

COMMITTEES

Head of the Department

Dr. S. N. Sharma

Departmental Academic Advisory Committee (DAAC)

Dr. S. N. Sharma, Chairman

Dr. Prashant Kundu, Member Secretary

All EED Faculty Members, Member

Dean (Academic), Invitee-member

Dean (FW), Invitee-member

Dean (R&C), Invitee-member

Dean (SW), Invitee-member

Scope of Work

- To discuss the academic matters including introducing the new courses, review/revision of existing syllabi and shall recommend to the Institute Academic Advisory Committee (IAAC) for consideration and recommendation to the Senate for approval.
- To liaison with the Institute regarding the UG, PG and Ph.D programmes.

Department Purchase Committee

Prof. M. N. Bhusavalwala, Co-ordinator

Dr. R. Chudamani, Co-ordinator

Indenter

Deputy Registrar Account and /or Deputy Registrar (Research & Consultancy)

Scope of Work

- Evaluation of the proposal of the indenter.
- Institute web-based inquiry floating, e-tendering.
- Opening of the quotations/tenders, comparative statements, purchase ordering, monitoring of testing, installations as well as entry in the stock register.

Department Research and Consultancy Cell (DRCC)

Dr. S. N. Sharma, Chairman

Prof. M.N. Bhusavalwala, Member

Dr. Ashish K. Panchal, Member

Dr. Sabha Raj Arya, Member

Scope of Work

- Scrutiny of the consultancy related document for the involvement of prospective faculty having required expertise in consultation with Chairman DRCC.
- Selection of manpower in sponsored research and consultancy projects.

Space Utilization of the Electrical Engineering Building

Prof. M. N. Bhusavalwala, Co-ordinator

Dr. Hiren G. Patel, Member

Sh. G. S. Shah, Member

Scope of Work

- To study and compile the requirement of the academic building enabling it to cater for teaching, laboratory classes and administrative work.
- To compile the requirements related to electric panels, internet connectivity, landline connections, furniture as well as under ventilated room and track the progress made yet in this direction. That will expedite the functioning of the academic building.
- The requirements of the research scholars rooms in terms of providing essential resources, eg common printing and scanning facility.
- To chalk out planning for student notice boards, shifting of teaching classes to specific locations on the basis of the class room strength etc. Further display boards on the walls and showing directions.
- To plan a conference room and seminar room in the new academic block.
- Giving considerations for the security and safety of the new building such as housing the surveillance system etc.

In addition to the above, the committee will ponder over the better utilization of the current building.

Departmental Time Table Committee

Dr. Rakesh Maurya, Chairman

Dr. Sabha Raj Arya, Member

Prof. Manisha. D. Gohil, Member

Scope of Work

- To prepare teaching load distribution in consultation with faculty members of department.
- To prepare time-table and guidelines for time tabling.
- To finalize the requirement of Teaching Assistants (TAs) in consultation with the HoD.

Departmental Examination Committee

Dr. S. R. Arya, Co-ordinator

Dr. Khyati D. Mistry, Co-coordinator

Scope of Work

- To prepare time table for mid semester, end semester, make up and supplementary examinations.
- To prepare schedule of invigilation duty.
- To maintain record of exam related materials e.g. answer books, supplementary copies, graph papers, semi-log papers etc.

Department Resource Generation

Dr. M. A. Mulla, Co-ordinator

Mr. Nisharg Trivedi, B. Tech IV (Student Representative)

Scope of Work

- Modernizing the teaching-learning resources.
- Making smart seminar room with enriching learning resources.
- To increase better communication systems by increased size of the blackboards, microphone/speaker and echo cancelation system etc.

Department Library Advisory Committee

Prof. Manisha D. Gohel, Chairman

Prof. Chandni Gour, Member

Mr. Shailesh Patel, Member

Scope of Work

- To collect and maintain the B. Tech, M. Tech and Ph.D theses.
- Subscription of magazines focused on cutting development in Electrical Engineering.
- To develop a better learning environment in the Department Library in sense of resources, cleanliness level and sitting arrangements.
- To take initiatives to improve the Library learning environments.
- To liaison with the Institute library related to the welfare of the departmental students.

Department Lecture Seminar Series

Dr. Vasundhara Mahajan, Convener

Scope of Work

- To take initiatives, liaison with academic, industry leaders and society contributors and schedule their talk/ lecture series in the Department.
- The colleagues may arrange talk of eminent persons in their respective spheres. That will begin from the host of the talk, Convener and then Head, Electrical Engineering Department for its onward transmission.
- To organize minimum one or two useful talks per semester.

- The talks and lecture series would be uploaded at the Department website as well.

Department Cleanliness Augmentation Committee (DCAC)

Dr. Khyati D. Mistry, Assistant Professor

Mr. V. V. Shimin, Student Representative

Ms. Aliva Routrey, Student Representative

Scope of Work

- To monitor the cleanliness level of the department on the regular basis.
- To provide appropriate resources to the cleaning staffs assigned for the Department.
- To discourage scattering of stray, disposable items in the academic blocks

Department Web in-Charge

Dr. S. N. Sharma, Head, EED

Dr. Rakesh Maurya, Department Web in-Charge

Mr. Anand Patel, Member

Scope of Work

- Decisions in modernizing, updating and removing erroneous contents from the department web page.
- To study the useful academic and industrial websites and make our website compatible with modern requirements.
- To liaison with the CCC for the upgradation of the department website.

Faculty Advisors

Faculty Advisor	Course And Year	Email
Dr. Ravi Kant	B-Tech-I	ravikant@med.svnit.ac.in
Dr. Rakesh Maurya	B-Tech-II	rmaurya@eed.svnit.ac.in
Dr. S. N. Sharma	B-Tech-III	sns@eed.svnit.ac.in
Prof. Manish D. Gohel	B-Tech-IV	mc@eed.svnit.ac.in
Dr. R. Chudamani	M-Tech-I & II : (PEED)	rc@eed.svnit.ac.in
Dr. P.B. Darji	M-Tech-I & II : Power Systems	pranav@eed.svnit.ac.in
Dr. P. Kundu	PhD	pk@eed.svnit.ac.in

Scope of Work

- Course registration of existing/newly admitted students every semester.
- To meet with freshmen advisee during orientation and to assist the student with initial adjustment to institute academic life.
- To listen and sort the academic issues faced by students.
- To interpret and provide rationale for institutional policies, procedures, and requirements.

- To help students, explore their interests, goals and abilities, and relate them to academic majors.
- To understand the students' academic and personal concerns, redressal of their grievances and encouraging them for the better academic.
- To help the students to become an independent, self-confident decision maker, able to solve problems that arise in pursuit of their educational goals.

Electrical Engineering Society (EES)

Dr. Anandita Chowdhury, Faculty Advisor

Student Representative

Scope of Work

- To promote the co-operation among the students in various fields of the Electrical Engineering and to cultivate an environment for the advance and development of the technology.
- To provide a good platform for the student of the electrical engineering to meet with each other and to exchange their ideas.
- Promoting the interactions between the practice engineers and students.