

## Various committees/in-charges, Department of Physics, 2018-19

Committee	In charge/Members	Scope of work
Research cell	U.N.Maiti (Faculty-in-charge), Sidananda Sarma (Patents & Industry link), Aditya Kalita (Extra-mural projects), Basab B. Purkayastha (Web page), Leoni Choudhury (Secretarial assistance)	To create a single window for information from all funding agencies, to help prepare research proposals suitable for a given funding agency, to act as an interface between the department and industries
TEQIP & PMMMMNMTT	Gagan Kumar (Convener)	Interface with programmes organized through CET
Outreach activities	Sidananda Sarma (Convener), Lokesh Chakraborty, Aditya Kalita, Minakshi Chutia	Organising programmes for school and college students in coordination with the institute outreach cell
Space committee	Bipul Bhuyan (Convener), S. Ravi, A.K.Sharma, U.N.Maiti, P.Poulose, S. Thota, C.Y.Kadolkar, Sidananda Sarma	To decide on the space requirements for various teaching and research facilities, faculty, student and staff offices and future expansions
Department undergraduate curriculum review committee (DUGCRC)	C.Y.Kadolkar (Convener), A.K.Sharma, A.K.Sarma, G.S.Setlur, P.K.Padmanabhan, P. Poulose, S.B.Das, A.Sil, D.Maity	To critically review the undergraduate curriculum and suggest modifications in tune with institute level modified course structure
Course allocation committee	HOD, DUPC secretary, DPPC secretary, S.B.Das	To collect the course choices from faculty members and prepare draft allotment for a given semester based upon departmental guidelines
Committee for Annex building	Gagan Kumar, U.N.Maiti, K. Pandey, Sidananda Sarma	To interface with the engineering section to plan and execute the remaining work of the Annex building
Stock and physical verification of items	Perumal A.(Faculty in-charge), Sidananda Sarma, Lokesh Chakraborty, Aditya Kalita	To prepare the stock and physical verification of department assets, maintain relevant documents for audit purposes
Placement & Alumni Affairs	D. Maiti and D. Pamu	Interface with the Centre for career development, providing guidance for internships and placements, building up of the alumni database

Library	U. Raha (department representative)	Interface with the institute library committee, maintenance of the department library
Time table committee	S. Nandi, M.C.Kumar	Interface with the institute time table committee
Seminar & colloquium	S. Bhattacharya	To organize seminars and colloquia upon requests from faculty members and external visitors
Department web page	D. Borah, Sovan Chakraborty (Faculty in-charges), Hemanta Medhi, Basab B. Purkayastha	Creation and update of the department web page
Department data server	T. Mishra, Sovan Chakraborty (Faculty in-charges), Hemanta Medhi, Basab B. Purkayastha	Creation and maintenance of an user friendly and easily searchable department data server
Project implementation group (PIG) for FIST-II	S. Thota, D. Pamu (conveners), D. Pal, A. Perumal, P.Poulose (members), S. Ravi, A. Srinivasan (Advisors)	Oversee installation and operation of PPMS procured through FIST-II
Numerical & Computational laboratories	T. Mishra, P. Mishra (Faculty in-charges), Basab B. Purkayastha	To ensure smooth running of the numerical & computational resources, making policy for the functioning of the resources, raising new requirements for the facilities
XRD	Perumal A. (Faculty in charge), Sidananda Sarma	To ensure functioning and maintenance of the facility
Uv-visible spectrometer	P. Agarwal (Faculty in charge), Aditya Kalita, Atul Chandra Deka, Radha Narzary	To ensure functioning and maintenance of the facility
Printer & Network	B. Majhi (Faculty in charge), Hemanta Medhi	To ensure functioning of printing and networking facilities of the department
RAM cell	Lokesh Chakraborty (department co-ordinator)	To coordinate with the institute's Record Retention & Disposal Manual (RAM) cell
RTI	Sidananda Sarma	Attending RTI queries related to the department
Department Disciplinary committee	HOD (Chairperson), DUPC secretary, DPPC secretary, Ms. Lopamudra Mukherjee (Research scholar)	To investigate and make recommendations on the complaints related to disciplinary matters of the students.

