### OFFICE ORDER

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Committee</th>
<th>Name of the Faculty Members</th>
<th>Objective</th>
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</thead>
</table>
| 1.     | Library Committee      | 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        | 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            | 1. Dr. Anurag Jain, Coordinator  
2. Dr. Anuradha Chug  
3. Ms. Jaspreet 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  | 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 | 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               | 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  | 1. Prof. Bharti Suri -Chairperson, TPC  
2. Dr. Ashish Payal-Dy. Chairperson, TPC  
3. Dr. Manoj Kumar Satyarthi, TPO  
4. Sh. Pankaj Kumar Singh | To look after the placement & training related activities of the school |
| 8.     | Alumni Association     | 1. Prof. Amit Prakash Singh, Coordinator  
2. Dr. Sanjay Kumar Malik  
3. Dr. S. S. Sodhi  
4. Dr. Anuradha Chug  
5. Dr. Kamaldeep Kaur |  |
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| 9.    | Student Activity Cell  | 1. Dr. Rinkaj Goyal  
**Coordinator**  
2. Dr. Ashish Payal  
3. Dr. Kamaaldeep Kaur  
4. Sh. Shiv Ram Meena  
5. Ms. Priyanka Choudhary  
6. Sh. Anuj Kumar | To conduct various technical/training activities related to student, like InfoXpression/IEEE/ITEE/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. Kamaaldeep 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. Khayti Ahlawat  
3. Sh. Amrit Pal Singh | |
| 13.   | B.Tech Coordination Committee (CSE) | 1. Dr. Ravindra Kumar Purwar, **Coordinator**  
2. Dr. R. L. Ujjwal | |
| 14.   | B.Tech Coordination Committee (IT) | 1. Dr. 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 | To ensure that academic calendar is followed strictly and look into all the academic activities of the students |
| 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 |

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.

(Prof. Arvinder Kaur)  
Dean, USICT