



Department Committee List (EC/ICT Engineering) Effective from June 2019			
Sr. No.	Name of Committee	Name of Coordinator Faculty	Duties and Responsibilities
1	Time Table and Load Distribution	Jayesh Munjani Mayank Kapdia	<ol style="list-style-type: none"> 1. Load Calculation and Distribution. 2. Preparation of Time Table. 3. Look after for timely updation in the time table. 4. Allocate the classroom and lab allocation to respective division.
2	Internal Examination	Tarun Lad	<ol style="list-style-type: none"> 1. Preparation of Internal Test Time Table. 2. Allocate Supervision Duty. 3. Distribution of Answer Book to Subject Teacher. 4. Maintain Leave Record of Student during Exam.
3	University Examination & Question Bank Portal	Krupa Dave Mayank Kapadiya	<ol style="list-style-type: none"> 1. Prepare list of internal and external examiners subject wise. 2. Track record of External Examiners. 3. Prepare the Time Table of Practical Examination for respective semester. 4. Make an alternative arrangement in the case of unavailability of external examiner. 5. Inform such changes to COE through Head of Institution. 6. Question Bank Expert list, work on portal
4	Result Analysis (Internal + University)	Tarun Lad	<ol style="list-style-type: none"> 1. Collect the Result of Unit & Mid Exam from faculty and exam committee. 2. Analyze the Results of internal as well as end semester examination within the 10 days from the date of declaration of results. 3. Submit the Analysis Report to Head and Exam Committee and respective program coordinator 4. Prepare result analysis report for meeting and UTU portal entry.
5	Student Information System	Chintan Desai	<ol style="list-style-type: none"> 1. Implement the SIS for Department. 2. Verify student details in every semester and modify SIS according to this. 3. Track the proper & regular entry in SIS. 4. Report to Head if any faculty not making entry in SIS.



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6	Training & Placement	Manish Nakrani	<ol style="list-style-type: none"> 1. Prepare the database of students studying in final and pre-final year. 2. Make counselling of student for placement awareness. 3. Find the different area of interest of students. 4. Prepare the list of industries with their contact details. 5. Initiate conversation with industries for training and placement. 6. Keep proper track of every conversation and take continuous feedback.
7	Industrial Visit	Nita Patil Ankit Adesara	<ol style="list-style-type: none"> 1. Arrange Industrial visit for students in industries at least once in the semester. 2. Keep record of such visit and submit the report within week after completion of visit. 3. All staff in department can help in this activity. 4. Keep the record of students going for industrial training and collect the report from students. 5. Submit each report to the HOD and program coordinator immediately after the completion of industrial visit and Training.
8	Website	Nita Patil	<ol style="list-style-type: none"> 1. Keep the department data on CGPIT website updated. 2. Inform to central coordinator regarding any update.
9	Annual Report, Newsletter & Department Documentation	Krupali Umaria	<ol style="list-style-type: none"> 1. Keep the record of activities happen in the department. 2. Collect documentary record for such activity and submit the report to H. O. D. and program coordinators. 3. All faculty must submit the document for any activity done to this committee through Head. 4. Prepare material for News letter and press release.
10	Academic Monitoring Cell (Counselling duty)	All counsellors of respective class	<ol style="list-style-type: none"> 1. Check for the proper conduction of classes & laboratories in department and maintain counselling file properly. 2. If any discrepancy in conduction of classes and laboratory than immediately inform to HOD 3. Keep the record of student attendance and



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			<p>academic progress.</p> <p>4. Conduct counselling meeting once after every 15 days and keep the minutes of meeting.</p> <p>5. Inform students regarding deadlines of different fees payment (Exam, Tution fees etc.), schedules of examination.</p> <p>6. Conduct parents meeting once in semester for very poor students and keep inform the parents regarding student academic record and attendance.</p> <p>7. Submit and get sign of all counselling records from HOD and program coordinator once in month.</p>
11	Expert Talk, Workshop, Seminar	All Staff	<p>1. All staff are invited to arrange expert talk, workshop, seminar, STTP or any other kind of student beneficial activity and submit the report to annual report committee and Program coordinator within a week after completion of event.</p>
12	M. Tech Dissertation / Seminar	Jemish Maisuria	<p>1. Arrange the schedule for presentation of Dissertation work.</p> <p>2. Keep the record of assessment during the semester.</p>
13	M. Tech. Mini Project	Sharad Fadadu	<p>1. Allocate the topic to students after due verification.</p> <p>2. Arrange the schedule for presentation of mini project.</p> <p>3. Keep the record of assessment during the semester.</p>
14	B.Tech. Project	Jemish Maisuria Sharad Fadadu	<p>1. Arrange the schedule for presentation of Dissertation work.</p> <p>2. Keep the record of assessment during the semester.</p>
15	Summer Internship	Ankit Adesara	<p>1. Approach to an organizations/Industries to allocate summer internship to the students as per guidelines.</p> <p>2. Provide NOC based on company's confirmation to each student.</p> <p>3. Allocated faculty need to visit organizations/Industries during internship program.</p>



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			4. Student evaluation and report generation for submission to department for internal as well as external evaluation.
16	Board of Studies & TES	Krupa Dave Jayesh Munjani	<ol style="list-style-type: none"> 1. Verify and Prepare the Teaching and Evaluation Scheme of Diploma, UG and PG courses. 2. Verify and Prepare the detail syllabus of each subject. 3. Circulate the same among the faculties after due verification. 4. Any other agendas like training and placement, summer internship, accreditation aspects etc. with the permission of chair. 5. Consider suggestions given by Academic advisory board.
17	Purchase & Resource Development	Jemish Maisuria Naitik Nakrani	<ol style="list-style-type: none"> 1. Keep updated with the different laboratories in the department. 2. Invite any deficiencies in the laboratories from respective faculties in the department. 3. Put such deficiencies (Maintenance or New Purchase) with Head of Department for further process. 4. Keep the record of all maintenance and purchase activities and monitor laboratory at least once in month. Also keep the record of Lab inventory.
18	IEEE	Naitik Nakrani Mayank Kapadia Jemish Maisuria	<ol style="list-style-type: none"> 1. Keep the track of activities under the banner of ISTE. 2. Invite the Speakers from academics / industries to give the talk in workshop/Seminar/STTP. 3. IEEE local chapter for students and faculties.
19	ISTE	Mayank Kapadia	<ol style="list-style-type: none"> 1. Keep the track of activities under the banner of ISTE. 2. Invite the Speakers from academics / industries to give the talk in workshop/Seminar/STTP.
20	Library (Department + Institute)	Krupali Umaria	<ol style="list-style-type: none"> 1. Keep the Library purchase requirement updated with Institute Librarian. 2. Invite the recommendation of books/journals/periodicals/magazines. 3. Put the purchase of same again Head of Institution through Head.



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21	Student's Feedback Collection	Naitik Nakrani Ajay Singh	<ol style="list-style-type: none"> 1. Timely mail the feedback form to students 2. Analyse the feedback response and submit the same to department
22	Syllabus Review committee (EC)	Krupa Dave Jayesh Munjani Ajay kumar singh Tarun lad Mayank Kapadiya Naitik Nakrani Sharad Fadadu	<p>Upgrade teaching scheme and syllabus by considering</p> <ol style="list-style-type: none"> 1. Name of the subject, repeated content of the subject, pre/post requisite of the subjects. 2. Sequence of introduction of the subjects. 3. Number of hours in theory/lab of the subjects. 4. Comparison of the subjects with reputed government universities, private universities (accredited), and institute of national importance (IIT/NIT) in the state as well as in the nearby region.
23	CIE	Chintan Desai Sharad Fadadu	<ol style="list-style-type: none"> 1. Continuous Internal Evaluation (Maintain all the records of CIE practice entry) and verify UTU portal entry at the end of semester.
24	Syllabus Review committee (ICT)	Krupa Dave Jayesh Munjani Manish Nakrani Nita Patil Mayank Kapadia Naitik Nakrani Jemish Maisuria	<p>Upgrade teaching scheme and syllabus by considering</p> <ol style="list-style-type: none"> 1. Name of the subject, repeated content of the subject, pre/post requisite of the subjects. 2. Sequence of introduction of the subjects. 3. Number of hours in theory/lab of the subjects. 4. Comparison of the subjects with reputed government universities, private universities (accredited), and institute of national importance (IIT/NIT) in the state as well as in the nearby region.
25	Alumni Cell	Manish Nakrani	<ol style="list-style-type: none"> 1. Help the students to clear competitive exams. 2. Inform the students regarding to different competitions (Technical) outside institute 3. Maintain the record of the student achievements. 4. Keep the records (Name, Current Job status, E-mail Id and contact details) of Alumina students updated at the end of each semester.
26	Prayer	Nita Patil	<ol style="list-style-type: none"> 1. Look after for the prayer in B-C wing.

**(Ms. Krupa Dave)
HOD (EC/ICT)**

**(Dr. R.V. Patil)
Director-C.G.P.I.T.**



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