

School of Business Studies-BBA

ADGIPS, New Delhi

Departmental Committees

Date: 22 Jan, 2024

The purpose of the committee is to advise on how departmental leadership can be supported and enhanced in their administrative and faculty governance responsibilities. The committees work on all aspects of academic operations for the smooth functioning of the department.

1. Departmental Advisory Committee

The Departmental Advisory Committee (DAC) has been formed for monitoring of Management – BBA Departmental activities.

The DAC consists of faculty members and technical staff of the department who periodically monitors the departmental activities and evaluates different parameters.

Composition: The present composition of the DAC is as follows.

Chairman: Dr. Sachin Jindal (Head), School of Business Studies.

Convener: Mr. Amit Yadav, Ms. Ankita Upadhyay

1. All the faculty members of the Management Department.
2. All the technical staff of the Management Department.

Roles and responsibilities: The roles and responsibilities of DAC are as follows.

- Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSO), Program Educational Objectives (PEOs).
- Evaluating program effectiveness and proposing necessary changes.
- Preparing periodic reports on program activities, progress, status or other special reports for Management.
- Motivating the faculty and students towards attending workshops, developing projects, working models, paper publications and engaging in research activities.
- Interacting with students facilitating the achievement of POs, PSOs and PEOs.
- Interacting with stakeholders regarding the improvement of POs, PSOs and PEOs.

Committee:

S.NO.	NAME	ROLE
1.	Dr. Sachin Jindal	Head of Department
2.	Ms. Shivani Arora	Assistant Professor
3.	Mr. Amit Yadav	Assistant Professor
4.	Mr. Samarth Sexena	Assistant Professor
5.	Ms. Arti Srivastva	Assistant Professor
6.	Ms. Vimla Sharma	Assistant Professor

2. Program Assessment Committee

Objectives: The Program Assessment Committee will review the following Academic activities of the Department.

- Academic Calendar
- Time Table
- Professional Body Membership and Activities
- Examinations
- Result analysis
- Guest lectures/workshops

Committee:

S.NO.	NAME	ROLE
1.	Dr. Sachin Jindal	Head of Department
2.	Mr. Amit Yadav	Department In-Charge
3.	Dr. Suhail Ahtesham	Assistant Professor
4.	Ms. Ankita Upadhyay	Assistant Professor

3. Department Project Committee

Objectives:

- To monitor the quality of projects
- Project Review Dates
- Project Guidelines
- Project Assessment
- Project Completion status and Documentation

Committee:

S.NO.	NAME	ROLE
1.	Dr. Sachin Jindal	Head of Department
2.	Mr. Amit Yadav	Department In-Charge
3.	Dr. Suhail Ahtesham	Assistant Professor

4. Departmental Program Committee

Objectives:

- To review the syllabus completion status
- Attendance
- Arrange PTM
- Counselling
- Class Co-ordination

Committee

S.No.	Name of Faculty	Coordinator
1	Dr. Sachin Jindal	Head of Department
2	Mr. Amit Yadav	Department In-Charge
3	Ms. Divya Chauhan	Assistant Professor
4	Ms. Arti Srivastva	Assistant Professor
5	Ms. Pragya	Assistant Professor

5. Alumni Association Committee

- Ms Shivani Arora

6. Industrial Visit and Interaction with outside world Committee

- Ms. Vimla Sharma

7. Training and Placement Committee

- Dr. Suhail Ahtesham

8. Departmental Library In-Charge

- Ms. Preeti Tiwari

9. Departmental Store and Inventory Management In-Charge

- Ms. Rabia Sarmin

10. Discipline and Anti-Ragging Committee

- Ms. Vasudha Tyagi
- Dr. Suhail Ahtesham

Dr. Sachin Jindal

Head–Management Department