



Department of Mechanical Engineering

Institute of Technology, University of Kashmir

Zakura Campus, Srinagar

Ref.No: F(DoME-Comtte./DO)/IoT/KU/23

Date: 21 June 2023

Updated on: 19 July 2023

Order

Constituted Committees of Department of Mechanical Engineering

With reference to the departmental meeting held on 15th June 2023 regarding the constitution of various committees, the following committees are formed for the purpose of development of the Department of Mechanical Engineering.

The committee members are directed to give a monthly report based on the corresponding functionalities of each committee. The members of each committee are directed to follow the orders in letter and spirit.

List of Committees and their functionalities

1. Department Academic Committee (DAC)

- Dr. Junaid Hassan Masoodi (Coordinator, DoME)
- Mr. Qazi Junaid Ashraf (Assistant Professor, DoME)
- Dr. Farooq Ahmad Najar (Assistant Professor, DoME)
- Mr. Adil Mudasir Khan (Assistant Professor, DoME)

Functionalities of Academic Committee

The purpose of this committee will be to keep students up to date on their academic situation and to reduce blind spots in order to avoid academic dishonesty. It will take up the responsibility of taking in best practices so that student's communities can form a better system for the future of this institute. It will take proactive steps to arrange regular and meaningful interaction between faculty and students. **It will also hold responsibility for conducting academic award functions to honour students for their academic excellence.** It will also facilitate the **Examinations Committee (EC)** for making arrangements for conducting examinations.

2. Department Examination Committee (DEC)

- Dr. Farooq Ahmad Najar (Assistant Professor, DoME)
- Dr. Summera Banday (Contractual Lecturer, DoME)
- Mr. Danish Yaqoob (Contractual Lecturer, DoME)
- Dr. Mushtaq Ahmad Rather (Contractual Lecturer, DoME)
- Dr. Ishfaq Amin Makaei (Contractual Lecturer, DoME)

Functionalities of Examination Committee

The committee will facilitate department examinations, *such as* Mid Semester/ End Semester examinations and make policy decisions in regard to organizing the examinations, preparing a schedule of examinations and declaring the internal/ external results on department website/ notice board *etc.* The Examination Committee deals with all the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations and decides the course of action.

3. Department Purchase Committee (DPC)

- Dr. Junaid Hassan Masoodi (Coordinator, DoME)
- Mr. Qazi Junaid Ashraf (Assistant Professor, DoME)
- Dr. Farooq Ahmad Najar (Assistant Professor, DoME)
- Mr. Adil Mudasir Khan (Assistant Professor, DoME)

Functionalities of Purchase Committee

The Purchase committee will ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases.

4. Department Admission Committee (DAC)

- Dr. Junaid Hassan Masoodi (Coordinator, DoME)
- Mr. Qazi Junaid Ashraf (Assistant Professor, DoME)
- Dr. Farooq Ahmad Najar (Assistant Professor, DoME)

Mr. Adil Mudasir Khan (Assistant Professor, DoME)

4.1 Department Sub-Admission Committee (DSAC)

Dr. Showkat ahmad Kanth (Contractual Lecturer, DoME)

Dr. Ishfaq Amin Makaei (Contractual Lecturer, DoME)

Functionalities of Timetable Committee

The committee will look after the various admission related work of the department

5. Department Time Table Committee (TTC)

Mr. Qazi Junaid Ashraf (Assistant Professor, DoME)

Mr. Danish Yaqoob (Contractual Lecturer, DoME)

Dr. Showkat Ahmad Kanth (Contractual Lecturer, DoME)

Ms. Sania Qadri (Contractual Lecturer, DoME)

Functionalities of Timetable Committee

The Committee will receive the workload (in advance) from Coordinators and will prepare the time tables in consultation with the Academic Committee. The Time Tables will be prepared for individual teachers, laboratory, and classroom. The common slot (probably Friday afternoon) will be kept free for departmental meetings.

6. Students Welfare and Counseling Committee (SWCC)

Dr. Farooq Ahmad Najar (Assistant Professor, DoME)

Mr. Adil Mudasir Khan (Assistant Professor, DoME)

Dr. Summera Bandy (Contractual Lecturer, DoME)

Dr. Arjumand Rasool (Contractual Lecturer, DoME)

Functionalities of Students welfare Committee

The committee will look at the overall welfare of the student in terms of student development, which consists of a student development programme including counseling of the students, helping backlog students, social activities, Flourishing relationships with parents, organizing meetings for them, etc.. The members will consider the applications received for financial support, provide guidance for contacting the funding organizations, and may also recommend the same. The affairs related to hostels on campus shall be looked after by this committee. It will also study the suggestions received from the Proctor, warden, and students and send the proposal to the Director for forwarding to the management for doing the needful. Organizing a technical festival and annual day shall be looked after by this committee.

Department Maintenance Committee (DMMC)

Mr. Qazi Junaid Ashraf (Assistant Professor, DoME)

Dr. Showkat ahmad Kanth (Contractual Lecturer, DoME)

Dr. Ishfaq Amin Makaei (Contractual Lecturer, DoME)

Dr. Kaleem Ahmad Najar (Contractual Lecturer, DoME)

Functionalities of Department Maintenance Committee

To establish regular maintenance of equipment and civil-related problems such as sanitation in the Department. To monitor the regular monthly maintenance of the department and related infrastructure. For issues related to mechanical maintenance, a complaint register is kept in which complaints are entered and resolved on a weekly basis. Those objections that don't come under the normal maintenance preview are reported through the committee to higher management by means of a meeting every month to get the budget allocated.

7. Department Website and Automation Committee (DWAC)

Dr. Junaid Hassan Masoodi (Assistant Professor, DoME)

Dr. M Zehab Ud Din (Contractual Lecturer, DoME)

Mr. Danish Mohammad (Apprentice)

Co-opted member

Mr. Basharat

Functionalities of Website and Automation Committee (DWAC)

The Committee will keep the website up-to-date by contacting the concerned Head/ coordinators and Administrative section (For administrative data and information). To create an infrastructural framework for creating student email ID at the time of admission. To share NPTEL and other MOOC resources to the students. The committee will also take care into the networking of each section/ labs/ faculty rooms etc. and internet (via LAN and WLAN/ Wi-Fi) related activities.

8. Department Grievance Redressal and discipline Committee (GRC)

Mr. Adil Mudasir Khan (Assistant Professor, DoME)
 Dr. Farooq Ahmad Najar (Assistant Professor, DoME)
 Dr. Summera Banday (Contractual Lecturer, DoME)
 Dr. Mushtaq Ahmad Rather (Contractual Lecturer, DoME)
 Ms. Sania Qadri (Contractual Lecturer, DoME)

9. Department Training and Internship Committee (DTIC)

Mr. Qazi Junaid Ashraf (Assistant Professor, DoME)
 Dr. M Zehab Ud Din (Contractual Lecturer, DoME)
 Ms. Sania Qadri (Contractual Lecturer, DoME)
 Mr. Danish Mohammad (Apprentice)

Functionalities of Department Training and and Internship Committee (DTPC)

The members will make all the efforts to bring the agencies for internships and will also make arrangements for strong industry-institution interaction by arranging lectures, seminars, and training programmes of experts from industries, the government, the public sector, etc. They will also find out the organizations that will deputise the students for field training. The Committee will work to develop the interaction between the Institute and Industries. It will organize industrial visits for the students. It will interact with industries for student projects, expert talks, industrial consultancy, etc. in a mutually beneficial way.

10. Department Research (M.Tech) and Innovation Committee (DRIC)

Dr. Junaid Hassan Masoodi (Coordinator, DoME)
 Mr. Qazi Junaid Ashraf (Assistant Professor, DoME)
 Dr. Farooq Ahmad Najar (Assistant Professor, DoME)
 Mr. Adil Mudasir Khan (Assistant Professor, DoME)
 Dr. Mohammad Zehab ud din (Contractual Lecturer, DoME)

Co-opted member

Mr. Rouf ul Alam Bhat (Assistant Professor, DoE&E)

Functionalities of Research (M.Tech) and Innovation Committee (DRIC)


The members will foster research activities, promote innovation, and facilitate collaborations with other departments, industries, and research institutions.

11. Department Project and Seminar Committee (DPSC)

Dr. Farooq Ahmad Najar (Assistant Professor, DoME)
 Dr. Summera Banday (Contractual Lecturer, DoME)
 Dr. Arjumand Rasool (Contractual Lecturer, DoME)
 Dr. Ishfaq Amin Makaei (Contractual Lecturer, DoME)

Functionalities of Department Project and Seminar Committee (DPSC)

The committee will look at the seminar and project related activities of the department and will make all the arrangements related to presentation, topic selection and report submission.

Coordinator

 Junaid Hassan Masoodi
 Department of Mechanical
 Engineering
 Institute of Technology

Copy to

1. Director (IoT)
2. Office (Department of Mechanical Engineering)