

Department of Electronics & Communication Engineering
ADGIPS, New Delhi
Departmental Committees

Date: 25th Aug, 2026

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 constituted to provide guidance, oversight, and systematic monitoring of the academic, administrative, and developmental activities of the **Department of Electronics and Communication Engineering**.

The DAC comprises faculty members and technical staff of the department. The committee periodically reviews and monitors various departmental activities and evaluates relevant academic, administrative, and operational parameters to ensure effective implementation of departmental initiatives.

The committee also provides recommendations for **continuous improvement, quality enhancement, effective utilization of departmental resources, and strengthening of academic and technical practices** in the department.

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. Kamy Dhingra

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

Roles and Responsibilities of the Departmental Advisory Committee (DAC)

The **Departmental Advisory Committee (DAC)** shall perform the following roles and responsibilities to support the continuous improvement of the Electronics and Communication Engineering programme:

- **Monitoring of Programme Outcomes**
To monitor and review the attainment of **Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Programme Educational Objectives (PEOs)** and recommend measures for improvement wherever required.
- **Programme Effectiveness and Review**
To periodically evaluate the effectiveness of the academic programme, curriculum delivery, teaching-learning practices, and related departmental activities and propose necessary changes for continuous improvement.

- **Periodic Reporting**
To prepare and submit periodic reports to the **Management/Competent Authority** regarding programme activities, academic progress, implementation status, achievements, challenges, and other matters requiring attention.
- **Promotion of Faculty and Student Development**
To motivate faculty members and students to actively participate in **workshops, seminars, FDPs, technical competitions, project development, working-model development, paper publications, conferences, and research activities.**
- **Student Interaction and Academic Support**
To interact with students periodically and facilitate initiatives that contribute towards the attainment of **POs, PSOs, and PEOs**, as well as their overall academic and professional development.
- **Stakeholder Interaction**
To interact with various stakeholders, including **students, alumni, industry representatives, employers, parents, and academic experts**, wherever appropriate, to obtain feedback and suggestions for improving the attainment of POs, PSOs, and PEOs.
- **Continuous Quality Improvement**
To review stakeholder feedback and departmental performance data and recommend suitable **corrective and preventive measures** for continuous improvement in programme quality and academic outcomes.
- **Monitoring of Academic and Professional Activities**
To review and encourage academic, technical, research, industry-interaction, and professional-development activities undertaken by the department in alignment with the programme objectives and institutional quality standards.

Committee:

S.NO.	NAME	ROLE
1.	Prof. (Dr.) Surender Dhiman	H.O.D
2.	Dr. Pratul Arvind	Convener
3.	Ms. Kamyia 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

3. Program Assessment Committee

Objectives

The Program Assessment Committee (PAC) shall be responsible for systematically reviewing, monitoring, and evaluating key academic and programme-related activities of the

Department. The committee shall ensure that academic activities are planned and implemented effectively and in accordance with the prescribed academic calendar, institutional policies, and programme requirements.

The major areas of review shall include:

- 1. Academic Calendar**
To review the departmental academic calendar and ensure timely planning and implementation of academic activities in accordance with the University/Institute schedule.
- 2. Time Table**
To review the preparation and implementation of the class timetable, ensuring appropriate allocation of courses, faculty workload, classrooms, laboratories, and instructional hours.
- 3. Professional Body Membership and Activities**
To promote and monitor faculty and student membership in relevant professional bodies and review the academic, technical, and professional activities organized under such memberships.
- 4. Examinations**
To review and monitor the conduct of internal and external examinations, including the planning of assessment schedules, question papers, evaluation processes, and compliance with applicable examination norms.
- 5. Result Analysis**
To periodically analyze students' academic results, identify trends and areas of concern, and recommend appropriate corrective and improvement measures for enhancing academic performance.
- 6. Guest Lectures and Workshops**
To plan, review, and monitor guest lectures, expert talks, workshops, seminars, and other academic enrichment activities for enhancing students' technical knowledge, practical exposure, and professional competencies.
- 7. Continuous Academic Improvement**
To review the outcomes of the above activities and recommend suitable measures for continuous improvement in teaching-learning processes, student performance, and overall programme effectiveness.

Committee:

S. No	Name	Role
1	Dr. Surender Dhiman	H.O.D
2	Dr. Swati Juneja	Convener
3	Dr. Pratul Arvind	Members
4	Ms. Kamyia Dhingra	Members
5	Dr. Naveen Tyagi	Members
6	Dr. Harsh Kumar	Members
7	Mr. Varun Jain	Members
8	Ms. Shivani	Members

4. Department Project Committee

Objectives

The Department Project Committee (DPC) shall be responsible for planning, monitoring, reviewing, and ensuring the quality and timely completion of student projects. The committee shall ensure that project activities are conducted systematically and contribute effectively to the attainment of programme outcomes and development of students' technical, analytical, and problem-solving skills.

The major objectives and responsibilities of the committee shall include:

1. Project Quality Monitoring

To monitor the quality, relevance, originality, technical content, and practical applicability of student projects.

2. Project Review Schedule

To prepare and communicate project review schedules and ensure that students present their progress before the committee on the prescribed review dates.

3. Project Guidelines

To formulate, update, and communicate appropriate project guidelines, procedures, formats, and evaluation criteria for students and project supervisors.

4. Project Assessment

To establish and monitor a transparent and systematic project assessment process based on project objectives, literature review, methodology, implementation, innovation, results, presentation, and documentation.

5. Project Progress Monitoring

To periodically monitor the progress of projects and identify delays, technical difficulties, or other issues requiring corrective measures and guidance.

6. Project Completion and Documentation

To monitor the completion status of all projects and ensure timely submission of project reports, presentations, working models/prototypes, software outputs, research papers, and other prescribed documentation.

7. Innovation and Research Orientation

To encourage students to undertake innovative, interdisciplinary, industry-oriented, and research-based projects and motivate them towards publications, patents, competitions, and other appropriate avenues for dissemination of project outcomes.

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

5. Departmental Program Committee

Objectives

The Departmental Program Committee (DPC) shall be responsible for monitoring and coordinating the effective implementation of academic activities at the programme/class level. The committee shall ensure timely syllabus completion, regular attendance, student support, effective communication, and coordination among faculty members.

The major objectives and responsibilities of the committee shall include:

1. **Syllabus Completion Monitoring**

To periodically review the syllabus completion status of all courses and ensure that the prescribed curriculum is completed within the stipulated academic schedule.

2. **Attendance Monitoring**

To monitor students' attendance regularly, identify attendance-deficient students, and recommend appropriate measures in accordance with Institute and University norms.

3. **Parent-Teacher Meetings (PTM)**

To coordinate and arrange Parent-Teacher Meetings (PTMs) at appropriate intervals to discuss students' academic performance, attendance, discipline, and overall progress.

4. **Student Counselling**

To facilitate regular academic and personal counselling of students, particularly those requiring additional academic support, and maintain appropriate records of counselling activities.

5. **Class Coordination**

To ensure effective coordination among faculty members teaching the same class/semester, facilitate smooth communication regarding academic activities, and address issues related to timetable, assessments, attendance, syllabus coverage, and student concerns.

6. **Academic Progress Review**

To periodically review the overall academic progress of the class/programme and recommend suitable corrective measures for improving student performance and learning outcomes.

7. **Student Communication and Support**

To act as a coordination point between students, faculty members, and departmental authorities for addressing academic concerns and ensuring timely dissemination of important academic information.

Committee

S. No.	Name of Faculty	Co-Ordinator
1	Prof. (Dr.) Surender Dhiman	H.O.D
2	Ms. Aakansha Gupta	S5
3	Ms. Neha Jain	S18
4	Dr. Swati Juneja	T5
5	Mr. Varun Jain	T18
6	Mr. Devraj Gautam	F4 + F17

5. Alumni Association Committee

Objectives

The **Alumni Association Committee** shall be responsible for establishing and strengthening meaningful engagement between the department and its alumni. The committee shall facilitate alumni participation in academic, professional, mentoring, and developmental activities for the benefit of students and the department.

Roles and Responsibilities

1. **Alumni Database and Records**

To maintain and periodically update a systematic database of departmental alumni, including their educational qualifications, professional positions, organizations, achievements, and contact details, as appropriate.

2. **Alumni Engagement**

To establish regular communication with alumni and encourage their active participation in departmental academic and professional activities.

3. **Alumni Talks and Interaction**

To organize alumni talks, interaction sessions, mentoring programmes, career guidance sessions, and experience-sharing activities for students.

4. **Career and Placement Support**

To facilitate alumni support in areas such as career guidance, internships, placements, higher education, entrepreneurship, and professional networking.

5. **Industry and Professional Linkages**

To leverage alumni networks for developing linkages with industries, organizations, institutions, and professional bodies for academic and professional development.

6. **Alumni Contributions to Academic Development**

To seek constructive feedback and suggestions from alumni regarding curriculum, teaching-learning practices, skill requirements, emerging technologies, and industry expectations.

7. **Alumni Events and Reunions**

To organize alumni meets, reunions, networking events, and other activities to strengthen the relationship between alumni and the department.

8. **Recognition of Alumni Achievements**

To identify and recognize distinguished alumni for their professional, academic, entrepreneurial, research, or social achievements.

9. **Alumni Support for Student Activities**

To encourage alumni participation and support in student projects, technical competitions, workshops, seminars, innovation activities, research, and other academic initiatives.

10. **Continuous Improvement**

To use alumni feedback and engagement outcomes to support continuous improvement in the academic, professional, and developmental activities of the department.

11. **Committee**

S. No.	Name of Faculty	Co-Ordinator
1	Prof. (Dr.) Surender Dhiman	H.O.D
2	Ms. Shipra	Member

3	Mr. Ajay	Member

6. Industrial Visit and External Interaction Committee

Objectives

The **Industrial Visit and External Interaction Committee** shall be responsible for strengthening the interaction of the department with industries, organizations, research institutions, professional bodies, and other external stakeholders. The committee shall facilitate experiential learning and provide students and faculty members with greater exposure to current industrial practices, emerging technologies, and professional environments.

Roles and Responsibilities

1. **Industrial Visits**
To plan, coordinate, and organize regular industrial visits for students to provide practical exposure to industrial processes, technologies, equipment, and professional work environments.
2. **Industry Interaction**
To establish and strengthen interaction with industries, R&D organizations, government organizations, startups, and other relevant external agencies.
3. **Expert Talks and Guest Lectures**
To facilitate expert talks, guest lectures, technical sessions, seminars, and interactive sessions by industry professionals and subject experts.
4. **Industry–Institute Collaboration**
To explore opportunities for collaboration with industries and external organizations for internships, projects, training, workshops, consultancy, research, placements, and other academic initiatives.
5. **Internship and Training Support**
To facilitate industry exposure through internships, industrial training, short-term training programmes, and hands-on learning opportunities for students.
6. **Emerging Technology Exposure**
To provide students and faculty members with exposure to emerging technologies, industrial trends, professional practices, and skill requirements relevant to Electronics and Communication Engineering.
7. **External Stakeholder Engagement**
To develop and maintain professional relationships with alumni, industry experts, research institutions, professional bodies, entrepreneurs, and other stakeholders for academic and professional enrichment.
8. **Feedback from Industry**
To obtain feedback from industry professionals regarding curriculum relevance, employability skills, technical competencies, and emerging industry requirements, and communicate appropriate recommendations to the department.
9. **Documentation and Reporting**
To maintain systematic records of industrial visits and external interaction activities, including approvals, participation, photographs, feedback, outcomes, and activity reports.

10. Continuous Improvement

To evaluate the outcomes of industrial visits and external interactions and recommend measures for strengthening industry exposure, experiential learning, and employability of students.

S. No.	Name of Faculty	Co-Ordinator
1	Prof. (Dr.) Surender Dhiman	H.O.D
2	Dr. Sanjay Sharma	Member
3	Mr. Naveen Tyagi	Member

7. Training and Placement Committee

Objectives

The **Training and Placement Committee** shall be responsible for facilitating students' training, skill development, internship, and placement opportunities. The committee shall work in coordination with the Institute Training and Placement Cell, faculty members, alumni, industry professionals, and other stakeholders to enhance students' employability and career readiness.

Roles and Responsibilities

1. Training and Skill Development

To identify students' training needs and facilitate technical, aptitude, communication, soft-skill, coding, interview, and professional development programmes.

2. Placement Coordination

To coordinate with the Institute Training and Placement Cell for conducting campus recruitment drives, placement activities, pre-placement talks, assessments, interviews, and related activities.

3. Industry Interaction

To develop and maintain interaction with companies, industries, startups, and professional organizations for creating opportunities for students.

4. Internship Facilitation

To facilitate internships, industrial training, live projects, and other industry exposure opportunities for students.

5. Career Guidance

To organize career counselling, expert sessions, alumni interactions, and guidance programmes related to employment, higher education, entrepreneurship, and competitive examinations.

6. Placement Readiness

To assess students' employability skills and arrange suitable preparatory programmes to improve their performance in aptitude tests, group discussions, technical interviews, HR interviews, and other selection processes.

7. Student–Industry Connect

To facilitate interaction between students and industry professionals through guest lectures, mentorship programmes, workshops, industry visits, and networking activities.

8. Placement Data and Records

To maintain systematic records of students' internships, training programmes, placement

status, offers received, higher education, entrepreneurship, and other career-related outcomes.

9. Placement Performance Analysis

To periodically analyze placement and internship data, identify gaps in employability skills, and recommend appropriate corrective and improvement measures.

10. Alumni Support

To utilize the alumni network for providing career guidance, internship opportunities, placement referrals, mentoring, and industry connections.

11. Continuous Improvement

To obtain feedback from students, recruiters, alumni, and industry professionals and use the feedback to strengthen training and placement activities and improve students' career outcomes.

S. No.	Name of Faculty	Co-Ordinator
1	Prof. (Dr.) Surender Dhiman	H.O.D
2	Ms. Ruchika Doda	Member
3	Mr. Naveen Tyagi	Member

Other In- charges

8. Departmental Library In-Charge

- Dr. Harsh Kumar

9. Departmental Store and Inventory Management In-Charge

- Ms. Kamya Dhingra

10. Discipline and Anti-Ragging Committee

- Dr. Harsh Kumar
- Ms. Shipra
- Mr. Kumar Gaurav

11. Departmental Fee Committee In-Charge

- Ms. Sushmita Bhushan

12. Departmental Examination Committee In-Charge

- Mr. Varun Jain

13. Departmental Website In-Charge

- Ms. Neha Jain

sdhiman

Prof. (Dr.) Surender Dhiman

HOD - ECE