



1. Administrative Committee:-

- 1) Mr. Deependra kr. Jha (Assistant Professor)
- 2) Mr. Trilok Nath Mishra S.O. (Coordinator)

Roles & Responsibilities: - Matters relating to service rules & conditions, leave rules, daily attendance & suggest modifications in Bye laws of W.I.T., as per requirement.

Mr. Prabhu Ranjan Singh Gond (3rd Grade) shall provide the secretarial assistance to the committee.

2. Academic Committee:-

- 1) Mr. N.N. Jha (Assistant Professor) (Convener)
- 2) Dr. Rashmi Kumari (Assistant Professor)
- 3) Mr. Brajesh Kumar (Assistant Professor)
- 4) Mr. Santosh Kumar (Assistant Professor)

Roles & Responsibilities: - Course Preparation, theory & practical classes, tutorial classes, maintenance of semester calendar, Research publications, W.I.T., magazines and to suggest academic improvement. Weekly, fortnightly, monthly seminars, extra lectures.

3. Admissions Committee:-

- 1) Mr. Brajesh Kumar (Assistant Professor) (Adm. I/C)
- 2) Mr. Amar Choudhary (Assistant Professor)
- 3) Dr. Rashmi Kumari (Assistant Professor)

Roles & Responsibilities: - Initiation of admission process, Date schedule, prospectus preparation, printing & release Interactive session with prospective students, parents & media.

Mr. Laddu Kr. Baitha (3rd Grade) shall provide the secretarial assistance to the committee.

4. Examinations Committee:-

- 1) Mr. N.N. Jha (Assistant Professor) (Exam. I/C)
- 2) Mr. Brajesh Kumar (Assistant Professor)
- 3) Dr. Pankaj Chaudhary (Assistant Professor)

Roles & Responsibilities: - Coordination with Examination department LNMU, theory & practical examinations, Internal assessment, to prepare examination regulations and schedule of exam of all semesters.

5. A.I.C.T.E. and A.I.S.H.E. Committee:-

- 1) Mr. Santosh Kumar (Assistant Professor)
- 2) Mr. Amar Choudhary (Assistant Professor)

Roles & Responsibilities: - Maintaining and updating records as per AICTE & AISHE norms, EoA.

6. Purchase Committee:-

- 1) Mr. Brajesh Kumar (Assistant Professor)
- 2) Md. Ashif Habibi (Assistant Professor)
- 3) Dr. Pankaj Kr. Chaudhary (Assistant Professor)

Roles & Responsibilities: - Any purchase out of imprest/contingency up toRs. 1,00,000/- (One lakh) only as per BFR and GFR.

Mr. Sanjeev Kumar (3rd Grade) shall provide the secretarial assistance to the committee.

7. Library Committee:-

- 1) Mr. Deependra Kr. Jha (Assistant Professor) (Library In- Charge)
- 2) Mr. Amit Kr. Mishra (Assistant Professor)
- 3) Mr. Santosh Kumar (Assistant Professor)

Roles & Responsibilities: - Maintaining and updating library records, proposal & steps for digitization of library. Requirement of books, magazines etc.

Mrs. Kalpana Kumari (3rd Grade) shall provide assistance to the committee.

8. Hostel Committee:-

- 1) Dr. L.K. Singh 'Kavya' (Hostel Superintendent)
- 2) Mrs. Geeta Sinha (Assistant Professor)
- 3) Dr. Rashmi Kumari (Assistant Professor)

Roles & Responsibilities: - General maintenance, seat/room allotment, Entry-Exit time schedule, Medical needs of inmates.

Mrs. Ruby kumari (3rd Grade) shall provide the secretarial assistance to the committee.

9. Lab Committee:-

- 1) Mr. Amar Choudhary (Assistant Professor) (Lab I/C)
- 2) Mr. Deependra Kr. Jha (Assistant Professor)
- 3) Miss Shaheen Perveen (System Analyst)

Roles & Responsibilities: - Overall working and maintenance of various labs, needs and up-gradation of system, software and connectivity, Wi-Fi facility.

Mr. Manoj kumar Yadav (Peon) shall assist the committee.

10. Training and Placement Committee:-

- 1) Mr. Santosh Kumar (Assistant Professor)
- 2) Mr. Amar Choudhary (Assistant Professor)
- 3) Mr. Ashif Habibi (Assistant Professor)

Three to five suitable students of 7th & 8th Semesters of IT & CSE shall serve as associate members with the committee.

Roles & Responsibilities: - Industrial training, placement, preparation of 7th/8th Semester students profile, panelling of prospective employers & skill development, “Alumni Association”

11. Power (Electricity) Committee:-

- 1) Mr. Amar Choudhary (Assistant Professor) (I/C)

Roles & Responsibilities: - Electric Supply, Bulbs, fans, ACs, Generator etc.

Mr. Sachin Ram (4th Grade) and Mr. Amir Shubhani (4th Grade) shall assist the committee.

12. Scholarship and other Govt. Work related Committee:-

- 1) Mr. Amit Kumar Mishra (Assistant Professor) (I/C)
- 2) Dr. Pankaj Kr. Chaudhary (Assistant Professor)

Roles & Responsibilities: - Various Scholarship schemes of Govt. of India (UGC, MHRD, AICTE), Govt. of Bihar, Non-Governmental Agencies etc.

Mrs. Ruby Kumari (3rd Grade) shall provide secretarial assistance to the committee.

13. Cultural & Event mgmt. Committee:-

- 1) Mrs. Gita Sinha (Assistant Professor)
- 2) Dr. Rashmi Kumari (Assistant Professor) (I/C)
- 3) Mr. N.N.Jha (Assistant Professor)

Roles & Responsibilities: - Annual sports, WIT Day, Republic Day Independence Day, Social events etc.

14. Campus Development Committee:-

- 1) Mr. N.N.Jha (Retd. Executive Engineer, LNMU)
- 2) Mr. N.N.Jha (Faculty WIT)
- 3) Mr. T.N.Mishra (S.O. WIT)

Roles & Responsibilities: - Overall maintenance and development of the campus.

15. Health and Hygiene Committee:-

- 1) Dr. Gitendra Thakur (LNMU)
- 2) Dr. Nutan Roy (WIT)
- 3) Dr. Rashmi Kumari (Faculty WIT)
- 4) Mr. Brajesh Kumar (Faculty WIT)

Roles & Responsibilities: - Medical needs, Health card of students, faculty and employees.

16. Anti Ragging Committee:-

- 1) Dr. L. K. Singh 'Kavya' (Hostel Superintendent)
- 2) Mr. Amit Kumar Mishra (Assistant Professor)
- 3) Dr. Rashmi Kumari (Assistant Professor)
- 4) Mrs. Geeta Sinha (Assistant Professor)

Roles & Responsibilities: - Matters relating to ragging, discipline etc. as per AICTE, UGC & University rules.