

MADHUBEN & BHANUBHAI PATEL INSTITUTE OF TECHNOLOGY
(The CHARUTAR VIDYA MANDAL(CVM) UNIVERSITY)
CENTRAL COMMITTEES FOR THE ACADEMIC YEAR 2025-26

Sr. No.	Name of the Committee/ Activity	Coordinator / Jt. Coordinator	Department	Members	Expected work
1	Academic Council, AICTE, PARAKH	Dr. Maulika Patel	CE IT ASH	All Heads of Departments Academic & Examination Section: Mr. Pratik Soni Mr. Shyam Viththalani	- Maintenance of academic standards, planning, co-ordination, development, oversight, validation and review of all academic work, Strategies related to teaching and learning, student support, quality assurance, monitoring the effectiveness of policies and procedures. - Overseeing all arrangements for teaching in the college; regulation of policies and procedures for assessment and examination of students within the college.
2	Admission Cell	Mr. Mihir Rajyaguru Dr. Jay Raval (J. C)	CE IT ASH	Mr. Atmiya Patel Dr. Kishori Shekhar Ms. Anjali Suthar Ms. Dipti Mathpal Mr. Piyush Suthar Mr. Jimesh Rana Mr. Mayur Parmar Mr. Sagar Jani Mr. Himanshu Mevada	- To act as an Interface between the prospective new students and the Institute, by helping the students to understand the various career options and enhance them to make the right choice. - Admission counselling and planning and execution of promotional activities related to new admissions in Degree courses.
3	Internal Quality Assurance Cell (IQAC)	Ms. Sejal Patel Mr. Himanshu Mevada (Jt. C)	CE IT ASH	Mr. Keyur Prajapati Mr. Atmiya Patel Mr. Chetan Verma Ms. Bhumiika Prajapati Mr. Walsh Christian	- 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. - Accreditation related work. - Identifying and implementing various measures to improve the

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					quality of education in the college.
4	Timetable Committee	Dr. Nirali Pandya	CE	Mr. Jitendra Raulji Ms. Jignasha Lakhtaria	- To prepare the class, faculty and lab timetables and manage related activities. - To manage timetable-related activity on CVMU ERP portal. - Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester.
			IT	Ms. Tejal Tandel Ms. Roma Barot Mr. Dhruval Kachhiya	
			ASH	Mr. Hitesh Thakwani Dr. Shreekant Pathak Ms. Riddhi Sondagar	
5	Library Committee	Mr. Vaibhav Gandhi	IT	Ms. Palak Dave	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.
			CE	Ms. Sreeja P.	Enhance the usage of library by students
			ASH	Ms. Sujan Diwan	
6	Training & Placement	Dr. Jayna Donga Dr. Sunayana Domadia (Jt. C)	CE	Ms. Ankita Chauhan Mr. Atmiya Patel	To contact various companies, schedule campus interviews and arrange facilities for proper training and campus placement for the students.
			IT	Mr. Jimesh Rana Mr. Harsh Goswami	Internship / Practical training of students in industries.
7	Cultural Committee	Mr. Sneh Vyas	CE	Ms. Dipti Mathpal	Look after cultural activities & extra co-curricular activities.
			IT	Ms. Tejal Tandel	To organize and promote all intra and inter collegiate cultural events in the college to bring out hidden talents of students in performing arts.
			ASH	Mr. Sagar Jani	To assist and coordinate liberal art activities as per university



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					guidelines.
8	Sports Committee	Ms. Darshana Patel	IT	Mr. Harsh Goswami	• Manage and maintain all types of sports inventory. • Organize events and competitions at the college level. • Promote participation at State and National levels.
			CE	Mr. Dhruv Dalwadi	
			ASH	Dr. Shreekant Pathak	
9	Extension Activities NSS (National Service Scheme)	Ms. Khushbu Patel	CE	Mr. Jitendra Raulji	• To look after social activities like arranging blood donation camps, to work for the upliftment of rural society etc. • To arrange career counseling in schools. • To work with / among people & engage in creative and constructive social action as a part of Unnat Bharat Abhiyan.
			IT	Ms. Palak Dave	
			ASH	Ms. Darshana Patel	
10	Extension Activities NCC (National Cadet Corps)	Mr. Hitesh Thakwani	CE	Mr. Vaibhav Gandhi	• To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces. • To Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst the Youth of the Country. • NCC related activities and Celebration of National Festivals (26th January, 15th August).
			IT	Mr. Mehul Amin	
			ASH	Mr. Jeet Panchal	
11	Student Counseling	Ms. Priyanka Panchal	CE	Ms. Shraddha Korvadiya	• To coordinate Counseling sessions for the students to improve their academic performance and overall development. • Psychological Counselling.
			IT	Mr. Jimesh Rana	
			ASH	Mr. Sagar Jani	
12	Institutional Ranking Frameworks (IIC, NIRF, etc. AISHE Portal)	Dr. Foram Joshi	CE	Mr. Amin Shaikh	• To conduct various Innovation, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion. • Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators. Network with peers and national entrepreneurship development organizations.
			IT	Ms. Jayshree Patil	
			ASH	Ms. Sujan Diwan	

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Institute of Technology
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13	Research & Development Cell	Dr. Darshana Prajapati	CE	Mr. Vaibhav Gandhi	- To upload an event report on Portal. - Identify various funding agencies for R&D work. - Identify opportunities for collaboration for R&D work. - Explore projects/ Grants for various research schemes of Govt. - Compile the R&D data of the Institute.		
			IT	Dr. Mehul Thakkar			
			ASH	Dr. Bhavesh Pithdiya			
14	SWAYAM NPTEL	Dr. Kishori Shekokar	ASH	Ms. Riddhi Sondagar	- 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. - Ensure a significant number of registration.		
			CE	Ms. Jignasha Lakhtariya			
			IT	Ms. Roma Barot			
15	College Publications	Ms. Jigisha Kachhia	CE	Ms. Sreeja P.	- Inviting articles from departments and compiling department information for college publications like newsletters, *Annual report etc. - To provide a creative platform for students development and participation by contributing to college magazines/newsletter.		
			IT	Mr. Nitin Patel			
			ASH	Ms. Sujjan Diwan			
16	Alumni Affairs	Ms. Dipti Mathpal	CE	Mr. Sunit Parmar Ms. Juhi	- 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	Mr. Pratik Soni			
			ASH	Ms. Sejal Patel			
17	Website Committee	Dr. Pritesh Pandey	CE	Mr. Amin Sheikh	- Troubleshooting technical issues related to the Institute website. - Maintain and update Institute website regularly.		
			IT	Mr. Nitin Patel			
			ASH	Mr. Jeet Panchal			
18	Maintenance Cell (Computer)	Mr. Jayakrushna Patel	CE	Ms. Megha Patel	To look after email, with facilities in college and other work related to the internet		

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	Maintenance Cell (Electrical & Electronics)	Mr. Mehul Amin	IT	Mr. Shailesh Baria	- 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.)
	Maintenance Cell (Civil & Mechanical)	Mr. Tapan Patel	ASH	Mr. Himanshu Mewada	
19	Hostel Committee	Dr. Bhavesh Pithadiya (Boys) & Ms. Tejal Tandel (Girls)		Mr. Jayakrushna Patel	- 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).
20	Women Empowerment Cell	Ms. Jagruti Prajapati	IT	Ms. Jayshree Patil Ms. Bhumika Prajapati	To instill positive self-esteem and confidence in the female students so that they can take the right decision in and for-their lives.
			CE	Dr. Kishori Shekokar Ms. Anjali Suthar	Spreading awareness among the students about the social, legal and constitutional rights of women in order to prevent the exploitation based on gender.
			ASH	Dr. Parvin Sodagar	
21	Grievance Redressal Cell	Dr. Gopi Bhatt	IT	Ms. Jagruti Prajapati	To take care of various issues/suggestions/ complaints of students.
			ASH	Ms. Khushbu Patel	- To look into the complaints lodged by any student, and judge its merit. - To look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person.
22	Cell for SC, ST, minority and		CE	Ms. Anjali Suthar	To counsel and guide SC/ST/OBC students and help them to manage academic and personal issues of college life effectively.

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23	24	25	26
differenty abled Internal Committee (IC)	Student start-up and Innovation Policy and Entrepreneurship	Scholarships cell	Social Media and Media Outreach
Mr. Keyur Prajapati	Mr. Sunit Parmar	Mr. Hemang Patel	Ms. Shraddha Korvadiya Dr. Foram Joshi (Print)
IT	CE	CE	IT
ASH	IT	IT	CE
Mr. Mayur Parmar	Mr. Jitendra Raulji	Ms. Shraddha Korvadiya	Mr. Walsh Christian
Mr. Walsh Christian	Mr. Dhruval Kachiya	Mr. Mehul Amin	Ms. Priyanka Panchal
Dr. Gopi Bhatt	Dr. Foram Joshi	Mr. Jeet Panchal	Ms. Ankita Chauhan
Ms. Jagruti Prajapati			
Mr. Hemang Shah Ms Nikita Soni			
- To ensure provisions of an environment where all such students feel safe and secure. - To take care of SC/ST/OBC students & educate them about available scholarships. - To provide the mechanism to redress the grievance of SC/ST/OBC students, if any.	Look after the Entrepreneurship, SSIP and IPR related activities	To look after all work related to all scholarships	- 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. - For institute level programs /events/achievements publicity in print media & Ele. Media.
As per AICTE guideline (Under section 4 of Sexual Harassment of Women at Workplace).			

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27	Anti-ragging and Discipline Committee	Mr. Mehul Thakkar(C) Mr. Sunit Parmar (Jt. C)		All Heads, Hostel Rector & Superintendents	- To take care of newly admitted students against ragging/bullying in the hostel and campus. - To take preemptive measures to avoid any action of misconduct. - Ensure discipline during college level events like Annual Function, Techfest, etc. - Take necessary action against indiscipline
			CE	Dr. Jayna Donga Mr. Shyam Vithlani	
			IT	Dr. Sunayna Domadiya Mr. Harsh Goswami	
			ASH	Mr. Tapan Patel	
			Admin	Mr. Jaykrushna Patel Mr. Hemang Shah Mr. Bhaumik Patel	
28	SEDGs Cell	Dr. Shreekant Pathak			
29	Industry Institute Interaction Cell (IIIC)	Mr. Snéh Vyas	CE	Mr. Manav Patel	- To promote involvement of Industry and industry experts in Institutional processes (Workshop/Seminar/Industrial Visits/MoU etc.). - Take initiatives to get more consultancy related work from Industries.
			IT	Mr. Piyush Suthar	
30	Promotion of ITK (Indian Traditional Knowledge)	Mr. Mehul Thakkar	CE	Mr. Dhruv Dalwadi	Protect, promote and disseminate Indian traditional knowledge pertaining to various traditional ideas and practices, like Yoga, medicinal plants, traditional materials of construction, use of indigenous materials conservation of resources, sustainable development, intellectual property rights and benefit sharing.
			ASH	Dr. Parvin Sodagar	

M. V. V.
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Sr. No	Cell/Portal	Nodal Officers / SPOC
1.	National Service Scheme (NSS)	Ms. Khushbu Patel (PO) & Ms. Darshana Patel (Nodal Officer)
2.	ABC ID (Nodal Officer)	Dr. Nirali Pandya
3.	Centre of Excellence Code Unnati	Mr. Mihir Rajyaguru
4.	Smart India Hackathon	Mr. Sunit Parmar
5.	IIRS Nodal Center, AISHE, NIRF, GSIRF, IIC	Dr. Foram Joshi
6.	Unnat Bharat Abhiyan (UBA)/Yukti	Mr. Mihir Rajyaguru
7.	Scholarship Cell	Mr. Tejal Tandel

Students' Activity and Chapter In-charges

Sr. No	Name of Chapter/Club	Coordinator
1.	ISTE (Indian Society for Technical Education) Students	Mr. Mayur Parmar
2.	ISTE - Staff	Ms. Ankita Chauhan
3.	IEEE (Institute of Electrical and Electronics Engineers)	Mr. Dhruv Dalwadi
4.	Astronomy Club	Dr. Foram Joshi
5.	Literature Club	Ms. Sreeja P
6.	Software Club	Mr. Sunit Parmar
7.	Personality Development Cell	Dr. Parvin Sodagar
8.	Maths Club	Dr. Darshana Prajapati



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Committee for Good Practices:

Sr. No.	Name of Activity/ Chapter	Name of the Coordinator/In-charges
1	E-Waste Management	Mr. Jaykrushna Patel
2	Safety Measures/ Fire Extinguisher	Mr. Shailesh Baria
3	My Campus Clean Campus	Ms. Khushbu Patel

Note:

1. Principal, MBIT is the Chairperson of all the committees.
2. Involvement is expected from the entire committee to achieve the desired results.
3. Coordinators shall arrange committee meetings at least twice a semester. Minutes of meetings must be prepared with proper records about activities.
4. All the members are required to use an MBIT mail account for any communication.
5. Each committee shall coordinate with other committees/Department, as and when required.
6. Administrative Office and non-teaching staff are required provide support to various committees as and when necessary
7. Committee coordinators are required to keep up-to-date year wise records.

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