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/2020/11/02 Date: 23/11/2020

Institute Level Committees					
Sr No	**Committee**	**No**	**Committee members**	**Designation/ Representation in Committees**	**Remarks/Scope**
01	Internal Quality Assurance Cell (IQAC)	1	Dr S D Panchal, Director GTU-GSET	Chairperson	• 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. S. K. Hadia Asso. Professor, GTU-GSET	Coordinator	
		3	Prof. Komal Borisagar Asso. Professor, GTU-GSET	Member	
		4	Prof. Seema Joshi Asst. Professor, GTU-GSET	Member	
		5	Prof. Mahesh Panchal Asst. Professor, GTU-GSET	Member	
Frequency of the meeting: Quarterly					

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Phone No. +91 (079) 23267663 E-Mail: gtugset@gtu.edu.in Website: https://set.gtu.ac.in

02	Student Support and Counseling Committee	1	Prof. Gautam Makwana Asst. Professor, GTU-GSET	Coordinator	• 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					
03	Industry-Institution Cell	1	Dr S D Panchal, Director GTU-GSET	Chairperson	• The Committee will be responsible for to organize Industry visit, Placement Fair, Open House events, Form Industry advisory board for each Programs • Pre-placement activities
		2	Prof Gautam Makwana Asso. Professor GTU-GSET	Coordinator (MNCT Program)	
		3	Prof Mahesh Panchal Asst Professor, GTU-GSET	Coordinator (DS Program)	
		4	Prof Seema Joshi Asst Professor, GTU-GSET	Coordinator (CS Program)	
		5	Shri Yatrik Goswami Tops Technologies Ltd Ahmedabad	Industry Representative	
		6	Shri Nilesh Ranpara e-Infochips Ltd Ahmedabad	Industry Representative	
Frequency of the meeting: As per Requirement					

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04	Library Committee	1	Prof. Komal Borisagar Asso. Professor, GTU-GSET	Coordinator	• 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	
05	Academic and Admission Committee	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	• 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	

06	Scrutiny Committee for Seed Money Scheme of GTU	1	Prof. S. D. Panchal Director, GTU-GSET	Chairperson	• 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)					
07	Scrutiny Committee for AICTE-Doctoral Fellowship programme	1	Prof. Gautam Makwana Asso. Professor, GTU-GSET	Coordinator	• 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					
08	Research, Consultancy & Publications Committee	1	Prof. S D Panchal Professor & Director, GTU-GSET	Chairperson	• 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					

09	Tech-Fest, Cultural and Sport Promotion Committee	1	Prof. Deepak Upadhyay Asst. Professor, GTU-GSET	Coordinator	• 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
		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
10	Newsletter Committee	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	• 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
11	Store and Purchase Committee	1	Prof Seema Joshi Asst Professor, GTU-GSET	Coordinator (Purchase)	• To look in the Institute purchase matters • Necessary approvals and bill passing process • Estate related development and maintenance related work • Dead stock/Consumable register update
		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

12	ICT Committee	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	• ICT Planning and Execution and monitoring • Liaison with University IT Section • Institute website update and monitoring • Social Media Handling
		2	Prof Mahesh Panchal Asst. Professor GTU-GSET	Coordinator	
		3	Prof Deepak Upadhyay Asst Professor, GTU-GSET	Member	
		4	Prof Mridul Seth Asst Professor, GTU-GSET	Member	
		5	Shri Harishbhai Vaghela Class-3, GTU-GSET	Member	
Frequency of the meeting: As per Requirement					
13	Estate Committee	1	Prof. S. D. Panchal Professor & Director, GTU-GSET	Chairperson	• Overall Institute ambiance monitoring • Infrastructure related matter • Liaison with University Estate Section • New Campus – Lekawada Matters
		2	Prof Gautam Makwana Asso. Professor GTU-GSET	Member (New Campus)	
		3	Prof Mahesh Panchal Asst Professor, GTU-GSET	Member (GTU Campus)	
		4	Prof Mridul Seth Asst Professor, GTU-GSET	Member	
		5	Prof Margam Suthar Asst Professor, GTU-GSET	Member	
Frequency of the meeting: As per Requirement					

Copy to:

1. All Concern faculty coordinator and members
2. Institute Office File

Director – GTU GSET

DIRECTOR
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