

Committees & Cells

Academic Committee

Session 2014-15

In pursuance of the vision of the institution and for augmentation of curricular processes to keep pace with academic growth, an Academic Committee is being formed as follows:

	Name	Designation	Position
1.	Prof. (Dr.) S.K. Gupta	Principal	Chairman
2.	Dr. (Mrs)Shalini Saxena	Vice Principal	Member Secretary
3.	Smt. Sanju Kaushal	Lecturer	Member
4.	Ms. Shivani Amaiya	Lecturer	Member
5.	Smt. Sarita Rai	Lecturer	Member

The committee will design the academic calendar and the time table to ensure a learning environment in the education department of the institution for effective implementation of academic activities (the curricular, co-curricular and extra-curricular).

The main focus of the committee will be:

- A. Establishing non-threatening teacher pupil relationship.
- B. Adopting active learning approaches in the class room teaching.
- C. Making teachers responsive to the diverse needs of the students.
- D. Monitoring of events and activities addressing to the diverse learning styles.

Examination committee

Session 2014-15

In pursuance of the goals and objectives of the objectives of the department of Madan Maharaj college, Bhopal an, examination committee is being formed as follows:

NAME	DESIGNATION	POSITION
1. Prof. (Dr.) S.K. Gupta	Principal	Chairman
2. Miss Shivani Amaiya,	Lecturer	Coordinator
3. Mrs Sandhya parashar,	Lecturer	Co-Coordinator
4. Smt. Rita Gulhane	Lecturer	Member
5. Manish Kumar	Student B.Ed.	Member
6. Nikita Panthi	Student B.Ed.	Member
7. Kalpna Vyas	Student D.Ed.	Member

The department is using assessment as a tool to improve quality in education. Therefore the committee will perform the following activities.

- a. Unit assessment of student's performance.
- b. Providing the information to the teachers to improve student learning.
- c. Monitoring the quality of teaching learning in side the class room.
- d. Enabling teachers to evaluate their own class room teaching and performance.

Extension and Linkage Committee

Session: 2014-15

In pursuance of the vision of the institution the department of education is planning to link with the community to facilitate the governance and the management of extension activities. Therefore an Extension and Linkage Committee is being formed as follows:

	Name	Designation	Position
1.	Prof. (Dr.) S.K. Gupta	Principal	Chairman
2.	Mrs. Seema Lal,	Lecturer	Convener
3.	Mrs. Rita Gulhane,	Lecturer	Co-convener
4.	Sarah Iqbal	Student B.Ed.	Member
5.	Neetu Singh	Student B.Ed.	Member
6.	Ritu Pandit	Student D.Ed.	Member

The committee will plan, organize, direct, control and appraise the following on-going projects:

- a. Irradiation of illiteracy.
- b. Project related to Right to Education.
- c. Quality of Life project.
- d. Environment Awareness project.

Faculty Development Committee

Session: 2014-15

In pursuance of the vision of the department of education of this collage and keeping in mind the development of the faculty through professionalism approach, a Faculty Development Committee is being formed as follows:

	Name	Designation	Position
1.	Prof. (Dr.) S.K. Gupta	Principal	Chairman
1.	Mrs Sanju Kaushal,	HOD	Convener
2.	Mrs Sarita Rai,	Lecturer	Co-convener
3.	Archana Mandali	Student B.Ed	Member
4.	Prashi Jain	Student B.Ed	Member
5.	Shyam Singh	Student D.Ed	Member

The committee will perform the following tasks:

- a. Validate the existing knowledge and construct new knowledge of the teachers of the department.
- b. Strive towards faculty development through reflections, discussion with colleagues and participation in orientation and training programs organized in other equivalent institutions.
- c. Facilitate the use of e-resources for the construction of knowledge.
- d. Organize the expert lectures for the development of the faculty.

Infrastructure Committee

Session: 2014-15

In pursuance of the vision of the institution and for augmenting of infrastructure to keep pace with the academic growth in the department of education of the institution, an Infrastructure Committee is being formed as follows:

	NAME	DESIGNATION	POSITION
1.	Prof. (Dr.) S.K. Gupta	Principal	Chairman
2.	Mrs.Sarita Rai,	Lecturer	Convener
3.	Mr. Manoj Bijghavne	Lecturer	Co-convener
4.	Srashti Jain	student B.Ed.	Member
5.	Taiyaba Ali	student B.Ed.	Member
6.	Manisha Verma	student D.Ed.	Member

The main functions of the committee are-

- a. Ensuring physical infrastructure of the department as per N.C.T.E. norms.
- b. Making available the infrastructure for curricular, co-curricular and extracurricular activities and for games and sports.
- c. Monitoring the optimal use of available infrastructure.
- d. Maintenance of infrastructural facilities.

Library Committee

Session: 2014-15

In pursuance of the vision of the institution and to give sufficient technical support to the library, a Library Committee is being formed as follows:

Name	Designation	Position
1. Prof. (Dr.) S.K. Gupat	Principal	Chairman
2. Miss. Pooja Rajak	Librarian	Convener
3. Miss Farhat Bano,	Librarian	Co-convener
4. Sumit Sharma	Student B.Ed.	Member
5. Sanjay Singh	Student B.Ed.	Member
6. Ramgopal Vishwakarma	Student D.Ed.	Member

The committee will remain vigilant in the following areas:

- a. Availability of library resources: Books, Journals, Magazines and Internet
- b. Systematically reviewing the various library resources for adequate access and relevance.
- c. Making decisions regarding acquisition of resources.
- d. Providing Computers, Internet and Reprographic facility and ensuring proper functioning of it.
- e. Facilitating Book Bank Scheme.
- f. Special facilities to visually and physically challenged students.

Research & Innovation Committee

Session: 2014-15.

In pursuance of the vision of the institution and to motivate its teachers and students to take up research, a Research and Innovation Committee is being formed in the department of education as follows:

NAME	DESIGNATION	POSITION
1. Dr. S.K. Gupta	Prof. & Head	Chairman
2. Dr. Hemakant Wakde ,	Reader	Convener
3. Mrs. Sanju Kaushal (NET Qualified) ,	Lecturer	Co-Convener
4. Rohit Thakur Member	Computer Expert	
5. Sanjay Singh	(student B.Ed.)	Member
6. Deepshikha Rao	(student B.Ed.)	Member

The thrust areas of research prioritized by the department are as follow:

- a. Empowering teachers to innovate.
- b. Integrating seminars into the curriculum.
- c. Viewing assessment as an aspect of learning.
- d. Reforming current practices of practice teaching.

The committee will perform the following activities to develop the research attitude of the faculty and the students:

- Organize the training programmes on Research Methodology and Data Analysis.
- Organize workshops to develop I C T related instructional materials.
- Motivating the faculty to generate the research papers and get them published in journals.
- Facilitating to take up minor and / or major research projects & action research by the faculty and the students.

Internal Quality Assurance Cell

(I.Q.A.C.)

In pursuance of the functioning of curricular processes according to Academic Calendar and for ensuring their quality up gradation, an Internal Quality Assurance Cell is being formed in the Institution. The structure of the cell will be as follows:

Name	Designation	Position
1. Dr. S.K.Gupta	Principal	Chairman
2. Dr. A.K. Mittal	Director Academic	Coordinator
3. Dr. Hemakant Wakde	Associate Prof.	Co-coordinator
4. Sh. O.P. Gurjar	Society Member	Member
5. Dr. Shalini Saxena	Vice Pricipal	Member
6. Smt.Sanju Kaushal	Sr. Lecturer	Member
7. Smt. Rita Gulhane	Lecturer(H.O.D. D.Ed.)	Member
8. Ms. Shivani Amiya	Lecturer	Member
9. Mr. Sunil Udasi	A.O.	Member
10. Mr. Parag Gite	Account Officer	Member

The primary aim of the Internal Quality Assurance Cell is to develop a system for conscious, consistent and catalytic actions to improve the academic and administrative performance of the institution.

The IQAC has to ensure that whatever is done in the institution for education should be done efficiently and effectively with high standards.

The IQAC will meet once in a quarter, preferably in the first week of the month, as in the academic calendar.

Formation of Cells

Session: 2014-15

	Name Of the Cell	Convener & members of Cell	Functions of the Cell
1	Internal Quality Assurance Cell (IQAC)	Dr. S.K. Gupta (Chairman) Dr. A.K. Mittal (Coordinator) Dr. H.K. Wakde (Co-coordinator)	Ensuring timely, efficient and progressive performance of various academic and administrative activities of the institution and monitor for continuous improvement in the quality of teacher education programmes.
2	Publication Cell	Mrs. Sanju Kausal (Convener) Ms. Shivani Amaiya Mrs. Rita Gulhane	Publication of 'ANUSHODHAN' (A bilingual journal, published twice in a year) and 'ANUBODHAN' (A quarterly published wall bulletin) to provide opportunities for faculty and the students in reflecting their views.
3	Activity Cum Craft Cell	Mrs. Rita Gulhane (Convener) Miss. Shweta Gupta	Developing creativity amongst students and motivating them to prepare craft material and teaching aids.
4	Guidance & Counseling Cum Placement Cell	Mrs. Kavaljeet Kaur (Convener) Smt. Jyoti Kaushik Mr. Rohit Singh Thakur	Identifying the learning problems and need of the students, providing remedial measures, facilitating placement of the students.
5	Grievance and Redressal Cell	Mrs. Kavaljeet Kaur (Convener) Miss Madhu Lingaiah Smt. Seema Lal	Identifying the problems in the implementation of policies and programmes of the institution and analyzing the feedbacks received from the students.
6	Women Cell	Mis.Madhu Lingaiah (Convener) Mrs. Sandhya Parashar Mrs. Archana Bharadwaj	The women cell is working in the institution to handle the gender sensitive issues and provide necessary support services. This cell is to promote gender equality and awareness against any biases and creating environment free from any harassment.
7	Games and Sports Activity Cell	Mr. Manoj Bijgawne (Convener) Miss.Farhat Bano	Physical and social development of the students by organizing sports activities in the institution.