15 June, 2023

The following Committees have been constituted for the Academic Year (AY) 2023-24. 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 August 1, 2023 to July 31, 2024.

Undergraduate (UG) Committee

Convenor
Prof. P M Jat

Members
Prof. Mukesh Tiwari – Coordinator of MnC Program
Prof. Srimanta Mandal – Coordinator of ICT (CS) Program
Prof. Abhishek Jindal – Coordinator of ICT-minor Program
Prof. Minal Bhise, Member - Coordinator of ICT Program
Prof. Yash Agrawal, Member - Coordinator of EVD Program
Prof. Shefali Jha, Member

Terms of Reference:
The UG Committee dealing with Academic Programs will be responsible for policy guidelines and implementation strategies covering the following:

i.   Finalization of courses, in consultation with Dean (Academic Programs), to be offered in each semester.

ii.   Finalization of academic calendar, in consultation with Dean (Academic Programs) and Registrar, 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 mechanism for slow learner student mentoring and its implementation.

v.   Review of academic program structure and requirements and feedback for the same to Dean (Academic Programs).

vi.   Revision of existing electives and/or introduction of new electives, evaluation as and when required.

vii. Participation in Timetable Committee for preparing Semester Timetable in the beginning of each semester.

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.

BTech Final Semester Project (BTP)
Prof. Manish Khare, Coordinator AY 2023-24

Prof. Shruti Bhilare, Coordinator AY 2024-25

BTech Summer Internship Coordinator (BSI)
Prof. Supantha Pandit, Coordinator AY 2022-23
Prof. Manish Kumar, Coordinator AY 2023-24

Note: BTP and BSI Coordinator will work in consultation with UG Convenor and Terms of reference will fall under the purview of UG Committee.

Rural Internship Committee

Convenor
Prof. P. Kalyan Sasidhar, AY 2023-24
Prof. Shefali Jha, AY 2024-25

Members
Prof. Pritam Anand
Prof. Rachit Chhaya
Prof. Manoj Raut

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

i. Finalization of Rural Internship (RI) timeline, in consultation with UG Convenor, at the beginning of the academic year.

ii. Liaise with rural development and rural based organizations

iii. Devise the policy guideline for the rural internship projects and disseminate the same to all concerned.

iv. Allocate students to the projects and provide needful mentoring in carrying out the projects.

v. Evaluate the performance of the students in the internship in coordination with their reporting officers in the rural development/rural based organizations.

vi. Assess RI quality and provide feedback to UG Committee and Dean (Academic Programs).

Postgraduate (PG) Committee

Convenor
Prof. Saurabh Tiwari

Members
Prof. Vishvajit Pandya – MDes Coordinator
Prof. Vinay Palaparthy – PhD Program Coordinator
Prof. Tapas Kumar Maiti – MTech Program Coordinator
Prof. Amit Mankodi – MSc (IT) Program Coordinator
Prof. Bhaskar Chaudhury – MSc (DS) Program Coordinator
Prof. Ranendu Ghosh – MSc (AA) Program Coordinator

Terms of Reference:
The PG Committee dealing with Academic Programs will be responsible for policy guidelines and implementation strategies covering the following:

i. Finalization of courses, in consultation with Dean (Academic Programs), to be offered in each semester.

ii. Finalization of academic calendar, in consultation with Dean (Academic Programs) and Registrar, 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 mechanism for slow learner student mentoring and its implementation.

v. Monitoring and analysis of student performance and subsequent action and slow learner student mentoring mechanism and implementation.

vi. Review of academic program structure and requirements.

vii. Revision of existing electives and/or introduction of new electives, evaluation as and when required.

viii. Allocation of TAs at the beginning of each semester and related matters.

ix. Participation in Timetable Committee for preparing Semester Timetable at the beginning of each semester.

x. Any other matters connected with the academic programs and students' difficulties as may come up for consideration.

xi. Any other matters referred by the Director.

Timetable Committee

Convenor
Prof. Tapas Kumar Maiti

Members
Prof. Manish Kumar
Prof. Arpit Rana
UG Convenor, (ex-officio)
PG Convenor, (ex-officio)

Terms of Reference:
The Timetable Committee dealing with Academic Programs will be responsible for policy guidelines and implementation strategies covering the following:

i.   Finalization of Lecture, Tutorial and Laboratory timetable in each semester well in advance and sharing the same with the Dean (Academic Programs).

ii. Notification of the timetable to all concerned at least two weeks before the beginning of each semester.

iii. Preparing Timetable for summer semester courses and sharing the same with Dean (Academic Programs) as per the requirement.

iv. Sharing issues pertaining to classrooms and labs for implementation of Timetable with Dean (Academic Programs).

v.   Any other matters referred by the Director.

ICT Committee

Convenor
Prof. Kalyan Sasidhar, Convenor
Prof. Vinay Palaparthy, Co-Convenor

Members
Dean (Academic Programs) (ex-officio)
Associate Dean (Academic Programs)
Prof. Rajib Lochan Das
Executive Registrar (ex-officio)
Manager (IT & Systems) (ex-officio)
Lab Superintendent (ex-officio)

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

i.   Devise and implementation of ICT policy of the institute.

ii. Requirements of all hardware and software for teaching, training and research.

iii. Identification of all types of ICT equipment and software and preparation of capex and opex budgets in each financial year.

iv. Configuration, management, and usage of IT/CT/Electronics equipment, software, and Internet related resources for students, faculty and staff.

v. Management of Facility Management Team (Help Desk).

vi. Management of use of sharable resources, such as laptops, mobile phone, digital camera, etc.

vii. Assess the requirement of audio-visual equipment, software, hardware and other equipment for the Lab and Classrooms and make recommendations for replacement or procurement based on the annual budgetary allocations.

viii. Any other matter referred by the Director.

Resource Centre Committee

Convenor
Prof. Madhumita Mazumdar

Members
Prof Gautam Dutta
Prof. Arnab Kumar Ray
Prof. Rutu Parekh
Prof. Puneet Bhateja
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. Policy adoption for corporate and other memberships and announcing the same to all stakeholders.

vi. Verification of stock on annual basis and submission of verification report to the Director.

vii. Planning and implementation of working hours of the RC.

viii. Any other matter connected with the acquisition, functions and working of RC as referred by the Director.

Placement and Internship Committee

Convenor
Prof. Hemant Patil

Members
Prof. Supantha Pandit
Prof. Manish Kumar
Prof. Yash Agrawal
MTech Coordinator, (ex-officio)
MSc(IT) Coordinator, (ex-officio)
MSc(DS) Coordinator. (ex-officio)
MSc(AA) Coordinator. (ex-officio)
BSI Coordinator, (ex-officio)
Placement Officer, (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.   Devise placement policy and procedure, and announcing the same to all stakeholders.

ii.   Planning and implementing placement policies, procedures and guidelines.

iii. Prepare the students for placement and enrich the placement scenario of the Institute.

iv.   Overall management of placement of students.

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

vi.   Assisting students for internship as per the curriculum requirement.

vii. Any other matter referred by the Director.

CEP Committee

Prof. Sourish Dasgupta, Convenor

Member
Prof. Amit Mankodi
Prof. Madhukant Sharma
Prof. Arpit Rana
Prof. Sreeja Rajendran
CEP Officer (ex-officio)

Terms of Reference

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

i.   Preparing an annual calendar for CEP targeting emerging sectors and covering industry demand short-term and long-term programs.

ii.   Coordinating with faculty to design and offer CEP for working professionals in the area of ICT and allied fields.

iii.   Liaise with the Industry, Central and State Government Agencies for offering CEP.

iv.   Any other matter referred by the Director.

Disciplinary Action Committee

Convenor
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:

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

i.   All disciplinary matters related to students come under the purview of this committee.

ii.   Provide a broad guideline to students for general awareness, contexts and consequences on what/when DAC in invoked.

iii.   Any other matter referred by the Director.

Gender Cell Committee

Prof. Minal Bhise, Convenor
Prof. Shefali Jha, Co-Convenor

Members
Dean (Academic Programs), (ex-officio)
Warden, HOR-Women, (ex-officio)
Ms. Geeta Mehta
One representative from NGO
One Lawyer
One doctor
Student Representatives (two students)

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

    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.

    vii.   Conducting orientation session for students and staff in the matters of gender sensitization.

International Students Office

Convenor
Admissions Convenor, Convenor

Members
Prof. Nabin Kumar Sahu
Prof. Manish Kumar Gupta
Executive Registrar, (ex-officio)
Associate Dean (Academic Programs), (ex-officio)

Terms of Reference:
The office will be responsible for policy guidelines and implementation strategies connected with:

    i.   Devise and implement policy guideline for 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.

    vii.   Any other matter referred by the Director.

Web Committee

Prof. Bharani Kollipara

Members
Prof. Rahul Mishra
Prof. Anuj Tawari
Manager (IT & Systems) (ex-officio)

Terms of Reference:
The Committee will be responsible for Policy Guidelines and Implementation Strategies connected with:

i. Maintaining the website of the institute by updating the relevant data of the institute as and when required.

ii. Refurbish the website from time to time and update the web site as and when required.

iii. Overall audit of the website in regular intervals.

iv. Any other matter referred by the Director.

Social Media Committee

Convenor
Prof. Amit Mankodi

Members
Prof. Sourish Dasgupta
Dy. Registrar (ex-officio)
Social Media Officer (ex-officio)

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

i. Devise a policy guideline for social media campaign about Institute's activities.

ii. Organize collection of data related to all important activities of the Institute, compile and prepare the materials for social media such as Twitter / Facebook and so on.

iii. Forward materials to either Director, Registrar or other competent authority for content approval.

iv. Liaising with Web Committee for publishing such materials in the institute website time to time

v. Help Admission committee for outreaching to potential students through social media.

Annual Report Committee

Convenor
Executive Registrar, (ex-officio)

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

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

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.

Faculty Convenor - Sports
Prof. Rahul Muthu
Prof. Pritam Anand, Co-Convenor

Faculty Convenor - Cultural Activities
Prof. Nabin Kumar Sahu
Prof. Sreeja Rajendran, Co-Convenor

Faculty Convenor - Synapse
Prof. Mukesh Tiwari
Prof. Manish Khare, Co-Convenor

Approved
K.S. dasGupta.
To
Registrar. for circulation

(Issued with the approval of the Director)
DA-IICT
15 June 2023