

School of Business Studies – BBA

ADGITM, New Delhi

Departmental Committees

Date: 23rd Nov, 2022

The purpose of the committee is to advise on how departmental leadership can be supported and enhanced in their administrative and faculty governance responsibilities. The committees work on all aspects of academic operations for the smooth functioning of the department.

1. Departmental Advisory Committee

The Departmental Advisory Committee (DAC) has been formed for monitoring of Management – BBA Departmental activities.

The DAC consists of faculty members and technical staff of the department who periodically monitors the departmental activities and evaluates different parameters.

Composition: The present composition of the DAC is as follows.

Chairman: Prof. (Dr. Divya Gangwar) (Head), School of Business Studies.

Convener: Mr. Sachin Jindal, Ms. Sanchita Khantwal

1. All the faculty members of the Management Department.
2. All the technical staff of the Management Department.

Roles and responsibilities: The roles and responsibilities of DAC are as follows.

- Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSO), Program Educational Objectives (PEOs).
- Evaluating program effectiveness and proposing necessary changes.
- Preparing periodic reports on program activities, progress, status or other special reports for Management.
- Motivating the faculty and students towards attending workshops, developing projects, working models, paper publications and engaging in research activities.
- Interacting with students facilitating the achievement of POs, PSOs and PEOs.
- Interacting with stakeholders regarding the improvement of POs, PSOs and PEOs.

Committee:

S.NO.	NAME	ROLE
1.	Prof.(Dr.)Divya Gangwar	Head
2.	Ms. Shivani Arora	Assistant Professor
3.	Mr. Amit Yadav	Assistant Professor
4.	Mr. Kshitij Chandra	Assistant Professor
5.	Ms. Sanchita Khantwal	Assistant Professor
6.	Ms. Vimla Sharma	Assistant Professor

2. Program Assessment Committee

Objectives: The Program Assessment Committee will review the following Academic activities of the Department.

- Academic Calendar
- Time Table
- Professional Body Membership and Activities
- Examinations
- Result analysis
- Guest lectures /workshops

Committee:

S.NO.	NAME	ROLE
1.	Prof.(Dr.)Divya Gangwar	H.O.D
2.	Ms. Sonali Gaur	Assistant Professor
3.	Ms. Shweta Sharma	Assistant Professor
4.	Ms. Ankita Upadhyay	Assistant Professor

3. Department Project Committee

Objectives:

- To monitor the quality of projects
- Project Review Dates
- Project Guidelines
- Project Assessment
- Project Completion status and Documentation

Committee:

S.NO.	NAME	ROLE
1.	Prof.(Dr.)Divya Gangwar	H.O.D
2.	Mr. Sachin Jindal	Assistant Professor
3.	Ms. Shelly Gosain	Assistant Professor

4. Departmental Program Committee

Objectives:

- To review the syllabus completion status
- Attendance
- Arrange PTM
- Counselling
- Class Co-ordination

Committee

S.No.	Name of Faculty	Co-Ordinator
1	Prof.(Dr.)Divya Gangwar	H.O.D
2	Ms. Shivani Arora	Assistant Professor
3	Ms. Sanchita Khantwal	Assistant Professor
4	Ms. Shelly Gosain	Assistant Professor
5	Mr. Kshitij Chandra	Assistant Professor

- 5. Alumni Association Committee**
 - Ms. Ankita Upadhyay
- 6. Industrial Visit and Interaction with outside world Committee**
 - Mr.Amit Yadav
- 7. Training and Placement Committee**
 - Mr.Kshitij Chandra
- 8. Departmental Library In-Charge**
 - Ms. Vimla Sharma
- 9. Departmental Store and Inventory Management In-Charge**
 - Ms.Shweta Sharma
- 10. Discipline and Anti-Ragging Committee**
 - Mr.Sachin Jindal
 - Mr.Amit Yadav
 - Mr.Kshitij Chandra

Prof.(Dr.)Divya Gangwar

Head –Management Department