



# 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. 07-03-2025.

### I. Examination Committee

EXAMINATION COMMITTEE		
S.No.	Faculty/Staff	Work Assigned
01	Dr. 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 J/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	Dr. S. A. Nahvi	Chairperson
02	Dr. Rayes Ahmad Lone	Member
03	Dr. Salman Ahmad	Member
04	Mrs. Sami Jan Lolu	Member
05	Dr. M. Y. Zargar	Member Secretary/Coordinator

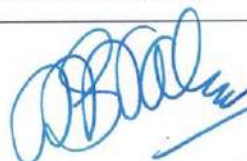
### III. Departmental Monitoring Committee:

01	Dr. S. A. Nahvi	Chairperson	<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. A. S. Anees	Member	
03	Dr. Zahoor Ahmad	Member	
04	Mrs. Sami Jan Lolu	Member Secretary	

### IV. Departmental Verification Committee:

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

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

S.No.	Year	Name of the coordinator	Role
01	1st	Mrs. Sami Jan Lolu	<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. Academic coordinators shall also function as Google Class (GC) Administrators of their respective classes.</li><li>4. Identifying weak students amongst mentees after mid-term results, compiling and submitting the list for scheduling of remedial classes.</li></ol>
02	2nd	Dr. A. S. Anees	
03	3rd	Dr. Salman Ahmad	
04	4th	Dr. M. Y. Zargar	
<b>Departmental Chief Academic Coordinator: Dr. A. S. Anees</b>			

### VI. Mentors and their role within the Department.

S.No.	Batch	Mentor - 1	Mentor - 2	Role
01	2024	Mrs. Sami Jan Lolu	Dr. Rayes Ahmad Lone	<ol style="list-style-type: none"><li>1. 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>2. 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	2023	Dr. A. S. Anees	Dr. Viqar Yousuf	
03	2022	Dr. Salman Ahmad	Dr. Zahoor Ahmad	
04	2021	Dr. M. Y. Zargar	Dr. S. A. Nahvi	

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

Name	Position in DIQAU
Dr. Shahkar Ahmad Nahvi	Chairperson
Dr. Ahmed Sharique Anees	Nodal Officer
Dr. Rayes Ahmad Lone	Faculty Member
Dr. Zahoor Ahmad	Faculty Member
Ms. Sami Jan Lolu	Faculty Member
Ms. Baziga Youssuf	Faculty Member
Dr. Mubashar Yaqoob Zargar	Faculty Member
Dr. Salman Ahmad	Faculty Member
Dr. Viqar Yousuf	Faculty Member
Dr. Farhana Fayaz	Member Secretary

### VIII. Departmental Research Committee:

S.No.	Name of the Faculty	Role
01	Dr. S. A. Nahvi	Chairperson
02	Dr. Niyaz Ahmad Rather	HVC's Nominee/Head Department of Physics
03	Dr. Rayes Ahmad Lone	Member
04	Dr. Zahoor Ahmad	Member
05	Dr. A. S. Anees	Member
06	Dr. M. Y. Zargar	Member
07	Dr. Salman Ahmad	Member Secretary

### IX. Lab Developmental Committee


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

### X. Developmental Committees for emerging Labs:

S.No.	Lab	Incharge Faculty
01	Electric Vehicle Technology (EVT) Lab	Dr. Salman Ahmad / Dr. Zahoor Ahmad / Dr. Viqar Yousuf / Dr. Sami Jan Lolu
02	Energy System Engineering (ESE) / Solar Skilling (SS) Lab	Dr. Rayes Ahmad Lone / Dr. M. Y. Zargar / Dr. A. S. Anees / Ms. Baziga Youssuf
03	Computation & Control (CC) Lab	Dr. S. A. Nahvi / Mrs. Sami Jan Lolu / Dr. Farhana Fayaz / Dr. Viqar Yousuf

NOTE: The above constituted developmental committees shall be responsible for establishment, development, and continuous improvement of the labs. This includes overseeing the design, procurement of equipment and ensuring safety standards.

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

S.No.	Name of the Faculty	Role
01	Dr. S. A. Nahvi	Chairperson
02	Dr. Rayes Ahmad Lone	Member
03	Dr. 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).

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

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

### XIII. Departmental Book Selection Committee:

01	Dr. Rayes Ahmad Lone	Chairperson
02	Ms. Sami Jan Lolu	Member
03	Dr. A. S. Anees	Member
04	Dr. Salman Ahmad	Member
05	Mr. Aadil Andrabi	Member Secretary

### XIV. 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. Viqar Yousuf: Coordinator BIS.
- Dr. Rayes Ahmad Lone / Dr. Viqar Yousuf: Coordinator & Incharge Publicity/Advertisement in the DoEE.
- Dr. Rayes Ahmad Lone / Dr. Viqar Yousuf: Coordinator Social Media Handles (Facebook, LinkedIn & Google Scholar)
- Dr. Rayes Ahmad Lone: NBA Coordinator
- Ms. Sami Jan Lolu: NEP Coordinator
- Mr. Khalid Abbas Khan: I/C Website

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

Dr. S. A. Nahvi

Head

Department of EE, SoE&T, IUST

No. IUST/DoEE/25/131

Dated: 10-03-2025

Copy to:

- All concerned faculty/ staff members for their information.
- File for record.