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BABU BANARASI DAS
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
(Formerly Known as Babu Banarsi Das National Institute of Technology and Management)
(Recognized by AICTE, Govt. of India, affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)
AKTU COLLEGE CODE - 054

Department of Information Technology

Notice

Ref No. : 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:

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Notice

Ref No. : 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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Notice

Ref No. : HODIT /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. Shaiya 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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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. Girjesh Kumar Mishra, Assistant Professor, BBDITM, Lucknow
- Ms. Dolley Srivatava, Assistant Professor, BBDITM, Lucknow
- Ms. Shailja 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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Notice

Ref No. : HODIT /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.

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Ref No. : 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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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. Shalija 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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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. Girjesh 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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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 Authentication, 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. Dolley 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.

Head (IT)

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