



# ALPHA COLLEGE OF ENGINEERING & TECHNOLOGY

Promoted by Alpha Education Foundation

Approved by AICTE, New Delhi and Affiliated to Gujarat Technological University, Ahmedabad

Date: 29-01-2018

ACET/Admim/2018/431A

## Committees and scope of work:

For effective functioning of the college and co-curricular & extra-curricular activities, and to comply with the statutory requirements; the following committees are formed. Where ever required, additional members will be inducted by the Conveners.

The central scopes of the work of the committees are also specified. The conveners will decide the activities to be carried out and course of action thereof. The Conveners will also submit the proposals/details to the undersigned for budgetary provision, if needed. The report of activities carried out during the year should be submitted to the Principal from time-to-time, by conveners of the committees.

Sr. No.	Committee and Committee Members	Duties and scope of work
1	<b>Attendance Monitoring Committee (First Year):</b> <b>[From-ASH Department]</b> 1. CL-ME-EE-EC- (Ms.) Yogini Vashi 2.1 CE-A- Raiyan Munshi 2.2 CE-B- Pratik Raval 3. IT- Aakash Thakore	Students attendance record keeping and monitoring on day-to-day basis.  Generation of attendance report on periodical (Every fortnight) basis, prepare abstract for sending sms and correspondence with parents.  Coordinate and counsel students and parents during attendance related meetings.
2	<b>Attendance Monitoring Committee (Higher Semesters):</b> <b>1. CL-Degree:</b> Fourth Year: Vivek Patel Third Year: Deepak Chaudhari Second Year: (Ms.) Shweta Engineer <b>CL-Diploma:</b> Third Year: (Ms.) Heta Nayak Second Year: Bhain Suthar  <b>2. ME-Degree:</b> Fourth Year: Jigar Mevada, Sachin Patel Third Year: Chintan Patel, Rohit Sahu Second Year: Shashank Shah <b>ME-Diploma:</b> Third Year: Sachin Patel Second Year: Anil Kheratala  <b>3. EE-Degree:</b> Fourth Year: Darshan Patel Third Year: (Ms.) Kinjal Vyas Second Year: Bhadresh Panchal	Update office records with modified/changed mobile number of parents.

	<p><b>EE-Diploma:</b> Third Year: Jay Raval Second Year: Abhishek Modi</p> <p><b>4. CE-Degree:</b> Fourth Year: Shrikant Patel Third Year: Ankit Patel Second Year: (Ms.) Priyanka Patel</p> <p><b>CE-Diploma:</b> Third Year: Pavan Patel Second Year: (Ms.) Nirali Kapadia</p> <p><b>5. IT:</b> Fourth Year: Amit Patel Third Year: (Ms.) Nirali Panchal Second Year: (Ms.) Krupa Patel</p> <p><b>6. EC:</b> Fourth Year: (Ms.) Aneri Pandya Third Year: (Ms.) Aneri Pandya Second Year: (Ms.) Zarna Barot</p>	
3	<p><b>Discipline (Vigilance) Committee:</b></p> <p>1. CL- Prof. Deepak Chaudhary, Prof. Vaibhav Parmar</p> <p>2. ME- Prof. Chintan Patel, Prof. Jitendra Patel, Prof. Gurpritsingh Viridi, Prof. Bhavesh Mevada, Prof. Anil Kheratla</p> <p>3. EE- Prof. Bhadresh Panchal, Prof. Abhishek Modi</p> <p>4. CE- Prof. Amit Modi, Prof. (Ms.) Bhoomi Patel</p> <p>5. IT- Prof. Harshit Vora, Prof. Amit Patel</p> <p>6. EC- Prof. Nirmal Patel, Prof. Dhaval Patel</p> <p>7. ASH- Prof. Maulik Barot, Prof. Pratik Raval</p> <p>8. Admin Department- Shri. Rambhai Desai Shri. Vinodpuri Goswami</p>	<p>To ensure &amp; monitor overall discipline by students during regular teaching schedules and also during various activities/events on the campus.</p> <p>To take a round of the college premises along with admin members and manage and make students enter in the classrooms in time (specifically at 09:00 am, 11:10 am and 01:50 pm).</p> <p>Ensure that students do not stand in corridors during the teaching sessions.</p> <p>In case of students non-compliance and un-necessary argument, report the matter to Principal.</p> <p>On daily basis (during regular teaching), the following departments will be responsible for managing discipline on the mentioned days:</p> <p>Monday=CL+ASH</p> <p>Tuesday=ME</p> <p>Wednesday=EE+EC+ASH</p> <p>Thursday=CE &amp; IT</p> <p>Friday= CL+ASH</p>

4	<b>Anti-Ragging Committee:</b> <b>Dr. Santosh Kolte [C] (Principal)</b> <b>Prof. Ronak Gadaria [CC] (AP-EC)</b> 1. CL- Deepak Chaudhary, Vaibhav Parmar 2. ME- Chintan Patel, Jitendra Patel, Gurpritsingh Viridi, Bhavesh Mevada, Anil Kheratla 3. EE- Bhadresh Panchal, Abhishek Modi 4. CE- Ajay Shah, (Ms.) Bhoomi Patel 5. IT- Amit Patel, (Ms.) Krupa Patel 6. EC- Nirmal Patel 7. ASH- Vishal Patel, Hirak Mehta	<p>To create awareness and display notices related to anti-ragging as a preventive measure.</p> <p>To attend complaint about ragging in the campus immediately and investigate the cases to recommend necessary punitive actions.</p> <p>To comply with Hon. Supreme Court Judgment.</p>
5	<b>GTU Co-ordination &amp; Exam Committee:</b> <b>Prof. Dhiren Patel [C] (AP-ME)</b> <b>Prof. Masum Chaudhari [CC] (AP-IT)</b> Harshal Mehta Dhruv Patel Jimmy Patel 1. CL- Nirav Vaghasia, Mahendra Ramavat, Vivek Patel, Shweta Engineer 2. ME- Vijay Bariya, Mahipal Rathod, Nikul Patel, Rahul Thakkar, 3. EE- Parag Patel, Hiren Patel, Bhadresh Panchal 4. CE- Ajay Shah, Shrikant Patel, Ankit Patel 5. IT- Manoj Patel, (Ms.) Dhvani Panchal, Sanket Shah 6. EC- Ronak Gadaria, Dhaval Patel 7. ASH- Raiyan Munshi, Pratik Raval (Ms.) Nirali Shah	<p>All activities related to conduct of GTU Exams, Enrolment of students, comply with GTU circulars in connection with those activities.</p> <p>Assign roll numbers to the students through the Student Section. Keep all necessary records (Uni. Exams circulars, Uni. result notifications, and student roll nos. &amp; seat nos.)</p> <p>Arrange for timely submission of term work and viva exam mark sheets of all departments to University.</p> <p>Coordinate and arrange examination activities like Exam Block arrangements, Seat numbers, and other arrangements during all theory and practical examinations.</p> <p>Office Superintendent &amp; Student Section will assist the Coordinators.</p>
6	<b>Time Table Committee:</b> <b>Nikul Patel-AP-ME [C]</b> 1. CL- Tejan Patel, Nishant Kotiya 2. ME- Jay Shah, Shwetank Srivastava 3. EE- Darshan Patel, Nayan Patel 4. CE- (Ms.) Margi Patel, (Ms.) Ruchika Patel 5. IT- (Ms.) Krupa Patel, (Ms.) Dhvani Panchal 6. EC- (Ms.) Aneri Pandya 7. ASH- (Ms.) Yogini Vashi, (Ms.) Rucha Pandit	<p>Prepare the class time table and individual faculty time table based on teaching load distribution provided by HODs of respective departments.</p> <p>Decide the subjects to be offered to different branches of first year with a view to balance the load of both the semesters.</p> <p>Arrange to send attendance report and internal marks (when exam is conducted) to the parents every month with help of Faculty Advisors &amp; OS.</p>
7	<b>Department Activity Committee:</b> 1. CL- (Ms.) Binny Pandya 2. ME- Bhavesh Patel 3. EE- (Ms.) Kinjal Vyas 4. CE- Nikhil Patel 5. IT- Harshit Vora 6. EC- (Ms.) Zarana Barot	<p>The Department Activity Report will maintain all semester wise record of the department.</p> <p>One faculty member has been nominated from each department to collect, compile and maintain his/her departments 'Activity Report' on a progressive basis.</p>

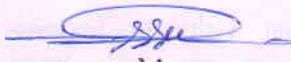
7.	ASH- (Ms.) Rucha Pandit	<p>This report will contain entire data of the department related to event, industry/site/educational visit, expert lecture delivered, workshop/seminar/conference/training programmes attended by faculty and organized by the department, publications, students activities, co-curricular and extra-curricular activities etc.</p> <p>Any faculty member of the department performing any of the above tasks, will prepare a short write-up along with photograph of the task and send it by e-mail to the faculty nominated for 'Activity Report' for his department, within 2-3 days of the task/event.</p> <p>The short write-up should essentially contain-Title of the task/event, Date and time, for whom (i.e. BE-XYZ Department-Semester-X), by whom (must for expert lecture/training by outside person), purpose, outcome/benefit, brief description and Photograph.</p>
8	<b>Faculty Development &amp; Welfare Committee:</b> <b>Prof. Ronak Gadaria [C] (AP-EC)</b> <b>Chirag Patel [TPO]</b> Amit Patel Shashank Shah	<p>The committee will arrange for induction training for the newly recruited faculty members.</p> <p>Arrange for pedagogy lecture on regular basis at institute level.</p> <p>Keep record of all the lectures delivered (Name of the speaker, date, topic, &amp; attendance.)</p> <p>Arrange Alumni Meet, societal activities and get together of all staff members at the end of the Semester/Year.</p>
9	<b>Cultural Program Committee:</b> <b>Prof. Ajay Shah [C]</b> <b>1. CL-Degree:</b> Vivek Patel, (Ms.) Shubhangi Gayakwad <b>CL-Diploma:</b> Vishal Shah, (Ms.) Heta Nayak <b>2. ME-Degree:</b> Sahil Sheth, Shwetank Shrivastava <b>ME-Diploma:</b> Anjal Patel, Chirag Dalwadi <b>3. EE-Degree:</b> Nirav Joshi, (Ms.) Kinjal Vyas <b>EE-Diploma:</b> Abhishek Modi <b>4. CE-Degree:</b> (Ms.) Priyanka Patel, (Ms.) Niral Kapadia <b>CE-Diploma:</b> (Ms.) Nidhi Acharya, (Ms.) Prachi Soni <b>5. IT-</b> Sanket Shah, Harshit Vora	<p>To arrange for prayer in beginning of the first lecture/lab on every day.</p> <p>Plan annual cultural and extra-curricular activities like: Alpha Heritage, Days celebrations, Sharadpurnima Garba, different days etc. within budgetary provisions; getting sponsorship as and when possible for these organizations.</p> <p>Plan and execute events during Republic day and Independence day celebrations.</p>

	<p>6. <b>EC-</b> (Ms.) Aneri Pandya</p> <p>7. <b>ASH-</b> (Ms.) Yogini Vashi, Pratik Raval, Jatin Kapadia</p>	
10	<p><b>Sports &amp; Yoga Training Committee:</b>  <b>Masum Chaudhary [C] &amp; Kelvin Patel [C]</b>            CL-Nirav Vaghasia            ME-Nikul Patel, Chintan Patel            EE-Hiren Patel            CE-(Ms.) Maya Joshi            IT-Harshit Vora            EC-Nirmal Patel            ASH-(Ms.) Nirali Shah</p>	<p>Plan and arrange Indoor &amp; Outdoor sports tournaments in odd &amp; even terms respectively and decide the requirement for sports utilities and items.</p> <p>Select the students for participation at University level.</p> <p>Maintain the record of prizes won by the students.</p> <p>Maintain the stock register &amp; sports goods in liaison with stores section.</p> <p>Coordinate and plan Yoga training/sessions.</p>
11	<p><b>Entrepreneurship Development Cell:</b>  <b>Training and Placement Committee:</b>  <b>TPO: Chirag Patel [C]</b>            1. CL- Tejan Patel, Vivek Patel            2. ME- Shwetank Shrivastava, Sachin Patel, Anil Kheratla            3. EE- Nirav Joshi, Darshan Patel            4. CE- Nishit Parmar, (Ms.) Ruchika Patel            5. IT- (Ms.) Krupa Patel, Sanket Shah            6. EC- (Ms.) Aneri Pandya</p>	<p>Act as a link between the industries and academia, contact industries for faculty &amp; staff training and project work of students.</p> <p>Arrange on campus interviews as well as off-campus placement drives of diverse companies and organizations for student's placements and career building.</p> <p>Arrange and schedule industrial visits to improve student's technical knowledge at par with latest technological developments.</p> <p>Arrange students training for their personality development, communication skills and enhance their proficiency in appearing for interviews.</p> <p>Contact industries for consultancy and testing assignments.</p> <p>Sending the Diwali/Christmas greeting cards &amp; Brochure to the organizations/Industries in contact.</p>
12	<p><b>Women Development Cell:</b>  <b>(Ms.) Yogini Vashi [C]</b>            (Ms.) Bhoomi Patel            (Ms.) Kinjal Vyas            (Ms.) Nirali Panchal            (Ms.) Maya Joshi            Mahendra Ramavat            Raiyan Munshi</p>	<p>To protect women's right to gender equality and provide favorable environment for work/study</p> <p>To provide forum for women in campus to share information &amp; resources and exchange of idea.</p>
13	<p><b>Grievance Redressal Committee:</b>            1. CL- Deepak Chaudhary, Vaibhav Parmar            2. ME- Dhiren Patel, Jitendra Patel, Sahil Sheth</p>	<p>Ensure complete discipline among the students and resolve grievances of the students.</p> <p>For any complaint of students, the committee will take appropriate decision which will be intimated to the</p>

	3. EE- (Ms.) Kinjal Vyas, Abhishek Modi 4. CE- Ajay Shah, Ankit Patel 5. IT- Amit Patel, (Ms.) Krupa Patel 6. EC- Nirmal Patel 7. ASH- Maulik Barot, Akashsingh Thakore	Principal and the parents if required through the counselors.
14	<b>Library Committee:</b> <b>Prof. Ronak Gadaria [C] (AP-EC)</b> Sachin Patel (Librarian)	Explore publishers and suppliers for library resources, prepare a database of catalogues and forward the information to respective department.  To short list the books/journals/magazines recommended by departments in line with the budgetary provisions and AICTE norms and procure the same.  Prepare developmental plan for the Library.
15	<b>SC/ST Committee:</b> As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989) <b>Prof. Vijay Bariya [C]</b> Vijay Gondaliya Rambhai Desai	To avoid/prevent the offences of atrocities against the members of the Scheduled Castes and the Scheduled Tribes.  To provide courts for such offences and for the relief and rehabilitation of the victims of such issues and offences.

[C] – Coordinator

[CC] – Co coordinator



Dr. Santosh Kolte  
Principal

Copy to:

- All HODs for information and record.
- Admin office
- All faculty members.