

**MEASI INSTITUTE OF MANAGEMENT
CHENNAI – 600 014.**

ASSIGNMENT ALLOCATION

The following Functions are assigned to the faculties for the academic year 2019-2020. Faculties are asked to maintain separate files and submit a fortnightly report to the Librarian after performing the activities. The below Serial Number should apprise to Director on Second and fourth Week of Saturday

S.No	Assignment	Name of the faculties
1	MIMIJMR Journal ,B School Survey, AISHE, MHRD,NIRF Ranking	Dr.B.Latha Lavanya
2	Patent and Copyright & IPR cell and International linkage/MOU	Dr.T.A.M.Hameed Kan
3	Industry Institute Interaction Collaboration	Dr. Farhathullah Khan
4	Sponsored Research Proposal and Funding Agency	Dr.S.G.Balaji
5	Consultancy Services	Dr. P. K. Hemamalini Mr.S.Vinoth
6	Academic Research	Dr.S.G.Balaji Mr.A.Appu
7	Entrepreneurship Development Cell	Mrs.S.Sumiya Mr. M. Riaz Ahmed
8	Ictact Innovation incubation Centre Activities	Mrs.D. Charumathi Mrs.A.Nishath Sultana
10	Career Development Cell	Dr. Farhathullah Khan Ms.Nishath Parveen
11	ISO and IQAC	Mrs.D. Charumathi Dr. B. Saipriya Mrs.W.Shabeena Shah Mr.S.Vinoth
12	Guest lecture and National Seminar	Mr.S.Vinoth Ms.Nishath Parveen
13	National conference	Dr. Farhathullah Khan Mrs.D. Charumathi
14	International conference	Dr.S.G.Balaji Mrs.M.I.Anees Fathima
15	Faculty Development Programme	Dr. P. K. Hemamalini Mr. M. Riaz Ahmed
16	Management Development Programme	Dr. B. Saipriya Mrs.W.Shabeena Shah
17	Skill Development Programme and Workshop	Dr.B.Latha Lavanya Mr.A.Appu
18	Students Intercollege Competitions	Dr.T.A.M.Hameed Kan Mrs.S.Sumiya
19	Students Sports Activities	Mr.S.Vinoth Mr.A.Appu Mrs.M.I.Anees Fathima

20	NEWANCE	Dr.S.G.Balaji Dr.B.Latha Lavanya Mr. M. Riaz Ahmed
21	Industrial Visit and Tour	Mrs.M.I.Anees Fathima Dr. Farhathullah Khan
22	Red Ribbon , Youth Red Cross, Rotaract Club , Citizen Consumer Club	Mr.A.Appu Dr.B.Latha Lavanya
23	MMA	Dr. P. K. Hemamalini Mrs.A.Nishath Parveen
24	Students Placement	Mr.S.Vinoth Dr.Farhathullah Khan Mrs..W.Shabeena Shah Dr. P. K. Hemamalini Mrs.A.Nishath Sultana Ms.Nishath Parveen,
25	Examination Incharge	Mrs.D. Charumathi Mrs.W.Shabeena Shah
26	Value added Programmes	Dr. B. Saipriya Mrs.A.Nishath Sultana
27	MIM calendar and MIM Ripples Newsletter	Mrs.D. Charumathi
28	Library	Dr.S.G.Balaji Mrs.A.Nishath Sultana
29	Website updating	Mrs.W.Shabeena Shah Dr.T.A.M.Hameed Kan
30	Alumni Activities	Mrs.W.Shabeena Shah Mrs.A.Nishath Sultana
31	Resurgence	Dr. P. K. Hemamalini Ms.Nishath Parveen
32	House keeping	Dr. B. Saipriya Mr. M. Riaz Ahmed
33	Sexual Harassment Cell	Mrs.S.Sumiya Dr.P.K.Hemamalini
34	PTA Meeting	Dr.B.Latha Lavanya Dr.T.A.M.Hameed Kan Mr.A.Appu
35	Coordinating Students from Hostel	Mr.S.Vinoth Dr.T.A.M.Hameed Kan
36	Grievance redressal cell	Dr.B.Latha Lavanya Dr.S.G.Balaji
37	Ant-ragging cell	Mr. M. Riaz Ahmed Mrs.M.I.Anees Fathima
38	Students Disciplinary Committee	Dr.T.A.M.Hameed Kan Mrs.S.Sumiya
39	Day to Day Monitoring of classes and late comers	Class Teachers & Mentors

40	Campus News and Students Articles in Notice board	Mrs.A.Nishath Sultana Ms.Nishath Parveen
41	Academic Result Analysis – Internal test, Model and University Examination(Section wise & Subject Wise)	Mrs.W.Shabeena Shah Mrs.S.Sumiya
42	Students Attendance Percentage Analysis – Internal test, Model and University Examination(Section wise & Subject Wise)	Dr. B. Saipriya Mrs.M.I.Anees Fathima

CLASS TEACHER				
S.NO	Batch & Year	Section A	Section B	Section C
1	2018-20 (Second Year)	Dr. P. K. Hemamalini	Dr.T.A.M.Hameed Kan	Mrs.D. Charumathi
2	2019-21 (First Year)	Mr. M. Riaz Ahmed	Mr.S.Vinoth	Dr. B. Saipriya

Copy to

1. All the faculty Members
2. The Executive Director for the favor of Kind information
3. Office