



## Department of Information Technology

### Notice

RefNo. : HODIT /NOTICE/2022-23/ODD\_SEM/07

Date: 06/07/2022

### Departmental NBA Committee:

#### Roles and Responsibilities

- To create awareness of on outcome-based education to the faculty and the students.
- To train the department staff on the preparation of SAR.
- To review and prepare the SAR during the accreditation preparation.
- To adopt best practices as and when stipulated by the NBA.
- To attend NBA workshops.

. Following are the members of departmental NBA Core Committee:

S.No.	Name	Responsibility
1.	Dr. Navin Prakash	Head
2.	Dr. Mahima Shankar Pandey	NBA Coordinator
3.	Mr. Ankit Kumar	Core Committee Member
4.	Mr. Mahendra Kumar	In-charge Criteria-1
5.	Mr. Girjesh Kr. Mishra	In-charge Criteria-2
6.	Mr. Asit Kr. Gahalaut	In-charge Criteria-3
7.	Ms.. Shailja Pandey	In-charge Criteria-4
8.	Ms. Richa Sharma	In-charge Criteria-5
9.	Ms. Garima Mishra	In-charge Criteria-6
10.	Mr.Eram Fatima	In-charge Criteria-7

**Meetings:** Meetings of the departmental NBA Core Committee shall be held at least once in a month.

Head (IT)

#### Copy to:

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



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## Department of Information Technology

### Notice

RefNo. : HODIT /NOTICE/2022-23/ODD\_SEM/01

Date: 04/07/2022

### Program Coordination Committee (PCC)

#### 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.

Following are the members of Program Committee (PCC):

- Dr. Navin Prakash, Professor & Head, BBDITM, Lucknow
- Mr. Girjesh Kumar Mishra, Assistant Professor, BBDITM, Lucknow
- Ms. Richa Sharma, Assistant Professor, BBDITM, Lucknow
- Ms. Dolley Srivastava, Assistant Professor, BBDITM, Lucknow

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

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## Department of Information Technology

### Notice

Ref No. : HGDIT /NOTICE/2022-23/ODD\_SEM/02

Date: 04/07/2022

### Departmental Academic Committee (DAC)

#### Roles and Responsibilities

- The Departmental Academic Committee is chaired by HOD who receives the report of the Department Academic Committee and monitors the progress of the program.
- The committee develops and recommends new or revised goals and objectives of the program.
- The committee also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions.
- The committee also reviews, analyzes and finalizes the Vision and Mission of the department.

Following are the members of departmental academic committee (DAC):

- Dr. Navin Prakash, Professor & Head, BBDITM, Lucknow
- Mr. Shaija Pandey, Assistant Professor, BBDITM, Lucknow
- Mr. Eram Fatima, Assistant Professor, BBDITM, Lucknow
- Prof.(Dr.) Santosh Shukla, Professor & Head, Department of IT, BBDEC, Lucknow
- Dr. Abhishek Kumar Mishra, Associate Professor, Department of CSE, IFTM University, Moradabad

**Meetings:** Meetings of the departmental academic committee (DAC) shall be held at least twice a year.

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## Department of Information Technology

### Notice

Ref No. : HODIT/NOTICE/2022-23/ODD\_SEM/03

Date: 04/07/2022

### **Project Evaluation Committee (PEC)**

#### **Roles and Responsibilities**

- To finalize the project groups.
- To finalize the Project synopsis
- To monitor the project progress regularly.
- Evaluate the compliance of previously assigned tasks and accordingly mark the grade for individual student member.
- Project Progress monitoring, checking and evaluation will be carried out as per the Rubrics.
- To finalize the project report guidelines.

#### **Responsibility of Guide:**

- Please, coordinate all above mentioned responsibilities in consultation with concerned PEC Faculty Members and Project Group Members.

Following are the members of Project evaluation committee (PEC):

- Dr. Navin Prakash, Professor & Head, BBDITM, Lucknow
- Ms. Richa Sharma, Assistant Professor, BBDITM, Lucknow
- Mr. Girish Kumar Mishra, Assistant Professor, BBDITM, Lucknow
- Ms. Dolley Srivastava, Assistant Professor, BBDITM, Lucknow
- Ms. Sheilja Pandey, Assistant Professor, BBDITM, Lucknow

**Meetings:** Meetings of the Project evaluation committee (PEC) shall be held at least twice a semester.

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**Department of Information Technology**

**Notice**

Ref No. : HGDIT /NOTICE/2022-23/ODD\_SEM/06

Date: 05/07/2022

**Departmental Time Table Committee:**

**Roles and Responsibilities**

- Subject distribution.
- Preparing Departmental Class Time Tables.
- Preparing Individual Faculty Time Tables.
- Preparing work load of individual faculty.
- Incorporating changes if required with permission of higher authority.

Following are the members of time table committee members:

- Mr. Nida Hasib, Assistant Professor, BBDITM, Lucknow
- Ms. Garima Singh, Assistant Professor, BBDITM, Lucknow

**Meetings:** Meetings of the departmental time table committee shall be held at least twice a year.

**Head (IT)**

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## Department of Information Technology

### Notice

RefNo. : HODIT /NOTICE/2022-23/ODD\_SEM/04

Date: 05/07/2022

### **Research Committee**

#### **Roles and Responsibilities**

- Motivate faculty to apply for research project.
- Motivate faculty for quality research paper publishing.
- Identify emerging areas of research
- Arrange for promoting consultancy service

Following are the members of research committee:

- Ms. Richa Sharma, Assistant Professor, BBDITM, Lucknow
- Mr. Ankit kumar, Assistant Professor, BBDITM, Lucknow

**Meetings:** Meetings of the research committee shall be held at least twice a semester.

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## Department of Information Technology

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Ref No. : HODIT /NOTICE/2022-23/ODD\_SEM/05

Date: 05/07/2022

### **Departmental Budget Committee:**

#### **Roles and Responsibilities**

- Requesting for Budgets estimation and specifications from concerned Lab In-charges and other faculty members.
- Consolidating all budgets and forwarding to the Institute Purchase Committee after processing through the Departmental Policy Committee
- Monitoring the condition of the equipments and arranging servicing of the equipment as and when required.

Following are the members of departmental budget committee:

- Ms. Shalika Pandey, Associate Professor, BBDITM, Lucknow
- Mr. Asit Kumar Gahalaut, Assistant Professor, BBDITM, Lucknow

**Meetings:** Meetings of the departmental budget committee shall be held at least twice a year.

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## **Department of Information Technology**

### **Notice**

Ref No. : HODIT /NOTICE/2022-23/ODD\_SEM/07

Date: 06/07/2022

### **Departmental NBA Core Committee:**

#### **Roles and Responsibilities**

- NBA work auditing.
- NBA work allocation.
- NBA work management.
- Preparing NBA work load of individual faculty.
- Incorporating changes if required with permission of higher authority.

Following are the members of departmental NBA Core Committee:

- Dr. Navin Prakash, Associate Professor & Head, BBDITM, Lucknow
- Mr. Asit Kumar Cahalaut, Assistant Professor, BBDITM, Lucknow
- Ms. Nida Hasib, Assistant Professor, BBDITM, Lucknow.

**Meetings:** Meetings of the departmental NBA Core Committee shall be held at least once in a month.

**Head (IT)**

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## Department of Information Technology

### Notice

Ref No. : HODIT /NOTICE/2022-23/ODD\_SEM/08

Date: 06/07/2022

### **Departmental Grievance Committee:**

#### **Roles and Responsibilities**

- Grievance redressal Mechanism management.
- Grievance related work.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled
- Incorporating changes if required with permission of higher authority.

Following are the members of departmental grievance committee:

- Ms. Eram Fatima, Assistant Professor, BBDITM, Lucknow
- Mr. Girish Kumar Mishra, Assistant Professor, BBDITM, Lucknow

**Meetings:** Meetings of the departmental grievance committee shall be held at least twice a year.

Head (IT)

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**Department of Information Technology**

**Notice**

Ref No. : HODIT /NOTICE/2022-23/ODD\_SEM/09

Date: 06/07/2022

**Program Assessment and Quality Improvement Committee (PAQIC)**

**Role & Responsibility**

To ensure the systematic assessment of the program and its quality measures in academic.

- Interact with faculty members related to subject, to analyze the course CO, PO & PSO attainments and ensure its compliance in all respect.
- To compliance of program curriculum and teaching learning process.
- Monitor Students Performance
- Encourage faculty members to increase the contribution in the department.
- NPTEL, Spoken tutorial, FDP, STTP / Guest lecturers monitoring.
- Verification of Course file for the following:
  - a. Attendance Entry, Leaves
  - b. Class and Series Test Marks.
  - c. Syllabus Coverage,
  - d. Identification of Slow Learners and above average performers
  - e. HOD Attestation, etc
- Verification of Assessment & Tutorial Sheets.
- Checking Course plan and delivery.
- To assist the colleagues of the department for IQAC visit for the academic audit.

Following are the members of Program Assessment and Quality Improvement Committee (PAQIC):-

- Dr. Navin Prakash, Associate Professor & Head, BBDITM, Lucknow (Chairman)
- Mr. Girjesh Kumar Mishra, Assistant Professor, BBDITM, Lucknow (Member)
- Ms. Richa Sharma, Assistant Professor, BBDITM, Lucknow (Convener)
- Ms. Doiley Srivastava, Assistant Professor, BBDITM, Lucknow (IQAC Representative)

**Meetings:** Meetings of the Program Assessment and Quality Improvement Committee (PAQIC) shall be held at least once in a semester.

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