

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
 (An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
 Ministry of Electronics and Information Technology, Government of India

F. No. 1(48)2014-NIELIT | १९३३

Dated: 25th October 2016

OFFICE MEMORANDUM

Sub.: Constitution of Academic Advisory Committee (AAC) of National Institute of Electronics and Information Technology (NIELIT)

With the approval of the Hon'ble Minister of Electronics & Information Technology, Government of India and Chairperson, Governing Council, the Academic Advisory Committee (AAC) of NIELIT is hereby constituted as under:

Srl. No.	Name and address	
1	Prof. (Ms.) Gitika Kapoor (<i>ex-officio, as academic member of Governing Council</i>) Director, R.A. Podar Institute of Management, University of Rajasthan Gandhi Circle, Jawaharlal Nehru Marg Jaipur-302004, Rajasthan	Chairperson
2	Dr. Mahesh Chand Govil Head & Professor, Dept. of Computer Science Malviya National Institute of Technology, Gargi Hostel Road, Jhalana, Malviya Nagar, Jaipur -302017	Member
3	Dr. Saroj Kaushik Professor & Head, Dept. of Computer Science & Engineering Indian Institute of Technology Delhi, Hauz Khas, New Delhi	Member
4	Shri PNSV Narasimham, Senior VP Human Resources Cyient Ltd. Plot No. 11 Software Units Layout, Infocity, Madhapur Hyderabad - 500 081 Telangana	Member
5	Shri Sanjay Padode Secretary Centre For Developmental Education (Cpd) IFIM Business School, (Opp. Infosys Campus Gate #4), #8p & 9p, KIADB Industrial Area, Electronics City 1st Phase Bangalore	Member
6	Dr. (Ms.) Sandhya Chintala (<i>as nominee of NASSCOM</i>) Vice President, NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi	Member

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Srl. No.	Name and address	
7	<i>Nominee of Secretary</i> Ministry Of Skill Development And Entrepreneurship 2nd Floor, Annexe Building Shivaji Stadium Shaheed Bhagad Singh Marg, Connaught Place, New Delhi	Member
8	Shri Ramjee Singh, Rental Flat No. 44, Kankarbagh Colony, Near Panch Shiv Mandir, Patna – 800020, Bihar	Member
9	Shri Atul Garg KD-14- Kavi Nagar, Ghaziabad-201001, Uttar Pradesh	Member
10	Representative of NIELIT (To be nominated by Director General, NIELIT)	Member
11 ✓	Shri Anurag Shah Controller of Examinations, NIELIT	Member Secretary

2. AAC shall be the Advisory Body on the academic activities of the Society and shall be responsible for setting up of standards and academic programmes of the Society.

3. The functions of the AAC shall be as follows:

- (i) Approve a systematic programme review that demonstrates that standards set are adequate to evaluate the quality of the education or training provided by the Society and that the long-term courses / programs are relevant to the educational or training needs of students.
- (ii) Evolve effective Monitoring and re-evaluation procedure for accredited institutions by conducting inspections to ensure that they remain in compliance with the standards laid down by the Society.
- (iii) Review achievements with reference to assignments undertaken during the year and progress made in relation to achieving long-term objectives and the quality of output of the Society. Identify the bottlenecks if any and to suggest remedial measures.
- (iv) Approve norms relating to admissions, pattern and evaluation norms and schedule of examinations and fix the minimum standard for passing examinations for award of certificates / diplomas.
- (v) Approve syllabi of the courses of study, suggest reference books and other reading materials for the programmes of study and formulate norms for conduct of examinations for the long-term courses under offer.
- (vi) Approve panel of names suitable for appointment as experts for various activities (Accreditation/Examination) of the Society.

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- (vii) To review and approve measures for improvement of standards of the courses offered.
 - (viii) To constitute Sub-academic Advisory Committee at Centres.
 - (ix) To constitute Examination Board for the Society/Centres:
 - (x) To constitute Syllabus Committee as and when required.
 - (xi) Suggest distinguished teachers / experts / specialists in various fields from other universities or institutions of higher learning to be invited so as to obtain the services of talented personnel in other institutions by the Society.
 - (xii) Approve long-term or agreement for academic exchange programme with such departments of other universities and institutions of higher learning, as may be necessary under which the scholars of the two institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time.
 - (xiii) Approve forms and nomenclature of certificates, diplomas that may be awarded to candidates after qualifying the examinations.
 - (xiv) Identify weak areas in the system followed by the Society and the areas requiring special reinforcement.
 - (xv) Constitute a Moderation Board for each paper/to ensure that the question paper has been set strictly in accordance with the syllabus covering broad areas adequately; (a) to delete question(s) set from outside syllabus and to make necessary substitution, if required (b) to remove ambiguity in the language of question, if any (c) to moderate all the questions properly giving ample opportunity to candidates of average and exceptional capabilities (d) to ensure proper distribution and indication of percentage of marks for each question or part or parts thereof, time prescribed for the paper and to correct errors, if any in question paper, evaluation criteria, etc.
 - (xvi) Scrutinize the statistics of results prepared by the Tabulators and moderate the same, if need be, before the declaration / publication of results.
4. If any committee member of AAC does not turn up for three consecutive meetings, he/she to be replaced.
5. The remaining process for convening of meetings and procedures of AAC shall be as per the Bye-Laws of NIELIT.

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6. The recommendations of the AAC are to be put up to Director General, NIELIT (being CEO) for approval.
7. TA/DA for non-official members for attending the meeting of the Academic Advisory Committee will be borne by NIELIT as per rules.


(Janak Raj)
Registrar

To,

Chairperson, all Members and Member Secretary of the Academic Advisory Committee

Copy for information to:

1. PS to Minister (E&IT) & Chairperson, Governing Council, NIELIT
2. PS to MoS (E&IT) & Deputy Chairperson, Governing Council, NIELIT
3. PS to Secretary, MeitY & Chairperson, Management Board, NIELIT

Copy also to:

1. Shri Sanjiv Mittal, Joint Secretary & Group Co-ordinator (HRD), MeitY
2. The Executive Directors/ Directors/Directors-in-Charge of NIELIT Centres
3. Chief Finance Officer, NIELIT
4. Additional Director (Technical), NIELIT HQ
5. TSO to Director General, NIELIT