

Departmental Committees for Session 2024-2025

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Wed, Sep 18, 2024 at 10:37 AM

Departmental Committees (2024-2025)

S. No	Committee Name	Convener	Member Secretary	Members	Roles & Responsibilities
1.	Department Quality Assurance Committee (DQAC)	Dr. Md. Kalamuddin Ahamad	Dr. Mohd. Faizan Farooqui	All Criteria In-Charges & Members	<ul style="list-style-type: none"> Responsible for the development of quality in the department in compliance with IQAC guidelines. Ensure efficient functioning of the department towards quality enhancement. Coordinate various activities of the department and ensuring adoption of all best practices of Institution in the department. To comply all the modalities framed by IQAC in collecting data or information on various activities of the department. Efficiently executing the decision taken by IQAC.
2.	Accreditation & Ranking Committee (ARC)	Dr. Mohd. Faizan Farooqui	DQAC Convener	All Criteria In-Charges Placement Coordinators (UG & PG) Dr. Ausaf Ahmad Dr. Arshad Ali Mrs. Minhaj Khan Mr. Mohd. Amir Ansari Mr. Qazi Saeed Ahmad Mr. Kashif Asad	<ul style="list-style-type: none"> Responsible for ensuring that the department adheres to high standards in terms of academic quality, infrastructure, and performance metrics. To maintain and enhance the department's standing in national and international academic rankings and accreditation processes. Responsible for data collection, review for the quality of data and create practices and policies for improving the data as required by different accreditation and ranking bodies. Responsible to improve the department's rankings, and global recognition of the department.
3.	Curriculum Review and Development Committee (CRDC)	UG: Dr. Mohd. Faizan Farooqui	Dr. Mohd. Faizan	All Subject Mentors	<ul style="list-style-type: none"> Responsible for shaping the academic framework and ensuring that the curriculum remains dynamic, relevant, and aligned with industry standards and technological advancements.

		PG: Dr. Mohd. Kalamuddin Ahamad	Dr. Tasneem Ahmed		<ul style="list-style-type: none"> Responsible for reviewing and updating the curriculum periodically to ensure that graduates are not only well-versed in the theoretical aspects of the field but are also equipped with the practical skills and ethical mindset needed to thrive in the ever-evolving tech industry.
4.	Departmental Examination Committee (Theory)	Dr. Ayan Mustafa Khan	Mr. Faizan Mahmood	Dr. Tasneem Ahmed Dr. Farooq Ahmad Dr. Mohd. Faizan All Subject Mentors	<ul style="list-style-type: none"> Responsible for smooth conduction of Continuous Assessment/ Improvement/ Reassessment for theory courses. Preparation of Continuous Assessment/ Improvement/Reassessment schedules, Seating Plan & Invigilation duties in coordination with the office of controller of examination.
	Departmental Examination Committee (Lab)	Dr. Farooq Ahmad	Mr. Mohd. Isha Mansoori	All Lab In-charges	<ul style="list-style-type: none"> Responsible for smooth conduction of Continuous Assessment/ Improvement/ Reassessment for lab courses. Preparation of Continuous Assessment/ Improvement/Reassessment schedules, Seating Plan & Invigilation duties in coordination with the office of controller of examination.
5.	Disciplinary/ Anti Ragging Committee	Dr. Mohd. Faizan Farooqui	Mr. Safikur Rahman Khan Mr. Rizwan Akhtar	Mr. Motashim Rasool Mr. Mohd. Amir Ansari Mr. Qazi Saeed Ahmad Dr. Ausaf Ahmad Mr. Hifzurrahman Mr. Mohammad Shafeeq Dr. Bably Dolly Mrs. Fareen Ms. Farha Zia Mrs. Abida Khanam	<ul style="list-style-type: none"> The primary objective of this committee is to enforce discipline and prevent any forms of ragging or misconduct among students, promoting respect, dignity, and a positive campus culture. To ensure that every student can focus on their academic and personal growth without any hindrance through continuous vigilance, and strict enforcement of anti-ragging laws.
6.	Career and Professional Development Committee	Dr. Shweta Dwivedi	Mr. Shubham Kumar	Mr. Kamran Ahmad Dr. Mirza Ghazanfar Beg Mr. Pankaj Kumar Mr. Imtiyazul Haq Ms. Saumya Singh Ms. Arshiya Dilshad Mr. Niraj Kumar Gupta	<ul style="list-style-type: none"> The committee is responsible for coordinating events within the department concerned with career and professional development of students for higher education and job prospects. To support students as they prepare for various competitive exams relevant to their academic and professional growth. To provide comprehensive resources, guidance, and opportunities to enhance students' preparedness for competitive exams that can shape their future careers. To conduct a competitive exam program of aptitude test, reasoning and programming skills for

					students to provide them a better placement preparation platform.
7.	Student Project Monitoring & Evaluation Committee	UG: Mr. Sarfaraz Alam	Dr. Mirza Ghazanfar Beg Mr. Rizwan Akhtar	All Project Guides	<ul style="list-style-type: none"> Responsible for overseeing, guiding, and evaluating the various phases of student projects, ensuring that they meet academic and industry standards. To ensure the effective execution and quality of student projects Evaluation of the project progress on regular basis and finalization of the project report as per the prescribed format.
		PG: Dr. Md. Faizan Farooqui	Dr. Asif Khan		
8.	Departmental Placement Committee (DPC)	UG: Dr. Afreen Khan	Mr. Motashim Rasool	All Final Year and Pre Final Year Course-Coordinators	<ul style="list-style-type: none"> Responsible for ensuring the smooth functioning of all placement-related activities for students within the department. To liaison between students and Center for Career Guidance & Development (CCG & D) fostering a professional environment that aims to secure the best job opportunities for CA students. To provide a vital support system for students, ensuring they are well-prepared and well-positioned to secure rewarding careers in the competitive tech industry. To maintain an updated database of eligible students, including their academic records, skill sets, and areas of interest. The committee is responsible for compiling and analyzing placement data, including the number of offers received, companies visiting, and average salary packages.
		PG: Mr. Anwar Bari	Mr. Shameem Ahmad Ansari		
9.	Student Welfare Committee (SWC)	Dr. Farooq Ahmad	Dr. Syed Adnan Afaq	All Student Committees/Club Advisors	<ul style="list-style-type: none"> Responsible for ensuring the overall well-being of students. To foster a positive and supportive academic and social environment, addressing both academic challenges and personal concerns. To ensure the implementation of programs set by the University to provide a unique academic environment based on positive interaction among the students and the University. It also ensures formulation of various student clubs and their smooth operations.
10.	Lab Development & Maintenance Committee	Dr. Tasneem Ahmed	Dr. Farooq Ahmad	All Lab In-Charges	<ul style="list-style-type: none"> Responsible for ensuring that the department's laboratories are equipped with the latest technology and maintained to the highest standards.

	(LDMC)				<ul style="list-style-type: none"> To focus on the continuous development, modernization, and smooth functioning of the labs, which serve as critical resources for teaching, research, and student projects. To maintain high standards for laboratory infrastructure, ensuring a conducive environment for learning, innovation, and research in the department.
11.	Assets Management & Library Committee (AMLC)	Mr. Vishal Agarwal	Mr. Veer Pratap Singh	Mr. Sumit Yadav Mr. Mohd. Isha Mansoori Mr. Ayaz Ahmad	<ul style="list-style-type: none"> To oversee the procurement, maintenance, and effective utilization of departmental assets. These assets typically include computing equipment, hardware, software licenses, laboratory resources, and any infrastructure that supports the department's teaching, research, and administrative activities. To manage the assets of the department. To audit the assets/maintenance of the department from time to time. Preparation of Purchase order of required text/reference books. Preparation of Subscription of Journals as per the needs & norms.
12.	Departmental Alumni Relationship Committee (DARC)	Mr. Faizan Mahmood	Mrs. Abida Khanam	Dr. Syed Adnan Afaq Ms. Nadiya Parveen Mr. Shubham Kumar Mr. Rizwan Akhtar Mr. Kashif Asad Ms. Eram Fatima Siddiqui	<ul style="list-style-type: none"> Responsible for maintaining and enhancing the relationship between the department and its graduates To ensure that both the department and its alumni continue to benefit from a mutually supportive and dynamic relationship. The conduct events and activities to engage alumni, such as reunions & alumni talks etc to provide opportunities for alumni to reconnect with each other, stay updated on departmental developments, and share their experiences and insights with current students. To maintain the records of the alumni in coordination with AWAIU.
13.	Departmental Website Committee (DWC)	Dr. Mohd. Waris Khan	Ms. Fiza Afreen	Ms. Nidhi Pandey	<ul style="list-style-type: none"> To ensure that the department's online presence reflects its mission, achievements, and academic offerings. To maintain and update the department's website, which serves as a vital resource for students, faculty, prospective students, and the broader academic community. Ensure that the website content is accurate, up-to-date, and relevant. This includes updating

					information about faculty, research, courses, events, and news.
14.	International Students Advisory Committee	Dr. Syed Adnan Afaq	Mrs. Abida Khanam	<ul style="list-style-type: none"> • Responsible for enhancing the academic and social experience of international students. • To serves as a bridge between the foreign students and the university administration, ensuring that the needs and concerns of international students are effectively addressed. • To create a supportive and enriching environment for international students by addressing their unique challenges and promoting cultural exchange. • To conduct regular meetings with foreign students to help them overcome all personal, social, and academic hindrances.
15.	Time-Table Committee	Mr. Sarfaraz Alam	Program Coordinators (UG & PG)	Mr. Mohd. Isha Mansoori Mr. Uvais Ahmad Mr. Tariq Sagheer Ms. Nadiya Parveen	<ul style="list-style-type: none"> • Responsible for the creation, adjustment, and maintenance of the academic timetable to optimize the use of resources and meet the needs of students and faculty. • To design and schedule the class timetable for all courses offered within the department and determining class times, assigning classrooms, and coordinating with other departments to avoid scheduling conflicts.
16.	Innovative Teaching, Learning & Research Committee	Dr. Tasneem Ahmed	Dr. Afreen Khan	Dr. Asif Khan Dr. Bably Dolly Dr. Virendra Singh Dr. Shweta Dwivedi Ms. Eram Fatima Siddiqui Mrs. Gausiya Yasmeen	<ul style="list-style-type: none"> • Responsible for enhancing the academic environment by fostering innovative practices in education, promoting cutting-edge research, and encouraging creative learning methodologies • The committee will help students and faculty members alike to remain competitive and forward-thinking in the fast-evolving field of computer science by promoting innovative teaching methods, facilitating interdisciplinary learning, supporting research, and nurturing a culture of creativity.
17.	Women Grievance Redressal Cell	Dr. Afreen Khan	Ms. Fareen	Dr. Shweta Dwivedi Mrs. Farha Zia Ms. Fiza Afreen Ms. Nadiya Parveen Mrs. Minhaj Khan Ms. Eram Fatima Siddiqui Mrs. Gausiya Yasmeen Ms. Nidhi Pandey	<ul style="list-style-type: none"> • Responsible to address and resolve issues and concerns related to gender discrimination, harassment, and other grievances faced by women in the department. • To ensure a safe, supportive, and equitable environment for all female students, faculty, and staff. • To foster an environment of respect, fairness, and equality within the department.

					<ul style="list-style-type: none"> To support the well-being and advancement of women in the academic and professional spheres by providing a robust mechanism for addressing grievances and promoting awareness.
18.	Integral Learning Initiative-Learning Management System Committee	Mr. Mohd. Arif Ali Usmani	Dr. Satish Kumar	Mr. Maqsood Ahmad	<ul style="list-style-type: none"> To coordinate with the centralized ILI Cell and ensure smooth functioning of student related activities.
19.	Social- Digital Media & Notice Board Management Committee	Mrs. Abida Khanam	Ms. Fareen	Ms. Gausiya Yasmeen Ms. Nidhi Pandey	<ul style="list-style-type: none"> Responsible for managing, curating, and disseminating information through various digital platforms and physical notice boards. It ensures that all important announcements, achievements, events, and opportunities are conveyed to the department's stakeholders in a timely and efficient manner. To enhance the department's online presence and digital communication, To bridge the gap between the department and its stakeholders, including students, faculty, alumni, and the wider community. Responsible for showcasing departmental events, research achievements, and student projects through various social and digital media platforms to enhancing the visibility of the department's activities and achievements. To keep the department at the forefront of digital communication and engagement.
20.	Departmental Reports and Editorial Committee (DREC)	Mrs. Farha Zia	Ms. Nadiya Parveen	Ms. Arshiya Dilshad Ms. Nausheen Mr. Mohd. Wadood	<ul style="list-style-type: none"> Responsible for documenting and disseminating information related to the academic, research, and extracurricular activities of the department. To ensure that Annual reports, newsletters, and other publications are professionally prepared and accurately reflect the department's progress, achievements, and future goals. To monitor and ensure that the reports of all departmental activities are communicated within the university through communication cell. To maintain records of all reports prepared and submitted.

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With Regards
Department Office

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