

Sr. No.	Activity	Coordinator	Dept	Committee Members	Expected work to do
1	Academic and Examination Section	Prof. Mehul Thakkar (GTU) Prof. Pratik Soni (CVMU)	CE	Prof. Nirav Patel	<ul style="list-style-type: none"> Internal and External Exam related tasks. Preparation of NATA list Marks entry at portal. Weekly Class Test related work.
			IT	Prof. Jimesh Rana	
			ASH	Dr. Foram Joshi Prof. Darpan Shukla	
			Office	Mr. Hemang Patel	
				Ms. Grishma Patel	
2	Internal Quality Assurance Cell (IQAC)	Principal & All Heads Prof. Shital Bhatt Dr. Neerajkumar Chavda	CE	Prof. Keyur Prajapati	<ul style="list-style-type: none"> To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution. To manage activities to improve the academic and administrative performance of the institution.
				Prof. Dipti Mathpal	
			IT	Prof. Sunaina Domadia	
			ASH	Prof. Sejal Patel	
3	CVMU ERP	Prof. Pratik Soni		Prof. Shyam Vithhalani	<ul style="list-style-type: none"> To manage ERP related activities at the institute as per the guidelines given by the university.
4	Timetable Committee	Prof. Nirali Pandya	CE	Prof. Atmiya Patel	<ul style="list-style-type: none"> To prepare timetable and manage related activities.
				Prof. Shyam Vithhalani	
			IT	Prof. Shital Bhatt	
				Prof. Jalpa Kantariya	
			ASH	Prof. Sagar Jani Prof. Niti Shah	
5	Library Committee	Dr. Darshana Prajapati Mr. Mahesh Parmar	CE	Prof. Dhruva Mistry	<ul style="list-style-type: none"> To Look after day-to-day activities of library, procure required books, Journals, Magazines etc. as per AICTE norms and all other matters related to library.
			IT	Prof. Palak Dave	
			ASH	Prof. Niti Shah	
6	Training & Placement Cell And Internship	Dr. Ashwinikumar Jha Prof. Jay Raval Prof. Nirav Patel	CE	Dr. Jayna Donga	<ul style="list-style-type: none"> To contact various companies, schedule campus interviews and arrange facilities for proper training and campus placement for the students. Internship / Practical training of students in industries.
				Prof. Sneha Vyas	
				Prof. Jignasha Lakhtaria	
				Prof. Jitendra Raulji	
			IT	Prof. Pritesh Pandey	
				Prof. Bhumika Prajapati Prof. Priyanka Panchal	
			ASH	Prof. Parvin Sodagar	
				Dr. Jayvirsinh Rajput	
7	Cell for Industrial Consultation (CIC)	Dr. Ashwinikumar Jha	CE	Prof. Jignasha Lakhtaria	<ul style="list-style-type: none"> To promote involvement of Industry and industry experts in Institutional processes. To organize Workshops, conferences, symposia etc with joint participation of the faculty and the industries. Internship / Practical training of students in industries.
			ASH	Prof. Parvin Sodagar	

8	Industrial Visit Committee	Prof. Sneha Vyas	CE	Prof. Akash Dave	<ul style="list-style-type: none"> To arrange industrial visit for students and to manage related activities.
			IT	Prof. Palak Dave	
			ASH	Prof. Tapan Patel	
9	Personality Development Program Committee	Prof. Parvin Sodagar	ASH	Dr. Jayvirsinh Rajput Prof. Darpan Shukla	<ul style="list-style-type: none"> To Look after Personality Development Programs and all other matters related to PDP.
10	Cultural	Prof. Dipti Mathpal Prof. Sneha Vyas Prof. Sagar Jani	CE	Prof. Jignasha Lakhtaria	<ul style="list-style-type: none"> To Look after cultural activities & extra co-curricular activities.
			ASH	Prof. Niti Shah	
			IT	Prof. Tejal Tandel	
11	Sports Club	Prof. Hitesh Thakwani	ASH		<ul style="list-style-type: none"> To look after Sports related activities.
12	NSS	Ms. Khushbu Patel	CE	Prof. Jitendra Raulji	<ul style="list-style-type: none"> To look after social activities like arranging blood donation camps, to work for the upliftment of rural society etc. To arrange career counselling in schools.
			IT	Prof. Palak Dave	
			ASH	Prof. Sejal M. Patel Prof. Tapan Patel Prof. Darpan Shukla	
13	Students Counseling	Prof. Mehul Thakkar	CE	Prof. Nirali Pandya	<ul style="list-style-type: none"> To coordinate Counseling sessions for the students to improve their academic performance and over all development.
			IT	Prof. Pritesh Patel	
			ASH	Prof. Sagar Jani	
14	Incubation & Entrepreneurship Development Cell And MoUs	Prof. Mihir Rajyaguru	CE	Prof. Sunit Parmar	<ul style="list-style-type: none"> To Look after the Entrepreneur-ship development program for the students.
			IT	Prof. Jimesh Rana	
			ASH	Dr. Bhavesh Pithadiya	
15	Research & Development Cell	Dr. Neeraj Chavda	CE	Dr. Jayna Donga	<ul style="list-style-type: none"> Preparation of project proposals to various funding agencies and initiating R&D work in the institute. The committee should work in a group to disseminate information about various schemes & should take care to see the available schemes under institute / university category and the deadline to apply for the same. Funded projects/ Gants for various research schemes of Govt/AICTE/ GUJCOST/DST etc.
			IT	Prof. Shital Bhatt	
			ASH	Dr. Bhavesh Pithadiya	

16	IEEE Chapter	Dr. Sudhir Vegad	CE	Prof. Dipti Mathpal Prof. Jignasha Lakhtaria	<ul style="list-style-type: none"> To encourage students to be members of various student chapters pertaining to various branches and coordinate activities. To organize workshops, seminars, symposia etc with joint participation of the faculty and the industry experts.
17	ISTE Chapter	Prof. Sunayana Domadia (Student Chapter)	CE	Prof. Shraddha Korvadiya	<ul style="list-style-type: none"> To encourage students to be members of various student chapters pertaining to various branches and coordinate related activities. To organize workshops, seminars, symposia etc with joint participation of the faculty and the industries experts.
			IT	Prof. Jalpa Kanthariya	
			ASH	Prof. Sagar Jani	
		Prof. Ankita Chauhan (Faculty Chapter)	CE	Prof. Dhruva Mistry	
			ASH	Prof. Hitesh Thakwani	
18	SWAYAM-NPTEL Chapter	Prof. Dhruva Mistry	ASH	Prof. Tapan Patel	<ul style="list-style-type: none"> To promote awareness amongst students and faculties about various courses & exams on SWAYAM-NPTEL portal. To motivate students & faculty members to get enrolled for online courses.
19	Clean Campus Green Campus Committee	Prof. Khusbu Patel	CE	Prof. Shraddha Korvadiya	<ul style="list-style-type: none"> To Look after all activity under My campus, clean campus
			IT	Prof. Palak Dave	
			ASH	Prof. Sejal Patel	
20	NCC (National Cadet Corps)	Prof. Hitesh Thakwani	CE	Prof. Jitendra Raulji	<ul style="list-style-type: none"> To Look after all NCC related activities and Celebration of National Festivals (26th January, 15th August Flag hoisting etc).
			ASH	Prof. Jeet Panchal	
21	College Publications Committee	Prof. Jay Raval/Dr. Foram Joshi	CE	Prof. Dhruv Dalwadi	<ul style="list-style-type: none"> Collecting articles and dept. information for college publications like MBIT newsletter.
			IT	Prof. Sunaina Domadia	
22	MBIT Alumni Association	Dr. Jayna Donga	CE	Prof. Sunit Parmar	<ul style="list-style-type: none"> To promote a sense of belongingness among the Alumni by being in regular contact with them. To keep the Alumni connected to the College via events, reunions, and networking opportunities. To manage activities to increase alumni interaction.
			IT	Prof. Pratik Soni	
			ASH	Prof. Jay Raval	
23	Website Committee	Prof. Pritesh Pandey	CE	Prof. Tushar Shah Prof. Keyur Prajapati Mrs. Juhi Gadani	<ul style="list-style-type: none"> To supervise all aspects, updating content and troubleshooting technical

			IT	Prof. Jimesh Rana	<p>issues for the institute website.</p> <ul style="list-style-type: none"> To supervise and make recommendations to remove obsolete information and add new features as and when needed.
			ASH	Prof. Jeet Panchal	
24	Software Development	Prof. Akash Dave	CE	Prof. Keyur Prajapati Prof. Tushar Shah	<ul style="list-style-type: none"> To design web applications that help in managing various activities that are necessary to increase the quality of the education. To design web applications to manage academic and administrative activities.
25	Internet /Computer Maintenance	Mr. Jaykrishna Patel	CE	Ms. Megha Patel	<ul style="list-style-type: none"> To look after email, wi-fi facilities in college and other work related to the internet. To Look after all internet maintenance related activities. To Look after all Computer Maintenance related activities of college (Computer maintenance, Printers, Fax, Xerox / cartridge refilling etc.)
			IT	Ms. Dipal Patel Mr. Shailesh Baria	
26	Boy's Hostel & Girl's Hostel	Prof. Faijubhai Malek Prof. Tejal Tandel		Mr. Jaykrushna Patel Mr. Mahesh Parmar Mr. Shailesh Baria	<ul style="list-style-type: none"> To Look after day-to-day activities of Boys' and Girls' hostels, facilities, other all matters related to Hostel. (Cleanliness and Proper utilization and maintenance of resources). To take care of hostel students from Ragging, To manage activities related to anti-ragging affidavit. To take care of issues related to Mess & Canteen. (Cleanliness and food quality).
27	Women Development Cell	Dr. Darshana Prajapati	CE	Prof. Nirali Pandya	<ul style="list-style-type: none"> To empower female staff members & Girl students. Organize various activities for them.
			IT	Prof. Jalpa Kantharia	
			ASH	Prof. Sejal Patel Dr. Foram Joshi Prof. Niti Shah	
28	Grievance Redressal Cell	Dr. Sudhir Vegad	CE	Dr. Shital Gondaliya	<ul style="list-style-type: none"> To take care of various issues/suggestions/ complaints of students.
			IT	Prof. Jagruti Prajapati	
			ASH	Dr. Neeraj Chavda	
29	Sound System	Prof. Mehul Thakkar	IT	Mr. Shailesh Baria	<ul style="list-style-type: none"> Booking, cleaning, Infrastructure support, Audio Video Facility, Electricity, Air-

			Adm	Mr. Dattesh Patel	condition etc.
30	SC/ST CELL	Prof. Tejal Tandel	CE	Mr. Hemang Patel	<ul style="list-style-type: none"> To take care of SC/ST students & educate them about available scholarships.
31	International Exchange Program	Dr. Ashwinikumar Jha	ASH	Prof. Parvin Sodagar	<ul style="list-style-type: none"> To take care of issues related to international students.
32	Unnat Bharat Abhiyan	Prof. Mihir Rajyaguru	CE	Prof. Atmiya Patel	<ul style="list-style-type: none"> As per the guideline to carry out UBA related activities.
			IT	Prof. Sunayna Domadia	
			ASH	Prof. Tapan Patel	
33	Internal Complaint Committee (ICC)	Principal	CE	Dr. Shital Gondaliya	<ul style="list-style-type: none"> As per AICTE guideline (Under section 4 of Sexual Harassment of Women at Workplace).
			IT	Prof. Jagruti Prajapati	
			ASH	Dr. Darshana Prajapati	
34	Student start-up and Innovation Policy (SSIP)	Prof. Sunit Parmar	CE	Prof. Mihir Rajyaguru	<ul style="list-style-type: none"> As per earlier notice to carryout SSIP related activities on campus.
			IT	Prof. Shital Bhatt	
			ASH	Dr. Bhavesh Pithadiya	
35	Institutional Ranking Framework	Dr. Foram Joshi	CE	Prof. Tushar Shah Prof. Dhruva Mistry Mrs. Juhi Gadani	<ul style="list-style-type: none"> Compile data regarding NIRF, GSIRF, AISHE, Atal and related nodal activities. To fill the Institute information on online portal.
			IT	Prof. Priyanka Panchal	
			ASH	Prof. Khusbu Patel	
36	Scholarships cell	Mr. Hemang Patel	CE	Prof. Dhruv Dalwadi	<ul style="list-style-type: none"> To look after all work related to MYSY / other scholarships.
			IT	Prof. Tejal Tandel	
			ASH	Prof. Jeet Panchal	
37	Multimedia and social media Team	Prof. Ankita Chauhan	CE	Prof. Shraddha Korvadiya	<ul style="list-style-type: none"> To connect people with MBIT on social media platforms like Facebook, Twitter, LinkedIn, Instagram, YouTube channel etc. To design the banners, brochure, advertisement materials etc. for Institute level activities
			IT	Prof. Priyanka Panchal	
			ASH	Prof. Niti Shah Dr. Jayvirsinh Rajput	

38	Media (Publicity) Committee	Prof. Jay Raval	IT	Prof. Sunayana Domadia	<ul style="list-style-type: none"> To take care of Institute programs / events / achievements publicity in print media & electronic media. Committee will work with coordination with social media committee.
39	Anti-ragging Squad	Dr. Darshana Prajapati (Convener)	IT	Prof. Mehul Thakkar) (Nodal Officer) Prof. Tejal Tandel	To take care of newly admitted students against ragging in the hostel and campus.
			ASH	Prof. Faijubhai Malek	
			Adm	Alkaben Patel	
40	Coursera	Prof. Tushar Shah	IT	Prof. Jimesh Rana	<ul style="list-style-type: none"> To promote awareness amongst students and faculties about various courses & exams on CVMU- COURSERA portal. To motivate students & faculty members to get enrolled for online courses.
			CE	Prof. Dhruv Dalwadi	
41	Red Cross Activity Cell	Prof. Jitendra Raulji	CE	Prof. Atmiya Patel	To organize various activities related to youth in coordination with the Red Cross Society
42	IIC	Prof. Pratik B. Soni	CE	Prof. Sunit N. Parmar	<ul style="list-style-type: none"> (IIC Startup Activity Center: Prof. Sunit N. Parmar IIC IPR Activity Coordinator: Dr. Neerajkumar Chavda IIC ARIIA Coordinator: Prof. Faizu Malek IIC NIRF Coordinator: Prof. Sunayana G. Domadia
			ASH	Dr. Neerajkumar Chavda	
				Prof. Faizu Malek	
			IT	Prof. Sunayana G. Domadia	

Note:

1. Principal, MBIT is the Chairman of all the committees.
2. Apart from teaching load, the work assigned to each committee is to be considered as part of the duty.
3. The coordinator and all the members should be actively involved in the committee. Every member is expected to perform their duty sincerely as directed by the coordinator.
4. All the coordinators are requested to arrange committee meetings with all the members frequently. Minutes of meeting must be prepared with proper records about activity done / planned.
5. All the members are required to use MBIT mail account for any communication.
6. Each committee should coordinate with other committees, whenever it is required.
7. Each committee will coordinate with the administrative office for infrastructural facilities and for the proper utilization of college resources.



MADHUBEN & BHANUBHAI PATEL INSTITUTE OF TECHNOLOGY
(A CONSTITUENT COLLEGE OF CVM UNIVERSITY)
INSTITUTE COMMITTEES MAY 2023-JUNE 2024



Dr. Sudhir Vegad
I/C Principal
MBIT

Dr. Darshana Prajapati
Vice-President
Central Committee