Department of Information Technology
BABU BANARASI DAS
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Affiliated to DrA P J Abdul Kalam Technical University (AKTU College Code- 054)
Approved by All India Council for Technical Education (AICTE)
Website: **www.bbditm.ac.in** / e-mail: **director@bbdnitm.ac.in**
Phone Number: +91 – (522) – 6196222 / 6196223 / 6196305 (VPN No. 723)

Vision of the Department	Mission of the Department
"To transform the students to be skilled IT professionals, innovative leaders and environmentally receptive citizens."	⇨ To develop and deliver quality academic programs in emerging &innovative fields of engineering to empower the students to meet industry standards. ⇨ Tobuild students community with ethical standards to undertakeR&D in thrust areas of national & international needs. ⇨ To inculcate professional behaviour, positive attitude andcommunication skills.

Notice

Ref No.: HODIT /NOTICE/2025-26/ODD_SEM/07 Date: 01/09/2025

Departmental Grievance Committee:

Roles and Responsibilities

- Grievance redressal Mechanism management.
- Grievance related work.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled
- Incorporating changes if required with permission of higher authority.

Following are the members of departmental grievance committee:

- Ms. Soumya Saxena, Assistant Professor, BBDITM, Lucknow
- Mr. Ankit Singh, Assistant Professor, BBDITM, Lucknow

Meetings: Meetings of the departmental grievance committee shall be held at least twice a year.

Copy to:

1. The Director sir for kind Information
2. Department Notice Board
3. Concerned Faculty members

Head (IT)

Department of I.T. BBDITM, Lucknow
HOD I.T.

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Notice

Ref No. :HODIT /NOTICE/2025-26/ODD_SEM/03 Date: 01/09/2025

Project Evaluation Committee (PEC)

Roles and Responsibilities

- . To finalize the project groups.
- To finalize the Project synopsis
- To monitor the project progress regularly.
- Evaluate the compliance of previously assigned tasks and accordingly mark the grade for individual student member.
- Project Progress monitoring, checking and evaluation will be carried out as per the Rubrics.
- To finalize the project report guidelines.

Responsibility of Guide:

- Please, coordinate all above mentioned responsibilities in consultation with concerned PEC Faculty Members and Project Group Members.

Following are the members of Project evaluation committee (PEC):

- Dr. Santosh Kumar Shukla, Professor & Head, BBDITM, Lucknow
- Dr. Usha Sharma, Associate Professor, BBDITM, Lucknow
- Dr. Shailja Pandey, Associate Professor, BBDITM, Lucknow
- Ms. Garima Jain, Assistant Professor, BBDITM, Lucknow
- Mr. Ankit Singh, Assistant Professor, BBDITM, Lucknow

Meetings: Meetings of the Project evaluation committee (PEC) shall be held at least twice a semester.

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Notice

Ref No. :HODIT /NOTICE/2025-26/ODD_SEM/02 Date: 01/09/2025

Departmental Academic & Advisory Committee (DAAC)

Roles and Responsibilities

- The Departmental Academic & Advisory Committee is chaired by HOD who receives the report of the Departmental Academic & Advisory Committee and monitors the progress of the program.
- The committee develops and recommends new or revised goals and objectives of the program.
- The committee also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions.
- The committee also reviews, analyzes and finalizes the Vision and Mission of the department.

Following are the members of Departmental Academic & Advisory Committee (DAAC):

- Dr. Santosh Kumar Shukla, Professor & Head, BBDITM, Lucknow
- Dr. Shailja Pandey, Associate Professor, BBDITM, Lucknow
- Dr. Usha Sharma, Associate Professor, BBDITM, Lucknow
- Mr. Ankit Malik, Software Developer, (Alumni BBDITM IT Department)
- Dr. Abhishek Kumar Mishra, Associate Professor, Department of CSE, IFTM University, Moradabad

Meetings: Meetings of the Departmental Academic & Advisory Committee (DAAC) shall be held at least twice a year.

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Notice

Ref. No.: HODIT /NOTICE/2025-26/ODD_SEM/01 Date: 01/09/2025

Program Coordination Committee (PCC)

Role & Responsibility

- Administrative policies and procedures.
- Department governance.
- Planning all academic activities for smooth academic function of the department.
- Receiving recommendations from committees for further action.

Following are the members of Program Committee (PCC):

- Dr. Santosh Kumar Shukla, Professor & Head, BBDITM, Lucknow
- Dr. Usha Sharma, Associate Professor, BBDITM, Lucknow
- Dr. Shailja Pandey, Associate Professor, BBDITM, Lucknow
- Ms. Soumya Saxena, Assistant Professor, BBDITM, Lucknow

Meetings: Meetings of the Program Coordination Committee (PCC) shall be held at least twice a semester.

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Notice

Ref No. :HODIT /NOTICE/2025-26/ODD_SEM/04 Date: 01/09/2025

Research Committee

Roles and Responsibilities

- Motivate faculty to apply for research project.
- Motivate faculty for quality research paper publishing.
- Identify emerging areas of research
- Arrange for promoting consultancy service

Following are the members of research committee:

- Dr. Usha Sharma, Associate Professor, BBDITM, Lucknow
- Dr. Shailja Pandey, Associate Professor, BBDITM, Lucknow
- Mr. Brijesh Kumar Verma, Assistant Professor, BBDITM Lucknow

Meetings: Meetings of the research committee shall be held at least twice a semester.

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Notice

Ref No. :HODIT /NOTICE/2025-26/ODD_SEM/06 Date: 01/09/2025

Departmental Time Table Committee:

Roles and Responsibilities

- Subject distribution.
- Preparing Departmental Class Time Tables.
- Preparing Individual Faculty Time Tables.
- Preparing work load of individual faculty.
- Incorporating changes if required with permission of higher authority.

Following are the members of time table committee members:

- Mr. Manish Singh, Assistant Professor, BBDITM, Lucknow
- Ms. Garima Jain, Assistant Professor, BBDITM, Lucknow

Meetings: Meetings of the departmental time table committee shall be held at least twice a year.

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B.Tech - CSE, IT & ECE

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Departmental Budget Committee:

Roles and Responsibilities

• Requesting for Budgets estimation and specifications from concerned Lab In-charges and other faculty members.

• Consolidating all budgets and forwarding to the Institute Purchase Committee after processing through the Departmental Policy Committee

• Monitoring the condition of the equipment's and arranging servicing of the equipment as and when required.

Following are the members of departmental budget committee:

- Dr. Shailja Pandey, Associate Professor, BBDITM, Lucknow
- Mr. Manish Singh, Assistant Professor, BBDITM, Lucknow

Meetings: Meetings of the departmental budget committee shall be held at least twice a year.

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Program Assessment and Quality Improvement Committee (PAQIC)

Role & Responsibility

To ensure the systematic assessment of the program and its quality measures in academic.

- Interact with faculty members related to subject, to analyze the course CO, PO & PSO attainments and ensure its compliance in all respect.
- To compliance of program curriculum and teaching learning process.
- Monitor Students Performance
- Encourage faculty members to increase the contribution in the department.
- NPTEL, Spoken tutorial, FDP, STTP / Guest lecturers monitoring.
- Verification of Course file for the following:
    a. Attendance Entry, Leaves
    b. Class and Series Test Marks,
    c. Syllabus Coverage,
    d. Identification of Slow Learners and above average performers
    e. HOD Authentication, etc.
- Verification of Assessment & Tutorial Sheets.
- Checking Course plan and delivery.
- To assist the colleagues of the department for IQAC visit for the academic audit.

Following are the members of Program Assessment and Quality Improvement Committee (PAQIC):-

- Dr. Santosh Kumar Shukla, Professor & Head, BBDITM, Lucknow (Chairman)
- Dr. Usha Sharma, Associate Professor, BBDITM, Lucknow (Convener)
- Mr. Abhishek Dubey, Assistant Professor, BBDITM, Lucknow (IQAC Representative)
- Mr. Arvind Gautam, Assistant Professor, BBDITM, Lucknow (Member)

Meetings: Meetings of the Program Assessment and Quality Improvement Committee (PAQIC) shall be held at least once in a semester.

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Departmental Procurement Committee (DPC)

Roles and Responsibilities

The DPC shall ensure that the proposal has been made in accordance within the guidelines of the Institution. The DPC shall consider the proposal only after verifying the facts and departmental budget.

Following are the members of Departmental Procurement Committee:

S.No.	Name	Status
1.	Dr. Santosh Kumar Shukla	Chairman
2.	Dr. Shailja Pandey	Convener
3.	Ms. Garima Jain	Member
4.	Mr. Ankit Singh	Member
5.	Ms. Soumya Saxena	Member

Meetings: Meetings of the Departmental Procurement Committee shall be held at least once in a session.

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Notice

Ref No. : HODIT /NOTICE/2025-26/ODD_SEM/010 Date: 01/09/2025

Departmental NBA Committee:

Roles and Responsibilities

- To create awareness of on outcome-based education to the faculty and the students.
- To train the department staff on the preparation of SAR.
- To review and prepare the SAR during the accreditation preparation.
- To adopt best practices as and when stipulated by the NBA.
- To attend NBA workshops.

. Following are the members of departmental NBA Core Committee:

S.No.	Name	Responsibility
1.	Dr. Santosh Kumar Shukla	Head
2.	Dr. Shailja Pandey	NBA Coordinator
3.	Dr. Usha Sharma	Core Committee Member
4.	Ms. Garima Jain	In-charge Criteria-1
5.	Ms. Soumya Saxena	In-charge Criteria-2
6.	Mr. Manish Singh	In-charge Criteria-3
7.	Dr. Shailja Pandey	In-charge Criteria-4
8.	Mr. Ankit Singh	In-charge Criteria-5
9.	Mr. Arvind Gautam, Ms. Yamini Yadav	In-charge Criteria-6
10.	Mr. Brijesh Kumar Verma	In-charge Criteria-7
11.	Mr. Abhishek Dubey	In-charge Criteria-8

Meetings: Meetings of the departmental NBA Core Committee shall be held at least once in a month.

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