Departmental Advisory Committee

The Department of Information Technology has established the **Departmental Advisory Committee (DAC)** to oversee departmental operations. The department's faculty members and technical staff make up the DAC, which tracks and assesses various metrics regarding departmental activity on a regular basis.

Composition: The DAC currently consists of the following members.

Convener: Prof.(Dr.) Bhawesh Kumar Thakur (H.O.D), Department of Information Technology.

Members:
1. Dr. Ram Pratap, Associate Professor, IT
2. Dr. Kamal Srivastava, Associate Professor, IT
3. Mr. Praveen Sachan, Assistant Professor, IT

Roles and responsibilities: The DAC has the following roles and duties.

● Tracking the accomplishment of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Program Educational Objectives (PEOs)
● Assessing programme efficacy and suggesting necessary adjustments.
● Creating regular reports for management on the state, progress, and activities of the program.
● Encouraging academic staff and students to participate in workshops, create projects and working models, publish papers, and engage in research activities.
● Connecting with students to assist them in achieving POs, PSOs, and PEOs.
● Engaging stakeholders in conversation about the enhancement of POs, PSOs, and PEOs.

Prof. Dr. Bhawesh Kumar Thakur
 (Head of Department)

Program Assessment & Quality Improvement Committee

Objectives: To support and strengthen the academic services of the department the Program Assessment & Quality Improvement Committee (PAQIC) has been constituted. This Committee also formulates the guidelines, rules and regulations of all academic affairs of the Information Technology department and recommends it for final approval to the Director (Engg.).

Composition:

The composition of PAQIC is as follows:

S. No.	Name of Committee Members	Designation	Designation
1	Prof.(Dr.) V. K. Singh	Professor & Director	Chairman
2	Dr. Bhawesh Kumar Thakur	Professor & Head	Convener
3	Mr. Praveen Sachan	Dy. HoD	Co-Convener
4	Mrs. Neelam Chakravarti Mr. Alok Kr. Singh	Assistant Professor, IT Assistant Professor, IT	Member (Time-Table Coordinator)
5	Mr. Praveen Sachan Mr.Yogesh Sharma	Assistant Professor, IT Assistant Professor, IT	Member (Web Site Coordinator)
6	Mrs. Neelam Chakravarti Mr. Praveen Sachan Dr. Ram Pratap	Assistant Professor, IT Assistant Professor, IT Associate Professor, IT	Member (Academic issues Coordinator)
7	Dr. Kamal Kumar Srivastava Dr. Ram Pratap	Associate Professor, IT Associate Professor, IT	Member (R&D Coordinator)
8	Mrs. Neelam Chakravarti	Assistant Professor, IT	Member (Library Coordinator)
9	Mr. Reetesh Gupta MrYogesh Sharma Ms.Ankita Gupta	Assistant Professor, IT Assistant Professor, IT Assistant Professor, IT	Member (Technical Training Coordinator)
10	Mr. Praveen Sachan	Assistant Professor, IT	Member (News Letter Coordinator)

11	Dr. Ram Pratap Mrs. Neelam Chakravarti	Associate Professor, IT Assistant Professor, IT	Member (Project Coordinator)
12	Mr. Praveen Sachan	Assistant Professor, IT	Member (Purchase Coordinator)
13	Mrs. Neelam Chakravarti Mr. Praveen Sachan Dr. Ram Pratap	Assistant Professor, IT Assistant Professor, IT Associate Professor, IT	Member (Industrial Visit Coordinator)
14	Mrs. Neelam Chakravarti	Assistant Professor, IT	Member (Cultural Program Coordinator)
15	Dr. Ranjeet Srivastava Mr. Abhishek Tripathi	Assistant Professor, IT Assistant Professor, IT	Member (Sports Coordinator)
16	Mrs. Neelam Chakravarti	Assistant Professor, IT	Member (Alumni Coordinator)
17	Ms. Shaba Irram Mr. Abhishek Tripathi	Assistant Professor, IT Assistant Professor, IT	Member (Laboratory Coordinator)
18	Dr. Ram Pratap Mr. Alok Kr.Singh	Associate Professor, IT Assistant Professor, IT	Member (Student Discipline Coordinator)
19	Mr. Abhishek Tripathi Mr.Yogesh Sharma	Assistant Professor, IT Assistant Professor, IT	Member (Placement Coordinator)
20	Mrs. Neelam Chakravarti Mr. Praveen Sachan/ Mr. Alok Kr. Singh Dr. Ram Pratap/ Mrs. Shaba Irram	Assistant Professor, IT Assistant Professor, IT Associate Professor, IT Assistant Professor, IT Assistant Professor, IT	Member (Class Coordinators/ Mentors)
21	Mr. Praveen Sachan Mr. Abhishek Tripathi	Assistant Professor, IT Assistant Professor, IT	Member (Social Medial Activities)

In general, we shall organize at least two meetings in semester, first in the beginning of the semester and second meeting in mid of semester and if required further meetings will be carried out.

Roles and Responsibilities: The Roles and responsibilities of PAQIC are as follows:

- To frame policies and procedures that helps to maintain academic process of Information Technology department and to follow the guidelines of higher authorities of the Institute for the academic improvement of the department.
- To assist academic units of various disciplines of the institute with the assessment pertaining to student teaching and learning process.

- To invite the high profile academicians and industry persons to enrich the identified gap areas of curriculum of teaching learning process for the development of efficient teaching methodology and to fulfill the gap areas.
- To plan the required training of the students as per present requirement of industries.
- Planning to promote research and development of the department and to involve maximum faculty members and students regarding the same.

Prof. (Dr.) Bhawesh Kumar Thakur

(Head of Department)

<u>Departmental Project Committee</u>

Objectives:

- To monitor the quality of projects

- Project Review Dates

- Project Guidelines

- Project Assessment

- Project Completion status and Documentation

Roles and Responsibilities:

The Roles and responsibilities of Departmental Project Committee are as follows:

1. To evaluate & approve the project proposal on the basis of decided guidelines.
2. To allocate the guide to students.
3. To monitor the progress & quality of the project.
4. To coordinate the evaluation of the project work.

Committee:

S. No.	Name	Role
1	Dr Bhawesh Kumar Thakur Professor & Head, IT	Chairman
2	Mrs. Neelam Chakravarti Assistant Professor, IT	Project In-charge & Convener
3	Dr. Kamal Srivastava Associate Professor, IT	Member
4	Dr. Ram Pratap Associate Professor, IT	Member

Prof. (Dr.) Bhawesh Kumar Thakur
 (Head of Department)

R & D Committee

Objectives:
- Develop a sense of community in which faculty, staff, and students can work together productively and grow personally and professionally.
- Maintain excellence and encourage multidisciplinary research amongst faculty and students.
- Provides Review for proposals and appoint review committee and scrutiny committee.
- Promote by maintaining highest standards of academic integrity, interdisciplinary research, faculty entrepreneurship and formulate related policies.

Roles & Responsibilities

- Faculty Research committee selected by H.O.D which represents R&D coordinator from department, it specifically work for faculty of Department and motivate the faculty of the department in achieving the objectives of R&D.
- Prioritize R&D measurement and improvement goals.
- Balance Research and Development activities.
- Improve short- and long-term development objectives.
- Improve resource utilization.
- Promote faculty to write effective research proposals for funding agencies.
- Guidance to research staff in order to raise the standard in academic and research activities.
- Promote faculty to organize and attend conference/STTP/workshops/ Seminars/Training/ FDP for faculty.
- Create awareness and promote faculty for publication, research contribution and patents.
- Execution of research initiatives planned by H.O.D.

Committee:

S. No.	Name	Role
1	Dr Bhawesh Kumar Thakur Professor & Head, IT	Chairman
2	Dr. Kamal Srivastava Associate Professor, IT	Convener
3	Dr. Ram Pratap Associate Professor, IT	Member

Prof. (Dr.) Bhawesh Kumar Thakur
   (Head of Department)

<u>Alumni Committee</u>

Objectives:

- Maintaining the updated and current information of all Alumni.
- To encourage, foster and promote close relations among the alumni themselves.
- To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.
- To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni.

Roles & Responsibilities

- Provide a forum and platform to create and encourage a sense of belonging among the alumni, the present students and the staff.
- To develop a spirit of loyalty among the alumni this will prompt them to work for the all-round development of the college.
- To exchange ideas and knowledge for mutual development and create a healthy academic, social and cultural atmosphere.
- To bring together all the talents of the Alumni who will render voluntary services to the college, especially to the needy students of the college by sponsoring scholarships, prizes, and stipends.
- To provide information of employment opportunities in various fields to students- present and past and give proper direction to them.
- To bring about contact between the past and present students by holding periodical Alumni Day Celebrations as may be decided by the executive committee.

Committee:

S. No.	Name	Role
1	Mrs. Neelam Chakravarti Assistant Professor, IT	Member
2	Mr. Reetesh Gupta Assistant Professor, IT	Member

Prof. Dr. Bhawesh Kumar Thakur

(Head of Department)

Industry Interaction Committee

Objectives:

- To help student gain practical knowledge
- To keep students updated on the latest trends in the industries.

Roles &Responsibilities

- Industrial Visit shall be arranged according to the academic requirements and as per the norms of the affiliating University. HOD must certify that the tour is required for the students or is related to their curriculum.
- The visiting companies shall be relevant and suitable ones to the specialization and academic requirements.
- Industrial Visit shall fall within the stipulated period set by the college. The stipulated period shall be informed to the Faculty in-charge and Students through HoD well in advance to enable industrial visit to go through a diligent process including communicating to the potential companies and obtaining permission to visit.

Committee:

S. No.	Name	Role
1	Mr. Praveen Sachan Assistant Professor, IT	Convener
2	Mrs. Neelam Chakravarti Assistant Professor, IT	Member
3	Dr. Ram Pratap Associate Professor, IT	Member

Prof. (Dr.) Bhawesh Kumar Thakur
     (Head of Department)

Training and Placement Committee

Objectives:

- To provide recruitment to students.
- To have good relations with the recruiters.
- Managing Recruiters correspondence and feedback's

Roles &Responsibilities

- Determine all required placement requirements and assist all apprentice participants to exchange all information appropriately.
- Maintain knowledge on all requirements to facilitate efficient working of company.
- Manage all student progress and prepare required strategies to complete all programs.
- Prepare all resumes and conduct interviews with all students and provide assistance to all graduates and review all procedures of placement department.
- Promote all placements of graduates to various prospective employers through phone, email and fax.
- Administer and provide assistance to all annual enrolment processes and prepare placement reports and facilitate in community participation.

Committee:

S. No.	Name	Role
1	Mr. Abhishek Tripathi Assistant Professor, IT	Convener
2	Mr.Yogesh Sharma Assistant Professor, IT	Member

Prof. (Dr.) Bhawesh Kumar Thakur

   (Head of Department)

Departmental Library Committee

Objectives:

- To facilitate the faculty members
- To provide an opportunity to raise and discuss initiatives in the provision of library and information services.
- To facilitate communication between the Library and the community it serves.

Roles &Responsibilities

- Discuss and evaluate budgetary issues for books, journals, databases, media, e-resources etc.
- Ensures the library is connected with and supports the University's academic programs.
- Represent the views of the Library's stakeholders on library and information services.
- Deliberate and advise on the direction and development of policies for library and information services to ensure the best possible support provided.
- Recommend new collections and promote contributions to link Institutional Knowledge.

Committee:

S. No.	Name	Role
1	Mrs. Neelam Chakravarti Assistant Professor, IT	Convener
2	Mr. Abhishek Tripathi Assistant Professor, IT	Member

Prof. (Dr.) Bhawesh Kumar Thakur
         (Head of Department)

Discipline and Anti-Ragging Committee

Objectives:
- To prohibit, prevent and eliminate the indiscipline activities including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

Roles & Responsibilities:
- Vigilant at all hours all around the department and other places vulnerable to incidents of and having the potential of indiscipline and shall be empowered to inspect such places.
- Conduct an on-the-spot enquiry into any incident of indiscipline, and submits the enquiry report along with recommendations to the Head of the Institution for immediate action.
- Offer services of counseling and create awareness to the students on the impacts and consequences of indiscipline.
- Maintain the records and file all the activities conducted and if required submit the same to the Protorial Board.

Committee:

S. No.	Name	Role
1	Dr. Ram Pratap Associate Professor, IT	Convener
2	Mr. Alok Kr.Singh Assistant Professor, IT	Member
3	Mr. Yogesh Sharma Assistant Professor, IT	Member

Prof. (Dr.) Bhawesh Kumar Thakur
(Head of Department)