

Department of Electronics & Comm. Engg.
Birla Institute of Technology, Mesra, Ranchi

Various Departmental Activities and Responsibilities

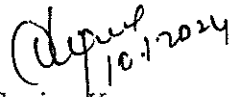
Dated: 05.01.2024

The undermentioned coordinators will have the prime responsibility for the activities mentioned against their names with immediate effect. All other faculty members and staff members of the department are expected to extend their wholehearted cooperation to the coordinators in executing their responsibilities.

S. No.	Activities	Coordinators
<i>Supervision of Activities 1, 2 & 3: Prof. S. K. Ghorai</i>		
1	Consultancy/Sponsored Projects/Research & Innovation	Dr. S. S. Sahu Dr. S. S. Tripathy Dr. S.S. Pathak
2	UG Program / UG MOOC Coordination	Dr. Somnath Sengupta
3	PG Program / PG MOOC Coordination	Dr. Neela Chatteraj
<i>Supervision of Activities 4, 5 & 6: Prof. Nisha Gupta</i>		
4	PhD Program	Dr. D. K. Upadhyay Dr. Deepti Gola
5	UG & PG Project/Internship (Allocation and Presentation)	Dr. Priyank Saxena Dr. Rupesh Kumar Sinha
6	Alumni Connect	Mr. Vishal H. Shah All Project Supervisors
<i>Supervision of Activities 7, 8 & 9: Prof. Vibha Rani Gupta</i>		
7	Annual Report/Convocation Report/ NIRF/Institute Related Activities/ Departmental Database (Student, Faculty, Department)	Dr. Vijay Nath Dr. Richa Mishra Dr. Kalyan Koley
8	NBA/UGC Accreditation	All Program Coordinators
9	SAP/FIST/MODROB/AICTE/Institute Seed Money Projects	Dr. Richa Mishra Dr. G. K Mishra
<i>Supervision of Activities 10, 11 & 12: Prof. S. Pal</i>		
10	Registration/ERP	Dr. Aminul Islam/Dr. S.S. Tripathy Dr. Kalyan Koley
11	Lab Upgradation /Monitoring of Licenses	Individual Lab in-charge
12	Training & Supervision of Lab Assistants	Dr. Kartik Mahto

Supervision of Activity 13: Prof. S. S. Solanki

13	Industry (Visit, Interaction, MoU) / CRPF Training	Dr. S. S. Tripathy Dr. G. K. Mishra
14	Timetable (UG, PG, PhD)	Dr. Kartik Mahto Dr. Vijay Nath
15	Admission ME/PhD Entrance/AICTE Web Portal	Dr. A. K. Tiwary Dr. G. K. Mishra
16	Departmental Placement and Internship	Dr. S. S. Sahu
17	Departmental Website	Mr. Vishal H. Shah
18	Roll List Distribution	Dr. S. Prasad
19	Workshops/Seminar/Conference/Invited Talks (also News & Media)	Dr. S. S. Sahu Dr. Sanjeet Kumar Dr. Priyank Saxena
20	Attendance Shortage (Notice, Submission)	Dr. Soumya Sidheswari Dr. S. A. Prasad
21	Examination (Invigilation duty assignment, Marks Submission)	Mr. S. K. Dash (MO2024 onwards) Dr. Rupesh Kumar Sinha
22	Students Feedback	All Program Coordinators
23	Departmental Budget and Indenting	Dr. S. A. Prasad Dr. A. K. Tiwary Dr. Megha Dadel
24	Departmental Meetings Coordination	Dr. P. P. Dash Dr. Deepti Gola
25	Corridor Boards/Notice Boards Management	Mr. S. K. Dash Dr. Soumya Sidheswari
26	ECE Expedition	Dr. S. S. Solanki Dr. Sanjay Kumar Mr. Vishal H. Shah Dr. P. P. Dash Dr. Richa Mishra Dr. Deepti Gola
27	Faculty Recruitment	Will be formed when required
28	NAAC Related Activities	Will be formed when required
29	MS Team/Biometric	Will be formed when required


 Dr. Sanjay Kumar
 Head, Dept. of ECE
 BIT Mesra, Ranchi

Department of Electronics & Comm. Engg.
Birla Institute of Technology, Mesra, Ranchi

Faculty wise Responsibilities of Various Departmental Activities

Dated: 05.01.2024

The undermentioned Faculty members will have the prime responsibility for the activities mentioned against their names with immediate effect. All other faculty members and staff members of the department are expected to extend their wholehearted cooperation to the coordinators in executing their responsibilities.

Sl. No.	Faculty member	Responsibilities
1.	Dr. Sanjay Kumar (HOD)	<ul style="list-style-type: none"> • Overall supervision • ECE Expedition
2.	Prof. S. K. Ghorai	Supervision of the following activities <ul style="list-style-type: none"> • Consultancy / Sponsored Project/Research and Innovation • UG Program • PG Program
3.	Prof. Nisha Gupta	Supervision of the following activities <ul style="list-style-type: none"> • PhD Program • UG & PG Project/internship (allocation and presentation) • Alumni Contacts
4.	Prof. Vibha Rani Gupta	Supervision of the following activities <ul style="list-style-type: none"> • SAP/FIST/MODROB/ AICTE/Institute/TEQIP • Annual Report/Convocation Report/Departmental Database Management (Student, Faculty, Department) • NBA/UGC Accreditation
5.	Prof. Srikanta Pal	Supervision of the following activities <ul style="list-style-type: none"> • Registration/ERP • Modernization and Upgradation of Labs, Maintenance • Training & Supervision of Lab Assistants
6.	Prof. S. S. Solanki	<ul style="list-style-type: none"> • ECE Expedition Supervision of the following activities <ul style="list-style-type: none"> • Industry (Visit, Interaction, MoU, CRPF Training)
7.	Dr. Neela Chatteraj	<ul style="list-style-type: none"> • PG Program Coordinator (<i>Overall+ Microwave</i>) • PG MOOC Coordination
8.	Dr. Vijay Nath	<ul style="list-style-type: none"> • Timetable/Roll List (<i>UG, PG and PhD</i>) • Annual Report/Convocation Report/Departmental Database Management (<i>Student, Faculty, Department</i>)
9.	Dr. Aminul Islam	<ul style="list-style-type: none"> • Registration Formalities & ERP • PG Coordinator (<i>VLSI</i>)
10.	Dr. S. S. Sahu	<ul style="list-style-type: none"> • Consultancy/Sponsored projects/Research &

		<ul style="list-style-type: none"> innovation Workshops/Seminar/Conference/Invited Talks (<i>also News & Media</i>) Departmental Placement and Internship
11.	Dr. Kartik Mahto	<ul style="list-style-type: none"> Time Table (<i>UG, PG, PhD</i>) Training & Supervision of Lab Assistants
12.	Mr. Vishal H. Shah	<ul style="list-style-type: none"> Alumni Contacts Departmental Website Management ECE Expedition
13.	Dr. Sanjeet Kumar	<ul style="list-style-type: none"> PG Coordinator (Wireless) Workshops/Seminar/Conference/Invited Talks (<i>also News & Media</i>)
14.	Dr. Sanjaya S. Tripathy	<ul style="list-style-type: none"> PG Coordinator (Instrumentation) Industry (<i>Visit, Interaction, MoU</i>) / CRPF Training Consultancy / Sponsored Project/Research and Innovation Registration/ERP
15.	Dr. Dileep Kr Upadhyay	<ul style="list-style-type: none"> PhD Program Coordinators (PhD Related all Activities)
16.	Dr. Anjini Kumar Tiwary	<ul style="list-style-type: none"> Departmental Budget and Indenting Admission ME/PhD Entrance/ AICTE Web portal
17.	Mr. Sukanta Kr. Dash	<ul style="list-style-type: none"> Examination (<i>Invigilation duty assignment, Marks Submission</i>) Corridor Boards/Notice Boards Management
18.	Dr. G. K. Mishra	<ul style="list-style-type: none"> Admission Coordinator (ME & PhD Entrance), AICTE web Portal SAP/FIST/MODROB/AICTE/Institute/TEQIP Projects Industry (<i>Visit, Interaction, MoU</i>) / CRPF Training
19.	Dr. Somnath Sengupta	<ul style="list-style-type: none"> UG Program Coordinator (Allocation and Monitoring of Program Elective, Open Elective papers, In depth Specialization and Minor for UG) UG MOOC Coordinator
20.	Dr. Priyank Saxena	<ul style="list-style-type: none"> UG and PG Project/ Internship Coordinator (<i>Project allocation and project presentation</i>) Workshops/Seminar/Conference/Invited Talks (<i>also News & Media</i>)
21.	Dr. Prajna Paramita Dash	<ul style="list-style-type: none"> Coordination of all department Meetings (DAC, DPC, DM, PCM. etc.) ECE Expedition
22.	Dr. S. A. Prasad	<ul style="list-style-type: none"> Attendance Shortage (<i>Notice, Submission</i>) Departmental Budget and Indenting Roll list distribution
23.	Dr. S. Sidhishwari	<ul style="list-style-type: none"> Attendance Shortage (<i>Notice, Submission</i>) Corridor Boards/Notice Boards Management

	Dr. Rupesh Kumar Sinha	<ul style="list-style-type: none"> • UG and PG Project/ Internship Coordinator (<i>Project allocation and project presentation</i>) • Examination (<i>Invigilation duty assignment, Marks Submission</i>)
25.	Dr. Kalyan Koley	<ul style="list-style-type: none"> • Registration Formalities & ERP • Annual Report/Convocation Report/ NIRF/Institute Related Activities/ Departmental Database (<i>Student, Faculty, Department</i>)
26.	Dr. Deepti Gola	<ul style="list-style-type: none"> • PhD Program Coordinator (PhD Related all Activities) • Coordination of all department Meetings (DAC, DPC, DM, PCM. etc.) • ECE Expedition
27.	Dr. Richa Mishra	<ul style="list-style-type: none"> • SAP/FIST/MODROB/ AICTE/Institute/TEQIP • Annual Report/Convocation Report/Departmental Database Management (<i>Student, Faculty, Department</i>) • ECE Expedition
28.	Dr. Megha Dadel	<ul style="list-style-type: none"> • Departmental Budget and Indenting
29.	Dr. S. S. Pathak	<ul style="list-style-type: none"> • Consultancy/Sponsored projects/Research & innovation

(Signature)
10.1.2024

Dr. Sanjay Kumar
Head, Dept. of ECE
BIT Mesra, Ranchi