



ACADEMIC YEAR 2022 -2023

## Data collection committee

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Data collection committee in CGBIBT has been formed to collect data of all ongoing activities on a day-to-day basis. The committee is responsible for the following

- Keeping the records of all events
- Facilitating data collection activities of the college
- Updating and keeping current the data contact listing of the college
- Maintaining and assigning user ids and passwords to college staff for data functions
- Distributing and forwarding communications and collection formats to the appropriate data contact person
- Directing the contact person/s at the college responsible for the compilation of the data reports
- Ensuring that deadlines are adhered to regarding the completion, submission, and final editing of data
- Ascertaining that data is accurate, correct, and verifiable to the greatest degree possible
- Serving as liaison for the college and university concerning all data issues
- Offering suggestions and insight into possible improvements concerning the data collection methods.

### Members

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<b>Chairperson</b>	: Dr. Meonis Pithawala	[09825660930]
<b>Supporting staff</b>	: Dr. Dhruvi Amin	[09998980116]
	: Dr. Ami Naik	[09662763430]
	: Ms. Dixita Panchal	[07698321965]