

**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. I-17/4/2021-CCC Examination/613

January 04, 2023

OFFICE MEMORANDUM

Subject :- Reconstitution of Academic Advisory Committee (AAC) of National Institute of Electronics and Information Technology (NIELIT) –reg.

With the approval of Competent Authority, the Academic Advisory Committee (AAC), NIELIT has been reconstituted and the composition is tabulated below. The earlier O.M. No.I-17/4/2021-CCC Examination/612 dated 28.12.22 in this regard stands withdrawn.

Sr. No.	Name and Address	
1.	Dr. Pankaj Jalote Professor IIIT Delhi (Founding Director 2008-2018)	Chairperson
2.	Dr. Sushil Chandra Scientist -G, DRDO	Member
3.	Dr. Saroj Kaushik, Prof. & HoD, Dept of Comp. Sc. & Engg Shiv Nadar University, Greater Noida, Uttar Pradesh	Member
4.	Shri Amrit Manwani CMD, Sahasra Electronics	Member
5.	Shri Ashish Gupta Vice President, Barco India	Member
6.	Dr. (Ms.) Sandhya Chintala Vice President, NASSCOM	Member
7.	Shri Gunjan Choudhury Director, NCVET	Member
8.	Shri Anupam Jaiswal Social Worker	Member
9.	Shri Bhuvan Damahe Head, L&T STA, Mumbai	Member
10.	Shri Alok Tripathi HoD(Technical) & Chief Controller of Exams, NIELIT	Member
11.	Ms. Chetna Singh Rathor Controller of Exams-I, NIELIT	Member
12.	Shri Rajneesh K. Asthana, Additional Director(Academics), NIELIT	Member Secretary

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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 which 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 under taken during that year and progress made in relation to achieving long-term objective and the quality of output of the Society. Identity 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 norms suitable for appointment as experts for various activities (Accreditation / Examination) of the Society.
- 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 questions(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.
6. The recommendations of the AAC are to be put up to Director General, NIELIT (being CEO) for approval.
7. The tenure of the AAC of NIELIT shall be two years and DG, NIELIT may reconstitute the AAC as and when it is considered necessary and, in any case, shall review the membership once in every two years. However, the Chairman shall be replaced with the approval of the Management Board, NIELIT.
8. TA/DA for non-official members for attending the meeting of the Academic Advisory Committee will be borne by NIELIT as per rules.

This issues with the approval of the Competent Authority.


(R.P. Pandey)
Registrar

To,

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

Copy for kind information to:

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

Copy also to:

1. The Executive Directors / Director /Directors-in-Charge of NIELIT Centres
2. HoD (Technical) and Chief Controller of Examinations, NIELIT HQ
3. HoD (Centres Coordination Unit and Quality Assurance), NIELIT HQ
4. Controller of Examinations (I & II), NIELIT HQ
5. Chief Finance Officer in-Charge, NIELIT HQ
6. Staff Officer to Director General, NIELIT HQ