**Ref. No.** : BBSBEC/CSE/2021/223

**Dated:** 1-10-2021

### BABA BANDA SINGH BAHADUR ENGG. COLLEGE, FATEHGARH SAHIB

## **CSE DEPARTMENT COMMITTEES (AY: 2021-22)**

	Following committees are constituted for AY: 2021-2022 for maintaining department level activities:			
1.	INFRASTRUCTURE MAINTENANCE COMMITTEE			
	Dr. Jatinder Singh Saini (Convenor) Prof. Rupinder Kaur Saini Ms. Sarabjit Kaur S. Deshveer Singh	<ul> <li>To upgrade the existing softwares &amp; license versions.</li> <li>To inspect the hardware equipment and maintain record of same</li> <li>To verify for the requirement reg. hardware and software for the department.</li> <li>To appoint Lab Incharges to monitor the functioning of Lab.</li> <li>To ensure that lab manual of each lab is prepared.</li> <li>To communicate with the conditioning committee.</li> <li>To ensure proper facilities in the class rooms, offices of faculty.</li> <li>To upgrade the lecture rooms with modern audio-video-internet facilities.</li> <li>To handle any other assignment related to H/w and S/w as assigned.</li> <li>To ensure availability of all required resources in the deptt. &amp;</li> </ul>		
		allocation of offices/class rooms to every faculty/course.		
2.	DEPARTMENT LIBRARY COMMI			
	Prof. Sandeep Kaur Benipal (Convenor) Prof. Amritapreet Kaur S. Jaspal Singh	<ul> <li>To maintain departmental library books database/record at the departmental level for reference of faculty members and students of UG, PG &amp; Doctoral level for the department.</li> <li>To get requirements from faculty and students (UG, PG) for the books as needed (as per syllabi).</li> <li>To provide E-journals access facility in departmental library.</li> <li>To purchase new books as required time to time.</li> <li>To subscribe any magazines newspapers required.</li> <li>To maintain reading room at department level.</li> <li>To maintain record for every related activity</li> <li>To coordinate with Central Library Incharge for any requirement</li> <li>To develop software for automation of departmental library.</li> </ul>		
3.	WEBSITE, AUTOMATION & WEB			
J.	Dr. Jatinder Singh Saini (Convenor) Ms. Sarabjit Kaur Prof. Sandeep Kaur Saini S. Deshveer Singh	<ul> <li>To develop system for maintaining departmental inventory of hardware and software.</li> <li>To develop software for NBA.</li> <li>To maintain records for every activity &amp; to survey, finalize proposals (softwares/products) as required for deptt./college</li> <li>To handle any other assignment related to automation as assigned by higher authority</li> <li>To maintain the institute website &amp; periodically update same.</li> <li>To ensure that all the departmental pages/websites are being updated regularly.</li> </ul>		

To coordinate and provide training to faculty members of other

		<ul> <li>departments regarding the issues related to website.</li> <li>To highlight all centrally organized events on website.</li> <li>To ensure that the website provides the detailed history of the institute and gives important information regarding academics &amp; co-curricular activities.</li> </ul>
4.	RESEARCH & DEVELOPMENT CO	
	Prof. Balpreet Kaur (Convenor) Prof. Ramandeep Kaur Prof. Bhavneet Kaur Chahal	<ul> <li>To work out proposals related with establishment of software academies/Resource Centres/Industrial collaborations</li> <li>To keep record of events, resources persons and participants.</li> <li>To organize seminars/workshops/FDPs/Conferences in the department &amp; arrange guest lectures on latest topics.</li> <li>To promote research environment among the teachers and students of the department.</li> <li>To promote the publication of research articles and tapping of resources from Govt and Non-Govt agencies for research.</li> <li>To initiate measures for joint collaborative research with industries.</li> <li>To communicate with Dean (Research) for maintenance of central record</li> <li>To initiate &amp; start research journal at departmental level.</li> <li>To motivate faculty and students for attending conferences and training programmes.</li> <li>To explore funding agencies for providing travel grants to attend conferences and training programmes for students &amp; faculty.</li> <li>To motivate students and faculty for funded research projects.</li> <li>To motivate faculty for patents &amp; consultancy.</li> <li>To finalize proposals reg. academic or industrial collaborations/new academies to be established in deptt.</li> <li>To keep records of attended training programs and conferences by faculty and students.</li> <li>To keep record of faculty publications, funded research projects, consultancy and patents.</li> <li>To promote start-ups and entrepreneurship development &amp; organize events for related with various technologies.</li> </ul>
5.	PROFESSIONAL SOCIETIES/CHA	
	IE(I) Student Chapter - Convenor Prof. Jaspreet Kaur	<ul> <li>To organize chapter related events/webinars in the department.</li> <li>To explore various funding agencies and apply for grants.</li> </ul>
	IEEE Student Chapter - Convenor Prof. Ramanjot Kaur	To develop online conference/seminar/workshop management system.  To maintain the record of each event held in the department.
	CSI Student Chapter - Convenor Prof. Gurleen Sidhu	<ul> <li>To maintain the record of each event held in the department</li> <li>To start new student chapters and activate existing ones (ACM, CSI, IE(I), etc).</li> </ul>
	ACM Student Chapter - Convenor Prof. Perminder Kaur	<ul> <li>To develop technical hobby clubs in the departments.</li> <li>To inculcate culture of innovation in students through various programmes.</li> </ul>

#### 6. STUDENTS MENTOR/FEES GRIEVANCES/WELFARE COMMITTEE

Prof. Simarjot Kaur (Convenor) Prof. Shabad Kaur

- S. Jaspal Singh
- To coordinate with all mentors for various groups of students.
- To handle student fees issues and grievances as received by all mentors, counselling the students & discussing with mentors.
- To keep record of all the cases as reported to central committee.
- To motivate and encourage students for participating in sports, cultural and co-curricular activities.
- To communicate with Dean (Student Welfare) for issues related to the students.
- To contact students through email, phone or social media.
- To keep students informed about all activities of the department.

#### 7. SCHOLARSHIP COMMITTEE

#### **Prof. Balpreet Kaur (Convenor)**

Prof. Mehzabeen Kaur S. Jaspal Singh

- To compile & maintain record of all scholarships of students.
- To maintain database & update Handbook of all scholarships (Govt/college/private/deptt. level)
- To motivate & inform students about various types of scholarships
- To communicate with Dean(Academics) for student queries
- To counsel & guide students at the time of filling scholarships.

#### 8. MEDIA, NEWSLETTER & EVENT RECORD COMMITTEE

#### **Prof. Perminder Kaur (Convenor)**

Ms. Sarabjit Kaur (Events display: Website, LED)

(Event record & Newsletter)

- To maintain & update department Newsletter/Handbook of all events & coordinate the activities related to news publication
- To coordinate & maintain record of activities related to the publication of the institute magazine.
- To ensure that the activities carried out by the department are uploaded on the website.
- To maintain soft & hard copy record of all events
- To upload info. (latest news/Notices) regularly on LED Display
- To finalize news of departmental activities & coordinate with the college media committee (PRO) for publishing news of events.

#### 9. NETWORK & SERVER MAINTENANCE COMMITTEE

#### Dr. Jatinder Singh Saini (Convenor)

Ms. Sarabjit Kaur

Prof. Divjot Kaur

- S. Deshveer Singh
- S. Taninder Singh

- To maintain college servers and provide network services in the campus.
- To update & verify requirement of bandwidth on yearly basis
- To resolve network related issues (internal/external)
- To regularly trace/maintain the bandwidth provided by ISP.
- To maintain record (soft/hard copy) of all software/hardware & all activities of the committee.
- To handle any other assignment related to network (wired & Wi-Fi)

#### 10. LAB MAINTENANCE/ CCTV HANDLING/ KEY MAINTENANCE COMMITTEE

### Dr. Jatinder Singh Saini (Convenor)

Ms. Sarabjit Kaur

S. Deshveer Singh

- To update & maintain all labs with software and hardware equipments.
- To handle & maintain central record of all CCTV cameras
- To handle & maintain central record of all key issues

#### 11. PROJECT MANAGEMENT COMMITTEE

#### **Dr. Jatinder Singh Saini (Convenor)**

Prof. Gurleen Sidhu

Prof. Balpreet Kaur

Prof. Ramanjot Kaur

Prof. Parvinder Kaur

- To get LIVE projects from industries for UG students.
- To guide students for quality projects.
- To distribute students into groups for project works.
- To prepare rubrics for project evaluation.
- To ensure project file format in relevance with SDLC
- To arrange for external project evaluation by an industry expertise prior to the university viva
- To arrange synopsis, mid-term, internal and external viva-voce of projects.
- To ensure that projects are of good quality.
- To keep records of projects in the form of soft and hard copies.
- To ensure that the project guide must have hard & soft copy record

#### 12. TRAINING & PLACEMENT COMMITTEE

### **Prof. Gurleen Kaur Dhaliwal**

(Coordinator - CSE Placement)

Prof. Simrat Walia

(Co-Coordinator, Placement)

#### Prof. Sandeep Kaur Dhanda (Coordinator – CSE Training)

Prof. Simarjot Kaur

(Convenor -BTech(CSE)-3rd sem. Tr.)

Prof. Ramanjot Kaur

(Convenor -BTech(CSE)-5th sem. Tr.)

Prof. Sandeep Kaur Benipal

(Convenor -BTech(CSE) -7th sem. Tr.)

Prof. Perminder Kaur

(Convenor - BVoc 5<sup>th</sup> sem. Training)

Prof. Sandeep Kaur Dhanda

(Convenor - MTech 3<sup>rd</sup> sem. Training)

Prof. Balpreet Kaur

(Convenor - BCA 5<sup>th</sup> sem. Training)

- To short list the organizations & companies providing the required training & finalize MoUs reg. same.
- To explore the various employment opportunities and the eligibility criteria for availing the same.
- To prepare the students for competing in the placement drives.
- To segregate the students willing for placement or for higher studies into separate file records.
- To set annual target for the students' placement.
- To go through various advertisements on the internet or in the print media for any placements or higher education.
- To keep in touch with the university T&P officer for any centralized T&P activities & establish T&P Information Cell.
- To work in coordination with the institute's placement officer for any college level T&P activity.
- To communicate with T&P central college committee & maintain record of all the activities as done by the committee.
- To inform students about public sector jobs, higher education, competitive examinations and entrepreneurship.
- To interact with the industry for feedback and give suggestions based on feedback.
- To conduct mid-term, internal and external viva-voce of industrial training students.
- To handle any other assignment related to training and placement as assigned by higher authorities

#### 13. | ACADEMIC COMMITTEE

# Prof. Rupinder Kaur Saini (Convenor)

Prof. Balpreet Kaur Prof. Simrat Walia Prof. Jaswinder Kaur S. Jaspal Singh

- To initiate & complete the registration process and provide the list of registered students.
- To distribute students among the various groups (3rd Semester onwards).
- To prepare & maintain record of Time Table & Teaching load of the semester.
- To make any modifications due to change in the teacher strength and student strength.
- To ensure that load is distributed as per AICTE norms and as per the load distribution policy of our college.
- To coordinate any inter-departmental issues associated with the Time Table.
- To maintain attendance record of the students & finalize the detainee list in consultation with the Head of the Department.
- To choose the elective subjects from the list of subjects provided by the university.
- To suggest any measures for improving academics in the department.
- To ensure that the students feedback is collected & suggest any corrective action to be taken.
- To communicate with Dean (Academics) & Dean (Students) for issue(s) related to the students.
- To visit university website regularly for any change in the curriculum/syllabii.
- To initiate the process for increasing intake in running programs and for starting new programs.
- To create modules of subjects and assign a module coordinator for each. The coordinator, after discussion with all the subject teachers of the respective module, will submit the suggestion to the committee; the same will be discussed in the extended higher forum meeting and appropriate action will be taken.

#### 14. EXAMINATION COMMITTEE

#### **Prof. Gurleen Sidhu (Convenor)**

Prof. Ramandeep Kaur Prof. Mehzabeen Kaur

Prof. Shabad Kaur

Prof. Divjot Kaur

Sh. Laddi Kumar

- To ensure that the question papers for internal exams are set as per university guidelines issued by college Dean (Exam)
- To maintain record of each MST such as Question Paper and marks record class wise.
- Coordinator to maintain email-id: cse.exam@bbsbec.ac.in
- To ensure that evaluation of MST answer books is done within one week of the completion of the examination.
- To statistically analyze the results of each MST.
- To submit suggestions/ recommendations to academic committee and mentors for improving the performance of the students in the MSTs, and hence in final Examination.
- To conduct Internal Exam for re-appear students and maintain the record (soft/hard copy) of the result.
- To analyze internal marks for final assessment and take decision for moderation.

- To ensure that elective subjects are correctly filled in examination forms.
- To ensure that examination forms of regular/reappear students are submitted within specified time.
- To ensure that all the marks are uploaded on the university portal within specified time.
- To communicate with the Dean (Exam) at college level in all matters related to exams.
- To analyze external results and map the same with the assessment sent by the department.
- To resolve the date sheet related queries/issues.
- To provide requested data to T&P committee, Academic committee & Mentors for any corrective measures to be taken.
- To prepare rubrics for evaluating practicals.
- To ensure smooth conduct of external university practicals.
- To ensure the upload of MST marks, assignment marks, and attendance marks on ERP System.

#### 15. ADMISSION COMMITTEE

#### Prof. Gurleen Kaur Dhaliwal

(Convenor – Punjab admissions, Data response reg. various calling committees, Resolving queries of admitted students)

#### Prof. Gurleen Sidhu

(Convenor – Bihar admissions, Resolving queries of admitted students)

#### **Prof. Jaspreet Kaur**

(Convenor – Other States admissions, Information & Response committee)

- To focus throughout year towards admissions for the next session & remain in liaison with Admission cell of college.
- To initiate steps towards admission campaign & coordinate with Convenors (Statewise teams Bihar, Punjab & Other States) of CSE admissions.
- To motivate B.Tech students for admission into M.Tech.
- To work out modalities as required by Dean (Admissions)
- To respond to any info./query as required by probable students
- To initiate plans with schools (govt. & private) through various events.
- To make team for admission of diploma students.
- To initiate admission campaign in polytechnic institutes as well as schools.
- To make plans for technical presentations in various institutes.
- To prepare soft copy of the feedback of any event.
- To keep record of any admission/DRCC enquiry & uploading data on university & State portals.
- To plan technical awareness & plan team division to carry out admission campaign in various locations in and outside Punjab.
- To help resolving problems/issues as faced by admitted students in first year of their admission.

#### 16. INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)

Prof. Amanjot Kaur (Convenor)

Prof. Gurleen Sidhu

Dr. Jatinder Singh Saini

Prof. Sandeep Kaur Dhanda

Prof. Rupinder Kaur Saini

Prof. Jaspreet Kaur

- To focus on Outcome Based Education (OBE).
  - To conduct academic audit.
- To improve the quality of internal question papers and assignments.
- To improve quality of teaching, learning and research.
- To improve the quality of projects and project reports.
- To have enhanced experimental/practice based curriculum

	•	<ul> <li>creating relevant student experiences.</li> <li>To improve the quality of the practical conducted in labs.</li> <li>To assess teaching quality by evaluation of student teacher.</li> </ul>	
		•	To assess teaching quality by evaluation of student-teacher feedback reports.
	•	•	To ensure efficient Mentor-Mentee system
17.	ALUMNI COMMITTEE		

## Prof. Sandeep Kaur Dhanda (Convener)

Prof. Manpreet Kaur Prof. Balpreet Kaur

Prof. Sandeep Kaur Benipal

Prof. Simarjot Kaur Prof. Jaswinder Kaur

Prof. Shabad Kaur

- To short list alumnus students so as to help the department reg. boosting T&P and other activities.
- To collect batch wise information of alumnus students.
- To invite alumni students in various activities of the department & have interaction with students.
- To create Google form for maintaining central data (soft/hard copy) record for all batches
- To interact with alumni for seeking suggestions and support
- To interact with alumni to collect departmental feedback
- To organize webinars/seminars & various events of the Alumni
- To have faculty coordinators for all batches for maintaining record of all batches
- To be in liaison with college Alumni cell & Incharge (Alumni)

**PS:** All above Convenors of various committees are requested to maintain their respective files for record purposes.

If convenor of any committee is on leave, then the next member as mentioned in the above committees will perform the duty of Convenor.



#### Dr. Kanwalvir Singh Dhindsa

Professor & Head, CSE Department

DEPARTMENTAL COORDINATORS		
1	B.Tech (CSE)	Prof. Gurleen Sidhu
2	M.Tech (CSE)	Prof. Sandeep Kaur Dhanda
3	B.Voc (Software Development)	Prof. Perminder Kaur
4	BCA	Prof. Simarjot Kaur
5	Entrepreneurship Development & Startup	Prof. Parvinder Kaur
6	UBA	Prof. Amanjot Kaur
		S. Jaspal Singh
7	NAAC	Prof. Amanjot Kaur
8	NBA	Prof. Gurleen Sidhu
9	Cultural	Prof. Sandeep Kaur Benipal
10	Sports	Prof. Jaswinder Kaur
11	Noticeboard & CRs	Prof. Bhavneet Kaur Chahal,
		Prof. Sandeep Kaur Saini
12	Attendance Register	Sh. Laddi Kumar
	& Leave record maintenance	S. Jaspal Singh
13	Co-Curricular Activities	Prof. Parvinder Kaur
14	Information Cell - Employment opportunities (Govt./Private/MNCs)	Prof. Shabad Kaur
15	Student Grievance & Counselling Cell	Prof. Simarjot Kaur
16	Project Display & Maintenance	Dr. Jatinder Singh Saini
17	Social Media Committee	Prof. Perminder Kaur, Ms. Sarabjeet Kaur
18	NSS & NCC Coordinator	Prof. Mehzabeen Kaur, Prof. Jaswinder Kaur
19	Incharge record –	Prof. Sandeep Kaur Saini
	Higher studies/ GATE/IELTS/JEE/exams	
20	Incharge Event record	Prof. Divjot Kaur
21	Google Developer Club (GDC)	Prof. Perminder Kaur

## **Centre of Excellence / Remote Centres / Academic Collaborations**

Overall Coordinators: Prof. Ramanjot Kaur, Prof. Parvinder Kaur

1	IIT Bombay Spoken Tutorial Labs	Prof. Ramanjot Kaur (Convener)		
		Ms. Sarabjit Kaur		
2	NITTTR Remote Centre	Prof. Sandeep Kaur Benipal (Convener)		
3	IIT Bombay Remote Centre	Dr. Jatinder Singh Saini (Convener)		
		Ms. Sarabjit Kaur		
4	NPTEL (SWAYAM) - MOOC Remote	Dr. Jatinder Singh Saini (Convener)		
	Centre (IIT Madras)	Prof. Amrita Preet Kaur		
5	Oracle Academy	Prof. Ramandeep Kaur (Convener)		
		Prof. Jaswinder Kaur		
6	Red Hat Academy	Prof. Jaspreet Kaur (Convener)		
		Prof. Balpreet Kaur		
7	NITTTR Margdarshan Scheme	Dr. Kanwalvir Singh Dhindsa (Convener)		
		Prof. Rupinder Kaur Panech		

**PS:** All above Convenors of various committees & Departmental coordinators are requested to maintain their respective files for record purposes.

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Dr. Kanwalvir Singh Dhindsa

Professor & Head, CSE Department

## CLASS COORDINATORS (AY:2021-2022)

S.	Programme -	Semester	Batch	Class Coordinator
No.				
1.		3 <sup>rd</sup> Sem	2020	Prof. Gurleen Sidhu
2.	B.Tech (CSE)	5 <sup>th</sup> Sem	2019	Prof. Jaspreet Kaur
3.		7 <sup>th</sup> Sem	2018	Prof. Gurleen Kaur Dhaliwal
4.	M.Tech (CSE)	1 <sup>st</sup> Sem	2021	Prof. Sandeep Kaur Dhanda
5.		3 <sup>rd</sup> Sem	2020	
6.	B.Voc (SD)	1 <sup>st</sup> Sem	2021	Prof. Perminder Kaur
7.		5 <sup>th</sup> Sem	2019	
8.	BCA	1 <sup>st</sup> Sem	2021	Prof. Simarjot Kaur
		3 <sup>rd</sup> Sem	2020	



Dr. Kanwalvir Singh Dhindsa

Professor & Head, CSE Department