



GRADUATE SCHOOL OF ENGINEERING AND TECHNOLOGY GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No. 20 of 2007)

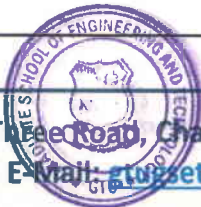
No: GTU/GSET/IC/2020/11/03

Date: 23/11/2020

Institute Level Committees					
Sr No	Committee	No	Committee members	Designation / Representation in Committees	Remarks/Scope
1	Internal Quality Assurance Cell (IQAC)	1	Prof. S. K. Hadia Asso. Professor, GTU-GSET	Coordinator	<ul style="list-style-type: none">• IQAC will work towards standardization of activities and processes and strive for continuous improvements in standards and their achievement.• It will promote measures for institutional functioning towards continuous quality enhancement through quality culture and establishment of best practices.• It will help to develop a sound basis for decisions required for improving institutional functioning and the building of an organized methodology of documentation.• It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision-making.• It will enhance quality awareness within the institution and establish the credibility for external accreditation.
		2	Prof. Komal Borisagar Asso. Professor, GTU-GSET	Member	
		3	Prof. Seema Joshi Asst. Professor, GTU-GSET	Member	
		4	Prof. Mahesh Panchal Asst. Professor, GTU-GSET	Member	

Frequency of the meeting: Quarterly

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2	Student Support and Counseling Committee (National/International student)	1	Prof. Gautam Makwana Asst. Professor, GTU-GSET	Coordinator	<ul style="list-style-type: none">• The committee aims to nurture, support and guide in academic, social, personal development, and research services throughout their stay in the institute.• It helps to enhance the students' effectiveness, ability, and skills to build their healthy lifestyle.• It handles all services such as joining, enrollment, scholarship, certifications etc.• Attention toward the international students and related correspondence with the Authority
		2	Prof. Seema Joshi Asst. Professor, GTU-GSET	Member	
		3	Prof.. Komal Borisagar Asso. Professor, GTU-GSET	Member	
		4	Prof. Deepak Upadhyay Asst. Professor, GTU-GSET	Member (International Students)	
		5	Prof. Mahesh Panchal Asst. Professor, GTU-GSET	Member	

Frequency of the meeting: As per Requirement
Frequency of Activities: At least one in a semester

3	Library Committee	1	Prof. Komal Borisagar Asso. Professor, GTU-GSET	Coordinator	<ul style="list-style-type: none">• The committee works to provide state of art library and e-library facilities to all the stakeholder of the Institute• Committee will provide latest journals, e-books, different magazines as per the requirement of the curriculum.• Budget planning and utilization under the library head
		2	Prof. Margam Suthar Asst. Professor, GTU-GSET	Member	
		3	Prof. Rutika Ghariya Asst. Professor, GTU-GSET	Member	
		4	Shri Ranchhodbhai Khambhala Librarian, GTU-GSET	Member	

Frequency of the meeting: As per Requirement





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4	Academic and Admission Committee	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	<ul style="list-style-type: none">• The committees will work for academic planning, reforms, internal examination planning and execution• Course/Student progress monitoring during the term,• Information booklet• Result Analysis and review• The committee works as per the guidelines of ACPC and GTU authorities for admission process of various Institute programs.• Committee will work for admission promotion, student's inquiry, whole admission procedure.
		2	Prof. Seema Joshi Asst. Professor, GTU-GSET	Coordinator (Cybersecurity)	
		2	Prof. Komal Borisagar Asso. Professor, GTU-GSET	Coordinator (MCNT)	
		3	Prof. Mahesh Panchal Asst. Professor, GTU-GSET	Coordinator (PG-DS)	

Frequency of the meeting: As per Requirement

5	Scrutiny Committee for Seed Money Scheme of GTU	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	<ul style="list-style-type: none">• The committee has to review proposals for seed money schemes received from faculties/students of GSET.• Committee will scrutinize proposals as per guideline of GTU SMS policy and submit them to University IQAC.
		2	Prof. S. K. Hadia Asso. Professor, GTU-GSET	Coordinator	
		3	Prof. Gautam Makwana Asso. Professor, GTU-GSET	Member	
		4	Prof. Seema Joshi Asst. Professor, GTU-GSET	Member	

Frequency of the meeting: As per the provision in the policy (twice in a Financial Year)



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6	Scrutiny Committee for AICTE-Doctoral Fellowship programme	1	Prof. Gautam Makwana Asso. Professor, GTU-GSET	Coordinator	<ul style="list-style-type: none">• ADF admission process and per GTU norms• Follow the rules and regulations and the AICTE/GTU directives• The committee aims to scrutinize applications for Ph.D. program and responsible for correspondence with AICTE, and monitor the progress of Ph.D. status of the students.
		2	Prof. S. K. Hadia Asso. Professor, GTU-GSET	Member	
		3	Prof. Komal Borisagar Asso. Professor, GTU-GSET	Member	

Frequency of the meeting: As per the provision in ADF norms

7	Research, Consultancy & Publications Committee	1	Prof. S D Panchal Professor & Director, GTU-GSET	Chairperson	<ul style="list-style-type: none">• To promote the Research and Consultancy in the Institute• To Develop overall research Oriented ecosystem in the Institute• To invite experts to promote research• To proliferate the various grant information among the various faculties• To plan/organize skill enhancement programs for the faculties and students
		2	Prof. S. K. Hadia Asso. Professor, GTU-GSET	Coordinator	
		3	Prof. Gautam Makwana Asso. Professor, GTU-GSET	Member	
		4	Prof. Komal Borisagar Asso. Professor, GTU-GSET	Member	
		5	Prof Seema Joshi Asst Professor, GTU-GSET	Member	

Frequency of the meeting: As per requirement



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8	Tech-Fest, Cultural and Sport Promotion Committee	1	Prof. Deepak Upadhyay Asst. Professor, GTU-GSET	Coordinator	<ul style="list-style-type: none">• The formation of the various student clubs (Technical and Non-Technical)• The committee aims to promote co-curricular and extra-curricular activities in the Institute• To promote the sport culture and to organize the sports event in the Institute• Mentorship support to various student club• Encourage students for participation in various events
		2	Prof. Rutika Ghariya Asst. Professor, GTU-GSET	Member	
		3	Prof. Mridul Seth Asst. Professor, GTU-GSET	Member	
		4	Prof. Raj Hakani Asst. Professor, GTU-GSET	Member	
		5	Prof. Hemal Nayak Asst. Professor, GTU-GSET	Member	

Frequency of the meeting: As per the requirement

9	Institute Newsletter Committee	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	<ul style="list-style-type: none">• To publish the Institute newsletter quarterly• Data collection and selection for to publish in the newsletter
		2	Prof. Rutika Ghariya Asst. Professor, GTU-GSET	Member	
		3	Prof. Gautam Makwana Asso. Professor, GTU-GSET	Member	
		4	Prof. Mahesh Panchal Asst. Professor, GTU-GSET	Member	
		5	Shri Ranchhodbhai Khambhala Librarian, GTU-GSET	Member	

Frequency of the meeting: Quarterly



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10	Institute Store and Purchase Committee	1	Prof Seema Joshi Asst Professor, GTU-GSET	Coordinator (Purchase)	<ul style="list-style-type: none">To look in the Institute purchase mattersNecessary approvals and bill passing processEstate related development and maintenance related workDead stock/Consumable register updateLekawada Campus Planning
		2	Prof Gautam Makwana Asso. Professor GTU-GSET	Coordinator (New Campus)	
		3	Komal Prajapati Lab Assistant, GTU-GSET	Member	
		4	PI / Co-PI / Concern Faculty	Invitee	
Frequency of the meeting: As per Requirement					
11	Industry and Outreach Committee	1	Prof Gautam Makwana Asso. Professor GTU-GSET	Coordinator	<ul style="list-style-type: none">The Committee will be responsible for to organize Industry visit, Placement Fair, Open House events, Form Industry advisory board for each ProgramsPre-placement activities
		2	Prof Mahesh Panchal Asst Professor, GTU-GSET	Member	
		3	Prof Seema Joshi Asst Professor, GTU-GSET	Member	
Frequency of the meeting: As per Requirement					
12	ICT & Estate Committee	1	Prof Mahesh Panchal Asst. Professor GTU-GSET	Coordinator	<ul style="list-style-type: none">ICT Planning and Execution monitoringLiaison with University IT and Estate DepartmentOverall Institute ambiance monitoringInstitute website update and monitoringSocial Media Handling
		2	Prof Deepak Upadhyay Asst Professor, GTU-GSET	Member	
		3	Prof Mridul Seth Asst Professor, GTU-GSET	Member	
		4	Shri Harishbhai Vaghela Class-3, GTU-GSET	Member	
Frequency of the meeting: As per Requirement					



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13	Skill Enhancement Program Committee	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	<ul style="list-style-type: none">• The planning of skill enhancement programs and monitoring• Expert Talk/ Seminar/ Workshop/FDP etc planning and monitoring• To start professional student chapters
		2	Prof Mahesh Panchal Asst. Professor GTU-GSET	Member	
		3	Prof Deepak Upadhyay Asst Professor, GTU-GSET	Member	
		4	Prof Mridul Seth Asst Professor, GTU-GSET	Member	
		5	Prof Margam Suthar Asst Professor, GTU-GSET		

Copy to: All Concern




DIRECTOR
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