DA-IICT

6th September, 2017

The following Committees have been constituted with their terms of references. The terms of references are broadly defined and from time to time Committees may take up any other issues that are falling within their purview. The Director, at his discretion, can add, amend and rescind terms and references. The term of appointment of each Committee is from September 15, 2017 until further notice.

UG and PG Committees

Undergraduate Committee

Convenor
Prof. Anil K Roy

Members
Prof. Minal Bhise
Prof. Madhumita Mazumdar
Prof. Bhaskar Chaudhury
Prof. Gagan Garg
Prof. Rutu Parekh
Prof. Manish Narwaria
Prof. Santanu Koley

Postgraduate Committee

Convenor
Prof. Manik Lal Das

Members
Prof. Binita Desai
Prof. V Sunitha
Prof. Mukesh Tiwari
Prof. Laxminarayan Pillutla
Prof. Saurabh Tiwari
Prof. P. Kalyan Sasidhar

Terms of Reference:

The UG and PG Committees dealing with Academic Programs will be responsible for policy guidelines and implementation strategies covering the following:

i.   Finalization of courses, in consultation with Dean (AP), to be offered in each semester.
ii.   Finalization of academic calendar, in consultation with Dean (AP), at the beginning of the academic year.
iii. Matters dealing with courses registration, adjustments, credit requirements, academic load per semester, academic probation and related matters.
iv.   Monitoring and analysis of student performance and subsequent action and course evaluations.
v.   Review of academic program structure and requirements.
vi.   Preparing lecture time table and related issues at the beginning of each semester (UG and PG Convenors).
vii. Allocation of TAs at the beginning of each semester (PG Convenor)
viii. Any other matters connected with the academic programs and students' difficulties as may come up for consideration.
ix.   Any other matters referred by the Director

Laboratory Committee

Convenor
Dean (Academic Programs) (ex-officio)

Members
PG Convenor (ex-officio)
UG Convenor (ex-officio)
Prof Yash Agrawal
Lab Superintendent (ex-officio Invitee)

Terms of Reference:

i.   Plan and allocate staff members to manage each of the Laboratory prior to the beginning of the semester and prepare guidelines for conducting Lab sessions.
ii.   Handle the required audio-visual and related supports and allocate staff for the purpose.
iii. Guide the Lab Superintendent in the preparation of Laboratory schedules.
iv.   Assess the requirement of audio-visual equipment, software, hardware and other equipment for the Lab and make

recommendations for replacement or procurement based on the annual budgetary allocations.

    v.   Optimize the instruction labs in each semester.

    vi.   To guide the Lab Superintendent in maintenance of equipment, stores and stock register and recoveries from users on account of damage and loss of equipment and items issued to the users.

    vii.   Any other matters referred by the Director

Research Promotion Committee

Convenor
Prof. Manjunath V. Joshi

Members
Prof. Vishvajit Pandya
Prof. Deepak Ghodgaonkar
Prof. Hemant A Patil
Prof. Biswajit Mishra
Prof. Bhaskar Chaudhury

Terms of Reference:

The Committee will be responsible for drawing up policy guidelines and implementation strategies relating to:

    i.   Formulating policies for overall research advancement of the institute.

    ii.   Liaison with various government, industry and sponsoring agencies for possible funding to the projects proposals of the faculty.

    iii.   Encourage, guide and assist the faculty to prepare research roject proposals.

    iv.   Look for possibilities of research collaborations with other institutes/agencies and thereby support the institute to enter into MoUs and other formal collaborative arrangements.

    v.   Explore possibilities of organizing various research related programs at the institute.

    vi.   Any other research related matters referred by the Dean (R&D) and the Director.

ICT Committee

Chair
Dean (R&D)

Convenor
Prof. Laxminarayana Pillutla

Members
Prof. Yash Vasavada
Prof. Rajendra Mitharwal
Executive Registrar (ex-officio)
Manager (IT & Systems) (ex-officio)

Terms of Reference:

The Committee will be responsible for policy guidelines and implementation strategies relating to:

i. Requirements of all hardware and software for teaching, training and research.
ii. Identification of all types of ICT equipment and software and preparation of capex and opex budgets.
iii. Configuration, management, and Usage of IT/CT/Electronics equipment, sofrware, and Internet related resources for students, faculty and staff
iv. Management of Facility Management Team (Help Desk)
v. Management of use of sharable resources, such as laptops, mobile phone, digital camera, etc.
vi. Any other matter referred by the Director

Placement Committee

Convener
Prof. Asim Banerjee

Members
Prof. PM Jat
Prof. Jaideep Mulherkar
Prof. Manish Khare
Prof. Yash Agrawal
Manager – Placement and CEP (ex-officio)

Terms of Reference:

The task of the Committee is to achieve the goal of obtaining the desired placement offers for the students in terms of both profiles and organizations. The Committee will be responsible for:

i. Drawing up and finalizing placement policies, procedures and guidelines.
ii. Prepare the students for placement and enrich the placement scenario of the Institute.
iii. Overall management of placement of students.

iv.   Develop and sustain mutually beneficial long term relationship with the recruiters.

v.   Any other matter referred by the Director

CEP Committee

Convenor
Prof. Amit Bhatt

Member
Prof. Manish Gupta
Prof. Biswajit Mishra
Prof. Rajib Lochan Das
Prof. Manoj Raut
Manager – Placement and CEP (ex-officio)

Terms of Reference

The Committee will be responsible for policy guidelines and implementation strategies connected with:

i.   Collaboration with the faculty to design and offer professional development programs for working professionals in the area of ICT and allied fields.

ii.   Liaise with the Industry, Central and State Government Agencies and obtain sponsorship to offer continuing education programs.

iii. Any other matter referred by the Director

Resource Center

Convenor
Prof. Prasenjit Majumder

Members
Prof Gautam Dutta
Prof. Bharani Kollipara
Prof. Shweta Garg
Executive Registrar (ex-officio)
Librarian (ex-officio)

Terms of Reference:

The Committee will be responsible for policy guidelines and implementation strategies connected with:

i.   Preparation of draft opex and capex annual budgets for RC.

ii. Planning and implementing strategies for growth and development of RC and its services.
iii. Procurement of books, subscription to journals and other acquisitions, policies and procedures for issuance and circulation of them.
iv. Designing and implementing IT enabled RC services, assistance to faculty, staff and students in accessing RC collections and also collections, as and when required, from other Libraries.
v. Corporate and other memberships.
vi. Verification of stock on annual basis and submission of verification report to the Director.
vii. Working hours of the Resource Centre.
viii. Any other matter connected with the acquisition, functions and working of RC as referred by the Director.

Note: The day to day functioning of the Resource Center is the responsibility of the Librarian

Web Committee

Convenor
Prof. Minal Bhise

Members
Prof. Puneet Bhateja
Prof. Bharani Kollipara
Prof. Saurabh Tiwari

Terms of Reference:

The Committee will be responsible for Policy Guidelines & Implementation Strategies connected with:

i. Maintaining the website of the institute by updating the relevant and current data on the institute.
ii. Refurbish the website from time to time and update the web site in regular intervals.
iii. Overall audit of the website in regular intervals.
iv. Any other matter referred by the Director.

Annual Report Committee

Convenor
Shri Soman Nair

Members

Dean (Academic Programs), (ex-officio)
Dean (R & D), (ex-officio)
Dean (Students), (ex-officio)
Convenor, Placement Committee, (ex-officio)
Librarian (ex-officio)
Prof. Anish Mathuria
Prof. Shweta Garg

Terms of Reference

i.   Organize collection of data related to all activities of the Institute, compile and prepare the draft Report for each academic year.
ii.   Forward the draft report to the Board of Governors.
iii.   On approval by the Board of Governors, print and publish the annual report.

Disciplinary Action Committe

Chair
Dean (Students)

Members
Warden, HOR-Men, (ex-officio)
Warden, HOR-Women, (ex-officio)
Dy. Registrar, (ex-officio)
Student Representatives – two students (to be nominated)

Terms of Reference

i.   All disciplinary matters related to students come under the purview of this committee.
ii.   Any other matter referred by the Director.

Gender Cell Committee

Convenor
Prof. Binita Desai

Members
Dean (Academic Programs), (ex-officio)
Warden, HOR-Women, (ex-officio)
Ms. Geeta Mehta, Chief Accounts Officer, DA-IICT
Prof. Usha Neelakatan (LDCE) - External Member
Student Representatives – two students (to be nominated)

Terms of Reference

    i.   Provide guidelines for protection from sexual or any other harassment.
    ii.   Advise DA-IICT from time to time in matters of harassment.
    iii.   For dealing with complaints, prepare detailed guidelines relating to what would constitute harassment and other acts that affect dignity of a person.
    iv.   Deal with complaints received or referred to the cell in respect of all kinds of harassment to a person.
    v.   Recommend to DA-IICT from time to time measures that should be taken to deter any kind of harassment.
    vi.   Deal with such other matters and issues connected with harassment to a person.

International Student Cell

Convenor
Prof. Yash Vasavada

Members
Dean (Academic Programs), (ex-officio)
Executive Registrar, (ex-officio)
Convenor (UG Committee), (ex-officio)

Terms of Reference:

    i.   Facilitate the admission of NRI/OCI/Foreign students
    ii.   Facilitate the admission of foreign students of the institute with whom DAIICT has MoUs.
    iii.   Facilitate the application of foreign students who wants to join DAIICT as trainee or to pursue research.
    iv.   Helping potential foreign students to have required documents from DAIICT to apply for visa and other related issues.
    v.   Orienting foreign students at the entry level.
    vi.   Guide and assist foreign students during their stay at DAIICT.

Rural Internship Committee (2017-18)

Convenor
Prof. Alka Parikh

Members
Prof. Aditya Tatu
Prof. P. Kalyan Sasidhar

Terms of Reference:

The Committee will be responsible for policy guidelines and implementation strategies relating to the internship. The Committee will:

i.   Liaise with rural development and rural based organizations and general the required rural focused hhinternship projects.
ii.   Allocate students to the projects and issue appropriate guidelines in carrying out the projects.
iii.   Evaluate the performance of the students in the internship in coordination with their reporting officers in the rural development/rural based organisations.

Student Activities Council

Chair
Dean (Students)

Sports Convenor
Prof. Rahul Muthu

Sports Co-convenor
Prof. Rajendra Mitharwal

Cultural Convenor
Prof. Arnab Roy

Synapse Convenor
Prof. Jaideep Mulherkar

BTP Coordinator (2017-18)
Prof. Rahul Muthu

Summer Internship Coordinator (2017-18)
Prof. Hemant Patil