

❖ Institute Academic Advisory Board

A) **Constitute of the Board**

I. Internal Members

1. Dr. N.C. Shah (Chairman)
2. Dr. C.K. Desai (Member Secretary)
3. Prof. R.S. Gajre (Member)
4. Prof. D.V. Thakor (Member)
5. Prof. K.N. Gandhi (Member)
6. Dr. Shree Mishra (Member)
7. Prof. Krupa Dave (Member)
8. Prof. Trunal Patel (Member)
9. Prof. Anuj Chandiwala (Member)
10. Prof. Sudhakar Nakka (Member)

II. External Members

1. Dr. P.D. Porey, Director, SVNIT, Surat
2. Mr. Dalal, G.D., Torrent Power Limited
3. Mr. R.J. Patel, CEO, SUDA, Surat
4. Mr. Tushar Bhatt, Vice President, Essar Power, Surat
5. Mr. Nimesh Vashi, Director, ECA
6. Mr. Jatin Shah, City Engineer, SMC, Surat
7. Mr. C.Y. Bhatt, Deputy, Municipal Commissioner, Surat
8. Dr. S.A. Channiwala, Professor, SVNIT, Surat
9. DR. M.A. Zaveri, Professor, SVNIT, Surat
10. Mr. Narayan, DGM, ONGC
11. Dr. S.D. Sharma, Airport Director, Surat
12. Mr. R.A. Mistry, GM, Essar Steel, Surat

B) **Functions of the Board**

The purpose to constitute the Board is to provide overall supervision for graduate/post graduate academic affairs of the institute so as to provide quality technical education and to emerge as the centre of excellence in Technical Educational at National & International level. Few specific function of the Board are given below.

- To provide suggestions on design of curriculum and extra curriculum as per the industry's requirement.
- To help to identify skill requirement in the specific Sector/Branch.
- Faculty Development Programme.
- Industrial Training for Faculty & Students.
- Formation of staff retention policies.
- Academic Audit.
- Pedagogy.
- Updating laboratories and library.
- Periodical review and evaluation of Course and programme.
- Teaching methodology & standards.

- Promotion policies & Recognition Awards for achievement of staff.
- Standard of student conduct and discipline.
- Student awards and scholarships.
- Development of Academic infrastructure.

C) Process

- Changes in undergraduate programmes shall normally be initiated at the departmental level and shall be reviewed and recommended for approval with suitable modifications/suggestion, if any periodically and its smooth implementation.
- All decisions of Academic Advisory Board shall be forwarded as recommendations to the University for Review and further necessary action.
- Issues coming before the Advisory Board include new course proposals, course modifications, changes in course delivery format, course addition/deletions, course name/ number changes, degree plan changes, program proposals, including development and updating laboratories and library.

➤ **Constitution of the Board**

- Internal members on the Board shall be nominated by the Director/HoDs.
- Internal members shall participate actively in all meetings of Academic Advisory Board.
- External members on the Boards shall be nominated by the Provost/Director.
- Internal members shall report the decisions made by the Board to their respective departments for necessary action/implementation.

➤ **Responsibilities of members**

- Internal members on the Committee shall be nominated by the Director/HoDs.
- Internal members shall participate actively in all meetings of The Committee.
- External members on the Boards shall be nominated by the Provost/Director.
- Internal members shall report the decisions made by the committee to their respective departments and for necessary action/implementation.

➤ **Responsibilities of the members secretary of the Board**

- The member's secretary with permission of the chair shall prepare the agenda and call the meetings.
- The member secretary shall circulate minutes of the meetings to all members of the Board.
- The member secretary shall monitor closing the follow up actions.