



# Department of Electrical Engineering

Islamic University of Science and Technology, Kashmir

## OFFICE MEMO

**Objective:** Reframing of Departmental Committees and assignment of work to concerned faculty/staff members, w.e.f. 20-09-2023.

### I. Examination Committee

EXAMINATION COMMITTEE		
S.No.	Faculty/Staff	Work Assigned
01	Mr. Zahoor Ahmad Coordinator	<ul style="list-style-type: none"><li>• Conduct of Mid-term / Missed Mid-term / End Term exam including Date sheets, exam duties.</li><li>• Obtaining Question papers for Mid-term / End Term exams.</li><li>• Maintaining records of Mid-term/ missed Mid-term / End Term exams</li><li>• Award Rolls of all Mid-term/ Missed Mid-term / End Term exams</li><li>• Date sheet for Mid-term/Missed Mid-term / End Term exam</li><li>• Conduct of Make-up / Supplementary exam</li><li>• Re-evaluation cases</li><li>• Conveying final notification related to shortage cases to examination superintendents for compliance</li></ul>
02	Dr. Salman Ahmad Deputy Coordinator	
03	Mr. Ab. Quyoom Trumboo O/A (Exams) EE	

**Note:** Role of Office Assistant (Exams) EE:

- Maintaining of stationary records (used/unused) obtained from Exam Section IUST.
- Responsible for unused Examination answer books in the Department.
- Generation of memos after students have submitted Exam forms.

### II. Student Project Monitoring Committee (SPMC):

01	Mr Rayes Ahmad Lone	Chairman
02	Dr S. A. Nahvi	Member
03	Dr A. S. Anees	Member
04	Dr Salman Ahmad	Member Secretary/Coordinator

### III. Departmental Monitoring Committee:

01	Mr Rayes Ahmad Lone	Chairman	<ul style="list-style-type: none"><li>• <b>Role:</b> Scrutinizing recommendations related to Missed Mid-term exams/ shortage cases submitted by Academic coordinators &amp; approving the same.</li><li>• Forwarding Missed Mid-term cases to Examination <b>Committee-I</b> and shortage cases to Examination <b>Committee-II</b> for implementation</li></ul>
02	Dr S. A. Nahvi	Member	
03	Mr Zahoor Ahmad	Member	
04	Ms Baziga Youssuf	Member Secretary	

### IV. Departmental Verification Committee:

01	Dr. S. A. Nahvi	Chairperson
02	Mr Zahoor Ahmad	Member
03	Dr M. Y. Zargar	Member
04	Mr Aadil Andrabi	Member Secretary

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20/9/23



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### V. Academic Coordinators and their role within the Department.

Academic Coordinators/Mentors				
S.No.	Batch	Name of the coordinator/ Mentor-1	Mentor-2	Role
01	2023	Dr. A. S. Anees	Dr. Viqar Yousuf	<ol style="list-style-type: none"><li>1. Student counselling: Making student aware of Rules / Regulations</li><li>2. Interacting regularly with concerned CRs</li><li>3. Compiling attendance: Identifying shortage cases of concerned semester.</li><li>4. Scrutinizing applications for Missed mid-term Exams and recommending genuine cases to DMC.</li><li>5. Academic coordinators shall also function as Google Class (GC) Administrators of their respective classes.</li><li>6. Dealing with Re-registered courses of their respective years, compiling the list and submitting to HOD in time for faculty allotment, etc.</li><li>7. Identifying weak students amongst mentees after mid-term results, compiling and submitting the list for scheduling of remedial classes.</li><li>8. The mentors would function as the first interface of mentee (student) for resolving of problems/counselling and any issue related to academics/examination, etc. Specifically, students would finalize course registration only after the same has been screened by the concerned mentor.</li><li>9. It would be the responsibility of the mentors to prepare and submit the Mentor and Mentee list/diary and keep the record of all the data related to interaction with Mentees.</li></ol>
02	2022	Dr Salman Ahmad	Mr Zahoor Ahmad	
03	2021	Dr M. Y. Zargar	Dr S. A. Nahvi	
04	2020	Ms Baziga Youssuf	Mr Rayes Ahmad Lone	
<b>Overall Coordinator : Dr. A. S. Anees</b>				

### VI. Departmental Internal Quality Assurance Unit (DIQAU)

Name	Position in DIQAU
Mr Rayes Ahmad Lone	Chairperson
Dr A. S. Anees	Nodal Officer
Dr S. A. Nahvi	Faculty Member
Mr. Zahoor Ahmad	Faculty Member
Ms Baziga Youssuf	Faculty Member
Dr M. Y. Zargar	Faculty Member
Dr Salman Ahmad	Faculty Member
Dr Viqar Yousuf	Faculty Member
Dr Zahid Farooq	Member Secretary

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20/9/23



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### VII. Departmental Research Committee:

S.No.	Name of the Faculty	Role
01	Dr Rumaan Bashir	Chairperson/Incharge Dean SoE&T
02	Dr Niyaz Ahmad Rather	HVC's Nominee/Head Department of Physics
03	Dr S. A. Nahvi	Member
04	Dr. A. S. Anees	Member
05	Dr Salman Ahmad	Member
06	Dr M. Y. Zargar	Member Secretary

### VIII. Lab Developmental Committee

S.No.	Lab	Incharge Faculty
01	Machine Lab	Mr Zahoor Ahmad/Dr. Salman Ahmad
02	Power Electronics & Drives Lab	Dr Salman Ahmad/ Mr Zahoor Ahmad
03	Power System Lab	Mr Rayes Ahmad Lone/Dr M. Y. Zargar
04	Switchgear & Protection Lab	Dr. A. S. Anees / Mr Rayes Ahmad Lone
05	Control System Lab	Dr S. A. Nahvi/ Dr. Zahid Farooq
06	Basic Electrical Lab	Dr. M. Y. Zargar /Ms Baziga Youssuf
07	Simulation Lab	Dr S. A. Nahvi/Dr Viqar Yousuf
08	Measurement Lab	Ms Baziga Youssuf /Dr. Viqar Yousuf

### IX. Departmental Committee for Screening of Financial Support Application(s):

S.No.	Name of the Faculty	Role
01	Mr Rayes Ahmad Lone	Chairperson
02	Dr S. A. Nahvi	Member
03	Mr Zahoor Ahmad	Member
04	Ms. Baziga Youssuf	Member Secretary

The above committee shall include a civil society member from the locality of the applicant (if any).

### X. Annual Fest Committee:

01	Dr M. Y. Zargar	Chairperson
02	Ms. Baziga Youssuf	Member
03	Dr. Zahid Farooq	Member
04	Dr Viqar Yousuf	Member Secretary

### XI. Departmental Committee for Placements, Outreach & Industrial Internship:

01	Mr. Rayes Ahmad Lone	Chairperson
02	Ms. Baziga Youssuf	Outreach
03	Dr. M. Y. Zargar	Internship/Industrial Connect
04	Dr. Salman Ahmad	Alumni Connect/Placements
05	Dr. Viqar Yousuf	

  
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### XII. Departmental Book Selection Committee:

01	Mr. Rayes Ahmad Lone	Chairperson
02	Dr. S. A. Nahvi	Member
03	Mr. Zahoor Ahmad	Member
04	Dr M. Y. Zargar	Member
05	Mr. Aadil Andrabi	Member Secretary

### XIII. Individual Work Assignments:

- *Dr. A. S. Anees: I/C Time Table, NIRF Coordinator.*
- *Dr Salman Ahmad: Departmental Sports Coordinator.*
- *Ms Baziga Youssuf: Coordinator for NBA, MOOCs & ABC (Academic Bank of Credits).*
- *Dr Vigar Yousuf: Coordinator BIS.*
- *Mr. Khalid Abbas Khan: Coordinator & Incharge Publicity/Advertisement in the DoEE.*

*Note: Member Secretary of the committee is responsible for scheduling the meeting & maintaining a record of minutes.*

  
20/9/23

Mr Rayes Ahmad Lone  
I/C Head  
Department of EE, SoE&T, IUST

No. IUST/DoEE/23/525

Dated: 20-09-2023

Copy to:

- *All concerned faculty/ staff members for their information*
- *I/C Dean, SoE&T for information*
- *Director DIQA for information*
- *File for record*