

IILM Academy of Higher Learning, Lucknow

Working Teams (with effect from May 16, 2023)

Name of Working Team	Frequency of Meetings	Broad Role	Reports to	Members
Area Teams	Monthly	<ul style="list-style-type: none"> To plan and review the academic and other activities conducted in a particular Area. To suggest course allocation, propose electives and core courses of the area to be included in the curriculum. To promote research and collaborative activities in the area. To plan and conduct area-specific events. Any other related / relevant task 	Dean (Acad.)	<u>Marketing Area</u> 1. Dr. Suchita Vishwakarma(Chair) 2. Dr. Fawad Ali Khan 3. Ms. Ridhika Chatterjee <u>Finance & Economics Area</u> 4. Dr. Naela Rushdi (Chair) 5. Ms. Tapsi Srivastava 6. Mr. Ashish Mahendra 7. Ms. Nabhjeet Kaur <u>HR, OB, Gen. Mgmt. & Entrepreneurship Area</u> 8. Dr. Sheetal Sharma (Chair) 9. Dr. Vibhuti Gupta 10. Dr. Neha Tiwari <u>Operations and Analytics Area</u> 11. Mr. Tauseef Irfan (Chair)
Programme Office	Monthly	<ul style="list-style-type: none"> Smooth Conduct of PGDM Programme, including academic scheduling, preparation of classrooms, scheduling of examinations, scheduling co-curricular and extracurricular activities. Maintenance of Student Files Maintenance of Student Records including Attendance, Marks, Correspondence with Parents, Disciplinary actions, etc Any other related / relevant task 	Dean (Acad.)	1. Dr. Sheetal Sharma (Dean) 2. Dr. Vibhuti (Year 2 Coordinator) 3. Dr. Suchita (Year 1 Coordinator) 4. Mr. Kulbhushan Uprety
Examination & Moderation Cell	As Required	<ul style="list-style-type: none"> Smooth conduct of Examinations (End Term, Mid-Term and Improvement Exams) Moderation of sealed question papers submitted by the senior faculty as per process. Custodian of moderated and approved Question Papers & unused Answer Scripts Examination Seating arrangements, assignment of invigilation duty, distribution, and submission of exam material to invigilators. Handing over answer copies to examiners for assessment and collecting the same Compilation of Results submitted by Faculty Moderation of results, as per process Declaration of Result and Issue of Marksheets, etc. & Result Analysis Any other related/relevant task 	Dean (Acad.)	1. Mr. Tauseef Irfan (CoE) 2. Mr. Kulbhushan Uprety

IILM Academy of Higher Learning, Lucknow

Working Teams (with effect from May 16, 2023)

Mentoring Coordination Team	Monthly	<ul style="list-style-type: none"> • Allocation & Updation of Mentors as and when required • Regular Communication, Coordination with Mentors, as needed • Conducting training for mentors • Maintenance of mentorship logbooks • Taking feedback from Mentees and initiating corrective action, if required. • Any other related/relevant task 	Dean (Acad.)	<ol style="list-style-type: none"> 1. Dr. Suchita Vishwakarma 2. Ms. Tapsi Srivastava 3. Ms. Monika Gupta
Statutory Compliances, Accreditations & Rankings, DigiLocker Team	As Required	<ul style="list-style-type: none"> • AICTE Compliance Reports • NIRF & other rankings • AISHE data upload • NBA documentation • Preparing a database of all PGDM Students and uploading their Academic Results on DigiLocker Portal • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Dr. Neha Tiwari (Coordinator) 2. Dr. Suchita Vishwakarma (for NBA) 3. Ms. Monika Gupta
IQAC	Monthly/As required	<ul style="list-style-type: none"> • Making and revising SOPs of all processes, conducting Audits. • Ensuring Quality in all internal processes • Any other related / relevant task 		<ol style="list-style-type: none"> 1. Dr. Suchita Vishwakarma 2. Team to be decided.
Research & Faculty/Staff Development Team	Monthly	<ul style="list-style-type: none"> • Organizing events for Faculty and Staff Development • Planning & Organizing Institutional events like FDP, Research Conferences, Seminars, etc • Applying for Conference / FDP Grants from AICTE (AQIS & ATAL FDP, etc) and organizing the activity. • Applying for Funded Projects from various government agencies. • Creating and Implementing an FDP Calendar • Creating a Research Culture at IILM and implementing the Research Policy. • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Dr. Vibhuti Gupta (Coordinator) 2. Dr. Neha Tiwari 3. Mr. Ashish Mahendra 4. Ms. Nabhjeet Kaur
Career Development Cell (CDC)	Monthly	<ul style="list-style-type: none"> • Assess Training requirement of students • Conduct Training as and when required • Counsel the students with regard to the SIP and Final Placement • Establish connect with industry and engage with them in terms of guest sessions, live projects, SIP, final placements. • Ensure 100% SIP and near 100% Placements of all PGDM and MBA students • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Ms. Pooja Bhatnagar 2. Dr. Suchita Vishwakarma 3. Ms. Ridhika Chatterjee 4. Mr. Nitin Mohan 5. SCOP Members (Senior) 5. SCOP Members (Junior)

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Working Teams (with effect from May 16, 2023)

External Collaborations Team (MDP / Trainings / Consultancy / International Tie-ups)	Monthly	<ul style="list-style-type: none"> • Planning External Collaborations of IILM with various industry / academic bodies, including international entities • Organizing Collaborative Events like Seminars, Panel Discussions, etc • Creating and Implementing an MDP/Corporate Training Calendar • Obtaining Institutional Consultancy Assignments from the industry. • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Mr. Nitin Mohan (Coordinator) 2. Dr. Vibhuti Gupta
Fee & Scholarship Committee	Monthly	<ul style="list-style-type: none"> • Meticulous appraisal of student requests for fee delays and other fee related matters and recommendation of suitable course of action to Director. After approval, implementing the decision through Accounts. • Meticulous appraisal of student requests/claim for additional scholarship, continuation of scholarship in second year, etc and recommendation of suitable course of action to Director. After approval, implementing the decision through Program Office & Accounts. • Any other related/relevant task. 	Director	<ol style="list-style-type: none"> 1. Mr. Tauseef Irfan 2. Dr. Fawad Khan 3. Ms. Ridhika Chatterjee
Alumni Connect Team	Monthly	<ul style="list-style-type: none"> • Regular Updation of Alumni Database • Connecting and Engaging with Alumni in maximum possible ways in order to benefit the students and the college. • Conduct annual Alumni Meet, Alumni Mentoring Sessions, etc • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Mr. Fawad Khan (Coordinator) 2. Mr. Nitin Mohan 3. Ms. Tapsi Srivastava 4. Student Members
Admission Team	Monthly	<ul style="list-style-type: none"> • Conduct of marketing and branding activities, both physical and online, • Conducting business development activities, engaging consultants and maintaining regular connect with them • Conduct of PIs on & off-campus • Generating admission leads from various sources • Procurement and Utilisation of Data obtained from various sources • Managing Emailers, SMS, WhatsApp, Telecalling and other ways of connecting with leads / data. • Ensuring fulfilment of admission targets assigned by management • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Mr. Tahir Ansari (Coordinator) 2. Ms. Monika Gupta 3. Mr. Rishabh Pandey 4. Mr. Sanjay Misra 5. Ms. Stuti Gupta 6. Ms. Yuktisha Singh 7. Ms. Alka Singh
Admin, Security, Canteen, Housekeeping and Finance Team	Monthly	<ul style="list-style-type: none"> • Ensure smooth functioning of all physical infrastructure, equipment, facilities and other resources • Provide admin and logistics support to all other teams, functions and events, etc • Ensure safety & security in campus (and off-campus as & when required) • Ensure Financial support to all other teams, functions and events, etc, as per approved budgets 	Director	<ol style="list-style-type: none"> 1. Mr. Vivek Kashyap (Coordinator) 2. Mr. Sanjay Misra 3. Mr. Kulbhushan Uprety 4. Mr. Santosh Gupta

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Working Teams (with effect from May 16, 2023)

		<ul style="list-style-type: none"> • Ensure availability of healthy, hygienic food in the cafeteria in a timely manner. • Review the contract with the canteen contractor and recommend changes as and when deemed necessary • Any other related / relevant task 		
IT Equipment, Networking, CCTV, Social Media, Newsletter & Website Team	Monthly	<ul style="list-style-type: none"> • Ensure regular updation of website and content on other online platforms. • Ensure publication of Semi-Annual newsletter in a timely manner. • Any other related/relevant task 	Director	<ol style="list-style-type: none"> 1. Ms. Monika Gupta 2. Mr. Rishu Tiwari (hardware) 3. Mr. Tauseef Irfan (only for newsletter)
Hostel Coordination Team	Monthly	<ul style="list-style-type: none"> • Tie-up with new hostels • Maintain regular contact with existing hostels • Resolve hostel issues as and when they arise • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Mr. Sanjay Misra (Coordinator) 2. Dr. Vibhuti Gupta 3. Student Members
Grievance Redressal Team	Monthly	<ul style="list-style-type: none"> • To monitor Suggestion Box and Grievance email id. • To address any grievances communicated through email or other media 	Director	<ol style="list-style-type: none"> 1. Dr. Vibhuti Gupta (Coordinator) 2. Ms. Tapsi Srivastava 3. Mr. Sanjay Misra
STUDENT CLUBS & SOCIETIES (Faculty to be Facilitators)				
UBA Club	Monthly	<ul style="list-style-type: none"> • Conduct regular activities and events to promote the objectives of the Club • Any other related / relevant task 	Director	<ol style="list-style-type: none"> 1. Dr. Neha Tiwari (Coordinator) 2. Mr. Vivek Kashyap 3. Student Members
Hustlers (The Skill Development Club)	Monthly	<ul style="list-style-type: none"> • Conduct all the co-curricular and extra-curricular activities, not covered by the rest of the clubs • To focus on the outside-classroom skill development of the students. • Any other related/relevant task 	Director, through Dean (Acad.)	<ol style="list-style-type: none"> 1. Ms. Ridhika Chatterjee (Coordinator) 2. Dr. Fawad Ali Khan 3. Ms. Tapsi Srivastava 4. Student Members
Sports Club	Monthly	<ul style="list-style-type: none"> • Conduct regular activities and events to promote the objectives of the Club • Any other related / relevant task 	Director, through Dean (Acad.)	<ol style="list-style-type: none"> 1. Mr. Nitin Mohan (Coordinator) 2. Ms. Nabhjeet Kaur 3. Student Members
CSR Club	Monthly	<ul style="list-style-type: none"> • Conduct regular activities and events to promote the objectives of the Club • Any other related / relevant task 	Director, through Dean (Acad.)	<ol style="list-style-type: none"> 1. Dr. Neha Tiwari (Coordinator) 2. Dr. Fawad Khan 3. Student Members
Marketing Club	Monthly	<ul style="list-style-type: none"> • Conduct regular activities and events to promote the objectives of the Club • Any other related / relevant task 	Dean (Acad.) through Area Chair	<ol style="list-style-type: none"> 1. Dr. Fawad Khan (Coordinator) 2. Ms. Ridhika Chatterjee 3. Student Members
Finance Club	Monthly	<ul style="list-style-type: none"> • Conduct regular activities and events to promote the objectives of the Club • Any other related / relevant task 	Dean (Acad.) through Area Chair	<ol style="list-style-type: none"> 1. Ms. Tapsi Srivastava (Coordinator) 2. Mr. Ashish Mahendra 3. Ms. Nabhjeet Kaur 4. Student Members
HR Club	Monthly	<ul style="list-style-type: none"> • Conduct regular activities and events to promote the objectives of the Club • Any other related/relevant task 	Dean (Acad.) through Area Chair	<ol style="list-style-type: none"> 1. Dr. Vibhuti Gupta (Coordinator) 2. Dr. Neha Tiwari 3. Student Members
Operations & Analytics Club	Monthly	<ul style="list-style-type: none"> • Conduct regular activities and events to promote the objectives of the Club 	Dean (Acad.)	<ol style="list-style-type: none"> 1. Mr. Tauseef Irfan (Coordinator)

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		<ul style="list-style-type: none">• Any other related / relevant task	through Area Chair	2. Student Members
Happy Club (Mental Health Counselling)	Monthly	<ul style="list-style-type: none">• Conduct regular activities and events to promote the objectives of the Club• Any other related / relevant task	Dean (Acad.)	1. Dr. Vibhuti Gupta 2. Student Members