

## DETAILS OF COMMITTEES:

**Course Counsellors:** A faculty member is allotted to every 30 students and is keeps a track of academic progress of these students. A special slot of 1 hour per week has been earmarked in the time table where a course counsellor interacts with these students to discuss their problems. A course counsellor is supposed to keep a record of these meetings and on a fortnight basis these reports are checked by the Head of the Department. The course counsellors also interact with the wards of the students to apprise them about their wards progress. The course counsellors also sends letters related to attendance and sessional examination performance to the guardians.

**Project Evaluation Committee:** Students who are in their final year of graduation have to submit a project. A Project Evaluation Committee consists of senior faculty members and representatives from the corporate to evaluate and advise students to prepare their projects. The committee organizes workshops and certifications on latest technologies which helps the students in preparing their projects.

**Committee for Centre for Research, Development and Consultancy:** A committee has been formed of faculty members and students to promote research and development in the department. The committee invites research proposals from the faculty members and the students. The committee also brings live projects from industry and encourages the students work on them.

**Academic Committee** foresees monitoring lesson plans, continuous academic program planning, student & faculty matters and research.

**Discipline Committee** foresees the overall discipline of the department.

**Departmental Accreditation Committee** monitors all the activities of the department and interviews faculty, students, potential employees to ensure the attainment of POs. Further accreditation committee suggests measures on regular basis for continuous quality improvement in all activities of the department.

**Cultural and Sports Committee:** The Cultural Committee comprises of elected students representatives and a faculty member. The Cultural Committee ensures that the students get a right mix of sports and cultural activities along with their normal study curriculum. The mission of Cultural Committee is to groom the students not only through academic events but also through sports and cultural events making him/her a well-balanced individual. The role and responsibility of Cultural Committee is to organize various events carried out at all levels successfully.

**Student Academic Committee:** The Student Academic Committee comprises of 2 elected student representatives (from every class of 60 students) who are the bridge between the students in class and the faculty. The mission of Student Academic Committee is to ensure smooth functioning of lectures in the classroom. The roles and responsibilities of Student Academic Committee are to inform the students about the weekly/daily lecture schedule, to coordinate with the faculty members and HODs on a daily basis and to email notes, slides, etc. to all the students.