



Babu Banarasi Das

Northern India Institute of Technology

Sector-II, Dr. Akhilesh Das Nagar, Ayodhya Road, Lucknow-226028 (U.P.), India
Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (AKTU Code 056)

Website: <http://www.bbdniit.ac.in>, **Email:** headit@bbdniit.ac.in

Department of Information Technology



Alumni Committee

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 Composition: Following Faculty Members have been assigned for Departmental Alumni Committee as per the role mentioned below.

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

Dr. Bhawesh Kumar Thakur
HoD(IT)



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Departmental Advisory Committee

Objectives:

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

Roles & Responsibilities:

- Tracking the accomplishment of Vision, Mission, Program Outcomes (POs), Program Specific Outcomes (PSOs), and Program Educational Objectives (PEOs)
- Assessing program 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.

Committee Composition: Following Faculty Members have been assigned for Departmental Advisory Committee as per the role mentioned below.

S. No.	Name	Role
1	Prof (Dr.) Bhawesh Kr. Thakur HoD(IT)	Convener
2	Dr. Kamal Kr. Srivastava Professor, IT	Member
3	Dr. Ram Pratap Associate Professor, IT	Member
4	Mr. Praveen Sachan Assistant Professor, IT	Member

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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 Proctorial Board.

Committee Composition: Following Faculty Members have been assigned for Departmental Discipline and Anti-Ragging Committee as per the role mentioned below.

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

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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 Composition: Following Faculty Members have been assigned for Departmental Industry Interaction Committee as per the role mentioned below.

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

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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 Composition: Following Faculty Members have been assigned for Departmental Library Committee as per the role mentioned below.

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

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PROGRAM ASSESSMENT & QUALITY IMPROVEMENT COMMITTEE

Objective: To support and strengthen the academic services of the department the Program Assessment & Quality Improvement Committee 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
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 Assistant Professor	Member (Time-Table Coordinator)
5	Mr. Praveen Sachan Mr. Yogesh Sharma	Associate Professor Assistant Professor	Member (Web Site Coordinator)
6	Mrs. Neelam Chakravarti Mr. Praveen Sachan Dr. Ram Pratap	Assistant Professor Assistant Professor Associate Professor	Member (Academic issues Coordinator)
7	Dr. Kamal Srivastava	Associate Professor	Member (R&D Coordinator)
8	Mrs. Neelam Chakravarti	Assistant Professor	Member (Library Coordinator)
9	Mr. Reetesh Gupta	Assistant Professor	Member (Technical Training Coordinator)



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10	Mr. Praveen Sachan	Assistant Professor	Member (News Letter Coordinator)
11	Dr. Ram Pratap Mrs. Neelam Chakravarti	Associate Professor Assistant Professor	Member (Project Coordinator)
12	Mr. Praveen Sachan	Assistant Professor	Member (Purchase Coordinator)
13	Mrs. Neelam Chakravarti Mr. Praveen Sachan Dr. Ram Pratap	Assistant Professor Assistant Professor Associate Professor	Member (Industrial Visit Coordinator)
14	Mrs. Neelam Chakravarti	Assistant Professor	Member (Cultural Program Coordinator)
15	Mr. Alok Kr.Singh	Assistant Professor	Member (Sports Coordinator)
16	Mr. Yogesh Sharma	Assistant Professor	Member (Alumni Coordinator)
17	Mr. Abhishek Tripathi	Assistant Professor	Member (Laboratory Coordinator)
18	Dr. Ram Pratap Mr. Alok Kr.Singh Mr. Yogesh Sharma	Associate Professor Assistant Professor Assistant Professor	Member (Student Discipline Coordinator)
19	Mr. Yogesh Sharma	Assistant Professor	Member (Placement Coordinator)
20	Mrs. Neelam Chakravarti Mr. Praveen Sachan/ Mr. Alok Kr.Singh Dr. Ram Pratap/ Mr.Yogesh sharma	Assistant Professor Assistant Professor Associate Professor	Member (Class Coordinators/ Mentors)
21	Mr. Praveen Sachan Mr. Yogesh Sharma Mr. Abhishek Tripathi	Assistant Professor Assistant Professor Assistant Professor	Member (Social Media 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.



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Roles and Responsibilities:

The Roles and responsibilities of PAQIC are as follows:

1. 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.
2. To assist academic units of various disciplines of the institute with the assessment pertaining to student teaching and learning process.
3. 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.
4. To plan the required training of the students as per present requirement of industries.
5. Planning to promote research and development of the department and to involve maximum faculty members and students regarding the same.

Dr. Bhawesh Kumar Thakur
HoD(IT)



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Departmental Project Committee

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	Prof (Dr.) Bhawesh Kr. Thakur HoD(IT)	Chairman
2	Dr. Ram Pratap Associate Professor, IT	Project In-charge & Convener
3	Dr. Kamal Kr. Srivastava Professor, IT	Member
4	Mrs. Neelam Chakravarti Assistant Professor, IT	Member

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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. Yogesh Sharma Assistant Professor, IT	Convener
2	Mr. Abhishek Tripathi Assistant Professor, IT	Member

Dr. Bhawesh Kumar Thakur
HoD(IT)