



DA-IICT

19 June 2024

The following Committees have been constituted for the Academic Year (AY) 2024-25, effective from July 1, 2024 to June 30, 2025. 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.

Undergraduate (UG) Committee

Convenor

Prof. P M Jat

Members

Prof. V Sunitha – Coordinator of MnC Program

Prof. Prosenjit Kundu – Coordinator of ICT (CS) Program

Prof. Sourish Dasgupta – Coordinator of ICT-minor Program

Prof. Arnab Kumar Ray, Member - Coordinator of ICT Program

Prof. Biswajit Mishra, Member - Coordinator of EVD Program

Prof. Jenson Joseph Co-Curricular Activities Coordinator

Prof. Sujay Kadam, Coordinator BTech Exploration Project Coordinator

Prof. Supantha Pandit, **BTP** Coordinator AY 2024-25

Prof. Pankaj Kumar, **BSI** Coordinator AY 2024-25

Terms of Reference:

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

- i. Creating a detailed Semester-wise Program Booklet that includes comprehensive syllabi for core courses and distributing it to students prior to the beginning of each Semester. Ensuring comprehensive program-specific information is accessible on the website.
- ii. Offering students guidance on course registration and advising students regularly on academic requirements to complete the program successfully.
- iii. Finalization of academic calendar, in consultation with Dean (Academic Programs) at the beginning of the academic year. Providing necessary help in scheduling and successful completion of internships and projects of UG students.
- 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. 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.

Rural Internship Committee

Convenor

Prof. Shefali Jha, AY 2024-25

Members

Prof. Manoj Raut

Prof. Rachit Chhaya

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. Tapas Kumar Maiti

Members

Prof. Vishvajit Pandya – MDes Coordinator

Prof. Abhishek Jindal – PhD Program Coordinator

Prof. Manish Khare – MTech Program Coordinator

Prof. Amit Mankodi – MSc (IT) Program Coordinator

Prof. Arpit Rana – MSc (DS) Program Coordinator

Prof. Srimanta Mandal – 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. Creating a detailed Semester-wise Program Booklet that includes comprehensive syllabi for core courses and distributing it to students prior to the beginning of each Semester. Ensuring comprehensive program-specific information is accessible on the website.
- ii. Offering students guidance on course registration and advising students regularly on academic requirements to complete the program successfully.
- iii. Finalization of academic calendar, in consultation with Dean (Academic Programs) at the beginning of the academic year. Providing necessary help in scheduling and successful completion of internships, projects and thesis of PG students.

- 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. 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. Sudip Bera

Prof. Puneet Bhateja

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. Yash Agrawal, Convenor

Members

Prof. Rajib Lochan Das

Prof. Bakul Gohel

Dean (Faculty), (ex-officio)

Dean (Academic Programs) (ex-officio)

Invitee:

Manager (IT & Systems) (ex-officio), Secretary

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. Bharani Kollipara

Members

Prof. Sreeja Rajendran

Prof. Rahul Muthu

Librarian (ex-officio), Secretary

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

Joint Convenor

Prof. Hemant Patil, UG Programs

Prof. Saurabh Tiwari, PG Programs

Members

BTech (ICT) Coordinator, (ex-officio)

BTech (MnC) Coordinator, (ex-officio)

BTech (EVD) Coordinator, (ex-officio)

MTech (ICT) 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), Secretary

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. Manish Kumar, Convenor

Member

Prof. Sourish Dasgupta

Prof. Gopinath Panda

Prof. Jensen Joseph

Dean (Academic Programs), (ex-officio)

CEP Manager/Officer (ex-officio), Secretary

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 and 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 (Academic), (ex-officio)

Student Representatives – two students (by nomination)

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.

Internal Complaints Committee

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

Members

Prof. Sreeja Rajendran, Assistant Professor
Prof. Yash Agrawal, Associate Professor
Ms. Geeta Nair, Secretary
Mr. Jaydeep Panchal Accounts Assistant
External Member: Ms. Prita Jha (Legal experts)
Student Members: One UG Student (Male), One UG Student (Female), One PG student (Female).

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 the competent authority (the Director) of the Institute 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. Arrange orientation session for students and staff in the matters of gender sensitization.

International Students Office

Convenor

Admissions Convenor, Convenor

Members

Prof. Madhukant Sharma
Prof. Ritu Parekh
Executive Registrar, (ex-officio)
Dean (Academic Programs), (ex-officio)
Dear (Alumni and External Relations), (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 DAICT has MoUs.
- iii. Facilitate the application of foreign students who wants to join DAICT 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.

Institutional Review Board (IRB)

Convenor

Prof. Aditya Tatu

Members

Prof. Rachit Chhaya
Prof. Bharani Kollipara
Prof. Bakul Gohel
Prof. Kalyan Sasidhar
One External member

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

- i. Review and approve all proposed research involving human subjects before participant recruitment and data collection can start.
- ii. Minimize any risk for subjects arising out of the study while allowing the researcher to collect the necessary information.
- iii. Privacy and confidentiality of the participants are sought to be protected within the research setting.
- iv. Any other matter referred by the Director.

Annual Report Committee

Convenor

Prof. Anish Mathuria

Members

All Deans, ex-officio
Executive Registrar, ex-officio
Librarian, Secretary, ex-officio

Terms of Reference:

The Annual Report committee will be responsible to collection of data related to all activities of the Institute, compile and prepare the Annual Report for the institute, which will be put up before the BoG for ratification.

Faculty Convenor - Sports
Prof. Pritam Anand

Faculty Convenor - Cultural Activities
Prof. Sreeja Rajendran

Faculty Convenor - Synapse
Prof. Pritam Anand

(Issued with the approval of the Director)
DA-IICT
19 June 2024