

**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
OFF CAMPUS NOIDA**

COMPUTER SCIENCE & ENGINEERING DEPARTMENT

DEPARTMENTAL COMMITTEES:- Details of committees formed to achieve course and programme objectives are as follows.

Functionalities and Members of the different departmental committees:-

I. Departmental Academic Committee

Functions:

- Revision of proposed syllabus of new courses / programs and recommending proposal to HOD BIT Ranchi.
- Defining different Course Outcomes.
- To set future development activities for efficient academic activities.
- Planning all academic activities.
- Makes recommendations for thrust areas of research in the department.
- To set the guidelines for proper administration of the department and attain the defined PEOs.
- Help to formulate the execution methodology for smooth running of the department.
- Assigning and Monitoring the preparation of Lab Manuals & course materials of the faculties for their concerned subjects.
- Perform other functions as may be assigned.
- To coordinate all constituent and refine the defined PEOs.

Members:

Internal members

- Dr. Munish Makkad (Chairman)
- Mr. Anil Kumar (Coordinator)
- Mr. Pankaj Gupta (Member)
- Mrs. S. Mallika (Member)
- Mr. Aruna Malik (Member)
- Dr. B.B. Sagar (Member Secretary)

Members from other departments

- Dr. (Mrs.) Vandna Sharma (Coordinator Management) (Member)
- Dr. Peeyush Tewari (Member)

II. Departmental Budget Preparation Committee

Functions:

- Requesting for Budgets and specifications from concerned Departmental faculty.
- Consolidating all budgets and forwarding to the Institute Purchase Committee.
- Specifying Budget estimate.

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- Monitoring the condition of the equipment.
- Arranging servicing of the equipment as and when required.

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Ms. Seema Sharma (Member)
- Dr. S.P. Singh (Member)
- Mr. Anurag Joshi (Member)
- Ms. Pramila Joshi (Member)
- Ms. Sheetal Dhir (Member Secretary)

III. Departmental Time Table and Review Committee

Functions:

- Preparing Departmental Class Time Tables
- Preparing Individual Faculty Time Tables
- Preparing work load of individual faculty

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Ms. Muntaha Ahmad (Member)
- Mr. Sanjay Kumar (Member Secretary)

IV. Departmental Attendance Monitoring Committee

Functions:

- Monitoring Monthly attendance status of students
- Displaying the attendance shortage report on the department notice boards
- Ensuring the regular updation of the attendance status in the web portal.
- Reporting to Admin. Officer for informing parents regarding the poor attendance status of the students.

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Ms. Priti Sharma (Member)
- Ms. Mrinaline Mehta (Member)
- Ms. Pramila Joshi (Member Secretary)

V. Departmental Student Feedback Committee

Functions:

- Ensuring all current students participate in the online anonymous faculty feedback system.
- Suggests individual faculty to check their individual feedback.

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Mr. Sanjay Kumar (Member)
- Ms. Soma Sircar (Member)
- Ms. Charu wahi (Member Secretary)

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VI. Departmental Alumni Relations Committee

Functions:

- Maintain Alumni Data for arranging the meeting of Alumni at the institute level
- Taking alumni feedback and sharing the same with the departmental Academic committee to assist them in their functionality.

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Mr. Anurag Joshi (Member)
- Ms. Smitha Jha (Member)
- Ms. Seema Sharma (Member Secretary)

VII. Departmental Project Monitoring Committee

Functions:

- Periodically reviews the progress of the student projects.
- Ensures the periodic interaction of students with their mentors / guides.
- Arranging the entire process to conduct final submission of project at the end of a semester.
- Manages internal and external experts for reviewing student project.

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Mr. Pankaj Gupta (Member)
- Mr. Aruna Malik (Member)
- Ms. Seema Sharma (Member)
- Mr. Sanjay Kumar (Member)
- Ms. Muntaha Ahmad (Member Secretary)

VIII. Departmental Library Committee

Functions:

- Collecting the requirements and proposals from the faculty members for their concerned subjects and forwarding to the central library

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Dr. S.P. Singh (Member)
- Ms. Charu Wahi (Member)
- Mrs. S. Mallika (Member)
- Mrs. Mrinaline Mehta (Member Secretary)

IX. Departmental Co-curricular and Extracurricular Committee

Functions:

- Organizes various training programs with experts to provide career guidance & counseling.
- Provides awareness about higher education opportunities & means of approach in India and Abroad through expert lectures
- Organizes and conducts Conferences, Workshops, Expert Lectures and Symposiums.

Anil Kumar
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- Organizes co and extracurricular activities at the department level and also ensures the participation of the students in the same at the institute and department level.

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Dr. S.P.Singh (Member)
- Dr. B.B. Sagar (Member)
- Ms. Muntaha Ahmed (Member)
- Ms. Sheetal Dhir (Member)
- Ms. Priti Sharma (Member secretary)

X. Departmental Portal and Social Media Management Committee

Functions:

- Regular collection of the content (text and photos) of departmental activities on the portal and forwarding to social media committee of the institute..
- Manages the CSE departmental portal in BIT, Mesra Noida Website.

Members:

- Mr. Anil Kumar (Coordinator-CSE) (Chairman)
- Mr. Pankaj Gupta (Member)
- Ms. Charu Wahi (Member)
- Ms. Soma Sircar (Member secretary)


11/9/18

CSE Coordinator
ANIL KUMAR


11/9/18

Director
Prof. (Dr.) Munish Makkad