



Department Committee List (EC/ICT Engineering)

Effective from July 2021

Committee: Time Table	Faculty Name: Mayank Kapadia, Ajay Singh
Roles and Responsibilities:	
<ol style="list-style-type: none"> 1. Load Calculation and Distribution. 2. Preparation of Time Table. 3. Look after for timely updating in the time table. 4. Allocate the classroom and lab allocation to respective division. 	
Committee: Examination (Department)	Faculty Name: Tarun Lad, Jemish Maisuria
Roles and Responsibilities:	
<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. 5. Collect the Result of Unit & Mid Exam from faculty and exam committee. 6. Analyze the Results of internal as well as end semester examination within the 10 days from the date of declaration of results. 7. Submit the Analysis Report to Head and Exam Committee and respective program coordinator 8. Prepare result analysis report for meeting and UTU portal entry. 	



**Constituent College of
UKA TARSADIA
university**

Imparting Knowledge, Awakening Wisdom, Transforming Lives.
Established under Gujarat Private University
(Amendment) Act No. 25 - 2011 Government
of Gujarat and approved under section 22 of
UGC Act 1956.

Maliba Campus, Gopal Vidyanagar, Bardoli - Mahuva Road,
Dist. Surat. Pin - 394 350, Gujarat (India)
Telefax: +91-2625-292339 E-mail: director.cgpit@utu.ac.in

Approved by All India Council for Technical Education



Committee: Examination (University)	Faculty Name: Tarun Lad
Roles and Responsibilities:	
<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 proper channel. 6. Question Bank Expert list and its management. 	
Committee: Student Information System	Faculty Name: Chintan Desai
Roles and Responsibilities:	
<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 entry in SIS regularly. 4. Report to Head if any faculty not making entry in in SIS. 	
Committee: Training and Placement and Alumni Cell	Faculty Name: Manish Nakrani
Roles and Responsibilities:	
<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. Keep record of LOR given by students.	
8. Keep record of placement records, higher study record of students.	
Committee: Industrial Visit	Faculty Name: Nita Patil
Roles and Responsibilities:	
<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. 	
Committee: Department Website	Faculty Name: Nita Patil
Roles and Responsibilities:	
<ol style="list-style-type: none"> 1. Update faculty data on CGPIT website updated. 2. Update the achievements of department (faculty and students) on department website. 3. Update placement and industrial visit data on the department website. 4. Update lab and research facility on website. 5. Inform to central coordinator regarding any update. 	
Committee: Academic Monitoring Cell	Faculty Name: Nita Patil
Roles and Responsibilities:	
<ol style="list-style-type: none"> 1. Check for the proper conduction of classes laboratories in department 	





2. Maintain counselling file properly.
3. If any discrepancy in conduction of classes and laboratory than immediately inform to HOD.
4. Keep the record of student attendance and academic progress.
5. Conduct counselling meeting once after every 15 days and keep the minutes of meeting.
6. Inform students regarding deadlines of different fees payment (Exam, Tuition fees etc.), schedules of examination.
7. Conduct parents meeting once in semester for very poor students and keep inform the parents regarding student academic record and attendance.
8. Submit and get sign of all counselling records from HOD and program coordinator once in month.

Committee: B.Tech. Project (EC & ICT)

Faculty Name: Jemish Maisuria

Roles and Responsibilities:

1. Make project groups of students.
2. Decide the project title and assign guides.
3. Arrange the presentation of project work regularly.
4. Keep the record of assessment during the semester.

Committee: Summer Internship

Faculty Name: Sharad Fadadu

Roles and Responsibilities:

1. Approach to an organizations/Industries to allocate summer internship to the students as per guidelines.
2. Provide NOC based on company's confirmation to each student.



**Constituent College of
UKA TARSADIA
university**
Imparting Knowledge, Awakening Wisdom, Transforming Lives.
Established under Gujarat Private University
(Amendment) Act No. 25 - 2011 Government
of Gujarat and approved under section 22 of
UGC Act 1956.

Maliba Campus, Gopal Vidyanagar, Bardoli - Mahuva Road,
Dist. Surat. Pin - 394 350, Gujarat (India)
Telefax: +91-2625-292339 E-mail: director.cgpit@utu.ac.in

Approved by All India Council for Technical Education



<p>3. Allocated faculty need to visit organizations/Industries during internship program.</p> <p>4. Student evaluation and report generation for submission to department for internal as well as external evaluation.</p>	
<p>Committee: Expert Talk, Workshop, Seminar</p>	<p>Faculty Name: All department faculty members</p>
<p>Roles and Responsibilities:</p>	
<p>1. All staff are invited to arrange expert talk, workshop, seminar, STTP or any other kind of student beneficial activity.</p> <p>2. Submit the report to annual report committee and Head within a week after completion of event.</p>	
<p>Committee: Board of Studies and Teaching Scheme</p>	<p>Faculty Name: Jayesh Munjani, Sharad Fadadu</p>
<p>Roles and Responsibilities:</p>	
<p>1. Verify and Prepare the Teaching and Evaluation Scheme of Diploma, UG and PG courses.</p> <p>2. Verify and Prepare the detail syllabus of each subject.</p> <p>3. Circulate the same among the faculties after due verification.</p> <p>4. Any other agendas like training and placement, summer internship, accreditation aspects etc. with the permission of chair.</p> <p>5. Consider suggestions given by Academic advisory board.</p>	
<p>Committee: Purchase and Resource Development</p>	<p>Faculty Name: Ajay Singh</p>
<p>Roles and Responsibilities:</p>	





<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. 	
Committee: Department Library and Book Bank	Faculty Name: Ajay Singh
Roles and Responsibilities:	
<ol style="list-style-type: none"> 1. Keep the Library purchase requirement updated with Institute Librarian. 2. Send semester wise text book details to librarian that to be given in book bank. 3. Invite the recommendation of books/journals/periodicals/magazines. 4. Put the purchase of same again Head of Institution through Head. 	
Committee: Student Feedback Committee	Faculty Name: Sharad Fadadu
Roles and Responsibilities:	
<ol style="list-style-type: none"> 1. Timely mail the feedback form to students. 2. Analyze the feedback response and submit the same to department. 	
Committee: Continuous Internal Evaluation	Faculty Name: Chintan Desai
Roles and Responsibilities:	
<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. 	





Committee: Syllabus Review committee (B.Tech. (EC))

Faculty Name: Jayesh Munjani, Ajay Singh, Tarun Lad, Mayank Kapadia, Sharad Fadadu

Roles and Responsibilities:

1. Suggest the flow of subjects in teaching scheme and help to finalize the contents of syllabus designed by faculty members.
2. 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.

Committee: Syllabus Review committee (B.Tech. (ICT))

Faculty Name: Jayesh Munjani, Manish Nakrani, Nita Patil, Mayank Kapadia, Jemish Maisuria

Roles and Responsibilities:

1. Suggest the flow of subjects in teaching scheme and help to finalize the contents of syllabus designed by faculty members.
2. 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.

Committee: Prayer Committee

Faculty Name: Nita Patil

Roles and Responsibilities:

1. Look after for the prayer in B-C wing.



**Constituent College of
UKA TARSADIA
university**

Imparting Knowledge, Awakening Wisdom, Transforming Lives.
Established under Gujarat Private University
(Amendment) Act No. 25 - 2011 Government
of Gujarat and approved under section 22 of
UGC Act 1956.

Maliba Campus, Gopal Vidyanagar, Bardoli - Mahuva Road,
Dist. Surat. Pin - 394 350, Gujarat (India)
Telefax: +91-2625-292339 E-mail: director.cgpit@utu.ac.in

Approved by All India Council for Technical Education