**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI**

OFF CAMPUS NOIDA

**DEPARTMENT OF ANIMATION & MULTIMEDIA**

Date: 1st August 2018

**DEPARTMENTAL COMMITTEES**: - Details of committees formed to achieve course and programme objectives are as follows:

1. **Departmental Academic Committee**

Functions:

* Revision of proposed syllabus of new courses / programs and recommending proposal to HOD BIT, Mesra, Ranchi
* Defining different Course Outcomes
* To set future development activities for efficient academic activities
* Planning all academic activities
* Make recommendations for thrust areas of research in the department
* To set the guidelines for proper administration of the department and attain the defined PEOs.
* Help to formulate the execution methodology for smooth running of the department
* Assigning and Monitoring the preparation of Lab Manuals & Course materials of the faculties as may be assigned
* To coordinate all constituent and refine the defines PEOs

Members:

Internal Members

* Dr Munish Makkad (Chairman)
* Dr Suparna Dutta (Coordinator)
* Mr Niket Mehta (Member Secretary)
* Mr Partha Acharya (Member)
* Mr Aroop Kerketta (Member)
* Mr Lalit M Bhatt (Member)
* Mr Kiran A Shetti (Member)
* Mr Obed Longvah (Member)
* Mr Rahul Dora (Member)
* Mr Manoj Kumar (Member)
* Mr Das Mohan Singh (Member)

Members from other departments

* Mr Anil Kumar (Coordinator CSE) (Member)
* Dr Peeyush Tewari (Member)

1. **Departmental Budget Preparation Committee**

Functions:

* Requesting for Budgets and specifications from concerned Departmental faculty
* Consolidating all budgets and forwarding to the Institute Purchase Committee
* Specifying Budget estimate
* Monitoring the condition of the equipment
* Arranging servicing of the equipment as and when required

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairperson)
* Mr Niket Mehta (Member)
* Mr Lalit Bhatt (Member)
* Mr Aroop Kerketta (Member)
* Mr Kiran A Shetti (Member Secretary)

1. **Departmental Time Table and Review Committee**

Functions:

* Preparing Departmental Class Time Tables
* Preparing Individual Faculty Time Tables
* Preparing Work-load of individual faculty

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairperson)
* Mr Partho Acharya (Member)
* Mr Lalit Bhatt (Member Secretary)

1. **Departmental Attendance Monitoring Committee**

Functions:

* Monitoring Monthly attendance status of students
* Displaying the attendance shortage report on the department notice boards
* Ensuring the regular update of the attendance status on the web portal
* Reporting to Admin Office for informing parents regarding the poor attendance status of the students

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairperson)
* Mr Niket Mehta (Member)
* Mr Kiran A Shetti (Member)
* Mr Das Mohan Singh (Member)
* Mr Rahul Dora (Member Secretary)

1. **Departmental Student Feedback Committee**

Functions:

* Ensuring all current students participate in the online anonymous faculty feedback system
* Suggests individual faculty to check their individual feedback

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairperson)
* Mr Obed Longvah (Member)
* Mr Partho Acharya (Member Secretary)

1. **Departmental Alumni Relation Committee**

Functions:

* Maintain Alumni Data for arranging the meeting of Alumni at the institute level
* Taking alumni feedback and sharing the same with the departmental Academic Committee to assist them in their functionality

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairman)
* Mr Niket Mehta (Member Secretary)
* Mr Rahul Dora (Member)
* Mr Manoj Kumar (Member)

1. **Departmental Project Monitoring Committee**

Functions:

* Periodically reviews the progress of the student projects
* Ensures the periodic interaction of students with their mentors / guides
* Arranging the entire process to conduct final submission of project at the end of a semester
* Manage internal and external experts for reviewing student projects

Members:

* Dr Munish Makkad (Director) (Chairman)
* Dr Suparna Dutta (Coordinator – A &M) (Coordinator)
* Mr Kiran A Shetti (Member)
* Mr Obed Longvah (Member)
* Mr Aroop Kerketta (Member)
* Mr Lalit M Bhatt (Member Secretary)

1. **Departmental Library Committee**

Functions:

* Collecting the requirements and proposals from the faculty members for their concerned subjects and forwarding to the central library
* Maintaining the list of books and Journals (National and International) available in the Department and movement register for issue of books for the faculty members

Members:

* Dr Munish Makkad (Director) (Chairman)
* Dr Suparna Dutta (Coordinator – A &M) (Coordinator)
* Mr Niket Mehta (Member)
* Mr Rahul Dora (Member)
* Mr Partho Acharya (Member)
* Mr Obed Longvah (Member Secretary)

1. **Departmental Co-curricular and Extracurricular Committee**

Functions:

* Organizes various training programs with experts to provide career guidance & counselling
* Provides awareness about higher education opportunities & means of approach in India and abroad through expert lectures
* Organizes and conducts Conferences, Workshops, Expert Lectures and Symposiums
* Organizes co and extracurricular activities at the department level and also ensures the participation of the students in the same at the institute and department level

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairman)
* Mr Niket Mehta (Member Secretary)
* Mr Kiran A Shetti (Member)
* Mr Obed Longvah (Member)
* Mr Manoj Kumar (Member)

1. **Departmental Portal Management Committee**

Functions:

* Regular updation of the content (text and photos) of departmental activities on the portal
* Manages the Animation and Multimedia Department content on the portal of BIT, Mesra, Off Campus Noida

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairman)
* Mr Niket Mehta (Member)
* Mr Kiran A Shetti (Member)
* Mr Das Mohan Singh (Member)
* Mr Lalit M Bhatt (Member)
* Mr Rahul Dora (Member)
* Mr Aroop Kerketaa (Member Secretary)

1. **Departmental Admission and Promotional Committee**

Functions:

* Design and implement awareness campaigns / advertisements / posters / interactions with schools to ensure good admissions (new students intake)
* Counselling of queries for new admissions
* Conduct the entrance test, interview for admission of A&M programmes

Members:

* Dr Suparna Dutta (Coordinator – A &M) (Chairman)
* Mr Niket Mehta (Member Secretary)
* Mr Kiran A Shetti (Member)
* Mr Das Mohan Singh (Member)
* Mr Aroop Kerketaa (Member)
* Mr Rahul Dora (Member)
* Mr Lalit M Bhatt ()

Coordinator, Dept. of A & M Director

(Dr Suparna Dutta) (Prof (Dr) Munish Makkad)