

Dr B R Ambedkar National Institute Technology, Jalandhar
Dept of Mechanical Engineering

Subject: Regarding Constitution of various Committees for various academic activities 2019-2020

Ref No. NITJ/ME/

Sr No	Activity	Name of Faculty Members	Broad Responsibilities
1	Coordinator (MTech Design Engineering) All faculty members with specialization in Design Engineering shall be the members of design group	Dr Pramod Kumar	Coordinating and planning academic and research activities of MTech Design Engineering including the budget estimates of various labs. Managing the affairs of all Full time and Part time MTech students i.e Registration, Leave (CL, AL) related activities, Allotment of Supervisors to RS & Progress review in consultation with all the supervisors. Analysis of results.
2	MTech Project Seminar (Design Engineering)	Dr Manoj Kumar	Conducting project seminars of MTech related to their respective areas of dissertation.
3	Coordinator (MTech Thermal Engineering) All faculty members with specialization in Thermal Engineering shall be the members of thermal group	Dr Subhash Chander	Coordinating and planning of the academic and research activities of M.Tech in Thermal Engineering including the budget estimates of various labs. Managing the affairs of all Full time and Part time MTech students i.e Registration, Leave (CL, AL) related activities, Allotment of Supervisors to RS & Progress review in consultation with all the supervisors. Analysis of results.
4	M Tech Project Seminar (Thermal)	Dr.Dwesh Kumar Singh	Conducting project seminars of MTech related to their respective areas of dissertation
5	NBA Core Committee	Prof Joseph Anand Vaz Dr.Rajeev Kukreja Dr Raman Bedi Dr T Srinivas Dr S S Sandhu Dr Ranchan Chouhan (Convenor) Dr.Rajan Kumar	Coordinating and planning various activities related to UG and PG Accreditation.
6	PhD Coordinator	Prof Joseph Anand Vaz	Managing the affairs of all Full time and Part time PhD students i.e Registration, Leave(CL, AL) related activities, Progress review in consultation with all the supervisors
7	PhD Admission Committee	Dr Rajeev Kukreja Dr Raman Bedi Dr Ranchan Chouhan Dr Saurabh Kango (Convenor)	All activities related to PhD admission such as shortlisting of applications, conduct of PhD screening test, recommendation of qualified candidates.
8	Board of Studies (BOS) Committee	Dr Rajeev Kukreja (Coordinator) Dr T Srinivas Dr Manoj Kumar	Responsible for coordinating the conduct of BOS, preparation of agenda, and shall be coordinating/corresponding with External members and faculty members for the requisite inputs.

9	Time Table Committee	Dr S S Sandhu Dr.T.Srinivas Dr Dwesh Kumar Singh Dr Satyender Singh(Convenor)		Preparation, distribution and Display of Time table of B.Tech, MTech & Ph D, Conducting load distribution meetings as per teaching schemes, preparation of TA load for PG students, preparation and distribution of Faculty wise and lab wise time table for each semester.
10	Coordinators (Examination)	Dr Saurabh Kango Dr Ashok Kumar Sh Ravinder Singh(Staff) Sh Bikram Singh(Staff) Dept Clerk Dept Attendant		Responsible for the smooth conduct of Mid term I, Mid term II and End semester examinations, will ensure the proper display of sitting plan, distribution of invigilation duties, Safe Storage, collection and distribution of question papers, answer sheets. Maintenance of attendance sheets and all other related duties. M.Tech viva voce proceedings.
11	BTEch Project Coordinators BTEch Project Monitoring and Evaluation committee	Sh Ajay Trehan and Dr S K Tiwari Dr Sumit Sharma Dr Satyendra Singh Dr Ashok Kumar Dr Rajan Kumar (Convenor)		Distribution of project to faculty members, organizing and finalization of dates for BTEch Project evaluations after each minor and after end semester examination. Communication of grades to the Batch coordinator. The coordinators will also provide the template to the students for writing project so as to maintain uniformity.
12	Faculty Mentors (Batch Wise)	Dr D K Shukla (2015 Batch) Mr Ajay Trehan (2016 Batch) Dr S S Sandhu (2017 Batch) Dr Nitin Sharma (2017 Batch) Dr Rajan Kumar (2017 Batch) Dr S K Tiwari (2018 Batch)		Counseling to students on academic and personal matters.
13	Academic Monitoring Committee	Prof Joseph Anand Vaz Dr Subhash Chander (Convenor) Sh Ajay Trehan Dr D K Shukla		Review and Monitoring of Classes and course completion during the semester
14	Students Grievance Committee	Dr Pramod Kumar Sh Ajay Trehan Dr Dwesh Kumar(Convenor) Dr Ashok Kumar		Resolving of the various issues and problems related to the students
15	Faculty in Charge and Associate Faculty Incharges of various Labs			Development and maintenance of labs. Various associated faculty incharges are expected to provide their inputs for the devolpment and modernization of existing labs under the guidance of Faculty in charge.
	i) Advance Heat Transfer Laboratory	Dr Subhash Chander Dr Satyender Singh	Sh. Jagir Singh	
	ii) Advanced Composite Laboratory	Dr Raman Bedi Dr Sumit Sharma	Sh. Jaswant Singh	
	iii) Automation and Mechatronics Laboratory	Prof Joseph Anand Vaz Dr Raman Bedi	Sh. Ravinder Singh	
	iv) Automobile Engineering Laboratory	Dr R S Bharj Dr S S Sandhu	Sh. Jagir Singh	
	v) Computer Aided Design (CAD/CAM) Laboratory	Dr Pramod Kumar Dr Manoj Kumar	Sh. Ravinder Singh	
	vi) Design of Mechanical Systems Laboratory	Dr.Pramod Kumar Dr Manoj Kumar	Sh. Ravinder Singh	
	vii) Fluid Machinery Laboratory	Sh Ajay Trehan Dr Saurabh Kango	Sh. Bikram Singh	

	viii) Fluid Mechanics Laboratory	Sh Ajay Trehan Dr Dwesh Kr Singh	Sh. Bikram Singh	
	ix) Fuel and Research Laboratory	Dr S S Sandhu Dr Satyender Singh	Sh. Jagir Singh	
	x) Heat Engine Laboratory	Dr R S Bharj Dr Rajan Kumar	Sh. Jagir Singh	
	xi) Heat Transfer Laboratory	Dr Subhash Chander Dr Ranchan Chauhan	Sh. Jagir Singh	
	xii) Material Characterization Laboratory	Dr D K Shukla Dr Pramod Kumar	Sh. Jaswant Singh	
	xiii) Mechanical Measurement & Metrology Laboratory	Dr D K Shukla Dr Sumit Kumar	Sh. Jagir Singh	
	xiv) Refrigeration and Air Conditioning (RAC) Laboratory	Dr Rajeew Kukreja Dr Sanjay	Sh. Sukhminder Singh	
	xv) Strength of Material (SOM) Laboratory	Dr Raman Bedi Dr Nitin Sharma	Sh. Jaswant Singh	
	xvi) Theory of Machines (TOM) Laboratory	Dr. S K Tiwari Dr Nitin Sharma	Sh. Bikram Singh	
	xvii) Thermal Comfort and Building Energy Simulation Laboratory	Dr T Srinivas Dr Sanjay	Sh. Sukhminder Singh	
	xviii) Vibration Laboratory	Dr S K Tiwari Dr Ashok Kumar	Sh. Ravinder Singh	
	xix) Department Seminar Hall & Conference Hall	Dr Saurabh Kango	Sh. Ravinder Singh	
16	Alumni Affairs committee	Dr Raman Bedi Dr S K Tiwari Dr Rajan Kumar Dr Sumit Sharma		Coordinating the activities and maintenance and communication of records related to alumni (including placement, Higher study) as and when required.
17	2017-2019 Batch Coordinator (MTech)	Dr Rajan Kumar		Responsible for registration, keeping of record related to the end semester results, allocation of electives, collection of excel sheets (containing grades) of various subjects from the subject coordinators before moderation and communicating the same to HoD whenever asked for. Analysis of results
18	2018-2020 Batch Coordinator (MTech)	Dr Nitin Sharma		Responsible for registration, keeping of record related to the end semester results, allocation of electives, collection of excel sheets (containing grades) of various subjects from the subject coordinators before moderation and communicating the same to HoD whenever asked for. Analysis of results
19	2015-2019 Batch Coordinator (BTech)	Dr Manoj Kumar		Responsible for registration, keeping of record related to the end semester results, allocation of electives, collection of excel sheets (containing grades) of various subjects from the subject coordinators before moderation and communicating the same to HoD whenever asked for. Analysis of results.

20	2016-2020 Batch Coordinator (BTech)	Dr Sanjay Kumar	Responsible for registration, keeping of record related to the end semester results, allocation of electives, collection of excel sheets (containing grades) of various subjects from the subject coordinators before moderation and communicating the same to HoD whenever asked for. Analysis of results.
21	2017-2021 Batch Coordinator (BTech)	Dr Dwesh Singh	Responsible for registration, keeping of record related to the end semester results, allocation of electives, collection of excel sheets (containing grades) of various subjects from the subject coordinators before moderation and communicating the same to HoD whenever asked for. Analysis of results.
22	2018-2022 Batch Coordinator (BTech)	Dr Satyendra Singh	Responsible for registration, keeping of record related to the end semester results, allocation of electives, collection of excel sheets (containing grades) of various subjects from the subject coordinators before moderation and communicating the same to HoD whenever asked for. Analysis of results.
23	Departmental Library	Dr R S Bharj Dr Rajeev Kukreja Dr T Srinivas Dr Nitin Sharma Mr Bikram Singh	Responsible for running of the Library and to strengthen the existing capacity.
24	Training and Placement Coordinator	Dr Ranchan Chouhan	Responsible for coordinating and liaison with Training and Placement cell of the Institute
25	Faculty Coordinator (Annual reports, department website updation, Department Magazine)	Dr Sumit Sharma	Responsible for collection and dissemination of all the information in the mentioned areas.
26	Coordinator (Elements of Mechanical Engg) Coordinator (Manufacturing Process) Coordinator (Engineering Graphics)	Sh Ajay Trehan Dr D K Shukla Dr Raman Bedi	Responsible for coordination with other fellow faculty members to decide about course syllabus for each Minor, Setting of question paper for Minors and end semester, display of results etc
27	Industry Visit/Industry Person lecture	Dr R.S.Bharj Dr Ashok Kumar	Responsible for carrying out the various activities related to industry visit and Lectures.
28	Meeting Coordinator	Dr Sanjay	Responsible for preparing and maintain the minutes of the meetings held in the department.
29	Departmental Student Activities Society of Mechanical Engineering (SOME)	Dr D K Shukla Dr Nitin Sharma Dr Sanjay Dr Manoj Kumar	Responsible for carrying out the various activities related to SOME.
30	Departmental Student clubs		Responsible for carrying out the various activities related to student clubs.
	Dronepic	Prof. Joseph Anand Vaz	
	Avishkar	Dr R.S.Bharj	
	Daksh	Dr Manoj Kumar	
	Spark X	Dr Saurabh Kango & Dr Rajan Kumar	
31	Department Consultancy Cell	Prof. Joseph Anand Vaz Prof Subhash Chander Dr R S Bharj Dr Pramod Kumar Dr S K Tiwari	Responsible for identifying the thrust areas of consultancy and its expansion.

32	Department Maintenance and Expansion Committee	Dr D K Shukla Dr Ranchan Chouhan Dr Sanjay Dr Satyender Singh	Responsible for smooth operation and maintenance of various utilities of the department. The committee shall also forward and coordinate plans for the future expansion activities of the department.
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HOD(ME)

CC: 1) PA to Director for kind information of worthy Director

2) All concerned Faculty Members

3) HOD File