

Maharaja Agrasen Institute of Technology

Department of Electronics and Communication Engineering

NOTICE

Date: 30 July 2026

Subject: Constitution of Departmental Committees for the Academic Session 2026–27

All faculty members are hereby informed that, in accordance with the Institute Circular regarding the constitution of Departmental Committees for the Academic Session 2026–27, the Department of Electronics & Communication Engineering is in the process of constituting various departmental committees to facilitate the effective implementation of academic, administrative, research, student development, and quality assurance activities.

The proposed committee compositions have been prepared keeping in view the Institute guidelines, departmental requirements, individual expertise, and equitable distribution of responsibilities among the faculty members.

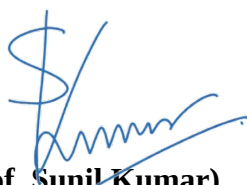
All faculty members are requested to:

- Go through the proposed committee composition carefully.
- Extend their wholehearted cooperation in carrying out the responsibilities assigned to them.
- Work proactively to ensure the effective functioning of their respective committees.
- Prepare an annual activity plan and execute the assigned responsibilities in a timely manner.
- Submit committee reports and relevant documentation as and when required.

The committees shall play a significant role in strengthening the teaching-learning process, Outcome-Based Education (OBE), NBA accreditation activities, research and innovation, industry interaction, student development, and the overall quality enhancement of the Department.

The approved committee composition shall come into effect from the commencement of the Academic Session 2026–27 and shall remain valid until further orders.

Faculty members are expected to actively contribute towards achieving the departmental objectives through teamwork, professionalism, and a commitment to excellence.



(Prof. Sunil Kumar)

Head, Department of Electronics & Communication Engineering
Maharaja Agrasen Institute of Technology

Programme Assessment Committee (PAC)

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Program Assessment Committee (PAC)

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof Sunil Kumar	Head of Department	MAIT	Internal Member	Chairperson
2	Dr Divya Goyal	Departmental NBA Coordinator	MAIT	Internal Member	Member Secretary
3	Dr Laxya	Assistant Professor	MAIT	Internal Member	Member
4	Mr Vaibhav	Assistant Professor	MAIT	Internal Member	Member
5	Concerned Subject Coordinator	Subject Coordinator	MAIT	Internal Member	Member
6	Dr Javed Ahamd	Central NBA Coordinator	MAIT	External Member	Director's Representative
7	Prof Amita Goel	Academic Expert (HOD IT)	MAIT	External Member	Academic Representative

Academic Committee (DAC)

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Department Academic Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof Sunil Kumar	Head of Department	MAIT	Internal Member	Chairperson
2	Dr Divya Goyal	Departmental NBA Coordinator	MAIT	Internal Member	Member Secretary
3	Prof M L Sharma	Professor	MAIT	Internal Member	Member
4	Dr Amit Saxena	Associate Professor	MAIT	Internal Member	Member
5	Mr Manish Goyal	Managing Director	Alvarez & Marsal GCC Gurugram	External Member	Industry Representative
6	Mr Akhil Kumar	Director	Bajaj Sewing Machines LTD	External Member	Alumni Representative
7	Mr Vaibhav Mishra	Director	AUJUS Technology PVT LTD	External Member	Employer Representative
8	Prof Rashmi Gupta	Professor	NSUT	External Member	Academic Expert
9	Prof Bhawna Aggarwal	Professor	DU	External Member	Research Representative
10	Mr Ansh Vashisht	Co- Founder	QuickReel	External Member	Entrepreneur Representative

Stakeholder Feedback Committee (SFC)
Department of Electronics & Communication Engineering
Academic Session: 2026–27

Stakeholder Feedback Committee (SFC)

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof Sunil Kumar	Head of Department	MAIT	Internal Member	Chairperson
2	Dr Divya Goyal	Departmental NBA Coordinator	MAIT	Internal Member	Member Secretary
3	Dr Swati Sharma	Assistant Professor	MAIT	Internal Member	Member
4	Ms Abhilasha Gokale	Assistant Professor	MAIT	Internal Member	Member
5	Mr Manish Goyal	Managing Director	Alvarez & Marsal GCC Gurgaon	External Member	Industry Representative
6	Mr Akhil Kumar	Director	Bajaj Sewing Machines LTD	External Member	Alumni Representative
7	Mr Vaibhav Mishra	Director	AUJUS Technology PVT LTD	External Member	Employer Representative
8	Prof Rashmi Gupta	Professor	NSUT	External Member	Academic Expert

Roll of Committee

1. Prepare stakeholder feedback forms.
2. Collect feedback from all stakeholders.
3. Ensure minimum participation requirements.
4. Analyze stakeholder responses.
5. Prepare feedback analysis reports.
6. Identify gaps and improvement opportunities.
7. Recommend corrective actions.
8. Prepare Action Taken Reports (ATRs).
9. Monitor implementation of recommendations.
10. Support Vision, Mission, PEO, and curriculum reviews.

Records to be Maintained

Stakeholder Feedback Forms
Response Summary Reports
Feedback Analysis Reports
ATR Reports
Meeting Notices
Attendance Sheets
Minutes of Meetings
Supporting Evidences

NBA Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Department NBA Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof Sunil Kumar	Head of Department	MAIT	Internal Member	Chairperson
2	Dr Divya Goyal	Departmental NBA Coordinator & NBA Criterion 1 incharge	MAIT	Internal Member	Member Secretary
3	Prof M L Sharma	NBA Criterion 2 incharge	MAIT	Internal Member	Member
4	Mr Vaibhav	NBA Criterion 3 incharge	MAIT	Internal Member	Member
5	Dr Swati	NBA Criterion 4 incharge	MAIT	Internal Member	Member
6	Dr Anubha Goel	NBA Criterion 5 incharge	MAIT	Internal Member	Member
7	Ms Shalu	NBA Criterion 6 incharge	MAIT	Internal Member	Member
8	Dr Nitin Sharma	NBA Criterion 7 incharge	MAIT	Internal Member	Member
9	Dr Laxya	NBA Criterion 8 incharge	MAIT	Internal Member	Member

Roll of Committee

1. Coordinate NBA accreditation activities.
2. Monitor implementation of OBE practices.
3. Review Criterion-wise documentation.
4. Review Vision, Mission, PEO, PO, PSO, and CO processes.
5. Monitor attainment calculations and reports.
6. Review stakeholder feedback implementation
7. Facilitate academic audits.
8. Coordinate preparation of SAR documents.
9. Monitor CQI implementation.
10. Ensure availability of documentary evidences.
11. Conduct NBA awareness activities.

Meeting Frequency

Activity	Frequency
NBA Committee Meeting	At least Once Every Semester
Documentation Review	Every Semester
Audit Review	Every Academic Year
NBA Readiness Review	As Required

Records to be Maintained

NBA Committee Constitution Order
Meeting Notices
Attendance Sheets
Minutes of Meetings
Criterion-wise Documentation
Audit Reports
SAR Preparation Records
CQI Reports
NBA Supporting Evidences

DEPARTMENTAL NBA COORDINATOR

Purpose

The Department NBA Coordinator shall coordinate and monitor all activities related to Outcome-Based Education (OBE), NBA accreditation, attainment analysis, documentation, dissemination, and Continuous Quality Improvement (CQI).

Roles and Responsibilities

The Department NBA Coordinator shall:

1. Coordinate implementation of OBE practices within the department.
2. Coordinate preparation and maintenance of Criterion-wise documentation.
3. Maintain Vision, Mission, PEO, PO, PSO, and CO records.
4. Coordinate stakeholder feedback activities.
5. Facilitate DAC, PAC, and NBA Committee meetings.
6. Monitor attainment calculations and reports.
7. Maintain CO, PO, PSO, and PEO attainment records.
8. Coordinate curriculum gap analysis activities.
9. Maintain dissemination records and evidences.
10. Facilitate academic audits and NBA visits.
11. Coordinate preparation of SAR and supporting documents.
12. Monitor implementation of ATRs and CQI activities.
13. Maintain document repositories and evidence registers.
14. Coordinate with faculty members, HoD, IQAC, and Institute NBA Cell.
15. Ensure compliance with NBA accreditation requirements.

Records to be Maintained

Criterion-wise Documentation
Feedback Records
Attainment Reports
ATR Reports
CQI Reports
Audit Reports
Dissemination Records
NBA Evidence Checklist
Document Retention Register
SAR Preparation Records

Academic Monitoring Committee (AMC)

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Academic Monitoring Committee (AMC)

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof Sunil Kumar	Head of Department	MAIT	Internal Member	Chairperson
2	Mr B K Singh	Departmental TT Coordinator	MAIT	Internal Member	Member Secretary
3	Dr S K Kundu	Associate Professor	MAIT	Internal Member	Member
4	Theory Subject Coordinators	Subject Coordinators	MAIT	Internal Member	Member
5	Lab Subject Coordinators	Subject Coordinators	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Monitor the effective implementation of the academic calendar.
- 2 Review course plans, lesson plans, and syllabus coverage.
- 3 Monitor adherence to the academic timetable and teaching schedule.
- 4 Review question papers, assignments, quizzes, and other assessment methods.
- 5 Verify Course Outcome (CO) mapping of assignments, and quizzes.
- 6 Identify issues related to teaching, learning, and assessment.
- 7 Recommend corrective and preventive measures for academic improvement.

Meeting Frequency

Activity	Frequency
AMC Meeting	At the onset of every semsster
Syllabus Coverage Review	Every month
Assessment Review (Assignments, Quizzes & CO Mapping)	At the onset of every semsster

Records to be Maintained

- 1 AMC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Academic Calendar
- 4 Course Plans
- 5 Lesson Plans
- 6 Syllabus Coverage Reports
- 7 Assessment Review Reports
- 8 Action Taken Reports (ATRs)

Research Innovation & Consultancy Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Roles and Responsibilities

Research Innovation & Consultancy Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Neelu Nagpal	Associate Professor	MAIT	Internal Member	Member
2	Dr Neeraj	Assistant Professor	MAIT	Internal Member	Member
3	Dr Anubha Goel	Assistant Professor	MAIT	Internal Member	Member
4	Mr Lalit Agarwal	Assistant Professor	MAIT	Internal Member	Member
5	Ms. Shalu Garg	Assistant Professor	MAIT	Internal Member	Member

1 Promote a culture of research, innovation, and consultancy among faculty and students.

2 Monitor research publications in quality journals and conferences.

3 Encourage and review proposals for funded research projects.

4 Promote consultancy activities and industry-sponsored projects.

5 Facilitate filing of patents, copyrights, and other intellectual property (IP).

6 Promote interdisciplinary and collaborative research with academia and industry.

Meeting Frequency

Activity	Frequency
RICC Meeting	At least once every semester
Research Publications Review	Every semester
Funded Projects & Consultancy Review	Every semester
Patents & Innovation Review	Every semester
Research Performance Review	Every academic year

Records to be Maintained

1 RICC Meeting Notices

2 Minutes of Meetings (MoM)

3 Research Publication Reports

4 Funded Project Proposals and Status Reports

5 Consultancy Project Records

6 Patent, Copyright, and IPR Records

7 Innovation and Prototype Development Records

8 MoUs and Research Collaboration Records

Industry Interaction & Internship Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Industry Interaction & Internship Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Neeraj	Assistant Professor	MAIT	Internal Member	Coordinator
2	Ms. Shalu Garg	Assistant Professor	MAIT	Internal Member	Member
3	Mr. Vaibhav	Assistant Professor	MAIT	Internal Member	Member
4	Dr Sumedha	Assistant Professor	MAIT	Internal Member	Member
5	Dr Anamika	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Establish and strengthen collaborations with industries and professional organizations.
- 2 Facilitate student internships in industries, research organizations, and startups.
- 3 Monitor internship allotment, progress, and successful completion.
- 4 Coordinate industrial visits, expert talks, workshops, and guest lectures by industry professionals.
- 5 Facilitate signing and implementation of MoUs with industries and organizations.
- 6 Encourage industry participation in curriculum enrichment and Outcome-Based Education (OBE) initiatives.

Meeting Frequency

Activity	Frequency
IIIC Meeting	At least once every semester
Internship Planning & Allocation Review	Every semester
Internship Progress Review	During each internship cycle
Industry Interaction Review	Every semester
MoU & Industry Collaboration Review	Every academic year

Records to be Maintained

- 1 IIIC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Industry Collaboration and MoU Records
- 4 Internship Allocation Records
- 5 Internship Progress Reports
- 6 Internship Completion Reports
- 7 Student Internship Feedback Reports
- 8 Industrial Visit Reports
- 9 Industry-Sponsored Project Records
- 10 Placement/Industry Interaction Activity Reports
- 11 Action Taken Reports (ATRs)

Alumni Committee

Department of Electronics & Communication Engineering
Academic Session: 2026–27

Alumni Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Anubha Goel	Assistant Professor	MAIT	Internal Member	Coordinator
2	Dr Preeti Goyal	Assistant Professor	MAIT	Internal Member	Member
3	Ms Ayushi Aggarwal	Assistant Professor	MAIT	Internal Member	Member
4	Mr Rohit Lakhane	Assistant Professor	MAIT	Internal Member	Member
5	Dr. Divya Goyal	Associate Professor	MAIT	Internal Member	Member
6	Dr. Swati Sharma	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

1. Establish and maintain a comprehensive alumni database.
2. Strengthen engagement between the department/institution and its alumni.
3. Facilitate alumni participation in academic, research, and professional development activities.
4. Invite alumni to deliver guest lectures, seminars, webinars, and mentoring sessions.
5. Maintain regular communication with alumni through digital platforms and newsletters.

Meeting Frequency

Activity	Frequency
Alumni Committee Meeting	At least once every semester
Alumni Meet Planning & Review	Every academic year

Records to be Maintained

- 1 Alumni Committee Meeting Notices
2. Minutes of Meetings (MoM)
3. Alumni Database
4. Alumni Association Membership Records
5. Alumni Meet Reports
6. Alumni Contribution and Donation Records (if applicable)
7. Alumni based Interaction and Events Reports

Student Mentoring & Counselling Committee (SMCC)

Department of Electronics & Communication Engineering
Academic Session: 2026–27

Student Mentoring & Counselling Committee (SMCC)

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Ms Abhilasha Gokhale	Assistant Professor	MAIT		Coordinator
2	All the Counsellors				

Roles and Responsibilities

- 1 Plan, coordinate, and monitor the student mentoring system.
- 2 Allocate faculty mentors and maintain mentor–mentee records.
- 3 Monitor students' academic progress, attendance, and overall development.
- 4 Identify students requiring academic, personal, or career guidance.
- 5 Provide mentoring and counselling support to address academic and personal challenges.
- 6 Facilitate career guidance, higher education counselling, and skill development initiatives.
- 7 Monitor the effectiveness of mentor–mentee interactions and counselling activities.
- 8 Refer students requiring specialized counselling or support to appropriate institutional committees or professionals.
- 9 Review student feedback on mentoring and counselling services.
- 10 Recommend measures to enhance student well-being, academic success, and holistic development.
- 11 Promote a supportive, inclusive, and student-centric learning environment.

Meeting Frequency

Activity	Frequency
SMCC Meeting	At least once every semester
Mentor–Mentee Review	Every month
Student Attendance & Academic Progress Review	Every month
Counselling & Student Support Review	Every semester
Mentoring Effectiveness Review	Every academic year

Records to be Maintained

- 1 SMCC Meeting Notices
- 2 Attendance Sheets
- 3 Minutes of Meetings (MoM)
- 4 Mentor–Mentee Allocation List
- 5 Mentor–Mentee Meeting Records
- 6 Student Counselling Records
- 7 Student Attendance Reports
- 8 Academic Performance Reports
- 9 Career Guidance and Counselling Activity Reports
- 10 Action Taken Reports (ATRs)

Placement & Career Guidance Committee (PCGC)

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Placement & Career Guidance Committee (PCGC)

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof Sunil Kumar	Professor	MAIT	Internal Member	Chairperson
2	Dr Preeti	Assistant Professor	MAIT	Internal Member	Coordinator
3	Dr Sudarshan	Assistant Professor	MAIT	Internal Member	Member
4	Mr. P. K. Choudhary	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Plan, coordinate, and monitor placement and career guidance activities.
- 2 Establish and strengthen relationships with recruiters, industries, and training organizations.
- 3 Coordinate campus recruitment drives, internship-to-placement opportunities, and pre-placement talks.
- 4 Organize aptitude training, technical training, soft skills, coding, and mock interview sessions.
- 5 Coordinate with industry, alumni, and academic departments to enhance career opportunities for students.

Meeting Frequency

Activity	Frequency
PCGC Meeting	At least once every semester
Training & Skill Development Review	Every semester
Campus Recruitment Review	During each placement season
Placement Performance Review	Every academic year

Records to be Maintained

- 1 PCGC Meeting Notices
- 2 PCGC Meeting Notices
- 3 Placement Drive Schedules
- 4 Company Recruitment Records
- 5 Student Placement Records
- 6 Higher Education Admission Records
- 7 Training and Skill Development Reports
- 8 Recruiter Feedback Reports
- 9 Student Feedback Reports
- 10 Placement Statistics and Analysis Reports
- 11 Entrepreneurship Records

Entrepreneurship, Innovation & IIC Committee (EIIC)

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Entrepreneurship, Innovation & IIC Committee (EIIC)					
Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr. Neelu Nagpal	Associate Professor	MAIT	Internal Member	Chairperson
2	Dr Preeti	Assistant Professor	MAIT	Internal Member	Coordinator
3	Dr Laxya	Assistant Professor	MAIT	Internal Member	Member
4	Mr Lalit Agarwal	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Promote entrepreneurship, innovation, and startup culture among students and faculty.
- 2 Coordinate and implement activities under the Institution's Innovation Council (IIC) and related innovation initiatives.
- 3 Facilitate mentoring by entrepreneurs, innovators, industry experts, and startup founders.
- 4 Encourage prototype development, proof-of-concept (PoC), product development, and technology commercialization.
- 5 Establish linkages with incubation centers, startups, industries, investors, and innovation ecosystems.
- 6 Monitor participation and achievements in entrepreneurship and innovation activities.

Meeting Frequency

Activity	Frequency
EIIC Meeting	At least once every semester
Innovation & Startup Review	Every semester
Entrepreneurship Program Review	Every semester

Records to be Maintained

- 1 EIIC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 IIC Activity Reports
- 4 Workshop, Seminar, Hackathon, and Ideathon Reports
- 5 Innovation and Prototype Development Records
- 6 Startup and Incubation Records

Value Added Courses/ FDP/STTP Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Value Added Courses/ FDP/STTP Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof M L Sharma	Professor	MAIT	Internal Member	Coordinator
2	Dr Ajay Garg	Associate Professor	MAIT	Internal Member	Member
3	Dr Nitin sharma	Assistant Professor	MAIT	Internal Member	Member
4	Mr. Rohit Lakhane	Assistant Professor	MAIT	Internal Member	Member
5	Dr Anamika Jain	Assistant Professor	MAIT	Internal Member	Member
6	Dr. Umesh Chandra Singh	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Identify emerging technologies and skill areas for conducting value-added programs.
- 2 Coordinate with industry, academia, professional bodies, and experts for organizing training programs.
- 3 Monitor the conduct, participation, and effectiveness of all VACs, FDPs, and STTPs.
- 4 Encourage faculty and students to participate in internal and external FDPs, STTPs, certification courses, and MOOCs.
- 5 Review course content, learning outcomes, assessment methods, and participant feedback.

Meeting Frequency

Activity	Frequency
Committee Meeting	At least once every semester
FDP/STTP Planning & Review	Every semester

Records to be Maintained

- 1 Committee Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 VAC/FDP/STTP Proposals and Approval Records
- 4 Program Schedules and Brochures
- 5 Resource Person Details
- 6 Participant Registration Records
- 7 Attendance Records
- 8 Assessment and Evaluation Reports
- 9 Participant Feedback Reports
- 10 Certificates Issued Records

Technical Society & Student Chapter Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Technical Society & Student Chapter Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Amit Saxena	Associate Professor	MAIT	Internal Member	Coordinator
2	Dr Neelu Nagpal	Associate Professor	MAIT	Internal Member	Member
3	Dr Anamika Jain	Assistant Professor	MAIT	Internal Member	Member
4	Dr Anubha Goel	Assistant Professor	MAIT	Internal Member	Member
5	Mr Vaibhav	Assistant Professor	MAIT	Internal Member	Member
6	Ms. Shalu Garg	Assistant Professor	MAIT	Internal Member	Member
7	Dr Nitin Sharma	Assistant Professor	MAIT	Internal Member	Member
8	Dr Neeraj	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Promote active student membership in professional bodies such as IEEE, ISTE, CSI, ACM, IETE, SAE, and other relevant professional societies.
- 2 Plan and organize technical talks, workshops, seminars, webinars, coding contests, technical competitions, and symposiums.
- 3 Encourage student participation in technical events, conferences, hackathons, and competitions at regional, national, and international levels.
- 4 Maintain liaison with professional bodies for membership, certifications, grants, and collaborative activities.

Meeting Frequency

Activity	Frequency
TSSCC Meeting	At least once every semester
Membership & Participation Review	Every academic year
Annual Chapter Performance Review	Every academic year

Records to be Maintained

- 1 TSSCC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Student Chapter Registration and Renewal Records
- 4 Professional Society Membership Records
- 5 Annual Activity Plan
- 6 Event Proposals and Approval Records
- 7 Technical Event Reports

Website ERP & Social Media Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Website ERP & Social Media Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Anubha Goel	Assistant Professor	MAIT	Internal Member	Coordinator
2	Dr Amit Saxena	Associate Professor	MAIT	Internal Member	Member
3	Dr Swati Sharma	Assistant Professor	MAIT	Internal Member	Member
4	Dr Sumedha	Assistant Professor	MAIT	Internal Member	Member
5	Ms Ayushi	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Manage and regularly update the department/institution website with accurate and timely information.
- 2 Ensure timely uploading of academic, administrative, research, placement, and student activity information on the website.
- 3 Manage and monitor official departmental social media platforms to enhance institutional visibility.
- 4 Promote departmental achievements, events, research, placements, innovations, and outreach activities through digital platforms.

Meeting Frequency

Activity	Frequency
WESMC Meeting	At least once every semester
Social Media Activity Review	Every month

Records to be Maintained

- 1 WESMC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Website Backup and Maintenance Records

Laboratory Development, Safety, Maintenance & Infrastructure Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Laboratory Development, Safety, Maintenance & Infrastructure Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof M L Sharma	Professor	MAIT	Internal Member	Coordinator
2	Dr S K Kundu	Associate Professor	MAIT	Internal Member	Member
3	Mr. Ajay Garg	Associate Professor	MAIT	Internal Member	Member
4	Dr Umesh Chandra Singh	Assistant Professor	MAIT	Internal Member	Member
5	Dr Sudarshan	Assistant Professor	MAIT	Internal Member	Member
6	Lab Coordinators		MAIT	Internal Member	Member
7	Lab Incharges		MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Review laboratory requirements for equipment, software, consumables, and other resources.
- 2 Ensure the proper utilization, maintenance, and calibration of laboratory equipment.
- 3 Monitor laboratory safety practices and ensure compliance with institutional safety policies.
- 4 Review laboratory manuals, experiment schedules, and equipment readiness before each semester.
- 5 Recommend procurement, upgradation, replacement, and disposal of laboratory equipment and infrastructure.
- 6 Conduct periodic inspections of laboratories, classrooms, and departmental infrastructure to ensure functionality and safety.
- 7 Review laboratory stock registers, asset registers, and maintenance records.

Meeting Frequency

Activity	Frequency
LDSMIC Meeting	At least once every semester
Laboratory Readiness Review	Before the commencement of every semester
Safety & Infrastructure Inspection	Every semester
Equipment Maintenance Review	Every semester

Records to be Maintained

- 1 LDSMIC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Laboratory Stock Register
- 4 Equipment Maintenance and Service Records
- 5 Laboratory Safety Inspection Reports
- 6 Procurement and Condemnation Records
- 7 Laboratory Manuals
- 8 Action Taken Reports (ATRs)

Internal Audit Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Internal Audit Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Prof Sunil Kumar	Professor	MAIT	Internal Member	Chairperson
2	Dr Divya Goyal	Associate Professor	MAIT	Internal Member	Coordinator
3	Dr Rajni	Assistant Professor	MAIT	Internal Member	Member
4	Dr P. K. Choudhary	Assistant Professor	MAIT	Internal Member	Member
5	Dr Kanika Agrwal	Assistant Professor	MAIT	Internal Member	Member
6	Theory/Lab Coordinators		MAIT	Internal Member	Member
7	Lab Incharges		MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Plan, coordinate, and conduct periodic internal academic and administrative audits.
- 2 Audit academic records, course files, laboratory records, and committee documentation.
- 3 Verify the implementation of Outcome-Based Education (OBE) processes and documentation.
- 4 Identify non-conformities, gaps, and areas for improvement in academic and administrative practices.
- 5 Review the effectiveness of corrective actions and continuous quality improvement (CQI) initiatives.
- 6 Submit audit reports and recommendations to the Head of the Department and IQAC for continuous quality improvement.

Meeting Frequency

Activity	Frequency
IAC Meeting	At least once every semester
Internal Academic Audit	Every semester
Documentation & Compliance Review	Every semester

Records to be Maintained

- 1 IAC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Internal Audit Schedule
- 4 Audit Checklists
- 5 Internal Audit Reports
- 6 Gap Identification and Analysis
- 7 Action Taken Reports (ATRs)

Time Table Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Time Table Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Mr B K Singh	Assistant Professor	MAIT	Internal Member	Coordinator
2	Dr Swati Sharma	Assistant Professor	MAIT	Internal Member	Member
3	Mr P K Choudhary	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Prepare the departmental class timetable in accordance with the academic calendar and curriculum.
- 2 Allocate theory classes, laboratory sessions, tutorials, and elective courses efficiently.
- 3 Ensure optimum utilization of faculty workload, classrooms, and laboratory resources.
- 4 Coordinate with the Head of the Department and course coordinators for timetable finalization.
- 5 Prepare and publish the master timetable before the commencement of each semester.
- 6 Review and update the timetable to accommodate academic requirements and unforeseen changes.
- 7 Resolve timetable conflicts related to faculty, classrooms, laboratories, and student schedules.
- 8 Ensure compliance with institutional norms, AICTE regulations, and workload policies.

Meeting Frequency

Activity	Frequency
TTC Meeting	Before the commencement of every semester
Timetable Preparation & Review	Every semester
Timetable Revision Meeting	As and when required
Workload & Resource Review	Every semester

Records to be Maintained

- 1 TTC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Faculty Workload Distribution
- 4 Master Class Timetable
- 5 Faculty Timetables
- 6 Classroom and Laboratory Allocation Schedule
- 7 Elective Course Allocation Records
- 8 Timetable Revision Records
- 9 Resource Utilization Reports

Project Committee

Department of Electronics & Communication Engineering
Academic Session: 2026–27

Project Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Rajni	Assistant Professor	MAIT	Internal Member	Coordinator
2	Dr Divya Goyal	Associate Professor	MAIT	Internal Member	Member
3	Dr Kanika Agrwal	Assistant Professor	MAIT	Internal Member	Member
4	Dr Sumedha	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Allocate project guides and approve project titles and teams.
- 2 Review project proposals for relevance, feasibility, innovation, and alignment with program outcomes.
- 3 Monitor project progress through periodic reviews and evaluate milestone completion.
- 4 Ensure adherence to project timelines, ethical practices, and institutional guidelines.
- 5 Review project reports, presentations, demonstrations, and evaluation procedures.
- 6 Maintain records of completed projects and facilitate dissemination of best projects.
- 7 Review project outcomes and recommend measures for improving project quality and innovation.

Meeting Frequency

Activity	Frequency
Project Committee Meeting	At least once every semester
Project Proposal Review	At the beginning of every semester
Project Progress Review	At least twice every semester
Annual Project Performance Review	Every academic year

Records to be Maintained

- 1 Project Committee Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Project Guide Allocation Records
- 4 Approved Project Proposal Records
- 5 Project Progress Review Reports
- 6 Project Evaluation Records
- 7 Project Reports and Abstracts
- 8 Project Demonstration and Presentation Records
- 9 Best Project Records

MOOC/NPTEL/SWAYAM Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

MOOC/NPTEL/SWAYAM Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Nitin Sharma	Assistant Professor	MAIT	Internal Member	Coordinator
2	Prof M L Sharma	Professor	MAIT	Internal Member	Member
3	Dr Kanika Agrwal	Assistant Professor	MAIT	Internal Member	Member
4	Dr Ayushi Agrawal	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Promote awareness and participation in MOOCs, NPTEL, SWAYAM, and other recognized online learning platforms.
- 2 Encourage faculty and students to enroll in certification courses for academic and professional development.
- 3 Monitor student and faculty enrollment, participation, course progress, and certification status.
- 4 Coordinate mentoring, registration support, and examination-related activities for online courses.
- 5 Promote faculty participation in NPTEL Local Chapter and other national online learning initiatives.
- 6 Review the effectiveness of online learning initiatives and recommend continuous improvements.
- 7 Maintain liaison with NPTEL, SWAYAM, and other MOOC providers for effective implementation.

Meeting Frequency

Activity	Frequency
MNSC Meeting	At least once every semester
Enrollment & Registration Review	Every semester
Certification & Performance Review	After each certification cycle
Annual MOOC Performance Review	Every academic year

Records to be Maintained

- 1 MNSC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 MOOC/NPTEL/SWAYAM Enrollment Records
- 4 Faculty and Student Registration Records
- 5 Certification Records
- 6 NPTEL Local Chapter Activity Reports
- 7 Performance Analysis Reports

Outreach, Extension & Social Responsibility Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Outreach, Extension & Social Responsibility Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Nitin Sharma	Assistant Professor	MAIT	Internal Member	Coordinator
2	Prof M L Sharma	Professor	MAIT	Internal Member	Member
3	Dr Amit Saxena	Associate Professor	MAIT	Internal Member	Member
4	Dr Anamika Jain	Assistant Professor	MAIT	Internal Member	Member
5	Mr Vaibhav	Assistant Professor	MAIT	Internal Member	Member
6	Dr Laxya	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Plan, coordinate, and monitor outreach, extension, and social responsibility activities of the department.
- 2 Organize community engagement programs, awareness campaigns, and extension activities addressing societal needs.
- 3 Promote student and faculty participation in social responsibility initiatives, including NSS, Swachh Bharat, environmental conservation, and health awareness programs.
- 4 Establish collaborations with NGOs, government agencies, educational institutions, industries, and local communities for outreach activities.
- 5 Review the effectiveness of outreach, extension, and social responsibility initiatives and recommend continuous improvements.

Meeting Frequency

Activity	Frequency
OESRC Meeting	At least once every semester
Community Engagement Review	Every semester
Stakeholder Feedback Review	Every academic year
Annual Social Impact Review	Every academic year

Records to be Maintained

- 1 OESRC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Annual Outreach & Extension Activity Plan
- 4 Outreach and Extension Activity Reports
- 5 Community Engagement Reports
- 6 Collaboration/MoU Records with NGOs and Government Agencies
- 7 Student Participation Records
- 8 Stakeholder Feedback Reports
- 9 Social Impact Assessment Reports
- 10 Photographs and Event Documentation

Editorial Committee

Department of Electronics & Communication Engineering

Academic Session: 2026–27

Departmental Editorial Committee

Sr No	Name	Designation	Organization	Category	Role in Committee
1	Dr Amit Saxena	Associate Professor	MAIT	Internal Member	Coordinator
2	Ms Abhilasha Gokhale	Assistant Professor	MAIT	Internal Member	Member
3	Mr Rohit Lakhane	Assistant Professor	MAIT	Internal Member	Member
4	Mr P.K. Choudhary	Assistant Professor	MAIT	Internal Member	Member
5	Dr Swati Sharma	Assistant Professor	MAIT	Internal Member	Member

Roles and Responsibilities

- 1 Prepare and publish the departmental newsletter, magazine, annual report, and other publications.
- 2 Collect, review, edit, and approve technical and non-technical content received from faculty, students, and departmental committees.
3. Ensure adherence to institutional editorial policies, branding guidelines, and ethical publishing practices.
- 4 Promote technical writing, article writing, and documentation skills among students and faculty.
- 5 Maintain digital and printed archives of departmental publications.

Meeting Frequency

Activity	Frequency
DEC Meeting	At least once every semester
Newsletter/Magazine Review	Every semester
Annual Report Review	Every academic year
Editorial Content Review	As and when required

Records to be Maintained

- 1 DEC Meeting Notices
- 2 Minutes of Meetings (MoM)
- 3 Editorial Calendar
- 4 Newsletter and Magazine Publications
- 5 Publication Archive (Digital/Print)
- 6 Photographs and Event Documentation