

Department of Information Technology

Departmental Committees

Date: 8th December, 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 Information Technology 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.) Sanjay Kumar (H.O.D), Department of Information Technology.

Convener: Dr. Charul Dewan, (DI), Department of Information Technology.

1. All the faculty members of the Information Technology Department.
2. All the technical staff of the Information Technology 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.) Sanjay Kumar, H.O.D	Chairman
2.	Dr. Charul Dewan, DI	Convener
3.	All the faculty members	Member
4.	All the technical staff	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	Prof. (Dr.) Sanjay Kumar, H.O.D	Chairman
2	Mr. Vedprakash Sharma	Convener
3	Ms. Anshika Negi	Members
4	Mr. Ujjwal Jain	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.) Sanjay Kumar, H.O.D	Chairman
2.	Mr. Amit Malik	Project In Charge

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.) Sanjay Kumar, H.O.D	Chairman
2	All class Coordinator's	Member

- 5. Alumni Association Committee In-Charge**
 - Mr. Joginder Kaushik
- 6. Notice Board, Deptt. Magazine Committee In-Charge**
 - Prof. (Dr.) Preety Verma Dhaka
- 7. Industrial Visit and Interaction, Events Committee In-Charge**
 - Ms. Anshika Negi
- 8. Training and Placement Committee**
 - Dr. Rupinder Kaur
 - Ms. Isha Shokeen
- 9. Departmental Library In-Charge**
 - Mr. Aryan Jain
- 10. Departmental Store and Inventory Management In-Charge**
 - Dr. Charul Dewan
- 11. Discipline and Anti-Ragging Committee**
 - Mr. Vedprakash Sharma
 - Dr. Rupinder Kaur
- 12. Departmental Document Collection Committee In-Charge**
 - Dr. Navita Rana
- 13. Departmental Lab In-Charge**
 - Mr. Aman Kakran
- 14. Departmental Digital Marketing, Social Media, Website In-Charge**
 - Mr. Aryan Jain

Prof. (Dr.) Sanjay Kumar
HOD - IT