

# **Department of Electronics & Communication Engineering**

## **ADGIPS, New Delhi**

### **Departmental Committees**

Date: 17<sup>th</sup> Sep, 2025

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 Electronics and Communication Engineering 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:** Prof. (Dr.) Surender Dhiman (H.O.D), Department of Electronics and Communication Engineering.

**Convener:** Dr. Pratul Arvind, Ms. Kamyra Dhingra

1. All the faculty members of the ECE Department.
2. All the technical staff of the ECE 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.	Prof. (Dr.) Surender Dhiman	H.O.D
2.	Dr. Pratul Arvind	Convener
3.	Ms. Kamyra Dhingra	Member
4.	Dr. Sanjay Sharma	Member
5.	Dr. Naveen Tyagi	Member
6.	Dr. Harsh Kumar	Member
7.	Ms. Neha Jain	Member
8.	Ms. Aakanksha Gupta	Member

**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. Surender Dhiman	H.O.D
2	Dr. Swati Juneja	Convener
3	Dr. Pratul Arvind	Members
4	Ms. Kamyra Dhingra	Members
5	Dr. Naveen Tyagi	Members
6	Dr. Harsh Kumar	Members
7	Mr. Varun Jain	Members
8	Mr. Manas Taneja	Members

### 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.	Prof. (Dr.) Surender Dhiman	H.O.D
2.	Mr. Devraj Gautam	Project In Charge
3.	Mr. Vikas Varshney	Member
4.	Dr. Pratul Arvind	Member

### 4. Departmental Program Committee

#### Objectives:

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

#### Committee

S. No.	Name of Faculty	Co-Ordinator
1	Prof. (Dr.) Surender Dhiman	H.O.D
2	Mr. Manas Taneja	S4
3	Ms. Neha Jain	S18
4	Dr. Swati Juneja	T4
5	Mr. Varun Jain	T17
6	Mr. Devraj Gautam	F4
7	Ms. Vikash Varshney	F13

### 5. Alumni Association Committee

- Ms. Shipra
- Mr. Ajay

**6. Industrial Visit and Interaction with outside world Committee**

- Mr. Naveen Tyagi

**7. Training and Placement Committee**

- Ms. Ruchika Doda
- Mr. Naveen Tyagi

**8. Departmental Library In-Charge**

- Dr. Harsh Kumar

**9. Departmental Store and Inventory Management In-Charge**

- Ms. Kanya Dhingra

**10. Discipline and Anti-Ragging Committee**

- Dr. Harsh Kumar
- Mr. Manas Taneja
- Mr. Kumar Gaurav

**11. Departmental Fee Committee In-Charge**

- Ms. Ishita Arora

**12. Departmental Examination Committee In-Charge**

- Mr. Varun Jain

**13. Departmental Website In-Charge**

- Ms. Neha Jain

**Prof. (Dr.) Surender Dhiman**

**HOD - ECE**