

COMMITTEES

Head of the Department

R. Chudamani

Departmental Academic Advisory Committee (DAAC)

R. Chudamani, Chairman

Chandni P. Gor, 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/revise existing syllabi and shall recommend to the Institute Academic Advisory Committee (IAAC) for consideration / recommendation to the Senate for approval.
- To facilitate inter-Institute cooperation for academic and research activities.

Department Purchase Committee

M. N. Bhusavalwala, Co-ordinator

Manisha D. Gohil, Co-cordinator

Sabha Raj Arya, Member

Scope of Work

- Evaluation of the proposal of the indenter.
- Institute web-based inquiry floating, e-tendering if required.
- 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)

R. Chudamani, Chairman

M.N. Bhusavalwala, Co-Chairman, Consultancy

Pranav Darji, Co-Chairman, Research

Hiren G. Patel, Member Secretary

Scope of Work

- Scrutiny of the consultancy/ research documents an assignment faculty with requisite expertise in consultation with Chairman DRCC.

Utilization of the New Building of Electrical Engineering Department

M. N. Bhusavalwala, Co-ordinator

Hiren G. Patel, Co-coordinator

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

Rakesh Maurya, Chairman

Manisha. D. Gohil, Co-Chairman (PG)

Sabha Raj Arya, Co-Chairman (UG)

K.V. Praveen Kumar, Member Secretary

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.
- To prepare the list of course Coordinators in consultation with the HoD.

Departmental Examination Committee

Mahmadasraf A. Mulla, Chairman

S. R. Arya, Co-Chairman

J. Venkataramanaiah, Member Secretary

Scope of Work

- To prepare the examination schedule as the time slot provided by the institute for mid semester, make up, end semester and supplementary examinations.
- To prepare schedule of invigilation duty.
- To maintain the records of attendance of students appearing for the examinations.
- To maintain the records of examination related materials e.g. answer books, supplementary copies, graph papers, semi-log papers etc.
- To upload the soft copy of the question papers in the department server.

Class Room Modernization

Mahmadasraf A. Mulla, Co-ordinator

S.R. Arya, Co coordinator

Anand Patel, Supporting Staff

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 Committee

Manisha D. Gohil, Chairman

Chandni Gour, Co-Chairman

Sanjay Tolani, Member Secretary

Scope of Work

- To collect and maintain the B. Tech, M. Tech and Ph.D theses.
- To collect and maintain the hard copy of question papers
- 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 Cleanliness Augmentation Committee (DCAC)

Khyati D. Mistry, Chairman

Hiren D. Patel Co-Chairman

Rajan Vamja, Student Representative

Aliva Routrey, Student Representative

Krishnav Bhatia, 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 Website Maintenance

Rakesh Maurya, Chairman

Khyati D, Mistry, Co-Chairman

Anand Patel, Supporting Staff

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
Mahesh Aeidapu	B-Tech-II	aeidapumahesh@eed.svnit.ac.in
H.G. Patel	B-Tech-III	hgp@eed.svnit.ac.in
Chandani P. Gor	B-Tech-IV	cgp@eed.svnit.ac.in
Manisha D. Gohil	M-Tech-I & II : (PEED)	mc@eed.svnit.ac.in
Ashish K. Panchal	M-Tech-I & II : Power Systems	akp@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)

Mahmadasraf A. Mulla, Chairman

Khyati D. Mistry, Co-Chairman

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.