



## STUDENTS COUNCIL

### 1. Purpose

The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

### 2. Student Council Constitution

The Institution Students' Council shall consist of the following members, namely:

1. President
2. Vice President
3. Secretary
4. Sports Secretary
5. Cultural Secretary
6. Class Representatives.

### 3. Procedure

This nomination is purely based on the merit of their leadership activities exhibited during the previous years. The Class representatives otherwise known as "Class Ambassadors" are nominated by the Head of the department in consultation with the class mentors. Cultural activities representative and Sports activity representative are nominated by Cultural Coordinator and Sports Coordinator of the institution respectively. Appropriate gender balance in the Council shall be given priority.

### 4. Eligibility

1. All the students on the rolls of the institution are eligible to be nominated.
2. Candidate should not have any academic arrears in the year of nomination
3. The candidate shall not have been subjected to any disciplinary action by the Institute authorities.

### 5. The Role of Student Council

The fundamental role of Student Council is the facilitator of sharing information between administrative officials and the students. The set of objectives for the council shall be:

- To promote an environment conducive to educational and personal development
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council
- To represent the views of the students on matters of general concern

I PRINCIPAL  
IQBAL INSTITUTE OF  
TECHNOLOGY & MANAGEMENT  
Hyderabad





IQBAL MEMORIAL TRUST'S GROUP OF INSTITUTIONS

## IQBAL INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Laloo Sheshgaribagh Hyderpora Srinagar Kmnr.

Phone No: +91 90703 37770 Email: iitm.sgr@gmail.com

after getting signature from the President. Copies of the minutes of the meeting are to be handed over to the secretary of the next student council at the end of the term.

### 9. Reporting and Dissolution

The Student Council members are liable to share the reports/minutes of the meeting at any time to the Director/ Principal/ IQAC Coordinator. The Dissolution of the complete Student Council (or any one student/faculty member) shall take place at any time (on special situations leading to such act) without prior notice by the Director/Principal otherwise a notice of one week shall be given seeking explanation to show the cause/explanation for not to dissolve the council. The final decision of dissolution always rests with the Director/ Principal of the Institution.

Sd.

Principal.

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It is notified for the information of all concerned that the Students Council for the academic year 2022-2023 has been finalized. The following members have been selected on the basis of the nominations made by the HOD's and faculty members:

S.NO.	NAME OF THE STUDENT	DESIGNATION	BATCH & COURSE
1.	SHRUTI SHARMA	PRESIDENT	BCA 3 <sup>RD</sup> SEM
2.	MOUZIN GULZAR	VICE PRESIDENT	BCA 3 <sup>RD</sup> SEM
3.	MARYAMA AHAD	SECRETARY	MBA 1 <sup>ST</sup> SEM
4.	MOIN RASHID	SPORTS SECRETARY	BCA 1 <sup>ST</sup> SEM
5.	SADAF JAN	CULTURAL SECRETARY	MBA 1ST SEM

The composition is subject to changes as and when required by the College authorities.



## **2. Disciplinary & Anti Ragging Committee :-**

- i. Convener : Ms. Asma Gulzar.
- ii. Members : Mr. Sajad Gul
- iii. Student Representative.

### **Objective:-**

To assist the college authorities in promoting and maintaining discipline in the institute and prevent anti ragging menace in any form.

### **Responsibilities:-**

1. To promote and maintain discipline in the institute by pro-actively assisting the college authorities by involvement and giving suggestions.
2. To ensure implementation of anti-ragging measures by students in the institute by pro-actively involving, giving wide publicity to prevent ragging and taking rounds around college premises and such taking preventive measures.
3. Awareness among Staff & Students regarding rules, norms, and values of I.M.T.
4. Remedial measures for indiscipline of any kind.

## **3. Publication Committee :-**

- i. Convener : Ms. Rizwana Khursheed
- ii. Members : Mr. Adil Majeed Chikan, Mr. Suhail Javaid, Ms. Rumaisa Nabi, and Mrs. Misbah Maqbool.
- iii. Office Representatives : Mr. Sajad Noor and Ms. Mehnaz
- iv. Student Representative.

### **Objectives:-**

1. To oversee and supervise research and development activities in the college and to encourage faculty and students in writing research papers representing college.
2. To prepare Quarterly "News Letter"
3. To collect articles from faculty, staff and students for annual College Magazine "Eagle"
4. To make necessary arrangement for publishing annual College Prospectus.

### **Responsibilities:-**

1. Exploring possibilities of research collaborations, nationally and internationally for long term development.
2. Reviewing and monitoring research and development activities at college.

### Responsibilities:-

1. To assist the Librarian in formulating Library policy.
2. To look after general maintenance of the library in terms of reading material and infrastructure.
3. To effectively involve in fostering the reading habit of staff and students.
4. To devise methodology for weeding out outdated and unnecessary library material as per the rules and norms of library science.
5. Prepare list of books and reference books in consultation with Faculty Members and Students to be procured from time to time.
6. Steps to be taken to make library resources beneficial to the students & faculty members.

### 6. Cultural and Social Responsibility Committee :-

- i. Convener : Mrs. Aasifa Arabi
- ii. Members : Mr. Javaid Paray and Ms. Rumaisa Nabi
- iii. Representative from Students Council

### Objectives:-

1. To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.
2. To inculcate and develop social sensitivity, moral values and professional ethics in IITM students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the IITM.

### Responsibilities:-

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
2. To plan and schedule cultural events for the academic year.
3. To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.

### 7. Sports Committee :-

- i. Convener : Mr. Aadil Majeed Chikan

- ii. Members : Mrs. Qurat-ul-Ain and Mr. Pervaiz (Physical Teacher)
- iii. Representative from Students Council classes

#### Objective:-

To provide healthy leisure time for every student.

#### Responsibilities :-

1. Coordinate with the Physical Teacher by keeping the stock inventory of previous and current years' sports goods and Order purchase of sports goods in consultation with the Principal.
2. Arranging the venues for sports events in consultation with the Principal
3. Hold sports events in the college campus.
4. To recommend students for permission to participate in the intra-or inter college events
5. To recommend attendance to students who have taken part in sports events as per rules.
6. Maintaining discipline in all sports events taking place in and outside the college.
7. Holding sports events for staff members.
8. Maintaining records of sports events attended by students outside the college, within the University and outside.
9. Calendar the schedule of sports events for the whole academic year in advance.
10. To remain in liaison with the sports council of Kashmir University.

#### 8. Alumni Committee :-

- i. Convener : Mr. Sajad Gul.
- ii. Member : Mrs. Asma Gulzar & Mr. Mubashir Qadir
- iii. Alumni Members : Mr. Abdul Shakoor and Mr. Zain-ul-Abudin.

#### Objectives:-

1. To significantly increase alumni interaction with the institution.
2. Fostering and keeping alive loyalty at Alumni to the institution and creating concern for its welfare.
3. Inculcate exchange of ideas among alumni and between students.
4. To assist current students to achieve their goals by means of mentorship setup through College Alumni.

#### Responsibilities :

1. To maintain an up-to-date and detailed database of the alumni working in India and Abroad viz. Phone Numbers, E mail ID,

Office Address, Home Address, Landline Number and their usual travel plan (this opportunity can be utilized to invite them to college for interaction besides motivating and arousing sentiment to contribute to the development of IITM by becoming source of PLACEMENT for IITM students.

2. To encourage our alumni to share their knowledge of latest technology and trends being used in their country of work among our students.
3. To highlight the success of alumni and to improve the credibility and reputation of the IITM.
4. Plan and promote a platform for interaction between alumni and IITM.
5. Maintain healthy relationship with the alumni body.

## **9. Grievance Redressal Committee :-**

I.	Chairman	: Mr. Mir Zaffar Hussain (Principal IITM).
II.	Convener	: Mrs. Misbah Maqbool
III.	Members	: Mrs. Qurat Ul Ain and Mr. Mubashir Qadir
IV.	Office Representative	: Mr. Sajad Noor Protocol Asstt.
V.	Student Representative.	

### **Objectives:-**

1. To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
2. To comply with the AICTE regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by AICTE.

### **Responsibilities:-**

1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students or received from IT Cell through our grievance redressal software.
2. The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the compliant
3. To maintain the minutes of the meetings and submit the same to the Principal.

## **10. Women Development Cell :-**

- i. Convener : Mrs. Gousia Nazir
- ii. Members : Mrs. Sabina Tariq and Ms. Rizwana Khurshid.
- iii. Female Student Representatives.

#### Objectives:-

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
2. To address issues faced by women at work place and to organize awareness generation programs and to take preventive steps towards protection of women staff / female students from harassment in the college.
3. The Women Redressal Committee and Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / University of Kashmir.

#### Responsibilities:-

1. To organize workshops affecting women in general and especially in the following areas:
  - a. Sensitization and gender equality on campuses.
  - b. Issues of women arising from societal concerns.
  - c. Any other theme based activities and events concerning significant issues of women.

#### 11. Committee for SC / ST and Scholarships :-

- I. Convener : Mrs. Sabina Tariq
- II. Members : Mr. Javaid Ahmad Parray and Mrs. Misbah Maqbool
- III. Student Representative.

#### Objectives:-

1. To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
2. To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
3. To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989)
4. To provide scholarships to deserving and needy students.

#### Responsibilities:-

1. To look into the complaints if any received from the concerned staff and students belonging to SC / ST.
2. Disburse "Jibrael Memorial Scholarship"
3. Annually forward the list of 30 deserving and needy students for scholarship to be arranged by college as per the availability of funds.

## **12. Canteen / Hostel Committee :-**

- i. Convener : Mr. Javaid Ahmad Paray
- ii. Members : Mr. Mubashir Qadir, Mr. Umer Yousuf (Incharge WWO)
- iii. Student Representative.

### **Objective:-**

Overall monitoring of canteen and facilitating students in getting hostel facilities.

### **Responsibilities:**

1. To make sure quality food items and beverages are served in college canteen under proper hygiene which must be maintained at any cost.
2. Surprise inspection checks to be made by committee and to take proper feedback from students.
3. To address students issues pertaining to their accommodation and to guide them about the availability of private paying guest facility around the college by WWO officer.

## **13. Training & Placement Cell (TPC) :-**

- i. Convener: Mrs. Misbah Maqbool
- ii. Members : HOD Computer Science, HOD Management Studies, Mr. Imran Khan, Mr. Adil Mehraj, and Ms. Rizwana Khurshid.
- iii. Student Representative.

### **Objective:-**

1. To bring industry closer to the academics and Vice-Versa by developing close tasks between the Institute – Industry by interactive programs.
2. To encourage industries & organizations for placement and training of students in industries and to conduct regular industrial visits, seminars symposiums, workshops, guest lecturers, etc.

### **Responsibilities:**

1. To arrange campus recruitment events.
2. To prepare students to face campus interviews.

3. To assist students in obtaining placement in reputed companies.
4. To provide career counseling.
5. To develop and enhance industry linkage.
6. To develop spirit of entrepreneurship.
7. To update students for the competitive examinations like GATE, CAT, TOEFL, UPSC, Bank PO etc.
8. To keep the database/record of all recruitments made by TPC.

**14. Code of Conduct monitoring Committee :-**

- |                     |   |
|---------------------|---|
| i. Convener         | : Principal IITM                          |
| ii. Deputy Convener | : Vice Principal IITM.                    |
| iii. Members        | : Incharge Examination, Coordinator IQAC. |

**Objective:-**

1. To monitor adherence to the code of conduct.
2. To organize programs on professional ethics for staff and students.
3. To organize awareness programs on code of conduct for staff & students.
4. To implement the annual awareness program on code of conduct.
5. Roles and responsibilities shall be assigned to student representatives, faculty coordinators of different committees/cells, HODs to schedule and implement the plan of action on code of conduct.
6. The committee shall maintain reports with supporting documents of the programs organized.
7. The committee shall meet twice in a year and record the minutes of the meetings.

**15. Green Campus Development Committee:-**

- |                            |                     |
|----------------------------|---------------------|
| i. Convener                | : Principal IITM    |
| ii. Deputy Convener        | : Coordinator IQAC. |
| iii. Members               | : Mrs. Qurat-ul-Ain |
| iv. Student Representative |                     |

**Objective:-**

1. To protect and conserve ecological systems and resources within the campus.
2. To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.



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OFFICE ORDERORDER NO. :- 467-IITM OF 2020  
DATED : - 24 - 10 - 2020

Subject :- Internal Quality Assurance Cell (IQAC).

S. No.	Composition Description	Members	Designation	IQAC Composition as per NAAC Norms
1.	Chairperson: Head of Institution	Mir Zaffar Hussain	Principal	Chairman
2.	A few Senior Administrative Officers of the Institution	Mr. Javid Ahmad Paray	HOD, Computer Science	Member (Senior Administrative)
3.		Mrs. Sabina Tariq	Examination Incharge	Member (Senior Administrative)
4.		Mr. Sajad Gul	Academic Incharge	Member (Senior Administrative)
5.	Three to Eight teachers	Mrs. Aasifa Arabi	Assistant Professor, Computer Science	Member (Senior Teacher)
6.		Ms. Misbah Maqbool	Lecturer, Management Studies	Member (Senior Teacher)
7.		Mr. Adil Mehraj	Lecturer Management Studies	Member (Senior Teacher)
8.		Ms. Baziga Farooq	Lecturer Management Studies	Member ( Teacher)
9.	One member from Management	Prof. (Dr.) Ajiaz Ahmad Mir	Professor, NIIT, Srinagar	Member (Management)
10.	One/ two nominees from local Society, Student and Alumni	Mr. Ali Mohammad		Member (Local Society)
11.		Mr. Umar Ahmad	Student, BCA 3 <sup>rd</sup> Sem	Member (Student)
12.		Mr. Malik Akhtar	Assistant Professor	Member (Alumni)
13.		Mr. Abdul Shakoor	Lecturer	Member (Alumni)
14.	One/ two nominees from employees/ industrialists/ stakeholders	Mr. Hafiz Ullah	Accounts Manager, IMT, Bemina	Member (Employees)
15.		Mr. Javaid Ahmad Chisti	CEO, Sublime Enterprises	Member (Industries)
16.	One of the Senior teachers as the Coordinator/ Director of the IQAC	Mrs. Asma Gulzar	H.O.D	Coordinator/ Director

No.:- IITM/2020/00-78/2731-34

Dated:- 24-10-2020

Copy to :-

1. All the above members.
2. Pvt. Secretary to Hon'ble Chairman, IMT. As per the directions, the name of Mr. Hafizullah, Accounts Manager IMT was included.
3. Office Record.

[Mir Zaffar Hussain]  
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