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

Departmental Laboratories and Responsibilities
Dated: 08.02.2024

The Responsibilities include:

1. Keeping the inventory and ensuring the availability and of the equipment/components/accessories and software licenses etc. in the lab.
2. Renewal of software licenses and periodic maintenance of equipment.
3. Updating the list of Lab experiments time to time and preparation of lab manuals.
4. Ensuring proper cleanliness of the Lab.
5. Arranging the repair of malfunctioning equipment.
6. Upgradation/Modernization of the lab from time to time.
7. Ensuring proper flooring/electrical connections/furniture etc.
8. Display of relevant documents (e.g. list of experiments, assessment procedure, course profile, Lab timetable, Name of lab in-charges…) on the notice boards.

1	Electronics Lab	Mr. Kailash Prasad Mr. Nageshwar Mahto
2	Communication Lab	Mr. Kishun Mandal
3	Fiber Optic Communication Lab	Ms. Sangeeta Minz
4	Instrumentation Lab	Mr. David Runda
5	Microprocessor Lab	Ms. Veena Toppo
6	Digital Electronics Lab	Mr. Birendra Karmali
7	Advanced Instrumentation lab	Mr. David Runda
8	Microwave Lab	Ms. Sangeeta Minz

10	Wireless Networking Lab	Dr. Bibha Kumari
11	Antenna Lab	Dr. Bibha Kumari
12	Circuit Simulation Lab	Mr. Dheeraj Kumar
13	VLSI Design Lab	Mr. Hiranmoy Kar
14	Embedded System Lab	Mr. Dheeraj Kumar
15	Signal processing Lab	Ms. Veena Toppo

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

DEPARTMENT OF ECE, BIT MESRA

Distribution of Responsibilities for Various Non-teaching Activities

Date: 08/02/2023

S.No	Staff Responsible	Activities
1.	Mr. Manish Kumar	• Overall office maintenance, work coordination and supervision for all Non-teaching Staff. • Arrangement of refreshment during departmental and PhD meetings • Updating CL,EL,SCL etc. in the attendance register • Budget and indenting • Dept. Purchase related activity and Purchase follow up • Bill preparation and bill processing through accounts.
2.	Dr. Bibha Kumari	• PhD Presentation and seminar management • PhD related Documentation and file management • NBA/NAAC/NIRF data management • Annual Report
3.	Mr. Dheeraj Kumar	• NBA/NAAC/NIRF data management • Annual Report
4.	Mr. David Runda	• All departmental file maintenance • Project/Seed money/Contingency Register Maintenance
5.	Mr. Kailash Prasad Singh	• Arrangement of Departmental Picnic
6.	Mr. Hiranmoy Kar	• Maintenance of Computers and Software • Management/setup of Computer and projector in UG, PG and PhD Project presentations

		• Photography of Departmental events • UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) • Collection of feedback, internship and placement related details
7.	Mr. Birender Karmali	• Maintenance of Departmental Library and Student No Dues from Store section • UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) • Collection of feedback, internship and placement related details
8.	Ms. Veena Toppo	• Computer operations
9.	Ms. Sangeeta Minz	• UG and PG Project presentation related activities (Venue arrangement and Report collection and distribution) • Collection of feedback, internship and placement related details
10.	Mr. Rajendra Mahto	• Classroom Maintenance • Classroom Key Management during classes and quizzes • Monitoring the Cleaning of office, faculty room, laboratories, classrooms • Water distribution during examinations • Purchase follow up
11.	Mr. Bharat Mahto	• Bill preparation and bill processing through accounts. • Distribution of timetable, attendance registers, roll

		lists (UG, PG, PhD) and notices. • Notice circulation and management
12.	Mr. Dashrath Sahu	• Notice board management • Distribution of timetable, attendance registers, roll lists (UG, PG, PhD) and notices. • Notice circulation and management
13.	Mr. Rajkishor Mahto	• All departmental file maintenance • Project/Seed money/Contingency Register Maintenance
14.	All Concerned Lab Assistants	• Experiment's list and schedule in lab notice boards • Management of lab manuals • Supervision of ledgers in each laboratory • Maintenance of instruments • Maintenace of AC, Furniture and Batteries • Attendance monitoring of project students

(Dipu 12.2.2024)