

Sant Longowal Institute of Engineering and Technology (Longowal)
(Deemed-to-be-University under MOE, Govt. of India)
Department of Computer Science and Engineering

Ref. No. SLI ET/CSE/1156

Dated: 18/07/2025

The following internal committees are reconstituted for the efficient execution of departmental activities, superseding all previous orders issued in this regard

Internal Committees and Their Roles & Responsibilities				
Sr. No	Name of Committee	Concerned Person/Committee		Responsibilities
		Name	Duty	
1	Department Accreditation Committee: NBA/NAAC	Prof. Birmohan Singh	Convenor	To prepare NBA, SAR, and NAAC reports and ensure timely submission to relevant bodies.
		Dr. Manminder Singh	Member	
		Dr. Preetpal Kaur	Member	To collect, validate, and maintain departmental data related to POs, COs, and academic performance for audits and accreditations.
		Dr. Jatinder Pal Singh	Member	
		Dr. Sukhpreet Singh	Member	
2	Department Academics Affairs Committee and Grade Moderation Committee (DAAC)	Prof. Damanpreet Singh	Convenor	As mentioned in the institute's ICD/UG/PG rules.
		Prof. Manoj K. Sachan	Member	
		Prof. Birmohan Singh	Member	Grade moderation to be carried out by the DAAC Committee to ensure fairness and uniformity in the grading process.
		Prof. Major Singh Goraya	Member	
		Dr. Gurjinder Kaur	Member	
		Dr. Manminder Singh	Member	
3	Department Research Committee (DRC)	Prof. Damanpreet Singh	Convenor	To review and recommend Ph.D. admissions, course work, topic selection, supervisor changes, and research proposals as per university guidelines
		Prof. Birmohan Singh	Member	
		Prof. Manoj K. Sachan	Member	
		Prof. Major Singh Goraya	Member	
		Dr. Gurjinder Kaur	Member	
		Dr. Manminder Singh	Member	
4	Annual Report/NIRF Ranking/IQAC Committee	Dr. Vinod Kr. Verma	Convenor	To prepare the bilingual Annual Report and provide departmental data for NIRF and IQAC related to the Department of Computer Science and Engineering
		Mr. Rahul Gautam	Member	
		Dr. Tajinder Singh	Member	
5	Research Publications/ Ph.D. Seminars/ Ph.D. Presentations Committee	Prof. Birmohan Singh	Convenor	To organize Ph.D. seminars/presentations and maintain records of faculty and student publications for the Department of Computer Science and Engineering
		Dr. Jagdeep Singh	Member	
		Dr. Amar Nath	Member	
6	Existing Study Scheme and Curriculum Revision Committee	Prof. Major Singh Goraya	Convenor	To review and revise the existing study schemes and syllabi of the Ph.D., PGCSE, GCS, and DCS-CDE programs every semester and submit recommendations for consideration in the Board of Studies (BOS) meetings.
		Dr. Preetpal Kaur	Member	
		Dr. Sukhpreet Singh	Member	
7	Study Scheme and Curriculum Development for new courses (GAI & IMCS)	Prof. Birmohan Singh	Convenor	To design and update the study schemes and syllabi for the new GAI and IMCS programs. The syllabi should be aligned with AICTE/UGC guidelines and meet current industry requirements. The committee will submit its recommendations to the Board of Studies (BOS) for approval.
		Dr. Preetpal Kaur	Member	
		Dr. Jagdeep Singh	Member	
		Dr. Amar Nath	Member	
		Dr. Jatinder Pal Singh	Member	
		Dr. Sukhpreet Singh	Member	
8	Department ERP handling Committee	HOD CSE	Convenor	To assign faculty for regular, repeat, and retest subjects; appoint class counselors; check and update results in the ERP system; manage student group allocations; roll back results if needed; and take care of other ERP-related work in the Department of Computer Science and Engineering.
		Dr. Manminder Singh	ERP Time Table Incharge	
		Dr. Sukhpreet Singh	ERP Time Table Incharge	

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9	Department Datasheet/ Invigilation Duty Chart Preparation/ Regular/Repeat/Retest/ Improvement/Year Back/Summer Term Committee	Mr. Rahul Gautam	Convenor	To prepare the date sheet and invigilation duty chart—course-wise, date-wise, and faculty-wise—for all examinations, including Minor, Major, Retest, Repeat, and Summer Term exams
		Dr. Jagdeep Singh	Member	
		Dr. Amar Nath	Member	
10	Question-Paper Moderation Board (QMB)	HOD CSE	Chairperson	As mentioned in the institute's ICD/UG/PG rules
		Internal Subject Expert (Concerned Faculty)	Member	
		Course Coordinator	Member	
11	Result Verification and Processing Committee	HOD CSE	Convenor	To verify all End-Term results of the Department of Computer Science and Engineering
		Dr. Jatinder Pal Singh	Member	
		Dr. Sukhpreet Singh	Member	
		Mr. Ashok Kumar	Member	
12	Website Updation/ Department Presentation/ Induction Programme Presentation Committee	Dr. Vinod Kr. Verma	Convenor	To regularly update the department website (faculty data, study schemes, syllabus) and prepare presentations for induction programs or other events as needed.
		Dr. Jagdeep Singh	Member	
		Mr. Jagmohan Singh	Member	
13	Laboratory and Infrastructure Committee	Prof. Manoj K. Sachan	Convenor	To timely check and update laboratory equipment, departmental display boards, and fire extinguishers before the start of each semester or during the semester as required for any event.
		Concerned Lab Incharge	Member	
		Concerned Lab Technician	Member	
14	Student Feedback/ Teacher Feedback/ Alumni Feedback Committee	Dr. Gurjinder Kaur	Convenor	To ensure Student/ Teacher and Alumni feedback submission on ERP portal and compile feedback reports
		Dr. Preetpal Kaur	Member	
		Dr. Amar Nath	Member	
15	PG-CSE Committee: (Student Welfare/ Dissertation/ Seminar work)	Dr. Gurjinder Kaur	Convenor	To conduct Seminars/ Dissertation of the students as per Academic calendar
		Concerned Class Counselor	Member	
		Dr. Preetpal Kaur	Member	
16	UG-GCS Committee: (Student Welfare/ Project/ Seminar work)	Dr. Manminder Singh	Convenor	To conduct Seminars/ Projects of the students as per Academic calendar
		Concerned Class Counselor	Member	
		Dr. Jatinder Pal Singh	Member	
17	ICD-DCS-CDECommittee: (Student Welfare/ Project/ Seminar work)	Mr. Rahul Gautam	Convenor	To conduct Seminars/ Projects of the students as per Academic calendar
		Concerned Class Counselor	Member	
		Dr. Jagdeep Singh	Member	
18	In-House training/Industrial Training Committee/Internship Committee	Concerned Class Counselor	Convenor	To plan and coordinate in-house training programs and facilitate industrial training in alignment with the academic curriculum. To monitor student participation, collect training reports and certificates, and conduct industrial training viva voce.
		Mr. Rahul Gautam	Member	
		Dr. Tajinder Singh	Member	
19	Internship Evaluation Committee UG 8th Semester	Dr. Manoj Kr. Sachan	DAAC Member	To plan, conduct, and evaluate the internship presentations and reports of 8th semester UG students.
		Dr. Major Singh	DAAC Member	
		Concerned Class Counselor	Convenor	To ensure the internships meet academic requirements and submit final result.
		Dr. Tajinder Singh	Member	
		Dr. Jagdeep Singh	Member	

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20	Department Time Table Committee	Prof. Damanpreet Singh	Convenor	To prepare the department's teaching load each semester—class-wise, faculty-wise, and lab-wise—as per the academic calendar.
		Dr. Manminder Singh	Member	
		Dr. Sukhpreet Singh	Member	
21	Tutor Guardian and Student Mentor Scheme Committee	Mr. Jaspal Singh	Convenor	To prepare lists/schedule of TGS-SMS scheme every semester
		Mr. Rahul Gautam	Member	
22	Training and Placement Committee	Prof. Major Singh Goraya	Convenor	To manage data related to Training and Placement of students for department of CSE every semester and coordinate with T&P department for activities related to the same
		Mr. Rahul Gautam	Member	
		Dr. Tajinder Singh	Member	
23	Department Library Committee	Dr. Preetpal Kaur	Convenor	To manage record of books/ issue books and recommend books for the department library
		Mr. Jagmohan Singh	Member	
24	Guest Faculty Bill verification Committee	HOD CSE	Convenor	To verify the bills of guest faculty working in the department of CSE every month
		Dr. Sukhpreet Singh	Member	
		Mr. Ashok Kumar	Member	
25	Annual Academic Audit Committee	HOD CSE	Convenor	To prepare annual academic report as per audit format provided
		Dr. Vinod Kr. Verma	Member (PG/Ph.D)	
		Mr. Jaspal Singh	Member (UG)	
		Dr. Preetpal Kaur	Member (UG)	
		Dr. Jatinder Pal Singh	Member (ICD)	
		Dr. Sukhpreet Singh	Member (ICD)	
26	Department Purchase Committee	Prof. Major Singh Goraya	Chairman	To initiate, process, and monitor all departmental purchase requirements for consumables and non-consumables as per institute rules, ensure timely procurement
		Dr. Gurjinder Kaur	Member	
		Dr. Sanjeev Prakash	Member	
		Mr. Gurmukh Singh	Member	
		Ms. Arpanjit Kahlon	Member	
		Mr. Mohinder Pal	Member	
		Mr. Jagmohan Singh	Member	
27	Department Equipments Maintenance and Repair	Dr. Vipan Kusla	Member	To check and prepare list of all equipments of the department of CSE and also timely check for repair and maintenance of the same
		Dr. Tajinder Singh	Convenor	
		Mr. Gurmukh Singh	Member	
		Mr. Mohinder Pal	Member	
28	Class Monitoring Committee	Mr. Devinder Singh	Member	To monitor whether classes are being conducted as per the timetable in lecture rooms and laboratories, ensure overall student discipline, and report any discrepancies to the HOD for timely action.
		Prof. Manoj K. Sachan	Convenor	
		Mr. Jaspal Singh	Member	
		Dr. Amar Nath	Member	
		Ms. Arpanjit Kahlon	Member	

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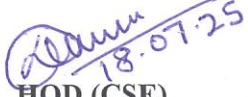
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29	Write-off Committee (Department Level)	Prof. Manoj K. Sachan	Convenor	To identify and verify unserviceable or obsolete items, prepare write-off proposals as per institute norms, and maintain proper documentation for approval by the competent authority.
		Dr. Tajinder Singh	Member	
		Dr. Sanjeev Prakash	Member	
		Mr. Gurmukh Singh	Member	
		Ms. Arpanjit Kahlon	Member	
		Mr. Mohinder Pal	Member	
		Mr. Jagmohan Singh	Member	
30	Physical Verification Committee for Equipments including: consumables and non-consumables	HOD CSE	Convenor	The committee is responsible for the physical verification of all departmental equipment—including consumables and non-consumables—and for submitting a consolidated report to the Head of the Department
		One representative from CSE Deptt	Member	
		Mr. Gurmukh Singh	Member	
		Ms. Arpanjit Kahlon	Member	
		Mr. Mohinder Pal	Member	
		Mr. Jagmohan Singh	Member	
		Mr. Naresh	Member	
		Dr. Vipam Kusla	Member	
		Mr. Devinder Singh	Member	
31	Department Record Keeping and Store Maintenance (Answer Sheets/Major Project Files/Practical Files/Course File/ Record Keeping) for Ph.D., PGCSE and IMCS	Dr. Amar Nath	Convenor	To collect all data from faculty, prepare list and store in appropriate place every semester of whenever required
		Ms. Arpanjit Kahlon	Member	
		Ms. Inderjeet Kaur	Member	
32	Department Record Keeping and Store Maintenance (Answer Sheets/Major Project Files/Practical Files/Course File/ Record Keeping) for GCS and GAI	Dr. Jagdeep Singh	Convenor	
		Mr. Jagmohan Singh	Member	
		Ms. Inderjeet Kaur	Member	
33	Department Record Keeping and Store Maintenance (Answer Sheets/Major Project Files/Practical Files/Course File/ Record Keeping) for DCS-CDE	Mr. Jaspal Singh	Convenor	
		Mr. Mohinder Pal	Member	
		Ms. Inderjeet Kaur	Member	


HOD (CSE)