

Ref. No./ SMS/DIR/ADMN/CIR(D&R25-26/01

Dated : 30-09-2025

## CIRCULAR

As we start the academic year 2025-26, various committees essential for smooth functioning and effective implementation of activities have been constituted.

1. All Committee coordinators may inform the members regarding their functions.
2. Department Heads/Coordinators are required to prepare their departmental plans for professional growth by introducing Value Added Courses, Industry visits, Expert Lectures, Workshops and Social outreach Activities for holistic development of the students.
3. Regular review meeting are to be conducted by Reporting Officer's and Committee Coordinators for effective implementation.

All concerned are expected to ensure compliance to the best of their abilities for continuous, progressive enhancement of the overall quality and goodwill of the Institute.

*30.09.25*  
**Prof. (Dr.) Ashish Bhatnagar**

Director

SMS Lucknow Sciences  
Lucknow

CC:

- CEO
- DG (Technical), SMS Lko
- Director (Administration & Admissions)
- Associate Director
- Registrar-SMS Lko
- Dean- Engg, SMS Lucknow
- Dean Student Welfare
- CGM (Corp. Affairs), SMS Lucknow
- All concerned

# SCHOOL OF MANAGEMENT SCIENCES

## Duties and Responsibilities (Academic Session 2025-26)

Sr. No.	Designation	Person In-charge	Duties & Responsibilities	Reporting Officer	Frequency & Purpose of Meeting
1	Academic Coordinator (Engineering)  Co-coordinator	Dr. Deepak Asrani  Mr. Sunit Mishra	Supervision and Overall academic Control of the teaching of B.Tech, & B.Sc. programs and maintaining regularity/attendance & other records for the same. Any other function assigned by the Associate Director from time to time. Observance of the ordinances, rules and regulation pertaining to B.Tech. programme. Implementation of EEP for better placement of B.Tech. students.	Associate Director	2 per Semester - Review academics, attendance, results, EEP implementation
2	Dean-Student Welfare (DSW)  Asst. DSW  Members	Dr. P.K. Singh  Mr. Aditya Pratap Singh Mr. Vikram Singh Ms. Sujata Sinha Dr. Jyoti Prakash Mr. Chandra Mani Singh Mr. Manish Kumar Singh	Serve as the primary advocate for students, addressing their concerns, grievances, and needs within the institution. Provide guidance and support to students on personal, academic, and social matters, ensuring their overall well-being. Promote and facilitate student participation in extracurricular activities, including sports, cultural events, clubs, and societies. Establish systems for collecting and analyzing student feedback on welfare services and campus life.	Director/ D.G.(Tech)	Monthly - Student grievances, welfare activities, cultural/sports events
3	Principal- Diploma in Engineering Program	Dr. Amarjeet Singh	Supervision and Overall academic Control of the teaching of Diploma in Engg. programs and maintaining regularity / attendance & other records for the same. Any other function assigned by the Associate Director from time to time. Observance of the ordinances, rules and regulation pertaining to Diploma programme. Through strict monitoring and assessment of internal and external examination shall ensure best result throughout the year. Implementation of EEP for better placement of Diploma students.	Associate Director	2 per Semester - Review academics, attendance, results, EEP implementation
4	Heads of the Departments  CSE  CSE (Emerging) AI(DS), AI-ML, IoT  EE  ME  CE  HAS  PG Program	Mr. Sunit Kumar Mishra-Head  Mr. Umesh Pratap Singh Dr. Niyati Gaur-Coordinator Mr. Rahul Yadav  Dr. Kamlesh Singh Mr. Vivek Mishra-Coordinator  Dr. Kamlesh Singh Mr. Pankaj Yadav  Dr. Asha Kulshrestha Mr. Ashish Puri  Dr. Ajay Singh Yadav Dr. Pushpanjali Singh-Coordinator  Dr. Asad Kareem Usmani	· Taking stock of the academic movement from subject faculty of all programs on a regular basis. · To check attendance of students on daily basis. · To ensure adherence of academic calendar activities and growth of external marks of students. · To ensure the implementation of the Employability Enhancement Programme in an effective manner to the students. · Priority be given to regularity & punctuality in providing various academic inputs at different levels. · To constitute an Academic Advisory Council consisting of Academician Industry representative, Alumni etc. for betterment of departmental activity.	Director/D.G. (Tech.) / Associate Director	2 per Semester - Review academics, attendance, results, EEP implementation

4	<b>MBA</b> Program Coordinator Co-coordinator	Dr. Ashok Sengupta Ms. Aditi Verma	<ul style="list-style-type: none"> <li>· Coordination of the program as per the ordinance, rules and the regulation of the Institute.</li> <li>· Proper Induction of newly admitted students.</li> <li>· Regularity and proper management of the classes.</li> <li>· Ensuring students' attendance, proper internal assessment tests and monitoring progress of the course coverage and thereby ensuring best results throughout the year.</li> <li>· Implementation of an effective mentoring system for better growth and employability of students.</li> <li>· Organising and monitoring the co-curricular activities to maintain healthy and congenial environment for the students.</li> <li>· Any other function assigned by the Director from time to time.</li> </ul>	Director	As required
5	<b>Time Table</b> Coordinator-Engg. Coordinator-Mgmt.	Dr. Deepak Asrani Mr. Asad Raza	Preparation and revision, if required, of the Class-routine for various applicable courses / semesters.	Director/ Associate Director	One per semester
6	<b>Computer Centre</b> Coordinator  Co-coordinator  Members	Mr. Rahul Awasthi  Mr. Rahul Yadav  Mr. Rajesh Verma Mr. Ram Babu Mr. Mahendra Maurya	<ul style="list-style-type: none"> <li>· Being responsible towards the monitoring and maintaining all the operative &amp; execution aspects relating to the Lab Classes for all the academic courses in terms of regularity &amp; punctuality in class-management, students' attendance-tracking, discipline, curricular tests &amp; exercises, etc. as per SMS-policies and schedules</li> <li>· Ensuring the maintenance of a presentable look to all the various Labs through the pertinent staff in Computer Centre under the overall guidance from the Acad. Coord. (Engg.).</li> </ul>	Academic Coordinator/HOD-CS/D.G. (Tech.)	One before commencement of each semester to assess the preparedness
7	<b>ADHYAYAN</b> Managing Editors  Editorial Team  Marketing & Circulation  Printing Coordinator	Dr. Ashok Sengupta  · Dr. Neeta Bhatla · Dr. Neerja Dixit · Dr. Asad Kareem Usmani · Ms. Suchitra Pandey  Mr. Shamit Srivastava (Lib.)  Dr. Ashok Sengupta	<p>Planning and organization of the publication, distribution / subscription of ADHYAYAN.</p> <p>To ensure publication-punctuality, to continuously widen the subscription-network (paid + exchange), to make efforts for attracting better &amp; more valuable Papers, and to subject the final manuscript to a blind review by a Committee to be constituted for the same.</p>	Director	As required
8	<b>(i) SAMRIDDHI / (ii) SHRISHTI</b> Managing Editors Consulting Editor  Marketing & Circulation (including E-marketing)  Content Compilation & Printing Coordinator	Dr. Pushpanjali Singh  Dr. Ved Kumar Mr. Anoop Kumar Singh Ms. Divya Mishra  Mr. Rajesh Singh (Lib.)  Ms. Amrita Narayan Mr. Amit Kumar	<p>Planning and organization of the publication, distribution / subscription of SAMRIDDHI &amp; SHRISHTI</p> <p>To ensure publication-punctuality, to continuously widen the subscription-network (paid + exchange), to make efforts for attracting better &amp; more valuable Papers, and to subject the final manuscript to a blind review by a Committee to be constituted shortly.</p>	D.G. (Tech.)	As required
9	<b>NEWS LETTER</b> Managing Editors  Circulation including E-marketing)  Content Compilation	Ms. Sujata Sinha Dr. Suman Kundi  Mr. Rajesh Singh Mr. Shamit Srivastava  Ms. Niyati Gaur Dr. Sadhna Singh	<ul style="list-style-type: none"> <li>· To highlight and publish the details of academic and other related events &amp; activities held at and through the institute during the period.</li> <li>· To maintain the publication periodicity without fail, i.e. first week of July &amp; January.</li> <li>· To ensure a meaningful and robust contribution of the SMS Newsletter</li> </ul>	Director/D.G. (Tech.)	Once every 6 months to assess the improvements and plan for forthcoming issue

	Printing Layout	Mr. Zamir Khan	towards the overall brand equity of SMS.		
10	<b>Library (Engg.)</b> Coordinator Co-coordinator  <b>Library (Mgmt.)</b> Coordinator Co-coordinator	Dr. P.K. Singh Dr. V.D. Tripathi  Dr. Madhurima Mr. Alok Singh	· To ensure the operation of all the various tasks needed to make the library an excellent & a modern one in terms of providing services to our stakeholders. · For every Academic Year Coordinator of Library will put-up a proposal to constitute a committee which will examine & finalize the requirement of Books and Journals required by each faculty. · To enrich it by adding new & latest titles, to add a substantial number of On-line Journals. · To maintain the library as a presentable one.	Director/D.G. (Tech.)	2 per semester - facilities improvement review
11	<b>Canteen</b> Coordinator  <b>Mess</b> Coordinator	Mr. Vikram Singh Dr. Anod Kr. Singh  Mr. Alok Singh Mr. Manujendra Singh	· To ensure hygienic conditions and discipline at the canteen. · To ensure kindly service of meals as per the decided menu. · Coordinators to be present in person during Lunch hour.	Director (A&A)	2 per semester - facilities improvement review
12	<b>Transport Committee</b> Coordinator Co-coordinator  Transport Incharge	Mr. Aditya Pratap Singh Mr. Lavkush Singh  Mr. Awneesh	To ensure the route fixation, daily traveling movement and proper operation of Student Bus / Official Vehicle. Allotting buses for Industrial Visits, Placement/ Training activities/ Co-curricular activities etc. Vehicle Insurance, Registration, Servicing & Maintenance of Official Vehicle.	Director (A&A)	As required
13	<b>Hostel Review &amp; Grievance Redressal</b> Chairperson (Boys' Hostel) Co-Chair  Members  Chairperson (Girls' Hostel)  Members	Dr. P. K. Singh Dr. Ajay Singh Yadav  Mr. Manish Kumar Singh Mr. Pankaj Kumar Yadav Mr. Sunit Kumar Mishra Mr. Vikram Singh Warden Boys Hostel Dr. Jyoti Prakash  Ms. Sujata Sinha Ms. Akansha Srivastava Ms. Bindu Singh Warden Girls Hostel	To ensure the speedy redressal of student grievances related to the Hostel matters. To ensure the various facilities and other services, for the hostel for students. To further maintain an environment of complete discipline, with zero incidence of any type of ragging or undesirable practices.	Director (A&A)/Associate Director	Monthly - Hostel facilities, discipline & grievance redressal
14	<b>Campus Grievance Redressal Cell</b> Chairman  Co-ordinators  Members	Director  1. Ms. Sujata Sinha-HAS 2. Mr. Abhishek Srivastava  Dr. Amarjeet Singh Mr. Rahul Singh Mr. Aditya Pratap Singh Dr. Neerja Dixit Dr. Smita Tripathi <i>University Representative</i> Mr. Saurabh Singh (Asstt. Registrar-AKTU)- <i>V.C. Nominee</i>	· To monitor the Grievance Portal and adhere to monthly reporting required by AICTE · To ensure the speedy redressal of student grievances or from any other stakeholder. · Maintain proper records of the grievances received and disposal / action initiated.	Director/D.G. (Tech.)	Monthly - Campus Facilities, Discipline & grievance redressal
15	<b>Guest Lectures</b> Coordinator Co-coordinator  Members	Mr. Surendra Srivastava Mr. Sadan Noumani Dr. S.K. Singh Dr. Shashwat Bajpai Mr. Anant Singh Mr. Deepak Dixit Ms. Khyati Seth Mr. Harshit Tiwari	To ensure the availability of Resource Person(s) in relevant area(s), preferably from the corporate sector, and to use them for Guest Lecture(s) from Academia to the students of all the various courses. · To look into the hospitality and other related jobs in consultation with the in-house mechanism. · Updating & Enriching the Mailing Lists for different occasions. Sending of New Year greetings / Birthday wishes.	Director/D.G. (Tech.)	2 per semester for planning and review

		Mr. Suyash Gupta	Organize Conference/ Seminars/ Webinar on relevant topic for betterment of the department.		
16	<b>Industrial Visits, Tour and Excursions</b> Coordinator  Members i) Mgmt.  ii) Engg.	Mr. Surendra Srivastava Dr. Sharad Kumar Singh  Ms. Aditi Verma Mr. Gaurav Gupta Dr. Shubham Kumar  Mr. Abhishek Srivastava Mr. Anoop Kumar Singh Mr. Vivek Mishra Mr. Syed Shuja Askari Mr. Sanjeev Kumar Pandey	To efficiently, meaningfully, and successfully organize the Industrial / Port Visits and Tour Excursions for the students (as applicable) of all the courses at both the International as well as Domestic levels in tune with the timing earmarked in the Academic Calendar for the purposes. To ensure that each and every student gets at least one opportunity for Industrial Visit during his academic journey at SMS. To further look into the other related jobs in consultation with the in-house mechanism.	Director/D.G. (Tech.)	2 per semester for planning and review
17	<b>Deptt. Lab Incharge</b> EE CSE ME CE Diploma	Mr. Pappu Kushwaha Mr. Umesh Pratap Singh Mr. Gaurav Ojha Mr. Syed Shuja Askari Mr. Ashish Puri Mr. Alok Singh Dr. S. A. A. Rizvi	To ensure proper & smooth functioning of Labs and overall responsibilities of maintenance of records.	Director/D.G. (Tech.)/Associate Director	2 per semester - to assess the prepared before commencement of each semester
18	<b>SMS Event diary/Visitors Book/Photography/ Video coverage of Events</b> Coordinator Co-coordinator Members	Ms. Mamta Sharma  Mr. Syed Shuja Askari  Mr. Abhishek Pal Mr. Sadan Noumani Mr. Pappu Kushwaha Mr. Santosh Kumar (Lib.) Mr. Adarsh Kumar Ms. Bindu Singh	Preservation of SMS events records, CD's/ Photographs. To ensure getting remarks of Guests Dignitaries on important events on visitors book. To ensure snapshots/ Videography on visits of guests / dignitaries and important events.	CGM(Corporate Relations)	As required
19	<b>Sports Committee</b> Coordinator Co-coordinator (Boys) Members  Co-coordinator (Girls) Members	Mr. Vikram Singh  Mr. Pankaj Yadav Mr. Manmohan Singh Chauhan Mr. Himanshu Minotra Mr. Chandramani Singh Mr. Harshit Shukla Mr. Abhishek Pal Mr. Gaurav Gupta Warden Boys Hostel  Ms. Kajal Gupta Ms. Anshika Singh Ms. Anvita Dixit Ms. Savita Gautam Ms. Divya Mishra	Organizing Indoor & Outdoor Games' competition for the students. Organising regular fitness and sports activities for students.	Director (A&A)/ Dean Student Welfare	One per semester to organize and review activities
20	<b>Cultural Committee</b> Coordinator Co-coordinator Members	Ms. Sujata Sinha Ms. Priyanshi Sharma  Mr. Gaurav Sharma Dr. Manisha Gupta Dr. Sadhna Singh Dr. Shobhna Singh Ms. Amrita Narayan Ms. Anvita Dixit Ms. Puspita Kumari	Organise the Intra and Institutional cultural competitions To prepare the students for participating in cultural activities for various events. Event wise - subcommittee for that event must be constituted & submitted in advance. Planning and organizing of the various programmes from time to time as mentioned.	Dean Student Welfare/ Director (A&A)	One per semester to organize and review activities
	<b>Anti-Ragging Committee</b> Chairman Co-Chairman Members	Director Dr. P.K. Singh-DSW  Dr. Amarjeet Singh-HOD-EE Mr. Manish Singh Dr. Smita Tripathi Dr. Pushpanjali Singh			



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21		<p>(Student Representatives) Piyush Giri, B.Tech-CSE (AI&amp;ML) Zakir Hussain, MBA (1<sup>st</sup> Yr) Er. S.N. Singh</p> <p>(Parent Representative) Mr. Surya Pratap Singh</p> <p>(Media Representative) Shri Ramesh Bhai</p> <p>(NGO Representative) S.O. Gosainganj (Rep. of Police) Registrar-SMS Lucknow Warden Boys Hostel Warden Girls Hostel</p>	To ensure zero incidents of any kind of ragging to any of the student in the campus or the hostels.	Director	2 per semester - Zero tolerance compliance review
22	<p><b>Internal Complaint Cell</b> <b>Women's Anti-Harassment Committee</b> Presiding Officer Members</p> <p>Student Member -1 Student Member -2 Student Member -3 NGO Member</p>	<p>Ms. Sujata Sinha Dr. Asad Kareem Usmani Dr. Smita Tripathi Dr. Niyati Gaur Dr. Pushpanjali Singh Dr. Vivek Asthana</p> <p>Ms. Saloni Tiwari, CS-4<sup>th</sup> Yr. Ms. Tanya Dubey, AI (DS)-4<sup>th</sup> Yr. Ms. Vidisha Singh, MBA (1<sup>st</sup> Yr) Mr. Ramesh Bhai</p>	To ensure zero incidence of harassment towards women on the campus & in the hostels.	Director	2 per semester - Zero tolerance compliance review
23	<p><b>Proctorial Board</b> Chief Proctor Dy. Chief Proctor (Mgt) Dy. Chief Proctor (Eng) Members</p>	<p>Dr. Amarjeet Singh Mr. Vikram Singh Mr. Pankaj Yadav Mr. Sunit Mishra Mr. Ashish Puri Mr. Gaurav Ojha Mr. Anant Singh Mr. Manish Singh Mr. Alok Singh Dr. Asha Kulshrestha Dr. Smita Tripathi Dr. Neerja Dixit Dr. Shobhna Singh</p>	To ensure a hassle free & congenial environment with an absolute discipline among the students, both in the campus and hostels. For each weekly day, a Day Officer must be nominated by Chief Proctor. Day Officer should enter the day activities in the register & put up to the Chief-proctor. Other members should also visit the campus buildings, canteen hostel & main gates etc for smooth running of all institutional activities.	Director	Monthly - review discipline & grievance redressal
24	<p><b>Media Cell</b> Coordinator Co-coordinator Members</p>	<p>Mr. Rahul Awasthi Ms. Amrita Narayan Mr. Amit Srivastava Mr. Chandramani Singh Mohd. Zamir Khan</p>	To ensure the coverage of the various programmes and events of SMS by deploying the relevant functionaries.	C.G.M. (Corporate Relations)	2 per semester - Media Coverage and Branding Initiatives
25	<p><b>Training &amp; Placement Cell</b> Coordinator Members</p>	<p>Mr. Surendra Srivastava Mr. Sadan Noumani Dr. S.K. Singh Mr. Ashish Puri (CE) Mr. Pappu Kushwaha (EE)</p>	To organize and control the entire activities of Training & Placement Cell of the Institute.	Director /D.G. (Tech.)	Monthly - Placement progress, internships,
25		<p>Mr. Atul Tiwari (ME) Dr. Niyati Gaur Mr. Rahul Singh-Diploma Dr. Shashwat Bajpai (Mgmt.)-UG Mr. Abhishek Pal-UG Dr. Ashok Sengupta-PG Dr. Asad Kareem Usmani-PG</p>			corporate tie-ups

  
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26	<b>Employability Enhancement Programme (EEP)</b> Coordinator Co-Coordinator Members	1. Ms. Mamta Sharma 2. Mr. Rahul Awasthi  1. Dr. Suman Kundi (Management) 2. Dr. Shobhna Singh (Engineering)  Dr. Amarjeet Singh Ms. Amrita Narayan Mr. Deepak Dixit Ms. Khyati Seth Mr. Suyash Gupta	· To coordinate and deliberate various kinds of tools and techniques to enhance the employability of students. · Enhance students understanding towards various topics by some stimulation exercises/ role play/ case studies/ management games etc.	Director	2 per semester - Progress review and new initiatives
27	<b>Alumni Cell</b> President Sr. Vice President Sr. Vice President Vice President Vice President General Secretary Joint Secretary Cultural Secretary Treasurer  Members	Dr. Dharmendra Singh Dr. P.K. Singh Dr. Amarjeet Singh Mr. Surendra Srivastava Dr. Asad Kareem Usmani Mr. Pankaj Kumar Yadav Mr. Vikram Singh Ms. Sujata Sinha Mr. Sunit Mishra  Mr. Manish Kumar Singh Dr. S.A.A. Rizvi Mr. Rahul Mishra Dr. Shashwat Bajpai Dr. Jyoti Prakash Mr. Alok Singh Mr. Rahul Awasthi Ms. Amrita Narayan Mr. Sadan Noumani	· To continuously explore the contacts with the passed-out students and organize meetings of Alumni Association at different cities across the cities such as Delhi, Mumbai, Bangalore, etc. · To create a database in regard to our alumni. · All members to execute the assigned work as per the instructions issued by the executive committee of Alumni Association Cell	Director	2 per semester - Alumni meets and updation of databases
28	<b>Website &amp; Social Media Branding</b> Coordinator Co-coordinator Members	Mr. Rahul Awasthi, DGM-IT Mr. Umesh Pratap Singh  Mr. Sanjay Singh Dr. S.K. Singh Ms. Richa Kumari Mr. Syed Shuja Askari Mr. Aditya Pratap Singh Mr. Arjit Kumar Dixit Ms. Aditi Verma	· Updating the various events / activities of the Institute on SMS Websites by keeping them updated on a daily basis. · Free Classified, Free News Portal, Social Networking Sites, Web advertising Ranking of the SMS websites. · To promote branding and marketing of the Institute on day-to-day basis on various Social Media platforms like Facebook, Twitter, LinkedIn, Word Press etc. · Will ensure active participation of faculty/ staff on social media to enhance positive image and visibility of the Institute. · Faculty should write atleast two blogs in a month.	C.G.M.	2 per semester - Media Coverage and Branding Initiatives
29	<b>Innovation, Incubation and Entrepreneurship Cell</b> Coordinator Co-coordinators Members	Dr. Arunesh Srivastava  Mr. Anant Singh Dr. Kamlesh Singh  Mr. Anoop Kumar Singh Dr. Ashok Sengupta Dr. Neeta Bhatla Dr. Pushpanjali Singh Dr. Manmohan Singh Chauhan Dr. Rajeev Tripathi Dr. Pushpanjali Singh Ms. Akanksha Srivastava Dr. Ved Kumar	· Promoting and facilitating research and consultancy activities of the Institute. · Lead the Innovation Project, build and maintain Institute's capability to innovate and secure its long-term goal to devise innovative products, services or processes so as to benefit the society and the nation as a whole. · Supervise, evaluate and validate the innovative products, services and processes to ensure that they are developed and implemented successfully. · Create a culture that encourages uniqueness and innovation.	Director/DG (Tech.)	2 per semester - Innovation projects, incubation support



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30	<b>Consultancy/MDP Cell/Resource Generation</b> Coordinator Co-coordinators Members	Mr. Surendra Srivastava Dr. SAA Rizvi Dr. Kamlesh Singh Dr. Asha Kulshrestha Ms. Mamta Sharma Ms. Suchitra Pandey	<ul style="list-style-type: none"> <li>Planning organizing and coordination of the MDP/Consultancy and other such activities.</li> <li>Resource generation through sponsored projects, industrial consultancy and other means.</li> <li>Grants under various Government Schemes &amp; CSR Initiatives</li> </ul>	Director & D.G. (Tech.)	One per semester - to review the initiatives
31	<b>Internal Communication Cell</b> Coordinator Link Officer	Mr. Gaurav Sharma Dr. Swati Agarwal	To notify Institute events carrying news value, on a day-to-day basis through internal communication portals in order to make the members of SMS-family aware of such development without delay.	Director & D.G. (Tech.)	2 per semester - internal communication improvements
32	<b>Examination Cell</b> Coordinator Co-coordinator (Mgmt.) Member Co-coordinator (Engg.) Member	Dr. P.K. Singh Mr. Vikram Singh Mr. Manish Kr. Singh Dr. Ajay Singh Yadav Mr. Atul Tiwari	<ul style="list-style-type: none"> <li>To conduct internal and external examinations smoothly.</li> <li>Coordinators will ensure pooling of resources and persons for smooth implementation of examination process and other Registrar Office work as and when required.</li> </ul>	Director	2 per semester - Exam scheduling, results review
33	<b>IQAC &amp; NAAC Cell</b> Chairman Co-Chairman Coordinator Members	Director D.G. (Tech.) 1. Dr. Asad Kareem Usmani 2. Dr. Abhishek Tripathi Mr. Sharad Singh Dr. Jagdish Singh Dr. Dharmendra Singh Dr. Amarjeet Singh Dr. Deepak Asrani Dr. Asha Kulshrestha Dr. S.A.A. Rizvi Dr. Neerja Dixit Mr. Satyajeet Asthana Dr. Ashok Sengupta Dr. Sadhna Singh Mr. Surendra Srivastava Mr. Rishi Kumar (HCL) Mr. Shishir Jindal (ISTD) Mr. Prem Chandra (NGO/ Society) Mr. Vivek Pandey (Alumni) Ms. Shivani (Alumni)	<ul style="list-style-type: none"> <li>Effective functioning of IQAC and preparation of Annual Quality Assurance Report and ensure compliances of NAAC.</li> <li>Propose, implement and reporting of quality improvement initiatives at SMS.</li> <li>Ensure functioning in accordance with the requirements of NAAC.</li> </ul>	Director	2 per semester - Quality initiatives and NAAC Compliance
34	<b>Social Responsibilities NSS &amp; UBA</b> Coordinators Co-Coordinators Members	1. Mr. Anant Singh (NSS) 2. Mr. Aditya Pratap Singh (CSR) 1. Mr. Anant Singh 2. Mr. Chandramani Singh Mr. Gaurav Sharma Mr. Anoop Kumar Singh Mr. Shuja Askari Mr. Gaurav Ojha Dr. Puspanjali Singh Ms. Divya Mishra	<ul style="list-style-type: none"> <li>Organizations of Blood Donation Camp, Free Medical check-up Camp, Plantation, other Literacy Drive &amp; other Social Marketing, Economic &amp; Material Assistance to poor class of the society.</li> <li>To organize marathon time to time on any social cause.</li> </ul>	Director (A&A)/DG (Tech)	2 per semester - Social activities and Outreach Programs
35	<b>NBA Accreditation Cell</b> Chairman Coordinators Co-coordinator Members (Mgmt.)	Director SMS DG (Tech.) Mr. Satyajeet Asthana (Mgmt.) Dr. Deepak Asrani (Engg.) Dr. Neerja Dixit (Mgmt.) Mr. Abhishek Pal Dr. Ashok Sengupta Dr. Jyoti Prakash	To take up the various activities pertaining to the accreditation as well as association with National Board of Accreditation (NBA) and the Association of Indian Universities towards the developmental causes of SMS.	Director	Accreditation Progress review

		Mr. Gaurav Sharma Dr. Abhishek Tripathi Mr. Asad Raza			
	DTP	Mohd. Furqan			
36	CISCO Centre Head Coordinator Members	Mr. Rahul Awasthi Ms. Akansha Srivastava Dr. Amarjeet Singh Mr. Alok Singh Dr. Rajeev Tripathi	<ul style="list-style-type: none"> <li>To ensure smooth conduct of the Networking course as per defined norms of CISCO.</li> <li>To ensure sufficient enrolment to make it a profit centre.</li> <li>To ensure grant of global CCNA certification by the applicants.</li> </ul>	Associate Director/ Acad. Coord. (Engg.)	As required
37	NIRF Committee Coordinators Members	1. Dr. Deepak Asrani (Engineering) 2. Mr. Anant Singh (Management)  Dr. Manisha Gupta Mr. Surendra Srivastava Ms. Kajal Gupta Dr. Pushpanjali Singh Mr. Vipul Bhargava Mr. Rohit Krishnani Mr. Jitendra Singh Mr. Sunit Kumar Mishra	<ul style="list-style-type: none"> <li>To register &amp; submit the information as required for improved ranking in NIRF for Management.</li> </ul>	Director/DG (Tech.)	One per semester - ranking data review and submission
38	Hobby Club Conveners Members	Dr. Shobhna Singh Ms. Anvita Dixit  Dr. Suman Kundi Ms. Anamika Kumari Ms. Richa Tripathi Ms. Renu Ms. Alka Gautam Ms. Amrita Narayan	<ul style="list-style-type: none"> <li>Planning and organization of the various Hobby Clubs from time to time.</li> </ul>	Director/Associate Director	2 per semester - Hobby Club activities, even records
39	Software Development Cell	Mr. Sanjay Kumar Singh  Mr. Satyajeet Asthana	<ul style="list-style-type: none"> <li>Design and develop customized software solutions for academic and administrative needs.</li> <li>Monitor and update the institute's ERP systems</li> </ul>	Director	2 per semester - ERP updates, software projects

  
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