

SCHOOL OF COMMERCE AND BUSINESS MANAGEMENT

Date: 07.07.2025

OFFICE ORDER

Sub: - Constitution of Departmental Level Committees for the Academic year 2025-2026.

Departmental Level Committees are constituted for the academic year 2025-2026 or until further orders whichever is earlier. The Committees need to co ordinate for smooth functioning of programs in the Department.

Sl.No	Committee	Members
1	Admission Committee	Dean, SCBM Head, DMC Prof. Syed Khaja Safiuddin Mohd. Ather Dr. Khatib ur Rub Mr. Syed Muzammil Qadri
2	Time-Table Committee	Head, DMC Dr. Saidalavi.K Mr. Nissar Hussain Dr. Humera Fatima.
3	Examination Committee	Head, DMC 1. Dr. Rashid Farooqi 2. Dr. Reshma Nikhat 3. Dr. Humera Fatima. 4. Dr. Khatib ur Rub 5. Dr. Yasmeen Sultana 6. Dr. Syed Hamid Mohiuddin Quadri
4	Seminar/Conferences/Webinar/Invited Lecture Committee.	Dean, SCBM Head, DMC Dr. Kamruddin SK Dr. Reshma Nikhat Dr. Syed Hamid Mohiuddin Quadri
5	Industry-Academia Linkage & MOU, Industrial Visit Committee	Dean, SCBM Head, DMC Prof. Saneem Fatima Dr. Khatib ur Rub Mr. Nissar Hussain
6	Student Projects, Mentoring	Dr. Saidalavi.K - Head Md. Ather Mr. Syed Muzammil Qadri Dr. Humera Fatima Dr. Syed Hamid Mohiuddin Quadri

7	Library Committee and Reading Room	Head, DMC Prof. Badidduin Ahmed Dr. Kamruddin SK Dr. Rashid Farooqi Dr. Khatib ur Rub Mr. Mohd Ather
8	NDLI Club	Head, DMC (Chair) Prof. Badiuddin Ahmed (Secretary) Dr.Saidalavi. K (Executive Member) Dr. Khatib ur Rub
9	Students Placement Affairs & Internship	Dr. Kamruddin SK Mr.Nissar Hussain Dr. Khatib ur Rub Dr. Syed Hamid Mohiuddin Quadri
10	Student Discipline	Head, DMC Prof. Saneem Fatima Dr. Rashid Farooqi Dr. Yasmeen Sultana
11	Student Grievance	Dean, SCBM Head, DMC Prof. Badiuddin Ahmed Prof. Syed Khaja Safiuddin Dr. Reshma Nikhat Mr. Nissar Hussain
12	Students Clubs (Management Quiz, Debating Society etc) Coordination	Head, DMC Dr.Saidalavi. K Dr. Syed Hamid Mohiuddin Quadri Mr. Mohd Ather
13	Management and Commerce Fest	Prof. M.A. Azeem Dr. Reshma Nikhat Dr. Rashid Farooqi Mr. Nissar Hussain
14	Website, Social Media, PR related, Student Out-reach Committee programmes	Dean, SCBM Head, DMC Prof. Syed Khaja Safiuddin Dr.Saidalavi, K Mr. Nissar Hussain
15	AICTE Coordination	Dean, SCBM Head, DMC Prof. Badiuddin Ahmed Mr. Nissar Hussain
16	NAAC, NIRF, IQAC coordination	Dean, SCBM Head, DMC Dr.Saidalavi, K Mr. Nissar Hussain
17	Student Induction Coordination	Dean, SCBM Head, DMC Dr. Reshma Nikhat Mr. Nissar Hussain Dr. Yasmeen Sultana Dr. Humera Fatima


18	Alumni Affairs & Coordination	Head, DMC Prof. Badiuddin Ahmed Prof. Syed Khaja Safiuddin Mr. Nissar Hussain Dr. Khatibur Rub
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The Committee shall meet as and when required and it may take the assistance of any other teaching staff, research scholars or student volunteers for its functioning. Staff support services will be provided for meetings of the Committee and clerical work to the extent possible by the office staff posted at DMC/SCBM.

Wherever any financial implication is involved in any matter related to the functioning of the Committee, prior approval of the Competent Authority to be sought in advance.

Copy to :

1. Dean, SCBM
2. All Faculty Members
3. Notice Board
4. SCBM/DMC Website


DEAN, SCBM
School of Commerce & Business Mgmt.
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