rigal H. Rana	Coordination with companies,
Faculty Coordinator Dr. Divyesh J. Gandhi	Allotment of mentorship for projects and ensuring compliance with university guidelines for projects
Admin Ms. Komal K. Chalke	Managing student assignments, administrative support

Functions:

- Coordinating internships and projects with industry
- Providing guidance and support to students
- Ensuring alignment with educational goals

12. International Experience Programme Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	encouraging international collaboration possibilities as per IEP.
Senior Faculty Dr. Vishal J. Mali Dr. Divyesh J. Gandhi	Planning and executing IEP with university

Functions:

- Encouraging international exposure opportunities through IEP
- Ensuring student preparedness and compliance

13. Industrial Visit Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Encouraging multiple Industrial visits in each semester, strategy for visits
Senior Faculty Dr. Divyesh J. Gandhi	Planning and scheduling visits, liaison with industry contacts, Building relationships with industries
Placement Officer Mr. Rigal H. Rana	Coordinating logistics, student briefing and follow-up

Functions:

- Organizing industry visits to enhance practical understanding.
- Coordination with industries for site visits
- Ensuring safety and educational outcomes

14. Sports Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Sports policy and budgeting, promoting sports culture
Senior Faculty Dr. Vishal J. Mali	Organizing sports events, coordination with Physical Instruction Dr. Mayur M. Patel
Junior Faculty Mr. Rigal H. Rana	Daily sports activities, equipment management, student support

Functions:

- Promoting sports and physical well-being
- Organizing sports competitions and events
- Ensuring availability of sports facilities and equipment

15. Library Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Library policy, budget allocation, strategic development
Junior Faculty Ms. Sweety O. Sharma	Title and volume development, students service enhancement
Librarian Mrs. Sulochna G. Patel	Daily operation, user support, coordination with faculties and students

Functions:

- Managing and enhancing the library's resources
- Providing support to faculty and students
- Ensuring accessibility and alignment with academic needs

16. Research Cell (FDP, Conf., Guest Lecture, Seminar, etc.) Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Strategic planning for research and development, collaboration with external researchers
Faculty Coordinator Mr. Rigal H. Rana	Coordinating research activities, organizing conferences, seminars
Junior Faculty Ms. Urvi S. Patel	Assisting in research, logistics for events, coordination with guest lecturers

Functions:

- Promoting research culture
- Organizing conferences, seminars, and guest lectures
- Managing Faculty Development Programs (FDP)

17. Infrastructure Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Overseeing infrastructure development, budgeting
Faculty Coordinator Mr. Rigal H. Rana	Planning and managing facility improvements, safety compliance
Junior Faculty Ms. Sweety O. Sharma	Coordinating maintenance, daily oversight

Functions:

- Ensuring proper infrastructure and facilities
- Planning and implementing infrastructure projects
- Regular maintenance and safety checks

18. Attendance and Discipline Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Setting attendance and discipline policies
Senior Faculty Mr. Rigal H. Rana	Monitoring attendance, handling serious discipline issues
Junior Faculty Mrs. Heema T. Dhamecha Ms. Urvi S. Patel	Daily attendance tracking, initial discipline enforcement
Supporting Role Ms. Sulochana G. Patel Ms. Komal Chalke	Assisting faculties for data keeping for attendance records of students.

Functions:

- Ensuring student attendance and adherence to discipline
- Addressing attendance and behavioral concerns
- Implementation of rules and regulations

19. Academic Convenor Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Overall academic strategy and alignment “Beyond MBA Syllabus”
Senior Faculty Dr. Vishal J. Mali Dr. Divyesh J. Gandhi	Curriculum development “Beyond MBA Syllabus”, faculty coordination
Junior Faculty Mr. Rigal H. Rana	Implementing academic plans, student support, logistics for events, coordination with guest lecturers

Functions:

- Ensuring academic excellence
- Coordinating among various academic departments
- Continuous improvement of academic processes

20. Training and Development Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Strategy for training and development, industry collaboration
Senior Faculty Dr. Vishal J. Mali Dr. Divyesh J. Gandhi	Designing training programs, evaluating outcomes, Coordinating training sessions, supporting students

Functions:

- Providing training and development opportunities
- Ensuring skills development in alignment with industry needs
- Continuous evaluation and improvement of training programs

21. Scholarship and Fees Committee

Member	Responsibility
Director Dr. Chetankumar J. Lad	Scholarship policy, financial strategy
Senior Faculty Mrs. Heema T. Dhamecha	Evaluating scholarship applications, managing fee structure
Junior Faculty Ms. Urvi S. Patel	Assisting in scholarship distribution,
Admin Ms. Komal Chalke	Coordination with scholarship department and account department, fee collection

Functions:

- Managing scholarships and financial assistance
- Ensuring fair distribution of scholarships
- Monitoring fee collection and financial compliance