

ANNEXURE-1

University School of Information Communication & Technology
Guru Gobind Singh Indraprastha University
Sector -16 C, Dwarka, New Delhi-110078

IPU/USICT/2017/8213^L

Dated.22.12.2017

OFFICE ORDER

The Following committees are constituted for smooth functioning of the School related activities:

S. No.	Name of the Committee	Name of the Faculty Members	Objective
1.	Library Committee	<ol style="list-style-type: none"> 1. Dean, USICT 2. Prof. B. V. R. Reddy 3. Prof. Navin Rajpal 4. Dr. Anurag Jain 5. Dr. Sanjay Kumar Malik 6. Dr. R. L. Ujjawal 7. Dr. Anuradha Chug 8. Dr. Rinkaj Goyal 	To look after the library related matters
2.	Practical Exam	<ol style="list-style-type: none"> 1. Dr. Ashish Payal, Coordinator 2. Ms. Reena Gupta 3. Ms. Gitanjali Chopra 4. Sh. Dileep Kumar Dwivedi 	To conduct end-term practical exam for all stream of USICT
3.	Minor Exam	<ol style="list-style-type: none"> 1. Dr. Anurag Jain, Coordinator 2. Dr. Anuradha Chug 3. Ms. Jaspreeti Singh 4. Ms. Ruchi Sehrawat 5. Ms. Jyotsna 6. Sh. Dileep K. Dwivedi 	To ensure proper and fair conduction of the minor tests and ensure that question papers are timely received and after exam, handed over to the concerned faculty members
4.	Time Table Committee	<ol style="list-style-type: none"> 1. Dr. V. P. Vishwakarma, Coordinator 2. Dr. Vandana Nath 3. Ms. Shweta Dabas 4. Ms. Gitanjali Chopra 5. Ms. Khyati Ahlawat 6. Sh. Amrit Pal Singh 7. Sh. Anuj Kumar 	To establish the framework for teaching, timetable of USICT and other USS, supporting the best possible learning experience for the students
5.	U-Focus/Annual Reports/ISO & other publications	<ol style="list-style-type: none"> 1. Dr. Manoj Kumar, Coordinator 2. Dr. Rinkaj Goyal 3. Sh. Rahul Johari 4. Ms. Shweta Dabas 5. Sh. Avinash 6. Sh. Dileep Kumar Dwivedi 7. Sh. Pankaj Kumar Singh 8. Ms. Khyati Ahlawat 9. Sh. Amrit Pal Singh 	To keep an account of the information about the School & faculty like publications workshops attended for NIRF, NAAC, NBA etc.
6.	Purchase	<ol style="list-style-type: none"> 1. Prof. Pravin Chandra, Coordinator 2. Prof. Amit Prakash Singh 3. Dr. Manoj Kumar 4. Section Officer, USIC&T 	To finalize/facilitate the procurement of lab equipment
7.	Training & Placement	<ol style="list-style-type: none"> 1. Prof. Bharti Suri-Chairperson, TPC 2. Dr. Ashish Payal-Dy. Chairperson, TPC 3. Dr. Manoj Kumar Satyarathi, TPO 4. Sh. Pankaj Kumar Singh 	To look after the placement & training related activities of the school
8.	Alumni Association	<ol style="list-style-type: none"> 1. Prof. Amit Prakash Singh, Coordinator 2. Dr. Sanjay Kumar Malik 3. Dr. S. S. Sodhi 4. Dr. Anuradha Chug 5. Dr. Kamaldeep Kaur 	

S. No.	Name of the Committee	Name of the Faculty Members	Objective
9.	Student Activity Cell	1. Dr. Rinkaj Goyal Coordinator 2. Dr. Ashish Payal 3. Dr. Kamaldeep Kaur 4. Sh. Shiv Ram Meena 5. Ms. Priyanka Choudhary 6. Sh. Anuj Kumar	To conduct various technical/training activities related to student, like InforXpression/ IEEE/ IETE/ CSI/ Google Groups/ Microsoft etc.
10.	QIP Cell	1. Prof. Navin Rajpal Coordinator 2. Prof. Bharti Suri 3. All Programme Coordinators	To promote and monitor academic quality of the school
11.	Ph.D. Coordination Committee (SRC)	1. Prof. Amit Prakash Singh, Coordinator 2. Dr. Pushpendra Singh Bharti, USIC&T, Convener, R&A/MAE/CE/Physics 3. Dr. Rinkaj Goyal, USIC&T, Convener for CSE/IT 4. Dr. Kamaldeep Kaur, for CSE/IT 5. Dr. Vandana Nath, USIC&T, Convener ECE	To convene SRC Meetings and to look after the issues related to Ph.D. like fellowship, attendance, course work etc.
12.	Software Development Cell	1. Sh. Rahul Johari, Coordinator 2. Ms. Khyati Ahlawat 3. Sh. Amrit Pal Singh	
13.	B.Tech Coordination Committee (CSE)	1. Dr. Ravindra Kumar Purwar, Coordinator 2. Dr. R. L. Ujjwal	To ensure that academic calendar is followed strictly and look into all the academic activities of the students
14.	B.Tech Coordination Committee (IT)	1. Dr. R. Rama Kishore, Coordinator 2. Mr. Anuj Kumar	
15.	B.Tech Coordination Committee (ECE)	1. Dr. Manoj Kumar Taleja, Coordinator 2. Ms. Mansi Jhamb	
16.	M.Tech Coordination Committee (IT/CSE)	1. Prof. Udyan Ghose, Coordinator 2. Dr. Ashish Payal	
17.	M.Tech Coordination Committee (R&A)	1. Dr. P. S. Bharti Coordinator 2. Sh. Pankaj Kumar Singh	
18.	MCA/MCA-SE/BCA, Coordination Committee	1. Dr. Anju Saha Coordinator 2. Ms. Ruchi Shehrawat	
19.	B.Voc. Coordination Committee	1. Dr. P. S. Bharti Coordinator 2. Dr. S. S. Sodhi, 3. Sh. Shiv Ram Meena 4. Sh. Pankaj Kumar Singh	
20.	AICTE Committee	1. Prof. Udayan Ghose, Advisor 2. Dr. Anurag Jain, Coordinator 3. Dr. Sartaj Singh Sodhi, Member	To look into all AICTE related activities

Arvinder Kaur
(Prof. Arvinder Kaur)
Dean, USICT

Copy to:

1. All faculty members of USICT through e-mail.
2. Head UITS with the request to upload the same on the notice/circular of the School.
3. Guard File.