

Maulana Azad National Urdu University
School of Computer Science & Information Technology
Departmental Committees

In order to enhance the functioning of School of CS&IT, the following Internal Committees are formed as mentioned below:

| Chief Coordinator of all the Departmental Committees is | | | |
|--|----------------------------------|---------------|--|
| Prof. Abdul Wahid, Dean & HOD | | | |
| Student & Welfare Committee | | | |
| S.No | Name | Assigned Role | Responsibilities |
| 1 | Mr. Bonthu Kotaiah | Coordinator | 1. Student welfare committee shall be responsible for Physical, Mental, Social and Spiritual development activities for the students. 2. Coordinating and promoting various activities like: (I) Students Health Services (ii) Counseling Services (iii) Student Nurses Activities (iv) Educational Tours. (v) Recreational, Cultural & Religious Activities. (vi) Adequate Sports Activities |
| 2 | Mr. Jameel Ahmed | Member | |
| 3 | Mr. Mohd Shauhanavaz Ali Qureshi | Member | |
| 4 | Mr. Shanki Ravi | Member | |
| Academic Committee | | | |
| S.No | Name | Assigned Role | Responsibilities |
| 1 | Dr. Pradeep Kumar | Coordinator | 1. Curriculum design & updating of syllabus 2. Conducting Board of Studies and get approval of updated syllabus 3. Design/modify and update the structure of curriculum 4. Industry interaction/internship program 5. Illustrate the measures and processes to improve academic performance of the students 6. Monitoring the teaching learning activities 7. Allocation of project guide/supervisor, monitoring, mid-term evaluation and other related activities 8. Monitoring, tracking students' projects/thesis work including evaluation, continuous assessment, submission of final reports & scheduling internal / external viva 9. Conducting Quality circle meeting/feed-back of the students. |
| 2 | Dr. Khaleel Ahmad | Member | |
| 3 | Dr. Muqeeb Ahmed | Member | |
| 4 | Mr. Mohammed Islam | Member | |
| 5 | Mrs. Khaleeda Afroaz | Member | |
| 6 | Mrs. Afrah Fathima | Member | |
| Examination Committee | | | |
| S.No | Name | Assigned Role | Responsibilities |
| 1 | Mrs. Khaleeda Afroaz | Coordinator | 1. Question paper collection 2. Conducting internal and end semester theory |
| 2 | Mr. Ahmad Talha | Member | |

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|---|-----------------|--------|---|
| | Siddiqui | | examination. |
| 3 | Mr. Shanki Ravi | Member | <ol style="list-style-type: none"> 3. Conducting internal and semester end practical examinations 4. Evaluation, compilation of marks and coordinating with COE office. 5. Submission of compiled marks to the Head. |

Quality Assurance Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|--------------------|---------------|---|
| 1 | Dr. Pradeep Kumar | Coordinator | <ol style="list-style-type: none"> 1. Improvement in Success Index of Students 2. Improvement in Academic Performance Index of Student 3. Enhancement of Faculty Qualification Index 4. Improvement in Faculty Research Publications, R&D Work, consultancy Work and Continuing Education 5. Overall Improvements in academic performance together with value addition activities. |
| 2 | Dr. Muqeeem Ahmed | Member | |
| 3 | Dr. Khaleel Ahmad | Member | |
| 4 | Mr. Mohammed Islam | Member | |

Library Monitoring Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|--------------------------|---------------|--|
| 1 | Mr. Mohtesham P. Quadri | Coordinator | <ol style="list-style-type: none"> 1. Monitoring the requirements of latest books, magazines, journals and other articles as per the needs of the students/department 2. Maintaining the departmental library and coordinating with Central library 3. Developing Digital Library, maintaining e-journals in the departmental library and other related activities. |
| 2 | Dr. Aleemuddin | Member | |
| 3 | Mr. Ahmad Talha Siddiqui | Member | |

Extra-Curricular & Co-curricular Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|--------------------------|---------------|---|
| 1 | Mrs. Khaleeda Afroaz | Coordinator | <ol style="list-style-type: none"> 1. Professional Activities 2. Professional societies / chapters and organizing engineering events 3. Organization of paper/poster presentation and organizing technical fests 4. Facilitate the students to participate in sports and cultural activities & other inter-school/ inter-department events 5. Organizing industrial tour/visit and tech-fest 6. Media & Publishing coordination |
| 2 | Mrs. Amatur R. Maimoona | Member | |
| 3 | Mr. Mohd Rafeeq | Member | |
| 4 | Mr. Ahmad Talha Siddiqui | Member | |

Research and Development Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|--------------------|---------------|--|
| 1 | Dr. Khaleel Ahmad | Coordinator | <ol style="list-style-type: none"> 1. Promoting research oriented activities among students through writing papers, making poster presentations, seminar, workshops, and peer/group |
| 2 | Dr. Pradeep Kumar | Member | |
| 3 | Mr. Mohammad Islam | Member | |

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| 4 | Dr. MuqeeemAhmed | Member | presentations. 2. PromotingFacultyResearch Publications (FRP) and Faculty Intellectual PropertyRights (FIPR) 3. Preparingproposals for projects fromvarious agencies likeDST, AICTE, UGC 4. Funded R&D Projects and Consultancy(FRDC) 5. Proposals for collaborativeworkingand learning. |
| 5 | Dr. Aleemuddin | Member | |

Training& Placement Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|-------------------|---------------|---|
| 1 | Dr. PradeepKumar | Coordinator | 1. Interaction between industryand institute 2. Organization of Guest lecturers byeminent industry experts 3. Counselingand PersonalityDevelopmentprograms 4. ConductingMockInterviews, technical test basedon industrypatternsand Group Discussions 5. Campus Recruitment Trainingto students 6. ArrangingCampusInterviews tostudents 7. Conductingpre-placement activities, designingin-house training/course forcompletion of minor/major project works. |
| 2 | Mr.Mohammed Islam | Member | |
| 3 | Mrs. GeetaPattun | Member | |
| 4 | Mrs.AfrahFathima | Member | |

Website DataManagement Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|--------------------------|---------------|---|
| 1 | Mr.JameelAhamed | Coordinator | 1. Maintainingand uploadingthe details of faculty, student &staffas directed bythe Dean&Head of School/department 2. Uploadingvarious notices, guidelines andformats on universityweb-portal 3. Program specificguidelines, Facultyas participants/ resourcepersons in facultydevelopment/training activities etc to beuploaded on web-site |
| 3 | Mr. Ahmad Talha Siddique | Member | |

AICTE Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|-------------------|---------------|---|
| 1 | Dr. PradeepKumar | Coordinator | 1. CoordinatingAICTEguidelines andVisits for inspection 2. Promotingand submittingresearch proposals 3. AliasingAICTE&UGC notification to be incorporatedwithin the school /department underthe guidanceof Dean&Head of thedepartment/school. |
| 2 | Mr.Mohd Omar | Member | |
| 3 | Dr. KhaleelAhmad | Member | |
| 4 | Mr.Mohammed Islam | Member | |
| 5 | Mr.JameelAhmed | Member | |

Time Table Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|-----------------------|---------------|---|
| 1 | Mrs. GeetaPattun | Coordinator | 1. Preparingteachingloads(theoryand labs) and distribution ofupdated timetableto all concerned facultymembers |
| 2 | Mr.MohteshamP. Quadri | Member | |

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| | | | <ol style="list-style-type: none"> 2. Monitoringadequate numberof rooms forlectures (core/electives), seminars, tutorials, for smooth conduct of teachinglearningprocess 3. Requirement of teaching aidslikemultimedia projectors, white-boardsetc. 4. Monitoringacoustics,classroom size, conditions of chairs/benches, aircirculation, lighting,exits, ambience,and such otheramenities/facilities 5. IncorporatingT&P activities in Time-table. |
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Attendance Committee

| S.No | Name | Assigned Role | Responsibilities |
|------|---------------|---------------|--|
| 1 | Mr.Mohd Omar | Coordinator | <ol style="list-style-type: none"> 1. Monitoringand compilingtheattendanceof students on monthlybasissemester-wise 2. Reportingparents of thestudents havingshortof attendancebelow 75%through letters/emails 3. Displaying attendanceofstudents on monthlybasis semester-wisebeforeinternal exams and finalend semester examinations 4. Compilingthe list of students debarred in internal and end semester examinationand conveyto the parents of students 5. Coordinatingwith class-coordinators to accomplish the abovementioned taskin time. |
| 2 | Mr.MohdRafeeq | Member | |
| 3 | Mr.Kamruddin | Member | |

Student's Grievances committee

| S.No | Faculty Name | Assigned Role | Responsibilities |
|------|-------------------|---------------|---|
| 1. | Dr. Pradeep Kumar | | <ol style="list-style-type: none"> 1. Addressing grievances,complaints andsuggestionof the students in the department 2. Take necessaryactions and measurements 3. Counselingthe studentson regularintervals |
| 2. | Mr.Jameel Ahmed | Member | |
| 3. | Mr. Mohd Omar | Member | |
| 4. | Mrs.KhaledaAfroz | Member | |

Dean&HOD
Schoolof CS&IT

To

Allthe Faculty&Staff Membersof CS&IT