

**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
OFF CAMPUS NOIDA**

MANAGEMENT DEPARTMENT

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

Functionalities and Members of the different departmental committees:-

I. Departmental Academic Committee

Functions:

- Revision of proposed syllabus of new courses / programs and recommending proposal to HOD BIT Ranchi.
- Defining different Course Outcomes.
- To set future development activities for efficient academic activities.
- Planning all academic activities.
- Makes 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 for their concerned subjects.
- Perform other functions as may be assigned.
- To coordinate all constituent and refine the defined PEOs.

Members:

Internal members

- | | |
|-------------------------------|--------------------|
| • Dr. Munish Makkad | (Chairman) |
| • Dr. (Mrs.) Vandna Sharma | (Coordinator) |
| • Dr. (Mrs.) Asha Prasad | (Member) |
| • Dr. (Mrs.) Meenakshi Sharma | (Member) |
| • Dr. (Mrs.) Suparna Dutta | (Member) |
| • Mrs. Preety Bajaj | (Member Secretary) |

Members from other departments

- | | | |
|----------------------|-------------------|----------|
| • Mr. Anil Kumar | (Coordinator CSE) | (Member) |
| • Dr. Peeyush Tewari | | (Member) |

II. Departmental Budget Preparation Committee

Functions:

- Requesting for Budgets and specifications from concerned Departmental faculty.
- Consolidating all budgets and forwarding to the Institute Purchase Committee.

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11/8/2018

- Specifying Budget estimate.
- Monitoring the condition of the equipment.
- Arranging servicing of the equipment as and when required.

Members:

- Dr. (Mrs.) Vandna Sharma (Coordinator-Mgmt.) (Chairman)
- Dr. Abhishek Singh (Member)
- Mrs. Ritu Jain (Member)
- Dr. Arun Mittal (Member Secretary)

III. 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. (Mrs.) Vandna Sharma (Coordinator-Mgmt.) (Chairman)
- Dr. K. B. Singh (Member)
- Dr. Monika Bisht (Member)
- Mrs. Ritu Jain (Member Secretary)

IV. Departmental Attendance Monitoring Committee

Functions:

- Monitoring Monthly attendance status of students
- Displaying the attendance shortage report on the department notice boards
- Ensuring the regular updation of the attendance status in the web portal.
- Reporting to Admin. Officer for informing parents regarding the poor attendance status of the students.

Members:

- Dr. Vandna Sharma (Coordinator-Mgmt.) (Chairman)
- Mrs. Harpreet Charanjit (Member)
- Mrs. Rachana Prateek (Member Secretary)

V. 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. Vandna Sharma (Coordinator-Mgmt.) (Chairman)
- Dr. K.B. Singh (Member)
- Mrs. Harpreet Charanjit (Member Secretary)

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VI. Departmental Alumni Relations 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. Vandna Sharma (Coordinator-Mgmt.) (Chairman)
- Mrs. Preety Bajaj (Member)
- Dr. Abhishek Singh (Member Secretary)

VII. 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.
- Manages internal and external experts for reviewing student project.

Members:

- Dr. Munish Makkad (Chairman)
- Dr. (Mrs.) Vandna Sharma (Coordinator)
- Dr. (Mrs.) Meenakshi Sharma (Member Secretary)

VIII. 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 (Chairman)
- Dr. (Mrs.) Vandna Sharma (Coordinator)
- Dr. (Mrs.) Asha Prasad (Member)
- Dr. (Mrs.) Meenakshi Sharma (Member)
- Dr. K. B. Singh (Member Secretary)

IX. Departmental Co-curricular and Extracurricular Committee

Functions:

- Organizes various training programs with experts to provide career guidance & counseling.
- 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.

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- 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. Vandna Sharma (Coordinator-Mgmt.) (Chairman)
- Dr. Arun Mittal (Member)
- Dr. Abhishek Singh (Member)
- Dr. Monika Bisht (Member secretary)

X. Departmental Portal Management Committee

Functions:

- Regular updation of the content (text and photos) of departmental activities on the portal.
- Manages the Management departmental portal in BIT, Mesra Noida Website.

Members:

- Dr. (Mrs.) Vandna Sharma (Coordinator-Mgmt.) (Chairman)
- Dr.(Mrs.) Asha Prasad (Member)
- Dr. Arun Mittal (Member)
- Mrs. Preety Bajaj (Member secretary)

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Management Coordinator

(Dr. (Mrs.) Vandna Sharma)

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Director

(Prof. (Dr.) Munish Makkad)