

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING



BIRLA INSTITUTE OF TECHNOLOGY

MESRA: RANCHI – 835215

Phone: 0651– 2275750 Fax: 0651–2275401 Website: www.bitmesra.ac.in

Date: 18 Aug 2025

Departmental Activities and Faculty Members Entrusted the Responsibilities

| S. No. | Activities | Key Functions (Not limited to the items enlisted) | Responsible Faculty Members |
|--------|--|---|--|
| 1 | UG Program Coordination | <ul style="list-style-type: none">Ensuring curricular UpgradationAllocation of PE and OE CoursesTaking care of Minor/Specialisation CoursesManaging MOOC and updating results in ERPMentor AllocationMonitoring all program related website content updating | Coordinator: Dr. S. Sengupta Co-coordinator Dr. P. P. Dash |
| 2 | PG Program Coordination | <ul style="list-style-type: none">Management of all activities related to PG Programs (except admission) | Dr. Neela Chatteraj (Overall + Microwave) Prof. Aminul Islam (VLSI) Dr. Sanjeet Kumar (Wireless Comm.) Dr. S. S. Tripathy (Inst.) |
| 3 | PhD Program Coordination | <ul style="list-style-type: none">Management of all Activities Related to PhD Program (except admission) | Dr. Priyank Saxena Dr. Anusha V. |
| 4 | Management of UG & PG Project/Internship | <ul style="list-style-type: none">Project guide allocation.Coordination of Presentation/Seminar/Viva etc. for Project/Internship/Summer TrainingCollection of marks and updating in ERP | Dr. D. K. Upadhyay Dr. Rupesh Kr. Sinha Dr. Afaq Azam |
| 5 | Management of Teaching Assignment | <ul style="list-style-type: none">Teaching load preparationTimetable Preparation/Coordination/Update | Dr. Kartik Mahto Dr. S. K. Dash |
| 6 | ME/PhD Admission | <ul style="list-style-type: none">Preparing advertisement for ME/PhD admissions.Coordinating Entrance examination.Other ME/PhD admission related activities. | Dr. Sanjeet Kumar Dr. G. K. Mishra Dr. Richa Mishra |
| 7 | Departmental Placement and Internship Coordination | <ul style="list-style-type: none">Coordination with the Institute/T&P CellKeeping record of placement / Internship data of studentsHelping/Guiding/Counselling students in getting internship/projects/ placement | Dr. S. S. Sahu Dr. Kartik Mahto Mr. V. H. Shah Dr. Richa Mishra |
| 8 | Attendance Management | <ul style="list-style-type: none">Monitoring students' attendance.Reporting Shortage of Attendance (Notice and Submission)Ensuring the status of attendance is intimated to students/parents/mentors before mid-semester (and as and when needed) | Dr. S. Sidhishwari Dr. Megha Dadel Dr. Afaq Azam |
| 9 | Examination | <ul style="list-style-type: none">Allocation of Invigilation Duty for all examsFormation of Departmental Moderation Committee (DMC)Coordination with the Examination department | Dr. G. K. Mishra Dr. Sandeep Mukherjee |

(Signature)
18/8/2025

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| 10 | Registration/ERP | <ul style="list-style-type: none">• All activities related to Registration and ERP• Ensuring availability of Roll List | Dr. S. S. Tripathy Dr. Kalyan Koley Dr. S. A. Prasad |
| 11 | Feedback Analysis | <ul style="list-style-type: none">• Finalizing feedback formats.• Collection/Analysis of students' feedback• Preparation of action taken report.• Collection/Analysis of stakeholders' feedback. | Prof. V. R. Gupta Prof. Aminul Islam Dr. Neela Chattoraj Dr. Somnath Sengupta Dr. Kalyan Koley |
| 12 | Departmental Database Management | <ul style="list-style-type: none">• Creating and ensuring regular updates of Departmental Database• Ensuring availability of data for Institute related activities/Outside agencies/AICTE Web Portal/NAAC/NBA etc.• Preparation of Annual report/Convocation report etc. | Dr. Vijay Nath Dr. D. K. Upadhyay Dr. Kalyan Koley Dr. Sandeep Mukherjee Dr. Anusha V. |
| 13 | Management of Outreach and other activities | <ul style="list-style-type: none">• Organizing Workshops/Seminar/Conference/Invited Talks/ Research related activities.• Preparing departmental event calendar and ensuring its adherence. | Prof. Aminul Islam Dr. Sanjeet Kumar Dr. G. K. Mishra |
| 14 | Management of Consultancy and Projects | <ul style="list-style-type: none">• All activities related to Consultancy/Sponsored Projects/Research & Innovation /SAP/FIST/MODROB/ AICTE/ Institute Seed Money Projects | Dr. Vijay Nath Dr. S. S. Tripathy |
| 15 | Industry-Institute Interaction | <ul style="list-style-type: none">• Planning Visit/Interaction with industry.• Keeping record of all MoUs.• Organizing CRPF visit/training | Dr. S. S. Tripathy Dr. Priyank Saxena |
| 16 | Departmental Website Management | <ul style="list-style-type: none">• Ensuring creative flow of information.• Regular/frequent Updates.• Ensuring all departmental activities are reported on website on time. | Prof. V. R. Gupta Mr. V. H. Shah |
| 17 | Management of Departmental Budget | <ul style="list-style-type: none">• Ensuring all activities related to Budget and Indenting are performed timely• Follow up of budget utilization.• Ensuring infrastructure development as needed by the department. | Dr. S. A. Prasad Dr. Megha Dadel |
| 18 | Information Display Management | <ul style="list-style-type: none">• Management and regular updates of Corridor Boards/Notice Boards• Display of Student related Programmes/News on regular basis (Workshop/GATE/PhD/ Conference/Internship etc)• Regular Display of Faculty and Student Achievements on Notice Boards | Dr. S. Sidhishwari Dr. Afaq Azam |

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| 19 | Management of Departmental meetings | <ul style="list-style-type: none">• Preparation/Circulation of agenda of all Departmental meetings• Conducting all departmental meetings.• Preparation of minutes of all meetings and its timely circulation.• Formation of departmental Committees.• Keeping records of all meetings.• Planning for departmental activities as and when required | Dr. P. P. Dash Dr. Deepti Gola |
| 20 | Alumni Connect | <ul style="list-style-type: none">• Maintaining Record of Department Alumni• Record of the Student pursuing higher studies.• Collection of Alumni Feedback on Courses/in general and overall.• Organizing Alumni - Student Interaction time to time• All other Alumni related activities | Mr. V.H. Shah Dr. Priyank Saxena |
| 21 | Training & Supervision of Lab Assistants | <ul style="list-style-type: none">• Conducting/organizing regular Training & Supervision of Lab Assistants and Staff members | Prof. Aminul Islam Dr. Vijay Nath Dr. Kartik Mahto Dr. Rupesh Kr. Sinha |
| 22. | Students' Induction/Welcom e & Farewell Functions | <ul style="list-style-type: none">• Organizing Welcome/Farewell/Felicitation ceremony for students• Conducting interactive sessions as and when needed. | Mr. V.H. Shah Dr. Priyank Saxena Dr. P. P. Dash Dr. Rupesh Kr. Sinha Dr. Deepti Gola |
| 23 | ECE Expedition | <ul style="list-style-type: none">• All activities related to ECE Expedition | Prof. Sanjay Kumar Mr. V. H. Shah Dr. P. P. Dash Dr. Richa Mishra Dr. Deepti Gola |

Sanjay Kumar
18.8.2015

Prof. Sanjay Kumar
HoD, Dept. of ECE
BIT Mesra, Ranchi