



DA-ICT

November 25, 2020

The following Committees have been constituted for the Academic Year (AY) 2020-21 and 2021-22. 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 November 25, 2020 to July 15, 2022.

## **Undergraduate (UG) Committee**

### ***Convenor***

Prof. V Sunitha

### ***Members***

Prof. Mukesh Tiwari – Coordinator of MnC Program

Prof. Minal Bhise – Coordinator of ICT Program

Prof. Rajib Lochan Das – Coordinator of ICT-CS Honours Program

Prof. Shweta Garg

Prof. Srimanta Mandal

### **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. Gagan Garg, Coordinator AY 2020-21  
Prof. Puneet Bhateja, Coordinator AY 2021-22

### **BTech Summer Internship Coordinator (BSI)**

Prof. Rajib Lochan Das, Coordinator AY 2020-21  
Prof. Bakul Gohel, Coordinator AY 2021-22

**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 2020-21

### ***Members***

Prof. Vinay Palaparthi, Convenor for AY 2021-22  
Prof. P M Jat  
Prof. Manoj Kumar 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. Aditya Tatu

### *Members*

Prof. Vishvajit Pandya – MDes Coordinator

Prof. Arnab Ray – PhD Program Coordinator

Prof. Saurabh Tiwari – MTech Coordinator

Prof. Priyanka Singh – IIT Jammu and CRRao Program Coordinator

Prof. Manish Khare – MSc (IT) Program Coordinator

Associate Dean (Academic Programs) until further order – MSc (DS) 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. P M Jat

### ***Members***

Prof. Tapas Kumar Maiti  
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. Any other matters referred by the Director.

## **ICT Committee**

### ***Convenor***

Associate Dean (Academic Programs) until further order  
Prof. Kalyan Sasidhar, co-convenor

### ***Members***

Prof. Rajib Lochan Das  
Dean (Academic Programs) (ex-officio)  
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 make recommendations for replacement or procurement based on the annual budgetary allocations.
- viii. Any other matter referred by the Director.

## **Campus Learning Management System (CLMS)**

### ***Convenor***

Prof. P M Jat

### ***Members:***

Prof. Gagan Garg

Prof. Amit Mankodi

Prof. Lavneet Singh

Manager (IT & Systems) (ex-officio)

### **Terms of Reference:**

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

- i. Development of a campus wide LMS using open source tools and technologies (e.g. Moodle, Canvas) for managing teaching-learning materials
- ii. Integration of LMS with related utility as and when required.
- iii. Migration of DAICTPDC based course management to LMS.
- iv. Coordinating with ICT committee for hardware/software requirement for managing LMS.
- v. Any other matter referred by the Director.

## **Resource Center Committee**

### ***Convenor***

Prof. Madhumita Mazumdar

### ***Members***

Prof Gautam Dutta

Prof. Arnab Kumar Ray

Prof. Avik Hati

Prof. Shefali Jha

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**

**Convener**

Prof. Ahlad Kumar

Prof. Ranendu Ghosh, mentor

**Members**

Prof. Ritu Parekh

Prof. Supantha Pandit

MTech Coordinator, (ex-officio)

MSc(IT) Coordinator, (ex-officio)

MSc(DS) 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**

### ***Convenor***

Prof. Amit Bhatt

### ***Member***

Prof. Binita Desai

Prof. Deepak Ghodgaonkar

Prof. Madhukant Sharma

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 is invoked.
- iii. 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

*One representative from NGO*

*One Lawyer*

*One doctor*

Student Representatives – two students (to be nominated)

### **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.

## **International Students Office**

### ***Convenor***

Admissions Convenor, Convenor

Prof. Pankaj Kumar, Co-Convenor

### ***Members***

Prof. Abhishek Jindal

Executive Registrar, (ex-officio)

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.

## **BTech, MSc, MDes and MTech Project/Thesis Award Committee**

### ***Convenor***

Associate Dean (Academic Programs), (ex-officio)

### ***Members***

Prof. Jaideep Mulherkar

UG Convenor, (ex-officio)

PG Convenor, (ex-officio)

Domain Experts (internal/external), invitee

### **Terms of Reference:**

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

- i. Devise policy guideline and announce the same to students in the beginning of their project /thesis dully approved by the Director.
- ii. Implement the policy for evaluating student participation for scholastic projects and thesis work.
- iii. Evaluation and submission of the result to the Director for approval.
- iv. Announcement of the result.
- v. Awardees participation in national and international forum of repute.
- vi. Any other matter referred by the Director.

## **Web Committee**

### ***Convenor***

Prof. Bharani Kollipara

### ***Members***

Prof. Rahul Mutthu

Prof. Avik Hati

Assistant Registrar, (ex-officio)

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. Shweta Garg

***Members***

Prof. Shefali Jha

Social Media Officer (ex-officio)

Dy. Registrar (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 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. Shweta Garg

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**

Rahul Muthu

### **Faculty Convenor - Cultural Activities**

Nabin Kumar Sahu

### **Faculty Convenor - Synapse**

Jaideep Mulherkar, Convenor

***(Issued with the approval of the Director)***