

# Madhav Institute of Technology & Science, Gwalior – 474005

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Ref: 288

Date: 3/02/2022

## ORDER

For smooth functioning, fast decision-making and to expedite service delivery to the students following are the Single Point Of Contact (SPOC) details:

SNo	Purpose	SPOC	Mail-id	Phone number
1.	Student Disciplines	Dr.R.S.Jadon (Proctor)	proctor@mitsgwalior.in rsjadon@mitsgwalior.in	07512409365 9425122675
2.	Hostel Admission Related (Boys)	Dr.Manish Sagar (Chief Warden)	mksagar@mitsgwalior.in	07512409232 9425338833
3.	Hostel Admission Related (Girls)	Dr.(Ms.)Neha Bhradwaj (Warden, Girls Hostel)	nehabhardwaj@mitsgwalior.in	07512409246 8770638498
4.	Examination and Exam lines related IMS	Dr.P.K.Singhal (Controller)	exam@ mitsgwalior.in pks_65@mitsgwalior.in	07512409052 07512409378 9425341555
		Dr.(Ms.)Sunita Sharma (Dy.Controller)	dycexam@ mitsgwalior.in sunitasharma75@mitsgwalior.in	07512409052 07512409378 9826355314
5.	Fee Payment Problem/Failure on IMS	IMS Service Provider CRISP	support@mitsgwalior.in finance@mitsgwalior.in	-
6.	Fee Payment through RTGS and	Sh. Dharmendra Gorakhpuri	account_mits@yahoo.com finance@mitsgwalior.in	07512409326
7.	Fee Line on IMS	Sh. Love Sharma	goffice@mitsgwalior.in	07512409325
8.	Moodle and IMS Login	Sh. Atul Chauhan (Programmer)	ims@mitsgwalior.in	07512409304 8770257818
9.	Modification of data on IMS, TC, Character, Bonafide Certificate	Prof Prabhakar Sharma (Dy. Registrar)	dr@mitsgwalior.in goffice@mitsgwalior.in psharma70.mac@mitsgwalior.in	07512409325 07512409309 8305911022
10.	Student Welfare	Dr. Rajeev Kansal	deanstudents@mitsgwalior.in rkansal19@mitsgwalior.in	07512409375 7974540546
11.	Fees and Scholarship	Dr.Pratesh Jayaswal (Registrar)	registrar@mitsgwalior.in pratesh_jayaswal@mitsgwalior.in	07512409231 6267473144
12.	Training & Placement	Sh. Vikram Rajpoot (T&P Officer)	tnp@mitsgwalior.in vikram.rajput@mitsgwalior.in	0751209362 8516057887
13.	Sports and NCC	Dr.B.P.S.Bhadaurira (sports Officer)	bhanu@mitsgwalior.in	9425341523
14.	Website	Dr.R.R.Singh Makwana (Website Coordinator)	web@mitsgwalior.in	9098054320
15.	Library Related	Dr.Pawan Sharma (Librarian)	library1@mitsgwalior.in pawan@mitsgwalior.in	07512409327 9752794917
16.	Admission Related	Dr. Manish Dixit	goffice@mitsgwalior.in	07512409325 9343250503
		Ms. Jyotsana Singh	goffice@mitsgwalior.in	07512409325 9425460166
17.	Department Related	Respective Head of the Department	-	-
18.	Class Related	Respective Class Coordinator	-	-
19.	Hostel Related	Respective Warden	-	-

It is suggested to students that they should prefer mail with description and supporting documents.

Dr.R.K.Pandit  
DIRECTOR

*R.K.P.*  
23.2.22