

Ref:IITWADA/PO/CF/2023/2404

Date: 26/06/2023

Notice: Formation of Institute Development Committee

The **Institute Development Committee** is being formed today. it is one of the most important committees among statutory committees. Constitution of this committee, its functions and responsibilities for the session of 2023-24 are stated as below:-

Institute Development Committee (IDC):

The institute Development Committee (IDC) is the apex body of the institution that plans and executes the developmental activities. The institute Development Committee of the institute was set up in 2018. The institute Development Committee is a very effective body in Ideal Institute of and Technology (IIT) which serves as link between the Institutes, student community and Administration. The IDCs have emerged as vital forces that frame collegiate education policies aiming at inclusive quality education. Numerous innovative schemes and best practices were introduced at IIT, which were funded by the institute Development Committee (IDC)

To advise the Governing Council/Academic Council on matters related to academic management of the institute. To estimate the future requirements of the infrastructural facilities, human resources and to plan future course of action. To propose new programs & courses, increase in intake and plan for accreditation by various agencies. To advise the Governing Body on all financial matters. To scrutinize the budget submitted by the different depts. and monitor the utilization of department's budget. To propose the budget for the financial year for the departments and the institute. To consider and submit the audited accounts to BOG.

Institute Development Committee

S. No	Name	Designation	Institute Affiliation
1	Mrs. Soniya Jain	Chair Person	Secretary
2	Dr. Vikas Narain	Member- Secretary	Principal
3	Mr. Vishal Kumar	Member	H.O.D. Department of Civil Engineering
4	Ms. Nikita Bhoir	Member	H.O.D. Department of Computers Engineering
5	Dr. Radheshyam Rathore	Member	H.O.D. Department of Mechanical Engineering
6	Mr. Ram Bhavan Pal	Member	H.O.D. Department of Electrical Engineering
7	Mr. Narendra Kumar Verma	Member	IQAC Convener
8	Mr. Pankaj Kumar	Member	
9	Ms. Manasvi Patil	Member	Faculty In charge of Student's Council
10	Ms. Ankita Dwivedi	Teacher representative	Faculty from the Department of H&S
11	Mr. Pawan Jain	Non-teaching representative	Senior Accountant
12	Mr. Somendra Sharma	Member	Registrar
13	Dr. Bhuvan Chandra	Local member nominated by the management Academics/R&D	Academician

❖ **The functions and responsibilities of the Institute Development Committee:**

- Prepare an overall comprehensive development plan for the Institute regarding academics administrative and infrastructural growth, and Enable

Institute to foster excellence in curricular, cocurricular and extra-curricular activities.

- Decide about the overall teaching programs or annual calendar of the Institute.
- Recommend to the management introducing new academic courses and the creation of additional teaching and administrative posts.
- Make specific recommendations to the management to encourage and strength research culture, consultancy, and extension activities in the Institute.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.

- Make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the Institute.
- Prepare the annual financial estimates (budget) and financial statements of the Institute and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
- Make recommendations regarding the students' and employees' welfare activities in the Institute.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Frame suitable admissions procedures for different programs by following the statutory Norms.
- Plan major annual events in the Institute, such as annual day, sports events, cultural events, etc.
- Recommend to the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the Institute or institution

- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit reports of the National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals, and awards to the students.
- Perform such other duties and exercise such other powers as may be entrusted by the management.



Dr. Vikas Narain

Principal
Ideal Institute of Technology
At Post-Posheri, Taluka-Wada,
District-Palghar, Maharashtra 421303



CC:

1. The Chairman (For Kind information)
2. Concern Members
3. Admin Office