

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**  
**MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY, GORAKHPUR-273 010 INDIA**

Date: 18.07.2016

**NOTICE**

The following arrangements have been made for smooth functioning of CSE and MCA students' activities.

**COMPUTER SCIENCE & ENGINEERING**

<b>S. No.</b>	<b>Committees</b>	<b>Functions</b>	<b>Workforce</b>
1.	Departmental Advisory Group	<ol style="list-style-type: none"> <li>Academic planning for future development activities</li> <li>Delivery of a high quality education in computer science to enhance career opportunities for students and to enrich research.</li> <li>Develop the strategic plan</li> </ol>	<ol style="list-style-type: none"> <li>Sri Mukul Sharma</li> <li>Sri L B Sharma</li> <li>Sri Abhay Jaiswal</li> <li>Sri Rohit Kamal Saxena</li> <li>Sri Naveen Singhal</li> <li>Sri K. P. Singh</li> <li>Dr. P. K. Singh</li> <li>Dr. UdaiShanker</li> <li>Dr. Rakesh Kumar</li> </ol>
2.	Under-Graduate Studies Committee	<ol style="list-style-type: none"> <li>Defining of course content for undergraduate level courses</li> <li>Oversight of and change to the undergraduate curriculum</li> <li>Advising of undergraduate students</li> <li>Administration of policies and procedures.</li> <li>Act as formal liaison between the department and the Under-Graduate students.</li> </ol>	<ol style="list-style-type: none"> <li>Dr. A. K. Daniel-Chairman</li> <li>Ms. Meenu-Member</li> <li>Sri Rohit K. Tiwari-Member</li> <li>Sri Sarvesh Pandey</li> <li>Ms. Pratima Yadav</li> </ol>
3.	Minor Test Committee	<ol style="list-style-type: none"> <li>Coordinating the minor tests for the semesters</li> <li>Maintains the test related information.</li> </ol>	<ol style="list-style-type: none"> <li>Ms. Meenu-Chairman</li> <li>Sri Punit K. Singh</li> </ol>
4.	Time Table Management Committee	<ol style="list-style-type: none"> <li>Prepare the time table for all programs</li> <li>Allocate classrooms for each program</li> <li>Ensure smooth conduct of timetable and that they are held as per schedule</li> </ol>	<ol style="list-style-type: none"> <li>Sri M. Hasan-Chairman</li> <li>Sri Sushil K. Saroj</li> <li>Sri Shailesh Kumar</li> </ol>
5.	General Maintenance Committee	<ol style="list-style-type: none"> <li>Looks after into maintenance of general infrastructure.</li> <li>To keep the department clean, hygienic and with good ambience, maintain stock, regularly visit all classrooms and other building areas to ensure upkeep and maintenance</li> <li>Liasoning with contractors providing services required.</li> </ol>	<ol style="list-style-type: none"> <li>Dr. Rakesh Kumar-Chairman</li> <li>Dr. A. K. Daniel</li> <li>Dr. P. K. Singh</li> <li>Sri Sanjay Srivastava</li> <li>Ms. Hemlata</li> <li>Sri Pratik Shrivastava</li> </ol>
6.	Departmental Library Committee	<ol style="list-style-type: none"> <li>Plan for upgrading the facilities in the library such as adequate number of books, digital library</li> <li>Suggest books and Journals for the academic growth of faculty and students.</li> <li>Resolve problems faced by the students regarding Library affairs</li> </ol>	<ol style="list-style-type: none"> <li>Sri S. P. Singh-Chairman</li> <li>Sri M. K. Srivastava</li> <li>Sri Vimal Kumar</li> <li>Ms. Dolly Rizwani</li> <li>Ms. Snehil</li> <li>Sri Nitin Singh</li> </ol>
7.	Project Committee	<ol style="list-style-type: none"> <li>Formation of project groups and allocation of supervisor</li> <li>Organize project presentation and viva-voce</li> <li>Continuous Monitoring of students' project work</li> <li>Guiding students' for academic</li> </ol>	<ol style="list-style-type: none"> <li>Dr. S. P. Singh-Chairman</li> <li>Sri Gaurav Barnwal</li> <li>Sri Nagendra P. Singh</li> <li>Project Supervisor of student</li> <li>Sri Vimal Kumar</li> </ol>

		publishing	
8.	Seminar Committee	<ol style="list-style-type: none"> <li>1. Coordinate department's weekly colloquium/seminar presentations, including scheduling of talks,</li> <li>2. Provide guidance to speakers, arranging for rooms, presentation equipment, and disseminating information to other students</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. A. K. Sharma-Chairman</li> <li>2. Dr. S. P. Singh</li> <li>3. Sri M. K. Srivastava</li> <li>4. Sri AnjeymaniTripathi</li> </ol>
9.	Industrial Training/Tour Cell	<ol style="list-style-type: none"> <li>1. Arranging Industrial Visits, In-plant Training and Internship to students of department</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. A. K. Sharma-Chairman</li> <li>2. Ms. Meenu</li> <li>3. Sri Rohit K. Tiwari</li> <li>4. Ms. Sachi Mall</li> <li>5. Sri Raghuvveer Singh</li> <li>6. Ms. Preeti Singh</li> <li>7. Ms. Prakhar Mishra</li> </ol>
10.	Website Administration Committee	<ol style="list-style-type: none"> <li>1. Administration of departmental webpage and encourage faculty website development for learning. Posts notices, minutes, and agendas on the website</li> <li>2. Keep the departmental page up-to-date.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. S. P. Singh-Charman</li> <li>2. Sri D. K. Mishra</li> <li>3. Sri Anjey Mani Tripathi</li> </ol>
11.	Departmental Alumni Committee	<ol style="list-style-type: none"> <li>1. Maintain a network of departmental alumni and further the progress of the alumni association</li> <li>2. Maintain good relations with alumni, seek support in academia and for summer training and placements of current students, organize regular meets with the alumni.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. P. K. Singh-Chairman</li> <li>2. Sri M. Hasan</li> <li>3. Ms. Meenu</li> <li>4. Ms. Sachi Mall</li> <li>5. Ms. AnubhaSaxena</li> </ol>
12.	Departmental Redressal Cell	<ol style="list-style-type: none"> <li>1. Look after all the welfare aspects of the students, faculty, non teaching staff</li> <li>2. Reassure the concerned that all complaints will be addressed, irrespective of the stature of the persons concerned</li> <li>3. Reinforce the fact that all cases will be dealt with principles of natural justice</li> <li>4. Assure women that they will not suffer any negative consequences if they register a complaint of sexual harassment</li> <li>5. Look in to such matters and suggests authorities for action to be taken</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. A. K. Sharma-Chairman</li> <li>2. Sri Sushil K. saroj</li> <li>3. Ms. Meenu</li> <li>4. Ms. Hemlata</li> <li>5. Ms. Sachi Mall</li> <li>6. Sri Shailendra Singh</li> </ol>
13.	Departmental Career Guidance Cell	<ol style="list-style-type: none"> <li>1. Catering to the needs of students with the objectives to conduct a survey among students on their career options</li> <li>2. Organize programmes to create awareness about the importance of higher studies in India and abroad</li> <li>3. Organize and offer various programmes on Personality Development, Soft Skills and Communication Skills</li> <li>4. Organize Pre Placement Training Programmes to enable students to showcase their skills during the Interview.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. UdaiShanker-Chairman</li> <li>2. Sri Prakash K. Singh</li> <li>3. Ms. Dolly Rizwani</li> <li>4. Sri SnehilVerma</li> <li>5. Sri Utkarsh Srivastava</li> <li>6. Sri AnandUpadhyay</li> </ol>
14.	Departmental Training & Placement Cell	<ol style="list-style-type: none"> <li>1. Accomplish the aim to supervise and provide directions for the final placement and summer internship of the students</li> <li>2. Guide &amp; motivate students for their placements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. S. P. Singh-Chairman</li> <li>2. Ms. Kajal Sharma</li> <li>3. Ms. ChirSmita</li> <li>4. Sri Shubhanshu Mani</li> <li>5. Rohit K. Verma</li> </ol>
15.	Departmental	1. Conceptualizes Entrepreneurship	1. Dr. Udai Shanker

	Entrepreneurship Cell	<p>Development Programmes</p> <ol style="list-style-type: none"> <li>2. Conduct events for students, organizes workshops and Contr. lectures</li> <li>3. Liaison with agencies for promoting entrepreneurship among students and assists the local community through entrepreneurship outreach programmes.</li> </ol>	<ol style="list-style-type: none"> <li>2. Sri Shailendra Singh</li> <li>3. Sri Tanmay</li> <li>4. Sri Rishav Singh</li> <li>5. Sri Saurabh Sharma</li> <li>6. Sri AnandUpadhyay</li> </ol>
16.	Computer Engineering Society	<ol style="list-style-type: none"> <li>1. Competitions for literary events like debates, elocutions and so on within the department,</li> <li>2. Organize inter and intra co-curricular events</li> <li>3. Publish Wall Magazine</li> <li>4. Encourage students to attend literary and other events outside the University</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. Rakesh Kumar-President</li> <li>2. Dr. S. P. Singh-Vice-President</li> <li>3. Sri Gaurav Barnwal-Secretary</li> <li>4. Sri M. K. Srivastava - Treasurer</li> <li>5. Sri Rupesh Kumar, Ms. Dolly Rijwani, Sri Shailendra Singh, Sri Shikhar Srivastava, Sri Shubham Srivastava, Ms. Preeti Singh, Sri Abhishek Anand, Ms. Shardul Singh, Ms. Rishabh Verma, Sri Ms. Swati Tyadav, Ms. Jenya Singh</li> </ol>
17.	Departmental Innovation Club	<ol style="list-style-type: none"> <li>1. Motivate the students to undertake some innovative projects that are useful for campus related activities</li> <li>2. encourage the students to express their ideas in technical field</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. S. P. Singh</li> <li>2. Sri Pawan Mani</li> <li>3. Faculty Coordinator for each innovative project</li> </ol>
18.	Orientation Committee	<ol style="list-style-type: none"> <li>1. To organize and execute an informative and comprehensive welcome session for the entering under graduate new students</li> <li>2. To interact with other new students and make them to learn about the computer science department's courses, faculty, facilities, and policies</li> <li>3. To make aware about the activities in and around the university and Gorakhpur.</li> </ol>	<ol style="list-style-type: none"> <li>1. All the faculty members of department</li> <li>2. All the research scholars of the department</li> </ol>
19.	Laboratory Management Committee	<ol style="list-style-type: none"> <li>1. Smooth functioning of practical classes</li> <li>2. Guiding the students regarding preparation of practical files.</li> <li>3. Proper maintenance of Computing Resources</li> <li>4. Procure the equipments&amp; consumables.</li> <li>5. Maintain equipment &amp; consumables stock register.</li> <li>6. Observe day to day maintenance of labs.</li> <li>7. Display relevant information in the labs.</li> <li>8. Arrange training &amp; demonstration of new equipment.</li> </ol>	<ol style="list-style-type: none"> <li>1. SUN/SPARK Lab- Dr. P. K. Singh, Sri Shailesh Kumar, Sri Rajkumar, Ms. DivyanshiKushwaha</li> <li>2. Computing Lab-1- Sri Sushil K. Saroj, Sri Pratik Shrivastava, Ms. HemlataAnand, Sri Shikhar Srivastava</li> <li>3. Computing Lab-2- Dr. A. K. Daniel, Sri Ajay Gupta, Ms. Hemlat, Sri Ravi Kant</li> <li>4. Computing Lab-3 – Sri G. Barnwal, Sri Prakash Srivastava, Sri Sanjai K. Srivastava, Sri TusharVerma</li> <li>5. Computing Lab-4- Sri Nagendra P. Singh, Sri Vimal Kumar, Sri Sanjai K. Srivastava, Sri VigyatTripathi</li> <li>6. Computing Lab 5- Dr. S. P. Singh, Sri Anjey M. Tripathi,</li> </ol>

			<p>Sri TriyugiNarain, Sri Shivam Kumar</p> <p>7. Computer Centre- Dr. A. K. Sharma, Sri Prakash K. Singh, Sri D. K. Mishra, Sri TriyugiNarain, Sri Raghuv eer Singh</p> <p>8. PG Lab-Dr. Udai Shanker, Sri Sarvesh Pandey, Sri Sanjay K. Srivastava, Ms. Aditi Kumari</p> <p>9. Design Lab-Sri. Rohit K. Tiwari, Ms. Sachi Mall, Sri K. M. Pathak, Sri Shubham Srivastava</p>
20.	PG & Research Committee		<p>1. Dr. Uda iShanker-Convener</p> <p>2. Sri Gaurav Barnwal-Member</p> <p>3. Sri Nagendra P. Singh-Member</p>

### MASTER OF COMPUTER APPLICATIONS

S. No.	Committees	Functions	Workforce
1.	MCA Studies Committee	<p>1. Defining of course content for MCAcourses</p> <p>2. Oversight of and change to curriculum</p> <p>3. Advising of MCA students</p> <p>4. Administration of policies and procedures.</p> <p>5. Act as formal liaison between the department and the MCA students.</p>	<p>1. Dr. U. C. Jaiswal-Chairman</p> <p>2. Dr. Shiva Prakash</p> <p>3. Ms. Sachi Mall</p> <p>4. Sri Aditya Singh</p>
2.	MCA Industrial Project Committee	<p>1. Helping students in getting the seats ofr industrial project and allocation of supervisor</p> <p>2. Organize project presentation and viva-voce</p> <p>3. Continuous Monitoring of students' project work</p> <p>4. Guiding students' for academic publishing</p>	<p>1. Dr. Shiva Prakash-Chairman</p> <p>2. Sri D. S. Singh</p> <p>3. Sri Suryabhan P. Singh</p>
3.	MCA Seminar Committee	<p>1. Coordinate department's weekly colloquium/seminar presentations, including scheduling of talks,</p> <p>2. Provide guidance to speakers, arranging for rooms, presentation equipment, and disseminating information to other students</p>	<p>1. Dr. U. C. Jaiswal-Chairman</p> <p>2. Sri D. S. Singh</p> <p>3. Sri R. K. Dwivedi</p> <p>4. Sri Suryabhan P. Singh</p>
4.	MCA Industrial Training/Tour Cell	<p>1. Arranging Industrial Visits, In-plant Training and Internship to students of department</p>	<p>1. Sri D. S. Singh-Chairman</p> <p>2. Sri Jay Prakash</p> <p>3. Sri R. K. Dwivedi</p> <p>4. Ms.Sachi Mall</p> <p>5. Sri Jay Nath Mishra</p> <p>6. Sri Rajan K. Yadav</p>
5.	MCA Alumni Committee	<p>1. Maintain a network of departmental alumni and further the progress of the alumni association</p> <p>2. Maintain good relations with alumni, seek</p>	<p>1. Dr. U. C. Jaiswal-Chairman</p> <p>2. Sri D. S. Singh</p> <p>3. Sri R. K. Dwivedi</p> <p>4. Ms. Sachi Mall</p> <p>5. Ms. Sri Aditya Singh</p> <p>6. Sri Rajan K. Yadav</p>

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6.	MCA Redressal Cell	<ol style="list-style-type: none"> <li>1. Look after all the welfare aspects of the students, faculty, non teaching staff</li> <li>2. Reassure the concerned that all complaints will be addressed, irrespective of the stature of the persons concerned</li> <li>3. Reinforce the fact that all cases will be dealt with principles of natural justice</li> <li>4. Assure women that they will not suffer any negative consequences if they register a complaint of sexual harassment</li> <li>5. Look in to such matters and suggests authorities for action to be taken</li> </ol>	<ol style="list-style-type: none"> <li>1. Sri. D. S. Singh-Chairman</li> <li>2. Sri. Jay Prakash</li> <li>3. Sri R. K. Dwivedi</li> <li>4. Sri TriyugiNarain</li> <li>5. Ms. Sabhajeet Mishra</li> <li>6. Ms. Sachi Mall</li> <li>7. Sri Gaurav K. Mishra</li> </ol>
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8.	MCA Entrepreneurship Cell	<ol style="list-style-type: none"> <li>1. Conceptualizes Entrepreneurship Development Programmes</li> <li>2. Conduct events for students, organizes workshops and Contr. lectures</li> <li>3. Liaison with agencies for promoting entrepreneurship among students and assists the local community through entrepreneurship outreach programmes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. U. C. Jaiswal</li> <li>2. Sri ShivamSrinet</li> <li>3. Sri DeovratVishwakarma</li> <li>4. Sri A. C. Srivastava</li> </ol>
9.	Computer Society for Software Engineers	<ol style="list-style-type: none"> <li>1. Competitions for literary events like debates, elocutions and so on within the department,</li> <li>2. Organize inter and intra co-curricular events</li> <li>3. Publish Wall Magazine</li> <li>4. Encourage students to attend literary and other events outside the University</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr. Rakesh Kumar-President</li> <li>2. Sri D. S. Singh-Vice-President</li> <li>3. Sri R. K. Dwivedi-Secretary</li> <li>4. Sri Jay Prakash -Treasurer</li> <li>5. Sri Gaurav K. Mishra, Ms. Shikha, Sri ShivamSrinet, Sri Jay Nath Mishra, Ms. Shalini Singh, Sri Shiva Singh, Sri Ved P. d. Dwivedi, Sri DeovratVishwakarma, Ms. Aparajita Mishra, Sri Vivek Rai</li> </ol>

(Rakesh Kumar)  
Prof. & Head

Copy to All concerned

(Rakesh Kumar)  
Prof. & Head