



Department Committee List (EC/ICT Engineering) Effective from July 2020			
Sr. No.	Name of Committee	Name of Coordinator Faculty	Duties and Responsibilities
1	Time Table and Load Distribution	<b>Mayank Kapadia</b>	<ol style="list-style-type: none"> <li>1. Load Calculation and Distribution.</li> <li>2. Preparation of Time Table.</li> <li>3. Look after for timely updation in the time table.</li> <li>4. Allocate the classroom and lab allocation to respective division.</li> </ol>
2	Internal Examination	<b>Tarun Lad</b>	<ol style="list-style-type: none"> <li>1. Preparation of Internal Test Time Table.</li> <li>2. Allocate Supervision Duty.</li> <li>3. Distribution of Answer Book to Subject Teacher.</li> <li>4. Maintain Leave Record of Student during Exam.</li> </ol>
3	University Examination & Question Bank Portal	<b>Krupa Dave Tarun Lad</b>	<ol style="list-style-type: none"> <li>1. Prepare list of internal and external examiners subject wise.</li> <li>2. Track record of External Examiners.</li> <li>3. Prepare the Time Table of Practical Examination for respective semester.</li> <li>4. Make an alternative arrangement in the case of unavailability of external examiner.</li> <li>5. Inform such changes to COE through Head of Institution.</li> <li>6. Question Bank Expert list, work on portal</li> </ol>
4	Result Analysis (Internal + University)	<b>Tarun Lad</b>	<ol style="list-style-type: none"> <li>1. Collect the Result of Unit &amp; Mid Exam from faculty and exam committee.</li> <li>2. Analyze the Results of internal as well as end semester examination within the 10 days from the date of declaration of results.</li> <li>3. Submit the Analysis Report to Head and Exam Committee and respective program coordinator</li> <li>4. Prepare result analysis report for meeting and UTU portal entry.</li> </ol>
5	Student Information System	<b>Chintan Desai</b>	<ol style="list-style-type: none"> <li>1. Implement the SIS for Department.</li> <li>2. Verify student details in every semester and modify SIS according to this.</li> <li>3. Track the proper &amp; regular entry in SIS.</li> <li>4. Report to Head if any faculty not making entry in SIS.</li> </ol>



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



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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	<b>Krupali Umaria</b>	<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 <b>annual report committee</b> and <b>Program coordinator</b> within a week after completion of event.</p>
12	M. Tech Dissertation / Seminar	<b>Jemish Maisuria</b>	<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	<b>Jemish Maisuria</b>	<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	<b>Jemish Maisuria</b>	<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	<b>Sharad Fadadu</b>	<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	<b>Krupa Dave Jayesh Munjani</b>	<ol style="list-style-type: none"> <li>1. Verify and Prepare the Teaching and Evaluation Scheme of Diploma, UG and PG courses.</li> <li>2. Verify and Prepare the detail syllabus of each subject.</li> <li>3. Circulate the same among the faculties after due verification.</li> <li>4. Any other agendas like training and placement, summer internship, accreditation aspects etc. with the permission of chair.</li> <li>5. Consider suggestions given by Academic advisory board.</li> </ol>
17	Purchase & Resource Development	<b>Chintan Desai Sharad Fadadu</b>	<ol style="list-style-type: none"> <li>1. Keep updated with the different laboratories in the department.</li> <li>2. Invite any deficiencies in the laboratories from respective faculties in the department.</li> <li>3. Put such deficiencies (Maintenance or New Purchase ) with Head of Department for further process.</li> <li>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.</li> </ol>
18	IEEE	<b>Mayank Kapadia Jayesh Munjani</b>	<ol style="list-style-type: none"> <li>1. Keep the track of activities under the banner of ISTE.</li> <li>2. Invite the Speakers from academics / industries to give the talk in workshop/Seminar/STTP.</li> <li>3. IEEE local chapter for students and faculties.</li> </ol>
19	ISTE	<b>Mayank Kapadia</b>	<ol style="list-style-type: none"> <li>1. Keep the track of activities under the banner of ISTE.</li> <li>2. Invite the Speakers from academics / industries to give the talk in workshop/Seminar/STTP.</li> </ol>
20	Library (Department + Institute)	<b>Krupali Umaria</b>	<ol style="list-style-type: none"> <li>1. Keep the Library purchase requirement updated with Institute Librarian.</li> <li>2. Invite the recommendation of books/journals/periodicals/magazines.</li> <li>3. Put the purchase of same again Head of Institution through Head.</li> </ol>



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

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

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



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