



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)

मेसरा, राँची- ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

Centre for Quantitative Economics and Data Science

Functionalities and Members of the committees

I. Academic Committee:

Functions:

- Planning all academic activities.
- Makes recommendations for thrust areas of research in the department.
- Help to formulate the execution methodology for smooth academic function of the department.
- Assigning and guides for research scholars and course work.
- Perform other functions as may be assigned by the governing Body.

Member(s):

- Head of the Centre (Chairman)
- Dr. Manish Kumar Pandey (Member)
- Dr. Mrinal Jana (Member)
- Dr Saheli Bose (Member)
- Dr Tina Dutta (Member)

II. Budget, Purchase and Maintenance Committee

Functions:

- 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 equipment and arranging servicing of the equipment as and when required.

Member(s):

- Head of the Centre (Chairman)
- Dr. Manish Kumar Pandey (Member)
- Dr. Mrinal Jana (Member)
- Dr Tina Dutta (Member)

III. Research Colloquium

Functions:

- To facilitate organization of talks and hands-on sessions
- Enable knowledge exchange in the teaching and research areas of the faculty members.

Member(s):

- Head of the Centre (Chairman)
- Dr. Manish Kumar Pandey (Member)



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IV. Policy Committee:

Functions:

- Draft policies for the functioning of the Centre of Quantitative Economics and Data Science (CQEDS) in line with the vision and goals of the Centre as well as BIT Mesra
- Coordinate with Industry and Academia for formulating of policies for establishing and running “Centre for Excellence”
- Review requests for additions, modifications of policies and maintain a timeline for review of current policy and procedure

Member(s):

- Head of the Centre (Chairman)
- Dr. Manish Kumar Pandey (Member)
- Dr. Mrinal Jana (Member)

V. Program Coordinator

Functions:

- Coordinating with students for their administrative requirements (semester registration, ERP issues, connectivity/institute email) and grievances
- Periodically reviewing the progress of the students
- Arranging submission of project/thesis at the end of a semester

Member(s):

- Dr. Mrinal Jana (Coordinator IMSc. (QEDS))

VI. Quality Assurance Committee

Functions:

- Responsible for the overall quality of the various programmes of the centre.
- Will identify areas of improvement across all programmes of the centre.
- Interface with the IQAC on behalf of the centre.
- Submit all (NAAC, NBA) reports to DQAC.

Member(s):

- Head of the Centre (Chairman)
- Dr. Manish Kumar Pandey (Member)

VII. Training-Placement Coordination and Feedback Committee

Functions:

- Ensuring coordination between the Centre and Training-Placement Cell of BIT, Mesra to aid student undergo internship and facilitation of placement activities
- Taking student feedback and sharing the same with the Centre’s Academic committee to assist them in their functionality.

Member(s):

- Dr. Manish K. Pandey & Dr Saheli Bose (Coordinator)



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VIII. Departmental Timetable Committee

Functions:

- Preparing Departmental Class Timetables.
- Preparing Individual Faculty Timetables.
- Preparing workload of individual faculty.
- Incorporating changes if required with permission of higher authority and intimating the same to Central Timetable Coordinator.

Member(s):

- Dr Tina Dutta (Coordinator)

IX. Student Event Monitoring Committee

Functions:

- Organizing various training programs with experts to provide career guidance & counselling.
- Organizing co and extracurricular activities as well as technical events at the centre level and also ensures the participation of the students in the same at the institute and National level.

Member(s):

- Dr. Tina Dutta (Coordinator)

X. ERP Committee Functions:

Functions:

- Resolving any issues related to ERP for Students and Faculty members

Member(s):

- Dr. Mrinal Jana(Coordinator)

XI. Portal Management Committee

Functions:

- Managing the CQEDS portal in BIT, Mesra Website.

Member(s):

- Dr. Manish Kumar Pandey (Coordinator)

XII. Grievance Committee

Functions:

- Taking faculty feedback and ensuring that their grievances are resolved in a timely manner.

Member(s):

- Head of the centre. (Chairman)



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XIII. Women Cell

Functions:

- To facilitate a gender-sensitive and congenial working environment so that women at workplace are not subjected to gender-specific discrimination or harassment.

Member(s):

- Dr. Tina Dutta (Coordinator)

XIV. Lab Committee

Functions:

- To provide a support system for the students to use the lab for academic purposes.
- To initiate measures for enhancing the lab facilities for the students.
- To determine the requirements for students in effectively utilizing the computer lab.
- To get suggestions periodically from the students for improvement.

Member(s):

- Dr. Manish Kumar Pandey (Coordinator)