



Department of Information Technology

Notice

Ref No.: /HOD/IT/2021-22/000_SMA/91

Date: 28/07/2021

Program Coordination Committee (PCC)

Term: 3 years

Role & Responsibility

- Administrative policies and procedures.
- Department governance.
- Planning all academic activities for smooth academic function of the department.
- Receiving recommendations from committees for further action.
- NPTEL, Spoken tutorial, FDP, STTP / Guest lectures monitoring.
- Verification of Course file for the following:
 - a. Attendance Entry, Leaves
 - b. Class and Section Test Marks,
 - c. Syllabus Coverage,
 - d. Identification of Slow Learners and above average performers
 - e. EOD Authentication, etc.
- Verification of Assessment & Tutorial Sheets.
- Checking Course plan and delivery.

Following are the members of Program Committee (PCC):

- Dr. Navin Prakash, Professor & Head, BBITM, Lucknow
- Mr. Girish Kumar Mishra, Assistant Professor, BBITM, Lucknow
- Ms. Richa Sharma, Assistant Professor, BBITM, Lucknow
- Ms. Debby Srivastava, Assistant Professor, BBITM, Lucknow

Meeting: Meetings of the Program Coordination Committee (PCC) shall be held at least twice a semester.

Copy to:

1. The Director for kind information
2. Department Notice Board
3. Concerned Faculty members

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