



Department of Computer Application

Dated: 12.02.2024

Revised Departmental Committees (2023-2024)

S. No	Committee Name	Convener	Member Secretary	Member	Roles & Responsibilities
1.	Department Quality Assurance Committee	Dr. Md. Kalamuddin Ahamad	Dr. Mohd. Faizan Farooqui	All Criteria In-Charges & Members	Monitor the implementation of the best practices and policies, systems, procedures, strategies and resources for the management of the quality of the core functions of teaching and learning, research and social responsiveness.
2.	Accreditation & Ranking Committee	Dr. Mohd. Faizan Farooqui	Mr. Anwar Bari	All Criteria In-Charges Dr. Ausaf Ahmad Dr. Afreen Khan Mr. Mohd. Amir Ansari Mr. Qazi Saeed Ahmad Mr. Kashif Asad	For ranking related data this committee will perform data collection, perform review for the quality of data and create practices and policies for improving the data.
3.	Curriculum Review and Development Committee	UG: Dr. Mohd. Faizan Farooqui	Dr. Mohd. Faizan Dr. Tasneem Ahmed	All Faculty Members	This committee should also monitor and evaluate the teaching methodology and the appropriateness of the curriculum. It will review the curriculum periodically, assist in implementing the curriculum and suggest changes in the curriculum.
		PG: Dr. Md. Kalamuddin Ahamad			
4.	Examination Committee	Dr. Ayan Mustafa Khan	Mr. Faizan Mahmood	All Subject Mentors Dr. Tasneem Ahmed Dr. Farooq Ahmad	Monitoring of the smooth conduction of Mid Semester/ Improvement Examinations. Preparation of Mid Semester/ Improvement and End Semester Practical Examinations Schedule. Preparation of the list of Question Paper Moderator, Head Examiner and Examination Panel.
5.	Disciplinary/ Anti Ragging	Dr. Mohd. Faizan Farooqui	Mr. Khalid Jamal	Mr. Tabrez Khan Mr. Amir Ansari Mr. Qazi Saeed Ahmad Dr. Ausaf Ahmad Mr. S. R. Khan Mr. Sarfaraz Alam Dr. Bably Dolly Mrs. Fareen Ms. Farha Zia Mrs. Abida Khanam	To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

6.	Competitive Exam Preparation Committee	Dr. Mohd. Faizan	Dr. Bably Dolly	Mr. Safikur Rahman Khan Mr. Masood Ahmad Dr. Shweta Dwivedi	To prepare a schedule for organizing Guest lectures and Seminar/workshop/conferences as per the calendar approved by the Chairman, IQAC. To conduct a competitive exam program of aptitude test, reasoning and programming skills for BCA and MCA students to provide them a better placement preparation platform.
7.	Career and Professional Development Committee	Dr. Asif Khan	Mr. Tabrez Khan	Dr. Shweta Dwivedi Mr. Vishal Agarwal Ms. Saumya Singh	The committee is responsible for coordinating events within the department concerned with career and professional development of students for higher education and job prospects.
8.	Student Project Monitoring & Evaluation Committee	UG: Mr. Sarfaraz Alam	Mr. Kamran Ahmad Dr. Ausaf Ahmad	All Project Guides	To provide the guidance and motivation for selecting the project topic on latest technology and finalization of the project. 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		
9.	Departmental Placement Committee	UG: Dr. Afreen Khan	Mr. Motashim Rasool	All Final Year and Pre Final Year Course-Coordiators	To help the students to prepare for placement interviews/ higher studies and help them to choose an appropriate organization. The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like Banking, Insurance, Retail, Hospitality, Communication sector, Finance sector etc and contacts H.R. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published with the help of students and with the approval of the Director of CCG&D.
		PG: Mr. Anwar Bari	Mr. Shameem Ahmad Ansari		
10.	Student Welfare Committee	Dr. Farooq Ahmad	Mr. Syed Adnan Afaq	All Student Committees/Club Advisors	Student Welfare Committee abides with the programs set by the University to provide a unique academic environment based on positive interaction among the students and the University, and to help the students overcome all personal, social, and academic hindrances. It also ensures formulation of various student clubs and their smooth operations.
11.	Lab Development & Maintenance Committee	Dr. Tasneem Ahmed	Dr. Farooq Ahmad	All Lab In-Charges	To help the students to prove and confirm for themselves through experiments, what they learn in the classroom. To find out the requirements for the laboratory and procure the same, before the start of every term. To develop a new laboratory as per the requirement in the future. To plan for the procurement, maintenance and upgradation of the system/software for the coming term well in advance.

					To see that the infrastructure facilities in the labs are adequate/ maintain so that each batch has ample opportunity to complete practical's satisfactorily. To hold those responsible for any breakage / loss etc. and recover costs.
12.	Assets Management Committee	Mr. Khalid Jamal	Mr. Veer Pratap Singh	Mr. Sumit Yadav Mr. Mohd. Isha Mansoori Mr. Ayaz Ahmad Mr. Niraj Kumar Gupta	To manage the assets of the department, To check the essential assets of the department from time to time, To help the Lab Development and Maintenance Committee of the department as per requirement, To audit the assets/maintenance of the department from time to time, To coordinate any kind of maintenance in the department.
13.	Departmental Alumni Committee	Mr. Khalid Jamal	Mr. Faizan Mahmood	Mr. Syed Adnan Afaq Ms. Nadiya Parveen Mr. Shubham Kumar Mr. Rizwan Akhtar Mr. Kashif Asad Mrs. Abida Khanam Ms. Eram Fatima Siddiqui	Under the general direction of the Convener of Integral University Alumni Association (IUAA), organizes and coordinates alumni programs and services designed to foster and strengthen the relationship between the University and its alumni.
14.	Departmental Website & Social-Digital Media Committee	Dr. Md. Waris Khan	Ms. Fiza Afreen	Mrs. Abida Khanam Ms. Nidhi Pandey	Updating the Department information related to academic or research excellence/achievement. Upload of Time-Table/Syllabus/ Notices and Mid Semester/ Improvement Examinations schedule & promote the departmental events and activities on various social media platforms.
15.	Foreign Student Advisory Committee	Dr. Suhaib Kidwai	Mrs. Farha Zia	Mrs. Abida Khanam	Regular meetings with foreign students to help them overcome all personal, social, and academic hindrances.
16.	Library Committee	Dr. Tasneem Ahmed	Mr. Masood Ahmad	All Faculty Members Mr. Shahbaz Mirza	Preparation of Purchase order of required text/reference books. Preparation of Subscription of Journals as per the needs & norms.
17.	Time-Table Committee	Mr. Tabrez Khan	Dr. Mohd. Faizan	Mr. Rizwan Akhtar Ms. Nadiya Parveen Mr. Uvais Ahmad Mr. Satish Kumar Mr. Mohd. Isha Mansoori Mrs. Saman Khan	Smooth and efficient management of academic programme through the semester. To prepare the class timetable as per the academic timeline.
18.	Innovative Teaching, Learning & Research Committee	Dr. Tasneem Ahmed	Dr. Afreen Khan	Dr. Asif Khan Dr. Bably Dolly Dr. Shweta Dwivedi Mrs. Gausiya Yasmeen Ms. Eram Fatima Siddiqui	To prepare the schedule for a training of software session which is conducted as a part of the Lab hours alongside a course present in the syllabus or which has relevance to the course taught.

19.	Women Grievance Redressal Cell	Dr. Afreen Khan	Ms. Fiza Afreen	Ms. Nadiya Parveen Mrs. Saman Khan Ms. Eram Fatima Siddiqui Mrs. Gausiya Yasmeen Ms. Nidhi Pandey	The cell will provide assistance for taking preventive steps in the matter of gender discrimination and sexual harassment.
20.	LMS Committee	Mr. Mohd. Arif Ali Usmani	Mr. Maqsood Ahmad	NA	To coordinate with the centralized ILI Cell and ensure smooth functioning of student related activities.

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